



Board of Trustees Regular Meeting

September 17, 2024 4:00 p.m.

Moran Prairie Library, 6004 S Regal St, Spokane

AGENDA

Remote Attendance: To attend the meeting remotely via the internet: <https://sclid-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.sclid.org/connect/ask-board-of-trustees/>.

- I. CALL TO ORDER
- II. AGENDA APPROVAL
- III. PUBLIC COMMENT
- IV. ACTION ITEMS
 - A. Approval of [August 20, 2024 Meeting Minutes](#)
 - B. Approval of [August 2024 Payment Vouchers](#)
 - C. Unfinished Business
 - 1. [Airway Heights](#): Potential Interlocal Agreement Amendment: Discussion, Potential Action
 - D. New Business
 - 1. [Trustee Reappointment Recommendation](#): Approval Recommendation
 - 2. [Gifts Policy](#): Approval Recommendation
 - 3. [Naming & Recognition Policy](#): Approval Recommendation
 - 4. [Public Art in District Facilities Policy](#): Approval Recommendation
 - 5. [HR01 Inclusion Statement](#): Approval Recommendation
 - 6. [HR11 Safety & Health Policy](#): Approval Recommendation
 - 7. Overview: [Reading Buddies](#)
 - 8. Overview: [Moran Prairie & Fairfield](#)
- V. DISCUSSION ITEMS, POSSIBLE ACTION
 - A. [Future Board Meeting Agenda Items](#)
- VI. REPORTS
 - A. Trustees
 - B. [Executive Director](#)
 - C. [Operations](#)
 - D. [Fiscal](#)

VII. EXECUTIVE SESSION

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

VIII. ADJOURNMENT

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

September 17, 2024

BOARD OF TRUSTEES MEETING MINUTES: August 20th, 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 Airway Heights Library, Tuesday, August 20, 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), Doug Stumbough (Operations Director), Toni Carnell (Human Resource Director), Jason Link (Finance Director), Jane Baker (Communication and Development Director), Emily Greene (Administrative Services Manager), and two (2) members of the public.

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

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

Public Comment (Item III) There was one piece of public comment submitted prior to the meeting and distributed to Trustees.

Approval of June 18, 2024 Regular Meeting Minutes (Item IV.A.) Chair Hanson called for corrections to the June 18, 2024 Regular Meeting Minutes. There were no corrections, the minutes stand as written.
There was no further discussion.

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

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

Fund	Voucher/Payroll Numbers	Subtotal	Total
June – GF	0062280 – 0062377 and W001527 – W001539	\$822,402.23	\$822,402.23
	PR06101014 and PR06252024	\$516,929.22	\$516,929.22
		Total	\$1,3339,331.45
DSF	DS01 WA State Treasurer	\$947,125.00	\$947,125.00
		Total	\$947,125.00

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

Approval of July 2024 Payment Vouchers (Item IV.C.)

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

Fund	Voucher/Payroll Numbers	Subtotal	Total
July - GF	0062378 – 0062472 and W001544 – W001559	\$859,528.15	\$859,528.15
	PR07102024 and PR07252024	\$499,786.76	\$499,786.76
		Total	\$1,359,314.91

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

Unfinished Business Spokane Valley Library Final Budget Report (Item IV.D.1.)

Executive Director Patrick Roewe informed the board that the Spokane Valley Library final invoice was paid in June and all debts have now been settled. Discussion ensued about the project coming in under budget and the great team who had worked on the project.

There was no further discussion.

Unfinished Business Future Conklin Road Library (Item IV.D.2.)

Executive Director Roewe presented a PowerPoint to the board which included an overview of the background on the proposed project and estimated costs. Discussion ensued about a 5-year financial forecast presented and the conclusion that the District does not have the means to commit to the project at this time. Discussion also ensued about an upcoming need for a levy lid lift. By consensus the board directed staff to decline the offer, thank James Zahand for his generosity, and to discuss other ideas for supporting the District.

There was no further discussion.

**Unfinished
Business
Airway Heights:
Potential
Interlocal
Agreement
Amendment
(Item IV.D.3.)**

Executive Director Roewe presented a PowerPoint which included background information on the potential interlocal agreement amendment with the City of Airway Heights. Discussion ensued about the City's response to the District's request for both parcels as part of the agreement payment for 2024, which included the City agreeing to transfer the Library parcel to the District, along with the providing the District the first option to buy the vacant parcel at a later date if the City does not have need for it. Discussion also ensued about different options for a counter proposal to the City. By consensus the board agreed to accept ownership of the library parcel in exchange for a commensurate reduction in the City's outstanding 2024 contract fee, and directed staff to explore three different options regarding the vacant parcel: Proposing a time limit on how long the City would have to build on the second parcel before the District would buy the parcel, splitting the vacant parcel between the District and the City, and the District assuming possession of both parcels and providing a long term lease to the City if they had civic uses for the parcel in the near future.

There was no further discussion.

**New Business
Friends of the
Library Policy
(Item IV.E.1.)**

Communication and Development Director Jane Baker presented a reaffirmation of the Friends of the Library Policy. Discussion ensued about how active different groups are and the reforming of new groups. Trustee Patti Stauffer moved and Trustee Clark seconded the approval of the policy.

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

**New Business
Work Plan
Compensation
Review
Summary
(Item IV.E.2.)**

Human Resources Director Toni Carnell presented a summary of the Compensation review facilitated by the District. Discussion ensued about the majority of positions being in being in alignment with similar positions at other libraries in Washington State, the increase compensation for positions out of alignment, and the review of job descriptions.

There was no further discussion.

**New Business
Overview:
Patron Point
(Item IV.E.3.)**

Communication and Development Director Baker presented a PowerPoint reviewing the features of Patron Point, the new customer communication platform being implemented. Discussion ensued about comparisons of functions of the previous software to the new one and future features that could be utilized.

There was no further discussion.

Discussion Items (Item V.A.) Chair Hanson called for any questions or suggestions for future agenda items. There were no questions or suggestions.

There was no further discussion.

Trustee Reports (Item VI.A.) There were no trustee reports.

Executive Director Report for June 2024 (Item VI.B.1.) In addition to the report provided prior to the meeting, Executive Director Roewe informed the board that the libraries are cooling and heating centers although not officially named as such.

There was no further discussion.

Executive Director Report for July 2024 (Item VI.B.2.) In addition to the report provided prior to the meeting, Executive Director Roewe reviewed the District's focus on community engagement and streamlining and improving internal operations.

There was no further discussion.

Operations Report for June 2024 (Item VI.C.1.) In addition to the report provided prior to the meeting for May 2024, with data for customer use measures, programming, and library activities, Operation Director Doug Stumbough informed the board of the effects of public use of the ballot drop boxes at the District libraries. Discussion ensued about busiest days and procedures staff follow for any issues that may arise.

There was no further discussion.

Operations Report for July 2024 (Item VI.C.2.) Operations Director Stumbough and Library Operations Manager Kristy Bateman provided a written report prior to the meeting for July 2024, with data for customer use measures, programming, and library activities.

There was no further discussion.

Fiscal Report for June 2024 (Item VI.D.1.) Finance Director Jason Link provided a report of revenues and expenditures for June 2024 prior to the meeting.

There was no further discussion.

**Fiscal Report
for July 2024
(Item VI.D.2.)**

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

There was no further discussion.

**Adjournment
(Item VII.)**

Chair Hanson adjourned the meeting at 5:20pm. The next Board Meeting is scheduled for Tuesday, September 17, 2024 at the Moran Prairie 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 August 31, 2024, and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$1,366,534.31 for the general fund, \$0.00 for the capital projects fund, and \$0.00 for the debt service fund and are authorized to authenticate and certify these claims.

DATE: August 31, 2024

SIGNED: 
 TITLE: Finance Director

SIGNED: 
 TITLE: Executive Director

GENERAL OPERATING FUND

VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
0000062473	A2Z INTERPRETING, LLC	LIBRARY PROGRAMS	152.15
0000062474	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	2,005.31
0000062475	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	2,938.11
0000062476	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	1,532.94
0000062477	CAMTEK INC.	SECURITY & SAFETY - SV	147.02
0000062478	CAVENDISH SQUARE	LIBRARY MATERIALS	744.12
0000062479	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	596.28
0000062480	CONSOLIDATED IRRIGATION DIST19	WATER - OT	138.98
0000062481	CITY OF AIRWAY HEIGHTS	MONTHLY WATER & SEWER - AH	635.12
0000062482	CITY OF CHENEY	MONTHLY WATER, SEWER, ELEC - CH	1,258.40
0000062483	CITY OF DEER PARK	MONTHLY WATER & SEWER - DP	211.91
0000062484	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CH	54.30
0000062485	EMPIRE DISPOSAL INC.	MONTHLY SOLID WASTE - FF	48.85
0000062486	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	1,247.99
0000062487	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	15,565.27
0000062488	LIVELY'S FIRE EXTINGUISHER SERVICE LLC	ANNUAL FIRE EXTINGUISHER TESTING SERVICES	856.99
0000062489	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	52,829.12
0000062490	MONTGOMERY HARDWARE	MAINTENANCE SUPPLIES	29.71
0000062491	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	39,441.62
0000062492	PDQ.COM	SOFTWARE SUPPORT	352.26
0000062493	SOFTWARE ONE, INC	SOFTWARE SUPPORT	1,054.39
0000062494	THE SPOKESMAN-REVIEW	ADVERTISING	701.70
0000062495	T-MOBILE	MONTHLY "MI-FI" DEVICE CELL SERVICE	803.91
0000062496	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	1,938.35
0000062497	VERIZON WIRELESS	MONTHLY CELL & "MI-FI" DEVICE SERVICE	1,981.54
0000062498	WHITWORTH WATER DISTRICT	MONTHLY WATER - NS	786.36
0000062499	ABM INDUSTRIES, INC.	MONTHLY CUSTODIAL SERVICES	21,412.76
0000062500	APS, INC.	POSTAGE METER SUPPLIES	100.19
0000062501	THE BLUE DOOR THEATRE	LIBRARY PROGRAMS	750.00
0000062502	CENTURYLINK	MONTHLY ANALOG TELEPHONE LINE: SV ELEVATOR	74.86
0000062503	US POSTAL SERVICE	POSTAGE FOR POSTAGE MACHINE	10,000.00
0000062504	CITY OF MEDICAL LAKE	MONTHLY WATER, SEWER, REFUSE - ML	497.33
0000062505	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	628.98
0000062506	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	25,083.67
0000062507	HAPPY LAUNDRY	OFFICE/LIBRARY SUPPLIES	90.31
0000062508	INLAND POWER AND LIGHT	MONTHLY ELECTRIC UTILITIES - AH, DP	1,115.97
0000062509	NATIONWIDE INSURANCE	EMPLOYEE DEDUCTIONS FOR PET INSURANCE	528.46
0000062510	NETWRIX CORPORATION	POLICYPAK SOFTWARE ANNUAL SUPPORT	4,807.98
0000062511	OCLC, INC.	ANNUAL CATALOGING & ILL SUBSCRIPTION	762.89
0000062512	PROQUEST LLC	ELECTRONIC LIBRARY SERVICES	16,118.59
0000062513	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	460.29
0000062514	SPOKANE COUNTY ENVIRONMENTAL SERVICES	MONTHLY SEWER - AR, NS, SV	336.08
0000062515	STATE PROTECTION SERVICES INC	MOBILE SECURITY PATROLS: SV, NS, SC	3,294.06
0000062516	UNIQUE MANAGEMENT SERVICES	MONTHLY NOTICE FEES AND MESSAGE BEE SERVICE	3,068.09
0000062517	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE	1,753.30
0000062518	WHATCOM COUNTY LIBRARY SYSTEM	INTERLIBRARY LOAN FEES	15.99
0000062519	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	415.63
0000062520	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	520.92
0000062521	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	7,496.00
0000062522	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	3,199.21
0000062523	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	19,468.82
0000062524	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	1,509.77
0000062525	BATTERIES PLUS BULBS	MAINTENANCE SUPPLIES	135.80
0000062526	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	780.12
0000062527	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	251.79
0000062528	CRISIS PREVENTION INSTITUTE, INC	TRAINING & TRAVEL - VERBAL INTERVENTION COURSE	1,812.86
0000062529	EBSCO INDUSTRIES, INC.	LIBRARY MATERIALS - SUBSCRIPTIONS	297.00
0000062530	EDNETICS	TELEPHONE - MANAGED VOICE MAIL SERVICES	2,214.87
0000062531	FATBEAM, LLC	MONTHLY INTERNET SERVICE, NET OF ERATE DISC	3,992.54
0000062532	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	1,023.19
0000062533	GREY HOUSE PUBLISHING	LIBRARY MATERIALS	264.05
0000062534	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	11,006.11

0000062535	INLAND PUBLICATIONS	LIBRARY PROGRAMS ADVERTISING	10,440.00
0000062536	KARIE LEE KNOKE	LIBRARY PROGRAMS	250.00
0000062537	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	594.49
0000062538	NATIONWIDE INSURANCE	EMPLOYEE DEDUCTIONS FOR PET INSURANCE	563.40
0000062539	OPTUM	MONTHLY HSA ACCOUNT ADMIN FEES	63.00
0000062540	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	22,492.63
0000062541	PRISMHR, INC.	MONTHLY SOFTWARE SUPPORT - HR	561.93
0000062542	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	1,361.71
0000062543	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	553.27
0000062544	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	17,105.40
0000062545	WICK ENTERPRIZES, LLC	ADVERTISING	940.50
0000062546	WITHERSPOON BRAJICHC MCPHEE, PLLC	LEGAL SERVICES, GENERAL COUNSEL	1,072.50
0000062547	ZIPLY FIBER	MONTHLY PHONE & BROADBAND - FF	150.06
0000062548	A2Z INTERPRETING, LLC	LIBRARY PROGRAMS	137.41
0000062549	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	130.28
0000062550	ROBERTA L BEESE	LIBRARY PROGRAMS	300.00
0000062551	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	914.92
0000062552	ELZ TASTES AND TEA	LIBRARY PROGRAMS	525.00
0000062553	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	566.66
0000062554	IMAGINATIONS 2 CREATION	LIBRARY PROGRAMS	150.00
0000062555	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	11,493.56
0000062556	INLAND EMPIRE SPICE, LLC	LIBRARY PROGRAMS	525.00
0000062557	L&S ENGINEERING	BUILDING BENCHMARKING, EMP AND O&M PLANS	20,835.00
0000062558	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	5,142.04
0000062559	MODERN ELECTRIC WATER COMPANY	MONTHLY WATER, ELEC. - SV	3,160.33
0000062560	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	21,973.17
0000062561	SCHINDLER ELEVATOR CORPORATION	ANNUAL ELEVATOR MAINTENANCE SV	2,962.91
0000062562	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	30.48
0000062563	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	1,265.57
0000062564	VETERANS INFORMATION SERVICE	LIBRARY MATERIALS	60.00
0000062565	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	949.35
0000062566	ABSOLUTE BACKGROUND SEARCH	MONTHLY EMPLOYEE BACKGROUND CHECKS	400.00
0000062567	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	956.54
0000062568	AVISTA UTILITIES	MONTHLY UTILITIES	7,873.71
0000062569	CITY OF SPOKANE	MONTHLY WATER & SEWER - MP	1,302.19
0000062570	CITY OF AIRWAY HEIGHTS	MONTHLY WATER & SEWER - AH	1,196.40
0000062571	CITY OF CHENEY	MONTHLY WATER, SEWER, ELEC - CH	1,110.05
0000062572	CITY OF DEER PARK	MONTHLY WATER & SEWER - DP	274.31
0000062573	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	1,854.29
0000062574	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE	4,849.23
0000062575	SSO/FOX	LIBRARY PROGRAMS	2,187.00
0000062576	STATE PROTECTION SERVICES INC	MOBILE SECURITY PATROLS: SV, NS, New SV	3,258.41
0000062577	T-MOBILE	MONTHLY "MI-FI" DEVICE CELL SERVICE	816.54
W000001560	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	85,970.01
W000001561	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,204.66
W000001562	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	1,937.75
W000001563	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	57,727.57
W000001564	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	182.53
W000001565	ASSOCIATION OF WASHINGTON CITIES - VIMLY BENEFITS	MONTHLY EMPLOYEE MEDICAL, DENT, VIS, LTD, LIFE	113,722.15
W000001566	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	241.54
W000001567	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	79,644.35
W000001568	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,204.66
W000001569	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	1,862.75
W000001570	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	54,348.35
W000001571	SAGE SOFTWARE, INC	ANNUAL ACCOUNTING SOFTWARE SUPPORT	3,248.86
W000001572	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	2,085.66
W000001573	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	869.23
W000001574	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	200.00

Total Non-Payroll General Operating Fund

\$ 837,140.49

PAYROLL VOUCHERS

08092024 PP15	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #15	\$ 273,911.03
08232024 PP16	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #16	255,482.79

Total Payroll General Operating Fund

\$ 529,393.82

TOTAL GENERAL OPERATING FUND

\$ 1,366,534.31

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

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

July 2024 / August 2024
Paid in August 2024
Voucher # 62544

Card Category	Amount
General Purchases	\$ 2,467.58
Maintenance	\$ 3,584.94
Travel	\$ 141.48
Acquisitions	\$ 5,418.72
Information Technology	\$ 4,908.13
Mobile Services	\$ 584.55
General Fund Purchases	\$ 17,105.40

Top Individual Charges

Amazon	Total all material purchases from Amazon	3,866.89
AAMCO Transmissions	Tranmission repair on maintenance vehicle	1,548.39
Home Depot	Maintenance repairs	1,096.51
LG Electronics USA	Replacement monitors	2,964.71
ISC2	Training Course - Learn to Build & Conduct	1,636.00
The Great Courses	Tabletop Exercises	1,502.82
	Collection Materials	1,502.82

AIRWAY HEIGHTS: POTENTIAL INTERLOCAL AGREEMENT AMENDMENT UPDATE

Background

Executive Director Patrick Roewe will provide a status update on the progress made in discussion with the City of Airway Heights.

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

TRUSTEE REAPPOINTMENT RECOMMENDATION

Background

Spokane County Library District (District) Trustees are appointed by the Spokane County Board of Commissioners and are eligible to serve two consecutive five-year terms. Trustee Ellen Clark's first term will be completed on Dec. 31, 2024.

Upcoming vacancies on the District Board are typically announced to the public by the Commissioners' Office in early fall, along with the vacancies on other boards and commissions. Applicants are then interviewed by the Board of Trustees and a recommendation is submitted on behalf of the District Board to the County Commissioners. County Commissioners typically appoint a Trustee in November or December for a term to commence in January.

Since Trustee Clark is eligible to be appointed to a second term, the Board of Trustees may choose to pass a motion in support of Trustee Clark's reappointment and submit a letter to the County Commissioners indicating that support.

Recommended Action: Motion to approve submitting a recommendation to the Spokane County Board of Commissioners to reappoint Ellen Clark to a second five-year term, effective Jan. 1, 2025.

POLICY: GIFTS**Background**

The purpose of this policy is to define what constitutes a gift and provide a uniform method for handling gifts. The key elements of the policy are unchanged.

One minor revision was made for clarity. Staff are not recommending any substantial revisions to the policy as written. This policy was last substantially revised in September 2022, at which time it was reviewed by the District's legal counsel.

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.

Communication & Development Director Jane Baker will be available to answer questions on the proposed policy revision.

Recommended Action: Board motion to approve the Gifts policy, as revised.

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

Policy Title	Gifts		
Approval Date	June 19, 1986	Revision Date	September 17, 2024
Related Policies	Collection Development Fixed Assets Naming and Recognition		
Related RCW	RCW 27.12.210 RCW 27.12.300		
Purpose	To define what constitutes a gift and provide a uniform method for handling gifts. This policy does not apply to items or funds specifically solicited by the District.		
Scope	Applies to all District employees.		

General Policy

Gifts include but are not limited to print and non-print items for potential addition to the collection of library materials; money; real property; securities; furniture; equipment; art; museum pieces; antiques or other personal property.

The District gratefully accepts gifts which are given without restriction, except as otherwise specified in this policy. The District shall be the sole judge of the suitability of any gift.

The Executive Director or designee has the authority to accept any gift with a value of less than \$5,000. Only the Board of Trustees has the authority to accept any gift with a value of \$5,000 or more.

Upon acceptance of the gift, the District shall become the owner of the gift and shall have complete discretion to utilize the gift to its maximum advantage for the District. Such use may include, but is not limited to, inclusion in the library collection; display at District facilities; loaning, leasing, or sale of the property. Any proceeds realized from a gifted item shall be deposited in the District’s General Fund.

A donor may indicate a preference in the use of the gift at a particular library facility or for a specific program or service. The District may accept gifts with restriction on a case-by-case basis following an assessment by District staff as to whether the proposed gift furthers the mission of the District. Library materials will be ~~handled~~managed in accordance with the District’s Collection Development policy. Memorial gifts will be accepted in accordance with the District’s Naming and Recognition policy.

Gifts may be deductible for federal income tax purposes under Section 170 of the Internal Revenue Code. The District will acknowledge all gifts in writing, when possible; however, the District accepts no responsibility for establishing or verifying the value of any donation for charitable tax purposes.

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.

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

Policy Title	Gifts		
Approval Date	June 19, 1986	Revision Date	September 17, 2024
Related Policies	Collection Development Fixed Assets Naming and Recognition		
Related RCW	RCW 27.12.210 RCW 27.12.300		
Purpose	To define what constitutes a gift and provide a uniform method for handling gifts. This policy does not apply to items or funds specifically solicited by the District.		
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General Policy

Gifts include, but are not limited to, print and non-print items for potential addition to the collection of library materials; money; real property; securities; furniture; equipment; art; museum pieces; antiques or other personal property.

The District gratefully accepts gifts which are given without restriction, except as otherwise specified in this policy. The District shall be the sole judge of the suitability of any gift.

The Executive Director or designee has the authority to accept any gift with a value of less than \$5,000. Only the Board of Trustees has the authority to accept any gift with a value of \$5,000 or more.

Upon acceptance of the gift, the District shall become the owner of the gift and shall have complete discretion to utilize the gift to its maximum advantage for the District. Such use may include, but is not limited to, inclusion in the library collection; display at District facilities; loaning, leasing, or sale of the property. Any proceeds realized from a gifted item shall be deposited in the District's General Fund.

A donor may indicate a preference in the use of the gift at a particular library facility or for a specific program or service. The District may accept gifts with restriction on a case-by-case basis following an assessment by District staff as to whether the proposed gift furthers the mission of the District. Library materials will be managed in accordance with the District's Collection Development policy. Memorial gifts will be accepted in accordance with the District's Naming and Recognition policy.

Gifts may be deductible for federal income tax purposes under Section 170 of the Internal Revenue Code. The District will acknowledge all gifts in writing, when possible; however, the District accepts no responsibility for establishing or verifying the value of any donation for charitable tax purposes.

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.

POLICY: NAMING AND RECOGNITION**Background**

The purpose of this policy is to provide for a uniform process for naming library facilities and property. The key elements of the policy are unchanged.

Minor revisions were made for clarity. Staff are not recommending any substantial revisions to the policy as written. This policy was last substantially revised in September 2022, at which time it was reviewed by the District's legal counsel.

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.

Communication & Development Director Jane Baker will be available to answer questions on the proposed policy revision.

Recommended Action: Board motion to approve the Name and Recognition policy, as revised.

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

Policy Title	Naming and Recognition		
Approval Date	August 21, 2018	Revision Date	September 17, 2024
Related Policies	Collection Development Gifts		
Purpose	To define what constitutes a gift and provide a uniform method for handling gifts. This policy does not apply to items or funds specifically solicited by the District.		
Scope	Applies to all District employees.		

General Naming Policy

Generally, libraries will be named after the communities they serve, their geographic location, or a similar geographic nexus.

Naming privileges for government or public funding sources will not be considered.

Naming in Recognition of Generosity to the District

The District may choose to recognize extraordinary generosity on the part of individuals, corporations, foundations, and donations in memoriam to reflect the District's appreciation of community members who support libraries and who choose to leave a legacy by providing funding.

A library may be named for a significant donor or in recognition of a significant financial contribution to enhancing library services ~~to~~for the residents of the District. A significant financial contribution to the library shall be one that comprises a substantial portion of the ~~overall~~ cost of the project, as approved by the Board of Trustees.

Library meeting rooms, reading areas, special use areas, gardens, walkways, and other interior and exterior spaces may be named for a significant donor or in recognition of a significant contribution to the cost of that space.

Collections, equipment, furnishings, and art may be named for the donor of the item(s) or for the donor of the funds to purchase the item(s).

A donor may choose to recommend to the Board of Trustees that the donor's contribution be recognized by naming the library, interior or exterior space, collection, etc., for a person or persons whom the donor wishes to honor.

Naming in Recognition of Service to the District

The District may also choose to name facilities, programs, and other property for individuals who have provided distinguished service to the District or the community. Candidates considered for honorific naming recognition should reflect the vision and mission of the District through outstanding achievements in learning or demonstrating leadership of lasting value to the District or the community at large.

Naming Library Facilities, Rooms, Areas, and Spaces

If a library is to be named for a donor, the name will generally be determined using the following naming convention: “Donor Name” “Geographic Location” Library.

If a specified space within the interior of each library is to be named for a donor, the name will generally be determined using the following naming convention: “Donor Name” “Function of Area.”

Recognizing Furniture and Equipment Donations

Furniture and equipment donors will generally be recognized with appropriate plaques or signage.

Recognizing Art and Library Materials Donations

Art donations will generally be recognized with appropriate plaques or other such suitable recognition as recommended by the Recognition Committee and approved by the Board of Trustees.

Monetary donations for library materials will generally be recognized with appropriate bookplates or such other suitable recognition in the materials purchased with donated funds, as determined by District staff. Material selections will be made by District staff in accordance with the Collection Development policy.

Naming and Recognition Committee and Process

The Board of Trustees shall form a special Naming and Recognition Committee as necessary, to make recommendation(s) to the Board of Trustees regarding naming proposals for library facilities and spaces.

Membership on the committee shall include at least one representative from the Board of Trustees, the Executive Director, and the Communication & Development Director. Selection of additional members, if any, shall be based on community involvement, project knowledge, and fundraising goals.

No person associated personally or professionally with the donor may serve on the Naming and Recognition Committee.

The Executive Director or designee will be responsible for creating a written agreement for each naming opportunity for submission to the Board of Trustees for approval. The agreement with the donor shall contain conditions, terms, and payment schedule for the contribution and where and how the Donor name(s) will be displayed.

The Naming and Recognition Committee will make a written recommendation to the Board of Trustees regarding any proposal to name a library, interior or exterior space, collection, or other library asset pursuant to this policy.

The Board of Trustees shall have sole discretion to name any library, interior or exterior space, collection, or other library asset pursuant to this policy.

Duration of Naming and Recognition Opportunities

Naming designations will persist for the duration specified in the signed written agreement between the District and the donor, or their representatives, for which the District property has been named.

Naming designations may be removed or altered where, in the judgment of the Board of Trustees, continuing identification with the recognized individual or organization would constitute a significant and continuing challenge to the reputation of the District.

The Executive Director will establish administrative procedures to implement this policy. Any appeal of an administrative action under this policy will be made in writing first 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.

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

Policy Title	Naming and Recognition		
Approval Date	August 21, 2018	Revision Date	September 17, 2024
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Scope	Applies to all District employees.		

General Naming Policy

Generally, libraries will be named after the communities they serve, their geographic location, or a similar geographic nexus.

Naming privileges for government or public funding sources will not be considered.

Naming in Recognition of Generosity to the District

The District may choose to recognize extraordinary generosity on the part of individuals, corporations, foundations, and donations in memoriam to reflect the District's appreciation of community members who support libraries and who choose to leave a legacy by providing funding.

A library may be named for a significant donor or in recognition of a significant financial contribution to enhancing library services for the residents of the District. A significant financial contribution to the library shall be one that comprises a substantial portion of the overall cost of the project, as approved by the Board of Trustees.

Library meeting rooms, reading areas, special use areas, gardens, walkways, and other interior and exterior spaces may be named for a significant donor or in recognition of a significant contribution to the cost of that space.

Collections, equipment, furnishings, and art may be named for the donor of the item(s) or for the donor of the funds to purchase the item(s).

A donor may choose to recommend to the Board of Trustees that the donor's contribution be recognized by naming the library, interior or exterior space, collection, etc., for a person or persons whom the donor wishes to honor.

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The District may also choose to name facilities, programs, and other property for individuals who have provided distinguished service to the District or the community. Candidates considered for honorific naming recognition should reflect the vision and mission of the District through outstanding achievements in learning or demonstrating leadership of lasting value to the District or the community at large.

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The Executive Director will establish administrative procedures to implement this policy. Any appeal of an administrative action under this policy will be made in writing first 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.

POLICY: PUBLIC ART IN DISTRICT FACILITIES**Background**

The purpose of this policy is to provide parameters under which public art would be included in major construction projects for District facilities.

Staff are not recommending any revisions to the policy as written. This policy was last revised in October 2020, at which time it was reviewed by the District's legal counsel.

As part of the biennial review process for policies, staff recommend that policies that are not revised are instead reaffirmed by the Board of Trustees. A reaffirmation date would be updated in the policy, as indicated by strikethrough (removal) or underline (addition) in the following draft.

Recommended Action: Board motion to reaffirm the Public Art in District Facilities policy.

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

Policy Title	Public Art in District Facilities		
Approval Date	August 21, 2018	Revision Date	October 20, 2020
Reaffirmation Date	September 17, 2024		
Related Policies	Gifts Naming and Recognition Procurement		
Scope	Applies to all District employees.		

General Policy:

It is the policy of Spokane County Library District to actively support the inclusion of public art in library facilities for aesthetic enhancement of its public areas and to increase accessibility of art to District residents. To that end, the Board of Trustees may designate up to one percent (1%) of the initial Maximum Allowable Construction Cost for each new building construction project for procurement of public art. This designation shall be made concurrently with the adoption of each construction project budget. The Board of Trustees shall also encourage donation of private funds to be used for this purpose.

An Art Selection Committee shall be formed by the Board of Trustees for each construction project to provide recommendations to the Board of Trustees for all aspects of arts project planning and selection of arts projects.

Methods available to the committee for solicitation of proposals for public art include competition open to any qualified artist, limited competition open to a list of artists invited to submit proposals, or direct selection of a specific artist, all based upon criteria established by the committee for the project and consistent with District policy regarding procurement.

Final selection of public art, whether from public or private funds, shall be subject to approval by the Board of Trustees. Gifts or donations of public art that meet the criteria established by the Art Selection Committee may be given preferential consideration for selection in order to maximize the use of public funds toward the Maximum Allowable Construction Cost.

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.

POLICY: HR01 INCLUSION STATEMENT**Background**

This policy sets forth District policy for inclusion in the workplace.

The revisions of note are as follows:

- In the first sentence, “cultural” was added to the list.

Additional edits were made for clarity and general updates.

Human Resources Director Toni Carnell will be available to answer any questions on the proposed policy revisions.

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

Recommended Board Action: Board motion to approve revisions to policy HR01 Inclusion.

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

Policy Title	Inclusion Statement		
Approval Date	October 19, 2021	Revision Date	September 17, 2024
Related Policies	Code of Conduct HR10 Harassment & Bullying		
Scope	Applies to all District employees.		

Spokane County Library District recognizes that within the District’s staff there are individuals with diverse interests, backgrounds, ages, life, and cultural experiences, and information needs, and it is dedicated to creating an inclusive work environment for everyone. We honor and respect these unique experiences, perspectives, and cultural backgrounds that each employee brings to our workplace. The District strives to foster a culture of respect, where our employees feel valued and empowered, and are at the forefront in helping us promote and sustain an inclusive workplace.

Spokane County Library District is committed to taking the following actions in support of an inclusive workplace:

- Provide ongoing education and training opportunities for all employees on diversity, equity, and inclusion topics.
- Provide all employees with a safe avenue to voice concerns regarding diversity, equity, and inclusion in our workplace.

Spokane County Library District will not tolerate discrimination, harassment, or any behavior or language that is abusive, offensive, or unwelcome.

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.

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

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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.

POLICY: HR11 WORKPLACE HEALTH AND SAFETY**Background**

This policy sets forth District policies for employee conduct.

The revisions of note are as follows:

- 11.01 Accident Reporting
 - Language referring to incidents was removed and will be included in a separate policy and procedure for Property Damage.
- 11.05 Employee Wellness
 - This section was removed from policy and will be updated as a standalone procedure.

Additional edits were made for clarity and general updates.

Human Resources Director Toni Carnell will be available to answer any questions on the proposed policy revisions.

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

Recommended Board Action: Board motion to approve revisions to policy HR11 Workplace Safety

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

Policy Title	HR 11 – Workplace Safety & Health		
Approval Date	January 1, 1982	Revision Date	September 17, 2024
Purpose	To set forth the District's policies for the workplace safety and health of employees.		
Scope	Applies to all District employees and volunteers		

Spokane County Library District (the District) will comply with all applicable federal, state, and local health and safety regulations, and provide a work environment as free as practicable from recognized health and safety hazards.

The District's approach to workplace safety and health is intended to be proactive and all inclusive. Employee safety depends on the safety consciousness of everyone.

Managers and supervisors are responsible for ensuring their employees understand and comply with the District's safety rules and are trained in safety matters related to their position.

Employees are responsible for promptly reporting any observed safety and health violations, unsafe or potentially hazardous conditions, and any accidents/incidents resulting in personal injury/illness or property damage to their supervisor or manager. All employees are responsible for maintaining a safe work environment and following the District's safety protocols.

The District shall make a good faith effort to remedy hazardous conditions as quickly as possible.

Additional information can be found in the District Safety ~~& Health~~ Manual.

11.01 Accident/Incident Reporting

In case of an accident ~~or incident~~ occurring on District-owned or operated property, or while traveling on library business, which results in personal injury or illness, ~~and/or property damage~~, regardless of the nature or severity of the injury ~~or~~, illness, ~~or property damage~~, the employee must promptly (within 24 hours) notify their immediate supervisor and complete the District's Accident Report form.

11.02 Annual Facility Inspection & Fire Drill

To ensure the safety and well-being of District employees and customers, each facility is inspected by the appropriate manager/supervisor along with the Facilities Manager and/or ~~Maintenance Assistant~~ Facilities Specialist on a continuous basis. The purpose of the inspection is to identify and correct any real or potential problems that may impact the safety and well-being of District staff, library customers, and visitors.

Fire extinguishers, alarms, and emergency lighting for each facility are inspected annually. Fire drills ~~are~~ are also to be conducted at least annually in each District-operated facility to ensure staff is fully able to carry out the facility's evacuation plan.

11.03 Hazardous Materials Communication Program Policy

In the rare event that employees may be exposed to hazardous chemicals used by a contractor or vendor providing general cleaning or landscaping services to the District, or in the course of

building maintenance activities, the District will maintain the appropriate Material Safety Data Sheets.

1111.04-4 Weapons in the Workplace

To assure a safe environment for employees, customers, and other visitors, the District prohibits ~~employees or volunteer from the~~ wearing, transporting, ~~storage~~storing, or ~~presence of~~otherwise possessing firearms or other dangerous weapons ~~in its facilities or on its property by its employees or volunteers~~ while present on District property, and/or performing job-related functions. Any employee or volunteer in possession of a firearm or other dangerous weapon while present on District property, and/or performing job-related functions, is subject to disciplinary action up to and including termination. Employees or volunteers in possession of a valid concealed weapons permit are not exempt from this policy.

11.5 Employee Wellness

~~Spokane County Library District recognizes that good health and well-being are key elements in maximizing the quality of life for all staff members. The District encourages all employees to participate in wellness programs and activities. An employee's overall good health plays a major role in preventing illness and injury, and can directly influence the quality of service staff provides to our customers.~~

~~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.~~

~~The Executive Director is responsible for establishing administrative procedures necessary to carry out this policy and will respond to appeals of District staff action and/or decision in the application of this policy and any related procedures. Any appeal of Executive Director action and/or decision may be made in writing to the Board of Trustees.~~

~~The District will comply with all federal, state and local law regarding employment and will make a good faith effort to implement this policy in a fair and consistent manner.~~

~~In the event of the amendment of any law, regulation, or ordinance incorporated into these policies or upon which this manual relies, these policies shall be deemed amended in conformance with those changes. In cases where these policies conflict with any local ordinance, state or federal law, the terms of that law, and its underlying rules or regulations shall prevail. In all other cases, these personnel policies and practices prevail~~

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

Policy Title	HR 11 – Workplace Safety		
Approval Date	January 1, 1982	Revision Date	September 17, 2024
Purpose	To set forth the District's policies for workplace safety.		
Scope	Applies to all District employees and volunteers.		

Spokane County Library District (the District) will comply with all applicable federal, state, and local health and safety regulations, and provide a work environment as free as practicable from recognized health and safety hazards.

The District's approach to workplace safety and health is intended to be proactive and all inclusive. Employee safety depends on the safety consciousness of everyone.

Managers and supervisors are responsible for ensuring their employees understand and comply with the District's safety rules and are trained in safety matters related to their position.

Employees are responsible for promptly reporting any observed safety and health violations, unsafe or potentially hazardous conditions, and any accidents/incidents resulting in personal injury/illness or property damage to their supervisor or manager. All employees are responsible for maintaining a safe work environment and following the District's safety protocols.

The District shall make a good faith effort to remedy hazardous conditions as quickly as possible.

Additional information can be found in the District Safety Manual.

11.01 Accident Reporting

In case of an accident occurring on District-owned or operated property, or while traveling on library business, which results in personal injury or illness, regardless of the nature or severity of the injury or illness, the employee must promptly (within 24 hours) notify their immediate supervisor and complete the District's Accident Report form.

11.02 Facility Inspection & Fire Drill

To ensure the safety and well-being of District employees and customers, each facility is inspected by the appropriate manager/supervisor along with the Facilities Manager and/or Facilities Specialist on a continuous basis. The purpose of the inspection is to identify and correct any real or potential problems that may impact the safety and well-being of District staff, library customers, and visitors.

Fire extinguishers, alarms, and emergency lighting for each facility are inspected annually. Fire drills are also to be conducted at least annually in each District-operated facility to ensure staff are fully able to carry out the facility's evacuation plan.

11.03 Hazardous Materials Communication Program Policy

In the rare event that employees may be exposed to hazardous chemicals used by a contractor or vendor providing general cleaning or landscaping services to the District, or in the course of building maintenance activities, the District will maintain the appropriate Material Safety Data Sheets.

11.04 Weapons in the Workplace

To assure a safe environment for employees, customers, and other visitors, the District prohibits employees or volunteers from wearing, transporting, storing, or otherwise possessing firearms or other dangerous weapons while present on District property, and/or performing job-related functions. Any employee or volunteer in possession of a firearm or other dangerous weapon while present on District property, and/or performing job-related functions, is subject to disciplinary action up to and including termination. Employees or volunteers in possession of a valid concealed weapons permit are not exempt from this policy.

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

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

OVERVIEW – READING BUDDIES

The Reading Buddy Program pairs volunteers as mentors with elementary students at their schools. Reading Buddy volunteers meet with students once per week to read together and foster a love of reading. Each reading buddy is an adult volunteer who has passed a background check and has received training.

Literacy Program Coordinator Melanie Boerner will provide an overview of the program.

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

OVERVIEW – MORAN PRAIRIE & FAIRFIELD

Library Supervisor Caitlin Wheeler and Librarians Janet Hacker-Brumley, and Danielle Marcy will provide an overview of the Fairfield and Moran Prairie Libraries and how they serve their communities.

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

FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: OCTOBER 2024 – NOVEMBER 2024

October 15, 2024: Deer Park – 4:00pm

- 2025 Budget
 - Public Hearing on Authorized Revenue Sources
 - 2025 Preliminary Budget Presentation
 - Organizational Memberships Review
 - Board Direction to Staff
 - Overview: Deer Park
- Airway Heights: Potential Interlocal Agreement Amendment: Discussion, Potential Action (tentative)

November 19, 2024: Argonne – 4:00pm

- 2025 Budget
 - Cost of Living Adjustment (COLA) for 2025: Approval Recommendation
 - Adopting a 2025 Final Budget and Certifying It to the Board of County Commissioners (Resolution No. 24-xx): Approval Recommendation
 - Authorizing 2023 Property Tax Levy Increase for Collection in 2024 (Resolution No. 24-xx): Approval Recommendation
 - Levying the Regular Property Taxes for SCLD for Collection in 2024 (Resolution No. 24-xx): Approval Recommendation
 - Board Direction to Staff

Special Meetings/Activities2025May 9th

Staff Day

AUGUST 2024 DIRECTOR'S REPORT

Finance – Jason Link

General Fund

The total general fund operating expenses before (66.12%) or after (60.04%) transfers remain well aligned with the total budget projected expenditure of 66.70%. 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 August from the Capital Project & Debt Service Funds.

Facilities Report

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

Update on the landscape drainage issue at Spokane Valley

As previously reported, the front lawn of the Spokane Valley Library was not draining due to blocked access to a drainage swale on City of Spokane Valley property. In August, the City's contractor re-opened access to the drain on the City's property and District staff finished installing drainpipe in the lawn. The lawn appears to be draining properly now.

HVAC Evaluation Report

- The District received the report from the consultant on the HVAC system replacement options for Argonne. The report consisted of four options. The four options have an estimated price range from \$900 thousand to \$1.34 million.
 - The least expensive option is referred to as multi-zone to VAV controls retrofit. The option replaces the boiler, chiller, pumps and hydronic accessories and controls. It maintains the air handling units, but replaces the fans, heating and cooling coils and all controls. The location of the boiler will require a hole be cut into the roof above the mechanical mezzanine to extract components of the existing system and install the new system. Discussions with the consultant also indicate the building may need to be closed for approximately three months while the work is completed.
 - The next step is to engage an engineer to design the replacement mechanical system and prepare mechanical, electrical, plumbing, and architectural drawings necessary to accomplish the task. The District issued an RFP for on-call architectural

and engineering services on September 13, 2024. The RFP will close on October 15, 2024. Staff anticipate bringing a contract for architectural and engineering services to the Board in November.

- Additionally, the consultant completed energy management plans and operations and maintenance plans for Spokane Valley and Service Center as required under the clean building standards. These plans must be submitted to the Washington Department of Commerce in July 2025. A summary of the finds for each plan are below:
- Spokane Valley
 - Energy Management Plan
 - For the current year, Spokane Valley is meeting the Clean Buildings Performance Standard target.
 - The report identified 15 energy efficiency measures. These are suggested upgrades for down the road.
 - Operations and Maintenance Plan
 - Identifies Operations and Maintenance Program for facility, including the building envelope, HVAC, water heaters, lighting, control systems, and power distribution.
 - Provides example inspection and maintenance logs.
- Service Center
 - Energy Management Plan
 - For the current year, the Service Center is meeting the Clean Buildings Performance Standard target.
 - The report identified 37 energy efficiency measures. These are suggested upgrades for down the road.
 - Operations and Maintenance Plan
 - Identifies Operations and Maintenance Program for facility, including the building envelope, HVAC, water heaters, lighting, control systems, and power distribution.
 - Provides example inspection and maintenance logs.

• The consultant also completed an American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) Level 1 energy audit of Service Center. The report recommended 4 priority energy projects for the building. No cost estimates were obtained in the report. The four recommended projects, in order of energy saving priority are:

- HVAC/ Controls
- Lighting
- Window Upgrades
- Skylight Roof

• The HVAC/ Controls in the Service Center are near the end of their service life. The lighting has not been upgraded to LED. Windows are assumed to be the original windows from the 1986 remodel. Replacing the skylight roof system over the open library space with an insulation deck type roof. These recommendations will be analyzed and incorporated into future maintenance plans.

Human Resources – Toni Carnell

Training

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

Staff updates:

New hires:

- Facilities Manager

Promotions:

- Public Services Technician to Public Services Associate

Transfers:

- Public Services Associate

Voluntary Demotions

- Facilities Manager to Facilities Specialist

Reclassifications (band adjustment from compensation review):

- Finance Manager
- Development Manager
- Customer Services Manager

-
- Communication Associate

Separations:

- Bilingual Camp Counselor- temp (2)
- Public Services Technician

Communication & Development – Jane Baker

Communication

Beginning in September, the program and events guide, *Engage*, will be included in the *Inlander's* Community Center distribution racks in 20 grocery stores throughout the District's service area. The fall distribution is part of a year-long agreement with the *Inlander* to help inform people of the resources and services available at the library. Additional copies will be printed to accommodate this distribution. *Engage* will remain available at the libraries and for staff to distribute at community events.

Development

In August, the Library Foundation approved sponsorship of the Mobius Discovery Center passes for 2024 from the Diane E. Zahand fund. In addition, the sponsorship of the 2024-2025 Spokane Symphony passes from the general fund was approved. The Foundation Directors are appreciative of the opportunity to sponsor these for the community.

The Foundation was a beneficiary and received a disbursement of \$107,734.85 from the estate of a library supporter in August.

Operations - Doug Stumbough

For the month of August, a total of 63,681 customers visited our libraries in person, down from 68,111 (-6.5%) in July. The total number of 99,985 physical items borrowed by customers in the libraries was essentially unchanged from the 99,676 physical items borrowed in July (0%).

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 tutor had been using one of the quiet study rooms at Spokane Valley and some cash that was in her pocket had fallen out at some point while using the room. Public Services Specialist Melissa found it later and staff was able to leave a message for the tutor. When she came in to pick it up, she said multiple times that she was very grateful and happy that it was found by the type of person who would turn it in and that we returned it to her.

Public Services Float Grace signed up some families for summer reading at Moran Prairie and shared that "each kiddo was super excited to pick out and take a free book home! Kids that get excited about reading will always make my day!"

A customer booked the Moran Prairie meeting room for S.C.O.P.E. (Spokane's Sheriff Community Oriented Policing Effort) and came to the front desk because he wanted to say how helpful staff is throughout the District and had a smooth time booking over the phone with Librarian Dana.

A digital book reader and Medical Lake customer thanked the District for working so hard to make sure she could use Libby on her phone. She said she likes the app because it is lightweight, and she can now read in bed.

North Spokane staff overheard a seven-year-old exclaim their excitement for the new "I love SCLD" stickers and shouted, "I need this sticker because I LOVE this library! It's my favorite library!"

A customer at North Spokane wanted to share that she loves SCLD and appreciates that we are always staffed, have excellent customer service, and that we are so knowledgeable about our resources and programs, as well as general things going on in our community, no matter which library she visits.

During the play portion of Baby Lapsit Storytime at Spokane Valley one morning, a grandma there with her grandson reiterated to Public Services Specialist Melissa twice that Storytime is a wonderful service that we do for the community. She doesn't remember Storytimes being around when her children were young, but she is very thankful to have them for her grandson.

There have been a couple of unhoused individuals spending time at North Spokane lately and whenever staff are outside on a walkabout they chat with them for a while and remind them they're always welcome to stay as long as they abide by the Code of Conduct. They have always greeted staff kindly, thanked them for letting them be somewhere safe, and will occasionally come in to fill up water bottles and charge their devices. One day this month, Librarian Alison and Customer Connection Specialist Bear were cleaning up and noticed one of the regulars had their own garbage-grabber and was picking up trash around the lawn, not just any stuff they had left, but all over the grassy areas. Staff thanked him profusely and joked about needing to exchange grabbers since his was newer than ours and he joked back "Nah, that's why I got this one!"

Librarian Diane was wearing an SCLD branded I ♥ My Library shirt while at Spokane Valley and a customer complimented it and said, "Everyone should be able to have a shirt like that." She was very happy when Diane told her they could and directed her to the Library Foundation of Spokane County website and store.

A dad came into the Moran Prairie Library with his daughter, checked out some books and also bought one of the books from the book sale shelf. He said he was happy to pay for the book and also wanted to leave a five-dollar bill and asked that we let five children who would like a book from the sale shelf get one on him.

Looking to get help with typing and proofing a document that he had written on a piece of paper, a North Spokane customer stated that his writing was sloppy and that he wanted it to look more

professional. Public Services Associate Roxann helped him to a computer station and, when the customer said he was uncomfortable with using it, she made suggestions as to how the document could be improved. The customer was very thankful and satisfied with the result, printed it out then made copies. He made comments about how grateful he is for the library and how important libraries are to our society in general. Before he left, he donated \$10 in appreciation.

One customer who really enjoys coming to the Moran Prairie Library shared that she loves the team there. She said that the staff at Moran are “all really nice” and that she enjoys her conversations with them when she visits.

Librarian Crystal tabled at the Feed Cheney monthly free meal, she received this thank you note after attending. "Thank you so much for joining us at Feed Cheney. The resources and games were a hit! I really appreciate all that the library does for our community."

A customer came up to the desk at Moran Prairie to place some books on hold, and he mentioned how grateful he was that SCLD had such wonderful customer service. He specifically said that Customer Service Associate Amanda was always very helpful over the phone.

Collection Services – Andrea Sharps

Top Checkouts and Holds

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

- Popular **OverDrive** titles August:
 - **Audiobook checkouts:**
 - *Hillbilly Elegy: A Memoir of a Family and Culture in Crisis* by J.D. Vance (168)
 - *The Women* by Kristin Hannah (141)
 - *Never Lie* by Freida McFadden (114)
 - **Ebook checkouts:**
 - *The Women* by Kristin Hannah (140)
 - *Fourth Wing* by Rebecca Yarros (109)
 - *Funny Story* by Emily Henry (95)
 - **Audiobook holds** as of September 3:
 - *The Anxious Generation: How the Great Rewiring of Childhood is Causing an Epidemic of Mental Illness* by Jonathan Haidt (199)
 - *The Women* by Kristin Hannah (147)
 - *The Boys in the Boat: Nine Americans and Their Epic Quest for Gold at the 1936 Berlin Olympics* by Daniel James Brown (136)
 - **Ebook holds** as of September 3:
 - *The Women* by Kristin Hannah (185)
 - *It Ends with Us* by Colleen Hoover (109)
 - *Here One Moment* by Liane Moriarty (97)

- Popular **Adult Physical Book** titles August:
 - Checkouts:
 - *The Women* by Kristin Hannah (66)
 - *Perma Red: A Novel* by Debra Magpie Earling (64)
 - *It Ends with Us* by Colleen Hoover (61)
 - Holds:
 - *The Women* by Kristin Hannah (53)
 - *It Ends with Us* by Colleen Hoover (49)
 - *The God of the Woods* by Liz Moore (34)

Request for Review of Library Materials

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

**COLLECTION MONTHLY REPORT
AUGUST 2024**

	Select Transaction Count		
Physical Collection	YTD 2024	YTD 2023	CHANGE
Items Processed	39,980	33,447	20%
Interlibrary Loan Total	4,805	4,317	11%
Overdrive			
Total Checkouts	714,509	633,042	13%
Total Holds	256,327	203,617	26%
hoopla			
Total Checkouts	41,703	28,051	49%
	Total Items in Collection		
Material Type	YTD 2024	YTD 2023	CHANGE
Print	307,956	306,408	1%
Nonprint	70,215	73,070	-4%
Overdrive	182,277	157,009	16%
Grand Total	560,448	536,487	4%

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

Executive Director – Patrick RoewePotential Tax Increment Area Agreement

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

Future Conklin Road Library Update

Along with Communication & Development Director Jane Baker and Development Manager Jill Lynn Nunemaker, I'll be meeting with James Zahand in October to discuss the outcome of the August Board meeting regarding the future library.

Spokane County Housing Choice Voucher Waiting List Partnership

-Aileen Luppert, Community Engagement Manager

Spokane Housing Authority (SHA) serves Spokane and neighboring counties by providing housing assistance to low-income families. SHA oversees the Spokane County Housing Choice Voucher Program, which offers vouchers to help people pay their rent. The waiting list for the program has been so long that it was closed to new applicants in 2016. In anticipation of reopening the waiting list this year, Spokane Housing Authority reached out with a partnership opportunity that the District was happy to accept.

After months of planning SHA opened the Housing Choice Voucher Waiting List to new registrations for seven days between July 30th and August 5th. The entire process was online through a website portal. Knowing some people around the region may not have reliable internet access or might otherwise need assistance with registration, SHA enlisted the help of the District for internet and computer access as well as technical support to complete the online registrations if needed.

Expecting thousands of applications to be completed on a first-come, first-served basis, SHA deployed their own staff to some of our busiest libraries for the first two days. SHA staff came to Deer Park, Medical Lake, North Spokane and Spokane Valley. These locations had conference rooms, laptops, and Chromebooks reserved and ready to meet possible high demand. All staff had an unexpected challenge when the internet went down at most of our locations. With some creativity and assistance from Mobile Services, every library, except CH, was able to establish internet connection through hotspots and LINC so there was no interruption to sign-ups.

SHA has not tallied and shared the final data yet, but there were over 1,600 registrations completed on the first day. The overall impact on our libraries and staff was not significant. Perhaps the application was simple enough that support wasn't needed and wi-fi was easier to come by than anticipated. The District was prepared and ready just the same. Spokane Housing Authority was a terrific partner to work with and we would be open to new opportunities to work together in the future.

Operations Report August 2024

Doug Stumbough and Kristy Bateman

Service Priority Teams

Adult Services (Stacey Goddard)

- 308 individuals attended 58 adult programs during August. Highlights included:
 - 153 attended SCORE's online presentation about using *Google Workspace for Your Business*, and one person took advantage of the in-person follow-up session the next day at Spokane Valley Library.
 - 17 people took part in the *Medicinal & Edible Plants Hike*, which took place at Liberty Lake Regional Park.
 - 29 individuals took part in the *Medical Lake Geo-Walk & Water Sampling* program.
- We successfully completed the three site visits that are part of WorkSource's recertification process, at Deer Park, Cheney, and Spokane Valley. WorkSource staff were impressed with the staff at all locations, and with the services we provide for our customers and the community at large.

Youth Services (Mary Ellen Braks)

- We provided 80 storytimes this month with an attendance of 1,832.
- Mobile Services visited 10 childcare centers, provided 29 storytimes to 275 children and caregivers.
- Mobile Services did three *Storytimes in the Park*. The Spokane Valley parks were Mission Park, Edgecliff Park, and Terrace View Park.
- We had 23 youth programs with a total attendance of 510. Programs included the *Mobius Planetarium*, *Garfield Bigger Than Life Crafts & Activities*, and *Video Game Fandom Arts & Crafts*.
- We offered 37 *Lego Free Play* activities for families with an attendance of 193.
- This summer, we had 91 youth programs for a total attendance of 1,834. In addition, we had 107 *Lego Free Play Programs* with a total attendance of 545.

Cross Disciplinary (Gwendolyn Haley)

- 1,579 readers took part in *Summer Reading* this year and logged a combined total of 376,731 minutes. 1,009 youth between the ages of 5 and 17 claimed their free incentive book, courtesy of the Library Foundation of Spokane County.
- The online Authors Series featured novelist Shelby Van Pelt, Smithsonian curator Dr. Jennifer Lavasseur, and Irena Smith, PhD, and drew 388 views.
- In August, we had 152 Library of Things transactions. The inflatable movie screen and projectors saw the most activity overall, followed by telescopes and the pickleball set.

Digital Projects and Resources (Carlie Hoffman)

- Trials for digital resources focused on demographic data for business owners and entrepreneurs were shared with librarians.

-
- Work on the website redesign continues.

Information Technology (Patrick Hakes)

- The conversion of District network circuits to accommodate higher internet speeds continued this month, with fiber upgrades at Airway Heights and Moran Prairie underway. Spokane Valley, Argonne, Medical Lake, and Otis Orchards have completed their upgrade to the higher speed of 10G.
- Annual phishing and cybersecurity awareness training for all District staff was assigned.

Mobile Services (Brianna Rukes)

- Mobile Services added two new facility visits to its Sprinter van schedule.
- Visitors learned about human anatomy with our *Magic School Bus* Human Body theme. We distributed the Mobius STEAM kits, and customers were excited to explore the owl pellets included in the kits.
- LINC attended several community events, including the Spokane Valley Farmers Market, the Newman Lake Ice Cream Social, *Storytimes in the Park*, and two back-to-school events at local schools.

Library Reports**Airway Heights: Lesa Arrison**

- Librarian Crystal Miller and PSA Heather attended a very windy Airway Heights Days. They interacted with over 160 community members, and passed out Engage, Medicine Mail Back Envelopes, and SCLD pens and pencils. The kids also enjoyed the seasonal bookmarks they brought to take home and color.

Argonne: Stacy Loberg

- *Garfield Bigger Than Life: Crafts & Activities* program had a big turnout with 52 attendees!
- Librarians Janet and Tammy attended Millwood Daze and spoke to 282 community members about library services.

Cheney: Jonathan Melcher

- Crystal attended the Feed Cheney event on Aug. 26. She was able to talk to 33 community members about library services and let them know about the upcoming After School Snack Program.
- Our produce swap has been successful with lots of fruits and vegetables being exchanged.
- We wrapped up the programs with Cheney Parks and Recreation's Camp Caslo at Cheney Library this month. We did *Lego Club* and *Mix it Up* with them, and received a nice thank you from them: "We have had a lot of great feedback from campers, staff & parents and their times at the library were some of their favorites of the summer".

Deer Park: Shannon McMinn

- Storytimes at Deer Park have been steadily growing, and recently 43 attended *Toddler Play and Learn Storytime*.

-
- The *Garfield Bigger Than Life: Craft & Activities* and the *Pebble Painting: Create a Scene* programs were both well attended and enjoyed by our tween and teen customers.

Medical Lake: Cecelia McMullen

- Clusters of ten-year-old girls ran into to the library as part of a scavenger hunt. They were challenged to find and take a picture of a birthday themed book.

Moran Prairie and Fairfield: Caitlin Wheeler

- Customers have enjoyed Moran's passive *Produce Swap* program. Items swapped have included squash, potatoes, apples, herb bundles, and flower bouquets.

North Spokane: Brian Vander Veen

- This month, North Spokane hosted a display of prototype toys designed for children with disabilities by Whitworth students enrolled in Professor David Schipf's "Intro to Engineering" class.
- 44 children and caregivers turned out for the event *Video Game Fandom Arts & Crafts*.

Otis Orchards: Maggie Montreuil

- Otis Orchards has seen an uptick in new families discovering *Family Play & Learn Storytime*.

Spokane Valley: Danielle Milton

- We hosted the *Mobius Mobile Planetarium: Destination Solar System* with 119 excited library customers who had an out of this world experience learning about our solar system.

Public Use Measures

Please see next page.

<u>August 2024</u>				
Measure	This year	Last year	YTD	Last YTD
	This Month	This Month	This year	Comparison
Cardholders	140385	129491		8%
Door count	64318	71392	508775	-4%
Items Borrowed	227603	221473	1721350	-7%
• Airway Heights	2666	2852	19854	1%
• Argonne	7202	8037	52818	-13%
• Cheney	7031	6719	53603	0%
• Deer Park	7312	7080	52578	-5%
• Fairfield	906	577	5418	22%
• Medical Lake	2103	2250	16383	-13%
• Mobile Services	1929	2127	15361	9%
• Moran Prairie	11958	13413	91480	-11%
• North Spokane	25978	24755	185216	-2%
• Otis Orchards	2968	3283	23400	-2%
• Spokane Valley	29932	30957	216957	14%
• Digital	97557	87596	760167	14%
• Totals	198583	190020	1499712	7%
Programs				
• Number	281	157	1848	62%
• Attendance	7264	7183	35482	25%
Internet Station Use (%)	25.2%	26.1%	25.3%	
Meeting room bookings	662	385	4627	99%

Public Use Measure Definitions

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

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

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 Eight Months Ended August 31, 2024**

	Y-T-D Actual	Annual Budget	<div style="border: 1px solid black; padding: 2px; display: inline-block;">Target 66.7%</div> Percent Used	Balance Remaining
REVENUES				
PROPERTY TAXES	\$ 9,814,997	\$ 17,540,000	55.96%	\$ 7,725,003
CONTRACT CITIES - AIRWAY HEIGHTS	0	377,000	0.00%	377,000
CONTRACT CITIES - SPOKANE	53,453	103,000	51.90%	49,548
FINES & FEES	34,169	45,000	75.93%	10,831
GRANTS & DONATIONS	83,326	26,000	320.48%	(57,326)
E-RATE REIMBURSEMENTS	157,381	265,000	59.39%	107,619
LEASEHOLD & TIMBER TAX, REBATES, OTH	28,390	36,500	77.78%	8,110
INTEREST REVENUES	157,768	193,000	81.75%	35,232
TOTAL REVENUES	\$ 10,329,483	\$ 18,585,500	55.58%	\$ 8,256,017
TRANSFERS IN	-	-	0.00%	-
TOTAL REVENUES & TRANSFERS IN	\$ 10,329,483	\$ 18,585,500	55.58%	\$ 8,256,017
EXPENSES				
SALARIES	\$ 5,458,826	\$ 8,510,600	64.14%	\$ 3,051,774
FRINGE BENEFITS	1,870,698	2,863,400	65.33%	992,702
SUPPLIES	127,938	193,100	66.25%	65,162
UTILITIES	360,176	575,500	62.58%	215,324
SERVICES	918,481	1,597,800	57.48%	679,319
INSURANCE	94,627	100,000	94.63%	5,373
CAPITAL EQUIPMENT	151,453	370,000	40.93%	218,547
LIBRARY MATERIALS	1,594,320	2,222,800	71.73%	628,480
ELECTRONIC LIBRARY MATERIALS	203,156	300,000	67.72%	96,844
LIBRARY PROGRAMS	129,688	142,300	91.14%	12,612
DEBT SERVICE	248,832	0	0.00%	(248,832)
TOTAL EXPENSES	\$ 11,158,194	\$ 16,875,500	66.12%	\$ 5,717,306
TRANSFERS OUT	-	1,710,000	0.00%	1,710,000
TOTAL EXPENSES & TRANSFERS OUT	\$ 11,158,194	\$ 18,585,500	60.04%	\$ 7,427,306
Net Excess of Revenues Over/(Under) Expenses	\$ (828,711)	\$ -		
BEGINNING CASH	8,630,300			
NET FROM ABOVE	(828,711)			
ENDING CASH	\$ 7,801,588			

Number of months cash on hand 5.5

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

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

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

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