

MISSION

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Board of Trustees Regular Meeting

May 19, 2020 4:00 p.m. Remote Meeting Structure/Teleconference

AGENDA

NOTE: PURSUANT TO GOVERNOR INSLEE'S PROCLAMATION 20-28 DATED MARCH 24, 2020, THIS MEETING WILL BE HELD REMOTELY. PUBLIC COMMENT WILL BE ALLOWED ONLY IN WRITING VIA THE FOLLOWING LINK AND MUST BE RECEIVED BY 12:00 NOON THE DAY OF THE MEETING.

To submit written public comment prior to the meeting, please go to <https://www.sclد.org/connect/ask-board-of-trustees/>

To attend the meeting remotely via conference call:

Call toll-free either 1-877-853-5247 or 1-888-788-0099, then enter ID: **839 3017 7209**

PLEASE NOTE THIS CONFERENCE CALL LINE WILL BE IN "LISTEN-ONLY" MODE.

- I. **CALL TO ORDER**
- II. **AGENDA APPROVAL** [4:00]
- III. **PUBLIC COMMENT** [TO SUBMIT A QUESTION, SEE ABOVE FOR INSTRUCTIONS.]
- IV. **ACTION ITEMS**
 - A. Approval of April 21, 2020, Regular Meeting Minutes [4:00-4:02]
 - B. Approval of April 2020 Payment Vouchers [4:02-4:05]
 - C. Unfinished Business
None.
 - D. New Business [4:05-5:00]
 1. Annexation of Cities & Towns to Library District: Approval Recommendation.
 2. Liberty Lake TIF: Amended and Restated Community Revitalization Financing and Tax Increment Area Agreement (Resolution No. 20-02): Approval Recommendation.
 3. Authorizing Use of Digital Signatures on District Documents (Resolution No. 20-03): Approval Recommendation.
 4. COVID-19 Response Update [4:30-5:00]
 - A. Short-term suspension of overdue fines: Approval recommendation.
- V. **REPORTS**
 - A. Trustees [5:00-5:05]
 - B. Executive Director [5:05-5:20]
 - Administrative
 - Community Activities
 - C. Fiscal [5:20-5:30]
- VI. **ADJOURNMENT**

[Estimated meeting length: One hour and 30 minutes, plus public comment.]

This meeting is barrier-free. If you require accommodation to participate in this meeting, please notify Spokane County Library District Administrative Offices in advance of the meeting by calling 509-893-8200. 5/19/2020

**SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: APRIL 21, 2020**

A regular meeting of the Board of Trustees of Spokane County Library District was held via teleconference at 4:00 p.m., Tuesday, April 21, 2020.

Present: Via Zoom Teleconference

John Craig - Chair
Mark Johnson - Vice Chair
Ami Calvert - Trustee
Wes Teterud - Trustee
Kristin Thompson - Trustee
Patrick Roewe - Executive Director and Secretary

Excused: None.

Also Present via Conference Call: Jane Baker, Communication & Development Director; Toni Costa, Human Resources Director; Rick Knorr, Finance Director; Andrea Sharps, Collection Services Director; Doug Stumbough, Operations Director; and Patty Franz, Executive Assistant.

Guests via Conference Call: Two (2).

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

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

Public Comment (Item III.) Mr. Roewe read the question submitted to the Board of Trustees via email regarding reopening libraries. Although the question was not specifically labeled for public comment, it was received prior to the 12:00 noon deadline today. Mr. Roewe said public libraries in Washington state received confirmation from the Governor’s Office that they were not essential businesses, and the District is following state guidelines for “Stay Home, Stay Healthy” by remaining closed. Therefore, at this time, libraries would not be able to reopen before Tuesday, May 5, and state guidelines could be revised before then. There was no further discussion.

Approval of March 17 Special Meeting Minutes (Item IV.A.) Mr. Craig called for corrections to the March 17 special meeting minutes. There were no corrections; the minutes stand approved as written.

Approval of March 2020, Payment Vouchers (Item IV.B.) Mr. Teterud moved and Ms. Calvert seconded approval of the March 2020 bill payment vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal	Total
March - L01	57054-57160 and W00783-W00791	\$687,768.00	\$687,768.00
	03102020PR and	\$398,623.36	\$398,623.36

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**Approval of
March 2020,
Payment Vouchers
(Item IV.B.)**

	032520120PR		
L01		Total	\$1,086,391.36

In response to a query from Mr. Johnson regarding a payment voucher to OverDrive, Inc., Mr. Roewe confirmed the additional purchases were in response to customer demand for digital materials during the coronavirus pandemic, and the expense could potentially require some balancing of the library materials budget later in the year.

There was no further discussion.

The motion was unanimously approved.

**Unfinished Business
None
(Item IV.C.)**

NONE.

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

ACCESS TO LIBRARY SERVICES POLICY. Ms. Thompson moved and Ms. Calvert seconded approval of the Access to Library Services policy, as revised. The proposed changes were mostly for clarification and compliance with the Revised Code of Washington (RCW) state and federal anti-discrimination laws. The suggested revisions were also reviewed by District legal counsel. There were no questions.

There was no further discussion.

The motion was unanimously approved.

**New Business
Partnership and
Sponsorship Policy
(Item IV.D.2.)**

PARTNERSHIP AND SPONSORSHIP POLICY. Ms. Calvert moved and Mr. Johnson seconded approval of the Partnership and Sponsorship policy, as revised. Mr. Roewe said the proposed changes were mostly to update terminology and align to current policy format, and noted Ms. Baker and Mr. Stumbough were online to answer questions. The suggested revisions were also reviewed by District legal counsel. There were no questions.

There was no further discussion.

The motion was unanimously approved.

**New Business
Personnel Policy
(Item IV.D.3.)**

PERSONNEL POLICY – SECTIONS HR05 LEAVE ADDENDUM, AND HR06 EMPLOYEE CONDUCT. Ms. Calvert moved and Ms. Thompson seconded approval of the Personnel Policy, Sections HR05 and HR06, as revised and amended. The proposed changes were mostly for clarification, as relevant to the coronavirus pandemic, which called for the Families First Coronavirus Response Act (FFCRA) and an expansion of the Family and Medical Leave Act (FLMA). In response to Mr. Johnson’s query, Ms. Costa said staff have been able to efficiently work from home and complete online training as well. Mr. Stumbough further said staff has continued to assist customers and develop programming. Expenditures to efficiently support remote work have included the Zoom platforms for online meetings. Mr. Roewe pointed out that Mr. Craig recommended a minor change to HR06 – Employee

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**New Business
Personnel Policy
(Item IV.D.3.)**

Conduct, Section 6.12, for clarification. The suggested revisions were also reviewed by District legal counsel.

There was no further discussion.

The motion was unanimously approved.

**New Business
Print Materials
Contract Award
(Item IV.D.4.)**

NON-EXCLUSIVE PROVIDER OF PRINT MATERIALS CONTRACT AWARD. Mr. Teterud moved and Mr. Johnson seconded approval of the Non-Exclusive Provider of Print Materials contract award to Ingram Library Services. Mr. Roewe visually shared the breakdown of discounts and services provided by the two vendors, and Collection Services Director Andrea Sharps reported on the request to select Ingram for the contract award. Although its services are similar to the other vendor, Ingram offers free shipping, which amounted to more than \$11,000 absorbed by Ingram over the previous 12 months that ultimately went toward additional materials for customers. Being able to order and receive items within 24 hours enables the District to provide efficient service to its customers. Ms. Sharps also noted the Ingram representative lives in Spokane. In response to queries from Messrs. Craig and Teterud, Ms. Sharps said Ingram is a large inventory supplier, and was the only vendor to offer the benefit of free shipping that responded to the RFP. Mr. Craig commented that the recommendation was well-supported.

There was no further discussion.

The motion was unanimously approved.

**New Business
COVID-19 Response
Update
(Item IV.D.5.)**

CORONAVIRUS/COVID-19 RESPONSE/UPDATE. Mr. Roewe provided an update on the District's response to the extension of the Governor's proclamation, "Stay Home, Stay Healthy," until May 4, 2020, noting these plans could soon change, as the governor is scheduled to provide an update at 5:00 p.m. today. Mr. Roewe reported on current plans for staff to return to work in library facilities, when the District will reopen to the public, and next steps for a phased reopening to the public based upon current guidance from federal, state, and local public health agencies. In response to Ms. Calvert's query about library book drops, Mr. Roewe said District book drops were left open for returns, and staff continues to clear them. This decision has proved beneficial, as other libraries have found stacks of materials left outside book drops that were closed. The District brought in large service carts for janitorial staff to clean and store materials prior to shelving upon the return of staff. In response to Mr. Johnson's query, Mr. Roewe said the District has doubled and increased the monthly budget cap for OverDrive, which demonstrates the expanded use of digital materials. Mr. Roewe extended kudos to Ms. Sharps and her team for their quick response to customer requests, and to Communication & Development Director Jane Baker and her team for promoting a new digital library card application process, digital content, online Storytimes and educational resources, and for helping to get the word out about mobile food distributions, small business assistance, current job openings, and other key

**New Business
COVID-19 Response
Update
(Item IV.D.5.)**

community needs. Mr. Roewe further reported on the District's plans to respond, as needed, to the seven levels of the District's Infectious Disease Outbreak Response Plan. Q&A and discussion ensued among the Board and staff regarding implementation of curbside pickup, methods of social distancing, cleaning and disinfecting equipment, facilities and materials, use of personal protective equipment (PPE), summer programming, and development of an equitable plan to enable staff with varied needs to return to work, noting the Leadership Team favors being flexible during this uncertain and unprecedented time. In response to Mr. Johnson's query, Mr. Roewe said Board of Trustees' action would not be needed to implement the phases for reopening, yet the Board will be kept apprised of plans. Chair Craig and the other Trustees said the Leadership Team and staff has their support to continue what they are doing. Mr. Roewe said staff endeavors to return to business as usual as soon as it can, yet uncertainty makes it difficult to plan. There was no further discussion.

**Trustees' Reports
(Item V.A.)**

There were no reports.

**Executive Director's
Report, March 2020
(Item V.B.)**

The Executive Director's written report for March 2020 provided prior to the meeting included information on the COVID-19 departmental responses from the Business Office, Finance and Facilities, Communication & Development, Collection Services, Human Resources, Operations, and Community Activities. Mr. Roewe further reported that all Trustees have now completed the required Public Records and Open Public Meetings Act(s) online training. There was no further discussion.

**Fiscal Report,
Final March 2020
(Item V.C.)**

Revenue and Expenditure Statement through March 31, 2020.

<u>Fund 001</u>	
Revenues	\$ 1237,619
Expenditures	\$ 2,432,655
Ending Fund Balance	\$ 2,952,392
Fund Budget Expended	14.97%

Mr. Knorr said the fiscal report is on schedule for now. The only COVID-19 impact has been the due date extension for first-half of 2020 property taxes. However, \$3.7 million has already been collected, which is more than half of the amount budgeted. Therefore, Mr. Knorr anticipates minimal impact on the District's budget. In response to queries from Messrs. Craig and Johnson about the North Spokane Library remodel project, Mr. Knorr said in compliance with state guidelines, the work resumed April 13, following receipt of clarification from the state. There are, however, pending change orders to accommodate social distancing among the work crew, which could extend the project completion date, although the cost for potential additional work hours has not been determined. Mr. Roewe said the change order(s) will be reviewed for validity and reasonable additional expense. There was no further discussion.

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**Adjournment
(Item VI.)**

Chair Craig adjourned the meeting at 5:01 p.m. Although the next Board Meeting was scheduled for Tuesday, May 19, 2020, at 4:00 p.m., in the public meeting room at Deer Park Library, with a possible extension of “Stay Home, Stay Healthy,” the meeting could again move to an online format.


John Craig, Chair


Patrick Roewe, Secretary to the Board of Trustees

PAYMENT VOUCHER APPROVAL

Pursuant to RCW 42.24.180 and Spokane County Library District Resolution # 94-03, we, the undersigned, do hereby certify that the merchandise and services hereinafter specified have been received as of April 30, 2020 and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$1,131,014.26 for the general fund and \$0.00 for the capital projects fund and are authorized to authenticate and certify these claims.

DATE: May 1, 2020

SIGNED 

SIGNED 

TITLE: Finance Director

TITLE: Executive Director

VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
057161	ASSOC OF WASHINGTON CITIES-NWA	LIFE INSURANCE PAYMENT	\$ 4.80
057162	ASSOC OF WASHINGTON CITIES-NWA	LIFE INSURANCE PAYMENT	4.80
057163	ASSOC OF WASHINGTON CITIES-NWA	LIFE INSURANCE PAYMENT	785.26
057164	AVISTA UTILITIES	MONTHLY UTILITIES	10,178.16
057165	CDW GOVERNMENT, INC.	IT HARDWARE & SOFTWARE	1,843.08
057166	CONSOLIDATED IRRIGATION DIST19	WATER - OTIS ORCHARDS	22.00
057167	CITY OF SPOKANE	WATER & SEWER - MORAN PRAIRIE	357.04
057168	CITY OF AIRWAY HEIGHTS	WATER & SEWER - AIRWAY HEIGHTS	128.17
057169	CITY OF CHENEY	WATER, SEWER, ELEC. - CHENEY	658.27
057170	CITY OF DEER PARK	WATER & SEWER - DEER PARK	76.43
057171	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE	5,166.00
057172	DIVCO INCORPORATED	QTRLY BUILDING MAINT CONTRACT - HVAC	16,714.28
057173	EARTHWORKS RECYCLING,INC	RECYCLING: AR, NS, SV	128.50
057174	EDNETICS	CISCO ANYCONNECT LICENSES - 99 USERS - 5 YEAR	827.64
057175	FATBEAM, LLC	MONTHLY INTERNET SERVICE, NET OF ERATE DISC	4,130.04
057176	GRAYBAR	IT HARDWARE	444.50
057177	H&H BUSINESS SYSTEMS, INC.	QTRLY COPIER MAINTENANCE & TONER	3,388.73
057178	JAN WAY COMPANY USA, INC.	LOGO FLASH DRIVES, QTY 800	2,640.00
057179	MODERN ELECTRIC WATER COMPANY	WATER, ELEC. - SV	1,840.33
057180	MONTGOMERY HARDWARE	MAINTENANCE SUPPLIES	29.48
057181	MAUREEN REGALADO	SEMI-MONTHLY SOCIAL MEDIA PLATFORM MGMT	750.00
057182	MR. B'S CLEAN SWEEP, INC.	PARKING LOT SWEEPING	1,614.17
057183	NATIONWIDE INSURANCE	EMPLOYEE DEDUCTIONS FOR PET INSURANCE	288.06
057184	OTIS ELEVATOR COMPANY	QTRLY ELEVATOR MAINTENANCE	503.51
057185	OTIS HARDWARE	MAINTENANCE SUPPLIES	3.56
057186	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	19.50
057187	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	155.71
057188	STATE PROTECTION SERVICES INC	MOBILE AFTER HOURS SECURITY: SV, NS	738.00
057189	VERIZON WIRELESS	MONTHLY CELL PHONES (20)	458.48
057190	WICK ENTERPRIZES, LLC	ADVERTISING	343.62
057191	PERRINE PROPERTIES, LLC	MONTHLY PARKING LOT LEASE, SV	300.00
057192	BPR CUMULUS LLC	MONTHLY LEASE PAYMENT, BOOKEND	3,120.00
057193	ALLSTREAM	MONTHLY DID, PRI AND LONG DISTANCE PHONE SVC	537.11
057194	AMERICAN LIBRARY ASSOCIATION	LIBRARY MATERIALS	70.80
057195	ARGUS JANITORIAL	MONTHLY CUSTODIAL SERVICES	19,031.22
057196	CENTURYLINK	ANALOG TELEPHONE LINE SV ELEVATOR	57.89
057197	CITY OF MEDICAL LAKE	WATER, SEWER, REFUSE - ML	159.39
057198	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CH	14.32
057199	DEPARTMENT OF LABOR & IND.	ANNUAL ELEVATOR PERMIT	219.00
057200	EMPIRE DISPOSAL INC.	MONTHLY SOLID WASTE - FAIRFIELD	42.84
057201	E-RATE EXPERTISE, INC.	E-RATE CONSULTING SERVICES	450.00
057202	GALE/CENAGE LEARNING	LIBRARY MATERIALS	743.79
057203	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	7,213.77
057204	KABOOM! PLAY INITIATIVES, LLC	LARGE SCALE BUILDING KITS FOR PROGRAMMING	7,740.00
057205	MIDWEST TAPE	ANNUAL PAYMENT FOR ELECTRONIC MATERIALS-ZINIO	65,000.00
057206	OPTUM	MONTHLY HSA ACCOUNT FEES	60.00
057207	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	86,980.03
057208	PRISMHR, INC.	SOFTWARE SUPPORT - HR	454.12
057209	RECORDED BOOKS, LLC	LIBRARY MATERIALS	1,400.90

057210	SPOKANE COUNTY ENVIRONMENTAL SERVICES	MONTHLY SEWER - AR, NS, SV	599.74
057211	UNIQUE MANAGEMENT SERVICES	MONTHLY COLLECTION AGENCY & NOTICE FEES	1,477.75
057212	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE	1,232.14
057213	WHITWORTH WATER DISTRICT	WATER - NORTH SPOKANE	31.56
057214	WITHERSPOON BRAJCICH MCPHEE, PLLC	LEGAL SERVICES, GENERAL COUNSEL	1,440.50
057215	ZAYO GROUP, LLC	MONTHLY BROADBAND SERVICE	1,905.77
057216	***Void Check***	***VOID CHECK***	-
057217	BERNARDO WILLIS ARCHITECTS, PC	MARCH ARCHITECT FEES, NS REMODEL PROJECT	6,469.02
057218	COSTCO WHOLESALE	SUPPLIES	120.00
057219	EXCELLENCE IN ENTERTAINMENT	PRIME TIME CATERING FEES FOR PROGRAM	1,500.00
057220	MOLLY FITZPATRICK	YOGA INSTRUCTOR FOR FIT AND LIT GRANT PROGRAM	225.00
057221	FRONTIER COMMUNICATION	TELEPHONE & BROADBAND - FF	125.94
057222	INLAND POWER AND LIGHT	ELECTRIC UTILITIES - AH, DP	609.29
057223	POUKONG MANIKOTH	FINAL PAYMENT FOR SPOKANE CREATERS WEBSITE	337.50
057224	MAUREEN REGALADO	SEMI-MONTHLY SOCIAL MEDIA PLATFORM MGMT	750.00
057225	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	29,891.97
057226	DONNA POTTER PHILLIPS	LIBRARY PROGRAM PRESENTER	450.00
057227	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	10,024.39
057228	AGILE HR	ANNUAL SUPPORT, RECRUITING SOFTWARE	1,500.00
057229	AMOS MEDIA COMPANY	LIBRARY MATERIALS	29.99
057230	CAMBRIDGE PACIFIC	SEED PACKETS FOR SEED SAVER PROGRAMS	223.06
057231	DIVCO INCORPORATED	QTRLY BUILDING MAINT CONTRACT - HVAC	588.06
057232	EBSCO INDUSTRIES, INC.	LIBRARY MATERIALS - SUBSCRIPTIONS	5.99
057233	EMPLOYMENT SECURITY DEPARTMENT	UNEMPLOYMENT CLAIMS	15.42
057234	FATBEAM, LLC	MONTHLY INTERNET SERVICE, NET OF ERATE DISC	4,130.04
057235	FREE PRESS PUBLISHING, INC	LIBRARY MATERIALS	99.00
057236	W.W. GRAINGER, INC.	MAINTENANCE SUPPLIES	223.00
057237	INLAND POWER AND LIGHT	ELECTRIC UTILITIES - AH, DP	317.26
057238	LAWTON PRINTING	PRINTING ANNUAL REPORT BROCHURES	692.60
057239	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	32,686.30
057240	PayneWest INSURANCE	FINANCE DIRECTOR ANNUAL SURETY BOND	175.00
057241	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	92.03
057242	THE SPOKESMAN- REVIEW	LIBRARY MATERIALS	260.00
057243	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	131.89
W00792	US BANK - HEALTH - OPTUM	H S A CONTRIBUTIONS	1,698.50
W00793	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	3,223.02
W00794	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	66,060.29
W00795	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	57,792.80
W00796	DEPT OF RETIREMENT SYSTEMS	ANNUAL OASI PAYMENT	35.95
W00797	ASSOC OF WASHINGTON CITIES-NWA	MEDICAL, DENTAL, VISION & LIFE INS.	93,144.80
W00799	STATE OF WASHINGTON	FIRST QUARTER STATE SALES/EXCISE TAXES PAID	1,062.48
W00800	DEPT. OF LABOR & INDUSTRIES	QUARTERLY WORKMAN'S COMP.	13,014.55
W00801	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	63,208.08
W00802	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	3,223.02
W00803	US BANK - HEALTH - OPTUM	H S A CONTRIBUTIONS	1,698.50
W00804	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	55,710.09
W00805	STATE OF WASHINGTON	FIRST QUARTER STATE PFML TAXES PAID	6,628.94

Total Non-Payroll General Operating Fund

\$ 712,698.53

PAYROLL VOUCHERS

04102020PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL	\$ 213,784.84
04242020PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL	204,530.89

Total Payroll General Operating Fund

\$ 418,315.73

TOTAL GENERAL OPERATING FUND

\$ 1,131,014.26

ANNEXATION OF CITIES AND TOWNS TO THE LIBRARY DISTRICT

BACKGROUND

The purpose of the Annexation of Cities and Towns to the Library District policy is to set conditions under which the Spokane County Library District may consider a request for annexation into the District.

The first revision regarding withdrawal from the District due to a municipality meeting or exceeding statutory tax limits is intended to provide additional clarification on the issue and to better align with RCW 12.27.390, which addresses tax levies in regard to annexation. It was drafted by the District's legal counsel, who also reviewed the policy in its entirety.

The second revision updates the statement regarding procedures and appeals.

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

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

Recommended Action: Board motion to approve the revised Annexation of Cities and Towns to the Library District policy.

SPOKANE COUNTY LIBRARY DISTRICT

Current/Existing Policy

POLICY: Annexation of Cities and Towns to the Library District

APPROVAL DATE: 6/17/1982

REVISED DATE: ~~7/17/2018~~ 5/19/2020

RELATED POLICIES:

None

STATUTORY REFERENCES:

RCW 27.12.360-390

General Policy:

The Board of Trustees of the Spokane County Library District (District) will consider requests to annex to the District by cities and towns that wish to place the issue before the voters in that jurisdiction to determine whether they would receive library services from the District.

The Board of Trustees may concur with such requests under the following conditions:

If the city or town has an inter-local cooperation agreement in which the District provides library services to the residents of that jurisdiction, the city or town agrees, if the annexation is approved, that a new agreement shall be executed. The new agreement will reflect the change in contracting status and address financial responsibilities related to ownership, maintenance and operation of any city/town-owned library facilities.

If the city or town does not already contract with the District for services, the city or town agrees to enter into an agreement addressing the financial responsibilities related to ownership, maintenance and operations of any city/town-owned facilities. In addition, the city/town may agree to subsidize some portion of services for a finite period of time.

~~If annexation should cause the District tax rate to be reduced on a prorated basis due to the city or town reaching its statutory tax limit, the city or town agrees to pass a resolution to withdraw from the District in order to avoid the reduction of the District's tax rate. The District will evaluate this potential tax rate reduction based upon reasonable projections.~~

If annexation should cause the District tax or levy rate to be reduced due to the city or town reaching or exceeding its statutory tax limit, the city or town agrees to pass a resolution to either withdraw from the District or reduce the city or town's rate to avoid reduction of the District's tax rate. The District will evaluate this potential tax rate reduction based upon reasonable projections.

The District will comply with all applicable Washington state laws related to annexation and withdrawal from the District.

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

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

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

POLICY: Annexation of Cities and Towns to the Library District

APPROVAL DATE: 6/17/1982

REVISED DATE: 5/19/2020

RELATED POLICIES:

None

STATUTORY REFERENCES:

RCW 27.12.360-390

General Policy:

The Board of Trustees of the Spokane County Library District (District) will consider requests to annex to the District by cities and towns that wish to place the issue before the voters in that jurisdiction to determine whether they would receive library services from the District.

The Board of Trustees may concur with such requests under the following conditions:

If the city or town has an inter-local cooperation agreement in which the District provides library services to the residents of that jurisdiction, the city or town agrees, if the annexation is approved, that a new agreement shall be executed. The new agreement will reflect the change in contracting status and address financial responsibilities related to ownership, maintenance and operation of any city/town-owned library facilities.

If the city or town does not already contract with the District for services, the city or town agrees to enter into an agreement addressing the financial responsibilities related to ownership, maintenance and operations of any city/town-owned facilities. In addition, the city/town may agree to subsidize some portion of services for a finite period of time.

If annexation should cause the District tax or levy rate to be reduced due to the city or town reaching or exceeding its statutory tax limit, the city or town agrees to pass a resolution to either withdraw from the District or reduce the city or town's rate to avoid reduction of the District's tax rate. The District will evaluate this potential tax rate reduction based upon reasonable projections.

The District will comply with all applicable Washington state laws related to annexation and withdrawal from the District.

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.

Liberty Lake TIF: Amended and Restated Community Revitalization Financing and Tax Increment Area Agreement (Resolution No. 20-02)**Background**

In 2005, Spokane County created an area known as the Spokane County Increment Area No. 2005-01, now commonly known as the Liberty Lake Tax Increment Financing Area (TIF).

At that time, the District approved a resolution and related agreement to become a participant of this TIF area. The original duration of this area was to be 15 years.

The TIF agreement provides for 75% of the Library District's regular tax levy derived from the increase in real property assessed value within this TIF to be apportioned to the TIF for financing the area's public improvements.

As discussed at the January 2020 Board meeting, the District received initial notice from the County in December 2019 that it wished to extend the duration of this TIF area.

The amended agreement extends the TIF for an additional five (5) years, moving the expiration out to 2025. Staff received the final version of the attached resolution and amended agreement this month. District legal counsel reviewed a prior draft of these documents as well.

The District determined this was in the best interest of the area's taxpayers at the time of initial creation. Staff have conducted a subsequent review that affirms that determination and recommends the District approve this extension via the amended agreement.

Executive Director Patrick Roewe will provide a brief overview of the topic and will be available to answer questions.

Recommended Action: Board motion to approve Resolution No. 20-02, Amended and Restated Community Revitalization Financing and Tax Increment Area Agreement.

RESOLUTION NO. 20-02

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, APPROVING AN AMENDED AND RESTATED COMMUNITY REVITALIZATION FINANCING AND TAX INCREMENT AREA AGREEMENT; AUTHORIZING THE EXECUTION OF SUCH AGREEMENT; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO

**SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington**

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

WHEREAS, the Spokane County Library District, Spokane County, Washington (the “Library 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;

WHEREAS, chapter 39.89 RCW requires taxing districts that, in the aggregate, levy at least 75 percent of the regular property tax on property within a tax increment area to execute a written agreement approving the utilization of community revitalization financing before employing such financing to finance all or a portion of the costs of designated public improvements;

WHEREAS, a portion of the territory encompassed by the Library District is located within a proposed tax increment area (the “Increment Area”) wherein regular property taxes may be apportioned for community revitalization financing;

WHEREAS, pursuant to chapters 27.12 and 84.52 RCW, the Library District is authorized to levy regular property taxes upon all taxable property within the Increment Area;

WHEREAS, the Board of Trustees of the Library District (the “Board”) adopted Resolution No. 05-13 on December 20, 2005, approving a community revitalization financing and tax increment area agreement for the Spokane County Tax Increment Area No. 2005-01 (“IA No. 2005-01”);

WHEREAS, RCW 27.12.212 authorizes the Library District to participate in the financing of such public improvements by entering into a Community Revitalization Financing and Tax Increment Area Agreement (the “Agreement”); and

WHEREAS, Spokane County, Washington (the “County”), seeks to obtain the written agreement of the Library District for the amendment of the Agreement in order to increase the estimated Public Improvement Costs to an estimated cost of \$20,000,000 and to extend the apportionment period by extending the Expiration Date to December 31, 2025;

WHEREAS, the Board has determined that authorizing the Amended and Restated Community Revitalization Financing and Tax Increment Area Agreement is in the best interest of the patrons and taxpayers of the Library District;

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

Section 1: Approval of Amended and Restated Community Revitalization Financing and Tax Increment Area Agreement

The Amended Agreement attached hereto as Exhibit “A” is hereby approved.

Section 2: Execution

Each of the Chair of the Board or the Executive Director of the Library District is hereby authorized to execute the Amended Agreement on behalf of the Library District.

Section 3: Miscellaneous

Each of the Chair of the Board or the Executive Director of the Library District is further authorized to execute such other documents and take such actions as are necessary to further accomplish the purposes of the Amended Agreement.

Section 4: Repealer

All resolutions or parts thereof in conflict herewith are, to the extent of such conflict, hereby repealed, and shall have no further force or effect.

Section 5: Effective Date

This Resolution shall be effective immediately upon its adoption.

ADOPTED by the Board of Trustees of Spokane County Library District, Spokane County, Washington, at a regular meeting thereof, held this 19th day of May, 2020.

SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

John Craig, Chair

ATTEST

Patrick Roewe, Secretary of the Board of
Trustees and Executive Director

(S E A L)

CERTIFICATION

I, Patrick Roewe, the acting Secretary of the Board of Trustees of Spokane County Library District, Spokane County, Washington, hereby certify as follows:

1. The foregoing resolution is a full, true and correct copy of a resolution duly passed and adopted at a regular meeting of the Board of Trustees of such District;
2. That such meeting was duly convened and held in all respects in accordance with the law; that a quorum was present throughout the meeting through telephonic, electronic, internet or other means of remote access, and a majority of the Board of Trustees so present voted in the proper manner for the adoption of such resolution;
3. That in accordance with Proclamation 20-28 by the Governor of the state of Washington, dated March 24, 2020: (a) such meeting was not conducted in person, (b) one or more options provided for the public to attend the meeting remotely, including by telephone access, which mean(s) of access provided the ability for all persons attending the meeting remotely to hear each other at the same time and (c) adoption of such resolution is necessary and routine action of the Board of Trustees; and

4. Such resolution was adopted by the following vote:

AYES, and in favor thereof, Trustees:

NAYS, Trustees:

ABSENT, Trustees:

ABSTAIN, Trustees:

I further certify that I have carefully compared the same with the original resolution on file and of record in my office; that such resolution is a full, true and correct copy of the original resolution adopted at such meeting; and that such resolution has not been amended, modified, or rescinded since the date of its adoption, and is now in full force and effect.

IN WITNESS WHEREOF, I have set my hand on this 19th day of May 2020.

SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

Patrick Roewe, Secretary of the Board of Trustees

(S E A L)

EXHIBIT “A”

**AMENDED AND RESTATED COMMUNITY REVITALIZATION
FINANCING AND TAX
INCREMENT AREA AGREEMENT**

This AMENDED AND RESTATED COMMUNITY REVITALIZATION FINANCING AND TAX INCREMENT AREA AGREEMENT (this “Amended Agreement”) is made and entered into as of this 19th day of May 2020, by and among the Spokane County Library District, Spokane County, Washington (the “Library District”), Spokane County Fire Protection District No. 1, Spokane County, Washington (the “Fire District”), the City of Liberty Lake, Spokane County, Washington (the “City”) and Spokane County, Washington (the “County”).

WITNESSETH:

WHEREAS, the Library District is a rural library district duly organized and existing under and by virtue of the Constitution and the laws of the state of Washington (the “State”);

WHEREAS, a portion of the territory encompassed by the Library District is located within a proposed tax increment area, the boundaries of which are set forth in Exhibit “A” hereto (the “Increment Area”);

WHEREAS, the Fire District is a fire protection district duly organized and existing under and by virtue of the Constitution and the laws of the State;

WHEREAS, a portion of the territory encompassed by the Fire District is located within the Increment Area;

WHEREAS, the City is a non-charter code city duly organized and existing under and by virtue of the Constitution and the laws of the State;

WHEREAS, a portion of the territory encompassed by the City is located within the Increment Area;

WHEREAS, the County is a Class A county duly organized and existing under and by virtue of the Constitution and the laws of the State;

WHEREAS, pursuant to chapter 39.89 RCW, the County is authorized to use community revitalization financing to finance public improvements within an increment area if certain conditions are satisfied;

WHEREAS, the County formed an increment area, the boundaries of which are set forth on Exhibit “A” hereto (the “Increment Area”) to finance the Public Improvement Costs (as defined in Resolution No. 2005-1169) describe on Exhibit “B” hereto;

WHEREAS, the Library District, the Fire District, the City and the County have further agreed that the Public Improvement Costs identified in Section 2 on Exhibit “B” hereto as Spokane County Increment Area No. 2005-01 (“IA No. 2005-01”) may be constructed pursuant to the terms and conditions of this Amended Agreement and that all or a portion of the Public Improvement Costs of IA No. 2005-01 will be financed through the use of community revitalization financing, to the extent that Tax Allocation Revenues are available pursuant to the terms and conditions of this Amended Agreement;

WHEREAS, the Library District, the Fire District, the City and the entered into a Community Revitalization Financing and Tax Increment Area Agreement on December 22, 2005, for the use of community revitalization financing to finance a portion of the Public Improvement Costs (as defined in Resolution No. 2005-1169) of certain designated public improvements to be established, purchased, acquired or constructed within the Increment Area, as set forth in Exhibit “B” hereto;

WHEREAS, pursuant to chapters 39.34 and 39.89 RCW, the Library District, the Fire District, the City and the County are authorized to fix the duration of this Amended Agreement;

WHEREAS, pursuant to RCW 27.12.212, the Library District is authorized to participate in the financing of the Public Improvement Costs;

WHEREAS, pursuant to chapters 27.12 and 84.52 RCW, the Library District is authorized to levy regular property taxes upon all taxable property within the Increment Area;

WHEREAS, pursuant to chapter 39.89 RCW, the Fire District is authorized to participate in the financing of the Public Improvement Costs;

WHEREAS, pursuant to chapters 52.12, 52.16 and 84.52 RCW, the Fire District is authorized to levy regular property taxes upon all taxable property within the Increment Area;

WHEREAS, pursuant to chapter 39.89 RCW, the City is authorized to participate in the financing of the Public Improvement Costs;

WHEREAS, pursuant to chapters 35A.33 and 84.52 RCW, the City is authorized to levy regular property taxes upon all taxable property within the Increment Area;

WHEREAS, the Library District, the Fire District, the City and the County have determined it is in the best interest of the Increment Area taxpayers for the Library District, the Fire District, the City and the County to agree to employ community revitalization financing to apportion regular property taxes within the Increment Area;

WHEREAS, pursuant to chapters 39.34 and 39.89 RCW, the Library District, the Fire District, the City and the County have determined it is in the best interest of Increment Area taxpayers to affix a duration for this Amended Agreement such that it shall terminate no later than 15 years from the date the tax allocation revenues generated from the Increment Area are first collected;

WHEREAS, the County has obtained the written agreement of the Library District, the Fire District and the City for the use of community revitalization financing to finance a portion of the Public Improvement Costs located within IA 2005-01, which is set to expire December 31, 2020, provided certain conditions set forth herein have not been met;

NOW, THEREFORE, each of the Library District, the Fire District, the City and the County do mutually agree as follows:

Section 1. This Amended Agreement shall continue until the earlier of: (a) such time as Tax Allocation Revenues are no longer necessary or obligated to pay the Public Improvement Costs set forth in Exhibit “B” hereto; or (b) December 31, 2025.

Section 2. Each of the Library District, the Fire District, the City and the County hereby agree to the use of community revitalization financing to finance a portion of the Public Improvement Costs, in an amount not to exceed \$20,000,000. As set forth in Exhibit “B” hereto, the Public Improvement Costs shall be limited to those items associated with the Increment Area construction.

Section 3. Each of the Library District, the Fire District, the City and the County hereby agree that, pursuant to a formula provided in chapter 39.89 RCW, regular property tax revenues derived from the property within the Increment Area shall be apportioned among the Library District, the Fire District, the City and the County, with a maximum of 75 percent of any increase in the true and fair value of real property in the Increment Area placed on the tax rolls of the County after the Increment Area is created. The remaining apportionment of the regular taxes within the Increment Area shall be apportioned among the Library District, the Fire District, the City and the County as if the Increment Area had not been created. The County anticipates the Public Improvement Costs and consequent private improvements will increase total property tax levies within the Increment Area.

Section 4. This Amended Agreement contains all the terms and conditions agreed upon by the parties. No other understanding, oral or otherwise, regarding the subject matter of this Amended Agreement shall be deemed to exist or to bind any of the parties hereto, other than those imposed by operation of law.

Section 5. This Amended Agreement may be executed in any number of counterparts, each of which, when so executed and delivered, shall be an original, but such counterparts shall together constitute but one and the same Amended Agreement.

IN WITNESS WHEREOF, each of the Library District, the Fire District, the City and the County have executed this Amended Agreement as of the date and year first written above.

SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

SPOKANE COUNTY FIRE PROTECTION
DISTRICT NO. 1, Spokane County, Washington

By: _____
Patrick Roewe
Director and Secretary, Board of Trustees

By: _____
Mike Pearson
Chair, Board of Fire Commissioners

(S E A L)

(S E A L)

CITY OF LIBERTY LAKE
Spokane County, Washington

Shane Brickner, Mayor

ATTEST:

Ann Swenson, City Clerk

(S E A L)

SPOKANE COUNTY, WASHINGTON

Al French, Chair

Josh Kerns, Commissioner

Mary L. Kuney, Commissioner

ATTEST:

By: _____
Ginna Vasquez, Clerk to the
Board of County Commissioners

(S E A L)

EXHIBIT "A"

LEGAL DESCRIPTION

Portions of Section 3, 4, 5, 8, 9, 10, 15, 16 and 17, Township 25N, Range 45E, W.M. more particularly described as follows:

BEGINNING at the intersection of the Northerly Right of Way line of Euclid Avenue and the North/South center of Section line of said Section 5; thence Southerly along the North/South center of Section lines of said Sections 5, 8, and 17 to the Southerly Right of Way line of Appleway Avenue; thence Easterly along said Southerly Right of Way line to the intersection of the Southerly Right of Way line of Country Vista Drive; thence continuing Easterly along said Southerly Right of Way line of Country Vista Drive to the North/South center of Section line of said Section 16; thence Northerly along said North/South center of Section line to the Southerly Right of Way line of Interstate 90; thence Easterly along said Southerly Right of Way line to the intersection with a line 285 feet more or less Westerly of and parallel with the East line of Section 10; thence Northerly along said parallel line to the Northerly ordinary high water line of the Spokane River; thence Westerly along said ordinary high water line to the Easterly Right of Way line of Harvard Road; thence Northerly along said Easterly Right of Way line to the North Right of Way line of Euclid Avenue; thence Westerly along said Northerly Right of Way line to the **POINT OF BEGINNING**.

Situate in the County of Spokane, State of Washington

EXHIBIT “B”

PUBLIC IMPROVEMENT COSTS

Arterial Roads; sewer collection lines, sewer water reuse systems and sewer pump stations in both the Spokane County and Liberty Lake Sewer District service areas; water distribution systems; roadway storm drainage systems, street lighting and street trees; public parks, trails and public open space improvements; electric, gas and data transmission utilities in the public right of way; and other approved infrastructure.

AUTHORIZING USE OF DIGITAL SIGNATURES ON SPOKANE COUNTY LIBRARY DISTRICT DOCUMENTS – RESOLUTION NO. 20-03**Background**

The COVID-19 pandemic and the consequential “Stay Home, Stay Healthy” order from Governor Inslee continues to impact District functions in some granular ways. For example, rather than trying to coordinate wet ink signatures on a single document when staff and trustees are working from their homes, the District has been utilizing scanned or electronic signatures.

In reviewing this course of action with District counsel, it was recommended that the District approve a resolution authorizing digital signatures.

The resolution references two pieces of legislation for the following reason: Local agencies were specifically authorized to use electronic signatures by Chapter 19.360 RCW, and effective June 11, 2020, Chapter 19.360 RCW is repealed and replaced by the Uniform Electronic Transactions Act (Engrossed Substitute Senate Bill 6028).

The intent of the resolution is to authorize use of electronic records and signatures under both laws, and then allow for procedures to be developed at the administrative level. These procedures would include obtaining written consent (via email) for the use of the signature by the signing party.

Examples of documents using digital signatures could include meeting minutes, payment vouchers, and other documents related to District governance and administration.

It is the intent of staff to transition back to the primary use of wet ink signatures once the current public health emergency has ended. There may be some documents that require wet ink signatures during the emergency, and staff will adjust accordingly.

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

Recommended Action: Board motion to approve Resolution No. 20-03: Authorizing Use of Digital Signatures on District Documents.

RESOLUTION NO. 20-03

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, AUTHORIZING USE OF DIGITAL SIGNATURES ON DISTRICT DOCUMENTS; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO.

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 library district duly organized and existing under and by virtue of the Constitution and the laws of the State of Washington;

WHEREAS, pursuant to RCW 27.12.210(1), the Board of Trustees (the "Board") shall adopt such bylaws, rules, and regulations for its own guidance and for the government of the library as they deem expedient; and

WHEREAS, RCW 19.360.020 and Engrossed Substitute Senate Bill 6028 (effective June 11, 2020), authorizes the District to permit the use of electronic records and electronic signatures; and

WHEREAS, pursuant to Engrossed Substitute Senate Bill 6028 (effective June 11, 2020), to the extent that the District uses electronic records and electronic signatures, after giving due consideration to security, the District staff may specify: (a) The manner and format in which the electronic records must be created, generated, sent, communicated, received, and stored and the systems established for those purposes; (b) if electronic records must be signed by electronic means, the type of electronic signature required, the manner and format in which the electronic signature must be affixed to the electronic record, and the identity of, or criteria that must be met by, any third party used by a person filing a document to facilitate the process; (c) control processes and procedures as appropriate to ensure adequate preservation, disposition, integrity, security, confidentiality, and auditability of electronic records; and (d) any other required attributes for electronic records which are specified for corresponding nonelectronic records or reasonably necessary under the circumstances.

NOW, THEREFORE, BE IT RESOLVED by the Board, as follows:

1. The foregoing recitals are incorporated and fully made a part of this resolution.
2. The Board finds it to be in the best interest of the District to allow the use of electronic records and electronic signatures for the District business to the fullest extent allowed by law.

3. The Board directs the District Executive Director, or designee, to adopt any necessary administrative procedures to implement the use of electronic records and electronic signatures by the District consistent with this resolution and in compliance with the provisions of RCW 19.360.020 and Engrossed Substitute Senate Bill 6028 (effective June 11, 2020). Such policies or processes may specify: (a) The manner and format in which the electronic records must be created, generated, sent, communicated, received, and stored and the systems established for those purposes; (b) if electronic records must be signed by electronic means, the type of electronic signature required, the manner and format in which the electronic signature must be affixed to the electronic record, and the identity of, or criteria that must be met by, any third party used by a person filing a document to facilitate the process; (c) control processes and procedures as appropriate to ensure adequate preservation, disposition, integrity, security, confidentiality, and auditability of electronic records; and (d) any other required attributes for electronic records which are specified for corresponding nonelectronic records or reasonably necessary under the circumstances.
4. If any section, sentence, clause, or phrase of this resolution should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this resolution.
5. All resolutions, laws, and regulations, or parts thereof in conflict with this resolution are, to the extent of said conflict, hereby repealed.

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 19th day of May 2020.

SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

John Craig, Chair
Board of Trustees

ATTEST

Patrick Roewe, Secretary to the Board of Trustees

COVID-19 Response Update – May 19, 2020

Background

Governor Jay Inslee extended the expiration of his “Stay Home—Stay Healthy” order from May 4 until May 31, 2020. As public libraries are not considered essential businesses under the guidelines issued by the Governor’s Office, we have extended our closure period to comply with the proclamation.

In addition, the Governor announced his “Safe Start Washington” plan, a four-phased approach to reopening the state. Libraries are specifically mentioned as being allowed to reopen in Phase 3.

All library service suspensions or extensions previously discussed with the Board have been extended as well.

As previously discussed with the Board, staff who are currently working remotely, and staff whose functions were already determined to be essential to the operational continuity of the District and were allowed to work in the buildings as per proclamation guidelines, are continuing to do so. All other staff continue to be on Administrative leave for the duration of the closure, as per policy.

At the end of April 2020, the District was in the process of implementing its own Phased Reopening Plan discussed with the Board last month. This action was halted due to the extension, but the plan will continue to be refined as we progress towards Phase 3 of the “Safe Start” plan.

When will the District reopen to the public?

We don’t have sufficient information at present to determine a firm date for reopening to the public, as the official proclamation did not provide details beyond Phase 1 of the Governor’s plan. Based on that plan, which stipulates at least three (3) weeks occurring between stages, we can estimate at present mid-June as when the public might be able to access building-based library services again. This is tentative and subject to change pending further information.

When will staff return to work in the buildings?

For the same reason above, we don’t have sufficient information at present to determine a timeline for staff to return to work. Public libraries in Washington state are collectively seeking clarification on this question from the state, but at present we anticipate staff returning to work 7-14 days prior to the beginning of Phase 3. This is tentative and subject to change pending further information.

What will reopening look like?

The Leadership Team is working on that very question, and will be relying on information from public health and the Governor’s Office to finalize that answer in the next few weeks. We have expanded the District’s ‘Infectious Disease Preparedness and Response Plan’ to provide additional details about our response to the pandemic and a general roadmap of what reopening could look like. As previewed at last month’s meeting, this plan is flexible in structure and able to adapt to further extensions and other changes that may impact the public health landscape as it relates to District operations.

Recommended Board Action

The additional length of closure as necessitated by the extension of “Stay Home, Stay Healthy” and the implementation of “Safe Start” is much longer than originally anticipated. The consequential suspension of overdue fines is also much longer than originally anticipated. The cumulative length of that suspension is unknown at present due to the flexible timeframe of the “Safe Start” plan.

Given that the Board-approved Customer Privileges and Responsibilities policy governs the application of overdue fines, staff recommend at this point that the Board formally approve their short-term suspension. We are recommending that overdue fines be reinstated 30 days after District libraries reopen to the public to provide an additional grace period for customers as they respond to the disruption and ongoing uncertainty of the COVID-19 pandemic. Once the 30 days have passed after reopening, the fines would be reinstated by staff and no further action by the Board would be required.

Executive Director Patrick Roewe will provide an update on the District’s response and reopening plans, and will be available to answer any questions.

Recommended Action: Board motion to approve suspension of overdue fines until 30 days after District libraries reopen to the public.

EXECUTIVE DIRECTOR'S REPORT APRIL 2020

Introduction

This month's report will again focus primarily on the District's response to the COVID-19 pandemic and the way operations have been affected by or adapted in response to Governor Inslee's "Stay Home, Stay Healthy" Proclamation. Other relevant updates are included as well.

Business Office, Finance and Facilities – Rick Knorr

COVID-19 related Updates

Property Tax Collections

On March 30, the Spokane County Treasurer extended the due date from April 30 to June 15, 2020, for first-half property tax payments. It appears about 14% of District taxpayers took advantage of this extension, as our year-to-date collections through April were \$6,160,676, versus a historically expected amount of approximately \$7,200,000. As a reminder, this was an extension of the due date, not a forgiveness, so it is expected that total collections will return to near normal by the end of June.

The total cash position remains sufficient for our cash flow needs. The District has 5.3 months cash on hand as of the end of April.

Cleaning Supplies and Personal Protective Equipment (PPE)

The District has spent time acquiring the PPE needed when the library buildings are finally allowed to reopen. As we all know, there remain shortages of branded cleaning and disinfecting sprays and wipes. The District does have access to commercially available cleaners and disinfectants, such as the disinfecting cleaner used by all janitorial services and this product is not in short supply. Medical grade plastic gloves also continue to be in short supply; however, food grade and less popular vinyl gloves are available and the District has sufficient supply for its reopening needs. Regarding protective equipment, our facilities staff has acquired Plexiglas shields and has installed them at all service points and on each staff area with shared worktables in the libraries.

Other Updates

Expenses

Total expenses before transfers to the Capital Projects Fund are 31.25% of budget and total salary are similarly 31.9% of budget. Again, all District employees are working onsite in essential capacities, working remotely, or on paid Administrative leave. However, there is no need for sick or vacation leave "coverage," resulting in continued salary expenses slightly under budget.

Facilities Report

North Spokane Restroom Remodel

The contractor was able to resume activity on the restroom remodel project on April 15, and the project was approximately one-third complete at the end of April, as documented by the initial request for payment. The new scheduled and agreed upon completion date is May 29, and the work is currently on schedule according to the revised date. I will provide an update during the meeting.

Human Resources – Toni Costa

COVID-19 related Updates

In order to better facilitate staffing, a survey was sent to all staff to determine their ability to return to work during the phased opening. Any protected health information that may have been shared was removed before employee names were shared with Operations.

Staff were asked if they could return to work when we begin to reopen; 66% of staff responded yes. Those names were forwarded to the schedulers to begin working on a reopen schedule.

If not, they were given several options to choose from, and were asked to give HR additional information as to their individual circumstances. Some reasons may make the employee eligible for FFCRA leave as we re-open, and that information will be provided to the employee.

Other Updates

Staff Training:

- All in-person staff training was canceled for April, following the “Stay Home, Stay Healthy” order.
- Training in the online TalentLMS system continues to be added to include resources for professional growth, as well as COVID-19 related topics: working from home, staying healthy, and dealing with stress and anxiety.

Staffing Changes:

The District had neither new staff nor terminating staff in April. There were two transfers, both Library Supervisors, swapping places from MP and BE.

Communication and Development – Jane Baker

COVID-19 related Updates

Communication

In the hyper-speed news cycle of the month of April, the District’s online resources were featured on KHQ, KXLY, and in an article in the Spokesman. Greater Spokane Inc. also featured the Spokane Business Library in a regular email newsletter. The featured resources are needed assistance for parents educating kids at home, family entertainment, and small business resources.

The Communication Department sent out three eNewsletters in April featuring new virtual programs and online resources, including the announcement of the new digital resource, CreativeBug. eNewsletters are sent to approximately 105,000 recipients and opened on average 20,000 times. Most clicked links in April were the library closure, CreativeBug, and the Spring Reading Challenge.

Development

Development has continued to virtually network through work with the Inland Northwest Planned Giving Council. Jill had been confirmed as an at large county representative for the Historic Landmarks Commission. This commission is beneficial for networking purposes.

Operations – Doug Stumbough

COVID-19 related Updates

With the extension of the “Stay Home, Stay Healthy” (SH/SH) order through the month, several staff continued to work remotely answering calls and emails, providing online programs and planning for eventual resumption of in-person operations. Staff whose function could not allow them to work remotely or was not defined by the Stay Home, Stay Healthy order as essential to the operational continuity of the District continued on Administrative leave.

Customers, both existing and new, continue to access District services during SH/SH. Over 840 online card applications have been processed since the closure, allowing new customers instant access to digital resources. Those new to the District or returning were learning about our resources and actively exploring for the last half of March and into April. Overall use was up 27.4% in March compared to February (a usually low-use month) and a further 12.4 % in April compared to March.

The resources that showed marked increase again in April reflect topics that are of interest to many people during the epidemic:

Selected Digital Resource Use Compared to March	
Ancestry (not usually available from home)	210%
HelpNow	49%
Hobbies & Crafts Reference Center	32%
Home Improvement Reference Center	94%
Hoopla	33%
Online Book Clubs	375%
OverDrive	30%
Small Engine Repair Reference Center	133%
Teenbookcloud	79%
VetNow	200%

The District’s Early Learning Librarians contributed their Storytime skills with online readings of several picture books as part of the KSPS Every Child Reads Storytime series. Other Librarians focused on online programming including Virtual Book Clubs, documentary discussion, and trivia competition, and all worked to plan for modified program offerings through the summer.

IT continued to provide assistance throughout the month to connect remote staff to their work as well as adjusting customer accounts so that all items due during the closure, cards scheduled to expire, and holds waiting for pickup were extended and no overdue fines were assessed or accounts referred to collection agency.

Collection Services – Andrea Sharps

COVID-19 related Updates

Selection Strategies in Response to the COVID-19 Library Closures

During the month of April, Collection Services staff continued the approach set in March whereby we doubled the OverDrive expenditures and increased the frequency of the weekly OverDrive orders. We are attempting to purchase as many of the ‘Recommend to Library’ (RTL) titles that customers suggest

on OverDrive and are striving to meet a 4:1 holds ratio for OverDrive content. Effective April 1, we increased the monthly budget cap for the streaming service *hoopla*, which includes eBooks, eAudiobooks, comics/graphic novels, full-length albums, episodic television shows, and movies. We are encouraging customers to use Flipster to access easy-to-read digital magazines. We are keeping the OverDrive and *hoopla* checkout limits the same, as well as the OverDrive RTL limit in order to give as many of the District’s 118,000 cardholders the opportunity and ability to access and enjoy these digital services during the library closures due to the continuing COVID-19 crisis.

Top Checkouts and Holds

This month we focused on **OverDrive** (digital) titles with the most checkouts occurring during the month and titles with the most holds placed during the month:

- Popular **OverDrive** titles April 2020:
 - Checkouts April 1 – April 30:
 - *Harry Potter and the Sorcerer’s Stone* by J.K. Rowling. eAudiobook. (307)
 - *Harry Potter and the Sorcerer’s Stone* by J.K. Rowling. eBook. (96)
 - *Funny, You Don’t Look Autistic: A Comedian’s Guide to Life on the Spectrum* by Michael McCreary. eBook. (87)
 - *Blue Moon: A Jack Reacher Novel* by Lee Child. eBook. (71)
 - *Where the Crawdads Sing* by Delia Owens. eAudiobook. (71)
 - Holds as of May 1:
 - *Harry Potter and the Chamber of Secrets* by J.K. Rowling. eAudiobook. (104)
 - *Little Fires Everywhere* by Celeste Ng. eBook. (100)
 - *American Dirt* by Jeanine Cummins. eBook. (89)
 - *Walk the Wire* by David Baldacci. eBook. (84)

Select Digital Circulation Statistics

hoopla Checkouts	
April 2019	1,959
April 2020	3,138
%	60%
OverDrive Checkouts	
April 2019	49,881
April 2020	62,565
%	25%
OverDrive Holds	
April 2019	17,054
April 2020	22,746
%	33%

Other Updates

New Feature on the District’s OverDrive Website

On April 13, we added a new feature to the District’s OverDrive website. The “Check Out What’s Being Checked Out Right Now” feature is a live digital dashboard that shows in real-time what District residents

are checking out and placing holds in the OverDrive catalog. Found at the bottom of our OverDrive site, the data displayed in tabular form is the number of loans and holds for the current day, current month, current year, and all-time. It includes a book river of covers for the titles being checked out and having holds placed on them, including information about the number of current holds and title availability.

COLLECTION MONTHLY REPORT

April 2020

	Select Transaction Count		
Physical Collection	YTD 2020	YTD 2019	CHANGE
Items Processed	13,790	23,988	-43%
Interlibrary Loan Total	2,438	4,245	-43%
Overdrive			
Total Checkouts	229,158	199,712	15%
Total Holds	82,008	70,624	16%
hoopla			
Total Checkouts	10,903	8,242	32%
	Total Items in Collection		
Material Type	YTD 2020	YTD 2019	CHANGE
Print	316,547	312,624	1%
Nonprint	86,419	86,594	0%
Overdrive	98,579	87,547	13%
Grand Total	501,545	486,765	3%

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

Executive Director – Patrick Roewe

District Activities

COVID-19 related Updates

The near singular focus for me and the rest of the Leadership Team has been on planning and adapting to the shifting public health landscape and its impact on District operations.

I continue to provide staff with regular updates via email to keep them apprised of decisions made and actions taken in our response to COVID-19. Now that the Governor’s “Safe Start” plan is underway, we will focus further on return to work plans for staff and how to help facilitate their transition back to onsite work under ongoing social distancing rules.

Other Updates

The majority of other actions taken by me and the Leadership Team this month are addressed in other agenda items, so no supplementary updates are necessary this month.

