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.scld.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.
      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.]
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.
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:

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<td>57860-57947 and W00872-W00880</td>
<td>$514,330.18</td>
<td>$514,330.18</td>
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<td>11102020PR and 11252020PR</td>
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<tr>
<td>L01</td>
<td></td>
<td>Total</td>
<td>$909,359.83</td>
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There was no discussion.

The motion was approved.
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
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
### 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.

**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.

**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.
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.

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.

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 expressed happy holiday wishes to all.

There were no other reports.

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,
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.

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<td>Expenditures</td>
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<td>$ 7,952,872</td>
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<tr>
<td>Fund Budget Expended</td>
<td>80.49%</td>
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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
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 herein listed 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  
**SIGNATURE:**  

| VOUCHER NUMBER | VENDOR NAME                         | DESCRIPTION                                | 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         | INFOSA 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 CHENELY                     | WATER, SEWER, ELEC. - CHENELY              | 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 ENTERPRISES, 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 
<p>| 057995         | EMPIRE DISPOSAL INC.                | MONTHLY SOLID WASTE - FAIRFIELD            | 42.97 |</p>
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**PAYROLL VOUCHERS**

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*Top Individual Charges*

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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.
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 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 will 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 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 must 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.
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.
POLICY: BULLETIN BOARDS AND COMMUNITY INTEREST PUBLICATIONS
APPROVAL DATE: 12/18/2012 December 18, 2012
REVIEW DATE: 12/18/2018 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 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:

- 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.
POLICY: BULLETIN BOARDS AND COMMUNITY INTEREST PUBLICATIONS
APPROVAL DATE: December 18, 2012
REVIEW DATE: January 19, 2021

Related Policy
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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.
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 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 Code 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.

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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.

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 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.
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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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 Code 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 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 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.

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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 customer may request that an Internet site be blocked, or unblocked for “bona fide research or other lawful purposes,” 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.

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.

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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 for suspected and/or actual violation of this policy or any other related policy.

When using District Network and Hardware, individuals are expected to use the Internet in a manner consistent with the purpose of the library and with respect and consideration for other customers.

**Wireless Hotspots**
The District may offer wireless hotspots or other similar devices that 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 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.
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)
- COVID-19 Response Update

SPECIAL MEETINGS/ACTIVITIES

2021
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

<table>
<thead>
<tr>
<th>Service</th>
<th>December 2019</th>
<th>December 2020</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>hoopla</td>
<td>2,294</td>
<td>2,748</td>
<td>+19.8%</td>
</tr>
<tr>
<td>OverDrive</td>
<td>48,839</td>
<td>65,654</td>
<td>+34.4%</td>
</tr>
</tbody>
</table>

### COLLECTION MONTHLY REPORT

**December 2020**

<table>
<thead>
<tr>
<th>Select Transaction Count</th>
<th>YTD 2020</th>
<th>YTD 2019</th>
<th>CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Collection</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Items Processed</td>
<td>51,107</td>
<td>68,224</td>
<td>-25%</td>
</tr>
<tr>
<td>Interlibrary Loan Total</td>
<td>4,358</td>
<td>11,992</td>
<td>-64%</td>
</tr>
<tr>
<td>Overdrive</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Checkouts</td>
<td>728,652</td>
<td>613,549</td>
<td>19%</td>
</tr>
<tr>
<td>Total Holds</td>
<td>253,682</td>
<td>186,459</td>
<td>36%</td>
</tr>
<tr>
<td>hoopla</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Checkouts</td>
<td>32,527</td>
<td>24,741</td>
<td>31%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Items in Collection</th>
<th>YTD 2020</th>
<th>YTD 2019</th>
<th>CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print</td>
<td>322,455</td>
<td>315,280</td>
<td>2%</td>
</tr>
<tr>
<td>Nonprint</td>
<td>84,934</td>
<td>85,516</td>
<td>-1%</td>
</tr>
<tr>
<td>Overdrive</td>
<td>111,237</td>
<td>92,033</td>
<td>21%</td>
</tr>
<tr>
<td>Grand Total</td>
<td>518,626</td>
<td>492,829</td>
<td>5%</td>
</tr>
</tbody>
</table>

**NOTES:**

- PRINT = Books and Periodicals
- NONPRINT = DVDs, CDs, Books on CD, and other media
- OVERDRIVE = Downloadable eBooks and Audiobooks
Executive Director – Patrick Roewe

Leadership Team Updates:
The majority of this month’s efforts were addressed in other agenda items. As has been the case for the last 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, measurable, 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 sloshed 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

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

### 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**

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

**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

<table>
<thead>
<tr>
<th>Description</th>
<th>Y-T-D Actual</th>
<th>Annual Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest Earnings</td>
<td>36,009</td>
<td>32,000</td>
</tr>
<tr>
<td><strong>TOTAL REVENUES</strong></td>
<td>36,009</td>
<td>32,000</td>
</tr>
<tr>
<td><strong>TRANSFERS IN</strong></td>
<td>1,200,000</td>
<td>760,000</td>
</tr>
<tr>
<td><strong>TOTAL REVENUES &amp; TRANSFERS IN</strong></td>
<td>1,236,009</td>
<td>792,000</td>
</tr>
<tr>
<td><strong>EXPENSES</strong></td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTAL EXPENSES</strong></td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>NET EXCESS OF REVENUES OVER (UNDER) EXPENSES</strong></td>
<td>1,236,009</td>
<td></td>
</tr>
<tr>
<td>BEGINNING CASH</td>
<td>2,047,339</td>
<td></td>
</tr>
<tr>
<td>NET FROM ABOVE</td>
<td>1,236,009</td>
<td></td>
</tr>
<tr>
<td>ENDING CASH</td>
<td>3,283,348</td>
<td></td>
</tr>
</tbody>
</table>
Spokane County Library District
Quarterly Trend Report of Revenues & Expenses (excluding transfers)
Rolling 5 Quarters

<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>REVENUES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property Taxes</td>
<td>4,898,564</td>
<td>800,498</td>
<td>7,558,778</td>
<td>675,720</td>
<td>5,881,510</td>
</tr>
<tr>
<td>Contract Cities - Airway Heights</td>
<td>65,874</td>
<td>84,781</td>
<td>87,781</td>
<td>81,781</td>
<td>84,781</td>
</tr>
<tr>
<td>Contract Cities - Spokane</td>
<td>41,374</td>
<td>-</td>
<td>50,854</td>
<td>-</td>
<td>50,854</td>
</tr>
<tr>
<td>Fines &amp; Fees</td>
<td>38,633</td>
<td>39,519</td>
<td>4,397</td>
<td>6,044</td>
<td>4,845</td>
</tr>
<tr>
<td>Grants &amp; Donations</td>
<td>22,002</td>
<td>16,214</td>
<td>5,455</td>
<td>41,631</td>
<td>61,004</td>
</tr>
<tr>
<td>E-Rate Reimbursements</td>
<td>64,086</td>
<td>185,864</td>
<td>40,320</td>
<td>52,671</td>
<td>61,004</td>
</tr>
<tr>
<td>Misc Tax Collections &amp; Other</td>
<td>19,292</td>
<td>15,170</td>
<td>4,606</td>
<td>1,630</td>
<td>10,936</td>
</tr>
<tr>
<td>Interest Revenues</td>
<td>25,202</td>
<td>17,569</td>
<td>20,310</td>
<td>21,306</td>
<td>21,571</td>
</tr>
<tr>
<td><strong>TOTAL REVENUES</strong></td>
<td>5,175,026</td>
<td>1,159,616</td>
<td>7,772,502</td>
<td>880,783</td>
<td>6,117,006</td>
</tr>
</tbody>
</table>

|                      |            |           |           |           |            |
| **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%