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**Board of Trustees Special Meeting**

March 17, 2020 4:00 p.m. Argonne Library Public Meeting Room

**AGENDA**

- I. **CALL TO ORDER**
- II. **AGENDA APPROVAL** [4:00]
- III. **PUBLIC COMMENT**
- IV. **ACTION ITEMS**
  - A. Approval of February 18, Regular, and February 25 Special Meeting Minutes [4:00-4:02]
  - B. Approval of February 2020 Payment Vouchers [4:02-4:05]
  - C. Unfinished Business  
None.
  - D. New Business
    1. Financial Management Policy: Approval Recommendation. [4:05-4:15]
    2. Coronavirus/COVID-19 Response [4:15-4:45]
- V. **REPORTS**
  - A. Trustees [4:45-4:50]
  - B. Executive Director [4:50-4:55]
    - Administrative
    - Community Activities
  - C. Operations [4:55-5:00]
  - D. Fiscal [5:00-5:05]
- VI. **ADJOURNMENT**

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

***This meeting location is barrier-free. If you require accommodation to participate in this meeting, please notify Spokane County Library District Administrative Offices (509/893-8200).***

3/17/2020

**SPOKANE COUNTY LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING MINUTES: FEBRUARY 18, 2020**

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The Board of Trustees of Spokane County Library District met in regular session in the public meeting room at North Spokane Library, 44 E. Hawthorne Rd., Spokane, WA, at 4:00 p.m., Tuesday, February 18, 2020.

**Present:** John Craig - Chair  
 Mark Johnson - Vice Chair  
 Ami Calvert - Trustee  
 Wes Teterud - Trustee  
 Patrick Roewe - Executive Director and Secretary

**Excused:** Kristin Thompson - Trustee

**Also Present:** Jennie Anderson, Library Supervisor; Jane Baker, Communication & Development Director; Toni Costa, Human Resources Director; Rachel Edmonson, Librarian; Patrick Hakes, IT Manager; Carlie Hoffman; Digital Services Manager; Alison Johnson, Librarian; Rick Knorr, Finance Director; Aileen Luppert, Managing Librarian; Jill Nunemaker, Development Manager; Andrea Sharps, Collection Services Director; Brian Vander Veen, Managing Librarian; Amber Williams, Managing Librarian-Strategic Initiatives; and Patty Franz, Executive Assistant.

**Guests:** None.

**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. Calvert moved and Mr. Teterud seconded approval of the agenda. The motion was approved.

**Approval of Jan. 21, 2020, Regular Meeting Minutes (Item III.A.)** Mr. Craig called for corrections to the January 21, 2020, regular meeting minutes. The minutes stand approved as written.

**Approval of Jan. 2020, Payment Vouchers (Item III.B.)** Mr. Johnson moved and Ms. Calvert seconded approval of the January 2020 bill payment vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal	Total
Jan. - L01	56828-56938 and W00762-W00773	\$826,870.36	\$826,870.36
	01102020PR and 012420120PR	\$412,485.38	\$412,485.38
L01		Total	\$1,239,355.74

In response to queries from Mr. Teterud, Mr. Knorr said payments issued to Great American Insurance Company for property, casualty, auto, and liability insurance, and SirsiDynix for software maintenance and support were both annual payments.

**Minutes - Board of Trustees' Meeting**

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**Approval of  
Jan. 2020,  
Payment Vouchers  
(Item III.B.)**

There was no further discussion.

The motion was approved.

**Unfinished Business  
None  
(Item III.C.1)**

NONE.

**New Business  
Facility Use for  
Political Purposes  
Policy  
(Item III.D.1.)**

FACILITY USE FOR POLITICAL PURPOSES POLICY. Mr. Teterud moved and Mr. Johnson seconded approval of the Facility Use for Political Purposes policy, as revised. Mr. Roewe said the primary purpose of the suggested revisions was to improve organization of the policy and update the standard boilerplate regarding procedures and appeals, noting legal counsel reviewed the policy as well. He further said the District follows state law to the extent necessary to prevent unreasonable interference with the public's use of libraries as public spaces.

There was no further discussion.

The motion was approved.

**New Business  
Public Records  
Policy and Res.  
No. 20-01  
(Item III.D.2.)**

PUBLIC RECORDS POLICY (RESOLUTION No. 20-01). Mr. Johnson moved and Mr. Teterud seconded approval of Resolution No. 20-01, to adopt a revised Public Records policy. Mr. Roewe said District legal counsel recommended the policy be expanded to become procedure-like for compliance with the state Public Records Act, RCW 42.56. Upon approval, a fee structure for requesters will also be implemented to assess the cost of all future print or digital copies. Historically, the District has not charged for digital copies, yet this change will become consistent with state law. Mr. Roewe said the revised policy was adopted via a resolution to establish a formal order to specify the reasons why maintaining a records index would unduly burden or interfere with library operations. In response to Mr. Teterud's query, Mr. Roewe said examples of public records created daily by the District are payment vouchers issued, emails and correspondence sent, and signed contracts. Mr. Roewe also noted that for training, he and other staff will attend a Public Records Act Basics & More workshop offered by Municipal Research and Services Center (MRSC) on March 9 in Spokane.

There was no further discussion.

The motion was approved.

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

PERSONNEL POLICY HR05- LEAVE. Ms. Calvert moved and Mr. Teterud seconded approval of Personnel Policy Section HR05—Leave, as revised. Ms. Costa presented via PowerPoint and a handout on myriad aspects of state and District-paid and unpaid leave for employees. The handout demonstrated the necessary criteria for consideration when leave is requested by an employee, and via PowerPoint, Ms. Costa explained how the new state Paid Family and Medical Leave (PFML) program interfaces

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

with other categories of paid state or District leave. Ms. Costa noted the District cannot mandate use of District leave prior to other leave options, nor would it be responsible for reconciling employee benefits received from the state. In response to Mr. Teterud's query, Ms. Costa said the advantage of an employee using the new state paid leave program could be to fill a gap prior to eligibility for District leave, or before adequate leave accrual, as every District employee can access PFML. Ms. Costa also pointed out care of a sibling does not qualify under Family and Medical Leave (FMLA), yet does under PFML and District leave, noting criteria for household structure has recently changed. In response to Mr. Roewe's request, Ms. Costa reported on the recommendation by legal counsel for the revised Leave policy to contain language stating employee benefits would be continued in the event of serious health situations. In response to Mr. Craig's query regarding the potential for combining District and state benefits to ease administration of coverage, Ms. Costa said not enough is known about the administration of a voluntary plan at present, but there may come a point where it would make financial sense to do so.

There was no further discussion.

The motion was approved.

**New Business  
NS Remodel  
Contract Award  
Discussion  
(Item III.D.4.)**

NORTH SPOKANE LIBRARY REMODEL CONTRACT AWARD: DISCUSSION.

Mr. Knorr reviewed a total of three bids received by deadline on Feb. 14, and explained why staff was unable to make a recommendation at this meeting for the contract award. The bid submitted by Modern Construction and Consulting Services, the lowest bidder, was reviewed in further detail for full compliance with the bid document because of its differential cost between it and the other two higher bidders. Bernardo Wills Architects (BWA) recommended a meeting among BWA, the District, and Modern Construction to review, discuss, and clarify specifics of the restroom remodel project. In response to queries from Trustees, Mr. Knorr said District staff had not prepared an estimate in advance of the Invitation to Bid because of the relatively small scope of the job, yet \$80,000 was budgeted. Mr. Knorr said the regional construction climate had changed considerably; thus, bids came in higher than those received in 2017 for other remodeling conducted at North Spokane. Mr. Roewe said he and staff were pleased to receive three bids and will move forward with its goal to have remodeled restrooms open before summer. A special meeting will be scheduled in the near future, with intent to make a recommendation to the Board to award the remodel contract. Trustees will have the option to attend the meeting in person or by teleconference. There was no further discussion.

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

Chair Craig reviewed forthcoming agenda items for the next two months. Among other items, the agenda for March at Airway Heights Library will include Access to Library Services and Financial Management policies, Public Records and Open Public Meetings Act(s) training, overview of Internet Use, Children's Internet Protection Act (CIPA) compliance, and a spotlight on Airway Heights Library. There was no further discussion.

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

There were no reports.

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

The Executive Director's written report for January 2020 provided prior to the meeting, included information on the Business Office, Finance and Facilities, Collection Services, Human Resources, Information Technology, and Community Activities. Mr. Roewe further reported on the Library Capital Improvement Program workshop he attended in Wenatchee, WA, on February 12. The improvement program was created by the Legislature in its 2019 Regular Session to assist libraries operated by governmental units to acquire, construct, or rehabilitate their facilities. Opening late March, the Department of Commerce in consultation with the Library Capital Improvement Program Committee will conduct a statewide competitive grant process to award up to \$10 million, yet no more than \$2 million to any single entity will be awarded. Mr. Roewe noted this program could be beneficial toward future library buildings in Spokane Valley. There was no further discussion.

**Operations Report,  
Jan. 2020  
(Item V.C.)**

Operations Director Doug Stumbough and Library Operations Manager Kristy Bateman provided a written report prior to the meeting for January 2020, with data for customer use measures, programming, and library activities. In their stead, Mr. Roewe said he had nothing further to report, yet could field questions. There was no further discussion.

**Communication &  
Development  
Report, Jan. 2020  
(Item V.D.)**

Communication & Development Director Jane Baker provided a written report prior to the meeting for January 2020 communication and development activities. Ms. Baker had nothing further to report, and there was no further discussion.

**Fiscal Report,  
Final Dec. 2019  
(Item V.E.)**

Revenue and Expenditure Statement through December 31, 2019.

<u>Fund 001</u>	
Revenues	\$ 13,187,124
Expenditures	\$ 13,084,330
Ending Fund Balance	\$ 5,137,427
Fund Budget Expended	99.38%

Regarding final budget figures for 2019, Mr. Knorr said year-end results were positive for the District going forward into 2020. There was no further discussion.

**Spotlight North  
Spokane Library  
(Item V.F.)**

Managing Librarian Brian Vander Veen and Librarian Rachel Edmondson presented highlights of events at North Spokane Library since their last spotlight report in March 2018. Ms. Edmondson reported on successful early learning programs, such as Family Painting Party geared toward ages four to eight. Ms. Edmondson said during a recent snowstorm a group of 20 kids alongside their adults, explored colors and shapes and worked on their literacy skills in this guided art experience. Offered during the summer from

**Spotlight North  
Spokane Library  
(Item V.F.)**

9am to noon at The Lab, Camp Read-a-Rama has a theme each week based on a children's book, crafts, music and games. A morning snack and lunch were also provided as part of the Spokane Public Schools Summer Meals program. A STEM program, Take it Apart, enables participants to satisfy their curiosity by taking apart electronics, small appliances and other no-longer-useful devices donated by Goodwill Industries of the Inland Northwest. Mr. Vander Veen reported on programming offered by library staff and Farmers' Market volunteers as part of KERNEL, a program that Catholic Charities Food For All developed to reach out to families at farmers' markets to introduce children to healthy eating habits by engaging them in educational activities. Each of the 138 kids received a \$2 coupon to spend at the market for completing activities each week. Mr. Vander Veen expressed appreciation for the District's partnership with Catholic Charities and the opportunity for community connection at a location this far north of downtown. The Creator in Residence program had five visiting artisans in The Lab for one month each from September 2018 through January 2019, whose range of talents included an independent publisher, bookbinder, jewelry maker, baker and cake decorator, and medieval book illuminator. Artists work on their creations in The Lab, hold hands-on workshops for participants, and respond to customers' questions. Applications will soon again be accepted for four resident artists from October to January 2021. Ms. Edmondson said staff noticed programming attendance increased when August skies filled with smoke, which held true for registration of two blacksmithing courses that filled in 10 minutes. The library partnered with Columbia Fire & Iron to teach participants the basics and art of blacksmithing in the library parking lot. Painting with Bob Ross was also a well-attended August program. Mr. Vander Veen noted the Jigsaw Puzzle Swap held last fall filled a niche for puzzle aficionados to exchange their puzzles for something new. The program also drew residents from Rockwood Retirement Community located across the street. Although Librarian Corinne Wilson was unable to join the meeting today, she organized the Hanford Anniversary Exhibit and special events to mark the 75<sup>th</sup> anniversary of the establishment of the Hanford Nuclear Site. Participants who had worked at Hanford or were downwinders expressed appreciation for programming of this type. Ms. Edmondson reported on the standing Civic Lab exhibit for which topics invite customers to engage with their neighbors and community on controversial subjects. The topic for this month was redlining in Spokane, in observance of Black History Month. To wrap up, Mr. Vander Veen shared an interesting statistic: During the first week following closure of the Spokane Public Library's Shadle branch, new library card registrations at North Spokane Library increased by 29 percent and Storytime attendance increased as well. In response to Mr. Craig's query about Instant Pot cooking programs, Mr. Vander Veen said the programs have been in high demand. To respond, the library has planned more programs and added the relatively new kitchen gadget to the Library of Things for checkout. There was no further discussion.

**Public Comment**  
**(Item VI.)**

There was no public comment.

**Adjournment**  
**(Item VII.)**

Chair Craig adjourned the meeting at 5:03 p.m. The next Board Meeting is scheduled for Tuesday, March 17, 2020, at 4:00 p.m., in the public meeting room at Airway Heights Library.

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John Craig, Chair

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Patrick Roewe, Secretary to the Board of Trustees

**SPOKANE COUNTY LIBRARY DISTRICT  
BOARD OF TRUSTEES SPECIAL MEETING MINUTES: FEBRUARY 25, 2020**

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A special meeting of the Spokane County Library District Board of Trustees was held by teleconference, Tuesday, February 25, 2020, at 4:00 p.m., at the District Administrative Offices Conference Room, 4322 N. Argonne Rd., Spokane, WA.

**Present:** John Craig - Chair (attended on-site)  
Mark Johnson - Vice Chair (attended by teleconference)  
Ami Calvert - Trustee (attended by teleconference)  
Wes Teterud - Trustee (attended on-site)  
Kristin Thompson - Trustee (attended on-site)  
Patrick Roewe - Executive Director and Secretary (attended on-site)

**Excused:** None.

**Also Present On-site:** Rick Knorr, Chief Financial Officer; Doug Stumbough, Operations Director; and Patty Franz, Executive Assistant.

**Agenda (Item I)** Chair John Craig convened the special meeting/teleconference at 4:00 p.m.

**Agenda (Item II)** **North Spokane Library Restroom Remodel Contract Award.** Ms. Thompson motioned and Mr. Teterud seconded approval of the North Spokane Library restroom remodel contract award to the lowest bidder, Modern Construction & Consulting Services, LLC, located in Spokane Valley, WA. As discussed at the Board of Trustees regular meeting held Tuesday, February 18, Mr. Knorr reiterated three (3) bids for the remodel project were received before deadline on February 14. However, because of the differential cost between the lowest and next highest bidder, the architect for the project, Bernardo Wills Architects (BWA), suggested an informational follow-up meeting with Modern Construction, the District, and BWA, prior to issuing the contract award. The follow-up meeting was held February 19 to review the request for proposal and discuss two inconsistencies in the project drawings involving District preferences for sinks and installation of toilet partitions. Although Modern Construction confirmed its bid price and interest in the project, depending on the outcome of the structural engineer's plans, an industry standard change order might become necessary. With the total project cost estimated at \$99,310, the District procurement policy requires Board approval to award the contract, which was the purpose of this special meeting. Mr. Roewe noted any costs above the estimated project cost would involve a change order, for which the Board can provide direction, yet staff intend to keep the project as close to the original bid as possible. Mr. Knorr said he anticipates additional costs of \$5,000-\$10,000, yet will inform the Board if projected costs reach the estimated amount of the next highest bidder.

There was no further discussion.

The motion was unanimously approved.



**Agenda**  
**(Item III)**

Chair Craig adjourned the meeting at 4:22 p.m.

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John Craig, Chair

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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 February 28, 2020 and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$1,151,318.04 for the general fund and \$0.00 for the capital projects fund and are authorized to authenticate and certify these claims.

DATE: March 2, 2020

SIGNED



SIGNED



TITLE: Finance Director

TITLE: Executive Director

VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
056939	APS, INC.	POSTAGE EQUIP. SUPPLIES	\$ 370.26
056940	AVISTA UTILITIES	MONTHLY UTILITIES	11,237.64
056941	MATTHEW BERTHOLIC	REFUND OF LOST/PAID FEES	7.20
056942	CONSOLIDATED IRRIGATION DIST19	WATER - OTIS ORCHARDS	22.00
056943	CITY OF SPOKANE	WATER & SEWER - MORAN PRAIRIE	303.83
056944	CITY OF AIRWAY HEIGHTS	WATER & SEWER - AIRWAY HEIGHTS	128.17
056945	CITY OF CHENEY	WATER, SEWER, ELEC. - CHENEY	661.43
056946	CITY OF DEER PARK	WATER & SEWER - DEER PARK	77.78
056947	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE	4,939.50
056948	DIVCO INCORPORATED	QTRLY BUILDING MAINT CONTRACT - HVAC	16,714.28
056949	EBSCO INDUSTRIES, INC.	LIBRARY MATERIALS - SUBSCRIPTIONS	27,629.03
056950	FATBEAM, LLC	MONTHLY INTERNET SERVICE, NET OF ERATE DISC	4,130.04
056951	FREE PRESS PUBLISHING, INC	LIBRARY MATERIALS	75.00
056952	GALE/CENAGE LEARNING	LIBRARY MATERIALS	436.14
056953	INGRAM DISTRIBUTION GROUP, INC	WEEKLY LIBRARY MATERIALS	16,079.68
056954	JOURNAL OF BUSINESS	LIBRARY MATERIALS	99.95
056955	LUCID SOFTWARE INC.	COMMUNICATIONS WORKFLOW SOFTWARE	4,443.12
056956	MIDWEST TAPE	WEEKLY LIBRARY MATERIALS	13,859.30
056957	MODERN ELECTRIC WATER COMPANY	WATER, ELEC. - SV	2,186.45
056958	MONTGOMERY HARDWARE	MAINTENANCE SUPPLIES	77.91
056959	NATIONWIDE INSURANCE	EMPLOYEE DEDUCTIONS FOR PET INSURANCE	288.06
056960	NATIONAL COLOR GRAPHICS	PRINTING - ENGAGE MAGAZINE	11,294.02
056961	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	21,111.57
056962	SOFTWARE ONE, INC	SOFTWARE SUPPORT	3,482.33
056963	JENNIFER SPEIRS	REFUND OF LOST/PAID FEES	12.80
056964	THE SPOKESMAN- REVIEW	LIBRARY MATERIALS	260.00
056965	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	1,498.08
056966	VERIZON WIRELESS	MONTHLY CELL PHONES (20)	395.29
056967	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	888.70
056968	WASHINGTON ST HISTORICAL SOCIETY	ANNUAL RENEWAL	35.00
056969	WASHINGTON STATE PARKS	"CHECK OUT WASHINGTON" PASSES FOR CHECKOUT	1,100.00
056970	WICK ENTERPRIZES, LLC	ADVERTISING	343.62
056971	MARILYN AKINS	REFUND OF LOST/PAID FEES	9.80
056972	ALLSTREAM	MONTHLY DID, PRI AND LONG DISTANCE PHONE SVC	516.67
056973	AMERICAN LIBRARY ASSOCIATION	DUES AND MEMBERSHIPS	70.80
056974	ASSOC OF WASHINGTON CITIES-NWA	MEDICAL, DENTAL, VISION & LIFE INS.	780.46
056975	CDW GOVERNMENT, INC.	IT HARDWARE & SOFTWARE	2,846.54
056976	CENTURYLINK	ANALOG TELEPHONE LINE SV ELEVATOR	58.10
056977	CITY OF MEDICAL LAKE	WATER, SEWER, REFUSE - ML	159.39
056978	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CH	40.10
056979	DELL MARKETING L.P%DELL USA LP	PRINTER SUPPLIES/IT EQUIPMENT	2,320.07
056980	EARTHWORKS RECYCLING,INC	RECYCLING: AR, NS, SV	175.00
056981	EMPIRE DISPOSAL INC.	MONTHLY SOLID WASTE - FAIRFIELD	42.84
056982	GALE/CENAGE LEARNING	LIBRARY MATERIALS	170.63
056983	GARY'S KEY & LOCK	LOCK AND KEY REPAIR	8.15
056984	INGRAM DISTRIBUTION GROUP, INC	WEEKLY LIBRARY MATERIALS	14,452.32
056985	INLAND POWER AND LIGHT	ELECTRIC UTILITIES - AH, DP	658.26
056986	SETH S MARLIN	LIBRARY PROGRAMS	200.00
056987	MIDWEST TAPE	WEEKLY LIBRARY MATERIALS	1,413.86
056988	MAUREEN REGALADO	SEMI-MONTHLY SOCIAL MEDIA PLATFORM MGMT	750.00

056989	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	16,147.40
056990	SCHINDLER ELEVATOR CORPORATION	ELEVATOR REPAIR	907.11
056991	MICHAEL EDWARD SWENDROWSKI	50% DOWN PMT- OUTREACH VEHICLE CONSULTING	13,600.00
056992	SPOKANE HARDWARE SUPPLY	BUILDING REPAIR & MAINTENANCE	106.89
056993	SPOKANE COUNTY ENVIRONMENTAL SERVICES	MONTHLY SEWER - AR, NS, SV	599.74
056994	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	537.12
056995	UPS	SHIPPING	24.94
056996	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE	1,232.14
056997	WHITWORTH WATER DISTRICT	WATER - NORTH SPOKANE	36.24
056998	WITHERSPOON BRAJICICH MCPHEE, PLLC	LEGAL SERVICES, GENERAL COUNSEL	2,637.50
056999	YMCA OF THE INLAND NORTHWEST	ANNUAL MEMBERSHIP FIT/LIT GRANT PARTICIPANTS	400.00
057000	YMCA OF THE INLAND NORTHWEST	ANNUAL MEMBERSHIP FIT/LIT GRANT PARTICIPANTS	834.50
057001	ALLIED FIRE & SECURITY BY VYANET	QUARTERLY ALARM MONITORING	124.32
057002	ARGUS JANITORIAL	MONTHLY CUSTODIAL SERVICES	16,659.99
057003	BOOKS IN MOTION	LIBRARY MATERIALS	66.19
057004	E-RATE EXPERTISE, INC.	E-RATE CONSULTING SERVICES	337.50
057005	GALE/CENAGE LEARNING	LIBRARY MATERIALS	1,577.36
057006	GREENLEAF LANDSCAPING, INC.	SNOW REMOVAL, JANUARY	10,678.16
057007	CITY OF HILLSBORO	INTERLIBRARY LOAN FEES	14.99
057008	INGRAM DISTRIBUTION GROUP, INC	WEEKLY LIBRARY MATERIALS	8,540.99
057009	INLAND POWER AND LIGHT	ELECTRIC UTILITIES - AH, DP	373.63
057010	KING COUNTY LIBRARY SYSTEM	INTERLIBRARY LOAN FEES	16.95
057011	MIDWEST TAPE	WEEKLY LIBRARY MATERIALS	4,605.06
057012	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	328.92
057013	OPTUM	MONTHLY HSA ACCOUNT FEES	66.00
057014	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	18,686.68
057015	PERRINE PROPERTIES, LLC	MONTHLY PARKING LOT LEASE, SV	300.00
057016	PHILADELPHIA INSURANCE CO	ANNUAL CYBER INSURANCE PREMIUM	5,835.00
057017	RECORDED BOOKS, LLC	LIBRARY MATERIALS	673.77
057018	SCHOLASTIC LIBRARY PUBLISHING	LIBRARY MATERIALS	317.12
057019	BPR CUMULUS LLC	MONTHLY LEASE PAYMENT, BOOKEND	3,120.00
057020	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	556.25
057021	STATE PROTECTION SERVICES INC	MOBILE AFTER HOURS SECURITY: SV, NS	744.00
057022	TUMBLEWEED PRESS INC.	ELECTRONIC LIBRARY SERVICES	7,816.38
057023	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	11,235.79
057024	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	845.99
057025	AVISTA UTILITIES	MONTHLY UTILITIES	9,450.81
057026	BOOKLIST	LIBRARY MATERIALS	282.50
057027	CCI SOLUTIONS	OFFICE/LIBRARY SUPPLIES	620.00
057028	CDW GOVERNMENT, INC.	IT HARDWARE & SOFTWARE	1,102.61
057029	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	137.87
057030	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	501.54
057031	DUMAIS * ROMANS, INC.	MECHANICAL ENGINEER FEES, HVAC UPGRADE	1,320.00
057032	FRONTIER COMMUNICATION	TELEPHONE & BROADBAND - FF	126.36
057033	GALE/CENAGE LEARNING	LIBRARY MATERIALS	716.79
057034	CITY OF HILLSBORO	INTERLIBRARY LOAN FEES	9.99
057035	HORIZON ROOFING & SHEETMETAL, LLC	REMODEL SIDING AT OTIS ORCHARDS	325.61
057036	INGRAM DISTRIBUTION GROUP, INC	WEEKLY LIBRARY MATERIALS	14,702.49
057037	LINDSEY MERRELL	LIBRARY PROGRAMS	50.00
057038	MIDWEST TAPE	WEEKLY LIBRARY MATERIALS	4,640.10
057039	POWER 2 THE POETRY LLC	LIBRARY PROGRAMS	516.80
057040	MORAN PRAIRIE GRANGE	LIBRARY PROGRAMS	45.00
057041	MAUREEN REGALADO	SEMI-MONTHLY SOCIAL MEDIA PLATFORM MGMT	750.00
057042	OCLC, INC.	SEMI-ANNUAL CATALOGING & ILL SUBSCRIPTION	22,447.14
057043	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	20,624.28
057044	PRESSWORKS	PRINTING	104.54
057045	PRISMHR, INC.	SOFTWARE SUPPORT - HR	454.12
057046	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	997.94
057047	RECORDED BOOKS, LLC	LIBRARY MATERIALS	215.62
057048	SAGE SOFTWARE, INC	ANNUAL ACCOUNTING SOFTWARE SUPPORT	7,572.39
057049	SHI INTERNATIONAL CORP	IT HARDWARE & SOFTWARE	4,954.21
057050	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	466.20
057051	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	375.16
057052	UNIQUE MANAGEMENT SERVICES	MONTHLY COLLECTION AGENCY & NOTICE FEES	1,875.65
057053	ZAYO GROUP, LLC	MONTHLY BROADBAND SERVICE	1,539.79
W00774	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	57,396.06
W00775	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	65,790.71
W00776	US BANK - HEALTH - OPTUM	H S A CONTRIBUTIONS	1,698.50

W00777	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	3,223.02
W00778	ASSOC OF WASHINGTON CITIES-NWA	MEDICAL, DENTAL, VISION & LIFE INS.	92,145.79
W00779	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	53,935.86
W00780	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	61,303.07
W00781	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	3,223.02
W00782	US BANK - HEALTH - OPTUM	H S A CONTRIBUTIONS	<u>1,698.50</u>

**Total Non-Payroll General Operating Fund** \$ **736,785.83**

**PAYROLL VOUCHERS**

02102020PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL	\$ 213,159.38
02252020PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL	<u>201,372.83</u>

**Total Payroll General Operating Fund** \$ **414,532.21**

**TOTAL GENERAL OPERATING FUND** \$ **1,151,318.04**

January/February, 2020  
Paid in February, 2020  
Voucher #057023

<u>Card Category</u>	<u>Amount</u>
General Purchases	\$5,189.72
Maintenance	1,534.58
Travel	693.52
Acquisitions	3,659.06
Information Technology	101.94
Outreach	56.97
General Fund Purchases	<u><u>\$11,235.79</u></u>

Top Individual Charge

MAILCHIMP/EMAIL BLAST TO CARD HOLDERS	587.08
DIGITAL RIVER, INC./CATALOGING SOFTWARE SUPPORT	604.40

## FINANCIAL MANAGEMENT

### BACKGROUND:

The primary purpose of the Financial Management policy is to acknowledge that the Board of Trustees has exclusive control of District finances, pursuant to RCW 27.12, and to establish certain basic financial requirements and guidelines.

The changes proposed are primarily for clarification and presentation purposes. The timeline of required meetings and actions needed for the annual budget adoption process have been better separated into those required every year and those required only if applicable or necessary.

The following key limitations or minimums remain unchanged.

1. Minimum budget for library materials will be not less than 14% of property tax revenue, including revenues from contracted cities.
2. Minimum budget for library programs will be not less than 0.5% of property tax revenue, including revenues from contracted cities.
3. Minimum unassigned General Fund balance shall not be less than 15% of total general fund operating expenditures, excluding operating transfers.

The policy addressing the inexpensive purchase of food and District-branded promotional items has been further emphasized that they shall be “commensurate to the consideration or return to the District as a result of such purchase,” to further document these inexpensive purchases are not gifts, yet provide value to the District.

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

Finance Director Rick Knorr will be available to answer any questions about the proposed policy.

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

Recommended Action: Board motion to approve the revised Financial Management policy.

SPOKANE COUNTY LIBRARY DISTRICT

Current/Existing Policy

**POLICY: FINANCIAL MANAGEMENT**

APPROVAL DATE: NOVEMBER 21, 2000

REVISION DATE: ~~April 17, 2018~~ March 17, 2020

PREVIOUS POLICY TITLE: Fund Balance Management

RELATED POLICY

Purchasing

STATUTORY REFERENCES: RCW 27.12.050, 27.12.210, 43.09.240, 84.52.010, 84.52.020, 84.52.070, 84.55.010, 84.55.120

**Purpose:**

The Spokane County Library District Board of Trustees, pursuant to RCW 27.12.210, has exclusive control of its finances and may conduct acts necessary for the orderly and efficient management and control of the library.

**General Policy:**

The District will comply with all statutory budget, property tax and financial reporting requirements and due dates established by both Washington State and Spokane County.

Spokane County Treasurer will serve as District's treasurer and fiscal agent per RCW 27.12.070. The District will participate in the Spokane County Investment Pool and adopts the Spokane County Investment Policy as its investment policy.

The District's financial reporting will be on a cash basis and will follow the prescribed Budget, Accounting, and Reporting System (BARS) for cash basis entities as prescribed by the Washington State Auditor's Office.

**Required Board of Trustees Actions**

October of each calendar year

1.) The Board of Trustees conducts a public hearing on Library District revenue sources as required by State Law (RCW 84.55.120).

November of each calendar year

The Board of Trustees reviews and ~~adopts~~ approves:

1.) A Resolution adopting a ~~preliminary~~ budget for the following year that shall be transmitted to the Clerk of the Board of County Commissioners as required by State Law in ample time for Spokane County to make the tax levies for the purpose of the District (RCW 27.12.050, & 27.12.210(4), & 84.52.020).

2.) A Resolution authorizing property tax levy increases for the following year, in terms of both dollars and percentage, that shall be transmitted to the County Assessor as required by State Law (RCW 84.55.120(3)).

3.) A Resolution certifying the estimated property tax levy for the following year, in dollars, that shall be transmitted to the Clerk of the Board of County Commissioners and the County Assessor, as required

by State Law (RCW 84.52.020070).

~~4) A Resolution establishing a levy limit factor in excess of the limit factor defined by RCW 84.55.0101 for property taxes shall be transmitted to the County Assessor.<sup>1</sup>~~

December of each calendar year

The Board of Trustees reviews and approves:

~~1.) A Resolution adopting the final budget as required by State Law (RCW 27.12.050) shall be transmitted to the Board of County Commissioners. If necessary, a resolution adopting an amended budget for the following year, based upon new information or revised estimates of sufficient importance to budget formulation.~~

~~Other~~ The following resolutions needed are required only if applicable or necessary:

1.) A Resolution establishing a levy limit factor in excess of the limit factor defined by RCW 84.55.0101 for property taxes that shall be transmitted to the County Assessor only when the inflation factor as defined by RCW 84.55.0101 is less than 1% and the Board finds a substantial need to exceed the property tax limit factor.

2.) A Resolution certifying an excess levy for General Obligation Bonds redemption as required by State Law (RCW 84.52.056), that shall be transmitted to the Clerk of the Board of County Commissioners and Spokane County Assessor.<sup>2</sup> only if District General Obligation Bonds are outstanding.

3.) A Resolution approving the sale of Tax Anticipation Notes (TANS) for the upcoming budget year.<sup>3</sup> only if the projected fund balances are insufficient to provide the necessary cash flow for District operations.

### **Financial Management Requirements**

The District's General Operating Fund and Capital Projects Fund shall be managed as follows:

**General Operating Fund** – This fund is used to carry out the District's normal operations and maintenance activities. The following are important components of the General Operating Fund:

1.) Minimum Unassigned Fund Balance

The minimum unassigned general operating fund balance should be at least 15% of total annual expenditures excluding inter-fund transfers. The unassigned general operating fund balance in excess of the minimum may be used for current-year expenditures or may be transferred to the Capital Projects Fund to meet future capital needs. Any year-end general operating fund surplus will be considered unassigned.

2.) Expenditure Control

The ~~critical~~ maximum budgetary authorization amount is the "Total Expenses and Transfers Out" in the final adopted District budget. This amount is the District's overall expenditure control and cannot be exceeded without Board of Trustees' approval.

**Capital Projects Fund** – This fund is used to accumulate financial resources for potential future capital investments. Consequently, the unassigned Capital Projects Fund balance has no minimum.



~~**Inter-Fund Loans** – The Finance Director is authorized to make short term (i.e., not to exceed 90 days) inter fund loans between the General Operating Fund and the Capital Projects Fund. All inter fund loan activity shall be reported to the Board of Trustees on a monthly basis.~~

**Cash Deposit Frequency** – The District will make cash deposits at least once a week, maintaining appropriate safeguards, via an agreement with the Spokane County Treasurer.

**Budget Limitations and Restrictions – General Operating Fund**

The following are limitations and restrictions on the General Operating Fund:

1.) Employee Compensation

The budget for all compensation-related items (salaries and employee benefits) will be in accordance with the provisions of the District's Personnel Policy.

2.) Library Materials

The annual minimum budget for library materials will be not less than 14% of the District's operating revenues from the District's property tax levy, plus revenues from contracted cities.

3.) Library Programs

The annual minimum budget for library programs will be not less than 0.5% of the District's operating revenues from the District's property tax levy, plus revenues from contracted cities.

4.) Food Purchases

The District may purchase food and beverages and serve them in connection with District-sponsored activities, events, and meetings. Purchases shall be inexpensive and the effort necessary to purchase, prepare, and present them shall be minimal in nature but commensurate to the consideration or return to the District as a result of such purchase. Purchase of alcoholic beverages with District funds is prohibited.

5.) District-Branded Promotional Items

The District may purchase District-branded items and distribute them to the public in order to promote District services. Purchases shall be inexpensive and the effort necessary to purchase, prepare, and present them shall be minimal in nature but commensurate to the consideration or return to the District as a result of such purchase.

6.) District-Branded Items for Staff and Volunteers

The District may purchase clothing and/or other District-branded items and provide them to employees as a provision of employment and/or to volunteers as a provision of volunteer service. Purchases shall be inexpensive and the effort necessary to purchase, prepare, and present them shall be minimal in nature but commensurate to the consideration or return to the District as a result of such purchase.

~~The Executive Director is responsible for establishing administrative procedures necessary to carry out this policy and will respond to appeals of District staff action and/or decision in the application of this policy and any related procedures. Any appeal of Executive Director' action and/or decision may be made in writing to the Board of Trustees. The Executive Director will establish administrative procedures necessary to implement this policy. In accordance with the administrative procedures, any appeal of an administrative action under this policy will first be made in writing to the Executive Director. Any subsequent appeal of Executive Director action and/or decision will be made in writing to the Board of Trustees.~~

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

~~<sup>1</sup> Necessary only when the inflation factor as defined by RCW 84.55.0101 is less than 1% and the Board wants to exceed the property tax limit factor.~~

~~<sup>2</sup> Necessary only if District General Obligation Bonds are outstanding.~~

~~<sup>3</sup> Necessary only if the projected fund balances are insufficient to provide sufficient cash flow for District operations.~~

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APPROVAL DATE: NOVEMBER 21, 2000

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

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

## **Coronavirus/COVID-19 Response**

### **Background**

The District is continuing to monitor the developing situation with Novel Coronavirus/COVID-19 and is following guidance provided by Spokane Regional Health District (SRHD), Washington State Department of Health (DOH) and Centers for Disease Control and Prevention (CDC).

### **Infectious Disease Response Plan**

Following recommendations of those agencies, the District has established a new Infectious Disease Response Plan procedure, which outlines operational responses for topics such as:

- Library closures and reductions in services.
- Minimum staffing levels.
- External and internal communication.
- Prioritization of services and business operations.
- Alternative work assignments (locations and duties).

The procedure also contains guidelines specific to COVID-19 derived from those same public health agencies that include directives for staff regarding topics such as:

- Staying home when sick.
- Cough and sneeze etiquette.
- Handwashing and hand sanitizer use.
- Routine cleaning of frequently touched surfaces.

### **Additional Actions**

In addition, the District has taken the following steps in response to the situation:

- Distributed CDC public health posters to all facilities for posting.
- Posted an informational item on the website that provides a brief statement regarding our response to the outbreak and refers customers to credible public health agencies.
- Ordered freestanding hand sanitizer dispensers for all facilities that are scheduled to be received by the middle of the March.
- Purchased Zoom, a web-based communications platform for online staff and team meetings. This platform provides a call-in feature and could be used for remote attendance to a Board of Trustees meeting for Trustees, staff, and the public if necessary.

### **Library Closures and/or Reduction in Services**

The District will follow the Board-approved Emergency Closure of Facilities policy if a closure is necessary. It is important to note that such closure or a significant reduction in services would more than likely be in response to an order from a public health and/or government agency, such as SRHD or DOH.

The District is also prepared that a closure or a significant reduction in services might be necessary if, due to a variety of factors, we are not able to sustain minimum staffing levels.

### **Reduction in Services: Actions Taken**

In response to new restrictions issued by the Washington State Governor's Office regarding visits to nursing homes and assisted living facilities throughout Washington state, the District has suspended library outreach services to adult care facilities in our service area as of March 10, 2020. This suspension of services will be through at least April 9, 2020, as per the directive.

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

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

## EXECUTIVE DIRECTOR’S REPORT FEBRUARY 2020

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

#### Revenues

Initial report for 2020: Total revenues through February are only 1.5% of budget, as no substantial tax revenues have yet been collected. We will see the first tax revenues in April, which is standard. Fines and fees revenue are on schedule through the first two months of the year.

#### Expenses

Total expenses before transfers to the Capital Projects Fund are 15.7% of budget. At this time of year, it is typically expected to be a little over budget due to annual payments that have been made for big ticket items like insurance coverage and SirsiDynix software support. The 2020 year, however, will be more influenced by the timing of the capital equipment budget of \$1,490,000, which through February is only 2% expended.

#### Property Tax Levy

The following illustrates the 2020 District levy amount, as reported by the Spokane County Treasurer’s Office.

Property Tax Levy for 2020	
Total Levy Submitted by the County Assessor	15,466,283
Refund Levy	-
TIF Allocations	(135,240)
Net Levy to be Collected by County Treasurer	15,331,043
Amount Budgeted	15,315,000

#### Facilities Report

##### North Spokane Restroom Remodel

- The construction contract was signed on February 27, 2020, and the Notice to Proceed was issued to the contractor on March 2, 2020. Based on post-bid discussion with our architects and other advisors on this project, it was decided to remove the requirement in the remodel plans for ceiling anchored toilet partitions, and instead specify floor-mounted overhead braced partitions that were recommended by the architect. Consequently, there is no longer potential for a change order for the partitions.

### Human Resources – Toni Costa

#### Staff Training:

- A number of webinars and self-paced trainings were added to the learning management system for staff to access during their dedicated monthly training time.

#### Staffing Changes:

The District welcomed two new staff in February, a Librarian on the Education and Enrichment team and a Library Assistant at Argonne. There were no transfers, promotions or demotions for February. Three



employees separated from service, two Library Pages, one from North Spokane and one from Spokane Valley, and a Public Services Associate from The BookEnd.

### **Communication and Development – Jane Baker**

#### **Communication**

- The Spokesman-Review featured an article on Thursday, February 13, on the District's latest digital resource, Flipster. Communication Specialist Erin Dodge demonstrated how online magazines can be accessed on the website.
- Announcing the opening of two new seed libraries and the beginning of a spring full of gardening programs, Master Gardener Marilyn Lloyd and Librarian Tammy Henry joined in a discussion on the Library Out Loud podcast on Thursday, February 20.
- In recognition of February as Black History Month, KREM-TV featured a story on the Civic Lab at North Spokane on February 21, as a result of the District's Twitter post. Librarian Corinne Wilson gave an informative interview.
- KXLY-TV featured a story on Kindergarten Readiness as a result of a press release sent on Tuesday, February 25. The reporter interviewed Public Services Manager Mary Ellen Braks and parents attending Storytime at Spokane Valley, which was also one of the special "Leap into Science" programs offered that week.
- In a separate story by another KXLY reporter, the Reading Buddy program was featured on Friday, February 28, highlighting the need for volunteers for the program.

#### **Development**

The Development Team is reaching out to potential sponsors for the cultural pass program. This includes letters, phone calls, and in-person visits to different businesses to match up the sponsor's organizational values, priorities, and timetables with Districts programs and services. These meetings are the beginning of relationships for future fundraising.

### **Operations – Doug Stumbough**

#### **Positive Interaction Reports**

There are many instances where District staff, services, and programs impact on our customers in sometimes small but encouraging ways. Following are examples of those that have been shared through the Positive Interaction reports throughout winter.

A young man came into Airway Heights Library to print off a job application that he initially thought could be filled out online, yet he actually needed to print it. He was very appreciative that not only was the library open on a Saturday, but there was no charge for his five-page document. As he was leaving, he came back up to the desk to say we were all so extremely helpful and "saved his life and that he hopes to give back" in the future.

A Cheney customer came to the front desk saying that it was "so nice and quiet in [the library] compared to all of the Tax-Aide hubbub in the meeting room." Staff was prepared for a complaint about the noise level, but instead he pulled out \$50 from his wallet and continued by saying, "for which we are so thankful. We are so happy the library lets the AARP people use its space, so we wanted to give our yearly donation."

On the 2nd floor at Spokane Valley, a staff member overheard two young adult men talking about their resumes. Another customer jumped in and started telling them about WorkSource and all of the tools and resources available through the District's role as a WorkSource Connections site. They continued talking and sharing about the resources when a fourth customer jumped in and started talking about Next Generation Zone. The two young guys were impressed and surprised that the resources were all free. Staff was amazed at the people helping the guys and sharing information about one of our services and partners.

After taking part in an Instant Pot class at Medical Lake, one customer said that it "expanded her horizons." Before the class, she had just taken hers out of the box and put it on her counter. Since the class, she has been using it constantly with total success. She said the teacher was wonderful, positive, and helpful to a visual learner like herself.

A customer came to North Spokane Library to use one of the meeting rooms for an interview held over a conference call. While we were not able to accommodate his need because the rooms was reserved during the time of his call, when he left he told staff that the library is "a hidden gem" and "such a value to our community."

A customer's caretaker came to the desk at Medical Lake to make a special thank you. She said that whenever they come to the library, staff treats her client with kindness and respect.

Finally, a happy customer at Cheney commented to staff on the speed of the library's Internet connection. He's noticed a huge improvement and was very pleased. Whatever [our IT Department] is doing, he encouraged us to keep it up.

## **Collection Services – Andrea Sharps**

### Top Checkouts and Holds

Titles with the most checkouts occurring during the month and titles with the most holds placed during the month:

- Popular Adult Book Titles February 2020:
  - Checkouts:
    - *Blue Moon: A Jack Reacher Novel* by Lee Child (58)
    - *A Minute to Midnight* by David Baldacci (48)
    - *Twisted Twenty-Six: A Stephanie Plum Novel* by Janet Evanovich (42)
  - Holds:
    - *Where the Crawdads Sing* by Delia Owens (36)
    - *Open Book* by Jessica Simpson with Kevin Carr O'Leary (34)
    - *American Dirt* by Jeanine Cummins (26)

### Conference Reports

This month, Adult Collection Development Librarian Cheryl Zobel had the opportunity to attend the Public Library Association 2020 Conference in Nashville, Tennessee. Her summary of highlights and select key takeaways follow.

PLA was an energizing, engaging experience for me. A favorite moment for me was the dynamic Spoken Word poetry performances by Southern Word. They illustrated their lives and struggles – some similar to, most different from my own. My big takeaways were gaining an even clearer understanding that we need

to let marginalized communities (and individuals) speak for themselves. In one library system, they are recataloging all items in Dewey's biased "Indians" categories. The (white) cataloger shared that the (Canadian) indigenous librarian community was working to develop new controlled vocabulary for indigenous peoples and works. Almost every session discussed 'diversity' within that session's own context. Most sessions also discussed the vital importance of Census 2020 for all communities, future funding and services, and history. I attended sessions about creating a diverse collection, new authors in classic genres, how to share data clearly, addressing bias in the catalog, the dark side of the Internet, addressing the unique needs of Baby Boomers and older adults in libraries, and more. I really appreciated the experience and investment in my professional development.

This month, Youth Collection Development Librarian Sheri Boggs had the opportunity to attend the 2020 WWU Children's Literature Conference in Bellingham, Washington. Her summary of highlights and select key takeaways are below:

I attended the 17<sup>th</sup> annual Western Washington University Children's Literature Conference in Bellingham, WA, on Feb. 29. This small, one-day conference featured Jason Chin (*Grand Canyon, Nine Months*), Mac Barnett (*President Taft Is Stuck in the Bath, Sam and Dave Dig a Hole*), LeUyen Pham (illustrator of the *Princess in Black* series) and Ruta Sepetys (*Out of the Easy, Salt to the Sea*). Each person spoke for only an hour, yet their presentations were so significant, covering such topics as diversity and representation in picture book art, the merits of imperfect main characters, telling stories that are not your own, and conveying scientific information accurately and engagingly.

#### Request for Review of Library Materials

The District received one *Request for Review of Library Materials* form in February regarding an adult audiovisual item. It was determined that the DVD met the collection criteria and was appropriately cataloged and shelved in the adult area. No change was made in the item's status, and a written response was sent to the District resident within 14 days of receiving the request, as per policy.

#### Request for Proposal (RFP)

The District invited interested library materials suppliers to submit proposals for a non-exclusive supplier contract for provision primarily of District physical print materials. The RFP informational package is available at the District's website, [www.sclld.org/about/request-for-proposals](http://www.sclld.org/about/request-for-proposals), from February 28 through March 27, with all proposals due by 2:00 p.m. PST on March 27. The contract will be awarded to the vendor most responsive to the selection criteria at the April 21 Board of Trustees meeting.

**COLLECTION MONTHLY REPORT**

**FEBRUARY 2020**

	<b>Select Transaction Count</b>		
<b>Physical Collection</b>	<b>YTD 2020</b>	<b>YTD 2019</b>	<b>CHANGE</b>
Items Processed	10,983	11,249	-2%
Interlibrary Loan Total	1,957	2,130	-8%
<b>Overdrive</b>			
Total Checkouts	108,890	98,256	11%
Total Holds	37,986	35,543	7%
<b>hoopla</b>			
Total Checkouts	4,921	4,200	17%
	<b>Total Items in Collection</b>		
<b>Material Type</b>	<b>YTD 2020</b>	<b>YTD 2019</b>	<b>CHANGE</b>
Print	316,288	312,824	1%
Nonprint	86,122	87,287	-1%
Overdrive	94,779	86,036	10%
<b>Grand Total</b>	<b>497,189</b>	<b>486,147</b>	<b>2%</b>

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

**Executive Director – Patrick Roewe**

**District Activities**

Leadership Team Updates:

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

**2020 Legislative Session**

As reported last month, Public Libraries of Washington is tracking several pieces of legislation that have the potential to impact the efficient conduct of the public business of the District. There is proposed legislation that would:

- Extend the maximum term of nonvoter-approved general obligation bonds for library districts from six to 20 years.
- Combine the establishment of an LCFA (library capital facilities area) and the authority to finance the LCFA in a single ballot proposition approved by a supermajority vote.

- Require that special purpose districts (including library districts) post the agenda for every regular and special meeting of its governing body online at least 72 hours prior to the meeting.
- Require Washington State Parks to provide at least two library Discover Passes (passes needed to access state parks), once each calendar year, to any library that submits a request.

As of the end of February, the items above are proceeding through the legislative process. The session is set to end in mid-March, so I hope to be able to report on their final dispositions in next month's report.

### **Community Engagement**

I attended the following community meetings and events:

- Partners Advancing Character Education board meeting. This organization promotes the importance of good character through partnerships with schools, businesses, public agencies, and community groups.
- Innovia: Public Services Manager Gwendolyn Haley and I met with a representative from the Innovia Foundation, the community foundation for Eastern Washington and North Idaho, about the "Say Yes to Education" initiative.

## Operations Report February 2020

Doug Stumbough and Kristy Bateman

### Service Priority Teams

#### Business and Career Development (Stacey Goddard)

- Librarian Danielle Milton and PSS Renee finished a four-week Resume Class series with students at Mica Peak High School. The final session, which focuses on interviewing, is always the highlight of the series. In addition to holding up various clothing items and asking the students whether or not each item was appropriate for a job interview (spoiler alert: pajama pants are never okay), Danielle and Renee made each student shake hands with them and introduce themselves, and make eye contact. It was great practice for their future job hunting.
- Canopy Credit Union's *Money and Relationships* workshop ended up being our first zero-attendance program in a while, thanks to the snowstorm on February 4. The presenter was understanding, and we plan to schedule another session for early fall.
- Spokane Community College notified me that Deer Park's GED classes will end next month when winter quarter wraps up. Sessions have been averaging two-four students, which is substantially lower than SCC's minimum threshold for enrollments. The college is open to resuming classes in the future if there is a demonstrated need.

#### Early Learning (Mary Ellen Braks)

- We provided 108 Storytimes to 3,187 children, parents, and caregivers. Our average attendance per Storytime was 29.
- We provided 51 Storytimes to 826 children at 19 child care centers.
- We had one STARS class this month for child care providers, *New Picture Books of 2019*, which was held at the Gift of Childhood conference at SFCC.
- This month we had six *Dance Party* programs. This was a movement class designed to incorporate gross motor activities that can be done inside during the cold weather. We had an attendance of 80.

#### Education and Enrichment (Gwendolyn Haley)

- 1,050 people participated in Education and Enrichment programs this month.
- February marks the beginning of Gardening season, and 197 people attended workshops on gardening topics such as seed propagation, *Mason Bees*, and *Vertical Gardening*. North Spokane and Spokane Valley Libraries launched their Seed Libraries.
- SCLD hosted *Leap into Science Week* activities at our libraries. Each library hosted at least one Preschool workshop on either wind or balance during regular preschool Storytimes, and then we also held three *Wind Family Workshop(s)* for school-aged children.
- We are partnering with Progress Elementary and hosting Prime Time Family Reading at Spokane Valley Library for 14 families.

#### Digital Projects and Resources (Carlie Hoffman)

- I worked with EBSCO to discuss pricing options for a digital resource focused on entrepreneurial training. Stacey included this product in a grant application.
- I am auditing our SIP2 authenticated digital resources. This is part of a larger project to audit our library card profiles to ensure proper access to digital resources.
- We began two digital resources trials: Creative Bug contains online courses focused on hobbies and crafts and Mometrix Test Preparation contains study guides on a variety of topics.
- My position title has changed to Digital Services Manager to better reflect my job duties.

### **Information Technology (Patrick Hakes)**

- Work has been scheduled to migrate the SirsiDynix ILS system to the new servers on March 31 and April 1. This will result in limited services interruptions, as the work is necessary in order to migrate data over to the new servers.
- Planning and site review has begun for the Argonne Library and Administrative Offices network wiring upgrades. This work is being funded at 80% by E-Rate funds. The wiring work is scheduled to take place over four days later this spring, yet we are working with vendors to minimize impact on customers.
- A tentative schedule has been reached for the network security audit for the week of April 20. The purpose of the audit is to help identify areas in which the District IT staff can focus on in order to help mitigate any breach of network security. This is to complement the ongoing education program that is periodically conducted to provide District staff with skillsets to combat cybercrimes directed at the District.

### **Library Reports**

#### **Airway Heights: Jennie Anderson**

- Our *Leap into Science: Balance Family Workshop* had 31 children with their adults learn about what balance is and were able to practice their skills on a balance beam!
- Families enjoyed a Saturday *Dance Party*, where they danced and got to make colorful shakers to take home.

#### **Argonne: Pat Davis**

- 18 people attended the *Genealogy: Researching your Family History* program. It was very popular and many participants stayed after to ask questions. Several folks were excited to learn how to get started.
- Our *Dance Party* had families up and dancing with their little ones.
- Danielle Milton attended Seth Woodard Elementary's Book Bingo night to share information about our services with the 142 attendees.

#### **BookEnd: Caitlin Wheeler**

- BookEnd continues to see families, couples, friend groups, and individuals seeking out the library and, increasingly, choosing to stay to enjoy the quiet retreat it provides. Children and adults alike are drawn in by the Giant Chess set, and lessons from more experienced players to their novice companions can be observed almost daily.

#### **Cheney: Catherine Nero Lowry**

- We had 23 in attendance for the *Vertical Gardening* program. Master Gardner Marilyn Lloyd shared the ease of maintaining and harvesting vertical gardens.
- We had 16 attend our February Lego Club.

#### **Deer Park: Kris Barnes**

- Our *Dance Party* program was attended by 11 participants who danced, sang, and thoroughly enjoyed making their musical shakers! Librarian Crystal Miller supplied the musical talent for the program.
- The *Mason Bee* program was attended by 26 folks making their very own mason bee house. Participants learned about these beneficial creatures and how to make their garden a friendly habitat for them.

#### **Fairfield: Kristy Bateman**

- Librarian Cindy Ulrey visited Freeman Early Learning Center and presented Storytimes to students and teachers.
- PSA Charlie presented *Leap into Science: Balance Family Workshop* during the monthly Storytime. Attendees had fun exploring with all the experiments related to balancing objects and themselves.

**Medical Lake: Cecelia McMullen**

- *Leap into Science Week* produced discovery and giggles as babies and toddlers explored wind. They used wind to send bubbles flying all over the room and readily agreed that being a scientist was fun.
- Children, teens, and senior citizens used engineering skills to build catapults and sent marshmallows and pompoms leaping through the air during the *Medical Lake Monday* leap year celebration.

**Moran Prairie: Danielle Marcy**

- Librarian Cindy Ulrey represented the District at the Moran Prairie Elementary STEAM Fair. Cindy had some attendees excited about any STARS classes upcoming at the Moran Prairie Library location.
- Participants from *Genealogy: Researching your Family History* were impressed by the quality of the presenter and intend to follow up with genealogical research.

**North Spokane: Brian Vander Veen**

- I participated in a discussion at Gonzaga University, along with Karol Widmer from the Fairwood Farmers' Market and Doug Phelps from the Spokane Conservation District, for a senior capstone class on the topic of farmers markets and community partnerships.
- The North Spokane Library launched its seed lending library in time for the program *Plant Propagation from Seeds and Cuttings*, taught by Washington State Master Gardener Steve Nokes.
- North Spokane also hosted a panel discussion entitled *Vendor Success at Farmers Markets* organized by Librarian Ree West. Eight farmers and artisans attended the program to learn how to sell and market their products through local farmers markets.

**Otis Orchards: Caitlin Wheeler**

- Gardening programs have been a hit this month, with 25 attendees at our *Vertical Gardening* program and 35 at *Mason Bees*, where customers got to build homes for bees to keep in their yards. These programs help supplement and promote our Seed Library, which is seeing a lot of attention as the weather starts to warm up.
- Preschoolers exercised their science skills with PSA Wyatt during our *Leap Into Science: Balance Storytime*. Attendees got to explore the concept of balance and counterweight using egg cartons, paper puppets, and even their own bodies.

**Spokane Valley: Aileen Luppert**

- We are off to a great start with the newest District Seed Library and related programming. *Propagations from Seeds and Cuttings* attracted 35 people, and the display books around the Seed Library have been popular.
- This month's live art demonstration featured relief printing with Lindsay Merrell. Around 25 people enjoyed Lindsay's art on a Saturday afternoon.

Security Incident Reports

For February 2020, there were 25 Security Incident reports filed, two more than last month (23) and five more than January 2019 (20). Spokane Valley had the most incidents reported with 16. The most frequently reported incidents related to Potential problems with nine incidents. There was one six-month exclusion due to escalating hostile behavior and threatening language. To further put all of these numbers in perspective, the total door count District-wide in February 2020 was 97,771.

Public Use Measures

**February 2020**

Measure	This year	Last year	YTD	Last YTD
	This Month	This Month	This year	Comparison
Cardholders	111,555	112,760		-1%
Door count	97,771	90,626	196,253	0%
Items Borrowed	217,124	207,633	441,037	0%
• Airway Heights	5,633	4,541	11,484	13.57%
• Argonne	10,855	10,944	22,555	-3.02%
• Cheney	12,101	11,575	24,895	4.02%



• Deer Park	12,422	12,127	25,446	-0.86%
• Fairfield	1,362	1,017	2,283	-1.72%
• Medical Lake	3,419	3,945	6,991	-12.73%
• Moran Prairie	16,119	15,260	33,292	2.68%
• North Spokane	44,725	40,538	90,750	5.87%
• Otis Orchards	5,545	4,971	10,872	0.17%
• Spokane Valley	43,453	44,245	89,250	-6.12%
• The BookEnd	4,011	3,710	8,427	10.36%
• Digital	57,017	48,585	113,901	11%
Programs				
• Number	314	287	607	7%
• Attendance	5,797	5,162	12,056	11%
Internet Station Use (%)	46.3%	45.2%	47.4%	
Meeting room bookings	572	528	1,129	2%
Digital Resource Use	84,349	88,748	173,547	-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 Two Months Ended February 29, 2020**

	Y-T-D Actual	Annual Budget	Percent Used <span style="border: 1px solid green; padding: 2px; color: green;">Target 16.7%</span>	Balance Remaining
<b>REVENUES</b>				
PROPERTY TAXES	\$ 75,689	\$ 15,315,000	0.49%	\$ 15,239,311
CONTRACT CITIES - AIRWAY HEIGHTS	84,781	339,000	25.01%	254,219
CONTRACT CITIES - SPOKANE	0	100,000	0.00%	100,000
FINES & FEES	27,553	155,000	17.78%	127,447
GRANTS & DONATIONS	8,703	39,000	22.32%	30,297
E-RATE REIMBURSEMENTS	33,040	198,000	16.69%	164,960
LEASEHOLD & TIMBER TAX, REBATES, OTH	4,174	26,100	15.99%	21,926
INTEREST REVENUES	13,678	80,000	17.10%	66,322
<b>TOTAL REVENUES</b>	<b>\$ 247,619</b>	<b>\$ 16,252,100</b>	<b>1.52%</b>	<b>\$ 16,004,481</b>
TRANSFERS IN	-	-	0.00%	-
<b>TOTAL REVENUES &amp; TRANSFERS IN</b>	<b>\$ 247,619</b>	<b>\$ 16,252,100</b>	<b>1.52%</b>	<b>\$ 16,004,481</b>
<b>EXPENSES</b>				
SALARIES	\$ 1,124,888	\$ 6,985,400	16.10%	\$ 5,860,512
FRINGE BENEFITS	407,301	2,451,300	16.62%	2,043,999
SUPPLIES	19,378	165,700	11.69%	146,322
UTILITIES	82,676	480,900	17.19%	398,224
SERVICES	359,020	1,386,900	25.89%	1,027,880
INSURANCE	60,553	62,000	97.67%	1,447
EQUIPMENT & SOFTWARE	29,284	1,490,000	1.97%	1,460,716
LIBRARY MATERIALS	283,017	2,057,000	13.76%	1,773,983
ELECTRONIC LIBRARY MATERIALS	49,609	250,000	19.84%	200,391
LIBRARY PROGRAMS	16,930	112,900	15.00%	95,970
OPERATIONAL CONTINGENCIES	0	50,000	0.00%	50,000
<b>TOTAL EXPENSES</b>	<b>\$ 2,432,655</b>	<b>\$ 15,492,100</b>	<b>15.70%</b>	<b>\$ 13,059,445</b>
TRANSFERS OUT	-	760,000	0.00%	760,000
<b>TOTAL EXPENSES &amp; TRANSFERS OUT</b>	<b>\$ 2,432,655</b>	<b>\$ 16,252,100</b>	<b>14.97%</b>	<b>\$ 13,819,445</b>
<b>Net Excess of Revenues Over/(Under) Expenses</b>	<b>\$ (2,185,036) \$</b>			<b>-</b>
BEGINNING CASH	5,137,427			
NET FROM ABOVE	<u>(2,185,036)</u>			
<b>ENDING CASH</b>	<b>\$ 2,952,392</b>			
 <b>Number of months cash on hand</b>	 <b>2.3</b>			