



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

Board of Trustees Regular Meeting

March 19, 2024 4:00 p.m.

Medical Lake Library: [321 E Herb St, Medical Lake, WA 99022](https://www.sclcd.org/locations/medical-lake)

AGENDA

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

- I. CALL TO ORDER
- II. AGENDA APPROVAL
- III. ACTION ITEMS
 - A. Approval of [February 20, 2024 Regular Meeting Minutes](#)
 - B. Approval of [February 2024 Payment Vouchers](#)
 - C. Unfinished Business
 - 1. [Service Center Update](#): Discussion
 - D. New Business
 - 1. [Children's Safety in Libraries Policy](#): Approval Recommendation
 - 2. Overview: [Security Incident Reporting](#): Discussion
 - 3. Overview: [Impact of Overdue Fines](#): Discussion
- 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.

March 19, 2024

BOARD OF TRUSTEES MEETING MINUTES: February 20, 2024

A regular meeting of the Board of Trustees of Spokane County Library District was held in person and via Zoom online meeting platform in the public meeting room at the North Spokane Library, Tuesday, February 20, 2024 at 4:00pm.

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

Excused: None.

Also Present: Patrick Roewe (Executive Director), Doug Stumbough (Operations Director), Jason Link (Finance Director), Toni Carnell (Human Resources Director), Andrea Sharps (Collection Services Director), Vinnie Davi (Video Production Specialist), Emily Greene (Administrative Services Manager), Brian Vander Veen (Library Manager), Corinne Wilson (Librarian), and Rachel Edmondson (Librarian)

Via Zoom: Jane Baker (Communication and Development Director), and four (4) members of the public.

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

Agenda Approval (Item II) Trustee Robert Paull moved and Trustee Ellen Clark second the approval of the meeting agenda. The motion was unanimously approved.

There was no further discussion.

Welcoming a New Trustee (Item III) New Trustee Patti Stauffer was welcomed to the Board of Trustees and Library District. Trustee Stauffer was appointed by the Board of County Commissioners on February 6, 2024.

Public Comment (Item IV) There was one written public comment.

Approval of January 16, 2024 Regular Meeting Minutes (Item V.A.) Chair Hanson called for corrections to the January 16 Regular Meeting Minutes. There were no corrections, the minutes stand as written.

There was no further discussion.

**Approval of
January 2024
Payment
Vouchers
(Item V.B.)**

Vice Chair Jon Klapp moved and Trustee Paull seconded the approval of the January 2024 Payment Vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal	Total
Jan – GF	053735 – 061839 and W001439 – W001466	\$877,587.24	\$877,587.24
	PR01102024 and PR01252024	\$487,371.84	\$487,371.84
		Total	\$1,364,959.08

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

**New Business
Facility Use for
Political
Purposes Policy
(Item V.D.1.)**

Executive Director Patrick Roewe presented revisions to the Facility Use for Political Purposes policy, which included the expansion of the definition of the term facility. Discussion ensued about the number of requests the District receives for political uses. Trustee Clark moved and Vice Chair Klapp seconded the approval of the changes to the Facility Use for Political Purposes Policy.

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

**New Business
Public Records
Policy
(Item V.D.2.)**

Executive Director Roewe presented revisions to the Public Record Policy, which included the implementation of the Declaration of Commercial Use Statement. Discussion ensued about types and number of requests the District receives. Trustee Paull moved and Trustee Clark seconded the approval of the changes to the Public Records Policy.

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

**New Business
Procurement
Policy
(Item V.D.3.)**

Finance Director Jason Link presented a comprehensive rewrite of the Procurement Policy. Discussion ensued about why items were changed, such as when Board approval is required for purchases. By consensus the board directed staff to inform the Trustees prior to purchases under \$350,000. Vice Chair Klapp moved and Trustee Paull seconded the approval of the rewrite of the Procurement Policy with the revision of “shall” to “should” in the credit card section of the policy.

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

**New Business
HR05 Leave
Policy
(Item V.D.4.)**

Human Resources Director Toni Carnell presented a change to the HR05 Leave Policy due to a current software limitation. Trustee Clark moved and Trustee Patti Stauffer second the approval of the policy changes.

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

New Business Reciprocal Use of Libraries Report for 2023 (Item V.D.5.) Operations Director Doug Stumbough presented the Reciprocal Use of Libraries Report between the District, the Spokane Public Library, and the Liberty Lake Library systems. Discussion ensued about the purpose of the report, different statistics, and that the District’s digital collection is not available for reciprocal use.

There was no further discussion.

New Business Overview: North Spokane Library (Item V.D.6.) Library Supervisor Brian Vander Veen, Librarian Corinne Wilson and Librarian Rachel Edmondson presented different programs held at the North Spokane Library recently. Discussion ensued about new furniture and toys at the library and security incident reports.

There was no further discussion.

Discussion Items Future Board Meeting Agenda Items (Item VI.A.) Executive Director Roewe informed the Trustees of an upcoming agenda item to add in March regarding an update for the Service Center. Discussion ensued about the upcoming Staff Day and updates on the Conklin Library proposal.

There was no further discussion.

Trustee Reports (Item VII.A.) Trustee Paull reported that Public Services Manager Stacy Goddard had done a presentation recently that he received many compliments on.

There was no further discussion.

Executive Director Report (Item VII.B.) Executive Director Roewe presented a PowerPoint of Legislative updates. Discussion ensued about the four bills reviewed, a press release from the Spokane Regional Health District regarding a positive measles case in Deer Park, and the LEED Silver Certification award. Executive Director Roewe welcomed Trustee Stauffer to the Board on behalf of the Leadership Team and staff.

There was no further discussion.

Operations Report (Item VII.C.) Operations Director Stumbough and Library Operations Manager Kristy Bateman provided a written report prior to the meeting for January 2024, with data for customer use measures, programming, and library activities. Discussion ensued about feedback on the new SCLD app released.

There was no further discussion.

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

In addition to a report of revenues and expenditures for January 2023 provided prior to the meeting, Finance Director Link informed the Trustees that the ADA restroom doors are now complete and functional at the North Spokane Library, and that staff are almost finished with the 2023 final financial report.

There was no further discussion.

**Adjournment
(Item VIII.)**

Chair Hanson adjourned the meeting at 5:37pm. The next Board Meeting is scheduled for Tuesday, March 19th at the Medical Lake Library.

Jessica Hanson, Chair

Patrick Roewe, Secretary to the Board of Trustees

PAYMENT VOUCHER APPROVAL

Pursuant to RCW 42.24.180 and Spokane County Library District Resolution # 94-03, we, the undersigned, do hereby certify that the merchandise and services hereinafter specified have been received as of February 29, 2024, and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$1,378,441.58 for the general fund and \$874.00 for the capital projects fund and are authorized to authenticate and certify these claims.

DATE: February 29, 2024




SIGNED: _____
TITLE: Finance Director

SIGNED: _____
TITLE: Executive Director

GENERAL OPERATING FUND

VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
0000061840	ABSCO Solutions	SECURITY & SAFETY	7,093.94
0000061841	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	1,626.47
0000061842	AVISTA UTILITIES	MONTHLY UTILITIES	15,817.47
0000061843	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	327.92
0000061844	CONSOLIDATED IRRIGATION DIST19	WATER - OT	22.00
0000061845	CITY OF SPOKANE	MONTHLY WATER & SEWER - MP	259.68
0000061846	US POSTAL SERVICE	POSTAGE FOR POSTAGE MACHINE	10,000.00
0000061847	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE	4,328.55
0000061848	DIVCO INCORPORATED	QTRLY BUILDING MAINT CONTRACT - HVAC	500.94
0000061849	EMPLOYMENT SECURITY DEPARTMENT	QUARTERLY UNEMPLOYMENT CLAIMS	258.83
0000061850	FREE PRESS PUBLISHING, INC	LIBRARY MATERIALS	200.00
0000061851	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	10,796.68
0000061852	HEROES WILL RISE, INC	LIBRARY PROGRAMS	5,095.80
0000061853	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	18,650.04
0000061854	LIVELY'S FIRE EXTINGUISHER SERVICE LLC	ANNUAL FIRE EXTINGUISHER TESTING SERVICES	40.97
0000061855	LPS HOLDCO LLC DBA MARQ	ADVERTISING	7,197.85
0000061856	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	1,202.73
0000061857	MODERN ELECTRIC WATER COMPANY	MONTHLY WATER, ELEC. - SV	3,537.46
0000061858	NATIONWIDE INSURANCE	EMPLOYEE DEDUCTIONS FOR PET INSURANCE	350.72
0000061859	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	200.00
0000061859	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	200.00
0000061860	NATIONAL COLOR GRAPHICS	PRINTING - ENGAGE MAGAZINE	11,049.33
0000061861	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	18,622.56
0000061862	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	28.28
0000061863	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	1,109.15
0000061864	T-MOBILE	MONTHLY "MI-FI" DEVICE CELL SERVICE	869.10
0000061865	CRJW ENTPR INC./VALLEY GLASS	BUILDING REPAIR & MAINTENANCE	9,610.43
0000061866	VALUE LINE PUB., LLC	ELECTRONIC LIBRARY SERVICES	10,595.00
0000061867	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	1,171.07
0000061868	AUDIOFILE PUBLICATIONS	LIBRARY MATERIALS	26.95
0000061869	ABM INDUSTRIES, INC.	MONTHLY CUSTODIAL SERVICES	20,185.53
0000061870	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	49.84
0000061871	JANETH C ANGULO BOLANO	LIBRARY PROGRAMS	300.00
0000061872	BOOKLIST	LIBRARY MATERIALS	309.95
0000061873	CDW GOVERNMENT, INC.	IT HARDWARE & PERIPHERALS	1,702.43
0000061874	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	68.21
0000061875	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	55.94
0000061876	CITY OF AIRWAY HEIGHTS	MONTHLY WATER & SEWER - AH	140.62
0000061877	CITY OF CHENEY	MONTHLY WATER, SEWER, ELEC - CH	711.86
0000061878	CITY OF DEER PARK	MONTHLY WATER & SEWER - DP	83.99
0000061879	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CH	52.66
0000061880	EDNETICS	CAPITAL PROJECT - SWITCHES	680.36
0000061881	EMPIRE DISPOSAL INC.	MONTHLY SOLID WASTE - FF	49.55
0000061882	FATBEAM, LLC	MONTHLY INTERNET SERVICE, NET OF ERATE DISC	4,454.56
0000061883	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	443.56
0000061884	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	11,312.78
0000061885	DARIN KEITH HILDERBRAND	LIBRARY PROGRAMS, MEMORY CAFÉ PERFORMER	600.00
0000061886	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	11,620.57
0000061887	MARIA PIA JOHNSON BARRETO	LIBRARY PROGRAMS	800.00
0000061888	SPOKANE COUNTY MASTER GARDENERS	LIBRARY PROGRAMS	1,500.00
0000061889	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	454.77
0000061890	MONTGOMERY HARDWARE	MAINTENANCE SUPPLIES	227.49
0000061891	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	23,052.77
0000061892	PATRIOT FIRE PROTECTION	BUILDING REPAIR & MAINTENANCE - NS	288.59
0000061893	PENWORTHY COMPANY	LIBRARY MATERIALS, KITS	5,118.45
0000061894	PRONUNCIATOR LLC	ELECTRONIC LIBRARY SERVICES	3,995.00
0000061895	MARIA-TERESA RUIZ-SORROCHE	LIBRARY PROGRAMS	2,100.00
0000061896	SHI INTERNATIONAL CORP	IT HARDWARE & SOFTWARE	3,673.04
0000061897	SOFTWARE ONE, INC	SOFTWARE SUPPORT	3,887.74
0000061898	THE SPOKESMAN- REVIEW	LIBRARY MATERIALS	676.00
0000061899	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	866.87
0000061900	STATE PROTECTION SERVICES INC	MOBILE SECURITY PATROLS: SV, NS, SC	3,914.37

0000061901	TUMBLEWEED PRESS INC.	ELECTRONIC LIBRARY SERVICES	7,105.80
0000061902	UNIQUE MANAGEMENT SERVICES	MONTHLY NOTICE FEES AND MESSAGE BEE SERVICE	3,242.57
0000061903	VERIZON WIRELESS	MONTHLY CELL & "MI-FI" DEVICE SERVICE	1,777.28
0000061904	WASHINGTON ST HISTORICAL SOCIETY	LIBRARY MATERIALS: COLUMBIA MAGAZINE	35.00
0000061905	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE	1,622.00
0000061906	WHITWORTH WATER DISTRICT	MONTHLY WATER - NS	29.49
0000061907	WITHERSPOON BRAJCICH MCPHEE, PLLC	LEGAL SERVICES, GENERAL COUNSEL	325.00
0000061908	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	146.11
0000061909	CENTURYLINK	MONTHLY ANALOG TELEPHONE LINE: SV ELEVATOR	75.19
0000061910	CITY OF MEDICAL LAKE	MONTHLY WATER, SEWER, REFUSE - ML	181.92
0000061911	EDNETICS	TELEPHONE - MANAGED VOICE	2,220.90
0000061912	EVERGREEN STATE TOWING	VEHICLE REPAIR & MAINTENENCE	150.00
0000061913	THE FIG TREE	LIBRARY MATERIALS	150.00
0000061914	FP MAILING SOLUTIONS	POSTAGE MACHINE ANNUAL LEASE	747.63
0000061915	INFOUSA MARKETING, INC.	ELECTRONIC LIBRARY SERVICES	8,918.00
0000061916	JAN WAY COMPANY USA, INC.	PROMOTIONAL ITEMS	5,308.40
0000061917	OPTUM	MONTHLY HSA ACCOUNT ADMIN FEES	66.00
0000061918	PRISMHR, INC.	MONTHLY SOFTWARE SUPPORT - HR	561.93
0000061919	PRO MECHANICAL SERVICES INC	PARKING LOT LIGHTING UPGRADES	234.14
0000061920	RENEE R RAIDT	LIBRARY PROGRAMS	150.00
0000061921	SPOKANE COUNTY ENVIRONMENTAL SERVICES	MONTHLY SEWER - AR, NS, SV	313.62
0000061922	STUMPED TOWN DEMENTIA PRODUCTIONS, LLC	LIBRARY PROGRAMS	50.00
0000061923	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	925.09
0000061924	WASHINGTON LIBRARY ASSOCIATION	ANNUAL DUES	4,663.00
0000061925	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	527.94
0000061926	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	511.12
0000061927	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	10,466.35
0000061928	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	15,162.28
0000061929	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	25,395.25
0000061930	CAMTEK INC.	SECURITY & SAFETY	49.01
0000061931	CHENEY MAYFESTERS	FEES FOR MAYFEST BOOTH	40.00
0000061932	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	44.08
0000061933	GREATER SPOKANE INCORPORATED	ANNUAL DUES AND MEMBERSHIP	600.00
0000061934	GREY HOUSE PUBLISHING	LIBRARY MATERIALS	264.05
0000061935	MICHAEL M HAMILTON	LIBRARY PROGRAMS	150.00
0000061936	FABIOLA H HAMMOND	LIBRARY PROGRAMS	150.00
0000061937	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	10,164.54
0000061938	INLAND POWER AND LIGHT	MONTHLY ELECTRIC UTILITIES - AH, DP	866.91
0000061939	MARSH & MCLENNAN AGENCY, LLC	INSURANCE	4,741.65
0000061940	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	2,781.32
0000061941	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	27,206.26
0000061942	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	810.66
0000061943	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	1,538.86
0000061944	WICK ENTERPRIZES, LLC	ADVERTISING	940.50
0000061945	ZIPLY FIBER	MONTHLY PHONE & BROADBAND - FF	149.30
0000061946	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	1,491.65
0000061947	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	800.83
0000061948	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	130.68
0000061949	AVISTA UTILITIES	MONTHLY UTILITIES	15,826.28
0000061950	BARTLETT INTERACTIVE, LLC	PROGRESS PAYMENT FOR NEW WEBSITE DESIGN	6,040.96
0000061951	EVERGREEN SAFETY COUNCIL	EDUCATION	4,970.40
0000061952	FAUCETS 'N STUFF PLUMBING	SPRINKLER STARTUP SERVICE	291.88
0000061953	GARY LEE FORD	LIBRARY PROGRAMS	150.00
0000061954	GOLDEN WEST MOBILITY	REPAIR & MAINTENANCE VEHICLE	158.05
0000061955	KENT ADHESIVE PRODUCTS CO.	OFFICE/LIBRARY SUPPLIES	238.05
0000061956	PAUL LINDHOLDT	LIBRARY PROGRAMS	150.00
0000061957	MODERN ELECTRIC WATER COMPANY	MONTHLY WATER, ELEC. - SV	2,951.57
0000061958	MRSC	MRSC ROSTERS MEMBERSHIP RENEWAL	2,635.00
0000061959	NORTH PALOUSE CHAMBER/COMM	DUES AND MEMBERSHIPS	100.00
0000061960	SALT LAKE CITY PUBLIC LIBRARY	ILL SERVICES	10.99
0000061961	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	28.28
0000061962	SWK TECHNOLOGIES, INC.	SOFTWARE PURCHASE AND SETUP SUPPORT	2,150.00
0000061963	T-MOBILE	MONTHLY "MI-FI" DEVICE CELL SERVICE	837.94
0000061964	SARA LEE WILLIAM	LIBRARY PROGRAMS	300.00
0000061965	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	824.70
0000061966	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	1,932.52
0000061967	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	13,003.96
0000061968	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	5,431.36
0000061969	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	2,983.92
0000061970	SCHOLASTIC LIBRARY PUBLISHING	LIBRARY MATERIALS	357.12
0000061971	ABSOLUTE BACKGROUND SEARCH	MONTHLY EMPLOYEE BACKGROUND CHECKS	1,408.00
0000061972	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	1,894.09
0000061973	CITY OF CHENEY	MONTHLY WATER, SEWER, ELEC - CH	763.67
0000061974	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE	4,128.55
0000061975	PRISMHR, INC.	MONTHLY SOFTWARE SUPPORT - HR	561.93
0000061976	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	784.82
W000001453	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	2,179.75
W000001454	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,221.40
W000001455	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	82,702.40
W000001456	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	58,533.00

W000001465	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	142.29
W000001467	ASSOCIATION OF WASHINGTON CITIES - VIMLY BENEFITS	MONTHLY EMPLOYEE MEDICAL, DENT, VIS, LTD, LIFE	115,665.65
W000001468	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	62.24
W000001469	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	494.52
W000001470	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	78,673.84
W000001471	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,204.66
W000001472	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	2,104.75
W000001473	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	55,051.03
W000001474	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	531.69
W000001475	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	200.00
Total Non-Payroll General Operating Fund			\$ 863,430.99
PAYROLL VOUCHERS			
02092024 PP03	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #03	\$ 262,656.22
02252024 PP04	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #04	252,354.37
Total Payroll General Operating Fund			\$ 515,010.59
TOTAL GENERAL OPERATING FUND			\$ 1,378,441.58

CAPITAL PROJECTS FUND			
VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
9754	GREEN PLAQUE, LLC	CAPITAL PROJECT - SV BUILDING	874.00
Total Capital Projects Fund			\$ 874.00

Jan 2024/Feb 2024
Paid in Feb 2024
Voucher # 61929

Card Category	Amount
General Purchases	\$ 10,021.96
Maintenance	\$ 3,505.56
Travel	\$ 380.00
Acquisitions	\$ 5,063.91
Information Technology	\$ 5,480.48
Mobile Services	\$ 943.34
General Fund Purchases	\$ 25,395.25

Top Individual Charges

Amazon	Total all material purchases from Amazon	4,194.89
Mailchimp	Monthly email service	1,070.49
Lakeshore Learning Mater	Learning toys for libraries	(1,556.16)
HomeDepot	Maintenance Supplies	1,406.14
Real Thread	Staff t-shirt order	1,053.00
SurveyMonkey.com	Software - annual subscription	980.10
Washington Library Assoc.	Education - conference registrations	1,215.00
LG CNS America	Monitors - Capital Project	2,961.99
Koenig Solutions	Education - IT training	2,500.00
4Imprint Inc	Lunch tote - National Library Worker Day	1,291.94

SERVICE CENTER UPDATE

Background

The Board of Trustees approved converting the former Spokane Valley Library building into a service center for the District at their May 2023 regular meeting.

Conversion to the service center accomplished four ongoing operational needs for the District:

- Relieve workspace congestion at the Administration Offices (Admin)
- Create dedicated staff collaboration spaces
- Provide additional storage capacity for District resources
- Bank space for future District support needs

Working in various operational and programmatic support positions, 12 FTE are stationed at the Service Center as of March 2024.

Ongoing Operational Costs

Operating the Service Center will come with regular anticipated costs. The estimated annual total, including the insurance premium for the building, is approximately \$125,000. This amount was budgeted for and approved as part of the 2024 budget.

Conversion Costs

No remodeling or structural changes were required, and existing furniture, fixtures, and equipment were utilized to the extent possible. Labor costs for patching, painting, and similar were kept in-house with the District's facilities team completing all necessary work. As reported in May 2023, the District expended ~\$10,000 towards furniture and fixtures for the staff relocated to the facility.

Operations Director Doug Stumbough and Executive Director Patrick Roewe will provide an overview of the Service Center at the meeting.

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

CHILDREN'S SAFETY IN LIBRARIES

Background

The purpose of this policy is to define the responsibilities of parents, guardians, and caregivers whose children use Spokane County Library District facilities and resources.

Revisions are primarily focused on updating and clarification, such as formatting changes and updating the policy to reflect preferred nomenclature. The definitions section was reorganized, and the definition of "facility" was added to include all buildings, properties, and vehicles owned and/or managed by the District. This revision acknowledges that the policy would apply to Mobile Services vehicles (such as LINC).

No changes were made regarding the operational elements of the policy.

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 Children's Safety in Libraries Policy, as revised.

SPOKANE COUNTY LIBRARY DISTRICT
POLICY: CHILDREN'S SAFETY IN LIBRARIES

Approval Date: March 19, 2013

Revision Date: ~~March 19, 2024~~ ~~April 19, 2022~~

~~Reaffirmation Date: March 21, 2023~~

Related Policies

Access to Library Services

Code of Conduct

Collection Development

Computer, Wireless Network and Internet Use

Customer Privileges and Responsibilities

Intellectual Freedom

Purpose

Defines the responsibilities of parents, guardians, and caregivers whose children use Spokane County Library District (District) facilities and resources. Describes how the District responds to situations involving at-risk children.

Definitions

For the purposes of this policy, the following definitions are used:

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

Parents: ~~For the purpose of this policy, the term "parents" refers to~~ The legal guardian(s) of any minor child, and/or any adult standing *in loco parentis*.

In loco parentis: An individual stands *in loco parentis* when the individual acts in place of a parent and/or assumes the responsibilities of a parent.

Resources: ~~For the purpose of this policy, the term "resources" encompasses the District's collection~~ Library materials, as well as services, programs, and events provided by the District.

~~Parents: For the purpose of this policy, the term "parents" refers to the legal guardian(s) of any minor child, and/or any adult standing *in loco parentis*.~~

~~*In loco parentis*: An individual stands *in loco parentis* when the individual acts in place of a parent and/or assumes responsibilities of a parent.~~

Policy

Spokane County Library District strives to create places, programs, and services that encourage children and adults to explore, learn, and create. The District respects the privacy of members the customers who use its libraries facilities. No employee, officer, or agent of the District stands *in loco parentis*. The District recognizes that it is the responsibility of parents to monitor and guide their children's use of District facilities and resources, reading and viewing of library materials, and use of District computers and network resources to access the Internet.

Children's Use of District Facilities

Parents are responsible for ensuring their children are cared for, safe, and feel secure when visiting a District ~~library facility~~ or attending a ~~library~~District event. District facilities, ~~educational~~ programs and staff ~~cannot do not~~ act as ~~child care~~childcare or as replacements for parents, guardians, or caregivers.

District personnel will take appropriate action if a child visiting a ~~District facility~~library appears to be "at-risk." Examples include, but are not limited to—such as:

- Children who appear to be under the age of six (6) left alone at a ~~library~~District facility.
- Children of any age who become disruptive or appear to be distressed when left alone or in the care of other children at a ~~library~~ District facility.
- Children who appear to be subjected to physical or emotional abuse while using District facilities.
- Children who appear to be subjected to uninvited interactions.
- Children left alone at closing time who appear to be under the age of 12 or appear distressed.

If a situation such as one of the above occurs, District staff shall follow established District procedures, which may include notification of a parent, law enforcement, and/or child protective services agency.

Children's Use of Library ~~Resources~~ Materials

Children's ~~Use use~~ of ~~Library~~library ~~Resources~~ materials is addressed in the District's Collection Development ~~policy~~Policy.

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

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

SPOKANE COUNTY LIBRARY DISTRICT
POLICY: CHILDREN'S SAFETY IN LIBRARIES
Approval Date: March 19, 2013
Revision Date: March 19, 2024

Related Policies

Access to Library Services
Code of Conduct
Collection Development
Computer, Wireless Network and Internet Use
Customer Privileges and Responsibilities
Intellectual Freedom

Purpose

Defines the responsibilities of parents, guardians, and caregivers whose children use Spokane County Library District (District) facilities and resources. Describes how the District responds to situations involving at-risk children.

Definitions

For the purposes of this policy, the following definitions are used:

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

Parents: The legal guardian(s) of any minor child, and/or any adult standing *in loco parentis*.

In loco parentis: An individual stands *in loco parentis* when the individual acts in place of a parent and/or assumes the responsibilities of a parent.

Resources: Library materials, services, programs, and events provided by the District.

Policy

Spokane County Library District strives to create places, programs, and services that encourage children and adults to explore, learn, and create. The District respects the privacy of the customers who use its facilities. No employee, officer, or agent of the District stands *in loco parentis*. The District recognizes that it is the responsibility of parents to monitor and guide their children's use of District facilities and resources, reading and viewing of library materials, and use of District computers and network resources to access the Internet.

Children's Use of District Facilities

Parents are responsible for ensuring their children are cared for, safe, and feel secure when visiting a District facility or attending a District event. District facilities, programs and staff do not act as childcare or as replacements for parents, guardians, or caregivers.

District personnel will take appropriate action if a child visiting a District facility appears to be "at-risk." Examples include, but are not limited to:

- Children who appear to be under the age of six (6) left alone at a District facility.
- Children of any age who become disruptive or appear to be distressed when left alone or in the care of other children at a District facility.

- Children who appear to be subjected to physical or emotional abuse while using District facilities.
- Children who appear to be subjected to uninvited interactions.
- Children left alone at closing time who appear to be under the age of 12 or appear distressed.

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Children's Use of Library Materials

Children's use of library materials is addressed in the District's Collection Development Policy.

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

2023 Security Incident Report Overview

Background

Security Incident Reports (SIR) are completed by on-site staff following a Code of Conduct violation or a facility incident to document the issue.

Most reports involve activities on the part of a customer that breaches the District’s Code of Conduct policy or are prohibited by law. They can also cover general situations where an equipment failure or environmental occurrence results in the significant disruption of library operations.

Incidents by Location

For 2023, there were 328 Security Incident Reports filed, which was 78 fewer (-19%) than the 406 reported in 2022. Spokane Valley and North Spokane had the most incidents reported for both years, with 131 then 117 and 134 then 85, respectively. This is consistent with the higher door counts at those libraries. District-wide, there was an average of one incident for every 2,337 visitors that came through our doors in 2023, which was a lower rate compared to the prior year of one per 1,897 visitors.

The following aggregates Security Incident Reports by location for 2023, as well as 2022 data for comparison and include annual door counts for context.

	SECURITY INCIDENTS			DOORCOUNT			DOORCOUNT/SIR		
	2022	2023	change %	2022	2023	change %	2022	2023	change %
Airway Heights	26	14	-46%	31,127	26,913	-14%	1,197	1,922	61%
Argonne/Admin	38	43	13%	44,284	57,894	31%	1,165	1,346	16%
Cheney	23	12	-48%	75,186	84,854	13%	3,269	7,071	116%
Deer Park	26	17	-35%	71,778	86,025	20%	2,761	5,060	83%
Fairfield	0	1	-	10,298	10,671	4%	-	10,671	-
Medical Lake	7	14	100%	37,386	49,500	32%	5,341	3,536	-34%
Mobile Services	0	3	-	2,573	4,696	83%	-	1,565	-
Moran Prairie	16	14	-13%	117,741	95,429	-19%	7,359	6,816	-7%
North Spokane	134	85	-37%	216,067	178,850	-17%	1,612	2,104	30%
Otis Orchards	3	2	-33%	24,926	28,642	15%	8,309	14,321	72%
Spokane Valley	131	117	-11%	118,590	137,081	16%	905	1,172	29%
The BookEnd	2	2	0%	20,311	5,914	-71%	10,156	2,957	-71%
Service Center		4	-		0	-		0	-
Total	406	328	-19%	770,267	766,469	0%	1,897	2,337	23%

Notes: BookEnd through March 2023

Service Center (old Spokane Valley Library) started June 2023

Spokane Valley includes incidents at old location through May 2023 and at new location beginning June 2023

Incident Types

Each SIR provides a description of the incident and those involved, and is categorized by the staff member making the report to help track incident types, identify trends and to assist in tracking repeated, ongoing, or potential problems. Incidents can be flagged in multiple categories. In 2023, the most common type of incident reported was Potential Problem (107) and General Code of Conduct Violation (90), which were also the top reported incident types in 2022, although the order was reversed. In line with the reduction in total incidents reported in 2023, most incident categories were also lower in 2023 compared to 2022, except for reports of At-Risk Persons, Sexual Misconduct, and Soliciting.

Category	2022	2023	change %
Assault	0	0	-
At risk person	17	23	35%
Building Emergency	2	1	-50%
Building Issue	35	19	-46%
Disruptive behavior	70	46	-34%
Exclusion	68	49	-28%
Facility Misuse	99	64	-35%
Fraudulent Card Use	0	0	-
General Code of Conduct Violation	132	90	-32%
Internet Viewing	1	1	0%
Medical Situation	22	22	0%
Other	23	23	0%
Potential Problem	110	107	-3%
Sexual Misconduct	0	5	-
Soliciting	0	2	-
Substance abuse	66	37	-44%
Theft	12	11	-8%
Threat/Intimidation/Harassment	28	24	-14%
Vandalism	30	20	-33%

- **Assault:** Physical assault of customers, staff, or volunteers.
- **At Risk Person:** Ex. lost/unattended children; anyone who may be subject to abusive behavior while at library.
- **Building Emergency:** Equipment failure or environmental occurrence that results in the significant disruption of library operations such as a power outage or gas leak.
- **Building Issue:** Minor facility issue that does not qualify as a building emergency but has an impact on building safety or security such as elevator failure or broken door handle.
- **Disruptive Behavior:** Behavior that unreasonably interferes with others' use and enjoyment of the library or with the functioning of library staff, including use of hostile, aggressive, or vulgar language or gestures, loud talking, boisterous physical behavior, or offensive odor or personal hygiene.
- **Facility Misuse:** Using the building, furniture, fixtures, or equipment for an unintended purpose, such as inappropriate restroom use, lying down or sleeping, or blocking aisles, exits or entrances.

-
- **General Code of Conduct Violation:** Used when a customer, due to their behavior, violates an element of the Code of Conduct Policy not covered in other categories.
 - **Internet Viewing Complaint:** Internet viewing violates the Computer, Wireless Network and Internet Use policy.
 - **Medical Situation:** Medical situations that are not related to an accident or unsafe library environment (those are captured in separate report).
 - **Other:** Incidents that do not fit in any other category.
 - **Potential Problem:** Behaviors or activities that do not violate Code of Conduct policy or law but cause concern and/or are of a nature that suggests the emergence of a pattern of negative behavior.
 - **Sexual Misconduct:** Including but not limited to indecent exposure, sexual activity, or sexual harassment of other customers, volunteers, or staff.
 - **Soliciting:** Used when goods, services, or information are being sold, offered or distributed.
 - **Substance Abuse:** Drug or alcohol use or impairment
 - **Theft:** Used when property is stolen
 - **Threat/Intimidation/Harassment:** Any behavior that a reasonable person would find threatening, intimidating, or harassing, including but not limited to stalking, staring, lurking, uninvited conversations, and offensive touching.
 - **Vandalism:** Damage, or destruction of library materials or property

Emergency Response

When warranted, staff contact law enforcement or medical services to assist with customer interactions, either for behavior such as refusing to leave or for medical situations. Depending on the situation and active nature of the incident, that usually means calling 911 for emergencies or Crime Check for non-emergencies.

In both 2022 and 2023, emergency (911) calls were made 28 times by staff at our libraries. In 2022, 18 of the calls were for medical assistance and 4 were for substance abuse, compared to 10 and 2, respectively, in 2023. The bulk of the rest of the calls for either year were for assistance with customers who refused to leave after violating the Code of Conduct.

Non-emergency Crime Check was called 27 times in 2022 and 18 times in 2023. These calls primarily resulted from reports of vandalism, found items including drug paraphernalia, at risk individuals, or abandoned vehicles.

Exclusions

Customers who fail to comply with the Code of Conduct when asked to stop prohibited behavior or for violations of other District policies may be excluded from library facilities for a period of time. Generally, the length of the exclusion is progressive, with most first-time exclusion being for just a day. Repeated or more serious violations can result in longer exclusions. Exclusions of six months or longer require the customer to petition the library in writing for reinstatement of privileges at the conclusion of the exclusion period.

In 2023, 49 customers were excluded from District facilities, with 25 of those exclusions being for more than a day. Both numbers were down from 2022, which saw 68 total exclusions, with 39 of those for more than a day, a change of -28% and -36% respectively.

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

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

Overview – Impact of Eliminating Overdue Fines

Operations Director Doug Stumbough will provide an overview of the impact of the elimination of overdue fines in January 2023.

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

FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: APRIL 2024 – MAY 2024**April 16, 2024: Cheney – 4:00pm**

- Access to Library Services Policy: Approval Recommendation
- Collection Development Policy: Approval Recommendation
- Intellectual Freedom Policy: Approval Recommendation
- Hastings Property: Water Utility Easement with Spokane County Water District No. 3:
Approval Recommendation (tentative)

May 21, 2024: Otis Orchards – 4:00pm

- Partnership & Sponsorship Policy: Approval Recommendation
- Social Media Policy: Approval Recommendation

Special Meetings/Activities2024May 17th Staff Day

FEBRUARY 2024 DIRECTOR'S REPORT FOR MARCH 2024

Finance – Jason Link

General Fund

In February, the total general fund operating expenses before (16.75%) or after (15.21%) transfers remained well aligned with the total budget projected expenditure of 16.70%. This status is the result of a normal combination of the District salaries and benefits being 3+% under budget while several of the remaining lines being over budget due to the timing of larger scale single expenditures.

Capital Project & Debt Service Funds

Total expenses are within budget. There was one expenditure for February 2024.

Facilities Report

Maintenance staff have been busy completing renovations at the Service Center for the anticipated arrival of Public Services staff in March.

Human Resources – Toni Carnell

Training

- EverSafe Driving Program (Defensive Driving) training was added for all staff. This training is provided by the Evergreen Safety Council and was added to the online learning platform. Upon successful completion of the course, staff receive a certificate that they can take to their auto insurance provider for a possible discount on insurance rates.
- All staff continue to work on required training in the learning management system:
 - Outside provider (Kantola):
 - Bystander Intervention
 - Diversity, Equity, & Inclusion
- New courses continue to be added to the learning management system and the training calendar.

Staff updates:

New hires:

- Public Services Technician (2)

Promotions:

- Public Services Technician to Public Services Associate

Transfers:

- Public Services Associate

Voluntary Demotions:

- N/A

Separations:

- Public Services Technician

New position:

We have posted a job opening for a new position: Customer Connection Specialist. Rather than spending time engaging with customers at a service desk, this role is specifically focused on being an active presence in the library to provide a visible, welcoming presence on the floor, assist customers with questions, enforce the Code of Conduct as needed, and address potential high-priority incidents.

The specialist will operate primarily between NS and SV, working hours determined by supervisor Kris Barnes, and will focus on customer interactions in the library. They will work with staff to identify and resolve issues and provide guidance, modeling, and training on the best approaches for handling Code of Conduct violations.

This full-time position is not a new FTE (Full Time Equivalent position)—it is funded through two current part-time vacancies.

Thank you to Kris Barnes, Kristy Bateman, Brian Vander Veen, and Danielle Milton for their help in helping to shape this new role for the District.

Communication & Development – Jane Baker**Communication**

Media coverage in February included articles in the *Spokesman-Review* about the annual Community Art Show and the Introduction to Birdwatching series presented by the Spokane Audubon Society.

The *Spokesman* also ran an article informed by an interview with Collection Development Librarian Sheri Boggs under the headline, “Gender and sexuality books offer children, parents the language, knowledge to discuss important, sometimes awkward topics” on February 19.

The *Spokesman*, *Deer Park Tribune*, and the three local TV news stations all reported on the potential measles exposure at the Deer Park Library.

Development

At the regular foundation director’s meeting in February, the Library Foundation of Spokane County approved ~\$2,000 in funding two requests: a kitchen playset for the children’s area at Airway Heights Library and providing cash prizes for winners of the Valley Poetry Slam and the Grand Slam. Cash prizes for the Northern Slam are provided by the Friends of the Deer Park Library.

Two foundation directors also plan to attend the Grand Slam to award prizes to final competition winners. The Grand Slam will take place at The Gathering House, 733 W. Garland, on Wednesday, April 24, 6:30-8pm. The public is welcome to attend.

Operations - Doug Stumbough

For the month of February, a total of 65,516 customers visited our libraries in person, up from 60,037 (9%) in January. The total number of 90,181 physical items borrowed by customers in the libraries was slightly down from the 92,483 physical items borrowed in January (-2%).

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 customer called Moran Prairie and wanted to let Public Services Associate Shannon know that she was so thankful for the assistance Shannon provided and looked forward to working with her again.

A Deer Park customer called to put in a plug for (former Deer Park Library Supervisor, now Assistant Library Manager at Spokane Valley) Jacob. He wanted to share that Jacob was always so helpful and he appreciates what a good guy he is.

A customer wrote this nice feedback about Moran Prairie Public Services Associate Alyssa: "I'd like to recognize Alyssa for her outstanding service. There was a problem with my notifications and she worked with tech support [Integrated Library Systems Administrator Teresa] to get it fixed. She stuck with it until the problem was resolved and kept me informed along the way. Alyssa epitomizes great customer service -- I appreciate her diligence and friendly demeanor."

Via comment card - "The Airway SCLD staff is very helpful! My visit was perfect. Thank you!!"
A customer contacted the Call Center to renew her card and went on to say that she uses Libby and listens to audio books all the time and wanted us to know that it has changed her life.

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 February:
 - **Audiobook checkouts:**
 - *Iron Flame* by Rebecca Yarros (164)
 - *The Teacher* by Freida McFadden (128)
 - *Fourth Wing* by Rebecca Yarros (112)
 - **Ebook checkouts:**
 - *The Women* by Kristin Hannah (112)
 - *One Summer in Savannah* by Terah Shelton Harris (89)
 - *The Exchange* by John Grisham (88)
 - **Audiobook holds** as of March 1:
 - *The Women* by Kristin Hannah (247)

- *The Boys in the Boat: Nine Americans and Their Epic Quest for Gold at the 1936 Berlin Olympics* by Daniel James Brown (195)
 - *First Lie Wins* by Ashley Elston (122)
 - **Ebook holds** as of March 1:
 - *The Women* by Kristin Hannah (326)
 - *The Heaven & Earth Grocery Store* by James McBride (134)
 - *A Court of Thorns and Roses* by Sarah J. Maas (98)
- Popular **Adult Physical Book** titles February:
 - Checkouts:
 - *The Boys in the Boat: Nine Americans and Their Epic Quest for Gold at the 1936 Berlin Olympics* by Daniel James Brown (57)
 - *Killers of the Flower Moon: The Osage Murders and the Birth of the FBI* by David Grann (51)
 - *The Women* by Kristin Hannah (47)
 - Holds:
 - *The Women* by Kristin Hannah (114)
 - *First Lie Wins* by Ashley Elston (27)
 - *Fourth Wing* by Rebecca Yarros (25)

OverDrive’s Together We Read Program

The title selected for OverDrive’s Together We Read program was *One Summer in Savannah* by Terah Shelton Harris. This title is available for unlimited simultaneous use in the ebook and audiobook formats between February 21 – March 6 at no cost to the District. OverDrive’s Together We Read program is a two-week digital book club that connects readers and listeners across the country with the same title at the same time with no waitlists and no holds. This adult debut novel was the District’s second-most checked out ebook in February with 89 checkouts recorded.

Request for Review of Library Materials

The District received a *Request for Review of Library Materials Form* on February 6 regarding an unspecified magazine in the adult periodicals collection at the Argonne Library. Since the title of the magazine causing concern was not shared, no review or action could be taken. 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*. There was no subsequent communication from the customer in response to the letter.

**COLLECTION MONTHLY REPORT
FEBRUARY 2024**

	Select Transaction Count		
Physical Collection	YTD 2024	YTD 2023	CHANGE
Items Processed	7,294	7,926	-8%
Interlibrary Loan Total	1,228	1,141	8%
Overdrive			
Total Checkouts	179,452	155,883	15%
Total Holds	64,550	50,104	29%
hoopla			
Total Checkouts	10,410	6,782	53%
	Total Items in Collection		
Material Type	YTD 2024	YTD 2023	CHANGE
Print	304,898	309,586	-2%
Nonprint	74,377	74,208	0%
Overdrive	166,001	147,008	13%
Grand Total	545,276	530,802	3%

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

Executive Director – Patrick Roewe

New Spokane Valley Library Project Update

The District received official notification that the LEED (Leadership in Energy and Environmental Design) Silver certification has been awarded for the building. The library received 57 points in total, well above the 50 required for Silver. The District sought and achieved this certification because it was one of the requirements for the funding through the Washington State Department of Commerce’s Library Capital Improvement Program grant. State law requires facility projects funded in the state capital budget to be certified to at least the LEED Silver standard.

Final invoices

Now that the LEED certification process is complete, we have requested final invoices from both Hammond Facilities Consulting and Integrus Architecture for their assistance in closing out the final project elements.

Trustee Onboarding

The Leadership Team provided an orientation to welcome new Trustee Patti Stauffer to the District and provided an overview of key District functions on March 1, 2024. Many thanks to Trustee Stauffer for taking the time to meet with staff.

First Amendment Discussions

I've had the opportunity to lead discussions for interested groups of staff regarding First Amendment-related considerations for collection development, facility use by the public for political purposes, and other similar expressions of protected speech. It's been beneficial to engage with staff on these at times challenging—but nonetheless foundational—concepts for public libraries.

2024 Legislative Session Update

The 2024 session of the Washington Legislature ended March 8, 2024. The Public Libraries of Washington has tracked several pieces of legislation that have the potential to impact “the efficient conduct of the public business of the District.” I will provide end of session updates on the final disposition of relevant legislation during the meeting.

Homeless Connect summary – Aileen Luppert, Strategic Plan Manager

The 12th Annual Spokane Homeless Connect was held on January 25, 2024. This free one-day event has the simple goal of offering as many services as possible, under one roof, to help anyone in need. It brings together nonprofits and social services to help individuals and families struggling with housing security. It is the largest and longest-running homeless services event in the Spokane area. The District has participated since 2018. For the past two years the District has also sponsored an on-site computer lab and provided iPads to volunteers assisting with the annual Point in Time Count (an online survey to count people experiencing homelessness).

Since the first time the District attended, the Connect has grown from being held at a small gymnasium in the Salvation Army to this year which took place at the Spokane Convention & Expo Center. Over the five-hour day, 1,500 guests were served by 116 different service providers - both record-breaking numbers. Participating organizations come from all over the county. They include veteran services, housing programs, health providers and substance use disorder services, food and clothing banks, and legal support. Among them are CHAS Health, Aging and Long-Term Care of Eastern WA, SNAP, Catholic Charities, Family Promise, Department of Licensing, DSHS, Spokane Valley Partners, Latinos en Spokane, YWCA, SCC's Cosmetology School, Frontier Behavior Health, and Spokane Regional Health District. These agencies, and many more, provided hundreds of resources and services, including:

- 2,000 hot meals.
- 263 haircuts.
- 120 pets seen by veterinarians and groomers.
- Medical services included 30 medical patients, 17 dental patients, 30 flu vaccines, and 29 hearing examinations.
- DSHS and DOL issued 102 state identification cards.

-
- Judges, Prosecutors, and Public Defenders from Spokane Superior, District and Municipal Courts came together to quash 103 outstanding warrants.
 - 14 pallets of food distributed.
 - District Staff spoke to 129 guests about library services.

The numbers and data tell a story of great need in our community, but also of incredible generosity and compassion. The Spokane County Library District was proud to be a part of it and looks forward to supporting it again next year.

OPERATIONS REPORT FEBRUARY 2024

Doug Stumbough and Kristy Bateman

Service Priority Teams

Business and Career Development (Stacey Goddard)

- 28 people attended February's SCORE workshop, *How to Negotiate without Freaking Out*.
- Our three *Homebuyer Education Seminar* sessions had a combined attendance of 42 people.
- We had two new applications for Excel Adult High School, both of whom reside in our service area.
- I presented an overview of our job and career resources at a WorkSource staff meeting. The attendees were especially interested in LinkedIn Learning and the live help services available through JobNow.
- I also presented an overview of library services to a group of 25 adults at Hamblen Park Presbyterian Church. They were attentive and happy to learn of all we offer and were especially interested in our Project Memory equipment.

Early Learning (Mary Ellen Braks)

- This month we had 76 storytimes with an attendance of 1,744. Librarian Rachel Edmondson did a storytime at the Little Garden Café in North Spokane. This storytime brought in 110 caregivers and children.
- For childcare visits, we provided 49 storytimes to 669 children at 17 centers.
- This month the Early Learning team presented *Play with Science* at nine of our libraries. This STEAM (Science Technology Engineering Art and Math) program included hands on science activities.

Education and Enrichment (Gwendolyn Haley)

- 27 people participated in STCU Studio programs, and 13 people booked the space, either to work on their own or for a session with the Studio Technical Instruction Specialist, Jeremy.
- 109 people participated in programs in the Lab at North Spokane, two people scheduled 1:1 appointments to learn about the Glowforge. Technical Instruction Specialist Erin took our Virtual Reality system (Oculus Rift) on tour in the District, allowing customers at Spokane Valley, Cheney, Deer Park, and Airway Heights a range of virtual experiences.
- We offered two World Language programs in Spanish: *World Cooking in Spanish: Puerto Rican Food* (online) and *Science in Spanish: Rockets* (in person).
- ~70 volunteers currently serve as Reading Buddies at Elementary schools. Each adult Buddy can work with 1-2 students at a time, which means our current session of reading buddies can positively influence reading outcomes for between 70- 140 students.
- 3D Printing—seven people requested *Book a Librarian* appointments related to 3D printing. The 3D printers at Spokane Valley are constantly in action and can be viewed just outside the STCU Studio.

-
- 41 Library of Things were checked out in February. Of those, 12 were part of our *Project Memory* collection. Seven customers reserved *Book a Librarian* appointments related to our Project Memory Equipment. We added five *Birding Backpacks* developed and donated by the Spokane Audubon Society.
 - Adult Programs—436 adults attended in-person programs. A lecture series on the Ice Age floods and the geology of Eastern Washington proved popular.
 - Youth Programs—167 youth (ages 8-18) participated in person library programs, including designing and testing *Rubber Band Race* cars.
 - Author talks were well attended in February, and featured business, romance and African American writers. 174 people viewed these presentations, and the recordings are all available in the archive on our website. We are collaborating with Thrive International to present a *Learning Circle: History & Culture of Ukraine*, and we also offered an English version of *Puerto Rican Cooking* online.

Digital Projects and Resources (Carlie Hoffman)

- We transitioned our statistics gathering for events to the new calendar software.
- We launched a new digital resource, Value Line. This resource is focused on investment information.
- We continue to troubleshoot and set up all options in the new room booking and event calendar.

Information Technology (Patrick Hakes)

- Replaced unmanaged switches in various libraries that were bought through ERate funds.
- Working on increasing the security and alerting settings for Microsoft 365 (M365) for staff mailboxes.
- Continued to roll out more areas for M365 Power Automate to assist in District functions. This platform is intended to streamline processes and functions using Microsoft products.

Mobile Services (Brianna Rukes)

- We added one storytime facility, Guardian Angel Academy, to our outreach storytime visit schedule.

Library Reports

Airway Heights: Lesa Arrison

- We participated with the Cheney Library in a passive bookmark craft competition. Our winner was thrilled! She was proud of her bookmark and getting to choose a prize. She wrote SCLD a letter about her love of the library which we displayed on our Art Wall.
- All our *Experience Virtual Reality* program participants were delighted and hoping to see more programs like this in the future.

Argonne: Stacy Loberg

- One family planned their child's birthday party around the program *Creating Rubber Band Racers*. They had friends attend with them to celebrate! We had 13 in attendance.
- We had a great turnout for the program, *A Brief Look at a Big Topic: The Most Recent Ice Age Floods in the Pacific Northwest*, with 57 in attendance.
- AARP Tax Aide started and has brought in new customers to the library, and most have shared how wonderful the service is.

Cheney: Jonathan Melcher

- 77 people attended the program *A Brief Look at a Big Topic: The Most Recent Ice Age Floods in the Pacific Northwest*.
- The *Experience Virtual Reality* program was extremely popular, and people are eager for it to be back.

Deer Park: Shannon McMinn

- Deer Park had two sessions of the *Experience Virtual Reality* program. These programs had a great turnout with attendees ranging in age from 13 years old to a couple in their 70s.
- Tweens had a fun time at the *Creating Rubber Band Racers* program and enjoyed wrapping up the program by racing their cars to see whose was fastest and which could travel the longest distance. The car that traveled the longest distance went 12 feet, a respectable distance on the carpet.

Medical Lake: Cecelia McMullen

- Participants are so delighted with our toy and book selections at *Play and Learn Storytime*, that they have been buying them for their own families. "I got that for my birthday" said an excited four-year-old at a storytime.
- A student studying for her GRE said, "this is better than a coffee shop". She appreciated the cozy study corner, staff encouragement, and dependable wi-fi.

Moran Prairie and Fairfield: Caitlin Wheeler

- AARP Tax Aide hit the ground running this month, with volunteers reporting that this was their busiest February since restarting the service after the 2020 lockdown.
- The educational program, *The Spokane Aquifer: The Legacy of the Ice Age Floods* saw 101 attendees, many of whom thanked us for the program on their way out. Several attendees stayed after the program had ended so that they could discuss specific questions with the presenter, Michael Hamilton, and with other experts in the room.

North Spokane: Brian Vander Veen

- This month, the North Spokane Library hosted a display of national-park-themed knitted beanies by local crafter Sarah Winter and a display of watercolors and photography by artist Melissa McConnell.
- 40 children and their adults turned out to *Take It Apart*, a program in which children take apart old electronics, small appliances, and other donated devices to see how they work.

Otis Orchards: Maggie Montreuil

- Otis Orchards brought in 16 attendees for *Play with Science*, on a Tuesday morning, all of whom had a lot of fun with the program!
- *Attracting Birds to Your Yard* brought in 12 attendees.

Spokane Valley: Danielle Milton

- West Valley City School brought two classes of middle schoolers, each of about 45 students, to the library to learn about what resources are available and tour the new building.
- AARP Tax Aide began this month and is helping community members with their tax preparation.

Public Use Measures

February 2024

Measure	This year	Last year	YTD	Last YTD
	This Month	This Month	This year	Comparison
Cardholders	135816	122451		11%
Door count	65516	60540	127384	4%
Items Borrowed	212371	200404	426135	4%
• Airway Heights	2390	2280	4748	1%
• Argonne	6827	7216	14410	-4%
• Cheney	6850	6761	13621	1%
• Deer Park	6413	494	946	-7%
• Fairfield	545	2133	4110	-19%
• Medical Lake	1959	1598	3661	-10%
• Mobile Services	1577	13466	45804	18%
• Moran Prairie	11178	13566	22844	-19%
• North Spokane	22769	23215	45804	-4%
• Otis Orchards	3056	3022	5816	-1%
• Spokane Valley	26617	20841	53530	25%
• Digital	95312	81337	191813	17%
• Totals	185914	170125	375316	8%
Programs				
• Number	299	167	503	55%
• Attendance	5116	2782	9251	57%
Internet Station Use (%)	25.8%	24.3%	24.7%	
Meeting room bookings	780	388	1501	92%

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 Two Months Ended February 29, 2024**

	Y-T-D Actual	Annual Budget	Percent Used	Balance Remaining
			Target 16.7%	
REVENUES				
PROPERTY TAXES	\$ 31,019	\$ 17,540,000	0.18%	\$ 17,508,981
CONTRACT CITIES - AIRWAY HEIGHTS	0	377,000	0.00%	377,000
CONTRACT CITIES - SPOKANE	0	103,000	0.00%	103,000
FINES & FEES	9,603	55,000	17.46%	45,397
GRANTS & DONATIONS	48,323	26,000	185.86%	(22,323)
E-RATE REIMBURSEMENTS	48,265	265,000	18.21%	216,735
LEASEHOLD & TIMBER TAX, REBATES, OTH	4,529	26,500	17.09%	21,971
INTEREST REVENUES	31,694	193,000	16.42%	161,306
TOTAL REVENUES	\$ 173,432	\$ 18,585,500	0.93%	\$ 18,412,068
TRANSFERS IN	-	-	0.00%	-
TOTAL REVENUES & TRANSFERS IN	\$ 173,432	\$ 18,585,500	0.93%	\$ 18,412,068
EXPENSES				
SALARIES	\$ 1,357,974	\$ 8,510,600	15.96%	\$ 7,152,626
FRINGE BENEFITS	473,066	2,863,400	16.52%	2,390,334
SUPPLIES	21,424	193,100	11.09%	171,676
UTILITIES	99,322	575,500	17.26%	476,178
SERVICES	229,476	1,597,800	14.36%	1,368,324
INSURANCE	94,102	100,000	94.10%	5,898
CAPITAL EQUIPMENT	44,012	370,000	11.90%	325,988
LIBRARY MATERIALS	372,866	2,222,800	16.77%	1,849,934
ELECTRONIC LIBRARY MATERIALS	46,584	300,000	15.53%	253,416
LIBRARY PROGRAMS	65,954	142,300	46.35%	76,346
DEBT SERVICE	22,497	0	0.00%	(22,497)
TOTAL EXPENSES	\$ 2,827,276	\$ 16,875,500	16.75%	\$ 14,048,224
TRANSFERS OUT	-	1,710,000	0.00%	1,710,000
TOTAL EXPENSES & TRANSFERS OUT	\$ 2,827,276	\$ 18,585,500	15.21%	\$ 15,758,224
Net Excess of Revenues Over/(Under) Expenses	\$ (2,653,845)	\$ -		
BEGINNING CASH	8,632,667			
NET FROM ABOVE	(2,653,845)			
ENDING CASH	\$ 5,978,822			

Number of months cash on hand 4.3