



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

February 18, 2025 4:00 p.m.

North Spokane Library, 44 E Hawthorne 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.scld.org/connect/ask-board-of-trustees/>.

- I. CALL TO ORDER
- II. AGENDA APPROVAL
- III. PUBLIC COMMENT
- IV. ACTION ITEMS
 - A. Approval of [January 21, 2025 Regular Meeting Minutes](#)
 - B. Approval of [January 2025 Payment Vouchers](#)
 - C. Unfinished Business
 - 1. [Personnel Policy HR03 – Compensation](#): Approval Recommendation
 - D. New Business
 - 1. [Exhibits & Displays Policy](#): Approval Recommendation
 - 2. [Reciprocal Use of Libraries Report for 2024](#)
 - 3. Overview: [SCLD Post-Pandemic Usage Trend Analysis](#)
- 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.

February 18, 2025

BOARD OF TRUSTEES MEETING MINUTES: January 21, 2025

A regular meeting of the Board of Trustees of Spokane County Library District was held in person and via Zoom online meeting platform in the public meeting room at the Spokane Valley Library, Tuesday, January 21, 2025 at 4:00pm.

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

Excused: None.

Also Present: Patrick Roewe (Executive Director), Jason Link (Finance Director), Doug Stumbough (Operations Director), Jane Baker (Communication and Development Director), Vinnie Davi (Video Production Specialist), Emily Greene (Administrative Services Manager), and three (3) members of the public.

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

**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 other discussion.

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

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

There was no further discussion.

**Approval of
December 2024
Payment Vouchers
(Item IV.B)** Vice Chair Jon Klapp moved and Trustee Clark seconded the approval of the December 2024 Payment Vouchers as follows:

| Fund | Voucher/Payroll Numbers | Total |
|---------------|---|----------------|
| December - GF | 0062852 – 0062964 and W001621 – W001638 | \$942,121.88 |
| | PR12102024 and PR12232024 | \$489,975.10 |
| | Total | \$1,432,096.98 |
| DSF | Washington State Treasurer | \$163,000.00 |
| | Total | \$163,000.00 |

Discussion ensued about a line item for Bartlet Interactive, wholesale software purchases, and septic system-related costs for Otis Orchards Library building.

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

Unfinished Business (Item IV.C)

There was no unfinished business.

New Business Award Contract: Wi-Fi Hotspot Services Contract: Approval Recommendation (Item IV.D.1)

Operations Director Doug Stumbough presented a PowerPoint including information on the potential new 3-year program for hotspots that can be loaned to customers and the related e-rate discount program currently available. Discussion ensued about the process to become involved in the program, the District’s goal to double the number of hotspots available to customers for check-out, and the potential start date. Trustee Patti Stauffer moved and Vice Chair Klapp seconded the awarding of the Wi-Fi Hotspot Services Contract to Verizon.

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

New Business Bulletin Boards & Community-Interest Use Policy: Approval Recommendation (Item IV.D.2.)

Operations Director Stumbough informed the Trustees there were no changes to the Bulletin Boards & Community-Interest Use Policy. Trustee Paull moved and Trustee Clark seconded the reaffirmation of the presented policy.

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

New Business
Computer, Wireless
Networks &
Internet Use Policy:
Approval
Recommendation
(Item IV.D.3.)

Operations Director Stumbough informed the Trustees of several revisions to the Computer, Wireless Networks & Internet Use Policy and that legal counsel reviewed the revisions. Discussion ensued about revisions including rewording for clarity, broadening of the term “basic filtering”, requirements of customers to be 18 or older to check out hotspots, and filtering of digital materials. Vice Chair Klapp moved and Trustee Clark seconded the approval of the Computer, Wireless Networks & Internet Use Policy as revised.

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

New Business
Customer Privileges
& Responsibility
Policy: Approval
Recommendation
(Item IV.D.4.)

Operations Director Stumbough informed the Trustees that the primary revision to the presented policy was an update to the examples of materials provided and to the removal of a reference of the previous title of the policy. Trustee Stauffer moved and Vice Chair Klapp seconded the approval of the revised Customer Privileges & Responsibility Policy.

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

New Business
Use of Video
Surveillance
Systems Policy:
Approval
Recommendation
(Item IV.D.5.)

Operations Director Stumbough presented changes to the legally reviewed policy as presented, including general clarifications for understanding. Trustee Paull moved and Trustee Clark seconded the approval of the policy as revised.

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

New Business
Overview: Open
Government
Training
(Item IV.D.6.)

Executive Director Patrick Roewe informed the Trustees that a Public Record Act and Open Government Meeting Act training is required by RCW. Two training videos produced by the Washington State Attorney General’s Office were played regarding requirements for compliance with these acts. Discussion ensued after the videos about what records are disclosable and about how many record requests the District receives.

There was no further discussion.

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

Chair Hanson called for any questions or suggestions on the future board meeting agenda items. Discussion ensued about the Airway Heights Interlocal Agreement being tentative.

There was no further discussion.

Trustee Reports
(Item VI.A.)

There were no Trustee reports.

Executive Director Report (Item VI.B.)

Executive Director Roewe informed the Trustees in addition to the report provided prior to meeting that there is a potential TIF that will require action at some point in the future.

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 December 2024, with data for customer use measures, programming, and library activities.

There was no further discussion.

Fiscal Report (Item VI.D.)

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

There was no further discussion.

Adjournment (Item VII.)

Chair Hanson adjourned the meeting at 5:55pm. The next Board Meeting is scheduled for Tuesday, February 18th, 2025 at the North Spokane 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 January 31, 2025, and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$1,755,998.88 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: January 31, 2025

SIGNED: 
 TITLE: Finance Director

SIGNED: 
 TITLE: Executive Director

| GENERAL OPERATING FUND | | | |
|------------------------|---|--|----------------|
| VOUCHER NUMBER | VENDOR NAME | DESCRIPTION | VOUCHER AMOUNT |
| 0000062947 | AMAZON CAPITAL SERVICES | LIBRARY MATERIALS, PROGRAMMING AND OFFICE SUPPLIES | 132.42 |
| 0000062948 | EBSCO INDUSTRIES, INC. | LIBRARY MATERIALS - SUBSCRIPTIONS | 33,734.23 |
| 0000062949 | KANOPY, INC | LIBRARY MATERIALS, ANNUAL SUBSCRIPTION | 8,000.00 |
| 0000062950 | MIDWEST TAPE | BI-WEEKLY LIBRARY MATERIALS | 62,000.00 |
| 0000062951 | MORAN PRAIRIE GRANGE | DUES AND MEMBERSHIPS | 46.00 |
| 0000062952 | NORTH PALOUSE CHAMBER/COMM | DUES AND MEMBERSHIPS | 100.00 |
| 0000062953 | PRISMHR, INC. | MONTHLY SOFTWARE SUPPORT - HR | 601.26 |
| 0000062954 | THE SPOKESMAN- REVIEW | LIBRARY MATERIALS | 728.00 |
| 0000062955 | SPRINGSHARE LLC | PRINCIPAL - SBITA PATRON POINT SUBSCRIPTION | 14,029.40 |
| 0000062956 | ZOOBEAN, INC. | ONLINE READING CHALLENGE SOFTWARE, ANNUAL RENEWAL | 4,495.00 |
| 0000062965 | A2Z INTERPRETING, LLC | PROFESSIONAL SERVICES - ADMIN | 198.89 |
| 0000062966 | ABM INDUSTRIES, INC. | MONTHLY CUSTODIAL SERVICES | 21,412.76 |
| 0000062967 | AMAZON CAPITAL SERVICES | LIBRARY MATERIALS, PROGRAMMING AND OFFICE SUPPLIES | 1,662.34 |
| 0000062968 | BATTERIES PLUS BULBS | MAINTENANCE SUPPLIES | 135.80 |
| 0000062969 | BLACKSTONE PUBLISHING | LIBRARY MATERIALS | 1,404.78 |
| 0000062970 | CAVENDISH SQUARE | LIBRARY MATERIALS | 744.12 |
| 0000062971 | CONSOLIDATED ELECTRICAL DIST. | BUILDING REPAIR & MAINTENANCE | 204.10 |
| 0000062972 | CENTER POINT LARGE PRINT | LIBRARY MATERIALS | 541.74 |
| 0000062973 | CENTURLINK | MONTHLY ANALOG TELEPHONE LINE: SC ELEVATOR | 76.51 |
| 0000062974 | CITY OF MEDICAL LAKE | MONTHLY WATER, SEWER, REFUSE - ML | 181.92 |
| 0000062975 | DIVCO INCORPORATED | QTRLY BUILDING MAINT CONTRACT - HVAC | 19,796.52 |
| 0000062976 | EDNETICS | SOFTWARE SUPPORT - FIREWALL, CISCO UMBRELLA, TELEPHONE MANAGED | 14,774.97 |
| 0000062977 | EMPIRE DISPOSAL INC. | MONTHLY SOLID WASTE - FF | 48.85 |
| 0000062978 | THE FIG TREE | LIBRARY MATERIALS | 150.00 |
| 0000062979 | CENGAGE LEARNING INC/ GALE | LIBRARY MATERIALS | 1,186.81 |
| 0000062980 | GREATER SPOKANE VALLEY CHAMBER | ANNUAL MEMBERSHIP DUES | 499.00 |
| 0000062981 | H&H BUSINESS SYSTEMS, INC. | QTRLY COPIER MAINTENANCE & TONER | 5,386.49 |
| 0000062982 | INGRAM DISTRIBUTION GROUP, INC | BI-WEEKLY LIBRARY MATERIALS | 14,206.51 |
| 0000062983 | LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT | ILL SERVICES | 22.99 |
| 0000062984 | MIDWEST TAPE | BI-WEEKLY LIBRARY MATERIALS | 2,189.52 |
| 0000062985 | NATIONAL COLOR GRAPHICS | PRINTING - ENGAGE MAGAZINE | 19,263.57 |
| 0000062986 | OVERDRIVE, INC. | BI-WEEKLY LIBRARY MATERIALS | 44,515.03 |
| 0000062987 | PHILADELPHIA INSURANCE CO | ANNUAL D&O / EPL INSURANCE PREMIUM | 9,418.00 |
| 0000062988 | PIXEL PRESS TECHNOLOGY | ANNUAL SUBSCRIPTION | 150.00 |
| 0000062989 | SIRSIDYNIX | ANNUAL SOFTWARE MAINT & SUPPORT | 231,992.80 |
| 0000062990 | SPOKANE COUNTY ENVIRONMENTAL SERVICES | MONTHLY SEWER - AR, NS, SV | 327.64 |
| 0000062991 | STAPLES ADVANTAGE | OFFICE/LIBRARY SUPPLIES | 180.97 |
| 0000062992 | TIMBERLAND REGIONAL LIBRARY - ILL | ILL SERVICES | 5.00 |
| 0000062993 | TOWN OF FAIRFIELD | BI-MONTHLY WATER, SEWER - FF | 225.80 |
| 0000062994 | UNIQUE MANAGEMENT SERVICES | MONTHLY NOTICE FEES AND MESSAGE BEE SERVICE | 3,593.37 |
| 0000062995 | VALUE LINE PUB., LLC | ELECTRONIC LIBRARY SERVICES | 10,895.00 |
| 0000062996 | WALTER E. NELSON CO. | CLEANING & SANITATION SUPPLIES | 1,634.89 |
| 0000062997 | WHITWORTH WATER DISTRICT | MONTHLY WATER - NS | 31.73 |
| 0000062998 | WICK ENTERPRIZES, LLC | ADVERTISING | 1,881.00 |
| 0000062999 | WITHERSPOON BRAJCICH MCPHEE, PLLC | LEGAL SERVICES, GENERAL COUNSEL | 4,355.00 |
| 0000063000 | A2Z INTERPRETING, LLC | PROFESSIONAL SERVICES - ADMIN | 203.84 |
| 0000063001 | AMAZON CAPITAL SERVICES | LIBRARY MATERIALS, PROGRAMMING AND OFFICE SUPPLIES | 2,613.11 |
| 0000063002 | AVISTA UTILITIES | MONTHLY UTILITIES | 15,786.18 |
| 0000063003 | CHENEY MERCHANTS ASSOCIATION | ANNUAL DUES | 15.00 |
| 0000063004 | DEARREADER.com LLC | ELECTRONIC LIBRARY SERVICES | 4,855.00 |
| 0000063005 | EMPLOYMENT SECURITY DEPARTMENT | QUARTERLY UNEMPLOYMENT CLAIMS | 5,149.26 |
| 0000063006 | FATBEAM, LLC | MONTHLY INTERNET SERVICE, NET OF ERATE DISC | 4,452.84 |
| 0000063007 | FREE PRESS PUBLISHING, INC | LIBRARY MATERIALS | 235.00 |
| 0000063008 | CENGAGE LEARNING INC/ GALE | LIBRARY MATERIALS | 11,600.32 |
| 0000063009 | GATHERING HOUSE CHURCH | LIBRARY PROGRAM, VENUE FOR POETRY SLAM | 600.00 |
| 0000063010 | INGRAM DISTRIBUTION GROUP, INC | BI-WEEKLY LIBRARY MATERIALS | 2,578.02 |
| 0000063011 | INLAND POWER AND LIGHT | MONTHLY ELECTRIC UTILITIES - AH, DP | 567.88 |
| 0000063012 | MIDWEST TAPE | BI-WEEKLY LIBRARY MATERIALS | 107.78 |
| 0000063013 | MODERN ELECTRIC WATER COMPANY | MONTHLY WATER, ELEC. - SV | 3,540.20 |
| 0000063014 | OPTUM | MONTHLY HSA ACCOUNT ADMIN FEES | 60.00 |
| 0000063015 | OVERDRIVE, INC. | BI-WEEKLY LIBRARY MATERIALS | 16,435.56 |
| 0000063016 | PUBLIC LIBRARIES OF WASHINGTON | ANNUAL DUES | 3,663.77 |

| | | | |
|------------|---|--|------------|
| 0000063017 | QUILL CORPORATION | OFFICE/LIBRARY SUPPLIES | 108.89 |
| 0000063018 | THE SPOKESMAN- REVIEW | LIBRARY MATERIALS | 780.00 |
| 0000063019 | SPOKANE CO. WATER DISTRICT #3 | MONTHLY UTILITY FEE-HASTINGS PROPERTY | 30.48 |
| 0000063020 | STAPLES ADVANTAGE | OFFICE/LIBRARY SUPPLIES | 1,144.33 |
| 0000063021 | ULINE SHIPPING SPECIALISTS | OFFICE/LIBRARY SUPPLIES | 912.87 |
| 0000063022 | U.S. BANK CORP. PAYMENT SYSTEM | CREDIT CARD PAYMENT | 14,000.31 |
| 0000063023 | WASTE MANAGEMENT OF SPOKANE | MONTHLY REFUSE | 1,751.65 |
| 0000063024 | WASHINGTON LIBRARY ASSOCIATION | ANNUAL DUES | 4,663.00 |
| 0000063025 | ZIPLY FIBER | MONTHLY PHONE & BROADBAND - FF | 157.10 |
| 0000063026 | ABSOLUTE BACKGROUND SEARCH INC | MONTHLY EMPLOYEE BACKGROUND CHECKS | 834.00 |
| 0000063027 | AMAZON CAPITAL SERVICES | LIBRARY MATERIALS, PROGRAMMING AND OFFICE SUPPLIES | 315.21 |
| 0000063028 | ASSOCIATION OF WASHINGTON CITIES - VIMLY BENEFITS | MONTHLY EMPLOYEE MEDICAL, DENT, VIS, LTD, LIFE | 10,242.66 |
| 0000063029 | CONSOLIDATED IRRIGATION DIST19 | WATER - OT | 13.80 |
| 0000063030 | CITY OF SPOKANE | MONTHLY WATER & SEWER - MP | 313.12 |
| 0000063031 | CITY OF AIRWAY HEIGHTS | MONTHLY WATER & SEWER - AH | 142.92 |
| 0000063032 | CITY OF CHENEY | MONTHLY WATER, SEWER, ELEC - CH | 815.03 |
| 0000063033 | CITY OF DEER PARK | MONTHLY WATER & SEWER - DP | 90.75 |
| 0000063034 | DEMCO, INC. | OFFICE/LIBRARY SUPPLIES | 698.53 |
| 0000063035 | DEVRIES INFORMATION MGMT | MONTHLY COURIER SERVICE | 5,193.46 |
| 0000063036 | CENGAGE LEARNING INC/ GALE | LIBRARY MATERIALS | 498.96 |
| 0000063037 | INGRAM DISTRIBUTION GROUP, INC | BI-WEEKLY LIBRARY MATERIALS | 15,953.41 |
| 0000063038 | MIDWEST TAPE | BI-WEEKLY LIBRARY MATERIALS | 5,076.64 |
| 0000063039 | OVERDRIVE, INC. | BI-WEEKLY LIBRARY MATERIALS | 18,646.86 |
| 0000063040 | PRO MECHANICAL SERVICES INC | PARKING LOT LIGHTING UPGRADES | 735.08 |
| 0000063041 | QUILL CORPORATION | OFFICE/LIBRARY SUPPLIES | 1,696.50 |
| 0000063042 | SELECTIVE INSURANCE CO OF AMERICA | ANNUAL PROPERTY INSURANCE | 87,593.00 |
| 0000063043 | SHI INTERNATIONAL CORP | IT HARDWARE & SOFTWARE | 5,353.70 |
| 0000063044 | SOFTWARE ONE, INC | SOFTWARE SUPPORT | 8.22 |
| 0000063045 | T-MOBILE | MONTHLY "MI-FI" DEVICE CELL SERVICE | 1,449.32 |
| 0000063045 | T-MOBILE | MONTHLY "MI-FI" DEVICE CELL SERVICE | 1,449.32 |
| 0000063046 | WALTER E. NELSON CO. | CLEANING & SANITATION SUPPLIES | 449.28 |
| W000001639 | ELEC FEDERAL TAX PAYMENT SYS | PAYROLL TAX DEPOSIT | 83,190.62 |
| W000001640 | VANTAGEPOINT TRNSFR %M&T BANK-302112 | ICMA EMPLOYEE 457 CONTRIBUTIONS | 4,254.66 |
| W000001641 | US BANK - HEALTH - OPTUM | HEALTH SAVINGS ACCT CONTRIBUTIONS | 2,700.08 |
| W000001642 | DEPT OF RETIREMENT SYSTEMS | RETIREMENT CONTRIBUTIONS | 57,333.60 |
| W000001643 | NAVIA BENEFIT SOLUTIONS CLIENT PAY | WEEKLY FSA ACCOUNT PAID CLAIMS | 843.34 |
| W000001644 | ASSOCIATION OF WASHINGTON CITIES - VIMLY BENEFITS | MONTHLY EMPLOYEE MEDICAL, DENT, VIS, LTD, LIFE | 117,579.82 |
| W000001645 | NAVIA BENEFIT SOLUTIONS CLIENT PAY | WEEKLY FSA ACCOUNT PAID CLAIMS | 27.90 |
| W000001646 | NAVIA BENEFIT SOLUTIONS CLIENT PAY | WEEKLY FSA ACCOUNT PAID CLAIMS | 44.39 |
| W000001647 | STATE OF WASHINGTON | BUSINESS LICENSE RENEWAL | 10.00 |
| W000001648 | ELEC FEDERAL TAX PAYMENT SYS | PAYROLL TAX DEPOSIT | 84,745.60 |
| W000001649 | VANTAGEPOINT TRNSFR %M&T BANK-302112 | ICMA EMPLOYEE 457 CONTRIBUTIONS | 4,314.27 |
| W000001650 | US BANK - HEALTH - OPTUM | HEALTH SAVINGS ACCT CONTRIBUTIONS | 2,700.08 |
| W000001651 | DEPT OF RETIREMENT SYSTEMS | RETIREMENT CONTRIBUTIONS | 58,549.19 |
| W000001652 | SAGE SOFTWARE, INC | ANNUAL ACCOUNTING SOFTWARE SUPPORT | 11,046.90 |
| W000001653 | NAVIA BENEFIT SOLUTIONS CLIENT PAY | WEEKLY FSA ACCOUNT PAID CLAIMS | 3,163.32 |
| W000001654 | NAVIA BENEFIT SOLUTIONS CLIENT PAY | EMPLOYER BENEFITS ADMINISTRATION FEES | 200.00 |
| W000001655 | NAVIA BENEFIT SOLUTIONS CLIENT PAY | EMPLOYER BENEFITS ADMINISTRATION FEES | 100.00 |

Total Non-Payroll General Operating Fund \$ 1,218,648.02

PAYROLL VOUCHERS

| | | | |
|---------------|---------------------------------|---------------------------------------|---------------|
| 01102025 PP01 | SPOKANE COUNTY LIBRARY DISTRICT | NET PAYROLL CHECKS FOR PAY PERIOD #01 | \$ 267,728.19 |
| 01242025 PP02 | SPOKANE COUNTY LIBRARY DISTRICT | NET PAYROLL CHECKS FOR PAY PERIOD #02 | 269,622.67 |

Total Payroll General Operating Fund \$ 537,350.86

TOTAL GENERAL OPERATING FUND \$ 1,755,998.88

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 | | | \$ - |

December 2024 / January 2025
 Paid in January 2025
 Voucher # 63022

| Card Category | Amount |
|-------------------------------|---------------|
| General Purchases | \$ 9,595.10 |
| Maintenance | \$ 2,789.44 |
| Travel | \$ - |
| Acquisitions | \$ 1,154.74 |
| Information Technology | \$ 225.00 |
| Mobile Services | \$ 236.03 |
| General Fund Purchases | \$ 14,000.31 |

Top Individual Charges

| | | |
|----------------|---|----------|
| Amazon | Total all material purchases from Amazon | 811.09 |
| Coschedule.com | Software Services & Support - Calendar Communications | 2,088.00 |
| Filters Fast | Building Maintenance | 2,993.14 |

PERSONNEL POLICY HR03 – COMPENSATION

Background

The purpose of the Personnel Policies of the Spokane County Library District (District) is to implement and clarify the rights, obligations, conditions, and benefits of employment with the District.

Policy HR03 Compensation has been restructured and renumbered for clarity, which accounts for the majority of the revisions. In addition, the policy was updated to include additional parameters regarding pay-related and leave without pay categories.

The key revisions of note are as follows.

- 3.01 Definitions
 - The following were moved from later in policy and grouped under the new heading of Definitions: Classification & Compensation Plan, Starting Wage, Anniversary Date, Fair Labor Standards Act (FLSA)/Washington Minimum Wage Act (WMWA) Eligible Employees, Fair Labor Standards Act (FLSA)/Washington Minimum Wage Act (WMWA) Exempt Employees
- 3.02 Pay Rates
 - Base Wage was added and defined
 - Leave without Pay (LWOP) definition was expanded and clarified to distinguish between Authorized and Unauthorized LWOP
 - Overtime was updated for general clarity and to include current language (replacing vacation and sick leave with Paid Time Off [PTO])
 - Premium Pay & Stipend definitions were expanded for clarity
 - Premium Pay will be paid in addition to Holiday Leave for eligible staff directed to work on a District-designated Holiday

Please note that the proposed effective date would be made retroactive to January 1, 2025.

The revisions have been reviewed by District legal counsel. Human Resources Director Toni Carnell will be available to answer questions on the proposed policy revisions.

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 revised policy.

Recommended Action: Motion to approve Policy HR03 Compensation, 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 | HR03 – Compensation | | |
| Approval Date | January 1, 1982 | Revision Date | January 1, 2025 |
| Purpose | To set forth the District’s policies for the compensation of all employees. | | |
| Scope | Applies to all District employees. | | |

The Board reserves the right to change and/or modify employee compensation it provides at any time, as circumstances dictate and in accordance with applicable law.

3.01— Definitions

Classification and Compensation Plan-

The District maintains an Employee Classification and Compensation Plan designed to pay salaries that are equitable based on the following considerations:-

- Internal: Wages are in proper relationship to all other positions within the District.-
- External:- Wages are in proper relationship with external sources such as similarly situated libraries, and market factors for comparable positions.-
- Fiscal: the District’s budgetary capacity.-

The need to change an assigned position classification, to revise the content of a position description, or modify other elements of the plan, is sometimes necessary due to assumption of new services, the expansion or contraction of existing services, or changes in organization, operating methods, changes in federal, state or local law or other internal or external factors.-

Consequently, the District will strive to periodically review the plan and its application periodically in order to verify the adequacy of position descriptions and to help ensure employees are properly classified.-

Coverage under the plan includes all position classifications established by the District.-

Provisions of the plan shall comply with the Federal Fair Labor Standards Act, Washington Minimum Wage Act, and any other applicable wage and hour laws and regulations.-

Starting Wage

New employees are typically hired at the first step of the compensation band. A hiring supervisor may request that a new employee be placed at a higher step within the band when experience, training, or proven capability warrant, or when employment market conditions require a higher starting wage. The Executive Director or their designee have approval authority for any such requests.

Anniversary Date

The employee's anniversary date for progression through compensation band steps is the date on which the employee began their most recent continuous term of regular, benefits-eligible employment, adjusted for leave without pay.

Following an instance of leave without pay, an employee's anniversary date will be adjusted as follows:

- Leave without pay of less than one pay period– no change to the anniversary date.
- Leave without pay for more than one pay period – the anniversary date is advanced in an amount equal to the duration of the leave.

Upon promotion, demotion, and/or reclassification, the employee's anniversary date shall remain the same.

Fair Labor Standards Act (FLSA)/Washington Minimum Wage Act (WMWA) Eligible Employees (Eligible Employees)

Eligible employees are typically paid on an hourly basis for all hours worked and are entitled to overtime pursuant to FLSA and WMWA. Employees are paid semi-monthly based on the number of hours worked in the preceding pay period. Eligible employees are required to accurately document actual hours worked each pay period.

Eligible employees shall accurately record all time worked, paid leave, and unpaid leave taken. Failure to accurately report time may result in disciplinary action up to and including termination.

Eligible employees may not perform any work outside of their regularly scheduled hours, including but not limited to making phone calls and reading or sending email, without advance authorization from the appropriate manager.

Fair Labor Standards Act (FLSA)/Washington Minimum Wage Act (WMWA) Exempt Employees (Exempt Employees)

An employee who is considered exempt from the provisions of the FLSA/WMWA typically receives each pay period a predetermined amount constituting all or part of an employee's compensation (salary), which is not subject to reduction because of variations in the quality or quantity of the work performed. Exempt employees are not eligible for overtime.

Exempt employees shall not have their predetermined salary reduced during a workweek in which they performed any work. Accrued Paid Time Off (PTO) will be used for absences of a full workday or more. Exempt employees shall accurately record all paid and unpaid leave taken. Failure to do so may result in disciplinary action, up to and including termination.

3.02 Pay Rates

Base Wage

Base wage is determined first by a position's placement on the compensation schedule (band), then by the step level of an individual employee (step).

Leave without Pay (LWOP)

Leave without Pay is an approved temporary absence from duty in an unpaid status that is requested by an employee. The term does not cover a suspension, furlough, an absence for which

leave has not been approved, or unpaid status during hours or days for which an employee would be compensated overtime, specialty or premium pay.

- Authorized (pre-approved): When an employee has complied with policy HR05 and the LWOP has been approved in advance, that period of LWOP will be considered authorized.
- Unauthorized (approved for payroll only) :When an employee's absence cannot be charged to PTO due to a lack of sufficient hours in the individual employee's PTO leave balance, the LWOP will be considered unauthorized and approved for payroll purposes only.

Using unauthorized LWOP may result in disciplinary action.

Overtime

Overtime must be approved in advance by the appropriate manager. Working unauthorized overtime may result in disciplinary action, up to and including termination.

Determination of overtime:

- FLSA/WMWA eligible employees will be paid for actual hours worked in excess of 40 hours per workweek at the rate of one and one-half (1 ½) times the employee's base wage.
- Paid time off, holidays, and other paid leave will be compensated at the base wage rate and shall not be counted as hours worked for overtime pay computation.

Premium

Premium pay is a premium or additional compensation for FLSA/WMWA eligible employees working certain types of hours or under certain types of conditions. Premium pay is intended to be paid only for hours worked as directed by the Executive Director or their designee.

Premium pay is paid on a per-hour basis. The employee will report authorized hours worked during premium conditions and will be paid at a rate of one and one-half (1 ½) times the base wage per hour worked.

Premium pay will be paid in addition to Holiday Leave as provided in HR05.01 for work directed to occur on a designated District holiday.

Specialty

Specialty pay is a premium or additional compensation for FLSA/WMWA eligible employees to recognize additional duties, responsibilities of a position, and/or unique circumstances that exceed the typical job duties of the position.. Specialty pay is intended to be used only as long as the skills, duties, or circumstances it is based on are in effect as determined by the Executive Director.

Specialty pay is paid on a per-hour basis. The employee will report hours worked performing the specialty duties and will be paid at a rate determined by the Executive Director or their designee per hour worked.

Stipend

Stipends are a fixed amount paid for a specific purpose. Stipends are paid as long as the intended purpose is met as determined by the Executive Director or their designee.

Stipends are paid as a flat amount per pay period, added to the paycheck in a lump sum amount. The stipend can be prorated based on days worked in the pay period. The amount of the stipend is determined by District policy and/or the Executive Director or their designee.

3.03 Rate of Pay Adjustments-

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

-

The___

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

-

~~3.03 Starting Wage~~

~~New employees are typically hired at the first step of the compensation band. A hiring supervisor may request that a new employee be placed at a higher step within the band when experience, training, or proven capability warrant, or when employment market conditions require a higher starting wage. The Executive Director or their designee have approval authority for any such requests.~~

-

~~3.04 Anniversary Date~~

~~The employee's anniversary date for progression through compensation band steps is the date on which the employee began their most recent continuous term of regular, benefits-eligible employment, adjusted for leave without pay.~~

-

~~Following an instance of leave without pay, an employee's anniversary date will be adjusted as follows:~~

- ~~• Leave without pay of less than one pay period—no change to the anniversary date.~~
- ~~• Leave without pay for more than one pay period—the anniversary date is advanced in
an amount equal to the duration of the leave.~~

~~Upon promotion, demotion, and/or reclassification, the employee's anniversary date shall remain the same.~~

-

~~3.05 Step Increases~~

Step increases occur annually, on an employee's anniversary date, until the employee reaches the maximum step of a compensation band.-

-

When the effective date of promotion and the anniversary date coincide, a step increase, if applicable, will be processed prior to the application of any promotional increase.—

-

~~3.06 Specialty Pay~~

~~Specialty pay is a premium added to a base wage to recognize additional duties, responsibilities of a position, and/or unique circumstances that exceed the ordinary above the current compensation band pay an employee may otherwise be paid. Specialty pay is intended to be used only as long as the skills, duties, or circumstances it is based on are in effect as determined by the Executive Director.~~

-

~~Specialty pay is not considered when computing wage adjustments for promotion, demotion, or reclassification.~~

-

~~Specialty pay is earned according to the following pay types:—~~

| Specialty Pay Type | Definition | How Earned |
|-------------------------------|---------------------------------------|---|
| Stipend | Flat amount per pay period | Added to paycheck in lump sum amount. The pay can be prorated based on days worked in the pay period. |
| Hourly Rate | Per hour rate | Added to paycheck on a per hour basis. Employee reports hours worked performing specialty duties and is paid an additional amount per hour worked. |

3.0705 Promotion-

When an employee is hired into a position with a higher assigned compensation band (promoted), the employee shall be placed at the step of the corresponding compensation band which results in a compensation increase equivalent to at least one step, not to exceed the top step of the compensation band.-

-

3.0806 Demotion-

Voluntary demotion-

An employee hired into a position that is at a lower compensation band than currently held, ~~Section 3.03 of this policy will apply.~~

-

01 Starting Wage applies. ~~Involuntary demotion~~

Involuntary demotion

An employee that is moved to a position at a lower compensation band, either due to restructuring, layoffs, or disciplinary action (per Policy HR13 Discipline), the employee's base wage will be placed at the step in the new compensation band which represents a base wage equal to the base wage prior to the demotion. If the base wage exceeds the new band, the base wage shall be held until the compensation rate exceeds the pre-demotion base wage.-

-

3.0907 Reclassifications-

The position description is a formal document describing a position's essential duties and responsibilities, minimum qualifications, working conditions, and physical requirements.-

-

When the duties and responsibilities of a position change significantly, the position description shall be revised accordingly, and the position evaluated for possible reclassification. Requests for review and reclassification may be initiated by the employee, supervisor, or Director.-

-

The Executive Director or their designee have final approval authority for reclassification requests.-

-

When a position is reclassified upward, the employee's compensation shall be placed at the step of the corresponding compensation band which results in a base wage increase of at least one step. The Executive Director or their designee may approve placement at a higher step if circumstances warrant.-

-

When a position is reclassified downward, the employee's compensation shall be placed at the step of the corresponding compensation band which results in a base wage decrease of at least one step. The Executive Director or their designee may approve placement at a higher step if circumstances warrant. If the new base wage exceeds the updated compensation band, the employee's base wage will be held at its current level until such time as the compensation for the reclassified position has increased to an amount greater than the employee's existing compensation.—

-

Position reclassifications shall be effective, and the employee's compensation adjusted, the first day of the month following approval.-

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3.1008 Acting Appointment—

An employee accepting an acting appointment to a position within the same compensation band will not receive an increase in wages or benefits.- An employee accepting an acting appointment to a position with a higher compensation band for 30 days or longer, shall be compensated at a rate equal to a one-step increase not to exceed the top step of the compensation band of the higher-level position.—

-

~~3.11 Fair Labor Standards Act (FLSA)/Washington Minimum Wage Act (WMWA) Exempt Employees (Exempt Employees)~~

~~An employee who is considered exempt from the provisions of the FLSA/WMWA typically receives each pay period a predetermined amount constituting all or part of an employee's compensation (salary), which is not subject to reduction because of variations in the quality or quantity of the work performed. Exempt employees are not eligible for overtime.—~~

-

~~Exempt employees shall not have their predetermined salary reduced during a workweek in which they performed any work. Accrued Paid Time Off (PTO) will be used for absences of a full workday or more. Exempt employees shall accurately record all paid and unpaid leave taken. Failure to do~~

~~so may result in disciplinary action, up to and including termination.~~

~~**3.12 Fair Labor Standards Act (FLSA)/Washington Minimum Wage Act (WMWA) Eligible Employees (Eligible Employees)**~~

~~Eligible employees are typically paid on an hourly basis for all hours worked and are entitled to overtime pursuant to FLSA and WMWA. Employees are paid semi-monthly based on the number of hours worked in the preceding pay period. Eligible employees are required to accurately document actual hours worked each pay period.~~

~~Eligible employees shall accurately record all time worked, paid leave, and unpaid leave taken. Failure to accurately report time may result in disciplinary action up to and including termination.~~

~~Eligible employees may not perform any work outside of their regularly scheduled hours, including but not limited to making phone calls and reading or sending email, without advance authorization from the appropriate manager.~~

~~**3.13 Overtime**~~

~~Overtime must be approved in advance by the appropriate manager. Working unauthorized overtime may result in disciplinary action, up to and including termination.~~

~~**09** Determination of overtime:~~

- ~~• FLSA Eligible employees will be paid for actual hours worked in excess of 40 hours per workweek at the rate of time and a half the employee's regular rate of pay.~~
- ~~• Paid time off for holidays, vacation, sick, or other paid leave will be compensated at the regular hourly rate for payroll purposes and shall not be counted as hours worked for overtime pay computation.~~

3.14 Call-Back Pay-

If an FLSA eligible employee who has finished the work shift and has left the worksite is called to return to work outside of regularly scheduled hours to handle emergency situations which could not be anticipated, a minimum of thirty (30) minutes will be paid in addition to travel time as noted below in 3.17.-

3.1510 Paid Meal Periods-

If an employee is required by the District to remain on duty at a work site during their meal period, this time will be reported as time worked and will be compensated as such.-

3.1611 Break time for nursing employees-

This is considered time worked and will be compensated as such.-

3.1712 Work-Related Travel Time for FLSA/WMWA Eligible Employees-

Other work-related travel outside of an FLSA/WMWA eligible employee's regular commute shall be compensated as follows:-

- Employees traveling for approved business purposes during their regularly scheduled workday are paid their normal rate of pay for travel time within the workday.-

- Employees traveling to or from home to the work site at the beginning or end of a workday are not paid for travel time.-
- Employees required to report to work more than once in a regularly scheduled workday (unless regularly scheduled for a split shift) are paid for travel time for the time spent reporting to work for the second time that day.-

3.1813 Approved Meeting, Conference, Workshop Time for FLSA/WMWA Eligible Employees- Approved attendance at a meeting, conference, workshop, etc., is considered time worked and will be compensated accordingly. Whenever possible, ~~supervisors should schedule~~ employee attendance should be scheduled so overtime compensation is not required.-

Approved travel time, outside of an employee's regular commute time before, during, or after normal work hours on both regular workdays and regular days off, not including breaks or mealtimes, will be compensated as required by federal, state, and local law.-

Time spent attending a meeting, conference, workshop, etc., is not considered time worked if: ~~(a)~~

- ~~a~~ Attendance is outside the employee's regular working hours;
- ~~(b) a~~ Attendance is voluntary (not required by the District); ~~(c)~~
- ~~†~~ The course lecture or meeting is not directly related to the employee's job; and /or
- ~~(d) †~~ The employee does not perform any productive work during such attendance.-

Board of Trustees' meeting attendance is considered time worked; only when the employee's attendance is required ~~or the employee is attending as part of their scheduled training time and/or~~ approved by the Executive Director or their designee.-

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.-

In the event of the amendment of any law, regulation, or ordinance incorporated into these policies or upon which these policies rely, 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 | HR03 – Compensation | | |
| Approval Date | January 1, 1982 | Revision Date | January 1, 2025 |
| Purpose | To set forth the District’s policies for the compensation of all employees. | | |
| Scope | Applies to all District employees. | | |

The Board reserves the right to change and/or modify employee compensation it provides at any time, as circumstances dictate and in accordance with applicable law.

3.01 Definitions

Classification & Compensation Plan

The District maintains an Employee Classification and Compensation Plan designed to pay salaries that are equitable based on the following considerations:

- Internal: Wages are in proper relationship to all other positions within the District.
- External: Wages are in proper relationship with external sources such as similarly situated libraries, and market factors for comparable positions.
- Fiscal: the District’s budgetary capacity.

The need to change an assigned position classification, to revise the content of a position description, or modify other elements of the plan, is sometimes necessary due to assumption of new services, the expansion or contraction of existing services, or changes in organization, operating methods, changes in federal, state or local law or other internal or external factors.

Consequently, the District will strive to periodically review the plan and its application in order to verify the adequacy of position descriptions and to help ensure employees are properly classified.

Coverage under the plan includes all position classifications established by the District.

Provisions of the plan shall comply with the Federal Fair Labor Standards Act, Washington Minimum Wage Act, and any other applicable wage and hour laws and regulations.

Starting Wage

New employees are typically hired at the first step of the compensation band. A hiring supervisor may request that a new employee be placed at a higher step within the band when experience, training, or proven capability warrant, or when employment market conditions require a higher starting wage. The Executive Director or their designee have approval authority for any such requests.

Anniversary Date

The employee’s anniversary date for progression through compensation band steps is the date on which the employee began their most recent continuous term of regular, benefits-eligible employment, adjusted for leave without pay.

Following an instance of leave without pay, an employee's anniversary date will be adjusted as follows:

- Leave without pay of less than one pay period– no change to the anniversary date.
- Leave without pay for more than one pay period – the anniversary date is advanced in an amount equal to the duration of the leave.

Upon promotion, demotion, and/or reclassification, the employee's anniversary date shall remain the same.

Fair Labor Standards Act (FLSA)/Washington Minimum Wage Act (WMWA) Eligible Employees (Eligible Employees)

Eligible employees are typically paid on an hourly basis for all hours worked and are entitled to overtime pursuant to FLSA and WMWA. Employees are paid semi-monthly based on the number of hours worked in the preceding pay period. Eligible employees are required to accurately document actual hours worked each pay period.

Eligible employees shall accurately record all time worked, paid leave, and unpaid leave taken. Failure to accurately report time may result in disciplinary action up to and including termination.

Eligible employees may not perform any work outside of their regularly scheduled hours, including but not limited to making phone calls and reading or sending email, without advance authorization from the appropriate manager.

Fair Labor Standards Act (FLSA)/Washington Minimum Wage Act (WMWA) Exempt Employees (Exempt Employees)

An employee who is considered exempt from the provisions of the FLSA/WMWA typically receives each pay period a predetermined amount constituting all or part of an employee's compensation (salary), which is not subject to reduction because of variations in the quality or quantity of the work performed. Exempt employees are not eligible for overtime.

Exempt employees shall not have their predetermined salary reduced during a workweek in which they performed any work. Accrued Paid Time Off (PTO) will be used for absences of a full workday or more. Exempt employees shall accurately record all paid and unpaid leave taken. Failure to do so may result in disciplinary action, up to and including termination.

3.02 Pay Rates

Base Wage

Base wage is determined first by a position's placement on the compensation schedule (band), then by the step level of an individual employee (step).

Leave without Pay (LWOP)

Leave without Pay is an approved temporary absence from duty in an unpaid status that is requested by an employee. The term does not cover a suspension, furlough, an absence for which leave has not been approved, or unpaid status during hours or days for which an employee would be compensated overtime, specialty or premium pay.

- Authorized (pre-approved): When an employee has complied with policy HR05 and the LWOP has been approved in advance, that period of LWOP will be considered authorized.

- Unauthorized (approved for payroll only) :When an employee's absence cannot be charged to PTO due to a lack of sufficient hours in the individual employee's PTO leave balance, the LWOP will be considered unauthorized and approved for payroll purposes only.

Using unauthorized LWOP may result in disciplinary action.

Overtime

Overtime must be approved in advance by the appropriate manager. Working unauthorized overtime may result in disciplinary action, up to and including termination.

Determination of overtime:

- FLSA/WMWA eligible employees will be paid for actual hours worked in excess of 40 hours per work week at the rate of one and one-half (1 ½) times the employee's base wage.
- Paid time off, holidays, and other paid leave will be compensated at the base wage rate and shall not be counted as hours worked for overtime pay computation.

Premium

Premium pay is a premium or additional compensation for FLSA/WMWA eligible employees working certain types of hours or under certain types of conditions. Premium pay is intended to be paid only for hours worked as directed by the Executive Director or their designee.

Premium pay is paid on a per-hour basis. The employee will report authorized hours worked during premium conditions and will be paid at a rate of one and one-half (1 ½) times the base wage per hour worked.

Premium pay will be paid in addition to Holiday Leave as provided in HR05.01 for work directed to occur on a designated District holiday.

Specialty

Specialty pay is a premium or additional compensation for FLSA/WMWA eligible employees to recognize additional duties, responsibilities of a position, and/or unique circumstances that exceed the typical job duties of the position. Specialty pay is intended to be used only as long as the skills, duties, or circumstances it is based on are in effect, as determined by the Executive Director.

Specialty pay is paid on a per-hour basis. The employee will report hours worked performing the specialty duties and will be paid at a rate determined by the Executive Director or their designee per hour worked.

Stipend

Stipends are a fixed amount paid for a specific purpose. Stipends are paid as long as the intended purpose is met as determined by the Executive Director or their designee.

Stipends are paid as a flat amount per pay period, added to the paycheck in a lump sum amount. The stipend can be prorated based on days worked in the pay period. The amount of the stipend is determined by District policy and/or the Executive Director or their designee.

3.03 Rate of Pay Adjustments

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

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

3.04 Step Increases

Step increases occur annually, on an employee's anniversary date, until the employee reaches the maximum step of a compensation band.

When the effective date of promotion and the anniversary date coincide, a step increase, if applicable, will be processed prior to the application of any promotional increase.

3.05 Promotion

When an employee is hired into a position with a higher assigned compensation band (promoted), the employee shall be placed at the step of the corresponding compensation band which results in a compensation increase equivalent to at least one step, not to exceed the top step of the compensation band.

3.06 Demotion

Voluntary demotion

An employee hired into a position that is at a lower compensation band than currently held, Section 3.01 Starting Wage applies.

Involuntary demotion

An employee that is moved to a position at a lower compensation band, either due to restructuring, layoffs, or disciplinary action (per Policy HR13 Discipline), the employee's base wage will be placed at the step in the new compensation band which represents a base wage equal to the base wage prior to the demotion. If the base wage exceeds the new band, the base wage shall be held until the compensation rate exceeds the pre-demotion base wage.

3.07 Reclassifications

The position description is a formal document describing a position's essential duties and responsibilities, minimum qualifications, working conditions, and physical requirements.

When the duties and responsibilities of a position change significantly, the position description shall be revised accordingly, and the position evaluated for possible reclassification. Requests for review and reclassification may be initiated by the employee, supervisor, or Director.

The Executive Director or their designee have final approval authority for reclassification requests.

When a position is reclassified upward, the employee's compensation shall be placed at the step of the corresponding compensation band which results in a base wage increase of at least one step. The Executive Director or their designee may approve placement at a higher step if circumstances warrant.

When a position is reclassified downward, the employee's compensation shall be placed at the step of the corresponding compensation band which results in a base wage decrease of at least one step. The Executive Director or their designee may approve placement at a higher step if circumstances warrant. If the new base wage exceeds the updated compensation band, the employee's base wage will be held at its current level until such time as the compensation for the reclassified position has increased to an amount greater than the employee's existing compensation.

Position reclassifications shall be effective, and the employee's compensation adjusted, the first day of the month following approval.

3.08 Acting Appointment

An employee accepting an acting appointment to a position within the same compensation band will not receive an increase in wages or benefits. An employee accepting an acting appointment to a position with a higher compensation band for 30 days or longer, shall be compensated at a rate equal to a one-step increase not to exceed the top step of the compensation band of the higher-level position.

3.09 Call-Back Pay

If an FLSA eligible employee who has finished the work shift and has left the worksite is called to return to work outside of regularly scheduled hours to handle emergency situations which could not be anticipated, a minimum of thirty (30) minutes will be paid in addition to travel time as noted below in 3.12.

3.10 Paid Meal Periods

If an employee is required by the District to remain on duty at a work site during their meal period, this time will be reported as time worked and will be compensated as such.

3.11 Break time for nursing employees

This is considered time worked and will be compensated as such.

3.12 Work-Related Travel Time for FLSA/WMWA Eligible Employees

Other work-related travel outside of an FLSA/WMWA eligible employee's regular commute shall be compensated as follows:

- Employees traveling for approved business purposes during their regularly scheduled workday are paid their normal rate of pay for travel time within the workday.
- Employees traveling to or from home to the work site at the beginning or end of a workday are not paid for travel time.
- Employees required to report to work more than once in a regularly scheduled workday (unless regularly scheduled for a split shift) are paid for travel time for the time spent reporting to work for the second time that day.

3.13 Approved Meeting, Conference, Workshop Time for FLSA/WMWA Eligible Employees

Approved attendance at a meeting, conference, workshop, etc., is considered time worked and will be compensated accordingly. Whenever possible, employee attendance should be scheduled so overtime compensation is not required.

Approved travel time, outside of an employee's regular commute time before, during, or after normal work hours on both regular workdays and regular days off, not including breaks or mealtimes, will be compensated as required by federal, state, and local law.

Time spent attending a meeting, conference, workshop, etc., is not considered time worked if:

- Attendance is outside the employee's regular working hours;
- Attendance is voluntary (not required by the District);
- The course, lecture, or meeting is not directly related to the employee's job; and/or
- The employee does not perform any productive work during such attendance.

Board of Trustees meeting attendance is considered time worked only when the employee's attendance is required and/or approved by the Executive Director or their designee.

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. In the event of the amendment of any law, regulation, or ordinance incorporated into these policies or upon which these policies rely, 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.

EXHIBITS AND DISPLAYS

Background

The purpose of this policy is to provide guidelines for the display of artwork, cultural and educational displays, and private collections in District facilities.

Revisions include an expansion of the reasons a display or exhibition may not be approved, as well as the addition of a section outlining the reasons a previously approved display or exhibition may be moved or removed.

In addition, revisions for general clarification and updates to preferred nomenclature have been made as well.

The District's legal counsel contributed to and reviewed the proposed revisions.

Executive Director Patrick Roewe will be available to answer 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 recommended policy.

As demonstrated in the clean copy, we are updating the general format of the header at the top of all District policies, so you will see this revision regularly as policies go through the biennial review process.

Recommended Action: Board motion to approve the Exhibits and Displays Policy, as revise

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: EXHIBITS AND DISPLAYS

Approval Date: February 19, 2013

Revision Date: February ~~16, 2021~~ 18, 2025

~~Reaffirmation Date: February 21, 2023~~

Related Policies

Facility Use for Political Purposes

Code of Conduct

Purpose

To provide guidelines for the display of artwork, cultural and educational displays, and private collections in District ~~libraries~~facilities.

General Policy

The District encourages displays and exhibits of ~~art work~~artwork, photography, or other articles subject to the following conditions:

- All displays and exhibits must be approved by designated District staff. The District may establish criteria regarding the nature and duration of the display or exhibit. Preference may be given to identified partner organizations.
- All displays and exhibits must be suitable for display to a diverse audience including children.
- Displays and exhibits that contain profanity, obscenity, or ~~explicit~~sexually explicit imagery, nudity, graphic depictions of violence, or would create a hostile environment are not permitted.
- The District assumes no legal or financial responsibility for loss or damage to items loaned by a third party for display and/or exhibit. Any exceptions to this condition must be in writing and signed by the Executive Director or designee prior to the exhibit or display.
- Art-works on exhibit may be offered for sale; however, prices may not be posted.
- The District may not approve a display or exhibit if, in the sole discretion or judgment of the District:
 - Items may be refused for display if, in the judgment of the District, they would:
 - The display or exhibit would detract from the appearance of or is incompatible with any other display or exhibit at the facility;
 - The physical characteristics of the display or exhibit would interfere with normal library operations;
 - the display or exhibit is ~~Are~~ of inferior quality to ~~other~~ any other display or exhibit at the facility or has faults of design or workmanship ~~are poorly executed~~;
 - The display or exhibit would require maintenance or security resulting in cost to the District;
 - The display or exhibit may endanger public safety;

- There are not suitable sites or locations for the display or exhibit; or
- The display or exhibit or may violates any applicable provisions of law or other District policy.
- ~~The physical characteristics of the display or exhibit will not interfere with normal library operations.~~
- Approval of items for display and/or exhibition does not constitute or imply District endorsement of the individual or organization submitting the item(s), or their content.
- The District may move, remove, or revoke approval of any display or exhibit at any time– if, in the sole discretion or judgment of the District:
 - The display or exhibit has been damaged to the extent that repair is impractical or unfeasible;
 - The physical characteristics of the display or exhibit interfere with normal library operations;
 - The display or exhibit is no longer appropriate for the facility because of changes in use, character or design of the facility;
 - The display or exhibit endangers public safety;
 - The display or exhibit requires excessive maintenance or has faults of design or workmanship;
 - The display or exhibit is of inferior quality to other works at the facility, or is incompatible with any other display or exhibit at the facility;
 - The security and condition of the display or exhibit cannot be reasonably maintained;
 - The District intends to replace the display or exhibit with another display or exhibit.

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 | Exhibits and Displays | | |
| Approval Date | February 19, 2013 | Revision Date | February 18, 2025 |
| Related Policies | Facility Use for Political Purposes Code of Conduct | | |
| Purpose | To provide guidelines for the display of artwork, cultural and educational displays, and private collections in District facilities. | | |

General Policy

The District encourages displays and exhibits of artwork, photography, or other articles subject to the following conditions:

- All displays and exhibits must be approved by designated District staff. The District may establish criteria regarding the nature and duration of the display or exhibit. Preference may be given to identified partner organizations.
- All displays and exhibits must be suitable for display to a diverse audience including children.
- Displays and exhibits that contain profanity, obscenity, or sexually explicit imagery, nudity, graphic depictions of violence, or would create a hostile environment are not permitted.
- The District assumes no legal or financial responsibility for loss or damage to items loaned by a third party for display and/or exhibit. Any exceptions to this condition must be in writing and signed by the Executive Director or designee prior to the exhibit or display.
- Artworks on exhibit may be offered for sale; however, prices may not be posted.
- The District may not approve a display or exhibit if, in the sole discretion or judgment of the District:
 - The display or exhibit would detract from the appearance of or is incompatible with any other display or exhibit at the facility;
 - The physical characteristics of the display or exhibit would interfere with normal library operations;
 - The display or exhibit is of inferior quality to any other display or exhibit at the facility or has faults of design or workmanship;
 - The display or exhibit would require maintenance or security resulting in cost to the District;
 - The display or exhibit may endanger public safety;
 - There are not suitable sites or locations for the display or exhibit; or
 - The display or exhibit violates any applicable provisions of law or other District policy.
- Approval of items for display and/or exhibit does not constitute or imply District endorsement of the individual or organization submitting the item(s), or their content.
- The District may move, remove, or revoke approval of any display or exhibit at any time if, in the sole discretion or judgment of the District:
 - The display or exhibit has been damaged to the extent that repair is impractical or unfeasible;

- The physical characteristics of the display or exhibit interfere with normal library operations;
- The display or exhibit is no longer appropriate for the facility because of changes in use, character or design of the facility;
- The display or exhibit endangers public safety;
- The display or exhibit requires excessive maintenance or has faults of design or workmanship;
- The display or exhibit is of inferior quality to other works at the facility, or is incompatible with any other display or exhibit at the facility;
- The security and condition of the display or exhibit cannot be reasonably maintained;
- The District intends to replace the display or exhibit with another display or exhibit.

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.

2024 RECIPROCAL USE REPORT

Background:

The following statistics detail reciprocal use between 1.) Spokane County Library District and Spokane Public Library, and 2.) Spokane County Library District and Liberty Lake Municipal Library for 2024.


As per requirement in the interlocal agreements with both libraries, reciprocal use statistics are to be reported on an annual basis to each respective partner's governing body and presented with limited comparisons and analysis of what the data may indicate.


Please note the reciprocal agreements do not include digital circulation. Thus, the circulation numbers in this report are for the checkout of physical items only.

Operations Director Doug Stumbough will be available to answer questions about the report.


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

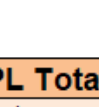
Spokane County Library District: Reciprocal use with Spokane Public Library

|  | SPOKANE COUNTY LIBRARY DISTRICT | | | | | | | |
|---|---------------------------------|----------------|--------------|------------------------|---------------|--------------|---------------|--------------|
| | CARDHOLDERS | | | | | | | |
| | TOTAL | | | SPOKANE CITY RESIDENTS | | | % SPOKANE RES | |
| | 2023 | 2024 | change % | 2023 | 2024 | change % | 2023 | 2024 |
| SCLD Total | 131,819 | 141,925 | 7.67% | 20,606 | 22,234 | 7.90% | 15.6% | 15.7% |
| Airway Heights | 5,650 | 5,971 | 5.68% | 462 | 514 | 11.26% | 8.2% | 8.6% |
| Argonne | 11,184 | 11,612 | 3.83% | 1,303 | 1,386 | 6.37% | 11.7% | 11.9% |
| Cheney | 9,795 | 10,577 | 7.98% | 313 | 342 | 9.27% | 3.2% | 3.2% |
| Deer Park | 7,718 | 8,126 | 5.29% | 136 | 142 | 4.41% | 1.8% | 1.7% |
| Fairfield | 678 | 737 | 8.70% | 8 | 11 | 37.50% | 1.2% | 1.5% |
| Medical Lake | 3,222 | 3,411 | 5.87% | 87 | 99 | 13.79% | 2.7% | 2.9% |
| Mobile Services | 1,639 | 1,982 | 20.93% | 16 | 47 | | | 2.4% |
| Moran Prairie | 14,135 | 15,209 | 7.60% | 6,164 | 6,598 | 7.04% | 43.6% | 43.4% |
| North Spokane | 32,457 | 34,386 | 5.94% | 9,652 | 10,250 | 6.20% | 29.7% | 29.8% |
| Otis Orchards | 4,529 | 4,868 | 7.49% | 58 | 56 | -3.45% | 1.3% | 1.2% |
| Spokane Valley | 40,812 | 45,046 | 10.37% | 2,407 | 2,789 | 15.87% | 5.9% | 6.2% |

|  | CIRCULATION* | | | | | | | |
|---|------------------|------------------|---------------|------------------------|----------------|----------------|---------------|--------------|
| | TOTAL | | | SPOKANE CITY RESIDENTS | | | % SPOKANE RES | |
| | 2023 | 2024 | change % | 2023 | 2024 | change % | 2023 | 2024 |
| SCLD Total | 1,074,807 | 1,064,498 | -0.96% | 191,885 | 140,683 | -26.68% | 17.9% | 13.2% |
| Airway Heights | 28,549 | 29,733 | 4.15% | 3,398 | 1,508 | -55.62% | 11.9% | 5.1% |
| Argonne | 87,194 | 75,692 | -13.19% | 7,729 | 6,025 | -22.05% | 8.9% | 8.0% |
| Cheney | 78,389 | 77,591 | -1.02% | 1,202 | 552 | -54.08% | 1.5% | 0.7% |
| Deer Park | 80,587 | 77,546 | -3.77% | 1,161 | 2,300 | 98.11% | 1.4% | 3.0% |
| Fairfield | 6,329 | 7,880 | 24.51% | 73 | 26 | -64.38% | 1.2% | 0.3% |
| Medical Lake | 26,601 | 23,734 | -10.78% | 557 | 408 | -26.75% | 2.1% | 1.7% |
| Mobile Services | 22,280 | 23,745 | 6.58% | 332 | 258 | | | 1.1% |
| Moran Prairie | 148,363 | 131,957 | -11.06% | 85,449 | 60,852 | -28.79% | 57.6% | 46.1% |
| North Spokane | 274,328 | 269,186 | -1.87% | 77,655 | 56,082 | -27.78% | 28.3% | 20.8% |
| Otis Orchards | 34,261 | 34,893 | 1.84% | 560 | 709 | 26.61% | 1.6% | 2.0% |
| Spokane Valley | 287,926 | 312,541 | 8.55% | 13,769 | 11,963 | -13.12% | 4.8% | 3.8% |

*Excludes digital circulation

|  | SPOKANE PUBLIC LIBRARY | | | | | | | |
|---|------------------------|----------------|---------------|--------------------|---------------|--------------|--------------|--------------|
| | CARDHOLDERS | | | | | | | |
| | TOTAL | | | DISTRICT RESIDENTS | | | % DISTRICT | |
| | 2023 | 2024 | change % | 2023 | 2024 | change % | 2023 | 2024 |
| SPL Total | 352,813 | 384,166 | 12.40% | 41,785 | 43,441 | 3.96% | 11.8% | 11.3% |


|  | CIRCULATION* | | | | | | | |
|---|----------------|----------------|---------------|--------------------|---------------|--------------|-------------|-------------|
| | TOTAL | | | DISTRICT RESIDENTS | | | % DISTRICT | |
| | 2023 | 2024 | change % | 2023 | 2024 | change % | 2023 | 2024 |
| SPL Total | 683,389 | 759,700 | 11.17% | 64,287 | 70,448 | 9.58% | 9.4% | 9.3% |
| Downtown | 78,753 | 72,898 | -7.43% | 8,932 | 7,413 | -17.01% | 11.3% | 10.2% |
| Liberty Park | 105,078 | 97,666 | -7.05% | 13,309 | 12,947 | -2.72% | 12.7% | 13.3% |
| Hillyard | 53,254 | 58,679 | 10.19% | 4,551 | 4,410 | -3.10% | 8.5% | 7.5% |
| Indian Trail | 64,758 | 90,961 | 40.46% | 7,381 | 11,074 | 50.03% | 0.0% | 0.0% |
| Outreach | 15,775 | 9,317 | -40.94% | 0 | 10 | | 0.0% | 0.1% |
| Shadle | 222,771 | 220,137 | -1.18% | 18,442 | 18,011 | -2.34% | 8.3% | 8.2% |
| South Hill | 141,358 | 206,713 | 46.23% | 11,520 | 16,259 | 41.14% | 0.0% | 0.0% |
| West Central Kiosk | 1,642 | 3,329 | 102.74% | 152 | 324 | 113.16% | 0.0% | 9.7% |

*Excludes digital circulation

* SPL can only provide total cardholder data at this time


* Indian Trail and South Hill libraries closed for renovation through early 2023

Spokane County Library District: Reciprocal use with Liberty Lake Municipal Library

|  | SPOKANE COUNTY LIBRARY DISTRICT CARDHOLDERS | | | | | | | |
|---|--|----------------|--------------|------------------------|--------------|---------------|-------------|-------------|
| | TOTAL | | | LIBERTY LAKE RESIDENTS | | | % LL RES | |
| | 2023 | 2024 | change % | 2023 | 2024 | change % | 2023 | 2024 |
| SCLD Total | 131,819 | 141,925 | 7.67% | 1,105 | 1,243 | 12.49% | 0.8% | 0.9% |
| Airway Heights | 5,650 | 5,971 | 5.68% | 5 | 7 | 40.00% | 0.09% | 0.12% |
| Argonne | 11,184 | 11,612 | 3.83% | 42 | 47 | 11.90% | 0.38% | 0.40% |
| Cheney | 9,795 | 10,577 | 7.98% | 5 | 5 | 0.00% | 0.05% | 0.05% |
| Deer Park | 7,718 | 8,126 | 5.29% | 2 | 0 | -100.00% | 0.03% | 0.00% |
| Fairfield | 678 | 737 | 8.70% | 0 | 0 | 0.00% | 0.00% | 0.00% |
| Medical Lake | 3,222 | 3,411 | 5.87% | 2 | 2 | 0.00% | 0.06% | 0.06% |
| Mobile Services | 1,639 | 1,982 | 20.93% | 2 | 8 | 300.00% | 0.12% | 0.40% |
| Moran Prairie | 14,135 | 15,209 | 7.60% | 9 | 10 | 11.11% | 0.06% | 0.07% |
| North Spokane | 32,457 | 34,386 | 5.94% | 22 | 25 | 13.64% | 0.07% | 0.07% |
| Otis Orchards | 4,529 | 4,868 | 7.49% | 314 | 355 | 13.06% | 6.93% | 7.29% |
| Spokane Valley | 40,812 | 45,046 | 10.37% | 702 | 784 | 11.68% | 1.72% | 1.74% |

| | CIRCULATION* | | | | | | | |
|-------------------|---------------------|------------------|---------------|------------------------|--------------|---------------|-------------|-------------|
| | TOTAL | | | LIBERTY LAKE RESIDENTS | | | % LL RES | |
| | 2023 | 2024 | change % | 2023 | 2024 | change % | 2023 | 2024 |
| SCLD Total | 1,074,807 | 1,064,498 | -0.96% | 7,156 | 7,014 | -1.98% | 0.7% | 0.7% |
| Airway Heights | 28,549 | 29,733 | 4.15% | 2 | 42 | 2000.0% | 0.0% | 0.1% |
| Argonne | 87,194 | 75,692 | -13.19% | 343 | 307 | -10.5% | 0.4% | 0.4% |
| Cheney | 78,389 | 77,591 | -1.02% | 1 | 0 | -100.0% | 0.0% | 0.0% |
| Deer Park | 80,587 | 77,546 | -3.77% | 1 | 0 | -100.0% | 0.0% | 0.0% |
| Fairfield | 6,329 | 7,880 | 24.51% | 0 | 0 | 0.0% | 0.0% | 0.0% |
| Medical Lake | 26,601 | 23,734 | -10.78% | 0 | 0 | 0.0% | 0.0% | 0.0% |
| Mobile Services | 22,280 | 23,745 | 6.58% | 17 | 13 | -23.5% | 0.1% | 0.1% |
| Moran Prairie | 148,363 | 131,957 | -11.06% | 31 | 28 | -9.7% | 0.0% | 0.0% |
| North Spokane | 274,328 | 269,186 | -1.87% | 31 | 48 | 54.8% | 0.01% | 0.02% |
| Otis Orchards | 34,261 | 34,893 | 1.84% | 2,860 | 1,804 | -36.9% | 8.35% | 5.17% |
| Spokane Valley | 287,926 | 312,541 | 8.55% | 3,870 | 4,772 | 23.3% | 1.34% | 1.53% |

*Excludes digital circulation

|  | LIBERTY LAKE MUNICIPAL LIBRARY CARDHOLDERS | | | | | | | |
|---|---|--------------|----------|--------------------|--------------|----------|--------------|--------------|
| | TOTAL | | | DISTRICT RESIDENTS | | | % DISTRICT | |
| | 2023 | 2024 | change % | 2023 | 2024 | change % | 2023 | 2024 |
| LLML Total | 7,408 | 6,439 | | 1,563 | 1,747 | | 21.1% | 27.1% |

| | CIRCULATION* | | | | | | | |
|-------------------|---------------------|---------------|----------|--------------------|--------------|----------|--------------|-------------|
| | TOTAL | | | DISTRICT RESIDENTS | | | % DISTRICT | |
| | 2023 | 2024 | change % | 2023 | 2024 | change % | 2023 | 2024 |
| LLML Total | 30,387 | 79,720 | | 5,521 | 5,521 | | 18.2% | 6.9% |

*Excludes digital circulation
Reflects tax district use in Cooperative Information Network Idaho/Washington Consortium, not just LLML

OVERVIEW – SCLD POST-PANDEMIC USAGE TREND ANALYSIS

Operations Director Doug Stumbough will provide an overview and analysis of District customer usage from 2010 through 2024, including trend highlights and analysis of the impact of the COVID pandemic.

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

FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: MARCH 2025 – APRIL 2025

March 18, 2025: Medical Lake – 4:00pm

- Airway Heights Interlocal Agreement Amendment: Discussion; Potential Action (tentative)
- Children’s Safety in Libraries Policy: Approval Recommendation
- Overview: Medical Lake

April 15, 2025: Cheney – 4:00pm

- Confidentiality of Library Records Policy: Approval Recommendation
- Overview: Wellness Program

Special Meetings/Activities

2025

May 9th

Staff Day

JANUARY 2025 DIRECTORS REPORT

Finance – Jason Link

General Fund

The total general fund operating expenses before (9.90%) or after (9.33%) transfers remain well aligned with the total budget projected expenditure of 8.30%. This status is the result of a normal combination of the District salaries and benefits being 3+% under budget while several of the remaining lines being over budget due to the timing of larger scale single expenditures.

Capital Project & Debt Service Funds

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

Facilities Report

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

Human Resources – Toni Carnell

Training

- Training scheduled:

Internal Provider (various staff)

- Leadership
- Customer Service Philosophy and Application
- Verbal Intervention
- All staff continue to work on required training in the learning management system, including:

Outside Provider (Evergreen Safety Council)

- EverSafe Defensive Driving
- New courses continue to be added to the learning management system and the training calendar.

Staff updates:

New hires:

- Public Services Associate

Promotions:

- Mobile Services Associate to Mobile Services Specialist

Transfers:

- Public Services Associate (3)

Voluntary Demotions

-
- N/A

Separations:

- N/A

Communication & Development – Jane Baker

Communication

The *Spokesman-Review* published their annual article listing the region’s most borrowed books of the previous year (2024) on January 17. The area’s three public library systems were interviewed for the article, including the District’s Collection Development Librarian Sheri Boggs. Sheri also compiled the list of top checkouts that was included in the article and on other District communication.

The District was included on a list of 32 library systems in *Library Journal: Info Docket’s* posting “Libraries Break Digital Lending Records in 2024 with Over 739 million Checkouts.” *Spokane Public Radio* also made mention of the District reaching 1,000,000+ digital circulation in a news story about the rising costs of digital assets for libraries on January 31. A news posting regarding the milestone is planned for the District’s website in February.

Development

Development is preparing for the quarterly Foundation Director’s meeting in February. The agenda includes several funding requests and planning fundraising for 2025.

Operations – Doug Stumbough

For the month of January, a total of 84,459 physical items were borrowed by customers in the libraries, up from the 77,362 borrowed in December (9%). The total number of customers visiting our libraries this month in person was 46,357, down from 53,826 (-13%) in December. One note on door count: The data collection method for the door count was changed from the older “beam” counters to “camera” counters at the entry doors, so the variation in door count is likely due to the change in counting methodology.

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:

When delivering their holds, a North Spokane customer told Public Services Float Grace how grateful she is for the curbside and customer service. She and her family really love the North Spokane Library.

A Moran Prairie regular wanted to extend her gratitude after attending the *Magic for Muggles* event. She said it was fantastic and that her grandson had so much fun they were considering visiting Fairfield to do it all again.

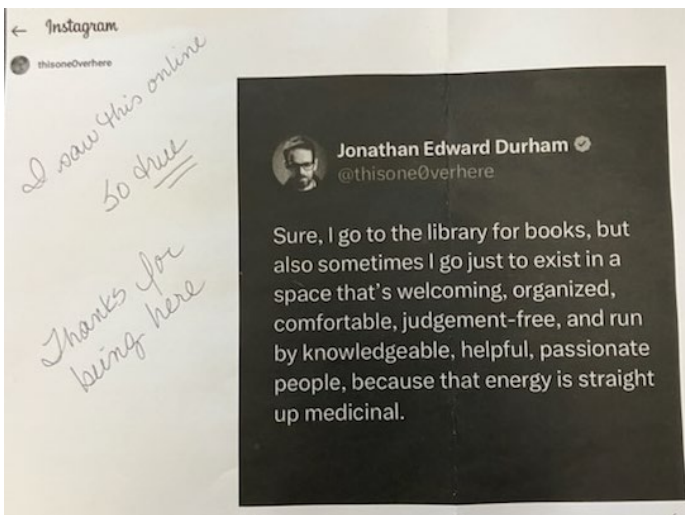
While reserving a meeting room at Spokane Valley, a customer commented multiple times about how wonderful the staff are and that everyone is always so kind and helpful. She was grateful for the wonderful service she receives and the great staff at Spokane Valley.

A homebound customer called to renew some items, and expressed her gratitude for the homebound service. She said we can't know how much this means to her, and that it is "literally life saving" as an almost 94 year old.

A new Spokane Valley customer was pleased with the Adult Fiction shelving situation, and iterated (and re-iterated) several times how nice it was to get her books herself, without having to ask someone to reach them for her. She said that she's had to reach too high and be unsafe trying to get books off the top shelf at other libraries, so she was quite happy to be able to be independent at her new library.

A customer came to the Argonne desk to ask about using the copier - she said she had gone searching around the house to gather all her quarters to pay for copies, and was delighted to hear that she could copy up to 80 pages free for the week. She said "I love the library. It's the last bastion of civilization!"

A grateful Deer Park customer dropped off a care basket full of snack items for staff. Included was a printed message from an Instagram post expressing appreciation for our environment here at the library.



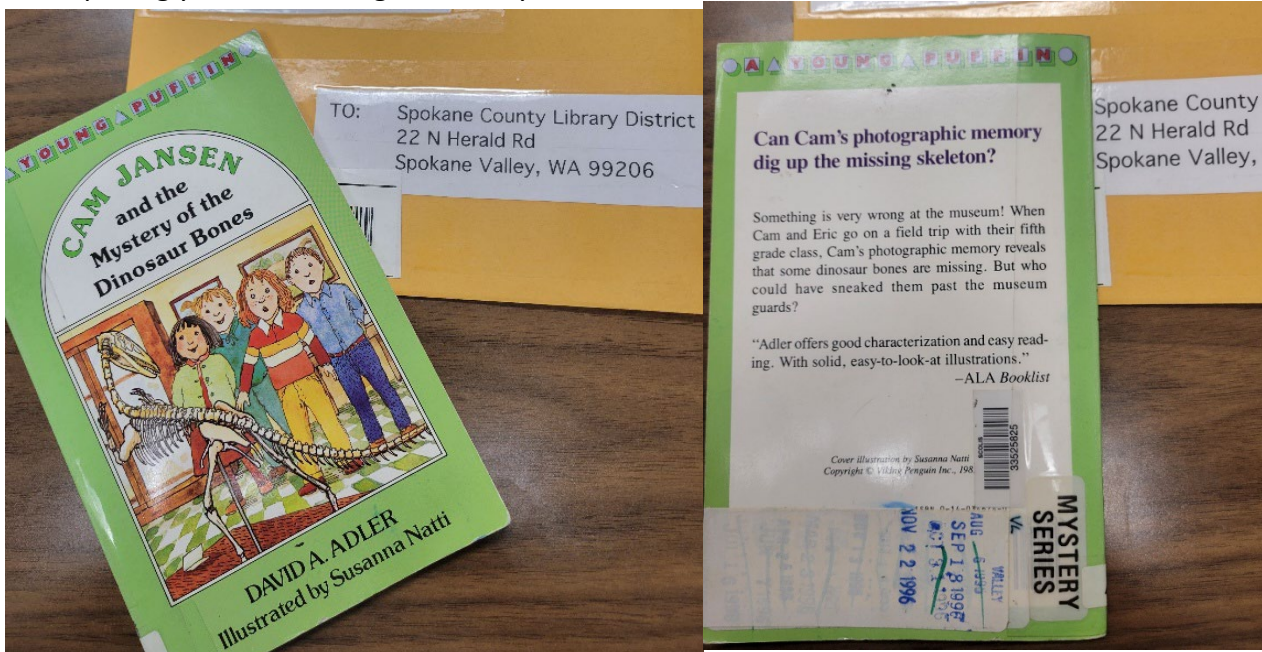
As she was checking out a "History Buffs: WWII" kit, a North Spokane customer said how much her mom loved the "Stay Sharp" kit so much the first time. They had returned the baseball kit earlier in the day and she relayed a story of how a question prompt in the kit led her mother to tell of a really fun story her daughter hadn't heard and wouldn't have thought to ask about without the questions from the flashcards from the kit.

The Work Source counselor who offers weekly appointments at Spokane Valley made sure to tell staff that he loves using the meeting rooms in the library to meet with his clients. He said that the staff always look happy to be here and are very kind to all customers. He said the library has "good vibes" and he really appreciates all the natural lighting and open, welcoming space saying he wishes he could be there more often.

A Fairfield customer came in needing a very specific diagram of a very specific car and was looking for a book that would have it. Public Services Associate Ashleigh suggested Auto Repair Source digital resource and after a lot of back and forth and print outs of car parts she was able to find exactly what he was looking for. As he left, he expressed that he was very grateful and impressed with her searching capabilities.

A customer reached out to the Call Center to inquire about devices that could contain digital books for his wife to read using a large font, as she is a voracious reader. Customer Services Associate Amanda described the Libby app and tablets/kindles and how they might work for them. He was very unfamiliar with the concept and didn't know where to buy one, so Amanda let him know of a few options that typically carry tablets. He called back later to check on a hold and mentioned that he went and got a tablet, and his wife is overjoyed about it.

Spokane Valley received a Cam Jansen book that was due on November 22, 1996. No note or any information in the package, just the book, still in good condition, finally returned to the library. Unsurprisingly, it was no longer in the system.



A regular Spokane Valley user brought flowers to thank Librarian Dana and Library Manager Danielle for their respectful treatment of him. He lives in his RV and indicated that he has experienced poor treatment around town. The previous week, a customer reported to Spokane Valley staff that he was passed out in his vehicle while it was running. Dana and Danielle went out to check on him, and he was simply playing a game on his phone in his lap, which from a distance could appear like he was passed out because he was looking down at his phone. He was grateful for their kindness and wanted to show that appreciation.

After getting help with her mobile printing, a North Spokane customer expressed how much she loves the library, saying it's her “peaceful place” and how she learns something new every time she comes in. She also mentioned she had a new grandson, so Public Services Associate Grace got to tell her all about Baby Storytime to which she said she can't wait to check it out.

A customer called the Spokane Valley library to inquire about donating some origami paper to the library. She shared that a few years ago she had taken home an origami décor item from a program by Public Services Specialist Selena and hung it in her home. She then said she got very sick, being hospitalized for six months and almost died. When she came home to recuperate, the origami orb was there waiting for her, “bright and cheery” saying it warmed her heart every day during a really dark time.

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 January:
 - **Audiobook checkouts:**
 - *Onyx Storm* by Rebecca Yarros (290)
 - *Iron Flame* by Rebecca Yarros (214)
 - *The Women* by Kristin Hannah (160)
 - **Ebook checkouts:**
 - *The Women* by Kristin Hannah (128)
 - *Funny Story* by Emily Henry (117)
 - *Fourth Wing* by Rebecca Yarros (93)
 - **Audiobook holds** as of February 3:
 - *Onyx Storm* by Rebecca Yarros (182)
 - *The Anxious Generation: How the Great Rewiring of Childhood is Causing an Epidemic of Mental Illness* by Jonathan Haidt (169)
 - *The God of the Woods* by Liz Moore (169)

- **Ebook holds** as of February 3:
 - *Onyx Storm* by Rebecca Yarros (375)
 - *The Let Them Theory: A Life-Changing Tool that Millions of People Can't Stop Talking About* by Mel Robbins (186)
 - *The God of the Woods* by Liz Moore (170)

- Popular **Adult Physical Book** titles January:
 - Checkouts:
 - *The Frozen River: A Novel* by Ariel Lawhon (64)
 - *The Women* by Kristin Hannah (45)
 - *The Grey Wolf* by Louise Penny (35)
 - Holds:
 - *The Women* by Kristin Hannah (70)
 - *The Let Them Theory: A Life-Changing Tool that Millions of People Can't Stop Talking About* by Mel Robbins (69)
 - *Onyx Storm* by Rebecca Yarros (56)

| COLLECTION MONTHLY REPORT | | | |
|--|----------------------------------|-----------------|---------------|
| JANUARY 2025 | | | |
| | Select Transaction Count | | |
| Physical Collection | YTD 2025 | YTD 2024 | CHANGE |
| Items Processed | 3,855 | 3,409 | 13% |
| Interlibrary Loan Total | 611 | 607 | 1% |
| Overdrive | | | |
| Total Checkouts | 95,634 | 90,366 | 6% |
| Total Holds | 37,518 | 33,132 | 13% |
| hoopla | | | |
| Total Checkouts | 6,867 | 5,172 | 33% |
| | Total Items in Collection | | |
| Material Type | YTD 2025 | YTD 2024 | CHANGE |
| Print | 307,697 | 304,678 | 1% |
| Nonprint | 70,091 | 74,098 | -5% |
| Overdrive | 136,021 | 123,314 | 10% |
| Grand Total | 513,809 | 502,090 | 2% |
| NOTES: PRINT = Books and Periodicals | | | |
| NONPRINT = DVDs, CDs, Books on CD, and other media | | | |
| OVERDRIVE = Downloadable eBooks and Audiobooks | | | |

Executive Director – Patrick RoeweArchitectural and Engineering Services Contract

The master contract with Integrus Architecture for architectural and engineering services approved by the Board at their November 2024 meeting has been finalized and signed. In addition, the specific contract for the HVAC replacement project at the Argonne Library/Administration has been signed as well. Following a walk-through of the facility, design work on the project has commenced.

District Libraries are Warming Centers

All District locations offer climate-controlled public accommodations that the public is encouraged to utilize during regular business hours for respite and relief from low temperatures.

During the current cold snap, staff are encouraged to provide location and hours information as needed if they received questions about our status as warming centers.

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

To our knowledge, neither Spokane County nor the six municipalities in which we have libraries have a similar statutory designation. Regardless, while there is no government entity designating District libraries as “official” warming centers, we have always been and continue to be de facto warming centers for the public.

Airway Heights Interlocal Agreement (ILA) Amendment

The District’s legal counsel drafted the “right of first offer” agreement, with plans to submit it to the City of Airway Heights for review in January 2025. The next opportunity for potential Board action regarding the amendment would be the March 2025 meeting.

Potential Tax Increment Area Agreement

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

Potential New Policies

Though well understand as mainstay element of library services, a recent review of policies yielded that the District does not formally define what constitutes a “library program” in a Board-approved policy. Such a policy would establish a throughline from Board-approved statement to the actual provision of library programs.

On a related note, staff have been researching the development of a standalone “Library of Things” policy given the unique nature of that library service in regards to access, use, and potential liability.

Once finalized and submitted to the Board for review and approval, these policies would join similar ones that address specific library services not directly related to the District's library collection, such as Use of 3D Printing and Cutting Equipment, Computer, Wireless Network and Internet Use, and Library Meeting Room Use.

Operations Report January 2025

Doug Stumbough and Kristy Bateman

Service Priority Teams

Adult Services (Stacey Goddard)

- 437 people attended 34 adult programs during January. Highlights included:
 - 124 folks took advantage of our three *Indoor Plant Swap* programs.
 - 47 people joined our online *World Cooking: Filipino Food* program.
 - A combined 43 individuals attended the three *Homebuyer Education Seminars*.
- The Call Center answered lots of questions this month about Tax-Aide, and one of our AARP site supervisors confirmed that appointments are steadily filling up. All four locations held training sessions for volunteers before offering appointments, which began January 27th.

Youth Services (Mary Ellen Braks)

- We provided 81 storytimes this month with an attendance of 1,915.
- Mobile Services visited 20 childcare centers and provided 56 storytimes to 719 children and caregivers.
- We had 27 youth programs with 606 attendees. Programs included a *Magic for Muggles* program, weekly programs at Medical Lake, North Spokane and Spokane Valley, *Teen Hang Out and Create*, and *Teen Leadership Council*.
- We offered 33 *Lego Free Play* activities for families with a total attendance of 125.

Cross Disciplinary (Gwendolyn Haley)

- 3D Printing, Lab and STCU Studio: January is a slow programming month. Customers enjoyed programs on how to use the Cricut cutting machines in the Lab, and an *Introduction to Podcasting* in the STCU Studio. After the holidays, Glowforge and other appointments slowed down, so there were only three this month.
- 258 customers viewed January's Online Authors Series featuring:
 - *An Inside Look at Working with a Literary Agent: A Conversation* with Seth Fishman
 - *Notes on Modern Irrationality* with Bestselling Author Amanda Montell
 - *The Magic of Found Family: In Conversation with Author TJ Klune*
- Library of Things: 47 items checked out in January. The most popular checkouts were the snowshoes, telescopes, sewing machines, Legos, and various Project Memory digitization tools.

Digital Projects and Resources (Carlie Hoffman)

- Promotional placards were added to the catalog so that when customers search for relevant keywords, they will be presented with a link to a related digital resource or service.

-
- Most of the pages for the new website have been created and template requirements and functionality documentation discussed with the vendor.

Information Technology (Patrick Hakes)

- The project of replacing 22" staff monitors with 24" monitors is underway.
- Final hard drive images for the Internet stations are being set. Once these are completed, then staff workstation images and deployment will commence.

Mobile Services (Brianna Rukes)

- Mobile Services has added two new community visits for the Sprinter Van We will now be visiting Whisperwood Pines and Main Residential Care on a monthly basis.
- Caroline visited a new storytime facility, Spokane Valley Parent Coop, where attendees were thrilled to participate in this service. 23 people attended, each receiving a copy of Engage along with flyers about the various programs and services the District offers.
- On our first visit to Whisperwood Pines, 12 customers eagerly awaited staff, excited that the library was coming to them. They were very appreciative of the service, and some were especially delighted to pick up their holds during the visit.
- Children at our LINC community visit in Spangle had a fantastic time creating a dragon using paper towel tubes and tissue paper. During storytime, the kids used the tubes to blow air when the dragon roared in the book—an interactive element they absolutely loved.

Library Reports**Airway Heights: Lesa Arrison**

- This month the display case was available, allowing us to highlight our new traveling exhibit assembled by Librarian Christie. This display has several popular book covers and a plush character from each tale. Our customers really enjoyed it and have stopped to tell us they took pictures!

Argonne: Stacy Mills

- The *Magic for Muggles: Crafts & Activities* program had 28 in attendance. Customers had fun dressing up and made sure to let staff know how much fun they had!
- Argonne was one of the donations sites for the Millwood Community Drive collecting boots, jackets, and hygiene products in the lobby.

Cheney: Jonathan Melcher

- The Harry Potter program, *Magic For Muggles*, was attended by 30 customers.
- Librarian Christie led a tour for the *Homeworks!* Group with over 30 in attendance.
- Librarian Crystal led a presentation on the library resource Foundation Directory Online for a grant writing class from Eastern Washington University.
- The Cheney Friends of the Library approved buying a canopy for use by the west plains' libraries at outdoor programs. It will be stored at the Cheney Library.

Deer Park: Shannon McMinn

- Librarian Alison and Supervisor Shannon hosted the LEGO Competition at the Deer Park Winterfest where 176 children and adults enjoyed creating entries in five different age categories. The prizes were LEGO kits graciously purchased with a donation from the Friends of the Deer Park Library.
- The *Magic for Muggles: Crafts & Activities* program had 29 in attendance. A scavenger hunt, wand making and quidditch practice were just some of the fun activities.

Medical Lake: Cecelia McMullen

- A family recently arrived from Viet Nam was thrilled to discover our *Wonder Wednesday* program celebrating the Lunar New Year. The father expressed gratitude as his daughter was missing the holiday. When I brought out the *Grace Lin Pre-School bookbag*, he thanked us for having a selection of books that resonated with his daughter and her culture.
- Girls who met at *Magic for Muggles* were overjoyed to meet again at *Wonder Wednesday*. Many families come regularly and appreciate the camaraderie displayed as children work and create together.

Moran Prairie and Fairfield: Caitlin Wheeler

- Questions about making appointments for Tax Aide have been rolling in at Moran Prairie. Customers have expressed gratitude and eager anticipation for this annual service, which begins at Moran Prairie on February 1.
- Children and adults alike tried their hands at the art of paperfolding with an origami activity at the passive craft table this month. Customers got to take their work home or see it proudly displayed on the bulletin board for the rest of the month.
- Children at Fairfield enjoyed making stain glass snowflakes at the passive craft table.

North Spokane: Brian Vander Veen

- North Spokane hosted a display highlighting the work of the Spokane Audubon Society to advocate locally for birds and the conservation of bird habitats.
- About 40 children and caregivers participated in Harry-Potter-themed crafts and activities at *Magic for Muggles: Crafts and Activities*.

Otis Orchards: Maggie Montreuil

- *Magic for Muggles: Crafts and Activities* brought in 18 attendees, who all enthusiastically enjoyed the crafts, scavenger hunt, and Quidditch practice.
- The *Jigsaw Puzzle & Board Game Swap* at Otis Orchards had 17 attendees who were eager to swap out their games and puzzles for new-to-them games and puzzles.

Spokane Valley: Danielle Milton

- *Magic for Muggles: Crafts and Activities* brought 53 witches and wizards to the library to practice their charms, learn to care for magical creatures and practice their quidditch skills.
- Our *Indoor Plant Swap* brought 87 houseplant enthusiasts who picked up a new-to-them plant and shared their plants with other attendees.

Public Use Measures

January 2025

| Measure | This year | Last year | YTD | Last YTD |
|--------------------------|------------|------------|-----------|------------|
| | This Month | This Month | This year | Comparison |
| Cardholders | 143821 | 134492 | | 7% |
| Door count | 38671 | 61868 | 38671 | -37% |
| Items Borrowed | 213562 | 213764 | 213562 | 0% |
| • Airway Heights | 2328 | 2358 | 2328 | -1% |
| • Argonne | 5641 | 7583 | 5641 | -26% |
| • Cheney | 6070 | 6771 | 6070 | -10% |
| • Deer Park | 6442 | 6751 | 6442 | -5% |
| • Fairfield | 558 | 401 | 558 | 39% |
| • Medical Lake | 1788 | 2151 | 1788 | -17% |
| • Mobile Services | 2026 | 2084 | 2026 | -3% |
| • Moran Prairie | 10300 | 11666 | 10300 | -12% |
| • North Spokane | 20755 | 23035 | 20755 | -10% |
| • Otis Orchards | 3299 | 2760 | 3299 | 20% |
| • Spokane Valley | 25252 | 26923 | 25252 | -6% |
| • Digital | 103044 | 96501 | 103044 | 7% |
| • Totals | 188284 | 189402 | 188284 | -1% |
| Programs | | | | |
| • Number | 275 | 204 | 275 | 35% |
| • Attendance | 5138 | 4135 | 5138 | 24% |
| Internet Station Use (%) | 28.1% | 23.6% | 28.1% | |
| Meeting room bookings | 1193 | 721 | 1193 | 65% |

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 One Months Ended January 31, 2025**

| | Y-T-D Actual | Annual Budget | Target 8.3% | Percent Used | Balance Remaining |
|---|-------------------------|--------------------------|------------------------|-------------------------|------------------------------|
| REVENUES | | | | | |
| PROPERTY TAXES | \$ 44,067 | \$ 18,354,000 | | 0.24% | \$ 18,309,933 |
| CONTRACT CITIES - SPOKANE | 0 | 111,000 | | 0.00% | 111,000 |
| FINES & FEES | 4,059 | 45,000 | | 9.02% | 40,941 |
| GRANTS & DONATIONS | 3,254 | 53,000 | | 6.14% | 49,746 |
| E-RATE REIMBURSEMENTS | 17,811 | 269,000 | | 6.62% | 251,189 |
| LEASEHOLD & TIMBER TAX, REBATES, OTH | 1,449 | 38,000 | | 3.81% | 36,551 |
| INTEREST REVENUES | 0 | 190,000 | | 0.00% | 190,000 |
| TOTAL REVENUES | \$ 70,640 | \$ 19,060,000 | | 0.37% | \$ 18,989,360 |
| TRANSFERS IN | - | - | | 0.00% | - |
| TOTAL REVENUES & TRANSFERS IN | \$ 70,640 | \$ 19,060,000 | | 0.37% | \$ 18,989,360 |
| EXPENSES | | | | | |
| SALARIES | \$ 729,734 | \$ 9,110,000 | | 8.01% | \$ 8,380,266 |
| FRINGE BENEFITS | 258,131 | 3,257,000 | | 7.93% | 2,998,869 |
| SUPPLIES | 11,170 | 204,000 | | 5.48% | 192,830 |
| UTILITIES | 50,051 | 640,000 | | 7.82% | 589,949 |
| SERVICES | 148,364 | 1,519,000 | | 9.77% | 1,370,636 |
| INSURANCE | 97,011 | 106,000 | | 91.52% | 8,989 |
| CAPITAL EQUIPMENT | 0 | 220,000 | | 0.00% | 220,000 |
| LIBRARY MATERIALS | 220,302 | 2,285,000 | | 9.64% | 2,064,698 |
| ELECTRONIC LIBRARY MATERIALS | 27,087 | 300,000 | | 9.03% | 272,913 |
| LIBRARY PROGRAMS | 4,491 | 191,000 | | 2.35% | 186,509 |
| DEBT SERVICE | 246,022 | 264,000 | | 93.19% | 17,978 |
| TOTAL EXPENSES | \$ 1,792,365 | \$ 18,096,000 | | 9.90% | \$ 16,303,635 |
| TRANSFERS OUT | - | 1,106,000 | | 0.00% | 1,106,000 |
| TOTAL EXPENSES & TRANSFERS OUT | \$ 1,792,365 | \$ 19,202,000 | | 9.33% | \$ 17,409,635 |
| Net Excess of Revenues Over/(Under) Expenses | \$ (1,721,725) | \$ (142,000) | | | |
| BEGINNING CASH | 9,123,361 | | | | |
| NET FROM ABOVE | <u>(1,721,725)</u> | | | | |
| ENDING CASH | <u>\$ 7,401,636</u> | | | | |

Number of months cash on hand 4.9