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Board of Trustees Regular Meeting

December 15, 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: **873 1036 8830**

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 November 17, 2020, Regular, and Nov. 30 & Dec. 2, Special Meeting Minutes [4:00-4:02]
 - B. Approval of November 2020 Payment Vouchers [4:02-4:05]
 - C. Unfinished Business [4:05-4:35]
 1. New Spokane Valley Library Project Update - Owner's Representative Services Contract Award: Approval Recommendation.
 2. 2020 Budget Update
 - a. Authorizing the Transfer of Funds from the General Fund to the Capital Projects Fund (Resolution No. 20-09): Approval recommendation.
 3. 2020 Work Plan—Year in Review
 - D. New Business [4:35-5:15]
 1. 2021 Work Plan
 2. 2021 Board Meeting Schedule and Locations (Resolution No. 20-10): Approval Recommendation.
 3. 2021 Board Meeting Schedule, Location, and Policy Reviews: Approval Recommendation.
 4. 2021 Board of Trustees' Officers Election: Action required.
 5. Recognition of Retiring Trustee Wesley M. Teterud (Resolution No. 20-11): Approval Recommendation.
 6. COVID-19 Response Update
- V. DISCUSSION ITEMS, POSSIBLE ACTION [5:15-5:20]**
 - A. Future Board Meeting Agenda Items
- VI. REPORTS**
 - A. Trustees [5:20-5:25]
 - B. Executive Director [5:25-5:35]
 - Administrative
 - Community Activities

SPOKANE COUNTY LIBRARY DISTRICT

C. Operations [5:35-5:40]

D. Fiscal [5:40-5:45]

VII. ADJOURNMENT

[Estimated meeting length: One hour and 45 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.

12/15/2020

**SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: NOVEMBER 17, 2020**

A regular meeting of the Board of Trustees of Spokane County Library District was held via teleconference at 4:00 p.m., Tuesday, November 17, 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 Carnell, Human Resources Director; Rick Knorr, Finance Director; Andrea Sharps, Collection Services Director; Doug Stumbough, Operations Director; and Patty Franz, Executive Assistant.

Guests via Conference Call: Eight (8).

Call to Order (Item I.) Chair John Craig called the meeting to order at 4:03 p.m., and welcomed everyone in attendance.

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

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

Approval of Oct. 20, Regular, and Nov. 2, Special Meeting Minutes (Item IV.A.) Mr. Craig called for corrections to the Oct. 20, regular, and Nov. 2, 2020, special meeting minutes. There were no corrections; the minutes stand approved as written.

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

Fund	Voucher/Payroll Numbers	Subtotal	Total
Oct. - L01	57744-57859 and W00860-W00871	\$698,794.36	\$698,794.36
	10092020PR and 10232020PR	\$404,560.48	\$404,560.48
L01		Total	\$1,103,354.84

There was no discussion.

The motion was approved.

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**Unfinished Business
New Spokane Valley
Library Project
Update
(Item IV.C.1)**

NEW SPOKANE VALLEY LIBRARY PROJECT UPDATE. As previously reported to the Board, Mr. Roewe reiterated the District was approved to finance the new Spokane Valley Library building via the Washington State Treasurer's LOCAL program. Next steps for staff include finalizing and announcing a request for proposal to ultimately hire an owner's representative for the project, which will require a recommendation approval by the Board. Trustees commented this was great news for the District. Mr. Roewe expressed kudos to Mr. Knorr, noting he led the charge. Mr. Knorr further said the District does not plan to borrow the funds until 2022.

There was no further discussion.

**Unfinished Business
2021 Budget
(Item IV.C.2a-f)**

2021 BUDGET. Via PowerPoint, Finance Director Rick Knorr summarized development per board direction of the 2021 budget, and provided expanded details with comparison summaries of changes since the October meeting.

There was no further discussion.

COST OF LIVING ADJUSTMENT (COLA) FOR 2021. Mr. Johnson moved and Ms. Calvert seconded to approve a Cost of Living Adjustment of 1.39 percent for eligible District staff in 2021. In discussion, Trustees and staff agreed that aligning the cost of living adjustment with the CPI-W at 1.39 percent was the appropriate course of action for 2021.

There was no further discussion.

The motion was unanimously approved.

ADOPTING A 2021 BUDGET AND CERTIFYING IT TO THE BOARD OF COUNTY COMMISSIONERS (RESOLUTION NO. 20-05). Mr. Teterud moved and Ms. Thompson seconded that Resolution No. 20-05, Adopting a 2021 Budget and Certifying it to the Board of County Commissioners, be adopted.

RESOLUTION No. 20-05

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, ADOPTING A 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.

There was no discussion.

The motion was unanimously approved.

AUTHORIZING 2020 PROPERTY TAX LEVY INCREASE FOR COLLECTION IN 2021 (RESOLUTION NO. 20-06). Ms. Thompson moved and Mr. Johnson seconded that Resolution No. 20-06, Authorizing a 2020 Property Tax Levy Increase for Collection in 2021, be adopted. The resolution

Unfinished Business authorizes an increase in the regular property tax levy to be collected in
2021 Budget 2021 in the amount of \$169,628, which is a percentage increase of 1.097%
(Item IV.C.2a-f) from the previous year.

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.

There was no discussion.

The motion was unanimously approved.

LEVYING THE REGULAR PROPERTY TAXES FOR SCLD FOR COLLECTION IN 2021 (RESOLUTION No. 20-07). Ms. Thompson moved and Mr. Teterud seconded that Resolution No. 20-07, Levying the Regular Property Taxes for SCLD for Collection in 2021, be adopted.

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.

There was no discussion.

The motion was unanimously approved.

DECLARATION OF SUBSTANTIAL NEED FOR PURPOSES OF ESTABLISHING THE LEVY LIMIT FACTOR FOR 2020 PROPERTY TAXES FOR COLLECTION IN 2021 (RESOLUTION No. 20-08). Mr. Johnson moved and Ms. Thompson seconded that Resolution No. 20-08, Declaration of Substantial Need for Purposes of Establishing the Levy Limit Factor for 2020 Property Taxes for Collection in 2021, be adopted.

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; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

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**New Business
2021 Preliminary
Budget
(Item IV.C.2a-f.)**

Mr. Knorr clarified Resolution No. 20-08 demonstrates the need to request the full levy amount, as well as sets the baseline for the 2022 budget.

There was no further discussion.

The motion was unanimously approved.

BOARD DIRECTION TO STAFF. Trustees indicated they were satisfied with the balanced budget for 2021. Mr. Roewe mentioned to adjust the current 2020 budget, a transfer of funds from the General Fund to the Capital Projects Fund is anticipated for next month's agenda.

There was no further discussion.

**New Business
COVID-19 Response
Update
(Item IV.D.1.)**

CORONAVIRUS/COVID-19 RESPONSE/UPDATE. Mr. Roewe provided an update on the District's response to the coronavirus pandemic, noting in compliance with state guidelines, District libraries opened for limited in-person services on Thursday, November 12, and has now, per guidelines, and an abundance of caution, decided to roll back to offer only curbside services. Staff will review services offered again mid-December. Mr. Roewe said initial response from customers was good, and overall compliance in libraries was consistent. Mr. Roewe said he felt the decisions were appropriate to err on the side of caution and be a good community partner, and that the District's approach was consistent with other public libraries in Washington state.

By consensus, Mr. Roewe was given a vote of confidence by the Board of Trustees for recent decisions and safety measures taken in response to the coronavirus pandemic. Mr. Roewe expressed appreciation, and said he feels fortunate to have had no positive diagnoses among staff to date. He and the Leadership Team have encouraged staff to follow the Governor's guidelines.

There was no further discussion.

**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 December 15 will include updates, if any, on the 2021 budget, a new Spokane Valley Library, 2020 Work Plan review, and preview of the 2021 Work Plan, Board of Trustees' election of officers, and resolution with approval of the 2021 meetings and locations schedule. In addition, Mr. Teterud will be recognized for five years of service, as he retires from the Board on December 31. There was no further discussion.

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

Trustees discussed a special meetings schedule to conduct virtual interviews of 10 applicants for the upcoming position vacancy, and a proposed list of interview questions. Mr. Roewe reiterated it is the role of the Spokane County Board of Commissions to select and appoint the new trustee. The Library Board is able to be part of the process by conducting interviews and making a recommendation to the Board of Commissioners.

Ms. Calvert said she would be unable to attend the December 15 meeting.

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

There were no other reports.

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

The Executive Director's written report for October 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,
October 2020
(Item VI.C.)**

Operations Director Doug Stumbough and Library Operations Manager Kristy Bateman provided a written report prior to the meeting for October 2020, with data for customer use measures, programming, and library activities. Mr. Stumbough had nothing further to report, and there were no questions. There was no further discussion.

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

Revenue and Expenditure Statement through October 31, 2020.

<u>Fund 001</u>	
Revenues	\$ 14,244,755
Expenditures	\$ 11,445,839
Ending Fund Balance	\$ 7,936,344
Fund Budget Expended	70.43%

Mr. Knorr reported the 2020 budget is on pace for a surplus at year end. Board approval of a recommendation will likely be requested to transfer part of the surplus from the General Fund to the Capital Projects Fund. There was no further discussion.

**Adjournment
(Item VII.)**

Chair Craig adjourned the meeting at 5:07 p.m. The next Board Meeting was scheduled for Tuesday, December 15, 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 30, 2020**

A special meeting of the Spokane County Library District Board of Trustees was held via teleconference, at 2:00 p.m., Monday, November 30, 2020.

Present: John Craig - Chair
 Mark Johnson - Vice Chair
 Ami Calvert - Trustee
 Kristin Thompson - Trustee
 Wes Teterud - Trustee

Excused: None.

Call to Order (Item I.) Chair John Craig called the meeting to order at 2:00 p.m., and welcomed everyone in attendance.

Board of Trustees Position Vacancy Applicant Interviews (Item II.A.) The Board of Trustees conducted virtual interviews with six of ten candidates to ultimately replace Trustee Wesley M. Teterud, who will retire on December 31, 2020, at the end of a five-year term. Interviews concluded at 4:56 p.m.

In response to questions asked of the Board of Trustees by several candidates about the potential for occasional remote meeting attendance, Q & A ensued among Trustees and Executive Director Patrick Roewe. Mr. Roewe said in accordance with the Open Public Meetings Act, one is considered in attendance and participating as long as one can hear and be heard during the meeting. Mr. Roewe further said in-person meetings will resume once Proclamation 20-28 declared by Governor Inslee expires.

The Board of Trustees will hold another special meeting on Wednesday, December 2, at 2 p.m., to conduct interviews with four additional candidates.

Adjournment (Item III.) Chair Craig adjourned the meeting at 5:03 p.m.

John Craig, Chair

Patrick Roewe, Secretary to the Board of Trustees

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

A special meeting of the Spokane County Library District Board of Trustees was held via teleconference, at 2:00 p.m., Wednesday, December 2, 2020.

Present: John Craig - Chair
 Mark Johnson - Vice Chair
 Ami Calvert - Trustee
 Kristin Thompson - Trustee
 Wes Teterud - Trustee

Excused: None.

Call to Order (Item I.) Chair John Craig called the meeting to order at 2:03 p.m., and welcomed everyone in attendance.

Board of Trustees Position Vacancy Applicant Interviews (Item II.A.) Following virtual interviews with six candidates at a special meeting held Monday, November 30, the Board of Trustees additionally conducted three interviews with candidates to ultimately replace Trustee Wesley M. Teterud, who will retire at the end of a five-year term on December 31, 2020. There were a total of 10 applicants for the position. An applicant tentatively scheduled for an interview at this meeting was not available to participate because of previously scheduled plans. Therefore, the Library Board did not conduct an interview with this candidate.

Appointment Recommendation to Board of County Commissioners (Item II.B.) Following interviews and discussion among Trustees, Mr. Teterud moved and Mr. Johnson seconded that Jessica Hanson be recommended to the Board of County Commissioners for appointment to the SCLD Board of Trustees. Ms. Hanson was recommended because of her city council experience, including budgeting and capital facilities oversight, her architectural background, as it would be helpful in development of a new Spokane Valley Library facility, and her strong history of working as part of a team. In addition, Ms. Hanson is a resident of Spokane Valley, which helps maintain geographic representation on the board. Her presence would also further diversify the board's demographic perspective.

There was no further discussion.

The motion was unanimously approved.

Adjournment (Item III.) Chair Craig adjourned the meeting at 4:05 p.m.


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 November 30, 2020, and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$909,359.83 for the general fund and \$0.00 for the capital projects fund and are authorized to authenticate and certify these claims.

DATE: December 1, 2020

SIGNED: 
 TITLE: Finance Director

SIGNED: 
 TITLE: Executive Director

VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
057860	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	\$ 60.86
057861	AVISTA UTILITIES	MONTHLY UTILITIES	6,853.55
057862	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	1,248.08
057863	CONSOLIDATED IRRIGATION DIST19	WATER - OTIS ORCHARDS	69.46
057864	CITY OF SPOKANE	WATER & SEWER - MORAN PRAIRIE	805.67
057865	CITY OF AIRWAY HEIGHTS	WATER & SEWER - AIRWAY HEIGHTS	220.35
057866	CITY OF CHENEY	WATER, SEWER, ELEC. - CHENEY	658.04
057867	CITY OF DEER PARK	WATER & SEWER - DEER PARK	119.63
057868	DELL MARKETING L.P%DELL USA LP	PRINTER SUPPLIES/IT EQUIPMENT	2,124.17
057869	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE	3,489.00
057870	FATBEAM, LLC	MONTHLY INTERNET SERVICE, NET OF ERATE DISC	8,778.44
057871	MELODE HALL	LIBRARY PROGRAMS	261.29
057872	HERC RENTALS, INC.	MAN-LIFT RENTAL FOR LIGHT REPLACEMENT/SV	128.50
057873	MODERN ELECTRIC WATER COMPANY	WATER, ELEC. - SV	1,646.18
057874	MAUREEN REGALADO	SEMI-MONTHLY SOCIAL MEDIA PLATFORM MGMT	750.00
057875	NATIONWIDE INSURANCE	EMPLOYEE DEDUCTIONS FOR PET INSURANCE	262.26
057876	Void	Void, error in the amount	-
057877	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	21.70
057878	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	338.20
057879	TIMBERLAND REGIONAL LIBRARY - ILL	INTERLIBRARY LOAN FEES	15.00
057880	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	1,185.61
057881	VERIZON WIRELESS	MONTHLY WIRELESS SERVICE	1,681.92
057882	WEST PLAINS CHAM. OF COMMERCE	ANNUAL DUES	400.00
057883	ALLSTREAM	MONTHLY DID, PRI AND LONG DISTANCE PHONE SVC	517.01
057884	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	1,387.91
057885	BATTERIES PLUS BULBS	MAINTENANCE SUPPLIES	312.76
057886	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	1,916.94
057887	CCI SOLUTIONS	OFFICE/LIBRARY SUPPLIES	243.28
057888	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	10.00
057889	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	45.73
057890	CENTURYLINK	MONTHLY ANALOG TELEPHONE LINE: SV ELEVATOR	60.10
057891	CITY OF MEDICAL LAKE	WATER, SEWER, REFUSE - ML	259.20
057892	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CH	38.10
057893	DYMAXION RESEARCH LTD.	SCHEDULING SOFTWARE, ANNUAL LICENSE RENEWAL	1,188.00
057894	EMPIRE DISPOSAL INC.	MONTHLY SOLID WASTE - FAIRFIELD	42.97
057895	GALE/CENAGE LEARNING	LIBRARY MATERIALS	213.92
057896	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	8,270.39
057897	GREY HOUSE PUBLISHING	LIBRARY MATERIALS	255.05
057898	INGRAM DISTRIBUTION GROUP, INC	WEEKLY LIBRARY MATERIALS	9,552.14
057899	INLAND POWER AND LIGHT	ELECTRIC UTILITIES - AH, DP	537.32
057900	LAWTON PRINTING	SIGNAGE FOR RE-OPENING BUILDINGS	650.14
057901	TIFFANY MIDGE	LIBRARY PROGRAMS	350.00
057902	MIDWEST TAPE	WEEKLY LIBRARY MATERIALS	2,365.32
057903	MONTGOMERY HARDWARE	MAINTENANCE SUPPLIES	60.67
057904	IVY P. MOORE	DISPLAY QUILTS FOR MEDICAL LAKE LIBRARY	645.00
057905	OTIS HARDWARE	MAINTENANCE SUPPLIES	100.47
057906	OVERDRIVE, INC.	WEEKLY LIBRARY MATERIALS e-Books	24.99
057907	THE SPOKESMAN- REVIEW	LIBRARY MATERIALS	816.14

057908	SPOKANE COUNTY ENVIRONMENTAL SERVICES	MONTHLY SEWER - AR, NS, SV	563.34
057909	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	578.00
057910	STATE PROTECTION SERVICES INC	MOBILE AFTER HOURS SECURITY: SV, NS	744.00
057911	TOWN OF FAIRFIELD	WATER, SEWER - FAIRFIELD	201.80
057912	UPS	SHIPPING	85.46
057913	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE	1,240.69
057914	WHITWORTH WATER DISTRICT	WATER - NORTH SPOKANE	225.29
057915	WICK ENTERPRIZES, LLC	ADVERTISING	1,593.62
057916	WITHERSPOON BRAJCICH MCPHEE, PLLC	LEGAL SERVICES, GENERAL COUNSEL	769.50
057917	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	1,439.83
057918	ARGUS JANITORIAL	MONTHLY CUSTODIAL SERVICES	16,659.99
057919	BERNARDO WILLS ARCHITECTS, PC	ARGONNE ROOF, RFP DOCUMENT PREP	2,911.25
057920	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	191.94
057921	BRAINFUSE, INC.	ONLINE TUTORING/CAREER SOFTWARE RENEWAL	22,500.00
057922	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	25.59
057923	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	501.54
057924	DEMCO SOFTWARE	SPACES ANNUAL SOFTWARE SUPPORT	964.30
057925	E-RATE EXPERTISE, INC.	E-RATE CONSULTING SERVICES	937.50
057926	GALE/CENAGE LEARNING	LIBRARY MATERIALS	887.56
057927	INGRAM DISTRIBUTION GROUP, INC	WEEKLY LIBRARY MATERIALS	13,341.21
057928	INLAND POWER AND LIGHT	ELECTRIC UTILITIES - AH, DP	295.09
057929	KIDS NEWSPAPER	ADVERTISING	800.00
057930	LCSI, INC.	E911 MAPPING SERVICE ANNUAL FEE	1,960.20
057931	MIDWEST TAPE	WEEKLY LIBRARY MATERIALS	2,119.31
057932	MAUREEN REGALADO	SEMI-MONTHLY SOCIAL MEDIA PLATFORM MGMT	750.00
057933	OPTUM	MONTHLY HSA ACCOUNT FEES	72.00
057934	OVERDRIVE, INC.	WEEKLY LIBRARY MATERIALS e-Books	17,115.63
057935	PASADENA PARK IRR. DIST. 17	WATER - ARGONNE LIBRARY	868.52
057936	PERRINE PROPERTIES, LLC	MONTHLY PARKING LOT LEASE, SV	300.00
057937	PRISMHR, INC.	MONTHLY SOFTWARE SUPPORT - HR	454.12
057938	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	356.92
057939	SCHINDLER ELEVATOR CORPORATION	ELEVATOR REPAIR, SV 50% DOWN PAYMENT	1,465.25
057940	SIRSIDYNIX	ANNUAL SOFTWARE MAINT & SUPPORT	3,342.10
057941	SINGLEWIRE SOFTWARE, LLC	ANNUAL MAINT & SUPPORT, INFORMACAST	2,167.11
057942	SOFTWARE ONE, INC	SOFTWARE SUPPORT	7,870.20
057943	BPR CUMULUS LLC	MONTHLY LEASE PAYMENT, BOOKEND	3,120.00
057944	UNIQUE MANAGEMENT SERVICES	MONTHLY COLLECTION AGENCY & NOTICE FEES	1,083.31
057945	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	6,768.06
057946	MEEGAN WARE	LIBRARY PROGRAMS	450.00
057947	ZIPLY FIBER	TELEPHONE & BROADBAND - FF	126.06
W00872	US BANK - HEALTH - OPTUM	H S A CONTRIBUTIONS	1,831.00
W00873	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	65,467.89
W00874	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,694.80
W00875	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	56,079.22
W00876	ASSOCIATION OF WASHINGTON CITIES - VIMLY BENEFITS	MEDICAL, DENTAL, VISION & LIFE INS.	90,911.75
W00877	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	57,971.25
W00878	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,694.80
W00879	US BANK - HEALTH - OPTUM	H S A CONTRIBUTIONS	1,831.00
W00880	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	52,020.72

Total Non-Payroll General Operating Fund

\$ 514,330.18

PAYROLL VOUCHERS

11102020PR SPOKANE COUNTY LIBRARY DISTRICT
11252020PR SPOKANE COUNTY LIBRARY DISTRICT

NET PAYROLL CHECKS FOR PAY PERIOD #21
NET PAYROLL CHECKS FOR PAY PERIOD #22

\$ 208,036.36
186,993.29

Total Payroll General Operating Fund

\$ 395,029.65

TOTAL GENERAL OPERATING FUND

\$ 909,359.83

**October/November 2020
Paid in November 2020
Voucher # 057945**

Card Category	Amount
General Purchases	\$ 2,403.78
Maintenance	\$ 791.30
Travel	\$ 777.86
Acquisitions	\$ 2,787.95
Information Technology	\$ 7.17
Outreach	\$ -
General Fund Purchases	\$ 6,768.06

NEW SPOKANE VALLEY LIBRARY PROJECT UPDATE - OWNER'S REPRESENTATIVE SERVICES CONTRACT AWARD: APPROVAL RECOMMENDATION.

Background

As discussed in the September 2020 Board of Trustee meeting, staff recommended the District hire a consultant to assist with all phases of the new Spokane Valley Library project, given the scope of the project and the fact that the District has not engaged in any new construction projects in the last 15 years. This consultant would support the full duration of the project, from participation in architect selection, through design phase, pre-construction phase, construction management and monitoring phase, and commissioning of the facility.

A request for proposal (RFP) for Owner's Representative Services for the Proposed New Spokane Valley Library was made available to the general public on November 25, 2020. The purpose of this RFP was to request proposals from highly experienced and qualified consultants to perform owner's representative services/construction management services for the new Spokane Valley Library project. The District published a legal notice as required, and the full complement of documents were made available on the District's website.

Proposals were due Wednesday, December 09, at 4:00 p.m., and the District received the following six proposals, listed in alphabetical order.

- Actus Projects
- CBRE/Heery
- Hammond Facility Consulting
- Hill International
- OAC Services
- Roen Associates

District staff reviewed all proposals, evaluating and focusing on the requested key criteria of overall facility experience, experience in public works projects, availability and proposed fees. Upon conclusion of this review and evaluation, staff are recommending the contract for owner's representative services be awarded to Hammond Facility Consulting (HFC).

HFC proposed a lower fee structure than the other proposers, demonstrated extensive knowledge and experience in facility management and construction consulting, and has provided services on public works construction projects of similar scope, size and budget. HFC also has worked for the District as the owner's representative on the North Spokane Remodel Project.

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

Recommended Action: Board motion to award the Owner's Representative Services contract to Hammond Facilities Consulting.

Authorizing the Transfer of Funds from the General Fund to the Capital Projects Fund (Resolution No. 20-09)

Background

The District continues to strive to increase the Capital Projects Fund to be used for the new Spokane Valley Library construction project and other future capital improvement projects.

General Fund operations for 2020 through November supports the expectation that the District will end the year with total revenues exceeding total expenditures by a sufficient amount to support the transfer of funds from the General Fund to the Capital Projects Fund in the amount below. Although the exact surplus for 2020 is yet to be finalized, staff are confident it will be over \$1,200,000. As this addresses the current year’s budget, it is preferable to make this transfer in 2020.

The operating transfer from the General Fund to the Capital Projects Fund needs to be accomplished via resolution. Therefore, Resolution No. 20-09 is presented to authorize a \$1,200,000 transfer from the General Fund to the Capital Projects Fund. Staff recommends approval of this transfer.

Fund balances as of November 30, 2020, before and after this transfer, if approved, are illustrated below.

	Capital Projects Fund	General Fund	Months Cash on Hand (GF)
Current Fund Balance	2,080,564	7,952,872	6.2
Recommended Transfer to Capital Projects	<u>1,200,000</u>	<u>(1,200,000)</u>	
Fund Balance after Recommended Transfer	<u>3,280,564</u>	<u>6,752,872</u>	5.2

The post-transfer General Fund cash on hand will still be over 5 months at the end of November and should remain close to that at the end of December, well above our financial policy required minimum of 15% of total operating expenses, and safely above the District’s preferred cash on hand benchmark of 4.0 months.

Recommendation: Board motion to approve Resolution No. 20-09, authorizing the transfer of \$1,200,000 from the General Fund to the Capital Projects Fund in the 2020 budget.

RESOLUTION NO. 20-09

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, AUTHORIZING THE TRANSFER OF FUNDS FROM THE GENERAL FUND TO THE CAPITAL PROJECTS FUND IN THE 2020 BUDGET; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO.

**SPOKANE COUNTY LIBRARY DISTRICT
Spokane, Washington**

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

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

WHEREAS, RCW 27.12.210 (5) provides the Board of Trustees (the "Board") with exclusive control of the finances of the District;

WHEREAS, the Board adopted the final expenditure budget for 2020 through Resolution 19-08 for the General Fund and the Capital Projects Fund;

WHEREAS, the actual operating results for the General Fund for 2020 are nearly complete and are forecast to have an excess of revenues over expenditures of a sufficient amount to allow a transfer of \$1,200,000 to the Capital Projects Fund.

WHEREAS, the excess of revenues over expenses for 2020 remain in the General Fund unless otherwise ordered by the Board;

WHEREAS, the Board has determined it is necessary to use a portion of the 2020 excess of revenues over expenses to increase the Capital Projects Fund for use in future capital expenditures related to library facilities.

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

**Section 1: TRANSFER OF FUNDS FROM THE GENERAL FUND TO THE
CAPITAL PROJECTS FUND**

The Board hereby authorizes and directs that \$1,200,000 of the General Fund balance be transferred to the Capital Projects Fund in December of 2020.

Section 2: EFFECTIVE DATE

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

ADOPTED by the Board of Trustees of Spokane County Library District, Spokane County, Washington, at a regular meeting thereof, held this 15th day of December 2020.

SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

John Craig, Chair
Board of Trustees

ATTEST

Patrick Roewe
Secretary to the Board of Trustees

2020 WORK PLAN – YEAR IN REVIEW

Background

The annual work plan guides the internal focus and functions that support the work of the District in serving our communities. The primary focus of the 2020 work plan was to launch the first phase of the maintenance and operational needs to which the Board of Trustees has designated levy funds. The work plan for 2020 is divided into three areas:

- **Strategic Initiatives:** Key organizational priorities focused on future stability and success of the District in executing its mission.
- **Operational Safety and Continuity:** Ensuring the library environment is safe and welcoming for staff and customers and that the impact of unforeseen emergencies causes as minimal disruption to library functions as possible.
- **Updates and Upgrades:** A general category of projects that will benefit the customer experience and/or make internal functions more efficient by updating tools and resources.

With these priorities in mind, the Leadership Team focused resources on the following efforts in 2020. However, the operational disruption caused by the COVID-19 pandemic and the “Stay Home, Stay Healthy” order from the Governor limited what could be accomplished this year. Those objectives will be carried forward to the 2021 Work Plan.

Strategic Initiatives:

- **Mobile Library Services:** As part of the levy funding priorities, the District initiated replacement of the current outreach van with two new vehicles for 2021 service deployment, and began planning of new mobile library services. The selection and purchase of the major components of a new mobile library vehicles were completed, with an anticipated vehicle delivery and service start in 2021.
- **Digital Collection Boost:** As part of the levy funding priorities, the digital collection received a boost of \$500,000. In 2020, Collection Services used this funding boost to increase the District’s digital collection of eBooks, eAudiobooks and streaming offerings. For OverDrive, the goals were to reduce hold wait times and to fulfill more customer requests. For hoopla, the goals were to restore the top tier content and increase the monthly checkout cap by at least one. The hoopla monthly budget was increased in April to accommodate more customers. These goals were met, with the additional funds being of greater value during the stay home order when digital usage increased markedly (year-to-date increase: 18%).
- **Capital Campaign:** This project was delayed, and will be shifted to 2021. The Development Department is continuing to develop a capital campaign for the District, focusing on creating private and corporate donation opportunities for new Spokane Valley libraries, including naming and recognition opportunities for donors.
- **District Rebrand:** This project was delayed, and will be shifted to 2021. The Communication Department is continuing to create and implement a new Library District brand, including a new logo, color, and font package. Brand is the sum total of customers’ perceptions and experiences, along with being the face, personality, and values of the District. The current brand is outdated and does not reflect the District’s current mission. This multi-step process will include soliciting feedback from stakeholders.

- **Explore eliminating overdue fines:** Staff analyzed the impact of eliminating overdue fines on both the District and customers, and presented a recommendation to the Board of Trustees to eliminate overdue fines. The Board decided to table any action on the topic for the near term because of current economic uncertainty, but would consider eliminating fines on children's materials at a later date.
- **Valley libraries: Funding, priority, design:** Staff developed and presented options for Board discussion, direction, and any necessary final action regarding funding opportunities, prioritization of projects, and design approaches.
 - The replacement of the Spokane Valley Library building was identified as the first priority, with the addition of a new library in the city to be considered upon completion of that first project.
 - Staff were successful in submitting a grant proposal for the New Spokane Valley Library and it is one of the 15 Library Capital Improvement Program projects that has been 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 being recommended at \$2 million, the per-project maximum allowed by the grant program. It's important to note that the project is not approved for funding until authorized by the Washington State Legislature as part of the 2021 legislative session.
 - Staff were also successful in applying for financing through the Washington State Treasurer's LOCAL program. The District has been approved to finance a new Spokane Valley Library building. The financing includes total proceeds not to exceed \$12,000,000.00, and a final maturity not to exceed 15 years.
 - The Board of Trustees created an Architectural Services Review Committee, which will participate in the selection process for an architectural firm and serve as needed in an advisory capacity throughout the project.
- **Compensation & Classification review:** This project was delayed, and will be shifted to 2021. The initial phase of the compensation plan was implemented in 2017 and was followed by an analysis of job descriptions. For the next phase, it is the appropriate time to review those job descriptions against the banding definitions to ensure proper placement, as well as to evaluate recommendations from the plan that were not implemented in the first phase regarding salary scale steps.

Operational Safety and Continuity:

- **Keyless Entry and Alarm System Updates:** This project was delayed, and will be shifted to 2021. As part of the levy funding priorities, access control and alarm systems will be upgraded as part of security enhancements for the District. Keyless entry will allow better control of building access without relying on physical keys that can be lost or insufficiently distributed. An updated alarm system will replace outmoded hardware and software to better safeguard facilities and assets during closed hours. The intent of these projects is to provide the District with greater environmental control of its facilities in order to better maintain safe and welcoming places for customers, staff and volunteers. The preliminary plan is for the alarm system upgrade to be the first phase and access control the second phase of security enhancements.
- **Security Camera Installation:** This project was delayed, and will be shifted to 2021. As part of the levy funding priorities, security cameras will be installed in parking lots and entrances. Along with the project above, the intent of this project is to provide the District with greater environmental control of its facilities in order to better maintain safe and

welcoming places for customers, staff and volunteers. This project will likely be the final phase of security enhancements.

- **Crisis communication plan:** Staff developed and implemented a crisis communication plan that provides effective guidelines for communicating to the public, media, and staff in response to the COVID-19 pandemic and its significant disruption to library operations. This plan can be adapted to other crises going forward.
- **Disaster recovery:** Related to the crisis communication plan above, a disaster recovery plan will provide guidelines for resuming library functions as quickly and effectively as possible in response to the COVID-19 pandemic and its significant disruption to library operations. This plan can be adapted to other crises going forward.

Updates and Upgrades:

- **Meeting room technology updates:** This project was delayed but preliminary device testing and selection began in November, and installation will be shifted to 2021. As part of the levy funding priorities, staff will begin modernizing meeting and conference technology rooms with installation of updated audio-visual equipment and connectivity options for District programs and public use.
- **Final Phase, North Spokane Remodel:** As part of the levy funding priorities, the District completed the final phase of the North Spokane Library project. Public and staff restrooms were remodeled.
- **HVAC Replacement:** As part of the levy funding priorities, HVAC (heating, ventilation, and air conditioning) systems at Airway Heights, Otis Orchards, and North Spokane were identified as the first candidates for replacement. An evaluation was completed by a mechanical engineer, and a contract was awarded in October, with the projects sent to commence in January 2021.
- **Argonne Library/Administration Building roof replacement:** As part of the levy funding priorities, the roof of this building was identified as needing to be replaced, with a contract awarded and work started in Q4 2020.
- **Website and catalog refresh:** This project was delayed, and will be shifted to 2021. In conjunction with the District rebrand, staff will work on a refresh of the website and catalog interface that enhances customer experience and improves resource discovery.

Recommended Action: This item is for your information and discussion, with no formal action required at this time.

2021 WORK PLAN

Background

The annual work plan guides the internal focus and functions that support the work of the District in serving our communities. The primary foci of the 2021 work plan are to:

- Initiate the second phase of the maintenance and operational needs to which the Board of Trustees has designated levy funds.
- Complete the priorities that were delayed by the COVID-19 pandemic, and
- Complete the design process for the new Spokane Valley Library.

The work plan for 2021 is divided into three thematic areas:

- **Strategic Initiatives:** Key organizational priorities focused on the future stability and success of the District in executing its mission.
- **Operational Safety and Continuity:** Ensuring the library environment is safe and welcoming for staff and customers and that the impact of unforeseen emergencies causes as minimal disruption to library functions as possible.
- **Updates and Upgrades:** A general category of projects that will benefit the customer experience and/or make internal functions more efficient by updating facilities and resources.

Strategic Initiatives:

- **Mobile Library Services:** As part of the levy funding priorities, the District will finalize plans for the new mobile services model, and implement those services following receipt of the new mobile library vehicles in mid-2021.
- **Capital Campaign:** The Development Department will continue to develop a capital campaign for the District, focusing on creating private and corporate donation opportunities for new Spokane Valley libraries, including naming and recognition opportunities for donors.
- **District Rebrand:** The Communication Department will continue to create and implement a new Library District brand, including a new logo, color, and font package. Brand is the sum total of customers' perceptions and experiences, along with being the face, personality, and values of the District. The current brand is outdated and does not reflect the District's current mission. This multi-step process will include soliciting feedback from stakeholders.
- **Compensation & Classification Review:** The initial phase of the compensation plan was implemented in 2017 and was followed by an analysis of job descriptions. For the next phase, it is the appropriate time to review those job descriptions against the banding definitions to ensure proper placement, as well as to evaluate recommendations from the plan that were not implemented in the first phase regarding salary scale steps.
- **New Spokane Valley Project:** With a funding plan now in place, the focus for 2021 will be on securing architectural design services for the new library and soliciting construction bids. This multi-month process would begin with the publication of the RFQ, and would ultimately result in the architectural services selection committee returning to the Board with a recommendation for an architectural firm at a future meeting. Design work is anticipated to take up a majority of the year, with construction bids solicited in the fall.

Operational Safety and Continuity:

- **Keyless Entry and Alarm System Updates:** As part of the levy funding priorities, access control and alarm systems will be upgraded as part of security enhancements for the District. Keyless entry will allow better control of building access without relying on physical keys that can be lost or insufficiently distributed. An updated alarm system will replace outmoded hardware and software to better safeguard facilities and assets during closed hours. The intent of these projects is to provide the District with greater environmental control of its facilities in order to better maintain safe and welcoming places for customers, staff and volunteers. The preliminary plan is for the alarm system upgrade to be the first phase and access control the second phase of security enhancements.
- **Security Camera Installation:** As part of the levy funding priorities, security cameras will be installed in parking lots and entrances. Along with the project above, the intent of this project is to provide the District with greater environmental control of its facilities in order to better maintain safe and welcoming places for customers, staff, and volunteers. This project will likely be the final phase of security enhancements.

Updates and Upgrades:

- **Meeting Room technology updates:** As part of the levy funding priorities, staff will modernize meeting and conference rooms with installation of updated audio-visual equipment and connectivity options for District programs and public use.
- **HVAC Replacement, phase 2:** As part of the levy funding priorities, staff will identify the second group of libraries needing HVAC (heating, ventilation, and air conditioning) system replacement and will subsequently proceed with initiating the replacement process.
- **Argonne Library/Administration Building repaint:** As part of the levy funding priorities, and due to continuing wear and tear on the current paint job, this building will be repainted.
- **Website and Catalog refresh:** In conjunction with the District Rebrand, staff will work on a refresh of the website and catalog interface that enhances customer experience and improves resource discovery.

Recommended Action: This item is for your information and discussion, with no formal action required at this time.

2021 BOARD MEETING SCHEDULE AND LOCATIONS – RESOLUTION No. 20-10

Background

The Board of Trustees establishes the annual schedule (date, time, location) of its regular meetings via a resolution at the end of the preceding year. Given the ongoing uncertainties about how the COVID-19 pandemic will impact library operations and public meetings, at this time, staff recommends that all 2021 Board of Trustees regular meetings be scheduled at the North Spokane Library.

As you may recall, the Washington state Governor's Office issued requirements for the quarantining of library materials as part of offering library services to the public during the current health emergency. To accommodate this requirement, the District's meeting rooms are being utilized for the isolation of library materials until further notice. Consequently, North Spokane Library is the only District facility with two multipurpose rooms, so it can accommodate quarantined library materials in one room and Board meetings in the other.

Of course, the ongoing requirement of Proclamation 20-28, as extended, to conduct public meetings remotely, will ultimately determine when in-person meetings resume. And while it seems possible that requirement will continue well into the New Year, a resolution identifying the physical location of the meetings for the year is needed to be able to pivot efficiently if and when the proclamation expires.

If at some point the requirement to quarantine library materials also expires, Trustees have the option to approve a resolution revising the schedule to subsequently resume the practice of meeting at different District libraries throughout the year.

The following resolution includes a schedule for 2021, with regular meetings held at North Spokane Library.

Recommended Action: Board motion to approve Resolution No. 20-10, setting the Spokane County Library District Board of Trustees regular meetings schedule for 2021.

RESOLUTION NO. 20-10

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, ON THE SUBJECT OF PROVIDING THE DATE, TIME, AND LOCATION OF THE REGULAR MEETINGS OF THE SPOKANE COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES FOR THE FOLLOWING CALENDAR YEAR; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO.

**SPOKANE COUNTY LIBRARY DISTRICT
Spokane, Washington**

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

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

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

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

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

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

WHEREAS, the Board has determined that conducting regular meetings at different library locations provides the Board with the opportunity to visit as many libraries as possible and to interact with constituents throughout the District.

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

Section 1: BOARD OF TRUSTEES 2021 REGULAR MEETING SCHEDULE.

The Spokane County Library District Board of Trustees regular meetings begin at 4:00 p.m. The 2021 schedule is as follows:

DATE	LOCATION
January 19, 2021	North Spokane Library, 44 E. Hawthorne Rd., Spokane
February 16, 2021	North Spokane Library, 44 E. Hawthorne Rd., Spokane
March 16, 2021	North Spokane Library, 44 E. Hawthorne Rd., Spokane
April 20, 2021	North Spokane Library, 44 E. Hawthorne Rd., Spokane
May 18, 2021	North Spokane Library, 44 E. Hawthorne Rd., Spokane
June 15, 2021	North Spokane Library, 44 E. Hawthorne Rd., Spokane
July 20, 2021	North Spokane Library, 44 E. Hawthorne Rd., Spokane
August 17, 2021	North Spokane Library, 44 E. Hawthorne Rd., Spokane
September 21, 2021	North Spokane Library, 44 E. Hawthorne Rd., Spokane
October 19, 2021	North Spokane Library, 44 E. Hawthorne Rd., Spokane
November 16, 2021	North Spokane Library, 44 E. Hawthorne Rd., Spokane
December 21, 2021	North Spokane Library, 44 E. Hawthorne Rd., Spokane

Section 2: EFFECTIVE DATE.

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

ADOPTED by the Board of Trustees of Spokane County Library District, Spokane County, Washington, at a regular meeting thereof, held this 15th day of December 2020.

SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

John Craig, Chair
Board of Trustees

ATTEST

Patrick Roewe, Secretary to the Board of Trustees

2021 BOARD OF TRUSTEES' MEETINGS—LOCATION AND CONTENT SCHEDULE

Background

The following schedule approved by the Board of Trustees in December provides the policy review schedule for regular meetings in 2021.

As per District practice, policy reviews typically occur on a biennial schedule.

Updates on progress of the New Spokane Valley Library project will be included in all monthly agendas in 2021.

Given the ongoing uncertainties about how the COVID-19 pandemic will impact library operations and public meetings, staff recommends that the Board continue suspension of library spotlights and overview topics at all 2021 Board of Trustees regular meetings until further notice. This suspension minimizes the number of presenters at a meeting and facilitates overall meeting efficiency.

As background, the library spotlights provide a community-based overview of each library, and are done on a biennial schedule. The overviews focus on library services or organizational initiatives that haven't otherwise been covered in detail in recent history, and include recommendations from Leadership Team on topics of potential informational value, as well as requests from Trustees. If at some point the requirement for remote meeting expires, library spotlights and overviews can be reinstated on subsequent meeting agendas via direction from the Board.

The Board of Trustees is encouraged to provide direction for meeting content or future topics of interest at any time. Requests to cover specific topics are welcome.

Recommended Action: Motion to approve the recommended Board of Trustees meetings content schedule for 2021.

**2021 Board of Trustees' Meeting Schedule
(includes Location and Policy for each meeting)**

Month	Location	Policy Review
January 19	North Spokane	Bulletin Boards and Community-Interest Publications Computer, Wireless Network and Internet Use
February 16	North Spokane	Collection Development Exhibits and Displays
March 16	North Spokane	Children's Safety in Libraries
April 20	North Spokane	Confidentiality of Library Records
May 18	North Spokane	Personnel Policy Travel
June 15	North Spokane	Procurement Memberships in Organizations
July 20	North Spokane	(from 2020) Code of Conduct Volunteer Program
August 17	North Spokane	(from 2020) Customer Privileges and Responsibilities
September 21	North Spokane	Emergency Closure of Facilities Use of 3D Printing and Cutting Equipment
October 19	North Spokane	Personnel Policy
November 16	North Spokane	Library Meeting Room Use
December 21	North Spokane	None

Important Dates for 2021:

TBD WLA Library Legislative Day, Olympia
Oct 11 All Staff Day, Tentative

2021 BOARD OF TRUSTEES' OFFICERS ELECTION

Background:

The Board of Trustees bylaws specify that officers for the following year be elected at the December regular meeting. Elected officers are Chair and Vice Chair. The Executive Director serves ex-officio as Board Secretary.

Nominations are opened at the meeting and approval of a motion is required for election. Newly-elected officers assume their duties January 1 of the following year and serve through December 31.

Officer elections require a nomination, motion, second, and vote.

Required Action: A nomination, motion, second, and vote for Chair and Vice Chair officers to serve January 1 through December 31, 2021.

RECOGNITION OF RETIRING TRUSTEE WESLEY M. TETERUD (RESOLUTION No. 20-11)

Background

Wesley M. Teterud has served one term or five years of community volunteer service as Spokane County Library District Trustee. He was appointed December 8, 2015, with his five-year term ending December 31, 2020. Trustees will recognize his contributions to the Board and Library District at the meeting.

Recommended Action: Board motion to approve Resolution No. 20-11, “Recognizing Retiring Trustee Wesley M. Teterud’s Service to Spokane County Library District and its Residents.”

COVID-19 Response Update – December 15, 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. As previously discussed, the District has adjusted our staffing model in response to the pandemic. While we previously had staff potentially work multiple locations throughout the District, we have assigned staff to scheduling groups in which a limited number of staff are assigned to the same library or libraries, as an additional mitigation effort. Consequently, in the event that an employee tests positive, one or more libraries may be closed during the CDC recommended self-quarantine period due to the potential of close-contact exposure, as we don’t have sufficient staff to cover the absences.

Alternative services

No changes since the last update. Curbside Pickup and Remote Printing and Pickup continues to be provided at all District libraries. Customers can submit print jobs via an online platform and then pick them up at the library of their choice via curbside pickup.

Remote services such as virtual programs, Book Butler, and Book a Librarian continue to be offered via the District’s platforms.

New services

Wireless hotspots: Due to the popularity of the hot spots, we purchased an additional 20 units at the beginning of December to better meet demand, and had another hotspot donated by a customer. As previously reported, we applied for and were awarded a grant through the Washington State Library for 30 wireless hotspots and funding for the annual data costs.

Limited in-person library services suspended

District libraries opened for limited in-person services the week of November 9, 2020, in compliance with the 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.

However, due to the rapidly changing public health landscape statewide and locally, we made the decision to suspend in-person services the following week. We consulted with the Spokane Regional Health District prior to making that determination. The suspension aligns with Governor Inslee’s new statewide restrictions that were originally in effect from November 16 to December 14. Those restrictions were subsequently extended through January 4, 2021, and the District will maintain the suspension of in-library services through at least that same date.

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: JANUARY - FEBRUARY 2021***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

Please send requests for agenda additions or changes to the Board Chair or Administrative Assistant no later than Tuesday, Jan. 5, for inclusion in the preliminary agenda to be sent Jan. 6. Meeting packets will be mailed Jan. 13.

February 16, 2021: North Spokane Library * (location tentative until approved) - (4:00 p.m.)

- New Spokane Valley Library: Update (TBD)
- Collection Development Policy: Approval Recommendation.
- Exhibits and Displays Policy: Approval Recommendation.
- Reciprocal Use of Libraries Report for 2020
- COVID-19 Response Update

SPECIAL MEETINGS/ACTIVITIES2021

TBD WLA Library Legislative Day, Olympia

Oct 11 All Staff Day, Tentative

➤ * If not by teleconference

EXECUTIVE DIRECTOR'S REPORT NOVEMBER 2020

Business Office, Finance and Facilities – Rick Knorr

General Fund

Key financial items of note for the current year follow.

- Based on the extended due date of the second half property tax payments, our tax revenues are coming in slower than normal. The District expects to collect the full levy amount by the end of March 2021.
- Due to the nine-month impact of the Stay Home, Stay Healthy, and Safe Start directives, the District will have a surplus exceeding \$2,000,000 for 2020, even after taking into account the delay in tax collections.

Expect an update discussing these key items during the meeting.

Facilities Report

HVAC Renovations Project

The HVAC renovations project contract was signed October 27, 2020, and the notice to proceed was concurrently issued. An inaugural planning discussion was completed with Apollo Mechanical Contractors, the contractor awarded the project, and the due date for the project was established as 90 days from contract signing, or January 27, 2021. The new equipment was ordered and only a partial delivery date has been communicated to the District as of this time. The District expects to extend the project due date once definitive delivery dates are received from the contractor.

Argonne Library Roof Replacement

The Argonne Roof Replacement Project contract was awarded to Jimmy's Roofing on November 2, 2020, and contract was signed on November 3, 2020. The contractor has begun and hopes to complete the project before year end. The middle section which is the smallest at 3,100 square feet, was first and has been completed as of December 10, 2020. The remaining east and west sections are not yet complete.

Outdoor Parking Lot Lighting

The District plans to upgrade the outdoor parking lot lighting to LED fixtures which should result in better and more energy efficient lighting at Spokane Valley, North Spokane, Argonne, and Moran Prairie. For the buildings that are served by Avista Utilities, a small rebate is also available for upgrading to LED lighting.

Human Resources – Toni Carnell

Employee turnover

November again saw minimal employee turnover. There were no promotions, transfers or new hires. One employee left the District, a Public Services Associate from Moran Prairie.

Communication and Development – Jane Baker

Communication

In November, Communication prepared messaging, signage, and other announcements about library buildings reopening. Several local newspapers and news outlets responded to press releases. Two

television stations featured the District live on their morning shows on the reopening day. The Department repeated the process to announce the return to curbside services only.

Communication continues to support virtual programs, film editing, and promotion of events and services, and promoting on social platforms, eNewsletter, and the website, as well as through our regular articles and advertisements in various newspapers.

Development

We attended the annual Economic Forecast event and incorporated knowledge gained there into our fundraising planning. Virtual networking and training webinars continue.

Operations – Doug Stumbough

Buildings (Briefly) Reopened

Following the Governor's announcement in October about modifications of Phase 2 Library Services, staff completed preparations for reopening the libraries with some adjustments to in-person service. Under the limitations of the modified guidelines, libraries planned to be opened the same hours as the past five months of curbside-only service, and add an additional hour on Tuesdays and Saturdays for high-risk individuals. Customers would be asked to limit their visits to 30 minutes, and maximum occupancy was reduced as well. Staffing levels would also be limited to meet the social distancing guidelines, physical barriers placed where appropriate separation was not possible, greeters assigned to the entrance to inform customers of the changes, and staff would take on specialized cleaning patrol duties.

With those and other measures in place, The BookEnd, Deer Park, and Medical Lake had soft-openings on Monday, November 9, and Cheney, Fairfield, and Moran Prairie joined them on the 10th. All locations were then reopened on the 12th, following the Veterans Day holiday.

All libraries reported that customers were happy to have be able to come in, and in all but a few cases, were understanding and compliant with the limitations. Many users commented on how nice it was to have the library open again and were complimentary of the efforts of staff to make them safe and welcome.

Back to Curbside Pickup Only

On Sunday, November 15, the Governor announced additional restrictions on indoor gatherings, and as a community partner and in the effort to combat the pandemic, the District made the decision to pause in-library services, and on November 18, resumed curbside-only service.

For November, a total of 30,236 customers visited our libraries and checked out 68,416 physical items. Understandably, those are down from the same month in 2019 (87,575 visitors and 156,577 physical items), but compared to October, the impact of the buildings being open, even for less than a week, was noticeable. The visits and checkouts were up from 12,801 visits (+58%) and 63,027 physical items (+9%) checked out in October.

Although brief, the ability to have customers in our buildings again for a few days this month provided staff with an opportunity to implement and work with the modified services and limitations. It also provided a reality check to those plans, and further adjustments can be made as we prepare to welcome customers back in to the libraries in the near future.

Collection Services – Andrea Sharps

Selection Strategies in Response to the COVID-19 Library Closures

Starting in June, and then again monthly in July and August, select items from the BookEnd were made available for holds based on the number of holds District-wide. Starting in September, we expanded these parameters and ran the report twice a month with a lower holds threshold through October. 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 were expected to reopen to customers starting the week of November 9. In preparation for the libraries reopening, orders were submitted for new adult and children's Books-To-Go titles District-wide, and new physical materials for audiences of all ages were assigned to the BookEnd. As there are so many unknowns about when in-person use will resume, we are continuing to allow current issues of magazines to be checked out by customers and are adhering to the pre-pandemic model for the BookEnd to maintain continuity for both staff and customers.

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 pickup started in June.

- Popular **OverDrive** titles November 2020:
 - Checkouts November 1 – November 30:
 - *Reverie* by Ryan La Sala. eBook. (121)
 - *Where the Crawdads Sing* by Delia Owens. eAudiobook. (68)
 - *The Cold Millions* by Jess Walter. eBook. (67)
 - Holds as of December 1:
 - *The Cold Millions* by Jess Walter. eBook. (190)
 - *A Time for Mercy* by John Grisham. eBook. (141)
 - *A Promised Land* by Barack Obama. eAudiobook. (127)
- Popular **Adult Book** titles November 2020:
 - Checkouts:
 - *A Time for Mercy* by John Grisham (32)
 - *The Sentinel* by Lee Child (30)
 - *The Cold Millions: A Novel* by Jess Walter (29)
 - Holds:
 - *A Promised Land* by Barack Obama (86)
 - *The Cold Millions: A Novel* by Jess Walter (43)
 - *A Time for Mercy* by John Grisham (37)

As a note, *Reverie* by Ryan La Sala was OverDrive's Big Library Read selection from November 2 – November 16, 2020. OverDrive's Big Library Read is an opportunity for those with a valid library card to read the same eBook at the same time without any wait lists or holds. By participating in this event, it allows libraries around the world to offer a simultaneous use title for community-wide access at no cost three times a year.

On November 12, the District reached four million all-time checkouts on OverDrive which is a momentous achievement. The District started offering the OverDrive service on February 28, 2007, as a result of a successful levy lid lift election in 2006. The initial OverDrive collection of 1,055 copies contained audiobooks in the Windows Media Audio (WMA) format only.

Select Digital Circulation Statistics

hoopla Checkouts	
November 2019	2,322
November 2020	3,128
%	+35%
OverDrive Checkouts	
November 2019	49,193
November 2020	60,798
%	+23.5%
OverDrive Holds	
November 2019	14,338
November 2020	19,958
%	+39%

COLLECTION MONTHLY REPORT

November 2020

	Select Transaction Count		
Physical Collection	YTD 2020	YTD 2019	CHANGE
Items Processed	46,915	62,049	-24%
Interlibrary Loan Total	4,011	11,171	-64%
Overdrive			
Total Checkouts	663,002	564,710	17%
Total Holds	232,745	170,995	36%
hoopla			
Total Checkouts	29,779	22,447	33%
	Total Items in Collection		
Material Type	YTD 2020	YTD 2019	CHANGE
Print	321,424	314,389	2%
Nonprint	84,962	84,710	0%
Overdrive	106,023	91,297	16%
Grand Total	512,409	490,396	4%

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 were addressed in other agenda items. As has been the case for the last nine 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 the COVID-19 public health landscape and its impact on District operations. Non-emergent organizational efforts are addressed in other agenda items, but a couple of supplementary updates follow.

Trustee Vacancy Update

The Board of Trustees recommendation to fill the forthcoming Trustee vacancy has been submitted to the Spokane County Board of Commissioners. At present, there is not a set timeline for when the Commissioners will make their decision.

Community Engagement

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

Operations Report November 2020

Doug Stumbough and Kristy Bateman

Service Priority Teams

Business and Career Development (Stacey Goddard)

- Our second SBBC workshop had 10 in attendance. The topic was pricing products/services, and getting your business online.
- I met with Victor Vera, SCORE Spokane's chapter president, to discuss restarting their monthly business workshops for us in a virtual environment.
- Our week-long Small Business Saturday event kicked off on the 28th in four of our communities (AR (Millwood), CH, DP, ML). We're encouraging participants to support their favorite local businesses by writing online reviews about their shopping experiences.

Early Learning (Mary Ellen Braks)

- The Early Learning team is continuing to film videos for virtual Storytime. They are going up on Facebook on Tuesday and Thursday mornings.
- The Early Learning team and I attended the first Early Learning Fellows meeting in a virtual format. It is through Washington's State's Office of Superintendent of Public Instruction (OSPI) and is designed to bring together early learning professionals to engage in leadership opportunities and learning. This is the first year that we've had the entire Early Learning team participate. It's been a great way to connect with our local organizations and teachers who focus on early learning.
- I continue to work on the HELLO (Everyday Language and Learning Opportunities) Math project with Spokane STEM.

Education and Enrichment (Gwendolyn Haley)

- 443 people participated in a variety of virtual programs. These included *Disney Trivia*, *Freezer Meal Planning*, and arts and crafts programs. Every Monday, *Science from Home* videos launch on Facebook with librarian Molly Moore. These have drawn a steady viewership.
- Librarians offer virtual visits to online classrooms, and this month Mica Peak students had a virtual visit on research resources online from librarian Dana Mannino.
- New Beanstack challenges launched for kids in grades K-12. 165 students enrolled since the launch. The challenges, based on the Washington Library Association Reader's Choice Awards, encourage students to read the nominees and then vote on their favorite. Students that read a minimum number of the books will be entered into a drawing for a set of books (courtesy of several Friends groups). *1000 Books before Kindergarten*, an ongoing challenge for kids 0-5, has 60 registered readers who have logged a total of 1,686 books and 43 completed activities. The Spokane is Reading challenge ends on Dec. 31, and so far 49 adults have committed to try to read at least five of the titles.
- *Writing Buddies*, a pen pal program, launched this month, and so far six elementary students have signed up. We have a capacity for 40 students at present and will match students with Reading Buddy volunteers to exchange letters while practicing essential reading and writing skills.

Digital Projects and Resources (Carlie Hoffman)

- Set up continues on a platform to facilitate online book clubs. This will be launched later this winter.
- We created new pages on the website to handle services and digital resources that are no longer available. When customers attempt to access services or resources that are no longer available, they will be informed and directed to alternate services.
- Diane created a new video on placing and managing holds.

Information Technology (Patrick Hakes)

- Completed migration of District staff from on premise Exchange to O365.
- Continued work on implementing O365 to District staff.

Library Reports

Airway Heights: Jennie Anderson

- During the short opening, customers were extremely happy to be inside the library. Many commented on how much they missed coming in to browse. Upon opening, we had five people get new cards.
- Customers continue to appreciate the services we offer and are so grateful that we are here to “feed their minds” with books.

Argonne: Pat Davis

- Several customers remarked how great it was to be back in the library during our days open. One father said he hadn't been to the library for years but was eager to get items to share with his children. He was thrilled to find so much and to have other items coming from other libraries, a service he hadn't known was available.
- This month two families inquired about Jennifer, our retired stuffed bear. The first mother said her child was really missing the bear and asked if we could possibly bring the bear to the window so her little one could wave to it. A few days later another family made the same request. Jennifer was taken to the window and waved her paw.

BookEnd: Danielle Marcy

- Customers were thrilled when the BookEnd reopened, staff observed people checking out lots of items and stocking up.
- A customer was very grateful to Public Services Associate Mikayla for finding and printing her document when the print release station was having technical difficulties.

Cheney: Amy Fair

- Our mobile printing service continues to be popular, especially with families who are homeschooling or doing online learning.
- The few days the building was open brought many happy customers. People expressed over and over how excited they were to be able to browse.

Deer Park

- A customer put notepads in the book drop as a gift to staff along with handwritten personal thank you notes. My note thanked me for making the library such a “special place for all.” Shannon's note read, “Thanks for making the library like CHEERS, where everybody knows your name.”
- We were praised multiple times during the days we opened our doors. Our loyal customers raved about being able to come into the library.

Fairfield: Kristy Bateman

- Customers continue to express their appreciation for staff offering curbside and having access to materials.

Medical Lake: Cecelia McMullen

- “It's so nice to just smell the inside of the library,” said one customer who came during our brief reopening.
- Curbside continues to be appreciated. A carload of kids sang a song about the table of periodic elements to say thank you for the colorful science books we selected for their chemistry unit.

Moran Prairie: Caitlin Wheeler

- Many customers expressed gratitude at seeing the inside of the library when we were open. “The library is what I've missed the most” and “I have been waiting for this day” are just two of the many comments overheard.
- Others stopped me to express how grateful they were to us for finding ways to provide services. One woman stopped me to say, “For what you did, during the closure...” she shook her head, seeming overwhelmed, and just finished with “thank you.” Another told me “you don't know how much it means.”

- Another customer told me she and her husband had been unemployed due to the pandemic, and the curbside services we offered had really uplifted their spirits. “We’re picking up four or five movies at a time. We really appreciate it.”

North Spokane: Brian Vander Veen

- Library Assistant Chris described a conversation with a North Spokane customer that occurred at a local store. The customer had been purchasing ebooks since the library closure but had no idea that she could download books from the library. She was very excited to find out from Chris that the library had materials she could access remotely.

Otis Orchards: Danielle Marcy

- After returning to only curbside service, customers expressed gratitude that we were still providing that service and looking forward to when we are able to open our doors to the public again.
- The use of mobile printing has increased as several customers are routinely using it for their printing needs. Staff have received positive comments about the service.

Spokane Valley: Aileen Luppert

- Public Services Associate Heidi shared a story that took place during one of the days the library was open. She said a customer with her 9 year old daughter came in and expressed their happiness that the library was open. She said her daughter has been coming regularly since she was 4 months old for baby lap-sit, and it's been hard not to have been here since March. They were excited to come the previous Friday for books (all of which the daughter completed that afternoon). The mother explained that after reminding her daughter several times that they needed to limit their stay to 30 minutes because the daughter was browsing slowly, the daughter was teary-eyed as she stood still and responded softly, “Mom, it’s just so good to be back.”

Security Incident Reports

For November 2020, there were six reports filed, one more than last month (5) and 20 less than November 2019 (26). Moran Prairie had the most incidents reported with two. The most frequently reported incidents related to General Code of Conduct with three incidents. There was a one-year exclusion and trespass order due to hostile and aggressive behavior, use of vulgar gestures and language and non-compliance with a public health order. The door count for November 2020 was 30,236 when the library was open to the public for five days with limited capacity before returning to curbside service only on November 17.

Public Use Measures

November 2020

Measure	This year	Last year	YTD	Last YTD
	This Month	This Month	This year	Comparison
Cardholders	107,865	110,974		-3%
Door count	30,236	87,575	338,482	-70%
Items Borrowed	132,342	208,092	1,478,647	-40%
• Airway Heights	1,935	5614	24,892	-57.69%
• Argonne	5,828	10,503	58,281	-56.13%
• Cheney	5,489	12,280	61,206	-56.09%
• Deer Park	5,260	11,930	56,931	-58.73%
• Fairfield	615	1,124	7,019	-44.95%
• Medical Lake	1,516	4,034	16,924	-63.30%
• Moran Prairie	8,507	15,964	88,376	-52.85%
• North Spokane	20,152	42,797	223,129	-54.95%
• Otis Orchards	2,627	5,160	27,114	-53.39%
• Spokane Valley	15,282	43,219	204,936	-60.98%
• The BookEnd	1,017	3,548	14,922	-64.02%
• Digital	63,926	51,515	692,810	18%
Programs				

• Number	14	311	893	-74%
• Attendance	467	5,548	18,471	-78%
Internet Station Use (%)	3.0%	44.6%	45.3%	
Meeting room bookings	0	593	1,410	-77%
Digital Resource Use	119,286	70,355	1,052,160	12%

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 Eleven Months Ended November 30, 2020**

	Y-T-D Actual	Annual Budget	Target 91.7% Percent Used	Balance Remaining
REVENUES				
PROPERTY TAXES	\$ 14,353,030	\$ 15,315,000	93.72%	\$ 961,970
CONTRACT CITIES - AIRWAY HEIGHTS	339,125	339,000	100.04%	(125)
CONTRACT CITIES - SPOKANE	50,854	100,000	50.85%	49,146
FINES & FEES	53,469	155,000	34.50%	101,531
GRANTS & DONATIONS	64,638	39,000	165.74%	(25,638)
E-RATE REIMBURSEMENTS	322,302	198,000	162.78%	(124,302)
LEASEHOLD & TIMBER TAX, REBATES, OTI	29,262	26,100	112.12%	(3,162)
INTEREST REVENUES	71,891	80,000	89.86%	8,109
TOTAL REVENUES	\$ 15,284,572	\$ 16,252,100	94.05%	\$ 967,528
TRANSFERS IN	-	-	0.00%	-
TOTAL REVENUES & TRANSFERS IN	\$ 15,284,572	\$ 16,252,100	94.05%	\$ 967,528
EXPENSES				
SALARIES	\$ 6,114,548	\$ 6,985,400	87.53%	\$ 870,852
FRINGE BENEFITS	2,182,530	2,451,300	89.04%	268,770
SUPPLIES	131,744	165,700	79.51%	33,956
UTILITIES	430,640	480,900	89.55%	50,260
SERVICES	1,001,664	1,386,900	72.22%	385,236
INSURANCE	60,728	62,000	97.95%	1,272
CAPITAL EQUIPMENT	653,286	1,490,000	43.84%	836,714
LIBRARY MATERIALS	1,649,167	2,057,000	80.17%	407,833
ELECTRONIC LIBRARY MATERIALS	171,694	250,000	68.68%	78,306
LIBRARY PROGRAMS	73,127	112,900	64.77%	39,773
OPERATIONAL CONTINGENCIES	0	50,000	0.00%	50,000
TOTAL EXPENSES	\$ 12,469,127	\$ 15,492,100	80.49%	\$ 3,022,973
TRANSFERS OUT	-	760,000	0.00%	760,000
TOTAL EXPENSES & TRANSFERS OUT	\$ 12,469,127	\$ 16,252,100	76.72%	\$ 3,782,973
Net Excess of Revenues Over/(Under) Expenses	\$ 2,815,445	\$ -		
BEGINNING CASH	5,137,427			
NET FROM ABOVE	2,815,445			
ENDING CASH	\$ 7,952,872			

Number of months cash on hand 6.2

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

	Y-T-D Actual	Annual Budget
REVENUES		
Interest Earnings	33,225	32,000
TOTAL REVENUES	33,225	32,000
TRANSFERS IN	-	760,000
TOTAL REVENUES & TRANSFERS IN	33,225	792,000
EXPENSES		
	0	0
TOTAL EXPENSES	0	0
NET EXCESS OF REVENUES OVER (UNDER) EXPENSES	33,225	
BEGINNING CASH	2,047,339	
NET FROM ABOVE	33,225	
ENDING CASH	2,080,564	