

**MISSION**

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**Board of Trustees Regular Meeting**

June 16, 2020 4:00 p.m. Remote Meeting Structure/Teleconference

**AGENDA**

**NOTE: PURSUANT TO GOVERNOR INSLEE'S PROCLAMATION 20-28 DATED MARCH 24, 2020, as extended, 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, 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: **892 0991 3056**

**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 May 19, 2020, Regular Meeting Minutes [4:00-4:02]
  - B. Approval of May 2020 Payment Vouchers [4:02-4:05]
  - C. Unfinished Business
    - None.
  - D. New Business [4:05-5:00]
    - 1. Mobile Library Vehicle Update: Discussion.
    - 2. Board of Trustees Summer Meeting Schedule: Approval Recommendation.
    - 3. Board of Trustees 2020 Revised Meeting Schedule (Resolution 20-04): Approval Recommendation.
    - 4. Funding Options for New Spokane Valley Libraries: Discussion.
    - 5. COVID-19 Response Update
- 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.***

**SPOKANE COUNTY LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING MINUTES: MAY 19, 2020**

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A regular meeting of the Board of Trustees of Spokane County Library District was held via teleconference at 4:00 p.m., Tuesday, May 19, 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:** Four (4).

**Call to Order (Item I.)** Chair John Craig called the meeting to order at 4:02 p.m., and welcomed everyone in attendance.

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

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

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

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

Fund	Voucher/Payroll Numbers	Subtotal	Total
April - L01	57161-57243 and W00792-W00805	\$712,698.53	\$712,698.53
	04102020PR and 042420120PR	\$418,315.73	\$418,315.73
L01		Total	\$1,131,014.26

There was no further discussion.

The motion was unanimously approved.

**Meeting Minutes - Board of Trustees**

**May 19, 2020**

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

NONE.

**New Business  
Annexation of Cities  
and Towns to the  
Library District  
Policy  
(Item IV.D.1.)**

ANNEXATION OF CITIES AND TOWNS TO THE LIBRARY DISTRICT POLICY. Mr. Johnson moved and Ms. Calvert seconded approval of the Annexation of Cities and Towns to the Library District policy, as revised. The policy states conditions under which SCLD may consider a request for annexation into the District. The suggested revisions provide additional clarification regarding withdrawal from the District and better alignment with RCW 12.27.390. The statement on procedures and appeals was also updated. This policy was also reviewed by District legal counsel, who provided some of the recommended revisions.

There was no further discussion.

The motion was unanimously approved.

**New Business  
Liberty Lake TIF:  
Resolution 20-02  
(Item IV.D.2.)**

LIBERTY LAKE TIF: AMENDED AND RESTATED COMMUNITY REVITALIZATION FINANCING AND TAX INCREMENT AREA AGREEMENT (RESOLUTION 20-02): Ms. Calvert moved and Ms. Thompson seconded approval of the Liberty Lake TIF, as amended and restated. Subsequent to Mr. Roewe's report to the Board on this subject in January 2020, he said final documents delayed by the coronavirus pandemic were recently received. He further reviewed via PowerPoint key components of the TIF, its boundaries and parcels in the District service area, which represent only 0.4% of the total amounts reallocated to the Liberty Lake TIF. Mr. Roewe noted the majority of funds will be directed to completing the Henry Road overpass, which is part of an improvement project with the Harvard bridge revision. In response to Mr. Craig's comment, Mr. Roewe said the District had foregone \$18-19,000 for the last eight years. At the request of Trustees, Mr. Roewe spoke with Liberty Lake City Administrator Katy Allen, who, along with providing some additional project details, stated the city of Liberty Lake has no plans to annex north of the Spokane River. Mr. Roewe also confirmed the 2020 amounts were increased because of the District's recent levy lid lift.

There was no further discussion.

The motion was unanimously approved.

**New Business  
Authorizing Use of  
Digital Signatures  
on SCLD Documents  
Resolution 20-03  
(Item IV.D.3.)**

AUTHORIZING USE OF DIGITAL SIGNATURES ON SCLD DOCUMENTS (RESOLUTION 20-03): Ms. Thompson moved and Mr. Teterud seconded approval of Resolution 20-03, Authorizing Use of Digital Signatures on SCLD Documents. Mr. Roewe said in review of this subject with District legal counsel, approval of a resolution to authorize digital signatures was recommended and a template provided. This allows the District to use digital signatures particularly during an emergency for documents related to governance and administration.

There was no further discussion.

The motion was unanimously approved.

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**New Business  
COVID-19 Response  
Update  
(Item IV.D.4.)**

CORONAVIRUS/COVID-19 RESPONSE/UPDATE. Ms. Calvert moved and Ms. Thompson seconded approval of a short-term suspension of overdue fines for library customers amid the coronavirus pandemic. Staff recommended 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 ongoing disruption and uncertainty of the pandemic.

Mr. Roewe provided an update on the District's response to the extension of the Governor's proclamation, "Stay Home, Stay Healthy (SH/SH)," until May 31, 2020, noting another press conference is scheduled for this afternoon and these plans could soon change. Mr. Roewe reported on current plans for staff to return to work in library facilities, when the District will re-open to the public, and next steps for a phased re-opening to the public based upon guidance from federal, state, and local public health agencies. Mr. Roewe further reported on critical updates to the District's Infectious Disease Preparedness and Response Plan. Staff will be required to self-screen for COVID-19 symptoms prior to work and wear face masks while working with the public and in staff areas. Book drops will be emptied once a day, with materials subsequently quarantined in meeting rooms for 72 hours. Mr. Roewe also reviewed potential handling of curbside pick-up in the Governor's "Safe Start" Phase 2, and opening libraries to the public for browsing and checkout upon implementation of the Governor's "Safe Start" Phase 3. These plans are anticipatory and contingent on both state and local guidelines. In response to Mr. Craig's query, Mr. Roewe said use of one-way aisles in libraries had not been discussed at this point, but would be evaluated as planning continues.

There was no further discussion.

The motion was unanimously approved.

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

There were no reports.

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

The Executive Director's written report for April 2020 provided prior to the meeting primarily 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. There was no further discussion.

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

Revenue and Expenditure Statement through April 30, 2020.

<u>Fund 001</u>	
Revenues	\$ 6,546,451
Expenditures	\$ 4,841,986
Ending Fund Balance	\$ 6,841,893
Fund Budget Expended	29.79%

In reference to the deadline extension for first-half property tax payments, Mr. Knorr reported on collections through the end of April, and noted the District's budget is on schedule for now. He also reported on the restroom remodel project at North Spokane Library, noting Friday, May 29, became

**Meeting Minutes - Board of Trustees**

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

the new agreed upon completion date followings delays related to coronavirus pandemic mandates. There was no further discussion.

**Adjournment  
(Item VI.)**

Chair Craig adjourned the meeting at 4:44 p.m. Although the next Board Meeting was scheduled for Tuesday, June 16, 2020, at 4:00 p.m., in the public meeting room at Otis Orchards Library, with a possible extension of Proclamation 20-28 by Governor Inslee, the meeting could again move to an online format.

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John Craig, Chair

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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 May 31, 2020 and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$1,037,721.48 for the general fund and \$0.00 for the capital projects fund and are authorized to authenticate and certify these claims.

DATE: June 1, 2020

SIGNED 

SIGNED 

TITLE: Finance Director

TITLE: Executive Director

VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
057244	ASSOC OF WASHINGTON CITIES-NWA	MEDICAL, DENTAL, VISION & LIFE INS.	\$ 785.26
057245	AVISTA UTILITIES	MONTHLY UTILITIES	9,465.06
057246	B & K ENTERPRISES	OUTREACH VAN STORAGE: 6 MONTHS RENTAL	360.00
057247	CHIPMAN MOVING & STORAGE	BOOK CART RENTAL DURING COVID-19	1,665.00
057248	CONSOLIDATED IRRIGATION DIST19	WATER - OTIS ORCHARDS	22.00
057249	CITY OF SPOKANE	WATER & SEWER - MORAN PRAIRIE	298.96
057250	GALE/CENAGE LEARNING	LIBRARY MATERIALS	14,591.73
057251	H&H BUSINESS SYSTEMS, INC.	QTRLY COPIER MAINTENANCE & TONER	457.34
057252	INLAND PUBLICATIONS	LIBRARY PROGRAMS	430.00
057253	MODERN ELECTRIC WATER COMPANY	WATER, ELEC. - SV	1,569.05
057254	MAUREEN REGALADO	SEMI-MONTHLY SOCIAL MEDIA PLATFORM MGMT	750.00
057255	NATIONWIDE INSURANCE	EMPLOYEE DEDUCTIONS FOR PET INSURANCE	288.06
057256	PERRINE PROPERTIES, LLC	MONTHLY PARKING LOT LEASE, SV	300.00
057257	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	19.50
057258	BPR CUMULUS LLC	MONTHLY LEASE PAYMENT, BOOKEND	3,120.00
057259	EARTHWORKS RECYCLING,INC	RECYCLING: AR, NS, SV	235.00
057260	FAUCETS 'N STUFF PLUMBING	PLUMBING REPAIRS	1,483.78
057261	W.W. GRAINGER, INC.	MAINTENANCE SUPPLIES	332.63
057262	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	14,681.98
057263	PRISMHR, INC.	SOFTWARE SUPPORT - HR	454.12
057264	STATE PROTECTION SERVICES INC	MOBILE AFTER HOURS SECURITY: SV, NS	720.00
057265	ABM INDUSTRIES, INC.	MONTHLY CUSTODIAL SERVICES	4,126.21
057266	ALLSTREAM	MONTHLY DID, PRI AND LONG DISTANCE PHONE SVC	503.73
057267	ARGUS JANITORIAL	MONTHLY CUSTODIAL SERVICES	16,309.78
057268	CAL'S UPHOLSTERY	RE-UPHOLSTERING LIBRARY CHAIRS	1,494.65
057269	CENTURYLINK	ANALOG TELEPHONE LINE SV ELEVATOR	57.89
057270	CHIPMAN MOVING & STORAGE	BOOK CART RENTAL DURING COVID-19	1,170.00
057271	CITY OF AIRWAY HEIGHTS	WATER & SEWER - AIRWAY HEIGHTS	167.17
057272	CITY OF CHENEY	WATER, SEWER, ELEC. - CHENEY	465.14
057273	CITY OF DEER PARK	WATER & SEWER - DEER PARK	76.43
057274	CITY OF MEDICAL LAKE	WATER, SEWER, REFUSE - ML	156.82
057275	EBSCO INDUSTRIES, INC.	LIBRARY MATERIALS - SUBSCRIPTIONS	35,996.01
057276	EMPIRE DISPOSAL INC.	MONTHLY SOLID WASTE - FAIRFIELD	42.84
057277	MOLLY FITZPATRICK	ON-LINE YOGA AND MINDFULNESS PROGRAMS	675.00
057278	GALE/CENAGE LEARNING	LIBRARY MATERIALS	8,116.00
057279	W.W. GRAINGER, INC.	MAINTENANCE SUPPLIES	75.27
057280	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	1,896.89
057281	GREY HOUSE PUBLISHING	LIBRARY MATERIALS	251.05
057282	GUITAR PLAYER	LIBRARY MATERIALS	18.99
057283	INLAND PUBLICATIONS	LIBRARY PROGRAMS	545.00
057284	INLAND POWER AND LIGHT	ELECTRIC UTILITIES - AH, DP	784.09
057285	MODERN CONSTRUCTION & CONSULTING SERVICES, LLC	NORTH SPOKANE BATHROOM REMODEL	33,026.66
057286	MONTGOMERY HARDWARE	MAINTENANCE SUPPLIES	34.43
057287	MAUREEN REGALADO	SEMI-MONTHLY SOCIAL MEDIA PLATFORM MGMT	750.00
057288	OPTUM	MONTHLY HSA ACCOUNT FEES	63.00
057289	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	32,722.29
057290	SIGNS FOR SUCCESS	ALUMINUM TRAIL SIGNS FOR OT AND DP	2,070.83
057291	SPOKANE COUNTY ENVIRONMENTAL SERVICES	MONTHLY SEWER - AR, NS, SV	599.74
057292	TOWN OF FAIRFIELD	WATER, SEWER - FAIRFIELD	201.80



April/May, 2020  
Paid in May 2020  
Voucher #057347

<u>Card Category</u>	<u>Amount</u>
General Purchases	\$3,309.07
Maintenance	2,511.78
Travel	130.00
Acquisitions	807.19
Information Technology	402.55
Outreach	-
General Fund Purchases	<u><u>\$7,160.59</u></u>

**Top Individual Charge**

FASTSIGNS SPOKANE/FLOOR DECALS SOCIAL DISTANCING	551.03
MAILCHIMP/EMAIL BLASTS FOR MAY	587.08



**MOBILE LIBRARY VEHICLE UPDATE: DISCUSSION.**

**Background**

Strategic Project Manager Amber Williams and Operations Director Doug Stumbough will provide a planning update on expanded mobile library services made possible by the successful levy lid lift.

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

## **SUMMER MEETING SCHEDULE**

### **Background**

Traditionally, the summer meeting schedule is planned in advance to ensure a quorum is available for regular meetings held June through August. Due to operational disruptions caused by the coronavirus pandemic, the June meeting proved necessary. Should the Board of Trustees choose to cancel one of its remaining two summer meetings, upcoming tentative agendas would be adjusted accordingly.

Possible Action: The Board of Trustees may decide by consensus to cancel one of its regularly scheduled summer meetings and finalize the decision via a motion.

## **2020 BOARD MEETING SCHEDULE AND LOCATIONS – RESOLUTION No. 20-04**

### **Background**

The Washington state Governor’s Office has issued requirements for the quarantining of library materials as part of resuming library services to the public. To accommodate this requirement, the District’s meeting rooms will be utilized for the isolation of library materials until further notice.

Consequently, all remaining 2020 Board of Trustees meetings will take place at the North Spokane Library, which is the only District facility with two multipurpose rooms, so it can accommodate quarantined library materials in one room and Board meetings in the other.

If the Governor’s Proclamation 20-28 is extended again, future meetings will occur via the remote Zoom platform as necessary.

If the Board has determined to cancel its July or August 2020 meeting, this resolution can be amended as such.

Recommended Action: Board motion to approve Resolution No. 20-04, setting the Spokane County Library District Board of Trustees regular meetings schedule for the remainder of 2020.

**RESOLUTION NO. 20-04**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, ON THE SUBJECT OF PROVIDING THE DATE, TIME, AND LOCATION OF THE REGULAR MEETINGS OF THE SPOKANE COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES FOR THE REMAINDER OF THE 2020 CALENDAR YEAR; 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 county library district duly organized and existing under and by virtue of the Constitution and the laws of the State of Washington; and

WHEREAS, the Board of Trustees (the "Board") of the Spokane County Library District is authorized under RCW 27.12.210(1) to adopt such bylaws, rules, and regulations for its own guidance and for the governance of the library as they deem expedient; and

WHEREAS, the Open Public Meetings Act, RCW 42.30, requires that the governing body of a public agency shall provide the time for holding regular meetings by ordinance, resolution, bylaws, or by whatever other rule is required for the conduct of business by that body; and

WHEREAS, the Board has adopted bylaws requiring that monthly regular meetings be held on a day and time established by resolution of the Board; and

WHEREAS, Resolution No. 99-11 established the date and time of the Board's regular meetings as 4:00 p.m., on the third Tuesday of every month; and

WHEREAS, the COVID-19 pandemic requires that District meeting rooms be repurposed for other operational needs, such as the quarantining of returned library materials, in compliance with guidelines from the Office of Governor Jay Inslee; and

WHEREAS, the North Spokane Library is the only District facility with additional meeting space available for conducting regular meetings of the Board.

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

**Section 1: BOARD OF TRUSTEES 2020 REGULAR MEETING SCHEDULE.**

The Spokane County Library District Board of Trustees regular meetings begin at 4:00 p.m. The schedule for the remainder of 2020 is as follows:

<b>DATE</b>	<b>LOCATION</b>
July 21, 2020	North Spokane Library, 44 E. Hawthorne Rd., Spokane
August 18, 2020	North Spokane Library, 44 E. Hawthorne Rd., Spokane
September 15, 2020	North Spokane Library, 44 E. Hawthorne Rd., Spokane
October 20, 2020	North Spokane Library, 44 E. Hawthorne Rd., Spokane
November 17, 2020	North Spokane Library, 44 E. Hawthorne Rd., Spokane
December 15, 2020	North Spokane Library, 44 E. Hawthorne Rd., Spokane

**Section 2: 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 16th day of June 2020.

SPOKANE COUNTY LIBRARY DISTRICT  
Spokane County, Washington

\_\_\_\_\_  
John Craig, Chair  
Board of Trustees

ATTEST

\_\_\_\_\_  
Patrick Roewe, Secretary to the Board of Trustees

## **FUNDING OPTIONS FOR NEW SPOKANE VALLEY LIBRARIES: DISCUSSION.**

### **Background**

In the first installment of what will likely be a multi-meeting discussion regarding potential funding options for new Spokane Valley libraries.

One of two overarching funding sources would make up the bulk of construction funds:

- Voter-approved new tax revenue: Requiring successful passage of a bond election.
- Existing tax revenue: Using existing revenue and financing construction through
  - 1.) A non-voted bond or available governmental loan program, or
  - 2.) Continue to set aside in the Capital Projects Fund until fully funded.

The potential exists for additional funds to be secured through the Washington state's Library Capital Facilities Grant Program, as well as through private and corporate donations.

Finance Director Rick Knorr and Executive Director Patrick Roewe will provide a brief overview of funding options, including a preliminary project budget for discussion purposes and a long-term financial forecast.

**Recommended Action:** No action recommended, but trustees may provide direction to staff in order to prepare additional information for future discussion.

## EXECUTIVE DIRECTOR’S REPORT MAY 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 have adapted in response to the final month of Governor Inslee’s “Stay Home, Stay Healthy” Proclamation. Other relevant updates are included as well.

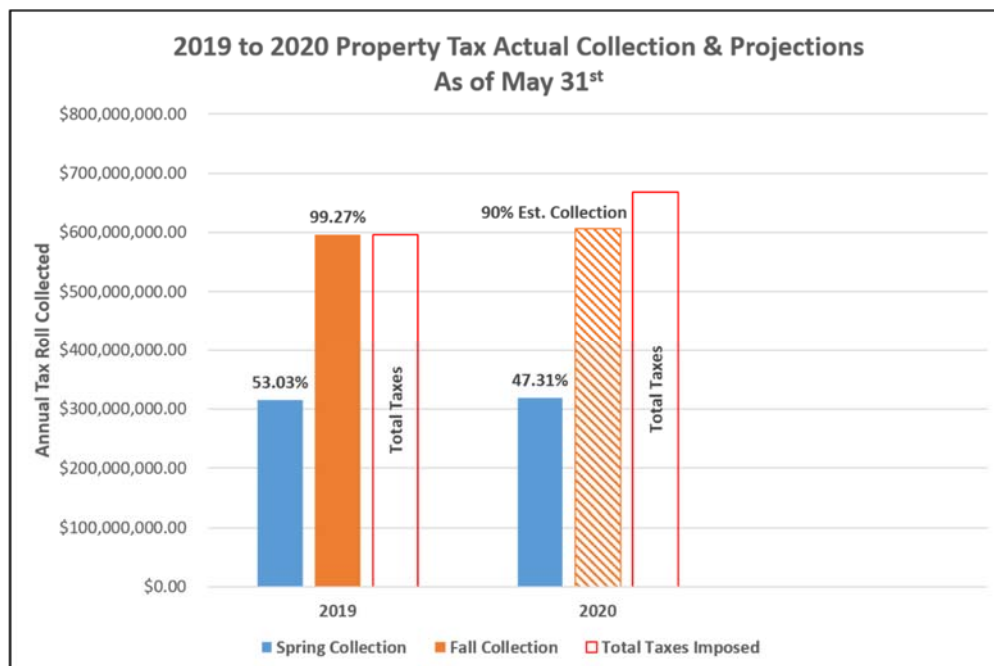
### Business Office, Finance and Facilities – Rick Knorr

#### COVID-19 related Updates

#### Property Tax Collections

On March 30, the Spokane County Treasurer extended the due date for many District taxpayers for first-half property tax payments from April 30, 2020, until June 15, 2020. It appears about 11% of the District taxpaying public continue to take advantage of this extension. Year-to-date collections through May was \$7,493,517, versus a historically expected amount of approximately \$8,430,000. To reiterate, this was an extension of time to pay, not a forgiveness.

On June 1, the County Treasurer released an informational email to county taxpayers which included the following chart. This chart analyzes the grand total of all tax collections for the county, of which the Library District is only 2.35%, but the 90% estimated collection rate, highlighted with diagonal striping below, would apply to us the same as all other districts in the county. There will be further discussion of this chart during the fiscal report at the meeting.



Source: Spokane County Treasurer's Office Data as of May 31st, 2020

The total cash position remains sufficient for our cash flow needs. The District has 5.6 months cash on hand as of May 31.

### **Expenses**

Total expenses before transfers to the Capital Projects Fund was 37.9% of budget. Two and a half months of closure has finally revealed a small decline in certain expense lines as compared to budget or fully operational expenses. Again, all library employees continue to be fully paid based on their schedule along with all benefits; however, much less has been expended on items like travel and many supplies.

### **Cleaning Supplies and Protective Equipment**

The District has been able to acquire all protective equipment and cleaning and disinfecting supplies necessary to resume services. As is widely known, there remain shortages of popular branded cleaning and disinfecting sprays and wipes, but the District does have timely access to commercially available cleaners, disinfectants, and sanitizers and has found suppliers for gloves and masks with sufficient available supply.

### **Facilities Report**

#### **North Spokane Restroom Remodel**

The contractor-revised contract date of completion was May 29, 2020. District representatives, the architect, and contractor met on June 3 for a review of the work. This punch list meeting identified all remaining items left to be completed and the number of days remaining to finish. The District expects the work to be formally accepted as substantially complete by mid-June, and entirely complete upon receipt and installation of the last backordered item soon after.

Once complete, the District will release the final payment and retainage. Once allowed to do so, Trustees will be encouraged to view the remodeled spaces.

#### **HVAC Upgrade**

The District received a proposal for the upgrade of all facility HVAC systems. Staff are currently contemplating packaging the work into two bid projects. One for all buildings with smaller, residential-type units in need of an upgrade, and a second for the buildings with larger, commercial-style systems. A timeline is yet to have been developed.

#### **Human Resources – Toni Costa**

#### **COVID-19 related Updates**

##### **Training**

The training focus for May was COVID-19. An in-depth training on selected sections of the District's Infectious Disease Response Plan was created and required for all staff before they returned to work. This was the Department of Labor and Industries requirement for training all staff on reducing transmission risk, handwashing, sanitation and personal protective equipment.

#### **Other Updates**

May was a quiet month for employee turnover. We hired a temporary Graphic Design Assistant, to cover an upcoming absence. Two employees left the District, a Library Page and a Public Services Associate.



**Communication and Development – Jane Baker**

Communication

Activities in May saw promotion of several online programs and digital resources. At mid-month, four separate articles about District programs and services were included in a single issue of the Spokesman. This month’s eNewsletter featured the Spring Reading Challenge as the most clicked link. Social media channels were active with a mix of promotions, answering customer questions, sharing community resources, and a few light-hearted posts that always garner a good response. Two podcasts were recorded with topics of curbside pickup and tips on summer activities for kids. Work continues on a new edition of Engage, set for June publication.

Development

Virtual participation in the Leadership Spokane program continues. Jill Nunemaker provided a seven-minute presentation on the built environment in Spokane County and how that can be viewed as art. She also facilitated communication for the Inland Northwest Planned Giving Council’s virtual meeting on "Best Practices in Planned Giving Partnerships."

**Operations – Doug Stumbough**

**COVID-19 related Updates**

Stay Home, Stay Healthy was extended through the month of May and 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.

New customers are still finding us, as 1,343 online cards have been issued during the closure, providing those new cardholders instant access to digital resources. Use of those resources by all customers varied this month, with the more academically focused products seeing drops from the same period last year, while some hobby and interest sites experienced increases.

<b>May 2020 Visits to Selected Resources</b>	<b>Compared to May 2019</b>
Ancestry (not usually available from home)	333%
TumbleBooksCloud Junior	127%
Pronunciator	97%
AudioBookCloud	33%
HelpNow	20%
Business Source Complete	-39%
Gale Courses	-42%
CultureGrams	-42%
Testing & Education Reference Center	-49%
Reference USA Business	-54%
ProQuest	-58%
NewsBank	-63%
JobNow	-81%
World Book	-87%
Opposing Viewpoints Resource Center	-88%

U.S. New Business	-97%
Biography In Context	-98%

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 May, Collection Services staff continued the approach set in March whereby we doubled the OverDrive expenditures and increased the frequency of 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 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 are focusing 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 May 2020:
  - Checkouts May 1 – May 31:
    - *Harry Potter and the Sorcerer's Stone* by J.K. Rowling. eAudiobook. (201)
    - *Where the Crawdads Sing* by Delia Owens. eBook. (68)
    - *Blue Moon: A Jack Reacher Novel* by Lee Child. eBook. (64)
    - *Where the Crawdads Sing* by Delia Owens. eAudiobook. (61)
  - Holds as of June 1:
    - *The Ballad of Songbirds and Snakes* by Suzanne Collins. eBook. (127)
    - *Harry Potter and the Chamber of Secrets* by J.K. Rowling. eAudiobook. (124)
    - *Walk the Wire* by David Baldacci. eBook. (115)
    - *Camino Winds* by John Grisham. eBook. (109)

**Select Digital Circulation Statistics**

<b>hoopla Checkouts</b>	
May 2019	1,987
May 2020	2,802
<b>%</b>	<b>41%</b>
<b>OverDrive Checkouts</b>	
May 2019	51,971
May 2020	66,323
<b>%</b>	<b>28%</b>
<b>OverDrive Holds</b>	
May 2019	17,680
May 2020	24,466
<b>%</b>	<b>38%</b>

**COLLECTION MONTHLY REPORT**

**May 2020**

	<b>Select Transaction Count</b>		
<b>Physical Collection</b>	<b>YTD 2020</b>	<b>YTD 2019</b>	<b>CHANGE</b>
Items Processed	13,790	30,923	-55%
Interlibrary Loan Total	2,438	5,297	-54%
<b>Overdrive</b>			
Total Checkouts	295,481	251,683	17%
Total Holds	106,474	88,304	21%
<b>hoopla</b>			
Total Checkouts	13,705	10,229	34%
	<b>Total Items in Collection</b>		
<b>Material Type</b>	<b>YTD 2020</b>	<b>YTD 2019</b>	<b>CHANGE</b>
Print	316,874	314,179	1%
Nonprint	86,290	85,612	1%
Overdrive	99,997	88,565	13%
<b>Grand Total</b>	<b>503,161</b>	<b>488,356</b>	<b>3%</b>

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.

Governor Inslee’s “Stay Home, Stay Healthy” order expired as of May 31. Consequently, the District’s Emergency Closure of Facilities Policy would no longer be in effect. Effective June 1, the District began implementing its Phased Re-Opening Plan in concert with the Governor’s “Safe Start” plan, the first phase of which involves curbside pickup of library materials.

#### Curbside Plan review by Spokane County Health Officer

As part of our curbside planning process, Dr. Bob Lutz reviewed our curbside service plan, including safety precautions for staff, and made no recommendations for any changes.

#### Return to Work

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

As part of that transition, we hosted an all staff Zoom meeting to provide interested staff with an update on the return-to-work plan and an overview of curbside pickup. Over 90 staff members attended, and a Q&A session was provided as part of the meeting.

#### Interfacing with the Governor’s Office

I had the opportunity to participate in a small state-wide work group that was interfacing directly with the Governor’s Office regarding return to service. I wrote the initial draft of a letter that went to the Governor from public libraries outlining challenges and opportunities that libraries are facing in returning to service. I was also able to review and provide feedback on a draft of the curbside service guidelines the Governor’s Office would ultimately release the first week of June.

#### **Other Updates**

##### Another Mover & Shaker

As shared with the Trustees via email earlier in the month, Managing Librarian Aileen Luppert was named a Library Journal Mover and Shaker for 2020! Congratulations to Aileen on the well-deserved recognition for putting the District’s mission to work for everyone in our communities.

**Spokane County Library District  
Summary of Revenues & Expenses - (Cash Basis)  
For the Five Months Ended May 31, 2020**

	<b>Y-T-D Actual</b>	<b>Annual Budget</b>	<b>Percent Used</b>	<b>Balance Remaining</b>
			<b>Target 41.7%</b>	
<b>REVENUES</b>				
PROPERTY TAXES	\$ 7,493,517	\$ 15,315,000	48.93%	\$ 7,821,483
CONTRACT CITIES - AIRWAY HEIGHTS	84,781	339,000	25.01%	254,219
CONTRACT CITIES - SPOKANE	50,854	100,000	50.85%	49,146
FINES & FEES	40,987	155,000	26.44%	114,013
GRANTS & DONATIONS	21,665	39,000	55.55%	17,335
E-RATE REIMBURSEMENTS	226,184	198,000	114.23%	(28,184)
LEASEHOLD & TIMBER TAX, REBATES, OTI	16,250	26,100	62.26%	9,850
INTEREST REVENUES	28,989	80,000	36.24%	51,011
<b>TOTAL REVENUES</b>	<b>\$ 7,963,226</b>	<b>\$ 16,252,100</b>	<b>49.00%</b>	<b>\$ 8,288,874</b>
TRANSFERS IN	-	-	0.00%	-
<b>TOTAL REVENUES &amp; TRANSFERS IN</b>	<b>\$ 7,963,226</b>	<b>\$ 16,252,100</b>	<b>49.00%</b>	<b>\$ 8,288,874</b>
<b>EXPENSES</b>				
SALARIES	\$ 2,787,206	\$ 6,985,400	39.90%	\$ 4,198,194
FRINGE BENEFITS	996,913	2,451,300	40.67%	1,454,387
SUPPLIES	48,186	165,700	29.08%	117,514
UTILITIES	223,237	480,900	46.42%	257,663
SERVICES	553,609	1,386,900	39.92%	833,291
INSURANCE	60,728	62,000	97.95%	1,272
EQUIPMENT & SOFTWARE	240,161	1,490,000	16.12%	1,249,839
LIBRARY MATERIALS	839,965	2,057,000	40.83%	1,217,035
ELECTRONIC LIBRARY MATERIALS	97,724	250,000	39.09%	152,276
LIBRARY PROGRAMS	35,631	112,900	31.56%	77,269
OPERATIONAL CONTINGENCIES	0	50,000	0.00%	50,000
<b>TOTAL EXPENSES</b>	<b>\$ 5,883,359</b>	<b>\$ 15,492,100</b>	<b>37.98%</b>	<b>\$ 9,608,741</b>
TRANSFERS OUT	-	760,000	0.00%	760,000
<b>TOTAL EXPENSES &amp; TRANSFERS OUT</b>	<b>\$ 5,883,359</b>	<b>\$ 16,252,100</b>	<b>36.20%</b>	<b>\$ 10,368,741</b>
<b>Net Excess of Revenues Over/(Under) Expenses</b>	<b>\$ 2,079,868</b>	<b>\$ -</b>		
BEGINNING CASH	5,137,427			
NET FROM ABOVE	2,079,868			
<b>ENDING CASH</b>	<b>\$ 7,217,295</b>			

**Number of months cash on hand 5.6**