



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

Board of Trustees Regular Meeting
September 20, 2022 4:00 p.m. Fairfield Library

AGENDA

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

Public Comment: The District accepts written comments that will be read aloud by staff during the Public Comment portion of the agenda. Written comments must be marked “Public Comment” and submitted by 12:00pm noon the day of this meeting by (1) USPS mail to: Spokane County Library District, 4322 N, Argonne Road, Spokane, WA 99212; (2) directly submitted to staff at the Administrative Offices at that same address, or; (3) via the following link: <https://www.scl.org/connect/ask-board-of-trustees/>.

- I. CALL TO ORDER**
- II. AGENDA APPROVAL**
- III. PUBLIC COMMENT**
- IV. ACTION ITEMS**
 - A. Approval of July 19, 2022 Regular Meeting Minutes
 - B. Approval of July 2022 Payment Vouchers
 - C. Approval of August 2022 Payment Vouchers
 - D. Unfinished Business
 - 1. New Spokane Valley Library Project Update – July 2022
 - 2. New Spokane Valley Library Project Update – August 2022
 - E. New Business
 - 1. Gifts Policy: Approval Recommendation.
 - 2. Naming and Recognition Policy: Approval Recommendation.
 - 3. Public Art in District Facilities Policy: Approval Recommendation.
 - 4. Personnel Policy: Approval Recommendation.
 - i. Hiring and Employment
 - ii. Grievance
 - iii. Harassment and Bullying
 - iv. Discipline
 - 5. Naming Rights Agreement for the Spokane Valley Library Community Room: Approval Recommendation.
 - 6. Overview – Facilities: State of the Buildings
- V. DISCUSSION ITEMS, POSSIBLE ACTION**
 - A. Future Board Meeting Agenda Items
- VI. REPORTS**
 - A. Trustees
 - B. Executive Director
 - 1. July 2022
 - 2. August 2022
 - C. Operations
 - 1. July 2022
 - 2. August 2022

- D. Fiscal
 - 1. July 2022
 - 2. August 2022

VII. EXECUTIVE SESSION

- A. Review the Performance of a Public Employee (RCW 42.30.110(1)(g))

VIII. ADJOURNMENT

This meeting is barrier-free. If you require accommodation to participate in this meeting, please notify Spokane County Library District Administration at least two (2) business days in advance of the meeting by calling 509-893-8200.

09/07/20

BOARD OF TRUSTEES MEETING MINUTES: JULY 19, 2022

A regular meeting of the Board of Trustees of Spokane County Library District was held in person and via Zoom (online meeting platform) in the public meeting room at Cheney Library, Tuesday, July 19, 2022, at 4:00 p.m.

Present: In Person and/or via Zoom:

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

Excused: None.

Also Present: Kristy Bateman, Operations Manager; Toni Carnell, Human Resources Director; Rick Knorr, Finance Director; Amy Fair, Library Supervisor; Andrea Sharps, Collection Services Director; Doug Stumbough, Operations Director; Hannah Tilley, Human Resources Associate; Amber Williams, Strategic Plan Manager; Danielle Marcy, Mobile Services Supervisor; Crystal Miller, Librarian; Josh Kinney, Mobile Services Logistics Associate; and Koreena Ostashek, Mobile Services Associate and 1 (one) member of the public.

Other Attendees via Zoom: Jane Baker, Communication & Development Director; and 2 (two) members of the public.

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

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

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

Approval of June 21, Regular Meeting Minutes (Item IV.A.) Mr. Craig called for corrections to the June 21 meeting minutes. There were no corrections; the minutes stand approved as written.

Approval of June 2022, Payment Vouchers (Item IV.B.) Ms. Clark moved and Mr. Klapp seconded approval of the June 2022 bill payment vouchers as follows for the General Operating Fund (GOF) and the Capital Projects Fund (CPF):

Fund	Voucher/Payroll Numbers	Subtotal	Total
June - GOF	59801-59913 and W001121-W001134	\$770,663.17	\$770,663.17
	06102022PR and 06252022PR	\$458,890.70	\$458,890.70
GOF		Total	\$1,229,553.87

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

CPF	9638 GeoEngineers – Additional Earthwork Site Testing	\$5,548.15	\$5,548.15
	9639 HFC Services – (Owner’s Representative)	\$5,133.20	\$5,133.20
	9640 Integrus Architecture – Pmt. 12 (New SV Library Design)	\$26,551.50	\$26,551.50
	9641 Intermountain Materials Testing – Special inspections and testing	\$2,810.16	\$2,810.16
	9642 Kilgore Construction – General Contractor Pmt. 2	\$502,848.93	\$502,848.93
CPF		Total	\$542,891.94

There was no further discussion.

The motion was approved.

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

NEW SPOKANE VALLEY LIBRARY PROJECT UPDATE. Mr. Roewe reported construction progress remains steady with no major issues encountered. The first section of concrete slab for the building has been poured, with the other two sections to be poured this week. The second change order is being negotiated at present and will likely be signed later in July, but no major increases. The monument sign accepted as an alternate in the bid will likely be finalized later this summer. Mr. Knorr further reported that the LOCAL program loan had closed with the proceeds deposited into a Local Government Investment Pool (LGIP) account. Discussion ensued regarding the way the State structures and reports on the sale of the certificates of participation that fund the loan. Mr. Knorr also reported that the District is required to spend a certain percentage of the loan by certain time frames: 15% in three months, 60% within one year, and 100% in 18 months. Based on the construction schedule, the District will easily draw down the entirety of the proceeds within one year.

**Unfinished Business
2022 Budget –
Transfer of Funds
from the General
Fund to the Capital
Projects Fund
(Item IV.C.2.a)**

2022 BUDGET—AUTHORIZING THE TRANSFER OF FUNDS FROM THE GENERAL FUND TO THE CAPITAL PROJECTS FUND (RESOLUTION NO. 22-03). Ms. Thompson moved and Ms. Clark seconded approval of Resolution No. 22-03, Authorizing the Transfer of Funds from the General Fund to the Capital Projects Fund, be adopted. Mr. Knorr noted the amendment will increase the Capital Projects Fund by \$2,000,000, with General Fund revenues over expenditures sufficient to allow for the originally budgeted transfer amount to occur as planned.

RESOLUTION NO. 22-03

**Unfinished Business
2022 Budget –
Transfer of Funds
from the General
Fund to the Capital
Projects Fund
(Item IV.C.2.a)**

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, AUTHORIZING THE TRANSFER OF FUNDS FROM THE GENERAL FUND TO THE CAPITAL PROJECTS FUND IN THE 2022 BUDGET; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

There was no further discussion.

The motion was approved.

**Unfinished Business
Easement Agreement
for Electric Vehicle
Charging Station
MP Library
(Item IV.C.1.)**

EASEMENT FOR ELECTRIC VEHICLE CHARGING STATION (MP LIBRARY): APPROVAL RECOMMENDATION. Mr. Klapp moved and Ms. Clark seconded approval of the easement agreement for the Electric Vehicle Charging Station at Moran Prairie Library. Mr. Roewe stated that this easement agreement is the next step in the electric vehicle charging stations project the Board of Trustees approved in May 2021 via Master Site Agreements with Avista Corporation. The easement will facilitate the installation of the utility infrastructure necessary for the charger installation. Discussion ensued about the location of the stations and impact of the number of parking spaces impacted, with a net loss of only one space.

There was no further discussion.

The motion was approved.

**New Business
Fixed Assets Policy
(Item IV.D.1.)**

FIXED ASSETS POLICY. Ms. Clark moved and Ms. Hanson seconded approval of changes to the Fixed Assets policy, as recommended. Mr. Knorr reiterated the purpose of the policy and stated that the recommended changes were minor in nature and were made primarily for clarity's sake.

There was no further discussion.

The motion was approved.

**New Business
Spotlight –
Mobile Services
(Item IV.D.4.)**

MOBILE SERVICES SPOTLIGHT. Strategic Project Manager Amber Williams and Mobile Services Supervisor Danielle Marcy provided an overview of the District's new Mobile Services Department. They shared the history and process for vehicle acquisition and vehicle features. They also provided details on the services provided by the department, including the number, locations, and types of stops made by Sprinter van and the Freightliner truck, known as the LINC (Libraries in Neighborhoods and Communities). Discussion ensued about how materials are selected, what programmatic offerings are provided now and planned for in the future, and how winter weather may affect service offerings.

There was no further discussion.

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

FUTURE BOARD MEETING AGENDA ITEMS. Mr. Craig reviewed forthcoming agenda items for the next two months. The next meeting will be held at Fairfield Library on September 20. Among other items, the agenda will include an update on the new Spokane Valley Library, four policy reviews, an overview of District facilities, and review of the performance of a public employee.

There was no further discussion.

There were no reports or further discussion.

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

**Executive Director
Report, June 2022
(Item VI.B.)**

The Executive Director's written report for June 2022 provided prior to the meeting included reports from Finance and Facilities, Communication & Development, Collection Services, Human Resources, Operations, and Community Activities. Mr. Roewe further reported that though the expansion of mobile services was delayed due to the pandemic, it was a

pledge of the 2019 levy lid lift, and having delivered on that pledge is a noteworthy accomplishment for the District.

There was no further discussion.

**Operations Report,
June 2022
(Item VI.C.)**

Operations Director Doug Stumbough and Library Operations Manager Kristy Bateman provided a written report prior to the meeting for June 2022, with data for customer use measures, programming, and library activities. Mr. Stumbough had nothing further to report and there were no questions.

There was no further discussion.

Revenue and Expenditure Statement through June 30, 2022.

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

<u>Fund 001</u>	
Revenues	\$ 9,811,609
Expenditures	\$ 7,759,985
Ending Fund Balance	\$ 9,791,985
Fund Budget Expended	44.94%

Mr. Knorr provided a facilities project update and reported that the installation of the first new panel for the upgraded intrusion alarm system at Airway Heights has been delayed, but will occur later in July. The HVAC control upgrade and the access control portion of the security upgrade project are both delayed by supply chain issues with the panels and card readers.

There was no further discussion.

Chair Craig adjourned the meeting at 4:56 p.m. The next Board Meeting is scheduled for Tuesday, September 20, 2022, at 4:00 p.m., in the public meeting room at Fairfield Library.

**Adjournment
(Item VII.)**

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 July 31, 2022, and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$1,069,896.31 for the general fund and \$523,311.62 for the capital projects fund and are authorized to authenticate and certify these claims.

DATE: August 1, 2022

SIGNED: 
 TITLE: Finance Director

SIGNED: 
 TITLE: Executive Director

GENERAL OPERATING FUND

VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
59914	ABM INDUSTRIES, INC.	MONTHLY CUSTODIAL SERVICES	2,798.75
59915	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	779.01
59916	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	476.66
59917	LINDA CARMAN	REFUND OF LOST ITEM FEE	7.00
59918	CONSOLIDATED IRRIGATION DIST19	WATER - OT	63.71
59919	CITY OF SPOKANE	MONTHLY WATER & SEWER - MP	637.55
59920	CITY OF CHENEY	MONTHLY WATER, SEWER, ELEC - CH	638.29
59921	CITY OF DEER PARK	MONTHLY WATER & SEWER - DP	132.30
59922	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CH	48.74
59923	DEMCO SOFTWARE	SPACES ANNUAL SOFTWARE SUPPORT	1,554.52
59924	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE	4,335.96
59925	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	1,351.35
59926	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	1,599.99
59927	INGRAM DISTRIBUTION GROUP, INC	WEEKLY LIBRARY MATERIALS	15,823.08
59928	MIDWEST TAPE	WEEKLY LIBRARY MATERIALS	8,160.18
59929	MONTGOMERY HARDWARE	MAINTENANCE SUPPLIES	26.10
59930	NATIONWIDE INSURANCE	EMPLOYEE DEDUCTIONS FOR PET INSURANCE	263.00
59931	OCLC, INC.	ANNUAL CATALOGING AND ILL SUBSCRIPTION	47,682.79
59932	OVERDRIVE, INC.	WEEKLY LIBRARY MATERIALS	47,577.81
59933	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	923.65

59934	THE SPOKESMAN- REVIEW	LIBRARY MATERIALS	468.00
59935	STATE PROTECTION SERVICES INC	MOBILE AFTER HOURS SECURITY: SV, NS	720.00
59936	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE	1,280.95
59937	WHITWORTH WATER DISTRICT	MONTHLY WATER - NS	25.53
59938	ABM INDUSTRIES, INC.	MONTHLY CUSTODIAL SERVICES	16,936.46
59939	ALLSTREAM	MONTHLY SIP, DID, LONG DIST PHONE SERVICE	444.13
59940	AVISTA UTILITIES	MONTHLY UTILITIES	7,579.52
59941	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	522.00
59942	CENTURYLINK	MONTHLY ANALOG TELEPHONE LINE: SV ELEVATOR	64.95
59943	CITY OF AIRWAY HEIGHTS	MONTHLY WATER & SEWER - AH	442.93
59944	CITY OF MEDICAL LAKE	MONTHLY WATER, SEWER, REFUSE - ML	168.40
59945	DELL MARKETING L.P. C/O DELL USA LP	DELL LATITUDE LAPTOPS FOR STAFF, QTY 6	13,233.58
59946	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	624.50
59947	DIVCO INCORPORATED	QTRLY BUILDING MAINT CONTRACT - HVAC	16,638.13
59948	EDNETICS	EXTENDED WARRANTY, 3 YR, FOR CHROMEBOOKS (99)	9,379.56
59949	EMPIRE DISPOSAL INC.	MONTHLY SOLID WASTE - FF	43.34
59950	FATBEAM, LLC	MONTHLY INTERNET SERVICE, NET OF ERATE DISC	4,389.22
59951	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	3,487.75
59952	H&H BUSINESS SYSTEMS, INC.	QTRLY COPIER MAINTENANCE & TONER	2,712.08
59953	INGRAM DISTRIBUTION GROUP, INC	WEEKLY LIBRARY MATERIALS	9,889.37
59954	MIDWEST TAPE	WEEKLY LIBRARY MATERIALS	4,215.18
59955	MW CONSULTING ENGINEERS, PS	ENGINEERING SERVICES, HVAC CONTROLS PROJ	525.00
59956	NEXUS TRANSLATION SERVICES LLC	INTERPRETER SERVICES	140.00
59957	OVERDRIVE, INC.	WEEKLY LIBRARY MATERIALS	16,050.39
59958	PERRINE PROPERTIES, LLC	MONTHLY PARKING LOT LEASE, SV	300.00
59959	SCHINDLER ELEVATOR CORPORATION	ANNUAL ELEVATOR MAINTENANCE, NS	1,405.27
59960	SHI INTERNATIONAL CORP	MICROSOFT SERVER & DEVICE SOFTWARE LICENSES	4,137.20

59961	BPR CUMULUS LLC	MONTHLY LEASE PAYMENT, BOOKEND	3,120.00
59962	SPOKANE COUNTY ENVIRONMENTAL SERVICES	MONTHLY SEWER - AR, NS, SV	249.40
59963	T-MOBILE	MONTHLY "MI-FI" DEVICE CELL SERVICE	926.31
59964	TOWN OF FAIRFIELD	BI-MONTHLY WATER, SEWER - FF	213.60
59965	UPS	SHIPPING	39.56
59966	VERIZON WIRELESS	MONTHLY CELL & "MI-FI" DEVICE SERVICE	2,818.56
59967	WICK ENTERPRIZES, LLC	ADVERTISING	1,851.12
59968	WITHERSPOON BRAJCICH MCPHEE, PLLC	LEGAL SERVICES, GENERAL COUNSEL	2,491.80
59969	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	617.58
59970	ARTCRAFT PRINTING	PROGRAM SUPPLIES	422.92
59971	DUMAIS * ROMANS, INC.	MECHANICAL ENGINEERING, HVAC UPGRADE, FINAL PMT	587.50
59972	EDNETICS	MONTHLY MANAGED VOICE SERVICES	2,222.54
59973	EMPLOYMENT SECURITY DEPARTMENT	QUARTERLY UNEMPLOYMENT CLAIMS	1,818.00
59974	PAT HARRISON	REFUND OF LOST ITEM FEE	21.00
59975	INGRAM DISTRIBUTION GROUP, INC	WEEKLY LIBRARY MATERIALS	350.00
59976	INLAND POWER AND LIGHT	MONTHLY ELECTRIC UTILITIES - AH, DP	1,098.69
59977	JENNIFER KELSON	REFUND OF LOST ITEM FEE	3.00
59978	LIVELY'S FIRE EXTINGUISHER SERVICE LLC	ANNUAL FIRE EXTINGUISHER TESTING SERVICES	1,113.44
59979	SHARMA KAY SHIELDS MILLS	REFUND OF LOST ITEM FEE	1.20
59980	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	725.50
59981	TODAY'S BUSINESS SOLUTIONS	PRINT MGMT SOFTWARE ANNUAL SUPPORT	5,956.00
59982	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	632.93
59983	UNIQUE MANAGEMENT SERVICES	MONTHLY NOTICE FEES AND MESSAGE BEE SERVICE	1,540.55
59984	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	21,598.81
W000001135	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	1,929.75
W000001136	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,241.36
W000001137	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	77,436.71

W000001139	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	111.83
W000001142	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	51,496.64
W000001143	DEPT OF LICENSING - WASHINGTON STATE	EMPLOYEE BACKGROUND/DRIVING RECORD CHECK	13.00
W000001144	DEPARTMENT OF LABOR & IND.	QUARTERLY LABOR & INDUSTRIES TAXES PAID	18,019.65
W000001145	STATE OF WASHINGTON	QUARTERLY SALES AND USE TAXES PAID	1,815.89
W000001146	STATE OF WASHINGTON	QUARTERLY PAID FAMILY MEDICAL LEAVE TAXES PD	10,927.48
W000001147	STATE OF WASHINGTON	ANNUAL BUSINESS LICENSE, SV	35.00
W000001148	STATE OF WASHINGTON	ANNUAL BUSINESS LICENSE, AH	110.00
W000001149	STATE OF WASHINGTON	ANNUAL BUSINESS LICENSE, DP	40.00
W000001150	STATE OF WASHINGTON	ANNUAL BUSINESS LICENSE, BE	35.00
W000001151	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	75,567.60
W000001152	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	1,929.75
W000001153	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,241.36
W000001154	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	48,952.02
W000001157	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	244.41
W000001158	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	125.52
W000001159	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	40.00
W000001161	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	50.00
	Total Non-Payroll General Operating Fund		\$ 598,486.86
	PAYROLL VOUCHERS		
07102022PP11	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #13	\$ 233,906.67
07252022PP14	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #14	<u>237,502.78</u>
	Total Payroll General Operating Fund		\$ 471,409.45
	TOTAL GENERAL OPERATING FUND		\$ 1,069,896.31

CAPITAL PROJECTS FUND

VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
9648	GEOENGINEERS, INC	GEOTECHNICAL SURVEY - NEW SV LAND	202.25
9649	HAMMOND FACILITY CONSULTING SERVICES	OWNERS REP SERVICES: Monthly	5,486.18
9650	INTERMOUNTAIN MATERIALS TESTING	TESTING FEES FOR JUNE 2022	2,615.12
9651	KILGORE CONSTRUCTION INC	GENERAL CONTRACTOR FOR NEW LIBRARY, MONTHLY	<u>515,008.07</u>
	Total Capital Projects Fund		\$ 523,311.62

**June 2022/July 2022
Paid in July 2022
Voucher # 59984**

Card Category	Amount
General Purchases	\$11,960.08
Maintenance	\$1,034.76
Travel	\$3,873.20
Acquisitions	\$2,798.91
Information Technology	\$1,190.87
Mobile Services	\$740.99
General Fund Purchases	\$21,598.81

Top Individual Charges
(>\$350)

Sphero / Littlebits	Sphero Education Robot Packs	5,151.72
Crisis Prevention Inst	Verbal Intervention Training	3,265.92
Go Daddy	Standard proxy.sclد.org SSL renewal, 2 yrs	899.98
Dropbox	Annual Software Licenses, qty 3	784.00
Zome	Summer Reading T-Shirts	784.34
Amazon	Library Materials	841.03
Mailchimp	Monthly Email Service	762.30

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 August 31, 2022, and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$1,315,122.64 for the general fund and \$746,967.80 for the capital projects fund and are authorized to authenticate and certify these claims.

DATE: September 1, 2022

SIGNED: 
TITLE: Finance Director

SIGNED: 
TITLE: Executive Director

GENERAL OPERATING FUND

VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
59985	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	550.64
59986	AVISTA UTILITIES	MONTHLY UTILITIES	7,333.23
59987	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	231.01
59988	CAL'S UPHOLSTERY	RE-UPHOLSTERING LIBRARY SEATING UNITS (4)	3,297.12
59989	CAVENDISH SQUARE	LIBRARY MATERIALS	733.32
59990	CCI SOLUTIONS	OFFICE/LIBRARY SUPPLIES	61.76
59991	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	880.38
59992	EBSCO INDUSTRIES, INC.	LIBRARY MATERIALS - SUBSCRIPTIONS	18.17
59993	E-RATE EXPERTISE, INC.	E-RATE CONSULTING SERVICES	712.50
59994	FAUCETS 'N STUFF PLUMBING	BACKFLOW VALVE TESTING, MP, AH	670.07
59995	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	2,025.11
59996	HAMMOND FACILITY CONSULTING	CONSTRUCTION CONSULTANT, SECURITY PROJECT	337.50
59997	INGRAM DISTRIBUTION GROUP, INC	WEEKLY LIBRARY MATERIALS	18,044.62
59998	THE LIBRARY STORE, INC.	OFFICE/LIBRARY SUPPLIES	512.87
59999	LINUS LARCH PRESS	LIBRARY MATERIALS	32.67
60000	MIDWEST TAPE	WEEKLY LIBRARY MATERIALS	8,701.60
60001	MODERN ELECTRIC WATER COMPANY	MONTHLY WATER, ELEC. - SV	1,837.17
60002	NETWRIX CORPORATION	POLICYPAK SOFTWARE ANNUAL SUPPORT	3,972.34
60003	OPTUM	MONTHLY HSA ACCOUNT ADMIN FEES	57.00

60004	ORBIS CASCADE ALLIANCE	ANNUAL ILL COURIER SERVICE	7,375.00
60005	OVERDRIVE, INC.	WEEKLY LIBRARY MATERIALS	17,559.83
60006	PRISMHR, INC.	MONTHLY SOFTWARE SUPPORT - HR	474.81
60007	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	1,053.90
60008	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	26.10
60009	UPS	SHIPPING	33.16
60010	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	1,779.95
60011	ZIPLY FIBER	MONTHLY PHONE & BROADBAND - FF	269.02
60012	ABM INDUSTRIES, INC.	MONTHLY CUSTODIAL SERVICES	16,936.46
60013	ALLIED FIRE & SECURITY BY VYANET	QUARTERLY ALARM MONITORING	147.54
60014	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	1,894.80
60015	WENDY BARRERA-SANTOS	LIBRARY PROGRAMS	400.00
60016	CENTURYLINK	MONTHLY ANALOG TELEPHONE LINE: SV ELEVATOR	64.98
60017	CITY OF SPOKANE	MONTHLY WATER & SEWER - MP	929.49
60018	CITY OF CHENEY	MONTHLY WATER, SEWER, ELEC - CH	741.04
60019	CITY OF DEER PARK	MONTHLY WATER & SEWER - DP	187.40
60020	CITY OF MEDICAL LAKE	MONTHLY WATER, SEWER, REFUSE - ML	217.08
60021	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CH	50.49
60022	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE	4,301.10
60023	DENISE GARCIA	REFUND OF LOST ITEM FEE	14.00
60024	GREAT AMERICAN INSURANCE CO.	NEW VEHICLE INSURANCE FINAL PAYMENT	1,012.00
60025	INLAND PUBLICATIONS	LIBRARY PROGRAMS ADVERTISING	1,100.00
60026	MARIA PIA JOHNSON	LIBRARY PROGRAMS	400.00
60027	BIRGITT L KRAUSE	LIBRARY PROGRAMS	200.00
60028	MONTGOMERY HARDWARE	MAINTENANCE SUPPLIES	23.50
60029	MW CONSULTING ENGINEERS, PS	ENGINEERING SERVICES, SECURITY UPGRADE PROJ	550.00
60030	NATIONWIDE INSURANCE	EMPLOYEE DEDUCTIONS FOR PET INSURANCE	404.35
60031	PERRINE PROPERTIES, LLC	MONTHLY PARKING LOT LEASE, SV	300.00
60032	POWER CITY ELECTRIC, INC	PROGRESS PAYMENT FOR SECURITY UPGRADE PROJ.	113,761.98

60033	QUALITY MASONRY RESTORATION	MASONRY RESEALING AT MORAN PRAIRIE	8,556.50
60034	BPR CUMULUS LLC	MONTHLY LEASE PAYMENT, BOOKEND	3,120.00
60035	SPOKANE COUNTY ENVIRONMENTAL SERVICES	MONTHLY SEWER - AR, NS, SV	249.40
60036	THE SPOKESMAN-REVIEW	LIBRARY MATERIALS	934.74
60037	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	1,281.23
60038	STATE PROTECTION SERVICES INC	MOBILE AFTER HOURS SECURITY: SV, NS	1,836.00
60039	T-MOBILE	MONTHLY "MI-FI" DEVICE CELL SERVICE	926.42
60040	VERIZON WIRELESS	MONTHLY CELL & "MI-FI" DEVICE SERVICE	3,004.60
60041	WEST PLAINS CHAM. OF COMMERCE	ANNUAL DUES	30.00
60042	WICK ENTERPRIZES, LLC	ADVERTISING	906.12
60043	WITHERSPOON BRAJCICH MCPHEE, PLLC	LEGAL SERVICES, GENERAL COUNSEL	1,804.50
60044	CONSOLIDATED IRRIGATION DIST19	WATER - OT	98.08
60045	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	956.74
60046	EMPIRE DISPOSAL INC.	MONTHLY SOLID WASTE - FF	44.33
60047	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE	1,280.95
60048	EBSCO INDUSTRIES, INC.	LIBRARY MATERIALS - SUBSCRIPTIONS	656.67
60049	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	1,038.64
60050	GREY HOUSE PUBLISHING	LIBRARY MATERIALS	792.15
60051	INGRAM DISTRIBUTION GROUP, INC	WEEKLY LIBRARY MATERIALS	7,928.52
60052	MIDWEST TAPE	WEEKLY LIBRARY MATERIALS	2,014.39
60053	OVERDRIVE, INC.	WEEKLY LIBRARY MATERIALS	16,133.46
60054	BOOKS IN MOTION	LIBRARY MATERIALS	54.23
60055	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	1,110.50
60056	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	514.74
60057	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	691.45
60058	INGRAM DISTRIBUTION GROUP, INC	WEEKLY LIBRARY MATERIALS	26,051.55
60059	MIDWEST TAPE	WEEKLY LIBRARY MATERIALS	4,706.03
60060	OVERDRIVE, INC.	WEEKLY LIBRARY MATERIALS	57,323.91
60061	THE SPOKESMAN- REVIEW	ADVERTISING	1,404.00
60062	ALLIES VEGAN PIZZERIA LLC	LIBRARY PROGRAMS	75.00
60063	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	595.15

60064	CITY OF AIRWAY HEIGHTS	MONTHLY WATER & SEWER - AH	557.31
60065	CRISIS PREVENTION INSTITUTE, INC - CPI	CRISIS PREVENTION TRAINING MODULE FOR ALL STAFF	7,038.65
60066	EDNETICS	ANNUAL MANAGED NETWORK CONSULTING FEE	5,137.10
60067	E-RATE EXPERTISE, INC.	E-RATE CONSULTING SERVICES	487.50
60068	FATBEAM, LLC	MONTHLY INTERNET SERVICE, NET OF ERATE DISC	4,389.22
60069	GARY'S KEY & LOCK	LOCK AND KEY REPAIR	35.01
60070	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	11,423.77
60071	INLAND POWER AND LIGHT	MONTHLY ELECTRIC UTILITIES - AH, DP	1,273.81
60072	INTEGRUS ARCHITECTURE, P.S.	ARCHITECTURAL DESIGN FEES FOR SECURITY UPGRADE	19,680.00
60073	JOHNSON CONTROLS FIRE PROTECTION LP	FIRE ALARM REPAIR, OT	1,513.94
60074	LE CATERING CO	DOWN PAYMENT, STAFF DAY CATERING SERVICE	930.00
60075	MICROBIZ	INVENTORY MGMT SOFTWARE, ANNUAL SUPPORT	850.00
60076	OCLC, INC.	WEB DEWEY ANNUAL FEE	701.95
60077	OPTUM	MONTHLY HSA ACCOUNT ADMIN FEES	57.00
60078	PBC GURU	LIBRARY SPEAKERS CONSORTIUM ANNUAL MEMBERSHIP	6,500.00
60079	POWER CITY ELECTRIC, INC	PROGRESS PAYMENT FOR SECURITY UPGRADE PROJ.	58,608.70
60080	PRISMHR, INC.	MONTHLY SOFTWARE SUPPORT - HR	474.81
60081	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	1,042.70
60082	SAFEGUARD SOLUTIONS	BANK DEPOSIT SLIPS	267.63
60083	SPOKANE SYMPHONY	LIBRARY PROGRAMS - SYMPHONY PASSES	2,742.50
60084	STANDARD PRINTWORKS	ADVERTISING/PRINTING	139.39
60085	UNIQUE MANAGEMENT SERVICES	MONTHLY NOTICE FEES AND MESSAGE BEE SERVICE	1,565.13
60086	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	15,235.99
60087	WHITWORTH WATER DISTRICT	MONTHLY WATER - NS	240.29
W000001155	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	1,141.79
W000001162	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	1,704.75
W000001163	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,241.36

W000001164	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	72,796.15
W000001165	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	49,346.23
W000001166	ASSOCIATION OF WASHINGTON CITIES - VIMLY BENEFITS	MONTHLY MEDICAL, DENTAL, VISION & LIFE INS	94,431.82
W000001167	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	235.15
W000001168	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	81.34
W000001169	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,241.36
W000001170	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	1,804.75
W000001171	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	70,101.37
W000001172	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	50,476.84
W000001173	DEPT OF LICENSING - WASHINGTON STATE	EMPLOYEE BACKGROUND/DRIVING RECORD CHECK	13.00
W000001174	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	76.11
W000001175	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	292.92
W000001176	NAVIA BENEFIT SOLUTIONS CLIENT PAY	MONTHLY FSA ACCOUNT ADMIN FEE	50.00
W000001181	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	80.00
W000001182	SAGE SOPFTWARE, INC	SAGE 100 ACCOUNTING SOFTWARE ANNUAL SUPPORT	2,794.37
	Total Non-Payroll General Operating Fund		\$ 863,138.77

PAYROLL VOUCHERS

08102022PP15	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #15	\$ 227,740.62
08252022PP16	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #16	224,243.25
	Total Payroll General Operating Fund		\$ 451,983.87

**TOTAL GENERAL
OPERATING FUND**

\$ 1,315,122.64

60033	QUALITY MASONRY RESTORATION	MASONRY RESEALING AT MORAN PRAIRIE
60034	BPR CUMULUS LLC	MONTHLY LEASE PAYMENT, BOOKEND
60035	SPOKANE COUNTY ENVIRONMENTAL SERVICES	MONTHLY SEWER - AR, NS, SV
60036	THE SPOKESMAN-REVIEW	LIBRARY MATERIALS
60037	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES
60038	STATE PROTECTION SERVICES INC	MOBILE AFTER HOURS SECURITY: SV, NS
60039	T-MOBILE	MONTHLY "MI-FI" DEVICE CELL SERVICE

CAPITAL PROJECTS FUND			
VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
9652	HAMMOND FACILITY CONSULTING SERVICES	OWNERS REP SERVICES: Monthly	5,130.86
9653	INTERMOUNTAIN MATERIALS TESTING	TESTING FEES FOR JUNE 2022	3,625.96
9654	INTERMOUNTAIN MATERIALS TESTING	TESTING FEES FOR JULY 2022	2,919.56
9655	KILGORE CONSTRUCTION INC	GENERAL CONTRACTOR FOR NEW LIBRARY, MONTHLY	685,954.51
9656	INTEGRUS ARCHITECTURE	ARCHITECT FOR NEW SV LIBRARY: Monthly	48,705.43
9657	MODERN ELECTRIC WATER CO	SMALL BAL DUE ON ELECTRIC CONNECTION FEE	31.48
9658	TESTCOMM, LLC.	LEED CONSULTANT AND COMMISSIONING SERVICES	<u>600.00</u>
			\$
	Total Capital Projects Fund		746,967.80

**July 2022/August 2022
Paid in August 2022
Voucher # 60086**

Card Category	Amount
General Purchases	\$ 8,287.26
Maintenance	\$ 1,466.82
Travel	\$ 94.56
Acquisitions	\$ 3,576.89
Information Technology	\$ 1,226.93
Mobile Services	\$ 583.53
General Fund Purchases	\$ 15,235.99

Top Individual Charges

Discount Mugs	Logo Water Bottles, qty 150	1,770.28
Bloomerang	Donor Management Software	1,799.58
ISC2	Cybersecurity Certification and Training	941.45
Mailchimp	Monthly Email Service	762.30
Amazon	Library Materials	881.17
Amazon	Library Materials	631.71
Amazon	Library Materials	582.62

NEW SPOKANE VALLEY LIBRARY PROJECT UPDATE - JULY 2022

Construction activity update

Project progress remains steady overall, with the work led by general contractor Kilgore Construction Inc. (KCI) within or ahead of schedule.

The building footings, foundations, and slabs are substantially completed. Site utility work is mostly installed, and structural steel and wood framing deliveries are underway. 30% of steel is now erected. Steel Erection and wood framing will continue throughout next month, along with site work items.

Change Order #2, consisting of eight small-scale changes, was signed on July 20, 2022, with a total budgetary increase of \$15,425.35. Overall impact on contingency funds remains low.

There are several changes currently being priced and negotiated. Seven of these items will become part of a Change Order #3. The largest dollar item will be the reader board signage, which was originally accepted as Bid Alternate #6, now with suggested design modifications (including lighting enhancements). Change Order #3 will likely be signed in August.

City of Spokane Valley MOU update

Status is the same as reported last month. Executive Director Patrick Roewe met with City Manager John Hohman to discuss the status of the MOU on June 10, 2022, but no new information is available as of this writing.

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.

Potential for Easement Agreement

As reported last month, we were informed of the potential need for an easement agreement with the City of Spokane Valley (CoSV) for a relatively small but to be determined area of land containing underground utilities and light pole assemblies that are outside of the District's property line. This area is adjacent to a portion of the sidewalk on the east edge of the parking lot, but outside of the property line which runs along the east edge of the sidewalk without any offset.

In follow-up discussion with CoSV staff, our team learned that an easement remains one option for addressing the situation, as does incorporating it into the aforementioned MOU. More information will be provided as it becomes available.

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

NEW SPOKANE VALLEY LIBRARY PROJECT UPDATE - AUGUST 2022

Construction activity update

Project progress remains steady overall and is approaching 40% completion. The work led by general contractor Kilgore Construction Inc. (KCI) within or ahead of schedule. For example, the April 21, 2022 schedule anticipated roofing would commence on October 17, and is already underway.

The steel has now been substantially erected. Wood framing materials are delivered, and installation is about 33% complete.

In terms of cost changes, the previously reported Change Order #3 was signed this month. There are five changes currently priced and being negotiated. Other modifications are being considered but have not been priced at this time. Current cost changes will become part of a Change Order #4. The largest dollar item is the expanded electric vehicle charging stations, which anticipates increasing numbers of electric vehicles. Another significant item is steel pricing escalation, which is not resolved as of this writing.

Overall, confirmed and anticipated change orders represent contingency fund expenditures at less than 1.5% of total construction costs, which is comfortably within the anticipated range of 2.5 to 5%, given the completion percentage of the project.

City of Spokane Valley MOU update

District staff have had follow-up communication with City of Spokane Valley (CoSV) staff and are looking forward to meeting with them in late September to review and discuss the costs for the joint site improvements.

As previously reported, District staff are collaborating with District legal counsel and CoSV 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.

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In follow-up discussion with CoSV staff, our team learned that an easement remains one option for addressing the situation, as does incorporating it into the aforementioned MOU. More information will be provided as it becomes available.

Public Art Update

The District recently signed a contract for restoration, appraisal, and related work for the Harold Balasz FIGURES FROM LEWIS CARROLL'S ALICE IN WONDERLAND triptych previously shared with the Board of Trustees. Once that work is complete, the artwork could eventually be relocated to the new library, depending on a recommendation from staff and direction from the Board as per the District's Public Art in District Facilities Policy.

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

GIFTS

Background

The purpose of this policy is to define what constitutes a gift and provide a uniform method for handling gifts.

The recommended revisions are made for the sake of clarity and have been reviewed by the District's legal counsel.

Communication and Development Director Jane Baker will be available to answer any questions on the recommended policy revisions.

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

Recommended Action: Board motion to approve revisions to the Gifts policy.

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: GIFTS

Approval Date: June 19, 1986

Revision Date: ~~August 18, 2020~~ September 20, 2022

RELATED POLICIES:

Collection Development

Fixed Assets

Naming and Recognition

STATUTORY REFERENCES: RCW 27.12.210 and RCW 27.12.300

Purpose:

To define what constitutes a gift and provide a uniform method for handling gifts. This policy does not apply to items or funds specifically solicited by the District.

General Policy

Gifts include but are not limited to print and non-print items for potential addition to the collection of library materials; money; real property; securities; furniture; equipment; art; museum pieces; antiques or other personal property.

The District gratefully accepts gifts which are given without restriction, except as otherwise specified in this policy. The District shall be the sole judge of the suitability of any gift.

The Executive Director or designee has the authority to accept ~~any gifts of real property or of personal property~~ with a value of less than \$5,000. Only the Board of Trustees has the authority to accept ~~any gift s of real property or of personal property~~ with a value of \$5,000 or more.

Upon acceptance of the gift, the District shall become the owner of the gift and shall have complete discretion to utilize the gift to its maximum advantage for the District. Such use may include, but is not limited to, inclusion in the library collection; display at District facilities; loaning, leasing, or sale of the property. Any proceeds realized from a gifted item shall be deposited in the District's General Fund.

A donor may indicate a preference in the use of the gift at a particular library facility or for a specific program or service. The District may accept gifts with restriction on a case-by-case basis following an assessment by District staff as to whether the proposed gift furthers the mission of the District. Library materials will be handled in accordance with the District's Collection Development policy. Memorial gifts will be accepted in accordance with the District's Naming and Recognition policy.

Gifts may be deductible for federal income tax purposes under Section 170 of the Internal Revenue Code. The District will acknowledge all gifts in writing, when possible; however, the District accepts no responsibility for establishing or verifying the value of any donation for charitable tax purposes.

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: GIFTS

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

NAMING AND RECOGNITION

Background

The purpose of this policy is to provide a uniform process for naming library facilities and property, including allowing for recognition of exemplary service or generosity to the District and its constituents.

The recommended revisions are made primarily for the sake of clarity. The word "personal" was removed in reference to property, as the distinction between "personal property" and "property" does not impact the effect of the policy, and maybe unduly limiting. The revisions have been reviewed by the District's legal counsel.

Communication and Development Director Jane Baker will be available to answer any questions on the recommended policy revisions.

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

Recommended Action: Board motion to approve revisions to the Naming and Recognition policy.

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: NAMING AND RECOGNITION

APPROVAL DATE: August 21, 2018

REVISION DATE: ~~August 18, 2020~~ September 20, 2022

RELATED POLICIES:

Collection Development
Gifts

Purpose:

To provide for a uniform process for naming library facilities and ~~personal~~ property, including allowing for recognition of exemplary service or generosity to the District and its constituents.

General Naming Policy

Generally, libraries will be named after the communities they serve, their geographic location, or a similar geographic nexus.

Naming privileges for government or public funding sources will not be considered.

Naming in Recognition of Generosity to the District

The District may choose to recognize extraordinary generosity on the part of individuals, corporations, foundations, and donations in memoriam to reflect the District's appreciation of community members who support libraries and who choose to leave a legacy by providing funding.

A library may be named for a significant donor or in recognition of a significant financial contribution to enhancing library services to the residents of the District. A significant financial contribution to the library shall be one that comprises a substantial portion of the ~~Board of Trustees' approved~~ overall cost of the project, as approved by the Board of Trustees.

Library meeting rooms, reading areas, special use areas, gardens, walkways, and other interior and exterior spaces may be named for a significant donor or in recognition of a significant contribution to the cost of that space.

Collections, equipment, furnishings, and art may be named for the donor of the item(s) or for the donor of the funds to purchase the item(s).

A donor may choose to recommend to the Board of Trustees that the donor's contribution be recognized by naming the library, interior or exterior space, collection, etc., for a person or persons whom the donor wishes to honor.

Naming in Recognition of Service to the District

The District may also choose to name facilities, programs, and other property for individuals who have provided distinguished service to the District or the community. Candidates considered for honorific naming recognition should reflect the vision and mission of the District through outstanding achievements in ~~learning, or learning or demonstrated~~ demonstrating leadership of lasting value to the District or the community at large.

Naming Library Facilities, Rooms, ~~Areas~~ Areas, and Spaces

If a library is to be named for a donor, the name will generally be determined using the following naming convention: "Donor Name" "Geographic Location" Library.

If a specified space within the interior of each library is to be named for a donor, the name will generally be determined using the following naming convention: "Donor Name" "Function of Area."

Recognizing Furniture and Equipment Donations

Furniture and equipment donors will generally be recognized with appropriate plaques or signage.

Recognizing Art and Library Materials Donations

Art donations will generally be recognized with appropriate plaques or other such suitable recognition as recommended by the Recognition Committee and approved by the Board of Trustees.

Monetary donations for library materials will generally be recognized with appropriate bookplates or such other suitable recognition in the materials purchased with donated funds, as determined by District staff. Material selections will be made by District staff in accordance with the Collection Development policy.

Naming and Recognition Committee and Process

The Board of Trustees shall form a special Naming and Recognition Committee as necessary, to make recommendation(s) to the Board of Trustees regarding naming proposals for library facilities and spaces.

Membership on the committee shall include at least one representative from the Board of Trustees, the Executive Director, and the Communication & Development Director. Selection of additional members, if any, shall be based on community involvement, project knowledge, and fundraising goals.

No ~~one person~~ associated personally or professionally with the donor may serve on the Naming and Recognition Committee.

The Executive Director or designee will be responsible for creating a written agreement for each naming opportunity for submission to the Board of Trustees for approval. The agreement with the donor shall contain conditions, terms, and payment schedule for the contribution and where and how the Donor name(s) will be displayed.

The Naming and Recognition Committee will make a written recommendation to the Board of Trustees regarding any proposal to name a library, interior or exterior space, collection, or other library asset pursuant to this policy.

The Board of Trustees shall have sole discretion to name any library, interior or exterior space, collection, or other library asset pursuant to this policy.

Duration of Naming and Recognition Opportunities

Naming designations will persist for the duration specified in the signed written agreement between the District and the entities donor, or their representatives, for which the District property has been named ~~or their representatives~~.

Naming designations may be removed or altered where, in the judgment of the Board of Trustees, continuing identification with the recognized individual or organization would constitute a significant and continuing challenge to the reputation of the District.

The Executive Director will establish administrative procedures to implement this policy. ~~Any~~ Any appeal of an administrative action under this policy will be made in writing first 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.

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Naming designations will persist for the duration specified in the signed written agreement between the District and the donor, or their representatives, for which the District property has been named.

Naming designations may be removed or altered where, in the judgment of the Board of Trustees, continuing identification with the recognized individual or organization would constitute a significant and continuing challenge to the reputation of the District.

The Executive Director will establish administrative procedures to implement this policy. Any appeal of an administrative action under this policy will be made in writing first 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.

PUBLIC ART IN DISTRICT FACILITIES

Background

The purpose of this policy is to provide parameters under which public art would be included in major construction projects for District facilities.

Staff are not recommending any revisions to the policy as written. This policy was last revised in October 2020, at which time it was reviewed by the District's legal counsel.

As part of the biennial review process for policies, staff recommend that policies that are not revised are instead reaffirmed by the Board of Trustees. A reaffirmation date would be added to the policy, as indicated via underline in the following draft.

Recommended Action: Board motion to reaffirm the Public Art in District Facilities policy.

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: PUBLIC ART IN DISTRICT FACILITIES

APPROVAL DATE: FEBRUARY 19, 1998

REVISION DATE: OCTOBER 20, 2020

REAFFIRMATION DATE: SEPTEMBER 20, 2022

RELATED POLICIES:

Gifts

Naming and Recognition

Procurement

General Policy:

It is the policy of Spokane County Library District to actively support the inclusion of public art in library facilities for aesthetic enhancement of its public areas and to increase accessibility of art to District residents. To that end, the Board of Trustees may designate up to one percent (1%) of the initial Maximum Allowable Construction Cost for each new building construction project for procurement of public art. This designation shall be made concurrently with the adoption of each construction project budget. The Board of Trustees shall also encourage donation of private funds to be used for this purpose.

An Art Selection Committee shall be formed by the Board of Trustees for each construction project to provide recommendations to the Board of Trustees for all aspects of arts project planning and selection of arts projects.

Methods available to the committee for solicitation of proposals for public art include competition open to any qualified artist, limited competition open to a list of artists invited to submit proposals, or direct selection of a specific artist, all based upon criteria established by the committee for the project and consistent with District policy regarding procurement.

Final selection of public art, whether from public or private funds, shall be subject to approval by the Board of Trustees. Gifts or donations of public art that meet the criteria established by the Art Selection Committee may be given preferential consideration for selection in order to maximize the use of public funds toward the Maximum Allowable Construction Cost.

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.

HR02 HIRING AND EMPLOYMENT
HR07 GRIEVANCE
HR10 HARASSMENT AND BULLYING
HR13 DISCIPLINE

Background

Four Human Resources policies are before the Board of Trustees this month, Overall, revisions are minor, and involve moving sections to procedure (HR02), updating the standard boilerplate language (HR10), and addition of Human Resources Director as being able to issue a level 1 disciplinary notice (HR13).

HR07 only requires a reaffirmation of existing policy.

The District's legal counsel has reviewed prior iterations of these policies. Overall, the recommended revisions do not represent any substantive changes.

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

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

Recommended Actions:

- Board motion to approve revisions to the HR02 Hiring and Employment policy.
- Board motion to reaffirm the HR07 Grievance policy.
- Board motion to approve revisions to the HR10 Harassment and Bullying policy.
- Board motion to approve revisions to the HR13 Discipline policy.

POLICY: HR02 – Hiring and Employment

APPROVAL DATE: 01/01/1982

REVISION DATE: ~~10/19/2021~~ 09/20/2022

Purpose

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

Scope

Applies to all District employees

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

2.01 Nature of Employment

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

2.02 Secondary Employment

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

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

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

2.03 Authorization to Work in the United States

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

2.04 Hire Reporting Requirements

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

2.05 Background Check

The District will comply with RCW 43.43.830-845 by submitting a request for criminal history information to the Washington State Patrol. In addition, the District may conduct a more in-depth background check and may use a third-party provider. The District will pay any fees associated with completing a background inquiry.

For those employees whose duties involve operating a District vehicle, a full driver's record will be requested from the state in which the employee's driver's license is issued.

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

Background checks will be conducted on an ongoing basis for current staff, every three years from the date of the initial background check. For those subject to driver's record searches, these will be requested on the same schedule as routine background checks.

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

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

- Sexual misconduct with a minor – First or second degree
- Unlawful imprisonment
- Vehicular homicide
- Violation of child abuse restraining order

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

~~**2.06—Identification Badges**~~

~~Identification badges shall be issued to all employees and must be worn and visible at all times while an employee is on duty, working in a District facility, or while providing library services to customers at other facilities such as schools, childcare centers, or retirement homes.~~

~~Employees are required to wear the most recent version of the ID badge.~~

~~ID badges must be surrendered upon termination of employment.~~

2.07 Access to Personnel Files

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

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

With prior notice, an employee may examine their file during regular office hours with a Human Resources staff member present.

An employee may request photocopies of their personnel file contents from the Human Resources Director or designee. Photocopying will be done by authorized Human Resources staff. Photocopy requests will be provided to the employee within two (2) business days, under most circumstances. There may be a reasonable charge for photocopies.

Personnel files of employees who have left District employment shall be retained according to the General Records Retention Schedule issued by the Office of the Secretary of State of Washington.

Former employees may request a copy of their Personnel file through the Public Records Request process.

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

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

2.08 Employment Verifications/Reference Checks

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

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

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

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

2.09 Government and Other Official Inquiries and Public Records Act Requests

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

2.10 Introductory Period

The Introductory Period is the six (6) month evaluation period following initial hiring by the District. Under special circumstances, the Introductory Period may be extended for up to six (6) additional months upon approval by the Human Resources Director. An employee may be separated from service at any time during the Introductory Period without notice and for any reason.

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

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

2.11 Trial Service Period

The Trial Service Period is a six (6) month evaluation period following a promotion, demotion, or transfer to a new position. The Trial Service Period may be extended for an additional six (6) months upon approval by the Human Resources Director. The Trial Service Period may be waived at the recommendation of the Human Resources Director and the approval of the Executive Director. If an employee does not successfully complete the Trial Service Period, they may be returned to their former position, if available, or be separated from service with District.

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

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

2.12 Acting Appointment

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

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

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

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

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

2.13 Temporary Employment

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

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

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

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

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

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

2.14 Transfers

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

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

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

2.15 Demotions

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

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

2.16 Employment of Immediate Family Members

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

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

2.17 Notice of Resignation

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

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

This notice should be in writing and briefly state the reason for leaving and the anticipated last day of work. Upon receipt of the resignation notice, the District reserves the right to place the employee on paid leave for the remainder of the resignation notice period. Unless placed on paid leave, employees shall be present at the worksite on their last day of work; vacation and/or sick leave may not be used to meet this requirement.

2.18 Reduction in Workforce

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

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

2.19 Performance Evaluation

Performance evaluations will be conducted for all staff on an annual basis.

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

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

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

POLICY: HR02 – Hiring and Employment

APPROVAL DATE: 01/01/1982

REVISION DATE: 09/20/2022

Purpose

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

Scope

Applies to all District employees

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

2.01 Nature of Employment

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

2.02 Secondary Employment

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

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

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

2.03 Authorization to Work in the United States

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

2.04 Hire Reporting Requirements

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

2.05 Background Check

The District will comply with RCW 43.43.830-845 by submitting a request for criminal history information to the Washington State Patrol. In addition, the District may conduct a more in-depth background check and may use a third-party provider. The District will pay any fees associated with completing a background inquiry.

For those employees whose duties involve operating a District vehicle, a full driver's record will be requested from the state in which the employee's driver's license is issued.

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

Background checks will be conducted on an ongoing basis for current staff, every three years from the date of the initial background check. For those subject to driver's record searches, these will be requested on the same schedule as routine background checks.

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

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

- Sexual misconduct with a minor – First or second degree
- Unlawful imprisonment
- Vehicular homicide
- Violation of child abuse restraining order

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

2.06 Access to Personnel Files

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

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

With prior notice, an employee may examine their file during regular office hours with a Human Resources staff member present.

An employee may request photocopies of their personnel file contents from the Human Resources Director or designee. Photocopying will be done by authorized Human Resources staff. Photocopy requests will be provided to the employee within two (2) business days, under most circumstances. There may be a reasonable charge for photocopies.

Personnel files of employees who have left District employment shall be retained according to the General Records Retention Schedule issued by the Office of the Secretary of State of Washington.

Former employees may request a copy of their Personnel file through the Public Records Request process.

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

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

2.07 Employment Verifications/Reference Checks

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

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

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

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

2.08 Government and Other Official Inquiries and Public Records Act Requests

The District will comply with subpoenas, court orders, Public Records Act requests, and all other valid legal requests for employee information required by law. All such legal documents, when received, shall

be forwarded immediately to the Human Resources Director and/or Executive Director for review and handling.

2.09 *Introductory Period*

The Introductory Period is the six (6) month evaluation period following initial hiring by the District. Under special circumstances, the Introductory Period may be extended for up to six (6) additional months upon approval by the Human Resources Director. An employee may be separated from service at any time during the Introductory Period without notice and for any reason.

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

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

2.10 *Trial Service Period*

The Trial Service Period is a six (6) month evaluation period following a promotion, demotion, or transfer to a new position. The Trial Service Period may be extended for an additional six (6) months upon approval by the Human Resources Director. The Trial Service Period may be waived at the recommendation of the Human Resources Director and the approval of the Executive Director. If an employee does not successfully complete the Trial Service Period, they may be returned to their former position, if available, or be separated from service with District.

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

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

2.11 *Acting Appointment*

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

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

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

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

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

2.12 *Temporary Employment*

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

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

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

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

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

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

2.13 Transfers

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

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

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

2.14 Demotions

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

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

2.15 Employment of Immediate Family Members

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

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

2.16 Notice of Resignation

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

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

This notice should be in writing and briefly state the reason for leaving and the anticipated last day of work. Upon receipt of the resignation notice, the District reserves the right to place the employee on paid leave for the remainder of the resignation notice period. Unless placed on paid leave, employees shall be present at the worksite on their last day of work; vacation and/or sick leave may not be used to meet this requirement.

2.17 Reduction in Workforce

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

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

2.18 Performance Evaluation

Performance evaluations will be conducted for all staff on an annual basis.

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

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

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

POLICY: HR07 – Grievance

Orig. Date: 01/01/1982

Latest Revision: 11/19/2019

REAFFIRMATION DATE: SEPTEMBER 20, 2022

Purpose

To set forth the District's policy on grievances.

Scope

Applies to all District employees

An employee who believes that they have been the subject of a misapplication or violation of District policies, procedures, practices by management, may submit a grievance in writing to the Human Resources Director.

The grievance statement shall be made within five (5) business days of the alleged occurrence and shall include the following:

- The specific policy, procedure or practice that was misapplied or violated.
- A description of the above, including date or dates of the misapplication or violation.
- The employee(s) and/or supervisor(s) involved.
- The remedy sought by the employee.

The Human Resources Director will review the grievance and respond to the employee within five (5) business days after receipt. The response may include a request to meet to attempt to resolve the grievance, notification of the initiation of an investigation, or any other response deemed appropriate by the Human Resources Director.

If the employee is not satisfied with the response of the Human Resources Director, they may file a written appeal within ten (10) business days to the Executive Director.

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.

POLICY: HR10 – Harassment & Bullying

APPROVAL DATE: 01/01/1982

REVISION DATE: ~~11/20/2018~~ 09/20/2022

Purpose

To set forth the District's policies on harassment and bullying.

Scope

Applies to all District employees and volunteers

Spokane County Library District is committed to a work environment where everyone is treated with respect and dignity. Every individual has the right to work in a professional atmosphere that is free from discrimination, harassment, and bullying. The District will not tolerate unlawful discrimination, harassment or bullying of any kind.

10.01 Harassment

Workplace Harassment is defined by the U.S. Equal Employment Opportunity Commission (EEOC) as repeated, inappropriate, unwelcome, or offensive conduct or speech directed toward individuals – or their relatives, friends, or associates – because of their race, color, national origin, gender, gender identity, sexual orientation, religion, disability, or age. The conduct or speech must be serious and frequent enough to create a hostile, intimidating, or offensive work environment; unreasonably interfere with an employee's work performance; or negatively affect a person's employment opportunities, benefits, or rights.

Managers or supervisors who know, or should have known of such conduct, and who can be shown to have failed to take appropriate action to eliminate the conduct, may be subject to disciplinary action up to and including termination.

Sexual Harassment

Sexual harassment is unlawful under Title VII of the Civil Rights Act of 1964. According to the Equal Employment Opportunity Commission (EEOC), sexual harassment is defined as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature... when... submission to or rejection of such conduct is used as the basis for employment decisions... or such conduct has the purpose or effect of... creating an intimidating, hostile, or offensive working environment."

Harassment, including sexual harassment, is prohibited by federal and state laws. This policy prohibits harassment of any kind and the District will promptly investigate all allegations of harassment.

Employees found to have engaged in harassing behavior will be subject to disciplinary action up to and including termination. Managers or supervisors who know, or should have known of such conduct, and failed to take appropriate action or notify the Human Resources Director may be subject to disciplinary action up to and including termination.

Managers or supervisors who know, or should have known of such conduct, and who can be shown to have failed to take appropriate action to eliminate the conduct, may be subject to disciplinary action up to and including termination.

10.02 Bullying

Workplace bullying is defined as persistent verbal or physical conduct, or abuse of power designed to upset, threaten, humiliate, intimidate or coerce, as well as verbal taunting, in which the employee's opinion impairs their ability to perform their job.

This policy prohibits bullying of any kind and the District will promptly investigate all allegations of bullying. Employees found to have engaged in bullying behavior will be subject to disciplinary action up to and including termination.

Managers or supervisors who know, or should have known of such conduct, and failed to take appropriate action or notify the Human Resources Director may be subject to disciplinary action up to and including termination.

10.03 Filing a Complaint

Any employee who believe they are or have been the subject of harassment or bullying should file a complaint with the Human Resources Director or Executive Director.

The Human Resources Director or designee will investigate all complaints promptly. The District will endeavor to complete the investigation within ten business days from receipt of the complaint.

10.04 Retaliation

Retaliation is defined as behavior directed at a complainant or witnesses that is hostile or otherwise discourages an individual from making a complaint or engaging in other forms of protected activities. This includes retaliation for inquiring about rights under this policy, reporting or complaining about possible violations or assisting in an investigation.

Retaliation against any employee for filing a complaint, participating in an investigation, or engaging in activities protected by federal or state law or District policy, is strictly prohibited Any employee found to have engaged in such behavior may be subject to discipline up to and including termination.

Managers or supervisors who know, or should have known of such conduct, and who can be shown to have failed to take appropriate action to eliminate the conduct, may be subject 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.
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~~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.~~

POLICY: HR10 – Harassment & Bullying

APPROVAL DATE: 01/01/1982

REVISION DATE: 09/20/2022

Purpose

To set forth the District's policies on harassment and bullying.

Scope

Applies to all District employees and volunteers

Spokane County Library District is committed to a work environment where everyone is treated with respect and dignity. Every individual has the right to work in a professional atmosphere that is free from discrimination, harassment, and bullying. The District will not tolerate unlawful discrimination, harassment or bullying of any kind.

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POLICY: HR13 – Discipline

APPROVAL DATE: 05/21/2019

REVISION DATE: 09/20/2022

Purpose

To set forth the District’s policies for progressive discipline.

Scope

Applies to all District employees

Ideally, coaching and counseling will be used to address issues with performance or behavior prior to moving to disciplinary action.

Employees should be mindful that disciplinary action in any individual situation will depend on the specific facts presented; therefore, no outcome is guaranteed or assured by this policy.

This policy should not be construed as preventing, limiting, or delaying the District from taking the level of disciplinary action it deems appropriate.

Level 1 Disciplinary Notice

A Level 1 Disciplinary Notice may be issued by a supervisor or by Human Resources in order to address minor and/or ongoing work performance or behavior issues.

A written record will be provided to the employee, the supervisor and a copy will be placed in the employee’s personnel file.

Level 2 Disciplinary Notice

For more serious work performance and behavior issues, or repeated issues, a Level 2 Disciplinary Notice may be given. This document will be written and delivered by the Human Resources Director, in collaboration with the direct supervisor.

A copy of the document will be given to the employee and the supervisor and the original placed in the employee’s personnel file. The employee may write a statement in response to this notice and have it placed in their personnel file.

Pre-Disciplinary Hearing

Prior to a final determination to suspend or terminate an employee, a hearing will be held with the employee, the Human Resources Director and the Executive Director. This hearing serves as a check against mistaken decisions and provides an opportunity for an employee to furnish additional information before a final decision regarding discipline is made.

At least two business days prior to the hearing, the Human Resources Director will provide the employee with notice that the District is considering disciplinary action, the reasons for the proposed action, and the date and time for the employee to meet with the Human Resources Director.

Suspension

This may be used when the employee has been engaging in a pattern of poor performance or undesirable behavior, and prior coaching and/or discipline have failed to correct the behavior or performance issue or when the misconduct rises to such a level of seriousness that suspension is warranted.

The Executive Director has sole authority to suspend an employee.

If, following the hearing, the intent to suspend is sustained, the employee will be relieved of their job assignment and placed in Leave without Pay (LWOP) status for a specified time. The length of suspension may vary depending on the nature and severity of the offending behavior.

FLSA exempt employees shall not be suspended without pay for disciplinary purposes for periods of less than a full workweek, unless the infraction involves violation of safety rules of major significance.

A copy of the notice of suspension and all supporting documents will be given to the employee, the supervisor and the original placed in the employee's personnel file. The employee may write a statement in response to this notice and have it placed in their personnel file.

Termination

This may be used when other disciplinary actions(s) have failed to correct the undesirable behavior or performance, or when the seriousness of the offense warrants such action.

The Executive Director has sole authority to terminate an employee.

If, following the hearing, the intent to dismiss is sustained, the notice and all supporting documentation will be given to the employee and the supervisor and the original placed in the employee's personnel file.

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.

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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.

NAMING RIGHTS AGREEMENT FOR THE COMMUNITY ROOM AT SPOKANE VALLEY

Background

As part of the Capital Campaign to raise additional funding for the new Spokane Valley Library, naming rights for prominent features are available to area businesses and individuals. Naming rights allow for large gift donors to be visually recognized for their contributions over a predetermined length of time.

James Zahand, a long-time community supporter of the library, has committed to the naming rights for the community room (the large meeting room in the front of the library) in the new Spokane Valley Library in the name of his late wife, Diane E. Zahand. Mr. Zahand has committed to a total amount of \$250,000, payable in two installments of \$125,000 each. The first installment will be rendered upon execution of the Agreement, and the second installment on or by July 1, 2023.

The community room will be known as the Diane E. Zahand Community Room in perpetuity. In addition:

- The name will be displayed on signage, inside and outside of the community room, recognizing this sponsorship.
- The community room will be referred to by the name in publications and communications by the District.

James Zahand contacted the Library District in 2012 after Diane's passing, to establish the Diane E. Zahand Fund in support of STEM related children's programs and resources. The fund has supported many library STEM programs including the passes to the Mobius Discovery Center.

According to Mr. Zahand, his late wife saw everything in the world around her as science. "She was a voracious reader and loved going to museums." Diane taught kindergarten at the Pioneer School and volunteered at Sunrise Elementary before starting Prism School in Spokane Valley. Her deep commitment to educating students had a positive impact on children, especially her hands-on approach to exploration of nature. Mr. Zahand's naming rights to the community room will be to honor Diane and carry forward Diane's passion for educating children for generations to come.

The District's legal counsel has reviewed this agreement.

Communication & Development Director Jane Baker will provide additional background information and be available to answer questions at the meeting.

Approval of the agreement would authorize staff to act on the District's behalf in signing the Naming Rights contract.

Recommended Action: Board motion to approve the agreement with James Zahand for Naming Rights for the community room in the new Spokane Valley Library.

Naming Rights/Sponsorship Agreement

The Diane E. Zahand Community Room

at

Spokane Valley Library

This Library Facility Naming/Sponsorship Agreement for naming opportunities (Agreement) is entered into between the Spokane County Library District (District) and James Zahand, as follows:

Purpose. The parties entered into this Agreement for the purpose of generation of revenue for Spokane Valley Library as consideration for recognition of contribution to the District.

Authority. The parties enter into this Agreement pursuant to District policies regarding Gifts, Naming and Recognition, and Partnership and Sponsorship.

Facility. The parties agree that the Community Room (Facility) located at the Spokane Valley Library, 22 North Herald Road, Spokane Valley, Washington, shall be referred to, consistent with the Naming and Recognition Policy, as the "Diane E. Zahand Community Room" (Name) during the term of this Agreement. The Name shall be displayed on the Facility as determined by the Naming and Recognition Committee (Committee) in its sole discretion. The Facility shall be referred to in publications and communication by the District Board of Directors (Board) and the District by the Name during the term of this Agreement.

Signage. Signs may include Sponsor's logos, marks, or other artwork compatible with the District's and/or Committee's design standards, specifications, and aesthetic characteristics, subject to Committee approval and any restrictions or limitations imposed by law or any governmental body exercising or possessing administrative, regulatory, or approval authority over the Committee.

Term. This Agreement shall be in perpetuity or to the extent that the building remains in use by the Spokane County Library District. This Agreement may be terminated, with or without cause, only by the Board. If terminated, the Board shall refund the pro-rated portion of the total payment amount for the remaining Agreement term.

Payment. In consideration of the rights granted under this Agreement, Sponsor agrees to pay the Library Foundation of Spokane County, as the receiving agent for the District, a contribution in the total amount of \$250,000 (Sponsorship and Naming Rights Fee). Sponsor may prepay the full Sponsorship and Naming Rights Fee amount or pay through two annual installments of \$125,000.00. Prepayment by Sponsor will have no effect on any other term or provision of this Agreement. If Sponsor elects two annual installments, the first installment shall be due and payable upon execution of this Agreement, and the second installment on or by July 1, 2023 in the amount of \$125,000.00.

Tax Consequences. The Sponsorship and Naming Rights Fee may be deductible for federal income tax purposes under Section 170 of the Internal Revenue Code. Sponsor shall consult with its accountants, attorneys, and other tax advisors regarding the tax implications of the payment(s) made pursuant to this Agreement. The District accepts no responsibility for establishing or verifying the value of any contribution for charitable tax purposes.

Ethics Clause. Naming designations may be removed or altered where, in the judgement of the Board of Trustees, continuing identification with the Sponsor constitutes a significant and continuing challenge to the reputation of the District.

Default and remedies. Either party may cancel and terminate this Agreement, without liability to the other party, if the defaulting party repudiates, breaches, or otherwise fails to comply with any of the terms of this Agreement (default), including the failure to make timely and complete payment of all installments.

If either party defaults hereunder, the other party shall send the defaulting party written notice specifying the nature of the default and demanding that the default be cured within fifteen (15) days (Cure Period) stating if the default is not cured within the Cure Period, the Agreement shall terminate in thirty (30) days from the effective date of the notice. If the defaulting party does not cure the default within fifteen (15) days after the effective date of notice, the non-defaulting party may terminate this agreement effective (30) days after the effective date of such notice.

Either party may cancel and terminate this Agreement, without liability to the other party, upon the happening of any of the following or any other comparable event: (1) insolvency of the other party; (2) filing of any petition by or against the other party under any bankruptcy, reorganization, or receivership law; (3) execution of any assignment for the benefit of the other party's creditors; (4) the dissolution, sale, assignment, transfer, or acquisition of the other party; or (5) the destruction or occurrence of any other act that renders the [venue] unusable or unsuitable as determined in the sole and exclusive discretion of the Board.

Neither party shall be responsible for delays, lack of performance, or other default resulting from acts or events beyond the reasonable control of the party. Such acts shall include, but not be limited to, unforeseen events, fire, strikes, labor unrest, compliance with laws or regulations, riots, acts of war or terrorism, or any other conditions beyond the reasonable control of a party.

If the Board cancels and terminates this Agreement upon default by Sponsor, Sponsor shall be required and obligated to pay or reimburse the Board for all necessary and reasonable costs and expenses incurred to remove all signs and advertisements installed by the Board pursuant to this Agreement.

The foregoing remedies shall not be to the exclusion of any other right or remedy set forth in the Agreement or otherwise available in law or in equity.

The maximum liability of the Board to the Sponsor under any theory of law, including contract or tort, for a breach by the Board under the Agreement shall not exceed the amount of the Sponsorship and Naming Rights Fee actually paid by the Sponsor.

Notice. Written notice to either party under this Agreement shall be submitted to the following:

To Naming and Recognition Committee:

Board of Trustees
Spokane County Library District
4322 N Argonne Rd
Spokane, WA 99212

To Sponsor:

James Zahand
1202 N Winchester Lane
Liberty Lake, WA 99019

Notice shall be effective on the third day following deposit, postage paid, of the notice in the post office.

Indemnification. Sponsor shall defend, indemnify, and hold harmless the District and the Board, including for purposes of this section Board members, officers, agents, employees, volunteers, and others acting on its behalf, from and against all claims, demands, damages, liability, losses, payments, suits, actions, proceedings, and judgments of every nature and description, including attorneys' fees and costs, presented, brought, or arising out of, Sponsor's performance under this Agreement. Notwithstanding the foregoing, Sponsor shall not be liable for the defense or indemnification of the District and Board for claims, actions, complaints, or suits arising out of the sole negligence or willful misconduct of the District and Board.

Board shall defend, indemnify, and hold harmless Sponsor from and against all claims, demands, damages, liability, losses, payments, suits, actions, proceedings, and judgments of every nature and description, including attorneys' fees and costs, presented, brought, or recovered against Sponsor for, or on account of any liability which may be incurred by reason of, arising out of, Board's performance under this Agreement. Notwithstanding the foregoing, Board shall not be liable for the defense of indemnification of the Sponsor for claims, actions, complaints, or suits arising out of the sole negligence or willful misconduct of the Sponsor.

The undersigned agree to the terms and conditions stated above:

Sponsor: James Zahand

Spokane County Library District

Signature: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

OVERVIEW – FACILITIES: STATE OF THE BUILDINGS

Finance Director Rick Knorr will provide a comprehensive overview of the status of District owned and/or operated buildings, including recently completed and forthcoming capital improvements.

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

FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: OCTOBER – NOVEMBER 2022**October 18, 2022: Spokane Valley Library - (4:00 p.m.)**

- New Spokane Valley Library: Update
- 2023 Budget
 - Public Hearing on Authorized Revenue Sources
 - 2023 Preliminary Budget Presentation
 - Organizational Memberships Review
 - Eliminating Overdue Fines Discussion
 - Operational Options for the BookEnd and the current Spokane Valley Library in 2023
 - Board Direction to Staff

Please send requests for agenda additions or changes to the Board Chair or Administrative Services Manager no later than Tuesday, Oct. 4, for inclusion in the preliminary agenda to be sent Oct. 5. Meeting packets will be mailed Oct. 12.

November 15, 2022: Argonne Library – (4:00 p.m.)

- New Spokane Valley Library: Update
- 2023 Preliminary Budget Update
 - Cost of Living Adjustment (COLA) for 2023 (Tentative): Approval Recommendation.
 - Adopting a 2023 Final Budget and Certifying It to the Board of County Commissioners (Resolution No. 22-xx): Approval Recommendation.
 - Authorizing 2022 Property Tax Levy Increase for Collection in 2023 (Resolution No. 22-xx): Approval Recommendation.
 - Levying the Regular Property Taxes for SCLD for Collection in 2023 (Resolution No. 22-xx): Approval Recommendation.
 - Board Direction to Staff

SPECIAL MEETINGS/ACTIVITIES2022

Oct 10 All Staff Day, CenterPlace Event Center, Spokane Valley

EXECUTIVE DIRECTOR'S REPORT JULY 2022

Business Office, Finance and Facilities – Rick Knorr

General Fund

Items of note through July 2022:

Property Tax Collections

Total tax collections are 56.8% collected, in line with expectations.

Total Expenses

Total expenses before operating transfers through seven months of the year are 58.4% of budget and continue to be very close to target.

Insurance is over budget and will remain so through the year for reasons provided in the previous month's report. Library program expenses at 77% of budget is the next largest line item from a percentage of target point of view. Summer is seasonally the busier time for programs and expenditures are often made prior to the occurrence of the program so this is normal throughout the summer months of the fiscal year.

Capital Project Fund

The capital project fund now reports the receipt of the proceeds of the library construction loan (received in June) and the transfer of funds from the general fund (received in July) and an ending balance of \$13,088,570. This fund balance is ready and available to make the construction payments throughout the year.

New Monthly Construction Expenditures page included in the Fiscal Report

Included in this monthly fiscal report is a page illustrating the construction project expenses that have been paid since the project inception, monthly amounts from April 2022 forward, along with the estimated amount remaining to finish the project. The construction contract was awarded in April 2022. Ongoing monthly fiscal reports will include this page for the remainder of the construction period.

Human Resources – Toni Carnell

Training

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

Staff updates:

New hires:

- Public Services Associate - 2

Promotions:

- Public Services Associate to Mobile Services Operations Specialist
- Public Services Associate to Public Services Specialist
- Public Services Associate to Operations Staffing Specialist

Transfers

- Library Supervisor
- Public Services Associate to Public Services Associate Float– 1

Separations:

- Library Assistant
- Camp Counselor (end of temporary) - 3
- Executive Assistant
- Public Services Specialist
- Librarian

Communication & Development – Jane BakerCommunication

This is the eighth year that the District is one of three exclusive advertisers for the Spokesman's Summer Stories feature. Every summer, the paper features local authors by printing short stories based on a theme. This year's theme is "Home is where the heart is." The District's ad runs on Sundays every other week from July 3 through September 4.

STA Youth Passes - A distribution snapshot on July 8 shows total distribution at 5,474 passes, an increase from the 4,300 distributed during the entire summer in 2021. As of July 8, District libraries had distributed 1,186, or 22%, of the passes with the highest distribution at Spokane Valley.

Production of the fall of Engage is underway and this issue will be bigger than those of the previous two years. This issue will be out in September and includes October through January programs and services.

Development

The Development Department is working on two naming agreements for the Spokane Valley campaign, including an agreement on the Community Room (meeting room), and is looking forward to bringing those to the Trustees at a fall meeting. A local Spokane Valley brewery has approached the Foundation with a fall fundraiser suggestion for the campaign. Development is working on details with more information for Trustees coming soon.

The Department has updated the staff procedure for Receiving Donations to include recognizing Friends of the Library as donors and has also worked with IT to connect the Foundation website with analytics to improve get feedback on improving the site and increasing donations.

Operations - Doug Stumbough

For the month of July, a total of 69,224 customers visited our libraries, an increase of 3,330 from the previous month. 99,922 physical items borrowed by customers, compared to 98,128 in June (+1,794). The draw of summer programming was likely the largest contributor to this uptick in usage.

Positive Interaction Reports

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

A new North Spokane customer came by the service desk shortly after Public Services Associate, Merilee, had helped him and his children with their cards. He made a point to share with the staff how much he appreciated Merilee's patience and work and said she was just wonderful.

Two teenagers visited The BookEnd to get STA bus passes and use the computers for a bit. As they went to leave, they told staff that they love the library system, and they use multiple locations (mentioning BookEnd, North Spokane, and Moran Prairie specifically). They said they always talk to nice people that help them wherever they go and that we must only hire the "nicest of the nice" to work in the library. They thanked us for partnering with STA to provide the bus passes as well, because without it they would "have a horrible summer"!

A North Spokane customer shared this experience via the online comment form: "I was having a difficult time accessing books I wanted to check out. Lydia drew the short straw and answered my phone call!! She was amazing!! Spent a lot of time helping me with my issue. Lydia is very knowledgeable regarding the web site and how to navigate it. She is a great asset to the library."

A man stopped at the Airway Heights desk before leaving to tell staff how much he loved the library. He explained that he was visiting from Seattle and figured he would stop by the library before going to an event in Airway Heights. He said he was impressed with the organization of our collection, the overall décor, and the staff picks. He also stated that this was one of his favorite libraries that he has visited.

Collection Services – Andrea Sharps

Top Checkouts and Holds

This month we are focusing on **OverDrive (digital)** titles for all ages with the most checkouts occurring during the month and titles with the most holds placed during the month. We also included the **adult (physical)** titles with the top checkouts and holds for the month:

- Popular **OverDrive** titles July:
 - **Audiobook checkouts:**
 - *The Girl in His Shadow* by Audrey Blake (125)
 - *Where the Crawdads Sing* by Delia Owens (65)
 - *The Judge's List* by John Grisham (60)
 - **Ebook checkouts:**
 - *The Girl in His Shadow* by Audrey Blake (371)
 - *The Last Thing He Told Me* by Laura Dave (60)
 - *Run, Rose, Run* by Dolly Parton and James Patterson (60)
 - *The Judge's List* by John Grisham (60)
 - *Sparring Partners: Novellas* by John Grisham (57)
 - **Audiobook holds** as of August 2:
 - *Where the Crawdads Sing* by Delia Owens (114)
 - *Book Lovers* by Emily Henry (64)
 - *The 6:20 Man* by David Baldacci (63)
 - **Ebook holds** as of August 2:
 - *Where the Crawdads Sing* by Delia Owens (104)
 - *Verity* by Colleen Hoover (84)
 - *The 6:20 Man* by David Baldacci (83)

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 are as follows:

Safety Improvements at North Spokane (NS) and Spokane Valley (SV)

As reported last month, a variety of safety and security improvement measures are in process. There is one update for July:

The daytime exterior patrols by 3rd party security commenced the first week of July. These patrols are scheduled to occur at random times during the day, with an emphasis to do a patrol just prior to staff arriving each morning and during periods of higher activity. District staff have worked with the security company, GoJoe Patrol, to clarify expectations and provide additional guidance as necessary. Overall, the first month of the service has gone smoothly.

EXECUTIVE DIRECTOR'S REPORT AUGUST 2022

Business Office, Finance and Facilities – Rick Knorr

General Fund

Financial results through August 2022 are presented, which is the two-thirds point of the year and total expenses before operating transfers through seven months of the year are 67%—very close to target.

2023 Budget

The October meeting next month begins the annual two-meeting process of establishing the annual budget for the District. The following are a few early news items regarding information that is used in budget formulation:

Inflation

We are all aware of the inflation that has occurred since last year at this time. The August report for annual inflation will be published on September 13th and will potentially be in the 8 - 9% range. This rate that is reported in August is used by Washington state to establish the minimum wage for the following year. Using 8%, the 2023 minimum wage could be \$15.65.

Property Tax Rate

Staff received the first in a series of four reports from the County Assessor's Office on the increase in assessed valuations of property within the District. Property values have increased a very large amount in the past year. This first report is for the increase in existing real property and that increase is over 30%. Increases in existing property values primarily effect, inversely, the new property tax levy rate, and based on this very first report, our levy rate looks like it could drop to 33 cents per \$1000 or even less.

Comprehensive Employee Health and Other Benefits Cost Increase

AWC Employee Benefit Trust recently released an early "sneak peek" of the possible range of increases in the employee benefits rate for 2023. The following is their early estimates.

- Kaiser Permanente Medical 4 to 7% increase
- Asuris Medical 3 to 6% increase
- Delta Dental 0 to 2% increase
- Willamette Dental 0 to 4% increase
- Vison, Life and Long-Term Disability No increase

Capital Projects Fund

The Capital Projects Fund now reports the receipt of the proceeds of the LOCAL Program library construction loan (received in June) and the transfer of funds from the general fund (received in July). The August ending fund balance is \$12,373,787. This fund balance is ready and available to make the construction payments throughout the remainder of the project.

New Monthly Construction Expenditures Report

Included this month in the financial report is a one-page report detailing the monthly construction expenditures for the new SV library building since beginning of construction in April 2022. The hope is this report will assist in following progress and the pace of progress and the intent is to include this page until the building is complete.

Facilities Report

Staff are pleased to report that the first five library buildings have been brought up on the new intrusion alarm system as of September 8. The first being the Airway Heights library, converted on Monday August 8. Otis Orchards, Deer Park, Fairfield and Medical Lake buildings followed on a weekly basis in that order.

Most of the changes would be considered behind the scenes as we have replaced 30-year-old equipment and technology with new. For District employees, the procedures for using the new system are very similar to the existing one.

Human Resources – Toni CarnellTraining

A revised session of New Employee Orientation was held. A new position was created from one of the current Operations Specialists: Training Specialist. This position will focus on delivering operations and customer service training for new staff and providing ongoing training to current staff.

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

Staff updates:

New hires:

- Librarian – 2
- Storytime Specialist
- Public Services Associate
- Public Services Associate - Float

Promotions:

- Operations Staffing Specialist to Library Supervisor

Reclassifications:

- Operations Specialist to Training Specialist

Transfers

- Public Services Associate - 6

Separations:

- Library Supervisor
- Public Services Technician
- Collection Services Technician
- Public Services Associate

Communication & Development – Jane BakerCommunication

Deer Park Library's closure due to the air conditioning issues, including LINC visits and curbside pickup availability was included in articles in the Deer Park Gazette on Aug 8 and on Aug 24. A reporter interviewed Operations Director Doug Stumbough for a Spokesman article on Aug 31.

The most clicked link from the weekly eNewsletter in August was "Learn a New Language from Home" on Aug 18. The link was clicked approximately 300 times taking customers to the digital resource, Pronunciator.

Development

The Library Foundation of Spokane County held a regular quarterly meeting on August 3. The Board was down one member who left the state to work for another company, however, a new member was nominated, approved, and welcomed. The board voted to donate \$2,000 to sponsor the District's Writer's Conference in October.

As of Aug 3, donations to the Spokane Valley campaign totaled \$70,233 with \$117,000 in outstanding pledges, and \$310,000 in verbal commitments.

Operations - Doug Stumbough

For the month of August, a total of 66,655 customers visited our libraries, down 2,569 from 69,224 in July. 102,729 physical items were borrowed by customers during the month, compared to 99,922 in July. With an average of more than 6,600 visitors and 7,200 item checkouts per month this year, the impact of the month-long closure of Deer Park (see below) makes those counts a bit lower than what would be expected for August.

Deer Park Closure and limited services

Staff noticed the cessation of air conditioning after hearing a mechanical screeching noise on the evening of Aug 1st. Inspection of the HVAC system by facilities staff and the HVAC service vendor revealed that a compressor on one of the units failed, spilling coolant and oil on several electrical relays. While the twenty-year-old unit is covered by a service contract, a check with several suppliers revealed that the needed part was not available. A supply chain issue (an unfortunate but ongoing issue affecting many markets these days) has delayed repair until at least September as the necessary piece of equipment needs to be both manufactured and shipped.

Without proper cooling and air flow, temperatures inside the building frequently reached 95+ degrees during the hot weather and did not drop below 80 degrees, even overnight. Several solutions to cool the building sufficient for staff and public use were explored, and while some looked promising, they proved to be non-starters. For example, while bringing large scale temporary AC units to cool the entire building would have been ideal, those units must be vented outside and the building has no windows that open and using doors to ventilate would present a fire code violation, as all doors there are considered fire exits that cannot be obstructed.

That said, Public Services and Facilities staff did a good deal of creative problem solving to get some cooler air moving in the smaller work area so that staff could operate in the space for a couple hours each day before temperatures rose. Curbside pickup was then offered Monday–Saturday in the mornings and Deer Park Library staff were able to bring holds and remote print jobs to customers at the curb and process returned materials.

The LINC mobile library was also able to visit the Deer Park Library parking lot several days during the month to provide additional services and some programming.

Although it still may be several weeks before the system is repaired, the indoor conditions are being monitored and as daytime temperatures begin to drop, we are looking to extend hours and offer in-person services soon as possible.

Positive Interaction Reports

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

A couple came into Airway Heights, hoping to use the meeting room to make phone calls. They shared that they had previously been at Denny's, and it was just too noisy for what they needed to do. When they left, they visited the front desk and expressed their appreciation for a quiet place to make the calls, and that they had positive results with what they were doing.

The Call Center spoke to a North Spokane customer who wanted to express their thanks for the excellent service she received when she went there to find a phone number for a cat sitting service. She said she was not good with computers and never would have found it without help from staff. She also shared that she is familiar with most the staff there and all are so nice and helpful that she would still use North Spokane even if she did not live nearby.

After being helped with some computer questions at Moran Prairie, a customer told Library Supervisor Caitlin, "I want you to know that you are very lucky. I am not easy to help. I am in my eighties and don't have very good language and my brain doesn't work like it's supposed to. But she [Public Services Associate Alyssa] was so helpful to me. Without her, I would not be able to do my job."

A North Spokane customer wanted to thank the library for having a "lovely" selection of French language books. They had lived in France as a child and were excited to reacquaint themselves with the language. "Bien joué, mon bibliothèque amies!"

A frequent user of the BookEnd told staff how much she really appreciates all the services offered. She utilizes the copier, loves that she can check out CD Books and DVDs, and said that she is thankful to the staff for all the help they give.

Public Services Associate Lydia was at the North Spokane information kiosk when a customer asked for assistance with printing. It was a simple interaction, and they were able to find and print the document needed. As she was leaving the customer paid Lydia and the staff the compliment "You are all so pleasant, nice and helpful every time I come in. I am so grateful all of you are here." She went on to say she mostly uses Overdrive since retiring and loves reading and mentioned how wonderful the library has been in helping her learn to use the computers.

Collection Services – Andrea Sharps

Top Checkouts and Holds

This month we are focusing on **OverDrive (digital)** titles for all ages with the most checkouts occurring during the month and titles with the most holds placed during the month. We also included the **adult (physical)** titles with the top checkouts and holds for the month:

- Popular **OverDrive** titles August:
 - **Audiobook checkouts:**
 - *The Girl in His Shadow* by Audrey Blake (96)
 - *Where the Crawdads Sing* by Delia Owens (73)

-
- *Run, Rose, Run* by Dolly Parton and James Patterson (65)
 - **Ebook checkouts:**
 - *The Last Thing He Told Me* by Laura Dave (80)
 - *The 6:20 Man* by David Baldacci (60)
 - *Run, Rose, Run* by Dolly Parton and James Patterson (56)
 - **Audiobook holds** as of September 6:
 - *Where the Crawdads Sing* by Delia Owens (129)
 - *I'm Glad My Mom Died* by Jennette McCurdy (60)
 - *It Ends with Us* by Colleen Hoover (59)
 - **Ebook holds** as of September 6:
 - *Verity* by Colleen Hoover (113)
 - *The 6:20 Man* by David Baldacci (99)
 - *Where the Crawdads Sing* by Delia Owens (98)
 - Popular **Adult Physical Book** titles August:
 - Checkouts:
 - *The Woman in the Library: A Novel* by Sulari Gentill (61)
 - *The Boardwalk Bookshop* by Susan Mallery (57)
 - *The Book Woman's Daughter: A Novel* by Kim Michele Richardson (53)
 - Holds:
 - *I'm Glad My Mom Died* by Jennette McCurdy (34)
 - *Wrong Place, Wrong Time: A Novel* by Gillian McAllister (26)
 - *It Ends with Us* by Colleen Hoover (25)

Request for Review of Library Materials

The District received a *Request for Review of Library Materials* form on August 22 regarding an adult nonfiction book. It was determined that the book met the collection criteria, and no change was made in the item's status. An initial written response was sent to the District resident within 15 business days of receiving the request as stated in the *Collection Development Policy*.

A 28-member team of librarians, public service managers, and other staff met four times over the last six months. These training sessions reviewed community engagement tools, networking techniques, and how to cultivate local partnerships. In May, the team broke into smaller teams and shifted from theories to practice. Four-member teams were assigned to individual communities to listen to community members in short interviews called Ask Exercises, group discussions called Community Conversations, or in-depth Stakeholder Interviews.

All interviews and conversations explored the question, “in what kind of community do you want to live?” We ask respondents about significant issues the community is facing, perceived challenges, and who is trusted to effect change. By seeking community aspirations, we aim to understand the vision the community has for itself. Our end goal is to find practical and resourceful ways the District can be a part of, create, and support that vision.

The teams completed 23 Ask Exercise Events (between 1-15 people were interviewed at each event), 41 Community Conversations, and nine in-depth interviews with community stakeholders. People and groups we spoke to included

Ask Exercises with

- Parents and caregivers at storytimes and family summer concerts
- Attendees at Airway Heights Days, Millwood Daze, May Fest, Fairfield Flag Day, Fairwood and Spokane Valley Farmers Markets, Mercadito, and YMCA Senior Wellness Fair

Community Conversations with members or representatives from

- SCLD Staff and SCLD Foundation Board
- Spokane Valley, Otis Orchard, and Moran Prairie Library Customers
- Airway Heights Parks and Rec Staff and Community Advisory Board
- Argonne Library Friends Group
- West Valley School District Staff
- Cheney Merchants Association
- Dementia Support Group
- New Hope Homeless Coalition
- Orchard Crest Retirement Community Residents
- Boys and Girls Club (5th and 6th Graders)
- Greater Valley Support Network (GVSN)
- Spokane Valley Chamber of Commerce
- Inland Northwest Early Learning Alliance (INWELA)
- League of Women Voters
- United Way of Spokane County

In-depth interviews with:

- Spokane Regional Health District Health Officer
- Hispanic Business & Professional Association Board Member
- NAACP President
- Spokane Valley City Council Member
- City of Spokane Valley Housing and Homeless Services Manger
- Family Promise Executive Director
- United Way of Spokane Executive Director (former)
- Camp Hope Resident

Upon completing each exercise event or conversation, staff wrote a brief report summarizing the main themes and a concluding paragraph called a “Community Narrative.”

Over the next month the teams will review and compare the individual Reports and Narratives for each library location and draft a broader Community Narrative to reflect the entire community. These Community Narratives will then be shared with all library staff at Staff Day. At that time, we will ask all staff to reflect on what we learned and invite them to share whether the themes ring true to what they see and hear from the customers they work with each day.

In addition to the Narratives, we will be reviewing and including data in the process. Pulling from sources like Spokane Indicators for local statistics, American Fact Finder for census data, school district statistics, and District digital resource Demographics Now, the teams will write a short “Community Profile”. The profiles will describe the make-up and trends of each community. The combination of each community’s aspirations and data will inform the direction and goals set within the strategic plan.

All District Staff and several members of the District’s Foundation Board were included in this process. We extend an invitation for any Trustee to do the same. Please let Patrick know whether there is an interest, and he will facilitate making the connection for a short interview.

Operations Report July 2022

Doug Stumbough and Kristy Bateman

Service Priority Teams

Business and Career Development (Stacey Goddard)

- Gwendolyn and I met with Bruce Dentler from Dementia Friendly Spokane to talk about North Spokane's upcoming Memory Café program. We discussed how we can work with both Rockwood and a Whitworth student group to support the program.
- This month's *Medicare-Related Costs Savings* workshop was presented via Zoom.
- Our SCORE workshop, *How to Start a Business*, was also presented via Zoom. Five participants had an engaging discussion with the presenter.

Early Learning (Mary Ellen Braks)

- Storytimes are steadily growing. This month we had a total of 59 storytimes with an attendance of 1,182.
- Our storytimes at three different parks in Spokane Valley (Edgecliff, Terrace View, and Mission) were a lot of fun and had an attendance of 95.
- The early learning team presented *Nature Storytimes* at Moran Prairie, Airway Heights, Otis Orchards, and Deer Park. They had all sorts of fun activities for the families outside after the storytime which included learning about trees, spiders, animal tracks, and camouflage.

Education and Enrichment (Gwendolyn Haley)

- Literacy Program Coordinator Melanie Boerner ran three sessions of *Camp Read A Rama*, with up to 15 students per session, at parks in Spokane Valley. This was our first in-person *Camp Read a Rama* program since 2019. We received partial funding from Read A Rama and hired three temporary staff as camp counselors.
- Summer programs continue around the District and over 600 readers have signed up for our reading challenge on Beanstack, reading well over 200,000 minutes.
- The Lab and Studio spaces reopened to the public again, with drop-in hours at both. Drop-in 3D printing programs have also resumed at Spokane Valley Library.

Digital Projects and Resources (Carlie Hoffman)

- The Web Team is setting up and testing a WordPress plugin for creating forms for the website that will make our process more efficient.
- The procedure for using the new Library of Things software continues to be adjusted as staff and customers use it.
- Two online demonstrations with discovery layer vendors were conducted with select staff in Public Services, IT, and Collection Services.

Information Technology (Patrick Hakes)

- 10 of the new Chromebooks are in place in LINC.
- Received funding commitment letter from USAC. Three of the funding projects involve equipment and wiring for the new Spokane Valley Library.

Mobile Services (Danielle Marcy)

- To promote LINC's services to the Spangle community, The Harvester restaurant will offer different treats each month to the first twenty customers to checkout, this month was milkshakes. Yum!
- A customer at the *LINC Community Visit – Aloha Pines* expressed gratitude for LINC coming to their location and bringing holds. The customer also generated word of mouth promotion, contacting her grandkids and other community members who lived nearby to come to the visit.

Library Reports

Airway Heights: Autrey Jeske

- Staff at the library and Cleone's Closet have been referring customers to one another and have seen an uptick in community members using our library resources.
- Our nature display has been a hit with families who have been bringing in items they have found while out adventuring. One little girl made the library a card that included leaf rubbings.

Argonne: Amy Fair

- *Family Take and Make Kits* have been a huge hit, each week they have been gone by the end of the first day.
- Multiple customers have been spending the day in the library due to a lack of air conditioning at home.

BookEnd: Briana Ruffing

- Two teenagers came in to get STA bus passes and use the computers. When they left, they said they love the library system, and both use multiple SCLD branches. They stated employees at each branch are always so nice and helpful that we must only hire the nicest of the nice to work in the library. They also thanked us for partnering with STA to provide the bus passes because without them they would "have a horrible summer"!

Cheney: Amy Fair

- 165 kids and their families enjoyed *Eric Herman and Plaid Cats* concerts in the park
- LINC and Mobile Services staff participated in the Cheney Rodeo Days Parade, which had the largest turnout in memory
- 38 Camp Caslo students participated in the *Great Family Camping Challenge*.

Deer Park: Stacy Loberg

- The Deer Park library got to connect with the local Greenhouse Food Bank and provide them with a flyer of our services and a box of Engage magazines.
- We now have the "Dear Library" mailbox out in the children's area again and have many cute letters posted on the wall!
- *Family Take and Make Kits* have been a hit. A customer commented on how the watercolor craft was perfect for the lake and kept the kids busy all day!

Fairfield: Kristy Bateman

- Customers have enjoyed using the library space to escape the heat.

Medical Lake: Cecelia McMullen

- A customer consulted us for book suggestions to give as baby presents. We were happy to recommend several titles guaranteed to please this new child.
- When a ten-year-old received her first library card, her two older sisters serenaded her to celebrate the momentous occasion. Other customers cheered upon hearing the lovely music.
- “I feel like I am 10 years old again” said a senior customer after we found his favorite childhood book, *Paddle to the Sea*.

Moran Prairie: Caitlin Wheeler

- *Nature Storytime* with Librarian Cindy Ulrey has been a hit this summer, with numbers consistently exceeding our already popular regular storytimes. The themed storytime has been a great excuse for customers to discover our learning trail on the back lawn.
- As the weather outside has begun to hit summer highs, customers have expressed gratitude for the ability to retreat in our air-conditioned building.

North Spokane: Brian Vander Veen

- Despite the heat, the KERNEL program (Kids Eating Right - Nutrition and Exercise for Life) continued to be an overwhelming success, with more than 100 children and their families coming to our booth weekly at the Fairwood Farmers Market to participate in educational activities. Children who complete the week’s activity receive a \$2 voucher, courtesy of Catholic Charities Food for All, to spend on produce at the market.
- This month, the North Spokane Library hosted two displays of local art: illustrations by Jiemei Lin and paintings by Samura Lars.

Otis Orchards: Briana Ruffing

- A customer had been looking for work for a while and was having a tough time as they were not computer savvy for online applications and did not have access to reliable transportation. We helped the customer schedule an appointment with WorkSource where they were able to secure employment but were also provided transportation from their residence to the WorkSource office and back.

Spokane Valley: Danielle Milton

- A community partner from Humana, donated cases of water bottles to have available to customers during the extreme heat wave. We had many customers grateful for the water during the incredibly hot weather.
- *Weekly Family Take-and-Make Activity Kits* have been a hit. We typically run out of kits on the first day we have them available to the community.

District-wide InformationSecurity Incident Reports

For July 2022, there were 48 Security Incidence Reports filed. Two less than last month, June 2022 (50) and 30 more than July 2021 (18). Spokane Valley had the most incidents reported (19). The most frequently reported incidents related to General Code of Conduct Violations (18).

Public Use Measures

July 2022

Measure	This year	Last year	YTD	Last YTD
	This Month	This Month	This year	Comparison
Cardholders	115,544	107,613		7%
Door count	69224	56,465	464,288	20%
Items Borrowed	208,159	193,116	1,366,984	22%
• Airway Heights	2621	2669	15280	-16%
• Argonne	8094	8861	51424	29%
• Cheney	7659	7714	50766	14%
• Deer Park	6815	7730	50949	18%
• Fairfield	523	661	3577	6%
• Medical Lake	2888	1889	14939	16%
• Mobile Services	2338	N/A	6816	N/A
• Moran Prairie	15253	11703	97087	25%
• North Spokane	25136	27358	163539	10%
• Otis Orchards	2536	3177	18266	21%
• Spokane Valley	25132	24314	157933	6%
• The BookEnd	927	1247	6453	-3%
• Digital items	74,411	64,804	503,845	8%
Programs				
• Number	111	42	461	115%
• Attendance	3,019	600	12,037	171%
Internet Station Use (%)	22.2%	15.2%	19.9%	
Meeting room bookings	262	0	1756	
Digital Resource Use	160,073	172,706	1,085,525	-15%

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.*

Operations Report August 2022

Doug Stumbough and Kristy Bateman

Service Priority Teams

Business and Career Development (Stacey Goddard)

- Librarian Crystal Miller and I presented Junior Achievement financial literacy programming to two groups of Camp Caslo kids over five days this month. The younger kids learned the difference between needs and wants, and the importance of small businesses in our communities. The older kids learned loans and interest, and about the benefits and risks of running their own business. Everyone learned a lot and had fun!
- This month's *Medicare-Getting Started* workshop was presented twice, once via Zoom and once in-person at Moran Prairie.
- Last, but certainly not least, we were excited to welcome librarians Janet Hacker-Brumley and Amanda Carpentier to the BCD team this month! They are both jumping right into Small Business Saturday preparations in addition to their other tasks.

Early Learning (Mary Ellen Braks)

- We had 54 storytimes with an attendance of 1,166. Our storytimes ranged in size from 0- 63.
- I hosted another fun round of storytimes in the park this month. Between Edgecliff, Terrace View, and Mission Parks, we had an attendance of 87.
- Christie Onzay and I held a storytime training session for staff in Mobile Services.

Education and Enrichment (Gwendolyn Haley)

- Summer Reading wrapped up on August 31. This year's online *Summer Reading Program* on Beanstack was wildly successful. We dramatically increased participation in the online program compared to last year, with 4,274 new registrations (an over 700% increase compared to 2021). Participants read a combined total of 907,305 minutes and 13,435 books, submitting 450 book reviews, and earning 14,945 badges online. 528 readers completed summer reading and were eligible for a prize drawing (Sponsored by the Library Foundation of Spokane County).
- The SCLD Online Authors Series launched in July. As of August 31, this series has featured six different authors, starting with Alka Joshi (*The Henna Artist*) and most recently Liz Wiseman (*Impact Players, How to Take the Lead, Play Bigger and Multiply Your Impact*). The combined in-person and archived talks drew 491 viewers.
- In-person programs returned for the first summer since 2019. We held most of the programs outside, featuring concerts, and hands on programs. Library staff returned to Farmer's Markets to host KERNEL programs onsite. 3500 children and families participated in SCLD in-person programs.
- *Camp Read-a-Rama* resumed in person with locations at parks in Spokane. We almost filled three sessions to capacity and were able to hire three temporary Camp Counselor Positions, with some funding from *Camp Read-A-Rama*. Each session was capped at 20.

Digital Projects and Resources (Carlie Hoffman)

- I prepared a Request for Proposals for Website Development for the website, to be posted in September.
- A new location page was created on the website for LINC.

- We signed a contract with ByWater for a product called Aspen. This will replace the user interface catalog on our website in 2023.

Information Technology (Patrick Hakes)

- Successfully implemented the same web-filter used in our physical facilities to protect the mobile routers in the Mobile Services vehicles.
- Final steps are being completed for the Chromebook rollout.

Mobile Services (Danielle Marcy)

- Librarian Diane Brown provided device help at several retirement facilities. The staff heard from multiple residents how excited they were for this service.
- LINC staff offered a drop everything and read experience to the Keystone Club, the kids all received card applications, take-home crafts, and pencils.

Library Reports**Airway Heights: Autrey Jeske**

- For Airway Heights Park Day, we chatted with 150 families. We were able to promote September programs and customers played with the Rigamajig, a large-scale STEM building kit.
- We saw a lot of families between the *Tie-dye program*, renewing homeschool cards, and providing reader advisory.

Argonne: Amy Fair

- Librarian Molly and I worked with Mobile Services to connect with 271 community members at Millwood Daze. We created cards, checked out books, and handed out goodies.
- Staff began putting a puzzle out in the library for customers to complete and it has been wildly popular! We have been seeing a puzzle completed every few days, and one couple comes in each morning specifically to work on it together.

BookEnd: Stacy Loberg

- PSA Nicollai put up a display in the kids' area of "What are you excited for this school year?" and several kids have responded with answers of learning, robotic, and friends.

Cheney: Jonathan Melcher

- The Master Gardeners talked with customers about a variety of horticulture issues, including plant selection and maintenance; plant problem diagnosis and treatment; pest identification and management; and effective landscaping practices.
- Librarian Crystal and PSM Stacey hosted several sessions of *Junior Achievement* with students from Camp Caslo

Deer Park: Stacy Loberg

- Librarian Amanda and I attended Riverside Elementary Schools Health and Wellness Fair. We handed out Engage, pencils, pens, and provided a craft for families to enjoy!
- With the library being closed, we were still able to provide curbside service and have LINC out to visit.

Fairfield: Kristy Bateman

- Librarian Cindy Ulrey and staff from Mobile Services talked to 53 people at the Liberty Open House. Staff were busy making new library cards and helping customers explore LINC.

Medical Lake: Cecelia McMullen

- Multiple teachers selected materials for the opening week of school. When I recommended *The Total Eclipse of Nestor Lopez* to a 4th grade teacher, I mentioned that it would be ideal if she had any military families in her class. "All my kids are military" she exclaimed. "I teach at Michael Anderson on Fairchild Air Force Base."
- Participation in *Family Play & Learn Storytime* has consistently increased. Cheers were heard when the play portion returned.

Moran Prairie: Caitlin Wheeler

- After PSA Alyssa helped a customer with the computer, he pulled me aside to tell me, "I am in my 80s and don't have very good language and my brain doesn't work like it's supposed to. But she [Alyssa] was so helpful to me. Without her, I would not be able to do my job."
- Customers have enjoyed interacting with our James Webb Space Telescope display by making art inspired by the photographs and checking out books on stargazing and astronomy.

North Spokane: Brian Vander Veen

- This month we hosted a display of pine-needle basketry by local artist Raven Forrest Fruscalzo.
- North Spokane staff attended two different community events at local schools to promote library services: the Midway Elementary Community Fair and the Shiloh Hill Elementary Back to School Open House.

Otis Orchards: Stacy Loberg

- Librarian Tammy Henry connected with 67 people at the Newman Lake Ice Cream Social.

Spokane Valley: Danielle Milton

- Customer reported how positive the end of school year visit was! Two non-readers in the class could only talk about how excited they were to get cards and start reading! She mentioned how the library's school visit made such a difference, and she appreciates us.
- Librarian Molly Moore and I attended the Central Valley School District's SAFE Center Back to School Resource Fair. We talked to 450 people. LINC was in attendance as well, so families could get library cards and check out materials.

District-wide InformationSecurity Incident Reports

For August 2022, there were 40 Security Incidence Reports filed. Eight less than last month, July 2022 (48) and 22 more than August 2021 (18). North Spokane had the most incidents reported (19). The most frequently reported incidents related to General Code of Conduct Violations (15).

Public Use Measures

August 2022

Measure	This year	Last year	YTD	Last YTD
	This Month	This Month	This year	Comparison
Cardholders	116,772	106,374		10%
Door count	67,132	61,946	531,420	67%
Items Borrowed	215,530	197,514	1,582,514	20%
• Airway Heights	2,626	2,470	17,906	21%
• Argonne	8,553	8,564	59,977	25%
• Cheney	8,371	7,398	59,137	28%
• Deer Park	1,442	8,175	52,391	11%
• Fairfield	553	675	4,130	-13%
• Medical Lake	3,086	2,246	18,025	37%
• Mobile Services	2,816	N/A	9,632	N/A
• Moran Prairie	16,004	11,847	113,091	61%
• North Spokane	28,750	25,473	192,289	23%
• Otis Orchards	2,893	2,642	21,159	11%
• Spokane Valley	26,654	23,483	184,587	9%
• The BookEnd	981	1344	7434	32%
• Digital Items	78,225	68,648	582,070	9%
Programs				
• Number	127	33	588	138%
• Attendance	4,805	1,384	16,842	189%
Internet Station Use (%)	21.8%	19.5%	20.2%	
Meeting room bookings	303	0	2,059	
Digital Resource Use	168,532	196,546	1,270,669	-14%

Public Use Measure Definitions

Cardholders: Total number of library cards that have had any type of activity within the last three years. *Data collection method: Actual computer system count.*

Door count: Number of times libraries are entered through inside doors; doesn't include entries through outside doors to lobby, restrooms, or meeting rooms. *Data collection method: Actual "machine" count.*

Items Borrowed: Number of items checked out and renewed. *Data collection method: Actual computer system count. Digital: Number of downloads from OverDrive and Hoopla. Included in circulation total.*

Programs: Experiential learning programs presented by the District. *Data collection method: Hand tally and database entry.*

Internet Station Use (%): Percentage of available time utilized. *Data collection method: Actual reservation management system count.*

Meeting room bookings: Number of times meeting rooms used by outside groups. *Data collection method: Actual reservation management system count.*

Digital Resource Use: Use of online learning resources licensed by the District. *Data collection method: reports from resource vendors.*



Spokane County Library District
Summary of Revenues & Expenses - (Cash Basis)
For the Seven Months Ended July 31, 2022

Table with columns: Y-T-D Actual, Annual Budget, Target Percent Used (58.3%), Balance Remaining. Rows include REVENUES (PROPERTY TAXES, CONTRACT CITIES, FINES & FEES, etc.), EXPENSES (SALARIES, FRINGE BENEFITS, SUPPLIES, etc.), and Net Excess of Revenues Over/(Under) Expenses.

Number of months cash on hand 5.3

**Spokane County Library District
Capital Projects Fund
Statement of Revenues and Expenses
For the seven months ended July 31, 2022**

	Y-T-D Actual	Annual Budget
REVENUES		
Proceeds from Financing from Washington State Treasurer, LOCAL Program	\$ 9,004,428	\$ 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	28,704	55,000
TOTAL REVENUES	9,033,132	12,086,000
Transfers In	2,000,000	2,000,000
TOTAL REVENUES & TRANSFERS IN	11,033,132	14,086,000
 EXPENSES		
Construction Costs, Including Sales Tax	\$ 1,389,976	\$ 6,838,000
Architect Fees	281,241	395,000
Owners Rep, Permits and All Other	139,876	228,000
TOTAL EXPENSES	1,811,093	7,461,000
NET EXCESS OF REVENUES OVER (UNDER) EXPENSES	\$ 9,222,039	\$ 6,625,000
 BEGINNING CASH	 \$ 3,879,164	
NET FROM ABOVE	9,222,039	
ENDING CASH	\$ 13,101,203	

Spokane County Library District
 Capital Projects Fund
 Monthly Construction Expenditures for New Spokane Valley Library

	Amounts Paid in:							Balance to Finish
	Total Through Start of Construction	April	May	June	July	Total Paid		
EXPENSES								
Construction Costs, Incl Sales Tax	0	0	372,119	502,849	515,008	1,389,976	11,243,210	
Architect Fees	756,787	51,560	13,563	26,552	0	848,462	301,538	
Owners Rep, Permits and All Other	136,408	9,046	42,037	13,491	8,303	209,285	1,145,396	
TOTAL EXPENSES	893,195	60,606	427,719	542,892	523,311	2,447,723	12,690,144	



**Spokane County Library District
Summary of Revenues & Expenses - (Cash Basis)
For the Eight Months Ended August 31, 2022**

	Y-T-D Actual	Annual Budget	Percent Used	Balance Remaining
			Target 66.7%	
REVENUES				
PROPERTY TAXES	\$ 9,481,408	\$ 16,429,500	57.71%	\$ 6,948,092
CONTRACT CITIES - AIRWAY HEIGHTS	269,729	357,000	75.55%	87,271
CONTRACT CITIES - SPOKANE	46,797	91,000	51.42%	44,203
FINES & FEES	91,433	59,000	154.97%	(32,433)
GRANTS & DONATIONS	119,080	7,000	1701.14%	(112,080)
E-RATE REIMBURSEMENTS	199,912	231,000	86.54%	31,088
LEASEHOLD & TIMBER TAX, REBATES, OTH	35,489	28,000	126.75%	(7,489)
INTEREST REVENUES	39,668	62,000	63.98%	22,332
TOTAL REVENUES	\$ 10,283,515	\$ 17,264,500	59.56%	\$ 6,980,985
TRANSFERS IN	-	-	0.00%	-
TOTAL REVENUES & TRANSFERS IN	\$ 10,283,515	\$ 17,264,500	59.56%	\$ 6,980,985
EXPENSES				
SALARIES	\$ 4,836,956	\$ 7,409,000	65.28%	\$ 2,572,044
FRINGE BENEFITS	1,633,786	2,504,400	65.24%	870,614
SUPPLIES	98,277	194,700	50.48%	96,423
UTILITIES	344,565	521,300	66.10%	176,735
SERVICES	1,014,074	1,466,000	69.17%	451,926
INSURANCE	83,421	75,000	111.23%	(8,421)
CAPITAL EQUIPMENT	568,230	639,100	88.91%	70,870
LIBRARY MATERIALS	1,378,609	2,113,000	65.24%	734,391
ELECTRONIC LIBRARY MATERIALS	186,154	250,000	74.46%	63,846
LIBRARY PROGRAMS	81,456	92,000	88.54%	10,544
TOTAL EXPENSES	\$ 10,225,528	\$ 15,264,500	66.99%	\$ 5,038,972
TRANSFERS OUT	2,000,000	2,000,000	100.00%	-
TOTAL EXPENSES & TRANSFERS OUT	\$ 12,225,528	\$ 17,264,500	70.81%	\$ 5,038,972
Net Excess of Revenues Over/(Under) Expenses	\$ (1,942,013)	\$ -		
BEGINNING CASH	7,739,406			
NET FROM ABOVE	(1,942,013)			
ENDING CASH	\$ 5,797,392			

Number of months cash on hand 4.6

**Spokane County Library District
Capital Projects Fund
Statement of Revenues and Expenses
For the eight months ended August 31, 2022**

	Y-T-D Actual	Annual Budget
REVENUES		
Proceeds from Financing from Washington State Treasurer, LOCAL Program	\$ 9,004,428	\$ 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	48,256	55,000
TOTAL REVENUES	9,052,684	12,086,000
Transfers In	2,000,000	2,000,000
TOTAL REVENUES & TRANSFERS IN	11,052,684	14,086,000
 EXPENSES		
Construction Costs, Including Sales Tax	\$ 2,075,931	\$ 6,838,000
Architect Fees	329,947	395,000
Owners Rep, Permits and All Other	152,183	228,000
TOTAL EXPENSES	2,558,061	7,461,000
NET EXCESS OF REVENUES OVER (UNDER) EXPENSES	\$ 8,494,623	\$ 6,625,000
 BEGINNING CASH	 \$ 3,879,164	
NET FROM ABOVE	8,494,623	
ENDING CASH	\$ 12,373,787	

Monthly Construction Expenditures for New Spokane Valley Library

	General Contractor	Architect	Other	Total
Total Through Start of Construction	-	756,787	136,408	893,195
<i>APRIL</i>	-	51,560	9,046	60,606
<i>MAY</i>	372,119	13,563	42,037	427,719
<i>JUNE</i>	502,849	26,552	13,491	542,892
<i>JULY</i>	515,008	26,563	8,303	549,874
<i>AUGUST</i>	685,955	22,142	12,308	720,405
	2,075,931	897,167	221,593	3,194,691
Balance to Finish	10,557,255	252,833	1,133,088	11,943,176

REVIEW THE PERFORMANCE OF A PUBLIC EMPLOYEE

Background

The agenda for the September meeting includes an executive session for the purpose of conducting the Executive Director's performance review. The Open Public Meetings Act allows the board to "review the performance of a public employee" in an executive session; however, any formal action must occur in open session.

Each year the Board of Trustees has an opportunity to provide feedback on the Executive Director's performance and set goals for the coming year. As requested by the Board of Trustees, both the Trustees and Leadership Team members were provided the opportunity to anonymously provide comments about Mr. Roewe's performance to Human Resources Director Toni Carnell. Ms. Carnell summarized the feedback from Leadership Team and distributed printed copies to Trustees in August.

Feedback from Trustees was compiled and distributed to Trustees in advance of this meeting.

Recommended Action: This item is for discussion, with no formal action required. The Board must reconvene in open session to take formal action.