



Board of Trustees Regular Meeting

October 15, 2024 4:00 p.m.

Deer Park Library, 208 S Forest Ave, Deer Park

PRELIMINARY 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.scl.org/connect/ask-board-of-trustees/>.

- I. CALL TO ORDER
- II. AGENDA APPROVAL
- III. PUBLIC COMMENT
- IV. ACTION ITEMS
 - A. Approval of [September 17, 2024 Meeting Minutes](#)
 - B. Approval of [September 2024 Payment Vouchers](#)
 - C. Unfinished Business
 - 1. [Airway Heights: Potential Interlocal Agreement Amendment](#): Discussion, Potential Action
 - D. New Business
 - 1. [2025 Budget](#)
 - a. Public Hearing on Authorized Revenue Sources
 - b. 2025 Preliminary Budget Presentation
 - c. Organizational Memberships: Approval Recommendation
 - d. Board Direction to Staff
 - 2. Award Contract: [HVAC Maintenance Services](#): Approval Recommendation
 - 3. Award Contract: [Courier Services](#): Approval Recommendation
 - 4. Overview: [Deer Park](#)
 - 5. Overview: [Spokane Valley Library](#): 2024 Civic Design Award
- V. DISCUSSION ITEMS, POSSIBLE ACTION
 - A. Future Board Meeting Agenda Items

VI. REPORTS

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

VII. ADJOURNMENT

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

October 15, 2024

BOARD OF TRUSTEES MEETING MINUTES: September 17, 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 Moran Prairie Library, Tuesday, September 17, 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), Vinnie Davi (Video Production Specialist), Doug Stumbough (Operations Director), Jason Link (Finance Director), Melanie Boerner (Literacy Program Coordinator), Andrea Sharps (Collection Services Director), Mary Ellen Braks (Public Services Manager), Kristy Bateman (Operations Manager), Janet Hacker-Brumley (Librarian) , Caitlin Wheeler (Library Supervisor), Danielle Marcy (Librarian), Jane Baker (Communication and Development Director), and two (2) 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 III) There were no written or submitted public comment.

Approval of August 20, 2024 Regular Meeting Minutes (Item IV.A.) Chair Hanson called for any corrections to the August 20, 2024 regular meeting minutes. There were no corrections, the minutes stand as written.

There was no further discussion.

Approval of August 2024 Payment Vouchers (Item IV.B.) Executive Director Patrick Roewe informed the Board that a bill for Greenleaf Landscaping is larger than usual due to a replacement project of plants at the Spokane Valley Library. Discussion ensued about Engage distribution costs. Vice Chair Jon Klapp moved and Trustee Paull seconded the approval of the August 2024 payment vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal	Total
August – GF	0062473 – 0062577 and W001560 – W001574	\$837,140.49	\$837,140.49
	PR08092024 and PR08232024	\$529,393.82	\$529,393.82
		Total	\$1,366,534.31

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

**Unfinished
Business
Airway Heights:
Potential
Interlocal
Agreement
Amendment
(Item IV.C.1.)**

Executive Director Roewe relayed the discussion points determined at the last board meeting to the City of Airway Heights. Discussion ensued about the two options the City was amenable to evaluating further, creating a time limit of city usage before selling to the District or splitting the parcel. Both options have been approved by the attorney. By consensus, the board directed Executive Director Roewe to bring a complete proposal for action at the next board meeting.

There was no further discussion.

**New Business
Trustee
Reappointment
Recommendation
(Item IV.D.1.)**

Executive Director Roewe informed the board that Trustee Clark is eligible for a second consecutive term starting in January 2025. Discussion ensued about applying for reappointment. Trustee Paull motioned to recommend to the Board of County Commissioners that Ellen Clark be reappointed to the Board of Trustees and Trustee Patti Stauffer seconded.

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

**New Business
Gifts Policy
(Item IV.D.2.)**

Communication and Development Director Jane Baker informed the board that there was only one word change to the Gifts Policy. Trustee Stauffer moved and Trustee Clark seconded the approval of the Gifts Policy as revised.

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

**New Business
Naming &
Recognition
Policy
(Item IV.D.3.)**

Communication and Development Director Baker informed the board of one minor change to the Naming and Recognition Policy. Vice Chair Klapp moved and Trustee Paull seconded the approval of the Naming and Recognition as revised.

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

**New Business
Public Art in
District Facilities
Policy
(Item IV.D.4.)**

Executive Director Roewe presented the reaffirmed Public Art in District Facilities Policy. Discussion ensued about what part of public art at the Spokane Valley was included in the up to 1% allocation. Vice Chair Klapp moved and Trustee Clark seconded the approval of the reaffirmation of the Public Art in District Facilities policy.

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

**New Business
HR01 Inclusion
Statement
(Item IV.D.5.)**

Human Resource Director Toni Carnell presented a one-word change to the HR01 Inclusion Statement. Discussion ensued about trainings for this inclusion statement. Trustee Paull moved and Trustee Stauffer seconded the approval of the Inclusion Statement as revised.

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

**New Business
HR11 Safety &
Health Policy
(Item IV.D.6.)**

Human Resources Director Carnell presented one significant change and a change to the process for the Safety & Health Policy. Discussion ensued about changes including separate process for incidents and accidents, removing the wellness section, and the weapons section. Trustee Clark moved and Trustee Paull seconded the approval of the revisions to the Safety & Health Policy.

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

**New Business
Overview:
Reading Buddies
(Item IV.D.7.)**

Literacy Program Coordinator Melanie Boerner presented a PowerPoint presentation of the Reading Buddies program put on by the District. Discussion ensued about the need for volunteers, the demographics looked for in schools to begin a reading buddy program, and how students are picked to participate.

There was no further discussion.

**New Business
Overview: Moran
Prairie & Fairfield
(Item IV.D.8.)**

Library Supervisor Caitlin Wheeler, Librarian Danielle Marcy, and Librarian Janet Hacker-Brumley presented a PowerPoint presentation of the Moran Prairie Library and the Fairfield Library. Discussion ensued about programs held at the libraries, storytime attendance, and community events attended by staff.

There was no further discussion.

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

Chair Hanson asked for any suggestions or questions on the future agenda. Executive Director Roewe reminded the board that October would begin the discussion on the 2025 budget and the final budget would be presented in November.

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 of the Balford Park grand opening that will include the Spokane Valley library. Discussion also ensued about the HVAC Evaluation for Argonne Library including cost estimates and closure time estimates.

There was no further discussion.

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

Operations Director Stumbough and Library Operations Manager Kristy Bateman provided a written report prior to the meeting for August 2024, with data for customer use measures, programming, and library activities.

There was no further discussion.

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

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

There was no further discussion.

**Executive Session
Review the
Performance of a
Public Employee
(Item VII.A.)**

The board went into Executive Session at 5:02pm with an announced return time of 5:32 PM. The board came out of Executive Session at 5:32pm to announce more time was needed and they would come out of executive session at 5:47 PM. The board returned to regular session at 5:47pm. No action was taken.

**Adjournment
(Item VIII.)**

Chair Hanson adjourned the meeting at 5:47pm. The next Board Meeting is scheduled for Tuesday, October 15, 2024 at the Deer Park Library.

Jessica Hanson, Chair

Patrick Roewe, Secretary to the Board of Trustees

PAYMENT VOUCHER APPROVAL

Pursuant to RCW 42.24.180 and Spokane County Library District Resolution # 94-03, we, the undersigned, do hereby certify that the merchandise and services hereinafter specified have been received as of September 30, 2024, and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$1,204,890.19 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: September 30, 2024

SIGNED: _____
TITLE: Finance Director

SIGNED: _____
TITLE: Executive Director

GENERAL OPERATING FUND

VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
0000062578	ABM INDUSTRIES, INC.	MONTHLY CUSTODIAL SERVICES	42,943.51
0000062579	BARTLETT INTERACTIVE, LLC	PROGRESS PAYMENT FOR NEW WEBSITE DESIGN	4,985.25
0000062580	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	6,237.92
0000062581	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	9,962.69
0000062582	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	8,109.40
0000062583	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	1,672.13
0000062584	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	50.00
0000062585	SIRSIDYNIX	ANNUAL SOFTWARE MAINT & SUPPORT	914.76
0000062586	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	861.12
0000062587	VERIZON WIRELESS	MONTHLY CELL & "MI-FI" DEVICE SERVICE	1,981.54
0000062588	WHITWORTH WATER DISTRICT	MONTHLY WATER - NS	116.20
0000062589	A2Z INTERPRETING, LLC	LIBRARY PROGRAMS	198.74
0000062590	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	1,767.54
0000062591	BETTER IMPACT USA INC.	ANNUAL VOLUNTEER MANAGEMENT SOFTWARE SUBSCRIPTION	228.00
0000062592	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	541.74
0000062593	CENTURYLINK	MONTHLY ANALOG TELEPHONE LINE: SV ELEVATOR	74.86
0000062594	CITY OF MEDICAL LAKE	MONTHLY WATER, SEWER, REFUSE - ML	280.18
0000062595	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CH	42.37
0000062596	EDNETICS	TELEPHONE - MANAGED VOICE SERVICES	2,214.87
0000062597	EMPIRE DISPOSAL INC.	MONTHLY SOLID WASTE - FF	42.12
0000062598	FATBEAM, LLC	MONTHLY INTERNET SERVICE, NET OF ERATE DISC	7,635.08
0000062599	THE FIG TREE	LIBRARY MATERIALS	150.00
0000062600	FREE PRESS PUBLISHING, INC	LIBRARY MATERIALS	123.90
0000062601	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	5,990.63
0000062602	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	7,874.44
0000062603	INLAND POWER AND LIGHT	MONTHLY ELECTRIC UTILITIES - AH, DP	1,149.27
0000062604	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	2,556.38
0000062605	OPTUM	MONTHLY HSA ACCOUNT ADMIN FEES	66.00
0000062606	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	32,553.49
0000062607	PRISMHR, INC.	MONTHLY SOFTWARE SUPPORT - HR	561.93
0000062608	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	1,490.97
0000062609	THE SPOKESMAN- REVIEW	LIBRARY MATERIALS	728.00
0000062610	SPOKANE COUNTY ENVIRONMENTAL SERVICES	MONTHLY SEWER - AR, NS, SV	336.08
0000062611	THE SPOKESMAN-REVIEW	ADVERTISING	701.70
0000062612	MINUTEMAN PRESS	SUPPLIES	79.57
0000062613	TOWN OF FAIRFIELD	BI-MONTHLY WATER, SEWER - FF	225.80
0000062614	UNIQUE MANAGEMENT SERVICES	MONTHLY NOTICE FEES AND MESSAGE BEE SERVICE	3,126.62
0000062615	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	1,534.49
0000062616	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE	1,752.56
0000062617	WITHERSPOON BRAJICICH MCPHEE, PLLC	LEGAL SERVICES, GENERAL COUNSEL	1,845.50
0000062618	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	229.74
0000062619	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	818.17
0000062620	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	7,363.41
0000062621	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	1,198.80
0000062622	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	19,004.79
0000062623	PLAYAWAY PRODUCTS LLC	LIBRARY MATERIALS	1,757.95
0000062624	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	11,177.18
0000062625	A2Z INTERPRETING, LLC	LIBRARY PROGRAMS	223.10
0000062626	ABSOLUTE BACKGROUND SEARCH	MONTHLY EMPLOYEE BACKGROUND CHECKS	393.50
0000062627	ALLIED FIRE & SECURITY BY VYANET	QUARTERLY ALARM MONITORING	1,986.25
0000062628	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	863.40
0000062629	AVISTA UTILITIES	MONTHLY UTILITIES	7,871.83
0000062630	BATTERIES PLUS BULBS	MAINTENANCE SUPPLIES	135.80
0000062631	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	685.98
0000062632	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	785.91
0000062633	CONSOLIDATED IRRIGATION DIST19	WATER - OT	400.46
0000062634	CITY OF SPOKANE	MONTHLY WATER & SEWER - MP	1,358.33
0000062635	CITY OF CHENEY	MONTHLY WATER, SEWER, ELEC - CH	1,060.93
0000062636	CITY OF DEER PARK	MONTHLY WATER & SEWER - DP	294.59
0000062637	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CH	78.14
0000062638	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE	4,338.46
0000062639	EDNETICS	SOFTWARE SUPPORT	521.90

0000062640	FREE PRESS PUBLISHING, INC	LIBRARY MATERIALS	39.20
0000062641	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	494.81
0000062642	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	16,998.08
0000062643	INLAND PUBLICATIONS	LIBRARY PROGRAMS ADVERTISING	464.00
0000062644	GAYLE KRUGER	LIBRARY PROGRAMS	1,036.00
0000062645	L&S ENGINEERING	BUILDING REPAIR & MAINTENANCE	4,825.00
0000062646	M & L SUPPLY CO., INC.	BUILDING REPAIR & MAINTENANCE	15.59
0000062647	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	2,295.99
0000062648	MODERN ELECTRIC WATER COMPANY	MONTHLY WATER, ELEC. - SV	2,941.44
0000062649	MYTURN.COM, PBC	LIBRARY OF THINGS RESERVATION SOFTWARE	2,700.00
0000062650	NATIONWIDE INSURANCE	EMPLOYEE DEDUCTIONS FOR PET INSURANCE	632.14
0000062651	NATIONAL COLOR GRAPHICS	PRINTING - ENGAGE MAGAZINE	18,788.33
0000062652	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	19,987.47
0000062653	MEGAN PERKINS	LIBRARY PROGRAMS	1,200.00
0000062654	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	1,138.66
0000062655	SOFTWARE ONE, INC	SOFTWARE SUPPORT	25.61
0000062656	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	30.48
0000062657	SPOKANE HARDWARE SUPPLY	BUILDING REPAIR & MAINTENANCE	413.97
0000062658	SPOKANE REGIONAL HEALTH DIST	PERMIT FOR AFTER SCHOOL SNACK PROGRAM	60.00
0000062659	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	1,707.59
0000062660	T-MOBILE	MONTHLY "MI-FI" DEVICE CELL SERVICE	755.37
0000062661	WICK ENTERPRIZES, LLC	ADVERTISING	24.00
0000062662	WSU EXTENSION	LIBRARY PROGRAMS	1,500.00
0000062663	ZIPLY FIBER	MONTHLY PHONE & BROADBAND - FF	150.06
W000001575	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	89.80
W000001576	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	85,398.18
W000001577	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,204.66
W000001578	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	1,862.75
W000001579	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	56,297.00
W000001580	ASSOCIATION OF WASHINGTON CITIES - VIMLY BENEFITS	MONTHLY EMPLOYEE MEDICAL, DENT, VIS, LTD, LIFE	113,893.98
W000001581	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	556.18
W000001582	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	384.20
W000001583	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	75,270.16
W000001584	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,204.66
W000001585	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	1,825.25
W000001586	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	52,666.14
W000001587	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	585.40
W000001588	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	200.00

Total Non-Payroll General Operating Fund \$ 691,918.12

PAYROLL VOUCHERS

09102024 PP17	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #17	\$ 270,439.50
09252024 PP18	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #18	242,532.57

Total Payroll General Operating Fund \$ 512,972.07

TOTAL GENERAL OPERATING FUND \$ 1,204,890.19

CAPITAL PROJECTS FUND			
VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
TOTAL CAPITAL PROJECT FUND			\$ -
DEBT SERVICE FUND			
VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
TOTAL DEBT SERVICE FUND			\$ -

August 2024 / September 2024
Paid in September 2024
Voucher # 62624

Card Category	Amount
General Purchases	\$ 2,975.74
Maintenance	\$ 2,348.64
Travel	\$ -
Acquisitions	\$ 4,141.06
Information Technology	\$ 657.56
Mobile Services	\$ 1,054.18
General Fund Purchases	\$ 11,177.18

Top Individual Charges

Amazon	Total all material purchases from Amazon	3,225.23
Sabor Latino	Lunch for Spanish Camp Read a Rama	1,080.00

AIRWAY HEIGHTS: 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. In May, a professional appraisal determined a combined (bare land) value of \$335,000 for both parcels, which was shared with the City.

In June, staff initially proposed to the City that the District take possession of both parcels and the outstanding service fee for 2024 be reduced by a commensurate amount.

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. In addition, the City would provide the District the first option to purchase the adjacent parcel to the east if the City does not go forward with their childcare project.

In August, the Board by consensus agreed to accept ownership of the library parcel in exchange for a commensurate reduction in the City’s outstanding 2024 contract fee, and directed staff to work with the City to explore three different options regarding the vacant parcel: Proposing a time limit on how long the City would have to build on the second parcel before the District would buy the parcel, splitting the vacant parcel between the District and the City, and the District assuming possession of both parcels and providing a long term lease to the City if they had civic uses for the parcel in the near future.

September Update

Following discussions with City, the agreed upon parameters for the exchange are as follows:

-
- The vacant 7925 square foot parcel would be split, with ~1925 square feet along the western edge going to the District, and the remaining ~6000 square feet staying with the City, which is the amount they've deemed necessary for an outdoor play area for the childcare project.
 - The ILA amendment would memorialize the intent to divide the parcel as such, which would be pursued pending agreement approval by both the City Council and the Board of Trustees, respectively.
 - The ILA amendment would also memorialize that, should the City decide to not develop the future 6000 square foot parcel within 5 years, the District is granted first rights to purchase the property at the end of those 5 years.
 - Based upon the appraised values, and in consideration of the transfer of land ownership of the library parcel (\$224,350) and the adjacent ~1925 feet of the vacant parcel (\$26,950), the District would reduce the annual service fee by \$251,300, and the outstanding balance for service fee owed by the City for 2024 would be reduced by that same amount from \$385,740 to \$134,440.

Staff are supportive of this revised approach. Such an arrangement would provide the District with full control and autonomy over the library property. If the District were eyeing expansion of the Airway Heights Library at some point in the future, the additional 1925 square feet would be sufficient for a meaningful expansion of the library building, and the first option to purchase the adjacent parcel after 5 years is a reasonable timeframe that provides additional flexibility for the District.

The District's legal counsel drafted an ILA addendum addressing the above proposal and other matters related thereto. The draft was shared with the City, and as of this writing, we are awaiting their review and input.

Following that, the next step for the ILA addendum would be 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 next steps.

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

PRELIMINARY BUDGET 2025

- a. **Public Hearing on Authorized Revenue Sources**
- b. **2025 Preliminary Budget Presentation**
- c. **Organizational Memberships Review**
- d. **Board Action and Direction to Staff**

a. Public Hearing on Authorized Revenue Sources**Background**

RCW 84.55.120 requires taxing districts to hold a public hearing on revenue sources prior to submitting the request to have property tax levied. The deadline for property tax certification is November 30.

Following the public hearing, a Preliminary Budget for 2025 will be presented, and a recap of the major components of the budget and related explanatory comments are provided below. The variances noted are from the 2024 budget as adopted. The current budget formulation process used both the 2024 budget as adopted, the full year actual results from 2023, and actual results for the current fiscal year.

The Board Chair will lead the Public Hearing on Authorized Revenue Sources required by Washington state law.

The following is a brief recap of the total revenue proposed in the 2025 General Fund Budget.

	2025 Budget Revenue	% of Total
Property Taxes and Payments in Lieu of Property Taxes	18,441,000	96.8%
All Other	600,000	3.2%
	<u>19,041,000</u>	

b. 2025 Preliminary Budget Presentation

2025 Preliminary Budget for General Fund Revenues

	2024 Adopt Budget	2025 Preliminary Budget	\$ change	% change
Property Taxes (net of TIFs)	17,540,000	18,330,000	790,000	4.5%
Contract Cities	480,000	111,000	(369,000)	-76.9%
Fines and Fees	45,000	45,000	-	0.0%
E-Rate Reimbursements	265,000	269,000	4,000	1.5%
Interest Income, Grants and Other	255,500	286,000	30,500	11.9%
Total General Fund Revenues	18,585,500	19,041,000	455,500	2.5%

Property Tax Revenues - change of \$790,000

Tax revenue for 2025 as presented is \$790,000 higher than budgeted for 2024.

- Approximately \$318,000 of the increase is the result of the reported new construction valuation of over \$954 million. This new construction is the second largest new construction total since 2008 and is \$42 million more than last year.
- Approximately \$177,000 is the result of the allowed 1% increase on the previously highest lawful levy.
- Approximately \$373,000 is the result of annexation for Airway Heights. This will offset a decrease in the contract cities revenue.
- Offsetting the above is a larger allocation (\$78,000) to the TIFs the District is a participant, primarily the Medical Lake TIF. Such TIF allocation increases are the result of new construction and higher valuations within the TIF boundaries.

Contract Cities – change of (\$369,000)

- Budgeted revenue from the City of Airway Heights decreases from \$377,000 to zero. The City of Airway Heights was annexed into the District and is now taxed through the District’s regular property tax levy instead of through contract.
- Budgeted revenue from the District’s agreement with the City of Spokane increased from \$103,000 to \$111,000. This revenue relates to an interlocal agreement between the District and the City of Spokane for library services provided to the parcels within the Moran Prairie Library Capital Facilities Area (MPLCFA) which were annexed by the City of Spokane.

Fines and Fees – no change

Total fines and fees included in the 2025 budget are for lost or damaged materials, as well as for any long-standing overdue fines assessed prior to 2024.

E-Rate Reimbursements – change of \$4,000

E-Rate reimbursements continue to be 80% of the total paid for District-wide internet services and wide area network (WAN) connectivity. New this year is a proposal for E-Rate to include the cost of Wi-Fi for hot-spots the District checks out to customers. This is a new program within the E-Rate program. The District’s 5-year contract for e-rate was renewed in 2024 and the rates are reflected in the budget.

Interest Income, Grants and Other – change of \$30,500

The following is further detail and year over year changes for the budget for interest income, grants, and other revenues.

Further Detail on Other			
	2024 Bgt	2025 Bgt	\$ change
Interest Income	193,000	190,000	(3,000)
Grants & Donations	26,000	53,000	27,000
Leasehold Taxes	11,500	8,000	(3,500)
Timber Taxes	15,000	20,000	5,000
Credit Card Rebates	5,000	5,000	-
Retail Book Sales	5,000	10,000	5,000
	255,500	286,000	30,500

The short-term interest rates earned on all balances kept in the Spokane Public Investment Fund (SPIF) are expected to decrease in 2025, while balances within the General Fund should remain relatively flat this year. The 2025 budget for interest income is based on interest rates earned on the funds balances.

There are two grants currently included in the budget: After-school snack program and Prime-Time. The snack program is being expanded from Deer Park to include Spokane Valley, North Spokane and Cheney as well. Additional grants may be pursued as opportunities are made available. The Prime-Time grant is continuing in 2025 due to cancellation of the program in 2024.

2025 Preliminary Budget for General Fund Expenses

	2024 Adopt Budget	2025 Preliminary Budget	\$ change	% change
Salaries	8,510,600	9,110,000	599,400	7.0%
Benefits	2,863,400	3,241,000	377,600	13.2%
Total Personnel Costs	11,374,000	12,351,000	977,000	8.6%
	61.2%	64.9%		
Supplies	193,100	204,000	10,900	5.6%
Services	2,273,300	2,262,000	(11,300)	-0.5%
Library Materials	2,522,800	2,582,000	59,200	2.3%
Library Programs	142,300	191,000	48,700	34.2%
Capital Expenditures	370,000	410,000	40,000	10.8%
Debt Service	-	264,000	264,000	0.0%
Operating Transfers to Debt Service and Capital Projects Funds	1,710,000	1,106,000	(604,000)	-35.3%
Total General Fund Expenditures	18,585,500	19,370,000	784,500	4.2%

Comment:

Although total expenses are reported above, this background will focus on salaries and benefits along with library programs, capital expenditures, debt service and operating transfers.

Salaries - change of \$599,400

The following table itemizes changes from the 2024 salaries budget along with further clarification:

Summary of Changes from 2024 Budget to 2025 Budget	
Baseline: 2024 Salary Budget	8,764,000
Annual salary adjustment of 4%	280,000
Minimum wage increase	66,000
Total, Rounded	9,110,000

- For 2025, the District standardized the salary budget to 3 steps: minimum wage for band A1, step 7 for bands A2 through MP3, and step 9 for bands M4 and higher. Standardization in budget practices allows the District greater flexibility in employment practices. The change also allowed for the elimination of unassigned budgeted hours which was generating an extra 1 FTE. A comparison was made to ensure the budget was reasonable in comparison to projected amounts for current employees.

- Inflation, as defined by the August 2024 CPI-W (*Consumer Price Index for Urban Wage Earners and Clerical Workers*), is 2.35%. Per District policy: HR3 – Compensation: Wages, section 3.15, the August CPI-W has been used for the District cost of living salary adjustment (COLA) within the range of 0% to 4%. In addition, the state uses the August CPI-W for annual adjustments to the state minimum wage rate. The minimum wage will increase from \$16.28 to \$16.66, effective January 1, 2025.
- The budget was prepared using 4.00% COLA. The difference of 1.65% compared to CPI will go towards making up for prior years’ salary inflation deficit in 2021 and 2022 when inflation was cumulatively 14.49% and the District provided an 8.00% COLA. In addition, the COLA will provide additional relief for the differences noted in the recently completed salary analysis. Providing a 4.00% COLA in the 2025 budget works towards balancing the impact of prior high inflation and wage differences noted in the salary analysis while also abiding by the Board-determined maximum of 4.00%. Note, the effect of any COLA projected through the budget is greater than will actually be paid in wages by the District due to the change in budgeting practices discussed earlier.
- The total number of employees included in the 2025 budget is 160 and total FTE’s is 138.5. Total FTE’s compared to 2024 budget is listed in the table below.

Summary of FTE Changes	2024 Budget	2025 Budget	Change
Band A1 thru A4	79.2	77.5	(1.7)
Band MP1 and MP2	23.0	23.0	-
Band MP3 and above	38.0	38.0	-
	140.2	138.5	(1.7)

Payroll Taxes and Employee Benefits - change of \$375,600

Payroll Taxes and Employee Benefits				
	2024	2025	Change	% Chg
FICA	651,200	697,000	45,800	7%
Medical, Dental, Vision	1,243,500	1,536,000	292,500	24%
Retirement	790,300	816,000	25,700	3%
Paid Family & Medical Leave	63,000	68,000	5,000	8%
All Other	115,400	122,000	6,600	6%
Total	2,863,400	3,239,000	375,600	13%

- Comprehensive Employee Medical (Medical, Dental, Vision) Coverage
 - The District plans to continue to offer the same four comprehensive employee medical options:
 - Two by Kaiser Permanente, one a high-deductible health plan (HDHP)
 - Two by Asuris Northwest Health, one a HDHP
 - AWC recently announced rate increases, effective January 1, 2025:
 - 8.2% for Kaiser Permanente plans
 - 7.3% for Asuris Northwest Health plans
 - 6.9% for Willamette Dental plans

-
- No increase for Delta Dental plans
 - No increase for vision, long term disability, life insurance and EAP plans
 - Total medical, dental and vision insurance cost increase is attributable to a change in budget practice for the District. The District now budgets for all benefit eligible positions using a standardized set of benefit plans.
 - The Public Employees' Retirement System (PERS) employer contribution rate of 9.11% is budgeted to remain at that rate for all of 2025. This is a decrease from the current rate of 9.53%
 - Washington State Paid Family and Medical Leave rate is budgeted to remain at the current rate of 0.74% of paid salaries for all of 2025. The District proposes to continue to pay the full amount of this premium rather than passing on the allowable portion to employees.

Library Programs – change of \$48,700

Library Programs are composed of two areas types of programmatic expenditures: voluntary programs directed by the District and grant or donation programs directed by third parties. The District directed programs are increasing by \$7,000 for Board policy directed expenditures and the Library of Things. Grant and donation programs are increasing by \$42,000. Part of the grant related program is the expenditure of remaining grant and donation funds received in prior years (\$15,000).

Capital Expenditures – change of \$40,000

The capital projects and equipment list slated for 2025 is fairly short and is comprised of a large-scale replacement of IT desktop hardware due required upgrades to support the windows operating system and smaller maintenance projects: HVAC controls installations and HVAC system upgrades at libraries, LED lighting, parking lot sealing and striping and some potential building refreshes (e.g., furniture, carpeting, paint).

Debt Service Expenditures – change of \$264,000

This is a new category for the 2025 budget. This is a reclassification of expenditures due to new accounting standards. Previously these expenditures were incorporated into services. This relates to contractual payments for long-term agreements on software.

Transfers to the Debt Service Fund – change of (\$4,000)

The 2025 budget includes the third year of debt service payments for the debt obtained from the Washington State Treasurer office LOCAL program. Total debt service for 2025 is \$1,106,000 which the District will transfer to the Debt Service Fund in sufficient time for scheduled payments to be made on June 1 and December 1, 2024.



Transfers to the Capital Projects Fund – change of (\$600,000)

The District does not expect to make a transfer to the Capital Projects Fund in 2025.

2025 Preliminary Budget for the General Fund

General Fund	2024	2025	
	Adopted Budget	Proposed Budget	\$\$
REVENUES			
PROPERTY TAXES, net	17,540,000	18,330,000	790,000
CONTRACT CITIES	480,000	111,000	(369,000)
FINES & FEES	45,000	45,000	-
E-RATE REIMBURSEMENTS	265,000	269,000	4,000
INTEREST INCOME, GRANTS AND OTHER	255,500	286,000	30,500
TOTAL REVENUES & TRANSFERS IN	18,585,500	19,041,000	455,500
 EXPENSES			
SALARIES	8,510,600	9,110,000	599,400
PAYROLL TAXES & BENEFITS	2,863,400	3,241,000	377,600
LIBRARY MATERIALS	2,522,800	2,582,000	59,200
OTHER	2,608,700	2,657,000	48,300
CAPITAL EXPENDITURES	370,000	410,000	40,000
DEBT SERVICE	-	264,000	264,000
TRANSFERS TO OTHER FUNDS	1,710,000	1,106,000	(604,000)
TOTAL EXPENSES & TRANSFERS OUT	18,585,500	19,370,000	784,500
Net Excess of Revenues Over/(Under) Expenses	-	(329,000)	329,000
Estimated Beginning Fund Balance	8,000,000	8,000,000	-
Net Excess of Revenues Over/(Under) Expenses)	-	(329,000)	(329,000)
Estimated Ending Fund Balance	8,000,000	7,671,000	(329,000)



2025 Preliminary Budget for the Debt Service Fund

Debt Service Fund	2024	2025	
	Adopted Budget	Proposed Budget	\$\$
REVENUES			
TRANSFERS IN	1,110,000	1,106,000	(4,000)
INTEREST INCOME, GRANTS AND OTHER	125	-	(125)
TOTAL REVENUES & TRANSFERS IN	1,110,125	1,106,000	(4,125)
EXPENSES			
PRINCIPAL	765,000	800,000	35,000
INTEREST	345,125	306,000	(39,125)
TOTAL EXPENSES & TRANSFERS OUT	1,110,125	1,106,000	(4,125)
Net Excess of Revenues Over/(Under) Expenses	-	-	-
Estimated Beginning Fund Balance	-	-	-
Net Excess of Revenues Over/(Under) Expenses)	-	-	-
Estimated Ending Fund Balance	-	-	-

2025 Preliminary Budget for the Capital Project Fund

Capital Project Fund	2024	2025	
	Adopted Budget	Proposed Budget	\$\$
REVENUES			
DONATIONS	200,000	200,000	-
TRANSFERS IN	600,000	-	(600,000)
INTEREST INCOME, GRANTS AND OTHER	30,000	100,000	70,000
TOTAL REVENUES & TRANSFERS IN	830,000	300,000	(530,000)
EXPENSES			
CONSTRUCTION COSTS	800,000	1,400,000	600,000
ARCHITECT FEES	-	100,000	100,000
FURNITURE, FIXTURES AND EQUIPMENT	200,000	200,000	-
TOTAL EXPENSES & TRANSFERS OUT	1,000,000	1,700,000	700,000
Net Excess of Revenues Over/(Under) Expenses	(170,000)	(1,400,000)	1,230,000
Estimated Beginning Fund Balance	4,350,000	4,430,000	80,000
Net Excess of Revenues Over/(Under) Expenses	(170,000)	(1,400,000)	(1,230,000)
Estimated Ending Fund Balance	4,180,000	3,030,000	(1,150,000)

c. Organizational Memberships Review

Below is a list of the memberships that have been included in the proposed 2025 budget, organized alphabetically by category. New memberships are marked with an *. Estimated costs included in the 2025 budget are \$17,000.

Organizational Level Affiliations:
Association of Washington Cities
Public Libraries of Washington
Washington Library Association
Chambers of Commerce:
Cheney Merchants Association
Deer Park Chamber of Commerce
Greater Spokane, Inc.
Greater Spokane Valley Chamber of Commerce
North Palouse Chamber of Commerce
Nuestras Raices/Hispanic Business Professionals Association
West Plains Chamber of Commerce
Vendor Memberships:
Amazon Business Prime
Costco Business Membership
Other Professional Associations:
American Library Association (individual trustee memberships)
Association of County & City Information Systems
COSUGI (Customers of SirsiDynix User Group)
Government Finance Officers Association
Inland Northwest Council of Libraries ((NCOL)
Municipal Research Services Center*
National Association of Charitable Gift Planners
Pacific Northwest Booksellers Association
Society for Human Resource Management*
Washington Association of Public Records Officers
Washington Finance Officers Association
Washington Nonprofits

d. Board Action and Direction to Staff

At the conclusion of the budget presentation, staff recommend that the Board take the following actions.

Final Action

1.) Motion to approve funds in the 2025 General Operating Fund for organizational memberships as proposed.

Board Direction**Annual Cost of Living Adjustment**

2.) Direction to staff to budget for an annual cost of living salary adjustment, based upon the August 2024 CPI-W and District policy HR 3.

- The District’s current policy, Section 3.15 cited below, provides for a salary adjustment between 0% and 4%:

The District will comply with federal and state law regarding minimum wage rates.

The District may consider a number of economic factors, including the August CPI-W, when determining any annual cost of living adjustment (COLA) recommendation. The Board of Trustees has sole approval authority for any such adjustment. Such an adjustment may range from a minimum of 0% to a maximum of 4%.

As stated above, the budget is presented with a 4.00% COLA for eligible positions for 2025. Using that as a baseline, the following table provides additional information of the budgetary impact between the policy-permitted maximum of 4.00% and the CPI-W of 2.35%.

COLA %	Salary	Taxes	Change from Baseline
4.00% (baseline)	9,110,000	1,674,000	-
3.00%	9,022,000	1,658,000	104,000
2.35%	8,967,000	1,648,000	169,000

2025 Final Budget

3.) Direction to staff to complete the final 2025 General Operating, Debt Service and Capital Projects Fund budgets.

- Based on the discussions and decisions from this meeting, a final budget will be presented for formal adoption at the regularly scheduled November board meeting. An amendment to the final 2024 budget may also be presented at the December meeting, if needed.

AWARD CONTRACT: HVAC MAINTENANCE SERVICES

Background

It has been five years since the District solicited proposals for the HVAC (Heating, Ventilation, and Air Conditioning) preventative maintenance services. Thus, it was again time to solicit proposals for this needed service.

Bid Solicitation and Results

A Request for Proposal for HVAC preventative maintenance services for the District was issued August 23, 2024. The District published a legal notice as required, posted the solicitation document on the District's website, and posted the solicitation using the District's electronic bidding portal. All bids were due on September 17, 2024, with two bids received. In consultation with the District's attorney, the District determined there was only one responsible bidder and issued notice of intent to award the contract to that bidder. The responsible bidder was the District's current HVAC services provider, Divco, Inc.

The bid amount was \$50,164 for the calendar year, which is typically invoiced in quarterly amounts. This bid represents a fifty percent decrease from our current cost of services. The current service contract includes a full coverage service option covering repair and replacement parts at no additional cost to the District. The public bid the District solicited did not include this option in order to have a consistent bid from all potential bidders. Staff will discuss continuing this process during contract negotiations. Staff anticipate that continuing the full coverage option may result in a contract increase of up to five percent over 2024.

The District intends to enter into a contract for one year beginning January 1, 2025, based on the RFP and proposal received, with a District option of up to four (4) one-year extensions for a maximum duration of five (5) years.

Divco has been the District's HVAC maintenance services provider for more than 15 years, and we have been satisfied with its service as well as the condition of the mechanical systems in all District facilities.

Pending contract award approval, staff will negotiate a contract with Divco, Inc. in accordance with the terms of the RFP and the pricing contained in the response.

Recommended Action: Motion to award the contract for HVAC preventative maintenance services to Divco, Inc. and authorize the Executive Director to negotiate and sign the contract.

AWARD CONTRACT: COURIER SERVICES**Background**

It has been five years since the District solicited proposals for the Districtwide courier services, and thus it was time to solicit proposals for these services.

The primary role of the courier is to transport District library materials and interoffice mail among the District's 11 locations on a regular schedule.

Bid Solicitation Process and Results

A Request for Proposal for Courier Services (RFP) for the District was issued on August 23, 2024. The District published a legal notice as required, posted a solicitation document on the District's website, and posted the solicitation using the District's electronic bidding portal. All bids were due on September 17, 2024, and the District received one bid from its current courier service provider, DeVries Business Services.

The bid amount was \$1,242 per week, or \$64,584 for a year (52 weeks). This bid represents a fifteen percent increase from our current cost of services. The District intends to enter into a contract for one year beginning January 1, 2025, based on the RFP and proposal received, with a District option of up to four (4) one-year extensions for a maximum duration of five (5) years.

DeVries Business Services has met all expectations during the previous contract period and staff have no reservations in awarding them the new contract.

Pending contract award approval, staff will negotiate a contract with DeVries Business Services in accordance with the terms of the RFP and the pricing contained in the response.

Recommended Action: Motion to award the contract for courier services to DeVries Business Services and authorize the Executive Director to negotiate and sign the contract.

OVERVIEW – DEER PARK

Library Supervisor Shannon McMinn and Librarians Alison Johnson will provide an overview of the Deer Park Library and how it serves the community.

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

OVERVIEW: SPOKANE VALLEY LIBRARY: 2024 CIVIC DESIGN AWARD**Background**

The American Institute of Architects Washington Council (AIA WA) awarded the Spokane Valley Library a 2024 Civic Design Award at the September 19, 2024 awards ceremony.

From AIA WA: “The Civic Design Awards celebrate the best examples of what can be realized when architects and civic clients work together to achieve quality design. AIA Washington Council showcases the clients and the architects who have demonstrated an appreciation for the excellent work done by AIA Members in the Washington Council. These projects represent the finest standards in innovation, sustainability, building performance, and overall integration with the client and surrounding community.”

Integrus Architecture’s innovative and community responsive design earned the *Merit* award designation.

Targeting LEED Silver Certification, the design incorporates goals from the AIA Framework for Design Excellence, focusing on energy efficiency, resource optimization, minimal environmental impact, and community engagement. The new Spokane Valley Library is a multifunctional community hub, reflecting the area’s resourceful culture and enhancing the quality of community life through public engagement, thoughtful design, and sustainable practices.

Each entry is judged on its individual quality and merits. Jury considerations include design quality, functional utility, environmental harmony, accessibility, aesthetic delight, craftsmanship, and innovation. These awards not only showcase great design, but also excellent examples of how public dollars can benefit an entire community. The jury had this to say in particular:

“This is a very innovative project deserving recognition for using modest materials and the design does a lot with them,” commented the jury. “The result is something truly remarkable, special, and successful.”

Congratulations to Integrus Architecture for their excellent design, and special thanks to Kilgore Construction Inc. for bringing that design to life.

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

**FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: NOVEMBER 2024 –
DECEMBER 2024****November 19, 2024: Argonne – 4:00pm**

- 2025 Budget
 - Cost of Living Adjustment (COLA) for 2025: Approval Recommendation
 - Adopting a 2025 Final Budget and Certifying It to the Board of County Commissioners (Resolution No. 24-xx): Approval Recommendation
 - Authorizing 2024 Property Tax Levy Increase for Collection in 2025 (Resolution No. 24-xx): Approval Recommendation
 - Levying the Regular Property Taxes for SCLD for Collection in 2025 (Resolution No. 24-xx): Approval Recommendation
 - Board Direction to Staff

December 17, 2024: Argonne – 4:00pm

- 2024 Work Plan – Year in Review
- 2025 Work Plan
- 2025 Meeting Schedule (Resolution No. 24-xx): Approval Recommendation
- 2025 Meeting Content Review
- 2025 Board of Trustees' Officers Election: Action Required
- Customer Privileges & Responsibilities Policy: Approval Recommendation
- Use of Video Surveillance Systems Policy: Approval Recommendation

Special Meetings/Activities2025

May 9th Staff Day

SEPTEMBER 2024 DIRECTORS REPORT

Finance – Jason Link

General Fund

The total general fund operating expenses before (73.55%) or after (66.78%) transfers remain well aligned with the total budget projected expenditure of 75.00%. 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 were no expenditures for September from the Capital Project & Debt Service Funds.

Facilities Report

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

Human Resources – Toni Carnell

Training

- All staff continue to work on required training in the learning management system, including:
 - 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 Technician
- Storytime Specialist

Promotions:

- N/A

Transfers:

- N/A

Voluntary Demotions

- N/A

Separations:

- Public Services Associate

Communication & Development – Jane Baker**Communication**

Media coverage in September included a mention in *The Fig Tree* and *Deer Park Tribune* regarding the Dementia Friends program by the Aging and Long-Term Care of Eastern Washington (ALTCEW) and the District's Stay Sharp Kits. Later in the month, *KREM.com* reported on "Spokane Valley Library receives architecture award." A KREM reporter contacted us for an interview, which was scheduled then canceled when the reporter was reassigned to another story. *The Spokesman-Review's* front-page story on September 28, "Libraries amplify 'freedom to read in Spokane' and feature challenged titles for 'banned books week.'" The story included quotes from an interview with Collection Development Librarian Sheri Boggs.

Development

With the fall budget season here, Development is reaching out to businesses for grants and potential sponsorship of District programs in 2025. Current sponsorships are being sought for LINC, the Reading Buddy program, and summer reading.

Operations - Doug Stumbough

For the month of September, a total of 57,237 customers visited our libraries in person, down from 63,681 (-10.1%) in August. The total number of 83,167 physical items borrowed by customers in the libraries was also down from the 99,985 physical items borrowed in August (-17%).

Positive Interaction Reports

A customer came into Moran Prairie to fill out some online paperwork for the Spokane Homebuyers Association; he didn't have a computer at home, is not a regular computer user, and had always filled out his paperwork in-person for the SHA prior to today. After working on his paperwork for five hours (between multiple intermittent visits to home for important documents and after much assistance from staff regarding the computers), he finished and came to the desk to graciously thank staff, saying his wife is very thankful for the staff and that he couldn't have gotten it done without their help.

Customer Connection Specialist Bear shared "I was on a lunchtime walk (at Spokane Valley) and passed a man walking in just his socks. I nodded and said 'Good afternoon' as I passed and he nodded back. After about 20 more steps I heard him call 'Hey, do you work at the North Spokane Library?' I replied that I did and he said 'I was sitting in the grass there a few weeks ago and you greeted me and asked how I was doing. You have a brilliant smile and are very kind. Keep up the good work.' This man - who's name I don't know at all - made my day with his kind words."

One of the people who helps with Tax Aide at Moran Prairie Library shared that she also runs Christmas Tree Elegance. She said that she appreciates that she can come to the library and make photocopies when she needs to and that she just loves the library and even though she lives in the city she "still prefers to come to Moran Prairie Library".

A regular Spokane Valley mom was raving over the September passive craft that had been assembled by Public Services Specialist Melissa. She shared how the kids loved it because it was fun, and Mom loved it because it encouraged STEAM thinking. Mom said to please tell staff how much they all loved this month's craft.

A customer came to Medical Lake visibly distressed, where staff helped her make single sided (from double sided) photocopies. She said that they had spent all morning at the courthouse and at Staples trying to accomplish this task but were totally frustrated and then thought to come to the library. They left saying: "You are a lifesaver."

When a regular Spokane Valley visitor was done using an internet station, she wheeled herself to the front desk to return a magnifying glass and said she absolutely loves the library, and reiterated that not only is the building beautiful but that she loves the grounds including the birch trees and the beautiful wildflower meadow.

A North Spokane customer noticed Public Services Specialist Don working on the gallery wall. She told him how nice it was to see him and how she had remembered that the last time she was in he had gone above and beyond to help her daughter find some books. She told him that all of the staff at North Spokane library should teach a class in Customer Service because they are all so helpful and kind.

A Mobile Services customer stopped by Spokane Valley one morning and dropped off some chocolate bars. Mobile Services were out on visits, so they couldn't thank her in person. However, she returned in the afternoon, and they were able to meet her and express their gratitude. The customer shared how much she loves the library and the Mobile Services team, as they speak with her almost weekly. Because of this, she knows everyone on the team by name. She also mentioned how much she enjoys the audiobooks sent to her and the conversations she has with the team.

While at the front desk checking out items for her daughter, the mother of a young Spokane Valley cardholder thanked staff a few times for having such a wonderful selection of items to check out. She said the library has really been a blessing.

Librarians Dana and Danielle shared comments they overheard at ValleyFest as they were telling people about LINC. "This is how I want to spend my tax dollars: books, not making war. You make us smarter." "I wish you could come to our house!"

Library Supervisor Caitlin complimented a customer on the jar of fresh basil she was neatly arranging on the produce table at the Moran Prairie Library. In reply, the customer said, "I love this library and the librarians here. I'm 91 years old and when I'm depressed, I come here."

A customer emailed to say "Thank you! Just want you to know how much I appreciate the excellent staff at North Spokane Library - always helpful in fulfilling my requests for books, and always kind!"

The Cheney Friends of the Library group met with staff and left them with a big bag of delicious snacks and a note that reads: "Thank you Cheney Library staff for your dedication and loyal support of our Book sales ... especially help with getting books to the work area in the basement. You are EACH appreciated!!! We hope you ENJOY these treats ... Cheney Friends of the Library"

A North Spokane customer has been dealing with an issue having to do with her legal name and social security for the weeks. One day, after working for some time, staff was able to help figure out what the best next steps for her and what was causing some previous failed attempts. Unfortunately, the issue that had to be solved directly with Social Security. The customer decided she was going to head home and contact them, but before she left, she stopped by the front desk and wanted to send a "HUGE thank you to everyone that's helped me with this over the last little bit, but especially, thank you to (Public Services Specialist) Katie. And (Public Services Specialist) Don. You all have been very helpful, thanks so much for trying to help me figure this out. THANK YOU for your dedication and hard work folks. Good job y'all!

Before leaving the Cheney Library for the day, a regular came up to the front desk with a big smile on his face and said he loved the library, and that it was much calmer than downtown Spokane.

A teacher at Trent Elementary shared with Spokane Valley staff that one of her students, a 5th grade Russian speaker, is an avid reader. Knowing we have a World Languages Collection, the teacher came to see about a card for him so he can use the collection. She was surprised and thrilled that she was able to give her a card application in Russian for the family to fill out and bring back and wanted to say thanks to our World Languages Team.

Another local educator asked if Spokane Valley had books that her first grade class could use for a unit about what they want to be when they grow up. Public Services Associate Heidi recalled some cool Easy Reader books that were new. Thanks to Collection Development Librarian for Youth Sheri, there were several on hand that she could use. The teacher said that she hadn't really been expecting much, but after seeing the titles, she was beyond impressed and so happy that we exceeded her expectations and totally made her day.

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 September:
 - **Audiobook checkouts:**
 - *The Women* by Kristin Hannah (130)
 - *Funny Story* by Emily Henry (104)
 - *First Lie Wins* by Ashley Elston (93)
 - **Ebook checkouts:**

-
- *The Women* by Kristin Hannah (111)
 - *Funny Story* by Emily Henry (105)
 - *Demon Copperhead* by Barbara Kingsolver (101)
 - **Audiobook holds** as of October 1:
 - *The Anxious Generation: How the Great Rewiring of Childhood is Causing an Epidemic of Mental Illness* by Jonathan Haidt (214)
 - *All the Colors of the Dark* by Chris Whitaker (141)
 - *The God of the Woods* by Liz Moore (122)
 - **Ebook holds** as of October 1:
 - *Here One Moment* by Liane Moriarty (144)
 - *The Women* by Kristin Hannah (135)
 - *The God of the Woods* by Liz Moore (114)
 - Popular **Adult Physical Book** titles September:
 - Checkouts:
 - *Perma Red: A Novel* by Debra Magpie Earling (69)
 - *Hillbilly Elegy: A Memoir of a Family and Culture in Crisis* by J.D. Vance (62)
 - *The Women* by Kristin Hannah (48)
 - Holds:
 - *The Women* by Kristin Hannah (57)
 - *Here One Moment* by Liane Moriarty (44)
 - *The Life Impossible* by Matt Haig (38)

Kanopy's Big Movie Watch

The film selected for Kanopy's Big Movie Watch program was *Pinball: The Man Who Saved the Game*. Based on true events, the film centers on the story of Roger Sharpe who, in 1976, helped overturn New York City's 35-year pinball ban. This film was available for District residents to watch from September 5 – 16 at no cost to the District. September saw 333 Kanopy circulations compared to the August figure of 232. The increase in circulation in September can be partly attributed to this Big Movie Watch program, which is similar to OverDrive's Big Library Read.

**COLLECTION MONTHLY REPORT
SEPTEMBER 2024**

	Select Transaction Count		
Physical Collection	YTD 2024	YTD 2023	CHANGE
Items Processed	45,068	38,113	18%
Interlibrary Loan Total	5,452	4,761	15%
Overdrive			
Total Checkouts	801,184	713,179	12%
Total Holds	286,872	229,883	25%
hoopla			
Total Checkouts	46,756	31,753	47%
	Total Items in Collection		
Material Type	YTD 2024	YTD 2023	CHANGE
Print	307,833	307,356	0%
Nonprint	70,329	73,514	-4%
Overdrive	185,025	157,794	17%
Grand Total	563,187	538,664	5%

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

Executive Director – Patrick Roewe

Potential Tax Increment Area Agreement

As reported previously, 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 September.

Future Conklin Road Library Update

Along with Communication & Development Director Jane Baker and Development Manager Jill Lynn Nunemaker, I met with James Zahand in order to inform him that the District does not have the means to commit to the project at this time. On behalf of the Board, I thanked Mr. Zahand for his generosity. Mr. Zahand reaffirmed his support for the District and asked that we keep him informed of our plans in the future.

After School Snack Program

The District participates in the Child and Adult Care Food Program (CACFP), which is a federal program under the USDA and overseen by the Child Nutrition Services (CNS) department of the

Washington state Office of the Superintendent of Public Instruction (OSPI). OSPI reimburses the District a set amount for each afternoon snack we provide during our approved serving time.

The District is responsible for following all CACFP requirements and rules as a sponsor. We sponsor four sites: Cheney, Deer Park, North Spokane and Spokane Valley. Location eligibility is determined by a school or attendance area where 50% of the enrolled children qualify for free/reduced-price meals. There are other library locations that are eligible to be sites, but at this time other entities are meeting the need and District staff will continue to assess as the situation changes.

Trustee Clark Reappointment Request Update

The Board of Trustees' motion to recommend that Trustee Ellen Clark be reappointed for a second term was submitted to the Spokane County Board of Commissioners via a letter from Chair Jessica Hanson. Along with the recommendation, Trustee Clark also submitted a personal letter and application.

Parkside Books - Amber Williams, Strategic Initiatives Manager

Parkside Books is a pilot program done in partnership with Spokane County Parks, Recreation and Golf. The Parks Department provides space and the District provides materials for a seasonal lending library at the Liberty Lake Regional Park.

Parkside Books ended the season mid-September due to the closure of Zephyr road, the only road in and out of the park. This season saw a modest increase in use from last year, which is pleasantly surprising given the very limited access the public had to the park due to construction throughout the summer. Despite the positive gains, we are still not seeing the usage numbers we had hoped for. Next year is the third and final season of the three-year pilot.

Operations Report October 2024

Doug Stumbough and Kristy Bateman

Service Priority Teams

Adult Services (Stacey Goddard)

- 356 individuals attended 48 adult programs during September. Highlights included:
 - 51 people attended our four *Make Cold-Pressed Soap* programs, which were offered at Airway Heights, Cheney, Deer Park, and Otis Orchards.
 - 25 participants at Spokane Valley's *Making Pressed Meadow Flowers* program.
 - 25 people logged in to this month's online SCORE Workshop: *Building a Sustainable Nonprofit*. Librarian Crystal Miller hosted this program and was able to let attendees know about the District's subscription to Foundation Directory Online.
- A new drop-in service with WorkSource will begin in October, WorkSource staff will be working at Spokane Valley Library the first and third Friday of every month. Between 9:30am and 4:30pm, individuals will be able to receive career guidance, help with writing their resume, and much more.

Youth Services (Mary Ellen Braks)

- We provided 70 storytimes this month with an attendance of 1,853 people.
- Mobile Services visited 18 childcare centers, provided 54 storytimes to 624 children and caregivers.
- We had 11 youth programs with an attendance of 159 people.
- At the Balfour Park Grand opening, 82 people took part in the passive activities and storytime.
- We offered 27 *Lego Free Play* activities for families with a total attendance of 147 people.

Cross Disciplinary (Gwendolyn Haley)

- The new season of *Symphony Passes* started in September with Masterworks 1: The Turning World.
- *Online Author* talks: 195 People viewed online author talks in September, featuring authors Liane Moriarty, Nate Klemp, and Garrett Graff. All author talks are available in the archive and continue to gain views over time. On average, the 81 authors we've featured have had about 570 views.
- *Online Book Discussion: The Girls We Sent Away* by Meagan Church.
- Top 10 *Library of Things* items: Inflatable Movie Screen, sewing machines, Project Memory video conversion tools, Dell 1610HD Projectors, Digitize Photos to Computer Epson Fast Foto, Kala Soprano Ukulele, Nikon DSLR camera, Orion telescopes, and Pickleball Set.
- 58 *Reading Buddies* have been trained for this school year. The first session will start in October.

Digital Projects and Resources (Carlie Hoffman)

- In preparation for a new Book a Librarian appointment scheduling calendar, we temporarily paused the service until October. Staff procedures and training using the appointment calendar began.
- We continued discussions with the website redesign vendor about functionality requirements and procedures.

Information Technology (Patrick Hakes)

- IT moved to a new ticketing system to better facilitate service requests.
- Our Internet Service Provider continues to upgrade our sites to a 10G connection. Thus far, Spokane Valley and Otis Orchards are on the faster speeds. While the circuit for Argonne and Medical Lake is there, the modules to connect the 10G speed to the switches are still on order.

Mobile Services (Brianna Rukes)

- LINC attended several community events this month, including the Spokane Valley, Fairwood & Millwood Farmers Market, Valleyfest, Cheney Touch-a-Truck, and the Spokane Valley Fire Department's Open House. The total door count was 1,037.
- Summit School requested a LINC visit as they were learning about mobile libraries in the classroom. We gave a brief presentation, and the students were excited to check out and explore the library on wheels, seeing what they had learned come to life!

Library Reports**Airway Heights: Lesa Arrison**

- The *Make Cold-Pressed Soap* program was well attended by adults eager to take part in crafting programs

Argonne: Stacy Loberg

- The start of the school year has brought in new families to storytime!

Cheney: Jonathan Melcher

- LINC attended Cheney's Touch a Truck event and promoted the upcoming snack program. They had 236 people visit LINC during the event.
- WIN Academy came for a resources presentation and toured the library. Several students were able to get library cards, as well.
- Crystal and Jonathan attended Neighborfest and talked with 156 folks at EWU.

Deer Park: Shannon McMinn

- Presenter Gayle Kruger inspired all who attended the two-hour *Make Cold-Pressed Soap* Class. Students could watch the process of soapmaking, blending both science and art.
- The *Produce Swap* was extremely popular with customers bringing in and/or exchanging a wide variety of fruits and vegetables.

Medical Lake: Cecelia McMullen

- One storytime participant loved the book *Bing!Bang!Chugga!Beep!* so much that he checked it out and read it over Zoom to his deployed father. The mom thanked us for introducing their family to wonderful books and said the “shared moment brought their family joy.”
- We had two Medical Lake winners from the summer reading binocular draw. One child was thrilled to watch birds and other wildlife. The other child planned to become a serious neighborhood spy, possibly like *Harriet the Spy*.

Moran Prairie and Fairfield: Caitlin Wheeler

- The start of the second school year for Peperczak Middle School has seen an increase of middle school aged children in the Moran Prairie Library. These children enjoyed our new passive activities, put together by librarians Danielle and Katy. In September, children and teens made library card holders.

North Spokane: Brian Vander Veen

- The North Spokane Library hosted a display of art by the artists of the Little Spokane River Artist Studio Tour.
- The weekly program *Terrific Tuesdays* started this month at North Spokane, with crafts and activities for kids and tweens each Tuesday afternoon.

Otis Orchards: Maggie Montreuil

- The *Make Cold-Pressed Soap* program was attended at the maximum registration, and all attendees were enthusiastic about how the program went.
- The monthly food box distribution program run by Four Roots Farm in the Otis Orchards parking lot continues to be in high demand, with about 200 boxes being distributed within an hour every month.

Spokane Valley: Danielle Milton

- 25 attendees explored our meadow to pull flowers for the *Making Pressed Meadow Flowers*. It was enjoyable to get to use our own grown flowers for a special program.
- A grand opening event for Balfour Park and the new mini soccer pitch brought in 82 people to attend a soccer themed story reading by former Seattle Sounders player, Brad Evans. Countless more attended the rest of the event in the park.

Public Use Measures

See next page.

September 2024

Measure	This year	Last year	YTD	Last YTD
	This Month	This Month	This year	Comparison
Cardholders	141610	130959		8%
Door count	57237	61989	566012	-8%
Items Borrowed	250632	201978	1971982	6%
• Airway Heights	2219	2147	22073	1%
• Argonne	5642	6537	58460	-13%
• Cheney	6030	6848	59633	-1%
• Deer Park	6339	6546	58917	-4%
• Fairfield	527	460	5945	21%
• Medical Lake	1931	1943	18314	-12%
• Mobile Services	1987	2022	17348	8%
• Moran Prairie	10128	11292	101608	-11%
• North Spokane	21702	21835	206918	-2%
• Otis Orchards	2696	2823	26096	-2%
• Spokane Valley	23966	25237	240923	12%
• Digital	138061	84259	898228	20%
• Totals	222202	172211	1721914	9%
Programs				
• Number	347	178	2855	31%
• Attendance	5844	4116	52641	20%
Internet Station Use (%)	28.22%	28.14%	28.22%	
Meeting room bookings	684	624	6797	63%

Public Use Measure Definitions

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

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

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

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

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

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

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



**Spokane County Library District
Summary of Revenues & Expenses - (Cash Basis)
For the Nine Months Ended September 30, 2024**

	Y-T-D Actual	Annual Budget	Percent Used	Balance Remaining
			Target 75.0%	
REVENUES				
PROPERTY TAXES	\$ 9,956,592	\$ 17,540,000	56.77%	\$ 7,583,408
CONTRACT CITIES - AIRWAY HEIGHTS	0	377,000	0.00%	377,000
CONTRACT CITIES - SPOKANE	53,453	103,000	51.90%	49,548
FINES & FEES	38,653	45,000	85.90%	6,347
GRANTS & DONATIONS	84,773	26,000	326.05%	(58,773)
E-RATE REIMBURSEMENTS	187,921	265,000	70.91%	77,079
LEASEHOLD & TIMBER TAX, REBATES, OTH	37,664	36,500	103.19%	(1,164)
INTEREST REVENUES	176,074	193,000	91.23%	16,926
TOTAL REVENUES	\$ 10,535,130	\$ 18,585,500	56.68%	\$ 8,050,370
TRANSFERS IN	-	-	0.00%	-
TOTAL REVENUES & TRANSFERS IN	\$ 10,535,130	\$ 18,585,500	56.68%	\$ 8,050,370
EXPENSES				
SALARIES	\$ 6,143,527	\$ 8,510,600	72.19%	\$ 2,367,073
FRINGE BENEFITS	2,113,308	2,863,400	73.80%	750,092
SUPPLIES	134,100	193,100	69.45%	59,000
UTILITIES	421,389	575,500	73.22%	154,111
SERVICES	1,020,645	1,597,800	63.88%	577,155
INSURANCE	94,627	100,000	94.63%	5,373
CAPITAL EQUIPMENT	156,438	370,000	42.28%	213,562
LIBRARY MATERIALS	1,725,334	2,222,800	77.62%	497,466
ELECTRONIC LIBRARY MATERIALS	209,050	300,000	69.68%	90,950
LIBRARY PROGRAMS	144,477	142,300	101.53%	(2,177)
DEBT SERVICE	248,832	0	0.00%	(248,832)
TOTAL EXPENSES	\$ 12,411,725	\$ 16,875,500	73.55%	\$ 4,463,775
TRANSFERS OUT	-	1,710,000	0.00%	1,710,000
TOTAL EXPENSES & TRANSFERS OUT	\$ 12,411,725	\$ 18,585,500	66.78%	\$ 6,173,775
Net Excess of Revenues Over/(Under) Expenses	\$ (1,876,595)	\$ -		
BEGINNING CASH	8,630,300			
NET FROM ABOVE	(1,876,595)			
ENDING CASH	\$ 6,753,705			

Number of months cash on hand 4.8