



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

January 21, 2025 4:00 p.m.

Spokane Valley Library, 22 N Herald Rd

PRELIMINARY AGENDA

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

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

- I. **CALL TO ORDER**
- II. **AGENDA APPROVAL**
- III. **PUBLIC COMMENT**
- IV. **ACTION ITEMS**
 - A. Approval of [December 17, 2024 Regular Meeting Minutes](#)
 - B. Approval of [December 2024 Payment Vouchers](#)
 - C. Unfinished Business
 - 1. None
 - D. New Business
 - 1. [Award Contract: Wi-Fi Hotspot Services Contract](#): Approval Recommendation
 - 2. [Bulletin Boards & Community-Interest Publications Policy](#): Approval Recommendation
 - 3. [Computer, Wireless Networks & Internet Use Policy](#): Approval Recommendation
 - 4. [Customer Privileges & Responsibility Policy](#): Approval Recommendation
 - 5. [Use of Video Surveillance Systems Policy](#): Approval Recommendation
 - 6. [Overview: Open Government Training](#)
- V. **DISCUSSION ITEMS, POSSIBLE ACTION**
 - A. [Future Board Meeting Agenda Items](#)
- VI. **REPORTS**
 - A. Trustees
 - B. [Executive Director](#)
 - C. [Operations](#)
 - D. [Fiscal](#)
- VII. **ADJOURNMENT**

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

January 21, 2025

BOARD OF TRUSTEES MEETING MINUTES: December 17th, 2024

A regular meeting of the Board of Trustees of Spokane County Library District was held in person and via Zoom online meeting platform in the public meeting room at the Argonne Library, Tuesday, December 17th, 2024 at 4:00pm.

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

Excused: None.

Also Present: Patrick Roewe (Executive Director), Doug Stumbough (Operations Director), Toni Carnell (Human Resources Director), Jason Link (Finance Director), Jane Baker (Communication and Development Director), Andrea Sharps (Collection Services Director), Kristy Bateman (Operations Manager), Vinnie Davi (Video Production Specialist), Emily Greene (Administration Services Manager), and four (4) members of the public

**Call to Order
(Item I)** Chair Jessica Hanson called the meeting to order at 4pm.

**Agenda
Approval
(Item II)** Trustee Ellen Clark moved and Trustee Robert Paull seconded the approval of the meeting agenda.

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

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

**Approval of
November 19,
2024 Regular
Meeting
Minutes
(Item IV.A)** Chair Hanson called for any corrections to the November 19, 2024 Regular Meeting minutes. There were no corrections, the minutes stand as written.

There was no further discussion.

**Approval of
November 2024
Payment
Vouchers
(Item IV.B)**

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

Fund	Voucher/Payroll Numbers	Subtotal	Total
November - GF	0062573 – 0062851 and W001608 – W001620	\$692,608.28	\$692,608.28
	PR1082024 and PR11252024	\$544,637.81	\$544,637.81
		Total	\$1,247,246.09

**Unfinished
Business
2024 Budget
Amendment –
Resolution 24-
05
(Item IV.C.1)**

Finance Director Jason Link presented a PowerPoint of the proposed amendment for the 2024 budget. Discussion ensued about historical pre-funding of the debt service and the plan to switch to funding the debt service in the same fiscal year. Discussion ensued about using 2024 funds to pay for IT hardware upgrades that will be installed in 2025. Trustee Paull moved and Trustee Patti Stauffer seconded that Resolution 24-05, Adopting an Amendment to the 2024 Budget, be adopted:

RESOLUTION NO. 24-05

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, ADOPTING AN AMENDMENT TO THE 2024 BUDGET; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO.

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

**Unfinished
Business
2024 Work Plan
Review
(Item IV.C.2.)**

Executive Director Patrick Roewe informed the Board of the various 2024 work plan items the District had achieved, made progress on, and which will roll over into the 2025 work plan. Discussion ensued about the status of the website redesign and estimated launch dates, items that will likely need additional funding to complete, and HVAC redesign plans.

There was no further discussion.

**New Business
2025 Work Plan
(Item IV.D.1)**

Executive Director Roewe presented the work plan for 2025 which included the implementation of IT hardware units purchased this year, HVAC replacements at Argonne Library and Deer Park Library, a ballot drop box location review, and a levy lid lift evaluation. Discussion ensued about two upcoming RFPs and the interlocal agreement with Airway Heights.

There was no further discussion.

**New Business
2025 Meeting
Schedule –
Resolution 24-
06
(Item IV.D.2)**

Executive Director Roewe reviewed the proposed date and location of the regular board meetings for 2025. Discussion ensued about moving the meetings around in order to visit each location each year. Trustee Stauffer moved and Trustee Clark seconded that Resolution 24-06, Providing the Date, Time, and Location of the Regular Meetings of the Spokane County Library District Board of Trustees for the 2025 Calendar Year, be adopted:

RESOLUTION NO. 24-06

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, ON THE SUBJECT OF PROVIDING THE DATE, TIME, AND LOCATION OF THE REGULAR MEETINGS OF THE SPOKANE COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES FOR THE 2025 CALENDAR YEAR; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO.

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

**New Business
Meeting
Content Review
(Item IV.D.3)**

Executive Director Roewe presented the proposed plan of meeting content for the regular board meetings for 2025. Discussion ensued about adding items to the agendas such as a comparison of library usage statistics on a local and state level, and intellectual freedom updates.

There was no further discussion.

**New Business
Officers Election
(Item IV.D.4)**

Vice Chair Klapp nominated current Chair Jessica Hanson for Chair beginning January 1, 2025. Vice Chair Klapp moved and Trustee Clark seconded the approval of appointing Jessica Hanson Chair. The motion was unanimously approved. Trustee Paull nominated current Vice Chair Jon Klapp for Vice Chair beginning January 1, 2025. Trustee Clark moved and Trustee Stauffer seconded the approval of appointing Jon Klapp Vice Chair. The motion was unanimously approved.

There was no further discussion.

**New Business
Personnel
Policies
(Item IV.D.5.a-k)**

Human Resources Director Toni Carnell presented a PowerPoint to the Board of the changes to Personnel Policies HR01, HR02, HR03, HR04, HR05, HR06, HR08, HR09, HR12, HR14, and HR16. Discussion ensued about the rationale for the changes being to codify current practices into policy, the effective date proposed as January 1, 2025 of the changes, most revisions being language updates for clarity, and changes to the Holiday Leave policy to add more flexibility for staff to encourage use of the holiday hours benefit. Vice Chair Klapp moved and Trustee Paull seconded the approval of the revisions and updates to the personnel policies effective January 1, 2025.

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

**Discussion
Items
Future Agenda
Items
(Item V.A)** Chair Hanson called for any questions or suggestions to the future agenda items. Executive Director Roewe commented that policies originally due for this month will be reviewed in January 2025 to make room for the personnel policies this month. Discussion ensued about upcoming open government refresher trainings.

There was no further discussion.

**Trustee Reports
(Item VI.A)** Chair Hanson shared that Trustee Clark had been reappointed by the County Commissioners for a second 5-year term starting January 1, 2025.

**Executive
Director Report
(Item VI.B)** In addition to the report provided prior to the meeting, Executive Director Roewe informed the board that the 2025 budget resolutions have been submitted to the County Commissioners and County Assessors offices as required by state law. He also thanked the board for their service in 2024.

There was no further discussion.

**Operations
Report
(Item VI.C)** Operations Director Stumbough and Library Operations Manager Kristy Bateman provided a written report prior to the meeting for November 2024, with data for customer use measures, programming, and library activities. Discussion ensued about the mobile app still running smoothly.

There was no further discussion.



**Fiscal Report
(Item VI.D)** Finance Director Link provided a report of revenues and expenditures for November 2024 prior to the meeting.

There was no further discussion.

**Adjournment
(Item VII)** Chair Hanson adjourned the meeting at 5:06pm. The next Board Meeting is scheduled for Tuesday, January 21, 2025 at the Spokane Valley Library.

Jessica Hanson, Chair

Patrick Roewe, Secretary to the Board of Trustees

PAYMENT VOUCHER APPROVAL			
<p>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 December 31, 2024, and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$1,432,096.98 for the general fund, \$0.00 for the capital projects fund, and \$163,000.00 for the debt service fund and are authorized to authenticate and certify these claims.</p>			
DATE:	December 31, 2024		
SIGNED:		SIGNED:	
TITLE:	Finance Director	TITLE:	Executive Director
GENERAL OPERATING FUND			
VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
0000062852	AMAZON CAPITAL SERVICES	LIBRARY MATERIALS, PROGRAMMING AND OFFICE SUPPLIES	348.35
0000062853	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	2,038.47
0000062854	CITY OF AIRWAY HEIGHTS	MONTHLY WATER & SEWER - AH	140.62
0000062855	CITY OF MEDICAL LAKE	MONTHLY WATER, SEWER, REFUSE - ML	181.92
0000062856	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CH	78.14
0000062857	CVELC POLICY COUNCIL	LIBRARY PROGRAMS	500.00
0000062858	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	1,757.54
0000062859	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	7,365.10
0000062860	INFOUSA MARKETING, INC.	ELECTRONIC LIBRARY SERVICES	2,070.00
0000062861	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	14,986.80
0000062862	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	7,993.58
0000062863	MODERN ELECTRIC WATER COMPANY	MONTHLY WATER, ELEC. - SV	2,895.91
0000062864	MONTGOMERY HARDWARE	MAINTENANCE SUPPLIES	46.97
0000062865	MONTERRAT STOCK	PROGRAMMING	80.00
0000062866	NATIONWIDE INSURANCE	EMPLOYEE DEDUCTIONS FOR PET INSURANCE	632.14
0000062867	NEW YORK TIMES	LIBRARY MATERIALS	611.00
0000062868	OTIS HARDWARE	MAINTENANCE SUPPLIES	32.40
0000062869	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	22,376.23
0000062870	US POSTAL SERVICE	POSTAGE FOR POSTAGE MACHINE	154.00
0000062871	PRISMHR, INC.	MONTHLY SOFTWARE SUPPORT - HR	601.26
0000062872	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	1,739.88
0000062873	SAFEGUARD SOLUTIONS	BANK DEPOSIT SLIPS	299.37
0000062874	SPOKANE COUNTY ENVIRONMENTAL SERVICES	MONTHLY SEWER - AR, NS, SV	327.64
0000062875	STATE PROTECTION SERVICES INC	MOBILE SECURITY PATROLS: AR, NS, SC, SV	3,094.42
0000062876	UNIQUE MANAGEMENT SERVICES	MONTHLY NOTICE FEES AND MESSAGE BEE SERVICE	3,279.22
0000062877	VERIZON WIRELESS	MONTHLY CELL & "MI-FI" DEVICE SERVICE	2,008.42
0000062878	WHITWORTH WATER DISTRICT	MONTHLY WATER - NS	32.74
0000062879	WITHERSPOON BRAJICHC MCPHEE, PLLC	LEGAL SERVICES, GENERAL COUNSEL	2,080.00
0000062880	AZZ INTERPRETING, LLC	PROFESSIONAL SERVICES - ADMIN	198.74
0000062881	ABM INDUSTRIES, INC.	MONTHLY CUSTODIAL SERVICES	21,412.76
0000062882	ABSCO Solutions	TRAVEL & TRAINING: ADMIN	1,608.58
0000062883	AMAZON CAPITAL SERVICES	LIBRARY MATERIALS, PROGRAMMING AND OFFICE SUPPLIES	2,429.45
0000062884	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	96.78
0000062885	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	449.40
0000062886	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	541.74
0000062887	CENTURYLINK	MONTHLY ANALOG TELEPHONE LINE: SC ELEVATOR	76.43
0000062888	DELL MARKETING L.P. C/O DELL USA LP	CAPITAL: IT PROJECTS	170,021.69
0000062889	EBSCO INDUSTRIES, INC.	LIBRARY MATERIALS - SUBSCRIPTIONS	70.75
0000062890	EDNETICS	TELEPHONE - MANAGED VOICE SERVICES	2,229.56
0000062891	EMPIRE DISPOSAL INC.	MONTHLY SOLID WASTE - FF	48.85
0000062892	FATBEAM, LLC	MONTHLY INTERNET SERVICE, NET OF ERATE DISC	4,452.84
0000062893	THE FIG TREE	LIBRARY MATERIALS	150.00
0000062894	FREE PRESS PUBLISHING, INC	LIBRARY MATERIALS	45.50
0000062895	GABE'S GOURMET FOODS LLC	LIBRARY PROGRAMS	150.00
0000062896	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	1,430.42
0000062897	DARIN HILDERBRAND	LIBRARY PROGRAMS	150.00
0000062898	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	17,204.29
0000062899	INLAND POWER AND LIGHT	MONTHLY ELECTRIC UTILITIES - AH, DP	1,087.34
0000062900	JOHNSON CONTROLS FIRE PROTECTION LP	BLD MAJOR/MINOR REPAIR	618.00
0000062901	K9 PEST DETECTIVES LLC	ANNUAL SPRAY SERVICE	23,919.44
0000062902	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	7,394.78
0000062903	MODERN ELECTRIC WATER COMPANY	MONTHLY WATER, ELEC. - SV	86.23
0000062904	NEW YORK TIMES	LIBRARY MATERIALS	600.75
0000062905	OPTUM	MONTHLY HSA ACCOUNT ADMIN FEES	66.00
0000062906	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	35,573.57
0000062907	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	1,107.20
0000062908	LETICIA ZARATE RROSAS	LIBRARY PROGRAMS	800.00
0000062909	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	1,347.87
0000062910	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE	1,766.42
0000062911	WICK ENTERPRIZES, LLC	ADVERTISING	1,881.00
0000062912	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	11,657.03
0000062913	ABSOLUTE BACKGROUND SEARCH INC	MONTHLY EMPLOYEE BACKGROUND CHECKS	746.75

0000062914	ALLIED FIRE & SECURITY BY VYANET	QUARTERLY ALARM MONITORING	1,986.25
0000062915	AMAZON CAPITAL SERVICES	LIBRARY MATERIALS, PROGRAMMING AND OFFICE SUPPLIES	1,456.69
0000062916	AVISTA UTILITIES	MONTHLY UTILITIES	13,661.44
0000062917	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	1,522.43
0000062918	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	794.08
0000062919	CCI SOLUTIONS	OFFICE/LIBRARY SUPPLIES	528.86
0000062920	CDW GOVERNMENT, INC.	IT HARDWARE & PERIPHERALS	5,937.12
0000062921	CITY OF SPOKANE	MONTHLY WATER & SEWER - MP	248.11
0000062922	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	514.27
0000062923	CENGAGE LEARNING INC/ GALE	LIBRARY MATERIALS	965.48
0000062924	GOBER SON AND SON	BUILDING REPAIR & MAINTENANCE	728.54
0000062925	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	9,770.26
0000062926	JOHNSON CONTROLS FIRE PROTECTION LP	BLD MAJOR/MINOR REPAIR	786.92
0000062927	KENT ADHESIVE PRODUCTS CO.	OFFICE/LIBRARY SUPPLIES	434.94
0000062928	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	1,943.54
0000062929	MODERN ELECTRIC WATER COMPANY	MONTHLY WATER, ELEC. - SV	3,260.96
0000062930	OTIS HARDWARE	MAINTENANCE SUPPLIES	22.14
0000062931	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	25,704.43
0000062932	PLAYAWAY PRODUCTS LLC	LIBRARY MATERIALS	2,664.86
0000062933	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	1,291.86
0000062934	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	30.48
0000062935	T-MOBILE	MONTHLY "MI-FI" DEVICE CELL SERVICE	752.96
0000062936	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	551.72
0000062937	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	1,143.84
0000062938	ZIPLY FIBER	MONTHLY PHONE & BROADBAND - FF	156.92
0000062939	AZZ INTERPRETING, LLC	PROFESSIONAL SERVICES - ADMIN	195.39
0000062940	ABSOLUTE BACKGROUND SEARCH INC	MONTHLY EMPLOYEE BACKGROUND CHECKS	124.99
0000062941	BARTLETT INTERACTIVE, LLC	PROGRESS PAYMENT FOR NEW WEBSITE DESIGN	938.40
0000062942	CITY OF AIRWAY HEIGHTS	MONTHLY WATER & SEWER - AH	140.62
0000062943	CITY OF CHENEY	MONTHLY WATER, SEWER, ELEC - CH	716.42
0000062944	CITY OF DEER PARK	MONTHLY WATER & SEWER - DP	85.55
0000062945	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE	4,278.46
0000062946	NATIONWIDE INSURANCE	EMPLOYEE DEDUCTIONS FOR PET INSURANCE	522.38
0000062957	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CH	54.29
0000062958	FREE PRESS PUBLISHING, INC	LIBRARY MATERIALS	235.00
0000062959	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	659.19
0000062960	MONTGOMERY HARDWARE	MAINTENANCE SUPPLIES	52.89
0000062961	OTIS HARDWARE	MAINTENANCE SUPPLIES	168.05
0000062962	VERIZON WIRELESS	MONTHLY CELL & "MI-FI" DEVICE SERVICE	2,004.53
0000062963	SOFTWARE ONE, INC	SOFTWARE SUPPORT	22,276.42
0000062964	STATE PROTECTION SERVICES INC	MOBILE SECURITY PATROLS: AR, NS, SC, SV	3,201.37
W000001621	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	60.39
W000001622	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	77,013.48
W000001623	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,254.66
W000001624	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	2,112.75
W000001625	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	53,775.20
W000001627	ASSOCIATION OF WASHINGTON CITIES - VIMLY BENEFITS	MONTHLY EMPLOYEE MEDICAL, DENT, VIS, LTD, LIFE	114,498.18
W000001628	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	1,061.03
W000001629	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	2,907.05
W000001630	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	73,714.54
W000001631	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,254.66
W000001632	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	2,112.75
W000001633	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	52,127.49
W000001634	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	377.33
W000001635	STATE OF WASHINGTON	QUARTERLY SALES & USE TAXES	1,433.79
W000001636	EMPLOYMENT SECURITY DEPARTMENT	QUARTERLY WASHINGTON CARES TAXES	10,729.84
W000001637	EMPLOYMENT SECURITY DEPARTMENT	QUARTERLY PAID FAMILY MEDICAL LEAVE TAXES	15,439.03
W000001638	DEPARTMENT OF LABOR & IND.	QUARTERLY LABOR & INDUSTRIES TAXES	24,564.38
	Total Non-Payroll General Operating Fund		\$ 942,121.88
	PAYROLL VOUCHERS		
12102024 PP23	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #23	\$ 248,438.81
12232024 PP24	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #24	241,536.29
	Total Payroll General Operating Fund		\$ 489,975.10
	TOTAL GENERAL OPERATING FUND		\$ 1,432,096.98
CAPITAL PROJECTS FUND			
VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
	TOTAL CAPITAL PROJECT FUND		\$ -
DEBT SERVICE FUND			
VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
12012024 DS02	Washington State Treasurer - Local Program	Principal & Interest Payment	163,000.00
	TOTAL DEBT SERVICE FUND		\$ 163,000.00

November 2024 / December 2024
Paid in December 2024
Voucher # 62912

Card Category	Amount
General Purchases	\$ 4,556.41
Maintenance	\$ 3,009.24
Travel	\$ 45.00
Acquisitions	\$ 2,974.25
Information Technology	\$ 720.65
Mobile Services	\$ 351.48
General Fund Purchases	<u>\$ 11,657.03</u>

Top Individual Charges

Amazon	Total all material purchases from Amazon	2,132.92
Les Schwab Tires	Vehicle Maintenance	1,543.20
Qdoba	Program Supplies (Prime Time Family Reading)	1,320.73

WI-FI HOTSPOT SERVICES CONTRACT AWARD

Background

E-rate is a Federal program that provides discounts to schools and libraries to help obtain internet access and related services and equipment. Administered by the Universal Service Administrative Company (USAC) under the direction of the FCC (Federal Communications Commission), the District receives up to an 80% discount on qualified internet access, services, and hardware. In 2024, USAC announced that libraries could apply in 2025 to join a three-year pilot program that would expand the discount to cover Wi-Fi hotspots that circulate to the public.

Following the USAC process, the District issued a request for proposal (RFP) on November 22, 2024 to obtain and evaluate bids for the provision of Wi-Fi hotspots and related data services for off-premises (customer) use. The District published legal notice as required and posted the document on the District's website. All bids were due December 20, 2024, and three responsive bids were received: AT&T, T-Mobile, and Verizon. A review and evaluation of the submitted proposals was then conducted, using the following criteria:

- Price (most heavily weighted criteria)
- Proven coverage in the District service area
- Capabilities of Management Software (device control and filtering)
- Proven experience in E-rate program
- Quality of Bid

Verizon scored the most points in this evaluation and is the recommended winner of this competitive bidding process. The District has had good experience with Verizon in the past with both the actual service coverage of their devices, and with the Verizon device management software.

The District intends to enter into a one-year contract, effective July 1, 2025, based on the RFP and proposal received with an option of up to two (2) one-year extensions for a maximum duration of three (3) years.

Pending contract award approval, staff will negotiate a contract with Verizon, Inc., in accordance with the terms of the RFP as well as elements of the pricing model contained in the response.

Operations Director Doug Stumbough will present information and be available to answer questions.

Recommended Action: Motion to award the contract for Wi-Fi hotspots and related data services to Verizon, Inc. and authorize the Executive Director or designee to negotiate and sign the contract.

BULLETIN BOARDS AND COMMUNITY INTEREST PUBLICATIONS**Background**

The purpose of this policy is to provide guidelines for the use of public bulletin boards and the distribution of publications of general community interest in District libraries.

Staff are not recommending any revisions to the policy as written. As part of the biennial review process for policies, staff recommend policies that are not revised are instead reaffirmed by the Board of Trustees. The reaffirmation date would be added to the policy, as indicated in the following draft.

As demonstrated in the draft, we are updating the general format of the header at the top of all District policies, so you will see this revision as policies go through their biennial review process.

Operations Director Doug Stumbough will be available to answer any questions.

Recommended Action: Board motion to reaffirm the Bulletin Boards and Community Interest Publications Policy.

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

Policy Title	Bulletin Boards and Community Interest Publications		
Approval Date	December 18, 2012	Revision Date	January 19, 2021
Reaffirmation Date	January 21, 2025		
Related Policies	Facility Use for Political Purposes		
Purpose	To provide guidelines for use of public bulletin boards and the distribution of publications of general community interest in District libraries.		

General Policy

Spokane County Library District may provide bulletin boards and information distribution areas in each library. In its role as a community information center, and depending upon available space, the District may allow postings or distribution of free publications of general community interest under the following guidelines:

- All materials must be approved by designated District staff before being posted or distributed.
- Preference will be given to materials from government agencies, non-profit organizations, community organizations and educational institutions, and of educational, cultural, and general interest to the local community served by the library.
- If available space isn't sufficient to meet demand, priority will be given to information most closely related to services, programs, activities and events in the local community.
- Items promoting religious doctrines, partisan political materials or petitions are prohibited.
- Notices and materials will clearly identify the person or organization responsible for the content.
- Approval of items for posting or distribution does not constitute or imply District endorsement of the organization submitting the item(s) or its content.
- District staff will determine the suitability and quantities of material, at which libraries they are made available, and the duration of availability.

Approved items will be posted or distributed as soon as possible based on available space and the guidelines outlined above. Materials approved for system-wide posting or distribution may not be offered in all locations. All materials are checked regularly to remove outdated materials. The District reserves the right to remove any material at any time, and to dispose of materials not in accordance with the above guidelines.

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.

COMPUTER, WIRELESS NETWORK AND INTERNET USE

Background

The purpose of this policy is to define the conditions and responsibilities associated with use of Spokane County Library District (District) provided public access computers, internet access, and wireless hotspots in Spokane County Library District facilities and remotely.

Revisions include the following:

- Clarification regarding filtering required by the Children's Internet Protection Act (CIPA).
- Broadening of "basic" level filtering categories utilized by the District in acknowledgment that the categories provided by the filtering software may align with the District's intentions to varying degrees. District staff would be tasked with determining what additional categories, if any, would be utilized.
- Alignment of the response timeframe and conditions for a request to review a website to the same timeframe and conditions of that used for a request to review library materials.
- Addition of language required to meet E-rate (federal funding) eligibility regarding the use and filtering of wireless hotspots.

The District's legal counsel reviewed the proposed revisions.

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

Following are an edited copy of the current policy, with revisions indicated by strikethrough (removal) or underline (addition), as well as a clean copy of the recommended policy. As demonstrated in the clean copy, we are updating the general format of the header at the top of all District policies, so you will see this revision as policies go through their biennial review process.

Recommended Action: Board motion to approve the Computer, Wireless Network and Internet Use Policy, as revised.

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: Computer, Wireless Network and Internet Use

APPROVAL DATE: September 18, 2012

REVISION DATE: ~~January 17, 2023~~ January 21, 2025

RELATED POLICIES:

Children's Safety in Libraries

Collection Development

Code of Conduct

Customer Privileges and Responsibilities

Social Media

STATUTORY REFERENCES: RCW 9.68.130; 47 C.F.R. § 54.520; 18 U.S.C. 1460; 18 U.S.C. 2256

Purpose:

To define the conditions and responsibilities associated with use of Spokane County Library District ("District") provided public access computers, internet access, and wireless hotspots in Spokane County Library District facilities and remotely.

Definitions:

Compromising Computer or Network Security: Conducting activities that will alter, damage, disable, vandalize, or otherwise harm computer equipment, hardware, software or networks.

District Network and Hardware: Includes all District provided hardware (such as computers and wireless hotspots), network access, and internet access.

Filter Categories: Groupings of online information to which access can be blocked.

Terminology used to describe filter categories are set by the provider(s) of filtering software.

Illegal Activities: Activities in violation of federal, state, or local law.

Sexually Explicit Material: Images which fall under the definitions of sexually explicit material as stated in Washington Statute, RCW 9.68.130(2).

Background:

Spokane County Library District (the District) makes Internet resources, together with a collection of physical library materials and access to licensed electronic resources, available to customers in support of the District's mission.

The District offers materials and information in a variety of formats and media, with selection guided by the Collection Development policy. Internet resources enhance the collection in size, depth, and breadth. The District provides public computers with standard computer software that can be used to access the Internet. In addition, customers may use their own devices to access the Internet on the library's public wireless network or through District provided wireless hotspots. In compliance with the Children's Internet Protection Act (CIPA) and subsequent court rulings, the District employs Internet filtering software and other technology protection measures on all District public computers and the District's public wireless network.

GENERAL POLICY:

The District prohibits the following while using any District resource, including District Network and Hardware (District public computers, the District's public wireless network, and District-

provided wireless hotspots): engaging in illegal activities; accessing, viewing, or printing any illegal, obscene, or sexually explicit material, or engaging in activities that compromise computer or network security.

Filtering

For all District public computers and the District's public wireless network, the District utilizes filtering technology as required by the Children's Internet Protection Act (CIPA) which mandates that any public library using federal funding must filter, for both adults and minors, Internet access to visual depictions that are ~~(a)~~ obscene¹; or (b) child pornography¹.

Additionally, it mandates further filtering to content that is ~~;~~ or (c) harmful to minors¹ (as those terms are defined in the United States Code¹ and case law) for any person under the age of 17 years. Just as with the physical collection, not all Internet sites are suitable for all ages.

Therefore, the District provides two levels of filtering: "basic" and "enhanced."

For both the "basic" and "enhanced" filtering levels, the District will utilize categories provided by the filtering software that best match the District's intentions as guided by the District's Collection Development policy.

Basic: All customer accounts, all library computers, and the public wireless network are filtered at the "basic" level. The ~~primary~~ following categories of information ~~are~~ blocked with "basic" filtering include, but are not limited to: Illegal, Compromising Computer or Network Security, and Sexually Explicit Material. As determined by District staff, The District may block additional sites/categories as determined by District staff guided by the Collection Development policy and may be blocked based upon categories provided by the filtering software that alignment in whole or in part with the primary categories above. Wireless Hotspots may also be filtered at the Basic level available through the filtering software.

Enhanced: Additionally, all accounts for customers under the age of 13, and library computers located in the children's area, are set to the "enhanced" filtering level. In compliance with CIPA and guided by the Collection Development policy and related procedures, the "enhanced" filtering level blocks all of the same categories of information that are blocked with "basic" filtering, as well as other categories, as determined by District staff, to be for adult audiences only.

~~For both the "basic" and "enhanced" filtering levels, the District will utilize categories provided by the filtering software provider that best match the District's intentions.~~

Requests to "block" or "unblock" an Internet site

No filter or technology is 100% effective and may still allow access to information or sites that are objectionable or potentially harmful. Conversely, filters may inadvertently block sites that do not fall within the categories intended scope as defined above.

A customer may request that an Internet site be blocked or unblocked for "bona fide research or other lawful purposes"², by completing an Internet site review form or by contacting library staff. The site will be reviewed in a timely manner. Decisions about whether to block or unblock a site will be made in accordance with District guidelines and an initial response will be sent to the customer within ~~three (3)~~ 15 business days of receiving the request.

¹ The Children's Internet Protection Act (CIPA) provides United States Code citations for the definitions of "obscene" (18 U.S.C. § 1460) and "child pornography" (18 U.S.C. § 2256). The Act itself defines "harmful to minors" in Section 1703 (b)(2). See also 47 C.F.R. § 54.520(a)(4)(iv). Full text of CIPA from US Government Printing Office: <http://www.gpo.gov/fdsys/pkg/PLAW-106publ554/pdf/PLAW-106publ554.pdf>

² 47 C.F.R. § 54.520(c)(2)(i); Federal Communications Commission's Children's Internet Protection Act (CIPA) Guide: <http://www.fcc.gov/guides/childrens-internet-protection-act>

The District will not accept or respond to requests by anyone who does not qualify as a District Customer per the Customer Privileges and Responsibilities Policy.
~~within three (3) business days.~~

Computer and Internet Safety

The District respects the rights and responsibilities of parents or guardians in determining and monitoring the use of the Internet by their children under the age of 18. The District advises parents/guardians that it cannot assure children's safety and security while using the Internet in the library. When children use social networks, electronic mail, chat and other forms of direct electronic communication, the District cannot protect against unauthorized access, including "hacking," and other unlawful online activities. Furthermore, the District cannot protect against unauthorized disclosure, use and dissemination of personal identification information regarding children if children provide such information while using the Internet.

It is the responsibility of parents or legal guardians to monitor Internet use of their minor children.

Wireless Hotspots

The District may offer wireless hotspots or other similar devices that customers can borrow to access the Internet via a third-party vendor. The District provides such devices for off-premises use primarily for educational purposes that are integral, immediate, and proximate to the provision of library services to library District customers. While the District provides the devices, the network over which customers can access the Internet using these devices is provided and managed by the third-party vendor and may be filtered at the Basic level. The District requires that these devices be borrowed by District residents 18 years of age or older, who are responsible for the use of these devices in compliance with all applicable District policies and local, state, and/or federal laws. Wireless Hotspots may be filtered at the Basic level.

Network and Computer Security

The District employs measures designed to prevent access to sites or functions that would compromise District computer or network security or would alter, damage, disable, vandalize, or otherwise harm computer equipment, hardware, software or networks. District computers provide basic software and the ability to transfer content to mobile storage. The District is not responsible for data that may be lost or damaged while using library computers, networks, or wireless hotspots.

The District's public wireless network is an open, unsecured network. The District advises users not to transmit personal information (e.g., credit card numbers, passwords, and any other sensitive information) while using any wireless access point. Furthermore, the District advises public wireless network users to take appropriate precautions when using this service, and to have up-to-date virus protection on their devices.

The District is not responsible for any information that is compromised or for any damage caused to hardware or software due to security issues.

For security and network maintenance purposes, the District may monitor individual equipment or network traffic on all District public computers, ~~and~~ the District's public wireless network, and/or

District provided wireless hotspots at any time. The District has the authority to disconnect any device from the District's public wireless network or disable District provided wireless hotspots for suspected and/or actual violation of this policy or any other related policy.

When using District Network and Hardware, individuals are expected to use the Internet in a manner consistent with the purpose of the library and with respect and consideration for other customers.

Wireless Hotspots

~~The District may offer wireless hotspots or other similar devices that customers can borrow to access the internet via a third party vendor. While the District provides the devices, the network over which customers can access the internet using these devices is provided and managed by the third party vendor. The District requires that these devices be borrowed by District residents 18 years of age or older, who are responsible for the use of these devices in compliance with all applicable District policies and local, state, and/or federal laws.~~

Violation of this or any related policy may be cause for a temporary or permanent prohibition from future use of library equipment or facilities. Illegal activities may be reported to law enforcement.

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

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

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

Policy Title	Computer, Wireless Network and Internet Use		
Approval Date	September 18, 2012	Revision Date	January 21, 2025
Related Policies	Children's Safety in Libraries Collection Development Code of Conduct Customer Privileges and Responsibilities Social Media		
Related RCW	RCW 9.68.130 47 C.F.R. § 54.520 18 U.S.C. 1460 18 U.S.C. 2256		
Purpose	To define the conditions and responsibilities associated with use of Spokane County Library District ("District") provided public access computers, internet access, and wireless hotspots in Spokane County Library District facilities and remotely.		

Definitions:

Compromising Computer or Network Security: Conducting activities that will alter, damage, disable, vandalize, or otherwise harm computer equipment, hardware, software or networks.

District Network and Hardware: Includes all District provided hardware (such as computers and wireless hotspots), network access, and internet access.

Filter Categories: Groupings of online information to which access can be blocked.

Terminology used to describe filter categories are set by the provider(s) of filtering software.

Illegal Activities: Activities in violation of federal, state, or local law.

Sexually Explicit Material: Images which fall under the definitions of sexually explicit material as stated in Washington Statute, RCW 9.68.130(2).

Background:

Spokane County Library District (the District) makes Internet resources, together with a collection of physical library materials and access to licensed electronic resources, available to customers in support of the District's mission.

The District offers materials and information in a variety of formats and media, with selection guided by the Collection Development policy. Internet resources enhance the collection in size, depth, and breadth. The District provides public computers with standard computer software that can be used to access the Internet. In addition, customers may use their own devices to access the Internet on the library's public wireless network or through District provided wireless hotspots. In compliance with the Children's Internet Protection Act (CIPA) and subsequent court rulings, the District employs Internet filtering software and other technology protection measures on all District public computers and the District's public wireless network.

GENERAL POLICY:

The District prohibits the following while using any District resource, including District Network and Hardware (District public computers, the District's public wireless network, and District-provided wireless hotspots): engaging in illegal activities; accessing, viewing, or printing any illegal, obscene, or sexually explicit material, or engaging in activities that compromise computer or network security.

Filtering

For all District public computers and the District's public wireless network, the District utilizes filtering technology as required by the Children's Internet Protection Act (CIPA) which mandates that any public library using federal funding must filter, for both adults and minors, Internet access to visual depictions that are obscene¹ or child pornography¹.

Additionally, it mandates further filtering to content that is harmful to minors¹ for any person under the age of 17 years. Just as with the physical collection, not all Internet sites are suitable for all ages.

Therefore, the District provides two levels of filtering: "basic" and "enhanced."

For both the "basic" and "enhanced" filtering levels, the District will utilize categories provided by the filtering software that best match the District's intentions as guided by the District's Collection Development policy.

Basic: All customer accounts, all library computers, and the public wireless network are filtered at the "basic" level. The primary categories of information blocked with "basic" filtering include, but are not limited to: Illegal, Compromising Computer or Network Security, and Sexually Explicit Material. As determined by District staff, additional categories may be blocked based upon categories provided by the filtering software that align in whole or in part with the primary categories above.

Enhanced: Additionally, all accounts for customers under the age of 13, and library computers located in the children's area, are set to the "enhanced" filtering level. In compliance with CIPA and guided by the Collection Development policy and related procedures, the "enhanced" filtering level blocks all of the same categories of information that are blocked with "basic" filtering, as well as other categories, as determined by District staff, to be for adult audiences only.

Requests to "block" or "unblock" an Internet site

No filter or technology is 100% effective and may still allow access to information or sites that are objectionable or potentially harmful. Conversely, filters may inadvertently block sites that do not fall within the intended scope as defined above.

A customer may request that an Internet site be blocked or unblocked for "bona fide research or other lawful purposes"², by completing an Internet site review form or by contacting library staff.

¹ The Children's Internet Protection Act (CIPA) provides United States Code citations for the definitions of "obscene" (18 U.S.C. § 1460) and "child pornography" (18 U.S.C. § 2256). The Act itself defines "harmful to minors" in Section 1703 (b)(2). See also 47 C.F.R. § 54.520(a)(4)(iv). Full text of CIPA from US Government Printing Office:

<http://www.gpo.gov/fdsys/pkg/PLAW-106publ554/pdf/PLAW-106publ554.pdf>

² 47 C.F.R. § 54.520(c)(2)(i); Federal Communications Commission's Children's Internet Protection Act (CIPA) Guide:

<http://www.fcc.gov/guides/childrens-internet-protection-act>

The site will be reviewed in a timely manner. Decisions about whether to block or unblock a site will be made in accordance with District guidelines and an initial response will be sent to the customer within 15 business days of receiving the request.

The District will not accept or respond to requests by anyone who does not qualify as a District Customer per the Customer Privileges and Responsibilities Policy.

Computer and Internet Safety

The District respects the rights and responsibilities of parents or guardians in determining and monitoring the use of the Internet by their children under the age of 18. The District advises parents/guardians that it cannot assure children's safety and security while using the Internet in the library. When children use social networks, electronic mail, chat and other forms of direct electronic communication, the District cannot protect against unauthorized access, including "hacking," and other unlawful online activities. Furthermore, the District cannot protect against unauthorized disclosure, use and dissemination of personal identification information regarding children if children provide such information while using the Internet.

It is the responsibility of parents or legal guardians to monitor Internet use of their minor children.

Wireless Hotspots

The District may offer wireless hotspots or other similar devices that customers can borrow to access the Internet via a third-party vendor. The District provides such devices for off-premises use primarily for educational purposes that are integral, immediate, and proximate to the provision of library services to District customers. While the District provides the devices, the network over which customers can access the Internet using these devices is provided and managed by the third-party vendor and may be filtered at the Basic level. The District requires that these devices be borrowed by District residents 18 years of age or older, who are responsible for the use of these devices in compliance with all applicable District policies and local, state, and/or federal laws. Wireless Hotspots may be filtered at the Basic level.

Network and Computer Security

The District employs measures designed to prevent access to sites or functions that would compromise District computer or network security or would alter, damage, disable, vandalize, or otherwise harm computer equipment, hardware, software or networks. District computers provide basic software and the ability to transfer content to mobile storage. The District is not responsible for data that may be lost or damaged while using library computers, networks, or wireless hotspots.

The District's public wireless network is an open, unsecured network. The District advises users not to transmit personal information (e.g., credit card numbers, passwords, and any other sensitive information) while using any wireless access point. Furthermore, the District advises public wireless network users to take appropriate precautions when using this service, and to have up-to-date virus protection on their devices.

The District is not responsible for any information that is compromised or for any damage caused to hardware or software due to security issues.

For security and network maintenance purposes, the District may monitor individual equipment or network traffic on all District public computers, the District's public wireless network, and/or District provided wireless hotspots at any time. The District has the authority to disconnect any device from the District's public wireless network or disable District provided wireless hotspots for suspected and/or actual violation of this policy or any other related policy.

When using District Network and Hardware, individuals are expected to use the Internet in a manner consistent with the purpose of the library and with respect and consideration for other customers.

Violation of this or any related policy may be cause for a temporary or permanent prohibition from future use of library equipment or facilities. Illegal activities may be reported to law enforcement.

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.

CUSTOMER PRIVILEGES AND RESPONSIBILITIES

Background

The purpose of this policy is to establish criteria for becoming a customer and to describe the privileges and responsibilities associated with being a customer.

The primary revision proposed is an update to the examples given to the types of items available in order to better reflect current offerings. In addition, the previous title of the policy has been removed as it is no longer needed.

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

Following are an edited copy of the current policy, with revisions indicated by strikethrough (removal) or underline (addition), as well as a clean copy of the recommended policy. As demonstrated in the clean copy, we are updating the general format of the header at the top of all District policies, so you will see this revision as policies go through their biennial review process.

Recommended Action: Board motion to approve the Customer Privileges and Responsibilities Policy, as revised.

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: CUSTOMER PRIVILEGES AND RESPONSIBILITIES

APPROVAL DATE: JUNE 19, 1986

REVISION DATE: JANUARY ~~21, 2023~~ 2025

~~PREVIOUS POLICY TITLE: Member Privileges and Responsibilities~~

RELATED POLICIES:

Code of Conduct

Computer, Wireless Network and Internet Use

Fixed Assets

Library Meeting Room Use

STATUTORY REFERENCES:

RCW 27.12.180

27.12.210(1)

27.12.270

27.12.280

Purpose: To establish criteria for becoming a customer and to describe the privileges and responsibilities associated with being a customer.

General Policy: The Spokane County Library District (District) is a public library system serving the diverse needs of area residents of all ages. All libraries are open to the public. Anyone may browse materials, attend library programs, access electronic resources, and otherwise use services while in the library facilities. The level of available library resources and services is generally determined by customer residency, as defined below.

I. Library Card Eligibility

Spokane County Library District is a special-purpose district funded primarily through a property tax authorized by state law and collected only in the unincorporated county and annexed cities and towns. Eligibility to borrow materials and access electronic resources remotely is based on this geographic area and inter-local service agreements with other cities and towns, libraries, and library districts. Customers 17 years of age or younger require parental permission to obtain a library card with full privileges. The following categories of individuals are eligible to register for library cards with provision of current address and proof of identity:

A. District Customer: Persons who reside in the District's service area: Unincorporated Spokane County or an annexed or contracting city or town. In addition to those residing in its service area, the following shall be considered residents eligible for use of all District services without payment of a non-resident customer fee:

- a. Persons residing outside the service area yet owning property within it.
- b. Active-duty military personnel and their dependents who live on a military installation within Spokane County.

B. Reciprocal Customer: Residents of areas covered by inter-local agreements with other libraries, library districts, cities, and/or towns. Such agreements may exclude specific services such as inter-library loan or other services provided through a vendor license agreement that limits use and/or incur additional cost to the District.

C. Non-Resident Customer: Persons residing outside the District's service area that are not covered by an inter-local service agreement. An eligible non-resident may use services for which a library card is required through payment of an annual fee entitling everyone residing at the same street address (i.e., house, apartment, or other type of living unit) to District Customer library privileges. The annual fee is governed by Spokane County Library District Board of Trustees Resolution No. 99-12.

In addition, District staff may develop and issue special-use library cards that provide a defined set of privileges to specific customer groups in response to service needs and/or strategic priorities.

II. Customer Privileges

Privileges include, but are not limited to, borrowing books, ~~DVDs~~, and other materials from the District's physical collection, downloading or streaming content such as eBooks, audiobooks, videos, and music from the District's digital collection, and remotely accessing electronic resources and online learning tools from outside of the library. Some restrictions apply to Reciprocal Customers as stated above.

III. Customer Responsibilities

Spokane County Library District has the authority to assess certain fines and fees to customer accounts. Accounts owing \$25.00 or more will have borrowing privileges suspended until payment is made.

Categories of Fines and Fees

1. Overdue Fines

The District does not assess daily fines for overdue material.

2. Lost or Damaged Material Fees

Lost or damaged material fees are assessed so that the District can recoup the cost of an item. Accounts with long overdue materials declared lost, or materials determined by District employees to be damaged to the extent that they can no longer be borrowed, will be assessed a replacement fee equal to the retail price of the item.

3. Miscellaneous Charges

- a.) Photocopying & Printing: Public photocopying and printing is available in each library; customers may print up to 80 pages and copy up to 80 pages per week (Sunday through Saturday) free of charge.
- b.) NSF Check Fee: If a personal check is rejected due to Non-Sufficient Funds (NSF), an additional service fee of \$25.00 will be assessed to the account.
- c.) Interlibrary Loan Fee: Lending libraries outside of the District may require a fee for loaning some library materials. Customers requesting interlibrary loan materials will be contacted to determine if they are willing to pay the fee in order to borrow the item.

4. Collection Agency Referral Fee

Accounts owing \$50.00 or more will be referred to a collection agency after 75 days. At the point of referral, a \$15.00 fee will be assessed.

IV. Administrative Reduction or Discharge of Assessed Fines & Fees

The District may reduce assessed fines and fees, dependent upon certain criteria. Examples of these reductions include, but are not limited to:

A. Fines and Fees Waiver or Cancellation

District employees are tasked with determining under what circumstances a fine or fee may be waived or canceled. Circumstances include, but are not limited to, hardship, library error, and special amnesty programs designed to promote literacy, encourage the use of library resources and services, and support the District's mission. Guidelines for making such determinations are listed in associated procedures.

B. Purge of Uncollectible Amounts

The District may purge or write-off those fines and fees at the point at which all reasonable collection efforts have been exhausted. Such efforts may be based on the date or dollar value of the assessed fines or fees, or a combination therein.

V. Service Fees

Credit or debit cards may be used to pay assessed fines and fees, limited to online payments only. Service charges pertaining to these online transactions will be accepted as a cost of doing business. No commensurate discounts or payment reductions will be extended to those fines and fees paid by cash or check.

VI. Limitations to Use

The use of District facilities and/or services may be limited when excessive demands of groups or individuals may curtail services to the general public.

VII. Denial of Service

Use of District facilities and/or services may be denied for due cause. Due cause includes, but is not limited to, failure to return library materials, failure to pay assessed fines or fees, or violation of the District's Code of Conduct or any other policy.

VIII. Procedures

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

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

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

Policy Title	Customer Privileges and Responsibilities		
Approval Date	June 19, 1986	Revision Date	January 21, 2025
Related Policies	Code of Conduct Computer, Wireless Network and Internet Use Fixed Assets Library Meeting Room Use		
Related RCW	RCW 27.12.180 27.12.210(1) 27.12.270 27.12.280		
Purpose	To establish criteria for becoming a customer and to describe the privileges and responsibilities associated with being a customer.		

General Policy: The Spokane County Library District (District) is a public library system serving the diverse needs of area residents of all ages. All libraries are open to the public. Anyone may browse materials, attend library programs, access electronic resources, and otherwise use services while in the library facilities. The level of available library resources and services is generally determined by customer residency, as defined below.

I. Library Card Eligibility

Spokane County Library District is a special-purpose district funded primarily through a property tax authorized by state law and collected only in the unincorporated county and annexed cities and towns. Eligibility to borrow materials and access electronic resources remotely is based on this geographic area and inter-local service agreements with other cities and towns, libraries, and library districts. Customers 17 years of age or younger require parental permission to obtain a library card with full privileges. The following categories of individuals are eligible to register for library cards with provision of current address and proof of identity:

A. District Customer: Persons who reside in the District’s service area: Unincorporated Spokane County or an annexed or contracting city or town. In addition to those residing in its service area, the following shall be considered residents eligible for use of all District services without payment of a non-resident customer fee:

- a. Persons residing outside the service area yet owning property within it.
- b. Active-duty military personnel and their dependents who live on a military installation within Spokane County.

B. Reciprocal Customer: Residents of areas covered by inter-local agreements with other libraries, library districts, cities, and/or towns. Such agreements may exclude specific services such as inter-library loan or other services provided through a vendor license agreement that limits use and/or incur additional cost to the District.

C. Non-Resident Customer: Persons residing outside the District’s service area that are not covered by an inter-local service agreement. An eligible non-resident may use services for which a library card is required through payment of an annual fee entitling everyone residing at the same street address (i.e., house, apartment, or other type of living unit) to District Customer library privileges.

The annual fee is governed by Spokane County Library District Board of Trustees Resolution No. 99-12.

In addition, District staff may develop and issue special-use library cards that provide a defined set of privileges to specific customer groups in response to service needs and/or strategic priorities.

II. Customer Privileges

Privileges include, but are not limited to, borrowing books and other materials from the District's physical collection, downloading or streaming content such as eBooks, audiobooks, videos, and music from the District's digital collection, and remotely accessing electronic resources and online learning tools from outside of the library. Some restrictions apply to Reciprocal Customers as stated above.

III. Customer Responsibilities

Spokane County Library District has the authority to assess certain fines and fees to customer accounts. Accounts owing \$25.00 or more will have borrowing privileges suspended until payment is made.

Categories of Fines and Fees

1. Overdue Fines

The District does not assess daily fines for overdue material.

2. Lost or Damaged Material Fees

Lost or damaged material fees are assessed so that the District can recoup the cost of an item. Accounts with long overdue materials declared lost, or materials determined by District employees to be damaged to the extent that they can no longer be borrowed, will be assessed a replacement fee equal to the retail price of the item.

3. Miscellaneous Charges

- a.) Photocopying & Printing: Public photocopying and printing is available in each library; customers may print up to 80 pages and copy up to 80 pages per week (Sunday through Saturday) free of charge.
- b.) NSF Check Fee: If a personal check is rejected due to Non-Sufficient Funds (NSF), an additional service fee of \$25.00 will be assessed to the account.
- c.) Interlibrary Loan Fee: Lending libraries outside of the District may require a fee for loaning some library materials. Customers requesting interlibrary loan materials will be contacted to determine if they are willing to pay the fee in order to borrow the item.

4. Collection Agency Referral Fee

Accounts owing \$50.00 or more will be referred to a collection agency after 75 days. At the point of referral, a \$15.00 fee will be assessed.

IV. Administrative Reduction or Discharge of Assessed Fines & Fees

The District may reduce assessed fines and fees, dependent upon certain criteria. Examples of these reductions include, but are not limited to:

- A. Fines and Fees Waiver or Cancellation

District employees are tasked with determining under what circumstances a fine or fee may be waived or canceled. Circumstances include, but are not limited to, hardship, library error, and special amnesty programs designed to promote literacy, encourage the use of library resources and services, and support the District's mission. Guidelines for making such determinations are listed in associated procedures.

B. Purge of Uncollectible Amounts

The District may purge or write-off those fines and fees at the point at which all reasonable collection efforts have been exhausted. Such efforts may be based on the date or dollar value of the assessed fines or fees, or a combination therein.

V. Service Fees

Credit or debit cards may be used to pay assessed fines and fees, limited to online payments only. Service charges pertaining to these online transactions will be accepted as a cost of doing business. No commensurate discounts or payment reductions will be extended to those fines and fees paid by cash or check.

VI. Limitations to Use

The use of District facilities and/or services may be limited when excessive demands of groups or individuals may curtail services to the general public.

VII. Denial of Service

Use of District facilities and/or services may be denied for due cause. Due cause includes, but is not limited to, failure to return library materials, failure to pay assessed fines or fees, or violation of the District's Code of Conduct or any other policy.

VIII. Procedures

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

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

USE OF VIDEO SURVEILLANCE SYSTEMS

Background

The purpose of this policy is to outline the manner in which the Spokane County Library District (District) employs video surveillance systems and recorded digital video images to enhance the physical security of District customers, employees, and property, while protecting the privacy and confidentiality of District customers pursuant to state and federal laws.

Revisions include clarification that violation of any District policy could be the basis for initiating a review of footage and that the footage may be subject to Washington State Public Records Act. The District's legal counsel reviewed the proposed revisions.

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

Following are an edited copy of the current policy, with revisions indicated by strikethrough (removal) or underline (addition), as well as a clean copy of the recommended policy. As demonstrated in the clean copy, we are updating the general format of the header at the top of all District policies, so you will see this revision as policies go through their biennial review process.

Recommended Action: Board motion to approve the Use of Video Surveillance Systems Policy, as revised.

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: USE OF VIDEO SURVEILLANCE SYSTEMS

Approval Date: June 21, 2022

Revision Date: January 21, 2025

Related Policies

Confidentiality of Library Records Policy

Code of Conduct Policy

Public Records Policy

STATUTORY REFERENCES: RCW 42.56.310, WAC 44-14, Local Government Common Records Retention Schedule (CORE) 2.11

Purpose

To outline the manner in which the Spokane County Library District (District) employs video surveillance systems and recorded digital video images to enhance the physical security of District customers, employees, and property, while protecting the privacy and confidentiality of District customers pursuant to state and federal laws.

General Policy

District facilities may be equipped with security cameras that capture and store video recordings and images to assist in the protection and safety of customers, employees, and property by allowing viewing and/or recording of video images for the detection, assessment, and deterrence of behavior that violates District policy or law.

Privacy

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

The video surveillance system and any associated recordings shall not be used in a manner which would violate the District's Confidentiality of Library Records policy, other applicable policies, or state and federal laws.

The District will post notice to the public and employees that it uses a video surveillance system for monitoring and recording activity in and around District facilities.

Camera Placement

Cameras will be located in specifically designated public areas and will be positioned to safeguard the privacy of customers and employees to the extent possible. Examples of appropriate locations include, but are not limited to, the common areas of the library such as entryways, lobbies, and outside entrances, exits, properties, and parking areas, as well as the interior and exterior of District mobile library vehicles.

Cameras will not be positioned to allow the monitoring of areas where individuals have a reasonable expectation of privacy, such as inside restrooms.

Camera locations will be positioned, changed, or added only with the approval of the Executive Director or authorized designee(s).

Video Monitoring

Cameras are not actively monitored. Cameras are generally set to record video images continuously, though other recording schedules will be utilized due to specific operational considerations. Video recordings will likely be examined only in the event of a security, policy violation, or safety-related incident.

No one should assume that the presence of a video surveillance system at a District facility guarantees safety for persons or property at any time, nor should they assume that all cameras will be functioning properly at all times.

Neither the District nor its officers, agents, or employees shall be liable for preventing or responding to actions that occur within a camera's field of view.

Record Retention and Disclosure

Recordings and images from the video surveillance system are stored digitally and will be retained, maintained, deleted, and/or disclosed in a manner consistent with all applicable District policies and federal and state laws.

Recordings and images may be used to identify a person or persons responsible for District policy violations, criminal activity, or actions considered disruptive to normal District operations. Recordings and images may also be used to review activities and actions by a District employee when justified by a legitimate business purpose, including but not limited to investigation of illegal or improper conduct.

Recordings and images related to a documented security incident or investigation will be maintained for the duration of the investigation or resolution of the matter, plus an additional six (6) years and then deleted.

Recordings and images which are not related to a documented security incident or investigation will generally be maintained for 14 days and then deleted.

Recordings and images may be used to assist law enforcement agencies in accordance with applicable state and federal laws.

Only the Executive Director or authorized designee(s) shall be authorized to release video records to law enforcement.

Recordings and images ~~are~~ may be subject to the Washington State Public Records Act.

The Executive Director or authorized designee(s) may view recordings and images as needed before they are released to monitor for adherence to customer privacy requirements.

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

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

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

Policy Title	Use of Video Surveillance Systems		
Approval Date	June 21, 2022	Revision Date	January 21, 2025
Related Policies	Confidentiality of Library Records Policy Code of Conduct Policy Public Records Policy		
Related RCW	RCW 42.56.310 WAC 44-14 Local Government Common Records Retention Schedule (CORE) 2.11		
Purpose	To outline the manner in which the Spokane County Library District (District) employs video surveillance systems and recorded digital video images to enhance the physical security of District customers, employees, and property, while protecting the privacy and confidentiality of District customers pursuant to state and federal laws.		

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

OVERVIEW: OPEN GOVERNMENT TRAINING

Background

Trustees will view the Washington State Attorney General's Office training videos on 1.) the Public Records Act and 2.) the Open Public Meetings Act. The combined total runtime for both training videos is approximately fifty (50) minutes.

Executive Director Patrick Roewe will be available to answer any questions at the conclusion of the videos.

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

FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: FEBRUARY 2025 – MARCH 2025

February 18, 2025: North Spokane – 4:00pm

- Airway Heights Interlocal Agreement Amendment: Discussion; Potential Action (tentative)
- Exhibits & Displays Policy: Approval Recommendation
- Reciprocal Use of Libraries Report for 2024
- Overview: Post-Pandemic Usage Trend Analysis, Part I

March 18, 2025: Medical Lake – 4:00pm

- Children's Safety in Libraries Policy: Approval Recommendation
- Overview: Medical Lake

Special Meetings/Activities

2025

May 9th

Staff Day

DECEMBER 2024 DIRECTORS REPORT**Finance – Jason Link****General Fund**

The total general fund operating expenses before (97.07%) or after (96.25%) transfers remain well aligned with the total budget projected expenditure of 100.00%. This status is the result of a normal combination of the District salaries and benefits being 3+% under budget while several of the remaining lines being over budget due to the timing of larger scale single expenditures.

The District ended the year with a preliminary unassigned fund balance of \$9,123,000 or 53.71% of total annual expenditures excluding inter-fund transfers. District policy requires this balance to be 35.00% of total annual expenditures excluding inter-fund transfers or more than \$5,945,275. The District is in compliance with its policy.

Capital Project & Debt Service Funds

Total expenses are within budget. There was one expenditure for December from the Capital Project & Debt Service Funds. The District ended the year with a preliminary assigned balance of \$539,000 in the Capital Project Fund and \$199,000 in the Debt Service Fund.

Facilities Report

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

Human Resources – Toni Carnell**Training**

- Training courses for 2025 scheduled:
 - Leadership
 - Customer Service Philosophy and Application
- All staff continue to work on required training in the learning management system, including:

Outside Provider (Evergreen Safety Council)

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

Staff updates:**New hires:**

- Public Services Technician (2)

Promotions:

- N/A

Transfers:

- Public Services Associate to Public Services Float

Voluntary Demotions

-
- N/A

Separations:

- Mobile Services Specialist

During December, Human Resources began an information campaign for staff about policy changes, specifically Holiday Leave, prior to the January 1, 2025 effective date for the changes. In December, the Human Resources Director reached out to all supervisors and managers offering group and/or 1:1 meetings with their staff to help with the transition. As of mid-January, two supervisors had scheduled time with HR, where the Director was able to answer questions from staff and work individually in some instances to help in understanding how the change impacts the employee.

Working with the Operations Director, Human Resources developed a spreadsheet that automated holiday leave calculations, applying hours to the days they are typically scheduled, then highlighting dates the employee may use any remaining hours in lieu of those being used on the day of a holiday. Feedback has been positive about the new tool.

Communication & Development – Jane Baker

Communication

The Communication Department produced and sent the spring issue of *Engage* to the printer prior to the holidays and began promotional planning for the first quarter of 2025.

Development

The Library Foundation's year-end financials report that a total of \$78,163 in donations were made to the District in 2024. Funds donated include sponsorship of the Summer Reading book giveaway, Mobius and Symphony passes, and the third year of capital campaign funds for Spokane Valley Library. The Library Foundation has also opened an account with a brokerage firm to provide the ability to accept donations of stocks.

Operations – Doug Stumbough

For the month of December, a total of 77,362 physical items were borrowed by customers in the libraries, down from the 81,230 borrowed in November (-5%). The total number of customers visiting our libraries this month in person was 53,826, down from 56,829 (-5%) in November.

Positive Interaction Reports

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

One middle school student came to Spokane Valley asking for new books to read, within some specific parameters. Public Services Specialist Morgan helped him find a few books off the shelf and placed a few more on hold. He returned later in the month to pick up some of the items and said he sure appreciated the nice staff member's help, and that he'd read through all the books she found for him in just five days.

From a comment card left at Spokane Valley: "All your associates are helpful, friendly and professional!" Regarding the question of if they'd like to see anything changed: "Nothing that I know of. I just love to READ books!!"

After being assisted by Spokane Valley staff to obtain the contact information of a local artist, a customer was extremely thankful, saying that the Spokane Valley Library is top notch. He said "this place is really stellar" and continued with more positive comments, including a previous positive experience at SV.

During the online World Cooking: Mediterranean food workshop a participant sent in the chat "Thanks! My Hubby and I have an adventure date once a month. This was a great date night!"

A customer emailed to pass along how appreciative she was of North Spokane Public Services Associate Valerie who "took very good care of her" and showed much patience when she needed help accessing and using the Libby app.

Spokane Valley Librarian Dana received this email following the online Mediterranean cooking workshop: "Hello Dana, I just wanted to extend my appreciation for the wonderful job you did organizing and communicating for the cooking class last week. Your messages before and after the presentation were helpful and included useful information. You even sent a reminder to marinate the chicken! My wife and I enjoyed the class and look forward to other SCLD offerings in the future. You get five gold stars! ★★★★★"

Two different customers at Deer Park commented on how helpful Public Services Associate Erik had been during their visits. One stopped by the front desk on her way out to say how nice and helpful Erik was in helping her access and get on the computer. Later, another customer came out of the conference room where she has been working all day and said how kind and helpful Erik has been in helping her access and use mobile printing.

Customer Connection Specialist Bear helped a customer find the health books, and she was pleasantly surprised by the number of books in the health section but pointed out: "I buy audio books and listen to them from Amazon. They're expensive, but it's how I consume my media." Bear told her about Libby to which she said: "I tried that once, it was complicated." Bear asked if she'd mind if she showed her the updated app and see what she thought of it. Not only did the customer find it incredibly simple and joyfully exclaimed: "I need to come here instead of using Amazon! This is amazing!"

Public Services Associate Andy helped a North Spokane user learn how to download and text pictures as well as providing printed instructions as the customer indicated they were unlikely to remember how to do it later. A couple hours later, the customer sent an email saying "Thank you, again, Andy, for being so helpful to me. Truly, my nerves get very tense when I attempt to do something on my cell phone and I have no idea how to even begin. You are a huge asset to the library, and I'm sure to anyone else who might need your help."

During a visit by Mobile Services, two residents of an adult facility couldn't stop gushing about how much they love the monthly visits and the material brought to them. They kept telling Mobile Services Supervisor Brianna and Mobile Services Associate Kae "you're the best".

A customer at Spokane Valley commented on how great the kid's graphic novel selection was and that her kids always need stacks of graphic novels to keep them entertained in between their library visits.

Finally, a comment shared by a Medical Laske customer: "Most people go to the bar to vent. I go to the Library because they understand more than the bartender."

Collection Services – Andrea Sharps

Top Checkouts and Holds

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

- Popular **OverDrive** titles December:
 - **Audiobook checkouts:**
 - *Fourth Wing* by Rebecca Yarros (147)
 - *The Women* by Kristin Hannah (141)
 - *Remarkably Bright Creatures* by Shelby Van Pelt (124)
 - **Ebook checkouts:**
 - *The Women* by Kristin Hannah (135)
 - *Funny Story* by Emily Henry (106)
 - *Fourth Wing* by Rebecca Yarros (103)
 - **Audiobook holds** as of January 2, 2025:
 - *The Anxious Generation: How the Great Rewiring of Childhood is Causing an Epidemic of Mental Illness* by Jonathan Haidt (154)
 - *The God of the Woods* by Liz Moore (145)
 - *All the Colors of the Dark* by Chris Whitaker (138)
 - **Ebook holds** as of January 2, 2025:
 - *The God of the Woods* by Liz Moore (171)
 - *All the Colors of the Dark* by Chris Whitaker (149)
 - *The Wedding People* by Alison Espach (139)
- Popular **Adult Physical Book** titles December:
 - Checkouts:
 - *The Women* by Kristin Hannah (47)
 - *The Grey Wolf* by Louise Penny (31)
 - *The Library of Borrowed Hearts* by Lucy Gilmore (30)
 - Holds:
 - *The Women* by Kristin Hannah (43)
 - *James: A Novel* by Percival Everett (41)

COLLECTION MONTHLY REPORT DECEMBER 2024

	Select Transaction Count		
Physical Collection	YTD 2024	YTD 2023	CHANGE
Items Processed	59,060	52,937	12%
Interlibrary Loan Total	7,181	6,123	17%
Overdrive			
Total Checkouts	1,068,893	959,992	11%
Total Holds	378,043	310,951	22%
hoopla			
Total Checkouts	63,046	44,111	43%
	Total Items in Collection		
Material Type	YTD 2024	YTD 2023	CHANGE
Print	309,062	305,200	1%
Nonprint	70,495	74,021	-5%
Overdrive	203,191	162,846	25%
Grand Total	582,748	542,067	8%

NOTES: PRINT = Books and Periodicals

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

OVERDRIVE = Downloadable eBooks and Audiobooks

- *The God of the Woods* by Liz Moore (38)

Executive Director – Patrick Roewe

Architectural and Engineering Services Contract

Staff have been working with our legal counsel and Integrus Architecture on finalizing the contract approved by the Board at their November 2024 meeting. Due to the end of the year holidays, we don't anticipate the contract to be finalized until January.

Airway Heights Interlocal Agreement (ILA) Amendment

The District's legal counsel drafted the "right of first offer" agreement, with plans to submit it to the City of Airway Heights for review in January 2025. The next opportunity for potential Board action regarding the amendment would be the February 2025 meeting.

Potential Tax Increment Area Agreement

As reported previously, we've been informed about the potential for a Community Revitalization Financing and Tax Increment Area Agreement to which the District would be a party. No additional information was provided to the District in December.

OPERATIONS REPORT DECEMBER 2024

Doug Stumbough and Kristy Bateman

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

- 133 people attended 13 programs during December. Highlights included:
 - 34 online participants in the *World Cooking: Mediterranean Food program*.
 - 17 individuals took advantage of the *Medicare Enrollment One-on-One Sessions*.
- For the first time in six months, a prospective *Excel High School* applicant passed the online prerequisite course. I met with the applicant, who lives in the West Plains, and determined she will be a good fit for the program. She will start her course work in January.

Youth Services (Mary Ellen Braks)

- We provided 67 storytimes this month with an attendance of 1,400.
- Mobile Services visited 15 childcare centers, provided 41 storytimes to 592 children and caregivers.
- We had nine weekly youth programs this month with an attendance of 180.
- The *Create Holiday Ornaments* program was done at 10 locations with a total attendance of 281.
- We offered 32 *Lego Free Play* activities for families with an attendance of 132.

Cross Disciplinary (Gwendolyn Haley)

- The District's participation in the *Online Book Club* was not renewed for another year due to the high cost of the service and decreasing participation. The Online Author Series remains popular, and allows SCLD to virtually bring in a variety of high profile and popular authors like Laura Dave, *The Night We Lost Him* in December.
- We found a new software program that will allow us to continue offering digital *Museum and Cultural Passes*, which will be implemented in the first quarter of 2025.

Digital Projects and Resources (Carlie Hoffman)

- New features were added to the catalog. *Library Savings* shows a dollar amount in customer accounts showing how much money they have saved based on the checkouts in their reading histories. *Year in Review* shows customers a slideshow snapshot of their checkout history for the year. The *Year in Review* feature will appear in customer accounts throughout January.

Information Technology (Patrick Hakes)

- The first round of replacement computers have arrived and are being configured. The goal is to have the new customer and staff machines deployed to various libraries by the end of the first quarter in 2025.

-
- IT Staff have primarily worked on end-of-year projects and various computer/security updates in December.

Mobile Services (Brianna Rukes)

- LINC attended the *Airway Heights Winter Festival*, where Tara delighted children with a storytime session that received positive feedback. Many visitors were eager to explore LINC, and several took home the snowman craft that was available.
- Mobile Services has added two new monthly community visits to LINC. We will now be visiting the Boys and Girls Club at Ness Elementary and the Lisa Stiles-Gyllenhammer Boys and Girls Club in Mead.
- Our first visit to the Lisa Stiles-Gyllenhammer Boys and Girls Club was a success, with 42 customers in attendance. Many families signed up for new library cards and were thrilled to learn that the mobile library would be visiting monthly. They also enjoyed taking home coloring pages for their children.
- Caroline reached out to childcare facilities that had discontinued storytime services to see if they were interested in restarting them. So far, four facilities have expressed interest and requested to be added back to the schedule.

Library Reports

Airway Heights: Lesa Arrison

- Crystal tabled at the Airway Heights Recreation Center's *Friendly Fork*, a 55+ lunch program. She spoke with 22 people about upcoming library events and online resources, Library of Things, Stay Sharp Kits, and Medical Mail Back envelopes.

Argonne: Stacy Mills

- Customers have enjoyed making paper snowflakes for our interactive display in the teen area.
- Janet and Stacy attended the *Millwood WinterFest* event and talked to 92 attendees about the library and upcoming events. There was also a fun craft for the kids to make picture frames!
- There was a great turnout of 19 attendees for our *Create Holiday Ornaments* program.

Cheney: Jonathan Melcher

- Cheney celebrated *Holiday Hoopla!* 474 people came to the library to make an ornament, hear a story, and/or create a holiday card for the Cheney Care Center which was sponsored by the Cheney Lions Club.
- Crystal presented at *Homeworks!* -Cheney School District's Parent Partnership Program for K-8 students, letting staff and parents know about our collection and digital resources we offer to students and homeschool families.

-
- Local artist Keeli Christensen displayed her work in the library for December. It was very colorful and appreciated by customers.

Deer Park: Shannon McMinn

- 29 were at the *Create Holiday Ornaments* program. Children and families enjoyed making items to decorate their homes or to give as gifts.

Medical Lake: Cecelia McMullen

- One *Wonderful Wednesday* we spread out years of leftover holiday craft supplies and then watched in amazement as children proudly created unique masterpieces. During another *Wonder Wednesday* they made ornaments from Lego, and thanks to a generous donor, were able to bring their creations home.
- Our December display case featured an enchanting collection of Lego holiday scenes. Customers loved finding all the quaint details.

Moran Prairie and Fairfield: Caitlin Wheeler

- Families enjoyed creating bookmarks using popsicle sticks, yarn, beads, and more at our monthly craft table.
- Librarian Tammy Henry attended Fairfield's *Old-Fashioned Christmas* and helped customers make felt ornaments.

North Spokane: Brian Vander Veen

- This month, the North Spokane Library hosted a collection of paintings and photographs of local fauna by artist Melissa Joy.
- A North Spokane customer, attending *Genealogy Drop-In Session* with her brother, praised the program and expressed appreciation for the team who puts our programs together.

Otis Orchards: Maggie Montreuil

- *Create Holiday Ornaments* at Otis Orchards saw an attendance of 17 people.

Spokane Valley: Danielle Milton

- The City of Spokane Valley hosted their annual tree lighting at Balfour Park which saw over 650 attendees. We helped at the event by providing a craft for the child choir prior to their performance and keeping the library open for an extra hour that evening. We look forward to participating more next year as this becomes a new annual event for Spokane Valley.
- We hosted a *Piñata Decorating in Spanish* program, where 32 people attended and decorated piñatas.

Public Use Measures

December 2024

Public Use Measures

Measure	This year	Last year	YTD	Last YTD
	This Month	This Month	This year	Comparison
Cardholders	144008	133175		8%
Door count	53826	55539	741898	-4%
Items Borrowed	201585	186303	2545794	4%
• Airway Heights	2295	2171	29736	4%
• Argonne	5452	6786	75694	-13%
• Cheney	5712	5608	77593	-1%
• Deer Park	5676	5985	77546	-4%
• Fairfield	581	434	7880	25%
• Medical Lake	1556	1773	23734	-11%
• Mobile Services	2203	1872	23745	7%
• Moran Prairie	9344	10829	131959	-11%
• North Spokane	19976	19339	269199	-2%
• Otis Orchards	2396	2230	34894	2%
• Spokane Valley	22225	21994	312572	9%
• Digital	95379	83056	1137544	13%
• Totals	173557	162406	2212436	6%
Programs				
• Number	222	174	3645	57%
• Attendance	4166	3503	67857	27%
Internet Station Use (%)	24.8%	24.8%	26.1%	0%
Meeting room bookings	695	626	8984	43%

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.*

Agenda Item VI.C

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.*

Summary of Revenues & Expenses - (Cash Basis) For the Twelve Months Ended December 31, 2024

	Y-T-D Actual	Annual Budget	Target 100.0% Percent Used	Balance Remaining
REVENUES				
PROPERTY TAXES	\$ 17,446,681	\$ 17,540,000	99.47%	\$ 93,319
CONTRACT CITIES - AIRWAY HEIGHTS	134,440	377,000	35.66%	242,560
CONTRACT CITIES - SPOKANE	106,905	103,000	103.79%	(3,905)
FINES & FEES	49,454	45,000	109.90%	(4,454)
GRANTS & DONATIONS	111,850	26,000	430.19%	(85,850)
E-RATE REIMBURSEMENTS	239,514	265,000	90.38%	25,486
LEASEHOLD & TIMBER TAX, REBATES, OTH	44,810	36,500	122.77%	(8,310)
INTEREST REVENUES	248,233	193,000	128.62%	(55,233)
TOTAL REVENUES	\$ 18,381,888	\$ 18,585,500	98.90%	\$ 203,612
TRANSFERS IN	-	-	0.00%	-
TOTAL REVENUES & TRANSFERS IN	\$ 18,381,888	\$ 18,585,500	98.90%	\$ 203,612
EXPENSES				
SALARIES	\$ 8,239,068	\$ 8,510,600	96.81%	\$ 271,532
FRINGE BENEFITS	2,815,891	2,863,400	98.34%	47,509
SUPPLIES	185,104	193,100	95.86%	7,996
UTILITIES	560,743	575,500	97.44%	14,757
SERVICES	1,335,360	1,337,800	99.82%	2,440
INSURANCE	94,627	100,000	94.63%	5,373
CAPITAL EQUIPMENT	412,279	450,000	91.62%	37,721
LIBRARY MATERIALS	2,172,163	2,222,800	97.72%	50,637
ELECTRONIC LIBRARY MATERIALS	259,988	300,000	86.66%	40,012
LIBRARY PROGRAMS	164,775	173,300	95.08%	8,525
DEBT SERVICE	248,832	260,000	95.70%	11,168
TOTAL EXPENSES	\$ 16,488,828	\$ 16,986,500	97.07%	\$ 497,672
TRANSFERS OUT	1,400,000	1,599,000	87.55%	199,000
TOTAL EXPENSES & TRANSFERS OUT	\$ 17,888,828	\$ 18,585,500	96.25%	\$ 696,672
Net Excess of Revenues Over/(Under) Expenses	\$ 493,060	\$ -		
BEGINNING CASH	8,630,300			
NET FROM ABOVE	493,060			
ENDING CASH	\$ 9,123,360			

Number of months cash on hand 6.4

Summary of Revenues & Expenses CIP - (Cash Basis) For the Twelve Months Ended December 31, 2024

	Y-T-D Actual	Annual Budget	<div>Target 100.0%</div> Percent Used	Balance Remaining
REVENUES				
GRANTS & DONATIONS	60,738	200,000	30.37%	139,262
INTEREST REVENUES	119,167	30,000	397.22%	(89,167)
TOTAL REVENUES	\$ 179,905	\$ 230,000	78.22%	\$ 50,095
TRANSFERS IN	1,400,000	1,599,000	87.55%	199,000
TOTAL REVENUES & TRANSFERS IN	\$ 1,579,905	\$ 1,829,000	86.38%	\$ 249,095
EXPENSES				
CAPITAL - FFE	\$ -	\$ 200,000	0.00%	\$ 200,000
CAPITAL - CONSTRUCTION	3,020	800,000	0.38%	796,980
TOTAL EXPENSES	\$ 3,020	\$ 1,000,000	0.30%	\$ 996,980
TRANSFERS OUT	-	-	0.00%	-
TOTAL EXPENSES & TRANSFERS OUT	\$ 3,020	\$ 1,000,000	0.30%	\$ 996,980
Net Excess of Revenues Over/(Under) Expenses	\$ 1,576,886	\$ 829,000		
BEGINNING CASH	3,462,546			
NET FROM ABOVE	1,576,886			
ENDING CASH	\$ 5,039,432			

**Spokane County Library District
Summary of Revenues & Expenses Debt - (Cash Basis)
For the Twelve Months Ended December 31, 2024**

	Y-T-D Actual	Annual Budget	<div style="border: 1px solid black; padding: 2px; display: inline-block;"> Target 100.0% </div> Percent Used	Balance Remaining
REVENUES				
INTEREST REVENUES	\$ 14,646	\$ 125	11716.75%	\$ (14,521)
TOTAL REVENUES	\$ 14,646	\$ 125	11716.75%	\$ (14,521)
TRANSFERS IN	-	-	0.00%	-
TOTAL REVENUES & TRANSFERS IN	\$ 14,646	\$ 125	11716.75%	\$ (14,521)
EXPENSES				
DEBT - PRINCIPAL	\$ 765,000	\$ 765,000	100.00%	\$ -
DEBT - INTEREST	345,125	345,125	100.00%	0
TOTAL EXPENSES	\$ 1,110,125	\$ 1,110,125	100.00%	\$ -
TRANSFERS OUT	-	-	0.00%	-
TOTAL EXPENSES & TRANSFERS OUT	\$ 1,110,125	\$ 1,110,125	100.00%	\$ -
Net Excess of Revenues Over/(Under) Expenses	\$ (1,095,479)	\$ (1,110,000)		
BEGINNING CASH	1,294,571			
NET FROM ABOVE	(1,095,479)			
ENDING CASH	\$ 199,092			