



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

Board of Trustees Regular Meeting

March 18, 2025 4:00 p.m.

Medical Lake Library, 321 E Herb St, Medical Lake, WA

AGENDA

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

I. CALL TO ORDER

II. AGENDA APPROVAL

III. PUBLIC COMMENT

IV. ACTION ITEMS

- A. Approval of [February 18, 2025 Regular Meeting Minutes](#)
- B. Approval of [February 2025 Payment Vouchers](#)
- C. Unfinished Business
 - 1. [Airway Heights Interlocal Agreement Amendment Update](#): Discussion
- D. New Business
 - 1. [Argonne/Administration HVAC Project Status Report](#): Discussion
 - 2. [Children's Safety in Libraries Policy](#): Approval Recommendation
 - 3. [Procurement Policy](#): Approval Recommendation
 - 4. [Fixed Assets Policy](#): Approval Recommendation
 - 5. [Recognizing National Library Workers Day 2025 \(Resolution 25-01\)](#): Approval Recommendation
 - 6. [Overview: Medical Lake](#): Discussion
 - 7. [Special Presentation: A Gray Fire Story from Medical Lake Library](#): Discussion

V. DISCUSSION ITEMS, POSSIBLE ACTION

- A. [Future Board Meeting Agenda Items](#)

VI. REPORTS

- A. Trustees
- B. [Executive Director](#)
- C. [Operations](#)
- D. [Fiscal](#)

VII. ADJOURNMENT

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

March 18, 2025

BOARD OF TRUSTEES MEETING MINUTES: February 18, 2025

A regular meeting of the Board of Trustees of Spokane County Library District was held in person and via Zoom online meeting platform in the public meeting room at the North Spokane Library, Tuesday, February 18, 2025 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); Toni Carnell (Human Resources Director); Doug Stumbough (Operations Director); Jason Link (Finance Director); Vinnie Davi (Video Production Specialist); Emily Greene (Administrative Services Manager), Jane Baker (Communication and Development Director); Andrea Sharps (Collection Services Director), and six (6) members of the public.

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

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 were no public comment.

Approval of January 21, 2025 Regular Meeting Minutes (Item IV.A) Chair Hanson called for any corrections to the January 21, 2025 Regular Meeting Minutes. There were no corrections, the minutes stand as written.
The motion was unanimously approved.

Approval of January 2025 Payment Vouchers (Item IV.B) Discussion ensued about which vouchers are monthly or annual charges. Trustee Paull moved and Vice Chair Jon Klapp seconded the January 2025 Vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotals
January – GF	0062947 – 0063046 and W001639 – W001655	\$1,218,648.02
	PR01102025	\$537,350.86
	Total:	\$1,755,998.88

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

Unfinished Business Personnel Policy HR03 – Compensation: Approval Recommendation (Item IV.C.1)	<p>Human Resources Director Toni Carnell presented changes to the HR03 Compensation Policy. Changes included restructuring for clarity and the expansion of definitions and pay rates. Discussion ensued about pay-scale step pay increases versus COLA increases. Vice Chair Klapp moved and Trustee Patti Stauffer seconded the approval of the HR03 Compensation Policy revisions.</p> <p>The motion was unanimously approved. There was no further discussion.</p>
New Business Exhibits & Displays Policy: Approval Recommendation (Item IV.D.1)	<p>Executive Director Patrick Roewe presented changes to the Exhibits & Displays policy. Changes included added language for clarity for when a display would not be approved or why a prior approval would be revoked. Discussion ensued about exhibit and display approvals being managed by each location. Discussion also ensued that a separate policy governs bulletin boards and community interest publications at each location. Trustee Clark moved and Vice Chair seconded the approval of the Exhibits & Displays policy revisions.</p> <p>The motion was unanimously approved. There was no further discussion.</p>
New Business Reciprocal Use of Libraries Report for 2024 (Item IV.D.2)	<p>Operations Director Doug Stumbough presented an annual report of the Reciprocal Use of Libraries between the District, Spokane Public Library and Liberty Lake Municipal Library. Discussion ensued about number of cardholders between each system, circulation numbers between all libraries, and the last review of the reciprocal use agreement. Discussion also ensued about the District digital library and costs for access for customers outside of the service area.</p> <p>There was no further discussion.</p>
New Business Overview: SCLD Post-Pandemic Usage Trend Analysis (Item IV.D.3)	<p>Operations Director Stumbough presented a PowerPoint of post-pandemic usage as requested by the board in a previous meeting. Topics reviewed were: the number of cardholders and the comparison to the population growth; door counts and changes to how door counts were measured; total circulation and the decrease of physical material circulation but increase of digital circulation; number of programs offered and program attendance; internet station usage; meeting rooms usage; and interlibrary loans.</p> <p>There was no further discussion.</p>
Discussion Items Future Board Meeting Agenda Items (Item V.A)	<p>Chair Hanson called for any questions or suggestions to the future board agenda items. There were no questions or suggestions. Discussion ensued about the different structure of Staff Day for 2025.</p> <p>There was no further discussion.</p>

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

Trustee Stauffer praised the mobile services provided.

There was no further discussion.

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

In addition to the report provided prior to the meeting, Executive Director Roewe presented a PowerPoint presentation of proposed legislation that may have an effect on District operations. Discussion also ensued about the fee the District pays to the County Treasurer for investment management.

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 January 2025, with data for customer use measures, programming, and library activities. Discussion ensued about museum reservation issue and fix.

There was no further discussion.

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

Finance Director Link provided a draft report of revenues and expenditures for January 2025 prior to the meeting. A final copy was distributed at the meeting and will be added to the final posting of the meeting packet.



There was no further discussion.

**Adjournment
(Item VII)**

Chair Hanson adjourned the meeting at 5:35pm. The next Board Meeting is scheduled for Tuesday, March 18th at the Medical Lake Library.

Jessica Hanson, Chair

Patrick Roewe, Secretary to the Board of Trustees

PAYMENT VOUCHER APPROVAL			
Pursuant to RCW 42.24.180 and Spokane County Library District Resolution # 94-03, we, the undersigned, do hereby certify that the merchandise and services hereinafter specified have been received as of February 28, 2025, and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$1,289,848.35 for the general fund, \$0.00 for the capital projects fund, and \$0.00 for the debt service fund and are authorized to authenticate and certify these claims.			
DATE:	February 28, 2025		
			
SIGNED:		SIGNED:	
TITLE:	Finance Director	TITLE:	Executive Director
GENERAL OPERATING FUND			
VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
0000063047	T-MOBILE	MONTHLY "MI-FI" DEVICE CELL SERVICE	724.66
0000063048	ABM INDUSTRIES, INC.	MONTHLY CUSTODIAL SERVICES	25,151.44
0000063049	AMAZON CAPITAL SERVICES	LIBRARY MATERIALS, PROGRAMMING AND OFFICE SUPPLIES	2,011.25
0000063050	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	492.88
0000063051	CAMTEK INC.	QUARTERLY ALARM MONITORING	147.02
0000063052	EMPIRE DISPOSAL INC.	MONTHLY SOLID WASTE - FF	49.17
0000063053	THE FIG TREE	LIBRARY MATERIALS	150.00
0000063054	FILIPINO AMERICAN NORTHWEST ASSOCIATION	LIBRARY PROGRAMS	150.00
0000063055	RENATA MARIEL JIMENEZ FLORES	PRIME TIME PROGRAM, STORYTIME ASST	150.00
0000063056	FREE PRESS PUBLISHING, INC	LIBRARY MATERIALS	70.00
0000063057	CENGAGE LEARNING INC/ GALE	LIBRARY MATERIALS	10,982.47
0000063058	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	5,367.95
0000063059	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	9,818.24
0000063060	LPS HOLDCO LLC DBA MARQ	SOFTWARE SUPPORT	8,349.47
0000063061	SPOKANE COUNTY MASTER GARDENERS	LIBRARY PROGRAMS	150.00
0000063062	MOBIUS SPOKANE	LIBRARY PROGRAMS	2,300.00
0000063063	MRSC	MRSC ROSTERS MEMBERSHIP RENEWAL	2,635.00
0000063064	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	20,352.01
0000063065	PLAYAWAY PRODUCTS LLC	LIBRARY MATERIALS	142.75
0000063066	PRISMHR, INC.	MONTHLY SOFTWARE SUPPORT - HR	601.26
0000063067	PRONUNCIATOR LLC	ELECTRONIC LIBRARY SERVICES	3,995.00
0000063068	RENEE R RAIDT	LIBRARY PROGRAMS	150.00
0000063069	STATE PROTECTION SERVICES INC	MOBILE SECURITY PATROLS: AR, NS, SC, SV	3,447.09
0000063070	TARGET SYSTEM TECHNOLOGY, INC	ACCOUNTING SOFTWARE SUPPORT	457.38
0000063071	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	728.63
0000063072	UNIQUE MANAGEMENT SERVICES	MONTHLY NOTICE FEES AND MESSAGE BEE SERVICE	3,300.92
0000063073	VERIZON WIRELESS	MONTHLY CELL & "MI-FI" DEVICE SERVICE	2,034.33
0000063074	WASHINGTON ST HISTORICAL SOCIETY	LIBRARY MATERIALS: COLUMBIA MAGAZINE	35.00
0000063075	WHITWORTH WATER DISTRICT	MONTHLY WATER - NS	32.88
0000063076	WITHERSPOON BRAJCICH MCPHEE, PLLC	LEGAL SERVICES, GENERAL COUNSEL	4,799.00
0000063077	HEATHER WOLLER	LIBRARY PROGRAMS	100.00
0000063078	WORKPOINTE	FFE - SPOKANE VALLEY (POWER SUPPLIES FOR TABLES)	720.92
0000063079	A2Z INTERPRETING, LLC	PROFESSIONAL SERVICES - ADMIN	198.89
0000063080	AMAZON CAPITAL SERVICES	LIBRARY MATERIALS, PROGRAMMING AND OFFICE SUPPLIES	317.05
0000063081	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	442.10
0000063082	CDW GOVERNMENT, INC.	IT HARDWARE & PERIPHERALS	2,420.30
0000063083	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	358.17
0000063084	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	596.28
0000063085	CENTURYLINK	MONTHLY ANALOG TELEPHONE LINE: SC ELEVATOR	76.51
0000063086	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CH	122.09
0000063087	DIVCO INCORPORATED	QTRLY BUILDING MAINT CONTRACT - HVAC	724.81
0000063088	FATBEAM, LLC	MONTHLY INTERNET SERVICE, NET OF ERATE DISC	4,452.84
0000063089	CENGAGE LEARNING INC/ GALE	LIBRARY MATERIALS	1,138.22
0000063090	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	4,732.39
0000063091	MARGARITA PLACENCIA-JANES	LIBRARY PROGRAMS	150.00
0000063092	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	4,938.17
0000063093	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	19,721.09
0000063094	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	1,259.03
0000063095	SPOKANE COUNTY ENVIRONMENTAL SERVICES	MONTHLY SEWER - AR, NS, SV	327.64
0000063096	The Spokesman-Review Active Living Expo	COMMUNITY ENGAGEMENT	350.00
0000063097	TUMBLEWEED PRESS INC.	ELECTRONIC LIBRARY SERVICES	7,105.80
0000063098	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	954.43
0000063099	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE	1,832.52
0000063100	A2Z INTERPRETING, LLC	PROFESSIONAL SERVICES - ADMIN	198.89
0000063101	ABSCO Solutions	QUARTERLY ALARM MONITORING	1,625.25
0000063102	AMAZON CAPITAL SERVICES	LIBRARY MATERIALS, PROGRAMMING AND OFFICE SUPPLIES	1,571.25
0000063103	APPLE COMPUTER, INC.	IT HARDWARE & SOFTWARE	3,763.58
0000063104	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	387.58
0000063105	CITY OF MEDICAL LAKE	MONTHLY WATER, SEWER, REFUSE - ML	187.06
0000063106	EDNETICS	TELEPHONE - MANAGED VOICE SERVICES	2,210.15
0000063107	FARONICS	ANNUAL SOFTWARE RENEWAL - DEEP FREEZE KIT	2,629.94
0000063108	FIREDOG, LLC	CAPITAL PROJECT: WEBSITE REDESIGN	938.40

0000063109	CENGAGE LEARNING INC/ GALE	LIBRARY MATERIALS	498.65
0000063110	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	9,976.82
0000063111	INLAND POWER AND LIGHT	MONTHLY ELECTRIC UTILITIES - AH, DP	851.09
0000063112	KENT ADHESIVE PRODUCTS CO.	OFFICE/LIBRARY SUPPLIES	1,646.83
0000063113	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	1,831.51
0000063114	OPTUM	MONTHLY HSA ACCOUNT ADMIN FEES	78.00
0000063115	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	18,299.62
0000063116	PATRIOT FIRE PROTECTION	BUILDING REPAIR & MAINTENANCE - NS	627.26
0000063117	PLASTICARDS, INC. dba RAINBOW PRINTING	LIBRARY CARDS	7,110.00
0000063118	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	30.48
0000063119	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	8,350.07
0000063120	ZIPLY FIBER	MONTHLY PHONE & BROADBAND - FF	157.10
0000063121	ILL ALOHA COMMUNITY LIBRARY	ILL SERVICES	12.00
0000063122	AMAZON CAPITAL SERVICES	LIBRARY MATERIALS, PROGRAMMING AND OFFICE SUPPLIES	1,373.65
0000063123	AVISTA UTILITIES	MONTHLY UTILITIES	17,903.93
0000063124	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	2,224.05
0000063125	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	837.17
0000063126	CDW GOVERNMENT, INC.	IT HARDWARE & PERIPHERALS	913.85
0000063127	CHENEY MAYFESTERS	FEES FOR MAYFEST BOOTH	50.00
0000063128	INGRAM DISTRIBUTION GROUP, INC	BI-WEEKLY LIBRARY MATERIALS	18,590.95
0000063129	MIDWEST TAPE	BI-WEEKLY LIBRARY MATERIALS	713.00
0000063130	MODERN ELECTRIC WATER COMPANY	MONTHLY WATER, ELEC. - SV	4,457.58
0000063131	DINA NATALE	LIBRARY PROGRAMS	230.00
0000063132	OVERDRIVE, INC.	BI-WEEKLY LIBRARY MATERIALS	21,460.95
0000063133	PENWORTHY COMPANY	LIBRARY MATERIALS, KITS	8,287.20
0000063134	SHI INTERNATIONAL CORP	IT HARDWARE & SOFTWARE	5,989.98
0000063135	SOFTWARE ONE, INC	SOFTWARE SUPPORT	8.22
0000063136	T-MOBILE	MONTHLY "MI-FI" DEVICE CELL SERVICE	705.53
0000063137	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	1,183.38
0000063138	WEST PLAINS CHAM. OF COMMERCE	ANNUAL DUES	90.00
0000063140	ABSOLUTE BACKGROUND SEARCH INC	MONTHLY EMPLOYEE BACKGROUND CHECKS	527.00
0000063141	CONSOLIDATED IRRIGATION DIST19	WATER - OT	22.00
0000063142	CITY OF SPOKANE	MONTHLY WATER & SEWER - MP	339.11
0000063143	CITY OF CHENEY	MONTHLY WATER, SEWER, ELEC - CH	848.24
0000063144	CITY OF DEER PARK	MONTHLY WATER & SEWER - DP	87.57
0000063145	DESIGNER DECAL	BULDING MAINTENANCE - SV	356.04
0000063146	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE	4,825.46
0000063147	DEPARTMENT OF LABOR & IND.	QUARTERLY LABOR & INDUSTRIES TAXES	190.80
0000063148	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	1,408.94
0000063149	VERIZON WIRELESS	MONTHLY CELL & "MI-FI" DEVICE SERVICE	2,027.15
0000063150	WICK ENTERPRIZES, LLC	ADVERTISING	2,821.50
W000001656	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	90,924.82
W000001657	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	5,250.33
W000001658	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	2,700.08
W000001659	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	61,835.21
W000001660	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	453.44
W000001661	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	52.03
W000001662	ASSOCIATION OF WASHINGTON CITIES - VIMLY BENEFITS	MONTHLY EMPLOYEE MEDICAL, DENT, VIS, LTD, LIFE	117,502.06
W000001663	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	18.67
W000001664	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	260.19
W000001665	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	79,750.93
W000001666	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	5,055.27
W000001667	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	2,700.08
W000001668	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	55,777.18
W000001669	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	101.16
W000001670	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	100.00
	Total Non-Payroll General Operating Fund		\$ 745,751.28
	PAYROLL VOUCHERS		
02102025 PP03	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #03	\$ 287,449.67
02252025 PP04	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #04	256,647.40
	Total Payroll General Operating Fund		\$ 544,097.07
	TOTAL GENERAL OPERATING FUND		\$ 1,289,848.35

CAPITAL PROJECTS FUND			
VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
	TOTAL CAPITAL PROJECT FUND		\$ -
DEBT SERVICE FUND			
VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
	TOTAL DEBT SERVICE FUND		\$ -

January 2025 / February 2025
Paid in February 2025
Voucher # 63119

Card Category	Amount
General Purchases	\$ 4,613.76
Maintenance	\$ 2,660.97
Travel	\$ 49.00
Acquisitions	\$ 504.33
Information Technology	\$ 199.98
Mobile Services	\$ 322.03
General Fund Purchases	<u>\$ 8,350.07</u>

Top Individual Charges

No individual charges
exceeded the reporting
theshold for February.

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AIRWAY HEIGHTS INTERLOCAL AGREEMENT AMENDMENT UPDATE

Background

The Interlocal Agreement Amendment (ILA) between the City of Airway Heights (City) and the Spokane County Library District (District) was approved by their respective governing bodies and signed by both parties in November/December of 2024.

The key provisions of the ILA are as follows:

- The City will subdivide the vacant 7925 square foot parcel (adjacent to the library parcel), with ~1925 square feet along the western edge going to the District, and the remaining ~6000 square feet staying with the City, which is amount they've deemed necessary for potential civic purposes such as an outdoor play area for a childcare project.
- Should the City decide to not develop the future 6000 square foot parcel within 5 years, the District is granted first rights to purchase the property at the end of those 5 years.
- Based upon the appraised values, and in consideration of the transfer of land ownership of the library parcel (\$224,350) and the adjacent ~1925 feet of the vacant parcel (\$26,950), the District reduced the annual service contract fee for 2024 by \$251,300, and the outstanding balance for service fee owed by the City for 2024 was reduced by that same amount from \$385,740 to \$134,440. The City paid the balance of the service contract fee in November 2024.
- The ILA amendment voided the service contract fee as of January 1, 2025, the effective date of the City of Airway Height's annexation into the District.

Update

The City has engaged a surveyor to complete the boundary line adjustment (BLA) as per the terms of the ILA, but that work has not been completed as of this writing. It is anticipated that the PLA will add the aforementioned ~1925 square feet to the library parcel.

At present, the respective attorneys for the City and the District are in the process of drafting and revising a "Real Estate Purchase and Sale Agreement" (PSA) that would complete the real estate transaction memorialized in the ILA. Pending finalization, that agreement will contain three exhibits: a certification for the Boundary Line Adjustment, the Right of First Option to Purchase, and a Statutory Warranty Deed.

Assuming that work on both the BLA and PSA proceeds according to plan, the PSA should be before the Board of Trustees for discussion and potential action at the April 2025 meeting.

Executive Director Patrick Roewe will be available to answer questions regarding the update.

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

ARGONNE/ADMINISTRATION HVAC PROJECT STATUS REPORT: DISCUSSION**Background**

After conducting walk-throughs of the Argonne/Administration facility, the architectural and engineering design team of Integrus Architecture and MW Engineers has completed additional analysis and developed a list of options for replacing the mechanical systems for the facility, as well as a preliminary timeline for how the work would proceed.

Finance Director Jason Link and Executive Director Patrick Roewe will provide additional information on the project's status and will be available to answer questions.

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

POLICY: CHILDREN'S SAFETY IN LIBRARIES

Background

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

The key revision is to directly reference the District's Computer, Wireless Network and Internet Use Policy as pertaining to the use of District-provided computers and internet access by minors, similar to the inclusion of the reference to the Collection Development Policy that already exists.

We are also updating the general format of the header at the top of all District policies, so you will see this revision regularly as policies go through the biennial review process.

The proposed policy has been reviewed by the District's legal counsel.

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

Recommended Action: Board motion to approve the Children's Safety in Libraries policy as revised.

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

Approval Date: March 19, 2013

Revision Date: March ~~18, 2025~~^{19, 2024}

Related Policies

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

Purpose

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

Definitions

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

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

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

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

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

Policy

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

Children's Use of District Facilities

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

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

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

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

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

Children's Use of Library Materials

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

Children's Use of District-Provided Computers and Internet Access

Children's use of District-provided computers and internet access is addressed in the District's Computer, Wireless Network and Internet Use Policy.

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

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

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	Children's Safety in Libraries		
Approval Date	March 19, 2013	Revision Date	March 18, 2025
Related Policies	Access to Library Services Code of Conduct Collection Development Computer, Wireless Network and Internet Use Customer Privileges and Responsibilities Intellectual Freedom		
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Resources: Library materials, services, programs, and events provided by the District.

Policy

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

Children's Use of District Facilities

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

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

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

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

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

Children's Use of Library Materials

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

Children's Use of District-Provided Computers and Internet Access

Children's use of District-provided computers and internet access is addressed in the District's Computer, Wireless Network and Internet Use Policy.

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

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

PROCUREMENT POLICY

Background

The purpose of this policy is to provide criteria for procuring public works or goods and services by the Spokane County Library District (District).

The key revisions are intended to:

- Standardize the approval thresholds applicable to the Board of Trustee approval for both Public Works and non-public works procurement types.
- Standardize the approval thresholds and processes applicable to the Executive Director or their designee.
- Clarify language related to the MRSC Rosters for the District's publicly available rosters for small public works, consultant and vendor rosters.

We are also updating the general format of the header at the top of all District policies, so you will see this revision regularly as policies go through the biennial review process.

The proposed policy has been reviewed by the District's legal counsel.

Executive Director Patrick Roewe and Finance Director Jason Link will be available to answer any questions on the proposed policy revisions.

Recommended Action: Board motion to approve the Procurement Policy as revised.

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: Procurement

Approval Date: July 15, 1982

Revision Date: **March 18, 2025**

RELATED POLICIES:

Fixed Assets

HR 6: Employee Conduct

STATUTORY REFERENCES:

- RCW 27.12
- RCW 39.04
- RCW 39.10
- RCW 39.12
- RCW 39.24
- RCW 39.26
- RCW 39.30.045
- RCW 39.32
- RCW 39.34
- RCW 39.80
- RCW 43.09.2855
- RCW 60.28
- WAC 296-127-010
- WAC 296-127-023

OTHER REFERENCES:

- Washington State Department of Enterprise Services (DES) Policies: 125-03, 130-00 & 140- 00
- Washington State Department of Ecology Environmentally Preferable Purchasing
- Uniform Guidance procurement standards in 2 CFR §200.318-200.327
- ~~Office of Management and Budget Memorandum 18-18, Implementing Statutory Changes to the Micro Purchase and the Simplified Acquisition Threshold for Financial Assistance~~

Purpose

When procuring public works or goods and services, Spokane County Library District (District) solicits competition to the fullest possible extent, in accordance with applicable law. The objective of competition is to promote confidence in the integrity and cost-effectiveness of the District's procurements while maximizing economic benefits. Toward this end, the purchasing method for most goods and services shall be based on a triad of cost, quality, and availability, while the purchasing method for public works will be as otherwise required by law.

It is the goal of the District to encourage Small Businesses (RCW 39.26.010(22)), Veterans (RCW 39.26.240), Minority and Women's Business Enterprises (RCW 39.26.245), and inmate work programs (RCW 39.26.250) to be actively involved in the District's purchases. However, the District shall neither discriminate against, nor give preferential treatment to such businesses. The District recognizes an in-state business procurement preference. (RCW 39.26.260)

General Policy

District policy will be organized by levels of competition in the bidding process and types of procurement.

Types of Procurement

The following are recognized as the primary different types of procurement for the District.

- Public Works
- Personal Services
- Architectural & Engineering Services
- Purchased Goods and Services not made in connection to a public works project
- Electronic Data Processing, Telecommunications Equipment, Software, or Related Services

Other types of procurement for the District may be allowed under the Revised Code of Washington, depending on the circumstances.

Estimating Purchase

Before applying the dollar bidding limits in the following sections, the total cost of each procurement or purchase must be estimated, excluding sales tax. Determining the estimated cost is a crucial first step, since the determination will dictate which procurement or purchasing method is used. Given that making an exact estimate is seldom possible, the person making the estimate should determine the fair and reasonable value of the work to be performed (or the purchase to be made), given the particular conditions that will be faced and the requirements of the proposed project or purchase.

The cost estimate should reflect the amount the District considers fair and reasonable and that it is willing to pay for the work or purchase contemplated. Several approaches can be used to make an estimate, including but not limited to: 1) The District can consider the actual cost of performance, considering the current cost of labor, equipment, and materials. Obviously, use of this approach requires the estimator has a good working knowledge of construction methods, equipment, and market conditions. 2) The District can determine estimate by using historical data. The estimator reviews recently awarded contracts, making adjustments for the proposed project and the current market conditions. 3) The District can combine historical bid data with actual cost data.

In determining the cost of a public works project, all amounts paid for materials, supplies, equipment, and labor on the construction of that project must be included, excluding sales tax.

Approval Authority for Purchased Goods and Services (Unrelated to Public Works)

Contracts for goods and services less than \$~~31~~50,000 shall be awarded by the Executive Director or designee. Contracts for goods and services over \$~~31~~50,000 shall be awarded by the Board of Trustees.

Levels of Competitive Bidding for Public Works Projects

Public Works Projects include Public Works, Public Works Maintenance and Public Building Service Maintenance contracts.

RCW 39.04 defines and governs the laws and regulations for Public Works projects for the District. Prevailing wages per RCW 39.12.020 are required on all Public Works, Public Works Maintenance, and Public Building Service Maintenance contracts of any size.

The District must use Competitive Solicitation for Public Works projects. The following standards are established by the District:

1. Public Works Project estimated to be less than \$5,000

Public Works Projects less than \$5,000 are made with approval from the Executive Director or designee. Public Works Projects less than \$5,000 may be procured using a uniform Small Works Roster process as provided in RCW 39.04.152 or otherwise require a Competitive Solicitation process with a minimum of 13-day advertisement for non-emergency purchases. The District will maintain a small public works roster through MRSC Rosters. The District may use an electronic bidding and notification system, ~~consistent with the Small Works Roster.~~ Sealed bids may be awarded by the Executive Director or designee. All work requires a contract and insurance certificate on file. A performance bond and payment bond in the amount of 100% of the contract amount, including sales tax, is not required. Retainage on the contract is not required. A combined Intent & Affidavit Prevailing Wage form must be filled out by the contractor and submitted to the District.

2. Public Works Project estimated to be more than \$5,000 and up to \$150,000

Public Works Projects \$5,000 to \$150,000 are made with approval from the Executive Director or designee. Public Works Projects in excess of \$5,000 to \$150,000 may be procured using a uniform Small Works Roster process as provided in RCW 39.04.152 or otherwise require a Competitive Solicitation process with a minimum of 13-day advertisement for non-emergency purchases. The District will maintain a small public works roster through MRSC Rosters. The District may use an electronic bidding and notification system, ~~consistent with the Small Works Roster.~~ Sealed bids may be awarded by the Executive Director or designee. All work requires a contract and insurance certificate on file. A performance bond and payment bond in the amount of 100% of the contract amount, including sales tax, is required. Upon request by the contractor, the District may waive the bond and retain 10% of the contract amount for 30 days after the date of final acceptance or the work, or until the receipt of all necessary releases from the Department of Revenue and Department of Labor and Industries, whichever is later. The contractor must file Prevailing Wage Intent and Affidavit reports with Department of Labor and Industries with a copy to the District.

3. Public Works Project estimated to be more than \$150,000 and up to \$350,000

Public Works Projects \$150,000 to \$350,000 are made with approval from the Executive Director or designee. Public Works Projects in excess of \$150,000 to \$350,000 may be procured using a uniform Small Works Roster process as provided in RCW 39.04.152 or otherwise require a Competitive Solicitation process with a minimum 13-day advertisement for non-emergency purchases. The District will maintain a small public works roster through MRSC Rosters. The District may use an electronic bidding and notification system, ~~consistent with the Small Works Roster.~~ Sealed bid awards may be awarded by the Executive Director or designee. All work requires a contract and insurance certificate on file. A performance bond and payment bond in the amount of 100% of the contract amount, including sales tax, is required. Unless requested by the

Contractor and agreed to by the District, the District will retain 5% of the contract amount for 30 days after the date of final acceptance of the work, or until the receipt of all necessary releases from the Department of Revenue and Department of Labor and Industries, whichever is later. The contractor must file Prevailing Wage Intent and Affidavit reports with Labor and Industries, with a copy to the District.

4. Public Works Project estimated to be more than \$350,000

Public Works Projects of \$350,000 and more require Board approval and a Competitive Solicitation with a minimum 13-day advertisement. The District may use an electronic bidding and notification system, ~~consistent with the Small Works Roster.~~ Sealed bid awards are to be made by the Board.

All projects require a contract and insurance certificate on file. The contractor is required to supply a 5% performance bond and a 5% bid bond. The District will retain 5% of the contract amount for 30 days after final acceptance of the work, or until the receipt of all necessary releases from the Department of Revenue and Department of Labor and Industries, whichever is later. The contractor must file Prevailing Wage Intent and Affidavit reports with Labor and Industries, with a copy to the District.

General Levels of Competitive Bidding

The following are general levels of competitive bidding established by the District:

1. Micro-Purchase

Some level of competition is recommended but not mandatory. Inquiries to one to three qualified vendors describing, as applicable, the required goods or services and determining pricing, schedules, and qualifications will suffice. A good faith effort shall be made to secure the best value for the District at the lowest price possible. For purchases under ~~\$3510~~,000.

2. Informal Competition

The District shall prepare a written solicitation including, at a minimum, a description of the required goods or services, the project schedule or delivery date needed, a request for pricing and qualifications, and the due date for replies. Solicitation of three to five qualified vendors is recommended. If three qualified vendors cannot be reasonably identified, the District will document in writing its informal competition process procurement and, if applicable, specifically explain why three qualified vendors were not reasonably identified. For purchases from ~~\$3510~~,000 to ~~\$3250~~,000.

3. Competitive Solicitation

The District will prepare a formal solicitation such as a Request for Proposal (RFP), Request for Qualifications (RFQ) or Invitation for Bid (IFB), which will describe all project requirements in order for vendors to understand the District's needs and how responses will be evaluated. The RFP, RFQ or IFB will be published via appropriate legal notice. Responses will be submitted via sealed bids and opened in accordance with the terms of the formal solicitation. The result will be used to determine the lowest, responsive, and responsible bidder. For purchases above \$325,000.

Personal Services

Personal services involve technical services and expertise provided by a consultant to accomplish a specific study, project, task, or other work. These activities and services are mostly intellectual in nature. The District will maintain its consultant and vendor list in MRSC Rosters and may use ~~the~~

~~Small Works Roster~~ this process to solicit personal services. The District may use an electronic bidding and notification system, ~~consistent with the Small Works Roster.~~

Except for architectural and engineering services, library districts have no statutory restrictions on contracting for personal services; alternatively, they have flexibility in setting their own policies and limits. The following are the limits established by the District for procurement of personal services: general levels of competitive bidding.

Architectural and Engineering Services

Architectural and engineering services, although a type of personal service, have their own requirements established in RCW 39.80. All local governments, including library districts, must follow RCW 39.80 for procuring architectural and engineering (A/E) services. The following are the limits established by the District for procurement of architectural and engineering services:

Competitive Solicitation. The District will maintain its consultant and vendor list in MRSC Rosters and may use ~~the Small Works Roster~~ this process to solicit architectural and engineering services. The District may use an electronic bidding and notification system, ~~consistent with the Small Works Roster.~~

Purchased Goods and Services

Purchased goods and services, not in connection to a public works project, are those provided by vendors for routine, necessary, and continuing functions of the District. They are usually repetitive, routine, or mechanical in nature, often supporting the day-to-day operations of the District. State law does not place any limits or requirements on the procurement of purchased goods and services not otherwise connected to a public works project. The following are the limits established by the District for procurement of purchased goods and services: general levels of competitive bidding. The District will maintain its consultant and vendor list in MRSC Rosters and may use ~~the Small Works Roster~~ this process to solicit purchased goods and services. The District may use an electronic bidding and notification system, ~~consistent with the Small Works Roster.~~

Electronic Data Processing, Telecommunications Equipment, Software, or Related Services

Purchases of goods and services in connection with electronic data processing, telecommunications equipment, software or related services will be purchased through Competitive Solicitation. The District will maintain its consultant and vendor list in MRSC Rosters and may use ~~the Small Works Roster~~ this process to solicit goods and services in connection with electronic data processing, telecommunications equipment, software or related services. The District may use an electronic bidding and notification system, ~~consistent with the Small Works Roster.~~ (RCW 39.04.270)

Exceptions to Competitive Bidding Requirements

The following is a non-exclusive list of District-deemed Sole Source goods and services allowed to be exceptions from competitive bidding requirements.

- Purchases from Master Contracts, Cooperative Purchasing Agreements, Intergovernmental Agreements.
- Exceptions to the Competitive Solicitation requirements listed in RCW 39.04.280 (Public Works), RCW 39.26.100 (Goods and Services), 39.26.125 (Competitive Solicitation), RCW 39.26.130 (Emergency Solicitation), RCW 39.26.140 (Sole Source Contracts), and RCW

39.30.045 (Auctions).

- Original equipment manufacturer (OEM) maintenance service contracts and parts when procured directly from the OEM, or from the sole OEM designated reseller. This exemption does not apply if there is more than one OEM designated reseller.
- Software maintenance or support services when procured from the proprietary owner of the software (Owner), or from the Owner-designated maintenance and support service provider. This exemption does not apply if there is more than one Owner-designated maintenance and support service provider.
- Additional software licenses for solutions that were acquired through a competitive process, provided the licenses are equivalent in scope to the licenses that were included in the original purchase. Software license renewals are not exempt.
- Contracts where the vendor is specifically required by a grant or legislation.
- Contracts for medical services or made by medical professionals.
- Postal and postal services when not using consolidated mail.
- Utilities such as garbage, heat, sewer, cable television, electricity, water, fire protection and recycling services.
- Professional development obtained from a third party, such as conferences, seminars, professional licenses, professional organization memberships, and professional publications.
- Replacement or repair of rental equipment when required by the rental agreement.
- Contracts with instate nonprofit agency for the blind under RCW 19.06.020.
- Mass media services (e.g., newspapers, journals, television, radio, billboards, or social media) only when no comparable competition exists for reaching the target audience with the intended media type.
- Used goods to include equipment, vehicles and furniture only when the same or similar articles are not available from more than one source.
- Educational and Certification Testing services when the entity providing the services is the only recognized authority.
- Special facilities or market conditions.
- Insurance or bonds.
- Leases of real property.
- Alternative public works contracting procedures under RCW 39.10.

Competitive bidding requirements may also be waived pursuant to DES policies 125-03 (Direct Buy Purchases), 130-00 (Emergency Purchases of Goods and Services) and 140-00 (Sole Source Contracts).

If a purchase is made based on an exemption, the District shall document in writing the factual basis for the exemption.

Credit Cards

As permitted by RCW 43.09.2855, the District may contract to establish a credit card account. All credit card invoices should be paid in their entirety on a monthly basis to avoid incurring finance charges.

Grants and Funding Source Requirements

For all grants, either federal, state, or privately funded, the District shall ensure that the related purchase activity will be in accordance with the applicable rules, regulations, and any other terms and conditions contained within the grant award.

If the District receives any funding, with differing or more stringent procurement or purchasing requirements than those set forth in this policy, which may include but are not limited to federal funding, state funding related to federal funds, and grants, then the more stringent procurement or purchasing requirements shall apply.

Environmentally Preferable Purchasing (EPP) Activities

A number of laws and executive orders require Washington state agencies to increase environmentally preferred purchasing (EPP). While the District is not required to follow the mandates of the state's EPP programs, the District's intent is to follow the program whenever economically feasible. Accordingly, strong consideration will be made in the selection of EPP compliant goods, even though an item's price may not be lower than a similar, non-compliant item.

Definitions:

Bid Limits – Dollar amounts below which competitive bids or the Small Works Roster process are not required for the purchase of equipment, supplies or materials or for Public Works Projects.

Competitive Solicitation – A documented formal process providing an equal and open opportunity to bidders and culminating in a selection based on predetermined criteria. (RCW 39.26.010(6))

Convenience Contract – A contract for specific goods or services, or both, that is solicited and established in accordance with procurement laws and rules for use by a specified group of agencies as needed from time to time. (RCW 39.26.070)

Cooperative Purchasing Agreement – An agreement for the procurement of any goods or services with one or more states, state agencies, local governments, local government agencies, federal agencies, or tribes, in accordance with an agreement entered into between the participants. The cooperative purchasing may include, but is not limited to, joint or multiparty contracts between the entities, and Master Contracts or Convenience Contracts that are made available to other

public agencies. Cooperative Purchasing Agreements must be through contracts awarded through a Competitive Solicitation process. (RCW 39.26.060 In-state agreements; RCW 39.34.030 interstate agreements)

Emergency Purchases – The unforeseen circumstances beyond the control of District that either:
(a) present a real, immediate, and extreme threat to a proper performance of essential functions;
or (b) may reasonably be expected to result in material loss or damage to property, bodily injury, or loss of life, if immediate action is not taken. (RCW 39.26.130)

Goods – Products, materials, supplies, or equipment provided by a contractor. (RCW 39.26.010(12))

Intergovernmental Agreements – A contract with any one or more other public agencies to perform any governmental service, activity, or undertaking which each public agency entering into the contract is authorized by law to perform. (RCW 39.34.080) This also includes the United States government (RCW 39.32.070 to 39.32.090). (RCW 39.26.125(10))

In-state Business – A business that has its principal office located in Washington. (RCW 39.26.010(13))

Master Contract - A contract for specific goods or services, or both, that is solicited and established by DES in accordance with procurement laws and rules on behalf of and for general use by agencies as specified by DES. (RCW 39.26.010(15))

Micro-Purchase – A purchase under \$~~5010~~000, ~~m-~~May be awarded without soliciting competitive price or rate quotations if the non-Federal entity considers the price to be reasonable based on research, experience, purchase history or other information and documents its files accordingly. Purchase cards ~~may be used as a method of payment for micro-purchases can be used for Micro-Purchases if procedures are documented and approved by the non-Federal entity.~~ (2 CFR 200.320(a)(1)(ii))

MRSC Rosters – A statewide small public works, consultant, and vendor roster service of the Municipal Research and Services Center (MRSC). The District will utilize MRSC Rosters for maintaining the District's publicly available rosters for small public works, consultant and vendor rosters. The District may utilize MRSC Rosters for the bidding and notice requirements for all procurement methods where allowed by RCW or policy.

Ordinary Maintenance – Maintenance work performance by the regular employees of the state or any county, municipality, or political subdivision created by its laws. (WAC 296-127-010(7)(b)(ii))

Public Building Service Maintenance Contracts – Janitorial service contractors and cover only work performed by janitors, waxers, shampooers, and window cleaners. (WAC 296-127-023)

Public Works – All work, construction, alteration, repair, or improvement other than Ordinary Maintenance, executed at the cost of the state or of any municipality, or which is by law a lien or charge on any property therein. All Public Works, including maintenance when performed by contract, shall comply with chapter RCW 39.12. (RCW 39.04.010(~~54~~))

Public Works Maintenance – Keeping existing facilities in good usable, operational condition. (WAC 296-127-010(7)(a)(iv))

Purchase – The acquisition of goods or services, including the leasing or renting of goods. (RCW 39.26.010(20))

Quote – A process through which verbal, written or electronic quotations are solicited from suppliers and vendors for equipment, supply and material contracts with total estimated costs below the bid limits following notification as established by local agency policies, if any, and in which price is the primary basis for consideration and contract award.

Services – Labor, work, analysis, or similar activities provided by a contractor to accomplish a specific scope of work. (RCW 39.26.010(21))

Small Business – An In-state Business, including a sole proprietorship, corporation, partnership, or other legal entity, that: (a) Certifies, under penalty of perjury, that it is owned and operated independently from all other businesses and has either: (i) Fifty or fewer employees; or (ii) A gross revenue of less than \$7,000,000 annually as reported on its federal income tax return or its return filed with the department of revenue over the previous three consecutive years; or (b) Is certified with the office of women and minority business enterprises under chapter 39.19 RCW. (RCW 39.26.010(22))

Small Works Roster – A small works, consultant, and vendor roster service of the Municipal Research and Services Center (MRSC). The District may utilize rosters for the bidding and notice requirements for all procurement methods where allowed by RCW or policy.

Sole Source – A contractor providing goods or services of such a unique nature or sole availability that the contractor is clearly and justifiably the only practicable source to provide the goods or service. (RCW 39.26.010(23))

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

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

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

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	Procurement		
Approval Date	July 15, 1982	Revision Date	March 18, 2025
Related Policies	Fixed Assets HR06: Employee Conduct		
Statutory References	RCW 27.12 RCW 39.04 RCW 39.10 RCW 39.12 RCW 39.24 RCW 39.26 RCW 39.30.045 RCW 39.32 RCW 39.34 RCW 39.80 RCW 43.09.2855 RCW 60.28 WAC 296-127-010 WAC 296-127-023		
Other References	<ul style="list-style-type: none"> • Washington State Department of Enterprise Services (DES) Policies: 125-03, 130-00 & 140- 00 • Washington State Department of Ecology Environmentally Preferable Purchasing • Uniform Guidance procurement standards in 2 CFR §200.318-200.327 		
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Contracts for goods and services less than \$350,000 shall be awarded by the Executive Director or designee. Contracts for goods and services over \$350,000 shall be awarded by the Board of Trustees.

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Public Works Projects include Public Works, Public Works Maintenance and Public Building Service Maintenance contracts.

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2. Public Works Project estimated to be more than \$5,000 and up to \$150,000

Public Works Projects \$5,000 to \$150,000 are made with approval from the Executive Director or designee. Public Works Projects in excess of \$5,000 to \$150,000 may be procured using a uniform small works roster process as provided in RCW 39.04.152 or otherwise require a Competitive Solicitation process with a minimum of 13-day advertisement for non-emergency purchases. The District will maintain a small public works roster through MRSC Rosters. The District may use an electronic bidding and notification system. Sealed bids may be awarded by the Executive Director or designee. All work requires a contract and insurance certificate on file. A performance bond and payment bond in the amount of 100% of the contract amount, including sales tax, is required. Upon request by the contractor, the District may waive the bond and retain 10% of the contract amount for 30 days after the date of final acceptance or the work, or until the receipt of all necessary releases from the Department of Revenue and Department of Labor and Industries, whichever is later. The contractor must file Prevailing Wage Intent and Affidavit reports with Department of Labor and Industries, with a copy to the District.

3. Public Works Project estimated to be more than \$150,000 and up to \$350,000

Public Works Projects \$150,000 to \$350,000 are made with approval from the Executive Director or designee. Public Works Projects in excess of \$150,000 to \$350,000 may be procured using a uniform small works roster process as provided in RCW 39.04.152 or otherwise require a Competitive Solicitation process with a minimum 13-day advertisement for non-emergency purchases. The District will maintain a small public works roster through MRSC Rosters. The District may use an electronic bidding and notification system. Sealed bid awards may be awarded by the Executive Director or designee. All work requires a contract and insurance certificate on file. A performance bond and payment bond in the amount of 100% of the contract amount, including sales tax, is required. Unless requested by the Contractor and agreed to by the District, the District will retain 5% of the contract amount for 30 days after the date of final acceptance of the work, or until the receipt of all necessary releases from the Department of Revenue and Department of Labor and Industries, whichever is later. The contractor must file Prevailing Wage Intent and Affidavit reports with Labor and Industries, with a copy to the District.

4. Public Works Project estimated to be more than \$350,000

Public Works Projects of \$350,000 and more require Board approval and a Competitive Solicitation with a minimum 13-day advertisement. The District may use an electronic bidding and notification system. Sealed bid awards are to be made by the Board. All projects require a contract and

insurance certificate on file. The contractor is required to supply a 5% performance bond and a 5% bid bond. The District will retain 5% of the contract amount for 30 days after final acceptance of the work, or until the receipt of all necessary releases from the Department of Revenue and Department of Labor and Industries, whichever is later. The contractor must file Prevailing Wage Intent and Affidavit reports with Labor and Industries, with a copy to the District.

General Levels of Competitive Bidding

The following are general levels of competitive bidding established by the District:

1. Micro-Purchase

Some level of competition is recommended but not mandatory. Inquiries to one to three qualified vendors describing, as applicable, the required goods or services and determining pricing, schedules, and qualifications will suffice. A good faith effort shall be made to secure the best value for the District at the lowest price possible. For purchases under \$35,000.

2. Informal Competition

The District shall prepare a written solicitation including, at a minimum, a description of the required goods or services, the project schedule or delivery date needed, a request for pricing and qualifications, and the due date for replies. Solicitation of three to five qualified vendors is recommended. If three qualified vendors cannot be reasonably identified, the District will document in writing its informal competition process procurement and, if applicable, specifically explain why three qualified vendors were not reasonably identified. For purchases from \$35,000 to \$350,000.

3. Competitive Solicitation

The District will prepare a formal solicitation such as a Request for Proposal (RFP), Request for Qualifications (RFQ) or Invitation for Bid (IFB), which will describe all project requirements in order for vendors to understand the District's needs and how responses will be evaluated. The RFP, RFQ or IFB will be published via appropriate legal notice. Responses will be submitted via sealed bids and opened in accordance with the terms of the formal solicitation. The result will be used to determine the lowest, responsive, and responsible bidder. For purchases above \$350,000.

Personal Services

Personal services involve technical services and expertise provided by a consultant to accomplish a specific study, project, task, or other work. These activities and services are mostly intellectual in nature. The District will maintain its consultant and vendor list in MRSC Rosters and may use this process to solicit personal services. The District may use an electronic bidding and notification system.

Except for architectural and engineering services, library districts have no statutory restrictions on contracting for personal services; alternatively, they have flexibility in setting their own policies and limits. The following are the limits established by the District for procurement of personal services: general levels of competitive bidding.

Architectural and Engineering Services

Architectural and engineering services, although a type of personal service, have their own requirements established in RCW 39.80. All local governments, including library districts, must follow RCW 39.80 for procuring architectural and engineering (A/E) services. The following are the

limits established by the District for procurement of architectural and engineering services: Competitive Solicitation. The District will maintain its consultant and vendor list in MRSC Rosters and may use this process to solicit architectural and engineering services. The District may use an electronic bidding and notification system.

Purchased Goods and Services

Purchased goods and services, not in connection to a public works project, are those provided by vendors for routine, necessary, and continuing functions of the District. They are usually repetitive, routine, or mechanical in nature, often supporting the day-to-day operations of the District. State law does not place any limits or requirements on the procurement of purchased goods and services not otherwise connected to a public works project. The following are the limits established by the District for procurement of purchased goods and services: general levels of competitive bidding. The District will maintain its consultant and vendor list in MRSC Rosters and may use this process to solicit purchased goods and services. The District may use an electronic bidding and notification system.

Electronic Data Processing, Telecommunications Equipment, Software, or Related Services

Purchases of goods and services in connection with electronic data processing, telecommunications equipment, software or related services will be purchased through Competitive Solicitation. The District will maintain its consultant and vendor list in MRSC Rosters and may use this process to solicit goods and services in connection with electronic data processing, telecommunications equipment, software or related services. The District may use an electronic bidding and notification system. (RCW 39.04.270)

Exceptions to Competitive Bidding Requirements

The following is a non-exclusive list of District-deemed Sole Source goods and services allowed to be exceptions from competitive bidding requirements.

- Purchases from Master Contracts, Cooperative Purchasing Agreements, Intergovernmental Agreements.
- Exceptions to the Competitive Solicitation requirements listed in RCW 39.04.280 (Public Works), RCW 39.26.100 (Goods and Services), 39.26.125 (Competitive Solicitation), RCW 39.26.130 (Emergency Solicitation), RCW 39.26.140 (Sole Source Contracts), and RCW 39.30.045 (Auctions).
- Original equipment manufacturer (OEM) maintenance service contracts and parts when procured directly from the OEM, or from the sole OEM designated reseller. This exemption does not apply if there is more than one OEM designated reseller.
- Software maintenance or support services when procured from the proprietary owner of the software (Owner), or from the Owner-designated maintenance and support service provider. This exemption does not apply if there is more than one Owner-designated maintenance and support service provider.
- Additional software licenses for solutions that were acquired through a competitive process, provided the licenses are equivalent in scope to the licenses that were included in the original purchase. Software license renewals are not exempt.

- Contracts where the vendor is specifically required by a grant or legislation.
- Contracts for medical services or made by medical professionals.
- Postal and postal services when not using consolidated mail.
- Utilities such as garbage, heat, sewer, cable television, electricity, water, fire protection and recycling services.
- Professional development obtained from a third party, such as conferences, seminars, professional licenses, professional organization memberships, and professional publications.
- Replacement or repair of rental equipment when required by the rental agreement.
- Contracts with instate nonprofit agency for the blind under RCW 19.06.020.
- Mass media services (e.g., newspapers, journals, television, radio, billboards, or social media) only when no comparable competition exists for reaching the target audience with the intended media type.
- Used goods to include equipment, vehicles and furniture only when the same or similar articles are not available from more than one source.
- Educational and Certification Testing services when the entity providing the services is the only recognized authority.
- Special facilities or market conditions.
- Insurance or bonds.
- Leases of real property.
- Alternative public works contracting procedures under RCW 39.10.

Competitive bidding requirements may also be waived pursuant to DES policies 125-03 (Direct Buy Purchases), 130-00 (Emergency Purchases of Goods and Services) and 140-00 (Sole Source Contracts).

If a purchase is made based on an exemption, the District shall document in writing the factual basis for the exemption.

Credit Cards

As permitted by RCW 43.09.2855, the District may contract to establish a credit card account. All credit card invoices should be paid in their entirety on a monthly basis to avoid incurring finance charges.

Grants and Funding Source Requirements

For all grants, either federal, state, or privately funded, the District shall ensure that the related purchase activity will be in accordance with the applicable rules, regulations, and any other terms and conditions contained within the grant award.

If the District receives any funding, with differing or more stringent procurement or purchasing requirements than those set forth in this policy, which may include but are not limited to federal funding, state funding related to federal funds, and grants, then the more stringent procurement or purchasing requirements shall apply.

Environmentally Preferable Purchasing (EPP) Activities

A number of laws and executive orders require Washington state agencies to increase environmentally preferred purchasing (EPP). While the District is not required to follow the mandates of the state's EPP programs, the District's intent is to follow the program whenever economically feasible. Accordingly, strong consideration will be made in the selection of EPP compliant goods, even though an item's price may not be lower than a similar, non-compliant item.

Definitions:

Bid Limits – Dollar amounts below which competitive bids or the Small Works Roster process are not required for the purchase of equipment, supplies or materials or for Public Works Projects.

Competitive Solicitation – A documented formal process providing an equal and open opportunity to bidders and culminating in a selection based on predetermined criteria. (RCW 39.26.010(6))

Convenience Contract – A contract for specific goods or services, or both, that is solicited and established in accordance with procurement laws and rules for use by a specified group of agencies as needed from time to time. (RCW 39.26.070)

Cooperative Purchasing Agreement – An agreement for the procurement of any goods or services with one or more states, state agencies, local governments, local government agencies, federal agencies, or tribes, in accordance with an agreement entered into between the participants. The cooperative purchasing may include, but is not limited to, joint or multiparty contracts between the entities, and Master Contracts or Convenience Contracts that are made available to other public agencies. Cooperative Purchasing Agreements must be through contracts awarded through a Competitive Solicitation process. (RCW 39.26.060 In-state agreements; RCW 39.34.030 interstate agreements)

Emergency Purchases – The unforeseen circumstances beyond the control of District that either: (a) present a real, immediate, and extreme threat to a proper performance of essential functions; or (b) may reasonably be expected to result in material loss or damage to property, bodily injury, or loss of life, if immediate action is not taken. (RCW 39.26.130)

Goods – Products, materials, supplies, or equipment provided by a contractor. (RCW 39.26.010(12))

Intergovernmental Agreements – A contract with any one or more other public agencies to perform any governmental service, activity, or undertaking which each public agency entering into the contract is authorized by law to perform. (RCW 39.34.080) This also includes the United States government (RCW 39.32.070 to 39.32.090). (RCW 39.26.125(10))

In-state Business – A business that has its principal office located in Washington. (RCW 39.26.010(13))

Master Contract - A contract for specific goods or services, or both, that is solicited and established by DES in accordance with procurement laws and rules on behalf of and for general use by agencies as specified by DES. (RCW 39.26.010(15))

Micro-Purchase – A purchase under \$50,000, may be awarded without soliciting competitive price or rate quotations if the non-Federal entity considers the price to be reasonable based on research, experience, purchase history or other information and documents its files accordingly. Purchase cards may be used as a method of payment for micro-purchases. (2 CFR 200.320(a)(1))

MRSC Rosters – A statewide small public works, consultant, and vendor roster service of the Municipal Research and Services Center (MRSC). The District will utilize MRSC Rosters for maintaining the District's publicly available rosters for small public works, consultant and vendor rosters. The District may utilize MRSC Rosters for the bidding and notice requirements for all procurement methods where allowed by RCW or policy.

Ordinary Maintenance – Maintenance work performance by the regular employees of the state or any county, municipality, or political subdivision created by its laws. (WAC 296-127-010(7)(b)(ii))

Public Building Service Maintenance Contracts – Janitorial service contractors and cover only work performed by janitors, waxers, shampooers, and window cleaners. (WAC 296-127-023)

Public Works – All work, construction, alteration, repair, or improvement other than Ordinary Maintenance, executed at the cost of the state or of any municipality, or which is by law a lien or charge on any property therein. All Public Works, including maintenance when performed by contract, shall comply with chapter RCW 39.12. (RCW 39.04.010(5))

Public Works Maintenance – Keeping existing facilities in good usable, operational condition. (WAC 296-127-010(7)(a)(iv))

Purchase – The acquisition of goods or services, including the leasing or renting of goods. (RCW 39.26.010(20))

Quote – A process through which verbal, written or electronic quotations are solicited from suppliers and vendors for equipment, supply and material contracts with total estimated costs below the bid limits following notification as established by local agency policies, if any, and in which price is the primary basis for consideration and contract award.

Services – Labor, work, analysis, or similar activities provided by a contractor to accomplish a specific scope of work. (RCW 39.26.010(21))

Small Business – An In-state Business, including a sole proprietorship, corporation, partnership, or other legal entity, that: (a) Certifies, under penalty of perjury, that it is owned and operated independently from all other businesses and has either: (i) Fifty or fewer employees; or (ii) A gross revenue of less than \$7,000,000 annually as reported on its federal income tax return or its return filed with the department of revenue over the previous three consecutive years; or (b) Is certified with the office of women and minority business enterprises under chapter 39.19 RCW. (RCW 39.26.010(22))

Sole Source – A contractor providing goods or services of such a unique nature or sole availability that the contractor is clearly and justifiably the only practicable source to provide the goods or service. (RCW 39.26.010(23))

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

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

FIXED ASSETS POLICY

Background

The purpose of this policy is to provide criteria for the identification, verification, protection, and disposition of the Spokane County Library District's (District) Capital Assets and Small Attractive Assets.

The key revisions are:

- Increase the small attractive asset threshold from \$5,000 to \$10,000, which is related to a change in the *Cash Basis Budgeting, Accounting, and Reporting System* (BARS) Manual prescribed by the Washington State Auditor's Office under the authority of RCW 43.09.
- Change in the disposition method for surplus library reading materials to provide the District greater flexibility in the method of disposition as allowed by RCW 39.33.070(3).

We are also updating the general format of the header at the top of all District policies, so you will see this revision regularly as policies go through the biennial review process.

The proposed policy has been reviewed by the District's legal counsel.

Executive Director Patrick Roewe and Finance Director Jason Link will be available to answer any questions on the proposed policy revisions.

Recommended Action: Board motion to approve the Fixed Assets policy as revised.

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: FIXED ASSETS

APPROVAL DATE: June 16, 2014

REVISION DATE: **March 18, 2025**

RELATED POLICIES

Collection Development Procurement
Gifts

STATUTORY REFERENCES:

- RCW 27.12.210
- RCW 39.33.020
- RCW 39.33.070
- RCW 43.09.185

OTHER REFERENCES:

2 CFR Part 200

Purpose

To provide criteria for the identification, verification, protection, and disposition of Spokane County Library District's (District) Capital Assets and Small Attractive Assets.

Scope

Real and tangible personal property acquired by the District through purchase, trade, gift, or fabrication which satisfies the definition of a Capital Asset or Small Attractive Asset is subject to this policy. A fair market value will be applied to assets donated to the District to determine if the definitional criteria are satisfied to classify the donation as a Capital Asset or Small Attractive Asset under this policy.

Capital Assets and Small Attractive Assets acquired by grant funds from other governmental agencies will be identified based on the requirements of the grantor. The District is responsible for meeting all requirements of grantors and bond covenants in regard to the purchase, use, and disposition of assets purchased with these funding sources.

Definitions:

Capital Assets – Capital Assets are all real property or tangible personal property used in operations with an individual, per-unit cost of ~~\$105~~,000 or more (including installation, accessories, sales tax, and shipping), with an estimated useful life of one (1) year or longer. Capital Assets include, but are not limited to: land and land rights; buildings, their furnishings, fixtures, and furniture; infrastructure assets, intangible assets equipment, machinery, vehicles, and tools.

Small Attractive Assets – Small Attractive Assets are individual assets that do not meet the definition of a Capital Assets threshold but may be susceptible to theft or misuse. Small Attractive Assets have an estimated useful life of one (1) year or longer, and have a per-unit cost less than ~~\$105~~,000.

Inventoriable Assets – Capital Assets and Small Attractive Assets that are easily moved or replaced are inventoriable. Capital Assets that are stationary, such as land, buildings, furniture, and fixtures, including mechanical and electrical infrastructure, are not inventoriable assets

Library Reading Materials – Physical materials such as books, DVDs, CDs and other library materials intended for customer use are not considered Capital Assets or Small Attractive Assets for the purposes of this policy.

Implementation

Depreciation

In accordance with the Washington State Budgetary, Accounting and Reporting System (BARS) Manual, all Capital Assets will be expensed in the year of acquisition. There is no calculation or application of depreciation over the useful life of the asset.

Risk Assessment

An annual risk assessment will be completed to determine which assets or asset categories are Small Attractive Assets. A list of Small Attractive Assets will be maintained.

Inventory

The District will maintain a Capital Asset Inventory system(s) that includes records for all inventoriable assets. A physical inventory of all Capital Assets and Small Attractive Assets will be conducted at least every two years.

Protection

The District will establish asset management practices and procedures that protect capital investments, minimize future maintenance and replacement costs, provide reasonable assurance of effective and efficient operations, and facilitate reliable tracking and reporting of assets in compliance with applicable laws and regulations.

Disposition

When it is determined that a Capital Asset or Small Attractive Asset is no longer needed for the purposes of the District, the District will declare that asset to be surplus.

The Board of Trustees (Board) must approve the disposition of Capital Assets with a value exceeding \$50,000, by resolution following a public hearing in accordance with RCW 39.33.020.

Disposition of Capital Assets with a value of less than \$50,000 do not need formal approval by the Board, and they may be declared surplus and disposed of by the responsible manager.

Disposition of Small Attractive Assets do not need formal approval by the Board, and they may be declared surplus and disposed of by the responsible manager.

Once an asset has been declared surplus, the District can remove the asset from inventory and may then sell or dispose of the asset in the most efficient, cost-effective, and commercially reasonable manner.

The District shall immediately notify the State Auditor's Office of any known or suspected loss of assets due to illegal activity in accordance with RCW 43.09.185.

Board members and District employees are prohibited from purchasing or otherwise receiving any Capital Asset or Small Attractive Assets in the disposition of surplus property.

Disposition of Library Reading Materials

Surplus Library Reading Materials with an estimated value in excess of \$1,000 shall be disposed of at a public auction in accordance with RCW 39.33.070(1). Surplus Library Reading Materials with an estimated value of \$1,000 or less shall be sold in accordance with RCW 39.33.070(2).

Surplus Library Reading Materials determined by the District ~~employees~~ to have no value will be disposed of in the most efficient, cost-effective, and commercially reasonable manner recycled, if possible, or otherwise discarded. (RCW 39.33.070(3)).

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

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

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	Fixed Assets		
Approval Date	June 16, 2014	Revision Date	March 18, 2025
Related Policies	Collection Development Procurement Gifts		
Statutory References	RCW 27.12.210 RCW 39.33.020 RCW 39.33.070 RCW 43.09.185		
Other References	2 CFR Part 200		
Purpose	To provide criteria for the identification, verification, protection, and disposition of Spokane County Library District's (District) Capital Assets and Small Attractive Assets.		

Scope

Real and tangible personal property acquired by the District through purchase, trade, gift, or fabrication which satisfies the definition of a Capital Asset or Small Attractive Asset is subject to this policy. A fair market value will be applied to assets donated to the District to determine if the definitional criteria are satisfied to classify the donation as a Capital Asset or Small Attractive Asset under this policy.

Capital Assets and Small Attractive Assets acquired by grant funds from other governmental agencies will be identified based on the requirements of the grantor. The District is responsible for meeting all requirements of grantors and bond covenants in regard to the purchase, use, and disposition of assets purchased with these funding sources.

Definitions:

Capital Assets – Capital Assets are all real property or tangible personal property used in operations with an individual, per-unit cost of \$10,000 or more (including installation, accessories, sales tax, and shipping), with an estimated useful life of one (1) year or longer. Capital Assets include, but are not limited to: land and land rights; buildings, their furnishings, fixtures, and furniture; infrastructure assets, intangible assets equipment, machinery, vehicles, and tools.

Small Attractive Assets – Small Attractive Assets are individual assets that do not meet the definition of a Capital Assets threshold but may be susceptible to theft or misuse. Small Attractive Assets have an estimated useful life of one (1) year or longer, and have a per-unit cost less than \$10,000.

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Library Reading Materials – Physical materials such as books, DVDs, CDs and other library materials intended for customer use are not considered Capital Assets or Small Attractive Assets for the purposes of this policy.

Implementation

Depreciation

In accordance with the Washington State Budgetary, Accounting and Reporting System (BARS) Manual, all Capital Assets will be expensed in the year of acquisition. There is no calculation or application of depreciation over the useful life of the asset.

Risk Assessment

An annual risk assessment will be completed to determine which assets or asset categories are Small Attractive Assets. A list of Small Attractive Assets will be maintained.

Inventory

The District will maintain a Capital Asset Inventory system(s) that includes records for all inventoriable assets. A physical inventory of all Capital Assets and Small Attractive Assets will be conducted at least every two years.

Protection

The District will establish asset management practices and procedures that protect capital investments, minimize future maintenance and replacement costs, provide reasonable assurance of effective and efficient operations, and facilitate reliable tracking and reporting of assets in compliance with applicable laws and regulations.

Disposition

When it is determined that a Capital Asset or Small Attractive Asset is no longer needed for the purposes of the District, the District will declare that asset to be surplus.

The Board of Trustees (Board) must approve the disposition of Capital Assets with a value exceeding \$50,000, by resolution following a public hearing in accordance with RCW 39.33.020.

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Disposition of Small Attractive Assets do not need formal approval by the Board, and they may be declared surplus and disposed of by the responsible manager.

Once an asset has been declared surplus, the District can remove the asset from inventory and may then sell or dispose of the asset in the most efficient, cost-effective, and commercially reasonable manner.

The District shall immediately notify the State Auditor's Office of any known or suspected loss of assets due to illegal activity in accordance with RCW 43.09.185.

Board members and District employees are prohibited from purchasing or otherwise receiving any Capital Asset or Small Attractive Assets in the disposition of surplus property.

Disposition of Library Reading Materials

Surplus Library Reading Materials with an estimated value in excess of \$1,000 shall be disposed of at a public auction in accordance with RCW 39.33.070(1). Surplus Library Reading Materials with an estimated value of \$1,000 or less shall be sold in accordance with RCW 39.33.070(2).

Surplus Library Reading Materials determined by the District to have no value will be disposed of in the most efficient, cost-effective, and commercially reasonable manner (RCW 39.33.070(3)).

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

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

RESOLUTION 25-01: RECOGNIZING NATIONAL LIBRARY WORKERS DAY 2025 AND EXPRESSING APPRECIATION TO SPOKANE COUNTY LIBRARY DISTRICT EMPLOYEES

National Library Workers Day (NLWD) is an annual opportunity sponsored by the American Library Association-Allied Professional Association (ALA-APA) to recognize the valuable contributions made by all library workers to the communities they serve. ALA has designated April 8, 2025 as this year's NLWD.

Since 2017, the District has participated in NLWD. Starting in 2023, staff recommend that the Board of Trustees pass a resolution recognizing NLWD, and more importantly, recognizing the contributions made by District staff towards achieving the District's mission.

Since the date of NLWD occurs prior to the April Board of Trustees meeting, staff are presenting the resolution in March.

Executive Director Patrick Roewe will be available to answer any questions.

Recommended Action: Board motion to approve Resolution 25-01, Recognizing National Library Workers Day 2025 and Expressing Appreciation to Spokane County Library District Employees.

RESOLUTION NO. 25-01

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, RECOGNIZING NATIONAL LIBRARY WORKERS DAY 2025 AND EXPRESSING APPRECIATION TO SPOKANE COUNTY LIBRARY DISTRICT EMPLOYEES.

SPOKANE COUNTY LIBRARY DISTRICT Spokane, Washington

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, as follows:

WHEREAS, Spokane County Library District, Spokane County, Washington (the "District"), is a rural county library district duly organized and existing under and by virtue of the Constitution and the laws of the state of Washington, specifically chapter 27.12 RCW;

WHEREAS, libraries represent a microcosm of the larger society and District employees play an important and unique role in the communities that they serve by providing an inclusive environment where all are treated with respect and dignity;

WHEREAS, the District provides community members with the knowledge and information they need to learn, work, create, and thrive in the 21st century;

WHEREAS, District employees bring the community a world of knowledge in person and online, as well as personal service and expert assistance in finding what is needed when it is needed; and;

WHEREAS, the District wishes to join with libraries across the United States of America in celebrating National Library Workers Day in order to recognize the unique contributions of all library workers and the value of those contributions to American life.

NOW THEREFORE, IT IS HEREBY FOUND, DETERMINED AND ORDERED as follows:

Section 1: RECOGNITION OF LIBRARY WORKERS DAY

The Board of Trustees hereby recognizes April 8, 2025 as National Library Workers Day at all Spokane County Library District facilities.

Section 2: RECOGNITION OF DISTRICT EMPLOYEES

The Board of Trustees hereby recognizes and sincerely appreciates District employees working in direct service and support roles to achieve the District's mission of providing resources, experiences, and places that empower people to learn, explore, and succeed.

Section 3: EFFECTIVE DATE

This resolution shall be effective immediately upon its adoption and approval.

ADOPTED by the Board of Trustees of Spokane County Library District, Spokane County, Washington, at a regular meeting thereof, held this 18th day of March 2025.

SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

Jessica Hanson, Chair
Board of Trustees

ATTEST

Patrick Roewe, Secretary to the Board of Trustees

OVERVIEW – MEDICAL LAKE

Library Supervisor Cecelia McMullen and Librarians Christie Onzay and Crystal Miller will provide an overview of the Medical Lake Library and how it serves the community.

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

VIDEO PRESENTATION: A GRAY FIRE STORY FROM MEDICAL LAKE LIBRARY**Background**

Communication & Development Director Jane Baker interviewed Gray Fire victim and library customer Diana Anderson about her experience during the fire and how the Medical Lake Library assisted in the aftermath. Library Supervisor Cecelia McMullen was also interviewed. Video Production Specialist Vincent Davi recorded and produced this video to share the story.

Communication & Development Director Jane Baker will be available to answer questions.

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

FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: APRIL 2025 – MAY 2025

April 15, 2025: Cheney – 4:00pm

- Confidentiality of Library Records Policy: Approval Recommendation
- Library Programs Policy: Approval Recommendation
- Library of Things Policy: Approval Recommendation
- Financial Management Policy: Approval Recommendation
- Airway Heights Interlocal Agreement Amendment: Real Estate Purchase and Sale Agreement: Approval Recommendation
- Argonne/Administration HVAC project: Discussion; Potential Action
- Overview: Wellness Program

May 20, 2025: Fairfield – 4:00pm

- Personnel Policies: Approval Recommendation (tentative)
- Travel Policy: Approval Recommendation

Special Meetings/Activities

2025

May 9th

Staff Day

FEBRUARY 2025 DIRECTOR'S REPORT**Finance – Jason Link****General Fund**

The total general fund operating expenses before (17.25%) or after (16.25%) transfers remain well aligned with the total budget projected expenditure of 16.70%. This status is the result of a normal combination of the District salaries and benefits being 3+% under budget while several of the remaining lines being over budget due to the timing of larger scale single expenditures.

Capital Project & Debt Service Funds

Total expenses are within budget. There were no expenditures for February from the Capital Project & Debt Service Funds.

Facilities Report

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

Landscaping improvement project for North Spokane: The District undertook a landscaping improvement project at North Spokane to improve customer and staff safety. Overgrown landscaping was trimmed back to improve visibility and improve maintenance of the grounds going forward. The project also included removing two trees at the front of the library that were encroaching on the building foundation and roof, as well as obscuring security camera viewpoints. Plant-based landscaping along Colfax was replaced with rock. This change was made in response to consistent violations of the District's Code of Conduct Policy and to make the landscaping consistent with other areas on the property.

Human Resources – Toni Carnell**Training****Internal Provider (various staff)**

- Leadership
- Customer Service Philosophy and Application
- Verbal Intervention
- 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 Associate

Promotions:

- Public Services Technician to Public Services Associate

Transfers:

- Public Services Associate to Mobile Services Associate

Voluntary Demotions

- N/A

Separations:

- Public Services Technician

Communication & Development – Jane Baker**Communication**

Local media coverage of events included two articles in *The Deer Park Gazette* about the Art Show and the Open Mic Poetry Event at North Spokane Library. *The Spokesman-Review* highlighted events from the urban farming series on chicken keeping basics and growing fruit trees in two separate articles. *KXLY.com* promoted the free tax preparation. On the national level, the editorial book site, *Book Riot*, linked to an SCLD website news item in an article about using reading appeal factors to find more five-star books.

Development

At their February meeting, the Library Foundation approved funding of USL-Spokane soccer tickets to add to the Cultural Pass Program, a donation to support digital books on Overdrive, releasing the remaining funds from 2024 Library Giving Day for summer reading book purchases, and cash prizes for the Poetry Slam.

The Library Foundation will be fundraising for Library Giving Day in April to again provide books for the Summer Reading registration book giveaway with a goal of \$5,000.

Operations – Doug Stumbough

For the month of February, a total of 73,974 physical items were borrowed by customers in the libraries, down from the 84,459 borrowed in January (-12%). The total number of customers visiting our libraries this month in person was 35,897, down from 46,357 (-17%) in January.

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:

Public Services Specialist Katie was helping a North Spokane customer book a room for a project and was told by the customer: "The library is my new addiction! I've been telling everyone I know how many great resources and spaces you have!" They then chatted about the Lab and the Studio equipment, and how happy she was to have a copy of the new *Engage* so she could tell more friends about what's coming up soon.

Public Services Specialist Melissa and Librarian Diane were picking up windblown trash while on walkabout at Spokane Valley and a young girl came up on her way into the library and said, "Thank you for caring for our environment. We don't want it to go bad."

A long-time North Spokane customer who has been experiencing homelessness for the past 7 months told Customer Connection Specialist Bear that she had been accepted into a UGM house and that Bear's encouragement and treatment of her at the library over the summer was a big part of why she put in the effort to get out of the camp she'd been staying in.

While shelving at Spokane Valley, Public Services Tech Jana was asked by a 9 year old girl where *Junie B. Jones* books were. After a while, the girl came back and asked for another book location. She did this a few times, then looked at Jana and said, "I just love libraries!" then said, "It's just so quiet in here ... [and then flinging her arms open wide, she quietly exclaimed] ...and BOOKS!!!"

A Spokane Valley customer came to the desk to share how much she loves having Tax Aide at the library. She didn't know how she would complete her taxes and was happy to have them done at the library. She said she mentions the library and its services to her friends and neighbors.

A Moran Prairie visitor wanted to express her gratitude for the District libraries and how well our shelves are stocked. She said it was great that we have many locations spanning the county, and that we are more accessible and personal when comparing to other library systems.

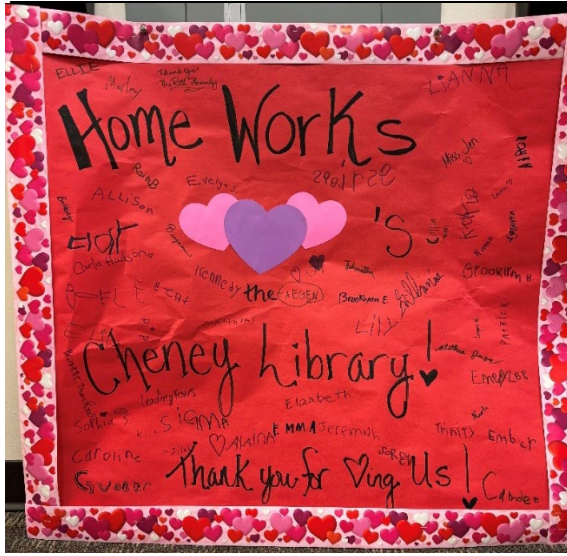
A member of the Red Hat club that meets at Spokane Valley Senior center was talking with Librarian Dana about speaking to the group about our upcoming Matter of Balance program and the new Memory Cafe. As they talked about details, the Red Hat member said: "I just love that new (Spokane) Valley Library. Everyone is so kind and so helpful. It's probably one of the top libraries around, isn't it?"

A deaf customer at North Spokane was thrilled when Public Services Specialist Katie was able to sign that she had started to learn ASL. The customer was visibly delighted, then signed back: "I'm so happy!"

After a recent 3D printing class at Spokane Valley, one of the participants called to follow up, and he shared that "(Technology Instruction Specialist) Jeremy's class was terrific. Jeremy was a great human being overall," and that he loved being able to have this experience.

From a note left in the Moran Prairie comment box: "I'm so *grateful* for our librarians (You *all* are *ROCK STARS*!) and our libraries! *Essential* to the fabric of our society. Thank you!"

Homeworks (Cheney School District's parent-partnership school to support home school families) used the Cheney meeting room for their group's Valentine's Day party. Most of the kids were also able to grab a snack during snack hour. They presented the Cheney Library with a Valentine's Day-themed thank you poster.



A woman at Spokane Valley came up to Public Services Associate Kayla she was shelving holds and told her that she was so excited to read her "Blind Date with a Book" that she had just checked out. She said she loved the idea of discovering new reading and checking out a book without knowing the title or author. She wanted to send appreciation to anyone who helped create the displays and wrap the books for people to enjoy.

Two customers were getting \$5 bookbags at North Spokane and shared with staff as they browsed, "I wish we could hang out here all day. I feel so safe at the library, it's so comforting." They also said they "tell everyone we meet to head to North Spokane Library (or your other libraries too!) for welcoming staff and a pleasant place to gain some solace from the outside world."

A man came into the Fairfield Library needing help setting up his new phone as he ran into a problem with email and remembered someone there helped him before with a similar issue. Public Services Associate Janell was able to give him a lot of in-depth help and he was very thankful and appreciative. He had to go into town to get help with part of the process and when he came back, he brought chocolates as thanks.

Received on a comment card at Moran Prairie: "You're wonderful! A real haven."

A customer wanted to share with Moran Prairie staff just how much she truly appreciates and loves the library, especially wanting to compliment them on the ease of use, the catalog and the great customer service as they "are always available to help!"

A longtime Spokane Valley regular brought in a handmade wood sign that says Happy Valentine's Day. The reverse side of the sign says Happy St. Patrick's Day. He said he's making these signs for various organizations in the community this year and that he'll be making more for upcoming holidays. The sign fits perfectly in the breakroom.



Collection Services – Andrea Sharps

Top Checkouts and Holds

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

- Popular **OverDrive** titles February:
 - **Audiobook checkouts:**
 - *Onyx Storm* by Rebecca Yarros (329)
 - *The Women* by Kristin Hannah (137)
 - *Iron Flame* by Rebecca Yarros (101)
 - **Ebook checkouts:**
 - *The Women* by Kristin Hannah (132)
 - *Funny Story* by Emily Henry (94)
 - *Onyx Storm* by Rebecca Yarros (80)
 - **Audiobook holds** as of March 3:
 - *Sunrise on the Reaping* by Suzanne Collins (180)
 - *The God of the Woods* by Liz Moore (159)
 - *The Crash* by Freida McFadden (155)
 - **Ebook holds** as of March 3:
 - *Onyx Storm* by Rebecca Yarros (307)
 - *The Let Them Theory: A Life-Changing Tool that Millions of People Can't Stop Talking About* by Mel Robbins (250)
 - *The Wedding People* by Alison Espach (172)
- Popular **Adult Physical Book** titles February:
 - Checkouts:
 - *The Women* by Kristin Hannah (52)
 - *The Frozen River: A Novel* by Ariel Lawhon (43)
 - *Holmes is Missing* by James Patterson and Brian Sitts (32)
 - Holds:
 - *The Let Them Theory: A Life-Changing Tool that Millions of People Can't Stop Talking About* by Mel Robbins (50)
 - *Stone Yard Devotional* by Charlotte Wood (46)
 - *Dream State: A Novel* by Eric Puchner (43)

Kanopy's Big Movie Watch

The film selected for Kanopy's Big Movie Watch program was *Molli and Max in the Future*, a sci-fi romantic comedy about a man and woman whose orbits repeatedly collide. This film was added to the District's Kanopy PLUS Pack at no charge to the District and was available for District residents to watch from February 7 – 17. February saw 622 Kanopy circulations compared to the January figure of 543. The increase in circulation in February can be partly attributed to this Big Movie Watch program which is similar to OverDrive's Big Library Read.

COLLECTION MONTHLY REPORT FEBRUARY 2025

	Select Transaction Count		
Physical Collection	YTD 2025	YTD 2024	CHANGE
Items Processed	8,197	7,294	12%
Interlibrary Loan Total	1,161	1,228	-5%
Overdrive			
Total Checkouts	182,233	179,452	2%
Total Holds	68,338	64,550	6%
hoopla			
Total Checkouts	13,760	10,410	32%
	Total Items in Collection		
Material Type	YTD 2025	YTD 2024	CHANGE
Print	306,825	304,898	1%
Nonprint	69,837	74,377	-6%
Overdrive	265,791	214,477	24%
Grand Total	642,453	593,752	8%

NOTES: PRINT = Books and Periodicals

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

OVERDRIVE = Downloadable eBooks and Audiobooks

Executive Director – Patrick Roewe

New Policies Scheduled for April

As previously reported, staff are developing two new policies that will be brought before the Board of Trustees for discussion and potential action. The "Library Programs" and "Library of Things" Policies have been drafted and revised by the Leadership Team. Next steps include a secondary review with the managers overseeing these services, followed by a review by the District's legal counsel. At present, we intend to have these policies before the Board in April 2025.

Once finalized and submitted to the Board for review and approval, these policies would join similar ones that address specific library services not directly related to the District's library collection such as the Use of 3D Printing and Cutting Equipment, Computer, Wireless Network and Internet Use, and Library Meeting Room Use policies.

Procedure Overhaul Project

One item added to the 2025 Work Plan is a comprehensive review and revision of District procedures. Developed by the Leadership Team, procedures are staff-oriented internal documentation of instructions and/or guidance on routine internal processes or protocols required for day-to-day operation of the Spokane County Library District.

Procedures typically provide instruction and/or guidance for the application/implementation of Board of Trustees-approved policies, though not all policies require a procedure. Procedures may also address operational topics not covered by a policy.

The District has over 140 procedure-related documents, and the goal is to review all of them, revise, update, and streamline where possible, and to delete any obsolete procedures. Throughout this process, the Leadership Team will engage with relevant staff in the review of procedures that touch upon the areas of responsibility of those staff. The Leadership Team intends to complete this project by the end of the year, and then review the procedures on a biennial basis going forward.

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 February.

OPERATIONS REPORT FEBRUARY 2025

Doug Stumbough and Kristy Bateman

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

- 329 people attended 29 adult programs during February. Highlights included:
 - 38 attendees at our two *Chicken Keeping Basics* programs.
 - o 35 people joined our online SCORE workshop: *Financial Statement Basics for a New Business*.
 - o 23 individuals enjoyed the *Chocolate Tasting & Book Pairing* program.
- Tax-Aide has been popular at all four locations (Argonne, Cheney, Moran Prairie, Spokane Valley), and I have heard reports that many of the available appointment slots are already full. The site supervisors do typically open more slots as the season goes along, so I am hopeful they will have the capacity to meet the demand.

Youth Services (Mary Ellen Braks)

- We provided 71 storytimes this month with an attendance of 1,685 customers.
- Mobile Services visited 18 childcare centers and provided 39 storytimes to 479 children and caregivers.
- We had 21 youth programs with 445 attendees. Programs included a *Swiftie Celebration: Friendship Bracelets*, weekly programs at Medical Lake, North Spokane and Spokane Valley, Teen Hang Out and Create, and *Teen Leadership Council*.
- We offered 33 Lego Free Play activities for families with a total attendance of 154 customers.

Cross Disciplinary (Gwendolyn Haley)

- 33 Museum Passes checked out in February (Mobius and MAC) after our new online pass management software went live on February 18.
- Library of Things (LoT)—It is no surprise that the top items checked out in February were the snowshoes and the telescopes, followed by the in-library use Project Memory Items and sewing machines.
- Online Author Series: February authors (Lee Hawkins, Waubgeshig Rice, and Sabrina Holts) had 205 views, including both live and archived views.
- Programs in the Lab and The Studio included drop-in maker hours, a Lego Stop Motion Animation, an Art Journal class, and a 3D printing class.
- *Prime Time Family Reading* hosted 20 families from Progress Elementary at the Spokane Valley Library for the 6-week family literacy program.
- *Reading Buddies* continues at several CVSD Elementary schools, as well as Otis Orchards Elementary in East Valley.

Digital Projects and Resources (Carlie Hoffman)

- Page creation for the new website has been completed. The page elements and design patterns have been created. Work on building the structure and functionality continues.
- LendingKey, software for museum and symphony pass management and distribution, launched to the public.
- *Spokane Creators* was discontinued and removed from the website.

Information Technology (Patrick Hakes)

- IT staff continued work on the public internet and staff workstation replacement project.
- Various server and network update and security projects took place this month.
- We worked with Collection Services to assist in creating a periodicals instructional page on their site.

Mobile Services (Brianna Rukes)

- LINC attended a school event at Hallett Elementary School in Medical Lake, welcoming 166 visitors. For many, it was their first time experiencing a mobile library, and several enthusiastically shared how cool and unique it was!
- Several students from Hallett Elementary created dragon crafts at our craft table, and parents appreciated having this activity available for their children.
- Caroline visited a new storytime facility, Chasing Gravity Preschool, where seven kids enjoyed stories and activities.

Library Reports**Airway Heights: Lesa Arrison**

- Customers were eager to participate in the *Community Art Show*. Many expressed excitement to see the diverse local talent on display.

Argonne: Stacy Mills

- *AARP Free Tax Aide* started this month, the volunteers have been booked full on Wednesdays and Thursdays with appointments.
- Customers enjoyed the interactive *Share A Book You Love* display where they got to write their favorite book on a heart shaped sticky note!

Cheney: Jonathan Melcher

- Crystal attended the Cheney Silver Café run by Meals on Wheels Greater Spokane County where she was able to chat with 25 attendees. She introduced them to our Library of Things collection, as well as the Cheney Book Club and our Stay Sharp Kits.
- Stacey met with EWU staff and paperbound Books staff about the possible collaborative author event for the book, *Knots*.

-
- HomeWorks, the Cheney homeschool cooperative, had a meeting in our meeting room, and we had 60 kids for Snack Timed that day. They also made us a large Thank You poster signed by everyone.

Deer Park: Shannon McMinn

- 21 customers were in attendance for the *Swifties Celebration: Friendship Bracelets* program where crafts, trivia and, of course, making friendship bracelets were highlights.
- The Washington State Department of Social and Health Services brought their mobile van to our parking lot to help community members sign up and ask questions about their services.

Medical Lake: Cecelia McMullen

- Dinosaur bones have been the hottest item in Medical Lake. The giant foam set, from our *Big Blocks* collection, was the hit at *Wonder Wednesday*, Hallett FARMS (reading, math, science night), and *Family Play and Learn Storytime*.
- A widow whose husband recently passed away thanked us for supplying him with a constant supply of large print westerns during the last years of his life. She also purchased a leaf for the Tree of Knowledge fundraiser sponsored by the Friends of the Library.

Moran Prairie and Fairfield: Caitlin Wheeler

- Moran underwent a large shelf shifting project in January and February. This project included the installation of 27 new-to-us shelves. These shelves were installed by our Facilities team, and the shelves themselves came from District surplus, and added room for over 1,000 additional browsing materials without purchasing new shelving.
- Tweens and their families enjoyed experimenting with water, ink, and coffee filters at this month's passive craft, designed by librarians Katy Pike and Danielle Marcy.

North Spokane: Brian Vander Veen

- This month, the North Spokane Library hosted a display of mixed media paintings by local artist Linnea Olson.
- Librarian Rachel Edmundson led storytime for 35 attendees at the Little Garden Café in the Whitworth neighborhood.

Otis Orchards: Maggie Montreuil

- Otis Orchards saw 28 attendees at the *Chicken Keeping Basics* program. The room was almost at capacity with attendees who were eager to have their chicken keeping questions answered and learn more about the topic.

Spokane Valley: Danielle Milton

- The Spokane Valley community has expressed gratitude to staff and SCLD for providing community resources and connections such as offering AARP Tax Aide, bringing WorkSource to the library, and having access to CHAS services in the library regularly.

- Our ongoing Puzzle Swap continues to be successful with customers calling to ask about puzzles and visiting the library to work on the shared puzzle in the library.

Public Use Measures

February 2025

Measure	This year	Last year	YTD	Last YTD
	This Month	This Month	This year	Comparison
Cardholders	145067	135816		7%
Door count	35897	65516	79196	-38%
Items Borrowed	192323	212371	405855	-5%
• Airway Heights	2027	2390	4355	-8%
• Argonne	5123	6827	10764	-25%
• Cheney	5075	6850	11145	-18%
• Deer Park	6038	6413	12480	-5%
• Fairfield	304	545	862	-9%
• Medical Lake	1823	1959	3611	-12%
• Mobile Services	1820	1577	3846	5%
• Moran Prairie	8798	11178	19098	-16%
• North Spokane	18546	22769	39301	-14%
• Otis Orchards	2563	3056	5862	1%
• Spokane Valley	21857	26617	47109	-12%
• Digital	94114	95312	197158	3%
• Totals	168913	185914	357197	-5%
Programs				
• Number	275	299	550	9%
• Attendance	4674	5116	9812	6%
Internet Station Use (%)	27.1%	25.8%	27.6%	
Meeting room bookings	766	780	1193	31%

Public Use Measure Definitions

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

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

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

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

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

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

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

FISCAL REPORT

As of this writing, staff are awaiting additional information before finalizing the Fiscal Report. This section will be updated once the report is completed.

Spokane County Library District
Summary of Revenues & Expenses - (Cash Basis)
For the Two Months Ended February 28, 2025

				Target 16.7%	
	Y-T-D Actual	Annual Budget	Percent Used	Balance Remaining	
REVENUES					
PROPERTY TAXES	\$ 88,746	\$ 18,354,000	0.48%	\$ 18,265,254	
CONTRACT CITIES - SPOKANE	0	111,000	0.00%	111,000	
FINES & FEES	8,239	45,000	18.31%	36,761	
GRANTS & DONATIONS	33,629	53,000	63.45%	19,371	
E-RATE REIMBURSEMENTS	35,623	269,000	13.24%	233,377	
LEASEHOLD & TIMBER TAX, REBATES, OTH	2,801	38,000	7.37%	35,199	
INTEREST REVENUES	36,895	190,000	19.42%	153,105	
TOTAL REVENUES	\$ 205,932	\$ 19,060,000	1.08%	\$ 18,854,068	
TRANSFERS IN	-	-	0.00%	-	
TOTAL REVENUES & TRANSFERS IN	\$ 205,932	\$ 19,060,000	1.08%	\$ 18,854,068	
EXPENSES					
SALARIES	\$ 1,469,604	\$ 9,110,000	16.13%	\$ 7,640,396	
FRINGE BENEFITS	504,173	3,257,000	15.48%	2,752,827	
SUPPLIES	31,629	204,000	15.50%	172,371	
UTILITIES	105,771	640,000	16.53%	534,229	
SERVICES	235,396	1,519,000	15.50%	1,283,604	
INSURANCE	97,011	106,000	91.52%	8,989	
CAPITAL EQUIPMENT	1,659	220,000	0.75%	218,341	
LIBRARY MATERIALS	370,131	2,285,000	16.20%	1,914,869	
ELECTRONIC LIBRARY MATERIALS	48,241	300,000	16.08%	251,759	
LIBRARY PROGRAMS	11,116	191,000	5.82%	179,884	
DEBT SERVICE	246,022	264,000	93.19%	17,978	
TOTAL EXPENSES	\$ 3,120,752	\$ 18,096,000	17.25%	\$ 14,975,248	
TRANSFERS OUT	-	1,106,000	0.00%	1,106,000	
TOTAL EXPENSES & TRANSFERS OUT	\$ 3,120,752	\$ 19,202,000	16.25%	\$ 16,081,248	
Net Excess of Revenues Over/(Under) Expenses	\$ (2,914,820)	\$ (142,000)			
BEGINNING CASH	9,123,361				
NET FROM ABOVE	(2,914,820)				
ENDING CASH	\$ 6,208,541				

Number of months cash on hand 4.1