

MISSION

Providing resources, experiences, and places that empower people to learn, explore and succeed.

Board of Trustees Regular Meeting

March 16, 2021 4:00 p.m. Remote Meeting Structure/Teleconference

AGENDA

NOTE: PURSUANT TO GOVERNOR INSLEE'S PROCLAMATION 20-28 DATED MARCH 24, 2020, as extended, THIS MEETING WILL BE HELD REMOTELY. PUBLIC COMMENT WILL BE ALLOWED ONLY IN WRITING VIA THE FOLLOWING LINK AND MUST BE RECEIVED BY 12:00 NOON, DAY OF THE MEETING. To submit written public comment prior to the meeting, please go to <https://www.sclcd.org/connect/ask-board-of-trustees/>

To attend the meeting remotely via conference call:

Call toll-free either 1-877-853-5247 or 1-888-788-0099, then enter ID: **883 0629 5789**

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

- I. **CALL TO ORDER**
- II. **AGENDA APPROVAL [4:00]**
- III. **PUBLIC COMMENT [TO SUBMIT A QUESTION, SEE ABOVE FOR INSTRUCTIONS.]**
- IV. **ACTION ITEMS**
 - A. Approval of February 16, 2021, Regular Meeting Minutes [4:01-4:02]
 - B. Approval of February 2021 Payment Vouchers [4:02-4:03]
 - C. Unfinished Business [4:03-4:18]
 1. New Spokane Valley Library Project: Contract Award for Architectural Services: Approval Recommendation.
 - D. New Business [4:18-5:15]
 1. Brand Refresh Presentation
 2. Children's Safety in Libraries Policy: Approval Recommendation.
 3. COVID-19 Response Update
- V. **DISCUSSION ITEMS, POSSIBLE ACTION [5:15-5:20]**
 - A. Future Board Meeting Agenda Items
- VI. **REPORTS**
 - A. Trustees [5:20-5:25]
 - B. Executive Director [5:25-5:35]
 - Administrative
 - Community Activities
 - C. Operations [5:35-5:40]
 - D. Fiscal [5:40-5:45]
- VII. **ADJOURNMENT**

[Estimated meeting length: One hour and 45 minutes, plus public comment.]

This meeting is barrier-free. If you require accommodation to participate in this meeting, please notify Spokane County Library District Administrative Offices in advance of the meeting by calling 509-893-8200.

**SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: FEBRUARY 16, 2021**

A regular meeting of the Board of Trustees of Spokane County Library District was held via teleconference at 4:00 p.m., Tuesday, February 16, 2021.

Present: Via Zoom Teleconference

John Craig - Chair
 Mark Johnson - Vice Chair
 Ami Calvert - Trustee
 Jessica Hanson - Trustee
 Kristin Thompson - Trustee
 Patrick Roewe - Executive Director and Secretary

Excused: None.

Also Present via Conference Call: Jane Baker, Communication & Development Director; Toni Carnell, Human Resources Director; Rick Knorr, Finance Director; Andrea Sharps, Collection Services Director; Doug Stumbough, Operations Director; and Patty Franz, Executive Assistant.

Guests via Conference Call: Nine (9).

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

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

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

Approval of Jan. 19, 2021, Regular Meeting Minutes (Item IV.A.) Mr. Craig called for corrections to the January 19, 2021, regular meeting minutes. There were no corrections; the minutes stand approved as written.

Approval of January 2021, Payment Vouchers (Item IV.B.) Ms. Calvert moved and Ms. Hanson seconded approval of the January 2021 bill payment vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal	Total
Jan. - L01	58080-58141 and W00890-W00901	\$723,472.07	\$723,472.07
	12102020PR and 12232020PR	\$409,327.71	\$409,327.71
L01		Total	\$1,132,799.78

Meeting Minutes - Board of Trustees

February 16, 2021

Page 2

**Approval of
January 2021,
Payment Vouchers
(Item IV.B.)**

In response to Trustee queries, Mr. Knorr said because of staff schedules during January, invoices were paid biweekly instead of weekly. Thus, there were fewer than usual payment vouchers issued for the month and only two payments to Overdrive. He further reported the Argonne Library roof replacement project is complete except for the required inspections, which will be conducted when the weather improves.

There was no further discussion.

The motion was unanimously approved.

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

NEW SPOKANE VALLEY LIBRARY PROJECT UPDATE. Prior to today's meeting, Mr. Roewe provided a written update by email regarding status of the request for qualifications (RFQ) for architectural services, which closed Feb. 5, statement of qualifications (SOQ) scoring, and confirmed participants of the Architectural Services Selection Committee. The next step is to interview the short list of selected firms, which includes ALSC Architects, Integrus Architecture, and MMEC Architecture & Interiors. Mr. Roewe said in-person interviews will likely be conducted at CenterPlace at the end of the month now that Spokane County is in Phase 2. Mr. Craig said scores were close among respondents. Mr. Roewe further said the field of eight (8) respondents was strong, though the committee arrived at consensus quickly.

There was no further discussion.

**New Business
City of SV/SCLD
Interlocal
Agreement
Amendment
(Item IV.D.1.)**

CITY OF SPOKANE VALLEY/SCLD INTERLOCAL AGREEMENT AMENDMENT. Mr. Johnson moved and Ms. Thompson seconded approval of the 2021 Addendum to the Interlocal Agreement for Acquisition of Real Estate between City of Spokane Valley and Spokane County Library District, as amended. Mr. Roewe reiterated the inception of the agreement was in 2012, with the first amendment in 2017. Mr. Roewe said the primary purpose of this second amendment was to accommodate the shift in District funding away from the voted bond approach to fund a new library. He further noted there were additional clarifications, including an extension of the agreement to 2024. The District's legal counsel reviewed the amendment as well.

There was no further discussion.

The motion was unanimously approved.

**New Business
2020 Reciprocal Use
of Libraries Report
(Item IV.D.2.)**

2020 RECIPROCAL USE OF LIBRARIES REPORT. Operations Director Doug Stumbough said given the unusual circumstances of the coronavirus pandemic, analysis of data for the Reciprocal Use Report for 2020 was impacted. He further reviewed the usage results between SCLD and Spokane Public Library (SPL), and SCLD and Liberty Lake Municipal Library (LLML), noting an annual report is required per agreement, and reciprocal use data has historically been comparable. For 2020, however, circulation was significantly down, yet number of cardholders increased. Mr. Stumbough reiterated LLML has not been able to provide complete reciprocal use statistics since the inception of the agreement, yet did report

**New Business
2020 Reciprocal Use
of Libraries Report
(Item IV.D.2.)**

that 2,345 of its 6,417 registered cardholders live outside of Liberty Lake. However, its integrated library system (ILS) was not able to provide how many of those cardholders specifically reside in the District's service area or the actual number of items District residents have checked out. In response to Mr. Craig's query, Mr. Stumbough said he thinks the reciprocal use agreements remain beneficial to the mission of SCLD. Possible explanations of the skewed customer usage statistics were that customers used libraries in closest proximity to their homes during the shutdown, and closure of SPL libraries for renovations could have impacted use of District libraries as well.

There was no further discussion.

**New Business
Collection
Development Policy
(Item IV.D.3.)**

COLLECTION DEVELOPMENT POLICY. Ms. Calvert moved and Mr. Johnson seconded approval of the Collection Development policy, as revised. Mr. Roewe reviewed the significant changes, and Collection Development Director Andrea Sharps clarified the reasons for extending the review of library materials timeline from 14 days to 15 business days for purposes of a more thorough review process. In response to Ms. Calvert's query, Ms. Sharps said responses to customer requests for material purchases are sent weekly via email or USPS. If the District is unable to obtain a requested item, staff will attempt to order via interlibrary loan if the customer is a resident of the District's service area.

There was no further discussion.

The motion was unanimously approved.

**New Business
Exhibits and
Displays Policy
(Item IV.D.4.)**

EXHIBITS AND DISPLAYS POLICY. Ms. Hanson moved and Ms. Thompson seconded approval of the Exhibits and Displays policy, as revised. Mr. Roewe said the recommended revisions were intended to directly identify potential audiences, and provide more specific guidance on content that would not be permitted. Mr. Roewe further said the recommended revisions were drafted in collaboration with the District's legal counsel.

There was no discussion.

The motion was unanimously approved.

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

CORONAVIRUS/COVID-19 RESPONSE/UPDATE. Mr. Roewe provided an update on the District's response to the coronavirus pandemic, noting changes in services in response to Healthy Washington—Roadmap to Recovery, which became effective January 11, 2021, and on February 14, because of improved metrics, the East Region moved to Phase 2. At this time, Mr. Roewe said the District plans to return to limited in-person services on Monday, March 8, and provided further details about the plan for reopening, noting curbside services will continue. In response to Ms. Hanson's query, Mr. Roewe said other libraries in Washington state are on a similar trajectory, noting Spokane Public Library and Stevens County libraries will likely have similar rollouts. Mr. Roewe further reported

Meeting Minutes - Board of Trustees

February 16, 2021

Page 4

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

there was a second positive COVID-19 diagnosis among staff that resulted in temporary suspension of curbside services at Argonne Library and impacted some functions of the District Administrative Offices.

There was no further discussion.

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

Mr. Craig reviewed forthcoming agenda items for the next two months. Among other items, the March 16 meeting agenda will include an update on the new Spokane Valley Library project, requested approval for the architectural services contract award, Children's Safety in Libraries policy review, District brand refresh presentation (tentative), and Coronavirus Response update. In response to Trustee queries, Human Resources Director Toni Carnell confirmed Staff Day will be held remotely on Monday, Oct. 11, via the Whova app. Ms. Carnell further said because of the coronavirus pandemic, staff determined October would likely be too early for 150 or more staff to meet for an in-person meeting.

There was no further discussion.

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

There were no reports.

**Executive Director's
Report, Jan. 2021
(Item VI.B.)**

The Executive Director's written report for January 2021 provided prior to the meeting included reports from Finance and Facilities, Communication & Development, Collection Services, Human Resources, Operations, and Community Activities. Mr. Roewe further said he will provide an update next month regarding legislative bills that have potential to affect the business of libraries. He also noted the status of the Library Capital Improvement Program grant will likely not be announced until the end of the 2021 session. There was no further discussion.

**Operations Report,
January 2021
(Item VI.C.)**

Operations Director Doug Stumbough and Library Operations Manager Kristy Bateman provided a written report prior to the meeting for January 2021, with data for customer use measures, programming, and library activities. Mr. Stumbough had nothing further to report, and there was no discussion.

**Fiscal Report,
Final Dec. 2020
(Item VI.C.)**

Revenue and Expenditure Final Statement through December 31, 2020.

<u>Fund 001</u>	
Revenues	\$ 15,929,907
Expenditures	\$ 15,160,944
Ending Fund Balance	\$ 5,906,391
Fund Budget Expended	93.29%

Mr. Knorr reiterated the positive year-end results for 2020, and provided an update on the HVAC upgrades at Otis Orchards (OT), Airway Heights (AH), and North Spokane (NS). Mr. Knorr said he expected OT and AH to be completed today, and NS in approximately four weeks.

There was no further discussion.

**Adjournment
(Item VII.)**

Chair Craig adjourned the meeting at 4:35 p.m. The next Board Meeting was scheduled for Tuesday, March 16, 2021, at 4:00 p.m., in a public meeting room at North Spokane Library. It has since been confirmed the meeting will be held via teleconference due to Proclamation 20-28, as extended, by the governor.


John Craig, Chair

Patrick Roewe, Secretary to the Board of Trustees

PAYMENT VOUCHER APPROVAL

Pursuant to RCW 42.24.180 and Spokane County Library District Resolution # 94-03, we, the undersigned, do hereby certify that the merchandise and services hereinafter specified have been received as of February 28, 2021, and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$1,335,075.10 for the general fund and \$0.00 for the capital projects fund and are authorized to authenticate and certify these claims.

DATE: March 1, 2021

SIGNED: 
 TITLE: Finance Director

SIGNED: 
 TITLE: Executive Director

VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
058142	GREAT AMERICAN INSURANCE CO.	PROPERTY, CASUALTY, AUTO, LIABILITY INSURANCE	\$ 47,063.00
058143	AMERICAN LIBRARY ASSOCIATION	ANNUAL DUES AND MEMBERSHIPS	125.00
058144	ALLSTREAM	MONTHLY DID, PRI AND LONG DISTANCE PHONE SVC	516.28
058145	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	5,665.77
058146	ARGUS JANITORIAL	MONTHLY CUSTODIAL SERVICES	19,326.82
058147	AVISTA UTILITIES	MONTHLY UTILITIES	11,516.41
058148	BATTERIES PLUS BULBS	MAINTENANCE SUPPLIES	23.90
058149	BOOKS IN MOTION	LIBRARY MATERIALS	76.96
058150	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	660.80
058151	BOWDISH RV STORAGE	ANNUAL STORAGE RENTAL FOR OUTREACH VAN	720.00
058152	BRAMBLEBERRY COTTAGE	LIBRARY PROGRAMS	175.00
058153	BRODART CO.	OFFICE/LIBRARY SUPPLIES	129.29
058154	CAVENDISH SQUARE	LIBRARY MATERIALS	1,423.44
058155	CDW GOVERNMENT, INC.	ANNUAL SOFTWARE LICENSES: BARRACUDA, GFI	3,069.15
058156	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	1,183.73
058157	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	59.55
058158	CENTURYLINK	MONTHLY ANALOG TELEPHONE LINE: SV ELEVATOR	66.71
058159	HAYWARD CHEESEBOUROUGH	LIBRARY PROGRAMS	400.00
058160	CHENEY MERCHANTS ASSOCIATION	ANNUAL DUES	15.00
058161	CONSOLIDATED IRRIGATION DIST19	WATER - OTIS ORCHARDS	22.00
058162	CITY OF SPOKANE	WATER & SEWER - MORAN PRAIRIE	306.54
058163	CITY OF AIRWAY HEIGHTS	WATER & SEWER - AIRWAY HEIGHTS	125.86
058164	CITY OF CHENEY	WATER, SEWER, ELEC. - CHENEY	572.23
058165	CITY OF DEER PARK	WATER & SEWER - DEER PARK	78.24
058166	CITY OF MEDICAL LAKE	WATER, SEWER, REFUSE - ML	158.11
058167	COMMUNICATION ARTS MAGAZINE	TWO YEAR SUBSCRIPTION	99.00
058168	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CH	29.50
058169	DELL MARKETING L.P.%DELL USA LP	LAPTOP CASES AND DOCKING STATIONS	4,191.08
058170	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	268.14
058171	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE	4,137.00
058172	DEPARTMENT OF LABOR & IND.	BOILER INSPECTION - AH	25.40
058173	EBSCO INDUSTRIES, INC.	LIBRARY MATERIALS - SUBSCRIPTIONS	442.16
058174	EMPIRE DISPOSAL INC.	MONTHLY SOLID WASTE - FAIRFIELD	43.15
058175	GALE/CENAGE LEARNING	LIBRARY MATERIALS	11,176.14
058176	GREATER SPOKANE VALLEY CHAMBER	ANNUAL MEMBERSHIP DUES	489.00
058177	GREENLEAF LANDSCAPING, INC.	SNOW REMOVAL	1,215.70
058178	HAMMOND FACILITY CONSULTING	MONTHLY OWNERS REP SERVICES, NEW SV LIBRARY	1,774.82
058179	ALLISON HAWES	LIBRARY PROGRAMS	400.00
058180	INGRAM DISTRIBUTION GROUP, INC	WEEKLY LIBRARY MATERIALS	5,134.57
058181	INLAND POWER AND LIGHT	MONTHLY ELECTRIC UTILITIES - AH, DP	588.51
058182	LUCID SOFTWARE INC.	ANNUAL SOFTWARE LICENSE	4,443.12
058183	M & L SUPPLY CO., INC.	BUILDING REPAIR & MAINTENANCE	141.77
058184	MIDWEST TAPE	WEEKLY LIBRARY MATERIALS	11,887.64
058185	MODERN ELECTRIC WATER COMPANY	WATER, ELEC. - SV	1,804.24
058186	MONTGOMERY HARDWARE	MAINTENANCE SUPPLIES	204.61
058187	NATIONWIDE INSURANCE	EMPLOYEE DEDUCTIONS FOR PET INSURANCE	262.26
058188	OVERDRIVE, INC.	WEEKLY LIBRARY MATERIALS e-Books	44,432.09

058189	PRO MECHANICAL SERVICES INC	PARKING LOT LIGHTING UPGRADES	5,527.77
058190	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	953.38
058191	THE SPOKESMAN- REVIEW	LIBRARY MATERIALS	160.27
058192	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	21.70
058193	SPOKANE SCORE 0180	LIBRARY PROGRAMS	1,000.00
058194	SPOKANE COUNTY ENVIRONMENTAL SERVICES	MONTHLY SEWER - AR, NS, SV	563.34
058195	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	295.88
058196	STATE PROTECTION SERVICES INC	MOBILE AFTER HOURS SECURITY: SV, NS	738.00
058197	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	1,741.35
058198	UNIQUE MANAGEMENT SERVICES	MONTHLY COLLECTION AGENCY & NOTICE FEES	1,056.55
058199	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	10,538.17
058200	VERIZON WIRELESS	MONTHLY WIRELESS SERVICE	2,684.39
058201	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE	1,250.30
058202	WHITWORTH WATER DISTRICT	WATER - NS	24.31
058203	WICK ENTERPRIZES, LLC	ADVERTISING	343.62
058204	WITHERSPOON BRAJCICH MCPHEE, PLLC	LEGAL SERVICES, GENERAL COUNSEL	942.50
058205	AMERICAN LIBRARY ASSOCIATION	ANNUAL DUES AND MEMBERSHIPS	720.00
058206	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	253.76
058207	APS, INC.	POSTAGE EQUIP. SUPPLIES	168.80
058208	ARGUS JANITORIAL	MONTHLY CUSTODIAL SERVICES	17,476.33
058209	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	1,486.96
058210	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	996.60
058211	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	501.54
058212	CRAIG BARNETT	LIBRARY MATERIALS	420.19
058213	DELL MARKETING L.P.%DELL USA LP	DELL LATITUDE LAPTOPS FOR STAFF (13)	19,218.55
058214	DEPARTMENT OF LABOR & IND.	BOILER INSPECTION - AR	127.00
058215	FP MAILING SOLUTIONS	POSTAGE MACHINE ANNUAL LEASE	707.24
058216	GALE/CENAGE LEARNING	LIBRARY MATERIALS	1,791.63
058217	INGRAM DISTRIBUTION GROUP, INC	WEEKLY LIBRARY MATERIALS	14,224.74
058218	KIDS NEWSPAPER	ADVERTISING	800.00
058219	MIDWEST TAPE	WEEKLY LIBRARY MATERIALS	11,492.22
058220	MAUREEN REGALADO	SEMI-MONTHLY SOCIAL MEDIA PLATFORM MGMT	1,500.00
058221	OPTUM	MONTHLY HSA ACCOUNT FEES	69.00
058222	OVERDRIVE, INC.	WEEKLY LIBRARY MATERIALS e-Books	38,553.15
058223	PALM SPRINGS PUBLIC LIBRARY	PAYMENT FOR LOST ILL ITEM	14.99
058224	PERRINE PROPERTIES, LLC	MONTHLY PARKING LOT LEASE, SV	300.00
058225	PRISMHR, INC.	MONTHLY SOFTWARE SUPPORT - HR	454.12
058226	THE SPOKESMAN- REVIEW	LIBRARY MATERIALS	364.00
058227	BPR CUMULUS LLC	MONTHLY LEASE PAYMENT, BOOKEND	3,120.00
058228	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	610.89
058229	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	704.89
058230	UPS	SHIPPING	22.76
058231	ZIPLY FIBER	TELEPHONE & BROADBAND - FF	127.24
058232	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	1,118.14
058233	BRAMBLEBERRY COTTAGE	LIBRARY PROGRAMS	200.00
058234	ELZ TASTES AND TEA	LIBRARY PROGRAMS	450.00
058235	INLAND POWER AND LIGHT	MONTHLY ELECTRIC UTILITIES - AH, DP	366.23
058236	PRO MECHANICAL SERVICES INC	SV ELEVATOR REPAIR	7,894.17
058237	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	928.66
058238	BRANDY SEISTRUP	LIBRARY PROGRAMS	400.00
058239	SIRSIDYNIX	ANNUAL SOFTWARE MAINT & SUPPORT	179,278.35
058240	SOFTWARE ONE, INC	SOFTWARE SUPPORT	5,088.05
058241	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	516.60
058242	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	9,050.84
058243	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	95.04
058244	ARGUS JANITORIAL	MONTHLY CUSTODIAL SERVICES	180.00
058245	AVISTA UTILITIES	MONTHLY UTILITIES	11,503.57
058246	BATTERIES PLUS BULBS	MAINTENANCE SUPPLIES	126.22
058247	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	144.40
058248	CONSOLIDATED IRRIGATION DIST19	WATER - OTIS ORCHARDS	22.00
058249	CITY OF SPOKANE	WATER & SEWER - MORAN PRAIRIE	307.64
058250	CITY OF AIRWAY HEIGHTS	WATER & SEWER - AIRWAY HEIGHTS	123.55
058251	CITY OF CHENEY	WATER, SEWER, ELEC. - CHENEY	599.53
058252	CITY OF DEER PARK	WATER & SEWER - DEER PARK	78.24
058253	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	220.10

December 2020/January 2021
Paid in February 2021
Voucher # 058199

Card Category	Amount
General Purchases	\$ 2,327.61
Maintenance	\$ 1,040.75
Travel	\$ 163.35
Acquisitions	\$ 2,985.74
Information Technology	\$ 4,020.72
Outreach	\$ -
General Fund Purchases	<u>\$ 10,538.17</u>

Top Individual Charges

Amazon	Meeting Room A/V Equipment	3,456.39
--------	----------------------------	----------

January/February 2021
Paid in February 2021
Voucher # 058242

Card Category	Amount
General Purchases	\$ 3,244.00
Maintenance	\$ 748.42
Travel	\$ 467.40
Acquisitions	\$ 2,169.63
Information Technology	\$ 2,421.39
Outreach	\$ -
General Fund Purchases	\$ 9,050.84

Top Individual Charges

Survey Monkey Annual Subscription	885.22
-----------------------------------	--------

NEW SPOKANE VALLEY LIBRARY PROJECT UPDATE

Contract Award for Architectural Services

As reported last month, the District's RFQ for Architectural Services for the New Spokane Valley Library was published on January 18, 2021, and closed on February 5, 2021. In response, the District received statements of qualification (SOQ) from eight (8) qualified architectural firms, all received prior to the published deadline.

The District's Architectural Service Selection Committee members reviewed and scored the SOQs independently. The committee convened via Zoom on Thursday, February 11, to evaluate the submissions and develop a short list of firms. Based on the aggregate scoring, the short list includes the following three firms, in alphabetical order:

- ALSC Architects
- Integrus Architecture
- MMEC Architecture & Interiors

The committee scheduled interviews with the short-listed firms, which were conducted in-person on February 25 at CenterPlace Regional Events Center, following Phase 2 guidelines for miscellaneous venues issued by the Governor's Office.

Based upon these interviews, the committee recommends that the contract for architectural services be awarded to Integrus Architecture.

Pending approval by the Board of Trustees, staff and Hammond Facilities Consulting will initiate the contract negotiation process with Integrus Architecture.

Finance Director Rick Knorr, Executive Director Patrick Roewe, and Owner's Representative Doug Hammond will provide additional information and be available to answer any questions.

Recommended Action: Board motion to award the contract for architectural services for the New Spokane Valley Library Project to Integrus Architecture PS.

District Brand Identity Refresh

Background

The Communication Department has begun the process of the District's brand identity refresh. This project was shifted from last year's work plan to 2021, and includes updating the logo, colors, and fonts that are the visual representation of the Library District. A successful brand not only reflects the organization's mission, it also includes customers' perceptions and experiences. Communication is undertaking a multi-step process that includes soliciting feedback from multiple stakeholders.

Work is wrapping up in the discovery phase that included establishing project goals, doing a competitive analysis, and soliciting feedback from an all-customer survey, staff advisory committee, and library leadership. As the project moves into the design phase, the personas and stylescapes that have been developed, along with details that informed this process, will be the focus of this presentation. The launch is currently slated for late spring/early summer.

As Trustees are another important stakeholder, staff will provide more information on the brand refresh process and its outcomes, and ask for Trustee feedback on the established pieces and process.

Communication and Development Director Jane Baker and Graphic Designer Amanda Flanery will provide additional information and be available to answer any questions.

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

CHILDREN'S SAFETY IN LIBRARIES

BACKGROUND

The purpose of this policy is to define the responsibilities of parents, guardians, and caregivers whose children use District libraries, and to describe how the District responds to situations involving at-risk children.

The recommended revisions were made primarily for clarity and to update to preferred nomenclature.

The recommended revisions were 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 Children's Safety in Libraries policy, as revised.

SPOKANE COUNTY LIBRARY DISTRICT

Current/Existing Policy

POLICY: CHILDREN'S SAFETY IN LIBRARIES

Approval Date: March 19, 2013

Revision Date: March 19, 2019 16, 2021

Related Policies

Access to Library Services

Code of Conduct

Computer, Wireless Network and Internet Use

Purpose:

Defines the responsibilities of parents, guardians, and caregivers whose children use Spokane County Library District facilities. Describes how the District responds to situations involving at-risk children.

Policy:

Spokane County Library District strives to create places, programs, and services that encourage children and adults to explore, learn, and create. The District respects the privacy of members who use its libraries, and recognizes it is the responsibility of parents, guardians, and caregivers to monitor and guide their children's reading and viewing of library materials, and use of District computers and network resources to access the Internet.

Parents, guardians, and caregivers are responsible for ensuring their children are cared for, safe, and feel secure when visiting a District library or attending a library event. Library District facilities, programming educational programs and staff cannot act as child care or as replacements for parents, guardians, or caregivers.

District personnel will take appropriate action if a child visiting a library appears to be "at risk," such as:

- Children who appear to be under the age of six (6) left alone at a library.
- Children of any age who become disruptive or appear to be distressed when left alone or in the care of other children at a library.
- Children who appear to be subjected to physical or emotional abuse while using Library District facilities.
- Children who appear to be subjected to uninvited interactions.
- Children left alone at closing time who appear to be under the age of 12 or appear distressed.

If a situation such as one of the above occurs, staff shall follow established District procedures, which may include notification of a parent or guardian, law enforcement, or child protective services agency, as appropriate.

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

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

SPOKANE COUNTY LIBRARY DISTRICT

Draft Policy

POLICY: CHILDREN'S SAFETY IN LIBRARIES

Approval Date: March 19, 2013

Revision Date: March 16, 2021

Related Policies

Access to Library Services

Code of Conduct

Computer, Wireless Network and Internet Use

Purpose:

Defines the responsibilities of parents, guardians, and caregivers whose children use Spokane County Library District facilities. Describes how the District responds to situations involving at-risk children.

Policy:

Spokane County Library District strives to create places, programs, and services that encourage children and adults to explore, learn, and create. The District respects the privacy of members who use its libraries, and recognizes it is the responsibility of parents, guardians, and caregivers to monitor and guide their children's reading and viewing of library materials, and use of District computers and network resources to access the Internet.

Parents, guardians, and caregivers are responsible for ensuring their children are cared for, safe, and feel secure when visiting a District library or attending a library event. District facilities, educational programs and staff cannot act as child care or as replacements for parents, guardians, or caregivers.

District personnel will take appropriate action if a child visiting a library appears to be "at risk," such as:

- Children who appear to be under the age of six (6) left alone at a library.
- Children of any age who become disruptive or appear to be distressed when left alone or in the care of other children at a library.
- Children who appear to be subjected to physical or emotional abuse while using District facilities.
- Children who appear to be subjected to uninvited interactions.
- Children left alone at closing time who appear to be under the age of 12 or appear distressed.

If a situation such as one of the above occurs, staff shall follow established District procedures, which may include notification of a parent or guardian, law enforcement, or child protective services agency, as appropriate.

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 – March 16, 2021

Background

Governor Jay Inslee announced that, effective January 11, 2021, the state of Washington launched “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. As of this writing, the East Region, along with the rest of the state, remains in Phase 2. On February 24, Governor Inslee paused all movement in the “Roadmap to Recovery.” All regions will remain in Phase 2 for the time being.

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

Limited in-person library services

District libraries opened for limited in-person services on March 8, 2021, in compliance with state-issued guidelines for libraries under the “Roadmap to Recovery.” Safety protocols include, but are not limited to facial coverings required, limited hours, reduced customer capacity, social distancing markers located throughout the library, hand sanitizer stations, and a 30-minute time limit for customers.

The District is taking an incremental approach to the resumption of in-person services, which can be built upon and expanded as the public health landscape improves and state-issued requirements are eased. For example, the 30-minute time limit for customers is intended to provide timely and equitable access to the library for all customers in response to the state issued capacity requirement of 25% or less capacity. If there is future progression in “Roadmap to Recovery” phases, that will likely translate into potential expansion of open hours and/or time limits. Staff plan to conduct regular evaluations of operations in order to make adjustments to services, both from lessons learned as operations get underway, and in response to new requirements from the state.

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

Staff health self-screening

No changes since last update. 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. 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. Staff are continuing to adapt to this new reporting model.

Staffing

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 we don’t have sufficient staff to cover the absences.

Alternative services

No changes since the last update. Curbside Pickup and Remote Printing and Pickup will continue to be provided at all District libraries, even with the return to in-person services. 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 also continue to be offered via the District's platforms.

A total of 55 wireless hotspots are 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.

Operations Director Doug Stumbough and Executive Director Patrick Roewe will provide additional information and 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: APRIL - MAY 2021

April 20, 2021: Remote Meeting Structure/Teleconference - (4:00 p.m.)

- New Spokane Valley Library: Update
- Confidentiality of Library Records: Approval Recommendation.
- COVID-19 Response Update

Please send requests for agenda additions or changes to the Board Chair or Administrative Assistant no later than Tuesday, April 6, for inclusion in the preliminary agenda to be sent April 7. Meeting packets will be mailed April 14.

May 18, 2021: Remote Meeting Structure/Teleconference - (4:00 p.m.)

- New Spokane Valley Library: Update
- Personnel Policy: Approval Recommendation.
- Travel Policy: Approval Recommendation.
- COVID-19 Response Update

SPECIAL MEETINGS/ACTIVITIES

2021

Oct 11 All Staff Day, Whova Virtual Conference Platform

EXECUTIVE DIRECTOR'S REPORT FEBRUARY 2021

Business Office, Finance and Facilities – Rick Knorr

Finance Report

2021 Property Tax Levy

The Spokane County Assessor's 2021 Annual Report was published by the Assessor's Office in mid-February. Once published, all amounts used to compute the levy for 2021 are considered final. All appeals and adjustments after this are handled by the Treasurer's Office. The District's final levy after tax increment financing (TIF) allocation is \$15,875,343, which compares to the budget amount of \$15,840,000, as shown in the following table.

Year 2021	Budget	Actual
Levy Before TIF Allocation	16,030,000	16,018,578
TIF Allocation	(190,000)	(143,235)
Net Levy Per Budget	15,840,000	15,875,343

To further clarify, the budgeted levy before the TIF allocation is larger than the actual levy before TIF, which means the District received the full amount available to it. The budgeted net levy after the TIF allocation, however, is less than the actual net levy, still achieving the goal of the net budget being slightly lower than actual.

2021 General Fund

The January through February financial report was included in the meeting materials. Total expenses through two months were 16.1%, versus a target of 16.7%. Within this total, insurance payments were 97.6% of the budget, due to the full annual premiums being paid in January and February. The services line is 25% of total budget, since the full annual software support payment for SirsiDynix integrated library systems (ILS) management software of \$179,278 was paid in February.

Facilities Report

Argonne Library Roof Replacement

The roofing project for Argonne is complete and the roofing material manufacturer's inspection was performed on Tuesday, March 9. An update on the inspection will be provided during the meeting.

HVAC Upgrade Project

The HVAC upgrade project is considered substantially complete at Otis Orchards and Airway Heights. The North Spokane upgrade is progressing as expected. We currently expect all units installed at NS by the end of March. The mechanical engineer will be onsite to thoroughly review the project once all is complete and to prepare the punch list.

Human Resources – Toni Carnell

Employee turnover

During February, we had one Public Services Technician resign, one voluntary demotion of Public Services Specialist to Public Services Associate and three promotions: Public Services Specialist to Library Supervisor and two Public Services Technicians to Library Assistants.

Communication and Development – Jane Baker

Communication

The Communication Department continues work on the District's brand identity refresh and looks forward to sharing the progress made in the March board presentation.

A press release about the March 8 reopening was picked up by five area newspapers, two television stations, and public radio. The District was also featured in other newspaper articles, with stories about the Spokane Valley Library, Top Kids Books Checked Out in 2020, as well as several programs.

Communication also assisted program staff with a virtual art show of customer submitted artwork on the website.

Development

The Development Department has scheduled a March meeting of the Library Foundation of Spokane County. The agenda includes approval of bylaws and election of officers. Work on a Foundation website continues with the goal to be live before Library Giving Day in April.

Operations – Doug Stumbough

Curbside Pickup

February saw libraries assist 12,002 customers through its curbside service, checking out 57,984 items. Visits were up slightly from the 11,747 customers in January, while checkouts were slightly lower than the 60,787 items checked out last month. Customer-placed holds increased in February compared to the same month last year (15%), with 42,861 requests for physical items (37,269 in 2020), but down slightly from last month (44,909).

Preparations for Reopening

Following the progression of the East Region to Phase 2, staff completed preparations for reopening library buildings on March 8, with service levels similar to those in place during our brief November reopening. Libraries will add an open hour on Tuesdays and Saturdays for high-risk individuals. Customers will be asked to limit their visit to 30 minutes, and the maximum occupancy will be limited to no more than 25%. Staffing levels continue to be limited to meet social distancing guidelines, physical barriers were placed where appropriate separation is not possible, greeters were assigned to the entrance to inform customers of the changes, and dedicated cleaning patrols will be put into practice.

Collection Services – Andrea Sharps

Top Checkouts and Holds

This month we focused 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 2020.

- Popular **OverDrive** titles February:
 - Checkouts February 1 – February 28:
 - *Love Lettering* by Kate Clayborn. Ebook. (186)
 - *The Duke and I* by Julia Quinn. Audiobook. (107)
 - *The Cold Millions* by Jess Walter. Ebook. (96)
 - Holds as of March 1:
 - *The Four Winds* by Kristin Hannah. Ebook. (292)
 - *The Four Winds* by Kristin Hannah. Audiobook. (150)
 - *A Promised Land* by Barack Obama. Audiobook. (132)
- Popular **Adult Book** titles February:
 - Checkouts:
 - *The Cold Millions: A Novel* by Jess Walter (42)
 - *A Time for Mercy* by John Grisham (30)
 - *A Promised Land* by Barack Obama (27)
 - Holds:
 - *The Four Winds* by Kristin Hannah (111)
 - *Missing and Endangered: A Brady Novel of Suspense* by J.A. Jance (38)
 - *Dark Sky: A Joe Pickett Novel* by C.J. Box (27)

NOTE: *Love Lettering* by Kate Clayborn was OverDrive’s “Together We Read” selection from February 10 – 24. This two-week digital book club connects readers in the United States with the same book at the same time with no wait lists or holds. The featured title is available in both ebook and audiobook formats. The program is offered at no cost to libraries and is similar to OverDrive’s “Big Library Read” program.

COLLECTION MONTHLY REPORT

February 2021

	Select Transaction Count		
Physical Collection	YTD 2021	YTD 2020	CHANGE
Items Processed	6,511	10,983	-41%
Interlibrary Loan Total	718	1,957	-63%
Overdrive			
Total Checkouts	137,823	108,980	26%
Total Holds	46,615	37,986	23%
Hoopla			
Total Checkouts	5,986	4,921	22%
	Total Items in Collection		
Material Type	YTD 2021	YTD 2020	CHANGE
Print	321,824	316,023	-1%

Nonprint	82,992	86,122	-4%
Overdrive	114,531	86,036	33%
Grand Total	510,347	488,446	4%

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

Executive Director – Patrick Roewe

Leadership Team Updates:

The majority of this month’s efforts were addressed in other agenda items. As has been the case for the last 11 months, a primary focus for me and the rest of the Leadership Team has been on continued adaptation and response to the “new normal” of the COVID-19 public health landscape and its impact on District operations.

Legislative Update

The 2021 session of the Washington Legislature continued through February. Multiple pieces of legislation have been proposed that have potential to impact efficient conduct of the public business of the District. Proposed legislation topics currently being tracked include designation of public library employees as frontline workers during the current public health emergency, changes to public meeting structure, changes to levy certification dates, changes to the structure of TIFs (tax increment financing), and recognition of Juneteenth as a legal state holiday. With March 9 as the cut off for bills to be considered (passed) in the house of origin, expect an additional update at the meeting.

The final disposition of the District’s recommended project as part of the Library Capital Improvement Program will be determined later in the session, as it is part of the Capital Budget.

New Spokane Valley Library Update: Interlocal Agreement

The 2021 addendum to the interlocal agreement for acquisition of real estate between city of Spokane Valley and Spokane County Library District approved by the Board last month has been signed by all parties and is in effect. Pending approval of the architectural services award and signing of the subsequent contract, staff will work with city of Spokane Valley staff to establish the joint site development project team.

Operations Report February 2021

Doug Stumbough and Kristy Bateman

Service Priority Teams

Business and Career Development (Stacey Goddard)

- February's Small Business Boot Camp (SBBC) workshop was all about taxes for business. Our SCORE presenter brought in a subject expert who answered specific questions for six attendees.
- Danielle and I finished our facilitator training with the Ice House Entrepreneurship Program, which we'll be rolling out to our SBBC participants soon. We launched a test session with five Public Services staff. They're giving us lots of great feedback, which will make the experience better for our grant cohort.
- Highs and lows for program attendance this month: 42 people attended the *Housing Basics* workshop, yet zero attended the Spanish language version of the same workshop.

Early Learning (Mary Ellen Braks)

- Our weekly evening online Storytime continues to grow. Our lowest number in January was three and our highest in February was 32.
- The University of Washington's library students created and presented a Storytime celebrating Black authors and illustrators for Black History month. The students did a great job, and the attendees enjoyed the stories and songs.
- We have 99 signed up for the *1000 Books Before Kindergarten* reading challenge.

Education and Enrichment (Gwendolyn Haley)

- Online programs continue with the weekly *Building with Books* programs and classes with our Creative Bug database proving popular. In February we offered *Prime Time Family Reading* programs for Homeschooling families and a bilingual *Spanish/English Prime Time*. Both programs were well attended, and the families enjoyed them. Several families from the bilingual *Prime Time* indicated that they plan to use the library more now and will be more comfortable doing so. 713 people attended programs ranging from *Spice Tasting*, *Trivia*, *Cake Decorating*, and *Exercise*.
- We made the new *STEM Explorer Kits* (paid for by the Diane Zahand Memorial Fund) and *Check Out WA* backpacks available for checkout again. Within two weeks, every item had an average of 28 holds.
- The World Language Work group met to review progress made in serving the Spanish-speaking community in Spokane.

Digital Projects and Resources (Carlie Hoffman)

- Work on the *Library of Things* project is continuing. Most items have been inventoried. We are working on the check out and check in process.
- Lynda.com will transition to LinkedIn Learning in early March. I have been working with the vendor and our IT Department to make the needed changes.
- More updates to Synedtics Unbound in the catalog were implemented—the color of the buttons now matches our brand colors, and the tab label was changed.
- A staff trial was set up for LOTE Kids, a digital resource with picture books in multiple languages.

Information Technology (Patrick Hakes)

- Request for Information has been developed for the District's Security Access Control project. This was necessary to obtain adequate information to further develop the RFP.
- As with the Security Access Control project, Request for Information has been developed for the District's Security Camera project. This was necessary to obtain adequate information to further develop the RFP.
- O365 desktop application deployment is still progressing and should be completed by the end of April.

Library Reports

Airway Heights: Autrey Lehman

- A neighborhood kid caught us outside while checking the mail and thanked us for providing the neighborhood with Wi-Fi!
- A customer thanked us when he came to pick up a hotspot. We saw him standing outside of our building to use the Wi-Fi one night when we were bringing in the curbside signs, so we mentioned our hotspots to him. He was happy he wouldn't have to be standing out in the cold to be able to use the internet now.

Argonne: Pat Davis

- We customer called to thank us for carrying on and providing such a wonderful service through curbside. She also praised Carol in Collection Services for tracking down titles for her.
- A mother pulled into curbside as staff was delivering to another customer and heard her toddler ask, "Can we go in, can we go in?" She later commented to staff they would be back opening day and are excited to come back into the library.

BookEnd: Danielle Marcy

- Public Services Assistant Mikayla reported customers in the mall have noticed the display at BookEnd and have requested several of the items through the curbside service.
- A customer was thrilled to hear the library would be opening soon and they would be able to come in to print tax forms rather than printing sections of the tax booklet through the mobile printing services.

Cheney: Amy Fair

- Seed packets have been wildly popular, bringing people in who have never had library cards and giving us a chance to connect with them via curbside. Several homeschool families have shared that they plan on working the packets into their spring curriculum and are so thankful for them.
- We got a lovely note in the book drop thanking staff for an excellent book recommendation, saying that they thoroughly enjoyed reading the book.

Deer Park: Jennie Anderson

- Our two biggest topics of conversation: "Do you have any seed kits?" and "When will you be opening?" Deer Park ran out of the seeds the same day the information went live on the website.
- Customers are excited and eager to come back into the library to browse, pick up holds, and use the computers. Daily we have people expressing their gratitude for all the services the library offers.

Fairfield: Kristy Bateman

- Customers are looking forward to returning to in-library use of services and access to materials.

Medical Lake: Cecelia McMullen

- An excited author called to let us know her first articles were accepted for publication. She attributed the library with her success, thanking us for finding materials and connecting her to other Medical Lake writers.
- A family picked up a seed kit and then immediately called to get recommendations for children's books about gardening. They especially liked the instructions to make planters from folded newspaper.
- One morning we found two handwritten hold requests in the book drop. One from a 90-year-old who wrote "hungering for reading material as books are my food and drink."

Moran Prairie: Caitlin Wheeler

- A homeschooling family dropped a kind letter in our book drop. It read "Thank you for your hard work and service. Our family appreciates what you do for families like ours. We go through many books each week." The note was accompanied by a young child's detailed illustration of our library, complete with service desk, bookshelves, and computer station.
- Seed packets have been very popular, they disappeared within 30 minutes the first day! Minutes after receiving our second shipment, a family called to ask if we had stocked any more. When I told them how perfect their timing was, they cheered and fist pumped.

North Spokane: Brian Vander Veen

- In the last week of February, we had our 25,000th curbside visit since the service began. One customer left a thank-you card in the book drop reading, “Thank you for continuing the curbside service – despite the weather! I appreciate it!”.
- Public Services Specialist Abra produced a couple hundred seed saving kits for distribution at District libraries. The kits proved quite popular, with North Spokane running out of its initial allotment within hours of opening curbside service.

Otis Orchards: Danielle Marcy

- The seed packet bundles were a big hit, with supplies running out in two days. One customer who picked up a bundle was unaware of the seed library and expressed interest in checking out seeds when the service returns. Several customers mentioned hearing about the seeds from their email, an example of how we are reaching our customers.
- Customers were excited to hear the library would be opening soon, and they would have the opportunity to browse.

Spokane Valley: Aileen Luppert

- SV Staff were lucky enough to receive a hand-decorated basket from a grateful family of library users. It was filled with drawings of Fly Guy, Narwal and Jellyfish, a note of gratitude, and delicious snacks.
- The librarians who worked with presenters for our online *Spice Tasting* program also received a lovely thank you note, which read: Dana, thank you and Molly so much for the Zoom call last night. We had such a great time!! It was such a great opportunity for us. Sharing the store and spices as well as doing the class. It’s given us a lot of thoughts on some new things we can do and how to share the information. We are so blessed that you reached out to us!!!”

Security Incident Reports

For February 2021, there was one Security Incident reports filed, two less than last month (3) and 24 less than February 2020 (24). The only library reporting an incident was Airway Heights who reported a building emergency.

Public Use Measures

February 2021

Measure	This year	Last year	YTD	Last YTD
	This Month	This Month	This year	Comparison
Cardholders	107,101	111,555		-4%
Door count	12,002	97,771	23,749	-88%
Items Borrowed	130,160	217,124	262,585	-40%
• Airway Heights	1,009	5,633	2,198	-77%
• Argonne	3,135	10,855	5,849	-66%
• Cheney	3,128	12,101	6,496	-68%
• Deer Park	2,919	12,422	5,869	-72%
• Fairfield	290	1,362	599	-69%
• Medical Lake	939	3,419	1,948	-65%
• Moran Prairie	5,279	16,119	10,686	-59%
• North Spokane	11,171	44,725	22,610	-68%
• Otis Orchards	1,560	5,545	3,039	-64%
• Spokane Valley	9,722	43,453	19,543	-73%
• The BookEnd	413	4,011	813	-89%
• Digital	72,176	57,017	143,814	26%
Programs				
• Number	33	314	53	-91%
• Attendance	862	5,797	1,135	-91%
Internet Station Use (%)	0	46.3%	0.0%	

Meeting room bookings	0	572	0	-100%
Digital Resource Use	223,828	84,349	414,253	139%

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.*

