



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

November 19, 2024 4:00 p.m.

Argonne Library, 4322 N Argonne Rd, Spokane

### 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 [October 15, 2024 Meeting Minutes](#)
  - B. Approval of [October 2024 Payment Vouchers](#)
  - C. Unfinished Business
    - 1. [Airway Heights: Potential Interlocal Agreement Amendment](#): Approval Recommendation
    - 2. [Award Contract: Architect and Engineering Services](#): Approval Recommendation
    - 3. [Award Contract: Grounds Maintenance and Snow Removal Services](#): Approval Recommendation
  - D. New Business
    - 1. [2025 Budget](#)
      - a. Cost of Living Adjustment (COLA) for 2025: Approval Recommendation
      - b. Adopting a 2025 Final Budget and Certifying it to the Board of County Commissioners (Resolution No. 24-02): Approval Recommendation
      - c. Authorizing 2024 Property Tax Levy Increase for Collection in 2025 (Resolution No. 24-03): Approval Recommendation
      - d. Levying the Regular Property Taxes for SCLD for Collection in 2025 (Resolution No. 24-04): Approval Recommendation
      - e. Board Direction to Staff
- 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.***

November 19, 2024

## **BOARD OF TRUSTEES MEETING MINUTES: October 15, 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 Deer Park Library, Tuesday, October 15 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), Kristy Bateman (Operations Manager), Mary Ellen Braks (Public Services Manager), Doug Stumbough (Operations Director), Jason Link (Finance Director), Vinnie Davi (Video Productions Specialist), Shannon McMinn (Library Supervisor), Alison Johnson (Librarian), Emily Greene (Administrative Services Manager), Andrea Sharps (Collection Services Director), Jane Baker (Communication and Development Director), and six (6) 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 Robert Paull moved and Trustee Ellen Clark seconded the approval of the meeting agenda.

The motion was unanimously approved. There was no further discussion.

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

**Approval of September 17, 2024 Regular Meeting Minutes (Item IV.A.)** Chair Hanson called for any corrections to the September 17, 2024 regular meeting minutes. There were no corrections. The minutes stand as written.

There was no further discussion.

**Approval of September 2024 Payment Vouchers (Item IV.B.)** Discussion ensued about the voucher item for Unique Management Services and its purpose. Vice Chair Jon Klapp moved and Trustee Paull seconded the approval of the September 2024 Vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal	Total
September – GF	0062578 – 0062663 and W001575 – W001588	\$691,918.12	\$691,918.12
	PR09102024 and PR09252024	\$512,972.07	\$512,972.07
		Total	\$1,204,890.19

The motion was unanimously approved. There was no further discussion.

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

Executive Director Patrick Roewe presented a PowerPoint to the board which included background and historical information of the potential interlocal agreement amendment with the City of Airway Heights. Discussion ensued about the proposed terms of the amendment that would split the vacant parcel, and the District’s first right to purchase the City’s portion of the vacant parcel after five years if not developed. Discussion also ensued about the potential need for a special meeting to approve the proposed amendment.

There was no further discussion.

**New Business  
2025 Budget  
Public Hearing on Authorized Revenue Sources  
(Item IV.D.1.a.)**

Chair Hanson called the Public Hearing on Authorized Revenue Sources to order at 4:12pm. Finance Director Jason Link presented a PowerPoint with information including: a review of revenue sources, components of the 2024 property tax levy, and other revenue such as the E-Rate discount. Discussion ensued about how often the District receives tax payments. There was no public testimony. Chair Hanson adjourned the Public Hearing at 4:20pm.

There was no further discussion.

**New Business  
2025 Budget  
2025 Preliminary Budget Presentation  
(Item IV.D.1.b.)**

Finance Director Link presented the 2025 budget. He summarized the development of the preliminary budget and reviewed revenue and expenditure changes from the 2024 budget. Discussion ensued about the budget built with higher end expectations, proposed 4% cost-of-living-adjustment, and likely need for a future levy lid lift.

There was no further discussion.

**New Business  
2025 Budget  
Organizational Memberships:**

Trustee Paull moved and Trustee Clark seconded to approve inclusion of the presented organizational memberships and associated expenditures in the 2025 General Operating Fund budget. Discussion ensued about two new organizations and all memberships having been vetted.

**Approval Recommendation (Item IV.D.1.c.)** The motion was unanimously approved, there was no further discussion.

**New Business 2025 Budget Board Direction to Staff (Item IV.D.1.d.)** By consensus, Trustees directed staff to go forward planning and completing the final 2025 General Operating and Capital Projects Funds budgets, including the 4% COLA adjustment. The finalized budget will be presented to the board in November for approval.

There was no further discussion.

**New Business Award Contract: HVAC Maintenance Services: Approval Recommendation (Item IV.D.2.)** Finance Director Link informed the Trustees that the District received two responses to the RFP for HVAC Maintenance. Discussion ensued about only one response being deemed responsible, the RFP only using a baseline level contract with room to add more services, and the 2025 budget being built with a full-service cost. Trustee Clark moved and Trustee Paull seconded the contract award to DIVCO.

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

**New Business Award Contract: Courier Services: Approval Recommendation (Item IV.D.3.)** Finance Director Link informed the Trustees that the District received one response to the RFP for Courier Services. Discussion ensued about cost differences from current contract and experience working with the company. Trustee Paull moved and Vice Chair Klapp seconded the approval of the contract award to DeVries Business Services.

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

**New Business Overview: Deer Park (Item IV.D.4.)** Library Supervisor Shannon McMinn and Librarian Alison Johnson presented a PowerPoint to the board reviewing the past year of programs at the Deer Park Library. Discussion ensued about the number of new library cards issued, Friends of the Library involvement, and community events the library takes part in. Trustee Clark commented that the number of participants in the Deer Park library programs is impressive.

There was no further discussion.

**New Business Overview: Spokane Valley Library: 2024 Civic Design Award (Item IV.D.5.)** Executive Director Roewe informed the board that the new Spokane Valley Library building received a Merit Level Civic Design Award from the American Institute of Architects Washington Council. Discussion ensued about the awards ceremony and that Integrus Architecture received a second award for another of their projects.

There was no further discussion.

**Discussion Items** Trustee Klapp requested a post-pandemic usage analysis that includes comparative data from other library systems in Washington State. This

- Future Board Meeting Agenda Items (Item V.A.)** analysis will be included in a meeting agenda in the first quarter of 2025, after 2024 annual numbers have been finalized.
- There was no further discussion.
- Trustee Reports (Item VI.A.)** Trustee Paull complimented the District and stated they were proud of this library system, especially with the District’s After School Snack program. Chair Hanson informed the Trustees that the summary letter from September’s Executive Session on the Executive Director’s performance evaluation was filed, but it was available for Trustees to review as needed.
- There was no further discussion.
- Executive Director Report (Item VI.B.)** Executive Director Roewe informed the Trustees the conversation with Jane Baker and Mr. Zahand was left on good terms. He also informed the Trustees that all the information for Trustee Clark’s reappointment has been submitted to the Board of County Commissioners for consideration and potential action.
- There was no further discussion.
- Operations Report (Item VI.C.)** Operations Director Doug Stumbough informed the board that all libraries have ballot drop boxes. Discussion ensued about the Spokane County Elections sending traffic control on the busiest ballot drop off days, the District being unable to control street parking, and a review of box locations at each library after this election season.
- There was no further discussion.
- Fiscal Report (Item VI.D.)** Finance Director provided a report of revenues and expenditures for September 2023 prior to the meeting.
- There was no further discussion.
- Adjournment (Item VII.)** Chair Hanson adjourned the meeting at 6:06pm. The next Board Meeting is scheduled for Tuesday, November 19, 2024 at the Argonne 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 September 30, 2024, and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$1,414,882.78 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: October 31, 2024

SIGNED:   
 TITLE: Finance Director

SIGNED:   
 TITLE: Executive Director

**GENERAL OPERATING FUND**

VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
0000062664	A2Z INTERPRETING, LLC	PROFESSIONAL SERVICES - ADMIN	369.76
0000062665	EPIGNOSIS LLC	ANNUAL SUBSCRIPTION: STAFF TRAINING SOFTWARE	3,645.97
0000062666	VERIZON WIRELESS	MONTHLY CELL & "MI-FI" DEVICE SERVICE	2,027.64
0000062667	WICK ENTERPRIZES, LLC	ADVERTISING	4,702.50
0000062668	ABM INDUSTRIES, INC.	MONTHLY CUSTODIAL SERVICES	21,412.76
0000062669	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	179.90
0000062670	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	391.18
0000062671	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	714.46
0000062672	EDNETICS	IT CAPITAL PROJECTS	7,707.16
0000062673	EMPIRE DISPOSAL INC.	MONTHLY SOLID WASTE - FF	48.85
0000062674	FAUCETS 'N STUFF PLUMBING	SPRINKLER STARTUP SERVICE	1,485.54
0000062675	THE FIG TREE	LIBRARY MATERIALS	150.00
0000062676	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	1,067.11
0000062677	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	10,001.73
0000062678	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	20,019.47
0000062679	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	6,155.34
0000062680	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	34,972.05
0000062681	PLAYAWAY PRODUCTS LLC	LIBRARY MATERIALS	122.17
0000062682	PLYMOUTH ROCKET, INC.	ANNUAL SUBSCRIPTION FOR TIXKEEPER SOFTWARE	1,800.00
0000062683	SCHOLASTIC LIBRARY PUBLISHING	LIBRARY MATERIALS	198.40
0000062684	SPOKANE COUNTY ENVIRONMENTAL SERVICES	MONTHLY SEWER - AR, NS, SV	313.29
0000062685	THE SPOKESMAN-REVIEW	ADVERTISING	350.85
0000062686	STATE PROTECTION SERVICES INC	MOBILE SECURITY PATROLS: SV, NS, New SV	3,122.94
0000062687	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	6,288.98
0000062688	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE	1,751.88
0000062689	WHITWORTH WATER DISTRICT	MONTHLY WATER - NS	332.19
0000062690	WITHERSPOON BRAJCICH MCPHEE, PLLC	LEGAL SERVICES, GENERAL COUNSEL	2,841.57
0000062691	ALLIED FIRE & SECURITY BY VYANET	QUARTERLY ALARM MONITORING	4,280.14
0000062692	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	2,232.05
0000062693	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	983.08
0000062694	CARASOFT TECHNOLOGY CORPORATION	SOFTWARE SUPPORT - IT	4,423.39
0000062695	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	16.96
0000062696	CENTURYLINK	MONTHLY ANALOG TELEPHONE LINE: SC ELEVATOR	75.04
0000062697	CITY OF AIRWAY HEIGHTS	MONTHLY WATER & SEWER - AH	891.92
0000062698	CITY OF MEDICAL LAKE	MONTHLY WATER, SEWER, REFUSE - ML	441.65
0000062699	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	509.47
0000062700	DIVCO INCORPORATED	QTRLY BUILDING MAINT CONTRACT - HVAC	20,771.30
0000062701	EDNETICS	TELEPHONE - MANAGED VOICE SERVICES	2,205.93
0000062702	FATBEAM, LLC	MONTHLY INTERNET SERVICE, NET OF ERATE DISC	3,992.54
0000062703	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	1,440.46
0000062704	H&H BUSINESS SYSTEMS, INC.	QTRLY COPIER MAINTENANCE & TONER	4,897.69
0000062705	INFOUSA MARKETING, INC.	ELECTRONIC LIBRARY SERVICES	8,918.00
0000062706	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	9,574.59
0000062707	OPTUM	MONTHLY HSA ACCOUNT ADMIN FEES	66.00
0000062708	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	22,560.08
0000062709	PRISMHR, INC.	MONTHLY SOFTWARE SUPPORT - HR	561.93
0000062710	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	1,148.86
0000062711	UNIQUE MANAGEMENT SERVICES	MONTHLY NOTICE FEES AND MESSAGE BEE SERVICE	2,935.49
0000062712	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	22,332.78
0000062713	ZIPLY FIBER	MONTHLY PHONE & BROADBAND - FF	150.44
0000062714	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	553.27
0000062715	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	43.00
0000062716	FREE PRESS PUBLISHING, INC	LIBRARY MATERIALS	250.70
0000062717	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	815.71
0000062718	FABIOLA H HAMMOND	LIBRARY PROGRAMS	150.00
0000062719	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	9,453.92
0000062720	INLAND POWER AND LIGHT	MONTHLY ELECTRIC UTILITIES - AH, DP	1,075.09
0000062721	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	1,753.51
0000062722	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	20,221.61
0000062723	PDQ.COM	SOFTWARE SUPPOT - IT	2,915.80
0000062724	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	518.45
0000062725	SIOUXLAND LIBRARIES	ILL SERVICES	17.99

0000062726	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	30.48
0000062727	WICK ENTERPRIZES, LLC	ADVERTISING	16.00
0000062728	ABSOLUTE BACKGROUND SEARCH INC	BACKGROUND CHKS	102.00
0000062729	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	2,208.67
0000062730	AVISTA UTILITIES	MONTHLY UTILITIES	8,375.22
0000062731	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	924.41
0000062732	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	759.48
0000062733	BRAINFUSE, INC.	ONLINE TUTORING/CAREER SOFTWARE RENEWAL	22,500.00
0000062734	CONSOLIDATED IRRIGATION DIST19	WATER - OT	140.47
0000062735	CITY OF SPOKANE	MONTHLY WATER & SEWER - MP	745.09
0000062736	DELL MARKETING L.P. C/O DELL USA LP	IT CAPITAL PROJECTS	69,162.37
0000062737	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	298.19
0000062738	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	835.27
0000062739	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	13,966.70
0000062740	JOURNAL OF BUSINESS	LIBRARY MATERIALS	89.95
0000062741	HEIDI LASHER	LIBRARY PROGRAMS	200.00
0000062742	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	3,554.46
0000062743	MODERN ELECTRIC WATER COMPANY	MONTHLY WATER, ELEC. - SV	2,703.96
0000062744	NATIONWIDE INSURANCE	EMPLOYEE DEDUCTIONS FOR PET INSURANCE	632.14
0000062745	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	5,505.80
0000062746	SimplyAnalytics, INC	ELECTRONIC LIBRARY SERVICES	12,273.00
0000062747	SPOKANE COUNTY	ALARM RESPONSE	65.00
0000062748	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	560.18
0000062749	T-MOBILE	MONTHLY "MI-FI" DEVICE CELL SERVICE	756.96
0000062750	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	1,449.42
0000062751	WEST PLAINS CHAM. OF COMMERCE	ANNUAL DUES	500.00
0000062752	WORLD BOOK, INC.	ELECTRONIC LIBRARY MATERIALS	12,218.00
W000001589	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	167.70
W000001590	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	1,862.75
W000001591	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,204.66
W000001592	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	80,359.71
W000001593	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	55,155.51
W000001594	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	135.18
W000001595	STATE OF WASHINGTON	QUARTERLY SALES AND USE TAXES	1,068.32
W000001596	DEPARTMENT OF LABOR & IND.	QUARTERLY LABOR & INDUSTRIES TAXES	23,851.34
W000001597	EMPLOYMENT SECURITY DEPARTMENT	QUARTERLY WA CARES TAXES	10,615.86
W000001598	EMPLOYMENT SECURITY DEPARTMENT	QUARTERLY PFML TAXES	15,332.53
W000001599	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	803.29
W000001600	ASSOCIATION OF WASHINGTON CITIES - VIMLY BENEFITS	MONTHLY EMPLOYEE MEDICAL, DENT, VIS, LTD, LIFE	116,453.43
W000001601	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	80,627.45
W000001602	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,204.66
W000001603	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	1,900.25
W000001604	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	55,588.71
W000001605	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	20.00
W000001606	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	200.00
W000001607	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	61.34
<b>Total Non-Payroll General Operating Fund</b>			<b>\$ 898,538.44</b>

**PAYROLL VOUCHERS**

10102024 PP19	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #19	\$ 258,092.56
10252024 PP20	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #20	258,251.78

**Total Payroll General Operating Fund**

\$ 516,344.34

**TOTAL GENERAL OPERATING FUND**

\$ 1,414,882.78

**CAPITAL PROJECTS FUND**

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

**DEBT SERVICE FUND**

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



September 2024 / October 2024

Paid in October 2024

Voucher # 62712

Card Category	Amount
General Purchases	\$ 12,255.01
Maintenance	\$ 4,382.77
Travel	\$ 1,057.67
Acquisitions	\$ 2,034.68
Information Technology	\$ 1,999.35
Mobile Services	\$ 603.30
<b>General Fund Purchases</b>	<b>\$ 22,332.78</b>

Top Individual Charges

Amazon	Total all material purchases from Amazon	1,366.33
Les Schwab Tires	Vehicle Maintenance	1,099.79
LG Electronics	IT Capital Projects	1,999.35
Filters Fast	Building Maintenance (HVAC)	2,753.99
Costco	Snack Program	1,631.22
Little People's Cove	Children's Food Truck - NS Friends	2,789.61
4Imprint	STEM Book Bags	1,278.57

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## **AIRWAY HEIGHTS INTERLOCAL AGREEMENT AMENDMENT: APPROVAL RECOMMENDATION**

### **Background**

The 1995 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.

From June through September, District staff worked with the City to finalize an amendment to the ILA that would facilitate this exchange. The District’s legal counsel drafted an ILA amendment addressing the above proposal and other matters related thereto. The draft was shared with the City on October 8<sup>th</sup>, with subsequent revisions made by both the City and the District’s respective legal counsels.

As previously reported, the agreed upon key parameters for the exchange are as follows:

- The City will subdivide the vacant 7925 square foot parcel, with ~1925 square feet along the western edge going to the District, and the remaining ~6000 square feet staying with the City, which is amount they’ve deemed necessary for an outdoor play area for the childcare project.
- 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 will reduce the annual service fee by \$251,300, and the outstanding balance for service fee owed by the City for 2024 will be reduced by that same amount from \$385,740 to \$134,440, . The City paid this balance on November 15, 2024.

In addition, the ILA amendment voids the contract service fee as of December 3, 2024, pending approval of the ILA amendment by both the Board of Trustees and Airway Heights City Council.

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The next step for the ILA amendment is review and final action by the both the District's Board of Trustees and Airway Height's City Council.

Attached is the final draft of the ILA amendment.

Executive Director Patrick Roewe will provide additional information and will be available to answer questions.

**Recommended Action:** Motion to approve the amendment to the 1995 Interlocal Agreement with the City of Airway Heights and authorize the Executive Director to finalize and sign the amendment on the District's behalf.

**THIRD AMENDMENT TO INTERLOCAL COOPERATION AGREEMENT  
BETWEEN SPOKANE COUNTY LIBRARY DISTRICT AND  
THE CITY OF AIRWAY HEIGHTS, WASHINGTON**

This Third Amendment to Interlocal Cooperation Agreement (the “Third Amendment”) is entered into by and between the Spokane County Library District (the “District”) and the City of Airway Heights, Washington (the “City”) as of \_\_\_\_\_, 2024. The District and City are hereinafter sometimes referred to individually as a Party and, collectively, as the Parties.

WHEREAS, on or about August 10, 1995, the Parties entered into that certain Interlocal Cooperation Agreement Between the Spokane County Library District and the City of Airway Heights, Washington, which amongst other things set forth certain understandings of the Parties regarding library facilities within the boundaries of the City and the Contract Fee related thereto, which was amended by the Parties on or about December 2, 1997, and again on or about March 29, 1999 (collectively, the “Agreement”);

WHEREAS, on or about March 27, 1997, the Parties entered into that certain Ground Lease to lease the following described real property (hereafter the “Property”) owned by the City to the District (the “Ground Lease”) for the construction and operation of a library facility on the Property:

Lots 8 and 9, Block 4, FIRST ADDITION to Airway Heights, according to plat recorded in Volume X of Plats, Page 12, in Spokane County, Washington.

APN: 15234.2426;

WHEREAS, by way of voter approval at a special election held on August 1, 2023, the City will annex into the District on January 1, 2025;

WHEREAS, the Parties desire to amend the Agreement to accommodate the conveyance of the Property from the City to the District;

WHEREAS, the Parties also desire to amend the Agreement to set forth certain understandings of the Parties regarding the short subdivision, land segregation or boundary line adjustment of the following described real property that is immediately adjacent to the Property (hereafter the “Subdivided Property”):

Lot 7, Block 4, FIRST ADDITION to Airway Heights, according to plat recorded in Volume X of Plats, Page 12, in Spokane County, Washington

APN: 15234.2406

WHEREAS, the short subdivision, land segregation or boundary line adjustment of the Subdivided Property will accommodate the conveyance of a portion of the Subdivided Property (as such term is defined below) from the City to the District, and grant the District a first option to purchase on the portion of the Subdivided Property retained by the City; and

NOW, THEREFORE, THE DISTRICT AND THE CITY DO HEREBY AGREE, as follows:

**1. Short Subdivision, Land Segregation or Boundary Line Adjustment of the Subdivided Property.**

The City shall expeditiously pursue a short subdivision, land segregation or boundary line adjustment of the Subdivided Property, whichever be most appropriate (the “Subdivision”), resulting in a portion of the Subdivided Property totaling 1,925 square feet to be conveyed to the District (the “District Portion of the Subdivided Property”) and the remaining portion of the Subdivided Property totaling 6,000 square feet to be retained by the City (the “City Portion of the Subdivided Property”). The Subdivision shall comply with all frontage, square footage and other requirements for lots within the City.

**2. Conveyance of the Property and the District Portion of Subdivided Property.**

Upon completion of the Subdivision, the Parties agree to negotiate in good faith a mutually-agreeable real estate purchase and sale agreement to convey the Property and the District Portion of the Subdivided Property to the District, which shall, among other things, memorialize that upon consummation of the real estate purchase and sale transaction contemplated in such agreement, the Ground Lease shall be terminated and no longer in effect.

For the purposes of conveyance of the Property and District Portion of the Subdivided Property, the Parties have agreed the value of such real estate is \$14.00 per square foot for a total value of \$251,300, based on a total square footage of the Property being 16,025 square feet, and the total square footage of the District Portion of the Subdivided Property being 1,925 square feet, for a total of 17,950 square feet.

**3. First Option to Purchase.**

Upon completion of the Subdivision, the parties agree to expeditiously negotiate in good faith a mutually-agreeable first option to purchase to convey the City Portion of the Subdivided Property to the District (the “Option”). The Option will be for a term of five (5) years after conveyance of the District Portion of the Subdivided Property to the District, during which time the City may develop the City Portion of the Subdivided Property for a civic or public use. The City will consult with the District prior to development to avoid conflicting use. If the City has not developed the City Portion of the Subdivided Property within five (5) years after the transaction contemplated in Section 2 of this Third Amendment, then the District may, in its sole discretion, purchase the City Portion of the Subdivided Property from the City. For the purposes of the Option, the Parties agree the value of the City Portion of the Subdivided Property is \$14.00 per square foot, subject to adjustment as set forth below. For 2025, based on the total square footage to be conveyed to the District (6,000 square feet), the purchase price shall be \$84,000. For each year after 2025, the purchase price shall be adjusted annually by the Consumer Price Index for All Urban Consumers (CPI-U) for the Seattle Area, as published by the Bureau of Labor Statistics, shown in Table A. Seattle-Tacoma-Bellevue, WA CPI-U, February 12-month.

**4. Consideration for Conveyance of the Property and Option; Offset from 2024 Contract Fee**

Pursuant to Section 8 of the Agreement, the City owes the District a Contract Fee of \$385,740 for 2024. As consideration for the transactions contemplated herein, the total value of the Property and District Portion of the Subdivided Property, and Option, such total value being \$251,300, shall

be credited against the City's 2024 Contract Fee. Such credit shall fully satisfy the Contract Fee for 2024, and the District acknowledges receipt of \$134,440 paid by the City prior to the execution of this Third Amendment.

**5. Effect of Annexation**

As a result of the voter-approved annexation of the City into the District on August 1, 2023, Section 8 of the Agreement shall be void and of no effect as of January 1, 2025. Further, the Parties agree and acknowledge that other provisions of the Agreement may be void or require modification as a result of the voter-approved annexation, and to this end agree to negotiate in good faith to modify and amend the Agreement to reflect the voter-approved annexation as of January 1, 2025.

**6. Effect of Third Amendment**

All other terms and conditions of the Agreement, except those affected by this Third Amendment shall remain in full force and effect, and the provisions of this Third Amendment shall become a part of said Agreement upon execution as if fully written therein.

IN WITNESS WHEREOF, the Parties have duly executed and delivered this Third Amendment to the Interlocal Cooperation Agreement Between the Spokane County Library District and the City of Airway Heights, Washington

SPOKANE COUNTY LIBRARY DISTRICT

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

CITY OF AIRWAY HEIGHTS

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

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**AWARD CONTRACT: ARCHITECT AND ENGINEERING SERVICES****Background**

The District solicited an on-call architectural and engineering consultation services request for proposal. The types of services the District requested firms have expertise in included:

- Design, development, and execution of capital projects;
- Mechanical, electrical, and plumbing engineering;
- Structural engineering;
- Construction administration and oversight;
- Space planning and interior design;
- Cost estimating;
- Layout drawings;
- Programming;
- Surveying;
- Acoustics;
- Landscape Architecture.

**Bid Solicitation Process and Results**

A request for proposal (RFP) for on-call architectural and engineering services was made available to the general public on September 13, 2024. The purpose of this RFP was to request proposals from highly experienced and qualified consultants to perform on-call architectural and engineering Library projects. The District published a legal notice as required.

Proposals were due Wednesday, October 15, 2024, and the District received the following six proposals, listed in alphabetical order:

- BCRA, Inc.
- Design West Architects, P.A.
- Integrus Architecture, P.S.
- L & S Engineering Associates, Inc.
- Meier Enterprises, Inc.
- Van Boerum & Frank Associates, Inc.

District staff reviewed all proposals, evaluating and focusing on the requested key criteria of overall facility experience, experience in public works projects, availability and proposed fees. Upon conclusion of this review and evaluation, staff are recommending the contract for on-call architectural and engineering services be awarded to Integrus Architecture, P.S.

Integrus' team demonstrated extensive knowledge and experience in facility management, project areas anticipated by the District in the future, and has provided services on public works

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projects of similar scope, size and budget. Integrus' team has experience with the District's buildings and is a qualified energy auditor for the Clean Building Act standards.

The District intends to enter into a contract for one year, beginning December 1, 2024, 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.

Pending contract award approval, staff will negotiate a contract with Integrus Architecture, P.S. in accordance with the terms of the RFP as well as elements of the pricing model contained in the response.

**Recommended Action:** Motion to award the contract for architectural and engineering services to Integrus Architecture, P.S. and authorize the Executive Director to negotiate and sign the contract.



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**AWARD CONTRACT: GROUNDS MAINTENANCE AND SNOW REMOVAL SERVICES****Background**

It has been five years since the District solicited proposals for the District-wide grounds maintenance and snow removal services; thus, it is time to solicit proposals for these services again.

The grounds maintenance and snow removal services contract is for services provided to libraries at Airway Heights, Argonne, Deer Park, Moran Prairie, North Spokane, Otis Orchards, and Spokane Valley. Services at Cheney, Fairfield, and Medical Lake are provided by those respective cities/towns as per interlocal agreements.

The grounds maintenance and snow removal services contract is based on a per service, per library pricing model. The frequency and extent of the needs for those services can be dependent on weather and other environmental factors. For example, the amount of snow removal services needed are likely to vary from season to season.

**Bid Solicitation Process and Results**

A Request for Proposal for Grounds Maintenance and Snow Removal Services for the District was issued on October 11, 2024. The District published a legal notice as required and posted the document on the District's website. All bids were due November 5, 2024, with one bid received from Greenleaf Landscaping, Inc., the District's current service provider.

The prices listed in the bid are approximately 5% higher than our current pricing. The estimated total for the grounds maintenance portion of the contract for 2025 will be \$84,252, compared to \$80,105 for 2024.

Snow removal services are dependent on the duration and severity of our winter weather, although the per-occurrence prices for services, such as plowing and de-icing of the sidewalks, also increased by 5%.

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.

Greenleaf Landscaping, Inc., has met all expectations during the previous contract period and staff have no reservations in awarding Greenleaf the new contract.

Pending contract award approval, staff will negotiate a contract with Greenleaf Landscaping, Inc., in accordance with the terms of the RFP as well as elements of the pricing model contained in the response.

**Recommended Action:** Motion to award the contract for grounds maintenance and snow removal services to Greenleaf Landscaping, Inc. and authorize the Executive Director to negotiate and sign the contract.

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## 2025 FINAL BUDGET UPDATE

### Recommended Actions

Recommended action corresponding to each agenda item is included in each section, and stated here collectively for reference:

- a. Board motion to authorize the District to use a 4.00% cost of living adjustment per District Personnel Policy 3.15 for the 2024 Budget.
- b. Board motion to adopt Resolution No. 24-02 - Adopting the 2025 Final Budget and Certifying It to the Board of County Commissioners.
- c. Board motion to adopt Resolution No. 24-03 - Authorizing 2024 Property Tax Levy Increase for Collection in 2025.
- d. Board motion to adopt Resolution No. 24-04 - Levying the Regular Property Taxes for Spokane County Library District for Collection in 2025.
- e. Board Direction to staff

### General Background

As stipulated by RCW 84.52.070 (2), it is the duty of the Board of Trustees to certify to the Spokane County Assessor's Office the amounts to be raised by taxation, and to file certified budgets on or before November 30, 2024.

### Specific Background and Recommended Action by Item

#### Item IV.D.1.a: Cost of living Adjustment for 2025: Approval Recommendation

#### Background

The initial budget presented at the October regular meeting included a tentative annual cost of living adjustment of 4.00%, based on the August 2024 CPI-W year-over-year increase, as limited by District policy. The CPI-W is an all-U.S. urban wage earners consumer price index. The August CPI-W year-over-year increase is used by the State of Washington for establishing the annual adjustment to the state minimum wage. The minimum wage effective January 1, 2025, will increase from \$16.28 to \$16.66, an increase of 2.35%.

As directed by the Board at their October 2024 meeting, the budget presented herein for adoption includes the 4.00% cost-of-living adjustment. Stipulated in District Personnel Policy 3.15, the Board of Trustees has sole approval authority for any such adjustment from a minimum of 0% to a maximum of 4.00%.

#### Recommended action:

- Board motion to authorize the District to use a 4.00% cost-of-living adjustment per District Personnel Policy 3.15 for the 2025 budget.

**Item IV.D.1.b: Adopting a 2025 Budget and Certifying it to the Board of County Commissioners (Resolution No. 24-02): Approval Recommendation.**

**Background**

The General Fund Budget, Exhibit A to Resolution No. 24-02, has changed from the initial budget presented in October as follows:

	November Final Budget	October Preliminary Budget	Variance
<b>REVENUES</b>			
PROPERTY TAXES, BEFORE TIF	18,616,000	18,561,000	55,000
LESS TIF ALLOCATIONS	(262,000)	(231,000)	(31,000)
CONTRACT CITIES	111,000	111,000	-
FINES & FEES	45,000	45,000	-
E-RATE REIMBURSEMENTS	269,000	269,000	-
INTEREST, GRANTS AND OTHER	281,000	286,000	(5,000)
	<u>19,060,000</u>	<u>19,041,000</u>	<u>19,000</u>
<b>EXPENSES</b>			
SALARIES	9,110,000	9,110,000	-
PAYROLL TAXES & BENEFITS	3,257,000	3,241,000	16,000
LIBRARY MATERIALS	2,585,000	2,582,000	3,000
SERVICES	1,625,000	1,622,000	3,000
CAPITAL EXPENDITURES	220,000	410,000	(190,000)
UTILITIES & OTHER	1,299,000	1,299,000	-
TRANSFERS OUT	1,106,000	1,106,000	-
	<u>19,202,000</u>	<u>19,370,000</u>	<u>(168,000)</u>

Comments on the variances from the preliminary budget presentation at the October meeting are as follows:

**REVENUES**

**PROPERTY TAXES, BEFORE AND AFTER TIF ALLOCATIONS**

The property tax before TIF allocations increased due to changes in the annexation area for Airway Heights and new construction from the initial budget. As of this writing, the District has not received the new valuations for state assessed property, which is the last remaining meaningful component of the 2025 tax levy. The estimate for annexation with Airway Heights increased to account for the change estimates for annexation and state assessed values.

		New Construction Values	New State Assessed Values
Report "B"	9/26/2024	318,000	-
Report "C"	10/17/2024	319,000	-
Final	Jan-25	to be determined	to be determined

A November 2024 communication received from the County Assessor Office is the last one received before the budget and levy resolutions are due. Accompanying this message was the standard comment about the potential for future changes.

*Please remember that the assessed values WILL change due to:*

- *Processing of exemptions*
- *Tax appeals*
- *Corrections*

In consideration that these changes could be either increases or decreases, there are provisions in the estimates used for the 2025 budget to address either result.

**ALL OTHER REVENUES**

Interest, Grants and Other decreased by \$5,000 based on revised estimates for timber tax collections from Spokane County.

**EXPENSES**

- **SALARIES:** No change from the initial budget presentation.
- **PAYROLL TAXES AND BENEFITS:** See the table below for the major components of payroll taxes and employee benefits and changes in budget.

Payroll Taxes and Employee Benefits				
	November Final Budget	October Preliminary Budget	Change	% Chg
FICA	697,000	697,000	-	0%
Medical, Dental, Vision	1,536,000	1,536,000	-	0%
Retirement	816,000	816,000	-	0%
Paid Family & Medical Leave	84,000	68,000	16,000	24%
All Other	124,000	124,000	-	0%
<b>Total</b>	<b>3,257,000</b>	<b>3,241,000</b>	<b>16,000</b>	<b>0%</b>

Paid Family and Medical Leave increased because the State of Washington announced in late October that the payroll tax rate will be increasing from 0.74% to 0.92% of total paid salaries effective January 1, 2025. The District has opted to pay the employee contribution to the program in all previous years, and staff recommend that the District continues to do so for 2025.

- **LIBRARY MATERIALS:** Library materials are 14% of total tax revenues, and the increase is due to the recalculation using the very latest estimates for property tax revenues.
- **SERVICES:** Total services have increased from the October initial budget presentation by \$3,000, due to an increase in organizational member cost estimates.
- **CAPITAL EXPENDITURES:** Total capital expenditures have decreased by \$190,000. The revised table below shows the items now included in the 2025 capital budget. The decrease is due to a decision to purchase the hardware components of computers planned for 2025 in the fourth quarter of 2024. The District is able to obtain better pricing now. The purchase also enables staff to plan the implementation of the replacement hardware at a more controlled pace, reducing the risk of interruption to customers and staff.

	2025 November Budget
<b>CAPITAL EXPENSES</b>	
TECHNOLOGY UPGRADES	50,000
BUILDING UPGRADES	100,000
MINOR EQUIPMENT	70,000
	<u>220,000</u>

- **UTILITIES AND OTHER:** No change from the initial budget presentation.
- **TRANSFERS OUT:** The transfer out to the debt service fund did not change from the October budget. The transfer out to the capital project fund also did not change from the October budget.

**The Capital Projects Fund Budget, Exhibit B to Resolution 23-03, follows Exhibit A.**

The Capital Projects Fund exists to account for the financial resources that are restricted, committed, or assigned for the construction of capital facilities or other related capital assets.

The budget contains \$1.7 million in authorized expenditures with the identified projects. There is capacity for unplanned expenditures in the budget if required. The table below shows the items included in the capital budget.

	2025 November Budget
<b>CAPITAL EXPENSES</b>	
AR HVAC REPLACEMENT	1,300,000
DP HVAC REPLACEMENT	200,000
EQUIPMENT REPLACEMENT	200,000
	<u>1,700,000</u>

**The Debt Service Fund Budget, Exhibit C to Resolution 23-04, follows Exhibit A and B at the end of this agenda item.**

The Debt Service Fund exists to account for the financial resources that are restricted, committed, or assigned to expenditures for principal, interest, and related costs on general long-term debt.

The Debt Service Fund, accounts for the required principal and interest payments for the State of Washington Certificates of Participation, Series 2022B – the loan through the LOCAL program used to finance the Spokane Valley Library. Payment amounts are predetermined for this loan and are made twice a year: principal and interest payment on June 1, and interest only payment on December 1.

Staff will provide additional information regarding Exhibit B and Exhibit C during the meeting.

The full text of the resolution follows at the end of this agenda item (attachment #1).

**Recommended action:**

- Board motion to approve Resolution No. 23-02 - Adopting a 2025 Budget and Certifying It to the Board of County Commissioners.

**Item IV.D.1.c: Authorizing 2024 Property Tax Levy Increase for Collection in 2025 (Resolution No. 24-03): Approval Recommendation.**

**Background**

The second resolution authorizes a tax levy increase both in terms of dollars and percentage

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from the previous year, as required by RCW 84.55.120.

The full text of the resolution follows at the end of this agenda item (attachment #2).

**Recommended action:**

- Board motion to approve Resolution No. 24-03 - Authorizing 2024 Property Tax Levy Increase for Collection in 2025.

**Item IV.D.1.d: Levying the Regular Property Taxes for Spokane County Library District for Collection in 2025 (Resolution No. 24-04): Approval Recommendation.**

**Background**

The third resolution establishes the actual levy amount to be submitted to the Spokane County Board of Commissioners for collection in 2025. A Levy Certification form created by the Washington State Department of Revenue certifying the same levy amount as in the body of the resolution will accompany the resolution when filed with the county legislative authority.

The full text of the resolution follows at the end of this agenda item (attachment #3).

**Recommended action:**

- Board motion to approve Resolution No. 24-04 - Levying the Regular Property Taxes for Spokane County Library District for Collection in 2025.



## **ATTACHMENT #1**

### **RESOLUTION NO. 24-02**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, ADOPTING THE 2025 BUDGET; CERTIFYING TO THE BOARD OF COUNTY COMMISSIONERS OF SPOKANE COUNTY THE DISTRICT'S 2025 BUDGET; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.**

**SPOKANE COUNTY LIBRARY DISTRICT  
Spokane County, Washington**

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, as follows:

WHEREAS, Spokane County Library District, Spokane County, Washington (the "District") is a rural library district duly organized and existing under and by virtue of the Constitution and the laws of the State of Washington;

WHEREAS, RCW 27.12.210(4) requires that the Board of Trustees (the "Board") submit annually to the legislative body of the county a budget containing estimates in detail of the amount of money necessary for the District for the ensuing year;

WHEREAS, RCW 84.52.070 requires the Board to certify to the county legislative authority budgets or estimates of the amounts to be raised by taxation and to file such certified budget or estimates with the county legislative authority on or before the thirtieth (30<sup>th</sup>) day of November;

WHEREAS, RCW 84.52.025 requires that such budgets or estimates clearly indicate an estimate of cash balance at the beginning and ending of each budget period;

WHEREAS, a budget forms the basis for Board action required prior to November 30, pursuant to RCW 84.55.0101 and RCW 84.55.120, to authorize a property tax levy increase and to establish a levy limit factor for taxes to be collected;

WHEREAS, the Board has made a determination of funding necessary for normal 2025 maintenance and operation of the District, which is reflected in the 2025 Budget;

WHEREAS, pursuant to RCW 27.12.210(4) and RCW 84.52.020, the Board has determined to certify said 2025 Budget to the Board of County Commissioners of Spokane County.

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

**Section 1: ADOPTION OF 2025 BUDGET**

The Board adopts 2025 Budgets as follows:

General Operating Fund (001-661):	\$ 19,202,000
Capital Projects Fund (008-661):	\$ 1,700,000
Debt Service Fund (005-661)	\$ 1,106,000

**Section 2: CERTIFICATION OF 2025 BUDGET**

The Board hereby certifies to the Board of County Commissioners of Spokane County the 2025 Budget (a copy of which is attached hereto as Exhibit A, B and C, and incorporated herein by reference), which includes estimates of the 2025 beginning and ending cash balances.

**Section 3: EFFECTIVE DATE**

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

ADOPTED by the Board of Trustees of Spokane County Library District, Spokane County, Washington, at a regular meeting thereof, notice of which was given as required by law, held on this 19<sup>th</sup> day of November 2024.

SPOKANE COUNTY LIBRARY DISTRICT  
Spokane County, Washington

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Jessica Hanson, Chair  
Board of Trustees

ATTEST

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Patrick Roewe  
Secretary to the Board of Trustees

## Exhibit A

### Spokane County Library District 2025 General Operating Fund Budget

#### REVENUES

PROPERTY TAXES	\$	18,616,000
LESS: TAX INCREMENT FINANCING AREAS (TIF'S)		(262,000)
CONTRACT CITIES - SPOKANE		111,000
FINES & FEES		45,000
E-RATE REIMBURSEMENTS		269,000
GRANTS & DONATIONS		53,000
INTEREST REVENUES AND OTHER		228,000
<b>TOTAL REVENUES BEFORE TRANSFERS</b>		<u>19,060,000</u>

TRANSFERS IN

<b>TOTAL REVENUES &amp; TRANSFERS IN</b>	\$	<u><u>19,060,000</u></u>
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#### EXPENSES

SALARIES	\$	9,110,000
FRINGE BENEFITS		3,257,000
SUPPLIES		204,000
UTILITIES, INTERNET & BROADBAND		640,000
SERVICES		1,625,000
LIBRARY MATERIALS		2,285,000
ELECTRONIC LIBRARY MATERIALS		300,000
LIBRARY PROGRAMS		191,000
DEBT SERVICE EXPENDITURES		264,000
CAPITAL EXPENDITURES		220,000
<b>TOTAL EXPENSES BEFORE TRANSFERS</b>		<u>18,096,000</u>

TRANSFER TO DEBT SERVICE FUND 1,106,000

TRANSFER TO CAPITAL PROJECTS FUND -

<b>TOTAL EXPENSES &amp; TRANSFERS OUT</b>	\$	<u><u>19,202,000</u></u>
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**NET EXCESS OF REVENUES OVER (UNDER) EXPENSES** \$ (142,000)

Estimated Beginning Fund Balance: January 1, 2025 \$ 8,000,000

Net Excess of Revenues over Expenses (142,000)

Estimated Ending Fund Balance: December 31, 2025 \$ 7,858,000

## Exhibit B

### Spokane County Library District 2025 Capital Projects Fund Budget

#### REVENUES

PROCEEDS FROM CAPITAL CAMPAIGN DONATIONS	\$	200,000
INTEREST INCOME		100,000
<b>TOTAL REVENUES BEFORE TRANSFERS</b>		<u>300,000</u>

TRANSFERS IN FROM GENERAL FUND

<b>TOTAL REVENUES &amp; TRANSFERS IN</b>	\$	<u>300,000</u>
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#### EXPENSES

CONSTRUCTION COSTS, INCLUDING SALES TAX	\$	1,500,000
FURNITURE, FIXTURES AND EQUIPMENT		200,000

<b>TOTAL EXPENSES</b>	\$	<u>1,700,000</u>
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<b>NET EXCESS OF REVENUES OVER (UNDER) EXPENSES</b>	\$	<u>(1,400,000)</u>
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Estimated Beginning Fund Balance: January 1, 2025	\$	4,430,000
Net Excess of Revenues over (under) Expenses		(1,400,000)
Estimated Ending Fund Balance: December 31, 2025	\$	<u>3,030,000</u>

## Exhibit C

### Spokane County Library District 2025 Debt Service Fund Budget

#### REVENUES

INTEREST INCOME	\$	-
<b>TOTAL REVENUES BEFORE TRANSFERS</b>		<u>-</u>
TRANSFERS IN FROM GENERAL FUND		1,106,000
<b>TOTAL REVENUES &amp; TRANSFERS IN</b>	\$	<u><u>1,106,000</u></u>

#### EXPENSES

##### STATE OF WASHINGTON CERTIFICATES OF PARTICIPATION, SERIES 2022B

PAYMENTS OF PRINCIPAL	\$	800,000
PAYMENTS OF INTEREST		306,000
<b>TOTAL EXPENSES</b>	\$	<u><u>1,106,000</u></u>
<b>NET EXCESS OF REVENUES OVER (UNDER) EXPENSES</b>	\$	<u><u>-</u></u>

Estimated Beginning Fund Balance: January 1, 2025	\$	-
Net Excess of Revenues over (under) Expenses		-
Estimated Ending Fund Balance: December 31, 2025	\$	<u><u>-</u></u>

## **ATTACHMENT #2**

### **RESOLUTION NO. 24-03**

#### **A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, AUTHORIZING A 2024 PROPERTY TAX LEVY INCREASE FOR COLLECTION IN 2025 AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO.**

#### **SPOKANE COUNTY LIBRARY DISTRICT Spokane, Washington**

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, as follows:

WHEREAS, Spokane County Library District, Spokane County, Washington (the "District") is a rural county library district duly organized and existing under and by virtue of the Constitution and the laws of the State of Washington; and

WHEREAS, the Board of Trustees of the District has met and considered its budget for the calendar year 2025; and,

WHEREAS, the Districts actual property tax levy amount from the previous year was \$17,698,098; and,

WHEREAS, the population of the District is more than 10,000; and

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

#### **Section 1: DETERMINATION OF PROPERTY TAX LEVY INCREASE**

Be it resolved by the by the Board of Trustees of the District that an increase in the regular property tax levy is hereby authorized for levy to be collected in the 2025 tax year.

The dollar amount of the increase over the actual levy amount from the previous year shall be \$193,981, which is a percentage increase of 1.096% from the previous year.

This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, any increase in the value of state-assessed property, any annexations that have occurred and refunds made.

#### **Section 2: EFFECTIVE DATE**

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

ADOPTED by the Board of Trustees of Spokane County Library District, Spokane County, Washington, at a regular meeting thereof, notice of which was given as required by law, held on this 19<sup>th</sup> day of November 2024.

SPOKANE COUNTY LIBRARY DISTRICT  
Spokane County, Washington

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Jessica Hanson, Chair  
Board of Trustees

ATTEST

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Patrick Roewe  
Secretary to the Board of Trustees

## **ATTACHMENT #3**

### **RESOLUTION NO. 24-04**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, LEVYING THE REGULAR PROPERTY TAXES FOR SPOKANE COUNTY LIBRARY DISTRICT FOR COLLECTION IN 2025 TO DISCHARGE ANTICIPATED DISTRICT EXPENSES AND OBLIGATIONS FOR THE 2025 CALENDAR YEAR; CERTIFYING SAID AMOUNT TO THE BOARD OF COUNTY COMMISSIONERS OF SPOKANE COUNTY; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.**

#### **SPOKANE COUNTY LIBRARY DISTRICT Spokane County, Washington**

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, as follows:

WHEREAS, Spokane County Library District, Spokane County, Washington (the "District") is a rural library district duly organized and existing under and by virtue of the Constitution and the laws of the State of Washington;

WHEREAS, the District is authorized to levy not more than \$0.50 per thousand dollars of assessed valuation within limitations set forth in RCW Chapter 27.12.050;

WHEREAS, RCW 27.12.210(4) requires that the Board of Trustees (the "Board") submit annually to the legislative body of the county a budget containing estimates in detail of the amount of money necessary for the District for the ensuing year;

WHEREAS, RCW 84.52.020 requires the Board to certify to the county legislative authority, for the purposes of levying district taxes, budgets or estimates of the amounts to be raised by taxation on the assessed valuation of the property in the District and to make and file such certified budget or estimates with the clerk of the county legislative authority on or before the thirtieth (30<sup>th</sup>) day of November;

WHEREAS, the Board has determined an estimate of the amount of property tax funding necessary for normal 2025 maintenance and operation of the District, which is reflected in the 2025 Budget adopted by Resolution No 24-02;

WHEREAS, pursuant to RCW 27.12.210(4) and RCW 84.52.020, the Board has determined to certify said estimate of the necessary property tax levy amount to the Board of County Commissioners of Spokane County;

WHEREAS, the Board of Trustees (the "Board") gave proper notice of the public hearing held October 15, 2024, to consider the District's revenue sources for the 2025 current expense budget, pursuant to RCW 84.55.120;

NOW THEREFORE, IT IS HEREBY FOUND, DETERMINED AND ORDERED



as follows:

**Section 1: LEVY AMOUNT TO BE RAISED BY PROPERTY TAXES FOR THE 2025 GENERAL OPERATING FUND BUDGET**

The Board hereby adopts a 2024 property tax levy for collection in 2025 in the amount of \$18,616,000.

**Section 2: CERTIFICATION OF 2024 PROPERTY TAX LEVY**

The Board hereby certifies to the Board of County Commissioners of Spokane County the 2024 property tax levy for collection in 2025.

**Section 3: EFFECTIVE DATE**

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

ADOPTED by the Board of Trustees of Spokane County Library District, Spokane County, Washington, at a regular meeting thereof, notice of which was given as required by law, held on this 19<sup>th</sup> day of November 2024.

SPOKANE COUNTY LIBRARY DISTRICT  
Spokane County, Washington

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Jessica Hanson, Chair  
Board of Trustees

ATTEST

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Patrick Roewe  
Secretary to the Board of Trustees

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**FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: DECEMBER 2024 – JANUARY 2025**

**December 17, 2024: Argonne – 4:00pm**

- 2024 Budget Amendment (Resolution No. 24-05): Approval Recommendation
- 2024 Work Plan – Year in Review
- 2025 Work Plan
- 2025 Meeting Schedule (Resolution No. 24-05): 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
- Personnel Policies: Approval Recommendation

**January 21, 2025: Argonne – 4:00pm**

- Bulletin Boards & Community-Interest Publications Policy: Approval Recommendation
- Computer, Wireless Networks & Internet Use Policy: Approval Recommendation

**Special Meetings/Activities**

2025

May 9<sup>th</sup>

Staff Day

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## OCTOBER 2024 DIRECTOR'S REPORT

### Finance – Jason Link

#### General Fund

The total general fund operating expenses before (81.83%) or after (74.30%) transfers remain well aligned with the total budget projected expenditure of 83.30%. 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 October from the Capital Project & Debt Service Funds.

#### Facilities Report

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

### Human Resources – Toni Carnell

#### Training

- Training courses for 2025 in development:
  - Leadership
  - Customer Service Philosophy and Application
- 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

##### Promotions:

- N/A

##### Transfers:

- N/A

##### Voluntary Demotions

- N/A

##### Separations:

- Collection Services Technician

- 
- Public Services Float
  - Public Services Technician

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

#### **Communication**

Communication began emailing a new Kids & Families eNewsletter in October. This newsletter is sent in the alternating weeks from the general eNewsletter and focuses on kids' events and Storytimes. Initial analytics show promising results with higher than usual open rates.

Media coverage in October included several articles about upcoming library events in the *Cheney Free Press*. Three articles in the *Spokesman-Review* covered free student learning resources, after school snacks, and Spokane Is Reading. The *Journal of Business* and *The Inlander* ran mentions of Spokane Valley Library's architectural award.

#### **Development**

The Development Department has been working on sponsorships and funding requests for various programs, with requests pending for Summer Reading, Camp Read-a-Rama, and LINC. Numerica Credit Union has agreed to a \$5,000, 3-year sponsorship of the Reading Buddy Program beginning in 2025.

#### **Operations - Doug Stumbough**

For the month of October, a total of 65,322 customers visited our libraries in person, up from 57,237 (14.1%) in September. The total number of 89,671 physical items borrowed by customers in the libraries was also up from the 83,167 physical items borrowed in September (8%).

#### **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:

The Call Center was contacted by a customer who was grateful for and delighted with the North Spokane Staff. Her granddaughter and great grandchild frequented the North Spokane Library while visiting the area and she mentioned what a fabulous experience it had been.

Librarian Dana received praise from a woman using the copier who is a frequent patron of the Spokane Valley Library. She wanted to share how much she appreciates the grace in which Dana answers her questions and the thoughtful and informative explanations she offers (which includes Book a Librarian experiences she's had with Dana.) She succinctly said that Dana is the best.

After working with a North Spokane customer to print several important documents, a customer that witnessed the interaction went out of his way to stop by the front desk to tell Public Services Associate Valerie how compassionate and thorough she had been. The customer she was working with at the desk also agreed and commented on her proficiency.

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A Spokane Valley customer had just checked out a sizeable stack of books and passed along the following message to staff at the desk: "Please tell whoever selects your foreign language books, particularly those in Spanish, that they are doing such an awesome job at being inclusive for the community. Your library has such a bigger collection of Spanish books than others, and it's awesome to see so many people represented by your collections." She also expressed her joy at seeing Moran Prairie's Muslim writers display saying that while it's easy for an institution to claim to be inclusive, she is grateful that we are and that we use our resources to foster that inclusivity.

While tabling at an event with the Moran Prairie Grange, Librarian Dana noticed that they had put signs on each table explaining why each organization had been invited. The one for the District said "Spokane County library District is one of Moran Prairie Grange's favorite community partners. We love including them in all of our events. We're proud of the work they did to preserve our heritage." They also praised the work of all the community librarians with whom they have collaborated over the years.

A woman came into Argonne and commented how nice it was to come to a quiet and peaceful library. She said it is a nice break from the world, and the Argonne Library is her recharging station.

A Medical Lake customer left a comment praising staff there as knowledgeable, professional, and patient with good interpersonal skills. She said she had maximum help from each of the staff and she thinks the Medical Lake location is great.

After calling Moran Prairie to check up on some holds placed for her by Public Services Associate Shannon, a customer made sure to let staff know that she appreciated Shannon's professionalism, kindness, and knowledge on books in every genre and/or different cultures.

A teacher from Mullan Road Elementary stopped Library Supervisor Caitlin at a local store to say how much fun she and her class had had and how valuable she felt it was for the kids to get to have the library tour given by Librarians Katy and Danielle. She said she was grateful the library was so close to their school that they could walk over without having to arrange transportation and expressed an intent to share the positive experience with other teachers.

A customer came to the Spokane Valley Library gushing about Public Services Associate Heather and her kindness and extra effort in securing an Interlibrary loan for her. She said to tell her she went above and beyond and wished her luck in her journey. "She is a Mensch."

A first grader from Medical Lake was so enthusiastic on a field trip to the library that he begged the parent to scan the QR code and sign up for a library card. The parent later came in with her online card application number to get a card and was very interested in learning about the Easy Readers and the Wonder Wednesday program. She said they would make a habit of coming by the library after school and that she could tell staff is very enthusiastic about the Library.

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Just about every Saturday for three years, a pair of law school students came to the Medical Lake Library to study, even though they lived in Spokane. After graduating, they sent this note of appreciation to the library:

Dear Cecilia  
Well this card is long overdue but I thought it was better late than never! Jameson & I graduated from Gonzaga Law, took the bar exam, & both passed! We are both back in Utah & excited to start our careers. I miss the Medical Lake Library, though, especially the cozy fireplace! We loved coming there to study & really appreciated how welcome you all made us feel. I will always remember Medical Lake for the coziest library ever! Thanks for the fond memories. I hope you are well!  
Sincerely  
Aissa & Jameson

A regular baby lapsit family at North Spokane let Librarian Rachel know they were moving away. At her last storytime, the mom said she was so thankful for the community she had found in baby lapsit and that she will miss it so much, but that she was so glad she did find it because now she knows the first place she'll go to try and find new friends in their new city. She also said she'd already gone online and gotten her new library card set up and looked up the time for toddler storytime since her son is ready to move on up.

A customer that had been coming to use the Airway Heights wifi came in when the internet was down in the area. He asked where else he could go, so Library Supervisor Lesa suggested Medical Lake, gave him directions and he set off there. Later that afternoon, once the internet was back, he came back to let her know how nice it was in Medical Lake and how much he had enjoyed the library there. He said the staff was welcoming and it was wonderful to sit by the fire on a cold day.

A customer came up to the desk at Argonne to ask if they had transcription equipment available to rent. Librarian Janet suggested a couple of other ideas, but she had already looked into them or tried them. She said, "You guys always try to figure out a solution to my weird requests. I really appreciate you taking the time to look into them."

Mobile Services received this email from a teacher at Mead Early Learning Center saying how much she loved having Mobile Services Associate Ian for storytime: "Mr. Ian was awesome doing

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our story time, and not to say that whomever he was subbing for would not be, but he kept the children engaged, he used a variety of voices, and everyone really liked him.”

One Sunday, a customer called North Spokane to inquire about a ceramic business in Spokane in the 1980's, wanting to know the address of the business and what year it closed, if it did indeed. Public Services Associate Andy initially took the call and gathered as much information as the customer could remember, and then passed the quest on to Public Services Specialist Chrissie. Utilizing the city directory records in the basement, they were able to locate the information within a matter of minutes and called the customer. After getting the information, the customer said she was pretty flabbergasted they were able to find the information she was seeking, and so quickly. She then praised them and the District for having such invaluable resources.

An older couple visited North Spokane needing help with their Libby app. Public Services Associate Chris H. helped walk them through setting up their account and then transitioned them to Public Services Float Grace for additional introduction to the resource. As they were leaving, they mentioned how grateful they were for the time and patience of the team and that they were “just lovely”.

### **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 October:
  - **Audiobook checkouts:**
    - *The Boyfriend* by Freida McFadden (303)
    - *The Women* by Kristin Hannah (138)
    - *First Lie Wins* by Ashley Elston (133)
  - **Ebook checkouts:**
    - *The Women* by Kristin Hannah (113)
    - *Funny Story* by Emily Henry (108)
    - *Remarkably Bright Creatures* by Shelby Van Pelt (95)
  - **Audiobook holds** as of November 1:
    - *The Anxious Generation: How the Great Rewiring of Childhood is Causing an Epidemic of Mental Illness* by Jonathan Haidt (192)
    - *All the Colors of the Dark* by Chris Whitaker (138)
    - *The God of the Woods* by Liz Moore (132)
  - **Ebook holds** as of November 1:
    - *Here One Moment* by Liane Moriarty (138)

- 
- *The Waiting* by Michael Connelly (130)
  - *The Mirror* by Nora Roberts (122)
  
  - Popular **Adult Physical Book** titles October:
    - Checkouts:
      - *Perma Red: A Novel* by Debra Magpie Earling (73)
      - *The Women* by Kristin Hannah (58)
      - *The Library of Borrowed Hearts* by Lucy Gilmore (52)
    - Holds:
      - *The Waiting* by Michael Connelly (49)
      - *The Women* by Kristin Hannah (47)
      - *From Here to the Great Unknown: A Memoir* by Lisa Marie Presley (41)

#### Request for Review of Library Materials

The District received a *Request for Review of Library Materials* form on September 26 regarding a children's board book at the Otis Orchards Library. It was determined that the title met the collection criteria, and no change was made in the item's status. An initial written response was sent to the District resident within 15 business days of receiving the request in Administration as stated in the *Collection Development Policy*.

#### Spokane Is Reading Presents Debra Magpie Earling

The 2024 Spokane Is Reading title selection was *Perma Red: A Novel* by Debra Magpie Earling, an award-winning author residing in Missoula, MT. Two free Spokane Is Reading presentations were held on Thursday, October 24. The 1pm presentation at the Spokane Valley Library had 123 people in attendance, and the 7pm presentation at Spokane Public Library's Central Library saw an audience of 180. The author was very engaging, and both presentations were well received with audience members asking good questions. The book is available in physical and digital formats with District customers availing themselves of these options. *Perma Red: A Novel* was the District's most checked out adult physical book in October with 73 checkouts recorded. The Spokane Valley Library presentation was filmed by the District's Video Production Specialist and can be found on the District's YouTube channel. Links can also be found on Spokane Is Reading's Facebook and Instagram accounts with acknowledgements and thanks to District and Spokane Public Library staff and Debra Magpie Earling for the recording.



**COLLECTION MONTHLY REPORT  
OCTOBER 2024**

	<b>Select Transaction Count</b>		
<b>Physical Collection</b>	<b>YTD 2024</b>	<b>YTD 2023</b>	<b>CHANGE</b>
Items Processed	51,246	44,431	15%
Interlibrary Loan Total	6,119	5,266	16%
<b>Overdrive</b>			
Total Checkouts	890,481	795,365	12%
Total Holds	317,420	257,060	23%
<b>hoopla</b>			
Total Checkouts	51,887	35,498	46%
	<b>Total Items in Collection</b>		
<b>Material Type</b>	<b>YTD 2024</b>	<b>YTD 2023</b>	<b>CHANGE</b>
Print	309,905	309,446	0%
Nonprint	70,509	74,027	-5%
Overdrive	191,455	158,903	20%
<b>Grand Total</b>	<b>571,869</b>	<b>542,376</b>	<b>5%</b>

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

**Executive Director – Patrick Roewe**

Ballot Drop Box Locations

All 10 District library locations once again served as ballot drop box locations for the 2024 General Election. Spokane County Elections is still tabulating votes as of this writing, but we will provide a summary of publicly available data regarding drop box usage statistics at the meeting.

Trustee Clark Reappointment Request Update

The Spokane County Board of Commissioners appointed Trustee Ellen Clark to a second term at their regular meeting on October 29, 2024. Trustee Clark’s second term will run from January 1, 2025 to December 31, 2029.

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 October.

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## Operations Report October 2024

Doug Stumbough and Kristy Bateman

### Service Priority Teams

#### Adult Services (Stacey Goddard)

- 656 people attended 52 adult programs during October. Highlights included:
  - 109 individuals logged in to this month's online SCORE Workshop: *Marketing Tips for a Winning Holiday Season*. The presenter could hardly keep up with all the questions.
  - A combined total of 51 people attended our four *Spoook-ane Ghost Painting* programs, which were offered at Argonne, Moran Prairie, North Spokane, and Spokane Valley.
  - 37 adults participated in the five Memory Café programs at North Spokane.
- Speaking of the Memory Café program, the District received a letter from a customer thanking us for hosting this weekly program. The customer has been bringing her friend to the Memory Café since January 2023 and shared her thanks and appreciation for the program.

#### Youth Services (Mary Ellen Braks)

- We provided 788 storytimes this month with an attendance of 2,279.
- Mobile Services visited 21 childcare centers, provided 55 storytimes to 704 children and caregivers.
- We had 23 youth programs this month with an attendance of 322.
- We offered seven *Spooktacular Storytimes* for Pre-K-3rd grade with an attendance of 146.
- We offered 35 *Lego Free Play* activities for families with an attendance of 149.

#### Cross Disciplinary (Gwendolyn Haley)

- 24 families at the CVSD Early Learning Center signed up for our first preschool *Primetime Family Reading* program at the Spokane Valley Library
- *Reading Buddies* started the fall session.
- Appointments for The STCU Studio and the Lab spaces launched, allowing customers to schedule their own appointments for help.

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

- Staff completed their review and submitted feedback on product trials for analytics software for customers focused on business and nonprofit research.
- The Book a Librarian web page was updated and a new service model for taking appointments was implemented.

#### Information Technology (Patrick Hakes)

- Work on the 10G WAN upgrade is still in progress.
- Started the process of replacing Internet stations with new computers. The first round is Otis Orchards and Spokane Valley.

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**Mobile Services (Brianna Rukes)**

- LINC attended the Deer Park Farmers Market and the Fairwood Farmers Market with 157 visitors.

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

- *Airway Heights Trunk or Treat* saw over 800 community members. The next day, we made several new cards for families that had spoken to me and Librarian Christie at the event.
- We have connected with several families that have come in to look at their child's artwork for this month's Westwood Middle School art display.

**Argonne: Stacy Mills**

- A woman came in to donate several puzzles to us. She says her family shares them and when they're done, they bring them here. A happy supporter of our puzzle swap!
- The Argonne Friends bought new chairs for the library!
- Librarian Tammy hosted a *Spooktacular Storytime*, and the families had fun creating ghosts, pumpkins and balancing on a spider web!

**Cheney: Jonathan Melcher**

- Crystal and Jonathan were at the *CMA Trunk or Treat* and had 1,029 people come by.
- The snack program started at the beginning of October, it has been well attended and it's bringing new faces into the library.
- Crystal dropped off the newest *Engage* at the Cheney School District, one box per school, and they have it in every school library.

**Deer Park: Shannon McMinn**

- Librarians Corinne and Rachel attended Deer Park's *Pumpkin Lane* connecting with over 2,570 individuals during the event while handing out SCLD pencils and stickers.
- Several customers participated in the eight-session program *A Matter of Balance: Preventing Falls* designed for older adults who are concerned about falling.

**Medical Lake: Cecelia McMullen**

- 90 first graders from Hallet Elementary visited the library. They saw the book drop, discovered STEM kits, and learned where to find their favorite books. Following the field trip, many children brought in their adults to sign up for a library card.
- We helped a recent immigrant find employment. Over multiple visits we helped throughout the entire process. She came into the library after her interview to let us know she had accepted a nursing position and to thank us for the help and encouragement we provided.

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**Moran Prairie and Fairfield: Caitlin Wheeler**

- Customers enjoyed creating Temporary Tattoos at our craft table this month. One parent said delightedly “I took a photo to share with friends. Libraries are so much more than they used to be!”
- 98 Mullan Road Elementary first graders and chaperones got introduced to the library this month with class tours hosted by librarians Katy and Danielle. Of those students, over 30 did not already have a library card, and were able to sign up for one with permission slips from their parents.
- Children at the Fairfield Library have been enjoying the monthly passive crafts they can do anytime they visit the library.

**North Spokane: Brian Vander Veen**

- This month, the North Spokane Library hosted displays from two local artists: watercolor paintings by local artist Kim Gardell and sketches and poetry by Paula Yup.
- Our *Spooktacular Storytime* event was well attended, with 42 children and caregivers gathering for “slightly spooky” books and activities.

**Otis Orchards: Maggie Montreuil**

- In October, Otis staff and Librarian Tammy gave a tour to approximately 50 third graders from Otis Elementary. New library cards were issued for about half of the group.

**Spokane Valley: Danielle Milton**

- This past month librarians, Katy and Danielle, gave tours of the library to every grade level from the St. John Vianney Catholic School, totaling 133 students, many who received new library cards as well.
- WorkSource has begun hosting drop-in hours in the library on the first and third Fridays of each month. Customers are invited to get help from an expert career coach to refine their resume, enhance their job-search strategies, or explore new career opportunities.

**Public Use Measures**

*See next page*

**October 2024**

Measure	This year	Last year	YTD	Last YTD
	This Month	This Month	This year	Comparison
Cardholders	142759	131747		8%
Door count	59662	64144	625674	-5%
Items Borrowed	215807	204579	2141789	4%
• Airway Heights	2864	2116	24937	4%
• Argonne	6108	6851	64568	-13%
• Cheney	6287	6127	65920	-1%
• Deer Park	6809	6747	65726	-4%
• Fairfield	724	476	6669	24%
• Medical Lake	2021	1990	20335	-11%
• Mobile Services	2278	2244	19626	7%
• Moran Prairie	10831	11282	112439	-11%
• North Spokane	21883	22410	228801	-2%
• Otis Orchards	3526	2559	29622	1%
• Spokane Valley	26340	25611	267263	11%
• Digital	94872	86335	947100	13%
• Totals	185763	175060	1861677	6%
Programs				
• Number	315	223	3170	63%
• Attendance	10721	7999	63362	27%
Internet Station Use (%)	28.4%	28.7%	26.2%	
Meeting room bookings	785	743	7582	54%

**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.*

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**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 Ten Months Ended October 31, 2024**

	<b>Y-T-D Actual</b>	<b>Annual Budget</b>	<b>Percent Used</b>	<b>Balance Remaining</b>
			<b>Target 83.3%</b>	
<b>REVENUES</b>				
PROPERTY TAXES	\$ 10,266,576	\$ 17,540,000	58.53%	\$ 7,273,424
CONTRACT CITIES - AIRWAY HEIGHTS	0	377,000	0.00%	377,000
CONTRACT CITIES - SPOKANE	53,453	103,000	51.90%	49,548
FINES & FEES	42,780	45,000	95.07%	2,220
GRANTS & DONATIONS	87,611	26,000	336.97%	(61,611)
E-RATE REIMBURSEMENTS	203,891	265,000	76.94%	61,109
LEASEHOLD & TIMBER TAX, REBATES, OTH	39,239	36,500	107.50%	(2,739)
INTEREST REVENUES	191,604	193,000	99.28%	1,396
<b>TOTAL REVENUES</b>	<b>\$ 10,885,154</b>	<b>\$ 18,585,500</b>	<b>58.57%</b>	<b>\$ 7,700,346</b>
TRANSFERS IN	-	-	0.00%	-
<b>TOTAL REVENUES &amp; TRANSFERS IN</b>	<b>\$ 10,885,154</b>	<b>\$ 18,585,500</b>	<b>58.57%</b>	<b>\$ 7,700,346</b>
<b>EXPENSES</b>				
SALARIES	\$ 6,840,984	\$ 8,510,600	80.38%	\$ 1,669,616
FRINGE BENEFITS	2,350,028	2,863,400	82.07%	513,372
SUPPLIES	157,852	193,100	81.75%	35,248
UTILITIES	463,417	575,500	80.52%	112,083
SERVICES	1,121,233	1,597,800	70.17%	476,567
INSURANCE	94,627	100,000	94.63%	5,373
CAPITAL EQUIPMENT	235,307	370,000	63.60%	134,693
LIBRARY MATERIALS	1,886,376	2,222,800	84.86%	336,424
ELECTRONIC LIBRARY MATERIALS	256,595	300,000	85.53%	43,405
LIBRARY PROGRAMS	153,287	142,300	107.72%	(10,987)
DEBT SERVICE	248,832	0	0.00%	(248,832)
<b>TOTAL EXPENSES</b>	<b>\$ 13,808,538</b>	<b>\$ 16,875,500</b>	<b>81.83%</b>	<b>\$ 3,066,962</b>
TRANSFERS OUT	-	1,710,000	0.00%	1,710,000
<b>TOTAL EXPENSES &amp; TRANSFERS OUT</b>	<b>\$ 13,808,538</b>	<b>\$ 18,585,500</b>	<b>74.30%</b>	<b>\$ 4,776,962</b>
<b>Net Excess of Revenues Over/(Under) Expenses</b>	<b>\$ (2,923,384)</b>	<b>\$ -</b>		
BEGINNING CASH	8,630,300			
NET FROM ABOVE	(2,923,384)			
<b>ENDING CASH</b>	<b>\$ 5,706,915</b>			

**Number of months cash on hand 4.1**