

Board of Trustees Regular Meeting

January 16, 2024 4:00 p.m. Argonne Library

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 [December 19, 2023 Regular Meeting Minutes](#)
 - B. Approval of [December 20, 2023 Special Meeting Minutes](#)
 - C. Approval of [December 2023 Payment Vouchers](#)
 - D. Unfinished Business
 - 1. [Future Conklin Road Library](#): Follow-up Discussion
 - E. New Business
 - 1. [Network Contract Awards](#)
 - a. Internet and WAN (Wide Area Network) Services: Approval Recommendation
 - b. Managed Internal Broadband Services (MIBS): Approval Recommendation
 - 2. [Library Meeting Room Use Policy](#): Approval Recommendation
 - 3. Personnel Policies: [HR02 Hiring and Employment](#): Approval Recommendation
 - 4. [Overview: Argonne Library](#)

- 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.

January 16, 2024

BOARD OF TRUSTEES MEETING MINUTES: December 19, 2023

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 Argonne Library, Tuesday, December 19, 2023 at 4:00pm.

Present: John Craig – Chair
Jessica Hanson – Vice Chair
Ellen Clark – Trustee
Jon Klapp – Trustee
Robert Paull – Trustee

Excused: None.

Also Present: Patrick Roewe (Executive Director), Doug Stumbough (Operations Director), Jane Baker (Communication and Development Director), Kristy Bateman (Operations Manager), Toni Carnell (Human Resources Director), Andrea Sharps (Collection Services Director), Lesa Arrison (Library Supervisor), Vincent Davi (Video Production Specialist), and Emily Greene (Administrative Services Manager)

Via Zoom: Jason Link (Finance Director) and five (5) members of the public.

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

Agenda Approval (Item II) Trustee Robert Paull moved and Vice Chair Jessica Hanson seconded the approval of the meeting agenda.

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

Approval of November 21, 2023 Regular Meeting Minutes (Item IV.A.) Chair Craig called for any corrections to the November 21, 2023 Regular Meeting Minutes. There were no corrections, the minutes stand as written.

There was no further discussion.

Approval of November 2023 Payment Vouchers Trustee Jon Klapp moved and Trustee Clark seconded the approval of the November 2023 Payment Vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal	Total
Nov – GF	0061584 – 0061683, C10010838, and W001407 – W001428	\$679,862.90	\$679,862.90
	PR11092023 and PR11222023	\$495,455.46	\$495,455.46
		Total	\$1,175,318.36
CPF	9748 VOID	VOID	VOID
	9749 Integrus Architecture	\$8,572.08	\$8,572.08
		Total	\$8,572.08

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

**New Business
HR03
Compensation:
Approval
Recommendation
(Item IV.C.1.a.)**

Human Resources Director Toni Carnell presented changes to the Human Resource Policies for Approval Recommendations. Discussion ensued about items taken out, added or moved in the policy. Discussion ensued about rate of pay increase percentages and COLA smoothing. Vice Chair Hanson moved and Trustee Paull seconded the approval of policy language changes.

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

**New Business
HR04 Benefits:
Approval
Recommendation
(Item IV.C.1.b.)**

Human Resources Director Carnell informed the Trustees of language revised for clarity or sections that had been expanded but no benefits had changed. Trustee Klapp moved and Trustee Paull seconded the approval of policy language changes.

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

**New Business
HR06 Employee
Conduct: Approval
Recommendation
(Item IV.C.1.c.)**

Human Resources Director Carnell informed the Trustees of revised language and practices removed to become a separate policy. Vice Chair Hanson moved and Trustee Paull seconded the approval of the changes made to policy HR06.

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

**New Business
HR14 Rest Periods,
Meal Periods, and
Break Time for
Nursing Mothers
(Item IV.C.1.d.)**

Human Resources Director Carnell informed the Trustees of language taken from Policy HR06 to create this separate policy and to codify current practices in a policy. Trustee Paull moved and Vice Chair Hanson seconded the approval of the new policy.

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

**New Business
HR15 Remote Work:
Approval
Recommendation
(Item IV.C.1.e.)**

Human Resources Director Carnell informed the Trustees of language taken from Policy HR06 to create this separate policy and to codify current practices in a policy. Trustee Paull moved and Vice Chair Hanson seconded the approval of the new policy.

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

**New Business
HR16 District
Provided
Equipment:
Approval
Recommendation
(Item IV.C.1.f.)**

Human Resources Director Carnell informed the Trustees of language taken from Policy HR06 to create this separate policy and to codify current practices in a policy. Discussion ensued about remote work numbers and productivity. Trustee Paull moved and Vice Chair Hanson seconded the approval of the new policy.

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

**New Business
HR17 Employee
Creation &
Retention of Public
Records: Approval
Recommendation
(Item IV.C.1.g.)**

Human Resources Director Carnell informed the Trustees of language taken from Policy HR06 to create this separate policy and to codify current practices in a policy. Discussion ensued about how staff are informed of public record retention laws. Trustee Paull moved and Vice Chair Hanson seconded the approval of the new policy.

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

**New Business
HR05 Leave:
Approval
Recommendation
(Item IV.C.1.h.)**

Human Resources Director Carnell presented the Trustees with changing HR05 Policy to PTO practices. Discussion ensued about feedback from staff, budget stabilization, and all staff receiving leave with the new proposed policy. Discussion ensued about language updates for clarity and ease of administering the proposed policy. Vice Chair Hanson moved and Trustee Ellen Clark seconded the approval of the new HR05 policy.

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

**New Business
Trustee Ethics,
Conduct, and
Responsibility
Policy: Approval
Recommendation
(Item IV.2.)**

Executive Director Patrick Roewe gave the Trustees an overview of the proposed policy and the process of how the policy was created. Trustees Klapp and Clark shared the intentions behind the policy and the design of it being able to be changed as needed. Trustee Paull moved and Vice Chair Hanson seconded the approval of the new policy.

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

**New Business
2023 Work Plan -
Year in Review
(Item IV.3.)**

Executive Director Roewe reviewed what goals were met and what still needed to be accomplished from the 2023 Work Plan. Discussion ensued about the new library being built and the capital campaign.

There was no further discussion.

**New Business
2024 Work Plan
(Item IV.4.)**

Executive Director Roewe reviewed the presented 2024 Work Plan. Discussion ensued about the Facilities Master Plan, compensation review, service center transition plan, and Patron Point for customers.

There was no further discussion.

**New Business
2024 Meeting
Schedule/Resolution No. 23-07:
Approval
Recommendation
(Item IV.5.)**

Executive Director Roewe informed the Trustees that a resolution is needed for the Board Meeting schedule for 2024, how it can be changed if needed, and that the public will have access to the schedule once approved. Trustee Klapp moved and Trustee Clark seconded the approval of Resolution 23-07 Providing the Date, Time, and Location of the Regular Meetings of the Spokane County Library District Board of Trustees for the 2024 Calendar Year:

**RESOLUTION NO. 23-07
A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY
LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, ON THE SUBJECT
OF PROVIDING THE DATE, TIME, AND LOCATION OF THE REGULAR
MEETINGS OF THE SPOKANE COUNTY LIBRARY DISTRICT BOARD OF
TRUSTEES FOR THE 2024 CALENDAR YEAR; AND PROVIDING FOR OTHER
MATTERS PROPERLY RELATED THERETO.
SPOKANE COUNTY LIBRARY DISTRICT
Spokane, Washington**

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

**New Business
2024 Meeting
Content Review
(Item IV.6.)**

Executive Director Roewe presented the Trustees with a content overview for the meetings in 2024. Discussion ensued about the ability to move items around, what each topic covers, facilities costs and feedback from the BookEnd closing.

There was no further discussion.

**New Business
2024 Board of
Trustees' Officers
Election: Action
Required
(Item IV.7.)**

Trustee Clark nominated and Trustee Paull seconded the nomination of Vice Chair Hanson as Chair starting in January 2024. Trustee Klapp moved and Trustee Paull seconded the approval of nominating Jessica Hanson as Chair. The motion was unanimously approved.

Vice Chair Hanson nominated Jon Klapp as Vice Chair starting in January 2024. Trustee Clark moved and Trustee Paull seconded the approval of nominating Jon Klapp as Vice Chair. The motion was unanimously approved.

There was no further discussion.

**New Business
Recognition of
Retiring Trustee
John Craig
(Resolution No. 23-
08): Approval
Recommendation
(Item IV.8.)**

Vice Chair Hanson read aloud Resolution 23-08 Recognition of Retiring Trustee John Craig's Service and presented a glass book to Chair Craig. Chair Craig stated he loved serving on the board and was very happy with how the Spokane Valley Library building turned out. Trustee Clark moved and Trustee Paull seconded the approval of Resolution 23-08 Recognition of Retiring Trustee John Craig's Service to Spokane County Library District and its residents:

**RESOLUTION NO. 23-08
A RESOLUTION OF THE BOARD OF TRUSTEES
OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY,
WASHINGTON,
IN RECOGNITION OF RETIRING TRUSTEE JOHN CRAIG'S SERVICE TO
SPOKANE COUNTY LIBRARY DISTRICT AND ITS RESIDENTS.
SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington**

Chair Craig abstained from voting. The motion was approved, there was no further discussion.

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

Chair Craig called for any questions or concerns about the future board meeting agenda items. There were no questions or concerns.

There was no further discussion.

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

There were no Trustee reports.

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

Executive Director Roewe stated that it was a noteworthy year for the District. He expressed gratitude to staff and the Board. He presented a perfect attendance award to Chair Craig for never missing a Board meeting and thanked him for his 10 years of service to the District. Discussion ensued about Trustee interview process and a request by consensus for staff to follow up on the public comment from last month's meeting.

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 November 2023, with data for customer use measures, programming, and library activities. Discussion ensued about the app having connection issues due to subcontractor and contractor problems and the progress on a new app to replace the defective one.

There was no further discussion.

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

Finance Director Jason Link provided a report of revenues and expenditures for November 2023 prior to the meeting.

There was no further discussion.

**Adjournment
(Item VII.)**

Chair Craig adjourned the meeting at 5:43pm. The next Board Meeting is scheduled for Tuesday, January 16, 2024 at the Argonne Library.

Jessica Hanson, Chair

Patrick Roewe, Secretary to the Board of Trustees

BOARD OF TRUSTEES SPECIAL MEETING MINUTES: December 20, 2023

A special 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 Spokane Valley Library, Wednesday, December 20, 2023 at 4:00pm.

Present: John Craig – Chair
Jessica Hanson – Vice Chair
Ellen Clark – Trustee
Jon Klapp – Trustee
Robert Paull – Trustee

Excused: None.

Call to Order (Item I) Chair John Craig called the meeting to order at 4:02pm.

Board of Trustees Position Vacancy Applicant Interviews (Item II.A.) The Board of Trustees interviews two candidates in order to make a recommendation to the Board of County Commissioners to fill the vacancy necessitated by the end of Chair John Craig’s second term.

Appointment Recommendation to Board of County Commissioners (Item II.B.) After the interviews, and following discussion among the Trustees, Trustee Jon Klapp moved and Trustee Ellen Clark seconded that applicant Patti Stauffer be recommended to the Board of County Commissioners for appointment to the Spokane County Library District Board of Trustees. This decision was made due to Patti Stauffer’s history of community engagement, support of intellectual freedom, and history of financial oversight. Patti Stauffer is also a lifelong user of libraries.

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

Adjournment (Item III) Chair Craig adjourned the meeting at 5:30pm.


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 November 30, 2023, and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$1,303,693.13 for the general fund and \$7,788.30 for the capital projects fund and are authorized to authenticate and certify these claims.

DATE: December 31, 2023

SIGNED: 
 TITLE: Finance Director

SIGNED: 
 TITLE: Executive Director

GENERAL OPERATING FUND			
VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
0000061684	ABM INDUSTRIES, INC.	MONTHLY CUSTODIAL SERVICES	18,989.20
0000061685	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CH	75.42
0000061686	FATBEAM, LLC	MONTHLY INTERNET SERVICE, NET OF ERATE DISC	4,454.56
0000061687	THE FIG TREE	LIBRARY MATERIALS	150.00
0000061688	PUBLIC LIBRARIES OF WASHINGTON	ANNUAL DUES	3,208.37
0000061689	SOFTWARE ONE, INC	MICROSOFT 365 ANNUAL LICENSES (166)	22,165.16
0000061690	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE	1,564.46
0000061691	ACCURATE STRIPING	RE-STRIPE PARKING LOTS	440.35
0000061692	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	2,913.13
0000061693	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	1,651.93
0000061694	ByWATER SOLUTIONS	ASPEN MOBILE APP SUPPORT	850.00
0000061695	PATRICIA CASTANEDA	LIBRARY PROGRAMS	300.00
0000061696	CAVENDISH SQUARE	LIBRARY MATERIALS	744.12
0000061697	CENTURYLINK	MONTHLY ANALOG TELEPHONE LINE: SV ELEVATOR	69.36
0000061698	CITY OF MEDICAL LAKE	MONTHLY WATER, SEWER, REFUSE - ML	163.63
0000061699	EBSCO INDUSTRIES, INC.	LIBRARY MATERIALS - SUBSCRIPTIONS	263.14
0000061700	EDNETICS	CAPITAL PROJECTS & CISCO UMBRELLA MANAGED SERVICE AGRMT	17,615.81
0000061701	EMPIRE DISPOSAL INC.	MONTHLY SOLID WASTE - FF	48.96
0000061702	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	958.59
0000061703	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	4,612.18
0000061704	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	13,175.92
0000061705	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	4,207.58
0000061706	MONTGOMERY HARDWARE	MAINTENANCE SUPPLIES	181.78
0000061707	NEW YORK TIMES	LIBRARY MATERIALS	533.00
0000061708	OPTUM	MONTHLY HSA ACCOUNT ADMIN FEES	63.00
0000061709	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	17,734.71
0000061710	PLAYAWAY PRODUCTS LLC	LIBRARY MATERIALS	4,374.17
0000061711	US POSTAL SERVICE	POSTAGE FOR POSTAGE MACHINE	152.00
0000061712	PRO MECHANICAL SERVICES INC	PARKING LOT LIGHTING UPGRADES	3,484.80
0000061713	SHI INTERNATIONAL CORP	IT HARDWARE & SOFTWARE	6,108.83
0000061714	SPOKANE COUNTY ENVIRONMENTAL SERVICES	MONTHLY SEWER - AR, NS, SV	313.62
0000061715	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	1,139.91
0000061716	STATE PROTECTION SERVICES INC	MOBILE SECURITY PATROLS: SV, NS, New SV	3,530.90
0000061717	UNIQUE MANAGEMENT SERVICES	MONTHLY NOTICE FEES AND MESSAGE BEE SERVICE	2,980.95
0000061718	WHITWORTH WATER DISTRICT	MONTHLY WATER - NS	28.08
0000061719	WITHERSPOON BRAJICICH MCPHEE, PLLC	LEGAL SERVICES, GENERAL COUNSEL	501.50
0000061720	ALLIED FIRE & SECURITY BY VYANET	QUARTERLY ALARM MONITORING	1,964.86
0000061721	DIVCO INCORPORATED	QTRLY BUILDING MAINT CONTRACT - HVAC	1,557.99
0000061722	INLAND POWER AND LIGHT	MONTHLY ELECTRIC UTILITIES - AH, DP	865.43
0000061723	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	618.14
0000061724	LETICIA ZARATE ROSAS	LIBRARY PROGRAMS	1,100.00
0000061725	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	20,158.28
0000061726	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	1,544.12
0000061727	ZIPLY FIBER	MONTHLY PHONE & BROADBAND - FF	142.76
0000061728	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	1,530.74
0000061729	NANCY BOSSLER	LIBRARY PROGRAMS	10.00
0000061730	CANDYCE MILLER	LIBRARY PROGRAMS	28.00
0000061731	PRISMHR, INC.	MONTHLY SOFTWARE SUPPORT - HR	561.93
0000061732	ABSCO Solutions	ALARM SECURTY UPGRADE AT SC AND TECH CALLS AT NS, ML	3,864.79
0000061733	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	65.75
0000061734	AVISTA UTILITIES	MONTHLY UTILITIES	14,192.53
0000061735	BARTLETT INTERACTIVE, LLC	PROGRESS PAYMENT FOR NEW WEBSITE DESIGN	6,246.23
0000061736	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	1,670.26
0000061737	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	25.96
0000061738	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	527.94

0000061739	CONSOLIDATED IRRIGATION DIST19	WATER - OT	22.00
0000061740	CITY OF SPOKANE	MONTHLY WATER & SEWER - MP	259.68
0000061741	CITY OF CHENEY	MONTHLY WATER, SEWER, ELEC - CH	661.64
0000061742	CITY OF DEER PARK	MONTHLY WATER & SEWER - DP	82.02
0000061743	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CH	64.04
0000061744	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE	3,842.55
0000061745	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	1,120.56
0000061746	H&H BUSINESS SYSTEMS, INC.	QTRLY COPIER MAINTENANCE & TONER	233.22
0000061747	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	6,303.38
0000061748	K9 PEST DETECTIVES LLC	QUARTERLY SPRAY SERVICE	4,794.46
0000061749	KENT ADHESIVE PRODUCTS CO.	OFFICE/LIBRARY SUPPLIES	539.16
0000061750	LIBRARY IDEAS LLC	ONLINE BOOK CLUB ANNUAL SOFTWARE LICENSE	2,030.46
0000061751	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	3,928.26
0000061752	MODERN ELECTRIC WATER COMPANY	MONTHLY WATER, ELEC. - SV	3,098.42
0000061753	NEW YORK TIMES	LIBRARY MATERIALS	533.00
0000061754	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	98,757.13
0000061755	SOFTWARE ONE, INC	SOFTWARE SUPPORT	90.44
0000061756	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	28.28
0000061757	SPOKANE SCORE 0180	LIBRARY PROGRAMS	525.00
0000061758	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	2,969.03
0000061759	T-MOBILE	MONTHLY "MI-FI" DEVICE CELL SERVICE	864.67
0000061760	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	355.97
0000061761	VERIZON WIRELESS	MONTHLY CELL & "MI-FI" DEVICE SERVICE	1,289.59
0000061762	VERNON LIBRARY SUPPLIES, INC.	OFFICE/LIBRARY SUPPLIES	584.66
0000061763	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	312.04
0000061764	BRAINFUSE, INC.	ONLINE TUTORING/CAREER SOFTWARE RENEWAL	22,500.00
0000061765	CITY OF AIRWAY HEIGHTS	MONTHLY WATER & SEWER - AH	128.17
0000061766	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	1,545.07
0000061767	STATE PROTECTION SERVICES INC	MOBILE SECURITY PATROLS: SV, NS, SC	3,718.50
0000061768	VERIZON WIRELESS	MONTHLY CELL & "MI-FI" DEVICE SERVICE	953.10
0000061769	WHITWORTH WATER DISTRICT	MONTHLY WATER - NS	28.08
W000001423	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,326.24
W000001424	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	2,142.25
W000001425	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	84,130.52
W000001426	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	52,893.04
W000001427	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	521.24
W000001429	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	140.65
W000001430	ASSOC. OF WASHINGTON CITIES - VIMLY BENEFIT	MONTHLY EMPLOYEE MEDICAL, DENT, VIS, LTD, LIFE	107,609.86
W000001431	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	60.47
W000001432	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	36.34
W000001433	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	100.00
W000001435	STATE OF WASHINGTON	QUARTERLY WASHINGTON CARES TAXES	10,142.09
W000001436	STATE OF WASHINGTON	QUARTERLY WASHINGTON PFML TAXES	15,821.24
W000001437	DEPARTMENT OF LABOR & IND.	QUARTERLY LABOR & INDUSTRIES TAXES	20,786.85
W000001438	STATE OF WASHINGTON	QUARTERLY B & O TAXES	1,794.40
W000001443	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	77,330.57
W000001444	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	53,019.24
W000001445	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	2,142.25
W000001446	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,110.79
	Total Non-Payroll General Operating Fund		\$ 795,695.45
	PAYROLL VOUCHERS		
12082023 PP23	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #23	\$ 260,039.34
12222023 PP24	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #24	247,958.34
	Total Payroll General Operating Fund		\$ 507,997.68
	TOTAL GENERAL OPERATING FUND		\$ 1,303,693.13
CAPITAL PROJECTS FUND			
VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
0000009750	ENERGIZED ELECTRIC INC	ELECTRICAL BOXES	760.00
0000009751	HELVETICKA	ARTWORK DESIGN AND FABRICATION	1,959.42
0000009752	INTEGRUS ARCHITECTURE	PROJECT CLOSE OUT, DOCUMENT PREPARATION	4,428.76
0000009753	HAMMOND FACILITY CONSULTING SERVICES	PROJECT CLOSE OUT	640.12
	Total Capital Projects Fund		\$ 7,788.30

**Nov 2023/Dec 2023
Paid in Dec 2023
Voucher # 61725**

Card Category	Amount
General Purchases	\$ 11,967.62
Maintenance	\$ 3,022.09
Travel	\$ 549.99
Acquisitions	\$ 4,072.25
Information Technology	\$ 224.14
Mobile Services	\$ 322.19
General Fund Purchases	\$ 20,158.28

Top Individual Charges

Amazon	Total all material purchases from Amazon	2,624.96
Mailchimp	Monthly Email Service	931.10
Builder's Book, Inc	Collections	1,292.15
Filters Fast	Furnance Filters	1,351.93
Lakeshore Learning Mater	Learning toys for libraries	1,579.32
Imagination Playground	Big Blue Block Learning Kit	2,348.38

FUTURE CONKLIN ROAD LIBRARY: FOLLOW-UP DISCUSSION

Background

The District owns a 2.3-acre property on Conklin Road south of Sprague Ave in the Veradale/Greenacres area of Spokane Valley. The District purchased the property in 2007 as part of its long-term goal to build two libraries via a voted bond: The new Spokane Valley Library and a smaller neighborhood library on Conklin Road more readily serving the eastern side of the city. With the failure of the two voted bonds that would've constructed both new library buildings in 2013 and 2014, plans for the "Conklin Library" were put on hold as of June 2020 when the Board-directed focus turned to developing a plan for the recently opened Spokane Valley Library.

The District had not yet taken the opportunity to initiate the process for considering the potential of a new library construction project for the Conklin property and how to fund it, though it remains a future goal for the District. For reference, previous discussions identified a 10,000 to 12,000 square foot library on the Conklin site.

At the September 2023 regular meeting, James Zahand, longtime District benefactor and sponsor of the Diane E. Zahand Community Room at the Spokane Valley Library, proposed to contribute \$1,000,000 in total via five annual contributions of \$200,000 each in support of the District's commitment to commence construction of a new library within that timeframe.

The Board expressed gratitude to Mr. Zahand for his generous offer, and by consensus directed staff to investigate potential future options for the Conklin library site. Staff have conducted an initial analysis, focusing on the following areas: user market share, construction costs, operational costs, grants and sponsorship opportunities, and broader financial considerations for the District.

Cardholder Market Share

Staff have conducted a review of the population and District library cardholder data for the 5-miles surrounding the Conklin site to determine cardholder market share (the number of cardholders currently residing in the area) in the area most directly impacted by a new library. The number of households, population density, and estimated population growth through 2028 are also provided. For comparison, data for the same size areas surrounding the North Spokane and Spokane Valley libraries are provided as they serve communities of similar population and demographics. For comparison, the present cardholder market share of the area around Conklin is 26%, which already aligns with the averaged market share between Spokane Valley and North Spokane of 27%.

	Conklin	Spokane Valley	North Spokane
Total Population	49,529	59,966	47,498
Cardholders	13,099	20,280	9,667
Cardholder Market Share	26%	34%	20%
Population Density / sq mi	2,514	3,044	2,411
Est Pop Growth 2023-2028	9.2%	5.4%	4.0%
Households	19,747	25,633	19,068

Construction and “Opening Day” Cost Estimates

The recently completed Spokane Valley Library project provides a helpful reference for determining construction costs estimates for a new library. The cost per square foot for construction was ~\$500.00. Furniture, Fixtures, and Equipment (FF&E) costs were ~\$37.00 a square foot, which does not include the cost of a new “opening day” collection (the collection was migrated from the old building and not purchased new). Using the Argonne Library collection of ~45,000 items as a comparable, a similar size collection would cost ~\$83.00 a square foot.

It is difficult to predict construction cost escalation and the impact of inflation year over year given the fluctuations in recent years and the added uncertainty of when the District could break ground on such a project. To account for that uncertainty, the following table uses the above per square foot costs as a baseline, and then presents a cost range of 10-20% above those baselines for both a 10,000 and 12,000 square foot building. This table is presented with the caveat that the data could be inaccurate depending on presently unknown economic factors.

Cost per Square Foot		
	Low(+10%)	High(+20%)
Construction	\$550.00	\$600.00
FF&E	\$41.00	\$44.00
Collection	\$90.00	\$100.00
TOTAL	\$681.00	\$744.00
10,000 sq ft total:	\$6,810,000.00	\$7,440,000.00
12,000 sq ft total:	\$8,172,000.00	\$8,928,000.00

Operational Cost Estimates

A comparable library is staffed with a library supervisor (1 FTE), public service associates (5 FTE) and public service technicians (0.75 FTE). The staffing cost, assuming mid-range wage steps, is approximately \$430,000 annually. The operational costs for utilities, maintenance services (HVAC, janitorial, landscaping), supplies, etc., are approximately \$130,000 annually.

Total operating costs are estimated at \$560,000 annually, based upon the most recently completed year of 2023.

Grant and Charitable Giving Opportunities

Federal and state level grant opportunities are at present limited for public libraries. The same grant we received for the Spokane Valley Library remains available: the Washington State Library Capital Improvement Program created by the Legislature and administered by the Washington State Department of Commerce. The maximum grant amount to any one project will not exceed \$2 million and requires a 50% match of the total cost of the project. This competitive grant is awarded on a biennium basis in alignment with the timeline for the state budget.

Charitable giving has trended downward nationwide, as well as locally, over the past two years. Many nonprofits believe this is due to concerns of a recession following the pandemic. As the economic landscape in 2024 plays out, we'll be watching how this trend reacts.

However, the Library Foundation of Spokane County (LFSC) has become more established and is seeing modest increases in new donors. A focused fundraising campaign in the Veradale/Greenacres area, with lessons learned from the Spokane Valley Library campaign, could generate up to \$500,000.

A few charitable giving foundations have been identified as potential donors. The Development Department is working to establish relationships with these organizations and has learned that the local organizations have lowered their giving limits to under \$10,000. A larger regional foundation that supports construction projects has also been identified for greater financial support through an extensive grant process. This foundation requires that a portion of funds already be raised, in which the contribution from James Zahand would be beneficial.

Other Funding Options

Similar to the Spokane Valley Library, a funding program could come from several sources: grants, donations, and/or:

- **Voted Bond:** A voted bond remains an option, likely through the creation of a Library Capital Facilities Area (LCFA) surrounding the Conklin property in which property owners in that specific geographic area would be taxed through the duration of the bond to fund construction of a new library. Such a bond would require 60%+1 (a "supermajority") to be successful.
- **Financing:** Financing programs such as the Washington State Treasurer's LOCAL program—which was used to fund the majority of the Spokane Valley Library—also remains an option. The Spokane County Treasurer's Local Direct Investment (LDI) program also offers a direct financing option. Such funding programs would be paid using existing District revenue—no new tax revenue would be available. Amounts, rates, and durations vary depending on the program.

Broader Financial Considerations

In addition to the items above, developing a potential funding program for a new library facility involves several other key considerations:

- Chief amongst those considerations is meeting the District’s ongoing financial obligations—operating expenses and the repayment of the LOCAL program loan. 2024 is the second of nine years of annual repayments of ~\$1 million a year for the loan.
- Additional incremental costs incurred to operate a new Conklin library would need to be funded out of existing revenue sources—no new tax revenue would support an expansion of services.
- The year-over-year revenue increase for the District is limited by state law to 1%. The 2019 Levy Lid Lift established a new levy limit that consequently stabilized District funding, but the cumulative effects of yearly inflation consistently exceeding that 1% increase cap will likely necessitate putting another levy lid lift before voters in the near future.
- The District’s Capital Projects Fund anticipates a ~\$4.2 million balance at the end of 2024. Another consideration is how much of that fund the District would be willing to commit to a new facility in light of potential outcomes of the Facilities Maintenance Plan being developed in 2024.

Next Steps

This agenda item is intended to be an initial discussion. Potential next steps are outlined below.

Recommended Action: This item is for discussion only, with no formal action required. By consensus, the Board may direct staff to conduct further analysis and return to a future meeting with additional information and/or a specific recommendation for consideration and potential action.

NETWORK SERVICES CONTRACT AWARDS

Background

The District submitted to Universal Service Administrative Company (USAC) forms related to funding communication and infrastructure equipment and services through the E-rate program. Part of this process involved a request for proposal (RFP) to obtain and evaluate bids for the following services related to providing Internet access:

- Internet and wide area network (WAN) connectivity between all our library locations
- Managed Internal Broadband Services (MIBS)

The various RFPs were issued in November, following the official USAC requirements, as well as publishing a legal notice as required and posting an announcement on the District's website.

Once the minimum 28-day open bidding period required by USAC was reached, a review and evaluation of the submitted proposals was conducted.

Operations Director Doug Stumbough and IT Manager Patrick Hakes will present information and recommendations and be available to answer questions.

Recommended Action:

- District staff are negotiating contract details and will provide recommendations at the meeting.

LIBRARY MEETING ROOM USE POLICY

Background

The purpose of this policy is to provide guidelines for the use of meeting rooms in District facilities.

After reviewing the policy, staff recommend several changes to the Board of Trustees.

While affirming open access, the most substantive change is the inclusion and enumeration of conditions and terms of room use by the public. These are currently contained in the room use agreement that users must agree to before reserving a room and should be present at the policy level as well.

Format, layout, and grouping changes were also made to facilitate readability.

The recommended revisions have 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.

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

Recommended Action: Board motion to approve the Library Meeting Room Use policy, as revised.

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: LIBRARY MEETING ROOM USE

APPROVAL DATE: NOVEMBER 14, 1974

REVISION DATE: ~~NOVEMBER 16, 2021~~ JANUARY 16, 2024

RELATED POLICIES:

Access to Library Services

Code of Conduct

[Emergency Closure of Facilities](#)

[Exhibits And Displays](#)

Facility Use for Political Purposes

STATUTORY REFERENCES:

[RCW 29A.84.510](#)

[RCW 42.17A.555](#)

[WAC 390-05-271](#)

Purpose:

To provide guidelines for the use of library meeting and conference rooms by the public or otherwise not- hosted or co-sponsored by Spokane County Library District or by the Friends of the Library, Library Foundation of Spokane County, or for government agencies using the room for government purposes.

Background:

As part of its normal and regular conduct, the District provides free access to and communication of ideas and information that reflect the broad range of interests of the communities we serve. In keeping with the fundamental principles provided by the First Amendment, and in accordance with applicable law, the District may designate and make available areas on District premises for the purpose of public expression of opinions and ideas. This policy recognizes that library meeting rooms may be considered public forums. The District imposes reasonable time, place, and manner restrictions on activities or expressions of free speech in accordance with applicable law and to the extent necessary to prevent unreasonable interference with the public's use of the library.

~~The District is committed to providing equitable and open access to library facilities, services, materials, and programs regardless of race, gender, ethnicity, age, religion, political ideology, national origin, sexual orientation, and/or physical, mental, or sensory disability.~~

The District is committed to providing equitable and open access to library facilities, services, materials, and programs regardless of race, creed, color, gender expression or identity, ethnicity, age, religion, political ideology, national origin, citizenship or immigration status, sexual orientation, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability.

General Policy:

Spokane County Library District (District) uses its meeting rooms to offer educational, cultural, civic, and community-oriented programs, primarily through District sponsored activities. The District will allow use of meeting and conference rooms by members of the public when they are

not being used by the District. The District may provide preferential scheduling for the Friends of the Library, Library Foundation of Spokane County, or for government agencies using the room for government purposes.

Permission to use District meeting rooms does not constitute or imply endorsement or sponsorship by the District, and meeting room users are expected to fully comply with all applicable provisions of local, state, and federal law.

~~Use of~~ District meeting and conference rooms use by members of the public ~~is~~ are subject to the following conditions:

General Conditions

- All activities must be open to the public and access to attend may not be restricted.
- Room usage must be supervised by a legally responsible adult.
- District staff may attend or observe any meeting or activity at any time, and may require activities be altered or discontinued if they interfere or disrupt, or reasonably have the potential to interfere or disrupt, regular library use.
- The District reserves the right to pre-empt or cancel reserved use of a room in the event of emergent library business or programming, building issues, or unplanned building closure.
- The District may limit or refuse a reservation or use if such use would interfere or disrupt, or reasonably have the potential to interfere or disrupt, regular library use. This includes, but is not limited to, creating a situation that inhibits District operations or public access to the library or its services.
- The District's Code of Conduct policy applies to all activities occurring anywhere in District facilities and/or on District grounds, including meeting and conference rooms.

Reservations

~~1.) All activities must be open to the public and may not be restricted to any particular group. The District may elect to provide notification to the general public about activities.~~

- Persons or ~~G~~groups are limited to one (1) use per month per library. Reservations may be booked up to sixty (60) days in advance, on a first-come, first-served basis. Library Managers, Supervisors, or their designee may make exceptions to these limitations on a case-by-case basis.

Room Use

- Users are responsible for room set up, including A/V equipment, tables, and chairs. In general, no staff assistance is available for set up prior to use.
- Users must clean up after their use or event, remove any excess trash and leave the room in the condition they found it.
- Room setup or placement of furniture and/or equipment in the meeting room must not obstruct or otherwise interfere with ingress or egress pathways through any door in the room.
- All activities related to room use must remain fully inside the room. This includes, but is not limited to: furniture, promotions, sales, solicitations or recruitment directed toward other library visitors.
- Except where allowed by other District policies, persons or groups using the rooms may not display or distribute materials, such as leaflets or pamphlets, or gather signatures for any purpose, or solicit the purchase of goods or services outside the room.

Fees

- The District does not charge a fee for most meeting room use; however, it reserves the right to impose a fee for usage that would constitute the need of additional District staff or undue

disruption to regular library use.

- Causing damage to the room, furniture, fixtures, or equipment, or failure to leave the room in good condition may result in the assessment of a cleaning/maintenance/damage fee (minimum \$100.00) and/or loss of privileges for meeting room use.

Food and Beverages

- Food and non-alcoholic beverages are allowed, however preparing, cooking, or warming of food/beverages using open flames including canned chafing fuel (ex. Sterno) is prohibited.
- Alcohol is not permitted in library facilities. Upon exception, alcohol may be served at special events with prior written approval from the Executive Director or designee. Appropriate liquor permit and proof of liability insurance are required and are the responsibility of the person or group reserving the room.

Liability

- The District does not assume liability for injuries to individuals or damages to personal or District property that occur as a result of actions of the sponsors or participants in activities in its meeting and/or conference rooms.
- ~~2.) All promotion or advertisement of any activity must include the following disclaimer: "Use of Spokane County Library District facilities does not constitute or imply endorsement or sponsorship by the District." Furthermore, District associated images, including the District logo, may not be used in the promotion or advertisement of any activity.~~
- ~~3.) To ensure equal access, groups are limited to one (1) reservation per month per library. Reservations may be booked up to sixty (60) days in advance.~~
- ~~person or~~The District reserves the right to require additional insurance for certain special events that, in the sole discretion of the District, warrant such additional insurance for the protection of the District or its facilities.

Endorsement and Promotion

- ~~if they interfere or disrupt, or reasonably have the potential to interfere or disrupt~~All promotion or advertisement of any activity must include the following disclaimer: "Use of Spokane County Library District facilities does not constitute or imply endorsement or sponsorship by the District." Furthermore, District associated images, including the District logo, may not be used in the promotion or advertisement of any activity.
- The District may elect to provide notification to the general public about activities.
- The District may keep registration and reservation information on file for operational purposes.

~~While the District does not require a fee for use of its meeting and conference rooms, a cleaning/maintenance fee (minimum \$100.00) will be charged if the room is left in unsatisfactory condition.~~

~~The District may provide preferential scheduling for the Friends of the Library, Library Foundation of Spokane County, or for government agencies using the room for government purposes.~~unplanned

~~The District may keep registration and reservation information on file for operational purposes.~~

~~The District does not assume liability for injuries to individuals or damages to personal or District property that occur as a result of actions of the sponsors or participants in activities in its meeting and/or conference rooms.~~

~~The District reserves the right to limit use of the rooms if use would result in interference with proper functioning of the library. This includes, but is not limited to, creating a situation that inhibits District operations or public access to the library or its services.~~

~~The District's Code of Conduct policy applies to any and all activities occurring anywhere in District facilities and/or on District grounds.~~

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

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

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

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: LIBRARY MEETING ROOM USE

APPROVAL DATE: NOVEMBER 14, 1974

REVISION DATE: JANUARY 16, 2024

RELATED POLICIES:

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Facility Use for Political Purposes

STATUTORY REFERENCES:

RCW 29A.84.510

RCW 42.17A.555

WAC 390-05-271

Purpose:

To provide guidelines for the use of library meeting and conference rooms by the public or otherwise not hosted or co-sponsored by Spokane County Library District or by the Friends of the Library, Library Foundation of Spokane County, or for government agencies using the room for government purposes.

Background:

As part of its normal and regular conduct, the District provides free access to and communication of ideas and information that reflect the broad range of interests of the communities we serve. In keeping with the fundamental principles provided by the First Amendment, and in accordance with applicable law, the District may designate and make available areas on District premises for the purpose of public expression of opinions and ideas. This policy recognizes that library meeting rooms may be considered public forums. The District imposes reasonable time, place, and manner restrictions on activities or expressions of free speech in accordance with applicable law and to the extent necessary to prevent unreasonable interference with the public's use of the library.

The District is committed to providing equitable and open access to library facilities, services, materials, and programs regardless of race, creed, color, gender expression or identity, ethnicity, age, religion, political ideology, national origin, citizenship or immigration status, sexual orientation, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability.

Policy:

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government purposes.

Permission to use District meeting rooms does not constitute or imply endorsement or sponsorship by the District, and meeting room users are expected to fully comply with all applicable provisions of local, state, and federal law.

District meeting and conference rooms use by members of the public are subject to the following conditions:

General Conditions

- All activities must be open to the public and access to attend may not be restricted.
- Room usage must be supervised by a legally responsible adult.
- District staff may attend or observe any meeting or activity at any time, and may require activities to be altered or discontinued if they interfere or disrupt, or reasonably have the potential to interfere or disrupt, regular library use.
- The District reserves the right to pre-empt or cancel reserved use of a room in the event of emergent library business or programming, building issues, or unplanned building closure.
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- Alcohol is not permitted in library facilities. Upon exception, alcohol may be served at special events with prior written approval from the Executive Director or designee. An appropriate liquor permit and proof of liability insurance are required and are the responsibility of the person or group reserving the room.

Liability

- The District does not assume liability for injuries to individuals or damages to personal or District property that occur as a result of actions of the sponsors or participants in activities in its meeting and/or conference rooms.
- The District reserves the right to require additional insurance for certain special events that, in the sole discretion of the District, warrant such additional insurance for the protection of the District or its facilities.

Endorsement and Promotion

- All promotion or advertisement of any activity must include the following disclaimer: "Use of Spokane County Library District facilities does not constitute or imply endorsement or sponsorship by the District." Furthermore, District associated images, including the District logo, may not be used in the promotion or advertisement of any activity.
- The District may elect to provide notification to the general public about activities.
- The District may keep registration and reservation information on file for operational purposes.

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.

PERSONNEL POLICY: HR02 HIRING AND EMPLOYMENT**Background**

This policy sets forth District policies for hiring and employment.

The edits to policy are based upon recommendations from our insurance carrier, to reduce liability regarding employees who drive any vehicle for District business. Recommended language was reviewed by the District's legal counsel. Human Resources Director Toni Carnell will be available to answer any questions on the proposed policy.

Following are markup and clean copies of the proposed policy language.

Recommended Board action: Board motion to approve revisions to policy HR02 Hiring and Employment

POLICY: HR02 – Hiring and Employment

APPROVAL DATE: 01/01/1982

REVISION DATE: ~~05/16/2023~~ 01/16/2024

Purpose

To set forth the District's policies for hiring and employment.

Scope

Applies to all District employees

For purpose of this policy, immediate family members include spouses, parents, step-parents, grandparents, in-laws, siblings, step-siblings, children, step-children, domestic partners, and members of an employee's immediate household.

2.01 Nature of Employment

All employees of Spokane County Library District are hired for an indefinite period of time and the employee, or the District may terminate the relationship at any time at their discretion. No District representative other than the Board of Trustees or the Executive Director has authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to this policy.

The Executive Director is appointed by the Board of Trustees and serves at its pleasure.

2.02 Secondary Employment

An employee may engage in off-duty employment that is not inconsistent, incompatible, or in conflict with the employee's duties with the District and that will not adversely affect the performance of the employee.

A full-time or regular part-time employee who is employed by another employer in addition to the District is required to notify Human Resources of such employment if it may be inconsistent, incompatible, or in conflict with this policy. If this secondary employment violates this policy, the employee will be asked to eliminate the conflict.

Failure to report possible conflicting employment may be grounds for disciplinary action.

2.03 Authorization to Work in the United States

The Spokane County Library District shall follow the most recent regulations relating to the Immigration Reform and Control Act of 1986 (IRCA) published by the United States Citizenship and Immigration Service (USCIS).

2.04 Hire Reporting Requirements

The Spokane County Library District shall follow the most recent regulations relating to the federal Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996 and state RCW 26.23.040, requiring all new hires or rehires to be reported to the State Department of Social and Health Service, Division of Child Support, within 20 days of hiring.

2.05 Background, Credit, and Driver's Record Checks

The District will comply with RCW 43.43.830-845 by conducting background checks for all employees and volunteers. The District may use the Washington state patrol WATCH system and/or may use a third-party provider. The District will pay any fees associated with completing a background inquiry.

~~For those employees whose duties involve operating a District vehicle~~ In addition, for any employee who drives, or has the potential to drive, any vehicle while performing work for the District, a full driver's record report will be requested from the state in which the employee's driver's license is issued. This will be noted in the job description.

For those employees who have signatory authority and those whose duties involve access to District funds, such as the Executive Director, Finance Director, Finance Manager, and Operations Director a credit check will be conducted. This will be noted in the job description.

Background checks will be conducted post-offer to a new employee. A conditional offer of employment will be made, contingent upon the results of the background, credit, and driver's record inquiry checks.

~~Background checks and credit checks (as applicable) will be conducted on an ongoing basis for current all staff employees, every three years from the date of the initial background check.~~

~~For those subject to driver's record and/or credit checks, these will be requested on the same schedule as routine background checks.~~ Driver's record checks will be conducted annually for all applicable employees.

The following convictions, if found, disqualify an individual from employment with the District. The Human Resources Director and Executive Director will review the results of a background check that contain item(s) from this list with the individual prior to a determination not to hire or to terminate the employee.

- Arson – First degree
- Assault – First, second or third degree
- Assault of a child – First, second or third degree
- Assault, simple
- Burglary – First degree
- Child abandonment
- Child abuse or neglect as defined in RCW 26.44.020
- Child buying or selling
- Child molestation – First, second or third degree
- Commercial sexual abuse of a minor
- Communication with a minor for immoral purposes
- Criminal abandonment
- Criminal mistreatment – First or second degree
- Custodial assault
- Custodial interference – First or second degree
- Custodial sexual misconduct – First or second degree
- Drug crimes – conviction of a crime to manufacture, deliver, or possession with intent to manufacture or deliver a controlled substance
- Endangerment with a controlled substance
- Extortion – First or second degree
- Felony indecent exposure
- Financial exploitation (as defined in RCW 74.34.020) crimes - conviction for first-, second-, or third-degree extortion; first, second-, or third-degree theft; first- or second-degree robbery; forgery
- Incest
- Indecent liberties
- Kidnapping – First or second degree
- Malicious harassment
- Manslaughter – First or second degree
- Murder – Aggravated, first or second degree

- Promoting pornography
- Promoting prostitution – First degree
- Prostitution
- Rape – First, second or third degree
- Rape of a child – First, second or third degree
- Robbery – First or second degree
- Selling or distributing erotic material to a minor
- Sexual exploitation of a minor
- Sexual misconduct with a minor – First or second degree
- Unlawful imprisonment
- Vehicular homicide
- Violation of child abuse restraining order

Or any other convictions the Library District determines to be related to any of the above, or would cause a violation of RCW 43.43.830 or would create a liability for the District.

2.06 Access to Personnel Files

For each employee, a file containing documents related to their employment with the District shall be maintained.

Access to personnel files is restricted to the employee, the employee's supervisor, the Human Resources Director or designee, and the Executive Director or designee. No one other than authorized individuals shall have access to an employee's personnel file without the written permission of the employee, unless required by law.

An employee may request to examine their personnel file at the Administrative offices during regular office hours with a Human Resources staff member present. Human Resources will coordinate with the employee for this review to happen within ten (10) days of the request unless good cause is shown that more time is needed.

Former employees may make requests as above no more than one time per calendar year.

An employee may request photocopies of their personnel file contents from the Human Resources Director or designee. Photocopying will be done by authorized Human Resources staff. Photocopy requests will be provided to the employee within ten (10) business days, under most circumstances. There may be a reasonable charge for photocopies.

Personnel files shall be retained, at a minimum, according to the General Records Retention Schedule issued by the Office of the Secretary of State of Washington.

All records containing Protected Health Information (PHI) information, including information about the employee's medical history or conditions and need for medical leave, and the results of an employee's background, driver's and/or credit check will be kept in a separate and confidential file.

Only the employee, Executive Director or Human Resources Director may access medical and background investigation records, unless otherwise required by law.

2.07 Employment Verifications/Reference Checks

All requests for employee information must be referred to the Human Resources Department or Executive Director. No unauthorized District employee may release information about current or former employees.

The District will respond to requests to verify dates of employment, job title and duties, and salary.

A log of reference checks and employment verification inquiries will be retained by the Human Resources Department and will include:

- Date of request.
- Name of person requesting information, organization, and telephone number.

- Initials of individual providing the information.

2.08 Government and Other Official Inquiries and Public Records Act Requests

The District will comply with subpoenas, court orders, Public Records Act requests, and all other valid legal requests for employee information required by law. All such legal documents, when received, shall be forwarded immediately to the Human Resources Director and/or Executive Director for review and handling.

2.09 Introductory Period

The Introductory Period is the ninety (90) day evaluation period following initial hiring by the District. Under special circumstances, the Introductory Period may be extended upon approval by the Human Resources Director. An employee may be separated from service at any time during the Introductory Period without notice and for any reason.

If Leave without Pay (LWOP) is taken during this initial employment period, the Introductory Period shall be extended by the length of the LWOP.

If District operations are closed for an extended period of time, either partially or in full, and the employee has been placed on Administrative leave, the Introductory period will be extended for an amount of time equal to the closure.

2.10 Trial Service Period

The Trial Service Period is the ninety (90) day evaluation period following a promotion, demotion, or transfer to a new position. The Trial Service Period may be extended upon approval by the Human Resources Director. The Trial Service Period may be waived at the recommendation of the Human Resources Director and the approval of the Executive Director. If an employee does not successfully complete the Trial Service Period, they may be returned to their former position, if available, or be separated from service with District.

If Leave without Pay (LWOP) is taken during this employment period, the Trial Service period shall be extended by the length of the LWOP.

If District operations are closed for an extended period of time, either partially or in full, and the employee has been placed on Administrative leave, the Trial Service period will be extended for an amount of time equal to the closure.

2.11 Acting Appointment

An acting appointment is the short-term assignment of a current employee to an open position. An acting appointment must be authorized by the Executive Director.

Normal District hiring procedures need not be followed in assigning an employee to an "acting" position.

An employee in an acting appointment shall continue to have regular performance meetings with their supervisor.

An acting appointment does not affect the employee's anniversary date or ability to use accrued leave.

At the end of the Acting Appointment, the employee may be appointed to the higher-level position, at the discretion of the Executive Director, or will be returned to their former position.

2.12 Temporary Employment

Temporary employment is a short-term appointment of an individual to fill a position which is temporarily vacant, or to meet a staffing need for a designated time period not to exceed one year, due to special projects, abnormal workloads, or emergencies.

A temporary appointment to meet a non-budgeted staffing need must be approved in advance by the Executive Director and may only be extended beyond the designated time period by the Executive Director.

Normal District hiring procedures need not be followed in hiring temporary employees or appointing current employees to a temporary position, with the exception of mandatory criminal background checks.

At the end of a temporary appointment, the position may be converted to a regular position and at the discretion of the Executive Director, the employee holding the position may be placed in the position in a Trial Service Period.

If the position is not converted to a regular position, a new employee hired solely for the temporary position will be separated from District service.

A current employee who accepted a temporary appointment will be returned to their former position, if available. If the former position is not available, the District will work to place the employee in a similarly situated position or a vacant position in a different salary band. If no position is found, the employee will be separated from District service.

2.13 Transfers

An employee may request a transfer to an available vacant position with the same salary band as currently held.

The District may initiate the transfer of an employee to a different position within the same salary band, at the same or different location.

In either situation, the employee transferring may be required to serve a Trial Service period.

2.14 Demotions

Voluntary Demotion - An employee may request to be assigned to an available position at a lower salary band. An employee who voluntarily demotes will retain regular employment status and may be required to serve a Trial Service Period.

Involuntary Demotion – The District may assign an employee to a position with a lower salary band due to discipline, District reorganization, reduction in force or other factors. An employee who is involuntarily demoted shall retain regular employment status and may be required to serve a Trial Service period.

2.15 Employment of Immediate Family Members

It is the District's policy not to hire, transfer or promote candidates or employees who are immediate family members of a current employee under the following situations:

- When one party would have authority to supervise, promote, terminate, or discipline the other.
- When one party would handle confidential material regarding the other that could lead to improper or inappropriate access to the material by the other.
- When one party would be responsible for auditing the work of the other, or
- When other circumstances exist that might lead to potential conflict among the parties or conflict between the interest of one or both parties and the best interests of the District.

2.16 Notice of Resignation

- FLSA Eligible District employees who voluntarily resign are asked to provide at least two calendar weeks' notice in advance of their resignation.
- FLSA Exempt District employees who voluntarily resign are asked to provide at least thirty (30) calendar days advance notice.

The notice of resignation should be presented to the employee's immediate supervisor and forwarded to the Human Resources Department.

This notice should be in writing and briefly state the reason for leaving and the anticipated last day of work. Upon receipt of the resignation notice, the District reserves the right to place the employee on paid leave for the remainder of the resignation notice period.

2.17 Reduction in Workforce

The Executive Director is responsible for determining the need for any reduction in workforce, determining the process, procedures, and any and all terms and conditions related to the reduction in workforce, ensuring compliance with federal and state laws, and taking into consideration the impacts on both terminated and remaining employees.

In any reduction in force, the operational needs of the District will be given primary consideration when determining what positions to keep or eliminate and what personnel to retain or lay off. Seniority will be considered if two (2) or more individuals are similarly situated, in terms of their position, skills, abilities and all other relevant factors.

2.18 Performance Evaluation

Performance evaluations will be conducted for all staff by their supervisor(s) on an annual basis.

The Board of Trustees shall evaluate the Executive Director's job performance annually and concur in the setting of yearly goals for the Executive Director. This evaluation shall occur in executive session as per RCW 42.30.110.

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

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

POLICY: HR02 – Hiring and Employment

APPROVAL DATE: 01/01/1982

REVISION DATE: 01/16/2024

Purpose

To set forth the District's policies for hiring and employment.

Scope

Applies to all District employees

For the purpose of this policy, immediate family members include spouses, parents, step-parents, grandparents, in-laws, siblings, step-siblings, children, step-children, domestic partners, and members of an employee's immediate household.

2.01 Nature of Employment

All employees of Spokane County Library District are hired for an indefinite period of time and the employee, or the District may terminate the relationship at any time at their discretion. No District representative other than the Board of Trustees or the Executive Director has authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to this policy.

The Executive Director is appointed by the Board of Trustees and serves at its pleasure.

2.02 Secondary Employment

An employee may engage in off-duty employment that is not inconsistent, incompatible, or in conflict with the employee's duties with the District and that will not adversely affect the performance of the employee.

A full-time or regular part-time employee who is employed by another employer in addition to the District is required to notify Human Resources of such employment if it may be inconsistent, incompatible, or in conflict with this policy. If this secondary employment violates this policy, the employee will be asked to eliminate the conflict.

Failure to report possible conflicting employment may be grounds for disciplinary action.

2.03 Authorization to Work in the United States

The Spokane County Library District shall follow the most recent regulations relating to the Immigration Reform and Control Act of 1986 (IRCA) published by the United States Citizenship and Immigration Service (USCIS).

2.04 Hire Reporting Requirements

The Spokane County Library District shall follow the most recent regulations relating to the federal Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996 and state RCW 26.23.040, requiring all new hires or rehires to be reported to the State Department of Social and Health Service, Division of Child Support, within 20 days of hiring.

2.05 Background, Credit, and Driver's Record Checks

The District will comply with RCW 43.43.830-845 by conducting background checks for all employees and volunteers. The District may use the Washington state patrol WATCH system and/or may use a third-party provider. The District will pay any fees associated with completing a background inquiry.

In addition, for any employee who drives, or has the potential to drive, any vehicle while performing work for the District, a driver's record report will be requested from the state in which the employee's driver's license is issued.

For those employees who have signatory authority and those whose duties involve access to District funds, such as the Executive Director, Finance Director, Finance Manager, and Operations Director a credit check will be conducted. This will be noted in the job description.

Background checks will be conducted post-offer to a new employee. A conditional offer of employment will be made, contingent upon the results of the background, credit and driver's record checks.

Background and credit checks (as applicable) will be conducted on an ongoing basis for all employees, every three years from the date of the initial background check.

For those subject to driver's record and/or credit checks, these will be requested on the same schedule as routine background checks. Driver's record checks will be conducted annually for all applicable employees.

The following convictions, if found, disqualify an individual from employment with the District. The Human Resources Director and Executive Director will review the results of a background check that contain item(s) from this list with the individual prior to a determination not to hire or to terminate the employee.

- Arson – First degree
- Assault – First, second or third degree
- Assault of a child – First, second or third degree
- Assault, simple
- Burglary – First degree
- Child abandonment
- Child abuse or neglect as defined in RCW 26.44.020
- Child buying or selling
- Child molestation – First, second or third degree
- Commercial sexual abuse of a minor
- Communication with a minor for immoral purposes
- Criminal abandonment
- Criminal mistreatment – First or second degree
- Custodial assault
- Custodial interference – First or second degree
- Custodial sexual misconduct – First or second degree
- Drug crimes – conviction of a crime to manufacture, deliver, or possession with intent to manufacture or deliver a controlled substance
- Endangerment with a controlled substance
- Extortion – First or second degree
- Felony indecent exposure
- Financial exploitation (as defined in RCW 74.34.020) crimes - conviction for first-, second-, or third-degree extortion; first, second-, or third-degree theft; first- or second-degree robbery; forgery
- Incest
- Indecent liberties
- Kidnapping – First or second degree
- Malicious harassment
- Manslaughter – First or second degree
- Murder – Aggravated, first or second degree
- Promoting pornography

- Promoting prostitution – First degree
- Prostitution
- Rape – First, second or third degree
- Rape of a child – First, second or third degree
- Robbery – First or second degree
- Selling or distributing erotic material to a minor
- Sexual exploitation of a minor
- Sexual misconduct with a minor – First or second degree
- Unlawful imprisonment
- Vehicular homicide
- Violation of child abuse restraining order

Or any other convictions the Library District determines to be related to any of the above would cause a violation of RCW 43.43.830 or would create a liability for the District.

2.06 Access to Personnel Files

For each employee, a file containing documents related to their employment with the District shall be maintained.

Access to personnel files is restricted to the employee, the employee's supervisor, the Human Resources Director or designee, and the Executive Director or designee. No one other than authorized individuals shall have access to an employee's personnel file without the written permission of the employee, unless required by law.

An employee may request to examine their personnel file at the Administrative offices during regular office hours with a Human Resources staff member present. Human Resources will coordinate with the employee for this review to happen within ten (10) days of the request unless good cause is shown that more time is needed.

Former employees may make requests as above no more than one time per calendar year.

An employee may request photocopies of their personnel file contents from the Human Resources Director or designee. Photocopying will be done by authorized Human Resources staff. Photocopy requests will be provided to the employee within ten (10) business days, under most circumstances. There may be a reasonable charge for photocopies.

Personnel files shall be retained, at a minimum, according to the General Records Retention Schedule issued by the Office of the Secretary of State of Washington.

All records containing Protected Health Information (PHI) information, including information about the employee's medical history or conditions and need for medical leave, and the results of an employee's background, driver's and/or credit check will be kept in a separate and confidential file.

Only the employee, Executive Director or Human Resources Director may access medical and background investigation records, unless otherwise required by law.

2.07 Employment Verifications/Reference Checks

All requests for employee information must be referred to the Human Resources Department or Executive Director. No unauthorized District employee may release information about current or former employees.

The District will respond to requests to verify dates of employment, job title and duties, and salary.

A log of reference checks and employment verification inquiries will be retained by the Human Resources Department and will include:

- Date of request.
- Name of person requesting information, organization, and telephone number.
- Initials of individual providing the information.

2.08 Government and Other Official Inquiries and Public Records Act Requests

The District will comply with subpoenas, court orders, Public Records Act requests, and all other valid legal requests for employee information required by law. All such legal documents, when received, shall be forwarded immediately to the Human Resources Director and/or Executive Director for review and handling.

2.09 Introductory Period

The Introductory Period is the ninety (90) day evaluation period following initial hiring by the District. Under special circumstances, the Introductory Period may be extended upon approval by the Human Resources Director. An employee may be separated from service at any time during the Introductory Period without notice and for any reason.

If Leave without Pay (LWOP) is taken during this initial employment period, the Introductory Period shall be extended by the length of the LWOP.

If District operations are closed for an extended period of time, either partially or in full, and the employee has been placed on Administrative leave, the Introductory period will be extended for an amount of time equal to the closure.

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

OVERVIEW – ARGONNE LIBRARY

Library Supervisor Stacy Loberg and Librarian Janet Hacker-Brumley will provide an overview of the Argonne Library and how it serves the community.

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

FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: FEBRUARY 2024 – MARCH 2024

February 20, 2024: North Spokane – 4:00pm

- Facility Use for Political Purposes: Approval Recommendation
- Public Records: Approval Recommendation
- Procurement Policy: Approval Recommendation
- Hastings Property: Water Utility Easement with Spokane County Water District No. 3:
Approval Recommendation
- Overview: North Spokane

March 19, 2024: Medical Lake – 4:00pm

- Overview: Impact of Overdue Fines

Special Meetings/Activities

2024

May 17th Staff Day

DECEMBER 2023 DIRECTORS REPORT FOR JANUARY 2024**Finance – Jason Link****General Fund**

Like last month, total general fund operating expenses before (96.87%) or after (97.22%) transfers remain well aligned with the total budget projected expenditure of 100.00%. As reported last month, 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. As of this writing, this report is a draft as we are awaiting additional information in order to finalize the year-end amounts.

Capital Project & Debt Service Funds

Total expenses are within budget. The transfer from the General Fund to the Capital Project Fund was made in December.

Facilities Report

Normal operations and maintenance of libraries. No significant projects were started.

Human Resources – Toni Carnell**Training**

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

Staff updates:**New hires:**

- N/A

Promotions:

- Public Services Technician to Public Services Associate

Transfers:

- Public Services Associate-Float

Voluntary Demotions:

- N/A

Separations:

- N/A

Communication & Development – Jane Baker**Communication**

Top clicks on the eNewsletter links in December included “Homemade for the Holidays” on Dec. 7 and “Season’s Streaming” selections on Dec. 21.

Media coverage promoted upcoming events in January with the *Deer Park Gazette* previewing WinterFest 2024. *KREM-TV* and the *Cheney Free Press* included information from our press release about January events.

The *Spokesman-Review* included a quote, with permission, from a 2015 library blog in an article about beginning astronomy on Dec. 18.

Development

Donations to the Library Foundation saw an uptick at the end of the year. These donations were across all funds, including the Capital Campaign, Zahand Fund, as well as the general unrestricted fund.

The Development Department is preparing for the next Foundation Director's meeting in February.

Operations - Doug Stumbough

For the month of December, a total of 53,866 customers visited our libraries in person, down from 58,365 (-8%) in November. The total number of 79,081 physical items borrowed by customers in the libraries was down from the 87,333 physical items borrowed in November (-9%).

Positive Interaction Reports

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

A Deer Park customer contacted the Call Center and wanted us to know that Public Services Associate Dennis helped her with some printing and that she appreciated his kindness and his patience.

One participant in the 3D Printed Ornament class at Spokane Valley, hosted by Public Services Specialist Melissa and Librarian Diane, completed a project and add this nice note with his file submission. "Really enjoyed the class, FYI, and think this is a great resource that you offer the community."

Public Services Associate Valerie greeted two North Spokane customers who hadn't been in for a long time, and they were thrilled that she took the time to talk about all the things we offer outside of books. They were excited to learn about services like museum passes, the Library of Things, and the Digital Library. Valerie walked them through the process of using the Libby app step by step. Before leaving, both customers agreed that Valerie had the perfect personality to work at the library.

Another customer came into the North Spokane library and went to the desk to tell Public Services Associate Chris: "I walk in here and I can just breath and leave all that (said while making outside motions) out there. It's such a good place to be."

At Moran Prairie, a gentleman came to the front desk to say how much he loved the library and how it's his favorite among all the libraries in the area. He said the staff are always friendly and helpful and that it has everything he could ever want in a library - if he had an ideal library it would be Moran Prairie. He especially loved the seasonal holiday displays and computer based catalog stations. He also said that all the county libraries have a welcoming atmosphere and layout, more

homey and comfortable - like his living room at home, which he loves. He couldn't stop praising SCLD staff and libraries.

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 December:
 - **Audiobook checkouts:**
 - *Iron Flame* by Rebecca Yarros (219)
 - *Fourth Wing* by Rebecca Yarros (205)
 - *Never Lie* by Freida McFadden (101)
 - **Ebook checkouts:**
 - *The Exchange: After The Firm* by John Grisham (85)
 - *Fourth Wing* by Rebecca Yarros (79)
 - *The Edge* by David Baldacci (75)
 - **Audiobook holds** as of January 2, 2024:
 - *The Boys in the Boat: Nine Americans and Their Epic Quest for Gold at the 1936 Berlin Olympics* by Daniel James Brown (140)
 - *The Woman in Me* by Britney Spears (126)
 - *Lessons in Chemistry* by Bonnie Garmus (114)
 - **Ebook holds** as of January 2, 2024:
 - *Fourth Wing* by Rebecca Yarros (144)
 - *The Exchange: After The Firm* by John Grisham (138)
 - *Iron Flame* by Rebecca Yarros (113)
- Popular **Adult Physical Book** titles December:
 - Checkouts:
 - *Killers of the Flower Moon: The Osage Murders and the Birth of the FBI* by David Grann (61)
 - *The Secret* by Lee Child (41)
 - *The Exchange: After The Firm* by John Grisham (38)
 - Holds:
 - *Oath and Honor: A Memoir and a Warning* by Liz Cheney (78)
 - *The Frozen River: A Novel* by Ariel Lawhon (32)
 - *The Heaven & Earth Grocery Store* by James McBride (32)

Request for Review of Library Materials

The District received a *Request for Review of Library Materials* form on December 12 regarding an adult comic graphic novel. After completing our review, it was determined that this item did not meet the District's collection development standards, and it was withdrawn from the collection. An initial written response was sent to the District resident within 15 business days of receiving the request in Administration as stated in the *Collection Development Policy*.

**COLLECTION MONTHLY REPORT
DECEMBER 2023**

	Select Transaction Count		
Physical Collection	YTD 2023	YTD 2022	CHANGE
Items Processed	52,937	57,530	-8%
Interlibrary Loan Total	6,123	6,048	1%
Overdrive			
Total Checkouts	959,992	836,862	15%
Total Holds	310,951	255,046	22%
hoopla			
Total Checkouts	44,111	35,784	23%
	Total Items in Collection		
Material Type	YTD 2023	YTD 2022	CHANGE
Print	305,200	312,065	-2%
Nonprint	74,021	75,902	-2%
Overdrive	162,846	144,927	12%
Grand Total	542,067	532,894	2%

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

Executive Director – Patrick Roewe

Brief updates on several items are as follows:

New Spokane Valley Library Project Update

Overall, the project continues to progress through the close-out phase, and the building is operating as expected.

Final invoices

Staff anticipate final invoices from Hammond Facilities Consulting and Integrus Architecture for their assistance in closing out the remaining project elements. These likely won't be received until after the LEED certification process for the building is completed, likely in the first quarter of 2024.

Final close-out

In late September, one of the last steps to officially close-out the project, the "Notice of Completion of Public Works Contract" was submitted to three state agencies for review: Department of Revenue, Department of Labor & Industries, and Employment Security Department. As of year's end, the reviews have not been completed by the state agencies.

City of Airway Heights: Potential Interlocal Agreement Amendment Update

No additional information on this topic at present.

Electric Vehicle Charging Station Update

As reported last month, Otis Orchards is the last District location awaiting installation as part of the current grant. They hope to complete the work in January 2024.

As previously reported, the District has signed a letter of support for Avista's application to a new round of E/V charger grants from the Washington State Department of Commerce. If Avista is awarded the grant, E/V chargers could be installed at the remaining library locations not considered in this current grant: Medical Lake and Deer Park.

Trustee Vacancy Update

Following the Special Meeting of the Board of Trustees on December 20, 2023, staff worked with Chair Craig to draft the recommendation letter to the Board of County Commissioners (BoCC). The letter was submitted and acknowledged as received the letter on December 27, 2023. The BoCC office indicated it will likely be on a upcoming agenda in January or early February.

OPERATIONS REPORT DECEMBER 2023

Doug Stumbough and Kristy Bateman

Service Priority Teams

Business and Career Development (Stacey Goddard)

- We hosted a *Homebuyer Education Seminar* in December, which 22 people attended.
- Excel Adult High School was also quiet during the month.
 - All six of our enrolled students have now completed and passed their first high school course.
 - Two of the six have already made considerable progress toward graduation because Excel granted them transfer credits for previously completed high school courses.
 - I interviewed an applicant and will be assigning her a scholarship after the first of the year.
- Librarians Janet Hacker-Brumley and Crystal Miller joined me in attending the 2024 Workforce Summit, presented by the Journal of Business. The event kicked off with an overview of future labor market trends and challenges. Two panel discussions followed, with one focusing on educators and the other on employers.

Early Learning (Mary Ellen Braks)

- This month we had 71 storytimes with an attendance of 694 customers. Our storytimes ranged in size from 0-46 attendees. We typically see a dip in attendance in December.
- For childcare visits we provided 41 storytimes to 694 children at 16 centers.
- Gwendolyn and I started planning for summer reading youth programs this month with the Early Learning, Education and Enrichment and Mobile Services.

Education and Enrichment (Gwendolyn Haley)

- 1,069 people participated in Ed and Enrich programs this month, ranging from *Holiday Singalongs* and *Ornament Making* to Lego and Ozobot programs.
- 137 people viewed our December Online Authors (Motherhood, Hunger, and Higher Education: An Author Talk with Stephanie Land and Let's Talk World Building with YA Fantasy Fiction Superstar Author Victoria Aveyard). In 2023, 6584 people viewed our live and archived programs. Since we started the series in 2022, these authors talks have been viewed 22,837 times.
- We recorded 430 myTurn transactions for the *Library of Things* in 2023. The *Project Memory Items* continue to be the most popular items, followed by the sewing machines and telescopes.
- In December, the STCU Studio was booked 14 times for public use and guided lessons. We also held our first ever awkward family photo shoots, which were really enjoyed by all the participants. Our first ever *Lego Stop-Motion Screening* opened for registration and the screening will take place in January 2024.

Digital Projects and Resources (Carlie Hoffman)

- Our current mobile catalog app was discontinued. We are working on a replacement supported by our current catalog vendor. This will be released in early 2024.
- The transition from the prior meeting room booking software to the new software has been completed. The new event calendar will be launched in February.

Information Technology (Patrick Hakes)

- Prep work continues for transition to PatronPoint
- Work on issues related to replacing library app no longer supported by vendor.
- Received and reviewed RFP related to Erate eligible Internet and WAN services and hardware.

Mobile Services (Brianna Rukes)

- LINC attended the Spokane Valley Farmer's Market Winter Market and Parade of Lights community event, where 111 people visited. It even sparked up a conversation with a homeschool co-op teacher to arrange recurring LINC visits in the future.
- Our book return bin has been decorated to resemble Olaf from the movie Frozen for the winter season, and it has been greatly enjoyed by students from the schools we visited.

Library Reports**Airway Heights: Lesa Arrison**

- The *Holiday Storytime* and *Handmade Holiday Ornaments* welcomed over 38 people to create holiday ornaments and get into the holiday spirit.
- We heard from an incredibly grateful family that appreciated being able to host their holiday gathering using the meeting room with space enough for their needs.

Argonne: Stacy Loberg

- Janet and Stacy attended the Millwood Winterfest event and interacted with 68 attendees offering different crafts and promoting upcoming events at the library.
- Janet and Stacy attended STEAM night at Ness elementary school and interacted with 129 attendees promoting library STEM bags for checkout, various programs, and card registration. One family shared with us that their son played with the snap circuits, from the library, for hours and they had to remind him to eat!
- The *Handmade Holiday Ornaments* program had 28 attendees with lots of fun creations.

Cheney: Jonathan Melcher

- We had Holiday Hoopla (four events in one evening: craft, storytime, face painting, Lions Club card making) over 300 people came through.
- The *Handmade Holiday Ornaments* program had 41 attendees of all ages.
- The play kitchen has been delivered and is extremely popular.

Deer Park: Jacob O'Doherty and Shannon McMinn

- The Friends of the Deer Park Library decorated the library and display case for the holidays, which was greatly enjoyed by the community.
- The Gratitude Windows filled the entire library windows, from east to west, covering all ten panes with gratitude for our community and library.

Medical Lake: Cecelia McMullen

- The *Medical Lake Geo Walk & Water Sampling* provided an unexpected research opportunity to compare results with the summer event, which took place one day before the Gray Fire.
- 345 people joined us at the Re*Imagine Medical Lake Winter Festival to make ornaments and learn about upcoming activities.
- Throughout the month youth and teens were thrilled to make holiday gifts to give to others. Hot cocoa mix and fleece scarves were popular at the *Teen DIY Holiday Gifts* and the *Wonder Wednesday* programs.

Moran Prairie and Fairfield: Caitlin Wheeler

- Special Kids of Spokane reserved the Moran Prairie meeting room for an open house style holiday party with over 140 registrants. Participants got to enjoy food and hot drinks, access important vendors, and even use the conference room as a safe sensory space.
- Moran Prairie's *Handmade Holiday Ornaments* program saw 47 attendees exercising their creative muscles. The event was especially popular among families, with multiple generations and all ages in attendance.
- 25 people participated in the *Handmade Holiday Ornament* program at the Fairfield Old Fashioned Christmas. One adult meticulously made a truck with a tree in the back while a teen made an ornament and then helped siblings and neighbors with their ornaments too.

North Spokane: Brian Vander Veen

- This month, the North Spokane Library hosted three displays of local art: paintings by Donna J. Austin, resin art by Nahini Gupta, and a selection of ceramics from Trackside Studio Ceramic Art Gallery.
- Nearly 70 customers turned out for our *Jigsaw Puzzle & Board Game Swap* this month, bringing in gently used puzzles and boardgames to swap with other community members.
- More than 50 people gathered for North Spokane's *Handmade Holiday Ornaments* program and created holiday ornaments together.
- In the Lab, we hosted *Coding with Sphero BOLT*, a program for ages 10-14 in which participants learned to program the Sphere BOLT, a coding robot packed with programmable sensors and other gizmos.

Otis Orchards: Maggie Montreuil

- Children and families enjoyed making one-of-a-kind ornaments at our *Handmade Holiday Ornament* program.

Spokane Valley: Danielle Milton

- A community group reserved the Diane E. Zahand Community Room to host the international event of *TubaChristmas*, which brought in roughly 40 tuba musicians. They played holiday tunes to a large crowd that overflowed into the library along with some folks even watching and listening through the windows outside in the cold after the room had filled (estimated at 100 attendees).
- The *Warm Winter Wishes* holiday card program has been popular, with folks of all ages coloring and writing kind comments and winter wishes. These cards were delivered to various facilities our Mobile Services team visits.

District-wide Information

Security Incident Reports

For December 2023, there were 25 Security Incident Reports filed. One less than last month, November 2023 (26) and ten more than last year, December 2022 (16). Spokane Valley had the most incidents reported (13). The most often reported incidents related to General Code of Conduct Violations (7) and Potential Problems (9).

Public Use Measures

Please see next page for table.

December 2023

Measure	This year	Last year	YTD	Last YTD
	This Month	This Month	This year	Comparison
Cardholders	133175	120302		11 %
Door count	53866	57031	767425	0 %
Items Borrowed	186303	188715	2444201	4 %
• Airway Heights	2171	1874	28549	8%
• Argonne	6786	6464	87194	-1%
• Cheney	5608	5862	78389	-8%
• Deer Park	5985	6327	80587	5%
• Fairfield	434	376	6329	9%
• Medical Lake	1773	1939	26601	-1%
• Mobile Services	1872	1723	22280	40%
• Moran Prairie	10829	13181	148363	-11%
• North Spokane	19399	20168	274363	-1%
• Otis Orchards	2230	2307	34251	9%
• Spokane Valley	21994	19187	287926	8%
• Digital	83056	74780	1004059	15%
• Totals	162406	155519	2085445	-5%
Programs				
• Number	173	161	2325	88%
• Attendance	3492	2154	56639	77%
Internet Station Use (%)	24.8	16.4	25.7	
Meeting room bookings	626	298	6270	88%

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 Twelve Months Ended December 31, 2023**

	Y-T-D Actual	Annual Budget	Percent Used	Balance Remaining
			Target 100.0%	
REVENUES				
PROPERTY TAXES	\$ 16,971,013	\$ 17,050,000	99.54%	\$ 78,987
CONTRACT CITIES - AIRWAY HEIGHTS	365,545	366,000	99.88%	455
CONTRACT CITIES - SPOKANE	100,547	86,000	116.91%	(14,547)
FINES & FEES	57,856	20,000	289.28%	(37,856)
GRANTS & DONATIONS	70,312	26,000	270.43%	(44,312)
E-RATE REIMBURSEMENTS	248,126	231,000	107.41%	(17,126)
LEASEHOLD & TIMBER TAX, REBATES, OTH	52,399	31,500	166.34%	(20,899)
INTEREST REVENUES	182,982	240,000	76.24%	57,018
TOTAL REVENUES	\$ 18,048,779	\$ 18,050,500	99.99%	\$ 1,721
TRANSFERS IN	-	-	0.00%	-
TOTAL REVENUES & TRANSFERS IN	\$ 18,048,779	\$ 18,050,500	99.99%	\$ 1,721
EXPENSES				
SALARIES	\$ 7,715,982	\$ 8,001,900	96.43%	\$ 285,918
FRINGE BENEFITS	2,639,856	2,781,000	94.92%	141,144
SUPPLIES	169,804	164,500	103.22%	(5,304)
UTILITIES	564,027	534,600	105.50%	(29,427)
SERVICES	1,433,928	1,483,200	96.68%	49,272
INSURANCE	83,669	97,000	86.26%	13,331
CAPITAL EQUIPMENT	366,328	420,000	87.22%	53,672
LIBRARY MATERIALS	2,166,189	2,200,300	98.45%	34,111
ELECTRONIC LIBRARY MATERIALS	215,475	250,000	86.19%	34,525
LIBRARY PROGRAMS	185,654	111,000	167.26%	(74,654)
TOTAL EXPENSES	\$ 15,540,913	\$ 16,043,500	96.87%	\$ 502,587
TRANSFERS OUT	2,007,000	2,007,000	100.00%	-
TOTAL EXPENSES & TRANSFERS OUT	\$ 17,547,913	\$ 18,050,500	97.22%	\$ 502,587
Net Excess of Revenues Over/(Under) Expenses	\$ 500,866	\$ -		
BEGINNING CASH	8,134,444			
NET FROM ABOVE	500,866			
ENDING CASH	\$ 8,635,310			

Number of months cash on hand 6.5