

MISSION

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Board of Trustees Regular Meeting

May 17, 2022 4:00 p.m. Deer Park Library

AGENDA

Note: Pursuant to Governor Inslee's Proclamation 20-28 dated March 24, 2020, as extended, members of the public can attend the meeting in person or remotely. To attend the meeting remotely via the internet: <https://sclld-org.zoom.us/j/88388465377> or via conference call (toll free): 1-877-853-5247 or 1-888-788-0099, then enter ID: 883 8846 5377. Please note remote attendance will be in listen-only mode.

Public comment may be submitted in writing via the following link and must be received by 12:00 noon, day of the meeting. To submit written public comment prior to the meeting, please go to <https://www.sclld.org/connect/ask-board-of-trustees/>

- I. CALL TO ORDER**
- II. AGENDA APPROVAL [4:00]**
- III. PUBLIC COMMENT**
- IV. ACTION ITEMS**
 - A. Approval of April 19, Regular Meeting Minutes [4:03-4:04]
 - B. Approval of April 2022 Payment Vouchers [4:04-4:06]
 - C. Unfinished Business [4:06-4:20]
 - 1. New Spokane Valley Library Project Update
 - D. New Business [4:20-5:00]
 - 1. Financial Management Policy: Approval Recommendation.
 - 2. Partnership and Sponsorship Policy: Approval Recommendation.
 - 3. Social Media Policy: Approval Recommendation.
 - 4. Personnel Policy – HR11 and HR12: Approval Recommendations.
 - 5. Overview – Engage Magazine
- V. DISCUSSION ITEMS, POSSIBLE ACTION [5:00-5:05]**
 - A. Summer 2022 Meeting Schedule
 - B. Future Board Meeting Agenda Items
- VI. REPORTS**
 - A. Trustees [5:05-5:10]
 - B. Executive Director [5:10-5:15]
 - Administrative
 - Community Activities
 - C. Operations [5:15-5:20]
 - D. Fiscal [5:20-5:25]
- VII. ADJOURNMENT**

[Estimated meeting length: One hour and twenty-five minutes, plus public comment.]

This meeting is barrier-free. If you require accommodation to participate in this meeting, please notify Spokane County Library District Administrative Offices in advance of the meeting by calling 509-893-8200.

05/17/2022

BOARD OF TRUSTEES MEETING MINUTES: APRIL 19, 2022

A regular meeting of the Board of Trustees of Spokane County Library District was held in person and via teleconference in the public meeting room at Moran Prairie Library, Tuesday, April 19, 2022, at 4:00 p.m.

Present: In Person and via Zoom Teleconference

John Craig - Chair
Kristin Thompson - Vice Chair
Ellen Clark - Trustee
Jessica Hanson - Trustee
Jon Klapp - Trustee
Patrick Roewe - Executive Director and Secretary

Excused: None.

Guests: Attorney Brian M. Werst, Witherspoon Brajcich McPhee, PLLC

Also Present: Jane Baker, Communication & Development Director; Toni Carnell, Human Resources Director; Rick Knorr, Finance Director; Andrea Sharps, Collection Services Director; Doug Stumbough, Operations Director; Cindy Ulrey, Librarian; Caitlin Wheeler, Library Supervisor; and Patty Franz, Executive Assistant.

Other Guests via Conference Call: Six (6).

Call to Order (Item I.) Chair John Craig called the meeting to order at 4:01 p.m., and welcomed everyone in attendance.

Agenda (Item II.) Ms. Hanson moved and Ms. Thompson seconded approval of the agenda. The motion was approved.

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

Approval of Mar. 15, Regular, and Mar. 29, Special Meeting Minutes (Item IV.A.) Mr. Craig called for corrections to the March 15, regular, and March 29, special meeting minutes. There were no corrections; the minutes stand approved as written.

Approval of March 2022, Payment Vouchers (Item IV.B.) Mr. Klapp moved and Ms. Clark seconded approval of the March 2022 bill payment vouchers as follows.

Fund	Voucher/Payroll Numbers	Subtotal	Total
Mar. - L01	59496-59582 and W001061-W001076	\$708,984.05	\$708,984.05
	03102022PR and 03252022PR	\$424,516.57	\$424,516.57
L01		Total	\$1,133,500.62
L02	9627 HFC Services – (Owner’s Representative)	\$3,732.99	\$3,732.99

**Approval of
March 2022,
Payment Vouchers
(Item IV.B.)**

	9628 The S-R for legal notices	\$ 332.88	\$ 332.88
	9629 Integrus Architecture – Pmt. 9 (New SV Library Design)	\$55,282.32	\$55,282.32
	9630 City of Spokane Valley –Engineered grading permit	\$827.00	\$827.00
	9631 City of Spokane Valley – Balance due on building permit	\$37,433.75	\$37,433.75
L02		Total	\$97,608.94

There was no further discussion.

The motion was approved.

**Unfinished Business
New Spokane Valley
Library Project
Update
(Item IV.C.1.)**

NEW SPOKANE VALLEY LIBRARY PROJECT UPDATE. Mr. Roewe said project construction began April 4, following approval of the building permit. The memorandum of understanding (MOU) between the District and city of Spokane Valley remains pending. Regarding public art for the project, he shared visually via PowerPoint a triptych by late artist Harold Balazs, whose work was featured in exhibits and public art installations throughout the Northwest. The triptych was originally purchased by the District for the Spokane Valley Library in 1955. Mr. Roewe noted the artwork has significant historic and local value and would also be a cost-effective complement to other artwork selections for the new library. In response to Ms. Hanson’s query, Mr. Roewe said a webcam to stream the project in real time will be installed after the worksite is cleared.

There was no further discussion.

**Unfinished Business
WA State LOCAL
Program
Resolutions
(Item IV.C.2.)**

OFFICE OF THE WASHINGTON STATE TREASURER LOCAL PROGRAM RESOLUTIONS. Mr. Roewe introduced Attorney Brian Werst, legal counsel for the District since 2018, noting Mr. Werst’s background includes local government and finance. Mr. Werst presented further information about the LOCAL program and its resolutions. He emphasized his role in moving the library project forward via the two legal counsel supporting documents backed by his firm, Witherspoon Brajcich McPhee, PLLC.

Ms. Thompson moved and Mr. Klapp seconded approval of Resolution No. 22-01, declaring official intent regarding the reimbursement of certain expenditures undertaken or to be undertaken by the Spokane County Library District and identifying such expenditures.

There was no further discussion.

The motion was approved.

Unfinished Business
WA State LOCAL
Program
Resolutions
(Item IV.C.2.)

Ms. Thompson moved and Ms. Clark seconded approval of Resolution No. 22-02, establishing authorization for the acquisition of real property and execution of a financing contract, site lease, and related documentation relating to the acquisition of said real property.

There was no further discussion.

The motion was approved.

Ms. Thompson moved and Ms. Clark seconded approval to authorize District staff, Messrs. Knorr, Roewe, and Stumbough, as backup, to sign the financing documents necessary to execute the District's participation in the LOCAL financing program.

There was no further discussion.

The motion was approved.

Mr. Roewe provided information regarding next steps and said the interest rate for the project will be available by the end of June.

Prior to his departure from the meeting, Mr. Werst shared his excitement for the project and expressed appreciation to the Board of Trustees and staff for the opportunity to be part of the project team.

There was no further discussion.

Mr. Werst excused himself from the meeting at 4:22 p.m.

New Business
Access to Library
Services Policy
(Item IV.D.1.)

ACCESS TO LIBRARY SERVICES POLICY. Ms. Clark moved and Ms. Hanson seconded approval of changes to the Access to Library Services policy, as suggested. Mr. Roewe said the primary revisions were to better align the policy with language regarding gender identity and expression used in RCW 49.60.040, and to reference the statute in particular. While these statutes have always served as the policy basis, staff felt it important to reference the statute specifically in the policy and to mirror the language used in the law.

There was no further discussion.

The motion was approved.

New Business
Intellectual
Freedom Policy
(Item IV.D.2.)

INTELLECTUAL FREEDOM POLICY. Ms. Hanson moved and Ms. Clark seconded adoption of the new Intellectual Freedom policy, as written. Mr. Roewe reviewed the foundational concepts and three-part conceptual framework of the policy. The purpose of this policy is to affirm the District's commitment to the principles of intellectual freedom that are fundamental to the role and purpose of public libraries. The District respects the diverse interests, backgrounds, ages, life experiences, and information needs of the communities it serves and provides library resources that are responsive to the information needs of these communities. In response to Mr. Klapp's query, Mr. Roewe said District policies are currently not posted in libraries.

There was no further discussion.

The motion was approved.

New Business
Collection Development Policy
(Item IV.D.3.)

COLLECTION DEVELOPMENT POLICY. Ms. Thompson moved and Mr. Klapp seconded approval of revisions to the Collection Development policy, as suggested. The purpose of this policy is to define the District's responsibility to establish and maintain a collection of materials to meet the cultural, informational, educational, and recreational needs of District residents. Mr. Roewe reviewed the key recommended revisions to the policy, noting inclusion of a policy-level statement to reflect that collection development and maintenance authority is vested in District staff, as has been the practice throughout District history, as well as the expansion of the children's use of library resources section that further clarifies and affirms the rights and responsibilities of parents to guide and direct library use of their own minor children. It also further emphasizes that District staff do not stand in loco parentis when exercising their professional duties. Parents monitor and determine what is best for their children.

There was no further discussion.

The motion was approved.

New Business
Children's Safety in Libraries Policy
(Item IV.D.4.)

CHILDREN'S SAFETY IN LIBRARIES POLICY. Ms. Thompson moved and Ms. Hanson seconded approval of revisions to the Children's Safety in Libraries policy, as suggested. The purpose of this policy is to define the responsibilities of parents, guardians, and caregivers whose children use District libraries, and to describe how the District responds to situations involving at-risk children. Mr. Roewe reviewed the recommended revisions, most notably, the inclusion of a direct statement that District staff do not stand in loco parentis when exercising their professional duties. While this concept is present in the existing policy, this direct statement further distinguishes the functions of library staff from parental roles.

There was no further discussion.

The motion was approved.

New Business
Spotlight – Moran Prairie Library
(Item IV.D.5.)

MORAN PRAIRIE LIBRARY SPOTLIGHT. Early Learning Librarian Cindy Ulrey and Library Supervisor Caitlin Wheeler presented a spotlight of Moran Prairie Library (MP) and its community. Ms. Ulrey shared the history of MP, first as a storefront with a book drop, then at a strip mall, followed by its location today, built in 2005. It is the second youngest library in the District and was the first to offer Wi-Fi. Ms. Wheeler said MP has been used as a safe place for all sorts of outdoor and indoor events. She reviewed library use and shared the gratitude expressed by customers during the pandemic. Ms. Wheeler said creative solutions during the pandemic, such as curbside pickup and take-home kits, are here to stay. In-person Storytimes began last week, the first since March 2020. Other popular programs include AARP Tax-Aide, which assisted 350 people this year, and Vegetable Gardening 101, with Master Gardener Steve Nokes. MP's Friends group is robust and will have another book sale in June. Ms. Ulrey further talked about the library's community connections with the Moran Prairie Grange, including staff participation in its Strawberry Festival. Regarding area schools, while not doing in-person programming with MP Elementary or

Meeting Minutes - Board of Trustees

April 19, 2022

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New Business Spotlight – Moran Prairie Library (Item IV.D.5.)

Mullan Road Elementary, staff looks forward to an in-person preschool tour in May, as well as other future opportunities. Trustee Thompson expressed her praise and appreciation for MP, as it is her community library.

There was no further discussion.

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

Mr. Craig reviewed forthcoming agenda items for the next two months. The next meeting will be held at Deer Park Library on May 17. Among other items, the agenda will include an update on the new Spokane Valley Library, three policy reviews, and an overview of Engage magazine.

There was no further discussion.

Trustee Reports, (Item VI.A.)

There were no reports or further discussion.

Executive Director Report, March 2022 (Item VI.B.)

The Executive Director's written report for March 2022 provided prior to the meeting included reports from Finance and Facilities, Communication & Development, Collection Services, Human Resources, Operations, and Community Activities. Regarding the new Mobile Services truck, LINC, Mr. Roewe reported there was a change order to create more under-carriage storage. Kudos were expressed to Finance Director Rick Knorr, who received an Outstanding Service Award from the Washington Library Association (WLA) for innovative funding for the new Spokane Valley Library. Mr. Roewe noted several staff received WLA service awards in recent years. He further reiterated two pieces of legislation from his March report that were signed into law. Both will impact public meetings. ESHB 1630 establishes restrictions on the possession of weapons in certain locations and will take effect in July. He will work with Mr. Werst to draft language for District signage. The second, ESHB 1329, concerns public meeting accessibility and participation, which has been part of District operations throughout the pandemic. Mr. Roewe announced it will be necessary for him to attend the May 17 Board Meeting remotely.

There was no further discussion.

Operations Report, March 2022 (Item VI.C.)

Operations Director Doug Stumbough and Library Operations Manager Kristy Bateman provided a written report prior to the meeting for March 2022, with data for customer use measures, programming, and library activities. With the arrival of LINC, the new Mobile Services truck anticipated next week, Messrs. Roewe and Stumbough reviewed next steps. Training on the equipment and how to drive the new vehicle will be conducted for staff before taking the truck into the community. A pop-up event will be held in the near future.

There was no further discussion.

**Fiscal Report,
March 2022
(Item VI.D.)**

Revenue and Expenditure Statement through March 31, 2022.

<u>Fund 001</u>	
Revenues	\$ 1,391,298
Expenditures	\$ 3,916,669
Ending Fund Balance	\$ 5,214,034
Fund Budget Expended	22.69%

Mr. Knorr had nothing further to report.

There was no further discussion.

**Adjournment
(Item VII.)**

Chair Craig adjourned the meeting at 5:06 p.m. The next in-person Board Meeting is scheduled for Tuesday, April 19, 2022, at 4:00 p.m., in the public meeting room at Deer Park Library.

John Craig, 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 April 30, 2022, and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$1,089,868.49 for the general fund and \$60,606.72 for the capital projects fund and are authorized to authenticate and certify these claims.

DATE: May 1, 2022

SIGNED:



TITLE: Finance Director

SIGNED:



TITLE: Executive Director

GENERAL OPERATING FUND

VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
59583	4IMPRINT, INC.	SCLD PENS WITH NEW LOGO (7000)	4,818.22
59584	ALLIED FIRE & SECURITY BY VYANET	QUARTERLY ALARM MONITORING	214.74
59585	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	1,389.89
59586	AVISTA UTILITIES	MONTHLY UTILITIES	11,208.47
59587	CDW GOVERNMENT, INC.	IT HARDWARE & PERIPHERALS	3,529.98
59588	CONSOLIDATED IRRIGATION DIST19	WATER - OT	22.00
59589	CITY OF SPOKANE	MONTHLY WATER & SEWER - MP	316.57
59590	E-RATE EXPERTISE, INC.	E-RATE CONSULTING SERVICES	900.00
59591	FARONICS	VOID CHECK. SEE # 59556	0.00
59592	GLOBAL EQUIPMENT COMPANY	LIBRARY PROGRAMS	302.62
59593	GREAT AMERICAN INSURANCE CO.	PROPERTY, CASUALTY, AUTO, LIABILITY INSURANCE	37,082.00
59594	INLAND POWER AND LIGHT	MONTHLY ELECTRIC UTILITIES - AH, DP	290.55
59595	KIDS NEWSPAPER	ADVERTISING	800.00
59596	MODERN ELECTRIC WATER COMPANY	MONTHLY WATER, ELEC. - SV	1,753.74
59597	MORAN PRAIRIE GRANGE #161	ANNUAL MEMBERSHIP	46.00
59598	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	2,313.89
59599	SOFTWARE ONE, INC	SOFTWARE SUPPORT	553.63
59600	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	892.76
59601	T-MOBILE	MONTHLY "MI-FI" DEVICE CELL SERVICE	934.50
59602	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	427.68
59603	VERIZON WIRELESS	MONTHLY CELL & "MI-FI" DEVICE SERVICE	2,750.73
59604	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	922.22
59605	ZIPLY FIBER	MONTHLY PHONE & BROADBAND - FF	124.06
59606	ABM INDUSTRIES, INC.	MONTHLY CUSTODIAL SERVICES	23,783.11
59607	AGE OF LEARNING, INC	ELECTRONIC LIBRARY MATERIALS	7,170.71
59608	ALLIED FIRE & SECURITY BY VYANET	QUARTERLY ALARM MONITORING	2,413.77
59609	ALLSTREAM	MONTHLY SIP, DID, LONG DIST PHONE SERVICE	444.13
59610	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	1,734.19
59611	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	794.58
59612	CENTURYLINK	MONTHLY ANALOG TELEPHONE LINE: SV ELEVATOR	63.88
59613	CITY OF AIRWAY HEIGHTS	MONTHLY WATER & SEWER - AH	125.86
59614	CITY OF CHENEY	MONTHLY WATER, SEWER, ELEC - CH	597.04
59615	CITY OF CHENEY PARKS & RECREATION	LIBRARY PROGRAM	250.00
59616	CITY OF DEER PARK	MONTHLY WATER & SEWER - DP	80.10
59617	COMIC BOOK SHOP	LIBRARY MATERIALS	248.16
59618	CITY OF MEDICAL LAKE	MONTHLY WATER, SEWER, REFUSE - ML	159.39
59619	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CH	56.86
59620	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	785.16
59621	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE	4,693.92
59622	DIVCO INCORPORATED	QTRLY BUILDING MAINT CONTRACT - HVAC	16,638.13
59623	EMPIRE DISPOSAL INC.	MONTHLY SOLID WASTE - FF	43.34
59624	THE FIG TREE	LIBRARY MATERIALS	150.00
59625	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	4,784.67
59626	HAMMOND FACILITY CONSULTING	OWNERS REP SERVICES: ACCESS CONTROL PROJ	1,125.00
59627	IDAHO STATE UNIVERSITY LIBRARY	ILL FEE FOR LOST ITEM	22.00
59628	INGRAM DISTRIBUTION GROUP, INC	WEEKLY LIBRARY MATERIALS	14,653.84
59629	INLAND PUBLICATIONS	LIBRARY PROGRAMS ADVERTISING	436.00
59630	INLAND POWER AND LIGHT	MONTHLY ELECTRIC UTILITIES - AH, DP	558.83
59631	SPOKANE COUNTY MASTER GARDENERS	LIBRARY PROGRAMS	375.00
59632	MIDWEST TAPE	WEEKLY LIBRARY MATERIALS	7,558.52
59633	MATTHEW MOELLER	REFUND OF FEE FOR LOST ITEM	8.00
59634	MONTGOMERY HARDWARE	MAINTENANCE SUPPLIES	24.03
59635	NATIONWIDE INSURANCE	EMPLOYEE DEDUCTIONS FOR PET INSURANCE	443.76
59636	NHRMA CONFERENCE & TRADESHOW	CONFERENCE REGISTRATION FEES	1,338.00
59637	OVERDRIVE, INC.	WEEKLY LIBRARY MATERIALS	34,754.73
59638	DEPT OF RETIREMENT SYSTEMS	ANNUAL FICA FEE	35.44

59639	PRISMHR, INC.	ANNUAL RECRUITMENT SOFTWARE SUPPORT	1,877.44
59640	JEFFREY RIDLINGTON	LIBRARY PROGRAM	150.00
59641	RR DONNELLEY	OFFICE/LIBRARY SUPPLIES	382.63
59642	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	23.89
59643	SPOKANE COUNTY ENVIRONMENTAL SERVICE	MONTHLY SEWER - AR, NS, SV	318.01
59644	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	514.69
59645	STATE PROTECTION SERVICES INC	MOBILE AFTER HOURS SECURITY: SV, NS	732.00
59646	UNIQUE MANAGEMENT SERVICES	MONTHLY NOTICE FEES AND MESSAGE BEE SERVICE	1,125.41
59647	UPS	SHIPPING	30.69
59648	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	1,179.04
59649	WHITWORTH WATER DISTRICT	MONTHLY WATER - NS	25.53
59650	WITHERSPOON BRAJCICH MCPHEE, PLLC	LEGAL SERVICES, GENERAL COUNSEL	3,547.00
59651	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	19,824.29
59652	ABM INDUSTRIES, INC.	MONTHLY CUSTODIAL SERVICES	110.00
59653	APS, INC.	POSTAGE METER SUPPLIES	258.09
59654	FAUCETS 'N STUFF PLUMBING	SPRINKLER STARTUP SERVICE	1,751.91
59655	GARY'S KEY & LOCK	LOCK AND KEY REPAIR	141.78
59656	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	5,015.61
59657	H&H BUSINESS SYSTEMS, INC.	QTRLY COPIER MAINTENANCE & TONER	2,085.91
59658	KIDS NEWSPAPER	ADVERTISING	800.00
59659	NATIONAL COLOR GRAPHICS	PRINTING - ENGAGE MAGAZINE	1,396.29
59660	OPTUM	MONTHLY HSA ACCOUNT ADMIN FEES	54.00
59661	PERRINE PROPERTIES, LLC	MONTHLY PARKING LOT LEASE, SV	300.00
59662	PRISMHR, INC.	MONTHLY SOFTWARE SUPPORT - HR	474.80
59663	BPR CUMULUS LLC	MONTHLY LEASE PAYMENT, BOOKEND	3,120.00
59664	UNIQUE MANAGEMENT SERVICES	MONTHLY NOTICE FEES AND MESSAGE BEE SERVICE	595.00
59665	UPS	SHIPPING	16.49
59666	WICK ENTERPRIZES, LLC	ADVERTISING	906.12
59667	ZIPLY FIBER	MONTHLY PHONE & BROADBAND - FF	123.74
W000001075	ASSOCIATION OF WASHINGTON CITIES - VIM	MONTHLY MEDICAL, DENTAL, VISION & LIFE INS	96,962.25
W000001077	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	1,000.00
W000001078	VANTAGEPOINT TRNSFR %M&T BANK-30211	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,241.36
W000001079	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	74,365.83
W000001080	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	1,749.75
W000001081	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	53,122.48
W000001082	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	629.30
W000001083	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	233.78
W000001084	STATE OF WASHINGTON	QUARTERLY SALES AND EXCISE TAXES RETURN	791.34
W000001085	STATE OF WASHINGTON	QUARTERLY PAID FAMILY LEAVE PAYMENT	10,585.73
W000001086	DEPARTMENT OF LABOR & IND.	QUARTERLY LABOR & INDUSTRIES TAXES PAID	16,194.62
W000001089	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	50,879.54
W000001090	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	68,605.69
W000001091	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	1,892.25
W000001092	VANTAGEPOINT TRNSFR %M&T BANK-30211	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,241.36
W000001093	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	50.69
W000001094	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	141.20
W000001095	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	298.12

Total Non-Payroll General Operating Fund \$ 630,810.05

PAYROLL VOUCHERS

04082022 PP7 SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #7	\$ 239,125.05
04252022 PP8 SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #8	<u>219,933.39</u>

Total Payroll General Operating Fund \$ 459,058.44

TOTAL GENERAL OPERATING FUND \$ 1,089,868.49

CAPITAL PROJECTS FUND			
VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
9632	HAMMOND FACILITY CONSULTING SERVICES	OWNERS REP SERVICES: Monthly	3,416.29
9633	SPOKANE COUNTY TREASURER	SEWER PLAN REVIEW FEE	200.00
9634	MODERN ELECTRIC WATER CO	APPLICATION FEE FOR ELECTRIC PERMIT	200.00
9635	SPOKANE COUNTY ENVIRONMENTAL SRVCS	SEWER CONNECTION FEE	4,830.00
9636	INTEGRUS ARCHITECTURE	ARCHITECT FOR NEW SV LIBRARY: Monthly	51,560.43
9637	TESTCOMM, LLC.	LEED CONSULTANT AND COMMISSIONING SERVICES	<u>400.00</u>
Total Capital Projects Fund			\$ 60,606.72

**March 2022/April 2022
Paid in April 2022
Voucher # 59651**

Card Category	Amount
General Purchases	\$ 12,675.98
Maintenance	\$ 2,201.86
Travel	\$ 1,360.00
Acquisitions	\$ 3,464.43
Information Technology	\$ -
Outreach	\$ 122.02
General Fund Purchases	<u><u>\$ 19,824.29</u></u>

Top Individual Charges (>\$350)

Purple Air	Indoor/Outdoor Air Sensors (20)	4,926.49
DRI Uprinting	Cardstock Gloss Pocket Folders (2000)	2,269.87
DRI Uprinting	Retractable Feather Banners (4)	1,275.68
DRI Uprinting	Retractable Banners (3)	556.34
A to Z Rental	Tent for Ground Breaking Ceremony	902.04
Home Depot	Ryobi Pressure Washer	604.32
AWC	Labor Relations Inst Conference Registration	495.00
Mailchimp	Monthly Email Service	568.46

NEW SPOKANE VALLEY LIBRARY PROJECT UPDATE

LOCAL Program update

Following Board of Trustees approval of the Resolutions 22-01 and 22-02 at the April 19, 2022, meeting, staff signed the financing documents, including the site lease and financing lease, on April 25, 2022, at the offices of the District's legal counsel. The documents were confirmed as received by the Office of the State Treasurer (OST) on April 26, 2022, formalizing the District's participation in the program.

The Certificates of Participation (the financial instrument used by the program that is similar in form and function to a bond) will be sold on June 8, 2022, and funds will be available to the District starting June 28, 2022. The District's interest rate will not be finalized until the time of sale, but the most recent estimate provided by OST on April 25, 2022, provided a potential interest rate range between 3% and 4%.

Construction activity update

The date of commencement of construction activities was April 4, 2022. Activities thus far have continued to be focused on site work—preparing the site for the future construction phases. Staff have put together a condensed monthly schedule of key construction activities over the coming year that will be shared at the meeting.

Overall, the construction activities for the first month have proceeded on time and on budget, with no significant issues uncovered during this critical phase of work.

City of Spokane Valley MOU update

Status is the same as reported last month. As previously reported, District staff are collaborating with District legal counsel and City of Spokane Valley staff on the draft MOU with the City for the City's \$1.3 million contribution to the library project, as defined in the 2012 Interlocal Agreement, as amended. This amount includes the ~\$840,000 paid by the District to the City for the site, as well as ~\$460,000 for other joint site improvements.

As stipulated in the agreement, these contributions are limited to frontage and/or joint site development elements, such as the parking lot, sidewalks, and other shared amenities. The street-widening and curb installation work performed by the City along Herald Road (the western border of the library property) in the summer of 2021 is one element of that contribution that has already been completed.

Boundary Line Adjustment update

In December 2021, the Board of Trustees approved a boundary line adjustment (BLA) in collaboration with the city of Spokane Valley (CoSV). The BLA drew new boundaries for both the District library property and the city-owned park property immediately adjacent to the east and north. The BLA met the goal of creating dimensions of the properties that are best suited to the designs of the respective projects, while achieving an essentially net-zero change to the square footage of the respective properties.

The District was informed via CoSV that the Spokane County Assessor' Office is requiring deeds of transfer for the portions of the parcels that were swapped between the District and CoSV. The District contracted with the engineering firm that worked on the BLA to create legal descriptions for the two transferred portions. Those descriptions were provided to the District's and CoSV's attorneys, who will draft the deeds.

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

FINANCIAL MANAGEMENT

BACKGROUND

The purpose of this policy is to provide guidelines for the financial operations of the District.

Recommended revisions follow.

- Updating the list of RCW references to reflect those directly addressed in the policy.
- Removal of references to resolutions that may be needed to address specific circumstances in annual budget formulation, but are not regular or required actions for the budget process.
- Reordering of the resolutions to distinguish required from optional resolutions.
- Clarification of the Capital Projects Fund description.
- Inclusion of a statement regarding the controls in place for Electronic Fund Transfers (EFT). This statement is in response to a recommendation from the Washington State Auditor's Office, provided as part of its 2019-2020 audit of District financial operations.
- Additional edits for clarity.

The recommended revisions have been drafted and/or reviewed by the District's legal counsel.

Finance Director Rick Knorr and Executive Director Patrick Roewe will be available to answer any questions on the proposed policy.

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 revised Financial Management policy.

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: FINANCIAL MANAGEMENT

APPROVAL DATE: NOVEMBER 21, 2000

REVISION DATE: ~~March 17, 2020~~ May 17, 2022

~~PREVIOUS POLICY TITLE: Fund Balance Management~~

RELATED POLICY

Procurement

STATUTORY REFERENCES: RCW 27.12.050, 27.12.070, 27.12.210, 43.09.240, ~~84.52.010~~,
~~84.52.020~~, 84.52.070, ~~84.55.010~~, 84.55.120

Purpose:

The Spokane County Library District Board of Trustees, pursuant to RCW 27.12.210, has exclusive control of its finances and may conduct acts necessary for the orderly and efficient management and control of the ~~library~~ District.

General Policy:

The District will comply with all statutory budget, property tax and financial reporting requirements and due dates established by both Washington state and Spokane County.

Spokane County Treasurer will serve as the District's treasurer and fiscal agent per RCW 27.12.070. The District will participate in the Spokane County Investment Pool and adopts the Spokane County Investment Policy as its investment policy.

The District's financial reporting will be on a cash basis and will follow the prescribed Budget, Accounting, and Reporting System (BARS) for cash basis entities as prescribed by the Washington State Auditor's Office.

Required Board of Trustees Actions

October of each calendar year, the Board of Trustees conducts:

1.) ~~The Board of Trustees conducts a~~ A public hearing on Library District revenue sources as required by State Law (RCW 84.55.120).

November of each calendar year, the Board of Trustees reviews and approves:

~~The Board of Trustees reviews and approves:~~

1.) A resolution adopting a budget for the following year that shall be transmitted to the Clerk of the Board of County Commissioners as required by State Law in ample time for Spokane County to make the tax levies for the purpose of the District (RCW 27.12.050, 27.12.210(4), & 84.52.020).

2.) A resolution authorizing property tax levy increases for the following year, in terms of both dollars and percentage, that shall be transmitted to the County Assessor as required by State Law (RCW 84.55.120(3)).

3.) A resolution certifying the estimated property tax levy for the following year, in dollars, that shall be transmitted to the Clerk of the Board of County Commissioners and the County Assessor, as required by State Law (RCW 84.52.070).

December of each calendar year

The Board of Trustees reviews and approves:

~~1.) If necessary, a resolution adopting an amended budget for the following year, based upon new information or revised estimates of sufficient importance to budget formulation.~~

Upon recommendation by District staff, the Board of Trustees reviews and approves the following if required and/or necessary:

1.) A resolution adopting an amended budget for the current year, based upon new information or revised estimates of sufficient importance to budget formulation.

~~The following resolutions are required only if applicable or necessary:—~~

~~42.) A resolution establishing a levy limit factor in excess of the limit factor defined by RCW 84.55.0101 for property taxes that shall be transmitted to the County Assessor only when the inflation factor as defined by RCW 84.55.0101 is less than 1% and the Board finds a substantial need to exceed the property tax limit factor.~~

Additional resolutions may be needed to address specific circumstances in annual budget formulation.

~~2.) A Resolution certifying an excess levy for General Obligation Bonds redemption as required by State Law (RCW 84.52.056), that shall be transmitted to the Clerk of the Board of County Commissioners and Spokane County Assessor only if District General Obligation Bonds are outstanding.~~

~~3.) A Resolution approving the sale of Tax Anticipation Notes (TANS) for the upcoming budget year only if the projected fund balances are insufficient to provide the necessary cash flow for District operations.~~

Financial Management Requirements

The District's General Operating Fund and Capital Projects Fund shall be managed as follows:

General Operating Fund – This fund is used to carry out the District's normal operations and maintenance activities. The following are important components of the General Operating Fund:

1. Minimum Unassigned Fund Balance

The minimum unassigned general operating fund balance should be at least 15% of total annual expenditures excluding inter-fund transfers. The unassigned general operating fund balance in excess of the minimum may be used for current-year expenditures or may be transferred to the Capital Projects Fund to meet future capital needs. Any year-end general operating fund surplus will be considered unassigned.

2. Expenditure Control

The maximum annual budgetary authorization amount is the "Total Expenses and Transfers Out" in the final adopted District budget. This amount is the District's overall expenditure control and cannot be exceeded without Board of Trustees' approval via resolution.

Capital Projects Fund – ~~This fund is used to accumulate financial resources for potential future capital investments. Consequently,~~ This fund is used to account for financial resources which are restricted or assigned for the acquisition or construction of capital facilities or other capital assets. The the unassigned Capital Projects Fund balance has no required minimum.

Cash Deposit Frequency – The District will make cash deposits at least once a week, maintaining appropriate safeguards, via an agreement with the Spokane County Treasurer (RCW 43.09.240).

Electronic Funds Transfers – The District allows the use of electronic funds transfers (EFT) to make payments for expenditures. The following are established to provide effective controls to protect EFT transactions:

1.) Use of bank provided EFT blocks and filters: If available from its financial institutions, The District will establish a block or filter on all District bank accounts. An EFT block on a District account will instruct financial institutions to prohibit any electronic fund transaction to occur for that account. An EFT filter is an instruction to the financial institutions to only allow electronic funds transactions to vendors that have been specifically authorized by the District in advance for the account in question.

2.) Use of Secure File Transfer Protocol (SFTP) capabilities only for payroll electronic direct deposit files: The District will require any financial institution partner and/or recipient of District payroll direct deposit electronic files to use SFTP.

Budget Limitations and Restrictions – General Operating Fund

The following are limitations and restrictions on the General Operating Fund:

1.) Employee Compensation

The budget for all compensation-related items (salaries and employee benefits) will be in accordance with the provisions of the District's Personnel Policy.

2.) Library Materials

The annual minimum budget for library materials will be not less than 14% of the District's operating revenues from the District's property tax levy plus revenues from contracted cities.

3.) Library Programs

The annual minimum budget for library programs will be not less than 0.5% of the District's operating revenues from the District's property tax levy plus revenues from contracted cities.

4.) Food Purchases

The District may purchase food and beverages and serve them in connection with District-sponsored activities, events, and meetings. Purchases shall be inexpensive and the effort necessary to purchase, prepare, and present them shall be minimal in nature but commensurate to the consideration or return to the District as a result of such purchase. Purchase of alcoholic beverages with District funds is prohibited.

5.) District-Branded Promotional Items

The District may purchase District-branded items and distribute them to the public in order to promote District services. Purchases shall be inexpensive and the effort necessary to purchase, prepare, and present them shall be minimal in nature but commensurate to the consideration or return to the District as a result of such purchase.

6.) District-Branded Items for Staff and Volunteers

The District may purchase clothing and/or other District-branded items and provide them to employees as a provision of employment and/or to volunteers as a provision of volunteer service. Purchases shall be inexpensive and the effort necessary to purchase, prepare, and present them shall be minimal in nature but commensurate to the consideration or return to the District as a result of such purchase.

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: FINANCIAL MANAGEMENT

APPROVAL DATE: NOVEMBER 21, 2000

REVISION DATE: May 17, 2022

RELATED POLICY

Procurement

STATUTORY REFERENCES: RCW 27.12.050, 27.12.070, 27.12.210, 43.09.240, 84.52.020, 84.52.070, 84.55.120

Purpose:

The Spokane County Library District Board of Trustees, pursuant to RCW 27.12.210, has exclusive control of its finances and may conduct acts necessary for the orderly and efficient management and control of the District.

General Policy:

The District will comply with all statutory budget, property tax and financial reporting requirements and due dates established by both Washington state and Spokane County.

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- 1.) A resolution adopting a budget for the following year that shall be transmitted to the Clerk of the Board of County Commissioners as required by State Law in ample time for Spokane County to make the tax levies for the purpose of the District (RCW 27.12.050, 27.12.210(4), & 84.52.020).
- 2.) A resolution authorizing property tax levy increases for the following year, in terms of both dollars and percentage, that shall be transmitted to the County Assessor as required by State Law (RCW 84.55.120(3)).
- 3.) A resolution certifying the estimated property tax levy for the following year, in dollars, that shall be transmitted to the Clerk of the Board of County Commissioners and the County Assessor, as required by State Law (RCW 84.52.070).

Upon recommendation by District staff, the Board of Trustees reviews and approves the following if required and/or necessary:

1.) A resolution adopting an amended budget for the current year, based upon new information or revised estimates of sufficient importance to budget formulation.

2.) A resolution establishing a levy limit factor in excess of the limit factor defined by RCW 84.55.0101 for property taxes that shall be transmitted to the County Assessor only when the inflation factor as defined by RCW 84.55.0101 is less than 1% and the Board finds a substantial need to exceed the property tax limit factor.

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Financial Management Requirements

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General Operating Fund – This fund is used to carry out the District's normal operations and maintenance activities. The following are important components of the General Operating Fund:

1. **Minimum Unassigned Fund Balance**

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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.

PARTNERSHIP AND SPONSORSHIP

BACKGROUND

The purpose of this policy is to define the conditions and responsibilities associated with partnerships and sponsorships between the District and community entities.

Recommended revisions follow.

- Inclusion of governmental agencies as a potential partner category
- Inclusion of a statement that clarifies the use of the term “partner” does not establish a legal partnership as per state law
- Requiring a written agreement between the District and partner or sponsor, rather than making it optional

The recommended revisions have been drafted and/or reviewed by the District's legal counsel.

Communication & Development Director Jane Baker and Executive Director Patrick Roewe will be available to answer questions on the policy.

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 revised Partnership and Sponsorship policy.

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: Partnership and Sponsorship

APPROVAL DATE: February 18, 2014

REVISION DATE: ~~April 21, 2020~~ May 17, 2022

RELATED POLICIES:

Gifts

Naming and Recognition

Purpose:

To define the conditions and responsibilities associated with partnerships and sponsorships between Spokane County Library District (the District) and community entities.

Definitions:

Community Partnership: A relationship between the District and an institution, business, nonprofit organization, ~~or~~ community group, or other governmental agency that involves an exchange of services, use of facilities, a newly-created service or event, or other transaction that is mutually beneficial to both partners and is of benefit to the community. While the District and the partner may not have identical goals, their goals should be complementary. Each partner contributes to the enterprise. For the purpose of clarity, the use of the term "partner" does not connote and shall not result in the establishment of a partnership pursuant to Title 25 Revised Code of Washington, as amended.

Sponsorship: A mutually beneficial exchange between the District and an institution, business, nonprofit organization, community group or individual (the sponsor), whereby the sponsor contributes funds, products, or services of a defined value and in turn, receives recognition, acknowledgement, ~~or~~ other promotional considerations.

General Policy:

The District seeks and encourages the support of institutions, businesses, nonprofit organizations, ~~and~~ community groups to enhance or improve library activities, facilities, services, events and/or programs through the establishment of sponsorships and community partnerships. These relationships create new opportunities to improve the quality of life in the communities the District serves in a manner that furthers the mission, vision, and values of the District and its partner(s) or sponsor(s).

Guidelines:

Certain guidelines apply in deciding the specific nature and conditions of acceptable partnerships and sponsorships. As determined by District staff, all community partnerships and sponsorships:

- Must align with the District's strategic priorities and be in the best interest of the District and its library customers.
- Must be consistent with the District's mission, vision, and values.
- Must be consistent with all Spokane County Library District policies.
- Must be approved by the Executive Director or designee and approved by the Spokane County Library District Board of Trustees, as required.
- ~~May~~ **Must** require a written memorandum of understanding or formal written agreement between the District and community partner or sponsor outlining each party's responsibilities or activities.

Community partners and sponsors will be provided recognition commensurate with the level of their contribution as determined by the District.

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: Partnership and Sponsorship

APPROVAL DATE: February 18, 2014

REVISION DATE: May 17, 2022

RELATED POLICIES:

Gifts

Naming and Recognition

Purpose:

To define the conditions and responsibilities associated with partnerships and sponsorships between Spokane County Library District (the District) and community entities.

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Community Partnership: A relationship between the District and an institution, business, nonprofit organization, community group or other governmental agency that involves an exchange of services, use of facilities, a newly created service or event, or other transaction that is mutually beneficial to both partners and is of benefit to the community. While the District and the partner may not have identical goals, their goals should be complementary. Each partner contributes to the enterprise. For the purpose of clarity, the use of the term “partner” does not connote and shall not result in the establishment of a partnership pursuant to Title 25 Revised Code of Washington, as amended.

Sponsorship: A mutually beneficial exchange between the District and an institution, business, nonprofit organization, community group or individual (the sponsor), whereby the sponsor contributes funds, products, or services of a defined value and in turn, receives recognition, acknowledgement, or other promotional considerations.

General Policy:

The District seeks and encourages the support of institutions, businesses, nonprofit organizations, and community groups to enhance or improve library activities, facilities, services, events and/or programs through the establishment of sponsorships and community partnerships. These relationships create new opportunities to improve the quality of life in the communities the District serves in a manner that furthers the mission, vision, and values of the District and its partner(s) or sponsor(s).

Guidelines:

Certain guidelines apply in deciding the specific nature and conditions of acceptable partnerships and sponsorships. As determined by District staff, all community partnerships and sponsorships:

- Must align with the District’s strategic priorities and be in the best interest of the District and its library customers.
- Must be consistent with the District’s mission, vision, and values.
- Must be consistent with all Spokane County Library District policies.
- Must be approved by the Executive Director or designee and approved by the Spokane County Library District Board of Trustees as required.
- Must require a written memorandum of understanding or formal written agreement between the District and community partner or sponsor outlining each party’s responsibilities or activities.

Community partners and sponsors will be provided recognition commensurate with the level of their contribution as determined by the District.

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.

SOCIAL MEDIA**BACKGROUND**

The purpose of this policy is to provide guidelines for the use of social media as an important enhancement to the communication, collaboration, and information exchange among District staff, library customers, and the public.

Recommended revisions follow.

- Expansion of the list of related policies and statements
- Updating job titles and preferred nomenclature
- Alignment of non-discrimination statements with the protected statuses outlined in the District's Access to Library Services policy via reference to said policy.
 - For reference, that policy, modeled on state law, says the following:
"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."
- Additional edits for clarity.

The recommended revisions have been reviewed by the District's legal counsel.

Communication & Development Director Jane Baker and Executive Director Patrick Roewe will be available to answer any questions on the proposed policy.

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 revised Social Media policy.

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: Social Media

APPROVAL DATE: November 20, 2012

REVISION DATE: ~~September 15, 2020~~ May 17, 2022

RELATED POLICY:

Access to Library Services

Confidentiality of Library Records

Code of Conduct

RELATED STATEMENT:

Privacy Notice (Website)

Purpose:

Spokane County Library District (District) endorses the use of carefully chosen social media tools as an important enhancement to the communication, collaboration, and information exchange among District staff, library customers, and the public. Social media use by libraries can provide streamlined, cost-effective marketing and outreach, deliver online programming, foster a sense of community between the library and its customers, and present interesting, relevant content to various audiences, just as in other library curatorial efforts.

Definition:

Social media at the District is defined as any web application, site, or account that facilitates the sharing of ideas, opinions, and information about library-related subjects and issues, including the District website.

POLICY:

Social media tools employed by the District are selected to enhance or provide a cost-effective means to deliver such library services, programs, and functions as:

- Community outreach, marketing, and publicity.
- Education of the community in the use of library resources.
- Readers' advisory services.
- Information and reference services.
- Book discussion groups.
- Education readiness activities for pre-school children.
- Reading incentive programs for all ages.
- Cultural and educational programming.
- Advertisement of volunteer and employment opportunities available at the District.
- Additional library-related uses that may be explored or expanded upon as deemed reasonable by library administration.
- A welcoming and inviting online space where library users will find and share useful, interesting, entertaining, and relevant information.
- Support and interaction with community partners and events.

Public Terms of Use:

Spokane County Library District has no affiliation with any advertisements or other material posted by third-party sites or software. District social media sites are for individuals and other organizations to discuss things related to libraries, the District, and our community.

By choosing to comment on District social media sites, including the District website, users agree to the following terms.

Comments are moderated by District staff, and the District reserves the right to not post or to remove comments that are unlawful or off-topic as determined in its sole discretion, including, but not limited to:

- Plagiarized material.
- Off-topic comments.
- Commercial material, spam, and solicitations.
- Duplicate posts from the same individual.
- Impersonation of another person or posting of someone's private information.
- Profanity and political statements.
- Any efforts to intimidate, harass, personally attack, or defraud another.
- Any disruptive or excessive postings.
- Posting meant to further illegal activity.
- Sexual content or links to sexual content.
- Statements that ridicule, malign, disparage, or otherwise express bias against ~~any race, religion, disability, gender, and any status~~ identified in the District's Access to Library Services policy, or otherwise protected by applicable law.
- Content that reveals private, personal information without permission.
- Posts that violate brand trademarks or copyrights.
- Information that may compromise the safety or security of the public ~~and/or library~~ District staff.
- Images, executable programs, or any non-textual content.
- Information or photos about member interactions without their permission.
- Disclosure of confidential, legal, or private information held by the District, including that which pertains to District staff or customers.
- Any contests or promotions directed toward ~~members~~ customers or District staff that are not approved by the Communication ~~Department & Development Director or designee.~~
- Content that violates ~~federal, state, or local~~ applicable law.
- Information that may tend to compromise the safety or security of the public or public systems.

Persons, whether public or District staff, who repeatedly violate these terms may be barred from further postings.

All comments are potential public records, and as such, ~~are~~ may be subject to Washington State public records laws and records retention schedules.

Staff Terms of Use:

~~Library~~ District staff are encouraged to share District events, services, and community information on their personal social accounts ~~with the~~ under the following conditions in mind:

- Refrain from identifying themselves as representing the District and/or the District's views, unless they are authorized to do so.
- Preface their opinions about libraries, the District, or work duties with a disclaimer stating their views do not necessarily represent the District's.
- Avoid sharing any proprietary or confidential information about the District, its customers, prospects, partners, or suppliers.

- ~~Never Refrain from posting~~ anything threatening, harassing, bullying, or defamatory, or that could contribute to a hostile work environment, by disparaging others based on ~~race, gender, disability, relation, and any status protected by law or District policy~~ any status identified in the District's Access to Library Services policy, or otherwise protected by applicable law.

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

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

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: Social Media

APPROVAL DATE: November 20, 2012

REVISION DATE: May 17, 2022

RELATED POLICY:

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Confidentiality of Library Records

Code of Conduct

RELATED STATEMENT:

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- Off-topic comments.
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- Duplicate posts from the same individual.
- Impersonation of another person or posting of someone's private information.
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- Any disruptive or excessive postings.
- Posting meant to further illegal activity.
- Sexual content or links to sexual content.
- Statements that ridicule, malign, disparage, or otherwise express bias against any status identified in the District's Access to Library Services policy, or otherwise protected by applicable law.
- Content that reveals private, personal information without permission.
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- Information that may compromise the safety or security of the public and/or District staff.
- Images, executable programs, or any non-textual content.
- Information or photos about member interactions without their permission.
- Disclosure of confidential, legal, or private information held by the District, including that which pertains to District staff or customers.
- Any contests or promotions directed toward customers or District staff that are not approved by the Communication & Development Director or designee.
- Content that violates applicable law.
- Information that may tend to compromise the safety or security of the public or public systems.

Persons, whether public or District staff, who repeatedly violate these terms may be barred from further postings.

All comments are potential public records, and as such, may be subject to Washington State public records laws and records retention schedules.

Staff Terms of Use:

District staff are encouraged to share District events, services, and community information on their personal social accounts under the following conditions:

- Refrain from identifying themselves as representing the District and/or the District's views, unless they are authorized to do so.
- Preface their opinions about libraries, the District, or work duties with a disclaimer stating their views do not necessarily represent the District's.
- Avoid sharing any proprietary or confidential information about the District, its customers, prospects, partners, or suppliers.
- Refrain from posting anything threatening, harassing, bullying, or defamatory, or that could contribute to a hostile work environment, by disparaging others based on any status identified in the District's Access to Library Services policy, or otherwise protected by applicable law.

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

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

PERSONNEL POLICY - HR 11 SAFETY & HEALTH

BACKGROUND

No changes that impact or alter the purpose or application of this policy were recommended at this time.

Recommended revisions include updates to job titles and the boilerplate statement that ends all policies. Repetitive statements were also eliminated.

Human Resources Director Toni Carnell will be available to answer any questions.

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 revised HR11 Safety & Health policy.

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: HR11 – Safety & Health

APPROVAL DATE: 01/01/1982

REVISION DATE: ~~05/15/2018~~ 05/16/2022

Purpose

To set forth the District's policies for the safety and health of employees.

Scope

Applies to all District employees and volunteers

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

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

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

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

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

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

11.1 Accident/Incident Reporting

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

11.2 Annual Facility Inspection/Fire Drill

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

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

11.3 Hazardous Materials Communication Program Policy

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

11.4 Weapons in the Workplace

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

11.5 Employee Wellness

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

The Executive Director will establish administrative procedures necessary to implement this policy. 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.

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

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

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

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: HR11 – Safety & Health

APPROVAL DATE: 01/01/1982

REVISION DATE: 05/17/2022

Purpose

To set forth the District's policies for the safety and health of employees.

Scope

Applies to all District employees and volunteers

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

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

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

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

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

Additional information can be found in the District Safety Manual.

11.4 Accident/Incident Reporting

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

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

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Spokane County Library District recognizes that good health and well-being are key elements in maximizing the quality of life for all staff members. The District encourages all employees to participate in wellness programs and activities.

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.

PERSONNEL POLICY - HR 12 Searches & Inspections

BACKGROUND

No changes that impact or alter the purpose or application of this policy were recommended at this time.

Recommended revisions eliminate repetitive statements and update preferred nomenclature and the boilerplate statement that ends all policies.

Human Resources Director Toni Carnell will be available to answer any questions.

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 revised HR 12 Searches & Inspections policy.

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: HR12 – Searches and Inspections

APPROVAL DATE: 05/15/2018

REVISION DATE: 05/17/2022

Purpose

To set forth the District's policies for inspections and searches of ~~work stations~~ workstations and technology resources.

Scope

Applies to all District employees and volunteers

12.1 Property

The District provides ~~work stations~~ workstations, including desks, files, lockers, closets, etc., to carry out legitimate District business. Users are expected to act lawfully, ethically and professionally, and to exercise common sense. ~~Actions that would reflect negatively upon the District, Library Board, Executive Director, or media should be avoided.~~

By using the District's equipment, including ~~work stations~~ workstations, an employee consents to reasonable search of the ~~work stations~~ workstations. There is no right to privacy in the use of District equipment.

In order to maintain a safe workplace for all staff, employees of the District are advised that upon reasonable suspicion, the District reserves the right to inspect or search, without advance notice, any desk, file, locker, closet or other container provided by the District. The District may also, upon reasonable suspicion, inspect or search employee possessions present on District property, with advance notice to the employee.

Where applicable, the District will provide locks for employee use and shall retain a key or combination to all locks provided for use by employees in the workplace. Employees may not use a personal lock on District property unless authorized by the District.

Employees who do not permit the searches described above may be subject to disciplinary action up to and including termination.

12.2 Computers and Communications Systems

The District provides network, communications systems, equipment and devices ("technology resources") to carry out legitimate District business. By using the District's technology resources, an employee consents to disclosing the contents of any data files, information and communications created on, stored on, transmitted, received or exchanged via its network, communications systems, equipment or devices. There is no right to privacy in the use of District's technology resources. By using the District's technology resources, an employee consents to monitoring, recording, and reviewing the use of that technology resource.

The District reserves the right to monitor, review, audit, intercept, access, and disclose all messages and/or data created, received, or sent over any of its electronic systems for any purpose at any time. All messages or data created, sent, or received using any of the District's electronic communication or

computer systems are considered property of the District. Only employees authorized by the Executive Director may research, retrieve, read, or copy messages and/or data stored on any of the District's electronic systems by another user.

Unethical, inappropriate, or illegal use of District computer or communication systems, equipment, or network is prohibited and may lead to disciplinary action up to and including termination.

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.

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

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

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

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: HR12 – Searches and Inspections

APPROVAL DATE: 05/15/2018

REVISION DATE: 05/17/2022

Purpose

To set forth the District's policies for inspections and searches of workstations and technology resources.

Scope

Applies to all District employees and volunteers

12.1 Property

The District provides workstations, including desks, files, lockers, closets, etc., to carry out legitimate District business. Users are expected to act lawfully, ethically and professionally, and to exercise common sense.

By using the District's equipment, including workstations, an employee consents to reasonable search of the work station. There is no right to privacy in the use of District equipment.

In order to maintain a safe workplace for all staff, employees of the District are advised that upon reasonable suspicion, the District reserves the right to inspect or search, without advance notice, any desk, file, locker, closet or other container provided by the District. The District may also, upon reasonable suspicion, inspect or search employee possessions present on District property, with advance notice to the employee.

Where applicable, the District will provide locks for employee use and shall retain a key or combination to all locks provided for use by employees in the workplace. Employees may not use a personal lock on District property unless authorized by the District.

Employees who do not permit the searches described above may be subject to disciplinary action up to and including termination.

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The District provides network, communications systems, equipment and devices ("technology resources") to carry out legitimate District business. By using the District's technology resources, an employee consents to disclosing the contents of any data files, information and communications created on, stored on, transmitted, received or exchanged via its network, communications systems, equipment or devices. There is no right to privacy in the use of District's technology resources. By using the District's technology resources, an employee consents to monitoring, recording, and reviewing the use of that technology resource.

The District reserves the right to monitor, review, audit, intercept, access, and disclose all messages and/or data created, received, or sent over any of its electronic systems for any purpose at any time. All messages or data created, sent, or received using any of the District's electronic communication or computer systems are considered property of the District. Only employees authorized by the Executive

Director may research, retrieve, read, or copy messages and/or data stored on any of the District's electronic systems by another user.

Unethical, inappropriate, or illegal use of District computer or communication systems, equipment, or network is prohibited and may lead to disciplinary action up to and including termination.

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

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

Overview – Engage Magazine

Communication & Development Director Jane Baker and Communication Specialist Erin Dodge will provide a summary of the process in producing the Engage program and resources guide.

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

SUMMER MEETING SCHEDULE**Background**

Traditionally, the summer meeting schedule is planned to ensure a quorum is available for regular meetings held June through August. Should the Board of Trustees choose to cancel one of its three summer meetings, upcoming tentative agendas would be adjusted accordingly.

Possible Action: The Board of Trustees may decide by consensus to cancel one of its regularly scheduled summer meetings.

FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: JUNE - JULY 2022***June 21, 2022: Otis Orchards Library - (4:00 p.m.)***

- New Spokane Valley Library: Update
- Annexation of Cities & Towns to the Library District
- Overview – Network Security

Please send requests for agenda additions or changes to the Board Chair or Administrative Assistant no later than Tuesday, June 7, for inclusion in the preliminary agenda to be sent June 8. Meeting packets will be mailed June 15.

July 15, 2022: Cheney Library - (4:00 p.m.)

- New Spokane Valley Library: Update
- Fixed Assets Policy: Approval Recommendation.
- Overview – Mobile Services

SPECIAL MEETINGS/ACTIVITIES2022

Oct 10 All Staff Day, Tentative

EXECUTIVE DIRECTOR'S REPORT APRIL 2022

Business Office, Finance and Facilities – Rick Knorr

2022 General Fund

Financial results through April 2022 follow. Since we have reached April 30, one can see the large amount of property tax collections received. Since April 30 fell on a Saturday, the total amount collected so far is 47%, just short of half. The District can expect approximately another \$1,000,000 collected in May, bringing the total collected after the first half tax payments are due, up to the historical average of approximately 53%.

There are a few line items after 4 months of operations that will be further discussed and analyzed.

Grants & Donations Revenue

Total grant and donations received through April 2022 is \$28,916, higher than the \$7,000 budgeted for the full year. The table below details the grants and donations received by the District so far.

Grant Title	Grantor	Actual	Budget
Libraries Build Business Grant	Google / ALA	20,333	-
After School Snack Program (DP)	State of Washington	1,180	7,000
Friends Groups	CH / DP / OT / ML	5,777	
In Library and Other Donations		1,626	
		28,916	7,000

As displayed, the Libraries Build Business (LBB) grant is the primary reason the District has exceeded budget. The LBB grant was awarded in 2020 for \$61,000 total, payable in three equal payments. The payment above is the third and last payment and was budgeted in 2021. As of October 2021, when the current year budget was finalized, we still expected to receive this payment before the end of 2021 and did not budget for it in 2022. However, it was not received until January 2022.

Fines and Fees Revenue

Fines and fees collections are coming in ahead of budget, which can be entirely blamed on a conservative budget, which was based on the diminished collections received during the previous two years. The District has resumed overdue fines and has also resumed using a collection agency for those accounts with balances exceeding \$50, so it does appear we will continue to report collections well over budget during 2022.

Insurance Expense

Although expenses in total are close to target, the insurance expense line is over budget as of the end of April. The following table reports additional details of the major lines of coverage.

Coverage	Actual	Budget
General Liability & Property	56,177	57,000
Directors and Officers	9,307	10,000
Cyber Liability	16,750	8,000
	82,234	75,000

As displayed, the main reason our insurance expense has increased is for cyber insurance coverage. In December, after our budget was established, PayneWest, the District's insurance agency, reported that our current cyber insurance carrier did not renew our coverage, as they chose to drop that line of coverage entirely. A replacement insurance carrier was eventually found but the cost was significantly higher.

Facilities Report

HVAC Controls Upgrade

The Facilities Department happily reports the HVAC Controls Project began May 9, at the Cheney Library. We hope to share additional progress details during the meeting.

Access Control and Intrusion Project

This project has been progressing—albeit slowly—due to the availability of components. This project can best be described in three phases:

- Phase 1 is wiring, both high voltage and low voltage between the communications room in each library and all the doors and alarm sensors and other endpoints within the building. This phase is complete in six buildings, with the remaining buildings scheduled to be completed by the end of May.
- Phase 2 is installation of all endpoint devices except for card readers, such as motion detectors and door contacts (that detect when a door is open). This phase has been recently scheduled for the second and third week of June.
- Phase 3 is installation of the card readers and new alarm panels at the controlled entry points. This part has not yet been scheduled due to card reader availability.

Other maintenance projects recently completed were parking lot sweeping and restriping.

Human Resources – Toni Carnell

Sessions of Person in Charge (PIC) training were held, New Employee Orientation (the first since January 2020) was attended by 18 staff hired since February 2020, and new courses continue to be added to the learning management system and the training calendar.

Staff updates

New hires:

- Mobile Services Associate
- Public Services Associate

Promotions:

- Public Services Associate to Library Supervisor

Separations:

- Mobile Services Associate
- Public Services Specialist
- Web Services Specialist

Position Reclassification:

- Library Assistant to Public Services Associate (10 positions). This reclassification was planned for as part of the 2022 budget.

Communication & Development – Jane BakerCommunication

April started with some excitement on the District's Twitter account. A tweet about National Children's Book Day on April 2 was retweeted by Dan Rather (former national TV news anchor). The tweet included a video from Spokane Valley Library and garnered an impressive 327 likes, 68 retweets, and 58 comments. This is the second time that Mr. Rather has retweeted a District post.

April was also an active month for the District in local news, with 10 articles in area newspapers about upcoming programs. *The Inlander* featured 4 and the *Spokesman* included 6 mentions. This promotion was earned media resulting from press releases.

Development

The annual Library Giving Day fundraiser got off to a slow start; however, a last-minute final push in the District's eNewsletter boosted donations to \$4,304, which was short of the \$5,000 goal but on par with previous fundraising efforts focused on the Cultural Pass program that provides tickets to the Symphony and the Museum of Arts & Culture.

Work has begun on a Naming & Giving Opportunities brochure to assist with the SV Capital Campaign. This brochure will include renderings of items/areas available for naming rights and an order form for engraved pavers. The brochure will be added to the Foundation's campaign packets and be a useful tool in talking about the various giving opportunities.

Operations - Doug Stumbough

For the month of April, a total of 72,161 customers visited our libraries in person, up 1,300 from 70,861 (2%) from March. The total number of physical items borrowed by customers declined (-5%), with 91,017 items borrowed in the libraries compared to 95,858 in March (-4,841).

Positive Interaction Reports

There are many instances where District staff, services, and programs impact our customers in sometimes small but encouraging ways. Following are two examples from April.

A customer called Spokane Valley looking for a specific image: the left engine of a C-119 Flying Boxcar, a WWII aircraft. Public Services Associate Jacob dug through print resources and let him know that while unable to find exactly what he needed in a book, they would be happy to review online resources as well. The customer said that would be perfect and came in. Searching online, they were able find exactly what he was looking for. When given the image, the customer shared he wanted to remember where he was standing when his friend passed and could not remember what the plane looked like. The customer was very appreciative of the assistance.

Nan, a Spokane Valley user, requested paperback (lighter-weight) books by Dick Francis and was having trouble finding what she wanted in the stacks. Public Services Specialist Melissa showed Nan how to do an advanced search on the catalog, then explained some genres are shelved in separate areas and that some nicer-quality paperbacks are inter-shelved with the hardback books. They found several available titles and she was excited to be able to check out five. At the end of the interaction, Nan said she has always had great service at Spokane Valley Library. She pointed out that most places these days “don’t offer good service.” But she said she “has always received great customer service at Spokane Valley and is very thankful to us for that.”

Collection Services – Andrea Sharps

Top Checkouts and Holds

This month we focused 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 April:
 - **Audiobook checkouts** April 1 – April 30:
 - *The Last Thing He Told Me: A Novel* by Laura Dave (68)
 - *Where the Crawdads Sing* by Delia Owens (61)
 - *Dune* by Frank Herbert (60)
 - **Ebook checkouts** April 1 – April 30:
 - *The Last Thing He Told Me: A Novel* by Laura Dave (58)
 - *Wish You Were Here* by Jodi Picoult (57)
 - *Bridgerton Collection, Volume 1* by Julia Quinn (52)
 - **Audiobook holds** as of May 2:
 - *Atomic Habits: An Easy & Proven Way to Build Good Habits & Break Bad Ones* by James Clear (69)
 - *The Paris Apartment* by Lucy Foley (64)
 - *22 Seconds* by James Patterson (60)
 - **Ebook holds** as of May 2:
 - *Dream Town* by David Baldacci (78)
 - *Run, Rose, Run* by Dolly Parton and James Patterson (77)
 - *Verity* by Colleen Hoover (70)

- Popular **Adult Physical Book** titles April:
 - Checkouts:
 - *The Lost Apothecary* by Sarah Penner (44)
 - *Run, Rose, Run* by Dolly Parton and James Patterson (34)
 - *My Friend Anna: The True Story of a Fake Heiress* by Rachel DeLoache Williams (33)
 - Holds:
 - *The Investigator* by John Sandford (34)
 - *The Diamond Eye: A Novel* by Kate Quinn (31)
 - *Run, Rose, Run* by Dolly Parton and James Patterson (27)

OverDrive's Big Library Read

The title selected for OverDrive's Big Library Read program was *Music is History* by Questlove. This title was available for unlimited simultaneous use in the ebook and audiobook formats between April 4–18, at no cost to the District. The Big Library Read is a two-week digital reading program that connects readers and listeners around the world with the same title at the same time without any waitlists or holds. *Music is History* was the 18th most checked out ebook in April with 34 checkouts recorded.

COLLECTION MONTHLY REPORT			
APRIL 2022			
	Select Transaction Count		
Physical Collection	YTD 2022	YTD 2021	CHANGE
Items Processed	18,075	15,925	14%
Interlibrary Loan Total	2,030	1,681	21%
Overdrive			
Total Checkouts	274,650	263,074	4%
Total Holds	83,242	84,999	-2%
hoopla			
Total Checkouts	11,814	11,452	3%
	Total Items in Collection		
Material Type	YTD 2022	YTD 2021	CHANGE
Print	306,980	309,327	-1%
Nonprint	77,041	82,564	-7%
Overdrive	135,086	115,961	16%
Grand Total	519,107	507,852	2%
NOTES: PRINT = Books and Periodicals			
NONPRINT = DVDs, CDs, Books on CD, and other media			
OVERDRIVE = Downloadable eBooks and Audiobooks			

Executive Director – Patrick Roewe

The majority of my focus this month was on the new Spokane Valley Library project, along with other agenda items for this month's meeting. Brief updates on a few other items follow.

SCLD Strategic Plan Progress Report – Aileen Luppert

The District's strategic planning process adopts ALA's Libraries Transforming Communities Model, which "seeks to strengthen libraries roles as community leaders using the Harwood Institute's Turning Outward approach to community engagement." This approach makes ongoing community engagement vital to planning and implementing the library's work. The 2023-2025 Community Engagement Plan will be our third iteration of a strategic plan using this methodology.

The District created a team who will be responsible for the planning process over the next year. This 28-member team is made up of all our librarians, public services managers, and representatives from other departments (Collection Services, IT, Communication and Administration). Following the Harwood Institute's Model, the Team began its work with Step 1, known as "Intentionality." Intentionality, in this context, helps develop a mindset and commitment to a practice in which a deep understanding of the local community is central to decision-making and work. There is an emphasis on developing an authentic, authoritative, and accountable understanding of the community in which we are a part. We ask ourselves, "Will the residents of this community believe me if I talk to them about their community?"

The next step is "Gathering Public Knowledge." In this phase, the team actively pursues interviews and facilitates conversations with community members and stakeholders. The goal is to uncover the "community's aspirations" and write "community narratives," which describe them. We intend to hold three or more conversations, and as many interviews as possible, focused on each of the 10 community libraries we serve and the District as a whole. At the conclusion of this step, the community aspirations and narratives will be gathered and reviewed for themes and commonalities. Later, we identify the best ways the library can align its resources with these aspirations. The District's final Community Engagement Plan formalizes how we intend to implement this alignment.

The interviews and conversations are scripted and revolve around the question, "In what kind of community do you want to live?" We ask about significant issues the community is facing, perceived challenges, and who is trusted to effect change. The script deliberately leaves out questions specific to the library or library services. Asking about the library tends to keep focus on the present and perceived library shortcomings. Asking about community aspirations, we instead develop an understanding of hopes and visions for the future. Our goal is to find the most meaningful ways the District can be a part of that vision.

While identification of community aspirations is foundational to writing a community engagement plan, the process of collecting the information has an important secondary function. It gives staff opportunities to cultivate current partnerships and explore potential new ones. Staff invite current library partners and supporters to participate in the process, but also seek out individuals, groups of people, and organizations that the library may not have worked with previously. Doing so is a ripe opportunity to make new connections, but it can also create risk of damaging a potential new partnership before it begins. This can happen inadvertently with the language we use, perhaps the process itself, or other

accidental behaviors. Core values of librarianship include commitments to diversity and service to everyone, but we don't always know whether our words and actions meet the heartfelt commitment to these values. Understanding we would be sending staff out to meet with members of our diverse community, it seemed the right time to be more mindful of how intentions and impact of each of us, and for the District, can be very different from one another—sometimes even clash. The Equity, Diversity, and Inclusion (EDI) sessions are intended to minimize potential misunderstandings and develop what some libraries call “cultural humility.”

In the first EDI session, staff discussed and reflected on their own positionality. This was a first step toward understanding how one's own culture and beliefs may differ from others. We'd like to take another step in that direction, knowing that a deeper appreciation matters greatly as we interact with new potential partners in our community. The end goal, if there is such a thing in this kind of work, is to embed a deeper awareness of equity, diversity, and inclusion into this strategic plan process and the daily work that will follow.

Electric Vehicle Charging Stations Proposal Update

Avista routed updated contracts to the District in late April for review, to which staff replied with comments. The latest contract drafts appear to be near-final, so we hope to have the contracts signed in May.

Operations Report April 2022

Doug Stumbough and Kristy Bateman

Service Priority Teams

Business and Career Development (Stacey Goddard)

- This month's SCORE workshop, *Social Media Basics for Business*, had eight attendees.
- A highlight this month was registering for some community events that are returning in May. We will be participating in the Greater Spokane Valley Chamber of Commerce's Business Showcase and the KHQ/WorkSource Job Fair. My team and I are looking forward to getting out and talking with people about library services!

Early Learning (Mary Ellen Braks)

- We started in-person Storytimes this month. We are beginning with 13 Storytimes throughout the District and one online. We had 43 Storytimes this month with an attendance of 501. It will take us a while to build back up to pre-pandemic participation. Staff noticed a lot of new families attending.
- The Early Learning Team continues to work on incorporating best practices and DCYF (Department of Children, Youth, and Family) requirements into our STARS classes.

Education and Enrichment (Gwendolyn Haley)

- Summer Reading, *Read Beyond the Beaten Path*, preparations are underway. The Foundation is sponsoring prize drawings and we are excited to welcome families to our first in-person programs in two years. Library staff are starting to host tours and groups from schools as well as visit them.
- We hired three temporary Camp Counselors to serve at *Camp Read-a-Rama* this summer. We will host three one-week sessions at three different parks in Spokane Valley where free summer meals are available.
- April was filled with in-person and online programs; 261 people participated. Gardening programs were particularly greeted with enthusiasm.

Digital Projects and Resources (Carlie Hoffman)

- Researching catalog discovery layer options to enhance customer search experience and meeting with vendors.

Information Technology (Patrick Hakes)

- The SharePoint project has been completed.
- Multi-factor authentication (MFA) is currently being deployed to increase network security for the District. This is in addition to the MFA implemented with Microsoft O365.

Mobile Services (Amber Williams)

- It is with great excitement that I share that LINC has arrived! After one more weather delay, the truck was delivered April 26. Mobile Services staff focused on learning to drive and filling the shelves to be ready for a public debut in May.

Library Reports

Airway Heights: Autrey Lehman

- During our *Food for Fines* week, the Airway Heights community contributed 98lbs of food to 2nd Harvest. Many members donated even if they had no fines.
- Customers have been excited to see Storytimes return and we have new families attending.
- We had a customer let us know that audiobooks have been a lifesaver for him after a medical situation left him unable to read. We helped him learn Libby, Hoopla, and showed him how to search through our entire Book on CD collection.

Argonne: Pat Davis

- Argonne customers brought in 142lbs of food during *Food for Fines* week.
- The return of Storytime has brought in new families. A mother shared they attended online Storytimes but were excited to come in person.

BookEnd: Briana Ruffing

- A customer submitted a Suggest an Item form requesting an eBook which we did not have. We replied with instructions on how he can access Overdrive and request it to be purchased for our collection. He replied with a sincere thank you for teaching him how to use a resource that was brand new to him even after serving as a librarian for 30 years.
- PSA Nicollai created a poet tree for *National Poetry Month*, which generated a lot of attention, and many poems were added by all ages.

Cheney: Amy Fair

- Our first few weeks of Storytime brought 36 attendees. Today I was told by a group of preschoolers that I should not go back to work but instead read stories all day.
- *Food for Fines* week brought in 230 pounds of food that was given to the Cheney Food Bank.
- Librarian Crystal Miller connected with 58 students at EWU's Earth Day Fair.

Deer Park: Stacy Loberg

- The Deer Park community donated about 450lbs of food to the local food bank during *Food for Fines*.
- Family Storytime started on Tuesdays and each week we are seeing more in attendance.

Fairfield: Kristy Bateman

- Librarian Cindy Ulrey handed out 100 student cards to an English teacher at Freeman HS. The teacher is starting a book club and the District has a standing invite to book talk.

Medical Lake: Cecelia McMullen

- A customer thanked us for our understanding during Covid. He was medically unable to wear a mask and said we were the only place that treated him with understanding and respect.
- The return to *Storytime* has been greeted with enthusiasm with new families arriving each week.

Moran Prairie: Caitlin Wheeler

- Meeting room use has continued to pick up. One group emphasized their appreciation for the meeting rooms. They said they had used them frequently before Covid-19 and were glad to have such a nice space to gather in once again.
- The Moran Prairie community donated 343lbs of food to 2nd Harvest during *Food for Fines*.
- Moran Prairie held its first three Storytimes, with an increasing number of attendees at each. The children enjoyed making onomatopoeias, singing in American sign language, and meeting new friends.

North Spokane: Brian Vander Veen

- This month we had multimedia art by Star Ryan on display on our gallery wall and plant and lichen samples from Jeremy Mullin in our foyer display case.
- Children and teachers from Colbert Learning Tree Preschool came and toured the library. There were shouts of delight when they got to observe the book drop from the staff side and watch items falling into the carts.
- North Spokane customers contributed 355lbs of food to 2nd Harvest during *Food for Fines* week.

Otis Orchards: Briana Ruffing

- Two long-time library customers turned in their library cards letting us know they would be moving out of state. They said leaving our library will be one of the most difficult adjustments in their move and are hoping their new local library will provide as positive of an experience as ours.
- A mother inquired about displaying her son's recently published book on our shelves. She was thrilled when we informed her that we were able to add it to our collection and it was prominently displayed in our Local section. She came by to take photos of it on display and expressed her appreciation.

Spokane Valley: Danielle Milton

- For *National Poetry Month*, we created a poet-tree in the children's area. Customers could write their poems on construction paper leaves and staff posted them to the tree. Over the course of a month, we had 86 poems added to the tree.
- Tax-Aide at the Spokane Valley library was a success. Our volunteers changed to an appointment-based system which made for a much more pleasant tax season. Volunteers completed 820 tax returns, which brought \$1,060,958 dollars in tax refunds to our community.
- The Spokane Valley community contributed 905lbs of food to 2nd Harvest during our *Food for Fines* promotion.

District-wide Information

Security Incident Reports

For April 2022, there were 44 Security Incidence Reports filed. Six more than last month, March 2022 (38), and 36 more than April 2021 (8). Spokane Valley had the most incidents reported (20). The most frequently reported incidents related to General Customer Code of Conduct violations (12).

Public Use Measures

Measure	April 2022			
	This year This Month	Last year This Month	YTD This year	Last YTD Comparison
Cardholders	111,850	107,112		4%
Door count	72,161	43,050	265,050	137%
Items Borrowed	196,240	156,888	761,695	30%
• Airway Heights	2,103	1,717	8,375	47%
• Argonne	7,529	5,777	28,582	63%
• Cheney	7,217	5,962	28,025	53%
• Deer Park	7,586	5,923	29,750	64%
• Fairfield	495	752	1,987	4%
• Medical Lake	1,964	1,507	7,656	44%
• Moran Prairie	13,738	8,480	53,925	91%
• North Spokane	23,358	19,459	89,834	46%
• Otis Orchards	2,482	2,365	9,938	19%
• Spokane Valley	23,607	17,117	87,995	63%
• The BookEnd	938	1,250	3,824	9%

• Digital	71,593	60,851	286,470	4%
• Totals	162,896	131,430	637,918	28%
Programs				
• Number	74	40	139	17%
• Attendance	890	1,001	1,892	-31%
Internet Station Use (%)	21.0%	21.4%	19.2%	
Meeting room bookings	288	0	862	
Digital Resource Use	143,276	171,312	641,744	-18%

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 Four Months Ended April 30, 2022**

			Target 33.3%	
	Y-T-D Actual	Annual Budget	Percent Used	Balance Remaining
REVENUES				
PROPERTY TAXES	\$ 7,722,225	\$ 16,429,500	47.00%	\$ 8,707,275
CONTRACT CITIES - AIRWAY HEIGHTS	89,910	357,000	25.18%	267,090
CONTRACT CITIES - SPOKANE	0	91,000	0.00%	91,000
FINES & FEES	40,173	59,000	68.09%	18,827
GRANTS & DONATIONS	28,916	7,000	413.09%	(21,916)
E-RATE REIMBURSEMENTS	84,535	231,000	36.60%	146,465
LEASEHOLD & TIMBER TAX, REBATES, OTH	13,458	28,000	48.06%	14,542
INTEREST REVENUES	10,658	62,000	17.19%	51,342
TOTAL REVENUES	\$ 7,989,874	\$ 17,264,500	46.28%	\$ 9,274,626
TRANSFERS IN	-	-	0.00%	-
TOTAL REVENUES & TRANSFERS IN	\$ 7,989,874	\$ 17,264,500	46.28%	\$ 9,274,626
EXPENSES				
SALARIES	\$ 2,384,916	\$ 7,409,000	32.19%	\$ 5,024,084
FRINGE BENEFITS	823,872	2,504,400	32.90%	1,680,528
SUPPLIES	59,605	194,700	30.61%	135,095
UTILITIES	148,609	521,300	28.51%	372,691
SERVICES	597,011	1,466,000	40.72%	868,989
INSURANCE	82,234	75,000	109.65%	(7,234)
CAPITAL EQUIPMENT	69,675	639,100	10.90%	569,425
LIBRARY MATERIALS	644,701	2,113,000	30.51%	1,468,299
ELECTRONIC LIBRARY MATERIALS	75,592	250,000	30.24%	174,408
LIBRARY PROGRAMS	32,034	92,000	34.82%	59,966
TOTAL EXPENSES	\$ 4,918,249	\$ 15,264,500	32.22%	\$ 10,346,251
TRANSFERS OUT	-	2,000,000	0.00%	2,000,000
TOTAL EXPENSES & TRANSFERS OUT	\$ 4,918,249	\$ 17,264,500	28.49%	\$ 12,346,251
Net Excess of Revenues Over/(Under) Expenses	\$ 3,071,625	\$ -		
BEGINNING CASH	7,739,406			
NET FROM ABOVE	3,071,625			
ENDING CASH	\$ 10,811,031			

Number of months cash on hand 8.5

**Spokane County Library District
Capital Projects Fund
Statement of Revenues and Expenses
For the four months ended April 30, 2022**

	Y-T-D Actual	Annual Budget
REVENUES		
Proceeds from Financing from Washington State Treasurer, LOCAL Program	\$ -	\$ 9,042,000
Proceeds from Washington State Department of Commerce Grant	-	1,950,000
Contribution from City of Spokane Valley	-	839,000
Proceeds from Capital Campaign Donations	-	200,000
Interest Earnings	7,461	55,000
TOTAL REVENUES	<u>7,461</u>	<u>12,086,000</u>
Transfers In	-	2,000,000
TOTAL REVENUES & TRANSFERS IN	<u>7,461</u>	<u>14,086,000</u>
EXPENSES		
Construction Costs, Including Sales Tax	\$ -	\$ 6,838,000
Architect Fees	241,127	395,000
Owners Rep, Permits and All Other	76,044	228,000
TOTAL EXPENSES	<u>317,171</u>	<u>7,461,000</u>
NET EXCESS OF REVENUES OVER (UNDER) EXPENSES	<u>\$ (309,710)</u>	<u>\$ 6,625,000</u>
 BEGINNING CASH	 \$ 3,879,164	
NET FROM ABOVE	<u>(309,710)</u>	
ENDING CASH	<u>\$ 3,569,454</u>	