

MISSION

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Board of Trustees Regular Meeting

May 18, 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 the internet: <https://sclcd-org.zoom.us/j/88388465377> or via conference call (toll free): 1-877-853-5247 or 1-888-788-0099, then enter ID: **883 8846 5377**.

PLEASE NOTE: REMOTE ATTENDANCE WILL BE IN "LISTEN-ONLY" MODE.

- I. CALL TO ORDER**
- II. AGENDA APPROVAL [4:00]**
- III. ACTION ITEMS**
 - A. Approval of April 20, 2021, Regular Meeting Minutes [4:01-4:02]
 - B. Approval of April 2021 Payment Vouchers [4:02-4:03]
 - C. Unfinished Business [4:03-4:45]
 1. New Spokane Valley Library Project Update: Presentation from Integrus Architects.
 2. District Brand Identity Refresh Update
 - D. New Business [4:45-5:45]
 1. Electric Vehicle Charging Stations Proposal: Approval Recommendation.
 2. Personnel Policy—HR05 Leave Addendum: Approval Recommendation.
 3. Washington School Information Processing Cooperative Interlocal Agreement: Approval Recommendation.
 4. COVID-19 Response Update
- IV. PUBLIC COMMENT [TO SUBMIT A QUESTION, SEE ABOVE FOR INSTRUCTIONS.]**
- V. DISCUSSION ITEMS, POSSIBLE ACTION [5:45-5:55]**
 - A. Summer 2021 Meeting Schedule Discussion
 - B. Future Board Meeting Agenda Items
- VI. REPORTS**
 - A. Trustees [5:55-6:00]
 - B. Executive Director [6:00-6:10]
 - Administrative
 - Community Activities
 - C. Operations [6:10-6:15]
 - D. Fiscal [6:15-6:20]
- VII. ADJOURNMENT**

[Estimated meeting length: Two hours and twenty minutes, plus public comment.]

SPOKANE COUNTY LIBRARY DISTRICT

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

05/18/2021

**SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: APRIL 20, 2021**

A regular meeting of the Board of Trustees of Spokane County Library District was held via teleconference at 4:00 p.m., Tuesday, April 20, 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: Six (6).

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

Agenda (Item II.) Ms. Calvert moved and Ms. Hanson seconded approval of the agenda. The motion was unanimously approved.

Public Comment (Item III.) Mr. Roewe read aloud one (1) public comment received via email prior to the noon deadline today. The comment was submitted by Charlie McGuire, a customer, who requested a change in the District’s customer account number system. He suggested a 7-digit system as more ideal for memorization. In response to a query from Mr. Johnson, Mr. Roewe said the District had not received similar comments or requests in the past. In response to other queries, Mr. Roewe will provide background information about the current, 14-digit customer account number system in his report next month. There was no further public comment.

Approval of March 16, 2021, Regular Meeting Minutes (Item IV.A.) Mr. Craig called for corrections to the March 16, 2021, regular meeting minutes. There were no corrections; the minutes stand approved as written.

Approval of March 2021, Payment Vouchers (Item IV.B.) Mr. Johnson moved and Ms. Thompson seconded approval of the March 2021 bill payment vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal	Total
March - L01	58272-58384 and W00911-W00919	\$676,413.75	\$676,413.75
	03102021PR and 03252021PR	\$385,179.63	\$385,179.63

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

L01		Total	\$1,061,593.38
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In response to a query from Mr. Johnson, Mr. Roewe said the annual membership payment to Candid, a nonprofit organization, was for access to its library digital resource of online databases and training programs for use by customers.

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. Mr. Roewe provided general status updates on sources of funding for the library project. He also reported a contract had been signed with GeoEngineers, Inc., for \$11,600, to complete a geotechnical engineering evaluation of the site to support the design and successful construction of the proposed library. In response to queries from Trustees, Mr. Roewe said at this time the city of Spokane Valley had not entered into agreement for a similar evaluation for the Balfour Park project. Negotiations with Integrus Architecture are nearly complete. The contract is anticipated to be signed as soon as tomorrow. Mr. Roewe further led a review of the proposed project timeline and detailed fee schedule for a maximum allowable construction cost of \$9,500,000, noting the per square foot amount of approximately \$315, along with Other Services and Extra or Elective Services amounting in total to approximately 12 percent of the total project. In response to Ms. Hanson's query regarding additional construction administration assistance, Mr. Knorr said this category would cover the potential for additional hours worked by the architect, yet ultimately may not be needed. Mr. Roewe said next steps include the predesign phase, which includes meetings with the staff space planning team, engagement with the Board of Trustees as stakeholders and staff at large, as well as meetings with the joint site development project team. The latter is comprised of District staff and city of Spokane Valley staff per the interlocal agreement to enable information sharing and collaboration.

There was no further discussion.

**New Business
Confidentiality of
Library Records
Policy
(Item IV.D.1.)**

CONFIDENTIALITY OF LIBRARY RECORDS POLICY. Ms. Thompson moved and Ms. Calvert seconded approval of the Confidentiality of Library Records policy, as revised. Mr. Roewe said the recommended revisions were made primarily for clarity and to update nomenclature, and to acknowledge within the policy that library records are exempt from disclosure under the Washington state Public Records Act. The policy was also reviewed by the District's legal counsel.

There was no further discussion.

The motion was unanimously approved.

**New Business
COVID-19 Response
Update
(Item IV.D.2.)**

CORONAVIRUS/COVID-19 RESPONSE/UPDATE. Mr. Roewe reported in-library services were expanded as of yesterday, April 19, and were focused on customer capacity and time limit, with additional services available such as in-library seating and Wi-Fi use. Mr. Stumbough further said customers were pleased to again have more time inside libraries, and the temporary glitches with the computer reservation system were being resolved. Mr. Roewe said what comes next depends on Spokane County remaining in Phase 3. And although the District's overarching goal is to provide more services, the Summer Reading program for 2021 will likely be held online. Discussion ensued among the Board and staff regarding eligibility of staff for vaccinations and when in-person Board of Trustees meetings might resume. Mr. Roewe said if the hardware were in place, hybrid meetings would be possible now, yet with quarantine of materials still necessary, meeting room space is not available. For now, staff looks to summer for a partial return to in-person meetings.

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 May 18 meeting agenda will include an update on the new Spokane Valley Library project, District Brand Refresh update, Electric Vehicle Charging Stations proposal, reviews of Personnel and Travel policies, the summer meeting schedule, and Coronavirus Response update.

There was no further discussion.

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

In response to Ms. Thompson's query, Communication & Development Director Jane Baker said Library Giving Day was a success. Donations received in observance of the event exceeded pre-pandemic totals, with gross receipts continuing to be tallied.

There was no further discussion.

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

The Executive Director's written report for March 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 that he and Mr. Knorr will provide an update next month about the electric vehicle charging stations proposal and Strategic Project Manager Amber Williams will provide a detailed report and can respond to questions then. Queries from the Board included the potential for future federal or state requirements regarding charging stations, if the number of library customers with electric vehicles is known, and if placement of charging stations in library parking lots with minimal space or at parking lots where real estate is not owned by the District could present a challenge. Mr. Roewe reiterated next month's Zoom meeting will transition to a webinar format, which will facilitate public access, broaden interaction, and will enable staff to have more efficient management of the meeting. There was no further discussion.

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

Operations Director Doug Stumbough and Library Operations Manager Kristy Bateman provided a written report prior to the meeting for March 2021, with data for customer use measures, programming, and library activities. Mr. Stumbough further said staff is working diligently to welcome customers back into facilities. In response to a query from Ms. Hanson, Mr. Stumbough said there were several occasions when it became necessary for customers to wait approximately 10 minutes to enter facilities. There was no further discussion.

**Fiscal Report,
March 2021
(Item VI.D.)**

Revenue and Expenditure Final Statement through March 31, 2021.

<u>Fund 001</u>	
Revenues	\$ 1,394,137
Expenditures	\$ 3,605,686
Ending Fund Balance	\$ 3,651,911
Fund Budget Expended	21.60%

At this time, Mr. Knorr had not received updates on the HVAC upgrades or the new roof inspection at Argonne Library. He anticipates final reports by next month.

There was no further discussion.

**Adjournment
(Item VII.)**

Chair Craig adjourned the meeting at 4:45 p.m. The next Board Meeting was scheduled for Tuesday, May 18, 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 April 30, 2021, and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$1,361,958.50 for the general fund and \$3,473.52 for the capital projects fund and are authorized to authenticate and certify these claims.

DATE: May 1, 2021

SIGNED: 
 TITLE: Finance Director

SIGNED: 
 TITLE: Executive Director

GENERAL OPERATING FUND

VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
058385	ALLSTREAM	MONTHLY DID, PRI AND LONG DISTANCE PHONE SVC	\$ 524.26
058386	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	287.47
058387	APOLLO MECHANICAL CONTRACTORS	HVAC RENOVATION PROJECT, PAYMENT #1	252,320.59
058388	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	566.57
058389	CENTURYLINK	MONTHLY ANALOG TELEPHONE LINE: SV ELEVATOR	64.05
058390	CITY OF AIRWAY HEIGHTS	WATER & SEWER - AIRWAY HEIGHTS	125.86
058391	CITY OF CHENEY	WATER, SEWER, ELEC. - CHENEY	531.27
058392	CITY OF DEER PARK	WATER & SEWER - DEER PARK	78.24
058393	CITY OF MEDICAL LAKE	WATER, SEWER, REFUSE - ML	156.82
058394	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CH	29.50
058395	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE	4,630.50
058396	DIVCO INCORPORATED	QTRLY BUILDING MAINT CONTRACT - HVAC	13,886.41
058397	DEPARTMENT OF LABOR & IND.	ANNUAL CERTIFICATION OF ELEVATORS @SV AND NS	219.00
058398	EBSCO INDUSTRIES, INC.	LIBRARY MATERIALS - SUBSCRIPTIONS	36,910.00
058399	EDNETICS	NETWORK PROJECT SERVICES	1,207.10
058400	EMPIRE DISPOSAL INC.	MONTHLY SOLID WASTE - FAIRFIELD	43.15
058401	GALE/CENAGE LEARNING	LIBRARY MATERIALS	46.70
058402	H&H BUSINESS SYSTEMS, INC.	QTRLY COPIER MAINTENANCE & TONER	732.20
058403	INGRAM DISTRIBUTION GROUP, INC	WEEKLY LIBRARY MATERIALS	10,490.54
058404	KENT ADHESIVE PRODUCTS CO.	OFFICE/LIBRARY SUPPLIES	260.42
058405	MIDWEST TAPE	WEEKLY LIBRARY MATERIALS	4,745.52
058406	MODERN ELECTRIC WATER COMPANY	WATER, ELEC. - SV	1,638.61
058407	OVERDRIVE, INC.	WEEKLY LIBRARY MATERIALS e-Books	16,025.99
058408	SIRSIDYNIX	ADDITIONAL PORT CONFIGURATION AND MAINT	3,342.10
058409	SOFTWARE ONE, INC	VISIO ANNUAL SUBSCRIPTION	25.61
058410	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	107.81
058411	STATE PROTECTION SERVICES INC	MOBILE AFTER HOURS SECURITY: SV, NS	744.00
058412	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	1,297.83
058413	UNIQUE MANAGEMENT SERVICES	MONTHLY NOTICE FEES AND MESSAGE BEE SERVICE	1,009.03
058414	UPS	SHIPPING	42.15
058415	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	507.24
058416	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE	1,272.80
058417	WHITWORTH WATER DISTRICT	WATER - NS	24.31
058418	ALLIED FIRE & SECURITY BY VYANET	FIRE ALARM REPAIR, OT	158.93
058419	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	201.34
058420	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	76.98
058421	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	605.72
058422	CONFERENCE SOLUTIONS	NHRMA SEPT 2021 CONFERENCE/TRADESHOW	719.00
058423	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	914.66
058424	GALE/CENAGE LEARNING	LIBRARY MATERIALS	724.10
058425	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	9,706.83
058426	INGRAM DISTRIBUTION GROUP, INC	WEEKLY LIBRARY MATERIALS	11,824.59
058427	INLAND PUBLICATIONS	LIBRARY PROGRAMS ADVERTISING	436.00
058428	INLAND POWER AND LIGHT	MONTHLY ELECTRIC UTILITIES - AH, DP	576.64
058429	KIDS NEWSPAPER	ADVERTISING	800.00
058430	MIDWEST TAPE	WEEKLY LIBRARY MATERIALS	3,194.23
058431	OVERDRIVE, INC.	WEEKLY LIBRARY MATERIALS e-Books	20,869.01

058432	PERRINE PROPERTIES, LLC	MONTHLY PARKING LOT LEASE, SV	300.00
058433	PRISMHR, INC.	MONTHLY SOFTWARE SUPPORT - HR	454.12
058434	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	622.40
058435	SOFTWARE ONE, INC	OFFICE PRO PLUS ANNUAL LICENSES, QTY 60	3,980.51
058436	BPR CUMULUS LLC	MONTHLY LEASE PAYMENT, BOOKEND	3,120.00
058437	SPOKANE COUNTY ENVIRONMENTAL SERVICES	MONTHLY SEWER - AR, NS, SV	563.34
058438	UPS	SHIPPING	158.11
058439	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	10,306.82
058440	WICK ENTERPRIZES, LLC	ADVERTISING	906.12
058441	WITHERSPOON BRAJCICH MCPHEE, PLLC	LEGAL SERVICES, GENERAL COUNSEL	2,462.00
058442	AMERICAN LIBRARY ASSOCIATION	ANNUAL SUBSCRIPTION RENEWAL	74.00
058443	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	162.16
058444	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	663.98
058445	CAVENDISH SQUARE	LIBRARY MATERIALS	711.72
058446	DUMAIS * ROMANS, INC.	MECHANICAL ENGINEERING FEES, HVAC PROJECT	1,057.50
058447	VOID VOUCHER	VOID VOUCHER	-
058448	E-RATE EXPERTISE, INC.	E-RATE CONSULTING SERVICES	2,175.00
058449	FREE PRESS PUBLISHING, INC	LIBRARY MATERIALS	24.00
058450	GALE/CENAGE LEARNING	LIBRARY MATERIALS	379.76
058451	INGRAM DISTRIBUTION GROUP, INC	WEEKLY LIBRARY MATERIALS	7,108.92
058452	INLAND POWER AND LIGHT	MONTHLY ELECTRIC UTILITIES - AH, DP	283.13
058453	SPOKANE COUNTY MASTER GARDENERS	LIBRARY PROGRAMS	75.00
058454	MIDWEST TAPE	WEEKLY LIBRARY MATERIALS	3,123.52
058455	MAUREEN REGALADO	MONTHLY SOCIAL MEDIA PLATFORM MGMT	1,500.00
058456	OPTUM	MONTHLY HSA ACCOUNT FEES	57.00
058457	OVERDRIVE, INC.	WEEKLY LIBRARY MATERIALS e-Books	16,040.62
058458	MELISSA PILANT	LIBRARY PROGRAMS	50.00
058459	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	244.88
058460	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	717.73
058461	UPS	SHIPPING	130.53
058462	ZIPLY FIBER	TELEPHONE & BROADBAND - FF	127.64
058463	EBSCO INDUSTRIES, INC.	LIBRARY MATERIALS - SUBSCRIPTIONS	9,783.17
058464	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	1,618.35
058465	ARGUS JANITORIAL	MONTHLY CUSTODIAL SERVICES	17,476.33
058466	AVISTA UTILITIES	MONTHLY UTILITIES	8,607.03
058467	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	58.20
058468	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	54.54
058469	FATBEAM, LLC	MONTHLY INTERNET SERVICE, NET OF ERATE DISC	4,389.22
058470	FAUCETS 'N STUFF PLUMBING	SPRINKLER STARTUP SERVICE	1,673.98
058471	GALE/CENAGE LEARNING	LIBRARY MATERIALS	388.43
058472	GREY HOUSE PUBLISHING	LIBRARY MATERIALS	260.05
058473	CITY OF HILLSBORO	INTERLIBRARY LOAN FEE	28.95
058474	INGRAM DISTRIBUTION GROUP, INC	WEEKLY LIBRARY MATERIALS	16,352.94
058475	MIDWEST TAPE	WEEKLY LIBRARY MATERIALS	318.86
058476	NORTH CENTRAL REGIONAL LIBRARY - ILL	INTERLIBRARY LOAN FEE	8.00
058477	OVERDRIVE, INC.	WEEKLY LIBRARY MATERIALS e-Books	11,521.42
058478	PayneWest INSURANCE	ANNUAL PUBLIC OFFICIAL BOND INSURANCE	175.00
058479	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	21.70
058480	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	84.62
058481	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	1,153.05
058482	CDW GOVERNMENT, INC.	IT HARDWARE & SOFTWARE	892.00
058483	CONSOLIDATED IRRIGATION DIST19	WATER - OTIS ORCHARDS	22.00
058484	CITY OF SPOKANE	WATER & SEWER - MORAN PRAIRIE	307.64
058485	CITY OF AIRWAY HEIGHTS	WATER & SEWER - AIRWAY HEIGHTS	255.76
058486	CITY OF CHENEY	WATER, SEWER, ELEC. - CHENEY	590.75
058487	CITY OF DEER PARK	WATER & SEWER - DEER PARK	82.44
058488	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE	4,432.50
058489	DIVCO INCORPORATED	EXHAUST FAN REPAIR, AH	785.66
058490	FAUCETS 'N STUFF PLUMBING	SPRINKLER STARTUP SERVICE	136.13
058491	GALE/CENAGE LEARNING	LIBRARY MATERIALS	19,778.32
058492	LESLIE GODDARD	LIBRARY PROGRAMS	250.00
058493	LIVE TALKS PRODUCTIONS LLC	LIBRARY PROGRAMS	575.00
058494	MODERN ELECTRIC WATER COMPANY	WATER, ELEC. - SV	1,716.15
058495	NATIONWIDE INSURANCE	EMPLOYEE DEDUCTIONS FOR PET INSURANCE	270.22
058496	OTIS HARDWARE	MAINTENANCE SUPPLIES	4.38

058497	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	1,371.07
058498	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	599.63
058499	TARGET SYSTEM TECHNOLOGY, INC	ACCOUNTING SOFTWARE SUPPORT	30.00
058500	VERIZON WIRELESS	MONTHLY WIRELESS SERVICE	2,642.93
058501	WHITWORTH WATER DISTRICT	WATER - NS	24.31
W00920	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	38.28
W00921	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	68,072.01
W00922	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	5,019.43
W00923	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	59,201.67
W00924	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	1,768.50
W00925	ASSOCIATION OF WASHINGTON CITIES - VIMLY BENEFITS	MONTHLY MEDICAL, DENTAL, VISION & LIFE INS	92,237.57
W00926	STATE OF WASHINGTON	PAID FAMILY AND MEDICAL LEAVE QTRLY TAX PMT	6,654.88
W00927	DEPT. OF LABOR & INDUSTRIES	QUARTERLY WORKMAN'S COMP.	13,411.58
W00928	STATE OF WASHINGTON	1ST QTR EXCISE/SALES TAXES PAID	1,061.47
W00931	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	63,574.13
W00932	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	1,768.50
W00933	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	5,019.43
W00934	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	56,493.90
Total Non-Payroll General Operating Fund			\$ 945,344.27

PAYROLL VOUCHERS

04092021PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #7	\$ 214,978.63
04232021PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #8	201,635.60
Total Payroll General Operating Fund			\$ 416,614.23
TOTAL GENERAL OPERATING FUND			\$ 1,361,958.50

CAPITAL PROJECTS FUND

VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
009592	HAMMOND FACILITY CONSULTING SERVICES	MONTHLY OWNERS REP SERVICES	\$ 3,473.52
Total Capital Projects Fund			\$ 3,473.52

**March/April 2021
Paid in April 2021
Voucher # 058439**

Card Category	Amount
General Purchases	\$ 2,494.84
Maintenance	\$ 1,743.51
Travel	\$ 2,773.04
Acquisitions	\$ 2,961.85
Information Technology	\$ 333.58
Outreach	\$ -
General Fund Purchases	\$ 10,306.82

Top 10 Individual Charges

Zoom	Additional annual licenses	2,581.54
Tire Rama	Maintenance vehicle repair	669.18
Costco	Snacks for After School Snack program	622.47
Mailchimp	Monthly email service	597.86
Amazon	Library materials	494.26
Amazon	Library materials	488.68
Amazon	Library materials	399.64
Spokane Talks Media	Podcast fee	250.00

NEW SPOKANE VALLEY LIBRARY PROJECT UPDATE

Architectural Services Update

The contract negotiation process with Integrus Architecture was completed, and the contract was signed on April 21, 2021.

The initial work of the District's space planning team discussed last month transitioned to workshops led by Integrus as part of the programming phase of the project.

Steven Clark and Mark Dailey of Integrus Architecture will be on hand to provide the Board with an update on the project progress. They will share results of the three workshops conducted with the space planning team, including guiding principles and design inspiration images.

They will also share the main elements of the program phase thus far, including the design concepts that will be presented to the staff team at the next workshop scheduled for May 13, 2021, including the preferred concept that comes out of that workshop.

The Board will have the opportunity to provide feedback on the design concept and ask any questions of the team from Integrus.

Library Capital Improvement Program Update

The final 2021 Washington State Capital Budget passed by both the House and the Senate included the full recommended \$2 million project for the new Spokane Valley Library. That budget has been delivered to the Governor, but has not been signed as of this writing, which is the final legislative step needed in order to approve the grant award.

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

District Brand Identity Refresh Update**Background**

The Communication Department continues work on the Brand Refresh. This update will exhibit work done since the initial presentation in March. Three different concepts for the new logo will be shown and Trustees will have the opportunity to provide their feedback on the designs. Communication will also provide an update to the timeline on when the Brand Refresh will be introduced to the public.

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

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

Electric Vehicle Charging Stations Proposal

Background

As reported last month, the District has been in discussions with Avista Corporation regarding Electric Vehicle (EV) charging stations. While the discussion started with the new Mobile Services truck in mind, it has evolved to include the possibility of installing EV charging stations at several locations where the District is an Avista customer, and potentially at the future Spokane Valley Library.

For the North Spokane and Moran Prairie libraries, Avista is offering to include both sites as part of a large regional grant. Under the grant, Avista would install both a DC fast charger (DCFC) and an AC level 2 (ACL2) charger at no cost to the District. Avista would cover ongoing maintenance and upkeep along with electricity costs at these two sites, and the District's responsibility would be to maintain the site itself (the parking lot) and notify Avista of any issues brought to our attention.

As part of the same grant, Avista would waive the cost share requirement to install an ACL2 charger at Argonne and Otis Orchards. Avista would again cover ongoing maintenance and upkeep of the chargers and the District would be responsible to maintain the site and alert Avista of issues. In this case, the District would also cover the electricity costs, which Avista estimates to be about \$400 annually per site.

Additionally, Airway Heights, Cheney, Fairfield, and Medical Lake libraries are all potential locations for EV chargers. However, given that the library property and/or library facilities located therein are owned by their respective cities, and the District's use thereof is governed by individual interlocal agreements, the placement of any EV charging stations at those locations would likely require collaboration between the District and its respective city partners.

To date, the District has not been contacted by representatives of any of our partner cities regarding EV chargers.

Avista has also identified the new Spokane Valley Library location for two ACL2 chargers, one to be placed in the garage for District vehicles and one in the parking lot for public use. Avista's contribution at this site is estimated at \$30,000. The District would own and operate these two chargers, covering ongoing maintenance, upkeep, and electricity costs.

Each DCFC unit would require the commitment of two parking spaces, as would each ACL2 unit. Based upon an initial staff analysis, the commitment of those parking spaces at the wholly District-owned locations would have a minimum impact on overall parking needs and is unlikely to have a detrimental effect on parking availability for the vast majority of circumstances. In terms of unit placement, the District would collaborate with Avista and ultimately approve the location of each unit, thus further minimizing potential impact.

Staff have conducted an initial review of contract templates. The contract term for DCFC units is a 10-year period due to the undergirding infrastructure requirements. However, a contract clause allows for removal of those units due to cause. The contract term for ACL2 units is not defined, and those units can be removed with only 30 days' notice. The District's legal counsel would conduct a review of all contracts before any action would be taken.

Partnering with Avista in this effort provides several benefits to the District. The availability of EV chargers at District locations can attract new customers who are part of the expanding number of electric vehicle owners. Additionally, with the plug-in hybrid library vehicle that the District will be

bringing online this summer, having dedicated charging locations at District locations throughout the service area provides strategic value in expanding the reach of our forthcoming mobile services.

In discussions with Avista, the District will be able to take an incremental approach to committing the District-owned locations to the project. Staff recommend signing the master contracts, with Moran Prairie as the first location. Over the next one to two years, the District would add additional District-owned locations to the master contracts, likely in the following order: North Spokane, Argonne, Otis Orchards, and the new Spokane Valley Library.

Amber Williams, Strategic Project Manager, will present more detailed information and be able to answer any questions.

Recommended Action: Board motion to approve the master contracts with Avista for installation of the electric vehicle chargers as proposed.

PERSONNEL POLICY HR05 - Leave Addendum

BACKGROUND

Policy HR05 – Leave Addendum sets forth the District’s rules regarding Emergency Paid Sick Leave and expanded Family Medical Leave, initially in response to the Families First Coronavirus Relief Act (FFCRA). This current revision is in line with updated federal guidelines following the recent passage of the American Rescue Plan Act of 2021 (ARPA).

For the most part, these recommended changes are intended to update the policy to be compliant with new federal guidelines.

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 revisions.

Key Revisions

Sunset date for these provisions has been updated to September 30, 2021.

For expanded Family Medical Leave:

- Allows for the entire leave to be paid, per this policy. Prior requirements stated that the first 10 days would be unpaid.
- Removes the link between this Family Medical Leave and FMLA – time taken under expanded Family Medical Leave will not count against an employee’s FMLA entitlement.

For Emergency Paid Sick Leave:

- Adds two (2) reasons for taking the leave, under the updated federal guidelines.
- Resets the balance of this leave type, to not include time taken prior to April 1, 2021.

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 revised HR05-Leave Addendum policy.

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: HR05 – Leave Addendum

FMLA Leave Expansion and Emergency Paid Sick Leave (Coronavirus)

APPROVAL DATE: 04/21/2020

REVISION DATE: ~~04/19/2021~~ 05/18/2021

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.

1.) Family Medical Leave Expansion

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~~ September 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~~ this 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.

2.) 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 absent from work because the employee is seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, COVID-19, provided that the employee has been exposed to COVID-19 or the employer has requested that the employee obtain such test or diagnosis.
5. The employee is obtaining immunization related to COVID-19.
6. The employee is recovering from any injury, disability, illness, or condition related to an immunization for COVID-19.
7. The employee is caring for an individual who is subject to either numbers 1 or 2 above.
8. 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.
9. 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.~~ Leave taken for this reason prior to April 1, 2021, will not count against the total allowance of hours.

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 6 above. Employees taking leave for reasons 4-6 7-8 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 the employee.

Job Protections

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

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

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

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: HR05 – Leave Addendum

FMLA Leave Expansion and Emergency Paid Sick Leave (Coronavirus)

APPROVAL DATE: 04/21/2020

REVISION DATE: 05/18/2021

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.

Scope: Applies to all District employees.

1.) Family Medical Leave Expansion

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 September 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 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 this 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.

2.) 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 absent from work because the employee is seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, COVID-19, provided that the

employee has been exposed to COVID-19 or the employer has requested that the employee obtain such test or diagnosis.

5. The employee is obtaining immunization related to COVID-19.
6. The employee is recovering from any injury, disability, illness, or condition related to an immunization for COVID-19.
7. The employee is caring for an individual who is subject to either numbers 1 or 2 above.
8. 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.
9. 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. Leave taken for this reason prior to April 1, 2021, will not count against the total allowance of hours.

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 1-6 above. Employees taking leave for reasons 7-8 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.

Interlocal Agreement Between Washington School Information Processing Cooperative And Spokane County Library District

BACKGROUND

Formed by ten educational service districts in 1967, the Washington School Information Processing Cooperative (WSIPC) is a public non-profit cooperative that provides a variety of technology services to K-12 public and private schools and public agencies in Washington State.

Of particular interest to the District is the WSIPC Purchasing Program which connects members to a network of technology partners, leveraging the cooperative to provide competitively-bid goods and services at a reasonable cost.

Each vendor who becomes a part of the WSIPC Purchasing Program has been awarded a bid contract through an official request for proposal (RFP) process in compliance with Washington State Procurement RCWs.

WSIPC states that they negotiate pricing to provide the highest quality and most relevant technology at the lowest possible price. While savings would ultimately be determined by specific project needs, the District would likely benefit from membership by saving both time and expense in the formal bidding process for large-scale technology projects, as well as potential cost savings for more routine small-scale technology purchases.

The interlocal agreement has been reviewed by the District's legal counsel.

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

Recommended Action: Board motion to approve the Interlocal agreement between Spokane County Library District and the Washington School Information Processing Cooperative.



**Interlocal Agreement Between
Washington School Information Processing Cooperative
And Spokane County Library District**

The interlocal agreement is hereby entered into by and between the Spokane County Library District and the Washington School Information Processing Cooperative, Everett WA (hereinafter WSIPC).

WHEREAS, The Interlocal Cooperative Act, as amended, and codified in Chapter 39.34 of the Revised Code of Washington provides for the interlocal cooperation between governmental agencies; and

WHEREAS, both parties are required to make certain purchases by formal advertisement and bid process, which is a time consuming and expensive process; and it is in the public interest to cooperate in the combination of bidding requirements to obtain the most favorable bid for each party where it is in their mutual interest; and

WHEREAS, the parties wish to utilize each other's contracts when it is in their mutual interest;

NOW THEREFORE, the parties agree as follows:

1. Purpose: The purpose of this agreement is to authorize the acquisition of goods and services under contracts where a price is extended by bidders to other governmental agencies.
2. Scope. This agreement shall allow the following activities: purchase or acquisition of supplies, materials, equipment, and services by the Spokane County Library District under contracts made by WSIPC where provision has been provided in such contracts for other agencies to avail themselves of goods and services offered under the contract when agreed to in advance, in writing.
3. Duration of Agreement-Termination. This agreement shall remain in force until canceled by either party by written notice to the other party.
4. Right to Contract Independent Action Preserved. WSIPC does not accept responsibility or liability for the performance of any vendor used by the purchasing agency as a result of this agreement. Each party also reserves the right to contract independently for the acquisition of goods and services and shall be independently responsible for the ownership, holding and disposal of property acquired for such party under this agreement.
5. Compliance with Legal Requirements. Each party accepts responsibility for compliance with federal, state, and local laws and regulations including, in particular, bidding requirements applicable to its acquisition of goods and services.
6. Financing. The method of financing of payment shall be through budgeted funds or other available funds of the party for whose use the property is actually acquired. Each party accepts no

responsibility for the payment of the acquisition process of any goods or services intended for use by the other party.

7. Filing. Executed copies of this agreement shall be filed as required by Section 39.34.040 of the Revised Code of Washington prior to this agreement becoming effective.
8. Interlocal Cooperation Disclosure. Each party may insert in its solicitation for goods and services any provision disclosing that other authorized governmental agencies may also wish to procure the goods or services being offered to the party and allowing the bidder the opportunity of extending its bid to those other agencies at the same bid price, terms, and conditions.
9. Non-Delegation/Non-Assignment. Neither party may delegate the performance of any contractual obligation, hereunder to a third party, unless mutually agreed on in writing. Neither party may assign this agreement without the written consent of the other party.
10. Hold Harmless. Each party shall be liable and responsible for the consequences of any negligence or wrongful act or failure to act on the part of itself and its employees. Neither party assumes responsibility for the other party for the consequences of any act or admission of the other party of any person, firms, or corporation not a party to this agreement.
11. Severability. Any provision of this agreement, which is prohibited or unenforceable, shall be ineffective to the extent of such prohibition or unenforceability, without invalidating the remaining provisions or affecting the validity or reinforcement of such provisions.

Executed on this ____ day of _____, 2021:

By:
WSIPC
2121 W. Casino Rd.
Everett, WA 98204

By:
Spokane County Library District
4322 N. Argonne Rd.
Spokane, WA 99212

By: _____

By: _____

Name: Nancy Walsh

Name: Patrick Roewe

Title: Chief Financial Officer

Title: Executive Director

Date: _____

Date: _____

COVID-19 Response Update – May 18, 2021

Background

District libraries opened for limited in-person services on March 8, 2021, in compliance with state issued guidelines for libraries under the “Healthy Washington - Roadmap to Recovery” plan. As of this writing, Spokane County remains in Phase 3 of the plan. All library service suspensions or extensions previously discussed with and/or approved by the Board remain in effect.

Current status of in-person library services

Effective April 19, 2021, and in compliance with state-issued requirements under Phase 3, the District expanded some elements of in-person library services. Safety protocols such as required facial coverings and social distancing all remain in place. The expansions focused on customer capacity and time limit, with some additional services:

- Capacity: State requirements allow for up to 50% of capacity under Phase 3. The District has doubled its maximum customer occupancy number in response, up to 10 in small buildings, 20 in medium, and 30 in large buildings.
- Time Limit: Customers can spend up to one hour in the library. Some of the seating that had been removed or stored was returned to public areas, although they are positioned to maintain social distancing requirements.
- Computer reservation time: In conjunction with the increased time in the library, customer time on internet stations expanded to one hour per day. Customers can choose up to the whole hour in 15-minute increments when making the reservation.
- In-library Wi-Fi use: Also related to the extended customer time and the increase in seating in the libraries, customers are now able to utilize the in-library Wi-Fi during their one hour maximum visits.

Customer Use Statistics

With almost two complete months of in-person library services completed, staff have conducted some initial analysis of usage trends. Statistics from 2019 provided the baseline, as that was the last complete year of regular service:

- Door count: The number of customer visits inside the library District-wide for March 2021 was 41% of door count for March 2019. April 2021 was similar, at 40% of April 2019.
- Circulation: Physical items in March 2021 circulation was 54% of circulation for March 2019. April 2021 was similar, at 56% of April 2019. (Note that curbside pickup circulation is included in the 2021 numbers)
- Computer Use: Computer use is tracked differently, focusing instead of the total percentage of available reservation time used, rather than number of reservations. In March 2021, only 16% of available time was used, and for April 2021 only 22%. This is markedly less than the 48% of time utilized in both March and April 2019. The low use of public computers is of particular interest, as we have had to reduce the number of available stations to comply with social distancing requirements. Thus, even fewer total computer reservation hours are available in 2021 than in 2019. Only a modest amount of available computer time has been used by the public in the last two months.

While it is too early to identify any sustained usage trends since reopening for in-person services, the initial data demonstrates overall usage remains well below pre-pandemic levels. Staff will continue to monitor usage statistics over the coming months.

Next Steps

Staff are prepared to make operational adjustments if Spokane were to move back to Phase 2. Based upon usage data, the overall impact of such a return to Phase 2 would be limited to customer capacity as required by state-issued requirements.

Regardless of phase status for Spokane County, staff are preparing to expand open hours in June to coincide with the end of the school year and a potential increased demand in services.

Operations Director Doug Stumbough and Executive Director Patrick Roewe will provide additional information and will be available to answer any questions.

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

SUMMER MEETING SCHEDULE

Background

Traditionally, the summer meeting schedule is planned to ensure a quorum is available for regular meetings held June through August. Should the Board of Trustees choose to cancel one of its three summer meetings, upcoming tentative agendas would be adjusted accordingly.

Possible Action: The Board of Trustees may decide by consensus to cancel one of its regularly scheduled summer meetings.

FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: JUNE - JULY 2021***June 15, 2021: Remote Meeting Structure/Teleconference - (4:00 p.m.)***

- New Spokane Valley Library Update
- Procurement Policy: Approval Recommendation.
- Travel Policy: Approval Recommendation.
- Memberships in Organizations Policy: Approval Recommendation.
- COVID-19 Response Update

Please send requests for agenda additions or changes to the Board Chair or Administrative Assistant no later than Tuesday, June 1, for inclusion in the preliminary agenda to be sent June 2. Meeting packets will be mailed June 9.

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

- New Spokane Valley Library: Update
- Code of Conduct Policy: Approval Recommendation.
- Volunteer Program Policy: Approval Recommendation.
- COVID-19 Response Update

SPECIAL MEETINGS/ACTIVITIES2021

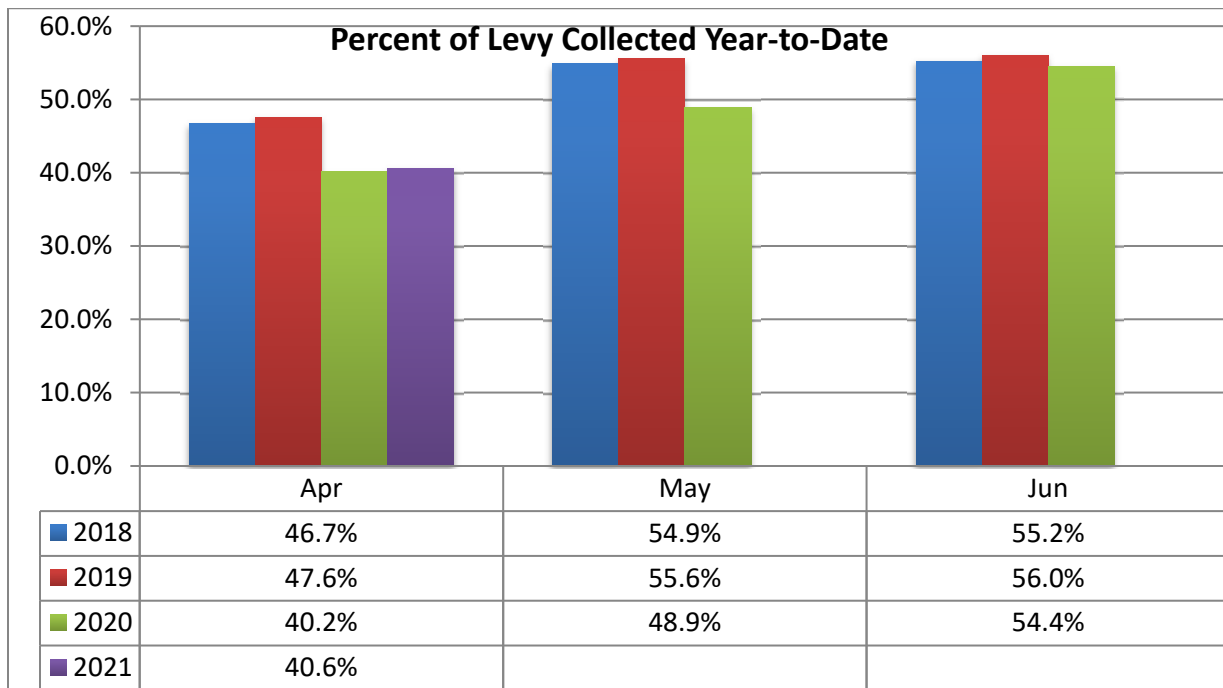
Oct 11 All Staff Day, Whova Virtual Conference Platform

EXECUTIVE DIRECTOR’S REPORT APRIL 2021

Business Office, Finance and Facilities – Rick Knorr

2021 General Fund

The District received the usual large distribution of tax collections in April, although not quite as large as other years due to the Spokane County Treasurer’s extension of the property tax due date to May 31, 2021. An analysis of year-to-date collections as a percentage of total levy compared to previous years is provided below.



The current year-to-date collections of 40.6% of the total levy through April is consistent with last year, when the due date for the first half property tax payment was also extended beyond April 30. The 2020 due date was extended two months, to June 30, 2020, and the chart above shows that by the end of June, year-to-date collections did catch up to previous normal years. For 2021, since the due date was extended only one month to May 31, 2021, the expectation is that the District should receive sufficient collections by the end of May to catch up to the historically normal years.

Facilities Report

Argonne Library Roof Replacement

The District is still awaiting final documentation from the roofing contractor. The final payment for this project will be disbursed once the District receives the certificate of warranty, proof of payment of prevailing wages, and all other appropriate closeout documents.

HVAC Upgrade Project

The HVAC upgrade project is substantially complete at all three locations: Otis Orchards, Airway Heights, and North Spokane, meaning the new heating and cooling units installed are all fully functional and operating. However, the contractor has not yet scheduled the formal punch list walk-through.

Parking Lot Maintenance

The District upgraded parking lot lighting over the last six months for North Spokane, Argonne, Moran Prairie, Deer Park, Otis Orchards, and Spokane Valley by replacing old, inefficient lighting with new efficient LED lights. In April, the District received rebates from Avista for making these energy efficient upgrades totaling almost \$5,300, or approximately \$300 per light, which represents about one-third of the cost of the new light fixture before installation.

The annual parking lot sweeping and bi-annual parking lot striping for all District-owned facilities has recently begun.

Human Resources – Toni Carnell

Staff updates: During April, one Public Services Associate transferred from NS to MP and one was promoted to Library Supervisor at OT/BE. April saw only one employee leave the District, a Library Assistant at SV.

Training: Supervisor Academy is in session again, with online modules and monthly live webinars. 17 staff are enrolled in this cohort, which will run through summer.

Communication – Jane Baker

The Library District's programs promoting Money Smart Week were featured on *KXLY's Good Morning Northwest* show on Wednesday, April 14. Stacey Goddard and Crystal Miller were interviewed about financial resources and programs, including the popular Piggy Bank Painting craft.

The District's podcast, *Library Out Loud*, featured the Spokane Area History Walk and the Mysteries of Nancy Drew on April 22, with interviews with Molly Moore and Corinne Wilson. Gwendolyn Haley and Jane Baker were interviewed on *KYRS's Page Turner* program on April 23.

In print, newspaper articles about the library reopening and programs appeared in the *Spokesman*, *Cheney Free Press*, and the *Deer Park Gazette*.

Development

The Library Foundation of Spokane County's first fundraising campaign was a success. During the first two weeks of April, the Foundation leveraged the nationwide "Library Giving Day" campaign which was on April 7 and raised funds for the purchase of additional mobile hotspots, hotspot cases, and internet service which will be integrated into the Library District's collection and made available for checkout. A total of 104 donations were made and \$11,260 was raised during the campaign.

Operations – Doug Stumbough

For the first time in over a year, library buildings were open for an entire month, and customers continued to visit their library and borrow physical items in larger numbers. Available in-library services were expanded Monday, April 19, with Spokane County in Phase 3 under Healthy Washington - Roadmap to Recovery.

The main elements of service expansion were the doubling of customer capacity limits in each library, increasing the visit time and computer reservation limits to one hour, welcoming in-library Wi-Fi use and offering more seating options. After a few reported instances of customers having to briefly wait for entry in some locations due to capacity under the more restrictive Phase 2, there have been no such reports with the new limits.

In April, 41,999 customers visited our libraries, checking out 96,037 physical items. The visits were down from March (-3,204), although there were slightly more physical items checked out this month compared to last (+320). Curbside remains a popular service for many customers, with just over 1,094 pickups.

Mobile Services Update

Amber Williams shared that staff has signed off on the final layout drawings for the van and truck with some changes to the HVAC and camera systems. Two Mobile Services staff positions have been filled and a third posted to external candidates. As of April 30, TechOps Specialty Vehicles expects an update for the van timeline in May and we have had no delays on the truck.

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 limited in-person library service started in March 2021:

- Popular **OverDrive** titles April:
 - Checkouts April 1 – April 30:
 - *The Four Winds* by Kristin Hannah. Ebook. (104)
 - *The Art of Taking It Easy: How to Cope with Bears, Traffic, and the Rest of Life's Stressors* by Brian King. Ebook. (89)
 - *A Time for Mercy* by John Grisham. Ebook. (65)
 - Holds as of May 3:
 - *The Four Winds* by Kristin Hannah. Ebook. (210)
 - *The Four Winds* by Kristin Hannah. Audiobook. (138)
 - *A Gambling Man* by David Baldacci. Ebook. (92)
- Popular **Adult Book** titles April:
 - Checkouts:
 - *The Four Winds* by Kristin Hannah (69)
 - *Where the Crawdads Sing* by Delia Owens (40)
 - *Missing and Endangered* by J.A. Jance (36)
 - Holds:
 - *The Four Winds* by Kristin Hannah (32)
 - *Ocean Prey* by John Sandford (25)
 - *Sunflower Sisters: A Novel* by Martha Hall Kelly (24)

OverDrive's Big Library Read

OverDrive continued with its Big Library Read program in April. The ebook, *The Art of Taking it Easy: How to Cope with Bears, Traffic, and the Rest of Life's Stressors* by Brian King was available on the District's OverDrive site for two weeks from April 5 – April 19 at no cost to the library. Readers had unlimited access to this featured ebook with no waitlists or holds. The program also included a live, virtual event with author Dr. Brian King on April 13, as well as a discussion board designed to encourage conversation and help readers get the most from the book. This is a great way to bring the community together through reading and discussion.

COSUGI Conference Report

Collection Services Manager Sandy Orr attended the 2021 COSUGI Conference for SirsiDynix users, which was held virtually from April 27 – 29. Sandy submitted the following report:

I attended the virtual COSUGI conference. One presentation that I attended was a library that had created a Library of Things collection, and I was interested in seeing if they had any tips we could use. Unfortunately, I did not get any tips since they were a consortium and did things a lot differently than we did. However, they did discuss how they had been able to use local images for the online catalog for these items. Teresa Nelson in IT and I have been working on a project to do that in our catalog, and I got contact information in case we need it. I am waiting for recordings to be made available since the presentation giving updates on BLUEcloud Cataloging was held at the same time as the Library of Things presentation. I also learned that there are trainings on BLUEcloud Analytics that I might be able to take advantage of.

**Collection Monthly Report
April 2021**

	Select Transaction Count		
Physical Collection	YTD 2021	YTD 2020	CHANGE
Items Processed	15,925	13,790	15%
Interlibrary Loan Total	1,681	2,438	-31%
Overdrive			
Total Checkouts	263,074	229,158	15%
Total Holds	84,999	82,008	4%
hoopla			
Total Checkouts	11,452	10,903	5%
	Total Items in Collection		
Material Type	YTD 2021	YTD 2020	CHANGE
Print	309,327	316,547	-2%
Nonprint	82,564	86,419	-4%
Overdrive	115,961	98,579	18%
Grand Total	507,852	501,545	1%

NOTES:

PRINT = Books and Periodicals

NONPRINT = DVDs, CDs, Books on CD, and other media

OVERDRIVE = Downloadable eBooks and Audiobooks

Executive Director – Patrick RoeweLegislative Update

The 2021 session of the Washington Legislature adjourned on April 25, 2021. At one point, we were tracking 108 pieces of proposed legislation that had the potential to impact the efficient conduct of the public business of the District. Of that total, 28 bills were voted out of both the Senate and House and sent to the Governor for signature. As of the writing of this report, several of those bills are still awaiting signatures. Updates on previously reported items from this session:

- The designation of public library employees as frontline workers during the current public health emergency has been delivered to the Governor.
- An expansion of the Washington State Paid Family Medical Leave program was signed into law.
- The recognition of Juneteenth as a legal state holiday has been delivered to the Governor.
- Two proposed bills that would make changes to public meeting structure did not sufficiently progress in the legislative process.
- As reported elsewhere, the District's recommended grant project as part of the Library Capital Improvement Program (LCIP) was included in the final capital budget and has been delivered to the Governor.

A final update on the 2021 legislative session will be provided once final action is taken by the Governor.

Integrated Library System (ILS) numerical schema

Since 2002, District user cards (including customer library cards) and District items have been assigned 14-digit barcodes. Each barcode represents an individual entry in our ILS, the software that helps us catalog and circulate items for customers:

- The first set of digits identify the type of record with which the barcode is associated. For example, barcodes that start with 20 indicate that it is identifying an In-District customer, while those that start with 30 indicate that an item (book, magazine, DVD, etc.) is being identified.
- The second set of numbers is a global library system identifier for the District.
- The third set of digits is the unique identifier for the item or user.
- The final set of numbers are check digits, added to the string of numbers for error detection purposes.

So while a 14-digit number seems large, each set of digits provides essential information. The third set of digits requires particular consideration. Every item and user are assigned their own number. That means that every new library user, and every new book, magazine, DVD, etc., receives their own unique identifier. Thus, over the last 20 years, millions of items and users have been created in the system.

There are several options available to help library customers manage their library card number, including the District's smartphone App, as well as the compact card that can be attached to a key ring. In addition, the ILS vendor has indicated that they are working on an alternate ID option where customers could assign their own identifier to their account for easier mental recall, but there is no indication at present when that option might be available.

Operations Report April 2021

Doug Stumbough and Kristy Bateman

Service Priority Teams

Business and Career Development (Stacey Goddard)

- For April's *Small Business Boot Camp* workshop, we demonstrated District resources such as DemographicsNow and ProQuest and discussed how participants could use them to help support their business goals. Our SCORE mentor also shared a variety of resources for small business owners.
- Librarian Crystal and I presented two virtual *Piggy Bank Painting* programs this month, in honor of Money Smart Week. Kids went through a "spend or save" activity using play money, where they had to make decisions like "should I buy a soda from the vending machine for two dollars or drink from the fountain for free?" We also decorated ceramic piggy banks, and everyone showed off their masterpieces at the end.
- Crystal and I participated in a KXLY interview promoting our financial literacy programs during its 5-7am broadcast. We showed off our piggy bank creations and talked about the other programs we have coming up.

Early Learning (Mary Ellen Braks)

- Our weekly evening online Storytime has taken a little dip in attendance. Our lowest number in April was three and highest was 12.
- The Early Learning team is continuing to work on content for virtual and online Storytimes.
- I presented with Dr. Allison Wilson at the Virtual Washington STEM meeting on the ELLO (Everyday Language and Learning Opportunities) grant that we have been working on over the past two years.

Education and Enrichment (Gwendolyn Haley)

- 491 people participated in virtual programs this month, including *Virtual Trivia*, *Spring Break Camp Read-a-Rama*, a sign-language *Learning Circle*, Nancy Drew themed escape rooms, and a lecture on the history of Nancy Drew.
- In honor of National Celebrate Diversity Month, Librarian Molly (with research assistance from Librarian Corinne) curated a *History Walk* that celebrates Spokane's diversity and includes sites and statues to remember, honor, and inform us about some of the lesser known but important members of our community. The final project is amazing and the result of great collaboration between our librarians and Communication team.
- Librarian Alison developed a collaborative *Earth Day BioBlitz* project with Eastern Washington University. Library participants were encouraged to use the iNaturalist app and identify as many different species of plants and insects as possible. EWU faculty provided several engaging and informative programs about our region's biome. We learned so much with this program and plan to grow it into an annual event for our community.
- Literacy Program Coordinator Melanie has been working with schools to develop a new program called *Study Buddies*, an online companion to our *Reading Buddy Program*. We are recruiting with area high schools for tutors for the 2021-2022 school year.

Digital Projects and Resources (Carlie Hoffman)

- The Washington State Library is looking to implement a new digital literacy online service. Stacey and I are working with them on a guiding group. We have reached out to Liberty Lake and Spokane Public libraries, as the State Library is considering a regional approach.
- Staff reviewed a trial for Bluebird, a language learning app.

- Interviews for the Web Services Specialist position were conducted.
- A visual site map was created to prepare for a website redesign.

Information Technology (Patrick Hakes)

- Office 365 desktop application has been installed on all identified staff workstations.
- Office 2019 has been purchased and is in the process of being installed on shared workstations that are not able to use O365 for library functions.
- Argonne meeting room wiring has been updated and most of the A/V upgrade is installed. Completion is scheduled for the first weekend of May.
- The RFI for camera and access control systems closed at the end of the month, with two submissions. The next step is to review the information as well as products and services available through established state contracts.

Library Reports

Airway Heights: Autrey Lehman

- Had one customer, during the process of getting a new library card, thank us for enforcing the WA state mask mandate, mentioning that they felt safe inside our library because of that.
- We've continued to see new customers walk in our doors and make cards, including a few families! Customers who are returning continue to express delight at being able to be inside the library again.

Argonne: Pat Davis

- Customers continue to comment on being able to come in and browse. One woman commented that the building being open was the best news she had all year.
- Several customers appreciated the opportunity to use the computers for a full hour a day saying the previous half hour bookings were too short to accomplish much.

BookEnd: Briana Ruffing

- We have some materials displayed in a lower-level, empty storefront window to advertise the BookEnd. A couple of customers have come into the library after seeing the display to check out the space and get library cards.
- Customers have appreciated the return of some tables and chairs so they can get back to their normal routine of using their laptops in the library.
- We've used curbside calls as an opportunity to inform customers that the library is open. Several have remarked they are so happy the library is open and are more than willing to come inside to pick up their holds.

Cheney: Amy Fair

- We participated in a drive-through Easter event coordinated by the Cheney Merchant's Association and gave out goodies to 434 kids and their families. Multiple parents commented how grateful they were that we are open again, and that we were not handing out candy.
- Librarian Crystal partnered with the *Talk 2 Healthy Choices Coalition* to host a drive-through drug take back event in our parking lot, where 106 people dropped off medications for safe disposal by local police.

Deer Park: Jennie Anderson

- Customers are excited to be back in the library: to browse for themselves, use the computers, and be able to take a seat and stay for a short time. Each day, a new customer comes in, who would like to get a card and learn about our services.
- A customer filled out a comment card "I really love the staff and atmosphere of the library. They are doing a fantastic job!"

Fairfield: Kristy Bateman

- We had a customer drop off flowers from their garden for the library staff to enjoy.

- A customer has read all the C.J. Box novels and worked with staff to find another author he would enjoy. He has started the Richard Castle books with promises of more recommendations to come.

Medical Lake: Cecelia McMullen

- An avid Nancy Drew fan enjoyed the *Nancy Drew Virtual Escape Room*. This tween is systematically reading every mystery. Her grandmother is reading alongside her which has revived her own childhood reading memories.
- The availability of *Medicine Mail-Back Envelopes* has been appreciated, especially because they can be dropped off immediately at the post office next door.

Moran Prairie: Caitlin Wheeler

- A customer thanked us for our sanitizing procedure and said we had “the cleanest bathrooms in the whole city.”
- Customers have been enjoying use of the limited seating we’ve made available and the easy, comfortable access to our Wi-Fi.
- Daily, we continue to welcome in customers who have not used the library since March of 2020 or earlier.

North Spokane: Brian Vander Veen

- A North Spokane customer left a comment via Facebook Messenger that read, ““Just wanted to say thank you for having so many great kids’ books that show diversity. I was at the North county library and wasn’t even looking for inclusive books specifically, but I found many. I was glad to see kids’ books representing people of different colors and abilities.”

Otis Orchards: Briana Ruffing

- A customer left a lovely comment card sharing how much they loved the seed packets and our seed library when it was available. They wrote they “have been able to grow new varieties of food and learn new gardening techniques – all inspired by your seed library!”

Spokane Valley: Aileen Luppert

- A nice note was sent to staff this month that read, “I am very happy and comfortable with Spokane Valley Library. The staff and supervisor are very helpful with any questions I asked of them when I needed help. Thank You So Much Spokane Valley Library.”
- Our curbside and door count statistics varied this month as it appears some of our customers chose to come in the building rather than use curbside service.

Security Incident Reports

For April 2021, there were eight Security Incident reports filed, one less than last month (9) and eight more than April 2020 (0). North Spokane, Spokane Valley, and Airway Heights reported incidents. The eight reported incidents related to general code of conduct incidents, facility misuse, and one potential stalking incident observed by staff involving two customers.

Public Use Measures

April 2021

Measure	This year	Last year	YTD	Last YTD
	This Month	This Month	This year	Comparison
Cardholders	107,112	111,309		-4%
Door count	41,999	0	110,951	-56%
Items Borrowed	156,888	66,563	585,062	-17%
• Airway Heights	1,717	0	5,715	-55%
• Argonne	5,777	1	17,585	-31%
• Cheney	5,962	0	18,288	-37%
• Deer Park	5,923	0	18,184	-37%
• Fairfield	752	0	1,909	-36%

• Medical Lake	1,507	0	5,309	-34%
• Moran Prairie	8,480	0	28,253	-27%
• North Spokane	19,459	5	61,650	-40%
• Otis Orchards	2,365	5	8,351	-26%
• Spokane Valley	17,117	19	54,103	-48%
• The BookEnd	1,250	5	3,497	-66%
• Digital	60,851	65,703	274,537	14%
Programs				
• Number	40	4	119	-84%
• Attendance	1,001	16	2,744	-81%
Internet Station Use (%)	21.4%		19.2%	
Meeting room bookings	0	0	0	-100%
Digital Resource Use	171,054	42,009	782,401	181%

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 Four Months Ended April 30, 2021**

	Y-T-D Actual	Annual Budget	Percent Used	Balance Remaining
			Target 33.3%	
REVENUES				
PROPERTY TAXES	\$ 6,228,741	\$ 15,840,000	39.32%	\$ 9,611,259
CONTRACT CITIES - AIRWAY HEIGHTS	88,106	349,000	25.25%	260,894
CONTRACT CITIES - SPOKANE	0	104,000	0.00%	104,000
FINES & FEES	13,717	55,000	24.94%	41,283
GRANTS & DONATIONS	26,005	50,000	52.01%	23,995
E-RATE REIMBURSEMENTS	84,792	211,000	40.19%	126,208
LEASEHOLD & TIMBER TAX, REBATES, OTI	19,679	21,000	93.71%	1,321
INTEREST REVENUES	17,212	62,000	27.76%	44,788
TOTAL REVENUES	\$ 6,478,253	\$ 16,692,000	38.81%	\$ 10,213,747
TRANSFERS IN	-	-	0.00%	-
TOTAL REVENUES & TRANSFERS IN	\$ 6,478,253	\$ 16,692,000	38.81%	\$ 10,213,747
EXPENSES				
SALARIES	\$ 2,237,665	\$ 7,110,400	31.47%	\$ 4,872,735
FRINGE BENEFITS	818,067	2,451,700	33.37%	1,633,633
SUPPLIES	43,341	197,700	21.92%	154,359
UTILITIES	189,025	493,500	38.30%	304,476
SERVICES	498,291	1,439,500	34.62%	941,209
INSURANCE	63,626	65,000	97.89%	1,374
CAPITAL EQUIPMENT	380,975	1,320,000	28.86%	939,025
LIBRARY MATERIALS	581,143	2,031,000	28.61%	1,449,857
ELECTRONIC LIBRARY MATERIALS	113,680	250,000	45.47%	136,320
LIBRARY PROGRAMS	40,822	131,400	31.07%	90,578
TOTAL EXPENSES	\$ 4,966,634	\$ 15,490,200	32.06%	\$ 10,523,566
TRANSFERS OUT	-	1,201,800	0.00%	1,201,800
TOTAL EXPENSES & TRANSFERS OUT	\$ 4,966,634	\$ 16,692,000	29.75%	\$ 11,725,366
Net Excess of Revenues Over/(Under) Expenses	\$ 1,511,619	\$ -		
BEGINNING CASH	5,863,483			
NET FROM ABOVE	1,511,619			
ENDING CASH	\$ 7,375,102			

Number of months cash on hand 5.7