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Board of Trustees Regular Meeting

January 19, 2021 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: 857 6527 4732

PLEASE NOTE THIS CONFERENCE CALL LINE WILL BE IN "LISTEN-ONLY" MODE.

- I. CALL TO ORDER**
- II. AGENDA APPROVAL [4:00]**
- III. Welcome Incoming Trustee Jessica Hanson [4:00-4:03]**
- IV. PUBLIC COMMENT [TO SUBMIT A QUESTION, SEE ABOVE FOR INSTRUCTIONS.]**
- V. ACTION ITEMS**
 - A. Approval of December 15, 2020, Regular Meeting Minutes [4:03-4:04]
 - B. Approval of December 2020 Payment Vouchers [4:04-4:05]
 - C. Unfinished Business [4:05-4:10]
 1. New Spokane Valley Library Project: Updates.
 - D. New Business [4:10-4:30]
 1. Personnel Policy HR05 Leave Addendum: Approval Recommendation.
 2. Bulletin Boards and Community-Interest Publications Policy: Approval Recommendation.
 3. Computer, Wireless Network and Internet Use Policy: Approval Recommendation.
 4. COVID-19 Response Update
- VI. DISCUSSION ITEMS, POSSIBLE ACTION [4:30-4:35]**
 - A. Future Board Meeting Agenda Items
- VII. REPORTS**
 - A. Trustees [4:35-4:40]
 - B. Executive Director [4:40-4:50]
 - Administrative
 - Community Activities
 - C. Operations [4:50-4:55]
 - D. Fiscal [4:55-5:00]
- VIII. ADJOURNMENT**

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

SPOKANE COUNTY LIBRARY DISTRICT

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.

01/19/2021

WELCOME INCOMING TRUSTEE

Background

The Board of Trustees conducted interviews at a special meeting on Monday, Nov. 30, and Wednesday, Dec. 2, 2020, of nine of the ten candidates to replace retiring trustee Wesley Teterud. A motion to recommend Jessica Hanson for appointment to the Board of Trustees was unanimously passed and forwarded to the Board of County Commissioners. 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, and her participation would also further diversify the board's demographic perspective.

On December 15, 2020, the Board of County Commissioners appointed Ms. Hanson to serve on the SCLD Board of Trustees, effective January 1, 2021, through December 31, 2025.

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

**SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: DECEMBER 15, 2020**

A regular meeting of the Board of Trustees of Spokane County Library District was held via teleconference at 4:00 p.m., Tuesday, December 15, 2020.

Present: Via Zoom Teleconference

John Craig - Chair
 Mark Johnson - Vice Chair
 Wes Teterud - Trustee
 Kristin Thompson - Trustee
 Patrick Roewe - Executive Director and Secretary

Excused: Ami Calvert - Trustee

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.) Mr. Teterud moved and Mr. Johnson seconded approval of the agenda. The motion was approved.

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

Approval of Nov. 17, Regular, and Nov. 30 and Dec. 2, Special Meeting Minutes (Item IV.A.) Mr. Craig called for corrections to the Nov. 17, regular, and Nov. 30 and Dec. 2, 2020, special meeting minutes. There were no corrections; the minutes stand approved as written.

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

Fund	Voucher/Payroll Numbers	Subtotal	Total
Nov. - L01	57860-57947 and W00872-W00880	\$514,330.18	\$514,330.18
	11102020PR and 11252020PR	\$395,029.65	\$395,029.65
L01		Total	\$909,359.83

There was no discussion.

The motion was approved.

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**Unfinished Business
New Spokane Valley
Library Project
Update – Owner’s
Representative
Services Contract
Award
(Item IV.C.1)**

NEW SPOKANE VALLEY LIBRARY PROJECT UPDATE: OWNER’S REPRESENTATIVE SERVICES CONTRACT AWARD. Mr. Teterud moved and Mr. Johnson seconded approval of the Owner’s Representative Services Contract Award to Hammond Facilities Consulting. As previously reported to the Board, Mr. Roewe reiterated the role of the owner’s representative and reaffirmed the necessity and value of this role for the District because of the scope of work, as the District currently does not have in-house expertise for building projects. Mr. Knorr reported six proposals were received by Wednesday, December 9, at 4:00 p.m., and following key criteria review of all proposals, staff recommended Hammond Facility Consulting (HFC). HFC consulting has previous experience in the industry and results were successful as owner’s representative of the North Spokane Library remodel project. HFC presented the lowest fee structure, is available from start to finish, and fully capable. Mr. Knorr said previous results of the North Spokane Library remodel were on time and on budget.

There was no further discussion.

The motion was approved.

**Unfinished Business
2020 Budget –
Transfer of Funds
from the General
Fund to the Capital
Projects Fund
(Item IV.C.2a)**

2020 BUDGET. AUTHORIZING THE TRANSFER OF FUNDS FROM THE GENERAL FUND TO THE CAPITAL PROJECTS FUND (RESOLUTION NO. 20-09). Mr. Johnson moved and Mr. Teterud seconded approval of Resolution No. 20-09, Authorizing the Transfer of Funds from the General Fund to the Capital Projects Fund, be adopted. Mr. Knorr noted the amendment will increase the Capital Projects Fund by \$1,200,000. Five months cash on hand will remain. In response to Mr. Johnson’s query, Mr. Knorr said projects to complete before potentially reopening libraries in the spring include the new roof and exterior painting at Argonne Library and HVAC upgrades at three libraries. Mr. Knorr confirmed the budget includes funds to complete a security upgrade, noting the owner’s representative can help facilitate this project as well.

Ms. Thompson joined the meeting at 4:17 p.m.

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 RELATING THERETO.

There was no further discussion.

The motion was approved.

**Unfinished Business
2020 Work Plan –
Year in Review
(Item IV.C.3.)**

2020 WORK PLAN – YEAR IN REVIEW. Mr. Roewe reviewed the strategic initiatives of 2020, noting staff were able to achieve some of the objectives amid the coronavirus pandemic, and made headway on items discussed prior to the disruption. In response to Ms. Thompson’s query, Mr. Roewe

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**Unfinished Business
2020 Work Plan –
Year in Review
(Item IV.C.3.)**

said the objective he would have most liked to have completed was installation of security cameras at library facilities. Although installation was not possible due to the pandemic, we can now better ensure there will be a single system for all library facilities, including the new, future Spokane Valley Library. Mr. Knorr further provided an update on improved parking lot lighting at Moran Prairie North Spokane, and Spokane Valley, noting parking lots have become brighter for which feedback has been positive.

There was no further discussion.

**New Business
2021 Work Plan
(Item IV.D.1.)**

2021 Work Plan. Mr. Roewe reviewed the main initiatives for next year, of which the components of operational safety and continuity are key. Overarching will be new Spokane Valley Library project, with a plan for construction phases to commence in 2022. In response to Ms. Thompson's query, Mr. Roewe said new projects for 2021 not carried over from 2020 are exterior painting of Argonne Library, the second phase of HVAC replacements, and the design process for the new Spokane Valley Library.

There was no further discussion.

**New Business
2021 Board Meeting
Schedule and
Locations Approval
(Item IV.D.2.)**

2021 BOARD MEETING SCHEDULE AND LOCATIONS (RESOLUTION NO. 20-10). Ms. Thompson moved and Mr. Teterud seconded that Resolution No. 20-10, on the Subject of Providing the Regular Board Meeting Schedule and Locations for 2021, be adopted. Mr. Roewe said staff defaulted to use of North Spokane Library because it is the only library with an additional meeting room not being used for quarantined materials. A new resolution to revise the schedule can be presented later in 2021, if necessary. Mr. Roewe further said meetings will be remote as long as required, noting the most recent proclamation extension ends January 19; thus, it has been confirmed the next board meeting will be held remotely.

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 RELATING THERETO.

There was no further discussion.

The motion was approved.

**New Business
2021 Board Meeting
Content Review and
Approval
(Item IV.D.3.)**

2021 BOARD MEETING POLICY REVIEWS, OVERVIEWS AND SPOTLIGHTS. Ms. Thompson moved and Mr. Johnson seconded approval of the 2021 Board Meeting policy reviews schedule. Mr. Roewe pointed out overviews and spotlights were suspended for next year, noting staff suggested that focus be the gist of District business during this time. In response to

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**New Business
2021 Board Meeting
Content Review and
Approval
(Item IV.D.3.)**

Ms. Thompson's query, Mr. Roewe said Trustees can request to reinstate overviews and spotlights should the coronavirus pandemic continue beyond current expectations.

There was no further discussion.

The motion was approved.

**New Business
2021 Board of
Trustees' Officers
Election
(Item IV.D.4.)**

2021 BOARD OF TRUSTEES OFFICERS' ELECTION. Ms. Thompson nominated Mr. Craig to serve as chair. Mr. Teterud moved to approve the nomination, and Ms. Thompson seconded the motion.

In Favor: Mark Johnson, Wes Teterud, and Kristin Thompson.

Abstention: John Craig.

Absent: Ami Calvert.

The motion was approved.

Mr. Teterud nominated Mr. Johnson to serve as vice chair. Ms. Thompson moved to approve the nomination, and Mr. Teterud seconded the motion.

In Favor: John Craig, Mark Johnson, Wes Teterud, and Kristin Thompson.

Abstentions: None.

Absent: Ami Calvert.

The motion was approved.

Trustees thanked Messrs. Craig and Johnson for their ongoing leadership.

There was no further discussion.

**New Business
Trustee Recognition
(Item IV.D.5.)**

RECOGNITION OF RETIRING TRUSTEE WESLEY M. TETERUD (RESOLUTION NO. 20-11). Mr. Johnson moved and Ms. Thompson seconded that Resolution No. 20-11, Recognition of Retiring Trustee Wesley M. Teterud, be adopted.

RESOLUTION No. 20-11

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, RECOGNIZING RETIRING TRUSTEE WESLEY M. TETERUD'S SERVICE TO SPOKANE COUNTY LIBRARY DISTRICT AND ITS RESIDENTS.

Mr. Craig read the resolution aloud to Mr. Teterud and those in attendance.

In Favor: Mark Johnson, John Craig, and Kristin Thompson.

Abstention: Wesley M. Teterud.

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**New Business
Trustee Recognition
(Item IV.D.5.)**

Absent: Ami Calvert.

The motion was approved.

Mr. Teterud thanked the Board of Trustees for its recommendation to the Board of County Commissioners, which provided him the opportunity to become appointed as trustee. He further thanked Mr. Roewe for his exemplary leadership and service. He further said he will informally be a champion of the new Spokane Valley Library. He commented that he has high regard for his successor, Jessica Hanson, and the skills she will bring to the Board. He said five years have flown and been a delight. Chair Craig said it has been great having Mr. Teterud on the board, and expressed his deepest thanks to him.

There was no further discussion.

**New Business
COVID-19 Response
Update
(Item IV.D.6.)**

CORONAVIRUS/COVID-19 RESPONSE/UPDATE. Mr. Roewe provided an update on the District's response to the coronavirus pandemic, noting the District opened briefly in compliance with state guidelines for limited in-person services the week of November 9; however, soon thereafter suspended services because of the rapidly changing public health landscape statewide and locally. Staff consulted with the Spokane Regional Health District prior to the determination, and will maintain the suspension through at least January 4, 2021. Mr. Roewe also noted the District recently had its first positive test for the virus among staff, resulting in a brief suspension of curbside services due to the CDC-recommended isolation period for potentially exposed staff. Curbside services District-wide continues to go well otherwise. There was no discussion.

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

Mr. Roewe reviewed forthcoming agenda items for the next two months. Among other items, the January 19 meeting will be held remotely and include an update on the new Spokane Valley Library, two policy reviews, and welcome of new Trustee Jessica Hanson, who was appointed to the Board of Trustees at 2 p.m. today by the Board of County Commissioners. Mr. Roewe said he plans to send Ms. Hanson a welcome letter, with information about a forthcoming orientation to the District. Trustees said they were pleased to hear their recommendation was accepted by the Board of County Commissioners. There was no further discussion.

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

Trustees expressed happy holiday wishes to all.

There were no other reports.

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

The Executive Director's written report for November 2020 provided prior to the meeting included reports from Finance and Facilities, Communication & Development, Collection Services, Human Resources, Operations, and Community Activities. Mr. Roewe commented it has been a challenging year and shared expressions of gratitude. He thanked the Board of Trustees for their leadership, support, and encouragement during the pandemic, and for their confidence, which enabled Mr. Roewe,

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**Executive Director’s
Report, Nov. 2020
(Item VI.B.)**

Leadership Team, and staff to meet necessary challenges. He expressed appreciation to Mr. Teterud for his engagement with the District and staff, and his preparation for meetings. He further wished Mr. Teterud the best in his next chapter, noting he will be missed. He thanked the Leadership Team for their counsel and diligent work to find the District’s path forward amid ongoing uncertainty, and all staff for their flexibility and ability to adapt to changes along the way, noting their innovation, grit, and perseverance made plans happen on the front lines. He wished everyone in attendance a happy holiday season, and said he looks forward with hope to 2021. There was no further discussion.

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

Operations Director Doug Stumbough and Library Operations Manager Kristy Bateman provided a written report prior to the meeting for November 2020, with data for customer use measures, programming, and library activities. Mr. Stumbough had nothing further to report, yet thanked Mr. Roewe and the Board of Trustees for their support, and retiring trustee Wes Teterud for the additional support he also provided to the District before he was appointed to a five-year term as Trustee. He echoed Mr. Roewe’s praise for the work of staff during this interesting year, commenting that staff had been incredibly resilient. He also said how glad he was for the District staff’s ability to carry out plans in response to the pandemic. There was no further discussion.

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

Revenue and Expenditure Statement through November 30, 2020.

<u>Fund 001</u>	
Revenues	\$ 15,284,572
Expenditures	\$ 12,469,127
Ending Fund Balance	\$ 7,952,872
Fund Budget Expended	80.49%

Mr. Knorr congratulated and thanked Mr. Teterud for his work and support of the District. There was no further discussion.

**Adjournment
(Item VII.)**

Chair Craig adjourned the meeting at 4:50 p.m. The next Board Meeting was scheduled for Tuesday, January 19, 2021, at 4:00 p.m., in a public meeting room at North Spokane Library. It has since been pre-determined and now confirmed the meeting will be held via teleconference due to Proclamation 20-28, as extended, by the governor.


John Craig, Chair

Patrick Roewe, Secretary to the Board of Trustees

PAYMENT VOUCHER APPROVAL

Pursuant to RCW 42.24.180 and Spokane County Library District Resolution # 94-03, we, the undersigned, do hereby certify that the merchandise and services hereinafter specified have been received as of December 31, 2020, and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$1,573,801.97 for the general fund and \$0.00 for the capital projects fund and are authorized to authenticate and certify these claims.

DATE: January 1, 2021

SIGNED: 
 TITLE: Finance Director

SIGNED: 
 TITLE: Executive Director

VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
057948	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	\$ 788.57
057949	AVISTA UTILITIES	MONTHLY UTILITIES	8,186.90
057950	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	1,055.78
057951	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	67.47
057952	CONSOLIDATED IRRIGATION DIST19	WATER - OTIS ORCHARDS	22.00
057953	DEARREADER.com LLC	ELECTRONIC LIBRARY SERVICES	4,855.00
057954	GALE/CENAGE LEARNING	LIBRARY MATERIALS	998.28
057955	INFOUSA MARKETING, INC.	ELECTRONIC LIBRARY SERVICES	2,040.00
057956	INGRAM DISTRIBUTION GROUP, INC	WEEKLY LIBRARY MATERIALS	17,679.55
057957	MIDWEST TAPE	WEEKLY LIBRARY MATERIALS	4,463.10
057958	NEXUS TRANSLATION SERVICES LLC	INTERPRETER SERVICES	130.00
057959	OVERDRIVE, INC.	WEEKLY LIBRARY MATERIALS e-Books	68,641.31
057960	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	1,191.51
057961	SCHINDLER ELEVATOR CORPORATION	ELEVATOR REPAIR, SV FINAL 50% PMT	1,465.25
057962	SCHOLASTIC LIBRARY PUBLISHING	LIBRARY MATERIALS	356.76
057963	SPOKANE SCORE 0180	SMALL BUSINESS BOOT CAMP WORKSHOPS	1,000.00
057964	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	1,191.55
057965	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	1,510.87
057966	WASHINGTON LIBRARY ASSOCIATION	ANNUAL DUES	3,417.00
057967	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	237.64
057968	WENDY BARRERA-SANTOS	LIBRARY PROGRAMS	25.00
057969	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	24.47
057970	CITY OF SPOKANE	WATER & SEWER - MORAN PRAIRIE	298.96
057971	CITY OF AIRWAY HEIGHTS	WATER & SEWER - AIRWAY HEIGHTS	125.86
057972	CITY OF CHENEY	WATER, SEWER, ELEC. - CHENEY	585.16
057973	CITY OF DEER PARK	WATER & SEWER - DEER PARK	76.43
057974	COLE INFORMATION	LIBRARY MATERIALS	2,205.75
057975	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CH	29.50
057976	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	196.15
057977	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE	2,967.00
057978	SARAH EDWARDS	LIBRARY PROGRAMS	550.00
057979	GALE/CENAGE LEARNING	LIBRARY MATERIALS	402.55
057980	INGRAM DISTRIBUTION GROUP, INC	WEEKLY LIBRARY MATERIALS	4,892.81
057981	SPOKANE COUNTY MASTER GARDENERS	LIBRARY PROGRAMS	300.00
057982	MIDWEST TAPE	WEEKLY LIBRARY MATERIALS	3,264.57
057983	NATIONWIDE INSURANCE	EMPLOYEE DEDUCTIONS FOR PET INSURANCE	262.26
057984	OVERDRIVE, INC.	WEEKLY LIBRARY MATERIALS e-Books	15,393.43
057985	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	317.13
057986	THE SPOKESMAN- REVIEW	LIBRARY MATERIALS	254.80
057987	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	21.70
057988	WICK ENTERPRIZES, LLC	ADVERTISING	726.12
057989	ALLSTREAM	MONTHLY DID, PRI AND LONG DISTANCE PHONE SVC	538.58
057990	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	1,114.04
057991	BRODART CO.	OFFICE/LIBRARY SUPPLIES	190.50
057992	CENTURYLINK	MONTHLY ANALOG TELEPHONE LINE: SV ELEVATOR	59.72
057993	DUMAIS * ROMANS, INC.	MECHANICAL ENGINEERING FEES	470.00
057994	EDNETICS	CISCO UMBRELLA SECURITY SOFTWARE, 3 YRS	39,971.88
057995	EMPIRE DISPOSAL INC.	MONTHLY SOLID WASTE - FAIRFIELD	42.97

057996	FATBEAM, LLC	MONTHLY INTERNET SERVICE, NET OF ERATE DISC	4,389.22
057997	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	2,224.97
057998	JIMMY'S ROOFING	PROGRESS PAYMENT ON ARGONNE ROOF	53,354.33
057999	KIDS NEWSPAPER	ADVERTISING	800.00
058000	THE LIBRARY STORE, INC.	OFFICE/LIBRARY SUPPLIES	56.35
058001	MODERN ELECTRIC WATER COMPANY	WATER, ELEC. - SV	1,752.29
058002	THE SPOKESMAN- REVIEW	LIBRARY MATERIALS	118.17
058003	SPOKANE COUNTY ENVIRONMENTAL SERVICES	MONTHLY SEWER - AR, NS, SV	563.34
058004	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	312.81
058005	STATE PROTECTION SERVICES INC	MOBILE AFTER HOURS SECURITY: SV, NS	708.00
058006	TECHOPS SPECIALTY VEHICLES LLC	CHASSIS DELIVERY PAYMENT ON OUTREACH VEHICLE	47,564.21
058007	SASHA VASILIC	LIBRARY PROGRAMS	300.00
058008	VERIZON WIRELESS	MONTHLY WIRELESS SERVICE	1,682.81
058009	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE	1,240.69
058010	WHITWORTH WATER DISTRICT	WATER - NORTH SPOKANE	23.16
058011	WITHERSPOON BRAJCICH MCPHEE, PLLC	LEGAL SERVICES, GENERAL COUNSEL	735.50
058012	ZOOBEAN, INC.	ANNUAL SOFTWARE SUPPORT	4,495.00
058013	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	1,248.42
058014	ARGUS JANITORIAL	MONTHLY CUSTODIAL SERVICES	16,839.99
058015	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	35.23
058016	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	554.68
058017	CITY OF MEDICAL LAKE	WATER, SEWER, REFUSE - ML	156.82
058018	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	825.55
058019	GALE/CENAGE LEARNING	LIBRARY MATERIALS	1,418.49
058020	HISPANIC BUSINESS/PROFESSIONAL ASSOCIATION	ANNUAL DUES	75.00
058021	INFOUSA MARKETING, INC.	ELECTRONIC LIBRARY SERVICES	8,918.00
058022	INGRAM DISTRIBUTION GROUP, INC	WEEKLY LIBRARY MATERIALS	17,712.10
058023	INLAND POWER AND LIGHT	ELECTRIC UTILITIES - AH, DP	609.29
058024	MIDWEST TAPE	WEEKLY LIBRARY MATERIALS	8,152.15
058025	MAUREEN REGALADO	SEMI-MONTHLY SOCIAL MEDIA PLATFORM MGMT	1,500.00
058026	NATIONAL COLOR GRAPHICS	PRINTING - ENGAGE MAGAZINE	13,486.18
058027	NEW YORK TIMES	LIBRARY MATERIALS	533.00
058028	NEXUS TRANSLATION SERVICES LLC	INTERPRETER SERVICES	35.00
058029	NORTHWEST GENERATORS	DIESEL GENERATOR MAINTENANCE	450.00
058030	OPTUM	MONTHLY HSA ACCOUNT FEES	72.00
058031	OVERDRIVE, INC.	WEEKLY LIBRARY MATERIALS e-Books	189,650.15
058032	PENWORTHY COMPANY	KITS FOR LIBRARY PROGRAMS	3,248.76
058033	PERRINE PROPERTIES, LLC	MONTHLY PARKING LOT LEASE, SV	300.00
058034	PIXEL PRESS TECHNOLOGY	ANNUAL SUBSCRIPTION	100.00
058035	PRISMHR, INC.	MONTHLY SOFTWARE SUPPORT - HR	454.12
058036	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	450.62
058037	BPR CUMULUS LLC	MONTHLY LEASE PAYMENT, BOOKEND	3,120.00
058038	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	912.61
058039	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	1,064.01
058040	UPS	SHIPPING	24.75
058041	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	24,095.76
058042	AVISTA UTILITIES	MONTHLY UTILITIES	10,138.13
058043	CONSOLIDATED IRRIGATION DIST19	WATER - OTIS ORCHARDS	22.00
058044	E-RATE EXPERTISE, INC.	E-RATE CONSULTING SERVICES	637.50
058045	INLAND POWER AND LIGHT	ELECTRIC UTILITIES - AH, DP	354.36
058046	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	4,535.64
058047	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	1,046.53
058048	ZIPLY FIBER	TELEPHONE & BROADBAND - FF	126.06
058050	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	1,127.63
058051	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	146.75
058052	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	57.96
058053	CITY OF SPOKANE	WATER & SEWER - MORAN PRAIRIE	298.96
058054	CITY OF AIRWAY HEIGHTS	WATER & SEWER - AIRWAY HEIGHTS	125.86
058055	CITY OF CHENEY	WATER, SEWER, ELEC. - CHENEY	563.13
058056	CITY OF DEER PARK	WATER & SEWER - DEER PARK	76.43
058057	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE	3,579.00
058058	EARTHWORKS RECYCLING, INC	RECYCLING: AR, NS, SV	77.25
058059	GALE/CENAGE LEARNING	LIBRARY MATERIALS	512.77
058060	INGRAM DISTRIBUTION GROUP, INC	WEEKLY LIBRARY MATERIALS	9,868.10
058061	LAWTON PRINTING	SIGN AND FLYER PRINTING	297.30

058062	MIDWEST TAPE	WEEKLY LIBRARY MATERIALS	2,530.25
058063	MODERN ELECTRIC WATER COMPANY	WATER, ELEC. - SV	1,771.46
058064	MAUREEN REGALADO	SEMI-MONTHLY SOCIAL MEDIA PLATFORM MGMT	750.00
058065	NATIONWIDE INSURANCE	EMPLOYEE DEDUCTIONS FOR PET INSURANCE	262.26
058066	OVERDRIVE, INC.	WEEKLY LIBRARY MATERIALS e-Books	127,310.85
058067	PRO MECHANICAL SERVICES INC	PARKING LOT LIGHTING, NS, MP, ML	10,835.56
058068	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	944.54
058069	SCHINDLER ELEVATOR CORPORATION	ANNUAL ELEVATOR MAINTENANCE SV	146.89
058070	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	21.70
058071	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	368.43
058072	TOWN OF FAIRFIELD	WATER, SEWER - FAIRFIELD	201.80
058073	UNIQUE MANAGEMENT SERVICES	MONTHLY COLLECTION AGENCY & NOTICE FEES	1,036.03
058074	VERIZON WIRELESS	MONTHLY WIRELESS SERVICE	4,104.26
058075	WHITWORTH WATER DISTRICT	WATER - NORTH SPOKANE	23.16
058076	CDW GOVERNMENT, INC.	IT HARDWARE & SOFTWARE	1,026.23
058077	GREENLEAF LANDSCAPING, INC.	FALL CLEANUPS AND SNOW REMOVAL	10,627.75
058078	STATE PROTECTION SERVICES INC	MOBILE AFTER HOURS SECURITY: SV, NS	720.00
058079	UNIQUE MANAGEMENT SERVICES	MONTHLY COLLECTION AGENCY & NOTICE FEES	1,078.93
W00881	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	70,137.83
W00882	US BANK - HEALTH - OPTUM	H S A CONTRIBUTIONS	1,831.00
W00883	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	53,999.46
W00884	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,694.80
W00885	ASSOCIATION OF WASHINGTON CITIES - VIMLY BENEFI	MEDICAL, DENTAL, VISION & LIFE INS.	90,309.57
W00886	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	63,194.02
W00887	US BANK - HEALTH - OPTUM	H S A CONTRIBUTIONS	1,831.00
W00888	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,694.80
W00889	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	55,390.71

Total Non-Payroll General Operating Fund **\$ 1,154,404.06**

PAYROLL VOUCHERS

12102020PR SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #23	\$ 216,367.46
12232020PR SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #24	203,030.45

Total Payroll General Operating Fund **\$ 419,397.91**

TOTAL GENERAL OPERATING FUND **\$ 1,573,801.97**

**November/December, 2020
Paid in December, 2020
Voucher # 058041 & 058046**

Card Category	Amount
General Purchases	\$ 18,839.06
Maintenance	\$ 1,520.41
Travel	\$ 238.30
Acquisitions	\$ 4,440.06
Information Technology	\$ 3,593.57
Outreach	\$ -
General Fund Purchases	\$ 28,631.40

Top Individual Charges

DRI-Crucial	Public Workstation Upgrades	8,982.07
B&H Photo	Multimedia Cart	2,447.64
CoSchedule.com	Software	2,088.00

NEW SPOKANE VALLEY LIBRARY PROJECT UPDATES

LOCAL Program Financing

The District had a follow-up discussion with the State Treasurer's Office. The discussion covered further clarification about loan covenants and the checklist mentioned in the award letter.

- Loan Covenant Clarification: It was reaffirmed there are no loan covenants of the traditional type. There are requirements to maintain insurance on the property, and to always levy taxes to support the debt service payments.
- Checklist: The following are some of the key documents required as part of the financing, and included on the program checklist.
 - Required resolutions from the board
 - Communications and certifications from Spokane County Treasurer
 - Communication and certification from our attorney

The representative also reminded the District that templates are used for most all of these items, and they will assist and guide us through these documents when it is necessary to do so.

Library Capital Improvement Program Grant

The Washington State Department of Commerce's list of recommended projects for the Library Capital Improvement Program has been included in full in the Governor's recently released Capital Budget for the 2021-2023 biennium. This includes the \$2 million recommendation for the new Spokane Valley Library. It's important to remember that the grant award is not approved until authorized by the Washington State Legislature as part of the 2021 legislative session, which started this month.

Interlocal Agreement with the City of Spokane Valley

District staff have been working with city of Spokane Valley staff on an amendment to the Interlocal Agreement between the City and the District, and anticipate bringing it to the Board of Trustees for approval at the February 16, 2021, meeting. The primary purpose for the amendment is to accommodate the shift in District funding away from the voted bond approach that is stated in the current iteration of the agreement.

Request for Qualifications (RFQ) for Architectural Services

Along with the District's owner's representative, Hammond Facilities Consulting, staff are drafting an RFQ for Architectural Services for the new Spokane Valley Library. An update on the selection process, including key dates, will be presented at the meeting.

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

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

PERSONNEL POLICY HR05 - Leave Addendum

BACKGROUND

For the most part, these recommended changes are intended to either update the policy to be compliant with new laws or to clarify or expand on current practice.

Key Revisions

- Throughout the addendum, extends the sunset date to June 30, 2021, from December 31, 2020.
- Emergency Paid Sick Leave – Amount of Paid Sick Leave
Adds language for clarity that time already taken under this counts toward leave used. The extension of dates does not add hours of entitlement.

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

Human Resources Director Toni Carnell will be available to answer any questions on the proposed policy.

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

Recommended Action: Board motion to approve Personnel Policy section, HR05-Leave Addendum, as revised.

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: HR05 – Leave Addendum

FMLA Leave Expansion and Emergency Paid Sick Leave (Coronavirus)

APPROVAL DATE: 04/21/2020

REVISION DATE: 01/19/2021

Purpose

To ~~comply with the Families First Coronavirus Response Act~~ assist employees affected by the COVID-19 outbreak pandemic with job-protected leave and emergency paid sick leave. Policy HR05-Leave, including sections regarding Family and Medical Leave still apply to all other reasons for leave outside of this policy.

This While this Leave Addendum ~~will~~ was initially ~~be~~ in effect from April 1, 2020, until December 31, 2020, in compliance with the timeframe outlined in the Families First Coronavirus Response Act, the District has determined a continuation of benefits is necessary given the ongoing reality of the pandemic and its impact, and is extending the addendum through June 30, 2021.

Scope: Applies to all District employees.

Expanded FMLA Leave

Eligibility: All full- and part-time employees, who have been employed by the District for at least 30 days and are unable to work (or telework) for the reason below.

Reason for Leave

Eligible employees who are unable to work (or telework) due to a need to care for their child when the school or place of care has been closed, or the regular childcare provider is unavailable due to a public health emergency with respect to COVID-19.

- “Child” means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is:
 - under 18 years of age; or
 - 18 years of age or older and incapable of self-care because of a mental or physical disability.
- “Childcare provider” means a provider who receives compensation for providing childcare services on a regular basis, including:
 - a center-based childcare provider
 - a group home childcare provider
 - a family childcare provider (one individual who provides childcare services for fewer than 24 hours per day, as the sole caregiver, and in a private residence)
 - other licensed provider of childcare services for compensation
 - a childcare provider that is 18 years of age or older who provides childcare services to children who are either the grandchild, great grandchild, sibling (if such provider lives in a separate residence), niece, or nephew of such provider, at the direction of the parent.
- “School” means an elementary or secondary school.

Duration of Leave

Employees will have up to 12 weeks of leave to use from April 1, 2020, through ~~December~~ June 30, 2020 ~~2021~~, for the purposes stated above. ~~This~~ Time used between April 1, 2020, and December 31, 2020, is included in and not in addition to the total FMLA leave entitlement of 12 weeks in a 12-month period.

~~For example, if an employee has already taken six (6) weeks of FMLA leave, that employee would be eligible for another six (6) weeks of FMLA leave under this policy.~~

Pay During Leave

Leave will be unpaid for the first 10 days of leave; however, employees may use any accrued paid vacation, sick or personal leave during this time. The employee may also elect to use the paid leave provided under the Emergency Paid Sick Leave Act, as further explained below. After the first 10 days, leave will be paid at two-thirds of an employee's regular rate of pay for the number of hours the employee would otherwise be scheduled to work. Pay will not exceed \$200 per day, and \$10,000 in total. Any unused portion of this pay will not carry over to the next year.

Employee Status and Benefits During Leave

During this leave, the District will continue to pay its portion of the employee's health insurance premiums. The employee is responsible for arranging payment of their portion of the health insurance premiums while on FMLA leave, if applicable. Failure to do so may result in cancellation of the employee's health insurance benefits.

Procedure for Requesting Leave

All employees requesting this leave must provide written notice, where possible, of the need for leave to Human Resources as soon as practicable. Verbal notice will otherwise be accepted until written notice can be provided. Within five business days after the employee has provided this notice, Human Resources will complete and provide the employee with any required notices. Notice requirements may be altered or waived at the discretion of the HR Director.

The notice the employee provides should include at a minimum:

1. The employee's name;
2. The date or dates for which leave is requested;
3. A statement of the COVID-19-related reason the employee is requesting leave and written support for such reason;
4. Name and age of the child (or children) to be cared for;
5. Name of the school that has closed or place of care that is unavailable; and
6. Representation that no other person will be providing care for the child during the period for which the employee is receiving family medical leave and, with respect to the employee's inability to work or telework because of a need to provide care for a child older than fourteen during daylight hours, a statement that special circumstances exist requiring the employee to provide care.

On a basis that does not discriminate against employees on this leave, the District may require an employee to report periodically on the employee's status and intent to return to work.

Emergency Paid Sick Leave

Eligibility

All full- and part-time employees unable to work (or telework) due to one of the following reasons for leave:

1. The employee is subject to a federal, state or local quarantine or isolation order related to COVID-19.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
4. The employee is caring for an individual who is subject to either numbers 1 or 2 above.
5. The employee is caring for their child if the school or place of care of the child has been closed, or the childcare provider of such child is unavailable, due to COVID-19 precautions.
6. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

“Child” means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is:

- under 18 years of age; or
- 18 years of age or older and incapable of self-care because of a mental or physical disability.

Amount of Paid Sick Leave

All eligible full-time employees will have up to 80 hours of paid sick leave available to use for the qualifying reasons above. Eligible part-time employees are entitled to the number of hours worked, on average, over a two-week period. Emergency Paid Sick Leave already used under FFCRA will be counted toward this amount.

Rate of Pay

Paid emergency sick leave will be paid at the employee's regular rate of pay, or minimum wage, whichever is greater, for leave taken for reasons 1-3 above. Employees taking leave for reasons 4-6 will be compensated at two-thirds their regular rate of pay, or minimum wage, whichever is greater. Pay will not exceed:

- \$511 per day and \$5,110 in total for leave taken for reasons 1-3 above.
- \$200 per day and \$2,000 in total for leave taken for reasons 4-6 above.

Interaction with Other Paid Leave

The employee may use emergency paid sick leave under this policy before using any other accrued paid time off for the qualifying reasons stated above.

Employees on expanded FMLA leave under this policy may use emergency paid sick leave during the first 10 days of normally unpaid FMLA leave.

Procedure for Requesting Emergency Paid Sick Leave

Employees must provide written notice to their manager or the HR Director of the need and specific reason for leave under this policy. Verbal notification will be accepted until practicable to provide written notice. Notice requirements may be altered or waived at the discretion of the HR Director.

The written notice the employee provides should include at a minimum:

1. The employee's name;
2. The date or dates for which leave is requested;
3. A statement of the COVID-19-related reason the employee is requesting leave and written support for such reason;
4. A statement that the employee is unable to work, including by means of telework, for such reason;
5. Name of governmental entity ordering quarantine and/or health care professional advising self-quarantine (if applicable); and
6. Name of person employee caring for (if applicable).

If the sick leave is needed to care for a child due to closure of school and/or loss of childcare, employee should provide the following information in writing:

1. Name and age of the child (or children) to be cared for;
2. Name of the school that has closed or place of care that is unavailable; and
3. Representation that no other person will be providing care for the child during the period for which the employee is receiving family medical leave and, with respect to the employee's inability to work or telework because of a need to provide care for a child older than fourteen during daylight hours, a statement that special circumstances exist requiring the employee to provide care.

Once emergency paid sick leave has begun, the employee and their manager ~~must~~ should determine reasonable procedures for the employee to report periodically on the employee's status and intent to continue to receive paid sick time.

Carryover

~~Paid emergency sick leave under this policy will not be provided beyond December 31, 2020. Any unused paid sick leave under this addendum will not carry over to the next year or be paid out to employees.~~

Job Protections

No employee who appropriately utilizes emergency paid sick leave under this policy will be discharged, disciplined or discriminated against for work time missed due to this leave.

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

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

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: HR05 – Leave Addendum

FMLA Leave Expansion and Emergency Paid Sick Leave (Coronavirus)

APPROVAL DATE: 04/21/2020

REVISION DATE: 01/19/2021

Purpose

To assist employees affected by the COVID-19 pandemic with job-protected leave and emergency paid sick leave. Policy HR05-Leave, including sections regarding Family and Medical Leave still apply to all other reasons for leave outside of this policy.

While this Leave Addendum was initially in effect from April 1, 2020, until December 31, 2020, in compliance with the timeframe outlined in the Families First Coronavirus Response Act, the District has determined a continuation of benefits is necessary given the ongoing reality of the pandemic and its impact, and is extending the addendum through June 30, 2021.

Scope: Applies to all District employees.

Eligibility: All full- and part-time employees, who have been employed by the District for at least 30 days and are unable to work (or telework) for the reason below.

Reason for Leave

Eligible employees who are unable to work (or telework) due to a need to care for their child when the school or place of care has been closed, or the regular childcare provider is unavailable due to a public health emergency with respect to COVID-19.

- “Child” means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is:
 - under 18 years of age; or
 - 18 years of age or older and incapable of self-care because of a mental or physical disability.
- “Childcare provider” means a provider who receives compensation for providing childcare services on a regular basis, including:
 - a center-based childcare provider
 - a group home childcare provider
 - a family childcare provider (one individual who provides childcare services for fewer than 24 hours per day, as the sole caregiver, and in a private residence)
 - other licensed provider of childcare services for compensation
 - a childcare provider that is 18 years of age or older who provides childcare services to children who are either the grandchild, great grandchild, sibling (if such provider lives in a separate residence), niece, or nephew of such provider, at the direction of the parent.
- “School” means an elementary or secondary school.

Duration of Leave

Employees will have up to 12 weeks of leave to use from April 1, 2020, through June 30, 2021, for the purposes stated above. Time used between April 1, 2020, and December 31, 2020, is included in and not in addition to the total FMLA leave entitlement of 12 weeks in a 12-month period.

Pay During Leave

Leave will be unpaid for the first 10 days of leave; however, employees may use any accrued paid vacation, sick or personal leave during this time. The employee may also elect to use the paid leave provided under the Emergency Paid Sick Leave Act, as further explained below. After the first 10 days, leave will be paid at two-thirds of an employee's regular rate of pay for the number of hours the employee would otherwise be scheduled to work. Pay will not exceed \$200 per day, and \$10,000 in total. Any unused portion of this pay will not carry over to the next year.

Employee Status and Benefits During Leave

During this leave, the District will continue to pay its portion of the employee's health insurance premiums. The employee is responsible for arranging payment of their portion of the health insurance premiums while on FMLA leave, if applicable. Failure to do so may result in cancellation of the employee's health insurance benefits.

Procedure for Requesting Leave

All employees requesting this leave must provide written notice, where possible, of the need for leave to Human Resources as soon as practicable. Verbal notice will otherwise be accepted until written notice can be provided. Within five business days after the employee has provided this notice, Human Resources will complete and provide the employee with any required notices. Notice requirements may be altered or waived at the discretion of the HR Director.

The notice the employee provides should include at a minimum:

1. The employee's name;
2. The date or dates for which leave is requested;
3. A statement of the COVID-19 related reason the employee is requesting leave and written support for such reason;
4. Name and age of the child (or children) to be cared for;
5. Name of the school that has closed or place of care that is unavailable; and
6. Representation that no other person will be providing care for the child during the period for which the employee is receiving family medical leave and, with respect to the employee's inability to work or telework because of a need to provide care for a child older than fourteen during daylight hours, a statement that special circumstances exist requiring the employee to provide care.

On a basis that does not discriminate against employees on this leave, the District may require an employee to report periodically on the employee's status and intent to return to work.

Emergency Paid Sick Leave

Eligibility

All full- and part-time employees unable to work (or telework) due to one of the following reasons for leave:

1. The employee is subject to a federal, state or local quarantine or isolation order related to COVID-19.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.

4. The employee is caring for an individual who is subject to either numbers 1 or 2 above.
5. The employee is caring for their child if the school or place of care of the child has been closed, or the childcare provider of such child is unavailable, due to COVID-19 precautions.
6. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

“Child” means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is:

- under 18 years of age; or
- 18 years of age or older and incapable of self-care because of a mental or physical disability.

Amount of Paid Sick Leave

All eligible full-time employees will have up to 80 hours of paid sick leave available to use for the qualifying reasons above. Eligible part-time employees are entitled to the number of hours worked, on average, over a two-week period. Emergency Paid Sick Leave already used under FFCRA will be counted toward this amount.

Rate of Pay

Paid emergency sick leave will be paid at the employee's regular rate of pay, or minimum wage, whichever is greater, for leave taken for reasons 1-3 above. Employees taking leave for reasons 4-6 will be compensated at two-thirds their regular rate of pay, or minimum wage, whichever is greater. Pay will not exceed:

- \$511 per day and \$5,110 in total for leave taken for reasons 1-3 above.
- \$200 per day and \$2,000 in total for leave taken for reasons 4-6 above.

Interaction with Other Paid Leave

The employee may use emergency paid sick leave under this policy before using any other accrued paid time off for the qualifying reasons stated above.

Employees on expanded FMLA leave under this policy may use emergency paid sick leave during the first 10 days of normally unpaid FMLA leave.

Procedure for Requesting Emergency Paid Sick Leave

Employees must provide written notice to their manager or the HR Director of the need and specific reason for leave under this policy. Verbal notification will be accepted until practicable to provide written notice. Notice requirements may be altered or waived at the discretion of the HR Director.

The written notice the employee provides should include at a minimum:

1. The employee's name;
2. The date or dates for which leave is requested;
3. A statement of the COVID-19-related reason the employee is requesting leave and written support for such reason;

4. A statement that the employee is unable to work, including by means of telework, for such reason;
5. Name of governmental entity ordering quarantine and/or health care professional advising self-quarantine (if applicable); and
6. Name of person employee caring for (if applicable).

If the sick leave is needed to care for a child due to closure of school and/or loss of childcare, employee should provide the following information in writing:

1. Name and age of the child (or children) to be cared for;
2. Name of the school that has closed or place of care that is unavailable; and
3. Representation that no other person will be providing care for the child during the period for which the employee is receiving family medical leave and, with respect to the employee's inability to work or telework because of a need to provide care for a child older than fourteen during daylight hours, a statement that special circumstances exist requiring the employee to provide care.

Once emergency paid sick leave has begun, the employee and their manager should determine reasonable procedures for the employee to report periodically on the employee's status and intent to continue to receive paid sick time.

Carryover

Any unused paid sick leave under this addendum will not carry over or be paid out to employees.

Job Protections

No employee who appropriately utilizes emergency paid sick leave under this policy will be discharged, disciplined or discriminated against for work time missed due to this leave.

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.

BULLETIN BOARDS AND COMMUNITY INTEREST PUBLICATIONS

BACKGROUND

The purpose of this policy is to provide guidelines for use of public bulletin boards and the distribution of publications of general community interest in District libraries.

The recommended revisions are intended to provide greater flexibility in the application of the policy.

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

Executive Director Patrick Roewe will be available to answer any questions on the proposed policy.

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

Recommended Action: Board motion to approve the Bulletin Boards and Community Interest Publications policy, as revised.

SPOKANE COUNTY LIBRARY DISTRICT

Current/Existing Policy

POLICY: BULLETIN BOARDS AND COMMUNITY INTEREST PUBLICATIONS

APPROVAL DATE: ~~42/18/2012~~ December 18, 2012

REVIEW DATE: ~~42/18/2018~~ January 19, 2021

Related Policy

Facility Use for Political Purposes

Purpose

To provide guidelines for use of public bulletin boards and the distribution of publications of general community interest in District libraries.

General Policy

Spokane County Library District may provides bulletin boards and information distribution areas in each library. In its role as a community information center, and depending upon available space, the District may allow postings or distribution of free publications of general community interest under the following guidelines:

- All materials must be approved by designated District staff before being posted or distributed.
- Preference will be given to materials from government agencies, non-profit organizations, community organizations and educational institutions, and of educational, cultural, and general interest to the local community served by the library.
- If available space isn't sufficient to meet demand, priority will be given to information most closely related to services, programs, activities and events in the local community.
- Items promoting religious doctrines, partisan political materials or petitions are prohibited.
- Notices and materials will clearly identify the person or organization responsible for the content.
- Approval of items for posting or distribution does not constitute or imply District endorsement of the organization submitting the item(s) or its content.
- District staff will determine the suitability and quantities of material, at which libraries they are made available, and the duration of availability.

Approved items will be posted or distributed as soon as possible based on available space and the guidelines outlined above. Materials approved for system-wide posting or distribution may not be offered in all locations. All materials are checked regularly to remove outdated materials. The District reserves the right to remove any material at any time ~~to make room for higher priority postings~~, and to dispose of materials not in accordance with the above guidelines.

The Executive Director will establish administrative procedures necessary to implement this policy. Any appeal of an administrative action under this policy will first be made in writing to the Executive Director and then to the Board of Trustees.

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

SPOKANE COUNTY LIBRARY DISTRICT

Draft Policy

POLICY: BULLETIN BOARDS AND COMMUNITY INTEREST PUBLICATIONS

APPROVAL DATE: December 18, 2012

REVIEW DATE: January 19, 2021

Related Policy

Facility Use for Political Purposes

Purpose

To provide guidelines for use of public bulletin boards and the distribution of publications of general community interest in District libraries.

General Policy

Spokane County Library District may provide bulletin boards and information distribution areas in each library. In its role as a community information center, and depending upon available space, the District may allow postings or distribution of free publications of general community interest under the following guidelines:

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- Preference will be given to materials from government agencies, non-profit organizations, community organizations and educational institutions, and of educational, cultural, and general interest to the local community served by the library.
- If available space isn't sufficient to meet demand, priority will be given to information most closely related to services, programs, activities and events in the local community.
- Items promoting religious doctrines, partisan political materials or petitions are prohibited.
- Notices and materials will clearly identify the person or organization responsible for the content.
- Approval of items for posting or distribution does not constitute or imply District endorsement of the organization submitting the item(s) or its content.
- District staff will determine the suitability and quantities of material, at which libraries they are made available, and the duration of availability.

Approved items will be posted or distributed as soon as possible based on available space and the guidelines outlined above. Materials approved for system-wide posting or distribution may not be offered in all locations. All materials are checked regularly to remove outdated materials. The District reserves the right to remove any material at any time, and to dispose of materials not in accordance with the above guidelines.

The Executive Director will establish administrative procedures necessary to implement this policy. Any appeal of an administrative action under this policy will first be made in writing to the Executive Director and then to the Board of Trustees.

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

COMPUTER, WIRELESS NETWORK AND INTERNET USE

BACKGROUND

The purpose of this policy is to define the conditions and responsibilities associated with in-person and remote use of District provided public access computers, internet access, and wireless hotspots.

The addition of wireless hotspots that the District is now loaning to customers is the primary reason for the revisions, as there are no technical means for the District to apply the same standards of network and hardware management and internet filtering that is applied in District facilities to the hotspots. The key recommended revisions follow.

- Distinguishes between the hardware, network, and internet access managed and facilitated by the District (used in or adjacent to District facilities), and the hardware, network, and internet access managed and facilitated by the third-party hotspot vendor (used remotely).
- While there is not a technological method of the District to filter the hotspots loaned to customers, the District is limiting their check-out to adults (18+) residing in the District's service area, who are responsible for compliance with District policies and all applicable local, state, and federal laws while the hotspot is on loan to them.
- Updates preferred nomenclature from "library member" to "customer."

The recommended revisions have been drafted with the assistance and review of the District's legal counsel.

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

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

Recommended Action: Board motion to approve the Computer, Wireless Network and Internet Use policy, as revised.

SPOKANE COUNTY LIBRARY DISTRICT

Current/Existing Policy

POLICY: Computer, Wireless Network and Internet Use

APPROVAL DATE: September 18, 2012

REVISION DATE: ~~November 20, 2018~~ January 19, 2021

~~PREVIOUS POLICY TITLE: Customer Use of Internet Resources~~

RELATED POLICIES:

Children's Safety in Libraries

Collection Development

Code of Conduct

Customer Privileges and Responsibilities

Social Media

STATUTORY REFERENCE: RCW 9.68.130

Purpose:

To define the conditions and responsibilities associated with in-person and remote use of Spokane County Library District ("District") provided public access computers, internet access, and wireless hotspots in Spokane County Library District facilities and remotely.

Definitions:

Compromising Computer or Network Security: Conducting activities that will alter, damage, disable, vandalize or otherwise harm computer equipment, hardware, software or networks.

District Network and Hardware: Includes all District provided hardware (such as computers and wireless hotspots), network access, and internet access.

Filter Categories: Groupings of online information to which access can be blocked.

Terminology used to describe filter categories are set by the provider(s) of filtering software.

Illegal Activities: Activities in violation of federal, state or local law.

Sexually Explicit Material: Images which fall under the definitions of sexually explicit material as stated in Washington Statute, RCW 9.68.130(2).

Background:

Spokane County Library District (the District) makes Internet resources, together with a collection of physical library materials and access to licensed electronic resources, available to ~~library members~~ customers in support of the District's mission.

The District offers materials and information in a variety of formats and media, with selection guided by the Collection Development policy. Internet resources enhance the collection in size, depth and breadth. The District provides public computers with standard computer software that can be used to access the Internet. In addition, ~~library members~~ customers may use their own devices to access the Internet on the library's public wireless network. In compliance with the Children's Internet Protection Act (CIPA) and subsequent court rulings, the District employs Internet filtering software and other

technology protection measures on all District public computers and the District's public wireless network.

GENERAL POLICY:

Filtering

The District prohibits the following while using any District resource, including District Network and Hardware (District public computers, the District's public wireless network, and District-provided wireless hotspots): engaging in illegal activities; accessing, viewing, or printing any illegal, obscene or sexually explicit material, or engaging in activities that compromise computer or network security.

Filtering

~~The~~ For all District public computers and the District's public wireless network, the District utilizes filtering technology as required by the Children's Internet Protection Act (CIPA) which mandates that any public library using federal funding must filter Internet access to visual depictions that are (a) obscene; (b) child pornography; or (c) harmful to minors (as defined in the United States Code¹ and case law) for any person under the age of 17 years. Just as with the physical collection, not all Internet sites are suitable for all ages. Therefore, the District provides two levels of filtering: "basic" and "enhanced."

All ~~library members~~ customer accounts, all library computers, and the public wireless network are filtered at the "basic" level. The following categories of information are blocked with "basic" filtering: Illegal, Compromising Computer or Network Security, Sexually Explicit Material.

Additionally, all accounts ~~library members~~ for customers under the age of 13, and library computers located in the children's area, are set to the "enhanced" filtering level. In compliance with CIPA, and guided by the Collection Development policy and related procedures, the "enhanced" filtering level blocks all of the same categories of information that are blocked with "basic" filtering, as well as other categories, as determined by District staff, to be for adult audiences only.

For both the "basic" and "enhanced" filtering levels, the District will utilize categories provided by the filtering software provider that best match the District's intentions.

Requests to "block" or "unblock" an Internet site

No filter or technology is 100% effective and may still allow access to information or sites that are objectionable or potentially harmful. Conversely, filters may inadvertently block sites that do not fall within the categories defined above.

A ~~library members~~ customer may request that an Internet site be blocked, or unblocked for "bona fide research or other lawful purposes"², by completing an Internet site review form or by contacting library staff. The site will be reviewed in a timely manner. Decisions about whether to block or unblock a site will be made in accordance with District guidelines within three (3) business days.

¹ The Children's Internet Protection Act (CIPA) provides United States Code citations for the definitions of "obscene" (18 U.S.C. § 1460) and "child pornography" (18 U.S.C. § 2256). The Act itself defines "harmful to minors" in Section 1703 (b)(2). Full text of CIPA from US Government Printing Office: <http://www.gpo.gov/fdsys/pkg/PLAW-106publ554/pdf/PLAW-106publ554.pdf>

² Federal Communications Commission's Children's Internet Protection Act (CIPA) Guide: <http://www.fcc.gov/guides/childrens-internet-protection-act>

Computer and Internet Safety

The District respects the rights and responsibilities of parents or guardians in determining and monitoring the use of the Internet by their children under the age of 18. The District advises parents/guardians that it cannot assure children's safety and security while using the Internet in the library. When children use social networks, electronic mail, chat and other forms of direct electronic communication, the District cannot protect against unauthorized access, including "hacking," and other unlawful online activities. Furthermore, the District cannot protect against unauthorized disclosure, use and dissemination of personal identification information regarding children if children provide such information while using the Internet.

It is the responsibility of parents or legal guardians to monitor Internet use of their minor children.

Network and Computer Security

The District employs measures designed to prevent access to sites or functions that would compromise District computer or network security or would alter, damage, disable, vandalize or otherwise harm computer equipment, hardware, software or networks.

District computers provide basic software and the ability to transfer content to mobile storage. The District is not responsible for data that may be lost or damaged while using library computers.

The District's public wireless network is an open, unsecured network. The District advises users not to transmit personal information (e.g., credit card numbers, passwords and any other sensitive information) while using any wireless access point. Furthermore, the District advises public wireless network users to take appropriate precautions when using this service, and to have up-to-date virus protection on their devices.

The District is not responsible for any information that is compromised or for any damage caused to hardware or software due to security issues.

For security and network maintenance purposes, the District may monitor individual equipment or network traffic on all District public computers and the District's public wireless network at any time. The District has the authority to disconnect any device from the District's public wireless network that violates for suspected and/or actual violation of practices set forth in this policy or any other related policy.

When using library computers or accessing the public wireless network in District facilities, individuals are expected to use the Internet in a manner consistent with the purpose of the library and with respect and consideration for other ~~library members~~ customers.

Wireless Hotspots

The District may offer wireless hotspots or other similar devices that library customers can borrow to access the internet via a third-party vendor. While the District provides the devices, the network over which customers can access the internet using these devices is provided and managed by the third-party vendor. The District requires that these devices be borrowed by District residents 18 years of age or older, who are responsible for the use of these devices in compliance with all applicable District policies and local, state, and/or federal laws.

Violation of this or any related policy may be cause for a temporary or permanent prohibition from future use of library equipment or facilities. Illegal activities ~~can~~ may be reported to law enforcement.

The Executive Director will establish administrative procedures necessary to implement this policy. Any appeal of an administrative action under this policy will first be made in writing to the Executive Director and then to the Board of Trustees.

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

SPOKANE COUNTY LIBRARY DISTRICT

Draft Policy

POLICY: Computer, Wireless Network and Internet Use

APPROVAL DATE: September 18, 2012

REVISION DATE: January 19, 2021

RELATED POLICIES:

Children's Safety in Libraries

Collection Development

Code of Conduct

Customer Privileges and Responsibilities

Social Media

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COVID-19 Response Update – January 19, 2021

Background

Governor Jay Inslee announced, effective January 11, 2021, the state of Washington will launch “Healthy Washington – Roadmap to Recovery,” which will use a regional approach for its upcoming phased recovery plan. Spokane County is in the “East Region” of the plan, which uses new public health metrics for determining when regions can move forward in phases.

On each Friday, DOH will update the Healthy Washington – Roadmap to Recovery dashboard with the latest data and region phase designations. A region may move into a new phase (forward or backward) if their metrics meet the criteria using the most recent complete data. This move will take effect the Monday after the dashboard is updated. As of this writing, the East Region remains in Phase 1 of the new plan, along with the rest of the state.

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

Staff health self-screening

To better comply with the state-issued requirement to screen and monitor employee health, staff have been conducting health self-assessments prior to reporting to work on site. We have now implemented a new method that meets state guidelines and balances safety, accountability, and efficiency. In order to encourage more consistent participation in and tracking of this requirement, we have transitioned to app-based reporting of the daily employee health self-assessment, using the ProtectWell app.

The app-based approach has gained large scale adoption at workplaces and schools in the midst of the pandemic. Staff who do not wish to use the app have been provided with alternatives for reporting their daily self-assessment. The District is logging a minimal amount of information, and no symptom or test result specific information will be stored by the District. Any information the app developer shares will be done only in the aggregate as per the service agreement. We are confident this approach best balances privacy and state guidelines compliance.

Staffing

There have been no changes since the last update. As previously discussed, the District has adjusted its 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 there is not sufficient staff to cover the absences.

Alternative services

There have been 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.

Expanded services

Wireless hotspots: The additional hotspots purchased last month have been put into service, and the District now has a total of 55 hotspots available for customers to check-out. As previously reported, we applied for and were awarded a grant through the Washington State Library for 30 wireless hotspots and funding for the monthly data costs.

Return to in-person library services

Recently updated and released guidelines for libraries under “Healthy Washington – Roadmap to Recovery” limit services to curbside only in Phase 1, with the option to provide limited in-person library services in Phase 2. In accordance with the guidelines, the District is continuing to offer curbside service, and is at present reviewing the guidelines and will be drafting a plan for transitioning to Phase 2 in-person services. Given the potential for both progression and regression between phases in the Governor’s plan, the District will likely wait several weeks before returning to limited in-person services once the East Region progresses to Phase 2. This delay is to better ascertain phase stability for the region, as the process and effort required for implementing and/or rolling back expanded services is considerable.

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: FEBRUARY - MARCH 2021***February 16, 2021: North Spokane Library * - (4:00 p.m.)***

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

Please send requests for agenda additions or changes to the Board Chair or Administrative Assistant no later than Tuesday, Feb. 2, for inclusion in the preliminary agenda to be sent Feb. 3. Meeting packets will be mailed Feb. 10.

March 16, 2021: North Spokane Library * - (4:00 p.m.)

- New Spokane Valley Library: Contract for Architectural Services: Approval Recommendation (tentative)
- Children's Safety in Libraries Policy: Approval Recommendation.
- 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 DECEMBER 2020

Business Office, Finance and Facilities – Rick Knorr

2020 General Fund

Property Tax Collections

The District received \$563,000 in tax collections in December 2020, bringing the year-to-date total collected to \$14,916,000, or 97% of the total levy.

This is consistent with the previously discussed expectation that a small percentage of District taxpayers took advantage of the due date extension for the second half property tax payments to December 31, 2020. If the payment pattern remains consistent with those received after the June 30 due date for first half payments, the District will collect the final 3% by March 2021.

For the upcoming year, with the assumption that second half property tax payment due date will not be extended, we can currently forecast the District will collect 102% to 103% of the levy in 2021.

2021 Budget

There has been no additional information received regarding 2021 expenditures to cause any potential amendment to the 2021 budget.

Mobile Outreach Vehicles

Noted in the payment vouchers listing is a progress payment to TechOps Specialty Vehicles, the contractor who is manufacturing our mobile outreach vehicles. To recap and update, a 50% down payment was made in August 2020 to this company with an order for the two vehicles purchased. The payment listed this month is for the remaining 50% of just the Freightliner chassis for the larger, RV sized vehicle, as per the purchase terms. This signifies the beginning of the specific custom build-out of the outreach vehicle. Regarding the smaller "sprinter van," the chassis has not yet been delivered.

Facilities Report

Argonne Library Roof Replacement

The roofing project at Argonne was completed, although the final county and manufacturer warranty inspections have not yet occurred. Total cost of the project was \$127,719.

Outdoor Parking Lot Lighting

Upgrades for outdoor parking lot lighting to LED are complete for Spokane Valley, North Spokane, and Moran Prairie. Upgrades are scheduled for Argonne and Otis Orchards, with Deer Park soon to follow. Medical Lake received an upgraded building mounted entryway light as well. Again, District staff have been pleased with the results of these upgrades.

HVAC Upgrade Project

The HVAC upgrade project has not yet begun. Apollo Mechanical (the contractor) received what is considered the first round of equipment deliveries on January 12, 2021. Expectations are that the work can soon commence at Otis Orchards and Airway Heights. Once the upgrades at those two libraries are complete, the remainder of the equipment should have arrived and work can begin at North Spokane.

Human Resources – Toni Carnell

Employee turnover

December again saw minimal employee turnover. There were no promotions, transfers or new hires. Two employees left the District, a Public Services Technician (Library Page) from CH and the Customer Services Manager.

Communication and Development – Jane Baker

Communication

The Communication Department continued its regular process of promoting programs, resources and services through regular channels on the website with news items, blogs, and necessary updates on the homepage banner. Web pages for reading challenges and the online book club were created. Two eNewsletters were sent in December with higher than usual responses to the announcement of the online book club. Articles and ads appeared in newspapers in Cheney, Deer Park, Spokane, and Spokane Valley. Social media channels were active in promoting the library, as well as responding to customer service inquiries.

Development

In preparation for fundraising support for a new Spokane Valley Library and the District in general, Development participated in webinars and virtual professional development meetings/events. Virtual advocacy and networking with professional, business, and development organizations also continue.

Operations – Doug Stumbough

Curbside Pickup

In December, the libraries returned to curbside-only services and saw 11,397 customers visit our libraries to check out 62,519 items. This represents 41% of the physical items checked out last December (151,753) when libraries were open for full service, and down slightly from last month's 68,416 when our buildings were opened for limited in-person services for several days.

A 20% increase in holds placed by customers on non-digital items this month compared to last December when the libraries were open (37,068 vs 30,777), does appear to indicate that customers can continue to find and reserve items despite the limitations. Curbside service will continue to be offered to customers as part of regular library services in the future.

The Governor is expected to update the reopening plan for the state in January, and we will review any modifications to Library Services guidelines and prepare to welcome customers back into the libraries soon.

More WiFi Hotspots

Due to the extended nature of building closures and high demand, an additional 25 wireless hotspots were added to the circulating collection in December. With the devices previously acquired via a grant from the Washington State Library, this brings our total to 55, that hopefully will assist more customers with limited or no internet access gain connectivity to the Internet.

Collection Services – Andrea Sharps

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 December 2020:
 - Checkouts December 1 – December 31:
 - *The Cold Millions* by Jess Walter. eBook. (105)
 - *The Cold Millions* by Jess Walter. eAudiobook. (68)
 - *Where the Crawdads Sing* by Delia Owens. eAudiobook. (65)
 - *The Sentinel* by Lee Child. eBook (65)
 - Holds as of January 4, 2021:
 - *A Promised Land* by Barack Obama. eAudiobook. (178)
 - *The Cold Millions* by Jess Walter. eBook. (173)
 - *A Time for Mercy* by John Grisham. eBook. (107)
- Popular **Adult Book** titles December 2020:
 - Checkouts:
 - *A Promised Land* by Barack Obama (46)
 - *The Sentinel* by Lee Child (38)
 - *The Cold Millions: A Novel* by Jess Walter (36)
 - Holds:
 - *Daylight* by David Baldacci (37)
 - *I'll Be Gone in the Dark: One Woman's Obsessive Search for the Golden State Killer* by Michelle McNamara (34)
 - *The Cold Millions: A Novel* by Jess Walter (33)

Flipster Renewal

The District renewed its subscription to *Flipster*, a digital magazine service, for the 2021 calendar year. Customers will have access to 101 titles including content for children, teens and adults. We added 13 new titles in 2021 and seven (7) titles were discontinued by the publishers. The 13 new titles are: *EcoParent*, *Faces*, *Farmhouse Style*, *Fast Company*, *Game & Fish West*, *Guns & Ammo*, *High Country News*, *Interweave Knits*, *Popular Woodworking*, *Reminisce*, *Science News*, *Spirituality & Health*, and *Teen Black Girls Magazine*. Customer and staff title suggestions are taken into consideration when Collection Services staff review the *Flipster* subscription annually in November/December and determine which titles to add and/or drop.

Select Digital Circulation Statistics

hoopla Checkouts	
December 2019	2,294
December 2020	2,748
%	+19.8%
OverDrive Checkouts	
December 2019	48,839
December 2020	65,654
%	+34.4%
OverDrive Holds	
December 2019	15,464
December 2020	20,937
%	+35.4%

COLLECTION MONTHLY REPORT

December 2020

	Select Transaction Count		
Physical Collection	YTD 2020	YTD 2019	CHANGE
Items Processed	51,107	68,224	-25%
Interlibrary Loan Total	4,358	11,992	-64%
Overdrive			
Total Checkouts	728,652	613,549	19%
Total Holds	253,682	186,459	36%
hoopla			
Total Checkouts	32,527	24,741	31%
	Total Items in Collection		
Material Type	YTD 2020	YTD 2019	CHANGE
Print	322,455	315,280	2%
Nonprint	84,934	85,516	-1%
Overdrive	111,237	92,033	21%
Grand Total	518,626	492,829	5%

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

Executive Director – Patrick RoeweLeadership Team Updates:

The majority of this month's efforts were addressed in other agenda items. As has been the case for the last 10 months, a primary focus for me and the rest of the Leadership Team has been on continued adaptation and response to the "new normal" of COVID-19 public health landscape and its impact on District operations. Non-emergent organizational efforts are addressed in other agenda items.

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 December 2020

Doug Stumbough and Kristy Bateman

Service Priority Teams

Business and Career Development (Stacey Goddard)

- Participation in our week-long Small Business Saturday (which ran November 28 through December 5, was low. Only six people picked up their participation prize via curbside.
- This month's SBBC workshop had six participants learn about setting S.M.A.R.T. (specific, measureable, attainable, relevant, and timely) goals. We're working on connectivity issues for some of our cohort members, and purchased four internet hotspots to help with this.

Early Learning (Mary Ellen Braks)

- The Early Learning team is continuing to film videos for virtual Storytime. The Storytimes are posted Tuesday and Thursday mornings and can be found on SCLD's Facebook, website and YouTube channel.
- Sheri Boggs and I filmed a couple of *Picture Book Chat* programs for our YouTube channel. In this new series we talk about what we like about the books and how to incorporate them into a classroom or home setting.

Education and Enrichment (Gwendolyn Haley)

- We held two sessions of *Virtual Camp Read-a-Rama* over the winter break; 40 students participated in reading, craft, and STEM activities.
- Writing Buddies launched with an initial group of 14 pairs.

Digital Projects and Resources (Carlie Hoffman)

- The SCLD Online Book Club was launched to the public.
- Testing and Education Reference Center has been renamed Peterson's Test and Career Prep. The Digital Library web page has been changed to reflect the new brand.
- A beta version of the new catalog enhancement has been launched.
- Inventory work on the new Library of Things reservation software is ongoing.

Information Technology (Patrick Hakes)

- Phone upgrade/replacement research started.
- Meeting room A/V upgrade/installation initiated.
- O365 migration for District staff completed.

Library Reports

Airway Heights: Jennie Anderson

- Customers continue to be grateful the library is here to offer curbside pickup, mobile printing, digital resources, and the Creativity Kits to help get them through the winter months.

Argonne: Pat Davis

- Argonne Friends participated in the Millwood Holiday Market held outside in early December.
- Curbside continues to be popular.

BookEnd: Danielle Marcy

- Customers were happy to have access to curbside service and mobile printing.
- A customer was thrilled to have the BookEnd staff put a selection of audiobooks on a cart to browse through the window front of the BookEnd.

Cheney: Amy Fair

- Our library is the starting point of the city's annual Holiday Hoopla celebration, which was kicked off with Santa coming for the official tree lighting. 127 people drove by to see the tree and pick up a map of participating homes decked out in holiday lights.

Deer Park

- *Small Business Saturday* began in November and extended into December offering a tote bag to those "shopping small" in our community. The response was small, yet those who participated expressed gratitude about receiving their bags.
- Curbside Pickup became challenging with the amount of snow that fell in Deer Park. We slogged through ice and snow to get materials out to our customers. Many expressed appreciation and gratitude that we "still" cheerfully deliver materials to their car.

Fairfield: Kristy Bateman

- A regular customer came to pick up holds and let us know she appreciates curbside pickup. She also wanted to let us know that her family is enjoying getting to know the friendly new people working here.

Medical Lake: Cecelia McMullen

- Librarian Christie Onzay posted three holiday read-alouds on the Re*Imagine Medical Lake Facebook page as part of the *WinterFest*. They were viewed 307 times with multiple shares and likes. One person commented "Miss our library staff. Thanks for sharing."
- Customers with little or no internet access appreciated our parking lot as a place to use their digital devices.

Moran Prairie: Caitlin Wheeler

- We have several regular customers who placed holiday cards in the book drop to give staff kind words along with some holiday cheer and to let us know that they appreciate everything the library has done to keep service going throughout the pandemic.

North Spokane: Brian Vander Veen

- We ended the year just shy of 20,000 total curbside visits, averaging about 116 visits per day since we began curbside service in June.
- Our Library Assistant Chris relayed this comment from a curbside customer: "I sure appreciate that you are still offering [curbside]. We are really thankful to have it!"

Otis Orchards: Danielle Marcy

- The library received several holiday cards with well wishes, one card in particular noted what a great help the staff has been to get through "this horrible time."
- The library received a letter in the book drop thanking the staff for getting an interlibrary loan for their family and shared how special the book was to their family.

Spokane Valley: Aileen Luppert

- In an atypical year, December was typically slow but steady. Customers remained grateful for the service and our staff.

Security Incident Reports

For December 2020, there were four Security Incident reports filed, two less than last month (6) and eleven less than December 2019 (15). Moran Prairie had the most incidents reported with two. The most frequently reported incidents related to building issues with two incidents.

Public Use Measures

December 2020

Measure	This year	Last year	YTD	Last YTD
	This Month	This Month	This year	Comparison
Cardholders	107,460	110,912		-3%
Door count	11,397	83,634	349,879	-71%
Items Borrowed	130,921	202,886	1,609,568	-39%
• Airway Heights	1,266	5,434	21,046	-61%
• Argonne	3,042	10,721	47,039	-58%
• Cheney	3,201	12,118	50,315	-59%
• Deer Park	3,120	12,121	48,160	-61%
• Fairfield	241	995	6,187	-48%
• Medical Lake	1,036	3,733	14,521	-64%
• Moran Prairie	5,009	15,436	72,170	-55%
• North Spokane	10,677	40,901	173,738	-58%
• Otis Orchards	1,594	4,641	21,464	-55%
• Spokane Valley	9,584	41,270	168,252	-64%
• The BookEnd	463	3,921	12,730	-69%
• Digital	68,402	51,133	761,212	19%
Programs				
• Number	14	267	911	-75%
• Attendance	314	6,968	18,791	-80%
Internet Station Use (%)	0	46.1%	45.3%	
Meeting room bookings	0	501	1,410	-79%
Digital Resource Use	108,560	66,614	1,160,954	16%

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 Twelve Months Ended December 31, 2020**

	Y-T-D Actual	Annual Budget	Target 100.0% Percent Used	Balance Remaining
REVENUES				
PROPERTY TAXES	\$ 14,916,508	\$ 15,315,000	97.40%	\$ 398,492
CONTRACT CITIES - AIRWAY HEIGHTS	339,125	339,000	100.04%	(125)
CONTRACT CITIES - SPOKANE	101,707	100,000	101.71%	(1,707)
FINES & FEES	54,805	155,000	35.36%	100,195
GRANTS & DONATIONS	64,805	39,000	166.17%	(25,805)
E-RATE REIMBURSEMENTS	339,859	198,000	171.65%	(141,859)
LEASEHOLD & TIMBER TAX, REBATES, OTI	32,342	26,100	123.92%	(6,242)
INTEREST REVENUES	80,756	80,000	100.94%	(756)
TOTAL REVENUES	\$ 15,929,907	\$ 16,252,100	98.02%	\$ 322,193
TRANSFERS IN	-	-	0.00%	-
TOTAL REVENUES & TRANSFERS IN	\$ 15,929,907	\$ 16,252,100	98.02%	\$ 322,193
EXPENSES				
SALARIES	\$ 6,688,882	\$ 6,985,400	95.76%	\$ 296,518
FRINGE BENEFITS	2,379,506	2,451,300	97.07%	71,794
SUPPLIES	150,375	165,700	90.75%	15,325
UTILITIES	477,182	480,900	99.23%	3,718
SERVICES	1,121,845	1,386,900	80.89%	265,055
INSURANCE	60,728	62,000	97.95%	1,272
CAPITAL EQUIPMENT	768,636	1,490,000	51.59%	721,364
LIBRARY MATERIALS	2,058,921	2,057,000	100.09%	(1,921)
ELECTRONIC LIBRARY MATERIALS	180,612	250,000	72.24%	69,388
LIBRARY PROGRAMS	74,256	112,900	65.77%	38,644
OPERATIONAL CONTINGENCIES	0	50,000	0.00%	50,000
TOTAL EXPENSES	\$ 13,960,944	\$ 15,492,100	90.12%	\$ 1,531,156
TRANSFERS OUT	1,200,000	760,000	157.89%	(440,000)
TOTAL EXPENSES & TRANSFERS OUT	\$ 15,160,944	\$ 16,252,100	93.29%	\$ 1,091,156
Net Excess of Revenues Over/(Under) Expenses	\$ 768,963	\$ -		
BEGINNING CASH	5,137,427			
NET FROM ABOVE	768,963			
ENDING CASH	\$ 5,906,391			

Number of months cash on hand 4.6

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

	<u>Y-T-D Actual</u>	<u>Annual Budget</u>
REVENUES		
Interest Earnings	36,009	32,000
TOTAL REVENUES	<u>36,009</u>	<u>32,000</u>
TRANSFERS IN	1,200,000	760,000
TOTAL REVENUES & TRANSFERS IN	<u>1,236,009</u>	<u>792,000</u>
 EXPENSES		
	<u>0</u>	<u>0</u>
TOTAL EXPENSES	<u>0</u>	<u>0</u>
 NET EXCESS OF REVENUES OVER (UNDER) EXPENSES	<u>1,236,009</u>	
BEGINNING CASH	2,047,339	
NET FROM ABOVE	<u>1,236,009</u>	
ENDING CASH	<u>3,283,348</u>	

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

	12/31/2019	3/31/2020	6/30/2020	9/30/2020	12/31/2020
REVENUES					
PROPERTY TAXES	4,898,564	800,498	7,558,778	675,720	5,881,510
CONTRACT CITIES - AIRWAY HEIGHTS	65,874	84,781	87,781	81,781	84,781
CONTRACT CITIES - SPOKANE	41,374	-	50,854	-	50,854
	-	-	-	-	-
FINES & FEES	38,633	39,519	4,397	6,044	4,845
GRANTS & DONATIONS	22,002	16,214	5,455	41,631	1,504
E-RATE REIMBURSEMENTS	64,086	185,864	40,320	52,671	61,004
MISC TAX COLLECTIONS & OTHER	19,292	15,170	4,606	1,630	10,936
INTEREST REVENUES	25,202	17,569	20,310	21,306	21,571
TOTAL REVENUES	5,175,026	1,159,616	7,772,502	880,783	6,117,006
EXPENSES					
SALARIES	1,605,206	1,658,398	1,682,593	1,677,762	1,670,129
FRINGE BENEFITS	562,404	601,258	594,069	596,757	587,422
SUPPLIES	56,666	35,241	21,042	51,385	42,706
UTILITIES	113,891	148,330	88,246	107,578	133,029
SERVICES	370,410	480,865	126,166	261,626	253,187
INSURANCE	-	60,553	175	-	-
CAPITAL PROJECTS AND EQUIPMENT	95,830	173,658	146,744	305,488	142,746
LIBRARY MATERIALS	348,226	468,468	523,989	384,165	682,299
ELECTRONIC LIBRARY MATERIALS	58,745	85,982	21,812	36,546	36,273
LIBRARY PROGRAMS	31,568	21,711	24,570	22,144	5,831
OPERATIONAL CONTINGENCIES	-	-	-	-	-
TOTAL EXPENSES	3,242,946	3,734,463	3,229,406	3,443,450	3,553,624
Fringe Benefits as % of Total Compensation	25.9%	26.6%	26.1%	26.2%	26.0%
Fringe Benefits as % of Salaries	35.0%	36.3%	35.3%	35.6%	35.2%