



April 9th, 2025

The Spokane County Library District Board of Trustees regular monthly meeting will be held Tuesday, April 15th, 2025, at 4:00 p.m., at the Cheney Library Public Meeting Room, 610 1st St., Cheney, WA.

Remote Attendance: To attend the meeting remotely via the internet: <https://sclid-org.zoom.us/j/88388465377> or via conference call (toll free): 1-877-853-5247 or 1-888-788-0099, then enter ID: 883 8846 5377. Please note that remote attendance will be in listen-only mode.

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.

Spokane County
LIBRARY DISTRICT
509.893.8200

Airway Heights Library
509.893.8250

Argonne Library
509.893.8260

Cheney Library
509.893.8280

Deer Park Library
509.893.8300

Fairfield Library
509.893.8320

Medical Lake Library
509.893.8330

Moran Prairie Library
509.893.8340

North Spokane Library
509.893.8350

Otis Orchards Library
509.893.8390

Spokane Valley Library
509.893.8400



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

April 15, 2025 4:00 p.m.

Cheney Library, 610 1st St., Cheney, WA

PRELIMINARY AGENDA

Remote Attendance: To attend the meeting remotely via the internet: <https://sclld-org.zoom.us/j/88388465377> or via conference call (toll free): 1-877-853-5247 or 1-888-788-0099, then enter ID: 883 8846 5377. Please note that remote attendance will be in listen-only mode.

Public Comment: In addition to the Public Comment period provided in the agenda below, the District accepts written public comment that will be distributed to Trustees. Written comments must be marked "Public Comment" and submitted by 12:00pm noon the day of this meeting by (1) USPS mail to: Spokane County Library District, 4322 N, Argonne Road, Spokane, WA 99212; (2) directly submitted to staff at the Administrative Offices at that same address, or; (3) via the following link: <https://www.sclld.org/connect/ask-board-of-trustees/>.

I. CALL TO ORDER

II. AGENDA APPROVAL

III. PUBLIC COMMENT

IV. ACTION ITEMS

- A. Approval of [March 18, 2025 Regular Meeting Minutes](#)
- B. Approval of [March 2025 Payment Vouchers](#)
- C. Unfinished Business
 - 1. [Airway Heights Interlocal Agreement Amendment: Real Estate Purchase and Sale Agreement Update](#): Discussion
 - 2. [Argonne/Administration HVAC Project Update](#): Discussion
- D. New Business
 - 1. [Non-Exclusive Provider of Print Materials Contract Award](#): Approval Recommendation.
 - 2. [Confidentiality of Library Records Policy](#): Approval Recommendation
 - 3. [Library of Things Policy](#): Approval Recommendation
 - 4. [Library Programs Policy](#): Approval Recommendation
 - 5. [Overview: Wellness Program](#)

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.

April 15, 2025

BOARD OF TRUSTEES MEETING MINUTES: March 18, 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 Medical Lake Library, Tuesday, March 18, 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), Doug Stumbough (Operations Director), Jason Link (Finance Director), Toni Carnell (Human Resources Director), Jane Baker (Communications & Development Director), Andrea Sharps (Collection Services Director), Vinnie Davi (Video Production Specialist), Cecelia McMullen (Library Supervisor), Crystal Miller (Librarian), Christie Onzay (Librarian), Emily Greene (Administrative Services Manager), and five (5) members of the public.

**Call to Order
(Item I)**

Chair Jessica Hanson called the meeting to order at 4:02pm.

**Agenda Approval
(Item II)**

Trustee Ellen Clark moved and Vice Chair Jon Klapp seconded the approval of the meeting agenda.

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

**Public Comment
(Item III)**

There was no public comment.

**Approval of February
18, 2025 Regular
Meeting Minutes
(Item IV.A.1)**

Chair Hanson called for corrections to the February 18, 2025 Regular Meeting Minutes. There were no corrections. The minutes stand as written.

There was no further discussion.

**Approval of February
2025 Payment
Vouchers
(Item IV.A.2)**

Vice Chair Klapp moved and Trustee Robert Paull seconded the approval of the February 2025 Payment Vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal
February-GF	0063047 – 0063150 and W001656 – W001670	\$745,751.28
	PR02102025 and PR02252025	\$544,097.07
	Total:	\$1,289,848.35

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

Unfinished Business
Airway Heights
Interlocal Agreement
Amendment Update:
Discussion
(Item IV.C.1)

Executive Director Patrick Roewe reviewed the background of the Airway Heights Interlocal Agreement Amendment. Discussion ensued about the current status of the rough draft for the upcoming contract, a review of the terms agreed upon to be included in the contract, and speculations on needs for expansion of the library building in the future.

There was no further discussion.

New Business
Argonne/Administratio
n HVAC Project Status
Report: Discussion
(Item IV.D.1)

Executive Director Roewe and Finance Director Jason Link presented a PowerPoint made by Integrus Architecture to show the different options available to replace the HVAC system currently in the Argonne/Administration building. Discussion ensued about projected timelines depending on how equipment and materials are procured, options for replacing the current electrical panel, and cost estimates for each option. By consensus, staff were directed to proceed with option 1A: Multi-zone to Variable Air Volume (VAV) with terminal unit reheat.

There was no further discussion.

New Business
Children's Safety in
Libraries Policy:
Approval
Recommendation
(Item IV.D.2)

Executive Director Roewe presented revisions to the Children's Safety in Libraries Policy, which included a reference to the Computer, Wireless Network and Internet Use policy. 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
Procurement Policy:
Approval
Recommendation
(Item IV.D.3)

Finance Director Link presented changes to the Procurement Policy. Revisions included standardization of approval threshold at the executive director level and clarifying language. Discussion ensued about the policy being reviewed by the District's attorney, and delegating authority processes. Vice Chair Klapp moved and Trustee Paull seconded the approval of the policy as revised.

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

New Business
Fixed Assets Policy:
Approval
Recommendation
(Item IV.D.4)

Finance Director Link presented revisions to the Fixed Assets Policy. Revisions included changes to the small and attractive assets definition as set by the State, and changes to the disposition methods for surplus library materials in order to provide greater flexibility. Discussion ensued about the policy being reviewed by the District's

attorney. 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

Recognizing National Library Workers Day 2025 (Resolution 25-01): Approval Recommendation
(Item IV.D.5)

Executive Director Roewe informed the trustees of National Library Workers Day and the tradition of adopting a resolution to recognize staff and their contributions on this day. Trustee Paull moved and Trustee Clark seconded that Resolution No. 25-01 Recognizing National Library Workers Day 2025, be adopted.

RESOLUTION NO. 25-01 A RESOLUTION OF THE BOARD OF TRUSTEES OF THE SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, RECOGNIZING NATIONAL LIBRARY WORKERS DAY 2025 AND EXPRESSING APPRECIATION TO SPOKANE COUNTY LIBRARY DISTRICT EMPLOYEES. SPOKANE COUNTY LIBRARY DISTRICT

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

New Business

Overview: Medical Lake
(Item IV.D.6)

Library Supervisor Cecelia McMullen, Librarian Crystal Miller, and Librarian Christie Onzay presented a PowerPoint presentation of the different programs put on by the Medical Lake Library throughout the year. Discussion ensued about staff knowing the names of the customers coming into the library.

There was no further discussion.

New Business

Special Presentation: A Gray Fire Story from Medical Lake Library: Discussion
(Item IV.D.7)

Communication and Development Director Jane Baker presented a video about how the District responded to the Gray Fire and assisted customers in Medical Lake impacted by the fire. The video was produced by Video Production Specialist Vinnie Davi and the Communication Department. Discussion ensued about where the video will be available to view, interviews with some of the victims of the fire, and ways customers used the library following the fire.

There was no further discussion.

Discussion Items

Future Board Meeting Agenda Items
(Item V.A)

Chair Hanson called for any questions or suggestions for the Future Board Meeting Agenda Items. There were no questions or suggestions.

There was no further discussion.

Trustee Reports
(Item VI.A)

Trustee Paull expressed how impressed he was by how staff managed a difficult situation at the Moran Prairie Library and the lengths staff at the Spokane Valley Library went to help him reserve a meeting

room. Trustee Clark informed the board that she had a stranger come up and express love for the Spokane Valley Library based on a t-shirt Trustee Clark was wearing.

There was no further discussion.

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

Executive Director Roewe presented an informational sheet provided by the Washington State Library about how the potential loss of federal funding could affect libraries. Discussion ensued about the \$90,000 total grant funds over the last five years District has received for programs and equipment. These were federal grant dollars provided by the Institute of Museum and Library Services and administered by the Washington State Library. Discussion also ensued about the ongoing review of PERs eligibility at the District by the Department of Retirement Services. He presented a PowerPoint with status updates on House and Senate bills discussed at the last board meeting that have the potential to impact District operations. Discussion ensued about Strategic Initiatives Manager Amber Williams receiving the Excellence in Innovation award from the Child and Adult Care Food Program.

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 February 2025, with data for customer use measures, programming, and library activities.

There was no further discussion.

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

In addition to Finance Director Link providing a draft report of revenues and expenditures for February 2025 prior to the meeting, discussion ensued about the ongoing evaluation of the Deer Park Library HVAC system that will need to be replaced. Discussion also ensued about the reasons behind the North Spokane Library landscaping project.



There was no further discussion.

**Adjournment
(Item VII)**

Chair Hanson adjourned the meeting at 5:35pm. The next Board Meeting is scheduled for Tuesday, April 15, 2025 at the Cheney 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 March 31, 2025, and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$1,413,589.04 for the general fund, \$31,987.50 for the capital projects fund, and \$0.00 for the debt service fund and are authorized to authenticate and certify these claims.			
DATE:	March 31, 2025		
			
SIGNED:		SIGNED:	
TITLE:	Finance Director	TITLE:	Executive Director
GENERAL OPERATING FUND			
VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
0000063139	DEPARTMENT OF LICENSING	VEHICLE LICENSING - MAINTENANCE	38.50
0000063151	AMAZON CAPITAL SERVICES	LIBRARY MATERIALS, PROGRAMMING AND OFFICE SUPPLIES	669.17
0000063152	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	223.30
0000063153	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	503.00
0000063154	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	31.93
0000063155	COMMUNICATION ARTS MAGAZINE	ADVERTISING	99.00
0000063156	CENGAGE LEARNING INC/ GALE	LIBRARY MATERIALS	2,130.80
0000063157	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	10,250.03
0000063158	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	177.46
0000063159	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	375.00
0000063160	AGE OF LEARNING, INC	ELECTRONIC LIBRARY MATERIALS	7,170.71
0000063161	AMAZON CAPITAL SERVICES	LIBRARY MATERIALS, PROGRAMMING AND OFFICE SUPPLIES	3,742.15
0000063162	BATTERIES PLUS BULBS	MAINTENANCE SUPPLIES	480.36
0000063163	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	528.16
0000063164	CANDID	FOUNDATION DIRECTORY ONLINE ANNUAL RENEWAL	5,999.00
0000063165	CDW GOVERNMENT, INC.	IT HARDWARE & PERIPHERALS	277.70
0000063166	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	541.74
0000063167	CENTURYLINK	MONTHLY ANALOG TELEPHONE LINE: SC ELEVATOR	76.51
0000063168	US POSTAL SERVICE	POSTAGE FOR POSTAGE MACHINE	10,000.00
0000063169	CITY OF AIRWAY HEIGHTS	MONTHLY WATER & SEWER - AH	145.78
0000063170	CITY OF MEDICAL LAKE	MONTHLY WATER, SEWER, REFUSE - ML	187.06
0000063171	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CH	78.14
0000063172	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	724.73
0000063173	EBSCO INDUSTRIES, INC.	LIBRARY MATERIALS - SUBSCRIPTIONS	43,509.00
0000063174	EDNETICS	TELEPHONE - MANAGED VOICE SERVICES	2,210.15
0000063175	EMPIRE DISPOSAL INC.	MONTHLY SOLID WASTE - FF	49.17
0000063176	THE FIG TREE	LIBRARY MATERIALS	150.00
0000063177	FREE PRESS PUBLISHING, INC	LIBRARY MATERIALS	33.80
0000063178	CENGAGE LEARNING INC/ GALE	LIBRARY MATERIALS	19,628.97
0000063179	GREATER SPOKANE INCORPORATED	ANNUAL DUES AND MEMBERSHIP	600.00
0000063180	GREENLEAF LANDSCAPING, INC.	GROUPS MAINTENANCE	18,576.57
0000063181	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	14,471.83
0000063182	INLAND POWER AND LIGHT	MONTHLY ELECTRIC UTILITIES - AH, DP	846.54
0000063183	MARSH & MCLENNAN AGENCY, LLC	CYBER LIABILITY INSURANCE	7,300.13
0000063184	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	3,457.73
0000063185	MONTGOMERY HARDWARE	MAINTENANCE SUPPLIES	302.45
0000063186	OTIS HARDWARE	MAINTENANCE SUPPLIES	17.38
0000063187	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	41,196.37
0000063188	PLAYAWAY PRODUCTS LLC	LIBRARY MATERIALS	155.29
0000063189	PRISMHR, INC.	MONTHLY SOFTWARE SUPPORT - HR	601.26
0000063190	SPOKANE COUNTY TREASURER	IRRIGATION, STORMWATER, AQUIFER: ALL BLDGS	8,794.82
0000063191	SPOKANE COUNTY ENVIRONMENTAL SERVICES	MONTHLY SEWER - AR, NS, SC, SV	332.46
0000063192	MINUTEMAN PRESS	LIBRARY PROGRAMS	232.93
0000063193	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	1,071.96
0000063194	STATE PROTECTION SERVICES INC	MOBILE SECURITY PATROLS: AR, NS, SC, SV	3,041.55
0000063195	TOWN OF FAIRFIELD	BI-MONTHLY WATER, SEWER - FF	233.80
0000063196	TRALIAN OPERATING LLC	TRAINING VIDEOS ANNUAL SUBSCRIPTION	4,459.46
0000063197	UNIQUE MANAGEMENT SERVICES	MONTHLY NOTICE FEES AND MESSAGE BEE SERVICE	2,756.17
0000063198	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	20,244.86
0000063199	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	1,427.62
0000063200	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE	1,832.87
0000063201	WHITWORTH WATER DISTRICT	MONTHLY WATER - NS	33.70
0000063202	WITHERSPOON BRAJCICH MCPHEE, PLLC	LEGAL SERVICES, GENERAL COUNSEL	1,916.10
0000063203	WASHINGTON LIBRARY ASSOCIATION	ANNUAL DUES	280.00
0000063204	A2Z INTERPRETING, LLC	PROFESSIONAL SERVICES - ADMIN	789.35
0000063205	ABM INDUSTRIES, INC.	MONTHLY CUSTODIAL SERVICES	12,365.50
0000063206	ALLIED FIRE & SECURITY BY VYANET	QUARTERLY ALARM MONITORING	2,168.78
0000063207	AMAZON CAPITAL SERVICES	LIBRARY MATERIALS, PROGRAMMING AND OFFICE SUPPLIES	856.41
0000063208	CHARLENE SOUCY BEACH	PRIME TIME PROGRAM, SCHOLAR	1,500.00
0000063209	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	412.04
0000063210	EBSCO INDUSTRIES, INC.	LIBRARY MATERIALS - SUBSCRIPTIONS	64.59

0000063211	FATBEAM, LLC	MONTHLY INTERNET SERVICE, NET OF ERATE DISC	4,452.84
0000063212	FIREDOG, LLC	CAPITAL PROJECT: WEBSITE REDESIGN	2,463.30
0000063213	MORGAN ANDERSEN	LIBRARY PROGRAMS	1,700.00
0000063214	FREE PRESS PUBLISHING, INC	LIBRARY MATERIALS	200.00
0000063215	CENGAGE LEARNING INC/ GALE	LIBRARY MATERIALS	1,022.43
0000063216	FABIOLA H HAMMOND	LIBRARY PROGRAMS	150.00
0000063217	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	12,951.12
0000063218	KING COUNTY LIBRARY SYSTEM	INTERLIBRARY LOAN FEES	18.15
0000063219	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	5,241.95
0000063220	MODERN ELECTRIC WATER COMPANY	MONTHLY WATER, ELEC. - SV	3,149.79
0000063221	MONTERRAT STOCK	PROGRAMMING	40.00
0000063222	MOUNTAIN DOG SIGN COMPANY	DEPOSIT ON WRAP FOR TRAILER	2,659.75
0000063223	OCLC, INC.	ANNUAL CATALOGING & ILL SUBSCRIPTION	6,027.41
0000063224	OETC	DUES	327.00
0000063225	OPTUM	MONTHLY HSA ACCOUNT ADMIN FEES	75.00
0000063226	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	22,806.20
0000063227	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	1,322.44
0000063228	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	30.48
0000063229	ZIPLY FIBER	MONTHLY PHONE & BROADBAND - FF	157.10
0000063254	AMAZON CAPITAL SERVICES	LIBRARY MATERIALS, PROGRAMMING AND OFFICE SUPPLIES	1,357.72
0000063255	MARK ANDERSON	LIBRARY PROGRAMS, POETRY SLAM JUDGE	100.00
0000063256	ROBERTA L BEESE	LIBRARY PROGRAMS	150.00
0000063257	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	94.00
0000063258	CDW GOVERNMENT, INC.	IT HARDWARE & PERIPHERALS	3,531.20
0000063259	GLENN CRUICKSHANK	LIBRARY PROGRAMS	150.00
0000063260	DATA DEPOT	OFFICE/LIBRARY SUPPLIES	612.98
0000063261	BRIANNA DAVI	LIBRARY PROGRAMS	600.00
0000063262	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE	2,000.00
0000063263	JEFFREY GLENN DODD	PRIME TIME PROGRAM, SCHOLAR	975.00
0000063264	CENGAGE LEARNING INC/ GALE	LIBRARY MATERIALS	617.06
0000063265	TIMOTHY GREENUP	LIBRARY PROGRAMS	100.00
0000063266	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	14,257.19
0000063267	LINEA JANTZ	LIBRARY PROGRAMS	100.00
0000063268	JOHNSON CONTROLS FIRE PROTECTION LP	BUILDING MAINTENANCE / SV BACKFLOW VALVE	2,778.04
0000063269	SPOKANE COUNTY MASTER GARDENERS	LIBRARY PROGRAMS	1,350.00
0000063270	JACLYN L MORRIS	LIBRARY PROGRAMS	75.00
0000063271	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	27,953.57
0000063272	PAUL E.PUHEK	LIBRARY PROGRAMS	300.00
0000063273	SCHOLASTIC LIBRARY PUBLISHING	LIBRARY MATERIALS	158.72
0000063274	SOFTWARE ONE, INC	SOFTWARE SUPPORT	69.87
0000063275	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	860.10
0000063276	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	1,217.49
0000063277	KAREN WEBB	LIBRARY PROGRAMS	600.00
0000063278	ABM INDUSTRIES, INC.	MONTHLY CUSTODIAL SERVICES	23,282.10
0000063279	ABSOLUTE BACKGROUND SEARCH INC	MONTHLY EMPLOYEE BACKGROUND CHECKS	268.00
0000063280	AMAZON CAPITAL SERVICES	LIBRARY MATERIALS, PROGRAMMING AND OFFICE SUPPLIES	6,399.40
0000063281	AVISTA UTILITIES	MONTHLY UTILITIES	17,017.69
0000063282	CONSOLIDATED IRRIGATION DIST19	WATER - OT	22.00
0000063283	CITY OF SPOKANE	MONTHLY WATER & SEWER - MP	351.49
0000063284	CITY OF AIRWAY HEIGHTS	MONTHLY WATER & SEWER - AH	145.78
0000063285	CITY OF CHENEY	MONTHLY WATER, SEWER, ELEC - CH	698.03
0000063286	CITY OF DEER PARK	MONTHLY WATER & SEWER - DP	85.98
0000063287	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	498.12
0000063288	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE	5,377.46
0000063289	EARTHWORKS RECYCLING,INC	RECYCLING: AR, NS, SV	212.50
0000063290	E-RATE EXPERTISE, INC.	E-RATE CONSULTING SERVICES	6,264.00
0000063291	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	1,071.09
0000063292	T-MOBILE	MONTHLY "MI-FI" DEVICE CELL SERVICE	694.22
0000063293	TOWN OF FAIRFIELD	BI-MONTHLY WATER, SEWER - FF	116.90
0000063294	WHITWORTH WATER DISTRICT	MONTHLY WATER - NS	32.92
W000001671	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	346.14
W000001672	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	75,319.33
W000001673	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	5,095.32
W000001674	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	2,737.58
W000001675	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	53,264.77
W000001676	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	1,604.00
W000001677	ASSOCIATION OF WASHINGTON CITIES - VIMLY BENEFITS	MONTHLY EMPLOYEE MEDICAL, DENT, VIS, LTD, LIFE	117,771.96
W000001678	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	1,479.38
W000001679	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	81,517.41
W000001680	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	5,055.27
W000001681	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	2,737.58
W000001682	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	56,325.18
W000001683	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	439.80
W000001684	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	100.00
W000001686	STATE OF WASHINGTON	QUARTERLY SALES & USE TAXES	1,809.12
W000001687	EMPLOYMENT SECURITY DEPARTMENT	QUARTERLY PAID FAMILY MEDICAL LEAVE TAXES	19,849.43
W000001688	EMPLOYMENT SECURITY DEPARTMENT	QUARTERLY WA CARES TAXES	11,041.22
W000001693	DEPARTMENT OF LABOR & IND.	QUARTERLY LABOR & INDUSTRIES TAXES	22,118.69
	Total Non-Payroll General Operating Fund		\$ 908,324.60

	PAYROLL VOUCHERS		
03102025 PP03	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #05	\$ 245,191.71
03252025 PP04	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #06	260,072.73
	Total Payroll General Operating Fund		\$ 505,264.44
	TOTAL GENERAL OPERATING FUND		\$ 1,413,589.04
CAPITAL PROJECTS FUND			
VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
✓ 0000009758	INTEGRUS ARCHITECTURE	RENOVATION - ARGONNE	3,250.00
✓ 0000009761	INTEGRUS ARCHITECTURE	RENOVATION - ARGONNE	28,737.50
	TOTAL CAPITAL PROJECT FUND		\$ 31,987.50
DEBT SERVICE FUND			
VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
	TOTAL DEBT SERVICE FUND		\$ -

February 2025 / March 2025			
Paid in March 2025			
Voucher # 63198			
Card Category			Amount
General Purchases			\$ 12,626.17
Maintenance			\$ 2,662.27
Travel			\$ 1,908.00
Acquisitions			\$ 546.19
Information Technology			\$ 1,969.13
Mobile Services			\$ 533.10
	General Fund Purchases		<u>\$ 20,244.86</u>
<u>Top Individual Charges</u>			
Yodeck.com	Software - Communications (annual subscription)		1,568.15
4Imprint.com	Employee Awards - Library Workers Day		2,320.93
Qdoba	Library Programs - Prime Time-Humanities WA Grant		1,571.00
Noodle Express	Library Programs - Prime Time-Humanities WA Grant		1,018.48

AIRWAY HEIGHTS INTERLOCAL AGREEMENT AMENDMENT: PURCHASE AND SALES AGREEMENT UPDATE

Update

As reported in March 2025, the City of Airway Heights (City) has engaged a surveyor to complete the boundary line adjustment (BLA) as per the terms of the Interlocal Agreement Amendment (ILA). It is anticipated that the BLA will add the previously discussed ~1925 square feet to the library parcel. As of this writing, the BLA remains in process but is yet to be completed.

Along with the District's attorney, District staff have seen a draft of a "Real Estate Purchase and Sale Agreement" (PSA) provided by the City's attorney that would complete the real estate transaction memorialized in the ILA. As of this writing, the City itself has not completed their review of the draft. Pending finalization, that agreement will contain three exhibits: a certification for the Boundary Line Adjustment, the Right of First Option to Purchase, and a Statutory Warranty Deed.

Based upon subsequent discussion with the City, it is anticipated that the PSA would come before the Board at the May 2025 meeting, with a likely closing date for the real estate transaction to be May 30, 2025.

Executive Director Patrick Roewe will be available to answer questions regarding the update.

Recommended Action: This item is for information and discussion, with no final action required.

ARGONNE/ADMINISTRATION HVAC PROJECT UPDATE: DISCUSSION**Update**

Engineering design work from MW Engineers is continuing to progress on the project. One particular area of focus is to ensure that new equipment and related infrastructure will fit into existing spaces. The engineers have also selected the chiller, boiler, and electrical panel equipment that will replace the existing ones. The Finance Department will begin the procurement process in April for these items.

Finance Director Jason Link will be available to answer questions regarding the update.

Recommended Action: This item is for information and discussion, with no final action required.

NON-EXCLUSIVE PROVIDER OF PRINT MATERIALS CONTRACT AWARD

Background

Library materials suppliers are an industry geared specifically to serving libraries. They have sufficient volume to meet the demand of quantities ordered and offer consistent discounts that maximize the amount of materials we buy. By using a library materials supplier, we can increase the number of customers of all ages we serve and the efficiency with which we serve them.

Proposal Solicitation and Results

The Request for Proposal (RFP) for a Non-Exclusive Provider of Print Materials for the District was issued on February 28, 2025. The District published a legal notice, as required, and posted the solicitation document on the District's website. All proposals were due March 28, 2025, with two (2) proposals received. The two (2) vendors both met the minimum qualifications and submitted complete responses and therefore were eligible for consideration—Baker & Taylor and Ingram Library Services (Ingram). While both vendors' offerings are similar in a variety of the minimum and preferred criteria, there are three key distinctions:

- 1) Discounts: Both Baker & Taylor and Ingram offer similar discounts for the top three (3) print formats (trade hardback, trade paperback, and mass market paperback), with Ingram offering a slightly better average discount of ~0.9%.
- 2) Shipping Costs: Ingram offers vendor-paid shipping from the designated primary (Oregon) and secondary (Tennessee) warehouses with a \$2.50 fuel surcharge per invoice. Baker & Taylor offers vendor-paid shipping from the primary (Illinois) and secondary (Georgia) warehouses with a transportation surcharge of 1.0% of the invoice total for print and spoken word audio CD material.
- 3) Turnaround Time: Ingram has four (4) distribution centers in the United States with the closest one to Spokane located in Roseburg, OR. Ingram ships in-stock, non-processed book orders within 24 hours. Baker & Taylor has two (2) distribution centers in the United States with the closest one to Spokane located in Momence, IL. Baker & Taylor ships unprocessed in-stock materials within 24 - 48 hours of receipt of order on average.

While the discounts offered by each vendor are comparable, the slightly better average offered by Ingram will result in more cost savings for the District based upon the anticipated volume of items purchased. Given the average invoice amount of District orders, the flat fee fuel surcharge from Ingram is anticipated to be more cost-effective than the percentage-based model from Baker and Taylor. The proximity of Ingram's primary distribution center in Oregon and the quicker turnaround time better serve the District's needs. Based upon these three criteria, staff have determined that Ingram is the vendor most responsive to the selection criteria.

Ingram has been the District's primary print materials supplier for almost 40 years, and we have been pleased with its service. Additionally, our familiarity with its website interface allows us to most efficiently get materials in the hands of District customers.

Pending contract award approval by the Board of Trustees, staff will negotiate a contract with Ingram Library Services in accordance with the terms of the RFP and the discounts, features, and services contained in the response. The District intends to enter into a contract with Ingram for one (1) year beginning June 1, 2025, with a District option of up to four (4) one-year extensions for a maximum life of the contract being a total of five (5) years.

Recommended Action: Board motion to award the contract for Non-Exclusive Provider of Print Materials to Ingram Library Services.

CONFIDENTIALITY OF LIBRARY RECORDS POLICY

Background

The purpose of this policy is to outline the manner in which the Spokane County Library District (District) will protect the privacy and confidentiality of library customer records pursuant to state and federal law.

The key revisions are as follows:

- Provide greater prominence to the statutory basis for library records confidentiality.
- Provides further clarification that customer privacy protections pertain specifically to library records.
- Consolidates the definition of library records into one statement.
- General updates to preferred nomenclature. For the purposes of this policy, “users” is included along with the existing “customers” in order to provide a more expansive understanding of consumers of library resources.

We are also 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.

The proposed policy has been reviewed by the District’s legal counsel.

Executive Director Patrick Roewe and Operations Director Doug Stumbough will be available to answer any questions on the proposed policy revisions.

Recommended Action: Board motion to approve the Confidentiality of Library Records policy as revised.

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: CONFIDENTIALITY OF LIBRARY RECORDS

Approval Date: January 8, 1976

Revision Date: ~~April 18, 2023~~ April 15, 2025

Related Policies

Computer, Wireless Network and Internet Use Policy

Library Meeting Room Use Policy

STATUTORY REFERENCE: RCW 42.56.050, 42.56.310

Purpose

To outline the manner in which the Spokane County Library District (District) will protect the privacy and confidentiality of library user or customer records pursuant to state and federal law.

Background

Library records, the primary purpose of which is to maintain control of library materials, or to gain access to information, that discloses or could be used to disclose the identity of a library user are exempt from disclosure under the Washington State Public Records Act.

The District maintains library records in order to conduct operations of the library District. ~~These records include but are not limited to registration records, circulation records, materials request lists, financial information, and computer booking records.~~ The District is committed to protecting the confidentiality of its users or customers ~~and as it pertains to~~ their use of library resources and materials.

General Policy

The District upholds state and federal laws intended to protect the privacy of individuals ~~who as they pertain to the~~ access and use of library resources and materials. Privacy is essential to free speech, free thought, and free association. Confidentiality extends to all records with identifying information about users or customers including, but not limited to: account registration records, requests for information and/or, materials, material borrowing records, financial information, computer booking and use records, and/or ~~access to~~ online resources, access and use records.

The District will keep records pertaining to the use of ~~the~~ library resources and materials private and confidential except as is necessary for proper operation of the District, upon consent of the user, pursuant to a valid subpoena or court order, or as otherwise required by law. The library records of a minor child may be accessed by a parent or legal guardian.

~~Library records are exempt from disclosure under the Washington State Public Records Act.~~

While library records are confidential, District facilities are public places, and people entering a library or other District facility have no expectation of privacy beyond the content of library records.

The District may enter into agreements with third-party providers in order to provide certain library-related services to our [users or](#) customers. Information that [users or](#) customers submit to a third party voluntarily is not subject to District control, and therefore the District cannot guarantee the same level of confidentiality and privacy. [Users or](#) ~~C~~customers are encouraged to read and become familiar with the privacy policy of these third-party providers.

The District reserves the right to use personal information provided by [users or](#) customers for the purpose of conducting periodic surveys or providing information regarding library programs and services. This information may also be used by District partners such as the Library Foundation of Spokane County, Friends of the Library, or other groups whose sole purpose is to support the District. The District will not sell or provide access to personal information to other groups unless required by law.

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	Confidentiality of Library Records		
Approval Date	January 8, 1976	Revision Date	April 15, 2025
Related Policies	Computer, Wireless Network and Internet Use Library Meeting Room Use		
Statutory References	RCW 42.56.050 RCW 42.56.310		
Purpose	To outline the manner in which the Spokane County Library District (District) will protect the privacy and confidentiality of library user or customer records pursuant to state and federal law.		

Background

Library records, the primary purpose of which is to maintain control of library materials, or to gain access to information, that discloses or could be used to disclose the identity of a library user are exempt from disclosure under the Washington State Public Records Act.

The District maintains library records in order to conduct operations of the District. The District is committed to protecting the confidentiality of its users or customers as it pertains to their use of library resources and materials.

General Policy

The District upholds state and federal laws intended to protect the privacy of individuals as they pertain to the access and use of library resources and materials. Privacy is essential to free speech, free thought, and free association. Confidentiality extends to all records with identifying information about users or customers including, but not limited to: account registration records, requests for information and/or materials, material borrowing records, financial information, computer booking and use records, and/or online resource access and use records.

The District will keep records pertaining to the use of library resources and materials private and confidential except as is necessary for proper operation of the District, upon consent of the user, pursuant to a valid subpoena or court order, or as otherwise required by law. The library records of a minor child may be accessed by a parent or legal guardian.

While library records are confidential, District facilities are public places, and people entering a library or other District facility have no expectation of privacy beyond the content of library records.

The District may enter into agreements with third-party providers in order to provide certain library-related services to our users or customers. Information that users or customers submit to a third party voluntarily is not subject to District control, and therefore the District cannot guarantee the same level of confidentiality and privacy. Users or customers are encouraged to read and become familiar with the privacy policy of these third-party providers.

The District reserves the right to use personal information provided by users or customers for the purpose of conducting periodic surveys or providing information regarding library programs and services. This information may also be used by District partners such as the Library Foundation of Spokane County, Friends of the Library, or other groups whose sole purpose is to support the District. The District will not sell or provide access to personal information to other groups unless required by law.

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.

LIBRARY OF THINGS POLICY

Background

The purpose of this new policy is to define the Library of Things collection and how the Spokane County Library District (District) establishes, maintains, and facilitates access to non-traditional library items.

The District has been offering non-media items to customers for checkout for several years. In 2017, staff began to develop a more formalized collection with the addition of camera equipment, multi-cookers, and sewing machines related to the introduction of the Studio and Lab creative spaces. Since that time, items such as tools, media conversion equipment, language-learning tools, sporting equipment, and crafting kits have been added to complement traditional library resources and activities in support of customer practical needs, skill-building, recreation, hobbies, and continuing education.

With Board approval, this policy seeks to formally define the District's Library of Things collection, how it is maintained, and the parameters for access by customers, as well as to codify existing practices. While providing a general framework for key elements of the Library of Things collection, greater specificity will be outlined in related procedures.

We are also 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.

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

Executive Director Patrick Roewe and Operations Director Doug Stumbough will be available to answer any questions on the proposed policy revisions.

Recommended Action: Board motion to approve the Library of Things Collection Policy.

S P O K A N E C O U N T Y L I B R A R Y D I S T R I C T

Policy Title	Library Of Things Collection		
Approval Date	April 15, 2025	Revision Date	
Related Policies	Access to Library Services Collection Development Customer Privileges and Responsibilities Fixed Assets Gifts		
Related RCW	27.12.210		
Purpose	Provide guidelines for how the Spokane County Library District (the District) establishes, maintains, and facilitates access to a collection of non-traditional library items.		

General Policy:

The Library of Things collection aims to support lifelong learning, creativity, and community resource-sharing by providing access to non-traditional materials that enrich daily life, enhance skills, and reduce barriers to ownership.

The Library of Things collection is designed to complement traditional library resources and activities. The collection may include, but is not limited to, items that support:

- Practical needs (e.g., tools, kitchen equipment, tech devices)
- Recreation and hobbies (e.g., board games, musical instruments, sports equipment)
- Skill-building and education (e.g., crafting kits, STEM equipment, language-learning tools)
- Event support (e.g., projectors, party supplies, outdoor gear)

Factors which will be considered when determining items to be added to the Library of Things collection include, but are not limited to:

- **Community Needs and Interests:** Items should address identified gaps or interests within the community. The District welcomes suggestions for new items and encourages customers to share feedback on the collection.
- **Durability and Safety:** Items must be safe for public use and durable enough to withstand frequent lending.
- **Storage and Maintenance:** The District's capacity to store, clean, and maintain the item.
- **Accessibility and Usability:** Items should be easy to use, with instructions provided where necessary.
- **Cost and Value:** Items should offer high value relative to cost, considering purchase price, potential usage, and replacement expenses.

Items may be added to the collection through District purchase, grants, or collaborations with community agencies, organizations, educational and cultural institutions. At the sole discretion of designated staff, donations of items for the Library of Things collection may be accepted in accordance with the District's Gifts Policy.

As a popular materials library, the systematic removal of items from the collection is a normal and regular function of the District and is critical to the maintenance of the collection. An item can be transferred or removed from the collection for reasons including, but not limited to, poor physical

condition, obsolescence, insufficient public use, low demand, prohibitive cost of maintaining, or insufficient storage resources.

Borrowing terms for the Library of Things will be designed to ensure equitable access and proper care, and will consider:

- Loan periods and renewal options may vary by item type.
- Customers who borrow items must be at least 18 years of age
- Customers must have a valid library card, meet the definition of a District Customer per the Customer Privileges and Responsibilities Policy, and agree to the borrowing terms.
- Items must be returned in the condition in which they were borrowed.
- Customers who borrow items may be responsible for replacement costs if items are lost or irreparably damaged.

By borrowing and/or using items in the Library of Things collection, customers agree to hold the District harmless from any injuries, damages, or losses resulting from the use of items borrowed from the Library of Things collection. Customers who borrow items from the Library of Things collection are responsible for understanding and using items safely and appropriately.

The Board of Trustees delegates its authority to purchase items and resources for the Library of Things collection, as well as the development and maintenance authority of said collection, to designated District staff. The Executive Director or designee shall have oversight and final approval of the Library of Things collection.

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.

LIBRARY PROGRAMS POLICY

Background

The purpose of this policy is to define library programs and establishes criteria for program development, presentation, and participation by the public.

Though long understood 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 of Trustees-approved policy. Such a policy would establish a throughline from Board-approved statement to the actual provision of library programs: library programs are a specific budget line item, and the job responsibilities of several District positions are involved in the planning and provision of library programs.

The policy seeks to codify existing practices regarding library programs while not introducing new requirements or adding unnecessary constraints. While providing a general framework for key elements of library programs (access, participation, development, etc.), greater specificity as needed will be outlined in related procedures.

We are also 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.

The proposed policy has been reviewed by the District’s legal counsel.

Executive Director Patrick Roewe and Operations Director Doug Stumbough will be available to answer any questions on the proposed policy revisions.

Recommended Action: Board motion to approve the Library Programs Policy.

S P O K A N E C O U N T Y L I B R A R Y D I S T R I C T

Policy Title	Library Programs		
Approval Date	April 15, 2025	Revision Date	
Related Policies	Access to Library Services Children's Safety in Libraries Code of Conduct Collection Development Customer Privileges and Responsibilities Emergency Closure of Facilities Filming and Photography Financial Management Intellectual Freedom Library Meeting Room Use		
Related RCW	27.12.210		
Purpose	Defines library programs and establishes criteria for program development, presentation, and participation by the public.		

Definition

A library program is defined as an event sponsored or co-sponsored by the Spokane County Library District (District) that provides learning and/or entertainment opportunities to meet the diverse informational, educational, and/or recreational needs of the communities the District serves.

Library programs may be provided in a variety of formats and venues, and typically contain a presentation and/or guided activity component.

Library programs are a fundamental element of library service that furthers the mission, vision, guiding principles, and strategic priorities of the District.

Access

In compliance with the District's Access to Library Services Policy, library programs will be developed with consideration for the principles of accessibility and will contribute to the District's welcoming environment. Reasonable accommodations will be made to ensure that programs are accessible to all who wish to attend and participate.

The District's philosophy of open access to information and ideas extends to library programs. Most programs are free and open to the public; however, some programs may require a nominal materials fee. Registration may be required for planning purposes or when space is limited.

Participant Expectations

All library program participants are expected to comply with the District's Code of Conduct Policy.

In compliance with the District's Children's Safety in Libraries Policy, the responsibility for monitoring children participating in District programs is vested with their parents, guardians, and/or caregivers.

Development

The Board of Trustees delegates development and presentation of library programs to designated District staff. The Executive Director or designee shall have oversight and final approval of all library programs.

Staff use the following criteria when making decision about library program topics, activities, and presenters, and accompanying resources:

- Community needs and interests
- Relation to library collections, resources, and services
- Connections to other community programs, exhibits, or events
- Adherence to the District's Intellectual Freedom Policy
- Historical, educational, or cultural significance
- Presenter expertise and/or public performance experience
- Popular appeal

The District may draw upon other community resources when developing programs and may collaborate with other community agencies, organizations, educational and cultural institutions, or individuals to develop, present, and/or co-sponsor public programs.

Intended Audiences

Some programs may be developed for a particular audience, i.e., attendees should be within the appropriate age group such as children or teens, and/or may require an accompanying adult. The District reserves the right to set age limits or recommendations for programs.

In determining appropriate age recommendations, District staff will consider the suitability of the program's materials, format and program presenters, the relevancy and suitability of topic, messages, and programming methods for the intended audience. Programs designed for specific audiences will be publicized as such.

Use of Third Party Presenters

The District may contract with third party presenters for library programs. District selection of such programs does not constitute an endorsement of the content of a program or the views expressed by presenters.

Professional performers and/or presenters that reflect specialized or unique expertise may be contracted with to provide library programs. The District may conduct background and/or reference checks in advance of contracting with the performer or presenter to ensure quality standards.

Unsolicited offers from individuals and/or organizations to present library programs may be considered at the sole discretion of designated District staff.

Organizations or individuals collaborating with the District on programs must coordinate marketing efforts with the District's Communication Department.

Filming and Photography

In compliance with the District's Filming and Photography Policy, the District may photograph or film individuals and activities at District sponsored programs and reserves the right to use video or

photographs taken of program participants for internal use, publication, and/or for District promotional purposes.

Cancellation of Programs

At the sole discretion of designated District staff, the District may suspend, postpone, reschedule, and/or otherwise cancel library programs for the following reasons:

- Closure of a facility as per the District's Emergency Closure of Facilities Policy
- Lack of sufficient staffing levels
- Change in the availability of the program presenter(s)
- Provision of the program would interfere or disrupt, or reasonably have the potential to interfere or disrupt, regular library operations and/or public access to the library or its services
- Any other condition or event that may adversely affect the health and safety of District employees and customers

The District will provide as much notice to customers regarding library program cancellations as is practicable.

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.

OVERVIEW: WELLNESS TEAM

Human Resources Specialist Hannah Tilley will provide an overview of the District's 2024 wellness program, highlighting key initiatives and outcomes. Additionally, they will offer a preview of the wellness team's upcoming plans and initiatives for 2025, focusing on continued efforts to enhance employee well-being and engagement.

Recommended Action: This item is for information and discussion, with no final action required.

FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: MAY 2025 – JUNE 2025

May 20, 2025: Fairfield – 4:00pm

- Financial Management Policy: Approval Recommendation
- Personnel Policies: Approval Recommendation (tentative)
- Travel Policy: Approval Recommendation
- Airway Heights Interlocal Agreement Amendment: Real Estate Purchase and Sale Agreement: Approval Recommendation (tentative)
- Argonne/Administration HVAC project: Discussion; Potential Action (tentative)

June 17, 2025: Deer Park – 4:00pm

- Memberships in Organizations: Approval Recommendation
- Airway Heights Interlocal Agreement Amendment: Real Estate Purchase and Sale Agreement: Approval Recommendation (tentative)
- Argonne/Administration HVAC project: Discussion; Potential Action (tentative)

Special Meetings/Activities

2025

May 9th

Staff Day

MARCH 2025 DIRECTOR'S REPORT

Finance – Jason Link

General Fund

The total general fund operating expenses before (17.25%) or after (16.25%) transfers remain well aligned with the total budget projected expenditure of 16.70%. This status is the result of a normal combination of the District salaries and benefits being 3+% under budget while several of the remaining lines being over budget due to the timing of larger scale single expenditures.

Capital Project & Debt Service Funds

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

Facilities Report

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

Landscaping improvement project for North Spokane: As previously reported, the District undertook a landscaping improvement project at North Spokane to improve customer and staff safety. In March, plant-based landscaping along Colfax was replaced with rock. This change was made due to consistent violations of the District's Code of Conduct Policy and to make the landscaping consistent with other areas on the property.

Human Resources – Toni Carnell

Training

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 Technician

Promotions:

- N/A

Transfers:

-
- Public Services Associate
- Voluntary Demotions
- N/A
- Separations:
- Public Services Associate

Communication & Development – Jane Baker**Communication**

On March 13, *The Inlander* published an article about the costs of digital materials for libraries. Collection Services Director Andrea Sharps was interviewed and quoted. On March 31, *The Spokesman-Review* published an article on Library Giving Day and how funds raised support Summer Reading.

Development

Development facilitated the purchase of USL-Spokane soccer tickets by the Library Foundation to be added to the Cultural Pass Program. Tickets to the Spokane Velocity games were added and became available to customers on March 14. Tickets to the Zephyr games will be added at a later date, as their home season begins in August.

Operations – Doug Stumbough

For the month of March, a total of 87,906 physical items were borrowed by customers in the libraries, up from the 73,974 borrowed in February. The total number of customers visiting our libraries this month in person was 66,699, up from 47,643 in February.

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:

As a customer was leaving Argonne, they stopped by the front desk to let Public Services Associate Erica know how much he appreciated the District. He said he's used quite a few of our locations and that both our "staff and services are really excellent." He said that our computers have saved him a lot of time while working on his PhD.

The Spokane Valley customer who earlier gifted a reversible Valentines/St Patrick's Day sign for the staff room dropped off a new handmade sign for Easter/Spring along with a letter of appreciation: "To All Library Staff: I've used the library for many years. It has been very valuable to me in my research. All of you have always been friendly, professional, and helpful when needed. Thank you and I hope you enjoy the signs"

A new Spokane Valley customer told staff her son has regular eye therapy, and she was so excited to see that the library has so many Where's Waldo books. He uses those for his therapy. Public Services Associate Heidi mentioned the I Spy picture books as additional resources, and the

customer was very excited to place a few on hold to help her son's eyes get stronger, happy the library could double as an occupational therapy resource.

Five-year-old Mây and her family are moving to the west side of the state and gave the Medical Lake staff this letter before they left:

Dear everyone at the Library,
I just want to say you are the
best Library People in the whole world.
I love you guys and I love spending time
at the library. I don't want to go, but
I have to move. I really like your
library, it's the best library in any
city. I will come and visit you when
I can.
Love, Mây!

A woman came into Deer Park needing assistance with making copies, and Public Services Associate Matthew walked her through the functions of the copier. She was very grateful for his help and came up to Public Services Float Grace after the interaction to share how helpful he was and how they have great staff there at the library.

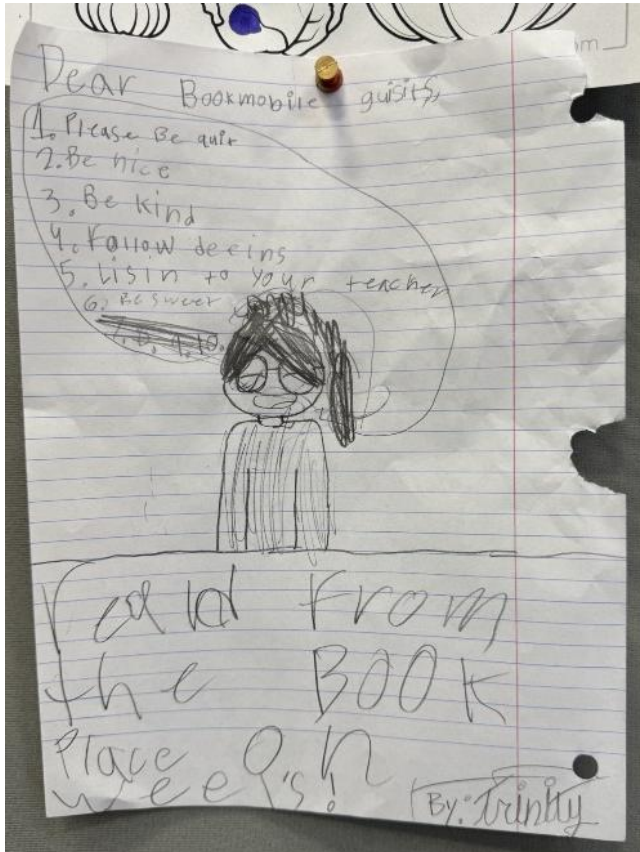
As someone exited the West Zahand room at Spokane Valley, they called Public Services Specialist Melissa over from the desk to tell her they just finished getting help on their taxes and really appreciate the free tax aid. They were all smiles and clearly relieved to get help. They asked who helped with the tax aid and was delighted to find out it was AARP that offers the service.

One of our regular Homebound customers called Mobile Services to request some information online be printed and sent to him as he has no access to internet. He expressed how much he appreciates this service as it is his only way to receive information from the "outside world."

After a visit from Storytime Specialist Caroline, a Deer Park ECEAP teacher asked where she found the fingerplay used in the storytime because it was the first song they saw "one of their harder to engage students laugh and play along to."

At the Moran Prairie service desk, a customer wanted to relay thanks to a staff member who helped her resolve an issue she had with the Hoopla service. She could not remember what the staff looked like or their name, but the customer was very thankful for the information that the staff member tracked down so that her issue could get resolved and her access to Hoopla regained.

During a visit from LINC, a student from Riverside Elementary School's created their own version of the Code of Conduct for using the mobile library:



While her friend was signing up for a library card, a North Spokane customer was overheard commenting: "I just love the library. Everyone should have a library card. This library is my happy place."

A Medical Lake customer wanted staff to know how nice it was to see a book they recommended on display in the Sci-Fi section where they spend most of their time. In addition, they stated an appreciation for how welcoming and receptive staff are at Medical Lake. As the customer was leaving, they said "Libraries are amazing and important."

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 March:
 - **Audiobook checkouts:**

-
- *Onyx Storm* by Rebecca Yarros (214)
 - *The Women* by Kristin Hannah (145)
 - *The Boyfriend* by Freida McFadden (141)
 - **eBook checkouts:**
 - *The Queen of Sugar Hill: A Novel of Hattie McDaniel* by ReShonda Tate (134)
 - *The Women* by Kristin Hannah (129)
 - *Funny Story* by Emily Henry (107)
 - **Audiobook holds** as of April 1:
 - *Sunrise on the Reaping* by Suzanne Collins (337)
 - *The Anxious Generation: How the Great Rewiring of Childhood is Causing an Epidemic of Mental Illness* by Jonathan Haidt (149)
 - *The Frozen River* by Ariel Lawhon (147)
 - **eBook holds** as of April 1:
 - *Sunrise on the Reaping* by Suzanne Collins (311)
 - *The Let Them Theory: A Life-Changing Tool that Millions of People Can't Stop Talking About* by Mel Robbins (309)
 - *Onyx Storm* by Rebecca Yarros (239)
 - Popular **Adult Physical Book** titles March:
 - Checkouts:
 - *None of this is True: A Novel* by Lisa Jewell (52)
 - *The Women* by Kristin Hannah (43)
 - *Quicksilver* by Callie Hart (40)
 - Holds:
 - *Broken Country: A Novel* by Clare Leslie Hall (48)
 - *The Let Them Theory: A Life-Changing Tool that Millions of People Can't Stop Talking About* by Mel Robbins (43)
 - *The Women* by Kristin Hannah (39)

COLLECTION MONTHLY REPORT MARCH 2025

	Select Transaction Count		
Physical Collection	YTD 2025	YTD 2024	CHANGE
Items Processed	12,301	11,387	8%
Interlibrary Loan Total	1,799	1,877	-4%
Overdrive			
Total Checkouts	277,405	269,599	3%
Total Holds	103,087	96,047	7%
hoopla			
Total Checkouts	20,603	15,630	32%
	Total Items in Collection		
Material Type	YTD 2025	YTD 2024	CHANGE
Print	307,143	304,635	1%
Nonprint	69,894	73,183	-4%
Overdrive	272,982	218,681	25%
Grand Total	650,019	596,499	9%

NOTES: PRINT = Books and Periodicals

NONPRINT = DVDs, CDs, Books on CD, and other media

OVERDRIVE = Downloadable eBooks and Audiobooks

OverDrive's Together We Read US Program

The title selected for OverDrive's Together We Read US program was *The Queen of Sugar Hill: A Novel of Hattie McDaniel* by Reshonda Tate. This title was available in the eBook and audiobook formats for unlimited simultaneous access between March 13 – 27 at no cost to the District.

OverDrive's *Together We Read US Program* is a two-week digital book club that connects readers and listeners from all over the United States with the same title at the same time with no waitlists or holds. This adult novel was the District's most checked out eBook in March with 134 checkouts recorded. As per our user agreement with Overdrive, participants in the program were limited to District residents with library cards.

Executive Director – Patrick Roewe

Department of Retirement Systems (DRS) Compliance Review

DRS completed their compliance review of the District at the end of March. Focusing particularly on eligibility as it pertains to the Public Employees Retirement System (PERS), they "found no significant conditions to report as issues." Staff received guidance from DRS regarding conducting and documenting annual PERS eligibility evaluations for all staff positions, which has been implemented. A copy of the DRS Compliance Review Report will be distributed at the meeting.

Update to IMLS Funding Changes

As discussed last month, while the District does not use any federal or state funding for regular library operations, the District has utilized federal Institution of Museum and Library Services

grants administered the Washington State Library (WSL) for innovative projects over the years. It was recently announced that the entirety of the grant funds awarded to the WSL (totaling ~\$3.9 million) have been rescinded. In addition to the types of grants the District has used, these funds support institutional libraries, rural and small libraries, and the Washington State Talking Book & Braille Library. More information will be provided at the meeting.

Potential Tax Increment Area Agreement

As reported previously, we have 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 February.

OPERATIONS REPORT MARCH 2025

Doug Stumbough and Kristy Bateman

Service Priority Teams**Adult Services (Stacey Goddard)**

- 681 people attended 41 adult programs during March. Highlights included:
 - 272 customers enjoyed our seven *Irish Music* programs this month. The two musical groups, Floating Crowbar and Arvid Lundin & Deep Roots, kept toes tapping across the District!
 - 36 gardening enthusiasts came out for the *Pruning & Planting Fruit Trees* at Otis Orchards.
 - 65 individuals participated in our three *Homebuyer Education Seminar* programs.
- *Tax-Aide* appointment spots have filled up for the season at our locations (Argonne, Cheney, Moran Prairie, Spokane Valley). We updated all *Tax-Aide* events on the calendar to help manage expectations, and staff have been referring customers to the IRS website for information on free e-filing options.

Youth Services (Mary Ellen Braks)

- We provided 71 storytimes this month with an attendance of 1,977.
- Mobile Services visited 20 childcares, provided 56 storytimes to 706 children and caregivers.
- We had 25 youth programs with 528 attendees, including a *Tabletop Mini Golf* program, *Thinking Money for Kids*, weekly programs for grades K-5 at Medical Lake, North Spokane and Spokane Valley, *Annual Valley Poetry Slam*, *Teen Hang Out and Create*, and *Teen Leadership Council*.
- We offered 38 *Lego Free Play* activities for families.

Cross Disciplinary (Gwendolyn Haley)

- In March, 20 families from Progress Elementary participated in six sessions of *Prime-Time Family Reading*, benefiting over 60 parents and children.
- *The Reading Buddies* program welcomed 23 new volunteers across two orientations, including recruits from Numerica Credit Union, which also provides financial support.
- There were 138 reservations for *Museum and Cultural Passes*, saving customers \$5,713.50 in total, including new Velocity Soccer passes sponsored by the Library Foundation of Spokane County.
- The Lab and STCU Studio hosted 16 one-on-one appointments, while 75 individuals participated in programs such as *Science in Spanish*, a *Voice-over Challenge*, *Maker Hours*, a *VR Bomb Defusing Challenge*, and *3D printing*.
- Three Beanstack reading challenges—Gamequest with KSPS, Read Across America, and 1000 Books Before Kindergarten—engaged 1,000 registered readers who earned 2,853 badges and read 33,365 books.

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- The Library of Things saw 72 checkouts totaling \$12,550.02 in value, with telescopes, ukuleles, sewing machines, and *Project Memory* tools among the most popular.
 - Finally, the *Online Author Series* featured Jennifer Weiner, Clara Bingham, and Dan Heath, drawing 245 total views.

Digital Projects and Resources (Carlie Hoffman)

- The older version of our catalog, known as Enterprise, was turned off. The public may no longer view this version.
- Our authentication method (EZproxy) for digital resources was moved from an on-site server to a hosted server. This will improve customer access stability of digital resources. We are updating links to digital resources documents from the catalog.
- We made updates to MuseumKey, our new museum pass software. We set up the ability to allow for physical item checkouts. We also updated the interface to make instructions and wording on the website clearer for customers.

Information Technology (Patrick Hakes)

- This month, IT staff:
 - Performed monthly removal of discarded item records and inactive customer profiles.
 - Worked with Public Services to update reports such as holds placed on last copy, discarded, and lost items, and processes for running the expire/clean hold reports for Mobile Services.
 - Created a new wiki for Collection Services.
 - Continued various cybersecurity projects.
 - Completed the deployment of the new public internet stations.
 - Started work on images for the staff computer replacement project.

Mobile Services (Brianna Rukes)

- Mobile Services has added three new community visits for the Sprinter Van. We will now visit Affinity at South Hill, Star of the Sea Family Home, and Fields Senior Living on a monthly basis.
- LINC attended a school event at South Pines Elementary School in Spokane Valley, welcoming 99 visitors. We created several new library cards, and students designed their own bookmarks.
- Several students and their teacher from our LINC visit to Central Valley Virtual Learning participated in the Read Across America activity, where they embroidered designs on their own burlap bookmarks. For many, it was their first time embroidering, and they loved it!
- We have added a new monthly visit to LINC's schedule. We will now be visiting Nine Mile Falls Elementary School after school hours to serve parents and students in that area.

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- Caroline used her new portable flannel board for storytime this month, and the children were delighted to hear stories that differed slightly from the picture books they were used to.

Library Reports**Airway Heights: Lesa Arrison**

- Our Westwood Elementary art teacher refreshed our art display and invited families to come to Airway Heights to see their students' work. We had over five families come specifically to see the art. The first family came on the same day it was displayed and saw our Community Art display.
- Librarian Crystal Miller hosted the *Chocolate Tasting & Book Pairing* program with 16 in attendance. Along with book talk for each flavor, they had a group discussion on title recommendations that would pair well with the theme. One woman said, "it's just amazing we have a library who offers wonderful programs like this."

Argonne: Stacy Mills

- In honor of the month-long *Millwood History Display* put on by the Millwood History Enthusiasts, Argonne hosted two Millwood specific programs. We hosted the program, *Millwood History Enthusiasts*, where 13 community members discussed local history and shared stories. We also hosted *Millwood: Theft, Fire, and Celebration* with a turnout of 34 attendees!
- Customers enjoyed looking at the 15 Community Art Show submissions displayed in the library.

Cheney: Jonathan Melcher

- 38 people attended *Irish Music with Arvid Lundin & Deep Roots*
- 38 people also attended *Ciencia: Caída de Huevo / Science in Spanish: Egg Drop*, and the kids enjoyed safety-proofing their eggs
- *Knots*, by Colleen Frakes, is a children's graphic novel set in Cheney. West Plains Roasters, JFK Library at EWU, and SCLD (through Crystal) have worked together to have programs with the author in May.

Deer Park: Shannon McMinn

- Local Artist Monte Moore installed a new stained-glass window in the sitting area at Deer Park. This newest window is in memoriam of The Friends of the Deer Park Library's first president and founding member William Moore III.
- Community members enjoyed the festive Irish music during the *Irish Music with Arvid Lundin & Deep Roots* program held to celebrate St. Patrick's Day.

Medical Lake: Cecelia McMullen

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- A new customer came in saying “I’m making a concerted effort to support the community in 2025”. She was thrilled to get a card, find out the programming, and even more delighted that we had digital and audio books for free!

Moran Prairie and Fairfield: Caitlin Wheeler

- Moran Prairie children and their caregivers particularly enjoyed our *Make a Tabletop Miniature Golf Hole* program. Children challenged themselves by creating windmills, hills, lakes, and other obstacles in their “mini” golf courses.
- Librarians Tammy and Janet attended the quarterly meeting of the North Palouse Chamber of Commerce in Rockford.

North Spokane: Brian Vander Veen

- A customer who had booked the meeting room for a cultural event praised the library for providing a great space for them to learn about and celebrate their Hawaiian culture and said staff are always welcoming and accommodating.
- Another customer stopped Customer Connection Specialist Bear to let her know “I love this library! I have been coming here for 21 years, and I love every staff member who works here, and the building just feels comfortable and lovely. Thank you for being here!”

Otis Orchards: Maggie Montreuil

- The *Pruning & Planting Fruit Trees* program at Otis had 36 eager participants who also even requested photocopies of some of the information the Master Gardener, Steve Nokes, provided in the presentation.

Spokane Valley: Danielle Milton

- We had to get creative for the *Community Art Show* by attaching magnets to all the canvases to display them on the end caps of the stacks. We had 74 pieces of art on display which were enjoyed by our community.

Public Use Measures

March 2025

Measure	This year	Last year	YTD	Last YTD
	This Month	This Month	This year	Comparison
Cardholders	146214	136602		7%
Door count	66699	67247	165356	-15%
Items Borrowed	218085	215637	623970	-3%
• Airway Heights	2567	2815	6922	-8%
• Argonne	5950	6503	16714	-20%
• Cheney	6428	6462	17573	-12%
• Deer Park	6179	6659	18659	-6%
• Fairfield	409	622	1271	-19%
• Medical Lake	1948	1985	5559	-9%
• Mobile Services	2314	2097	6160	7%
• Moran Prairie	10566	11687	29664	-14%
• North Spokane	21850	21608	61151	-9%
• Otis Orchards	3317	2918	9179	5%
• Spokane Valley	26378	26668	73487	-8%
• Digital	102573	95920	299731	4%
• Totals	191446	186722	548643	-2%
Programs				
• Number	339	409	889	-3%
• Attendance	6055	6128	15867	3%
Internet Station Use (%)	31.0%	26.8%	28.8%	
Meeting room bookings	790	913	2749	14%

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.*

FISCAL REPORT

As of this writing, staff are awaiting additional information before finalizing the Fiscal Report. This section will be updated once the information is provided to the Spokane County Library District and the report can be completed.