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Board of Trustees Regular Meeting

November 17, 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: 858 0373 6078

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 October 20, 2020, Regular, and November 2, Special Meeting Minutes [4:00-4:02]
 - B. Approval of October 2020 Payment Vouchers [4:02-4:05]
 - C. Unfinished Business [4:05-4:45]
 1. New Spokane Valley Library Project Update
 2. 2021 Budget Update
 - a. Cost of Living Adjustment (COLA) for 2021: Approval Recommendation.
 - b. Adopting the 2021 Final Budget and Certifying It to the Board of County Commissioners (Resolution No. 20-05): Approval Recommendation.
 - c. Authorizing 2020 Property Tax Levy Increase for Collection in 2021 (Resolution No. 20-06): Approval Recommendation.
 - d. Levying the Regular Property Taxes for SCLD for Collection in 2021 (Resolution No. 20-07): Approval Recommendation.
 - e. Declaration of Substantial Need for Purposes of Establishing the 2021 Levy Limit Factor (Resolution No. 20-08): Approval recommendation.
 - f. Board Direction to Staff
 - D. New Business [4:45-4:55]
 1. 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 [5:15-5:20]
 - D. Fiscal [5:20-5:30]

VII. ADJOURNMENT

[Estimated meeting length: One and a half hours, 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.

11/17/2020

**SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: OCTOBER 20, 2020**

A regular meeting of the Board of Trustees of Spokane County Library District was held via teleconference at 4:00 p.m., Tuesday, October 20, 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; Rick Knorr, Finance Director; Doug Stumbough, Operations Director; and Patty Franz, Executive Assistant.

Guests via Conference Call: Seven (7).

Call to Order (Item I.) Chair John Craig called the meeting to order at 4:00 p.m., and welcomed everyone in attendance.

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

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

Approval of Sept. 15 Regular Meeting Minutes (Item IV.A.) Mr. Craig called for corrections to the September 15, 2020, regular meeting minutes. There were no corrections; the minutes stand approved as written.

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

Fund	Voucher/Payroll Numbers	Subtotal	Total
Sept. - L01	57639-57743 and W00851-W00859	\$584,438.03	\$584,438.03
	09102020PR and 09252020PR	\$406,223.93	\$406,223.93
L01		Total	\$990,661.96

There was no discussion.

The motion was unanimously approved.

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Unfinished Business Overdue Fines – Discussion (Item IV.C.1)

OVERDUE FINES: DISCUSSION. Regarding future discussion toward the potential decision to eliminate overdue fines for library materials, by consensus, the Board of Trustees decided to table this decision for the near term because of current economic uncertainty. In response to Board direction from September, staff provided additional information at this meeting regarding the longer-term financial impact of eliminating overdue fines, analysis of available data on overdue items, and the results of a pre-COVID-19 informal online survey of customers on the topic. Discussion ensued among the Board and staff based on the following recommendations by staff. Elimination of fines would amount to less than one percent loss of revenue; the District could continue to meet anticipated financial obligations for the foreseeable future without revenue from overdue fines; and the resulting benefits of goodwill and improved experience for customers and staff. In response to Mr. Roewe's query of Trustees, the board agreed to consider eliminating fines on children's materials only. Mr. Roewe said this topic will be added to the agenda for December, and expressed appreciation for the discussion and feedback. There was no further discussion.

Unfinished Business New Spokane Valley Library – Update (Item IV.C.2)

NEW SPOKANE VALLEY LIBRARY: UPDATE. Mr. Roewe reported positive fiscal news regarding the Library Capital Improvement Program grant status, as the new Spokane Valley Library grant proposal is one of 15 library improvement projects recommended to the Governor's Office and Legislature to be considered for inclusion in the Department of Commerce's 2021-2023 biennial capital budget. The project is recommended at \$2 million, the per-project maximum allowed by the grant program. He further reported the District's application to the Office of the State Treasurer LOCAL program is now in the second phase of review. In response to Trustee queries, Mr. Knorr said other funding options have potential if the District's application is ultimately denied, yet the LOCAL program is preferred. There was no further discussion.

New Business 2021 Preliminary Budget (Item IV.D.1a-d.)

2021 PRELIMINARY BUDGET. Via PowerPoint, Finance Director Rick Knorr summarized development of the preliminary budget for 2021. He noted the preliminary budget for next year was formulated on the approved 2020 budget, as well as the anticipated final budget results for 2020 and previous years. Mr. Knorr reviewed revenue and expenditure comparative summaries for 2020 and 2021. Revenue for 2021 is comprised of property taxes, contracted city payments, fines and fees, E-rate reimbursements, interest earnings and other, and grants and donations. Discussion ensued, with detailed reporting involving various revenues and expenses cost increases or decreases, and a list of key assumptions, all of which will impact the 2021 budget.

PUBLIC HEARING ON AUTHORIZED 2020 PROPERTY TAX REVENUE AND OTHER REVENUES. Mr. Craig called the required Public Hearing on Authorized 2021 Property Tax Revenue and Other Revenues to order at 4:44 p.m. and called for public testimony. Via PowerPoint, Mr. Knorr reviewed sources of revenue for the Library District. There was no

**New Business
2021 Preliminary
Budget
(Item IV.D.1a-d.)**

testimony. The hearing closed at 4:51 p.m.

ORGANIZATIONAL MEMBERSHIPS REVIEW. Mr. Johnson moved and Ms. Thompson seconded to approve inclusion of the presented organizational memberships and associated fees in the 2021 General Operating Fund. The list of organizational memberships included two new additions, Washington Association of Public Records Officers and Washington Nonprofits, with annual fees of \$50 and \$75 respectively.

There was no further discussion.

The motion was unanimously approved.

BOARD DIRECTION. Trustees agreed by consensus for staff to go forward with planning and completion of the final 2021 General Operating and Capital Projects Fund budgets as discussed. By request, next month staff will provide a comparative cost breakdown of a cost-of-living (COLA) salary adjustment of 1.39 percent, as defined by CPI-W in August 2020, as well as the budget impact of a 2 percent COLA. Mr. Knorr clarified positions with a compensation rate set at minimum wage, by default, would not be included in the COLA impact analysis. In regard to the now statewide Washington state Paid Family and Medical Leave program, the Board approved the District to continue payment for both employer and employee premiums for 2021, with payment of future employee premiums undecided.

Direction by consensus was also provided to staff to prepare an additional resolution for November, for a total of four, to declare substantial need for establishing the levy limit factor for 2020 property taxes for collection in 2021 at 1.0%, as allowed by RCW 84.55.0101, and to budget property tax revenues accordingly.

**New Business
HVAC Renovations
Project Contract
Award
(Item IV.D.2.)**

HVAC RENOVATIONS PROJECT CONTRACT AWARD. Ms. Calvert motioned and Mr. Teterud seconded approval of the HVAC Renovations Project contract award to Apollo Mechanical Contractors, located in Spokane, WA. Mr. Knorr reported the request for proposal was made available to the general public on Monday, September 28, 2020, and two (2) bids for the project were received before deadline on Friday, October 16. District staff recommended the lowest responsible bidder, Apollo Mechanical Contractors, for the contract award. Mr. Knorr further said the bid amount of \$259,769 was higher than the amount anticipated by the District, yet the contractor will also convert the indoor air filtration systems at all three libraries to improve the minimum efficiency reporting values, or MERVs, which report a filter's ability to capture smaller particles between 0.3 and 10 microns (μm)), a project that aligns with state recommendations, for a projected cost of \$10,000. In response to Ms. Calvert's query, Mr. Roewe said he does not anticipate there will be impending regulations or changes regarding filtration in the near term, yet timing for the District to include the conversion in the RFP to meet future recommendations was favorable.

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**New Business
HVAC Renovations
Project Contract
Award
(Item IV.D.2.)**

There was no further discussion.

The motion was unanimously approved.

Mr. Roewe noted Ms. Thompson departed the meeting at 5:30 p.m. for a previously scheduled commitment.

**New Business
Personnel Policy –
HR02 and HR06
(Item IV.D.3.)**

PERSONNEL POLICY HR02 AND HR06. Mr. Teterud moved and Mr. Johnson seconded approval of the revised Personnel Policy, Section HR02-Hiring and Employment, and Section HR06-Employee Conduct, as suggested. Mr. Roewe said for the most part, the recommended changes were intended to either update the policy sections for compliance with new laws or to clarify or expand current practice. Recommended changes were also reviewed and approved by District legal counsel.

There was no discussion.

The motion was approved.

**New Business
Public Art in District
Facilities Policy
(Item IV.D.4.)**

PUBLIC ART IN DISTRICT FACILITIES POLICY. Mr. Johnson moved and Ms. Calvert seconded approval of the revised Public Art in District Facilities policy, as suggested. Mr. Roewe noted District legal counsel suggested terminology changes to provide additional flexibility to the Board in determination of how this policy would be implemented. Mr. Roewe noted this presents another future opportunity for Trustees to volunteer for committee participation when the new Spokane Valley Library project moves forward.

There was no further discussion.

The motion was approved.

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

CORONAVIRUS/COVID-19 RESPONSE/UPDATE. Mr. Roewe provided an update on the District's response to the coronavirus pandemic, noting the biggest change was issued by the Governor in October that enabled libraries to offer limited in-library services as part of a revised Phase 2 Safe Start plan. Mr. Roewe reviewed the plan for safely reopening libraries in November. In response to Mr. Craig's query, Mr. Roewe said alternatives such as curbside pickup, Book A Librarian appointments, or other mobile services will be suggested for anyone unable or unwilling to wear a mask, as those alternate services would sufficiently address the District's compliance with the ADA. Staff has already been training to handle special circumstances. Mr. Roewe confirmed masks will be available for anyone without one. We want to be able to serve, and to do so, we must comply with current state-issued guidelines. There was no further discussion.

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**Discussion Items,
Possible Action
Future Board
Meeting Agenda
Items (Item V.A.)**

Chair Craig reviewed forthcoming agenda items for the next two months. Among other items, the agenda for November 17 will include updates on development and approval of the 2021 budget, a future Spokane Valley Library, and the District's response to the coronavirus pandemic. There was no further discussion.

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

In lieu of a report, Mr. Teterud asked about the handling of security for ballot boxes located at libraries. Mr. Roewe said security is the responsibility of the Spokane County Elections and Auditor's offices. Mr. Stumbough said because of heightened interest and concern, he has provided staff with guidelines to report any concerning behavior, yet it is not the District's role to intervene.

There were no other reports.

**Executive Director's
Report, Sept. 2020
(Item VI.B.)**

The Executive Director's written report for September 2020 provided prior to the meeting included reports from Finance and Facilities, Communication & Development, Collection Services, Human Resources, Operations, and Community Activities. Mr. Roewe had nothing further to report, and there were no questions. There was no further discussion.

**Operations Report,
Sept. 2020
(Item VI.C.)**

Operations Director Doug Stumbough and Library Operations Manager Kristy Bateman provided a written report prior to the meeting for September 2020, with data for customer use measures, programming, and library activities. In response to Mr. Teterud's comment, Mr. Stumbough said staff has looked into the possibility of hosting a public shred day sometime in the coming months. There was no further discussion.

**Fiscal Report,
Sept. 2020
(Item VI.D.)**

Revenue and Expenditure Statement through September 30, 2020.

<u>Fund 001</u>	
Revenues	\$ 9,812,901
Expenditures	\$ 10,407,320
Ending Fund Balance	\$ 4,543,008
Fund Budget Expended	67.18%

Mr. Knorr further reported a request for proposal for the Argonne Library Roof Replacement Project was made available to the general public on October 12, with bids due Thursday, October 29, 2020. Trustees confirmed their availability to attend a special meeting on Monday, November 2, to award the contract. The meeting will be held via teleconference. There was no further discussion.

**Adjournment
(Item VII.)**

Chair Craig adjourned the meeting at 5:57 p.m. The next Board Meeting was scheduled for Tuesday, November 17, 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

**SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES SPECIAL MEETING MINUTES: NOVEMBER 2, 2020**

A special meeting of the Spokane County Library District Board of Trustees was held via teleconference, at 4:00 p.m., Monday, November 2, 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: Rick Knorr, Financial Director; Doug Stumbough, Operations Director; and Patty Franz, Executive Assistant.

**Agenda
(Item I)**

Chair John Craig convened the special meeting/teleconference at 4:01 p.m.

**Agenda
(Item II)**

Argonne Library Roof Replacement Contract Award. Ms. Thompson motioned and Ms. Calvert seconded approval of the Argonne Library Roof Replacement Project contract award to Jimmy's Roofing, located in Spokane Valley, WA. Mr. Knorr reported the request for proposal was made available to the general public on Monday, October 12, 2020, and five (5) bids for the roof replacement project were received before deadline on Thursday, October 29. District staff recommended the lowest responsible bidder, Jimmy's Roofing, for the contract award. Mr. Knorr further said the bid amount of \$109,200 was lower than the amount anticipated by the District. The submitted bid and required documents were fully reviewed, as well as the company's qualifications. In response to Mr. Johnson's query, Mr. Knorr said after the contract is signed, the project will begin immediately and be completed section by section. Jimmy's Roofing indicated work can be done during cold, but dry weather conditions. Therefore, the project duration could extend through March 2021.

There was no further discussion.

The motion was unanimously approved.

**Agenda
(Item III)**

Chair Craig adjourned the meeting at 4:08 p.m.


John Craig, Chair

Patrick Roewe, Secretary of 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 October 31, 2020, and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$1,103,354.84 for the general fund and \$0.00 for the capital projects fund and are authorized to authenticate and certify these claims.

DATE: November 1, 2020

SIGNED: 
 TITLE: Finance Director

SIGNED: 
 TITLE: Executive Director

VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
57744	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	\$ 116.52
57745	AVISTA UTILITIES	MONTHLY UTILITIES	7,220.94
57746	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	51.04
57747	CONSOLIDATED IRRIGATION DIST19	WATER - OTIS ORCHARDS	112.96
57748	CITY OF SPOKANE	WATER & SEWER - MORAN PRAIRIE	1,465.94
57749	DUMAIS * ROMANS, INC.	MECHANICAL ENGINEERING FEES, HVAC UPGRADE	20,078.75
57750	EDNETICS	SMARTNET CONTRACT	502.75
57751	GALE/CENAGE LEARNING	LIBRARY PROGRAMS	495.11
57752	GREY HOUSE PUBLISHING	LIBRARY MATERIALS	255.05
57753	INGRAM DISTRIBUTION GROUP, INC	WEEKLY LIBRARY MATERIALS	11,211.65
57754	JAN WAY COMPANY USA, INC.	BOOK BAGS FOR CURBSIDE	759.00
57755	KENT ADHESIVE PRODUCTS CO.	OFFICE/LIBRARY SUPPLIES	512.19
57756	KIDS NEWSPAPER	ADVERTISING	800.00
57757	MIDWEST TAPE	WEEKLY LIBRARY MATERIALS	4,933.90
57758	MYTURN.COM, PBC	LIBRARY OF THINGS RESERVATION SOFTWARE	3,600.00
57759	NATIONWIDE INSURANCE	EMPLOYEE DEDUCTIONS FOR PET INSURANCE	262.26
57760	NATIONAL BARRICADE OF SPOKANE	BUILDING REPAIR & MAINTENANCE	54.99
57761	OVERDRIVE, INC.	WEEKLY LIBRARY MATERIALS e-Books	12,595.93
57762	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	398.12
57763	RECORDED BOOKS, LLC	WEEKLY LIBRARY MATERIALS	179.03
57764	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	347.15
57765	EPIGNOSIS, LLC	ANNUAL SUBSCRIPTION FOR TRAINING SOFTWARE	2,388.00
57766	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	381.76
57767	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	9,996.20
57768	US BANK	ANNUAL BOND AGENT FEE FOR MPLCFA	300.00
57769	VETERANS INFORMATION SERVICE	LIBRARY MATERIALS	28.00
57770	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	289.76
57771	CITY OF AIRWAY HEIGHTS	WATER & SEWER - AIRWAY HEIGHTS	660.63
57772	CITY OF CHENEY	WATER, SEWER, ELEC. - CHENEY	832.06
57773	CITY OF DEER PARK	WATER & SEWER - DEER PARK	246.53
57774	CITY OF MEDICAL LAKE	WATER, SEWER, REFUSE - ML	280.26
57775	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CH	12.32
57776	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE	3,039.00
57777	DIVCO INCORPORATED	QTRLY BUILDING MAINT CONTRACT - HVAC	16,714.28
57778	STATE OF WASHINGTON	UNCLAIMED PROPERTY REMITTANCE TO STATE	21.63
57779	EMPIRE DISPOSAL INC.	MONTHLY SOLID WASTE - FAIRFIELD	42.97
57780	FREE PRESS PUBLISHING, INC	LIBRARY MATERIALS	75.00
57781	INGRAM DISTRIBUTION GROUP, INC	WEEKLY LIBRARY MATERIALS	10,191.39
57782	MIDWEST TAPE	WEEKLY LIBRARY MATERIALS	3,109.81
57783	MODERN ELECTRIC WATER COMPANY	WATER, ELEC. - SV	1,726.33
57784	MAUREEN REGALADO	SEMI-MONTHLY SOCIAL MEDIA PLATFORM MGMT	750.00
57785	OVERDRIVE, INC.	WEEKLY LIBRARY MATERIALS e-Books	14,815.47
57786	PLYMOUTH ROCKET, INC.	ANNUAL SUBSCRIPTION FOR TIXKEEPER SOFTWARE	1,800.00
57787	RECORDED BOOKS, LLC	WEEKLY LIBRARY MATERIALS	330.44
57788	SIRSIDYNIX	MODULE FOR SIRSI SOFTWARE SYNDETTICS UNBOUND	10,963.57
57789	THE SPOKESMAN- REVIEW	LIBRARY MATERIALS	568.34
57790	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	21.70
57791	SPOKANE COUNTY ENVIRONMENTAL SERVICES	MONTHLY SEWER - AR, NS, SV	563.34

57792	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	1,381.23
57793	STATE PROTECTION SERVICES INC	MOBILE AFTER HOURS SECURITY: SV, NS	714.00
57794	UPS	SHIPPING	27.66
57795	VERIZON WIRELESS	MONTHLY WIRELESS SERVICE	1,777.18
57796	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE	1,240.69
57797	WHITWORTH WATER DISTRICT	WATER - NORTH SPOKANE	372.33
57798	ALLSTREAM	MONTHLY DID, PRI AND LONG DISTANCE PHONE SVC	536.01
57799	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	661.51
57800	CENTURYLINK	MONTHLY ANALOG TELEPHONE LINE: SV ELEVATOR	59.33
57801	E-RATE EXPERTISE, INC.	E-RATE CONSULTING SERVICES	637.50
57802	FAUCETS 'N STUFF PLUMBING	FALL SPRINKLER BLOWOUT SERVICE	1,141.35
57803	GALE/CENAGE LEARNING	LIBRARY MATERIALS	218.01
57804	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	4,049.85
57805	H&H BUSINESS SYSTEMS, INC.	QTRLY COPIER MAINTENANCE & TONER	128.41
57806	INGRAM DISTRIBUTION GROUP, INC	WEEKLY LIBRARY MATERIALS	12,731.44
57807	INLAND POWER AND LIGHT	ELECTRIC UTILITIES - AH, DP	725.04
57808	K9 PEST DETECTIVES LLC	QUARTERLY SPRAY SERVICE	4,352.85
57809	MIDWEST TAPE	WEEKLY LIBRARY MATERIALS	248.09
57810	OVERDRIVE, INC.	WEEKLY LIBRARY MATERIALS e-Books	14,967.83
57811	PERRINE PROPERTIES, LLC	MONTHLY PARKING LOT LEASE, SV	300.00
57812	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	368.32
57813	THE SPOKESMAN- REVIEW	LIBRARY MATERIALS	306.80
57814	BPR CUMULUS LLC	MONTHLY LEASE PAYMENT, BOOKEND	3,120.00
57815	UNIQUE MANAGEMENT SERVICES	MONTHLY COLLECTION AGENCY & NOTICE FEES	1,341.25
57816	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	546.28
57817	WASHINGTON NONPROFITS	ANNUAL MEMBERSHIP DUES	75.00
57818	WICK ENTERPRIZES, LLC	ADVERTISING	343.62
57819	WITHERSPOON BRAJCICH MCPHEE, PLLC	LEGAL SERVICES, GENERAL COUNSEL	621.00
57820	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	554.56
57821	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	55.67
57822	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	547.27
57823	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	738.59
57824	FREE PRESS PUBLISHING, INC	LIBRARY MATERIALS	24.00
57825	GALE/CENAGE LEARNING	LIBRARY MATERIALS	1,273.92
57826	GARY'S KEY & LOCK	LOCK AND KEY REPAIR	7.35
57827	H&H BUSINESS SYSTEMS, INC.	QTRLY COPIER MAINTENANCE & TONER	290.01
57828	INGRAM DISTRIBUTION GROUP, INC	WEEKLY LIBRARY MATERIALS	21,740.94
57829	INLAND POWER AND LIGHT	ELECTRIC UTILITIES - AH, DP	315.78
57830	KIDS NEWSPAPER	ADVERTISING	800.00
57831	MIDWEST TAPE	WEEKLY LIBRARY MATERIALS	4,171.70
57832	MAUREEN REGALADO	SEMI-MONTHLY SOCIAL MEDIA PLATFORM MGMT	750.00
57833	NORTHWEST CENTER SERVICES, INC	MONTHLY JANITORIAL SERVICES (new name for Argus)	18,136.52
57834	OPTUM	MONTHLY HSA ACCOUNT FEES	69.00
57835	OVERDRIVE, INC.	WEEKLY LIBRARY MATERIALS e-Books	33,987.86
57836	PATRIOT FIRE PROTECTION	BUILDING REPAIR & MAINTENANCE - N Spokane	283.14
57837	PRISMHR, INC.	MONTHLY SOFTWARE SUPPORT - HR	454.12
57838	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	976.94
57839	TARGET SYSTEM TECHNOLOGY, INC	ACCOUNTING SOFTWARE SUPPORT	686.07
57840	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	14,627.18
57841	WORLD BOOK, INC.	ELECTRONIC LIBRARY MATERIALS	11,183.64
57842	ZIPLY FIBER	TELEPHONE & BROADBAND - FF	126.06
57844	ALLIED FIRE & SECURITY BY VYANET	QUARTERLY ALARM MONITORING	227.59
57845	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	370.52
57846	MATTHEW BERTHOLIC	REFUND OF LOST ITEM FEE PAID	10.00
57847	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	19.28
57848	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	46.72
57849	DUMAIS * ROMANS, INC.	MECHANICAL ENGINEERING FEES	4,406.25
57850	GALE/CENAGE LEARNING	LIBRARY MATERIALS	327.39
57851	INGRAM DISTRIBUTION GROUP, INC	WEEKLY LIBRARY MATERIALS	7,697.48
57852	THE LIBRARY STORE, INC.	OFFICE/LIBRARY SUPPLIES	103.71
57853	LIVELY'S FIRE EXTINGUISHER SERVICE LLC	FIRE EXTINGUISHER TESTING SERVICES	69.70
57854	MIDWEST TAPE	WEEKLY LIBRARY MATERIALS	3,058.34
57855	OVERDRIVE, INC.	WEEKLY LIBRARY MATERIALS e-Books	9,627.49
57856	PUBLIC LIBRARIES OF WASHINGTON	ANNUAL DUES	2,147.82
57857	STANDARD PRINTWORKS	ADVERTISING/PRINTING	120.33

57858	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	464.53
57859	ALLIED FIRE & SECURITY BY VYANET	QUARTERLY ALARM MONITORING	1,518.31
W00860	STATE OF WASHINGTON	3RD QUARTER STATE SALES/EXCISE TAXES	1,607.77
W00861	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	63,469.96
W00862	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	55,191.58
W00863	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	3,590.14
W00864	US BANK - HEALTH - OPTUM	H S A CONTRIBUTIONS	1,799.75
W00865	ASSOCIATION OF WASHINGTON CITIES - VIMLY BENEFI	MEDICAL, DENTAL, VISION & LIFE INS.	91,540.97
W00866	DEPT. OF LABOR & INDUSTRIES	QUARTERLY WORKMAN'S COMP.	11,310.06
W00867	STATE OF WASHINGTON	3RD QUARTER STATE PFML TAXES	6,711.05
W00868	US BANK - HEALTH - OPTUM	H S A CONTRIBUTIONS	1,831.00
W00869	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	3,094.85
W00870	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	62,457.42
W00871	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	55,079.38
Total Non-Payroll General Operating Fund			\$ 698,794.36

PAYROLL VOUCHERS

10092020PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #19	\$ 204,063.45
10232020PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #20	200,497.03
Total Payroll General Operating Fund			\$ 404,560.48

TOTAL GENERAL OPERATING FUND

\$ 1,103,354.84

September/October, 2020
Paid in October, 2020
Voucher # 057840

Card Category	Amount
General Purchases	\$ 2,807.80
Maintenance	\$ 1,975.73
Travel	\$ 213.35
Acquisitions	\$ 2,700.40
Information Technology	\$ 6,929.90
Outreach	\$ -
General Fund Purchases	\$ 14,627.18

Top Individual Charges

Tire Rama/New Tires for Maintenance Truck	\$ 931.06
Pleasant Solutions/Software Renewal	\$ 1,507.24
Global Knowledge/On-Line Training for IT	\$ 1,084.64

NEW SPOKANE VALLEY LIBRARY: UPDATE

LOCAL Program Application Status

As previously reported to the Board, the District has been approved to finance the new Spokane Valley library building via the Washington State Treasurer's LOCAL program. A copy of the approval letter is attached for reference.

Next Steps

Staff are working on finalizing and posting a request for proposal for an owner's representative for the project. We hope to have a recommendation for approval of that contract as early as the December Board of Trustees meeting.

The Request for Qualifications for architectural services would follow that determination, as we'd like to have the owner's representative on board to assist in that process.

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

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



State of Washington
STATE FINANCE COMMITTEE

DUANE A. DAVIDSON, *Chairman*
State Treasurer

JAY R. INSLEE
Governor

CYRUS HABIB
Lieutenant Governor

November 02, 2020

Rick Knorr, Finance Director
Spokane County Library District
4322 N. Argonne Road
Spokane, WA 99212

Dear Rick Knorr:

RE: Credit Approval

The Library District has been approved to finance new Spokane Valley Library Building. The financing, with total proceeds not to exceed \$12,000,000.00, and a final maturity not to exceed 15 years, will be included in an upcoming State of Washington Real Estate Series of Certificates of Participation.

Funding is contingent on the following:

- No material changes in the financial condition of the Library District
- Completion of all items on the checklist

We look forward to working on your behalf.

Sincerely,

Duane A. Davidson
Washington State Treasurer

Jason Richter
Deputy State Treasurer

cc: Michael Baumgartner, Spokane County Treasurer, Spokane County

2021 Budget Update

Budget Elements

The 2021 Budget is comprised of five necessary elements, as outlined in the meeting agenda:

- a. Cost of Living Adjustment (COLA) for 2021
- b. Adopting the 2021 Budget and Certifying It to the Board of County Commissioners (Resolution No. 20-05)
- c. Authorizing 2020 Property Tax Levy Increase for Collection in 2021 (Resolution No. 20-06)
- d. Levying the Regular Property Taxes for Spokane County Library District for Collection in 2021 (Resolution No. 20-07)
- e. Declaration of Substantial Need for Purposes of establishing the Levy Limit Factor for 2020 Property Taxes for Collection in 2021 (Resolution No. 20-08)
- f. Board Direction to Staff

General Background

As stipulated by RCW 84.52.070, it is the duty of the Board of Trustees to certify to the Spokane County Assessor's Office the amounts to be raised by taxation, and to file certified budgets on or before November 30, 2020.

Please note the budget resolutions have been reviewed by the District's legal counsel.

Specific Background and Recommended Action by Item

Item IV.C.2.a: Cost of Living Adjustment (COLA) for 2021: Approval Recommendation.

Background

The initial budget presented at the October 20 regular meeting included a tentative annual cost of living adjustment based on an August CPI-W year-over-year increase, which was published at 1.39%. The CPI-W is an all U.S. urban wage earners consumer price index, and the August year-to-date published rate is again being used by the state of Washington for the annual adjustment to the state minimum wage. The minimum wage will increase from \$13.50 to \$13.69.

Based on Board direction from the October meeting, staff have calculated the cost of the annual salary adjustment using 1.39%, plus the costs of an alternate cost of living adjustment.

Percentage	Increase	Including Payroll Taxes
1.39%	93,202	111,749
2.00%	134,308	161,035

The budget presented for adoption includes the recommendation of a 1.39% cost of living adjustment, matching the published index. Stipulated in District Personnel Policy 3.15, the Board of Trustees has sole approval authority for any such adjustment between 0% and 4%, and may alter the percentage amount accordingly.

Recommended Action

- a. Board motion to authorize the District to use a 1.39% cost of living adjustment per District Personnel Policy 3.15 for the 2021 budget.

Item IV.C.2.b: Adopting a 2021 Budget and Certifying It to the Board of County Commissioners (Resolution No. 20-05): Approval Recommendation.

Background

The General Fund Budget, Exhibit A to Resolution No. 20-05, has changed from the initial budget presented in October as follows:

	November Final Budget	October Preliminary Budget	Variance
REVENUES			
TAX REVENUE, NET OF TIFs	15,840,000	15,820,000	20,000
CONTRACT CITIES	453,000	453,000	-
FINES & FEES	55,000	20,000	35,000
E-RATE REIMBURSEMENTS	211,000	211,000	-
INTEREST, GRANTS AND OTHER	133,000	131,000	2,000
	<u>16,692,000</u>	<u>16,635,000</u>	<u>57,000</u>
EXPENSES			
SALARIES	7,110,400	7,193,500	(83,100)
PAYROLL TAXES & BENEFITS	2,451,700	2,499,600	(47,900)
LIBRARY MATERIALS	2,281,000	2,278,200	2,800
SERVICES	1,504,500	1,521,100	(16,600)
CAPITAL EQUIPMENT EXPENDITURES	1,320,000	1,000,000	320,000
OTHER	887,600	883,600	4,000
TRANSFERRED TO CAPITAL FUND	1,201,800	1,324,000	(122,200)
	<u>16,757,000</u>	<u>16,700,000</u>	<u>57,000</u>

Comments on variances from the initial budget presentation at the October 20 meeting follow:

- Forecasted property tax collections are \$20,000 higher, due to an increase in the estimated state-assessed values.
- Fines and fees have been increased based on the assumption that the temporary waiver of overdue fines will end sometime in 2021. However, the budgeted amount of \$55,000 remains modest due to the expected duration of the current temporary waiver.
- Salaries are lower than the preliminary amount reported by \$83,100, after a more thorough review of the staffing plan. Total employee count is 173, down from 175. The only new positions budgeted for 2021 are two staff needed once the District takes delivery of the new mobile outreach vehicle.
- Total payroll taxes and benefits are lower by \$47,900 from the previous presentation, in step with the revision to total salaries.
- Total services expense is best explained in the following table:

	November Final Budget	October Preliminary Budget	Variance
SERVICES			
JANITORIAL SERVICES	252,000	232,000	20,000
HVAC MAINTENANCE	81,500	81,500	-
GROUNDS MAINTENANCE	73,000	74,000	(1,000)
COURIER SERVICES	70,000	70,000	-
BUILDING MAINTENANCE, ALL OTHER	30,000	20,000	10,000
PROFESSIONAL AND CONSULTING FEES	145,000	195,000	(50,000)
SOFTWARE SUPPORT, SIRSIDYNIX	180,000	175,000	5,000
SOFTWARE SUPPORT, ALL OTHER	166,100	166,100	-
CATALOGING, AUTHORITY AND ILL SERV	49,000	48,500	500
ADVERTISING, ENGAGE PRINTING	126,000	126,000	-
TRAINING AND TRAVEL	120,800	120,800	-
INSURANCE	65,000	65,000	-
BOOKEND AND OTHER LEASE PMTS	47,500	47,500	-
SECURITY	21,500	21,500	-
OTHER	77,100	78,200	(1,100)
	<u>1,504,500</u>	<u>1,521,100</u>	<u>(16,600)</u>

- Total library materials continue to be based on 14% of total tax revenues, including revenues from contract cities, as per District policy.
- Total capital equipment and major maintenance projects increased from \$1,000,000 to \$1,320,000. After awarding the HVAC renovation project last month, the initial planning meeting reported that the lead time necessary for the specified HVAC equipment is approximately eight (8) weeks. As such, the project became a 2021 project and the budget was increased accordingly. The following table summarizes the capital equipment budget for 2021.

Category	
Vehicles	336,648
Security	334,000
HVAC Phase 1 (Awarded)	282,221
Buildings, other	164,754
Technology	182,377
Office furnishings, other	20,000
	<u>1,320,000</u>

- Transfers to the Capital Projects Fund was decreased to \$1,201,800 to accommodate the addition of the HVAC project to year 2021.

The Capital Projects Fund Budget, Exhibit B to Resolution No. 20-05.

For 2021, the budget assumes the District will begin the construction project for a new library in Spokane Valley. A total of \$1,096,000 is budgeted to be spent toward planning and design of this project in 2021. The District has been awarded a grant from the Washington State Department of Commerce toward this construction project, pending approval from the Legislature and Governor during the upcoming session. The District also received approval for financing from the LOCAL program offered by the Washington State Treasurer. We do not project to draw down on either of these sources of funds in 2021, as of this time; thus, they are not included in Exhibit B.

The full text of the resolution follows at the end of this agenda item.

Recommended action:

- **Motion to approve Resolution No. 20-05 - Adopting a 2021 Budget and Certifying It to the Board of County Commissioners.**

Item IV.C.2.c: Authorizing 2020 Property Tax Levy Increase for Collection in 2021 (Resolution No. 20-06): Approval Recommendation.

Background

The second resolution authorizes a tax levy increase both in terms of dollars and percentage from the previous year, as required by RCW 84.55.120.

The full text of the resolution follows at the end of this agenda item.

Recommended action:

- **Motion to approve Resolution No. 20-06 - Authorizing 2020 Property Tax Levy Increase for Collection in 2021.**

Item IV.C.2.d: Levying the Regular Property Taxes for Spokane County Library District for Collection in 2021 (Resolution No. 20-07): Approval Recommendation.

Background

The third resolution establishes the actual levy amount to be submitted to the Spokane County Board of Commissioners for collection in 2021. A standard Levy Certification form created by the Washington State Department of Revenue certifying the same levy amount as in the body of the resolution will accompany the resolution when filed with the county legislative authority.

The full text of the resolution follows at the end of this agenda item.

Recommended action:

- **Motion to approve Resolution No. 20-07 - Levying the Regular Property Taxes for Spokane County Library District for Collection in 2021.**

Item IV.C.2.e: Declaration of Substantial Need for Purposes of Establishing the Levy Limit Factor for 2020 Property Taxes for Collection in 2021 (Resolution No. 20-08): Approval Recommendation.

Background

The fourth resolution makes a formal declaration of substantial need for the levy limit factor to be increased to the full 1% of the previous highest lawful amount. The inflation measurement mandated by the state, per RCW 84.55.005, reported a 0.6015% increase. When this amount is less than 1%, the District must pass a resolution demonstrating and declaring substantial need for a 1% increase to be used to calculate the levy. Resolution 20-08 is included to accomplish this requirement.

Item IV.C.2.f: Board Direction to staff

Background

The Board may direct staff to complete other budget-related tasks, including the preparation of an amendment to the 2021 Budget for the December meeting.

Recommended Actions

Recommended action corresponding to each agenda item is included in each section, and stated here collectively for reference:

- a. Motion to authorize the District to use a 1.39% cost of living adjustment per District Personnel Policy 3.15 for the 2021 Budget.
- b. Motion to adopt Resolution No. 20-05 - Adopting the 2021 Budget and Certifying It to the Board of County Commissioners.
- c. Motion to adopt Resolution No. 20-06 - Authorizing 2020 Property Tax Levy Increase for Collection in 2021.
- d. Motion to adopt Resolution No. 20-07 - Levying the Regular Property Taxes for Spokane County Library District for Collection in 2021.
- e. Motion to adopt Resolution No. 20-08 - Declaration of Substantial Need for Purposes of establishing the Levy Limit Factor for 2020 Property Taxes for Collection in 2021.
- f. Board Direction to staff

RESOLUTION NO. 20-05

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, ADOPTING THE 2021 BUDGET; CERTIFYING TO THE BOARD OF COUNTY COMMISSIONERS OF SPOKANE COUNTY THE DISTRICT'S 2021 BUDGET; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

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

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

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

WHEREAS, RCW 27.12.210(4) requires that the Board of Trustees (the "Board") submit annually to the legislative body of the county a budget containing estimates in detail of the amount of money necessary for the District for the ensuing year;

WHEREAS, RCW 84.52.070 requires the Board to certify to the county legislative authority budgets or estimates of the amounts to be raised by taxation and to file such certified budget or estimates with the county legislative authority on or before the thirtieth (30th) day of November;

WHEREAS, RCW 84.52.025 requires that such budgets or estimates clearly indicate an estimate of cash balance at the beginning and ending of each budget period;

WHEREAS, a budget forms the basis for Board action required prior to November 30, pursuant to RCW 84.55.0101 and RCW 84.55.120, to authorize a property tax levy increase and to establish a levy limit factor for taxes to be collected;

WHEREAS, the Board has made a determination of funding necessary for normal 2021 maintenance and operation of the District, which is reflected in the 2021 Budget;

WHEREAS, pursuant to RCW 27.12.210(4) and RCW 84.52.020, the Board has determined to certify said 2021 Budget to the Board of County Commissioners of Spokane County.

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

Section 1: ADOPTION OF 2021 BUDGET

The Board adopts 2021 Budgets as follows:

General Operating Fund (001-661):	\$ 16,692,000
Capital Projects Fund (008-661):	\$ 1,096,000

Section 2: CERTIFICATION OF 2021 BUDGET

The Board hereby certifies to the Board of County Commissioners of Spokane County the 2021 Budget (a copy of which is attached hereto as Exhibit A and B, and incorporated herein by reference), which includes estimates of the 2021 beginning and ending cash balances.

Section 3: EFFECTIVE DATE

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

ADOPTED by the Board of Trustees of Spokane County Library District, Spokane County, Washington, at a regular meeting thereof, notice of which was given as required by law, held on this 17th day of November 2020.

SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

John Craig, Chair
Board of Trustees

ATTEST

Patrick Roewe
Secretary to the Board of Trustees

Exhibit A

**Spokane County Library District
2021 General Operating Fund Budget**

REVENUES

PROPERTY TAXES	\$ 16,030,000
LESS: TAX INCREMENT FINANCING AREAS (TIF'S)	(190,000)
CONTRACT CITIES - AIRWAY HEIGHTS	349,000
CONTRACT CITIES - SPOKANE	104,000
FINES & FEES	55,000
E-RATE REIMBURSEMENTS	211,000
GRANTS & DONATIONS	50,000
INTEREST REVENUES AND OTHER	83,000
TOTAL REVENUES BEFORE TRANSFERS	<u>16,692,000</u>

TRANSFERS IN -

TOTAL REVENUES & TRANSFERS IN \$ 16,692,000

EXPENSES

SALARIES	7,110,400
FRINGE BENEFITS	2,451,700
SUPPLIES	197,700
UTILITIES, INTERNET & BROADBAND SERVICES	493,500
LIBRARY MATERIALS	1,504,500
ELECTRONIC LIBRARY MATERIALS	2,031,000
LIBRARY PROGRAMS	250,000
CAPITAL EXPENDITURES	131,400
OPERATIONAL CONTINGENCIES	1,320,000
TOTAL EXPENSES BEFORE TRANSFERS	<u>-</u> <u>15,490,200</u>

TRANSFERS TO CAPITAL PROJECTS FUND 1,201,800

TOTAL EXPENSES & TRANSFERS OUT \$ 16,692,000

NET EXCESS OF REVENUES OVER (UNDER) EXPENSES -

Estimated Beginning Fund Balance: January 1, 2021 \$ 5,715,000

Net Excess of Revenues over Expenses -

Estimated Ending Fund Balance: December 31, 2021 \$ 5,715,000

Exhibit B

**Spokane County Library District
2021 Capital Projects Fund Budget**

REVENUES

Proceed from Long Term Debt Borrowings	\$ -
Interest Earnings	29,850
Transfers in From General Fund	<u>1,201,800</u>
TOTAL REVENUES	<u><u>\$ 1,231,650</u></u>

EXPENSES

New Spokane Valley Library Expenditures	<u>1,096,000</u>
TOTAL EXPENSES	<u><u>\$ 1,096,000</u></u>

NET EXCESS OF REVENUES OVER (UNDER) EXPENSES	<u><u>\$ 135,650</u></u>
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Estimated Beginning Fund Balance: January 1, 2021	\$ 3,200,000
Net Excess of Revenues over (under) Expenses	<u>135,650</u>
Estimated Ending Fund Balance: December 31, 2021	<u><u>\$ 3,335,650</u></u>

RESOLUTION NO. 20-06

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, AUTHORIZING A 2020 PROPERTY TAX LEVY INCREASE FOR COLLECTION IN 2021 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 District actual property tax levy amount from the previous year was \$15,462,749 and

WHEREAS, the population of the District is more than 10,000; and

WHEREAS, the Board of Trustees (the “Board”) gave proper notice of the public hearing held October 20, 2020, to consider the District’s revenue sources for the 2021 current expense budget, pursuant to RCW 84.55.120; and

WHEREAS, the Board, after hearing, and after duly considering all relevant evidence and testimony presented, has determined the District requires an increase in property tax revenue from the previous year, in addition to the increase resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, in order to discharge the expected expenses and obligations of the District and in its best interest;

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

Section 1: DETERMINATION OF PROPERTY TAX LEVY INCREASE

The Board hereby determines that an increase in the regular property tax levy is hereby authorized for the 2020 levy to be collected in 2021 in the amount of \$169,628, which is a percentage increase of 1.097% from the previous year.

This increase is exclusive of additional revenue resulting from the addition of new construction and improvements to property, newly constructed wind turbines, any increase in the value of state-assessed property, and any annexations that have occurred.

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, notice of which was given as required by law, held on this 17th day of November 2020.

SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

John Craig, Chair
Board of Trustees

ATTEST

Patrick Roewe
Secretary to the Board of Trustees

RESOLUTION NO. 20-07

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, LEVYING THE REGULAR PROPERTY TAXES FOR SPOKANE COUNTY LIBRARY DISTRICT FOR COLLECTION IN 2021 TO DISCHARGE ANTICIPATED DISTRICT EXPENSES AND OBLIGATIONS FOR THE 2021 CALENDAR YEAR; CERTIFYING SAID AMOUNT TO THE BOARD OF COUNTY COMMISSIONERS OF SPOKANE COUNTY; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

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

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

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

WHEREAS, the District is authorized to levy not more than \$0.50 per thousand dollars of assessed valuation within limitations set forth in RCW Chapter 27.12.050;

WHEREAS, RCW 27.12.210(4) requires that the Board of Trustees (the “Board”) submit annually to the legislative body of the county a budget containing estimates in detail of the amount of money necessary for the District for the ensuing year;

WHEREAS, RCW 84.52.020 requires the Board to certify to the county legislative authority, for the purposes of levying district taxes, budgets or estimates of the amounts to be raised by taxation on the assessed valuation of the property in the District and to make and file such certified budget or estimates with the clerk of the county legislative authority on or before the thirtieth (30th) day of November;

WHEREAS, the Board has determined an estimate of the amount of property tax funding necessary for normal 2021 maintenance and operation of the District, which is reflected in the 2021 Budget adopted by Resolution No 20-05;

WHEREAS, pursuant to RCW 27.12.210(4) and RCW 84.52.020, the Board has determined to certify said estimate of the necessary property tax levy amount to the Board of County Commissioners of Spokane County;

WHEREAS, the Board of Trustees (the “Board”) gave proper notice of the public hearing held October 20, 2020, to consider the District’s revenue sources for the 2021 current expense budget, pursuant to RCW 84.55.120;

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

Section 1: LEVY AMOUNT TO BE RAISED BY PROPERTY TAXES FOR THE 2021 GENERAL OPERATING FUND BUDGET

The Board hereby adopts a 2020 property tax levy for collection in 2021 in the amount of \$16,030,000.

Section 2: CERTIFICATION OF 2020 PROPERTY TAX LEVY

The Board hereby certifies to the Board of County Commissioners of Spokane County the 2020 property tax levy for collection in 2021.

Section 3: EFFECTIVE DATE

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

ADOPTED by the Board of Trustees of Spokane County Library District, Spokane County, Washington, at a regular meeting thereof, notice of which was given as required by law, held on this 17th day of November 2020.

SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

John Craig, Chair
Board of Trustees

ATTEST

Patrick Roewe,
Secretary to the Board of Trustees

RESOLUTION NO. 20-08

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, MAKING A DECLARATION OF SUBSTANTIAL NEED FOR PURPOSES OF ESTABLISHING THE LEVY LIMIT FACTOR FOR 2020 PROPERTY TAXES TO BE COLLECTED IN 2021.

**SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, 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;

WHEREAS, RCW 84.55.010 and 84.55.092 provides that a taxing jurisdiction may levy taxes in an amount of no more than the limit factor multiplied by the highest lawful levy since 1985 plus additional amounts resulting from new construction, improvements to property, newly constructed wind turbines, and any increase in the value of state-assessed property;

WHEREAS, under RCW 84.55.005(2)(c), the limit factor for jurisdictions with a population of 10,000 or over is the lesser of one hundred one percent (101%) or one hundred percent (100%) plus inflation;

WHEREAS, RCW 84.55.005(1) defines "inflation" as the percentage change in the implicit price deflator for personal consumption expenditures for the United States as published for the most recent 12-month period by the Bureau of Economic Analysis of the federal Department of Commerce in September of the year before the taxes are payable;

WHEREAS, "inflation" published for September 2020 is .601% and the limit factor is 100.601 percent;

WHEREAS, RCW 84.55.0101 provides for use of a limit factor of one hundred one percent (101%) or less with a finding of substantial need by a majority plus one approval of the board when the Board consists of more than four members;

WHEREAS, the District is a local taxing district with a population of more than 10,000;

WHEREAS, the Board of Trustees of the District has met and considered its budget for the fiscal year 2021;

WHEREAS, the Board, in the course of considering the budget for 2021 has reviewed all sources of revenue and examined all anticipated expenses and obligations;

WHEREAS, the Board has determined that, due to the factors listed herein, the Board finds that there is a substantial need to increase the regular property tax limit factor above the 100.601 percent rate of inflation established by the Department of Revenue;

1. Property taxes comprise 95% of the District's annual revenue and under RCW 27.12.270, the District cannot augment its income by charging fees for library services.
2. The CPI-W annual cost of living index increased 1.39% for the same time period. This index is used by the State of Washington for increasing the minimum wage and used by the District for the cost of living adjustment for annual wages.
3. The employee medical insurance premiums increased by 5% in accordance with information provided by AWC Employee Benefit Trust, the District's employee health care insurance provider.

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

Section 1: DETERMINATION OF SUBSTANTIAL NEED

The Board hereby determines that based on the aforementioned factors, there is substantial need for a 2020 property tax levy to be collected in 2021 that exceeds 100.601 percent.

Section 2: ESTABLISHING A LEVY LIMIT FACTOR FOR PROPERTY TAXES TO BE COLLECTED IN 2021

The Board further determines that the limit factor for the District's regular levy to be collected in calendar year 2021 shall be one hundred and one percent (101.0%) of the highest amount of regular property taxes that could have been lawfully levied in this taxing district in any year since 1985.

Section 3: EFFECTIVE DATE

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



ADOPTED by the Board of Trustees of Spokane County Library District, Spokane County, Washington, at a regular meeting thereof, notice of which was given as required by law, held on this 17th day of November 2020.

SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

John Craig, Chair
Board of Trustees

ATTEST

Patrick Roewe,
Secretary to the Board of Trustees

COVID-19 Response Update – November 17, 2020

Background

Governor Jay Inslee’s “Safe Start” plan includes a four phased approach to reopening the state. As of this writing, Spokane County remains in Phase 2. On October 6, 2020, the Governor announced modifications to the “Safe Start” guidelines that would allow libraries to open to the public for limited in-person services in Phase 2.

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

Staffing

No changes since the last update.

Alternative services

No changes since the last update. Curbside pickup continues to be provided at all District libraries. Remote services such as virtual programs, Book Butler, and Book a Librarian continue to be offered via the District’s platform.

New services

Mobile hotspots: As previously reported, we applied for and were awarded a grant through the Washington State Library for 30 mobile hotspots and funding for the annual data costs. We received the devices and they were made available for customer checkout on October 13.

Remote Printing and Pickup: As previously reported, remote printing service launched in October. Customers can submit print jobs via an online platform and then pick them up at the library of their choice via curbside pickup.

Limited in-person library services

District libraries opened for limited in-person services on November 12, 2020, in compliance with state-issued guidelines. Safety protocols include, but are not limited to: facial coverings required, significantly reduced customer capacity, social distancing markers located throughout the library, hand sanitizer stations, and a 30-minute time limit for customers.

Two factors will ultimately determine the District’s ability to maintain in-person service. The first is directives from the state level. Future proclamations reverting to prior “Safe Start” phases or similar actions may result in suspension of services. The second factor is customer cooperation with the safety protocols. If the District is unable to maintain the state-issued requirements due to widespread noncompliance on the part of customers, we would likely return to curbside and remote-based services only.

Executive Director Patrick Roewe will provide a more detailed update 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: DECEMBER 2020 - JANUARY 2021***December 15, 2020: North Spokane Library * - 4:00 p.m.***

- New Spokane Valley Library: Update (TBD)
- 2021 Budget
 - Adopting a 2021 Final Budget (Resolution No. 20-xx): Approval Recommendation.
- 2020 Work Plan—Year in Review
- 2021 Work Plan
- 2021 Meeting Schedule/Locations and Policies Review: Approval Recommendation.
- 2021 Board of Trustees' Officers Election: Action Required.
- Recognition of Retiring Trustee Wes Teterud (Resolution No. 20-xx): 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, Dec. 1, for inclusion in the preliminary agenda to be sent Dec. 2. Meeting packets will be mailed Dec. 11.

January 19, 2021: North Spokane Library * (location tentative until approved) - (4:00 p.m.)

- New Spokane Valley Library: Update (TBD)
- Welcome Incoming Trustee (Tentative)
- Bulletin Boards and Community-Interest Publications Policy: Approval Recommendation.
- Computer, Wireless Network and Internet Use Policy: Approval Recommendation.
- COVID-19 Response Update

SPECIAL MEETINGS/ACTIVITIES202011/17 2021 GSI 23rd Annual Economic Forecast – Virtual (8-9:15 a.m.)

TBD Trustee Candidate Interviews

➤ * If not by teleconference

EXECUTIVE DIRECTOR'S REPORT OCTOBER 2020

Business Office, Finance and Facilities – Rick Knorr

General Fund

Property Tax Collections and Second Half Payment Extension

The District received \$4,416,573 in tax collections in October 2020, bringing the year-to-date total collected to 87.7%. This compares to what has been typically received in previous years through October of approximately 94%. A reasonable forecast of collections for the next two months should result in at least 96% to 98% of the total levy collected by year end.

Expenses

Total expenses before transfers is 74% of budget, versus the target of 83%. Most categories continue to remain under budget due primarily to the operational disruption of COVID-19.

Financing for the New Spokane Valley Library

The District submitted an application on August 13, 2020, to the LOCAL program, a lending facility managed by the Washington State Treasurer's Office and available to the District for approved projects, for the purposes of obtaining credit approval and subsequent financing for the new Spokane Valley Library building. On November 2, 2020, the District received a letter of approval for financing up to \$12,000,000 for this project, as requested.

Moran Prairie Library Capital Facility Area

The resolution for the 2021 annual budget and the resolution for the 2021 excess levy authorization for the Moran Prairie Library Capital Facility Area (MPLCFA) were passed by the Board of County Commissioners, the official governing body of the Moran Prairie Library Capital Facility Area, on Tuesday, November 3, 2020. The MPLCFA bonds mature in December 2023.

Facilities Report

HVAC Upgrade Project

The HVAC upgrade project contract was signed October 27, 2020, and the notice to proceed was concurrent. An inaugural planning discussion was completed with Apollo Mechanical Contractors, the contractor awarded the project, and the due date for the project was established to be 90 days from the date of the contract signing, or January 27, 2021. The additional time was due to the reported eight-week lead time needed to obtain the specified Lennox branded equipment. As mentioned in the 2021 budget narratives, this will now become a 2021 capital project.

Argonne Library Roof Replacement

The Argonne Roof Replacement Project contract was awarded to Jimmy's Roofing on November 2, 2020, and the contract was signed on November 3, 2020. The Notice to Proceed was again concurrent with signing the contract and the due dates by section were agreed upon as follows.

East section:	December 31, 2020
All other sections:	March 31, 2021

Spokane Valley and North Spokane Parking Lot Street Lighting

Two parking lot street lights were replaced with new LED lights at Spokane Valley. The lights in question were those that were the closest to the front entrance and were replaced to provide better lighting for curbside pickup.

Human Resources – Toni Costa

Training

In preparation for reopening the buildings to the public, the training focus this month was on working to gain customer cooperation on limitations related to COVID-19.

WLA 2021

This year's Washington Library Association conference, originally scheduled to be held in Spokane, took place entirely online the week of October 13. We were able to register all staff to attend due to the virtual platform and several SCLD staff presented informative workshops. In addition to events and workshops that were live streamed during conference week, all staff will have access to recordings of all the conference offerings through the end of the year.

Other Updates

October saw minimal employee turnover. Three employees left the District, a Library Assistant from Fairfield and two Public Services Technicians (previously called Library Pages) from North Spokane.

Communication and Development – Jane Baker

Communication

The Communication Department continued to provide program support and advertising in October, along with support for signage and messaging in preparation for the library reopening. Three eNewsletters were sent during the month, with highest customer response to our curbside pickup, mobile hotspots, and the October virtual programs, respectively. The Spokesman's announcement of reopening posted to our social media was met with much happiness from customers, as well as appreciation that our curbside services were continuing.

Development

The Development Department continues to attend virtual networking events and making connections with regional business leaders and influencers. Library services and resources are promoted during these events to many unfamiliar with them, as well as discovering new library supporters in the community.

Operations – Doug Stumbough

In October, we saw 12,801 customers visit our libraries and check out 63,027 items via the curbside service. The visits and checkouts are up from the 11,512 customers and 37,972 items checked out in September, but only 30% of the visits and 37% of physical items checked out last October (101,529; 169,547). On average, libraries served 50 customers each day, with North Spokane (3,675 visitors, 9,130 items checked out) and Spokane Valley (3,254; 8,077) seeing the most activity, and averaging more than 20 visits per hour.

Customer-placed holds increased significantly in October compared to the same month last year (21%), with 39,950 requests for physical items (35,963 in 2019), up slightly from last month.

With the Governor's modification of Phase 2 Library Services announced, final preparations were made for the next phase of reopening in November for limited in-person services. In addition to modifying and configuring the public spaces to provide adequate distancing and traffic flow, staff have also completed training aimed at better informing and engaging customers on library use within the current limitations and requirements.

Collection Services – Andrea Sharps

Selection Strategies in Response to the COVID-19 Library Closures

Effective September 1, the maximum number of monthly checkouts for *hoopla* was increased to six (6) from five (5). We realized we had the budgetary capacity within the monthly budget allocation to make this modest but impactful increase. The one (1) additional monthly checkout will be helpful for students of all ages who are learning remotely or are in a hybrid school model due to the pandemic. We kept the OverDrive checkout limit the same as well as the OverDrive customer recommendations limit in order to give as many of the District's 118,000 cardholders as possible the opportunity and ability to access and enjoy this popular digital service during the library closures due to the continuing COVID-19 crisis.

Starting in June, and then again monthly in July and August, select items from the BookEnd were made available to fill holds based on the number of holds District-wide. Starting in September and continuing through October, we expanded these parameters and ran the report twice a month with a lower holds threshold. This temporary workaround helped to get more copies of high-demand items into customers' hands more quickly and freed up room on the BookEnd's shelves for incoming new materials when library buildings are reopened to customers. In preparation for the libraries reopening, orders were submitted for new adult and children's Books-To-Go titles at all locations, and new physical materials for audiences of all ages were assigned to the BookEnd in October.

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

- Popular **OverDrive** titles October 2020:
 - Checkouts October 1 – October 31:
 - *Where the Crawdads Sing* by Delia Owens. eAudiobook. (75)
 - *Where the Crawdads Sing* by Delia Owens. eBook. (68)
 - *The Ballad of Songbirds and Snakes* by Suzanne Collins. eBook. (65)
 - Holds as of November 2:
 - *A Time for Mercy* by John Grisham. eBook. (150)
 - *The Cold Millions* by Jess Walter. eBook. (139)
 - *Midnight Sun* by Stephenie Meyer. eAudiobook. (91)

- Popular **Adult Book** titles October 2020:
 - Checkouts:
 - *Too Much and Never Enough: How My Family Created the World's Most Dangerous Man* by Mary L. Trump (36)
 - *Rage* by Bob Woodward (26)
 - *The Return* by Nicholas Sparks (25)
 - Holds:
 - *The Return* by Nicholas Sparks (55)
 - *The Cold Millions: A Novel* by Jess Walter (54)
 - *The Searcher* by Tana French (41)

Select Digital Circulation Statistics

hoopla Checkouts	
October 2019	2097
October 2020	2744
%	+31%
OverDrive Checkouts	
October 2019	51022
October 2020	59440
%	+16.5%
OverDrive Holds	
October 2019	14215
October 2020	20044
%	+41%

COLLECTION MONTHLY REPORT

October 2020

	Select Transaction Count		
Physical Collection	YTD 2020	YTD 2019	CHANGE
Items Processed	42,420	57,310	-26%
Interlibrary Loan Total	3,739	10,407	-64%
Overdrive			
Total Checkouts	602,206	515,517	17%
Total Holds	212,788	156,657	36%
hoopla			
Total Checkouts	26,651	20,125	32%
	Total Items in Collection		
Material Type	YTD 2020	YTD 2019	CHANGE
Print	318,901	315,491	1%
Nonprint	84,663	85,506	-1%
Overdrive	104,649	91,139	15%
Grand Total	508,213	492,136	3%

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

Executive Director – Patrick Roewe

Leadership Team Updates:

The majority of this month’s efforts are addressed in other agenda items. As has been the case for the last eight months, a primary focus for me and the rest of the Leadership Team has been on continued adaptation and response to the “new normal” of COVID-19 and public health landscape and its impact on District operations. Supplementary updates follow.

Trustee Vacancy Update

The vacancy was posted on the Spokane County Board of Commissioners’ website. The District also used its communication platforms to announce the vacancy. Staff have responded to a handful of inquiries from potential candidates. There is not a set timeline for interviews at present.

Community Engagement

I attended the Partners Advancing Character Education board meeting. This organization promotes the importance of good character through partnerships with schools, businesses, public agencies and community groups.

Operations Report October 2020

Doug Stumbough and Kristy Bateman

Service Priority Teams

Business and Career Development (Stacey Goddard)

- Our first SBBC workshop saw our entire cohort of 11 in attendance. The topic was marketing, specifically developing and promoting products/services. The cohort was engaged and asked great questions.
- Small Business Saturday continued during the month. This year, we'll be encouraging participants to shop local (either in person or online) and then write online reviews of their local businesses. We'll have prizes, courtesy of American Express, to give away while supplies last.
- One of the program evaluations for the Medicare Enrollment Overview workshop had this to say regarding how they planned to use the information: "Help a family member, be informed myself so I can ask the right questions, and eventually for myself. I have not ever had to deal with this topic before. And the SCLD is a trusted source of content and programming – gives me a lot of peace of mind that I am getting credible, relevant info."

Early Learning (Mary Ellen Braks)

- The Early Learning team continues to film videos for virtual Storytime. The Storytimes are on the District YouTube page and linked on the SCLD webpage.
- The Early Learning team created an online reading program called, *1000 Books before Kindergarten*. The program is live and we hosted two virtual kickoff programs. The groups had a fun time with the Storytime.
- I continue to work on the hELLO (Everyday Language and Learning Opportunities) Math project with Spokane STEM.

Education and Enrichment (Gwendolyn Haley)

- 269 people participated in a variety of virtual programs, including a *Learning Circle about the Constitution*, *Artists in Residence Botanical Alchemists*, *Spooky Storytime*, *Stranger Things Trivia*, and a *virtual mystery*.
- Now that school has started, librarians have been connecting with teachers and administrators to promote library services.
- Additional Beanstack challenges were set up and will launch in November.

Digital Projects and Resources (Carlie Hoffman)

- Set up continues on a platform to facilitate online book clubs. This will be launched later in the winter.
- Staff training on mobile printing was assigned. Customers are now able to print from their own devices to library printers.
- My team is working with myTurn, a Library of Things reservation software, to catalog our items.

Information Technology (Patrick Hakes)

- Prepared and started migration of District staff from on premise Exchange to O365.
- Continued training District staff on developing skills to recognize phishing email attempts.
- Performed District updates on various workstations and Internet stations.
- IT staff performed cellular site survey around the county for potential future mobile library stops.
- Started meeting room A/V upgrade at Spokane Valley as a template for other locations.

Library Reports

Airway Heights: Jennie Anderson

- Customers are excited to be able to come in the library again soon; we've had several people comment that they can't wait.
- We had a note from a customer that read: "To everyone who is working at the Airway Heights Library during this 8 month (and counting) Corona Virus...Thank you for keeping us reading! I believe YOU are an ESSENTIAL asset!"
- Mobile Printing is gaining popularity and is a service that customers are really appreciating.

Argonne: Pat Davis

- As I was returning from curbside a gentleman stopped to ask if the library was open. He was trying to print some documents. I explained we wouldn't be open until November but was able to tell him about online printing. He was so pleased and grateful to hear this was an option and said he would take advantage of this new offering.
- Our mobile hotspots were immediately snapped up by customers taking advantage of this new offering.

BookEnd: Danielle Marcy

- Public Services Associate Cail shared a comment from a grateful customer getting a homeschool card. "I really appreciate you and all the staff at our wonderful libraries. Everyone has been a pleasure to work with, and I appreciate your service in these more challenging days."
- A customer was thrilled to have the BookEnd staff help pick out books to read to their six year old.

Cheney: Amy Fair

- We provided 150 craft kits for kids at the Cheney Merchant's Trick or Treat event on October 30. The library was mistakenly listed as a trick or treat location, so staff unexpectedly ended up handing out 430 pencils to excited kids in costume via curbside.
- There has been a steady stream of traffic around our ballot box and staff are fielding more questions than we can ever remember having about the ballot boxes and the voting process in Washington state. Our ballot box continues to appear in many selfies!

Deer Park

- Curbside continues with customers asking, "When can I come inside?" repeatedly. Judging by the smiles that we see when delivering books, they are happy and grateful for the curbside service! But the word has definitely gotten out that they may see the inside of the library soon.
- Staff fielded daily questions about the ballot box. Questions ranged from "Where is the ballot box?" "Is it secure?" and "Where do I vote in person?" Lucky for our customers, we had the answers to their many questions.
- The *Summer Snack* program has been extended through June 2021. Deer Park staff served 1,008 snacks to children this month during curbside service, the largest number we have experienced yet.

Fairfield: Kristy Bateman

- Liberty School District continues to promote District hotspots and encourage families to use the service.
- While appreciative of curbside, customers are anxious to return to the building.

Medical Lake: Cecelia McMullen

- We answered numerous voting questions. One person, who had accidentally tossed his ballot, said we "made his day" when we were able to guide him through the process of printing a new ballot.
- *Engage* and "slightly spooky" activity kits were distributed at the *Medical Lake Fall Festival*.
- A customer who received her *Book Butler* selection was totally thrilled and said she "loves everything the librarian picks out for her." A family using the hotspot for remote learning said "This is a life saver."

Moran Prairie: Caitlin Wheeler

- Customers are continuing to discover the breadth of our Phase 2 services. Mobile printing has already proved popular, and mobile hotspots are gaining popularity. One customer told me today, “Oh, if I’d realized [the available hold] was the hotspot, I would have shown up even sooner!”
- Although the weather is getting colder, we are still seeing many customers taking advantage of our small park area in the back of the library, especially families with small children who need space to run around.

North Spokane: Brian Vander Veen

- We received a letter at North Spokane from a customer that read, “Thank you for doing a good job. I have [been] using the drive-up option for my books on CD. It has been working great. I am sure that your ‘new normal’ has many challenges and I commend you for having it work so well.”
- We also received an email from a different customer that read, “I use the North Spokane Library and the curbside service there is EXCELLENT. I never have to wait very long for my items and it's such an easy and convenient process and the people answering the phones are always super friendly.”

Otis Orchards: Danielle Marcy

- Librarian Tammy Henry contacted all the schools in the East Valley District providing them with links to Engage with all the District’s digital resources and a curbside pickup flyer.
- Tammy also reported that while working curbside service she saw two of her Storytime kids that waved exuberantly from the car. The mother said she was very appreciative of the library services we offer and the kids were eager to be able to come to the library soon.

Spokane Valley: Aileen Luppert

- This month Spokane Valley received a Google review that said: “This library's staff is simply doing an outstanding job in continuing to give patrons access to library materials during this COVID-19 pandemic. The curbside pickup is easy to use and has worked flawlessly. Thank you for the great service that you are providing to your patrons during this unique and challenging time. We absolutely appreciate each and every one of you.
- There was also a customer using curbside printing for some much needed documents who was very grateful that we are providing this new service.

Security Incident Reports

For October 2020, there were five Security Incident reports filed, three less than last month (8) and 34 less than October 2019 (39). Cheney Library had the most incidents reported with two. The most frequently reported incidents related to Disruptive Behavior and Potential Problems with three incidents each. There was a six-month exclusion due to hostile and aggressive behavior and misuse of library property.

Public Use Measures

October 2020

Measure	This year	Last year	YTD	Last YTD
	This Month	This Month	This year	Comparison
Cardholders	108,352	111,939		-3%
Door count	12801	101,529	308,246	-70%
Items Borrowed	125,211	222,646	1,346,305	-40%
• Airway Heights	2,116	6,184	22,957	-56.87%
• Argonne	5,236	11,876	52,453	-57.13%
• Cheney	4,960	13,077	55,717	-56.16%
• Deer Park	3,992	12,512	51,671	-59.00%
• Fairfield	635	1,112	6,404	-44.92%
• Medical Lake	1,347	3,976	15,408	-63.39%
• Moran Prairie	7,831	18,059	79,869	-53.42%
• North Spokane	18,995	43,253	202,977	-55.14%

• Otis Orchards	2,427	5,733	24,487	-53.81%
• Spokane Valley	14,715	46,524	189,654	-60.65%
• The BookEnd	520	3,732	13,905	-63.33%
• Digital	62,184	53,099	628,884	17%
Programs				
• Number	23	323	879	-72%
• Attendance	903	11,271	18,004	-78%
Internet Station Use (%)	0	44.2%	47.1%	
Meeting room bookings	0	569	1,410	-75%
Digital Resource Use	122,713	80,137	932,615	8%

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 Ten Months Ended October 31, 2020

	Y-T-D Actual	Annual Budget	Percent Used	Balance Remaining
			Target 83.3%	
REVENUES				
PROPERTY TAXES	\$ 13,451,571	\$ 15,315,000	87.83%	\$ 1,863,429
CONTRACT CITIES - AIRWAY HEIGHTS	254,344	339,000	75.03%	84,656
CONTRACT CITIES - SPOKANE	50,854	100,000	50.85%	49,146
FINES & FEES	51,501	155,000	33.23%	103,499
GRANTS & DONATIONS	64,600	39,000	165.64%	(25,600)
E-RATE REIMBURSEMENTS	278,854	198,000	140.84%	(80,854)
LEASEHOLD & TIMBER TAX, REBATES, OTI	29,048	26,100	111.29%	(2,948)
INTEREST REVENUES	63,984	80,000	79.98%	16,016
TOTAL REVENUES	\$ 14,244,755	\$ 16,252,100	87.65%	\$ 2,007,345
TRANSFERS IN	-	-	0.00%	-
TOTAL REVENUES & TRANSFERS IN	\$ 14,244,755	\$ 16,252,100	87.65%	\$ 2,007,345
EXPENSES				
SALARIES	\$ 5,571,501	\$ 6,985,400	79.76%	\$ 1,413,899
FRINGE BENEFITS	1,988,276	2,451,300	81.11%	463,024
SUPPLIES	120,534	165,700	72.74%	45,166
UTILITIES	374,144	480,900	77.80%	106,756
SERVICES	944,151	1,386,900	68.08%	442,749
INSURANCE	60,728	62,000	97.95%	1,272
CAPITAL EQUIPMENT	650,375	1,490,000	43.65%	839,625
LIBRARY MATERIALS	1,522,586	2,057,000	74.02%	534,414
ELECTRONIC LIBRARY MATERIALS	144,339	250,000	57.74%	105,661
LIBRARY PROGRAMS	69,205	112,900	61.30%	43,695
OPERATIONAL CONTINGENCIES	0	50,000	0.00%	50,000
TOTAL EXPENSES	\$ 11,445,839	\$ 15,492,100	73.88%	\$ 4,046,261
TRANSFERS OUT	-	760,000	0.00%	760,000
TOTAL EXPENSES & TRANSFERS OUT	\$ 11,445,839	\$ 16,252,100	70.43%	\$ 4,806,261
Net Excess of Revenues Over/(Under) Expenses	\$ 2,798,917	\$ -		
BEGINNING CASH	5,137,427			
NET FROM ABOVE	2,798,917			
ENDING CASH	\$ 7,936,344			

Number of months cash on hand 6.1

**Spokane County Library District
Capital Projects Fund
Statement of Revenues and Expenses
For the Ten Months Ended October 31, 2020**

	Y-T-D Actual	Annual Budget	Balance Remaining
REVENUES			
Interest Earnings	30,975	32,000	(1,025)
TOTAL REVENUES	30,975	32,000	
TRANSFERS IN	-	760,000	
TOTAL REVENUES & TRANSFERS IN	30,975	792,000	
EXPENSES			
	0	0	
TOTAL EXPENSES	0	0	-
NET EXCESS OF REVENUES OVER (UNDER) EXPENSES	30,975		
BEGINNING CASH	2,047,339		
NET FROM ABOVE	30,975		
ENDING CASH	2,078,314		