



S P O K A N E C O U N T Y L I B R A R Y D I S T R I C T

## Board of Trustees Regular Meeting

August 20, 2024 4:00 p.m.

Airway Heights Library, 1213 S Lundstrom St, Airway Heights

### AGENDA

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

**Public Comment:** In addition to the Public Comment period provided in the agenda below, the District accepts written public comment that will be distributed to Trustees. 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.scld.org/connect/ask-board-of-trustees/>.

- I. CALL TO ORDER
- II. AGENDA APPROVAL
- III. PUBLIC COMMENT
- IV. ACTION ITEMS
  - A. Approval of [June 18, 2024 Meeting Minutes](#)
  - B. Approval of [June 2024 Payment Vouchers](#)
  - C. Approval of [July 2024 Payment Vouchers](#)
  - D. Unfinished Business
    - 1. [Spokane Valley Library Final Budget Report](#): Discussion
    - 2. [Future Conklin Road Library](#): Discussion, Potential Action
    - 3. [Airway Heights: Potential Interlocal Agreement Amendment](#): Discussion, Potential Action
  - E. New Business
    - 1. [Friends of the Library Policy](#): Approval Recommendation
    - 2. [Work Plan](#): Compensation Review Summary: Discussion
    - 3. Overview: [Patron Point](#)
- V. DISCUSSION ITEMS, POSSIBLE ACTION
  - A. [Future Board Meeting Agenda Items](#)
- VI. REPORTS
  - A. Trustees
  - B. Executive Director
    - 1. [June](#)
    - 2. [July](#)
  - C. Operations
    - 1. [June](#)

2. [July](#)

D. Fiscal

1. [June](#)

2. [July](#)

## VII. ADJOURNMENT

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

August 20, 2024

**BOARD OF TRUSTEES MEETING MINUTES: June 18, 2024**

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 Spokane Valley Library, Tuesday, June 18, 2024 at 4:00pm.

**Present:** Jessica Hanson – Chair  
 Jon Klapp – Vice Chair  
 Ellen Clark – Trustee  
 Robert Paull – Trustee  
 Patti Stauffer - Trustee

**Excused:** None.

**Also Present:** Patrick Roewe (Executive Director), Jason Link (Finance Director), Doug Stumbough (Operations Director), Kristy Bateman (Operations Manager), Vinnie Davi (Video Production Specialist), Carlie Hoffman (Digital Services Manager), Danielle Milton (Library Manager), Jane Baker (Communication and Development Director), Andrea Sharps (Collection Services Manager), Diane Brown (Librarian), Dana Mannino (Librarian), Katy Pike (Librarian), Emily Greene (Administrative Services Manager), Toni Carnell (Human Resources Director), and three (3) members of the public

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

**Agenda Approval (Item II)** Trustee Ellen Clark moved and Trustee Robert Paull seconded the approval of the meeting agenda.

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

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

**Approval of May 21, 2024 Regular Meeting Minutes (Item IV.A.)** Chair Hanson called for any corrections to the May 21, 2024 Regular Meeting Minutes. There were no corrections, the minutes stand as written.

There was no further discussion.

**Approval of May 2024 Payment Vouchers (Item IV.B.)** Vice Chair John Klapp moved and Trustee Paull seconded the approval of the May 2024 payment vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal	Total
May - GF	0062186 – 0062279 and W001510 – W001526	\$990,003.93	\$990,003.93
	PR05102024 and PR05252024	\$500,917.07	\$500,917.07
		Total	\$1,490,921.00

Discussions ensued about invoice amounts for certain voucher items and costs included in current contracts for landscaping.

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

**Unfinished Business  
Airway Heights:  
Potential Interlocal  
Agreement  
Amendment  
Discussion/Directio  
n to Staff  
(Item IV.C.1.)**

Executive Director Patrick Roewe presented a PowerPoint to the board regarding a potential interlocal agreement amendment. Discussion ensued about the history of the potential exchange of property in lieu of contracted service fees, background of the service contract and lease agreements, and map of the parcels in question. Discussion also ensued about the appraisals of the parcels, effects on the overall District budget, and termination of the current interlocal agreement. By consensus, the Board directed staff to gather information on expected costs and to continue discussions with the City with the request that both parcels be included in the potential exchange.

There was no further discussion.

**New Business  
Annexation of Cities  
& Towns to the  
Library District:  
Policy  
(Item IV.D.1.)**

Executive Director Roewe presented a reaffirmation to the Annexation of Cities & Towns to the Library District Policy. Vice Chair Klapp moved and Trustee Patti Stauffer seconded the approval of reaffirming the policy.

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

**New Business  
Filming and  
Photography Policy  
(new)  
(Item IV.D.2.)**

Communication and Development Director Jane Baker presented the new Filming and Photography Policy. Discussion ensued about putting practices into policy and expanding the policy to cover multiple different scenarios. Trustee Paull moved and Trustee Stauffer seconded the approval of the new policy.

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

**New Business  
Fixed Assets Policy  
(Item IV.D.3.)**

Finance Director Jason Link presented a PowerPoint of changes to the Fixed Assets Policy. Changes included defining the scope of the policy, new definitions, an updated and expanded implementation plan, and new threshold for Board action on disposition of assets. Trustee Paull moved and Trustee Clark seconded the approval of the changes to the Fixed Asset Policy.

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

**New Business  
Financial  
Management Policy  
(Item IV.D.4.)**

Finance Director Link presented revisions to the Financial Management Policy. Revisions include updates to statutory references and added language for clarification. Discussion ensued about material and program restrictions, levy lid lifts, and staff to program ratios. Trustee Stauffer moved and Vice Chair Klapp seconded the approval of revisions to the Financial Management Policy.

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

**New Business  
Procurement Policy  
(Item IV.D.5.)**

Finance Director Link presented updates to the Procurement Policy due to implemented state changes. Discussion ensued about what MRSC is and how the District utilizes their small roster program. and upcoming procedural changes recommended by the District's attorney. Trustee Paull moved and Trustee Clark seconded the approval of changes to the Procurement Policy.

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

**New Business  
Social Media Policy  
(Item IV.D.6.)**

Communication and Development Director Baker presented revisions to the Social Media Policy. Revisions included expansion of definitions and examples and the reordering of sections. Trustee Stauffer moved and Trustee Paull seconded the approval of changes to the Social Media policy.

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

**New Business  
Overview: Facility  
Operational Costs  
(Item IV.D.7.)**

Finance Director Link presented a PowerPoint to the board of operational costs organized by location.

There was no further discussion.

**New Business  
Overview: Spokane  
Valley  
(Item IV.D.8.)**

Librarian Diane Brown, Library Manager Danielle Milton, Librarian Dana Mannino, and Librarian Katy Pike presented a history of the Spokane Valley library, the transfer of the collection between buildings, and the increase in new library card accounts. Discussion ensued about programs the library had held.

There was no further discussion.

**Discussion Items  
(Item V.A.)**

Executive Director Roewe reminded the board that the July regular meeting had been cancelled and the next meeting will be held in August at the Airway Heights Library.

There was no further discussion.

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

There were no trustee reports.

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

In addition to the report provided prior to the meeting, Executive Director Roewe informed the board that the Easements approved at last month's meeting have been signed and executed. Discussion ensued about more information to come on a potential TIF, and the preferred method to receiving donations.

There was no further discussion.

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

In addition to the report provided prior to the meeting for May 2024, with data for customer use measures, programming, and library activities, Operation Director Doug Stumbough informed the board that Summer Reading had officially started. Discussion ensued about the positive interactions reports and the tax return group that utilizes the libraries meeting rooms during tax season.

There was no further discussion.

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

Finance Director Jason Link provided a report of revenues and expenditures for May 2024 prior to the meeting.

There was no further discussion.

**Adjournment  
(Item VII.)**

Chair Hanson adjourned the meeting at 6:02pm. The next Board Meeting is scheduled for Tuesday, August 20, 2024 at the Airway Heights Library.

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Jessica Hanson, Chair


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Patrick Roewe, Secretary to the Board of Trustees

**PAYMENT VOUCHER APPROVAL**

Pursuant to RCW 42.24.180 and Spokane County Library District Resolution # 94-03, we, the undersigned, do hereby certify that the merchandise and services hereinafter specified have been received as of May 31, 2024, and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$1,339,331.45 for the general fund, \$0.00 for the capital projects fund, and \$947,125 for the debt service fund and are authorized to authenticate and certify these claims.

DATE: June 30, 2024

SIGNED:   
 TITLE: Finance Director

SIGNED:   
 TITLE: Executive Director

GENERAL OPERATING FUND			
VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
0000062280	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	369.56
0000062281	COMIC BOOK SHOP	LIBRARY MATERIALS	230.17
0000062282	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	1,628.99
0000062283	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	24,437.42
0000062284	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	2,704.00
0000062285	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	27,329.84
0000062286	CITY OF AIRWAY HEIGHTS	MONTHLY WATER & SEWER - AH	10.00
0000062287	ABM INDUSTRIES, INC.	MONTHLY CUSTODIAL SERVICES	21,412.76
0000062288	BARTLETT INTERACTIVE, LLC	PROGRESS PAYMENT FOR NEW WEBSITE DESIGN	7,565.85
0000062289	CENTURYLINK	MONTHLY ANALOG TELEPHONE LINE: SV ELEVATOR	73.52
0000062290	CITY OF AIRWAY HEIGHTS	MONTHLY WATER & SEWER - AH	586.96
0000062291	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE	4,580.00
0000062292	EDNETICS	IT CAPITAL PROJECTS	14,891.12
0000062293	EMPIRE DISPOSAL INC.	MONTHLY SOLID WASTE - FF	48.85
0000062294	FATBEAM, LLC	MONTHLY INTERNET SERVICE, NET OF ERATE DISC	4,455.75
0000062295	THE FIG TREE	LIBRARY MATERIALS	420.00
0000062296	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	10,167.53
0000062297	INLAND PUBLICATIONS	LIBRARY PROGRAMS ADVERTISING	808.00
0000062298	INTERNATIONAL RESCUE COMMITTEE	LIBRARY PROGRAMS	114.80
0000062299	JO-ANN STORES, LLC	CREATIVE BUG ANNUAL SUBSCRIPTION	6,625.00
0000062300	MORNINGSTAR, INC	ELECTRONIC LIBRARY SERVICE	3,973.00
0000062301	NATIONWIDE INSURANCE	EMPLOYEE DEDUCTIONS FOR PET INSURANCE	528.46
0000062302	U.S. POSTAL SERVICE	POST OFFICE BOX RENEWAL/MEDICAL LAKE	154.00
0000062303	SCHOLASTIC LIBRARY PUBLISHING	LIBRARY MATERIALS	7,633.04
0000062304	SOLARWINDS, INC.	ANNUAL SOFTWARE SUPPORT	453.02
0000062305	SPRINGSHARE LLC	SOFTWARE SUPPORT	250.00
0000062306	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	1,034.57
0000062307	STATE PROTECTION SERVICES INC	MOBILE SECURITY PATROLS: SV, NS, SC	2,966.08
0000062308	ULTRAEDIT	SOFTWARE SUPPORT	99.95
0000062309	VERIZON WIRELESS	MONTHLY CELL & "MI-FI" DEVICE SERVICE	1,974.72
0000062310	WHITWORTH WATER DISTRICT	MONTHLY WATER - NS	29.49
0000062311	WITHERSPOON BRAJICHC MCPHEE, PLLC	LEGAL SERVICES, GENERAL COUNSEL	1,722.50
0000062312	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	22,040.64
0000062313	AMERICAN LIBRARY ASSOCIATION	ANNUAL DUES AND MEMBERSHIPS	150.00
0000062314	ALLIED FIRE & SECURITY BY VYANET	QUARTERLY ALARM MONITORING	1,986.25
0000062315	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	3,192.19
0000062316	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	1,450.70
0000062317	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	527.94
0000062318	CITY OF MEDICAL LAKE	MONTHLY WATER, SEWER, REFUSE - ML	184.71
0000062319	CRISIS PREVENTION INSTITUTE, INC	TRAINING - VERBAL INTERVENTION ONLINE	48.98
0000062320	ELK SENTINEL	LIBRARY MATERIALS	20.00
0000062321	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	4,325.59
0000062322	IMAGINATIONS 2 CREATION	LIBRARY PROGRAMS	150.00
0000062323	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	14,303.65
0000062324	INLAND PUBLICATIONS	LIBRARY PROGRAMS ADVERTISING	1,160.00
0000062325	INLAND POWER AND LIGHT	MONTHLY ELECTRIC UTILITIES - AH, DP	944.93
0000062326	LIBRARY IDEAS LLC	ONLINE BOOK CLUB ANNUAL SOFTWARE LICENSE	2,513.47
0000062327	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	1,587.43
0000062328	OPTUM	MONTHLY HSA ACCOUNT ADMIN FEES	63.00
0000062329	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	59,645.40
0000062330	PUBLICATIONS & DESIGN SPECIALTIES	LIBRARY MATERIALS	119.90
0000062331	THE SOUTHWEST SPOKANE COUNTY HISTORICAL SOCIETY	LIBRARY PROGRAMS	150.00
0000062332	SPOKANE COUNTY ENVIRONMENTAL SERVICES	MONTHLY SEWER - AR, NS, SV	416.44
0000062333	THE SPOKESMAN-REVIEW	ADVERTISING	474.81
0000062334	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	3,333.93
0000062335	UNIQUE MANAGEMENT SERVICES	MONTHLY NOTICE FEES AND MESSAGE BEE SERVICE	2,791.35
0000062336	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE	1,724.78
0000062337	WICK ENTERPRIZES, LLC	ADVERTISING	1,881.00
0000062338	EDNETICS	MANAGED VOICE TELEPHONE SERVICE	2,195.19
0000062339	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	679.43
0000062340	KAREN L GOODSON	LIBRARY PROGRAMS	400.00
0000062341	H&H BUSINESS SYSTEMS, INC.	QTRLY COPIER MAINTENANCE & TONER	29,215.26

0000062342	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	10,382.74
0000062343	LEADERSHIP SPOKANE	TRAINING - TUITION	3,450.00
0000062344	OAK LODGE PUBLIC LIBRARY	ILL SERVICES	19.95
0000062345	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	826.90
0000062346	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	19,334.93
0000062347	PRISMHR, INC.	MONTHLY SOFTWARE SUPPORT - HR	561.93
0000062348	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	1,106.55
0000062349	THE SPOKESMAN- REVIEW	LIBRARY MATERIALS	676.00
0000062350	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	30.48
0000062351	MINUTEMAN PRESS	ADVERTISING	330.17
0000062352	WSU EXTENSION	LIBRARY PROGRAMS	1,050.00
0000062353	ZIPLY FIBER	MONTHLY PHONE & BROADBAND - FF	148.84
0000062354	ABSCO Solutions	BUILDING REPAIR & MAINTENANCE	383.87
0000062355	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	353.66
0000062356	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	1,667.94
0000062357	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	1,771.01
0000062358	CONSOLIDATED IRRIGATION DIST19	WATER - OT	110.28
0000062359	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	997.27
0000062360	DEPARTMENT OF LABOR & IND.	QUARTERLY LABOR & INDUSTRIES TAXES	149.50
0000062361	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	1,265.77
0000062362	H&H BUSINESS SYSTEMS, INC.	QTRLY COPIER MAINTENANCE & TONER	502.51
0000062363	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	13,520.62
0000062364	KANOPY, INC	LIBRARY MATERIALS, ANNUAL SUBSCRIPTION	2,000.00
0000062365	KENT ADHESIVE PRODUCTS CO.	OFFICE/LIBRARY SUPPLIES	1,396.56
0000062366	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	3,455.42
0000062367	JOHN S. NISBET	LIBRARY PROGRAMS	300.00
0000062368	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	27,269.39
0000062369	THE SPOKESMAN- REVIEW	LIBRARY MATERIALS	1,268.80
0000062370	MINUTEMAN PRESS	SUPPLIES	236.61
0000062371	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	1,086.60
0000062372	T-MOBILE	MONTHLY "MI-FI" DEVICE CELL SERVICE	858.45
0000062373	VALLEYFEST	BOOTH SPACE RENTAL	60.00
0000062374	VALUE LINE PUB., LLC	LIBRARY MATERIALS	8,550.00
0000062375	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	1,825.77
0000062376	WSU EXTENSION	LIBRARY PROGRAMS	450.00
0000062377	AVISTA UTILITIES	MONTHLY UTILITIES	7,899.77
W000001527	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	390.93
W000001528	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	84,367.10
W000001529	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,204.66
W000001530	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	1,825.25
W000001531	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	58,730.71
W000001532	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	375.10
W000001533	ASSOCIATION OF WASHINGTON CITIES - VIMLY BENEFITS	MONTHLY EMPLOYEE MEDICAL, DENT, VIS, LTD, LIFE	113,340.09
W000001534	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	85.52
W000001535	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	1,825.25
W000001536	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,204.66
W000001537	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	75,857.68
W000001538	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	54,225.90
W000001539	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	715.17
	<b>Total Non-Payroll General Operating Fund</b>		\$ 822,402.23
	<b>PAYROLL VOUCHERS</b>		
06102024 PP11	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #11	\$ 270,470.72
06252024 PP12	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #12	246,458.50
	<b>Total Payroll General Operating Fund</b>		\$ 516,929.22
	<b>TOTAL GENERAL OPERATING FUND</b>		\$ 1,339,331.45

**CAPITAL PROJECTS FUND**

VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
	<b>TOTAL CAPITAL PROJECT FUND</b>		\$ -

**DEBT SERVICE FUND**

VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
06012024 DS01	Washington State Treasurer - Local Program	Principal & Interest Payment	947,125.00
	<b>TOTAL DEBT SERVICE FUND</b>		\$ 947,125.00





**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, 2024, and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$1,359,314.91 for the general fund, \$0.00 for the capital projects fund, and \$0.00 for the debt service fund and are authorized to authenticate and certify these claims.

DATE: July 31, 2024




SIGNED: \_\_\_\_\_  
TITLE: Finance Director

SIGNED: \_\_\_\_\_  
TITLE: Executive Director

**GENERAL OPERATING FUND**

VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
0000062378	ABSOLUTE BACKGROUND SEARCH	MONTHLY EMPLOYEE BACKGROUND CHECKS	616.00
0000062379	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	1,877.93
0000062380	CITY OF SPOKANE	MONTHLY WATER & SEWER - MP	878.79
0000062381	CNA SURETY DIRECT BILL	INSURANCE BONDS FOR EMPLOYEES	525.00
0000062382	CITY OF AIRWAY HEIGHTS	MONTHLY WATER & SEWER - AH	439.51
0000062383	CITY OF CHENEY	MONTHLY WATER, SEWER, ELEC - CH	873.71
0000062384	CITY OF DEER PARK	MONTHLY WATER & SEWER - DP	138.59
0000062385	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CH	156.29
0000062386	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE	4,337.10
0000062387	EMPIRE DISPOSAL INC.	MONTHLY SOLID WASTE - FF	48.85
0000062388	INLAND PUBLICATIONS	LIBRARY PROGRAMS ADVERTISING	808.00
0000062389	L&S ENGINEERING	BUILDING HVAC EVALUATION & CBA MAINTENANCE PLAN	462.50
0000062390	MICROBIZ	INVENTORY MGMT SOFTWARE, ANNUAL SUPPORT	850.00
0000062391	MODERN ELECTRIC WATER COMPANY	MONTHLY WATER, ELEC. - SV	2,540.60
0000062392	NATIONWIDE INSURANCE	EMPLOYEE DEDUCTIONS FOR PET INSURANCE	528.46
0000062393	SAFEGUARD SOLUTIONS	BANK DEPOSIT SLIPS	55.48
0000062394	STATE PROTECTION SERVICES INC	MOBILE SECURITY PATROLS: SV, NS, SC	3,201.37
0000062395	VERIZON WIRELESS	MONTHLY CELL & "MI-FI" DEVICE SERVICE	1,974.72
0000062396	BARTLETT INTERACTIVE, LLC	PROGRESS PAYMENT FOR NEW WEBSITE DESIGN	10,615.65
0000062397	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	34.44
0000062398	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	629.11
0000062399	CENTURYLINK	MONTHLY ANALOG TELEPHONE LINE: SV ELEVATOR	74.86
0000062400	CITY OF MEDICAL LAKE	MONTHLY WATER, SEWER, REFUSE - ML	313.58
0000062401	DELL MARKETING L.P. C/O DELL USA LP	IT HARDWARE & SOFTWARE	494.08
0000062402	EDNETICS	MONTHLY MANAGED VOICE MAIL SERVICES	2,201.83
0000062403	FAUCETS 'N STUFF PLUMBING	SPRINKLER STARTUP SERVICE	490.50
0000062404	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	5,286.37
0000062405	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	20,337.28
0000062406	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	4,021.68
0000062407	OCLC, INC.	ANNUAL CATALOGING & ILL SUBSCRIPTION	51,862.91
0000062408	ORBIS CASCADE ALLIANCE	ANNUAL ILL COURIER SERVICE	7,896.85
0000062409	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	45,393.95
0000062410	PBC GURU	LIBRARY SPEAKERS CONSORTIUM ANNUAL MEMBERSHIP	6,500.00
0000062411	PLAYAWAY PRODUCTS LLC	LIBRARY MATERIALS	2,701.01
0000062412	PROQUEST LLC	ELECTRONIC LIBRARY SERVICES	7,523.82
0000062413	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	1,557.55
0000062414	SCHINDLER ELEVATOR CORPORATION	ANNUAL ELEVATOR MAINTENANCE SC	1,506.82
0000062415	SHI INTERNATIONAL CORP	IT HARDWARE & SOFTWARE	4,137.20
0000062416	SPOKANE COUNTY ENVIRONMENTAL SERVICES	MONTHLY SEWER - AR, NS, SV	336.08
0000062417	TOWN OF FAIRFIELD	BI-MONTHLY WATER, SEWER - FF	225.80
0000062418	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	912.88
0000062419	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE	1,753.30
0000062420	WHITWORTH WATER DISTRICT	MONTHLY WATER - NS	29.49
0000062421	WICK ENTERPRIZES, LLC	ADVERTISING	1,881.00
0000062422	WITHERSPOON BRAJCICH MCPHEE, PLLC	LEGAL SERVICES, GENERAL COUNSEL	1,365.00
0000062423	ABM INDUSTRIES, INC.	MONTHLY CUSTODIAL SERVICES	21,412.76
0000062424	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	89.82
0000062425	DIVCO INCORPORATED	QTRLY BUILDING MAINT CONTRACT - HVAC	20,771.30
0000062426	EBSCO INDUSTRIES, INC.	LIBRARY MATERIALS - SUBSCRIPTIONS	288.75
0000062427	FRIENDS OF MT SPOKANE STATE PARK	LIBRARY PROGRAMS	200.00
0000062428	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	676.92
0000062429	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	10,692.55
0000062430	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	7,882.53
0000062431	INLAND POWER AND LIGHT	MONTHLY ELECTRIC UTILITIES - AH, DP	1,029.70
0000062432	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	1,076.21
0000062433	OPTUM	MONTHLY HSA ACCOUNT ADMIN FEES	63.00
0000062434	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	20,332.18
0000062435	PRISMHR, INC.	MONTHLY SOFTWARE SUPPORT - HR	561.93
0000062436	UNIQUE MANAGEMENT SERVICES	MONTHLY NOTICE FEES AND MESSAGE BEE SERVICE	2,795.98
0000062437	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	14,951.45
0000062438	CRJW ENTPR INC./VALLEY GLASS	BUILDING REPAIR & MAINTENANCE	277.70
0000062439	ZIPLY FIBER	MONTHLY PHONE & BROADBAND - FF	150.06

0000062440	BARTLETT INTERACTIVE, LLC	PROGRESS PAYMENT FOR NEW WEBSITE DESIGN	11,378.10
0000062441	BATTERIES PLUS BULBS	MAINTENANCE SUPPLIES	19.38
0000062442	EDNETICS	MANAGED INTERNAL BROADBAND SERVICES	5,118.30
0000062443	E-RATE EXPERTISE, INC.	E-RATE CONSULTING SERVICES	6,000.00
0000062444	FATBEAM, LLC	MONTHLY INTERNET SERVICE, NET OF ERATE DISC	350.00
0000062445	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	681.76
0000062446	H&H BUSINESS SYSTEMS, INC.	QTRLY COPIER MAINTENANCE & TONER	3,653.06
0000062447	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	7,931.59
0000062448	AUDREY KEATING	LIBRARY PROGRAMS	300.00
0000062449	L&S ENGINEERING	BUILDING HVAC EVALUATION & CBA MAINTENANCE PLAN	17,952.50
0000062450	CECILIA MCGOWAN	LIBRARY PROGRAMS	86.83
0000062451	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	2,895.38
0000062452	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	23,532.65
0000062453	THE SPOKESMAN - REVIEW	LIBRARY MATERIALS	1,352.00
0000062454	MINUTEMAN PRESS	LIBRARY PROGRAMS	155.90
0000062455	TODAY'S BUSINESS SOLUTIONS	PRINT MGMT SOFTWARE ANNUAL SUPPORT	6,005.00
0000062456	ABSCO Solutions	BUILDING MAINTENANCE - AR FIRE PANEL RELOCATION	6,457.77
0000062457	ABSOLUTE BACKGROUND SEARCH	MONTHLY EMPLOYEE BACKGROUND CHECKS	453.00
0000062458	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	117.06
0000062459	ASAP TRANSLATION SERVICES	LIBRARY PROGRAM INTERPRETING	142.14
0000062460	AVISTA UTILITIES	MONTHLY UTILITIES	7,424.96
0000062461	CITY OF SPOKANE	MONTHLY WATER & SEWER - MP	1,001.79
0000062462	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	754.94
0000062463	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE	4,689.23
0000062464	EARTHWORKS RECYCLING, INC	RECYCLING: AR, NS, SV	91.00
0000062465	EASY BADGES	OFFICE/LIBRARY SUPPLIES	41.22
0000062466	MODERN ELECTRIC WATER COMPANY	MONTHLY WATER, ELEC. - SV	2,879.65
0000062467	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	1,199.75
0000062468	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	30.48
0000062469	SPOKANE LAWN BOWLING CLUB	LIBRARY PROGRAMS	80.00
0000062470	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	1,244.33
0000062471	WEST PLAINS CHAM. OF COMMERCE	ANNUAL DUES	45.00
0000062472	WEST VALLEY OUTDOOR LEARNING CENTER	LIBRARY PROGRAMS	400.00
W000001545	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	217.56
W000001540	STATE OF WASHINGTON	QUARTERLY SALES & USE TAXES	1,479.05
W000001541	DEPARTMENT OF LABOR & IND.	QUARTERLY LABOR & INDUSTRIES TAXES	25,292.34
W000001542	EMPLOYMENT SECURITY DEPARTMENT	QUARTERLY PAID FAMILY AND MEDICAL LEAVE TAXES	15,272.23
W000001543	EMPLOYMENT SECURITY DEPARTMENT	QUARTERLY WA CARES TAXES	10,582.66
W000001544	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	200.00
W000001546	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	74,750.08
W000001547	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,204.66
W000001548	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	1,825.25
W000001549	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	53,439.99
W000001550	ASSOCIATION OF WASHINGTON CITIES - VIMLY BENEFITS	MONTHLY EMPLOYEE MEDICAL, DENT, VIS, LTD, LIFE	114,794.76
W000001551	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	316.69
W000001552	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	231.97
W000001553	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	78,098.95
W000001554	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,204.66
W000001555	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	1,825.25
W000001556	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	53,844.94
W000001557	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	184.14
W000001558	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	200.00
W000001559	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	449.42
	<b>Total Non-Payroll General Operating Fund</b>		\$ 859,528.15
	<b>PAYROLL VOUCHERS</b>		
07102024 PP11	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #13	\$ 245,526.73
07252024 PP12	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #14	254,260.03
	<b>Total Payroll General Operating Fund</b>		\$ 499,786.76
	<b>TOTAL GENERAL OPERATING FUND</b>		\$ 1,359,314.91

**CAPITAL PROJECTS FUND**

VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
	<b>TOTAL CAPITAL PROJECT FUND</b>		\$ -

**DEBT SERVICE FUND**

VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
	<b>TOTAL DEBT SERVICE FUND</b>		\$ -

June 2024 / July 2024  
Paid in July 2024  
Voucher # 62437

	Card Category	Amount
General Purchases		\$ 6,955.65
Maintenance		\$ 1,189.74
Travel		\$ 282.65
Acquisitions		\$ 4,884.79
Information Technology		\$ 1,369.77
Mobile Services		\$ 268.85
	<b>General Fund Purchases</b>	<b>\$ 14,951.45</b>

Top Individual Charges

Amazon	Total all material purchases from Amazon	3,812.81
Mailchimp	Monthly email service	1,127.12
Sticker Mule	Office Supplies - SCLD branded stickers (26,500)	3,334.70

## SPOKANE VALLEY LIBRARY FINAL BUDGET REPORT

### Background

As reported at the last meeting, the final invoice for the Spokane Valley Library project was received in early June 2024. Following the invoice submittal and payment, staff have completed a final accounting of all project-related costs.

This report tabulates total expenditures during the duration of the project from January 2021 to June 2024. Expenditures were made over four annual budget cycles: 2021, 2022, 2023, and 2024, with the majority made in 2022 and 2023 during the construction phase.

Spokane County Library District			
New Spokane Valley Library			
	Budget	Final	(Over) / Under
Construction Costs*	\$ 12,633,186	\$ 12,454,301	\$ 178,885
Architect & Engineering Fees	\$ 1,150,000	\$ 1,088,594	\$ 61,406
Furniture, Fixtures, and Equipment (FFE)	\$ 1,000,000	\$ 973,773	\$ 26,227
All other soft costs except FFE	\$ 350,000	\$ 342,755	\$ 7,245
	<b>\$ 15,133,186</b>	<b>\$ 14,859,423</b>	<b>\$ 273,763</b>
*Includes sales tax and change orders			

Overall, the project came in \$273,763 under budget with savings in all major project budget categories. The savings in overall construction costs are primarily due to the amount allotted for change orders not being fully expended.

Executive Director Patrick Roewe and Finance Director Jason Link will be available to answer questions.

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

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## **FUTURE CONKLIN ROAD LIBRARY**

### **Background**

The District owns a 2.3-acre property on Conklin Road south of Sprague Ave in the Veradale/Greenacres area of Spokane Valley. 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 side of the city. With the failure of the two voted bonds that would've constructed both new library buildings in 2013 and 2014, plans for the "Conklin Library" were put on hold as of June 2020 when the Board-directed focus turned to developing a plan for the recently opened Spokane Valley Library.

At the September 2023 regular meeting, James Zahand, longtime District benefactor and sponsor of the Diane E. Zahand Community Room at the Spokane Valley Library, proposed 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 Board expressed gratitude to Mr. Zahand for his generous offer, and by consensus directed staff to investigate potential future options for the Conklin library site.

Staff returned in January of 2024 with an analysis on the following areas: user market share, construction costs, operational costs, grants and sponsorship opportunities, and broader financial considerations for the District. That analysis is summarized below:

### **Cardholder Market Share**

The cardholder market share (the number of cardholders currently residing in the area), for the 5-miles surrounding the Conklin site was 26%, which already aligns with the averaged market share between Spokane Valley and North Spokane of 27%.

### **Construction and "Opening Day" Cost Estimates**

Based upon the costs for the Spokane Valley Library project, costs for construction, furniture, fixtures, and equipment (FF&E) and a new "opening day" collection were estimated to be between ~\$6.8 and ~\$8.9 million dollars for a 10,000 to 12,000 square foot building.

### **Operational Cost Estimates**

Total operating costs for a new library are estimated at \$560,000 annually, based upon the most recently completed year of 2023.

### **Grant and Charitable Giving Opportunities**

Federal and state level grant opportunities are at present limited for public libraries. The same grant we received for the Spokane Valley Library remains available: the Washington State Library Capital Improvement Program created by the Legislature and administered by the Washington State Department of Commerce. The maximum grant amount to any one project will not exceed

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\$2 million and requires a 50% match of the total cost of the project. This competitive grant is awarded on a biennium basis in alignment with the timeline for the state budget.

Charitable giving has trended downward nationwide, as well as locally, over the past two years. A focused fundraising campaign could generate up to \$500,000.

### **Other Funding Options**

Similar to the Spokane Valley Library, a funding program could come from several sources: grants, donations, and/or:

- Voted Bond: A voted bond remains an option, likely through the creation of a Library Capital Facilities Area (LCFA). Such a bond would require 60%+1 (a “supermajority”) to be successful.
- Financing: Financing programs such as the Washington State Treasurer’s LOCAL program—which was used to fund the majority of the Spokane Valley Library—also remains an option.

### **Broader Financial Considerations**

In addition to the items above, developing a potential funding program for a new library facility involves several other key considerations:

- Chief amongst those considerations is meeting the District’s ongoing financial obligations—operating expenses and the repayment of the LOCAL program loan. 2024 is the second of nine years of annual repayments of ~\$1 million a year for the loan.
- Additional incremental costs incurred to operate a new Conklin library would need to be funded out of existing revenue sources—no new tax revenue would support an expansion of services.
- The year-over-year revenue increase for the District is limited by state law to 1%. The 2019 Levy Lid Lift established a new levy limit that consequently stabilized District funding, but the cumulative effects of yearly inflation consistently exceeding that 1% increase cap will likely necessitate putting another levy lid lift before voters in the near future.
- The District’s Capital Projects Fund anticipates a ~\$4.2 million balance at the end of 2024. Another consideration is how much of that fund the District would be willing to commit to a new facility in light of potential outcomes of the Facilities Maintenance Plan being developed in 2024.

By consensus, staff were directed to update Mr. Zahand on the initial discussion and to further investigate operational costs and funding needs, particularly regarding operational costs and the potential for a future levy lid lift. Both of those steps were completed.

### **Updated Analysis**

Preliminary property values for 2025 were released by the Spokane County Assessor’s Office in July 2024, which allowed staff to complete a first-round financial forecast for the next five years. Based upon that initial analysis, the District lacks the means to operate a new library based upon

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current levy rate projections. A levy lid lift would likely be required to generate sufficient revenue to operate a new library.

Given the consequential nature of a levy lid lift election, developing a capital funding plan for construction of a new library is a challenge because securing operating expenses is an essential first step before considering anything else. Consequently, committing the District to any time-bound funding element carries potential risks until that first step is achieved.

Staff will provide additional information, including more details regarding the financial forecast and options regarding a future capital funding plan.

**Recommended Action:** This item is for discussion, with no final action required. By consensus, the Board may direct staff to conduct further analysis and return to a future meeting with additional information and/or a specific recommendation for consideration and potential action.



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## **AIRWAY HEIGHTS: POTENTIAL INTERLOCAL AGREEMENT AMENDMENT UPDATE**

### **Background**

The 1996 interlocal agreement (ILA) between the District and the City of Airway Heights (City) and the related “ground lease” agreement sets forth the parameters for intergovernmental cooperation regarding the Airway Heights Library property. This arrangement is such that the District owns the library building and the City owns the land on which it is built. The District is responsible for managing both the parcel on which the library is located and the adjacent parcel to the east which serves as the library’s greenspace.

The ILA also establishes the annual contract fee for library services, which is “the sum of money equal to the levy rate applied for library purposes, multiplied by the assessed valuation of property within the corporate limits of the City.” Using that formula, the contract fee for 2024 is ~\$386,000.

The Board previously discussed the opportunity to assume ownership of the parcels of land on which the Airway Heights Library sits in lieu of all or a partial payment for contracted library services in 2024. By consensus, staff were directed to work with the City of Airway Heights to get an appraisal of the library parcels as bare/unimproved land for inclusion in further discussions at a future date. In May, we contracted with Valbridge Property Advisors to conduct the appraisal, which returned a combined (bare land) value of \$335,000 for both parcels. The appraisal was shared with the City on June 6, 2024 with a request to continue the discussion.

As discussed at the June 2024 meeting, staff initially proposed to the City that the District take possession of both parcels (total value of \$335,000) and the outstanding service fee for 2024 be reduced by a commensurate amount (from ~\$386,000 to ~\$51,000). By consensus, the Board directed staff to continue discussions with the City regarding the initial proposal.

### **August Update**

Staff received a response from the City in mid-August that affirmed agreement with the general concept of the exchange, but counter-proposed that the City retain ownership of the adjacent parcel to the east of the library for potential use as part of a proposed childcare facility that could be developed in the city-owned building north of the library property.

Under this counterproposal, the District would take possession of the parcel on which the library itself is built. The value of the land for this parcel, based upon the Valbridge appraisal, is \$224,350. The District would consequently reduce the outstanding balance for the service fee owed by the City for 2024 by that same value from \$385,740 to \$161,390

In addition, the City is offering to provide to the District the first option to purchase the adjacent parcel to the east if the City does not go forward with their childcare project. Such a provision could be included in the contract that is drafted for the exchange.

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**Staff recommendation**

Staff are supportive of accepting the City's counterproposal and proceeding with securing full ownership of the library parcel in exchange for a commensurate reduction in the outstanding 2024 service fee. Such an arrangement would provide the District with full control and autonomy over the property. If the District were eyeing expansion of the Airway Heights Library at some point in the future, the first option to purchase the adjacent parcel at a later date (if the childcare project does not come to fruition) provides additional flexibility for the District.

Next steps would include staff engaging the District's legal counsel to draft both an addendum terminating the interlocal agreement with the City at the end of 2025 and a real estate agreement for the exchange of ownership of the parcel in question. Both of those agreements would require review and final action by the governing bodies of both the District and the City.

Executive Director Patrick Roewe will provide additional information at the meeting and will facilitate a discussion of potential next steps.

**Recommended Action:** Discussion with no final action required; Trustees may provide direction to staff regarding next steps for the proposal.

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**POLICY: FRIENDS OF THE LIBRARY****Background**

The Friends of the Library policy recognizes and endorses the Friends of the Library organizations as legally distinct entities that are not part of the Library District but exist to support and promote District programs and services.

This policy was last revised in 2020 with assistance from the District's legal counsel.

Staff are not recommending any revisions to the policy as written. As part of the biennial review process for policies, staff recommend policies that are not revised are instead reaffirmed by the Board of Trustees. The reaffirmation date would be updated on the policy, as indicated via strikethrough (removal) and underline (addition) in the following draft.

Communication and Development Director Jane Baker will be available to answer questions on the policy.

**Recommended Action:** Board motion to reaffirm the Friends of the Library policy.

## SPOKANE COUNTY LIBRARY DISTRICT

### **POLICY: FRIENDS OF THE LIBRARY**

APPROVAL DATE: July 20, 1988

REVISION DATE: January 21, 2020

REAFFIRMATION DATE: ~~January 18, 2022~~ August 20, 2024

**Purpose:** Declares recognition of the Friends of the Library (Friends) as non-profit community organizations that support and promote the individual libraries that make up the Spokane County Library District (District).

### **Background:**

The Friends' mission is to raise funds and public awareness in the community to support library services and programs. As non-profit, volunteer community organizations they are legally distinct entities and not part of the District.

### **POLICY:**

The District Board of Trustees recognizes and endorses the Friends' primary purpose to support the District's mission and the programs and services offered at District libraries.

The District will provide official recognition of each individual Friends organization based upon the following criteria:

- 1) Each individual Friends organization enters into and acts in accordance with a Memorandum of Understanding (MOU) with the District.
- 2) Each individual Friends group registers as a nonprofit corporation with the Washington Secretary of State and maintains that status in good standing.

Each individual Friends organization may have tax-exempt status from the Internal Revenue Service (IRS), and if so, maintain that status in good standing. The District assumes no responsibility or liability for the Friends compliance with IRS regulations, or their ability to maintain tax-exempt status.

The purpose and goals of the Friends are to promote interest in the District libraries; support and promote awareness of the District's mission, goals, services, and resources; foster public support for the development of the District and raise funds so it may continue to serve the needs and interests of the communities in the District's service area.

Friends meetings are attended by an assigned District liaison in accordance with the MOU.

The District encourages the Friends to sponsor programs and activities and raise funds for library support. Specific activities, including purchases such as library materials, furniture, and equipment, must have prior approval or be done at the request of the District.

The District will support activities of the Friends in accordance with the MOU between the organizations. District staff members and/or Trustees shall not hold elected offices with the Friends to avoid conflict of interest.

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

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

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## WORK PLAN: COMPENSATION REVIEW SUMMARY

In 2024, the District engaged in a comprehensive compensation review aimed at ensuring fair and competitive salaries for all positions. We reached out to other, similarly situated library districts in the state to gather comparable data, as well as an analysis of internal equity considerations. This initiative is driven by a commitment to attracting, retaining, and motivating top talent. The goal is to ensure that our compensation aligns with industry standards and supports our retention and recruitment efforts.

We began the process in February by asking staff and supervisors to review their current job descriptions and evaluate the work they do in a variety of ways. A summary of information was sent back to staff to verify that the ranking of duties and summaries were in line with the work being done.

Leadership Team then reviewed all the revised job descriptions to ensure they are in line with our strategic plan and best support our mission.

The finalized job descriptions were then sent out to other library Human Resources departments in Washington state, asking them to compare our jobs to theirs and if there was a match, to provide the salary information for that position. Six libraries responded to the survey. Responses were received from:

- Fort Vancouver Regional Library
- King County Library System
- Libraries of Stephens County
- Mid-Columbia Libraries
- North Olympic Library System
- Pierce County Library System
- Sno-Isle Libraries
- Tacoma Public Library

Of those responding, not all had similar positions to ours. The job titles that received 0-1 responses were not included in the comparison, due to a lack of comparable data.

The data was compiled and adjusted for regional cost of living differences.

Considering the various factors that influence compensation, including total compensation which we did not review, District compensation is well aligned overall. Only 4 positions were 25% or more lower than the compiled data, which was the threshold established for taking corrective action. Those four were given salary band adjustments in order to bring them into alignment, effective August 1. We are now in good shape to go into budget process in fall, with assurance that the salary schedule is overall not misaligned with our peers in the state.

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**OVERVIEW – PATRON POINT**

Communication & Development Director Jane Baker will provide an overview of Patron Point. Patron Point is a library focused marketing platform that provides the tools to attract, inform, engage, and retain customers with personalized communication about District resources, services, and events.

This presentation will explain Patron Point, highlighting the key benefits, how it is being implemented at the District, and how the Communication Department is using the platform to optimize efficiency and deliver the right message to the right people at the right time.

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

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**FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: SEPTEMBER 2024 – OCTOBER 2024****September 17, 2024: Moran Prairie – 4:00pm**

- Gifts Policy: Approval Recommendation
- Naming & Recognition Policy: Approval Recommendation
- Public Art in District Facilities Policy: Approval Recommendation
- HR11 Safety & Health Policy: Approval Recommendation
- Overview: Reading Buddies
- Overview: Moran Prairie & Fairfield
- Executive Session: Review the Performance of a Public Employee (RCW 42.30.110(1)(g))

**October 15, 2024: Deer Park – 4:00pm**

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

**Special Meetings/Activities**

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## **JUNE 2024 DIRECTORS REPORT**

### **Finance – Jason Link**

#### **General Fund**

The total general fund operating expenses before (49.87) or after (45.28%) transfers remain well aligned with the total budget projected expenditure of 50.00%. 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 over budget due to the timing of larger scale single expenditures.

#### **Capital Project & Debt Service Funds**

Total expenses are within budget. There was one expenditure for June 2024 from the Debt Service Fund.

#### **Facilities Report**

Maintenance staff have been completing routine maintenance projects at the facilities in June. We started the planning process for reporting with the clean building standards with the Washington Department of Commerce in July 2025 with walk throughs of the Spokane Valley and Service Center locations with our contractor. We also completed a walkthrough of the Argonne location to evaluate the HVAC unit for replacement. We anticipate receiving information from the contractor in July and August.

### **Human Resources – Toni Carnell**

#### **Training**

- All staff continue to work on required training in the learning management system, including:
  - Outside provider (Kantola):
    - Bystander Intervention
    - Diversity, Equity, & Inclusion
  - Outside Provider (Evergreen Safety Council)
    - EverSafe Defensive Driving
- New courses continue to be added to the learning management system and the training calendar.

#### **Staff updates:**

##### **New hires:**

- Public Services Associate (2)



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- Public Services Technician
  - Camp Counselor (3)

## Promotions:

- N/A

## Transfers:

- Public Services Associate

## Voluntary Demotions

- N/A

## Reclassifications:

- Collection Services Assistant to Collection Services Associate
- 

## Separations:

- Public Services Technician

2024 Work Plan – Job Description Review

Part of the 2024 work plan was a review of all job descriptions and compensation. Updated job descriptions have been posted to the public page, updated in PrismHR, and added to TalentLMS for individual employee review.

The survey that was sent out to Washington public library HR Directors to share their compensation rates for similar positions closed March 31, 2024. The data has been compiled and Leadership has analyzed the information. A full report will be provided in the July Director's Report.

Communication & Development – Jane BakerCommunication

Summer Reading events, the Beanstack Summer Challenge and the Expo '74 exhibit were the messaging to help kick off summer in June. The Expo exhibit received mention in *The Inlander* on June 13 and June 27, with the latter including the announcement of this year's Spokane Is Reading book and author. On June 14, the *Deer Park Gazette* included the library's summer Snacks for Kids.

Advertising for the Expo exhibit and Summer Reading ran in the *Spokesman*, *Inlander*, *The Fig Tree*, the *Valley Current*, and the *West Plains Stream* in May and June. Summer Reading events and activities were also the most popular items in the eNewsletter in June.

Development

A one-year anniversary of Spokane Valley update was mailed in June to all donors to the capital campaign. This update was sent as a relationship building tool, but also carried the message of the new library achieving the goals stated in the original case statement for giving for the campaign.

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**Operations - Doug Stumbough**

For the month of June, a total of 58,499 customers visited our libraries in person, up from 56,459 (3.6%) in May. The total number of 90,978 physical items borrowed by customers in the libraries was up from the 82,000 physical items borrowed in May (11%).

**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 customer contacted the Call Center to let Customer Service Associates Amanda and Catherine know that she really appreciates our phone system and customer service in general. She was grateful for the options presented when calling, that someone answers quickly and how when they can't answer a call, it still goes to excellent staff at the library. She was thankful that the Call Center and the District takes pride in personal customer service.

The local Girl Scouts troop came to the Airway Heights Library specifically to thank the staff and the District for the ability to use the meeting room to hold their meetings. They said that they appreciated the opportunity to use our resources and are grateful we are here.

With school ending for summer break, Storytime Specialist Bri has been making her last outreach storytime visits for the 2023-2024 year, including a handful of classrooms at Central Valley Early Learning Center. All the teachers expressed gratitude for the storytimes and their excitement for next year's visits. They said they loved the books read and songs sung, and that many of them write down the books so they can get them for their classroom. They also shared that community involvement makes a difference, and reading to these young children makes them excited about reading and that the library is visiting.

A North Spokane visitor mentioned that when walking into the library one morning, she noticed the Summer Reading banner, and it sparked memories of bringing her daughters into the library when they were young. She wanted staff to know what an impact visiting the library had on her daughters' lives, even into adulthood, and how the seemingly little things we do every day can have a big impact on the lives of our customers, especially the kids.

When coming in to pick up holds at Cheney, a customer made it a point to express her love of the library and staff. A senior in the Cheney community, she said she's been coming to the library her whole life and made so many important connections by starting with the library when she was new to town.

As Public Services Associate Lydia was signing up brothers for summer reading at North Spokane, an unrelated man waited patiently at the desk for his turn to be helped. When it was

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his turn, he asked Lydia "Are you giving books to kids to keep?" Lydia said, "Yes children 5-17", to which he replied, "That warms my heart!"

A Cheney customer came in to thank Public Services Associate Hannah for her help and hard work. Hannah had marked the pages of an Engage so that the customer and her husband were able to find the resources they were looking for. The customer then went on to say that Hannah and the rest of the staff are "just wonderful and are so welcoming."

While her grandkids were in a program, an Otis Orchards customer told Library Supervisor Maggie that she is grateful for the Stay Sharp Kits. Her husband doesn't usually like joining in on games but had a great time playing a game that was in one of the Stay Sharp kits they checked out. "And the grandkids joined in!"

A customer came to the Spokane Valley library to pick up holds, and told Public Services Associate Heidi that it was her first time in, and that she absolutely loves building with the wide-open feel, natural daylight, meadow flowers, etc. She also said she can tell how much the staff love what they do because it shows in the attitudes and how people are treated when they come in. She also mentioned that she avoids going to "that other library system," because of the lack of customer friendliness, and she's so glad to feel welcomed at SV.

Customer Connection Specialist Bear had a conversation with a customer who told her of a recent cancer diagnosis and that Bear was the second person she's told - she hadn't figured out how to tell anyone else yet and she was at Spokane Valley to get books to help her better understand what's going on in her body and what to expect in the coming weeks and months of treatment. She left expressing gratitude for the library and for a listening ear.

A Deer Park woman had been tutoring and proctoring tests for a young man in the conference room recently. She stopped on her way out to tell Library Supervisor Shannon that her student passed his GED and is inspired to continue his education and work towards a nursing degree. She wanted to thank the library and staff for their help and kindness and for having the rooms and internet access available.

One Airway Heights customer took the time to let Library Supervisor Lesa know that Public Services Associates Heather, Madilyn, and Ash were incredibly helpful with assisting her on the computer multiple times throughout the month. She was doing several complex tasks and has really appreciated the help and motivation she has received from Airway Heights staff.

### **Collection Services – Andrea Sharps**

#### **Top Checkouts and Holds**

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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 June:
  - **Audiobook checkouts:**
    - *The Teacher* by Freida McFadden (133)
    - *The Women* by Kristin Hannah (122)
    - *Home is Where the Bodies Are* by Jeneva Rose (108)
  - **Ebook checkouts:**
    - *The Women* by Kristin Hannah (114)
    - *Fourth Wing* by Rebecca Yarros (110)
    - *Funny Story* by Emily Henry (92)
  - **Audiobook holds** as of July 1:
    - *The Women* by Kristin Hannah (252)
    - *The Boys in the Boat: Nine Americans and Their Epic Quest for Gold at the 1936 Berlin Olympics* by Daniel James Brown (177)
    - *The Anxious Generation: How the Great Rewiring of Childhood is Causing an Epidemic of Mental Illness* by Jonathan Haidt (157)
  - **Ebook holds** as of July 1:
    - *The Women* by Kristin Hannah (305)
    - *Funny Story* by Emily Henry (120)
    - *Just for the Summer* by Abby Jimenez (108)
- Popular **Adult Physical Book** titles June:
  - Checkouts:
    - *Perma Red: A Novel* by Debra Magpie Earling (92)
    - *Just for the Summer* by Abby Jimenez (64)
    - *The Women* by Kristin Hannah (52)
  - Holds:
    - *The Women* by Kristin Hannah (57)
    - *Eruption* by Michael Crichton (48)
    - *Sandwich: A Novel* by Catherine Newman (46)

### 2024 Spokane Is Reading Title Announced

Spokane Is Reading announced its author and title selection on June 4. Author Debra Magpie Earling will be in Spokane on October 24 to discuss her novel *Perma Red* which was recently named by *The Atlantic Monthly* as one of “The Great American Novels.” The two free author presentations are at the Spokane Valley Library at 1:00pm and the Central Library at 7:00pm.



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I was contacted by the Spokane Housing Authority (SHA) about the District assisting them when they open the Spokane County Housing Choice Voucher waiting list to new applicants for the first time since 2016. Applications will be completed online through a portal people access from the SHA website. The portal will be open for seven days, and SHA anticipates receiving at least 10,000 new applications during that window.

Since internet access is required to apply for the waiting list, SHA will advertise District libraries as locations with free WiFi and computer access where applicants can access the online application. In addition, SHA staff will be deployed to libraries located in anticipated high interest communities in order to provide direct assistance to applicants. The application window is open July 30 – August 5, 2024. We are finalizing details with SHA and will provide a summary in the August report.

#### Potential Tax Increment Area Agreement

As reported last month, we've been informed about the potential for a Community Revitalization Financing and Tax Increment Area Agreement to which the District would be a party.

Commonly referred to as TIFs (Tax Increment Financing), TIFs are a financing tool that local governments in Washington State can use to fund public infrastructure in targeted areas to encourage private development and investment (RCW 39.114).

Once signed onto an agreement, the District would, on an annual basis, receive the baseline property tax plus 25% of the District's tax levy derived from any increase in assessed value in the TIF area. The other 75% would be apportioned to the TIF for financing the area's public improvements. Once the agreement ends, the District would receive the full property tax revenue from the increase in assessed value in the area.

The TIF area in question is in the Grandview/Thorpe area (southwest quadrant of the intersection between I-90 and US 195). Parties involved in the TIF area would include Spokane County, City of Spokane, two developers (Blue Fern Developers LLC and Greenstone), Spokane County Fire District #3, and Spokane County Library District.

A timeline for potential next steps is not known at present, but additional information will be provided.

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**JULY 2024 DIRECTORS REPORT****Finance – Jason Link****General Fund**

The total general fund operating expenses before (57.84%) or after (52.52%) transfers remain well aligned with the total budget projected expenditure of 58.30%. 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 over budget due to the timing of larger scale single expenditures.

**Capital Project & Debt Service Funds**

Total expenses are within budget. There were no expenditures for July from the Capital Project & Debt Service Funds.

**Facilities Report**

This month saw several facility related issues:

- At Spokane Valley, an individual gained unauthorized access to the sprinkler control system and changed the settings. The setting change caused flooding of the lawn and flower bed areas near the building's entrance on the north side of building. We have changed access to the sprinkler control system to prevent this from happening in the future.
  - The District is working with the City of Spokane Valley to try and alleviate the flooding. Drainage in this area is designed to flow to a drain on the City of Spokane Valley property. The City's landscape contractor reshaped the soil in the area and inadvertently closed the drainage from the District's property. The District is working with the City and their contractor to re-open access to the drain, in addition the District installed drainage pipe in the area to aid with drainage.
- At Spokane Valley, the District had a contractor replace the ornamental grasses near the entrance to the building, which had died during the winter freeze. The previously mentioned sprinkler issue also impacted these plants and others in the vicinity.
- At Spokane Valley, the meadow on the south side of the building is impacted by sprinkler placement and sprinkler settings due to the inability customize settings of the sprinklers for zones and areas factors within this area. This inability to customize the meadow's watering has resulted in disparity in water distribution, resulting in parts of the meadow being over and underwatered.

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- At Moran Prairie, an individual gained unauthorized access to one of the sprinkler control boxes and cut the wiring to the sprinkler controls. This resulted in the sprinklers for that zone not functioning. Maintenance staff repaired the wiring.
  - At Deer Park, one of the condenser units blew the electrical circuit and shut off the air conditioning. This required the HVAC maintenance contractor to reset the system.
  - At Argonne, the chiller unit had a mechanical part failure. The HVAC maintenance contractor replaced the mechanical part, however that did not correct the problem. During the mechanical part replacement, the technician also found a circuit board failure. The circuit board needs to be replaced for the chiller unit to function at 100%. The repair is expensive and outside the scope of the maintenance agreement. Due to the age of the chiller unit, the circuit board is a custom board that could take up to a year to obtain. Until the circuit board is replaced, the chiller unit will be running at 50% capacity. The chiller unit is currently maintaining adequate service to the building.
  - The transmission in one of the maintenance pickups had a sensor failure and was required to go into the shop for repair. The repair was completed but the pickup was out of service for about a week.

We received the initial report from the consultant on the HVAC system replacement options for Argonne. The report consisted of four options. We requested more information about the options from the consultant. We will present recommendations to the Board in the future. The consultant is continuing to prepare the building maintenance and operations plans for Spokane Valley and Service Center as required under the clean building standards that will be required to be submitted to the Washington Department of Commerce in July 2025.

Maintenance staff have been completing routine maintenance projects at the facilities in July.

### **Human Resources – Toni Carnell**

#### **Training**

- All staff continue to work on required training in the learning management system, including:
  - Outside provider (Kantola):
    - Bystander Intervention
    - Diversity, Equity, & Inclusion
  - Outside Provider (Evergreen Safety Council)
    - EverSafe Defensive Driving

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



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**Staff updates:****New hires:**

- Bilingual Camp Counselor (temporary) - 2
- IT Technician
- Public Services Float
- Public Services Technician

**Promotions:**

- N/A

**Transfers:**

- Public Services Associate

**Voluntary Demotions**

- N/A

**Reclassifications:**

- N/A

**Separations:**

- Camp Counselor (3)
- Facilities Specialist
- Public Services Associate
- Storytime Specialist

**2024 Work Plan – Job Description Review**

Part of the 2024 work plan was a review of all job descriptions and compensation.

The review of compensation data is complete, and a report has been included in the Board packet.

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

In July, the *Spokesman* ran a story on the teen program “Making Snacks from Around the World”, the *Cheney Free Press* included an article about Medical Lake Library’s EV charging station, and the *Deer Park Tribune* featured the article, “Deer Park Library Summer Reading Program is Going Strong” as front-page news.

**Development**

Library Foundation directors held their annual election of officers earlier this year with a new director taking on position treasurer. Development Manager Jill Nunemaker met with him in July to review the finances and new duties.

**Operations - Doug Stumbough**

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For the month of July, a total of 68,111 customers visited our libraries in person, up from 58,499 (16.4%) in June. The total number of 99,676 physical items borrowed by customers in the libraries was up from the 90,978 physical items borrowed in June (10%).

### **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 checking out at the Moran Prairie wanted to commend the team who puts up the book displays. She told the staff that she came in to pick up only one hold but ended up leaving with a full bag.

When North Spokane staff let a customer know about the SCLD app so that she could have a digital copy of her card, the customer recommend that staff should "give customer service lessons" because any time she calls or comes in, the customer service is "above and beyond." She said that even though people say that good customer service is a dying art, library staff have given her hope that it's not.

Librarian Janet was working with a customer to resolve an issue with their Hoopla account, and the customer shared that she just loves Moran Prairie and all the staff there who are so friendly and helpful. She also said that she's happy that she can see Librarian (and former Moran Prairie Supervisor) Danielle there on occasion too.

A customer came into North Spokane needing a respite from walking as she awaited her first direct deposit after moving to Spokane and getting her housing squared away. She was so impressed with everyone who works at North Spokane that she interacted with and said "I know y'all have other branches, but I don't feel the need to go anywhere else. This library holds my heart because the staff have been so helpful and kind. Thank you!"

While returning calls from voicemails, a Moran Prairie customer shared she was very thankful for the call back and said that she appreciates the staff. She was also thankful we were able to get a voter's pamphlet into her hands, and that her trusty library had them for her.

A parent of a child with disabilities visited Medical Lake looking to find a particular poem that expressed the joys of being a parent of a child with challenges. She only had a poor photocopy and Public Services Associate Jen was able to locate a copy of the poem that could be printed. The customer thanked Jen profusely and as she left said that Jen was so "smiley and patient".

At North Spokane, a Sunday regular came in with See's Candies for the staff in appreciation of all of the help they've provided, and for how nice we have been to him and a curbside customer shared that she is "SO SO SO thankful for curbside pickup", expressing gratitude to library staff for taking the time to provide so many different services.

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While tabling at the Fairfield Farmers Market, Librarians Tammy and Janet spoke with man who said that his wife is the mayor of Latah and how much they both love the LINC. He said that Mobile Services Specialist Keisha and Mobile Services Associate Ian were so friendly and helpful when they came to Latah, and that the town is so grateful for the visits. Later, the mayor came up and echoed what her husband said. She also added that Keisha was great at bringing materials that the customers wanted and knowing what would do well in the Latah community.

At the same event, several kids/teens that came up to the table were very excited about the new stickers that Communications created as a fun and new way to engage with our customers.

A Deer Park customer wanted us to know that she really appreciated Public Services Associate Mandy's help with the Hoopla app and said that Mandy is always positive and friendly. She also let us know that Public Services Associate Nicole had helped her friend, and that they too had a wonderful experience.

### **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:**
    - *Hillbilly Elegy: A Memoir of a Family and Culture in Crisis* by J.D. Vance (225)
    - *The Women* by Kristin Hannah (145)
    - *The Inmate* by Freida McFadden (107)
  - **eBook checkouts:**
    - *Hillbilly Elegy: A Memoir of a Family and Culture in Crisis* by J.D. Vance (115)
    - *The Women* by Kristin Hannah (115)
    - *Twilight Territory* by Andrew X. Pham (108)
  - **Audiobook holds** as of August 5:
    - *The Women* by Kristin Hannah (204)
    - *The Anxious Generation: How the Great Rewiring of Childhood is Causing an Epidemic of Mental Illness* by Jonathan Haidt (170)
    - *The Boys in the Boat: Nine Americans and Their Epic Quest for Gold at the 1936 Berlin Olympics* by Daniel James Brown (154)
  - **eBook holds** as of August 5:
    - *The Women* by Kristin Hannah (234)
    - *Eruption* by Michael Crichton (94)
    - *Swan Song* by Elin Hilderbrand (87)

- Popular **Adult Physical Book** titles July:
  - Checkouts:
    - *Perma Red: A Novel* by Debra Magpie Earling (71)
    - *Just for the Summer* by Abby Jimenez (48)
    - *The Women* by Kristin Hannah (46)
  - Holds:
    - *Hillbilly Elegy: A Memoir of a Family and Culture in Crisis* by J.D. Vance (121)
    - *The Women* by Kristin Hannah (104)
    - *All the Colors of the Dark: A Novel* by Chris Whitaker (42)

#### OverDrive's Big Library Read

The title selected for OverDrive's Big Library Read program was *Twilight Territory* by Andrew X. Pham. This adult novel was available for unlimited simultaneous use in the eBook and audiobook formats between July 11 – 25 at no cost to the District. OverDrive's Big Library Read is a two-week digital reading program that connects readers and listeners around the world with the same title at the same time without any waitlists or holds. *Twilight Territory* was the District's third most checked out eBook in July with 108 checkouts recorded.

**COLLECTION MONTHLY REPORT  
JULY 2024**

	<b>Select Transaction Count</b>		
<b>Physical Collection</b>	<b>YTD 2024</b>	<b>YTD 2023</b>	<b>CHANGE</b>
Items Processed	33,260	28,305	18%
Interlibrary Loan Total	4,174	3,687	13%
<b>Overdrive</b>			
Total Checkouts	622,333	549,912	13%
Total Holds	222,662	175,749	27%
<b>hoopla</b>			
Total Checkouts	36,554	24,109	52%
	<b>Total Items in Collection</b>		
<b>Material Type</b>	<b>YTD 2024</b>	<b>YTD 2023</b>	<b>CHANGE</b>
Print	305,892	304,949	0%
Nonprint	69,990	72,685	-4%
Overdrive	179,842	138,924	29%
<b>Grand Total</b>	<b>555,724</b>	<b>516,558</b>	<b>8%</b>

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

**Executive Director – Patrick Roewe**

District Libraries are Cooling Centers

All District locations offer climate-controlled public accommodations that the public is encouraged to utilize during regular business hours for respite and relief from high temperatures. The Spokane Regional Health District rightly identifies District libraries as cooling centers.

During the July heatwave, staff were encouraged to provide location and hours information as needed if they received questions about our status as cooling centers.

News coverage about formally designated cooling centers in the City of Spokane is a result of the City of Spokane Municipal Code designating cooling centers during certain temperature events.

To our knowledge, neither Spokane County nor the six municipalities in which we have libraries have a similar statutory designation. Regardless, while there is no government entity designating

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District libraries as “official” cooling centers, we have always been and continue to be de facto cooling centers for the public.

Moran Prairie, Otis Orchards, and Spokane Valley to serve as Community Resource Centers (CRC) in partnership with Avista

The District has signed an agreement with Avista in which Moran Prairie, Otis Orchards, and Spokane Valley are now designated to serve as Community Resource Centers (CRC) in the event of a planned Public Safe Power Shutoff (PSPS).

These libraries have been selected as CRCs for the Glenrose/Palouse/Latah (Moran Prairie), Otis Orchards/East Farms (Otis Orchards), and Ponderosa (Spokane Valley) areas respectively, as those are the most likely areas in Avista's service area where a PSPS could occur, and these libraries are located in or near those areas.

Essentially, in the event of a PSPS impacting one of those areas, Avista would invite their customers affected by the PSPS to the library serving as a CRC. Avista will have staff on site to provide information regarding the PSPS, as well as provide water, snacks, and ice to their customers via a vendor truck parked on site.

The District's role is essentially to provide the library space for use, and to provide regular library services to customers, as we always do.

This is all part of a new pilot program Avista is launching, and the specifics are likely to be contingent on the particulars of a PSPS and what would be required of the District. In support of our communities, our primary role is to be flexible and adaptable if and when a CRC gets activated at one of our libraries in order to best serve all parties—especially the affected members of a community.

If one of our libraries is activated as a CRC during wildfire season, we will provide a summary report to the Board.

FIRSt (Foundation -> Impact -> Resources -> Support) tool

The District’s Community Engagement Plan includes the strategic priority to pursue excellence and within it is the goal to evaluate and improve ways in which library services are delivered. As part of the previously reported Public Services Realignment Plan, we’ve developed an analytic tool for staff to use when evaluating both present and prospective community collaborations, services, programs, resources, etc. In summary, this sequential model seeks to answer the following 14 questions under four key categories:

**Foundation**

- 1.) Does this align with the District’s mission, vision, and mandate?
- 2.) Are we the best organization to do this work?

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**Impact**

- 3.) Does this address an identified community need?
- 4.) Does this reflect the District's commitment to equity, diversity, inclusion, and belonging?
- 5.) Does it align with the goals of the Community Engagement Plan?
- 6.) Does it strengthen the District's brand identity?
- 7.) Does it improve the customer experience?

**Resources**

- 8.) Do we have the organizational capacity to pursue this? (time)
- 9.) Do we have the skills within the organization to pursue this? (talent)
- 10.) Do we have the financial resources necessary for this to be successful? (treasure)

**Support**

- 11.) Do we have the organizational will to pursue this?
- 12.) Is there the needed level(s) of organizational support for this?
- 13.) Is there an organizational champion to guide this?
- 14.) Do we have the organizational will to sustain this?

**Potential Tax Increment Area Agreement**

As reported last month, we've been informed about the potential for a Community Revitalization Financing and Tax Increment Area Agreement to which the District would be a party. No additional information was provided to the District in July.

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## OPERATIONS REPORT JUNE 2024

Doug Stumbough and Kristy Bateman

### Service Priority Teams

#### Adult Services (Stacey Goddard)

- 312 individuals attended 50 adult programs during June. Highlights included:
- 30 attended the *Wildfire in the Hills: Iller Creek History* at Spokane Valley.
- 33 attended SCORE's online workshop: *Leverage Your Social Media for Consistent Conversions*.
- 23 people visited Moran Prairie to Create a *Watercolor Landmark Accordion Book* with artist Megan Perkins.
- Library Supervisors Shannon McMinn, Lisa Arrison, and Maggie Montreuil joined me in attending the 2024 WorkSource System Conference. This event is a terrific way to learn more about the wide variety of services the WorkSource campus offers, and how we as Connection Sites fit into the overall system. Sessions included *A.I. and Enhancing the Job Search*, *Empowering Limited English Job Seekers, Including Disability in Inclusion*, and *Successfully Navigating the Road to Employment for Individuals who have been Justice-Involved*. We'll be sharing our notes and takeaways with all Public Services staff.

#### Youth Services (Mary Ellen Braks)

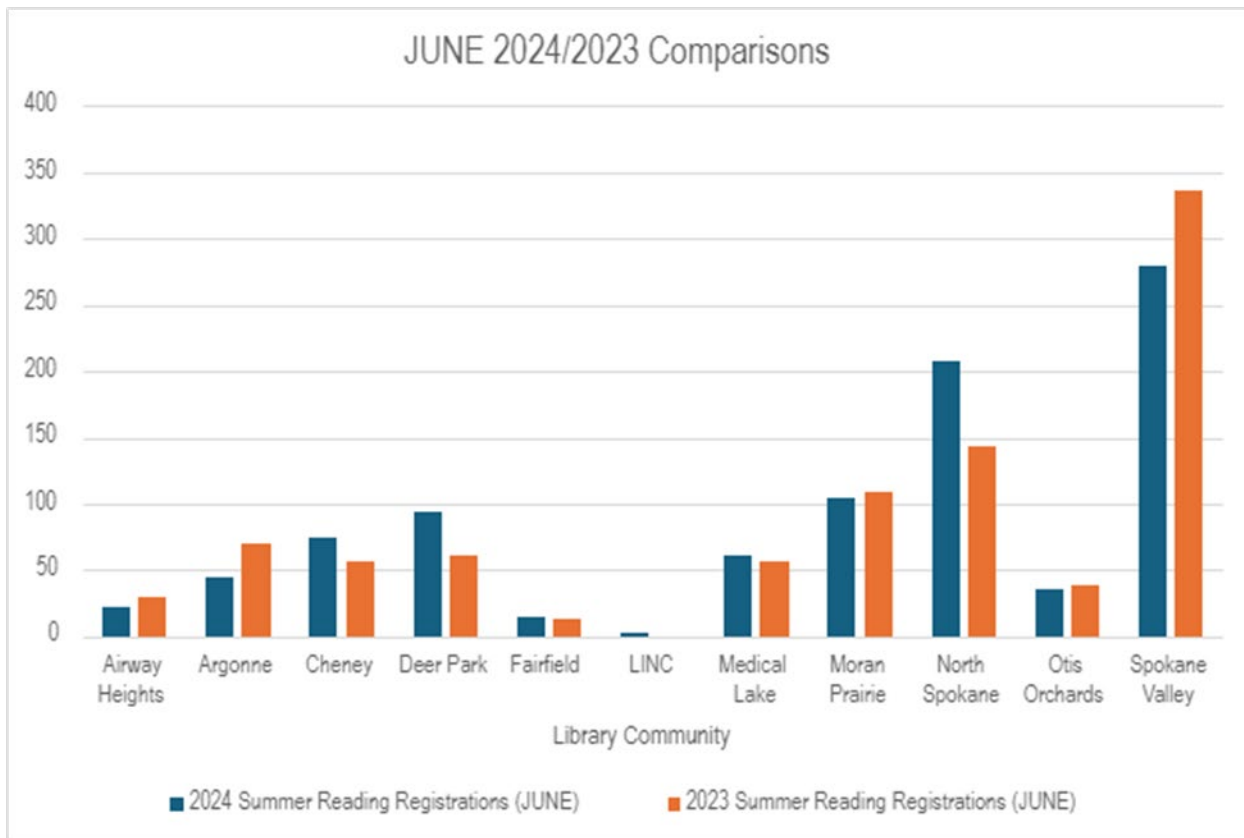
- This month we had 49 storytimes with an attendance of 1,212.
- Mobile Services went to 10 childcare centers and provided 30 storytimes to 355 children.
- *School Tours* at the libraries (8 schools) and *Summer Reading Program Promotions* at the schools (15 presentations) continued this month.
- Tammy and I did a STARS (State Training and Registry System) class called *Art and Literacy* for childcare providers and preschool teachers. We had an attendance of 9.
- I presented two sessions of a training called *Block Play* at the Unite Conference put on by NEWESD 101 for teachers of young children (birth – 8).
- Summer Reading programs started mid-June with a *Mix-It-Up Summer Beverages and Mural Painting* for families, *Garfield Bigger Than Life Crafts and Activities* for tweens, a *Hoot Owl* show from the West Valley Outdoor Learning Center for all ages, and *Lego Free Play*.

#### Cross Disciplinary (Gwendolyn Haley)

- 195 customers viewed featured June authors: Tiffany Jewell, Freida McFadden, and Smithsonian Curator Matt Shindell in our *Online Author Series*. Since we began offering the series, we have provided access to 71 individual author talks that have been viewed a cumulative total of 12,559 times. Customers continue to access and view bestselling authors like Frederick Bachman, Nina Totenburg, Bonnie Garmus, John Irving and Alka Joshi (to name but a few) in the archive.
- Over 500 readers participated in the Online Book Club, currently reading *Radium Girls*.



- The Lab at North Spokane and the STCU Studio at Spokane Valley kicked off summer programs in June with *Spinning Yarm Visual Storytelling* with Sphero Bolt, and *Lego Stop Motion Animation* programs.
- The first summer session of *Camp Read-a-Rama* took place at the North Spokane Library, with 19 campers. The remaining three sessions this summer are full and have a waitlist.
- Melanie distributed 100 *PrimeTime Family Reading* book boxes (provided by Humanities WA) to elementary students at Liberty Elementary School and Great Northern School. These are rural schools that would not be well served by a more traditional Prime Time program during the school year.
- Summer Reading Updates: As of June 30th, 940 people had registered for summer reading, and 721 youth between the ages of 5-17 received a free book thanks to the Library Foundation Spokane County. By comparison, in June of 2023, 914 people had registered.



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

- Just for Kids, a digital resource with popular, ad-free videos, was added to the Digital Library.

**Information Technology (Patrick Hakes)**

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- WAN speed upgrade has been delayed due to Lumen/CenturyLink. Thus far, Otis Orchards, Service Center, and Spokane Valley have been completed.
  - PurpleAir sensors have been adjusted and repaired for reliable AQI readings.

**Mobile Services (Brianna Rukes)**

- For summer, LINC will transform into the Magic School Bus with new adventures each month. This month, visitors explored the mysteries of dinosaurs and learned all about this era, while participating in several activities for all ages.
- LINC attended several community events this month, such as the Fairwood Farmers Market, Spokane Valley Farmers Market, Medical Lake Founders Day, the Hope Encounter event, and Wheelin' into Preschool at Central Valley Early Learning Center. We had 473 visitors.

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

- Librarians Christie Onzay and Crystal Miller held several Summer Reading talks at Sunset Elementary speaking to over 178 kids and sending home Fresh Sheets and Engage.
- Airway Height had a successful *Mix It Up: Summer Beverage* program with 53 in attendance.

**Argonne: Stacy Loberg**

- The *Mix It Up: Summer Beverages & Art* program had 21 attendees. Families got creative with the wall murals to help promote summer reading. They are displayed in the children's and teen area.
- The Argonne Friends of the Library had a successful book sale at the beginning of the month.

**Cheney: Jonathan Melcher**

- 50 people were present at one of our regular Friday storytimes. A new storytime was added to Tuesdays this month and attendance is averaging 21 people.
- Librarian Crystal Miller tabled at the Cheney Farmer's Market. She had crafts and giant games for attendees to interact with. She handed out seeds from the Seed Library, Fresh Sheets and Engage.
- We had our first Cheney Parks and Rec Camp Caslo visit for the *Minion Mania* program. 41 kids got to do various Minion themed activities, and library card applications were sent home to parents.

**Deer Park: Shannon McMinn**

- Librarians Alison Johnson and Rachel Edmondson planned and led library tours for sixteen classes of Deer Park Elementary 1st and 2nd graders. Librarian Alison also attended Field

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Day at Deer Park Elementary promoting Summer Reading to all 3rd grade students, answering questions and reading stories.

**Medical Lake: Cecelia McMullen**

- The Medical Lake Post Office installed a display board dedicated to library promotion. Customers are currently greeted by the colorful center pages from Engage and a QR code for Summer Reading.
- Library staff were greeted with cheers while marching in the Founder's Day Parade. Librarian, Christie Onzay, promoted Summer Reading throughout the multi-day event.

**Moran Prairie and Fairfield: Caitlin Wheeler**

- Our display case and art wall hosted the mixed-media work of Roxann Maier, which explored butterflies, chrysalis, and other nature themes in a wide variety of mediums.
- 25 customers flexed their creative muscles and celebrated Spokane at the popular *Create a Watercolor Landmark Accordion Book*, presented by local artist, Megan Perkins.
- In conjunction with Flag Day at Thiel Park in Fairfield, we offered *Video Game Fandom Arts & Crafts*. There were 28 people that took part in creating crafts from Mario to Minecraft.

**North Spokane: Brian Vander Veen**

- This month, the North Spokane Library hosted paintings, stained glass, and mixed-media art by 11-year-old local artist, Linnea Olson, as well as a display of embroidery by the Spokane Falls Needlework Guild.
- Despite a torrential thunderstorm on one of the market days, our educational activities for kids at the Fairwood Farmers Market continued to be wildly popular, averaging around 200 participants each Tuesday.

**Otis Orchards: Maggie Montreuil**

- Otis Orchard's *Mix It Up: Summer Beverages & Art* program brought in 19 attendees. Participants were very enthusiastic about the poster murals they helped create, which are in the meeting room for summer program attendees to enjoy all summer long.

**Spokane Valley: Danielle Milton**

- We celebrated our 1-year anniversary in the new building this month.
- The *Mix It Up: Summer Beverages & Art* program had 55 attendees who mixed and matched flavors to make their own tasty drink.

**Public Use Measures**

*Please see next page.*

<b>JUNE 2024</b>				
<b>Measure</b>	This year	Last year	YTD	Last YTD
	This Month	This Month	This year	Comparison
Cardholders	139805	126660		10%
Door count	58499	57903	376346	-4%
Items Borrowed	209072	198917	1267780	5%
• Airway Heights	2151	2387	14558	3%
• Argonne	6567	9177	38447	-14%
• Cheney	6873	6657	39438	-1%
• Deer Park	6774	6678	38681	-6%
• Fairfield	729	531	3594	8%
• Medical Lake	2001	2377	12016	-13%
• Mobile Services	1772	1923	11633	13%
• Moran Prairie	11480	12337	67951	-11%
• North Spokane	23463	23156	133190	-5%
• Otis Orchards	2798	3128	17252	-2%
• Spokane Valley	26370	21224	156647	22%
• Digital	90866	82054	566519	16%
• Totals	182687	171952	1104594	8%
Programs				
• Number	281	157	1848	62%
• Attendance	7264	7183	35482	25%
Internet Station Use (%)	25.2%	26.1%	25.3%	
Meeting room bookings	662	385	4627	99%

**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.*

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

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**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.*

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## OPERATIONS REPORT JULY 2024

Doug Stumbough and Kristy Bateman

### Service Priority Teams

#### Adult Services (Stacey Goddard)

- 168 individuals attended 27 adult programs. Highlights included:
  - 16 attended the evening *Homebuyer Education Seminar* at North Spokane.
  - 14 people attended *History Hike: Mt. Spokane State Park*.
  - 15 people visited Deer Park to *Paint Watercolor Flowers* with artist Megan Perkins.
- I started updating our WorkSource Connection Site paperwork as part of the recertification process we must follow every three years. In addition to the paperwork, WorkSource will be visiting three of our locations—Deer Park, Cheney, and Spokane Valley.

#### Youth Services (Mary Ellen Braks)

- We provided 75 storytimes this month with an attendance of 1,738.
- Mobile Services visited eight childcare centers, providing 35 storytimes to 353 children and caregivers.
- We had 51 youth programs in July with an attendance of 900. Our more popular programs included the *Hoot Owl* show, *Minion Mania Crafts and Activities*, and *Video Game Fandom Arts and Crafts*.
- We offered 34 *Lego Free Play* activities for families with a total attendance of 188.

#### Cross Disciplinary (Gwendolyn Haley)

- **Library of Things:** 31 items checked out 45 times in July, including the pickleball set, inflatable movie screen, and the GoPro Camera. These items were added last year thanks to the generosity of the Library Foundation of Spokane County. The Project Memory items continue to be heavily used in the libraries as well.
- **Online Book Club:** 542 members wrapped up reading *The Radium Girls* in July and began reading *The Girls We Sent Away*,
- **Online Authors Series:** Featuring Youth Authors in July, 263 people watched presentations from Children's and Teen's authors Kate DiCamillo, Elizabeth Acevedo, Max Brallier, and Dan Santat.
- **Literacy Programs:** We hosted three sessions for 71 children of Camp Read-A-Rama, one at the North Spokane Library and two at the Spokane Valley Library. *Camp Read-A-Rama* is a literacy immersion program for children in grades 2-5. Activities are built around books and reading.
- **The Lab and STCU Studio:** Overall, 50 youth and adults participated in programs in July.
- **Coding Week in the Lab:** Over the course of four days (3 hours a day), 12 kids (ages 8+) explored the challenges and satisfactions of computer coding using various robots and applications developed for that purpose.

- 
- **Video Boot Camp and Video Production** *Variety Sketch Show* workshops in the STCU Studio gave teens and tweens an opportunity to explore video production, from storyboarding and scripting, to staging, lighting and filming and finally editing their finished product over a two-day period.
  - The **STCU Studio** is now available for customers to reserve directly, after they have finished the required orientation. This is a big step in making it more accessible for customers.
  - **Summer Reading:** At the end of July, 1,406 participants read a combined 289,408 minutes. 794 children and teens have claimed their free incentive book, thanks to the generosity of the Library Foundation of Spokane County.
  - **Book a Librarian** appointments reflected interest in learning more about District technology, with over 1/3 of the bookings for 1:1 instruction in 3D Printing, the STCU Studio at Spokane Valley, Project Memory, or the Glowforge at North Spokane.

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

- The online meeting room reservation software was updated to include more information about room capacities and amenities.

#### **Information Technology (Patrick Hakes)**

- Continued training and acclimating the District's new IT Technician to the District and IT.
- Following the two-day loss of connectivity to seven libraries due to issues with telecommunication infrastructure outside of our control, we reviewed possible avenues for mitigating such a sustained loss of connectivity in the future.

#### **Mobile Services (Brianna Rukes)**

- This month, visitors got to learn about planets, moons, asteroids, the sun, and more with our Magic School Bus space theme. Customers appreciated the take-home activity kits and Mobius STEAM kits.
- Mobile Services staff performed storytimes at several parks, where LINC was also available to offer library services. We had 123 people attend.
- Due to the network outage that affected several libraries, LINC was able to park at the North Spokane Library and provide library services to customers. Many customers hadn't had a chance to see LINC yet, so they were really impressed and appreciative that we have this available for District residents. We had a door count total of 67.

#### **Library Reports**

##### **Airway Heights: Lesa Arrison**

- We had 14 people for the *Book Bingo* program. During the program, after Librarian Christie read a fun fact for one of the books, a participant was so interested in the book they asked if we had it available to checkout. We did, and they left reading the book.

##### **Argonne: Stacy Loberg**

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- 22 people attended the *Minion Mania: Crafts & Activities* program. The kids had lots of fun making minion hats and balancing bananas while hopscotching.
  - 15 people attended the *Video Game Fandom Arts & Crafts* program.

**Cheney: Jonathan Melcher**

- 63 people attended *HOOT Show: A Hawk & Owl Outreach Talk*
- Cheney Farmer's Market started on July 27. Librarian Crystal Miller brought the new foam dino bones, giant Connect Four, and Frisbee Tic Tac Toe, and she talked to over 90 people.

**Deer Park: Shannon McMinn**

- Deer Park had a full attendance for the adult program *Paint Watercolor Flowers* presented by local artist Megan Perkins.
- Librarian Alison Johnson and Mobile Services Associate Kae drove LINC in the Deer Park Settler's Day Parade on July 28 in front of a very welcoming crowd.

**Medical Lake: Cecelia McMullen**

- Librarian Christie Onzay promoted summer reading at the Medical Lake Farmer's Market. She gave 46 kids a "spy" mustache to participate in a special scavenger hunt.

**Moran Prairie and Fairfield: Caitlin Wheeler**

- Librarians Janet Hacker-Brumley and Tammy Henry attended the Fairfield Farmer's Market and talked with 35 people.
- 15 Moran Prairie customers created wind streamers to test "which way the wind blows" and discuss other meteorology questions at the EnviroKids program, *Our Weather: The Wind & Other Phenomenon*.

**North Spokane: Brian Vander Veen**

- Nearly a hundred people attended *HOOT Show: A Hawk & Owl Outreach Talk* at North Spokane.
- The library booth at the Fairwood Farmer's Market continued to be popular, with an average of around 150 children and caregivers stopping by the booth each Tuesday to participate in educational activities related to nutrition and exercise.

**Otis Orchards: Maggie Montreuil**

- The program *Minion Mania: Crafts & Activities* brought in 21 enthusiastic attendees. Many attendees continued to wear their minion hats the entire time they browsed in the library afterward.

**Spokane Valley: Danielle Milton**

- We hosted *Camp Read-A-Rama* for two weeks, which was very well attended, 22 kids each day. Kids participated in a variety of STEAM-related activities.
- The *HOOT Show: A Hawk & Owl Outreach Talk* was wildly popular with 116 attendees excited to learn about the world of raptors and see a live raptor in person.



**Public Use Measures**

**July 2024**

Measure	This year	Last year	YTD	Last YTD
	This Month	This Month	This year	Comparison
Cardholders	139325	128187		9%
Door count	68111	68836	444457	-3%
Items Borrowed	225967	218548	1493747	5%
• Airway Heights	2630	2725	17188	2%
• Argonne	7169	7479	45616	-13%
• Cheney	7134	7004	46572	0%
• Deer Park	6585	6857	45266	-6%
• Fairfield	918	565	4512	16%
• Medical Lake	2264	2742	14280	-14%
• Mobile Services	1799	1590	13432	13%
• Moran Prairie	11571	13291	79522	-11%
• North Spokane	26048	24580	159238	-3%
• Otis Orchards	3180	2921	20432	0%
• Spokane Valley	30378	30540	187025	18%
• Digital	96091	88084	662610	15%
• Totals	196535	188633	1301129	7%
Programs				
• Number	281	157	1848	62%
• Attendance	7264	7183	35482	25%
Internet Station Use (%)	25.2%	26.1%	25.3%	
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**Spokane County Library District  
Summary of Revenues & Expenses - (Cash Basis)  
For the Six Months Ended June 30, 2024**

	Y-T-D Actual	Annual Budget	Percent Used	Balance Remaining
<b>Target 50.0%</b>				
<b>REVENUES</b>				
PROPERTY TAXES	\$ 9,682,099	\$ 17,540,000	55.20%	\$ 7,857,901
CONTRACT CITIES - AIRWAY HEIGHTS	0	377,000	0.00%	377,000
CONTRACT CITIES - SPOKANE	53,453	103,000	51.90%	49,548
FINES & FEES	25,546	45,000	56.77%	19,454
GRANTS & DONATIONS	66,963	26,000	257.55%	(40,963)
E-RATE REIMBURSEMENTS	119,538	265,000	45.11%	145,462
LEASEHOLD & TIMBER TAX, REBATES, OTH	22,325	36,500	61.16%	14,175
INTEREST REVENUES	110,361	193,000	57.18%	82,639
<b>TOTAL REVENUES</b>	<b>\$ 10,080,283</b>	<b>\$ 18,585,500</b>	<b>54.24%</b>	<b>\$ 8,505,217</b>
TRANSFERS IN	-	-	0.00%	-
<b>TOTAL REVENUES &amp; TRANSFERS IN</b>	<b>\$ 10,080,283</b>	<b>\$ 18,585,500</b>	<b>54.24%</b>	<b>\$ 8,505,217</b>
<b>EXPENSES</b>				
SALARIES	\$ 4,071,563	\$ 8,510,600	47.84%	\$ 4,439,037
FRINGE BENEFITS	1,404,695	2,863,400	49.06%	1,458,705
SUPPLIES	99,380	193,100	51.47%	93,720
UTILITIES	286,255	575,500	49.74%	289,245
SERVICES	581,317	1,597,800	36.38%	1,016,483
INSURANCE	94,102	100,000	94.10%	5,898
CAPITAL EQUIPMENT	120,036	370,000	32.44%	249,964
LIBRARY MATERIALS	1,219,973	2,222,800	54.88%	1,002,827
ELECTRONIC LIBRARY MATERIALS	175,517	300,000	58.51%	124,483
LIBRARY PROGRAMS	114,618	142,300	80.55%	27,682
DEBT SERVICE	248,832	0	0.00%	(248,832)
<b>TOTAL EXPENSES</b>	<b>\$ 8,416,288</b>	<b>\$ 16,875,500</b>	<b>49.87%</b>	<b>\$ 8,459,212</b>
TRANSFERS OUT	-	1,710,000	0.00%	1,710,000
<b>TOTAL EXPENSES &amp; TRANSFERS OUT</b>	<b>\$ 8,416,288</b>	<b>\$ 18,585,500</b>	<b>45.28%</b>	<b>\$ 10,169,212</b>
<b>Net Excess of Revenues Over/(Under) Expenses</b>	<b>\$ 1,663,995</b>	<b>\$ -</b>		
BEGINNING CASH	8,630,300			
NET FROM ABOVE	1,663,995			
<b>ENDING CASH</b>	<b>\$ 10,294,295</b>			
<b>Number of months cash on hand</b>		<b>7.3</b>		



**Spokane County Library District  
Summary of Revenues & Expenses - (Cash Basis)  
For the Seven Months Ended July 31, 2024**

	Y-T-D Actual	Annual Budget	Percent Used	Balance Remaining
			<b>Target 58.3%</b>	
<b>REVENUES</b>				
PROPERTY TAXES	\$ 9,758,205	\$ 17,540,000	55.63%	\$ 7,781,795
CONTRACT CITIES - AIRWAY HEIGHTS	0	377,000	0.00%	377,000
CONTRACT CITIES - SPOKANE	53,453	103,000	51.90%	49,548
FINES & FEES	30,992	45,000	68.87%	14,008
GRANTS & DONATIONS	67,369	26,000	259.11%	(41,369)
E-RATE REIMBURSEMENTS	141,411	265,000	53.36%	123,589
LEASEHOLD & TIMBER TAX, REBATES, OTH	24,118	36,500	66.08%	12,382
INTEREST REVENUES	136,250	193,000	70.60%	56,750
<b>TOTAL REVENUES</b>	<b>\$ 10,211,798</b>	<b>\$ 18,585,500</b>	<b>54.94%</b>	<b>\$ 8,373,702</b>
TRANSFERS IN	-	-	0.00%	-
<b>TOTAL REVENUES &amp; TRANSFERS IN</b>	<b>\$ 10,211,798</b>	<b>\$ 18,585,500</b>	<b>54.94%</b>	<b>\$ 8,373,702</b>
<b>EXPENSES</b>				
SALARIES	\$ 4,742,767	\$ 8,510,600	55.73%	\$ 3,767,833
FRINGE BENEFITS	1,635,621	2,863,400	57.12%	1,227,779
SUPPLIES	112,319	193,100	58.17%	80,781
UTILITIES	312,442	575,500	54.29%	263,058
SERVICES	788,106	1,597,800	49.32%	809,694
INSURANCE	94,627	100,000	94.63%	5,373
CAPITAL EQUIPMENT	148,488	370,000	40.13%	221,512
LIBRARY MATERIALS	1,366,072	2,222,800	61.46%	856,728
ELECTRONIC LIBRARY MATERIALS	187,037	300,000	62.35%	112,963
LIBRARY PROGRAMS	124,229	142,300	87.30%	18,071
DEBT SERVICE	248,832	0	0.00%	(248,832)
<b>TOTAL EXPENSES</b>	<b>\$ 9,760,539</b>	<b>\$ 16,875,500</b>	<b>57.84%</b>	<b>\$ 7,114,961</b>
TRANSFERS OUT	-	1,710,000	0.00%	1,710,000
<b>TOTAL EXPENSES &amp; TRANSFERS OUT</b>	<b>\$ 9,760,539</b>	<b>\$ 18,585,500</b>	<b>52.52%</b>	<b>\$ 8,824,961</b>
<b>Net Excess of Revenues Over/(Under) Expenses</b>	<b>\$ 451,259</b>	<b>\$ -</b>		
BEGINNING CASH	8,630,300			
NET FROM ABOVE	451,259			
ENDING CASH	<b>\$ 9,081,559</b>			

**Number of months cash on hand 6.5**