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Board of Trustees Regular Meeting

July 21, 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.sclcd.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: **880 9002 0194**

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 June 16, 2020, Regular Meeting Minutes [4:00-4:02]
 - B. Approval of June 2020 Payment Vouchers [4:02-4:05]
 - C. Unfinished Business [4:05-4:30]
 1. New Spokane Valley Library: Funding Options.
 2. Mobile Library Vehicles Contract Award: Approval Recommendation.
 - D. New Business [4:30-4:55]
 1. Fixed Assets Policy: Approval Recommendation.
 2. Code of Conduct Policy: Approval Recommendation.
 3. COVID-19 Response Update
- V. **DISCUSSION ITEMS, POSSIBLE ACTION** [4:55-5:00]
 - A. Future Board Meeting Agenda Items
- VI. **REPORTS**
 - A. Trustees [5:00-5:05]
 - B. Executive Director [5:05-5:15]
 - Administrative
 - Community Activities
 - C. Operations [5:15-5:25]
 - D. Fiscal [5:25-5:30]
- 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: JUNE 16, 2020**

A regular meeting of the Board of Trustees of Spokane County Library District was held via teleconference at 4:00 p.m., Tuesday, June 16, 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; Amber Williams, Strategic Project Manager; and Patty Franz, Executive Assistant.

Guests via Conference Call: Three (3).

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. Johnson moved and Ms. Thompson seconded approval of the agenda. The motion was unanimously approved.

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

Approval of May 19 Regular Meeting Minutes (Item IV.A.) Mr. Craig called for corrections to the May 19 regular meeting minutes. There were no corrections; the minutes stand approved as written.

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

Fund	Voucher/Payroll Numbers	Subtotal	Total
May - L01	57244-57348 and W00806-W00815	\$627,908.65	\$627,908.65
	05082020PR and 05222020PR	\$409,812.83	\$409,812.83
L01		Total	\$1,037,721.48

There was no discussion.

The motion was unanimously approved.

Meeting Minutes - Board of Trustees

June 16, 2020

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

NONE.

**New Business
Mobile Library
Vehicle Update
(Item IV.D.1.)**

MOBILE LIBRARY VEHICLE UPDATE: DISCUSSION. Strategic Project Manager Amber Williams provided an update on plans for future implementation of upgraded mobile library services. She provided the timeline for the project, which included events during 2019, such as customer feedback during development of the Community Engagement Plan, successful passage of the levy lid lift, and her attendance at the Association of Bookmobile and Outreach Services Conference in Omaha, NE, where she met Michael Swendrowski, president of Specialty Vehicle Services, who has extensive experience with outreach vehicles, as well as working with Washington and Idaho libraries. He has since been hired as a consultant to the District. Ms. Williams reported a request for proposal will be announced tomorrow, June 17, with bids due by July 14, for two outreach vehicles specified as a 34 foot truck, and 24 foot sprinter van. Via PowerPoint, Ms. Williams showed possible floor plans that would accommodate the District's preferred specifications. Cost estimates for the two vehicles are well below the overall budget cap of \$660,000, yet the District plans to hold off on the potential purchase of a second van. Right now, an 18-month build time is anticipated, with delivery of vehicles during winter of 2021/22. Discussion and Q & A ensued among Trustees and staff regarding various features and aspects of the outreach vehicles, such as the feasibility of driving the truck versus van during inclement weather conditions, driver licensure, use of a hydraulic lift for book carts and wheeled mobility devices, benefits of a hybrid vehicle versus diesel, and more. In response to Mr. Johnson's query, Ms. Williams said selection of a used vehicle would not necessarily speed up the time frame for delivery because build time to meet specifications would still be necessary. She also said another benefit of a new vehicle were better extended warranties. By consensus, the Board of Trustees affirmed the direction of this project and would like for staff to go forward as planned.

There was no further discussion.

**New Business
Summer Meeting
Schedule
(Item IV.D.2.)**

SUMMER MEETING SCHEDULE. Following a brief discussion, the Board of Trustees decided by consensus to hold regular meetings throughout summer, as scheduled. Traditionally, the summer meeting schedule is planned in advance to ensure a quorum is available for each meeting. Mr. Roewe commented that although tentative agendas could be adjusted accordingly in response to the Board's decision, a benefit of meeting throughout the summer months will keep agendas on track. Ms. Thompson gave advance notice of her potential absence from the September meeting.

There was no further discussion.

New Business
2020 Board Meeting
Schedule and
Locations,
Resolution No.
20-04
(Item IV.D.3.)

2020 BOARD MEETING SCHEDULE AND LOCATIONS (RESOLUTION No. 20-04): Ms. Thompson moved and Mr. Johnson seconded approval of Resolution No. 20-04, Authorizing a Revised Board Meeting Schedule for the remainder of 2020. Mr. Roewe explained when in-person meetings become permissible, board meetings will be held at North Spokane Library for the remainder of the year. This change resulted from a requirement of the coronavirus pandemic to quarantine library materials prior to making them again available to customers. North Spokane is the only library that could accommodate both a room for quarantined materials storage and a meeting room. This scenario could change only via a revised proclamation by the governor.

There was no further discussion.

The motion was unanimously approved.

New Business
Funding Options for
New Spokane Valley
Libraries
(Item IV.D.4.)

FUNDING OPTIONS FOR NEW SPOKANE VALLEY LIBRARIES: DISCUSSION. Mr. Roewe and Mr. Knorr introduced potential funding sources for new Spokane Valley libraries. The two primary funding options included voter-approved new tax revenue, which would package both Balfour and Conklin into one election, and use of existing tax revenue to finance construction, which could enable separate development timelines for the two libraries. Mr. Roewe reviewed other sources of supporting funds, which included the city of Spokane Valley per interlocal agreement, a Library Capital Improvement Program grant, for which the District recently applied, and a capital campaign to secure private and/or corporate donations. For discussion purposes, Mr. Knorr provided a preliminary Balfour project costs and timeline, and budget forecast, and commented results of the latter regarding debt service indicated even post-pandemic shutdown, the District could afford to build new libraries without depleting the Capital Projects Fund. Following discussion and Q & A, by consensus, the Board of Trustees directed staff to move forward with a non-voted approach, and proceed on Balfour, with Conklin on hold for now. In response to the Board's request, staff will report back with more information on government financing options, develop a timeline and pursue architectural services and conceptual models for the project. There was no further discussion.

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 expiration of Governor Inslee's proclamation, "Stay Home, Stay Healthy (SH/SH)," on May 31, 2020. The Governor's subsequent "Safe Start" plan includes a four phased approach to reopening the state. Public libraries are specifically mentioned as being allowed to provide curbside pickup service in Phase 2. Consequently, the District is currently operating at Level 4 of its Infectious Disease Response Plan. Physical buildings remain closed to the public, with curbside pickup offered now at all locations. The service was launched June 3, with the addition of North Spokane Library on June 6, and The BookEnd on June 16. Staff who indicated they were available to return to work onsite did so starting June 1, and staff able to work remotely continue to do so. Staff who were not available to return to work due to

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

health, childcare, or other considerations, were provided additional information about their options, including use of accrued paid time off and state and federal leave programs. Mr. Roewe noted on June 9, Gov. Inslee extended the proclamation giving high-risk workers the right to protect themselves from COVID-19 without jeopardizing their employment status or loss of income until August 1. As for reopening, there is currently no timeline for Phase 3 at present, yet preparation is underway. For instance, the janitorial contractor has agreed to provide additional restroom cleaning during library open hours. Summer Reading will be launched as an online program, and fall programs will likely be online as well. Mr. Knorr delivered good news regarding personal protective equipment (PPE). The sourcing and stock has improved, with turnaround time only one to two days. There is still potential for service disruption to occur, however. The District will continue to follow COVID-19 directives from federal, state, and local levels, which could require alteration of all contingencies on short notice. Meanwhile, Mr. Roewe reported customer feedback regarding the popular curbside pickup service has been favorable. There was no further discussion.

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

There were no reports.

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

The Executive Director's written report for May 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. In response to Ms. Calvert's query, Mr. Roewe said the recent communication sent to Messrs. Craig and Teterud by a program provider for Public Services has been referred to legal counsel, and Mr. Roewe expects to report back next month. Mr. Roewe also reported the monthly Operations Report will resume next month. There was no further discussion.

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

Revenue and Expenditure Statement through May 31, 2020.

<u>Fund 001</u>	
Revenues	\$ 7,963,226
Expenditures	\$ 5,883,359
Ending Fund Balance	\$ 7,217,295
Fund Budget Expended	36.20%

Mr. Knorr reviewed the 2019 to 2020 Property Tax Actual Collection & Projections, provided by the Spokane County Treasurer's Office, which was included as part of the Executive Director's Report for May. As of May 31, the county has collected approximately 90 percent of property tax payments. Mr. Knorr noted although a delinquency factor was not part of the report, with the District's capital budget spread out over 15 months, he anticipates being able to collect most of projected revenue for 2020.

There was no further discussion.

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June 16, 2020

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**Adjournment
(Item VI.)**

Chair Craig adjourned the meeting at 5:17 p.m. The next Board Meeting was scheduled for Tuesday, July 21, 2020, at 4:00 p.m., in a public meeting room at North Spokane Library. However, the meeting could again move to a teleconference format, should Proclamation 20-28 be extended by the governor.

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 June 30, 2020, and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$1,080,985.46 for the General Fund and \$0.00 for the Capital Projects Fund and are authorized to authenticate and certify these claims.

DATE: July 1, 2020

SIGNED _____



SIGNED _____



TITLE: Finance Director

TITLE: Executive Director

VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
057349	AVISTA UTILITIES	MONTHLY UTILITIES	\$ 6,202.17
057350	BERNARDO WILLIS ARCHITECTS, PC	APRIL ARCHITECT FEES, NS REMODEL PROJECT	5,180.00
057351	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	122.27
057352	CITY OF AIRWAY HEIGHTS	WATER & SEWER - AIRWAY HEIGHTS	631.11
057353	CITY OF CHENEY	WATER, SEWER, ELEC. - CHENEY	442.73
057354	CITY OF DEER PARK	WATER & SEWER - DEER PARK	130.43
057355	CITY OF MEDICAL LAKE	WATER, SEWER, REFUSE - ML	232.87
057356	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CH	20.97
057357	DEVRIES INFORMATION MGMT	SHRED BIN PICKUP FEE	7.50
057358	MODERN ELECTRIC WATER COMPANY	WATER, ELEC. - SV	1,443.62
057359	MORNINGSTAR, INC	ELECTRONIC LIBRARY SERVICE	3,547.00
057360	MAUREEN REGALADO	SEMI-MONTHLY SOCIAL MEDIA PLATFORM MGMT	750.00
057361	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	14,653.48
057362	PERRINE PROPERTIES, LLC	MONTHLY PARKING LOT LEASE, SV	300.00
057363	RECORDED BOOKS, LLC	LIBRARY MATERIALS	1,981.51
057364	BPR CUMULUS LLC	MONTHLY LEASE PAYMENT, BOOKEND	3,120.00
057365	VERIZON WIRELESS	MONTHLY CELL PHONES (20)	453.96
057366	WHITWORTH WATER DISTRICT	WATER - NORTH SPOKANE	115.01
057367	ALLIED FIRE & SECURITY BY VYANET	QUARTERLY ALARM MONITORING	1,902.11
057368	ALLSTREAM	MONTHLY DID, PRI AND LONG DISTANCE PHONE SVC	538.73
057369	ARGUS JANITORIAL	MONTHLY CUSTODIAL SERVICES	16,309.78
057370	CENTURYLINK	MONTHLY ANALOG TELEPHONE LINE: SV ELEVATOR	57.89
057371	DEER PARK CHAMBER OF COMMERCE	ANNUAL MEMBERSHIP DUES	100.00
057372	DIVCO INCORPORATED	HVAC REPAIRS AT NS: REFRIGERANT LEAKS	4,573.80
057373	ELK SENTINEL	LIBRARY MATERIALS	15.00
057374	EMPIRE DISPOSAL INC.	MONTHLY SOLID WASTE - FAIRFIELD	42.84
057375	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	5,530.88
057376	GREY HOUSE PUBLISHING	LIBRARY MATERIALS	251.05
057377	INGRAM DISTRIBUTION GROUP, INC	WEEKLY LIBRARY MATERIALS	28,063.85
057378	INLAND POWER AND LIGHT	ELECTRIC UTILITIES - AH, DP	541.02
057379	MONTERRAT STOCK	PROGRAMMING	30.00
057380	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	26,757.60
057381	POSTMASTER	POST OFFICE BOX RENEWAL/FAIRFIELD	120.00
057382	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	640.96
057383	RECORDED BOOKS, LLC	LIBRARY MATERIALS	481.75
057384	THE SPOKESMAN- REVIEW	LIBRARY MATERIALS	975.16
057385	SPOKANE COUNTY ENVIRONMENTAL SERVICES	MONTHLY SEWER - AR, NS, SV	599.74
057386	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	661.34
057387	STATE PROTECTION SERVICES INC	MOBILE AFTER HOURS SECURITY: SV, NS	744.00
057388	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	793.65
057389	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE	1,232.67
057390	WESTERN STATES EQUIPMENT	BUILDING REPAIR & MAINTENANCE	399.12
057391	WICK ENTERPRIZES, LLC	ADVERTISING	1,593.62
057392	WITHERSPOON BRAJICHC MCPHEE, PLLC	LEGAL SERVICES, GENERAL COUNSEL	225.00
057393	ZAYO GROUP, LLC	MONTHLY BROADBAND SERVICE	1,905.77
057394	SPOKANE TRANSIT AUTHORITY	FIT & LIT GRANT: BUS PASSES FOR PARTICIPANTS (95)	5,700.00
057395	BOOKS IN MOTION	LIBRARY MATERIALS	41.73
057396	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	216.58
057397	DEMCO SOFTWARE	SPACES ANNUAL SOFTWARE SUPPORT	1,444.39
057398	DIVCO INCORPORATED	HVAC REPAIRS: DP CONDENSER, CH FILTRATION	2,176.11

May/June, 2020
Paid in June, 2020
Voucher #057419

<u>Card Category</u>	<u>Amount</u>
General Purchases	\$6,401.24
Maintenance	1,208.98
Travel	345.71
Acquisitions	442.87
Information Technology	834.40
Outreach	-
General Fund Purchases	<u><u>\$9,233.20</u></u>

Top Individual Charge

LAIRD PLASTICS/Acrylic Sneeze Guards	637.07
DROPBOX/Software renewal	784.08
AMAZON.COM/Monitor Screen Protectors	789.25
AMAZON.COM/A-Frame Chalkboard for Curb-side	816.60
MEDIXSOURCE.COM/Face Masks and Hand Sanitizer	843.98
MEDIXSOURCE.COM/Thermometers and Hand Sanitizer	1,003.78

NEW SPOKANE VALLEY LIBRARY: FUNDING OPTIONS

Background

To summarize the outcome of the June meeting, Trustees decided by consensus to a.) Focus on the developing the library property adjacent to Balfour Park at present and waiting to take any action regarding the Conklin Road property until a later date and b.) Identify and dedicate funds from the existing levy to finance construction instead of a voted bond for the primary funding source for the new Spokane Valley Library.

In response to Board direction, staff have completed further research into public financing options and will provide an update on options, with a particular emphasis on the Washington State Treasurer's LOCAL Program.

Finance Director Rick Knorr and Executive Director Patrick Roewe will provide the overview and will be available to answer any questions.

Recommended Action: No action required, yet trustees may direct staff to begin the application process for the Washington State Treasurer's LOCAL Program.

MOBILE LIBRARY VEHICLES CONTRACT AWARD**Background**

As part of its effort to update and expand mobile library services made possible by the successful levy lid lift in 2019, the District invited vendors to submit proposals for one (1) 34' truck and one (1) 24' van intended to provide contemporary mobile library services to customers of all ages in an operationally efficient manner. A request for proposal and outreach vehicles project specifications (RFP) for the District was issued on June 17, 2020. The District published a legal notice as required, and posted an announcement on the District's website. Bids were due Tuesday, July 14, 2020, at 9:00 a.m.

We received two bids: \$511,000 from TechOps Specialty Vehicles and \$545,000 from Summit Bodyworks Specialty Vehicles. Staff reviewed the bids and deemed both were responsive and acceptable. After analysis and evaluation of the submitted proposals, staff recommends the bid from TechOps Specialty Vehicles to the Board of Trustees for the contract award, in accordance with District policy.

Recommended Action: Board motion to award the contract for Mobile Library Vehicles to TechOps Specialty Vehicles.

FIXED ASSETS

BACKGROUND

The Fixed Assets policy's primary purpose is to:

1. Define and establish the minimum dollar amount for District-owned fixed or capital assets.
2. Define and establish the dollar amount thresholds for controlled assets.
3. Establish policy for the surplus and disposition of all assets including physical library materials.

The following definitions of assets are not changed from the current policy. Amounts include sales tax, shipping, and installation:

- Fixed or Capital Assets: Per unit cost of \$5,000 or more.
- Controlled Assets:
 - Computer laptops, notebooks and mobile devices: Per unit cost between \$300 and \$5,000.
 - All other controlled items: Per unit cost between \$1,000 and \$5,000.

The Budgeting, Accounting and Reporting System (BARS), the accounting system required by the state of Washington to be used by the District, continues to suggest \$5,000 as the minimum threshold for capital assets. A recent review of 10 similar library districts of similar size also shows that \$5,000 is a universally adopted threshold.

Surplus Declarations and Dispositions

Revisions proposed to the disposition section of the policy are as follows:

- We recommend that all capital assets be declared surplus by the Board of Trustees. A survey and review of similar sized library district policies regarding surplus and disposal was performed and found it was common for a Board of Trustees to be charged with the decision to declare all capital assets surplus.
- While no change to the requirement that capital assets exceeding \$50,000 be declared surplus by resolution, we recommend adding the requirement that capital assets between \$5,000 and \$50,000 to be declared surplus by a Board motion.
- On the advice of counsel, we recommend including a conflict of interest statement that prohibits Trustees and District employees engaged in the disposition of any fixed or controlled asset from purchasing or otherwise receiving the surplus property.

The recommended revisions have been reviewed by the District's legal counsel.

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.

Finance Director Rick Knorr will be available to answer any questions on the recommended policy revisions.

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

SPOKANE COUNTY LIBRARY DISTRICT

Current/Existing Policy

POLICY: FIXED ASSETS

APPROVAL DATE: 6/16/2014

REVISION DATE: ~~12/17/2019~~ 07/21/2020

~~PREVIOUS POLICY TITLES:~~

~~Disposal of Surplus Property and
Capital and Controlled Assets~~

RELATED POLICIES

Collection Development

Procurement

Gifts

STATUTORY REFERENCES: RCW 27.12.210, RCW 39.33.020, and RCW 39.33.070

Purpose

To provide criteria for the identification, inventory, safeguarding and disposition of the District's fixed and controlled assets.

Fixed Assets

Fixed assets (or capital assets) ~~shall include~~ are defined as all real property or personal property used for operations with an individual, per-unit cost of \$5,000 or more (including installation, accessories, sales tax, and shipping), with an estimated useful life of one (1) year or longer. Fixed assets may be purchased by the District or received as a gift.

Controlled Assets

~~Susceptible to loss, controlled~~ Controlled assets are individual assets that do not meet the fixed assets threshold, but are considered particularly vulnerable to loss. Controlled assets have an estimated useful life of one (1) year or longer, and have a per-unit cost of:

- Between \$300 and \$5,000 for computer laptops, notebooks, and mobile devices.
- Between \$1,000 and \$5,000 for all other controlled assets.

Examples of controlled assets include, but are not limited to, desktop computers, printers, laptops, monitors, televisions, photography equipment, mobile devices, and server room equipment (servers, switches, routers and uninterruptable power supplies).

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

Library Collections

Physical materials such as books, DVDs, CDs and other library collection materials intended for customer use are not considered fixed or controlled assets for the purposes of this policy.

Inventory

All fixed and controlled assets will be assigned a District property tag upon acquisition and listed in the District fixed and controlled assets inventory. A physical inventory of all fixed and controlled assets will be conducted by the Business Finance Office a minimum of once per year.

Protection, Safeguarding and Maintenance

The District is responsible for the safeguarding, custody, insurance, and maintenance of fixed and controlled assets. Responsibility for safeguarding and maintenance are assigned as follows:

- The manager of the location in which fixed assets and/or controlled assets reside is responsible for the maintenance and security of those assets.
- Information Technology (IT) is responsible for the protection, maintenance and security of controlled assets such as computers, monitors, laptops and all server room equipment.

Disposition

When it is determined that the District a fixed, controlled or other asset is no longer needs an asset(s), needed for purposes of the District, it will declare those assets to be surplus. Items with a value less than \$5,000 may be removed from the inventory list upon the request of the responsible manager. Items with a value between \$5,000 and \$49,999 may only be removed from the inventory list upon authorization of the Executive Director. Items The Board of Trustees (Board) must approve the disposition of all fixed assets prior to the asset being removed from inventory as follows:

- Fixed assets with a value exceeding \$50,000 may only be declared surplus by resolution of the Board of Trustees, following a public hearing as set forth in accordance with RCW 39.33.020.
- Fixed assets with a value between \$5,000 and \$50,000 may only be removed from the inventory by a motion of the Board.

Disposition of controlled and other assets with a value less than \$5,000 does not need formal approval by the Board. Those assets may be declared surplus and disposed of by the responsible manager.

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

Only property assets having more than a nominal monetary value will be formally declared surplus. Property that is Other assets that are obsolete, broken, and/or is of nominal or no value for other reasons may be disposed of by in the most appropriate efficient and cost-effective method with the manner upon approval of the responsible manager. Prior to disposal, items listed on the District assets inventory shall be removed from inventory and property tags shall be removed.

Board members and any District employee engaged in the disposition of any fixed or controlled assets are prohibited from purchasing or otherwise receiving the surplus property.

Disposition of Library Materials

Surplus library materials whose with an estimated value is \$1,000 or less shall normally be sold by the method that will most efficiently provide the District with greatest net monetary return. in excess of \$1,000 shall be disposed of at a public auction as set forth in accordance with RCW 39.33.070(1). Surplus library materials with an estimated value of \$1,000 or less shall be sold in accordance with RCW 39.33.070(2).

~~The donation of surplus equipment to other governmental entities, local educational institutions, charitable non-profits, social services or other libraries is encouraged. The Executive Director is authorized to approve such donations on a case-by-case basis.~~

~~Surplus items that can neither be sold nor donated~~ library materials determined to have no value will be recycled, if possible and economically feasible, or otherwise destroyed.

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

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

SPOKANE COUNTY LIBRARY DISTRICT

Draft Policy

POLICY: FIXED ASSETS

APPROVAL DATE: 6/16/2014

REVISION DATE: 07/21/2020

RELATED POLICIES

Collection Development

Procurement

Gifts

STATUTORY REFERENCES: RCW 27.12.210, RCW 39.33.020, and RCW 39.33.070

Purpose

To provide criteria for the identification, inventory, safeguarding and disposition of the District's fixed and controlled assets.

Fixed Assets

Fixed assets (or capital assets) are defined as all real property or personal property used for operations with an individual, per-unit cost of \$5,000 or more (including installation, accessories, sales tax, and shipping), with an estimated useful life of one (1) year or longer. Fixed assets may be purchased by the District or received as a gift.

Controlled Assets

Controlled assets are individual assets that do not meet the fixed assets threshold, but are considered particularly vulnerable to loss. Controlled assets have an estimated useful life of one (1) year or longer, and have a per-unit cost of:

- Between \$300 and \$5,000 for computer laptops, notebooks, and mobile devices.
- Between \$1,000 and \$5,000 for all other controlled assets.

Examples of controlled assets include, but are not limited to, desktop computers, printers, laptops, monitors, televisions, photography equipment, mobile devices, and server room equipment (servers, switches, routers and uninterruptable power supplies).

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

Library Collections

Physical materials such as books, DVDs, CDs and other library collection materials intended for customer use are not considered fixed or controlled assets for the purposes of this policy.

Inventory

All fixed and controlled assets will be assigned a District property tag upon acquisition and listed in the District fixed and controlled assets inventory. A physical inventory of all fixed and controlled assets will be conducted by the Finance Office a minimum of once per year.

Protection, Safeguarding and Maintenance

The District is responsible for the safeguarding, custody, insurance, and maintenance of fixed and controlled assets. Responsibility for safeguarding and maintenance are assigned as follows:

- The manager of the location in which fixed assets and/or controlled assets reside is responsible for the maintenance and security of those assets.
- Information Technology (IT) is responsible for the protection, maintenance and security of controlled assets such as computers, monitors, laptops and all server room equipment.

Disposition

When it is determined that a fixed, controlled or other asset is no longer needed for purposes of the District, it will declare those assets to be surplus. The Board of Trustees (Board) must approve the disposition of all fixed assets prior to the asset being removed from inventory as follows:

- Fixed assets with a value exceeding \$50,000 may only be declared surplus by resolution, following a public hearing in accordance with RCW 39.33.020.
- Fixed assets with a value between \$5,000 and \$50,000 may only be removed from the inventory by a motion of the Board.

Disposition of controlled and other assets with a value less than \$5,000 do not need formal approval by the Board, and they may be declared surplus and disposed of by the responsible manager.

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

Only assets having more than a nominal monetary value will be formally declared surplus. Other assets that are obsolete, broken, or of nominal or no value for other reasons may be disposed of in the most efficient and cost-effective manner upon approval of the responsible manager. Prior to disposal, items listed on the District assets inventory shall be removed from inventory and property tags shall be removed.

Board members and any District employee engaged in the disposition of any fixed or controlled assets are prohibited from purchasing or otherwise receiving the surplus property.

Disposition of Library Materials

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

Surplus library materials determined to have no value will be recycled, if possible, or otherwise destroyed.

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

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

CODE OF CONDUCT

BACKGROUND

The primary purpose of the Code of Conduct policy is to define conduct expectations for customers when using Spokane County Library District facilities.

While the District is not permitted to open physical library spaces until Phase 3 of the Governor's *Safe Start* plan, staff recommend this revision to create a policy-level statement affirming the District's intent for customers to comply with public health orders.

Specifically, this addition is necessitated by the 6/24/2020, *Order of the [Washington State] Secretary of Health 20-03*, mandating that "every person in Washington state must wear a face covering that covers their nose and mouth when in an indoor or outdoor public setting..." Governor Jay Inslee's *Proclamation 20-25.6* (issued 7/07/2020) further requires the District to enforce that order in its facilities.

Please note this revision is intentionally limited in scope and a comprehensive review of the policy will occur in 2021, as per the standard policy review schedule. The last policy revisions were approved by the Board in June 2019.

The recommended revisions have been reviewed by the District's legal counsel.

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.

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

Recommended Action: Board motion to approve the recommended revisions to the Code of Conduct policy.

SPOKANE COUNTY LIBRARY DISTRICT

Current/Existing Policy

POLICY: Code of Conduct

APPROVAL DATE: 5/18/1995

REVISION DATE: ~~6/18/2019~~ 7/21/2020

RELATED POLICIES:

Children's Safety in Libraries

Computer, Wireless Network and Internet Use

Facility Use for Political Purposes

Library Meeting Room Use

STATUTORY REFERENCES:

RCW 27.12.270

RCW 27.12.290

RCW 69.50

RCW 70.160.075

OTHER REFERENCES:

Spokane Regional Health District Board of Health Resolution #16-01

Purpose:

Defines conduct expectations for customers when using Spokane County Library District facilities.

Background:

Spokane County Library District (District) is supported by tax paid by District property owners, who expect our facilities to be clean, comfortable, and safe places for selecting materials, reading, researching, studying, writing and attending programs and meetings. As part of its normal and regular conduct of its mission, the District is responsible for establishing a code of conduct to protect the rights and safety of customers, volunteers, and staff, and for preserving and protecting the District's materials, equipment, facilities and grounds.

POLICY:

The following behaviors and activities are not allowed:

- Any activity that unreasonably interferes with others' use and enjoyment of the library or with the functions of library staff, including but not limited to:
 - Use of hostile, aggressive, or vulgar language or gestures.
 - Persistent uninvited or unwelcomed conversations with others.
 - Disruptive behavior such as loud noises, loud talking, screaming or boisterous physical behavior.
 - Use of electronic or communication devices in a manner that is disruptive to others.
 - Entering into the library barefoot or without a shirt, removing one's footwear or shirt while in the library, or otherwise attired in a manner that may reasonably affect public health or safety, or is disruptive to the library environment.
 - Having offensive body odor or personal hygiene so as to unreasonably interfere with other's ability to use the library and its facilities.

- Consuming any food or beverage that unreasonably interferes with other's ability to use the library and its facilities; or soil, stain or otherwise damage or alter library property or the property of others.
 - Use of chewing tobacco.
 - Interfering with the entrance to, access in, or exit from library premises.
 - Soliciting contributions or donations, or distributing or selling items outside the meeting rooms without prior authorization
 - Bringing animals other than service animals into the library, except as authorized by the District's Executive Director.
 - Leaving packages, backpacks, luggage, or any other personal items unattended.
 - Discarding trash or litter other than in a designated receptacle.
 - Violation of any District policy.
- Using library materials, equipment, fixtures, furniture, buildings or grounds in any manner that:
 - Is inconsistent with normal library uses (e.g., bathing, shaving, washing clothes in the restroom, camping, sleeping or appearing to sleep, parking/storing bicycles inside buildings).
 - Is likely to cause concern for the safety and/or well-being of persons and property (e.g., entering nonpublic areas unaccompanied by an authorized District employee, neglecting to provide proper supervision of children (see Children's Safety in Libraries policy) or vulnerable adults, parking overnight in library parking lots, leaving items unattended).
 - Can be reasonably expected to damage or alter library property or the property of others.
- Any observable behavior that is prohibited by federal, state, local or other applicable law, including but not limited to:
 - Vaping or smoking any combustible product that produces vapor, mist or smoke (including but not limited to tobacco, cigar, hookah, marijuana, and vaping devices) in library facilities or within 25 feet of a library entrances, exits, windows that open, and ventilation intakes.
 - Viewing or printing illegal materials (e.g., child pornography).
 - Being under the influence of, appearing to be under the influence of, and/or selling, using or possessing alcohol, marijuana, or controlled substances (as defined in RCW 69.50).
 - Threatening or harassing behavior (e.g., fighting or threatening to fight, brandishing a weapon, stalking, verbally threatening to harm others or their property).
 - Assaulting staff, volunteers, or other library customers.
 - Sexual misconduct or harassment (e.g., exposure; offensive touching; sexual acts).
 - Theft of library materials or items belonging to the District or others.
 - Noncompliance with a public health order issued by a state or local public health officer or agency.
- Failing to comply with the direction of a library staff member when asked to stop a prohibited behavior or when excluded from the library for violations of this or any other District policy, rule, or regulation.

Community members using District libraries located in privately-owned facilities (e.g., shopping malls) may be subject to additional code of conduct rules established by the facility owner(s). These rules are posted at the entrances to the facility or otherwise available from the facility owner(s).

District staff and/or local law enforcement officers may intervene to stop prohibited activities and behaviors. Failure to comply with the District's established policies, rules, and regulations could result

in notice and removal from the premises and exclusion from District facilities, or in arrest by law enforcement and prosecution. Violations could also result in notice and restriction and/or termination of library privileges, including the use of library computers and other equipment.

Exclusions of six months or longer require the customer to petition the library in writing for reinstatement of privileges at the conclusion of the exclusion period in accordance with administrative procedure.

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.

SPOKANE COUNTY LIBRARY DISTRICT

Draft Policy

POLICY: Code of Conduct

APPROVAL DATE: 5/18/1995

REVISION DATE: 7/21/2020

RELATED POLICIES:

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

COVID-19 Response Update – July 21, 2020

Background

Governor Jay Inslee’s “Safe Start” plan includes a four phased approach to re-opening the state. Public libraries are specifically mentioned as being allowed to provide curbside pickup service in Phase 2, and to re-open buildings to the public in Phase 3. As of this writing, Spokane County remains in Phase 2.

All library service suspensions or extensions previously discussed with and/or approved by the Board remain in effect.

Staff Return to Work

Available staff returned to work onsite did so starting Monday June 1, 2020, primarily performing functions providing or supporting curbside pickup of library materials. Staff who indicated they were not available to return to work due to health, childcare, or other considerations received additional information regarding their options, including use of accrued paid time off and/or state and federal leave programs. Staff who have been working remotely have continued to do so.

Curbside Pickup

Following guidelines issued by the state, curbside pickup service is being provided at all District libraries. Originally launched on a Tuesday-Saturday schedule, the service was expanded to include Mondays, as of June 22.

Online Summer Reading

The District launched the Online Summer Reading Challenge on June 1, which provides the opportunity for individuals, families, and groups to engage in reading and activity challenges through an interactive reading platform. Virtual summer programming also launched in June, including the online incarnation of Camp Read-a-Rama.

When will the District re-open buildings to the public?

We don’t have sufficient information at present to determine a firm date for re-opening buildings to the public. The state has not issued guidelines for libraries in Phase 3 as of this writing, and we are awaiting them for planning purposes. At present, the District will likely not open buildings to the public until later in Phase 3, depending on what is required of us operationally.

With curbside and online services currently in place, and more in development, the District will continue to offer nearly a full suite of library services through a variety of platforms, regardless of the Safe Start phase in which Spokane County finds itself.

What will re-opening look like?

The Leadership Team continues to work on that very question while awaiting the guidelines. 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 for re-opening. As previously discussed, this plan is able to adapt to changes in the public health landscape that may affect District operations.

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

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

FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: AUGUST - SEPTEMBER 2020***August 18, 2020: North Spokane Library - 4:00 p.m.***

- Gifts Policy: Approval Recommendation.
- Naming and Recognition Policy: Approval Recommendation.
- New Spokane Valley Library: Architectural Services
- (If not conducted in July), Outreach Vehicles Contract Award: Approval Recommendation.
- COVID-19 Response Update

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

September 15, 2020: North Spokane Library - 4:00 p.m.

- Social Media Policy: Approval recommendation.
- Customer Privileges and Responsibilities Policy (Tentative): Approval recommendation.
- New Spokane Valley Library (TBD)
- COVID-19 Response Update
- Review the Performance of a Public Employee (RCW 42.30.110(1)(g))

SPECIAL MEETINGS/ACTIVITIES2020

Oct12 Staff Day - Canceled

EXECUTIVE DIRECTOR'S REPORT JUNE 2020

Business Office, Finance and Facilities – Rick Knorr

General Fund

Operations

Normally at midyear, financial operations start to take shape and predictions for the full year can be formulated. Yet, because of the COVID-19 pandemic and associated operational disruptions, this year is not normal. However, the following items are of note:

Revenues

Total tax collections are 54.6% of budget, with collections for June a pleasant surprise. Historical analysis tells us we typically should have 56% of the total levy collected through June and the currently achieved 54.6% is much closer than previous communications from the Spokane County Treasurer's Office had led us to anticipate. The extended due date for first-half payments remains August 1.

Expenses

Salaries & Benefits

Salaries are 47.83% and benefits are 48.76% of budget. With the District's current level of reduced operations, and the fact they will remain that way for a while, expectations are salaries and benefits will end the year between 2% and 4% under budget, if not more.

Library Materials

With the District offering curbside delivery of physical materials, and staff back to work processing these materials, purchases of physical library materials have resumed along with the continuing emphasis on digital materials. Total library materials remain close to budget at 48%, and the expectations are that the 2020 materials budget will end fully expended.

Services

The quarterly trend report included in the packet reports a large drop in services expenses in the second quarter. This category includes certain line items such as training and travel, professional and consulting fees, referral fees, and courier service costs, all of which were completely suspended for the last three months. Total services will end the year under budget; however, it is still too early to accurately estimate the amount.

Capital Items

Potentially half of this year's capital budget of \$1,490,000 will be deferred to 2021, primarily due to the delay in the delivery of the mobile library service vehicles and the mandated operational shutdown required by the Governor's 'Stay Home, Stay Healthy' proclamation.

Facilities Report

North Spokane Restroom Remodel

The extended due date of the restroom remodel work was May 29, 2020. As of the end of June, the architect has yet to formally certify the project to be substantially complete, meaning available for use by the public. The list of remaining items are short, yet needed prior to substantial completion. Touch up and clean up also remain to be completed.

Human Resources – Toni Costa

Training

The training focus for June continues to be COVID-19. Recorded webinars and self-paced trainings were added to the LMS on topics such as self-care during the pandemic, leadership, and new programming ideas.

Other Updates

June was a quiet month for employee turnover. Two employees, a Library Page and a Public Services Associate, left District employment for full-time positions with other employers.

Communication and Development – Jane Baker

Communication

Curbside pickup, virtual programs, and digital resources were the messages for customers in June. The June 3 edition of the eNewsletter announcing Curbside Pickup was one of the highest opened & clicked-on to date. Our social media sharing of KXLY-TV's Good Morning Northwest coverage of curbside pickup resulted in our highest performing Facebook post. A positive sign as the District's messages are competing in an increasingly politically cluttered social media landscape. Engage has gone to print. This issue focuses on digital resources and is anticipated to take us through the remainder of 2020.

Development

Development continues to attend nonprofit webinars, including the International Library Fundraising Conference, as well as local virtual networking events. Jill will complete the Leadership Spokane program in July.

Operations – Doug Stumbough

Curbside Pickup

'Stay Home Stay Healthy' gave way to 'Safe Start' in June and with it, we began offering a new service: curbside pickup. Customers are now able to pick up their available items on hold by pulling up to their library, calling a special number posted in the parking lot, and staff will deliver their holds right to their car or the curb.

Curbside service has been well received. Through June, over 7,400 customers picked up 26,157 items using the new service. With the libraries themselves still closed, this is just a fraction (15%) of the physical items checked out last June (169,613). Surprisingly, another measure of use slightly exceeded last year's numbers with 29,338 holds placed by customers on non-digital items compared to 29,163 in June 2019 when libraries were open, and significantly higher than May of this year (3,038). This seems to indicate that many customers are planning to take advantage of the new service.

The service integrates several safety protocols to protect the health of staff and customers, including contactless delivery of the materials, maintaining a 6-foot distance, limiting interactions, asking customers to return items directly to the book drops, and requiring that staff wear masks and gloves when providing the service. Book drops are emptied once a day to minimize staff handling of the materials and all returned items are quarantined for 72 hours. This actually exceeds state guidelines of 24 hours, but preliminary results from a joint study on library materials by the Online Computer Library Center (OCLC), Institute of Museum and Library Services, and Battelle Laboratories suggest 72 hours before returning items to service.

Curbside service is planned as an ongoing service, and will continue to be offered to customers as part of regular library services in the future.

Online Summer Reading

Summer programs kicked off online this month as well. There were eight offerings for younger audiences including Virtual Camp Read-a-Rama, Extreme Science with Radical Rick, Magic Tricks and Secrets, Mythical Creatures, and UFOs & Aliens. While most of these programs required pre-registration due to limited space, they averaged just over 25 online participants for each session. Eric Herman & the Puppy Dogs: A Virtual Concert, drew over 120 viewers as it was streamed live on Facebook. We also presented a program on Financial Literacy that attracted 28 attendees, and hosted 40 players for 'The Office' Trivia night.

Preparations for the next phase of reopening continue, although there is no clear timeline on when Spokane County would be approved for Phase 3 of the Governor's "Safe Start" plan. While subject to change, it would likely take several weeks of additional planning and preparation between when Phase 3 starts for our county and we actually open our doors.

Collection Services – Andrea Sharps

Selection Strategies in Response to the COVID-19 Library Closures

During the month of June, Collection Services staff continued the practice set in March whereby we increased the frequency of the weekly OverDrive orders, although we reduced the amount of weekly OverDrive expenditures as purchasing of physical materials resumed. We kept the OverDrive and *hoopla* checkout limits the same as well as the OverDrive customer recommendations 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 library closures due to the continuing COVID-19 crisis. We began receiving shipments from our physical materials vendors which had been put on hold during the 'Stay Home, Stay Healthy' closures and started submitting orders for physical materials when staff returned to work in Collection Services on June 1. A record number of 7,995 items were cataloged, processed and added to the database in June. Curbside pickup started on June 3, and we prioritized the handling of bestsellers, high interest titles, and those items with customer holds in order to support the curbside service as there was evidenced demand for these items during a period when customers were not able to access the buildings for browsing purposes.

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. We also included the **adult (physical)** titles with the top checkouts and holds as curbside delivery started on June 3.

- Popular **OverDrive** titles June 2020:
 - Checkouts June 1 – June 30:
 - *Harry Potter and the Sorcerer's Stone* by J.K. Rowling. eAudiobook. (147)
 - *Where the Crawdads Sing* by Delia Owens. eAudiobook. (82)
 - *Where the Crawdads Sing* by Delia Owens. eBook. (81)
 - Holds as of July 1:
 - *The Ballad of Songbirds and Snakes* by Suzanne Collins. eBook. (118)
 - *Harry Potter and the Chamber of Secrets* by J.K. Rowling. eAudiobook. (105)

- *White Fragility: Why it's So Hard for White People to Talk about Racism* by Robin J. DiAngelo. eAudiobook. (100)
- *White Fragility: Why it's So Hard for White People to Talk about Racism* by Robin J. DiAngelo. eBook. (100)

- Popular **Adult Book** titles June 2020:
 - Checkouts:
 - *The Boy from the Woods* by Harlan Coben (20)
 - *Walk the Wire* by David Baldacci (19)
 - *Camino Winds* by John Grisham (18)

 - Holds:
 - *The Room Where it Happened: A White House Memoir* by John Bolton (55)
 - *White Fragility: Why it's So Hard for White People to Talk about Racism* by Robin J. DiAngelo (41)
 - *Fair Warning* by Michael Connelly (37)

Select Digital Circulation Statistics

hoopla Checkouts	
June 2019	1926
June 2020	2528
%	31%
OverDrive Checkouts	
June 2019	51944
June 2020	61755
%	19%
OverDrive Holds	
June 2019	12712
June 2020	22256
%	75%

COLLECTION MONTHLY REPORT

June 2020

	Select Transaction Count		
Physical Collection	YTD 2020	YTD 2019	CHANGE
Items Processed	21,987	36,742	-40%
Interlibrary Loan Total	2,542	6,191	-59%
Overdrive			
Total Checkouts	357,232	303,627	18%
Total Holds	128,726	101,016	27%
hoopla			
Total Checkouts	16,233	12,155	34%
	Total Items in Collection		
Material Type	YTD 2020	YTD 2019	CHANGE
Print	321,520	314,860	2%
Nonprint	87,344	85,832	2%
Overdrive	105,117	89,288	18%
Grand Total	513,981	489,980	5%

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

Executive Director – Patrick Roewe

COVID-19 related Updates

The primary focus for me and the rest of the Leadership Team was on planning and adapting to the shifting public health landscape and its impact on District operations.

Staff Communication

I continued to provide staff with regular updates to keep them apprised of decisions made and actions taken in our response to COVID-19. With the Governor’s “Safe Start” plan initiating 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.

Interfacing with the Governor’s Office

I had the opportunity to again participate in a small state-wide work group that was interfacing directly with the Governor’s Office regarding Phase 3 library operational guidelines. I was able to review and coordinate feedback on an initial draft of the guidelines. The publication date for those guidelines is not known at present, and there is likelihood of additional changes by other statewide agencies that may impact our ability to respond quickly to them.

PPE Grant

The District was awarded a \$3,000 Personal Protective Equipment (PPE) grant. These funds, distributed by the Institute of Museum and Library Services (IMLS) are administered by the Washington State Library and are part of the Coronavirus Aid, Relief, and Economic Security (CARES) Act. The District will be using these funds to purchase face masks, cleaning supplies, disposable gloves and/or other items necessitated by our COVID-19 response.

Other Updates

District Equity Initiative

As a public institution with almost 80 years of history to its name, it is important to acknowledge that, regardless of intent, there are inequities built into our systems and structures that disenfranchise members of our community. Our mission is to provide resources, experiences, and places that empower people to learn, explore, and succeed. As a public library, we entrust our customers with the freedom and responsibility to access information of their choosing without oversight, influence, or interference. To that end, our mission needs to increase the focus on eliminating barriers and facilitating access so that trust between the community and our institution can be strengthened. The issue of racial equity is important for the District to address.

Equity was identified as a training focus for 2020 at the end of last year, with all staff assigned a required training on Unconscious Bias in February. The plan was to build upon that training throughout the year with additional learning opportunities. But then COVID-19 happened. Due to this new normal, we are facing a challenge in organizational capacity due to the time and energy demanded by our COVID-19 response.

Consequently, Managing Librarian Aileen Luppert will be taking on a leadership role in developing a training initiative for all staff on equity issues. We're still determining parameters, but the goals would include developing an accessible and impactful training for all staff at all levels that can be delivered via a remote platform. This training component is the first area of focus for a broader equity initiative that will be ongoing and at some point expand to evaluate District systems and structures through an equity lens.

Operations Report June 2020

Doug Stumbough and Kristy Bateman

Service Priority Teams

Business and Career Development (Stacey Goddard)

- The Northwest Fair Housing Alliance asked us to present an online workshop about fair housing rights. Many of the people who attended the workshop worked for social services agencies who work with vulnerable populations.
- Librarian Danielle Milton hosted the first of three online Medicare 101 workshops, presented by SHIBA (Statewide Health Insurance Benefits Advisors).
- We've also been working on numerous tasks related to a grant we'll be implementing over the next year in support of small businesses in our service area. More details will follow in July.

Early Learning (Mary Ellen Braks)

- The Early Learning team worked with KSPS to create Storytime videos for families.
- We created a series of short video clips for social media called Early Learning Tips. These focused on tips to help families get ready for kindergarten.
- I continue to work on the WA STEM grant with the project ELLO Math (Everyday Language and Learning Opportunities). With Communication's help, we have created four sets of cards to use with ages 2-5 to encourage language development.

Education and Enrichment (Gwendolyn Haley)

- We successfully pivoted our summer programs to virtual platforms. We are using a combination of video streaming and Zoom programs.
- AmeriCorps Summer Associate Katrina joined the District to assist with Virtual Camp Read-a-Rama. Sessions have been filling up and the response has been overwhelmingly positive.
- Library staff have been working on plans to roll out a new service, Book Butler, that would allow customers to request that staff select items for them, since they are not able to browse. We are also working on Family Creativity Kits—a program-to-go to serve families that can't access our online programs.

Digital Projects and Resources (Carlie Hoffman)

- We purchased Creativebug, an online art & crafts resource. This was launched quickly after purchase to make available to the public.
- I worked with Gina and IT to implement new card numbers for temporary cards created during Phase 1 and Phase 2 of closure. These cards allowed immediate access to all digital resources.
- We purchased an upgrade version of Testing and Education Reference Center focused on job seekers and career researchers.

Information Technology (Patrick Hakes)

- IT Staff responded to the need for mobile devices in order to accommodate District staff being able to work remotely. This included re-imaging laptops and installing necessary productivity and protection software.
- To further assist in working remotely, IT purchased and created Office 365 accounts for District staff. The Office 365 accounts were primarily used for the Teams functionality, which allowed for collaboration in chat and video conferencing.
- Early into the library closure, the Argonne building had the CAT5 network cabling replaced with CAT6. In order to comply with the distancing standard, one member of IT worked with the two contractors. This work was primarily funded (80%) through the USAC (Universal Service Administrative Company) funds for libraries and school districts.
- The IT Department engaged Nuvodia, a local IT services company, to perform a network security audit.

Library Reports

As a result of the move to Phase 2 of the Safe Start reopening plan, the District began offering curbside pickup service this month. Staff from all locations report that the service has been very well received and customers are happy to have access to the many items in the physical collections.

Airway Heights, Cheney, Fairfield, Otis Orchards, and Moran Prairie all shared comments that everyone has shown such gratitude and appreciation that the library is offering curbside pickup and that “real live” people are answering the phones. Similarly, Argonne had a customer express that the curbside was a terrific idea because while her kids could get digital materials during the closure, she was eager to reduce their screen time.

A Medical Lake family said, “Digital books saved our sanity during the quarantine” and a family who regularly uses the North Spokane Library dropped an envelope in the book drop with handmade cards from all the kids. One of the cards read, “Thanks so much for always having our books. I’m so glad you’re open because I love reading.”

Deer Park was able to begin its summer snack program on a modified basis and coordinated the effort to coincide with curbside pickup. The service has caught on and is being requested by families who pick up their materials, as well as a handful of children who arrive on foot or bikes. One customer commented, “I’m not upset that I can’t go to the movies. I’m not upset that I can’t go out and eat at a restaurant. I’m not even that upset I can’t go shopping. But I am really upset that I can’t go in there (pointing to the library)! I just want you know how much I miss you!”

Like other locations, responses at Spokane Valley have been positive and appreciative. One experience shared was when staff took a load of children’s books to a vehicle in which three children sat in the back looking over the edge of the seat with eager anticipation “like a pack of hungry wolves reaching for the books.” The children politely waited until the books were placed in the back of the vehicle, and once staff turned to go they grabbed the books and shouted a very happy “thank you.”

Security Incident Reports

For June 2020, there were 6 Security Incident reports filed, 5 more than last month (1) and thirty-four less than June 2019 (40). Argonne/Administration had the most incidents reported with 3. The most frequently reported incidents related to Facility Misuse (4).

Public Use Measures

Year-to-date figures include months closed due to COVID-19. June statistics were from Curbside Service beginning June 3, 2020, and door count includes number of customers who picked up items curbside.

Measure	June 2020			
	This year This Month	Last year This Month	YTD This year	Last YTD Comparison
Cardholders	110,328	111,978		-1%
Door count	7,479	102,655	260,235	-57%
Items Borrowed	92,614	223,483	865,085	-35%
• Airway Heights	902	4979	16,057	-47.08%
• Argonne	2,188	12,024	34,612	-52.16%
• Cheney	2,280	11,954	37,681	-48.74%
• Deer Park	1,827	11,988	37,307	-50.83%
• Fairfield	320	1,116	3,726	-47.82%
• Medical Lake	581	3,980	10,393	-59.10%
• Moran Prairie	3,684	16,898	51,558	-48.26%
• North Spokane	8,055	44,101	137,414	-48.24%
• Otis Orchards	1,093	4,655	15,654	-50.88%
• Spokane Valley	7,131	46,226	134,299	-53.14%

• The BookEnd	189	3,628	11,728	-46.98%
• Digital	64,283	53,870	373,476	18%
Programs				
• Number	10	337	786	-60%
• Attendance	219	11,616	15,107	-66%
Internet Station Use (%)		46.7%	47.1%	
Meeting room bookings	0	491	1,410	-59%
Digital Resource Use	114,243	84,696	436,547	-18%

Public Use Measure Definitions

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

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

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

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

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

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

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

**Spokane County Library District
Summary of Revenues & Expenses - (Cash Basis)
For the Six Months Ended June 30, 2020**

	Y-T-D Actual	Annual Budget	Percent Used	Balance Remaining
			Target 50.0%	
REVENUES				
PROPERTY TAXES	\$ 8,359,277	\$ 15,315,000	54.58%	\$ 6,955,723
CONTRACT CITIES - AIRWAY HEIGHTS	172,563	339,000	50.90%	166,437
CONTRACT CITIES - SPOKANE	50,854	100,000	50.85%	49,146
FINES & FEES	43,916	155,000	28.33%	111,084
GRANTS & DONATIONS	21,670	39,000	55.56%	17,330
E-RATE REIMBURSEMENTS	226,184	198,000	114.23%	(28,184)
LEASEHOLD & TIMBER TAX, REBATES, OTI	19,776	26,100	75.77%	6,324
INTEREST REVENUES	37,878	80,000	47.35%	42,122
TOTAL REVENUES	\$ 8,932,118	\$ 16,252,100	54.96%	\$ 7,319,982
TRANSFERS IN	-	-	0.00%	-
TOTAL REVENUES & TRANSFERS IN	\$ 8,932,118	\$ 16,252,100	54.96%	\$ 7,319,982
EXPENSES				
SALARIES	\$ 3,340,991	\$ 6,985,400	47.83%	\$ 3,644,409
FRINGE BENEFITS	1,195,327	2,451,300	48.76%	1,255,973
SUPPLIES	56,283	165,700	33.97%	109,417
UTILITIES	236,576	480,900	49.19%	244,324
SERVICES	607,031	1,386,900	43.77%	779,869
INSURANCE	60,728	62,000	97.95%	1,272
EQUIPMENT & SOFTWARE	320,402	1,490,000	21.50%	1,169,598
LIBRARY MATERIALS	992,457	2,057,000	48.25%	1,064,543
ELECTRONIC LIBRARY MATERIALS	107,794	250,000	43.12%	142,206
LIBRARY PROGRAMS	46,281	112,900	40.99%	66,619
OPERATIONAL CONTINGENCIES	0	50,000	0.00%	50,000
TOTAL EXPENSES	\$ 6,963,870	\$ 15,492,100	44.95%	\$ 8,528,230
TRANSFERS OUT	-	760,000	0.00%	760,000
TOTAL EXPENSES & TRANSFERS OUT	\$ 6,963,870	\$ 16,252,100	42.85%	\$ 9,288,230
Net Excess of Revenues Over/(Under) Expenses	\$ 1,968,249	\$ -		
BEGINNING CASH	5,137,427			
NET FROM ABOVE	1,968,249			
ENDING CASH	\$ 7,105,676			

Number of months cash on hand 5.5

**Spokane County Library District
Capital Projects Fund
Statement of Revenues and Expenses
For the Six Months Ended June 30, 2020**

	<u>Y-T-D Actual</u>	<u>Annual Budget</u>	<u>Balance Remaining</u>
REVENUES			
Interest Earnings	19,958	32,000	(12,042)
TOTAL REVENUES	<u>19,958</u>	<u>32,000</u>	
TRANSFERS IN	-	760,000	
TOTAL REVENUES & TRANSFERS IN	<u>19,958</u>	<u>792,000</u>	
EXPENSES			
	0	0	
TOTAL EXPENSES	<u>0</u>	<u>0</u>	-
NET EXCESS OF REVENUES OVER (UNDER) EXPENSES	<u>19,958</u>		
BEGINNING CASH	2,047,339		
NET FROM ABOVE	<u>19,958</u>		
ENDING CASH	<u>2,067,297</u>		

Spokane County Library District
Quarterly Trend Report of Revenues & Expenses (excluding transfers)
Rolling 5 Quarters

	6/30/2019	9/30/2019	12/31/2019	3/31/2020	6/30/2020
REVENUES					
PROPERTY TAXES	5,925,873	441,691	4,898,564	800,498	7,558,778
CONTRACT CITIES - AIRWAY HEIGHTS	65,874	65,874	65,874	84,781	87,781
CONTRACT CITIES - SPOKANE	41,374	-	41,374	-	50,854
	-	-	-	-	-
FINES & FEES	41,282	42,617	38,633	39,519	4,397
GRANTS & DONATIONS	10,437	26,924	22,002	16,214	5,455
E-RATE REIMBURSEMENTS	68,823	137,726	64,086	185,864	40,320
MISC TAX COLLECTIONS & OTHER	133	10,105	19,292	15,170	4,606
INTEREST REVENUES	25,654	22,433	25,202	17,569	20,310
TOTAL REVENUES	6,179,451	747,369	5,175,026	1,159,616	7,772,502
EXPENSES					
SALARIES	1,602,397	1,585,670	1,605,206	1,658,398	1,682,593
FRINGE BENEFITS	568,107	559,570	562,404	601,258	594,069
SUPPLIES	37,668	38,201	56,666	35,241	21,042
UTILITIES	107,895	145,503	113,891	148,330	88,246
SERVICES	443,348	361,045	370,410	480,865	126,166
INSURANCE	175	-	-	60,553	175
EQUIPMENT & SOFTWARE	14,681	38,251	95,830	173,658	146,744
LIBRARY MATERIALS	417,230	343,086	348,226	468,468	523,989
ELECTRONIC LIBRARY MATERIALS	45,365	34,963	58,745	85,982	21,812
LIBRARY PROGRAMS	26,335	36,450	31,568	21,711	24,570
OPERATIONAL CONTINGENCIES	-	-	-	-	-
TOTAL EXPENSES	3,263,202	3,142,739	3,242,946	3,734,463	3,229,406
Fringe Benefits as % of Total Compensation	26.2%	26.1%	25.9%	26.6%	26.1%
Fringe Benefits as % of Salaries	35.5%	35.3%	35.0%	36.3%	35.3%