



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

June 18, 2024 4:00 p.m.

Spokane Valley Library, 22 N Herald Rd.

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.sclld.org/connect/ask-board-of-trustees/>.

- I. CALL TO ORDER
- II. AGENDA APPROVAL
- III. PUBLIC COMMENT
- IV. ACTION ITEMS
 - A. Approval of [May 21, 2024 Meeting Minutes](#)
 - B. Approval of [May 2024 Payment Vouchers](#)
 - C. Unfinished Business
 - 1. [Airway Heights](#): Potential Interlocal Agreement Amendment Discussion/Direction to Staff
 - D. New Business
 - 1. [Annexation of Cities & Towns to the Library District](#): Policy: Reaffirmation Recommendation
 - 2. [Filming and Photography Policy \(new\)](#): Approval Recommendation
 - 3. [Fixed Assets Policy](#): Approval Recommendation
 - 4. [Financial Management Policy](#): Approval Recommendation
 - 5. [Procurement Policy](#): Approval Recommendation
 - 6. [Social Media Policy](#): Approval Recommendation
 - 7. [Overview: Facility Operational Costs](#)
 - 8. [Overview: Spokane Valley](#)
- V. DISCUSSION ITEMS, POSSIBLE ACTION
 - A. [Future Board Meeting Agenda Items](#)
- VI. REPORTS
 - A. Trustees
 - B. [Executive Director](#)
 - C. [Operations](#)

D. [Fiscal](#)

VII. ADJOURNMENT

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

June 18, 2024

BOARD OF TRUSTEES MEETING MINUTES: May 21, 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 Otis Orchards Library, Tuesday, May 21, 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), Toni Carnell (Human Resources Director), Doug Stumbough (Operations Director), Vinnie Davi (Video Production Specialist), Jane Baker (Communication and Development Director), Maggie Montreuil (Library Supervisor), Kristy Bateman (Operations Manager), Emily Greene (Administrative Services Manager)

Via Zoom: Three (3) members of the public

**Call to Order
(Item I)** Chair Jessica Hanson called the meeting to order at 4pm.

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

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

**Approval of April 16
Regular Minutes
(Item IV.A.)** Chair Hanson called for any corrections to the April 16th regular meeting minutes. There were no corrections, the minutes stand as written.

There was no further discussion.

Approval of April 2024 Payment Vouchers (Item IV.B.)

Vice Chair Jon Klapp moved and Trustee Robert Paull seconded the approval of the April 2024 payment vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal	Total
April - GF	0062076 – 0062185 and W001494 – W001509	\$812,612.60	\$812,612.60
	PR04102024 and PR04252024	\$510,158.48	\$510,158.48
		Total	\$1,322,771.08
CPF	9756 SV Building Capital Projects	\$1,100	\$1,100
		Total	\$1,100

New Business Community Partnership & Sponsorship Policy: Approval Recommendation (Item IV.D.1.)

Executive Director Patrick Roewe and Communication and Development Director Jane Baker presented revisions to the Community Partnership & Sponsorship Policy. Revisions included further definitions of partnerships and sponsorships. Discussion ensued about examples of partnerships.

Trustee Clark moved and Trustee Patti Stauffer seconded the approval of the presented policy. The motion was unanimously approved, there was no further discussion.

New Business Volunteer Program Policy: Approval Recommendation (Item IV.D.2.)

Human Resources Director Toni Carnell presented revisions to the Volunteer Program Policy. Revisions included additional language added for clarity. Discussion ensued about the number of District staff, enforcement of family members not supervising each other, and how long the ineligibility for reinstatement lasts after conduct violations.

Vice Chair Klapp moved and Trustee Paull seconded the approval of revisions to the Volunteer Program policy. The motion was unanimously approved, there was no further discussion.

New Business HR06 Employee Conduct Policy: Approval Recommendation (Item IV.D.3.)

Human Resources Director Carnell presented revisions to HR06— Employee Conduct Policy. Revisions were recommended by the District insurance company and were to put existing practice into policy.

Trustee Paull moved and Vice Chair Klapp seconded the approval of revisions to the Employee Conduct policy. The motion was unanimously approved, there was no further discussion.

New Business HR12 Searches & Inspections Policy:

Human Resources Director Carnell presented revisions to HR12— Searches and Inspections Policy. Revisions included updated language for clarity and the addition of District-owned vehicles. Discussion ensued

**Approval
Recommendation
(Item IV.D.4.)**

about rights to search employee possessions and the procedures which these searches would occur. Discussion also ensued about monitoring use of District-owned devices and software.

Trustee Clark moved and Trustee Paull seconded the approval of revisions to the Searches and Inspections policy. The motion was unanimously approved, there was no further discussion.

**New Business
HR19 Vehicle Use
and Safety Policy
(new): Approval
Recommendation
(Item IV.D.5.)**

Human Resources Director Carnell presented a new policy, HR19—Vehicle Use and Safety, that was recommended by the District’s insurance provider. The proposed policy put practices into a policy. Discussion ensued about new required trainings for staff, average time staff spend driving for District business, process for investigations to determine loss of right to operate, and background checks on District staff. Trustee Stauffer requested an amendment to the policy to further distinguish between District owned vehicles and personal vehicles.

Vice Chair Klapp moved and Trustee Clark seconded the approval of the new policy as amended. The motion was unanimously approved, there was no further discussion.

**Hasting Property:
Sewer Easement
with Spokane
County: Approval
Recommendation
(Item IV.D.6.)**

Executive Director Roewe presented information on a proposed sewer easement with Spokane County at the District-owned Hastings property. Discussion ensued about where this property is located, where the easement would be located, and if there would be an impact on the buildable area.

Vice Chair Klapp moved and Trustee Paull seconded the approval of the Hastings Property Sewer Easement. The motion was unanimously approved, there was no further discussion.

**Hasting Property:
Water Utility
Easement with
Spokane County
Water District No. 3:
Approval
Recommendation
(Item IV.D.7.)**

Executive Director Roewe presented information on a proposed water easement with Spokane County Water District No.3 at the District-owned Hastings property. Discussion ensued about where the easement would be located, and if there would be an impact on the buildable area.

Trustee Paull moved and Trustee Stauffer seconded the approval of the Hastings Property Water Easement. The motion was unanimously approved, there was no further discussion.

**Summer Meeting
Schedule:
Discussion/Potential
Action**

Executive Director Roewe informed the Trustees that historically a regular meeting has been cancelled during the summer months due to availability. Vice Chair Klapp moved and Trustee Stauffer approved to cancel the July regular meeting. The motion was unanimously approved.

(Item IV.D.8.) Vice Chair Klapp moved and Trustee Stauffer approved the relocation of the August meeting from the Fairfield Library to the Airway Heights Library.

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

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

Executive Director Roewe provided insights onto what some of the upcoming topics entail. There was no further discussion.

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

Trustee Paull asked about fund designations for one-time donations. Discussion ensued about when donations are received and deposited into the general fund.

There was no further discussion.

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

Executive Director Roewe provided a report prior to the meeting. Discussion ensued about an upcoming final invoice for the building of the Spokane Valley library and the status of the job description reviews.

There was no further discussion.

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

Operations Director Stumbough and Library Operations Manager Kristy Bateman provided a written report prior to the meeting for April 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 April 2024 prior to the meeting. Executive Director Roewe added to the report provided that April cash-on-hand is low due to when biennial revenues are received by the District. Discussion ensued about increases in digital use numbers and digital use costs. Discussion also ensued about results from Library Giving Day.

There was no further discussion.

**Adjournment
(Item VII.)**

Chair Hanson adjourned the meeting at 5:01pm. The next Board Meeting is scheduled for Tuesday, June 18th at the Spokane Valley 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 May 31, 2024, and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$1,490,921.00 for the general fund and \$0.00 for the capital projects fund and are authorized to authenticate and certify these claims.

DATE: May 31, 2024

SIGNED: 
 TITLE: Finance Director

SIGNED: 
 TITLE: Executive Director

GENERAL OPERATING FUND			
VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
000062186	ABM INDUSTRIES, INC.	MONTHLY CUSTODIAL SERVICES	21,412.76
000062187	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	2,998.87
000062188	BATTERIES PLUS BULBS	MAINTENANCE SUPPLIES	138.96
000062189	CAMTEK INC.	SECURITY & SAFETY	147.02
000062190	EBSCO INDUSTRIES, INC.	LIBRARY MATERIALS - SUBSCRIPTIONS	17,935.25
000062191	EMPIRE DISPOSAL INC.	MONTHLY SOLID WASTE - FF	48.85
000062192	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	1,455.07
000062193	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	22,033.62
000062194	GREY HOUSE PUBLISHING	LIBRARY MATERIALS	528.10
000062195	MAJDOLIN GEORGE HADDAD	LIBRARY PROGRAMS	150.00
000062196	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	32,849.19
000062197	INLAND PUBLICATIONS	LIBRARY PROGRAMS ADVERTISING	808.00
000062198	KIANTHA DUNCAN	EQUITY, DIVERSITY, INCLUSION TRAINING PROGRAM	3,734.00
000062199	MARK CUILLA	LIBRARY PROGRAMS, POETRY SLAM JUDGE	750.00
000062200	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	5,521.02
000062201	MOUNTAIN DOG SIGN COMPANY	VEHICLE REPAIR & MAINTENANCE	495.64
000062202	NATIONAL COLOR GRAPHICS	PRINTING - ENGAGE MAGAZINE	13,876.79
000062203	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	41,261.25
000062204	PLAYAWAY PRODUCTS LLC	LIBRARY MATERIALS	130.33
000062205	SCHOLASTIC LIBRARY PUBLISHING	LIBRARY MATERIALS	13,613.00
000062206	SIRSIDYNIX	ANNUAL SOFTWARE MAINT & SUPPORT	226,334.82
000062207	THE SPOKESMAN- REVIEW	LIBRARY MATERIALS	2,392.00
000062208	SPOKANE COUNTY ENVIRONMENTAL SERVICES	MONTHLY SEWER - AR, NS, SV	416.44
000062209	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	366.71
000062210	STATE PROTECTION SERVICES INC	MOBILE SECURITY PATROLS: SV, NS, New SV	3,821.68
000062211	TOWN OF FAIRFIELD	BI-MONTHLY WATER, SEWER - FF	225.80
000062212	UNIQUE MANAGEMENT SERVICES	MONTHLY NOTICE FEES AND MESSAGE BEE SERVICE	2,884.81
000062213	VERIZON WIRELESS	MONTHLY CELL & "MI-FI" DEVICE SERVICE	1,974.72
000062214	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE	1,753.83
000062215	WEST COAST CASH REGISTER, INC.	OFFICE/LIBRARY SUPPLIES	123.60
000062216	WHITWORTH WATER DISTRICT	MONTHLY WATER - NS	29.49
000062217	WICK ENTERPRIZES, LLC	ADVERTISING	1,517.00
000062218	WITHERSPOON BRAJICICH MCPHEE, PLLC	LEGAL SERVICES, GENERAL COUNSEL	2,957.50
000062219	CENTURYLINK	MONTHLY ANALOG TELEPHONE LINE: SV ELEVATOR	73.52
000062220	COLUMBIA FIRE AND IRON	LIBRARY PROGRAMS	1,200.00
000062221	CITY OF MEDICAL LAKE	MONTHLY WATER, SEWER, REFUSE - ML	183.32
000062222	CRISIS PREVENTION INSTITUTE, INC	TRAINING MEMBERSHIP	200.00
000062223	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CH	110.17
000062224	EDNETICS	TELEPHONE - MANAGED VOICE	2,194.54
000062225	FATBEAM, LLC	MONTHLY INTERNET SERVICE, NET OF ERATE DISC	4,454.56
000062226	FAUCETS 'N STUFF PLUMBING	SPRINKLER STARTUP SERVICE	2,139.89
000062227	THE FIG TREE	LIBRARY MATERIALS	150.00
000062228	H&H BUSINESS SYSTEMS, INC.	QTRLY COPIER MAINTENANCE & TONER	126.04
000062229	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	911.89
000062230	TERESA LYNNE SMICK	LIBRARY PROGRAMS	300.00
000062231	MINUTEMAN PRESS	LIBRARY PROGRAMS & TRAINING	500.31
000062232	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	266.75
000062233	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	3,371.41
000062234	BARTLETT INTERACTIVE, LLC	PROGRESS PAYMENT FOR NEW WEBSITE DESIGN	4,398.75
000062235	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	568.82
000062236	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	512.18
000062237	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	558.48
000062238	CITY OF CHENEY PARKS & RECREATION	LIBRARY PROGRAMS	300.00
000062239	CITY OF SPOKANE VALLEY	LIBRARY PROGRAMS	1,038.00
000062239	CITY OF SPOKANE VALLEY	LIBRARY PROGRAMS	1,038.00-
000062240	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	699.74
000062241	INFOBASE	ELECTRONIC LIBRARY SERVICES	4,055.00
000062242	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	21,859.41
000062243	INLAND POWER AND LIGHT	MONTHLY ELECTRIC UTILITIES - AH, DP	943.41
000062244	EAT GOOD LLC	CATERING FOR STAFF DAY AT CENTERPLACE	3,762.54
000062245	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	2,754.01
000062246	GREGORY A MOTT	LIBRARY PROGRAMS	300.00
000062247	ERIN NELSON	LIBRARY PROGRAMS	2,100.00

0000062248	OPTUM	MONTHLY HSA ACCOUNT ADMIN FEES	63.00
0000062249	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	51,672.15
0000062250	PRISMHR, INC.	MONTHLY SOFTWARE SUPPORT - HR	561.93
0000062251	SPOKANE CHINESE ASSOCIATION	LIBRARY PROGRAMS	150.00
0000062252	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	20,260.80
0000062253	THE WELLNESS VAULT LLC	LIBRARY PROGRAMS	150.00
0000062254	ZIPLY FIBER	MONTHLY PHONE & BROADBAND - FF	148.84
0000062255	AVISTA UTILITIES	MONTHLY UTILITIES	8,985.77
0000062256	CHARLENE SOUCY BEACH	PRIME TIME PROGRAM, SCHOLAR	1,000.00
0000062257	CONSOLIDATED IRRIGATION DIST19	WATER - OT	113.78
0000062258	CRISIS PREVENTION INSTITUTE, INC	TRAINING - VERBAL INTERVENTION	3,699.00
0000062259	H&H BUSINESS SYSTEMS, INC.	QTRLY COPIER MAINTENANCE & TONER	476.29
0000062260	AUTUMN MACKERT	LIBRARY PROGRAMS	150.00
0000062261	MODERN ELECTRIC WATER COMPANY	MONTHLY WATER, ELEC. - SV	2,572.91
0000062262	NATIONAL COLOR GRAPHICS	PRINTING - ENGAGE MAGAZINE	356.43
0000062263	NORTHWEST FENCE COMPANY INC	MINOR BUILDING PROJECT: SERVICE CENTER	4,127.47
0000062264	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	1,101.77
0000062265	HYUN SCHROEDER	LIBRARY PROGRAMS	450.00
0000062266	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	28.28
0000062267	SPOKANE SCORE 0180	LIBRARY PROGRAMS	1,000.00
0000062268	T-MOBILE	MONTHLY "MI-FI" DEVICE CELL SERVICE	842.03
0000062269	VALBRIDGE PROPERTY ADVISORS	PROPERTY APPRAISAL	2,500.00
0000062270	WESTERN STATES EQUIPMENT	BUILDING REPAIR & MAINTENANCE	1,096.64
0000062271	ABSOLUTE BACKGROUND SEARCH	MONTHLY EMPLOYEE BACKGROUND CHECKS	420.00
0000062272	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	3,697.40
0000062273	CITY OF SPOKANE	MONTHLY WATER & SEWER - MP	511.54
0000062274	CITY OF AIRWAY HEIGHTS	MONTHLY WATER & SEWER - AH	490.67
0000062275	CITY OF CHENEY	MONTHLY WATER, SEWER, ELEC - CH	715.10
0000062276	CITY OF DEER PARK	MONTHLY WATER & SEWER - DP	138.59
0000062277	CITY OF SPOKANE VALLEY	LIBRARY PROGRAMS	828.00
0000062278	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	749.72
0000062279	FAUCETS 'N STUFF PLUMBING	SPRINKLER STARTUP SERVICE	326.72
W000001510	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	1,604.30
W000001511	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	77,880.49
W000001512	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,204.66
W000001513	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	1,925.25
W000001514	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	55,294.73
W000001515	ASSOCIATION OF WASHINGTON CITIES - VIMLY BENEFITS	MONTHLY EMPLOYEE MEDICAL, DENT, VIS, LTD, LIFE	114,349.21
W000001516	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	574.65
W000001517	US BANK - SPOKANE VALLEY	ANNUAL SAFE DEPOSIT BOX FEE	49.64
W000001518	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	28.78
W000001519	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	27.77
W000001520	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	77,532.39
W000001521	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,204.66
W000001522	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	1,925.25
W000001523	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	54,799.99
W000001524	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	337.29
W000001525	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	1,999.18
W000001526	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	200.00
Total Non-Payroll General Operating Fund			\$ 990,003.93
PAYROLL VOUCHERS			
05102024 PP07	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #09	\$ 250,599.06
05252024 PP08	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #10	250,318.01
Total Payroll General Operating Fund			\$ 500,917.07
TOTAL GENERAL OPERATING FUND			\$ 1,490,921.00

CAPITAL PROJECTS FUND			
VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
Total Capital Projects Fund			\$ -

Apr 2024 / May 2024
Paid in May 2024
Voucher # 62252

Card Category	Amount
General Purchases	\$ 11,457.81
Maintenance	\$ 4,133.42
Travel	\$ 158.00
Acquisitions	\$ 3,454.72
Information Technology	\$ 790.97
Mobile Services	\$ 265.88
General Fund Purchases	\$ 20,260.80

Top Individual Charges

Amazon	Total all material purchases from Amazon	4,512.68
Mailchimp	Monthly email service	1,070.49
ID Label, Inc	Barcode Item Labels	3,613.31
Wristcoils.com	Wrist Coil Key Chains	1,950.00
Home Depot, Inc	Maintenance supplies & FFE	1,739.60
Auto-Rain Supply	Maintenance supplies	1,027.32

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

The 1996 interlocal agreement (ILA) between the District and the City of Airway Heights (City), along with the related “ground lease” agreement, set 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 portion of the payment for contracted library services in 2024. 2024 is the final contract year before the voter-approved annexation is effective January 1, 2025. By consensus, staff were directed to work with the City to secure an appraisal of the library parcels as bare/unimproved land for inclusion in further discussions at a future date. In May, we contracted with Valbridge Property Advisors to conduct the appraisal, which returned a combined (bare land) value of \$335,000 for both parcels. The appraisal was shared with the City on June 6, 2024 with a request to continue the discussion.

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

Recommended Action: Discussion with no formal action required; Trustees may provide direction to staff.

ANNEXATION OF CITIES AND TOWNS TO THE LIBRARY DISTRICT

Background

The purpose of the Annexation of Cities and Towns to the Library District policy is to set conditions under which the Spokane County Library District may consider a request for annexation into the District by a municipality in Spokane County.

Revisions made in June 2022 with the assistance of the District's legal counsel included the following:

- Expansion of relevant statutes from the Revised Code of Washington (RCW) provisions governing Cities (Title 35 RCW) and Code Cities (Title 35A RCW) regarding annexation of library district territory, largely to ensure complete statutory references.
- Clarification that annexation is limited to municipalities within Spokane County.

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

Executive Director Patrick Roewe will be available to answer questions on the proposed policy.

Recommended Action: Board motion to reaffirm the Annexation of Cities and Towns policy.

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: ANNEXATION OF CITIES AND TOWNS TO THE LIBRARY DISTRICT

APPROVAL DATE: June 17, 1982

REVISED DATE: June 21, 2022

REAFFIRMATION DATE: June 19, 2024

RELATED POLICIES:

None

STATUTORY REFERENCES:

RCW 27.12.360 through RCW 27.12.395; RCW 35.13.270; RCW 35A.14.801

General Policy:

The Board of Trustees of the Spokane County Library District (District) will consider requests to annex to the District by cities and towns located in Spokane County that wish to place the issue before the voters in that jurisdiction to determine whether they would receive library services from the District.

The Board of Trustees may concur with such requests under the following conditions:

1. If the city or town has an inter-local cooperation agreement in which the District provides library services to the residents of that jurisdiction, the city or town agrees, if the annexation is approved, that a new agreement shall be executed. The new agreement will reflect the change in contracting status and address financial responsibilities related to ownership, maintenance, and operation of any city/town-owned library facilities.
2. If the city or town does not already contract with the District for services, the city or town agrees to enter into an agreement addressing the financial responsibilities related to ownership, maintenance, and operations of any city/town-owned facilities. In addition, the city/town may agree to subsidize some portion of services for a finite period of time.
3. If annexation should cause the District tax or levy rate to be reduced due to the city or town reaching or exceeding its statutory tax limit, the city or town agrees to pass a resolution to either withdraw from the District or reduce the city or town's rate to avoid reduction of the District's tax rate. The District will evaluate this potential tax rate reduction based upon reasonable projections.

The District will comply with all applicable Washington state laws related to annexation and withdrawal from the District.

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

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

FILMING AND PHOTOGRAPHY POLICY

Background

The purpose of the Filming and Photography policy is to ensure that filming and photography in District facilities is consistent with the District's mission, does not interfere with the public's use of the facilities, the delivery of library services, or an individual's expectation of privacy in a public space.

Along with general guidelines, this new policy establishes parameters for filming and photography for a variety of purposes, including but not limited to news media, amateur photography and videography, photography and videography in meeting rooms, and photography and videography for District purposes.

The recommended policy has been reviewed by the District's legal counsel.

Communication & Development Director Jane Baker and Executive Director Patrick Roewe will be available to answer any questions on the proposed policy.

Following is a copy of the recommended policy.

Recommended Action: Board motion to approve the Filming and Photography policy.

SPOKANE COUNTY LIBRARY DISTRICT
POLICY: FILMING AND PHOTOGRAPHY POLICY
Approval Date: June 18, 2024

RELATED POLICY:

Confidentiality of Library Records
Code of Conduct
Library Meeting Room Use

Purpose:

To ensure the public's filming and photography in Spokane County Library District (District) facilities does not interfere with the public's use of the facilities or delivery of library services, and an individual's expectation of privacy in a public space.

Definitions:

Facility: All buildings, properties, and vehicles owned and/or managed by the District.

Filming and Photography: The act of recording photographs and/or videos that can be taken with multiple types of devices including, but not limited to: cameras, video recorders, cellular devices, phones, tablets, and computers.

General Policy:

This policy applies to all individuals and entities seeking to film or photograph in District facilities. This includes news media, documentary, research, amateur, and commercial photography or videography, as well as groups and non-library events in meeting rooms.

The District is a limited or designated public forum, and reasonable time, place, and manner regulations are permissible.

Filming and photography are allowed in District facilities only to the extent that it does not interfere with the public's use of District facilities, the delivery of library services, and/or an individual's expectation of privacy in a public space.

All parties involved in filming and photography are expected to follow the Code of Conduct Policy.

The District is not responsible for filming or photography of library customers or visitors by any third-party. However, for the safety and privacy of customers using District facilities, any third-party filming or photography inside the facilities has sole responsibility for obtaining all necessary releases and permissions from persons who are filmed or photographed. The District undertakes no responsibility for obtaining these releases and is not liable for how any photos or videos are used by any third-party.

Only handheld cameras and devices may be used. Due to safety, liability, and other concerns, the use of additional equipment, such as tripods and/or lighting, is not permitted without prior approval from the District's Communication Director or Executive Director.

District Staff may temporarily or permanently stop any filming or photography session that goes against the Code of Conduct or other District policy, interferes with the public's use of the facilities or delivery of library services, or appears to compromise public safety or security.

News Media Photography and Videography

The District has an open-door policy for news media photographers and reporters who are doing stories or articles that directly involve the District and its programs, resources, and services. Advance authorization should be obtained from the District's Communication Director or Executive Director.

Documentary Photography for Publication or Broadcast

The District permits photography of its premises and activities when the use of the photographs involves the District directly, such as books, articles, or videos about the District itself or as a learning destination. Authorization must be obtained in advance from the District's Communication Director or Executive Director.

Research Photography

The District permits research photography of its materials and resources within certain limitations. Researchers and journalists are responsible for obtaining their own permissions when photographing copyrighted material in District facilities. Due to complex copyright issues, permission to reproduce some materials may be denied. Advance authorization may be required for some materials.

Amateur Photography and Videography

Casual amateur photography and videotaping in public areas is permitted, however, photographs and/or recordings that violate confidentiality of library records and/or are taken in nonpublic areas of District facilities are not allowed.

Commercial Photography and Videography or Major Projects

The District will permit use of its facilities for commercial photography or filming entertainment and educational projects requiring a library setting if the project does not interfere with the District's mission and is in accordance with the rest of this policy. To avoid disruption of service to library customers, such use must take place only when the facility is closed. Fees will be charged to offset costs incurred by the District to provide access to the facility. Base fee rates vary by time and location requested and are subject to change. Authorization must be obtained in advance from the District's Communication Director or Executive Director.

Photography and Videography for Groups and Non-Library Events in Meeting Rooms

Customers utilizing District meeting rooms may arrange for photographers and news media during their event. Filming and photography for such events is restricted to the space reserved by the customer and may not take place in other areas of the facility. Use of the meeting room must comply with the Library Meeting Room Use Policy.

Photography and Videography for District Purposes

The District may photograph or film individuals and activities in District facilities and/or at District-sponsored events for District promotional purposes. Depending on how the film or photographs may be used, the District will use one or both of the following methods to obtain permission to use the film or photographs:

- 1.) Post a sign at the entrance to the facility informing individuals that the photography or filming is taking place, and their presence is their consent to be photographed or filmed.
- 2.) Obtain signed Photo & Video Release Authorization from individuals who are filmed or photographed.

The District's Communication Director or Executive Director shall determine which method is to be used.

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

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

FIXED ASSET POLICY

Background

The purpose of this policy is to provide for the identification, verification, protection, and disposition of the District's capital assets and small attractive assets.

This is a substantive re-write of the policy.

Revisions include defining the scope of the policy, updated definitions for capital assets and small attractive assets, inclusion of a definition for inventoriable assets, and updating and expanding the implementation plan.

Capital assets are generally assets with an initial per unit cost in excess of \$5,000 and useful life of one (1) year or longer. Small attractive assets are generally assets with an initial per unit cost less than \$5,000 and a useful life of one (1) year or longer. Inventoriable assets are capital and small attractive assets that are easily moved or replaced.

In the implementation plan, the District will conduct an annual risk assessment to determine which capital and small attractive assets are inventoriable, conduct an inventory at least every two years, and establish asset management practices and procedures to protect capital assets. These procedures are designed to minimize future maintenance and replacement costs, provide reasonable assurance of effective and efficient operations, and facilitate reliable tracking and reporting of assets in compliance with applicable laws and regulations.

Disposition of capital assets with a value of less than \$50,000 was changed from needing a motion of the Board to approval of the responsible manager for greater efficiency and to align with purchasing thresholds in the Procurement Policy.

The District's legal counsel reviewed the proposed revisions.

Following are an edited copy of the current policy, with revisions indicated by strikethrough (removal) or underline (addition), as well as a clean copy of the recommended policy.

Recommended Action: Board motion to approve revisions to the Fixed Asset Policy.

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: FIXED ASSETS

APPROVAL DATE: ~~6/16/2014~~ June 16, 2014

REVISION DATE: ~~07/19/2022~~ June 18, 2024

RELATED POLICIES

Collection Development

Procurement

Gifts

STATUTORY REFERENCES:

- RCW 27.12.210,
- RCW 39.33.020, ~~and~~
- RCW 39.33.070
- RCW 43.09.185

OTHER REFERENCES:

2 CFR Part 200

Purpose

To provide criteria for the identification, verification, protection, inventory, safeguarding, and disposition of Spokane County Library District's (the District's) fixed Capital Assets and controlled Small Attractive Assets.

Scope

Real and tangible personal property acquired by the District through purchase, trade, gift, or fabrication which satisfies the definition of a Capital Asset or Small Attractive Asset is subject to this policy. A fair market value will be applied to assets donated to the District to determine if the definitional criteria are satisfied to classify the donation as a Capital Asset or Small Attractive Asset under this policy.

Capital Assets and Small Attractive Assets acquired by grant funds from other governmental agencies will be identified based on the requirements of the grantor. The Finance Office District is responsible for meeting all requirements of grantors and bond covenants in regard to the purchase, use, and disposition of assets purchased with these funding sources.

Definitions

Fixed Capital Assets –

Capital Fixed Assets (or capital assets) are defined as all real property or tangible personal property used for in operations with an individual, per-unit cost of \$5,000 or more (including installation, accessories, sales tax, and shipping), with an estimated useful life of one (1) year or longer. Capital Assets include, but are not limited to: land and land rights; buildings, their furnishings, fixtures, and furniture; infrastructure assets, intangible assets equipment, machinery, vehicles, and tools. Fixed assets may be purchased by the District or received as a gift.

Controlled Small Attractive Assets –

~~Controlled~~Small Attractive aAssets are individual assets that do not meet the definition of a the
fixed-Capital aAssets threshold but ~~are considered particularly vulnerable to loss~~may be
susceptible to theft or misuse. Small AttractiveControlled aAssets have an estimated useful life of
one (1) year or longer, and have a per-unit cost less than \$5,000. ~~of:~~
Between \$300 and \$5,000 for computer laptops, notebooks, and mobile devices.
Between \$1,000 and \$5,000 for all other c~~l~~ontrolled assets.~~ontro~~

Inventoriable Assets ~~—~~. Capital Assets and Small Attractive Assets that are easily moved or
replaced are inventoriable. Capital Assets that are stationary, such as land, buildings, furniture,
and fixtures, including mechanical and electrical infrastructure, are not inventoriable assets.
~~Capital Assets and Small Attractive Assets that are easily moved or replaced are inventoriable.~~

~~Examples of controlled assets include, but are not limited to, desktop computers, printers, laptops,~~
~~monitors, televisions, photography equipment, mobile devices, and server room equipment~~
~~(servers, switches, routers, and uninterruptable power supplies).~~

~~Assets acquired by grant funds from other governmental agencies will be identified based on the~~
~~requirements of the grantor. The Finance Office is responsible for meeting all requirements of~~
~~grantors and bond covenants in regard to the purchase, use, and disposition of assets purchased~~
~~with these funding sources.~~

Library CollectionsReading Materials –

Physical materials such as books, DVDs, CDs and other library ~~collection~~-materials intended for
customer use are not considered fixed-Capital Assets or Small Attractive A~~ontrolled~~-assets for the
purposes of this policy.

Implementation

Depreciation

In accordance with the Washington State Budgetary, Accounting and Reporting System (BARS)
Manual, all Capital Assets will be expensed in the year of acquisition. There is no calculation or
application of depreciation over the useful life of the asset.

Risk Assessment

An annual risk assessment will be completed to determine which assets or asset categories are
Small Attractive Assets. A list of Small Attractive Assets will be maintained.

Inventory

The District will maintain a Capital Asset Inventory system(s) that includes records for all
inventoriable assets. All fixed and controlled assets will be assigned a District property tag upon
acquisition and listed in the District fixed and controlled assets inventory. A physical inventory of
all fixed-Capital Assets and controlled-Small Attractive aAssets will be conducted by the Finance
Office at least every minimum of once per two years.

Protection, Safeguarding and Maintenance

~~The District is responsible for the safeguarding, custody, insurance, and maintenance of fixed and~~
~~controlled assets. Responsibility for safeguarding and maintenance are assigned as follows:~~
~~The manager of the location in which fixed assets and/or controlled assets reside is responsible for~~
~~the maintenance and security of those assets.~~

~~Information Technology (IT) is responsible for the protection, maintenance and security of controlled assets such as computers, monitors, laptops and all server room equipment. The District will establish asset management practices and procedures that protect capital investments, minimize future maintenance and replacement costs, provide reasonable assurance of effective and efficient operations, and facilitate reliable tracking and reporting of assets in compliance with applicable laws and regulations.~~

Disposition

When it is determined that a ~~fixed Capital Asset, or Small Attractive Asset controlled, or other asset~~ is no longer needed for the purposes of the District, the District will declare that asset to be surplus.

The Board of Trustees (Board) must approve the disposition of ~~all fixed Capital Assets assets prior to the asset being removed from inventory as follows:~~

~~Fixed assets~~ with a value exceeding \$50,000, ~~may only be declared surplus~~ by resolution, following a public hearing in accordance with RCW 39.33.020.

Disposition of Capital Assets with a value of less than \$50,000 do not need formal approval by the Board, and they may be declared surplus and disposed of by the responsible manager.

- ~~• Fixed assets with a value between \$5,000 and \$50,000 may only be removed from the inventory by a motion of the Board.~~

Disposition of ~~controlled and other assets with a value less than \$5,000~~ Small Attractive Assets do not need formal approval by the Board, and they may be declared surplus and disposed of by the responsible manager.

Once an asset has been declared surplus, the District can remove the asset from inventory and may then sell or dispose of the asset in the most efficient ~~and~~, cost-effective, and commercially reasonable manner.

~~Other assets determined by District employees to be obsolete, broken, or of no value for other reasons may be disposed of in the most efficient and cost-effective manner upon approval of the responsible manager. Prior to disposal, items listed on the District assets inventory shall be removed from inventory and property tags shall be removed. The District shall immediately notify the State Auditor's Office of any known or suspected loss of assets due to illegal activity in accordance with RCW 43.09.185.~~

Board members and District employees are prohibited from purchasing or otherwise receiving any ~~fixed Capital Asset~~ or ~~controlled Small Attractive~~ Assets in the disposition of surplus property.

Disposition of Library Reading Materials

Surplus ~~L~~Library Reading ~~M~~Materials with an estimated value in excess of \$1,000 shall be disposed of at a public auction in accordance with RCW 39.33.070(1). Surplus ~~L~~Library Reading ~~M~~Materials with an estimated value of \$1,000 or less shall be sold in accordance with RCW 39.33.070(2).

Surplus ~~L~~Library Reading ~~M~~Materials determined by District employees to have no value will be recycled, if possible, or otherwise discarded.

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

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

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: FIXED ASSETS

APPROVAL DATE: June 16, 2014

REVISION DATE: June 18, 2024

RELATED POLICIES

Collection Development

Procurement

Gifts

STATUTORY REFERENCES:

- RCW 27.12.210
- RCW 39.33.020
- RCW 39.33.070
- RCW 43.09.185

OTHER REFERENCES:

2 CFR Part 200

Purpose

To provide criteria for the identification, verification, protection, and disposition of Spokane County Library District's (District) Capital Assets and Small Attractive Assets.

Scope

Real and tangible personal property acquired by the District through purchase, trade, gift, or fabrication which satisfies the definition of a Capital Asset or Small Attractive Asset is subject to this policy. A fair market value will be applied to assets donated to the District to determine if the definitional criteria are satisfied to classify the donation as a Capital Asset or Small Attractive Asset under this policy.

Capital Assets and Small Attractive Assets acquired by grant funds from other governmental agencies will be identified based on the requirements of the grantor. The District is responsible for meeting all requirements of grantors and bond covenants in regard to the purchase, use, and disposition of assets purchased with these funding sources.

Definitions

Capital Assets – Capital Assets are all real property or tangible personal property used in operations with an individual, per-unit cost of \$5,000 or more (including installation, accessories, sales tax, and shipping), with an estimated useful life of one (1) year or longer. Capital Assets include, but are not limited to: land and land rights; buildings, their furnishings, fixtures, and furniture; infrastructure assets, intangible assets equipment, machinery, vehicles, and tools.

Small Attractive Assets – Small Attractive Assets are individual assets that do not meet the definition of a Capital Assets threshold but may be susceptible to theft or misuse. Small Attractive Assets have an estimated useful life of one (1) year or longer, and have a per-unit cost less than \$5,000.

Inventoriable Assets – Capital Assets and Small Attractive Assets that are easily moved or replaced are inventoriable. Capital Assets that are stationary, such as land, buildings, furniture, and fixtures, including mechanical and electrical infrastructure, are not inventoriable assets

Library Reading Materials – Physical materials such as books, DVDs, CDs and other library materials intended for customer use are not considered Capital Assets or Small Attractive Assets for the purposes of this policy.

Implementation

Depreciation

In accordance with the Washington State Budgetary, Accounting and Reporting System (BARS) Manual, all Capital Assets will be expensed in the year of acquisition. There is no calculation or application of depreciation over the useful life of the asset.

Risk Assessment

An annual risk assessment will be completed to determine which assets or asset categories are Small Attractive Assets. A list of Small Attractive Assets will be maintained.

Inventory

The District will maintain a Capital Asset Inventory system(s) that includes records for all inventoriable assets. A physical inventory of all Capital Assets and Small Attractive Assets will be conducted at least every two years.

Protection

The District will establish asset management practices and procedures that protect capital investments, minimize future maintenance and replacement costs, provide reasonable assurance of effective and efficient operations, and facilitate reliable tracking and reporting of assets in compliance with applicable laws and regulations.

Disposition

When it is determined that a Capital Asset or Small Attractive Asset is no longer needed for the purposes of the District, the District will declare that asset to be surplus.

The Board of Trustees (Board) must approve the disposition of Capital Assets with a value exceeding \$50,000, by resolution following a public hearing in accordance with RCW 39.33.020.

Disposition of Capital Assets with a value of less than \$50,000 do not need formal approval by the Board, and they may be declared surplus and disposed of by the responsible manager.

Disposition of Small Attractive Assets do not need formal approval by the Board, and they may be declared surplus and disposed of by the responsible manager.

Once an asset has been declared surplus, the District can remove the asset from inventory and may then sell or dispose of the asset in the most efficient, cost-effective, and commercially reasonable manner.

The District shall immediately notify the State Auditor's Office of any known or suspected loss of assets due to illegal activity in accordance with RCW 43.09.185.

Board members and District employees are prohibited from purchasing or otherwise receiving any Capital Asset or Small Attractive Assets in the disposition of surplus property.

Disposition of Library Reading Materials

Surplus Library Reading Materials with an estimated value in excess of \$1,000 shall be disposed of at a public auction in accordance with RCW 39.33.070(1). Surplus Library Reading Materials with an estimated value of \$1,000 or less shall be sold in accordance with RCW 39.33.070(2).

Surplus Library Reading Materials determined by District employees to have no value will be recycled, if possible, or otherwise discarded.

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

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

FINANCIAL MANAGEMENT POLICY

Background

The purpose of this policy is to define the actions, requirements, limitations and restrictions in the District's management of its finances.

Revisions include updated statutory references, added language for excess property tax levies, and the addition of the Debt Service Fund.

The minimum unassigned fund balance of the General Fund was increased from 15% to 35% of total annual operating expenditures. This increase was made to ensure the District has sufficient cash on hand at year-end to accommodate cash flow for operating expenditures while waiting for the receipt of property taxes without the need to incur debt.

The District's legal counsel reviewed the proposed revisions.

Following are an edited copy of the current policy, with revisions indicated by strikethrough (removal) or underline (addition), as well as a clean copy of the recommended policy.

Recommended Action: Board motion to approve revisions to the Financial Management Policy.

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: FINANCIAL MANAGEMENT

APPROVAL DATE: NOVEMBER 21, 2000

REVISION DATE: ~~April 18, 2023~~ June 18, 2024

-
RELATED POLICY-

Procurement-

-
STATUTORY REFERENCES:

- RCW 27.12.050,
- RCW 27.12.070,
- RCW 27.12.210,
- RCW _____ 43.09.240,

- RCW 84.52.020,
- RCW 84.52.050
- RCW 84.52.052
- RCW 84.52.054
- RCW 84.52.056
- RCW 84.52.070,
- RCW 84.55.120

Purpose:-

The Spokane County Library District (District) Board of Trustees, pursuant to RCW 27.12.210, has exclusive control of its finances and may conduct acts necessary for the orderly and efficient management and control of the District. This policy defines actions, requirements, limitations and restrictions in the District's management of its finances.

General Policy:-

The District will comply with all statutory budget, property tax and financial reporting requirements and due dates established by both Washington State and Spokane County.-

-
The Spokane County Treasurer will serve as the District's treasurer and fiscal agent per RCW 27.12.070. The District will participate in the Spokane County Investment Pool and adopts the Spokane County Investment Policy as its investment policy.-

The District's financial reporting will be in accordance with on a the eCash bBasis and will follow the prescribed Budgeting, Accounting, and Reporting System (BARS) Manual for cash basis entities as prescribed by the Washington State Auditor's Office under the authority of RCW 43.09.-

-
Required Board of Trustees Actions-

-
October of each calendar year, the Board of Trustees conducts:
-

1.) A public hearing on District revenue sources as required by state law ~~—(RCW 84.55.120)—~~

-

November of each calendar year, the Board of Trustees reviews and approves:

-

1.) A resolution adopting a budget for the following year that shall be transmitted to the Clerk of the Board of County Commissioners as required by state law in ample time for Spokane County to make the tax levies for the purposes of the District (RCW 27.12.050, 27.12.210(4), & 84.52.020).—

-

2.) A resolution authorizing property tax levy increases for the following year, in terms of both dollars and percentage, that shall be transmitted to the County Assessor as required by state law (RCW 84.55.120(3)).

-

-

3.) A resolution certifying the estimated property tax levy for the following year, in dollars, that shall be transmitted to the Clerk of the Board of County Commissioners and the County Assessor, as required by state law (RCW 84.52.070).—

-

Upon recommendation by District staff, the Board of Trustees reviews and approves the following if required and/or necessary:—

1.) A resolution adopting an amended budget for the current year, based upon new information or revised estimates of sufficient importance to budget formulation.—

-

2.) A resolution establishing a levy limit factor in excess of the limit factor defined by RCW 84.55.0101 for property taxes that shall be transmitted to the County Assessor only when the inflation factor as defined by RCW 84.55.0101 is less than 1% and the Board finds a substantial need to exceed the property tax limit factor.—

-

Additional resolutions may be needed to address specific circumstances in annual budget formulation. [The Board may also pursue an excess property tax levy as authorized by RCW 84.52.052 to 84.52.056.](#)—

-

Financial Management Requirements-

-

The District's General Operating Fund, [Debt Service Fund](#), and Capital Projects Fund shall be managed as follows:-

-

General Operating Fund – This fund is used to carry out the District's normal operations and maintenance activities. The following are important components of the General Operating Fund:-

-

1. Minimum Unassigned Fund Balance-

The minimum unassigned general operating fund balance should be at least ~~15~~35% of total annual expenditures excluding inter-fund transfers. The unassigned general operating fund balance in excess of the minimum may be used for current-year expenditures or may be transferred to the Capital Projects Fund to meet future needs. Any year-end general operating fund surplus will be considered unassigned.—

-

2. Expenditure Control-

The maximum annual budgetary authorization amount is the "Total Expenses and Transfers Out" in the final adopted District budget. This amount is the District's overall expenditure control and cannot be exceeded without Board of Trustees' approval via resolution.-

Debt Service Fund – This fund is used to account for financial resources that are restricted, committed, or assigned to expenditures for principal, interest, and related costs on debt.

-

Capital Projects Fund –This fund is used to account for financial resources ~~that~~which are restricted, committed, or assigned for the acquisition or construction of capital facilities or other capital assets. The Capital Projects Fund balance has no required minimum.-

-

Cash Deposit Frequency – The District will make cash deposits at least once a week, maintaining appropriate safeguards, via an agreement with the Spokane County Treasurer (RCW 43.09.240).-

-

Electronic Funds Transfers – The District allows the use of electronic funds transfers (EFT) to make payments for expenditures. The following are established to provide effective controls to protect EFT transactions:—

-

1.) Use of bank provided EFT blocks and filters: If available from its financial institutions, The District will establish a block or filter on all District bank accounts. An EFT block on a District account will instruct financial institutions to prohibit any electronic fund transaction to occur for that account. An EFT filter is an instruction to the financial institutions to only allow electronic funds transactions to vendors that have been specifically authorized by the District in advance for the account in question.

2.) Required use of Secure File Transfer Protocol (SFTP) capabilities for payroll electronic direct deposit files: The District will require any financial institution partner and/or recipient of District payroll direct deposit electronic files to use SFTP.-

Budget Limitations and Restrictions – General Operating Fund-

The following are limitations and restrictions on the General Operating Fund:-

-

1.) Employee Compensation-

The budget for all compensation-related items (salaries and employee benefits) will be in accordance with the provisions of the District's Personnel Policy.-

-

2.) Library Materials—

The annual minimum budget for library materials will be not less than 14% of the District's operating revenues from the District's property tax levy plus revenues from contracted cities.-

-

3.) Library Programs—

The annual minimum budget for library programs will be not less than 0.5% of the District's operating revenues from the District's property tax levy plus revenues from contracted cities.

-

4.) Food Purchases-

The District may purchase food and beverages and serve them in connection with District-sponsored activities, events, and meetings. Purchases shall be inexpensive and the effort necessary to purchase, prepare, and present them shall be minimal in nature but commensurate to the consideration or return to the District as a result of such purchase. Purchase of alcoholic beverages with District funds is prohibited.-

-

5.) Incentive Purchases-

The District may purchase incentives such as gift cards and provide them to District customers for participation in District-sponsored programs or activities that encourage the development of literacy skills. Purchases shall be inexpensive and the effort necessary to purchase and provide them shall be minimal in nature. but commensurate to the consideration or return to the District as a result of such purchase.

6.) District-Branded Promotional Items-

The District may purchase District-branded items and distribute them to the public in order to promote District services. Purchases shall be inexpensive and the effort necessary to purchase, prepare, and present them shall be minimal in nature but commensurate to the consideration or return to the District as a result of such purchase.-

-

7.) District-Branded Items for Staff and Volunteers-

The District may purchase clothing and/or other District-branded items and provide them to employees as a provision of employment and/or to volunteers as a provision of volunteer service. Purchases shall be inexpensive and the effort necessary to purchase, prepare, and present them shall be minimal in nature but commensurate to the consideration or return to the District as a result of such purchase.-

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

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

SPOKANE COUNTY LIBRARY DISTRICT
POLICY: FINANCIAL MANAGEMENT
APPROVAL DATE: NOVEMBER 21, 2000
REVISION DATE: June 18, 2024

RELATED POLICY
Procurement

STATUTORY REFERENCES:

- RCW 27.12.050
- RCW 27.12.070
- RCW 27.12.210
- RCW 43.09.240
- RCW 84.52.020
- RCW 84.52.050
- RCW 84.52.052
- RCW 84.52.054
- RCW 84.52.056
- RCW 84.52.070
- RCW 84.55.120

Purpose:

The Spokane County Library District (District) Board of Trustees, pursuant to RCW 27.12.210, has exclusive control of its finances and may conduct acts necessary for the orderly and efficient management and control of the District. This policy defines actions, requirements, limitations and restrictions in the District's management of its finances.

General Policy:

The District will comply with all statutory budget, property tax and financial reporting requirements and due dates established by both Washington State and Spokane County.

The Spokane County Treasurer will serve as the District's treasurer and fiscal agent per RCW 27.12.070. The District will participate in the Spokane County Investment Pool and adopts the Spokane County Investment Policy as its investment policy.

The District's financial reporting will be in accordance with the *Cash Basis Budgeting, Accounting, and Reporting System (BARS)* Manual prescribed by the Washington State Auditor's Office under the authority of RCW 43.09.

Required Board of Trustees Actions

October of each calendar year, the Board of Trustees conducts:

- 1.) A public hearing on District revenue sources as required by state law (RCW 84.55.120)

November of each calendar year, the Board of Trustees reviews and approves:

1.) A resolution adopting a budget for the following year that shall be transmitted to the Clerk of the Board of County Commissioners as required by state law in ample time for Spokane County to make the tax levies for the purposes of the District (RCW 27.12.050, 27.12.210(4), & 84.52.020).

2.) A resolution authorizing property tax levy increases for the following year, in terms of both dollars and percentage, that shall be transmitted to the County Assessor as required by state law (RCW 84.55.120(3)).

3.) A resolution certifying the estimated property tax levy for the following year, in dollars, that shall be transmitted to the Clerk of the Board of County Commissioners and the County Assessor, as required by state law (RCW 84.52.070).

Upon recommendation by District staff, the Board of Trustees reviews and approves the following if required and/or necessary:

1.) A resolution adopting an amended budget for the current year, based upon new information or revised estimates of sufficient importance to budget formulation.

2.) A resolution establishing a levy limit factor in excess of the limit factor defined by RCW 84.55.0101 for property taxes that shall be transmitted to the County Assessor only when the inflation factor as defined by RCW 84.55.0101 is less than 1% and the Board finds a substantial need to exceed the property tax limit factor.

Additional resolutions may be needed to address specific circumstances in annual budget formulation. The Board may also pursue an excess property tax levy as authorized by RCW 84.52.052 to 84.52.056.

Financial Management Requirements

The District's General Operating Fund, Debt Service Fund, and Capital Projects Fund shall be managed as follows:

General Operating Fund – This fund is used to carry out the District's normal operations and maintenance activities. The following are important components of the General Operating Fund:

1. **Minimum Unassigned Fund Balance**

The minimum unassigned general operating fund balance should be at least 35% of total annual expenditures excluding inter-fund transfers. The unassigned general operating fund balance in excess of the minimum may be used for current-year expenditures or may be transferred to the Capital Projects Fund to meet future needs. Any year-end general operating fund surplus will be considered unassigned.

2. **Expenditure Control**

The maximum annual budgetary authorization amount is the "Total Expenses and Transfers Out" in the final adopted District budget. This amount is the District's overall expenditure control and cannot be exceeded without Board of Trustees' approval via resolution.

Debt Service Fund – This fund is used to account for financial resources that are restricted, committed, or assigned to expenditures for principal, interest, and related costs on debt.

Capital Projects Fund –This fund is used to account for financial resources that are restricted, committed, or assigned for the acquisition or construction of capital facilities or other capital assets. The Capital Projects Fund balance has no required minimum.

Cash Deposit Frequency – The District will make cash deposits at least once a week, maintaining appropriate safeguards, via an agreement with the Spokane County Treasurer (RCW 43.09.240).

Electronic Funds Transfers – The District allows the use of electronic funds transfers (EFT) to make payments for expenditures. The following are established to provide effective controls to protect EFT transactions:

1.) Use of bank provided EFT blocks and filters: If available from its financial institutions, The District will establish a block or filter on all District bank accounts. An EFT block on a District account will instruct financial institutions to prohibit any electronic fund transaction to occur for that account. An EFT filter is an instruction to the financial institutions to only allow electronic funds transactions to vendors that have been specifically authorized by the District in advance for the account in question.

2.) Required use of Secure File Transfer Protocol (SFTP) capabilities for payroll electronic direct deposit files: The District will require any financial institution partner and/or recipient of District payroll direct deposit electronic files to use SFTP.

Budget Limitations and Restrictions – General Operating Fund

The following are limitations and restrictions on the General Operating Fund:

1.) Employee Compensation

The budget for all compensation-related items (salaries and employee benefits) will be in accordance with the provisions of the District’s Personnel Policy.

2.) Library Materials

The annual minimum budget for library materials will be not less than 14% of the District’s operating revenues from the District’s property tax levy plus revenues from contracted cities.

3.) Library Programs

The annual minimum budget for library programs will be not less than 0.5% of the District’s operating revenues from the District’s property tax levy plus revenues from contracted cities.

4.) Food Purchases

The District may purchase food and beverages and serve them in connection with District-sponsored activities, events, and meetings. Purchases shall be inexpensive and the effort necessary to purchase, prepare, and present them shall be minimal in nature but commensurate to the consideration or return to the District as a result of such purchase. Purchase of alcoholic beverages with District funds is prohibited.

5.) Incentive Purchases

The District may purchase incentives such as gift cards and provide them to District customers for participation in District-sponsored programs or activities that encourage the development of literacy skills. Purchases shall be inexpensive and the effort necessary to purchase and provide them shall be minimal in nature, but commensurate to the consideration or return to the District as a result of such purchase.

6.) District-Branded Promotional Items

The District may purchase District-branded items and distribute them to the public in order to promote District services. Purchases shall be inexpensive and the effort necessary to purchase, prepare, and present them shall be minimal in nature but commensurate to the consideration or return to the District as a result of such purchase.

7.) District-Branded Items for Staff and Volunteers

The District may purchase clothing and/or other District-branded items and provide them to employees as a provision of employment and/or to volunteers as a provision of volunteer service. Purchases shall be inexpensive and the effort necessary to purchase, prepare, and present them shall be minimal in nature but commensurate to the consideration or return to the District as a result of such purchase.

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

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

PROCUREMENT POLICY UPDATE

Background

The purpose of this policy is to define how the District procures goods and services.

This policy change is to implement changes in state law effective July 1, 2024 regarding the Uniform Small Works Roster. The potential for these revisions was discussed when the policy was updated in February 2024, but the specific changes in state law were unknown then.

Revisions include updated statutory references, changes for the Uniform Small Works Roster provisions in RCW 39.04.152 and .200, allowing the Small Works Roster to be used in other procurement types in addition to Public Works Projects, and adding alternative public works contracting procedures under RCW 39.10 to exceptions to competitive bidding requirements.

The Uniform Small Works Roster provisions in RCW 39.04.152 and .200 provide for the following changes:

- A small works public works roster.
- Changes to contract, insurance, bonding, and retention thresholds.
- Notification requirements to contractors on the District's rosters.
- Publication of Small Works Roster and Purchase Contracts awarded.

The District's legal counsel reviewed the proposed revisions.

The effective date of the revised policy will be July 1, 2024 to coincide with the changes in state law.

Following are an edited copy of the current policy, with revisions indicated by strikethrough (removal) or underline (addition), as well as a clean copy of the recommended policy.

Recommended Action: Board motion to approve revisions to the Procurement Policy, effective July 1, 2024.

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: Procurement

Approval Date: July 15, 1982

Revision Date: ~~February 20~~July 1, 2024

RELATED POLICIES:

Fixed Assets

HR 6: Employee Conduct

STATUTORY REFERENCES:

- RCW 27.12
- RCW 39.04
- RCW 39.10
- RCW 39.12
- RCW 39.24
- RCW 39.26
- RCW 39.30.045
- RCW 39.32
- RCW 39.34
- RCW 39.80
- RCW 43.09.2855
- RCW 60.28
- WAC 296-127-010
- WAC 296-127-023

OTHER REFERENCES:

- Washington State Department of Enterprise Services (DES) Policies: 125-03, 130-00 & 140-00
- Washington State Department of Ecology Environmentally Preferable Purchasing
- Uniform Guidance procurement standards in 2 CFR §200.318-200.327
- Office of Management and Budget Memorandum 18-18, Implementing Statutory Changes to the Micro-Purchase and the Simplified Acquisition Threshold for Financial Assistance

Purpose

When procuring public works or goods and services, Spokane County Library District (District) solicits competition to the fullest possible extent, in accordance with applicable law. The objective of competition is to promote confidence in the integrity and cost-effectiveness of the District's procurements while maximizing economic benefits. Toward this end, the purchasing method for most goods and services shall be based on a triad of cost, quality, and availability, while the purchasing method for public works will be as otherwise required by law.

It is the goal of the District to encourage Small Businesses (RCW 39.26.010(22)), Veterans (RCW 39.26.240), Minority and Women's Business Enterprises (RCW 39.26.245), and inmate work programs (RCW 39.26.250) to be actively involved in the District's purchases. However, the District

shall neither discriminate against, nor give preferential treatment to such businesses. The District recognizes an in-state business procurement preference. (RCW 39.26.260)

General Policy

District policy will be organized by levels of competition in the bidding process and types of procurement.

Types of Procurement

The following are recognized as the primary different types of procurement for the District.

- Public Works
- Personal Services
- Architectural & Engineering Services
- Purchased Goods and Services not made in connection to a public works project
- Electronic Data Processing, Telecommunications Equipment, Software, or Related Services

Other types of procurement for the District may be allowed under the Revised Code of Washington, depending on the circumstances.

Estimating Purchase

Before applying the dollar bidding limits in the following sections, the total cost of each procurement or purchase must be estimated, excluding sales tax. Determining the estimated cost is a crucial first step, since the determination will dictate which procurement or purchasing method is used. Given that making an exact estimate is seldom possible, the person making the estimate should determine the fair and reasonable value of the work to be performed (or the purchase to be made), given the particular conditions that will be faced and the requirements of the proposed project or purchase.

The cost estimate should reflect the amount the District considers fair and reasonable and that it is willing to pay for the work or purchase contemplated. Several approaches can be used to make an estimate, including but not limited to: 1) The District can consider the actual cost of performance, considering the current cost of labor, equipment, and materials. Obviously, use of this approach requires the estimator has a good working knowledge of construction methods, equipment, and market conditions. 2) -The District can determine estimate by using historical data. The estimator reviews recently awarded contracts, making adjustments for the proposed project and the current market conditions. 3) The District can combine historical bid data with actual cost data.

In determining the cost of a public works project, all amounts paid for materials, supplies, equipment, and labor on the construction of that project must be included, excluding sales tax.

Approval Authority for Purchased Goods and Services (Unrelated to Public Works)

Contracts for goods and services less than \$150,000 shall be awarded by the Executive Director or designee. Contracts for goods and services over \$150,000 shall be awarded by the Board of Trustees.

Levels of Competitive Bidding for Public Works Projects

Public Works Projects include Public Works, Public Works Maintenance and Public Building Service Maintenance contracts.

RCW 39.04 defines and governs the laws and regulations for Public Works projects for the District. Prevailing wages per RCW 39.12.020 are required on all Public Works, Public Works Maintenance, and Public Building Service Maintenance contracts of any size.

The District must use Competitive Solicitation bidding for Public Works projects. The following standards are established by the District:

1. Public Works Project estimated to be less than \$5,000

~~If District personnel are not used,~~ Public Works Projects less than \$5,000 ~~are made may be done~~ with approval from the Executive Director or designee. Public Works Projects less than \$5,000 may be procured using a Small Works Roster process as provided in RCW 39.04.152 or otherwise require a Competitive Solicitation process with a minimum of 13-day advertisement for non-emergency purchases. The District may use an electronic bidding and notification system, consistent with the Small Works Roster. Sealed bids may be awarded by the Executive Director or designee. Quotes are recommended but not required. All work requires a contract and insurance certificate on file. No contract is required. A combined Intent & Affidavit Prevailing Wage form must be filled out by the Contractor and submitted to the District. A performance bond and payment bond in the amount of 100% of the contract amount, including sales tax, is not required. Retainage on the contract is not required. A combined Intent & Affidavit Prevailing Wage form must be filled out by the Contractor and submitted to the District.

2. Public Works Project estimated to be more than \$5,000 and up to \$150,000

~~If District personnel are not used,~~ Public Works Projects \$5,000 to \$150,000 are made with approval from the Executive Director or designee. Public Works Projects in excess of \$5,000 to \$150,000 may be procured Three quotes or the using of a Small Works Roster process as provided in RCW 39.04.152 or otherwise require a Competitive Solicitation process with a minimum of 13-day advertisement for non-emergency purchases. The District may use an electronic bidding and notification system, consistent with the Small Works Roster. are required unless three sources for the work are not available. Sealed bids may be awarded by the Executive Director or designee. All work requires a contract and insurance certificate on file. -A performance bond and payment bond in the amount of 100% of the contract amount, including sales tax, is required. -Upon request by the contractor, the ~~Board-District shall may~~ waive the bond and retain 10% of the contract amount for 30 days after the date of final acceptance or the work, or until the receipt of all necessary releases from the Department of Revenue and Department of Labor and Industries, whichever is later. The contractor must file Prevailing Wage Intent and Affidavit reports with Department of Labor and Industries with a copy to the District.

3. Public Works Project estimated to be more than \$150,000 and up to \$350,000

Public Works Projects \$150,000 to \$350,000 are made with approval from the Executive Director's ~~approval~~. Public Works Projects in excess of \$150,000 to \$350,000 may be procured using a Small Works Roster process as provided in RCW 39.04.152 or otherwise require a Request for Bid,

~~Request for Proposal, or Request for Qualifications~~Competitive Solicitation process with a minimum 13-day advertisement for non-emergency purchases. The District may use an electronic bidding and notification system, consistent with the Small Works Roster. Sealed bid awards may be awarded by the Executive Director. -All work requires a contract and insurance certificate on file. -A performance bond and payment bond in the amount of 100% of the contract amount, including sales tax, is required. Unless requested by the Contractor and agreed to by the District, For projects under \$150,000 that require performance and payment bonds, upon request by the contractor the Board-District shall will retain/waive the bond and retain 5/10% of the contract amount for 30 days after the date of final acceptance of the work, or until the receipt of all necessary releases from the Department of Revenue and Department of Labor and Industries, whichever is later. The contractor must file Prevailing Wage Intent and Affidavit reports with Labor and Industries, with a copy to the District.

4. Public Works Project estimated to be more than \$350,000

Public Works Projects of \$350,000 and more require Board approval and a Competitive Solicitation ~~n-advertised Request for Bids, Request for Proposal, or Request for Qualifications~~ with a minimum 13-day advertisement. -The District may use an electronic bidding and notification system, consistent with the Small Works Roster. Sealed bid awards are to be made by the Board. ~~The contractor is required to supply a 5% bid bond.~~ All projects require a contract and insurance certificate on file. The contractor is required to supply a ~~A~~ 5% performance bond ~~is required. The contractor is required to supply and a 5% bid bond.~~ -The District will retain 5% of the contract amount for 30 days after final acceptance of the work, or until the receipt of all necessary releases from the Department of Revenue and Department of Labor and Industries, whichever is later. -The contractor must file Prevailing Wage Intent and Affidavit reports with Labor and Industries, with a copy to the District.

General Levels of Competitive Bidding

The following are general levels of competitive bidding established by the District:

1. Micro-Purchase

Some level of competition is recommended but not mandatory. Inquiries to one to three qualified vendors describing, as applicable, the required goods or services and determining pricing, schedules, and qualifications will suffice. A good faith effort shall be made to secure the best value for the District at the lowest price possible. For purchases under \$10,000.

2. Informal Competition

The District shall prepare a written solicitation including, at a minimum, a description of the required goods or services, the project schedule or delivery date needed, a request for pricing and qualifications, and the due date for replies. Solicitation of three to five qualified vendors is recommended. -If three qualified vendors cannot be reasonably identified, the District will document in writing its informal competition process procurement and, if applicable, specifically explain why three qualified vendors were not reasonably identified. For purchases from \$10,000 to \$250,000.

3. Competitive Solicitation

The District will prepare a formal solicitation such as a Request for Proposal (RFP), [Request for Qualifications \(RFQ\)](#) or Invitation for Bid (IFB), which will describe all project requirements in order for vendors to understand the District's needs and how responses will be evaluated. The RFP, [RFQ](#) or IFB will be published via appropriate legal notice. -Responses will be submitted via sealed bids and opened in accordance with the terms of the formal solicitation. -The result will be [used](#) to determine the lowest, responsive, and responsible bidder. For purchases above \$250,000.

Personal Services

Personal services involve technical services and expertise provided by a consultant to accomplish a specific study, project, task, or other work. These activities and services are mostly intellectual in nature. [The District may use the Small Works Roster process to solicit personal services. The District may use an electronic bidding and notification system, consistent with the Small Works Roster.](#)

Except for architectural and engineering services, library districts have no statutory restrictions on contracting for personal services; alternatively, they have flexibility in setting their own policies and limits. -The following are the limits established by the District for procurement of personal services: general levels of competitive bidding.

Architectural and Engineering Services

Architectural and engineering services, although a type of personal service, have their own requirements established in RCW 39.80. -All local governments, including library districts, must follow RCW 39.80 for procuring architectural and engineering (A/E) services. The following are the limits established by the District for procurement of architectural and engineering services: Competitive Solicitation. [The District may use the Small Works Roster process to solicit architectural and engineering services. The District may use an electronic bidding and notification system, consistent with the Small Works Roster.](#)

Purchased Goods and Services

Purchased goods and services, not in connection to a public works project, are those provided by vendors for routine, necessary, and continuing functions of the District. -They are usually repetitive, routine, or mechanical in nature, often supporting the day-to-day operations of the District. -State law does not place any limits or requirements on the procurement of purchased goods and services not otherwise connected to a public works project. The following are the limits established by the District for procurement of purchased goods and services: general levels of competitive bidding. [The District may use the Small Works Roster process to solicit purchased goods and services. The District may use an electronic bidding and notification system, consistent with the Small Works Roster.](#)

Electronic Data Processing, Telecommunications Equipment, Software, or Related Services

Purchases of goods and services in connection with electronic data processing, telecommunications equipment, software or related services will be purchased through Competitive Solicitation. [The District may use the Small Works Roster process to solicit goods and services in connection with electronic data processing, telecommunications equipment, software](#)

or related services. The District may use an electronic bidding and notification system, consistent with the Small Works Roster. (RCW 39.04.270)

Exceptions to Competitive Bidding Requirements

The following is a non-exclusive list of District-deemed Sole Source goods and services allowed to be exceptions from competitive bidding requirements.

- Purchases from Master Contracts, Cooperative Purchasing Agreements, Intergovernmental Agreements.
- Exceptions to the Competitive Solicitation requirements listed in RCW 39.04.280 (Public Works), RCW 39.26.100 (Goods and Services), 39.26.125 (Competitive Solicitation), RCW 39.26.130 (Emergency Solicitation), RCW 39.26.140 (Sole Source Contracts), and RCW 39.30.045 (Auctions).
- Original equipment manufacturer (OEM) maintenance service contracts and parts when procured directly from the OEM, or from the sole OEM designated reseller. This exemption does not apply if there is more than one OEM designated reseller.
- Software maintenance or support services when procured from the proprietary owner of the software (Owner), or from the Owner-designated maintenance and support service provider. This exemption does not apply if there is more than one Owner-designated maintenance and support service provider.
- Additional software licenses for solutions that were acquired through a competitive process, provided the licenses are equivalent in scope to the licenses that were included in the original purchase. Software license renewals are not exempt.
- Contracts where the vendor is specifically required by a grant or legislation.
- Contracts for medical services or made by medical professionals.
- Postal and postal services when not using consolidated mail.
- Utilities such as garbage, heat, sewer, cable television, electricity, water, fire protection and recycling services.
- Professional development obtained from a third party, such as conferences, seminars, professional licenses, professional organization memberships, and professional publications.
- Replacement or repair of rental equipment when required by the rental agreement.
- Contracts with instate nonprofit agency for the blind under RCW 19.06.020.
- Mass media services (e.g., newspapers, journals, television, radio, billboards, or social media) only when no comparable competition exists for reaching the target audience with the intended media type.
- Used goods to include equipment, vehicles and furniture only when the same or similar articles are not available from more than one source.
- Educational and Certification Testing services when the entity providing the services is the only recognized authority.
- Special facilities or market conditions.
- Insurance or bonds.
- Leases of real property.
- Alternative public works contracting procedures under RCW 39.10.

Competitive bidding requirements may also be waived pursuant to DES policies 125-03 (Direct Buy Purchases), 130-00 (Emergency Purchases of Goods and Services) and 140-00 (Sole Source Contracts).

If a purchase is made based on an exemption, the District shall document in writing the factual basis for the exemption.

Credit Cards

As permitted by RCW 43.09.2855, the District may contract to establish a credit card account. ~~All~~ credit card invoices should be paid in their entirety on a monthly basis to avoid incurring finance charges.

Grants and Funding Source Requirements

For all grants, either federal, state, or privately funded, the District shall ensure that the related purchase activity will be in accordance with the applicable rules, regulations, and any other terms and conditions contained within the grant award.

If the District receives any funding, with differing or more stringent procurement or purchasing requirements than those set forth in this policy, which may include but are not limited to federal funding, state funding related to federal funds, and grants, then the more stringent procurement or purchasing requirements shall apply.

Environmentally Preferable Purchasing (EPP) Activities

A number of laws and executive orders require Washington state agencies to increase environmentally preferred purchasing (EPP). While the District is not required to follow the mandates of the state's EPP programs, the District's intent is to follow the program whenever economically feasible. ~~Accordingly,~~ strong consideration will be made in the selection of EPP compliant goods, even though an item's price may not be lower than a similar, non-compliant item.

Definitions:

Bid Limits – Dollar amounts below which competitive bids or the Small Works Roster process are not required for the purchase of equipment, supplies or materials or for ~~P~~ublic ~~W~~orks ~~P~~rojects.

Competitive Solicitation – A documented formal process providing an equal and open opportunity to bidders and culminating in a selection based on predetermined criteria. (RCW 39.26.010(6))

Convenience Contract – A contract for specific goods or services, or both, that is solicited and established in accordance with procurement laws and rules for use by ~~a specific agency or a~~ specified group of agencies as needed from time to time. (RCW 39.26.070)

Cooperative Purchasing Agreement – An agreement for the procurement of any goods or services with one or more states, state agencies, local governments, local government agencies, federal agencies, or tribes, in accordance with an agreement entered into between the participants. The cooperative purchasing may include, but is not limited to, joint or multiparty contracts between

the entities, and Master Contracts or Convenience Contracts that are made available to other public agencies. Cooperative Purchasing Agreements must be through contracts awarded through a Competitive Solicitation process. (RCW 39.26.060 In-state agreements; RCW 39.34.030 interstate agreements)

Emergency Purchases – The unforeseen circumstances beyond the control of District that either: (a) present a real, immediate, and extreme threat to a proper performance of essential functions; or (b) may reasonably be expected to result in material loss or damage to property, bodily injury, or loss of life, if immediate action is not taken. (RCW 39.26.130)

Goods – Products, materials, supplies, or equipment provided by a contractor. (RCW 39.26.010(12))

Intergovernmental Agreements – A contract with any one or more other public agencies to perform any governmental service, activity, or undertaking which each public agency entering into the contract is authorized by law to perform. (RCW 39.34.080) This also includes the United States government (RCW 39.32.070 to 39.32.090). (RCW 39.26.125(10))

In-state Business – A business that has its principal office located in Washington. (RCW 39.26.010(13))

Master Contract - A contract for specific goods or services, or both, that is solicited and established by DES in accordance with procurement laws and rules on behalf of and for general use by agencies as specified by DES. (RCW 39.26.010(15))

Micro-Purchase – A purchase under \$10,000. May be awarded without soliciting competitive price or rate quotations if the non-Federal entity considers the price to be reasonable based on research, experience, purchase history or other information and documents its files accordingly. Purchase cards can be used for Micro-Purchases if procedures are documented and approved by the non-Federal entity. (2 CFR 200.320(a)(1)(ii))

Ordinary Maintenance – Maintenance work performance by the regular employees of the state or any county, municipality, or political subdivision created by its laws. (WAC 296-127-010(7)(b)(ii))

Public Building Service Maintenance Contracts – Janitorial service contractors and cover only work performed by janitors, waxers, shampooers, and window cleaners. (WAC 296-127-023)

Public Works – All work, construction, alteration, repair, or improvement other than Ordinary Maintenance, executed at the cost of the state or of any municipality, or which is by law a lien or charge on any property therein. All Public Works, including maintenance when performed by contract, shall comply with chapter RCW 39.12. (RCW 39.04.010(4))

Public Works Maintenance – Keeping existing facilities in good usable, operational condition. (WAC 296-127-010(7)(a)(iv))

Purchase – The acquisition of goods or services, including the leasing or renting of goods. (RCW 39.26.010(20))

Quote – A process through which verbal, written or electronic quotations are solicited from suppliers and vendors for equipment, supply and material contracts with total estimated costs below the bid limits following notification as established by local agency policies, if any, and in which price is the primary basis for consideration and contract award.

Services – Labor, work, analysis, or similar activities provided by a contractor to accomplish a specific scope of work. (RCW 39.26.010(21))

Small Business – An In-state Business, including a sole proprietorship, corporation, partnership, or other legal entity, that: (a) Certifies, under penalty of perjury, that it is owned and operated independently from all other businesses and has either: (i) Fifty or fewer employees; or (ii) A gross revenue of less than ~~\$7,000,000~~~~seven million dollars~~ annually as reported on its federal income tax return or its return filed with the department of revenue over the previous three consecutive years; or (b) Is certified with the office of women and minority business enterprises under chapter 39.19 RCW. (RCW 39.26.010(22))

Small Works Roster – A small works, consultant, and vendor roster service of the Municipal Research and Services Center (MRSC). The District may utilize rosters for the bidding and notice requirements for all procurement methods where allowed by RCW or policy~~Public Works Contracts~~.

Sole Source – A contractor providing goods or services of such a unique nature or sole availability ~~at the location required~~ that the contractor is clearly and justifiably the only practicable source to provide the goods or service. (RCW 39.26.010(23))

The Executive Director will establish administrative procedures necessary to implement this policy. In accordance with the administrative procedures, any appeal of an administrative action under this policy will first be made in writing to the Executive Director.

Any subsequent appeal of Executive Director action and/or decision will be made in writing to the Board of Trustees.

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

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: Procurement

Approval Date: July 15, 1982

Revision Date: July 1, 2024

RELATED POLICIES:

Fixed Assets

HR 6: Employee Conduct

STATUTORY REFERENCES:

- RCW 27.12
- RCW 39.04
- RCW 39.10
- RCW 39.12
- RCW 39.24
- RCW 39.26
- RCW 39.30.045
- RCW 39.32
- RCW 39.34
- RCW 39.80
- RCW 43.09.2855
- RCW 60.28
- WAC 296-127-010
- WAC 296-127-023

OTHER REFERENCES:

- Washington State Department of Enterprise Services (DES) Policies: 125-03, 130-00 & 140-00
- Washington State Department of Ecology Environmentally Preferable Purchasing
- Uniform Guidance procurement standards in 2 CFR §200.318-200.327
- Office of Management and Budget Memorandum 18-18, Implementing Statutory Changes to the Micro-Purchase and the Simplified Acquisition Threshold for Financial Assistance

Purpose

When procuring public works or goods and services, Spokane County Library District (District) solicits competition to the fullest possible extent, in accordance with applicable law. The objective of competition is to promote confidence in the integrity and cost-effectiveness of the District's procurements while maximizing economic benefits. Toward this end, the purchasing method for most goods and services shall be based on a triad of cost, quality, and availability, while the purchasing method for public works will be as otherwise required by law.

It is the goal of the District to encourage Small Businesses (RCW 39.26.010(22)), Veterans (RCW 39.26.240), Minority and Women's Business Enterprises (RCW 39.26.245), and inmate work programs (RCW 39.26.250) to be actively involved in the District's purchases. However, the District

shall neither discriminate against, nor give preferential treatment to such businesses. The District recognizes an in-state business procurement preference. (RCW 39.26.260)

General Policy

District policy will be organized by levels of competition in the bidding process and types of procurement.

Types of Procurement

The following are recognized as the primary different types of procurement for the District.

- Public Works
- Personal Services
- Architectural & Engineering Services
- Purchased Goods and Services not made in connection to a public works project
- Electronic Data Processing, Telecommunications Equipment, Software, or Related Services

Other types of procurement for the District may be allowed under the Revised Code of Washington, depending on the circumstances.

Estimating Purchase

Before applying the dollar bidding limits in the following sections, the total cost of each procurement or purchase must be estimated, excluding sales tax. Determining the estimated cost is a crucial first step, since the determination will dictate which procurement or purchasing method is used. Given that making an exact estimate is seldom possible, the person making the estimate should determine the fair and reasonable value of the work to be performed (or the purchase to be made), given the particular conditions that will be faced and the requirements of the proposed project or purchase.

The cost estimate should reflect the amount the District considers fair and reasonable and that it is willing to pay for the work or purchase contemplated. Several approaches can be used to make an estimate, including but not limited to: 1) The District can consider the actual cost of performance, considering the current cost of labor, equipment, and materials. Obviously, use of this approach requires the estimator has a good working knowledge of construction methods, equipment, and market conditions. 2) The District can determine estimate by using historical data. The estimator reviews recently awarded contracts, making adjustments for the proposed project and the current market conditions. 3) The District can combine historical bid data with actual cost data.

In determining the cost of a public works project, all amounts paid for materials, supplies, equipment, and labor on the construction of that project must be included, excluding sales tax.

Approval Authority for Purchased Goods and Services (Unrelated to Public Works)

Contracts for goods and services less than \$150,000 shall be awarded by the Executive Director or designee. Contracts for goods and services over \$150,000 shall be awarded by the Board of Trustees.

Levels of Competitive Bidding for Public Works Projects

Public Works Projects include Public Works, Public Works Maintenance and Public Building Service Maintenance contracts.

RCW 39.04 defines and governs the laws and regulations for Public Works projects for the District. Prevailing wages per RCW 39.12.020 are required on all Public Works, Public Works Maintenance, and Public Building Service Maintenance contracts of any size.

The District must use Competitive Solicitation for Public Works projects. The following standards are established by the District:

1. Public Works Project estimated to be less than \$5,000

Public Works Projects less than \$5,000 are made with approval from the Executive Director or designee. Public Works Projects less than \$5,000 may be procured using a Small Works Roster process as provided in RCW 39.04.152 or otherwise require a Competitive Solicitation process with a minimum of 13-day advertisement for non-emergency purchases. The District may use an electronic bidding and notification system, consistent with the Small Works Roster. Sealed bids may be awarded by the Executive Director or designee. All work requires a contract and insurance certificate on file. A performance bond and payment bond in the amount of 100% of the contract amount, including sales tax, is not required. Retainage on the contract is not required. A combined Intent & Affidavit Prevailing Wage form must be filled out by the contractor and submitted to the District.

2. Public Works Project estimated to be more than \$5,000 and up to \$150,000

Public Works Projects \$5,000 to \$150,000 are made with approval from the Executive Director or designee. Public Works Projects in excess of \$5,000 to \$150,000 may be procured using a Small Works Roster process as provided in RCW 39.04.152 or otherwise require a Competitive Solicitation process with a minimum of 13-day advertisement for non-emergency purchases. The District may use an electronic bidding and notification system, consistent with the Small Works Roster. Sealed bids may be awarded by the Executive Director or designee. All work requires a contract and insurance certificate on file. A performance bond and payment bond in the amount of 100% of the contract amount, including sales tax, is required. Upon request by the contractor, the District may waive the bond and retain 10% of the contract amount for 30 days after the date of final acceptance or the work, or until the receipt of all necessary releases from the Department of Revenue and Department of Labor and Industries, whichever is later. The contractor must file Prevailing Wage Intent and Affidavit reports with Department of Labor and Industries with a copy to the District.

3. Public Works Project estimated to be more than \$150,000 and up to \$350,000

Public Works Projects \$150,000 to \$350,000 are made with approval from the Executive Director. Public Works Projects in excess of \$150,000 to \$350,000 may be procured using a Small Works Roster process as provided in RCW 39.04.152 or otherwise require a Competitive Solicitation process with a minimum 13-day advertisement for non-emergency purchases. The District may use an electronic bidding and notification system, consistent with the Small Works Roster. Sealed bid awards may be awarded by the Executive Director. All work requires a contract and insurance

certificate on file. A performance bond and payment bond in the amount of 100% of the contract amount, including sales tax, is required. Unless requested by the Contractor and agreed to by the District, the District will retain 5% of the contract amount for 30 days after the date of final acceptance of the work, or until the receipt of all necessary releases from the Department of Revenue and Department of Labor and Industries, whichever is later. The contractor must file Prevailing Wage Intent and Affidavit reports with Labor and Industries, with a copy to the District.

4. Public Works Project estimated to be more than \$350,000

Public Works Projects of \$350,000 and more require Board approval and a Competitive Solicitation with a minimum 13-day advertisement. The District may use an electronic bidding and notification system, consistent with the Small Works Roster. Sealed bid awards are to be made by the Board. All projects require a contract and insurance certificate on file. The contractor is required to supply a 5% performance bond and a 5% bid bond. The District will retain 5% of the contract amount for 30 days after final acceptance of the work, or until the receipt of all necessary releases from the Department of Revenue and Department of Labor and Industries, whichever is later. The contractor must file Prevailing Wage Intent and Affidavit reports with Labor and Industries, with a copy to the District.

General Levels of Competitive Bidding

The following are general levels of competitive bidding established by the District:

4. Micro-Purchase

Some level of competition is recommended but not mandatory. Inquiries to one to three qualified vendors describing, as applicable, the required goods or services and determining pricing, schedules, and qualifications will suffice. A good faith effort shall be made to secure the best value for the District at the lowest price possible. For purchases under \$10,000.

5. Informal Competition

The District shall prepare a written solicitation including, at a minimum, a description of the required goods or services, the project schedule or delivery date needed, a request for pricing and qualifications, and the due date for replies. Solicitation of three to five qualified vendors is recommended. If three qualified vendors cannot be reasonably identified, the District will document in writing its informal competition process procurement and, if applicable, specifically explain why three qualified vendors were not reasonably identified. For purchases from \$10,000 to \$250,000.

6. Competitive Solicitation

The District will prepare a formal solicitation such as a Request for Proposal (RFP), Request for Qualifications (RFQ) or Invitation for Bid (IFB), which will describe all project requirements in order for vendors to understand the District's needs and how responses will be evaluated. The RFP, RFQ or IFB will be published via appropriate legal notice. Responses will be submitted via sealed bids and opened in accordance with the terms of the formal solicitation. The result will be used to determine the lowest, responsive, and responsible bidder. For purchases above \$250,000.

Personal Services

Personal services involve technical services and expertise provided by a consultant to accomplish a specific study, project, task, or other work. These activities and services are mostly intellectual in nature. The District may use the Small Works Roster process to solicit personal services. The District may use an electronic bidding and notification system, consistent with the Small Works Roster.

Except for architectural and engineering services, library districts have no statutory restrictions on contracting for personal services; alternatively, they have flexibility in setting their own policies and limits. The following are the limits established by the District for procurement of personal services: general levels of competitive bidding.

Architectural and Engineering Services

Architectural and engineering services, although a type of personal service, have their own requirements established in RCW 39.80. All local governments, including library districts, must follow RCW 39.80 for procuring architectural and engineering (A/E) services. The following are the limits established by the District for procurement of architectural and engineering services: Competitive Solicitation. The District may use the Small Works Roster process to solicit architectural and engineering services. The District may use an electronic bidding and notification system, consistent with the Small Works Roster.

Purchased Goods and Services

Purchased goods and services, not in connection to a public works project, are those provided by vendors for routine, necessary, and continuing functions of the District. They are usually repetitive, routine, or mechanical in nature, often supporting the day-to-day operations of the District. State law does not place any limits or requirements on the procurement of purchased goods and services not otherwise connected to a public works project. The following are the limits established by the District for procurement of purchased goods and services: general levels of competitive bidding. The District may use the Small Works Roster process to solicit purchased goods and services. The District may use an electronic bidding and notification system, consistent with the Small Works Roster.

Electronic Data Processing, Telecommunications Equipment, Software, or Related Services

Purchases of goods and services in connection with electronic data processing, telecommunications equipment, software or related services will be purchased through Competitive Solicitation. The District may use the Small Works Roster process to solicit goods and services in connection with electronic data processing, telecommunications equipment, software or related services. The District may use an electronic bidding and notification system, consistent with the Small Works Roster. (RCW 39.04.270)

Exceptions to Competitive Bidding Requirements

The following is a non-exclusive list of District-deemed Sole Source goods and services allowed to be exceptions from competitive bidding requirements.

- Purchases from Master Contracts, Cooperative Purchasing Agreements, Intergovernmental Agreements.

- Exceptions to the Competitive Solicitation requirements listed in RCW 39.04.280 (Public Works), RCW 39.26.100 (Goods and Services), 39.26.125 (Competitive Solicitation), RCW 39.26.130 (Emergency Solicitation), RCW 39.26.140 (Sole Source Contracts), and RCW 39.30.045 (Auctions).
- Original equipment manufacturer (OEM) maintenance service contracts and parts when procured directly from the OEM, or from the sole OEM designated reseller. This exemption does not apply if there is more than one OEM designated reseller.
- Software maintenance or support services when procured from the proprietary owner of the software (Owner), or from the Owner-designated maintenance and support service provider. This exemption does not apply if there is more than one Owner-designated maintenance and support service provider.
- Additional software licenses for solutions that were acquired through a competitive process, provided the licenses are equivalent in scope to the licenses that were included in the original purchase. Software license renewals are not exempt.
- Contracts where the vendor is specifically required by a grant or legislation.
- Contracts for medical services or made by medical professionals.
- Postal and postal services when not using consolidated mail.
- Utilities such as garbage, heat, sewer, cable television, electricity, water, fire protection and recycling services.
- Professional development obtained from a third party, such as conferences, seminars, professional licenses, professional organization memberships, and professional publications.
- Replacement or repair of rental equipment when required by the rental agreement.
- Contracts with instate nonprofit agency for the blind under RCW 19.06.020.
- Mass media services (e.g., newspapers, journals, television, radio, billboards, or social media) only when no comparable competition exists for reaching the target audience with the intended media type.
- Used goods to include equipment, vehicles and furniture only when the same or similar articles are not available from more than one source.
- Educational and Certification Testing services when the entity providing the services is the only recognized authority.
- Special facilities or market conditions.
- Insurance or bonds.
- Leases of real property.

- Alternative public works contracting procedures under RCW 39.10.

Competitive bidding requirements may also be waived pursuant to DES policies 125-03 (Direct Buy Purchases), 130-00 (Emergency Purchases of Goods and Services) and 140-00 (Sole Source Contracts).

If a purchase is made based on an exemption, the District shall document in writing the factual basis for the exemption.

Credit Cards

As permitted by RCW 43.09.2855, the District may contract to establish a credit card account. All credit card invoices should be paid in their entirety on a monthly basis to avoid incurring finance charges.

Grants and Funding Source Requirements

For all grants, either federal, state, or privately funded, the District shall ensure that the related purchase activity will be in accordance with the applicable rules, regulations, and any other terms and conditions contained within the grant award.

If the District receives any funding, with differing or more stringent procurement or purchasing requirements than those set forth in this policy, which may include but are not limited to federal funding, state funding related to federal funds, and grants, then the more stringent procurement or purchasing requirements shall apply.

Environmentally Preferable Purchasing (EPP) Activities

A number of laws and executive orders require Washington state agencies to increase environmentally preferred purchasing (EPP). While the District is not required to follow the mandates of the state's EPP programs, the District's intent is to follow the program whenever economically feasible. Accordingly, strong consideration will be made in the selection of EPP compliant goods, even though an item's price may not be lower than a similar, non-compliant item.

Definitions:

Bid Limits – Dollar amounts below which competitive bids or the Small Works Roster process are not required for the purchase of equipment, supplies or materials or for Public Works Projects.

Competitive Solicitation – A documented formal process providing an equal and open opportunity to bidders and culminating in a selection based on predetermined criteria. (RCW 39.26.010(6))

Convenience Contract – A contract for specific goods or services, or both, that is solicited and established in accordance with procurement laws and rules for use by a specified group of agencies as needed from time to time. (RCW 39.26.070)

Cooperative Purchasing Agreement – An agreement for the procurement of any goods or services with one or more states, state agencies, local governments, local government agencies, federal

agencies, or tribes, in accordance with an agreement entered into between the participants. The cooperative purchasing may include, but is not limited to, joint or multiparty contracts between the entities, and Master Contracts or Convenience Contracts that are made available to other public agencies. Cooperative Purchasing Agreements must be through contracts awarded through a Competitive Solicitation process. (RCW 39.26.060 In-state agreements; RCW 39.34.030 interstate agreements)

Emergency Purchases – The unforeseen circumstances beyond the control of District that either: (a) present a real, immediate, and extreme threat to a proper performance of essential functions; or (b) may reasonably be expected to result in material loss or damage to property, bodily injury, or loss of life, if immediate action is not taken. (RCW 39.26.130)

Goods – Products, materials, supplies, or equipment provided by a contractor. (RCW 39.26.010(12))

Intergovernmental Agreements – A contract with any one or more other public agencies to perform any governmental service, activity, or undertaking which each public agency entering into the contract is authorized by law to perform. (RCW 39.34.080) This also includes the United States government (RCW 39.32.070 to 39.32.090). (RCW 39.26.125(10))

In-state Business – A business that has its principal office located in Washington. (RCW 39.26.010(13))

Master Contract - A contract for specific goods or services, or both, that is solicited and established by DES in accordance with procurement laws and rules on behalf of and for general use by agencies as specified by DES. (RCW 39.26.010(15))

Micro-Purchase – A purchase under \$10,000. May be awarded without soliciting competitive price or rate quotations if the non-Federal entity considers the price to be reasonable based on research, experience, purchase history or other information and documents its files accordingly. Purchase cards can be used for Micro-Purchases if procedures are documented and approved by the non-Federal entity. (2 CFR 200.320(a)(1)(ii))

Ordinary Maintenance – Maintenance work performance by the regular employees of the state or any county, municipality, or political subdivision created by its laws. (WAC 296-127-010(7)(b)(ii))

Public Building Service Maintenance Contracts – Janitorial service contractors and cover only work performed by janitors, waxers, shampoers, and window cleaners. (WAC 296-127-023)

Public Works – All work, construction, alteration, repair, or improvement other than Ordinary Maintenance, executed at the cost of the state or of any municipality, or which is by law a lien or charge on any property therein. All Public Works, including maintenance when performed by contract, shall comply with chapter RCW 39.12. (RCW 39.04.010(4))

Public Works Maintenance – Keeping existing facilities in good usable, operational condition. (WAC 296-127-010(7)(a)(iv))

Purchase – The acquisition of goods or services, including the leasing or renting of goods. (RCW 39.26.010(20))

Quote – A process through which verbal, written or electronic quotations are solicited from suppliers and vendors for equipment, supply and material contracts with total estimated costs below the bid limits following notification as established by local agency policies, if any, and in which price is the primary basis for consideration and contract award.

Services – Labor, work, analysis, or similar activities provided by a contractor to accomplish a specific scope of work. (RCW 39.26.010(21))

Small Business – An In-state Business, including a sole proprietorship, corporation, partnership, or other legal entity, that: (a) Certifies, under penalty of perjury, that it is owned and operated independently from all other businesses and has either: (i) Fifty or fewer employees; or (ii) A gross revenue of less than \$7,000,000 annually as reported on its federal income tax return or its return filed with the department of revenue over the previous three consecutive years; or (b) Is certified with the office of women and minority business enterprises under chapter 39.19 RCW. (RCW 39.26.010(22))

Small Works Roster – A small works, consultant, and vendor roster service of the Municipal Research and Services Center (MRSC). The District may utilize rosters for the bidding and notice requirements for all procurement methods where allowed by RCW or policy.

Sole Source – A contractor providing goods or services of such a unique nature or sole availability that the contractor is clearly and justifiably the only practicable source to provide the goods or service. (RCW 39.26.010(23))

The Executive Director will establish administrative procedures necessary to implement this policy. In accordance with the administrative procedures, any appeal of an administrative action under this policy will first be made in writing to the Executive Director.

Any subsequent appeal of Executive Director action and/or decision will be made in writing to the Board of Trustees.

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

SOCIAL MEDIA POLICY

Background

The purpose of the Social Media policy is to provide guidelines for the use of social media as an important enhancement to communication, collaboration, and information exchange among District staff, library customers, and the public at large.

Key Revisions are as follows:

- New purpose statement and redeployment of previous purpose statement as a general policy statement.
- Expansion of the definition of “social media.”
- Updates to the comment moderation section.

Other revisions were made for general clarity or updating purposes.

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

Communication & Development Director Jane Baker and Executive Director Patrick Roewe will be available to answer any questions on the proposed policy.

Following is an edited copy of the current policy, with revisions indicated by strikethrough (removal) or underline (addition), as well as a clean copy of the recommended policy.

Recommended Action: Board motion to approve revisions to the Social Media policy.

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: SOCIAL MEDIA

APPROVAL DATE: November 20, 2012

REVISION DATE: ~~May 17, 2022~~ June 18, 2024

RELATED ~~POLICY~~ POLICIES:

Access to Library Services

Confidentiality of Library Records

Code of Conduct

Facility Use for Political Purposes

STATUTORY REFERENCE:

RCW 42.52.180

-

RELATED STATEMENT:

Privacy Notice (Website)

Purpose:

Defines the terms of use for social media platforms managed by the Spokane County Library District (District) in order to facilitate a welcoming and inviting online space for District residents to find and share District-related information.

~~Spokane County Library District (District) endorses the use of carefully chosen social media tools as an important enhancement to communication, collaboration, and information exchange among District staff, library customers, and the public. Social media use by libraries can provide streamlined, cost-effective marketing and outreach, deliver online programming, foster a sense of community between the library and its customers, and present interesting, relevant content to various audiences, just as in other library curatorial efforts.~~

Definition:

Social media includes all means of communicating or posting information or content of any sort via digital application or on the Internet, including any social network, blog, podcast, journal or diary, personal website, web bulletin board or a chat room, whether or not associated or affiliated with the District, as well as any other form of electronic communication. The most common forms of social media include, but are not limited to, Facebook, X (formally Twitter), Instagram, TikTok, Pinterest, YouTube, LinkedIn, Google, SnapChat, Twitch, Discord, and Reddit. ~~at the District is defined as any web application, site, or account that facilitates the sharing of ideas, opinions, and information about library-related subjects and issues, including the District website.~~

This policy applies to all persons, whether public or District employee. Those who repeatedly violate these terms may be barred from further postings.

POLICY:

Spokane County Library District (District) endorses the use of carefully chosen social media tools as an important enhancement to the communication, collaboration, and information exchange among District employees, customers, and the public. Social media use by the District can provide

streamlined, cost-effective marketing and customer service, deliver online programming, foster a sense of community between the District and its customers, and present interesting, relevant content to various audiences, just as in other District curatorial efforts.

~~Social media tools employed by the District are selected to enhance or provide a cost-effective means to deliver such library services, programs, and functions as:~~

Social media tools employed by the District are selected to enhance the District's mission and present related content such as:

- A curated online space where customers will find and share useful, interesting, entertaining, and relevant library-related information.
- Community outreach, marketing, and publicity.
- Education of the community in the use of library resources.
- Readers' advisory services.
- Information and reference services.
- Book discussion groups.
- Education readiness activities for pre-school children.
- Reading incentive programs for all ages.
- Cultural and educational programming.
- Advertisement of volunteer and employment opportunities available at the District.
- ~~Additional library-related uses that may be explored or expanded upon as deemed reasonable by District administration.~~
- ~~A welcoming and inviting online space where library users will find and share useful, interesting, entertaining, and relevant information.~~
- Support and interaction with community partners and events.

Additional library-related uses that may be explored or expanded upon as deemed reasonable by District administration.

Public Terms of Use:

~~Spokane County Library District has no affiliation with any advertisements or other material posted by third-party sites or software. District social media sites are for individuals and other organizations to discuss things topics related to libraries, the District, and our community.~~

This policy applies to all persons, whether members of the public or District employee. Those who repeatedly violate these terms may be barred from further postings on District-managed platforms.

Comments are moderated by the District and the District reserves the right to not post or to remove comments that are unlawful or violate the terms of this policy as determined in its sole discretion.

By choosing to comment on District social media sites, including the District website, users agree that posts may be removed for reasons which include, but are not limited to:

-

~~Comments are moderated by District staff, and the District reserves the right to not post or to remove comments that are unlawful or off topic as determined in its sole discretion, including, but not limited to:~~

- Plagiarized material-
- ~~Off-topic comments.~~ Comments unrelated to the District or District's mission
- Commercial material, spam, and solicitations-
- Duplicate posts from the same individual-
- Impersonation of another person or posting of someone's private information or any content that reveals private information without permission.
- Profanity and
- ~~political statements.~~ Use in violation of RCW 42.52.180, as amended
- Any efforts to intimidate, harass, personally attack, or defraud another-
- ~~Any disruptive or excessive postings.~~
- Posting meant to further illegal activity-
- Sexual content or links to sexual content~~tt.~~
- Statements that ridicule, malign, disparage, or otherwise express bias against any status identified in the District's Access to Library Services policy, or otherwise protected by applicable law-
- ~~Content that reveals private, personal information without permission.~~
- Posts that violate brand trademarks or copyrights-
- Information that may compromise the safety or security of the public and/or District ~~staff~~employees.
- ~~Images, e~~Executable programs, or files any non-textual content.
- Information or photos about member interactions without their permission-
- Disclosure of confidential, legal, or private information held by the District, including that which pertains to District ~~staff~~employees or customers-
- Any contests or promotions directed toward customers or District ~~staff~~employees that are not approved by the Communication & Development Director or designee-
- Content that violates applicable law-
- Information that may tend to compromise the safety or security of the public or public systems-

~~Persons, whether public or District staff, who repeatedly violate these terms may be barred from further postings.~~

All comments are potential public records, and as such, may be subject to Washington State public records laws and records retention schedules.

Staff Additional Terms of Use for District employees:

District ~~staff~~employees are encouraged to share District events, services, and community information on their personal social accounts under the following conditions:

- Refrain from identifying themselves as a spokesperson or representing the District and/or the District's views, unless they are authorized to do so-
- Preface their opinions about libraries, the District, or work duties with a disclaimer stating their views do not necessarily represent the District's.
- Avoid using any logos, trademarks, or copyrighted materials without permission.

- Avoid sharing any proprietary or confidential information about the District, its customers, prospects, partners, or suppliers.
- Refrain from posting anything threatening, harassing, bullying, or defamatory, or that could contribute to a hostile work environment, by disparaging others based on any status identified in the District's Access to Library Services policy, or otherwise protected by applicable law.

No Advertisement Affiliation

The District has no affiliation with any advertisements or other material posted by third-party sites or software. District social media sites are for individuals and other organizations to discuss topics related to libraries, the District, and our community.

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

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

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: SOCIAL MEDIA

APPROVAL DATE: November 20, 2012

REVISION DATE: June 18, 2024

RELATED POLICIES:

Access to Library Services

Confidentiality of Library Records

Code of Conduct

Facility Use for Political Purposes

STATUTORY REFERENCE:

RCW 42.52.180

RELATED STATEMENT:

Privacy Notice (Website)

Purpose:

Defines the terms of use for social media platforms managed by the Spokane County Library District (District) in order to facilitate a welcoming and inviting online space for District residents to find and share District-related information.

Definition:

Social media includes all means of communicating or posting information or content of any sort via digital application or on the Internet, including any social network, blog, podcast, journal or diary, personal website, web bulletin board or a chat room, whether or not associated or affiliated with the District, as well as any other form of electronic communication. The most common forms of social media include, but are not limited to, Facebook, X (formally Twitter), Instagram, TikTok, Pinterest, YouTube, LinkedIn, Google, SnapChat, Twitch, Discord, and Reddit.

POLICY:

Spokane County Library District (District) endorses the use of carefully chosen social media tools as an important enhancement to the communication, collaboration, and information exchange among District employees, customers, and the public. Social media use by the District can provide streamlined, cost-effective marketing and customer service, deliver online programming, foster a sense of community between the District and its customers, and present interesting, relevant content to various audiences, just as in other District curatorial efforts.

Social media tools employed by the District are selected to enhance the District's mission and present related content such as:

- A curated online space where customers will find and share useful, interesting, entertaining, and relevant library-related information
- Community outreach, marketing, and publicity
- Education of the community in the use of library resources
- Readers' advisory services
- Information and reference services
- Book discussion groups
- Education readiness activities for pre-school children

- Reading incentive programs for all ages
- Cultural and educational programming
- Advertisement of volunteer and employment opportunities available at the District
- Support and interaction with community partners and events

Additional library-related uses that may be explored or expanded upon as deemed reasonable by District administration.

Terms of Use:

This policy applies to all persons, whether members of the public or District employee. Those who repeatedly violate these terms may be barred from further postings on District-managed platforms.

Comments are moderated by the District and the District reserves the right to not post or to remove comments that are unlawful or violate the terms of this policy as determined in its sole discretion.

By choosing to comment on District social media sites, including the District website, users agree that posts may be removed for reasons which include, but are not limited to:

- Plagiarized material
- Comments unrelated to the District or District's mission
- Commercial material, spam, and solicitations
- Duplicate posts from the same individual
- Impersonation of another person or posting of someone's private information or any content that reveals private information without permission
- Profanity
- Use in violation of RCW 42.52.180, as amended
- Any efforts to intimidate, harass, personally attack, or defraud another
- Posting meant to further illegal activity
- Sexual content or links to sexual content
- Statements that ridicule, malign, disparage, or otherwise express bias against any status identified in the District's Access to Library Services policy, or otherwise protected by applicable law
- Posts that violate brand trademarks or copyrights
- Information that may compromise the safety or security of the public and/or District employees
- Executable programs or files
- Information or photos about member interactions without their permission
- Disclosure of confidential, legal, or private information held by the District, including that which pertains to District employees or customers
- Any contests or promotions directed toward customers or District employees that are not approved by the Communication & Development Director or designee
- Content that violates applicable law

- Information that may tend to compromise the safety or security of the public or public systems

All comments are potential public records, and as such, may be subject to Washington State public records laws and records retention schedules.

Additional Terms of Use for District employees:

District employees are encouraged to share District events, services, and community information on their personal social accounts under the following conditions:

- Refrain from identifying themselves as a spokesperson or representing the District and/or the District's views, unless they are authorized to do so
- Preface their opinions about libraries, the District, or work duties with a disclaimer stating their views do not necessarily represent the District's
- Avoid using any logos, trademarks, or copyrighted materials without permission.
- Avoid sharing any proprietary or confidential information about the District, its customers, prospects, partners, or suppliers
- Refrain from posting anything threatening, harassing, bullying, or defamatory, or that could contribute to a hostile work environment, by disparaging others based on any status identified in the District's Access to Library Services policy, or otherwise protected by applicable law

No Advertisement Affiliation

The District has no affiliation with any advertisements or other material posted by third-party sites or software. District social media sites are for individuals and other organizations to discuss topics related to libraries, the District, and our community.

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

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

OVERVIEW: FACILITIES OPERATIONS COSTS

Background

The Board requested an informational presentation on operational costs broken down by location. Certain operational costs are tracked by location, while other costs are District-wide and are not easily tracked or allocable by location. The following information provides a general overview of the District’s general fund operational cost budget by location.

Location	Sq Ft	FTE	Personnel	Utilities	Maintenance	Supplies	Services	Collection	Total
Airway Heights	4,125	2.5	170,700	34,300	29,900	5,800	1,500	114,700	356,900
Argonne	18,362	5.2	345,700	74,200	98,000	10,200	6,300	225,100	759,500
Cheney	6,762	5.2	348,200	39,300	30,300	10,800	700	198,800	628,100
Deer Park	7,185	4.9	334,500	39,800	54,500	17,200	2,700	156,600	605,300
Fairfield	2,736	1.2	79,400	28,300	13,300	1,900	200	13,800	136,900
Medical Lake	4,100	2.6	185,200	34,500	28,000	4,300	400	65,200	317,600
Mobile Services	-	6.4	441,500	300	6,900	9,000	-	34,100	491,800
Moran Prairie	8,282	7.0	458,700	53,000	64,500	10,800	3,000	285,600	875,600
North Spokane	18,956	22.8	1,638,100	64,500	89,200	27,800	7,400	656,000	2,483,000
Otis Orchards	5,631	3.0	200,900	33,800	42,400	4,400	2,200	92,000	375,700
Spokane Valley	27,449	25.4	1,845,000	67,300	122,300	34,700	12,900	834,800	2,917,000
Service Center	25,065	-	-	59,400	63,800	3,500	7,400	28,400	162,500
Conklin Property	-	-	-	-	1,500	-	-	-	1,500
Hastings Property	-	-	-	400	2,000	-	-	-	2,400
Administration / Other	-	53.9	5,346,100	17,000	5,000	69,200	989,100	-	6,426,400
Capital	-	-	-	-	100,000	170,000	100,000	-	370,000
Total	128,653	140.2	11,394,000	546,100	751,600	379,600	1,133,800	2,705,100	16,910,200
Adopted Budget		140.2	11,394,000	541,500	721,500	379,600	1,133,900	2,705,000	16,875,500

Definitions

Location – Identifying each library or location. Mobile Services is identified as a library for purposes of this presentation. Service Center is the old Spokane Valley Library that has been renovated and occupied for administrative functions. Employees working from the Service Center are included in Administration / Other.

Sq Ft – The square feet of the facility.

FTE – The number of Full Time Equivalent employees regularly scheduled at each facility on which the presentation's personnel component is based.

Personnel – Includes wages and benefits to employees. For library locations, the information estimated based on the following assumptions: (1) Positions regularly scheduled for each location

(Positions projected included Public Services Technician through Managing Librarian). (2) Wages were calculated using mid-point grade / step for each position. (3) All employer-paid benefits were included for all eligible positions. (4) All budgeted costs not estimated for a library location were assigned to Administration / Other.

Utilities – Includes data communications, telephone, electricity, natural gas, water, refuse, and sewer. District-wide expenses that required allocation include data communications – internet and telephone services. The presentation allocates these costs based on the number of cardholders within each library’s immediate geographic vicinity (data communications - internet) and number of telephone extensions assigned to the location (telephone). The amount presented is above the adopted budget based on currently known factors for each location. The excess amount is anticipated to be absorbed in the budget. Known factors impacting the presentation include that utility costs at Spokane Valley are greater than anticipated. The budget was prepared on partial year data (3 months of operations) and actual amounts are more than budgeted.

Building Maintenance – Includes HVAC maintenance services, building major/minor repairs, vehicle repairs, janitorial services, grounds maintenance services, security and safety services, pest control services, and snow removal services. Capital Projects include the HVAC systems replacement projects at Argonne and Deer Park. The amount presented is above the adopted budget based on currently known factors for each location. The excess amount is anticipated to be absorbed in the budget. Known factors impacting the presentation include: (1) janitorial services were added at the Service Center and the increase for the current contract renewal was greater than anticipated; and (2) building repairs for HVAC systems are anticipated to be more.

Supplies – Includes library, cleaning and sanitary, vehicle fuel, technology, copier maintenance, and library programs. District-wide expenses that required allocation include other cleaning and sanitary supplies. The presentation allocates these costs based on the janitorial services contract for each location. Capital Projects includes Information Technology replacement projects and district-wide furniture and equipment replacements.

Services – Includes professional, software, courier, advertising, printing, library programs, training, postage, receivables collection costs, background searches, insurance, and memberships. District-wide expenses that required allocation include insurance. This presentation allocates the property insurance component of insurance expense based on information obtained from the insurance agent. All other costs are assumed to be District-wide and are presented as Administration / Other. Capital Projects includes the website redesign.

Collection Costs – Includes both physical and digital collection costs. Collection costs are assumed to be a District-wide expense and are allocated based on the number of cardholders within each library’s immediate geographic vicinity.

Administration / Other— Includes employees and costs not assigned to a specific facility that have a District-wide impact, such as Collection Services, Communication and Development, Finance and Facilities, IT, and other administrative staff.

Conklin and Hastings— Vacant lots owned by the District for future potential service expansion.

Future Capital Expenditures

As an advance notice related to the presentation, two facilities-related items currently in process will impact facilities operations:

Clean Buildings Act – The District has two buildings required to report under the Clean Buildings Act: Spokane Valley and Service Center. The District is beginning the process to evaluate compliance requirements for these two buildings. The District is required to benchmark energy use, calculate an energy use target, develop an Operations and Maintenance Plan and develop an Energy Management Plan for each building. The Operations and Maintenance Plan and Energy Management Plan must be prepared and submitted to the Washington Department of Commerce by a Qualified Energy Manager. The District is required to comply by July 1, 2027, with early implementation available July 1, 2025.

Utilities and Maintenance Discussion – The District has boiler / condenser / air handler systems at three locations (Argonne, Deer Park and Moran Prairie). The boiler / condenser units at Argonne and Deer Park are beyond their life expectancy and the District’s HVAC maintenance provider has recommended the systems be replaced. Argonne and Deer Park replacements are included in the 2024 budget. The District is working on identifying a solution to replace these systems.

Finance Director Jason Link provide additional information at the meeting and will facilitate a discussion on the presentation.

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

OVERVIEW – SPOKANE VALLEY LIBRARY

Library Manager Danielle Milton and Librarians Diane Brown, Dana Mannino, and Katy Pike will provide an overview of the Spokane Valley Library and how it serves the community.

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

FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: JULY 2024 – SEPTEMBER 2024

July 16, 2024: Fairfield – 4:00pm: Cancelled

August 20, 2024: Airway Heights – 4:00pm

- Overview: Patron Point
- Friends of the Library: Policy: Approval Recommendation
- Airway Heights: Potential Interlocal Agreement Amendment: Discussion, Potential Action
- Conklin Property Library Site: Discussion

September 17, 2024: Moran Prairie – 4:00pm

- Gifts Policy: Approval Recommendation
- Naming & Recognition Policy: Approval Recommendation
- Public Art in District Facilities Policy: Approval Recommendation
- HR11 Safety & Health Policy: Approval Recommendation
- Overview: Moran Prairie & Fairfield
- Overview: Reading Buddies (tentative)

Special Meetings/Activities

- None

APRIL 2024 DIRECTOR'S REPORT FOR MAY 2024 MEETING**Finance – Jason Link****General Fund**

The total general fund operating expenses before (41.71%) or after (37.88%) transfers remain well aligned with the total budget projected expenditure of 41.70%. 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 May 2024.

Facilities Report

Maintenance staff have been completing landscape maintenance assignments. In addition, staff completed a preliminary walk through of one building for the facilities maintenance master plan.

Human Resources – Toni Carnell**Training**

- Staff Day was held on May 17th at CenterPlace Event Center, with a focus on Diversity, Equity, Inclusion, and Belonging (DEIB). Our keynote, Kiantha Duncan, challenged us to continue the work and explore next steps.
- All staff continue to work on required training in the learning management system, including:
 - Outside provider (Kantola):**
 - Bystander Intervention
 - Diversity, Equity, & Inclusion
 - Outside Provider (Evergreen Safety Council)**
 - EverSafe Defensive Driving
- New courses continue to be added to the learning management system and the training calendar.

Staff updates:**New hires:**

- Customer Connection Specialist

Promotions:

- N/A

Transfers:

-
- N/A

Voluntary Demotions

- N/A

Reclassifications:

- Human Resources Associate to Human Resources Specialist
- Strategic Plan Manager to Community Engagement Manager

Separations:

- Public Services Technician

2024 Work Plan – Job Description Review

Part of the 2024 work plan was a review of all job descriptions and compensation. Updated job descriptions are being posted to the public page, updated in PrismHR, and added to TalentLMS.

The survey that was sent out to Washington public library HR Directors to share their compensation rates for similar positions closed March 31, 2024. Once the data is compiled, Leadership will begin to analyze and compare our compensation rates to those of similarly situated public libraries.

Communication & Development – Jane Baker

Communication

The Communication Department produced the summer edition of *Engage* in record time to have it printed in early May and ready for staff to distribute to communities and for school visits ahead of the summer break. The Department focused the rest of the month on producing the remaining materials needed for summer programs.

Media coverage was lighter in May, with the Star Wars Day Celebration receiving promotions on *KHQ* and *Fox28*.

The May 23 District eNewsletter featuring information on gardening, hiking, and creative activities, showed high interest with over 900 clicks on the link for more information. This is nearly double the number of average clicks.

Development

Appreciation for donations to Library Giving Day was priority in May with phone calls made to donors of \$250 or more and letters sent to remaining donors thanking them for helping make summer reading book distribution possible.

New merchandise for summer was added to the SCLD Shop on the Foundation's website with new designs, including logos for individual libraries. The SCLD Shop is an on-going fundraiser for the Library Foundation.

Operations - Doug Stumbough

For the month of May, a total of 56,459 customers visited our libraries in person, down from 66,757 (-15%) in April. The total number of 82,000 physical items borrowed by customers in the libraries was down from the 87,741 physical items borrowed in April (-7%).

Positive Interaction Reports

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

A comment card from a Moran Prairie customer: "(Public Services Associate) Ash helped me so much. I need to load photos from my phone to email. Ash was very knowledgeable and patient. Such wonderful help."

Librarian Crystal attended the EWU Basic Needs Resource Fair and received a thank you letter: "Thank you so much for coming up the hill to table at the Basic Needs Fair. I truly believe Librarians are superheroes and that Libraries will save the world! Thank you for all you do!"

A Spokane Valley customer had to cancel her Book a Librarian due to extenuating circumstances. Public Services Specialist Melissa went ahead and emailed her the information already gathered for the session, letting her know if she needs more, they can reschedule. The customer called back later and said she felt incredibly blessed by the "extreme customer service, wow!" She said she has experienced SCLD's "amazing" customer service for years, but that she was still really impressed with Melissa's efforts, saying "How awesome!"

Received the following customer comment card: "Thank you so much for your wonderful (Public Services Associate) Alyssa. She is terrific. She was extremely patient helping me with a complex computer message I needed to send. Please put a note in her file -- she is a treasure!"

While waiting for staff to pull up his account, a Moran Prairie customer browsed through our bookmarks that share various digital library offerings. "Wow! It's amazing how much libraries have to offer," he said. "We are so lucky. Thank you, Mr. Benjamin Franklin!"

A customer came to the Spokane Valley service desk to update the phone number on her card and said this was her first time in the new building. Asked "Well, what do you think?", she did a happy dance and replied, "It's so awesome!" She said she drove out specially to see the building. After checking out her book, she did another happy dance about how much she loved the new facility.

Medical Lake Public Services Associate Cassie found a wallet in the book drop and together with Library Supervisor Cecelia, they were able to find a record for the middle school student it belonged to and contacted the parent on record. They came in immediately, so relieved. Apparently, the child had been on an errand to the grocery store on his bike and wallet came out of pocket. They had searched in vain (it was a day the library was closed). Someone must have found it, and not knowing how to contact child, decided the library drop box was a safe place. The

child was relieved and the parent complimented the library and the honest unknown community member.

A customer had been using the public computers at Airway Heights over several weeks to complete an important letter. She said she was so grateful for all the help staff had provided her throughout the process and came in specifically to let them know that the letter had been successful. She stated she didn't think she could have done it without their help and how thankful she was for the District.

As a customer and her son checked out several books and a STEM bag from the Argonne Library, he was excited about the STEM bag and said: "I am definitely going to do this right away when I get home." His mom was impressed by the STEM bags as well; she noted how much she appreciates the library and said thanks for being here.

Collection Services – Andrea Sharps

Top Checkouts and Holds

This month we are focusing on **OverDrive (digital)** titles for all ages with the most checkouts occurring during the month and titles with the most holds placed during the month. We also included the **adult (physical)** titles with the top checkouts and holds for the month:

- Popular **OverDrive** titles May:
 - **Audiobook checkouts:**
 - *The Teacher* by Freida McFadden (163)
 - *The Women* by Kristin Hannah (163)
 - *Funny Story* by Emily Henry (120)
 - **Ebook checkouts:**
 - *The Women* by Kristin Hannah (119)
 - *Funny Story* by Emily Henry (105)
 - *Fourth Wing* by Rebecca Yarros (91)
 - **Audiobook holds** as of June 3:
 - *The Women* by Kristin Hannah (292)
 - *The Boys in the Boat: Nine Americans and Their Epic Quest for Gold at the 1936 Berlin Olympics* by Daniel James Brown (189)
 - *Funny Story* by Emily Henry (151)
 - **Ebook holds** as of June 3:
 - *The Women* by Kristin Hannah (357)
 - *Funny Story* by Emily Henry (161)
 - *Just for the Summer* by Abby Jimenez (101)

- Popular **Adult Physical Book** titles May:
 - Checkouts:

- *The Women* by Kristin Hannah (56)
- *The Teacher* by Freida McFadden (48)
- *The Inmate: A Novel* by Freida McFadden (47)
- Holds:
 - *The Women* by Kristin Hannah (69)
 - *Long Island: A Novel* by Colm Toibin (40)
 - *Funny Story* by Emily Henry (31)

Record Number of Items Added for Month in 2024

In May, a record number of items were added to the collection for a month in 2024. Collection Services staff cataloged, processed, and added 7,101 items to the collection. The 4,787 items added in April was the previous high for the year. Many of the items added in May were Children’s Books-To-Go paperbacks which were purchased in anticipation of the end of the school year in mid-June and the Summer Reading Challenge which officially starts on June 17.

**COLLECTION MONTHLY REPORT
MAY 2024**

	Select Transaction Count		
Physical Collection	YTD 2024	YTD 2023	CHANGE
Items Processed	23,275	19,034	22%
Interlibrary Loan Total	3,185	2,786	14%
Overdrive			
Total Checkouts	446,431	387,586	15%
Total Holds	160,242	121,940	31%
hoopla			
Total Checkouts	26,138	17,127	53%
	Total Items in Collection		
Material Type	YTD 2024	YTD 2023	CHANGE
Print	306,308	304,169	1%
Nonprint	72,470	72,989	-1%
Overdrive	171,842	151,231	14%
Grand Total	550,620	528,389	4%

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

Executive Director – Patrick Roewe**Spokane Valley Library Project Update****Final invoice**

The final invoice from Hammond Facilities Consulting for the seasonal HVAC commissioning which occurred in May has been received in early June. Now that it has been submitted, we will be able to do a final accounting of all project-related costs at the next meeting.

Project-related award

Helveticka, the Spokane-based design firm that provided experiential signage and graphics work for the project, received the following award from The American Advertising Federation Spokane: Silver Award – Spokane County Library District, Spokane Valley Library – Experiential Design. Congratulations to Helveticka as one of our valued contributors to the new library.

Potential Tax Increment Area Agreement

We've been informed about the potential for a Community Revitalization Financing and Tax Increment Area Agreement to which the District would be a party.

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

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

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

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

Hastings Property Easements

The Water Utility Easement with Spokane County Water District No. 3, and the Public Sewer Easement with Spokane County for the Hastings Property at 1414 E. Hastings Road have been signed and executed by each of the respective parties.

As of this writing, we haven't been notified of a start date for the inter-related projects. As the land is unoccupied, there is minimal concern regarding the timelines for the project.

Operations Report May 2024

Doug Stumbough and Kristy Bateman

Service Priority Teams

Adult Services (Stacey Goddard)

- 767 individuals attended 68 adult programs during May.
- 105 individuals participated in the Plant Swap program, which was offered at three locations.
- 117 participants completed forms listing their favorite local business for our *National Small Business Month* event, which was offered in four locations.
- 46 people attending this month's online SCORE workshop: *Social Media Basics for Business*.

Youth Services (Mary Ellen Braks)

- This month we had a total of 80 storytimes with an attendance of 1974.
- Mobile Services went to 19 childcare centers this month and provided 62 storytimes to 869 children.
- Our libraries have been going to lots of school events attending STEM programs, doing Summer Reading Presentations and doing school tours of our libraries this month.

Cross Disciplinary (Gwendolyn Haley)

- *The Reading Buddy* program wrapped up last week with celebrations at all seven schools. Certificates, cookies, and books to take home were given to around 75 students.
- Online Authors in May included bestselling authors Rebecca F. Kuang, Nina Simon and Douglas Brunt
- The STCU Studio hosted programs in *Documentary Filmmaking* and *Digitizing Home Movies*.
- Lab programs included the final round of *Virtual Reality* and *Take it Apart Saturday*.

Digital Projects and Resources (Carlie Hoffman)

- BookFlix and Teachables were added to the Digital Library. These new digital resources are for early learners and parents/homeschoolers.
- Images of the interior of meeting and conference rooms were added to the Spaces room booking reservation software.
- Aspen catalog updates improved the grouping of eComics with print graphic novels.

Information Technology (Patrick Hakes)

- Equipment was received and prepared for the Wide Area Network speed upgrade at the end of June.
- Continued to review the District's security posture as well as staff training to help prevent or at least mitigate any criminal attacks.

Mobile Services (Brianna Rukes)

- Mobile Services participated in the Otis Days Parade with the Sprinter van.
- LINC attended two community school events: South Pines STEAM Night and Snowden Elementary's Community Resource Fair, attracting 142 visitors.

Library Reports**Airway Heights: Lesa Arrison**

- We saw double the number of families from last year for our *Rock Garden Painting Party*. We moved our rocks close to the front door to inspire more trading and expanding our collection.
- West Plains ECEAP classes had two tours with Crystal Miller with 41 participants resulting in several card renewals and new library cards.

Argonne: Stacy Loberg

- Argonne had two dates for the *Millwood Historical Walking Tour* since there was so much interest. Combined, we had 39 in attendance, and there was a tour of the local businesses and neighborhoods and refreshments afterwards provided by the Friends of the Argonne library.
- AARP Tax-Aide volunteer sent a letter to Argonne thanking staff for providing the meeting room and sharing how they filed 396 tax returns at the library and put \$434,264.00 back into the community.
- Librarian Janet and Stacy attended the West Valley Community Block Party. We interacted with 123 attendees promoting summer reading and programs!

Cheney: Jonathan Melcher

- 27 individuals flocked to the *Star Wars Jedi Academy* program.
- Staff interacted with 237 people at the Mayfest community event. Staff passed out Engage and highlighted District programs and services.

Deer Park: Shannon McMinn

- Garden enthusiasts gathered to learn about incorporating native plants into their own landscapes and which plants offer the best habitats for local wildlife and birds during the *Gardening with Native Plants* program presented by professional gardener Erin Nelson.
- *Drop-In Business Mentoring* is in the second month at Deer Park offering a day of individualized help to local entrepreneurs and business owners giving them an opportunity to ask questions and receive help from SCORE Business Mentor Ron Barkley.

Medical Lake: Cecelia McMullen

- Bird watchers enjoyed the *Introduction to Birdwatching Presentation*. Eight bird watchers experienced birdwatching firsthand at Medical Lake Waterfront Park, and participants enjoyed using the Birding Backpack from our Library of Things collection. Volunteers from

the Spokane Audubon Society led the group and later came back to tell us how much they appreciated this opportunity.

Moran Prairie and Fairfield: Caitlin Wheeler

- Following a storytime in which families learned about health, MP customers had the chance to connect with health resources from CHAS representatives and the DSHS Mobile Community Services office.
- AARP Tax assistants reported completing 673 tax returns this year, for a total of \$788,087.00 returned to the community.
- 27 individuals flocked to the *Star Wars Jedi Academy* program at Fairfield.
- DSHS Mobile Community Services visited the Fairfield library.

North Spokane: Brian Vander Veen

- This month the North Spokane Library hosted several displays by local artists, including crochet work by Teresa Burgess, a quilt by Sherry Thompson, and a selection of pottery and other work provided by Potter Place.
- North Spokane staff resumed hosting educational activities at the Fairwood Farmers Market as part of Catholic Charities' KERNEL program (Kids Eating Right Nutrition and Exercise for Life). Over two hundred children and their caregivers came to our booth each week to complete an activity related to health and nutrition education. Each child who completes an activity receives a \$2 voucher to spend on produce or plant starts at the market.

Otis Orchards: Maggie Montreuil

- The District had a booth at Otis Days, where we spoke with approximately 120 attendees about Summer Reading and general information about SCLD programs.
- The Four Roots Farm distribution truck continues to bring in about 200 families the 4th Wednesday of every month, as they distribute no-barrier/no-cost food boxes at Otis Orchards Library.

Spokane Valley: Danielle Milton

- We received the final report from the Tax Aide. The AARP tax preparers completed 792 tax returns totaling \$969,914.00 in tax returns for our community this year.
- Valley librarians have been busy in the community sharing Summer Reading with many schools. Multiple schools have hosted family engagement nights in the library to learn about library resources and Summer Reading programs and encourage library use over the summer.

Public Use Measures

See next page.

May 2024

Measure	This year	Last year	YTD	Last YTD
	This Month	This Month	This year	Comparison
Cardholders	138635	125362		11%
Door count	56459	62965	317847	-5%
Items Borrowed	206175	191559	1058708	5%
• Airway Heights	2359	1957	12407	5%
• Argonne	5134	6455	31880	-11%
• Cheney	6039	6213	32565	-1%
• Deer Park	5806	6031	31907	-7%
• Fairfield	693	467	2865	3%
• Medical Lake	1863	2297	10015	-13%
• Mobile Services	1994	1874	9861	17%
• Moran Prairie	10605	10672	56471	-12%
• North Spokane	20345	21170	109727	-6%
• Otis Orchards	2698	2806	14454	0%
• Spokane Valley	24464	19901	130277	21%
• Digital	94556	79380	475653	17%
• Totals	177621	159548	921907	8%
Programs				
• Number	335	229	1567	59%
• Attendance	7410	6650	28218	33%
Internet Station Use (%)	23.9	22.7	25.3	
Meeting room bookings	743	346	3965	104%

Public Use Measure Definitions

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

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

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

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

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

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

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

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

	Y-T-D Actual	Annual Budget	Percent Used	Balance Remaining
			Target 41.7%	
REVENUES				
PROPERTY TAXES	\$ 8,159,038	\$ 17,540,000	46.52%	\$ 9,380,962
CONTRACT CITIES - AIRWAY HEIGHTS	0	377,000	0.00%	377,000
CONTRACT CITIES - SPOKANE	53,453	103,000	51.90%	49,548
FINES & FEES	21,535	45,000	47.85%	23,466
GRANTS & DONATIONS	66,478	26,000	255.68%	(40,478)
E-RATE REIMBURSEMENTS	101,719	265,000	38.38%	163,281
LEASEHOLD & TIMBER TAX, REBATES, OTH	18,415	36,500	50.45%	18,085
INTEREST REVENUES	83,236	193,000	43.13%	109,764
TOTAL REVENUES	\$ 8,503,874	\$ 18,585,500	45.76%	\$ 10,081,626
TRANSFERS IN	-	-	0.00%	-
TOTAL REVENUES & TRANSFERS IN	\$ 8,503,874	\$ 18,585,500	45.76%	\$ 10,081,626
EXPENSES				
SALARIES	\$ 3,376,941	\$ 8,510,600	39.68%	\$ 5,133,659
FRINGE BENEFITS	1,163,552	2,863,400	40.64%	1,699,848
SUPPLIES	77,720	193,100	40.25%	115,380
UTILITIES	246,753	575,500	42.88%	328,747
SERVICES	511,975	1,597,800	32.04%	1,085,825
INSURANCE	94,102	100,000	94.10%	5,898
CAPITAL EQUIPMENT	68,533	370,000	18.52%	301,467
LIBRARY MATERIALS	990,097	2,222,800	44.54%	1,232,703
ELECTRONIC LIBRARY MATERIALS	161,186	300,000	53.73%	138,814
LIBRARY PROGRAMS	99,810	142,300	70.14%	42,490
DEBT SERVICE	248,832	0	0.00%	(248,832)
TOTAL EXPENSES	\$ 7,039,499	\$ 16,875,500	41.71%	\$ 9,836,001
TRANSFERS OUT	-	1,710,000	0.00%	1,710,000
TOTAL EXPENSES & TRANSFERS OUT	\$ 7,039,499	\$ 18,585,500	37.88%	\$ 11,546,001
Net Excess of Revenues Over/(Under) Expenses	\$ 1,464,375	\$ -		
BEGINNING CASH	8,630,300			
NET FROM ABOVE	1,464,375			
ENDING CASH	\$ 10,094,674			

Number of months cash on hand 7.2