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**Board of Trustees Regular Meeting**

June 15, 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 May 18, 2021, Regular Meeting Minutes [4:01-4:02]
  - B. Approval of May 2021 Payment Vouchers [4:02-4:03]
  - C. Unfinished Business [4:03-4:45]
    1. New Spokane Valley Library Project Update
    2. Upcoming Trustee Position Vacancies – Discussion
    3. Resumption of In-Person Board of Trustees Meetings – Discussion
  - D. New Business [4:45-5:15]
    1. Travel Policy: Approval Recommendation.
    2. Memberships in Organizations Policy: Approval Recommendation.
    3. COVID-19 Response Update
- IV. **PUBLIC COMMENT [TO SUBMIT A QUESTION, SEE ABOVE FOR INSTRUCTIONS.]**
- 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 forty-five 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: MAY 18, 2021**

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A regular meeting of the Board of Trustees of Spokane County Library District was held via teleconference at 4:00 p.m., Tuesday, May 18, 2021.

**Present:** Via Zoom Teleconference

John Craig - Chair  
 Mark Johnson - Vice Chair  
 Ami Calvert - Trustee  
 Jessica Hanson - Trustee  
 Kristin Thompson - Trustee

**Excused:** Patrick Roewe, Executive Director and Secretary

**Also Present via Conference Call:** Jane Baker, Communication & Development Director; Toni Carnell, Human Resources Director; Amanda Flanery, Graphic Designer; Patrick Hakes, IT Manager; Rick Knorr, Finance Director; Andrea Sharps, Collection Services Director; Doug Stumbough, Operations Director; Amber Williams, Strategic Project Manager; and Patty Franz, Executive Assistant.

**Guest Presenters via Conference Call:** Integrus Architects Mark Dailey and Steven Clark.

**Guests via Conference Call:** Six (6).

**Call to Order (Item I.)** Chair John Craig called the meeting to order at 4:02 p.m., and welcomed everyone in attendance.

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

**Approval of April 20, 2021, Regular Meeting Minutes (Item III.A.)** Mr. Craig called for corrections to the April 20, 2021, regular meeting minutes. There were no corrections; the minutes stand approved as written.

Ms. Calvert moved and Ms. Hanson seconded approval of the April 2021 bill payment vouchers as follows:

**Approval of April 2021, Payment Vouchers (Item III.B.)**

Fund	Voucher/Payroll Numbers	Subtotal	Total
April - L01	58385-58501 and W00920-W00934	\$945,344.27	\$945,344.27
	04092021PR and 04232021PR	\$416,614.23	\$416,614.23
L01		Total	\$1,361,958.50
L02	09592 HFC Services – (Capital Projects Fund)	Total	\$3,473.52

In response to Ms. Thompson’s query regarding payment to Apollo Mechanical Contractors for the HVAC Renovation Project, Mr. Knorr said

**Approval of  
April 2021,  
Payment Vouchers  
(Item III.B.)**

he anticipates an additional payment of \$26,000 to complete upgrades at Airway Heights, Otis Orchards, and North Spokane libraries. In response to Ms. Hanson's query, Mr. Knorr said Maureen Regalado has been a social media consultant to the District for several years. However, payments recently changed from a bimonthly to monthly schedule.

There was no further discussion.

The motion was unanimously approved.

**Unfinished Business  
New Spokane Valley  
Library Project  
Update  
(Item III.C.1.)**

NEW SPOKANE VALLEY LIBRARY PROJECT UPDATE. Mr. Stumbough welcomed Architects Mark Dailey and Steven Clark of Integrus Architecture to the meeting. The contract negotiation process with Integrus was completed and the contract 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. Via PowerPoint, Messrs. Dailey and Clark shared results of the three workshops conducted with the space planning team, as well as guiding principles and design inspiration images for the new library. Emphasis was placed on how the culture of the District would be reflected by the new library and how the new library would reflect the character and history of its Spokane Valley community. Three concepts for development of the site were reviewed, which included general schematic layout of the space, volumetric feel and physical orientation of the building and parking in relation to Balfour Park, Sprague Avenue, and City Hall, and potential use of south-facing screening/signage to help create a town center or civic campus. Q&A and discussion ensued among Messrs. Dailey and Clark, Trustees, and staff. Topics included the potential for shared parking with city of Spokane Valley, planning for flexibility to enable repurposing of space allocations into the future, and potential for a drive-up window and/or book collection. Trustees indicated they were enthusiastically on board regarding the orientation of the library to the park. Next steps include programming and schematic design for completion by the end of May. The next phase is design development and user group meetings, with the preliminary cost estimate to follow by the end of June. Plans are to go out to bid early next year because of concerns about the current market cost conditions. In response to Mr. Craig's query, Mr. Dailey said promotional materials were expected to be available in a couple of weeks, to include boards for placement at the current Spokane Valley Library, and digital outreach for feedback from staff at large.

There was no further discussion.

**Unfinished Business  
District Brand  
Identity Refresh  
Update  
(Item III.C.2.)**

DISTRICT BRAND IDENTITY REFRESH UPDATE. Communication and Development Director Jane Baker reported the Communication Department continued toward the District's new brand identity since its presentation in March. Graphic Designer and Project Lead Amanda Flanery presented the three design concepts, all of which were based on feedback from various stakeholders, including staff. Trustees shared their individual preferences for all three concepts. Next, after staff selects their favorite concept, the overall

**Meeting Minutes - Board of Trustees**

**May 18, 2021**

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**Unfinished Business  
District Brand  
Identity Refresh  
Update  
(Item III.C.2.)**

avored design will be refined for an internal rollout of the new brand identity in June and public launch to follow.

There was no further discussion.

**New Business  
EV Charging  
Stations Update  
(Item III.D.1.)**

ELECTRIC VEHICLE CHARGING STATIONS PROPOSAL. Mr. Johnson moved and Mr. Craig seconded approval of the Electric Vehicle Charging Stations proposal, as presented. Strategic Project Manager Amber Williams described the inception of the proposal, by first reiterating the new Mobile Services truck selected and approved by the Board of Trustees in July 2020 was a plug-in hybrid that will need an AC Level 2 electric vehicle (EV) charger. While discussions with Avista began in preparation for delivery of the new truck this summer, they evolved to include as part of a regional grant the possibility of installing EV charging stations at several library locations where the District is an Avista customer, and potentially at the future site of the new Spokane Valley Library, which will not be in Avista's service territory. Ms. Williams provided a detailed review of the proposed District charger sites for two types of EV chargers, and associated costs to the District and/or Avista for installation and ongoing maintenance and electricity costs, as well as the 10-year easement agreement and what comes next. Pending Board of Trustees' approval of the proposal, the District will sign master contracts followed by site evaluations and plans that will be conducted and submitted by Avista. If the District decides to proceed, Avista will install the chargers at predetermined locations, as proposed. Q&A and discussion ensued among Trustees and staff about charger selection, confirmation of total costs, and potential approval/involvement of cities. Chair Craig commented his prior concerns had been addressed and Trustees expressed their overall enthusiasm for what they viewed as a project beneficial to the District. Mr. Stumbough noted the project could also be beneficial toward achieving LEED Silver certification at the new Spokane Valley Library. Ms. Williams further reported Avista has offered the District a free, secure parking lot with camera security and charger through September 2021 for the new truck prior to completion of the new Spokane Valley Library where it will be housed.

There was no further discussion.

The motion was unanimously approved.

**New Business  
Personnel Policy  
HR05-Leave  
Addendum  
(Item III.D.2.)**

PERSONNEL POLICY. Ms. Hanson moved and Ms. Thompson seconded approval of Personnel Policy HR-05 Leave Addendum, as revised. Ms. Carnell said the recommended revisions were made to align with updated federal guidelines following the recent passage of the American Rescue Plan Act (ARPA) of 2021. Ms. Carnell further said these changes add two new potential reasons for taking leave and removes the link between leave taken for expanded Family Medical Leave. Provisions have been updated to sunset on September 30, 2021. The policy was also reviewed by the District's legal counsel. There was no further discussion.

The motion was unanimously approved.

**New Business  
WSIPC - SCLD  
Interlocal  
Agreement  
(Item III.D.3.)**

WSIPC-SCLD INTERLOCAL AGREEMENT. Ms. Thompson moved and Ms. Calvert seconded approval of the Washington School Information Processing Cooperative (WSIPC) and SCLD Interlocal Agreement, as presented. Mr. Stumbough said the 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. The program connects members to a network of technology partners, providing access to competitively-bid goods and services at a reasonable cost. Mr. Stumbough further said this agreement would enable the District to forego the request for proposal (RFP) process for certain purchases. IT Manager Patrick Hakes confirmed there is no annual fee to be part of the cooperative.

There was no further discussion.

The motion was unanimously approved.

**New Business  
COVID-19 Response  
Update  
(Item III.D.4.)**

CORONAVIRUS/COVID-19 RESPONSE/UPDATE. Mr. Stumbough said the District currently awaits formal guidelines from the state regarding the unanticipated announcement by the Governor on May 13 about the statewide reopening date of June 30 and adoption of new CDC guidelines for mask wearing. Meanwhile, the Leadership Team apprised staff on May 12 the District would expand its hours on June 21 from 10 a.m. to 6 p.m. on days each library is open and the high-risk hour would then be discontinued. In response to Ms. Thompson's query, Mr. Stumbough said at this time, Board of Trustees meetings would continue to be held remotely.

There was no further discussion.

**Public Comment  
(Item IV.)**

Mr. Stumbough read aloud one (1) public comment received via email prior to the noon deadline today. The comment was submitted by a customer named Dave who had comments about the District's response to the coronavirus pandemic restrictions.

There was no further public comment.

**Discussion Items,  
Possible Action  
Summer 2021  
Meeting Schedule  
(Item V.A.)**

Following a brief discussion, by consensus the Board of Trustees agreed to hold meetings as scheduled over the next three months. Ms. Thompson noted the June meeting could present a potential conflict for her schedule, but was unable to confirm at this time.

There was no further discussion.

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

Mr. Craig reviewed forthcoming agenda items for the next two months. Among other items, the June 15 meeting agenda will include updates on the new Spokane Valley Library project and Coronavirus Response as well as reviews of Procurement, Travel, and Memberships in Organizations policies.

There was no further discussion.

**Meeting Minutes - Board of Trustees**

**May 18, 2021**

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

Ms. Calvert announced her resignation from the Board of Trustees. Her final meeting will be June 15, as she and her family will soon relocate to another state. Ms. Calvert said her time on the Board had been a pleasure and she expressed thanks to Trustees for welcoming her and making her feel part of the team. Chair Craig thanked Ms. Calvert for her participation and wished her the best of luck. Discussion ensued among Trustees regarding the position vacancy and search for a replacement via the Spokane Board of County Commissioners. This topic will be added to the June agenda for continued discussion.

There was no further discussion.

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

The Executive Director's written report for April 2021 provided prior to the meeting included reports from Finance and Facilities, Communication & Development, Collection Services, Human Resources, Operations, and Community Activities. In Mr. Roewe's stead, Mr. Stumbough had nothing further to report. There was no further discussion.

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

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

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

Revenue and Expenditure Final Statement through April 30, 2021.

<u>Fund 001</u>	
Revenues	\$ 6,478,253
Expenditures	\$ 4,966,634
Ending Fund Balance	\$ 7,375,102
Fund Budget Expended	29.75%

Mr. Knorr had nothing further to report. There was no further discussion.

**Adjournment  
(Item VII.)**

Chair Craig adjourned the meeting at 5:59 p.m. The next Board Meeting was scheduled for Tuesday, June 15, 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.

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John Craig, Chair

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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 May 31, 2021, and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$1,070,974.44 for the general fund and \$2,951.88 for the capital projects fund and are authorized to authenticate and certify these claims.

DATE: June 1, 2021

SIGNED:   
 TITLE: Finance Director

SIGNED:   
 TITLE: Executive Director

**GENERAL OPERATING FUND**

VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
058502	MIDWEST TAPE	ANNUAL AMOUNT FOR HOOPLA	\$ 35,000.00
058503	ALLSTREAM	MONTHLY DID, PRI AND LONG DISTANCE PHONE SVC	519.85
058504	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	1,534.24
058505	AMOS MEDIA COMPANY	LIBRARY MATERIALS	29.99
058506	BATTERIES PLUS BULBS	MAINTENANCE SUPPLIES	23.90
058507	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	590.95
058508	BRAMBLEBERRY COTTAGE	LIBRARY PROGRAMS	375.00
058509	CAL'S UPHOLSTERY	RE-UPHOLSTERING LIBRARY "CHAIR AND A HALF" - FF	1,546.38
058510	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	20.39
058511	CENTURYLINK	MONTHLY ANALOG TELEPHONE LINE: SV ELEVATOR	64.05
058512	CITY OF MEDICAL LAKE	WATER, SEWER, REFUSE - ML	158.11
058513	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CH	29.50
058514	EBSCO INDUSTRIES, INC.	LIBRARY MATERIALS - SUBSCRIPTIONS	5,949.79
058515	EMPIRE DISPOSAL INC.	MONTHLY SOLID WASTE - FAIRFIELD	43.15
058516	GALE/CENAGE LEARNING	LIBRARY MATERIALS	610.74
058517	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	4,720.43
058518	GREY HOUSE PUBLISHING	LIBRARY MATERIALS	260.05
058519	HAMMOND FACILITY CONSULTING	OWNERS REP SERVICES ON ARGONNE PAINTING RFP	602.24
058520	INGRAM DISTRIBUTION GROUP, INC	WEEKLY LIBRARY MATERIALS	24,518.79
058521	INLAND POWER AND LIGHT	MONTHLY ELECTRIC UTILITIES - AH, DP	972.56
058522	JO-ANN STORES, LLC	CREATIVE BUG ANNUAL SUBSCRIPTION	6,523.00
058523	KIDS NEWSPAPER	ADVERTISING	800.00
058524	LINN BENTON COMMUNITY COLLEGE LIBRARY - ILL	LOST ILL ITEM FINE	50.00
058525	MERIDIAN LIBRARY DISTRICT - ILL	LOST ILL ITEM FINE	44.98
058526	MIDWEST TAPE	WEEKLY LIBRARY MATERIALS	7,664.45
058527	MAUREEN REGALADO	MONTHLY SOCIAL MEDIA PLATFORM MGMT	1,500.00
058528	MR. B'S CLEAN SWEEP, INC.	PARKING LOT SWEEPING - AR,DP,MP,NS,OT,SV	1,687.55
058529	NORTH PALOUSE CHAMBER/COMM	DUES AND MEMBERSHIPS	100.00
058530	OPTUM	MONTHLY HSA ACCOUNT FEES	60.00
058531	OVERDRIVE, INC.	WEEKLY LIBRARY MATERIALS e-Books	25,807.73
058532	PERRINE PROPERTIES, LLC	MONTHLY PARKING LOT LEASE, SV	300.00
058533	PRISMHR, INC.	MONTHLY SOFTWARE SUPPORT - HR	454.12
058534	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	1,308.49
058535	SAFEGUARD SOLUTIONS	BANK DEPOSIT SLIPS	142.97
058536	SCHOLASTIC LIBRARY PUBLISHING	LIBRARY MATERIALS	158.56
058537	SPOKANE SCORE 0180	LIBRARY PROGRAMS	2,000.00
058538	BPR CUMULUS LLC	MONTHLY LEASE PAYMENT, BOOKEND	3,120.00
058539	SPOKANE COUNTY ENVIRONMENTAL SERVICES	MONTHLY SEWER - AR, NS, SV	563.34
058540	STANDARD PRINTWORKS	ADVERTISING/PRINTING	59.84
058541	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	469.02
058542	STATE PROTECTION SERVICES INC	MOBILE AFTER HOURS SECURITY: SV, NS	720.00
058543	HANNAH TEGROTENHUIS	LIBRARY PROGRAMS	75.00
058544	TOWN OF FAIRFIELD	WATER, SEWER - FAIRFIELD	209.80
058545	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	1,830.75
058546	UNIQUE MANAGEMENT SERVICES	MONTHLY NOTICE FEES AND MESSAGE BEE SERVICE	960.67
058547	UPS	SHIPPING	54.45
058548	RACHAEL WALLIN	REFUND OF LOST PAID FEES	9.00

058549	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE	1,250.30
058550	WICK ENTERPRIZES, LLC	ADVERTISING	906.12
058551	WITHERSPOON BRAJCICH MCPHEE, PLLC	LEGAL SERVICES, GENERAL COUNSEL	3,379.50
058552	ZIPLY FIBER	TELEPHONE & BROADBAND - FF	127.64
058553	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	13,413.78
058554	ACCURATE STRIPING	RE-STRIPE PARKING LOTS - AH,AR,DP,MP,NS,OT,SV	2,100.49
058555	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	373.71
058556	ARGUS JANITORIAL	MONTHLY CUSTODIAL SERVICES	20,245.02
058557	AVISTA UTILITIES	MONTHLY UTILITIES	7,090.28
058558	BATTERIES PLUS BULBS	MAINTENANCE SUPPLIES	130.57
058559	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	2,236.26
058560	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	608.95
058561	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	358.22
058562	DIVCO INCORPORATED	QTRLY BUILDING MAINT CONTRACT - HVAC	746.65
058563	ELK SENTINEL	LIBRARY MATERIALS	15.00
058564	EMPLOYMENT SECURITY DEPARTMENT	UNEMPLOYMENT CLAIMS	97.70
058565	E-RATE EXPERTISE, INC.	E-RATE CONSULTING SERVICES	375.00
058566	FATBEAM, LLC	MONTHLY INTERNET SERVICE, NET OF ERATE DISC	4,389.22
058567	GALE/CENAGE LEARNING	LIBRARY MATERIALS	2,236.85
058568	H&H BUSINESS SYSTEMS, INC.	QTRLY COPIER MAINTENANCE & TONER	2,228.03
058569	INGRAM DISTRIBUTION GROUP, INC	WEEKLY LIBRARY MATERIALS	25,065.51
058570	iREAD	LIBRARY PROGRAM SUPPLIES	59.83
058571	MIDWEST TAPE	WEEKLY LIBRARY MATERIALS	7,384.61
058572	OVERDRIVE, INC.	WEEKLY LIBRARY MATERIALS e-Books	53,437.15
058573	THE SPOKESMAN- REVIEW	LIBRARY MATERIALS	624.00
058574	SPOKANE HARDWARE SUPPLY	REPAIR PNEUMATIC DOOR CLOSER - MP	1,633.50
058575	VALUE LINE PUB., INC.	LIBRARY MATERIALS, THREE YEAR SUBSCRIPTION	15,511.72
058576	PERRINE PROPERTIES, LLC	-- void check, printer error first try --	-
058577	PERRINE PROPERTIES, LLC	PARKING LOT LEASE PAYMENT FOR PROPERTY TAXES	1,664.70
058578	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	140.70
058579	A TOWN & COUNTRY FLORAL	LIBRARY PROGRAM SUPPLIES	326.70
058580	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	638.34
058581	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	67.47
058582	CONSOLIDATED IRRIGATION DIST19	WATER - OTIS ORCHARDS	80.33
058583	CITY OF SPOKANE	WATER & SEWER - MORAN PRAIRIE	545.51
058584	CITY OF AIRWAY HEIGHTS	WATER & SEWER - AIRWAY HEIGHTS	226.28
058585	CITY OF CHENEY	WATER, SEWER, ELEC. - CHENEY	752.57
058586	CITY OF DEER PARK	WATER & SEWER - DEER PARK	141.24
058587	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE	4,317.00
058588	GALE/CENAGE LEARNING	LIBRARY MATERIALS	63.70
058589	INGRAM DISTRIBUTION GROUP, INC	WEEKLY LIBRARY MATERIALS	11,227.62
058590	MIDWEST TAPE	WEEKLY LIBRARY MATERIALS	281.23
058591	MODERN ELECTRIC WATER COMPANY	WATER, ELEC. - SV	1,673.00
058592	NATIONWIDE INSURANCE	EMPLOYEE DEDUCTIONS FOR PET INSURANCE	270.22
058593	OVERDRIVE, INC.	WEEKLY LIBRARY MATERIALS e-Books	164.93
058594	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	581.14
058595	THE SPOKESMAN- REVIEW	LIBRARY MATERIALS	624.00
058596	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	21.70
058597	THE SPOKESMAN-REVIEW	NEWSPAPER ADVERTISING	422.16
058598	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	782.60
058599	VERIZON WIRELESS	MONTHLY WIRELESS SERVICE	2,585.35
058600	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	748.20
058601	WHITWORTH WATER DISTRICT	WATER - NS	372.51
W00929	US BANK - SPOKANE VALLEY	ANNUAL SAFE DEPOSIT BOX FEE	98.30
W00935	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	63,480.02
W00936	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	5,019.43
W00937	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	1,768.50
W00938	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	56,206.37
W00939	ASSOCIATION OF WASHINGTON CITIES - VIMLY BENEFI	MONTHLY MEDICAL, DENTAL, VISION & LIFE INS	92,328.90
W00940	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	62,252.21
W00941	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	5,019.43
W00942	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	1,768.50
W00943	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	54,952.26

**Total Non-Payroll General Operating Fund**

**\$ 671,882.56**



**PAYROLL VOUCHERS**

05102021PR SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #9	\$ 201,957.41
05252021PR SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #10	<u>197,134.47</u>
<b>Total Payroll General Operating Fund</b>		\$ 399,091.88
<b>TOTAL GENERAL OPERATING FUND</b>		<u>\$ 1,070,974.44</u>

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**CAPITAL PROJECTS FUND**

<b>VOUCHER NUMBER</b>	<b>VENDOR NAME</b>	<b>DESCRIPTION</b>	<b>VOUCHER AMOUNT</b>
9593	HAMMOND FACILITY CONSULTING SERVICES	MONTHLY OWNERS REP SERVICES	<u>\$ 2,951.88</u>
<b>Total Capital Projects Fund</b>			<u>\$ 2,951.88</u>

**April/May 2021  
Paid in May 2021  
Voucher # 058553**

<b>Card Category</b>	<b>Amount</b>
<b>General Purchases</b>	\$ 3,858.74
<b>Maintenance</b>	\$ 996.92
<b>Travel</b>	\$ 49.00
<b>Acquisitions</b>	\$ 3,130.41
<b>Information Technology</b>	\$ 5,327.57
<b>Outreach</b>	\$ 51.14
<b>General Fund Purchases</b>	<b>\$ 13,413.78</b>

*Top Individual Charges (>\$400)*

ShareGate Productivity	Software, annual license, unlimited users	4,350.56
Mailchimp	Monthly email service	597.86
Amazon	Thermal Receipt Printers, Qty 2	500.00
Amazon	Library Materials	567.30
Amazon	Library Materials	632.38
Costco	Snacks for After School Snack program	491.04
K Paul	Nitrile gloves, 20 boxes	453.50
Amos Hobby	Library Materials	415.46
Flipsnack	Flipsnack software, annual subscription	420.00

## **NEW SPOKANE VALLEY LIBRARY PROJECT UPDATE**

### **Architectural Services Update**

The District is scheduled to take receipt of the schematic design book from Integrus Architects in the near future and will distribute to Trustees as soon as possible.

The schematic design represents the next phase of design for the new library, with the concepts and components discussed with Integrus at last month's Board meeting taking their next developmental step.

We will use the schematic design as the basis for further discussion at the meeting.

As part of the design development phase, next steps includes user group meetings with specific staff, an online-based opportunity for staff District-wide to view progress and provide feedback, and information boards to be placed in the current Spokane Valley Library to provide the public with an opportunity to provide feedback as well.

In addition, the preliminary cost estimate should be available in near future.

### **Library Capital Improvement Program Update**

The final 2021 Washington State Capital Budget passed by both the House and the Senate, which includes the full recommended \$2 million project for the new Spokane Valley Library, was signed into law by the Governor on May 18, 2021.

We are anticipating further information from the Department of Commerce on next steps in June.

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

## **UPCOMING TRUSTEE POSITION VACANCIES – DISCUSSION**

### **Background**

The Spokane County Board of Commissioners makes all final decisions regarding the selection of new Spokane County Library District Trustees. The Commissioners have historically provided District Trustees the opportunity to interview interested candidates and make a recommendation for the Commissioners' consideration.

The process has typically involved the following steps:

The District informs the Commissioners' Office of the vacancy, who subsequently publish the vacancy and take receipt of applications.

Once the position is closed, the applications are provided to the District. Staff distribute application materials and coordinate the scheduling of interviews with Trustees and candidates.

Interviews take place in a special meeting that is open to the public. At the end of the meeting, Trustees vote on a recommendation that is then forwarded to the Commissioners for consideration.

The Commissioners then appoint a new Trustee at one of their subsequent meetings.

This process could occur immediately for the forthcoming vacancy necessitated by Trustee's Calvert's resignation, and would occur again in the fall prior to the conclusion of Vice Chair Johnson's second term.

Discussion topics:

Trustees may wish to discuss potential special meeting (interview) dates and times over the next few weeks, and whether the meetings should be in-person or remote via Zoom.

Executive Director Patrick Roewe will provide additional information and be available to answer questions.

**Recommended Action:** This item is for discussion, with no action required. Trustees may direct staff to initiate the notification process to the Spokane County Board of Commissioners, and to subsequently facilitate the scheduling of candidate interviews or other tasks related thereto.

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## RESUMPTION OF IN-PERSON BOARD OF TRUSTEES MEETINGS – DISCUSSION

### Background

The District has conducted its Board of Trustees meeting remotely in accordance with Governor Inslee's Proclamation 20-28, first issued on March 24, 2020, and subsequently extended.

Governor Inslee has indicated that the goal is for the state to fully reopen at the end of June. As it relates to the Open Public Meetings Act (OPMA), the governor could take a variety of actions, including repealing or modifying the 20-28 series of proclamations related to the OPMA. The District won't ultimately know the impact until future changes are announced.

That said, there are options at present the District can utilize to transition back to in-person meetings. The Municipal Research and Services Center (MRSC) provides a helpful summary:

...Proclamation 20-28.15 extends Proclamation 20-28.14, which allows an in-person public meeting component (in addition to a mandatory remote component), consistent with the guidance for business meetings within the Miscellaneous Venues guidance...

Miscellaneous Venues guidance has been updated to allow for in-person business meetings in Phases 2 and 3 of the state's reopening plan, as long as they comply with the capacity and social distancing requirements for each phase...

The new guidance allows fully vaccinated people to attend an in-person public meeting without wearing a face covering or social distancing. However, it still requires people who are not fully vaccinated to comply with face covering requirements and remain physically distanced.

Staff would be able to ascertain vaccination status of Trustees and staff in advance of the meeting. For members of the public attending, the District can ask an attendee if they are vaccinated. Furthermore, the District could ask for some verification of that status via several methods if the Board wanted to take that additional step. For reference: the District has been operating on the honor system regarding vaccination status with customers in the library.

Staff will have purchased and tested the equipment necessary to conduct the meeting in a hybrid mode with remote participation capabilities, if necessary.

Discussion topics:

Trustees may wish to discuss a potential date for returning to in-person Board of Trustees meetings.

Executive Director Patrick Roewe will provide additional information and be available to answer questions.

**Recommended Action:** This item is for discussion, with no action required. Trustees may direct staff to plan for transitioning Board of Trustees meetings back to an in-person format, effective as soon as July 2021.

## **TRAVEL**

### **BACKGROUND**

The purpose of this policy is to define rules for payment of employee and trustee travel expenses.

Three substantive additions were made, all of which already exist in procedure:

- The inclusion of a limitation on event registration costs, as applicable.
- The inclusion of a limitation on lodging costs, as applicable.
- The inclusion of Spokane County as the geographic limitation for employee travel as part of normal job duties that does not require prior authorization.

Some elements of the policy, though not new, were broken out into their own subsection, or otherwise relocated to consolidate related information. Several additional revisions were made primarily for consistency and clarity, and to update to preferred nomenclature.

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

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

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

**Recommended Action:** Board motion to approve the Travel policy, as revised.

SPOKANE COUNTY LIBRARY DISTRICT

Current/Existing Policy

**POLICY: TRAVEL**

Approval Date: ~~02/16/1984~~ February 16, 1984

Revision Date: ~~05/21/2019~~ June 15, 2021

**Related Policies**

Personnel Policy

**Purpose:**

To define rules for payment of employee and trustee travel expenses.

**Policy:**

Spokane County Library District will pay approved expenses for employee and trustee travel for District purposes. Travel is to be conducted in the most cost-effective and efficient manner. ~~When alternative methods for travel are available, they should be used. These could include, but are not limited to:~~

- ~~• Tele-conferencing.~~
- ~~• Video conferencing.~~
- ~~• Carpooling.~~
- ~~• Coordinating between agencies for joint travel arrangements.~~

Reasonable travel expenses for job applicants traveling to Spokane for an employment interview with the District may be fully or partially reimbursed.

**Travel Expenses**

Approved travel expenses shall be reimbursed as follows:

**Mileage**

- Mileage shall be reimbursed at the standard rate established by the Internal Revenue Service.
  - A valid driver's license and minimum mandatory insurance coverage are required to be eligible to receive mileage reimbursement.

**Meals & Incidental Expenses**

- Daily meal and incidental expenses allowances shall be reimbursed at the prescribed Standard Meal Allowance (SMA) rate established by the General Services Administration. The rate is also sometimes referred to as Meals & Incidental Expenses (M&IE).
- This rate will be reduced by any meals included as part of the approved travel activity.
- On the first day of travel, the traveler will receive 75% of the daily rate for the city to which they travel.
- On the last day of travel (the day of return), the traveler will receive 75% of the daily rate established for the city from which they return.
- For one day "over-and-back" trips, the traveler will receive 75% of the daily rate for the city to which they travel.
- Alcoholic beverages are not included in the ~~per diem~~ daily rate and any expenses for such will not be reimbursed.

### **Transportation**

- ~~Air travel will be reimbursed at no more than the cost of a 14-day advance purchase ticket. For air travel, a good faith effort shall be made to secure the lowest fare possible. For training events that publish an “early-bird” registration deadline, the District will reimburse for no more than the lowest airfare published prior to ~~that~~ the date of registration.~~
- Transportation expenses for individuals choosing to drive a personal vehicle in lieu of District-provided transportation will be reimbursed at the lesser cost of a 14-day advance purchase ticket airfare or standard mileage rate.
- ~~On the first day of travel, the traveler will receive 75% of the rate for the city to which they will travel.~~
- ~~On the last day of travel (the day of return), the traveler will receive 75% of the rate established for the city they stayed in the previous day.~~
- ~~For one-day “over and back” trips, the traveler will receive 75% of the established rate for the city traveled to.~~

### **Event Registration**

- Event registration will be reimbursed at the early bird or member amount, as applicable.

### **Lodging**

Lodging will be reimbursed at the conference or government rate, as applicable.

~~For other expenses incurred while traveling, see the Travel Procedure for more information.~~

### **Receipts**

Receipts are required for all registration fees ~~and~~, lodging, transportation, and other expenses exceeding ten dollars (\$10.00).

~~Receipts will be required for meals only when the meal is part of a special event where registration includes both a program and a meal for one set price. Receipts are required for meals when the daily meal and incidental expenses allowance is not used or not applicable due to the nature of the event.~~

### **Alternative Travel or Participation Methods**

If alternative methods for travel and or event participation are available, they should be utilized when feasible. These methods include, but are not limited to:

- Tele-conferencing
- Video-conferencing
- Carpooling
- Coordinating between agencies for joint travel arrangements

### **Authorization**

Employees:

- No prior authorization is required for travel when conducting Spokane County Library District business in Spokane County as part of normal job duties.
- Prior authorization is required for all other travel.

Trustees:

- No prior authorization is required for ~~Trustee~~ trustee travel related to official District business; however, it should be coordinated through the Executive Director or designee.



Job Applicants:

- Prior authorization from the Executive Director or designee is required for job applicant travel expenses.

**Compliance with the Americans with Disabilities Act**

District employees and ~~officials~~ trustees who are disabled shall be afforded equal opportunity to perform travel for official ~~library~~ District business even if the travel costs for the disabled traveler will exceed what would normally be most economical to the ~~library~~ District. Examples ~~are~~ include, but are not limited to: When a traveler has hearing or vision impairments and there is a cost of providing auxiliary aids and services to enable the traveler to successfully accomplish the purpose of the travel. ADA supporting documentation attached to travel authorizations and claims shall remain confidential.

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. 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

Draft Policy

**POLICY: TRAVEL**

Approval Date: February 16, 1984

Revision Date: June 15, 2021

**Related Policies**

Personnel Policy

**Purpose:**

To define rules for payment of employee and trustee travel expenses.

**Policy:**

Spokane County Library District will pay approved expenses for employee and trustee travel for District purposes. Travel is to be conducted in the most cost-effective and efficient manner.

Reasonable travel expenses for job applicants traveling to Spokane for an employment interview with the District may be fully or partially reimbursed.

**Travel Expenses**

Approved travel expenses shall be reimbursed as follows:

**Mileage**

- Mileage shall be reimbursed at the standard rate established by the Internal Revenue Service.
  - A valid driver's license and minimum mandatory insurance coverage are required to be eligible to receive mileage reimbursement.

**Meals & Incidental Expenses**

- Daily meal and incidental expenses allowances shall be reimbursed at the prescribed Standard Meal Allowance (SMA) rate established by the General Services Administration. The rate is also sometimes referred to as Meals & Incidental Expenses (M&IE).
- This rate will be reduced by any meals included as part of the approved travel activity.
- On the first day of travel, the traveler will receive 75% of the daily rate for the city to which they travel.
- On the last day of travel (the day of return), the traveler will receive 75% of the daily rate established for the city from which they return.
- For one day "over-and-back" trips, the traveler will receive 75% of the daily rate for the city to which they travel.
- Alcoholic beverages are not included in the daily rate and any expenses for such will not be reimbursed.

**Transportation**

- For air travel, a good faith effort shall be made to secure the lowest fare possible. For training events that publish an "early-bird" registration deadline, the District will reimburse for no more than the lowest airfare published prior to the date of registration.

- Transportation expenses for individuals choosing to drive a personal vehicle in lieu of District-provided transportation will be reimbursed at the lesser cost of advance purchase airfare or standard mileage rate.

### **Event Registration**

- Event registration will be reimbursed at the early bird or member amount, as applicable.

### **Lodging**

- Lodging will be reimbursed at the conference or government rate, as applicable.

### **Receipts**

Receipts are required for all registration fees, lodging, transportation, and other expenses exceeding ten dollars (\$10.00).

Receipts are required for meals when the daily meal and incidental expenses allowance is not used or not applicable due to the nature of the event.

### **Alternative Travel or Participation Methods**

If alternative methods for travel and or event participation are available, they should be utilized when feasible. These methods include, but are not limited to:

- Tele-conferencing
- Video-conferencing
- Carpooling
- Coordinating between agencies for joint travel arrangements

### **Authorization**

Employees:

- No prior authorization is required for travel when conducting District business in Spokane County as part of normal job duties.
- Prior authorization is required for all other travel.

Trustees:

- No prior authorization is required for trustee travel related to official District business; however, it should be coordinated through the Executive Director or designee.

Job Applicants:

- Prior authorization from the Executive Director or designee is required for job applicant travel expenses.

### **Compliance with the Americans with Disabilities Act**

District employees and trustees who are disabled shall be afforded equal opportunity to perform travel for official District business even if the travel costs for the disabled traveler will exceed what would normally be most economical to the District. Examples include, but are not limited to: When a traveler has hearing or vision impairments and there is a cost of providing auxiliary aids and services to enable the traveler to successfully accomplish the purpose of the travel. ADA supporting documentation attached to travel authorizations and claims shall remain confidential.

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.

## **MEMBERSHIPS IN ORGANIZATIONS**

### **BACKGROUND**

The purpose of this policy is to codify the District's participation in civic, business, and library organizations whose purposes are consistent with the District's mission, values, and goals.

The recommended revisions were made primarily for clarity.

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 Memberships in Organizations policy, as revised.

SPOKANE COUNTY LIBRARY DISTRICT

Current/Existing Policy

**POLICY: MEMBERSHIPS IN ORGANIZATIONS**

Approval Date: February 19, 1998

Revision Date: ~~APRIL 17, 2018~~ JUNE 15, 2021

**Related Policies**

None

**General Policy:**

It is the policy of Spokane County Library District (District) to ~~support through~~ maintain active membership and participation in selected civic, business, and library organizations whose purposes are consistent with the District's mission, values, and goals.

The District benefits from such memberships through increased awareness of community issues and needs, increased opportunities to provide its constituents with information about its services and activities, participation in activities that help meet District goals and objectives, and access to information that assists the Board of Trustees and staff in providing effective and efficient services and programs.

As part of the annual budget process, ~~The~~ the Board of Trustees shall review and approve all organizational memberships paid by the District ~~and review them annually.~~

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

Draft Policy

**POLICY: MEMBERSHIPS IN ORGANIZATIONS**

Approval Date: February 19, 1998

Revision Date: June 15, 2021

**Related Policies**

None

**General Policy:**

It is the policy of Spokane County Library District (District) to maintain active membership and participation in selected civic, business, and library organizations whose purposes are consistent with the District's mission, values, and goals.

The District benefits from such memberships through increased awareness of community issues and needs, increased opportunities to provide its constituents with information about its services and activities, participation in activities that help meet District goals and objectives, and access to information that assists the Board of Trustees and staff in providing effective and efficient services and programs.

As part of the annual budget process, the Board of Trustees shall review and approve all organizational memberships paid by the District.

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.

## COVID-19 Response Update – June 15, 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. Effective April 19, 2021, and in compliance with state-issued requirements under Phase 3, the District expanded some elements of in-person library services. All library service suspensions or extensions previously discussed with and/or approved by the Board remain in effect.

### Changes in the state-level facial covering order

New state guidelines regarding masking that were announced May 13, 2021.

For Customers:

- Fully vaccinated individuals may use the library without a mask.
- Non-vaccinated customers, age 5 and above, must still wear a mask when in the library as per state guidelines.
- The District is operating on the honor system and not requiring verification of vaccination status for customers.

For Employees:

- Effective June 1, 2021, staff who are fully vaccinated will not be required to wear a mask/facial covering or follow social distancing guidelines when working with other staff and/or the public.
- Following updated guidance from the Washington Department of Labor & Industries (L&I), staff must provide verification of vaccination status prior to working without a mask.
- Following updated guidance from L&I, staff must wear a District-provided button on the ID badge or lanyard so it is easily seen and indicates to other staff and customers that they have been verified as vaccinated.
- Staff who are fully vaccinated may choose to continue to wear a mask/facial covering.
- Staff who are not yet fully vaccinated, who will not be getting vaccinated, or who choose not to disclose their vaccination status will be required to continue wearing a mask/facial covering and following social distancing guidelines until their vaccination status and/or state-issued orders change.

### Customer Use Statistics

With almost three 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 May 2021 was 40% of door count for May 2019, which is consistent with March (41%) and April (40%) comparisons.
- Circulation: Physical items in May 2021 circulation was 56% of circulation for May 2019, which is consistent with March (56%) and April (54%) comparisons.

While it is too early to identify any sustained usage trends since reopening for in-person services, the initial data demonstrates overall usage remains consistently below pre-pandemic levels without meaningful changes in either direction. Staff will continue to monitor usage statistics over the coming months.



**Preparations for further expansion of services**

The District is continuing to follow the guidelines issued by the Governor's Office for library operations in counties in Phase 3 of the Healthy Washington: Roadmap to Recovery plan. Early in the month, the Governor's Office announced the state would move toward a full statewide reopening by June 30. Preparations for this next phase are underway, with emphasis on the potential of lifting the capacity and time limits for library customers. Finalization of any plans to expand service offerings will ultimately depend on the timing and levels of the restrictions lifted.

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.

**FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: JULY - AUGUST 2021**

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

- New Spokane Valley Library: Update
- Establishing Spokane County Library District Holidays (Resolution No. 21-01): Approval Recommendation - Tentative
- Procurement Policy: Approval Recommendation.
- Code of Conduct Policy: Approval Recommendation.
- Volunteer Program Policy: Approval Recommendation.
- Interlocal Agreement with Spokane Regional Clean Air Agency Regarding Installation of External Air Quality Monitors at Argonne and Otis Orchards Libraries – Tentative
- COVID-19 Response Update

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

***August 17, 2021: Remote Meeting Structure/Teleconference - (4:00 p.m.)***

- New Spokane Valley Library: Update
- Library Foundation of Spokane County Presentation - Tentative
- Library Foundation of Spokane County Agreement: Approval Recommendation - Tentative
- Customer Privileges and Responsibilities Policy: Approval Recommendation.
- COVID-19 Response Update

**SPECIAL MEETINGS/ACTIVITIES**

2021

Oct 11 All Staff Day, Whova Virtual Conference Platform

**EXECUTIVE DIRECTOR’S REPORT MAY 2021**

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

**2021 General Fund**

Total property tax collections were 50.2% through the end of May, a little less than historically expected. However, the due date for payments was extended to May 31, and the last business day of May was Friday, May 28, so the lesser amount is not surprising.

**2019 and 2020 State Audit**

It is time again for our now biennial financial and compliance audit performed by the State Auditor’s Office (SAO). The SAO prefers to perform this audit in May and June, if possible. Thus, once the District submitted the annual financial report and all supporting data into the SAO’s website, communication regarding scheduling the audit was received and a start date for the audit of May 24 was agreed upon.

An entrance document was received on June 3, 2021, and was forwarded to the Board of Trustees prior to this meeting. Time for questions arising from this entrance document or any other reason will be available during the meeting along with a routine progress update.

**Real Property Assessed Valuations**

The Assessor’s Office recently reported existing single family real property assessed values increased an average of over 12% for 2020, based on its recently completed round of annual valuations. This announcement kicked off the 2022 property tax levy calculation cycle for the District. Further details will be provided in future monthly reports.

**PERS Employee and Employer Contribution rates**

Effective July 1, 2021, the PERS rates for both the District and employee are decreasing per the table below. This reduction is the same as was published in early 2020 when the biennial retirement rates recommended by the Department of Retirement Systems (DRS) were confirmed and adopted by the state Legislature. This rate change was included in the 2021 District budget.

	Current	July 1 2021
District	12.97%	10.25%
Employee	7.90%	6.36%

**Facilities Report**

**HVAC Upgrade Project**

The HVAC upgrade project is substantially complete at all three locations: OT, AH, and NS. The formal final walk-through with the mechanical engineer and the contractor is pending.

**Argonne Library Exterior Painting Project**

A request for proposals (RFP) for the Argonne Library exterior painting project was issued May 7, 2021, and the due dates for bids was May 27, 2021. The District received two (2) bids, and the low bid was \$33,000 for the base painting work plus the alternate for power cleaning and sealing of the masonry.

Following proper review of references and credentials, the contract was awarded to the low bid contractor, DePaulo Painting, and the notice to proceed was issued with a start date of June 10, 2021. The contractor has 60 days to complete this project.

### **Human Resources – Toni Carnell**

Staff updates: During May, there were no transfers. Two employees promoted from Library Assistant into Public Services Associate positions and one Library Assistant separated from SV. One new employee was hired for the Web Services Specialist position.

### **Communication – Jane Baker**

Thanks to feedback from the trustees, public, staff, and leadership, a new logo along with colors and fonts has been designed and will be introduced internally followed by a public launch in late June or early July.

Spokane Transit Authority (STA) Summer Youth Passes will be available at District libraries beginning June 15. STA has expanded the program to the entire region and contacted the Library District to partner with them as distribution points.

The STA Summer Youth Pass is a free pass for unlimited rides from June 15 to September 15 for any youth ages 6-18 or students enrolled in school up to and including grade 12. STA is covering the costs of this program and providing the District with 7,000 passes to distribute.

The only requirement of STA is source tracking, with recorded information limited to what school and/or school district the kids receiving passes attend. District staff will record the transit pass number and this school information at the time of distribution. STA has provided an easy tracking method for this information.

### **Development**

The Development Department is currently focused on acquiring sponsorships for staff day. Sponsors are being sought for exhibition hall presentations and staff prizes.

Work is also being completed on the federal paperwork to gain official 501(c)3 status by the end of the year for the Library Foundation of Spokane County.

Development Manager Nunemaker and Communication & Development Director Baker were interviewed for a newspaper article about the Library Foundation of Spokane County that resulted in a nice article in the Spokesman on May 20.

### **Operations – Doug Stumbough**

Customers continued to find their way back to the libraries in May, as evidenced in the number of people visiting their library and in the amount of physical items they borrowed this month. For the month, a total of 39,591 customers visited our libraries and checked out 101,311 physical items. While visits were slightly fewer than the 41,999 in April (-6%), the check outs were up from the 96,037 physical items (+5%) checked out in April. Curbside remains a popular option for customers with just over 2,300 pickups in May.

Since reopening libraries in a limited capacity, customer use of internet stations started slowly but has gradually seen an increase. In March, only 16% of the available booking time was utilized by customers and that usage increased slightly in April to 21%. This month, usage of available reservation time District-wide was up to 31%. With current limits of one hour of daily use per customer, it is impossible to provide

a proper comparison to the utilization rates for the same months in 2019 (43%, 48%, and 48% respectively); however, the upward trend in usage may indicate customers are beginning to rediscover the service.

### Mobile Services Update

We received official word that the new truck is delayed. The build-out has setbacks because it has been harder to acquire needed materials than foreseen. Tech Ops shared that the van is expected from the factory sooner than projected, moving that timeline ahead of schedule. We are looking at the possibility of both vehicles being delivered in September 2021.

### **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 May:
  - Checkouts May 1 – May 31:
    - *The Four Winds* by Kristin Hannah. Ebook. (110)
    - *Harry Potter and the Sorcerer's Stone* by J.K. Rowling. Audiobook. (68)
    - *A Time for Mercy* by John Grisham. Ebook. (59)
  - Holds as of June 1:
    - *The Four Winds* by Kristin Hannah. Ebook. (120)
    - *The Four Winds* by Kristin Hannah. Audiobook. (117)
    - *Shadow and Bone* by Leigh Bardugo. Ebook. (94)
- Popular **Adult Book** titles May:
  - Checkouts:
    - *The Four Winds* by Kristin Hannah (69)
    - *The Last Bookshop in London: A Novel of World War II* by Madeline Martin (57)
    - *Nomadland: Surviving America in the Twenty-First Century* by Jessica Bruder (38)
  - Holds:
    - *Sooley: A Novel* by John Grisham (43)
    - *The Last Thing He Told Me: A Novel* by Laura Dave (36)
    - *The Music of Bees: A Novel* by Eileen Garvin (32)

#### U.S. Book Show Conference Report

Adult Collection Development Librarian Cheryl Zobel attended the 2021 U.S. Book Show Conference held virtually from May 25–27. Cheryl submitted the following report.

Thank you for the opportunity to attend the first annual U.S. Book Show, presented by *Publishers Weekly*. The virtual event was packed with selection opportunities, featuring author talks and new title showcases, as well as book industry sessions. I found the industry sessions particularly useful, as one of my professional goals for the past few years was to attend a book industry conference and

learn more about the mechanisms of the book industry for professional development.

Over this three-day virtual conference, I attended over 20 sessions. The schedule was packed with useful sessions! I attended one full day of author and title events and two days of industry sessions.

The *Libraries are Essential* program speakers and *Post-pandemic Bookselling* sessions were particularly relevant and current. Hearing the experiences and unique solutions of others on the frontlines of serving up books and materials to customers was both interesting and informative. One issue that came up in almost every session was the renewed importance of publishing backlist titles (older titles that have found renewed interest) and the creative ways folks found to capitalize on this demand. Professionals with very different roles in the book / library industry all marveled at this outcome of the pandemic – and the promising role of backlist titles in the future. Thank you again for this terrific opportunity, which deepened my knowledge of our industry.

**Collection Monthly Report  
May 2021**

<b>Select Transaction Count</b>			
<b>Physical Collection</b>	<b>YTD 2021</b>	<b>YTD 2020</b>	<b>CHANGE</b>
Items Processed	20,658	13,992	48%
Interlibrary Loan Total	2,089	2,462	-15%
<b>Overdrive</b>			
Total Checkouts	323,196	295,481	9%
Total Holds	102,152	106,474	-4%
<b>hoopla</b>			
Total Checkouts	14,162	13,705	3%
<b>Total Items in Collection</b>			
<b>Material Type</b>	<b>YTD 2021</b>	<b>YTD 2020</b>	<b>CHANGE</b>
Print	305,600	316,874	-4%
Nonprint	80,248	86,290	-7%
Overdrive	116,826	99,997	17%
<b>Grand Total</b>	<b>502,674</b>	<b>503,161</b>	<b>0%</b>

NOTES:

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

**Executive Director – Patrick Roewe**

Legislative Update

As previously reported, 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. Updates on previously reported items from this session:

- The designation of public library employees as frontline workers during the current public health emergency was signed into law by the Governor. Specific impacts include:
  - For frontline employees, there exists a presumption that qualifying infectious or contagious diseases that are the subject of a public health emergency are occupational diseases during a public health emergency for the purposes of workers' compensation.
  - Within 24 hours of confirming that ten or more of their employees at the workplace have tested positive for the infectious or contagious disease that is the subject of the public health emergency, the District must report the positive tests to L&I.
- The recognition of Juneteenth as a legal state holiday was signed into law by the Governor.
  - With this bill going into effect 90 days after signing, Juneteenth will become a state holiday starting in 2022.
  - In compliance with RCW 1.16.050, the District will need to adopt a resolution establishing its paid holidays in response to the new designated holiday.
- An expansion of the state Paid Family and Medical Leave Act that provides grants to certain employees ineligible for paid family and medical leave benefits due to insufficient hours worked.
- 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 was signed into law by the Governor.

## Operations Report May 2021

Doug Stumbough and Kristy Bateman

### Service Priority Teams

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

- May's Small Business Boot Camp workshop had our participants working together to identify key words and phrases to help drive traffic to their respective websites.
- In other Libraries Build Business news, Danielle recorded a panel discussion session for next month's American Library Association Conference, where she and other LBB cohort members will talk about pandemic pivoting.
- This month's SCORE workshop, *Understanding Your Financial Statements*, had five in attendance the most we've seen since restarting the workshops in January. Attendance was also up for the monthly Medicare workshop, with seven people logging in to the Medicare 101 session.

#### Early Learning (Mary Ellen Braks)

- Our weekly evening online Storytime took dip in attendance but picked up at the end of the month. Our lowest number in May was two and highest number was 19.
- Sheri Boggs and I filmed another *Picture Book Chat* program.
- We held an online STARS class called, *I See Me Multicultural and Diverse Picture Books*.
- The EL team is working on a Storytime refresher training for staff. We want everyone to feel confident and ready when we start up again.

#### Education and Enrichment (Gwendolyn Haley)

- May programs included Star Wars themed trivia, a *Nailed It* cake decorating challenge, and a fun Star Wars drop-in virtual event. Artist Hannah Charlton presented on *Medieval Art and History: The Book of Forgotten Women*. Several classrooms participated in a Newbery themed virtual trivia challenge. We also hosted *Virtual Antiques Road Show* style programs with local experts and collectors.
- Librarians have been reaching out to schools to promote summer reading and provide virtual classroom visits. We began recruiting with select elementary schools to recruit students for a pilot *Summer Reading by Mail* program, as well as identify sites for a deposit collection program.
- 447 community members participated in a variety of *Reading Challenges* on Beanstack, including *1000 books before Kindergarten*, *Celebrating AAPI Voices*, and a *Mindfulness Challenge*.

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

- Temporary cards that allowed access to all digital resources during the COVID-19 closure were changed back to our usual temporary card access. I contacted the vendors to reinstate the temporary card restrictions.
- Stacey and I have been working on the Washington State Library's NorthStar consulting team. We contacted Liberty Lake and Spokane Public libraries to discuss sharing a site license with them. This will allow all residents of Spokane County to have a single point of access to NorthStar, a digital literacy learning resource.
- We hired a Web Services Specialist, Michael Halbrook.

#### Information Technology (Patrick Hakes)

- Office 2019 has been deployed to identified staff workstations to accommodate Sirsi functions.
- Following the Board's approval of WSIPC's Interlocal Agreement, work will continue getting information together on possible vendors and solutions.



## Library Reports

### Airway Heights: Autrey Lehman

- We continue to have new customers come in and create library cards. One expressed delight at the fact we have 80 printable pages a week for each member, as she is going to be attending school in the fall and is glad she can use our resources to help with those classes.
- We have one family that visits weekly and always expresses their gratitude for the programs and materials we have available. They love the Beanstack challenges and our available STEM bags!

### Argonne: Pat Davis

- A customer driving by the library noticed the OPEN sign and stopped. She was thrilled to be able to come in and pick out books and said how much she had missed the library.
- A customer inquired about how staff were doing and if everyone was staying healthy. He went on to comment how impressed he was with the District and how it adapted and found ways to continue service while the buildings were closed.

### BookEnd: Briana Ruffing

- The BookEnd has contributed several discarded items to the Meals on Wheels summer event through the Spokane Valley Mall to help seniors in the Greater Spokane County. Mall management was very appreciative and impressed with our quantity and quality of donations.

### Cheney: Amy Fair

- While curbside numbers have dropped dramatically, the number of people coming inside the library is slowly increasing. People continue to express their gratitude for the ability to use the computers and browse.

### Deer Park: Jennie Anderson

- Daily, we have customers comment about how glad they are to be in the library and so excited to use our in-library services. We had a large family (11 members) come in and share that the library was their first family outing, with all of them at one place together.
- The *Afternoon Snack Program* continues to be a success. Serving families of children ages 1-18, we handed out over 830 snacks in the month of May.

### Fairfield: Kristy Bateman

- Customers are happy to be back in the library and taking advantage of the books and resources being offered. Staff have reported seeing new families come in and get library cards.

### Medical Lake: Cecelia McMullen

- An emerging reader was amazed that we would order easy reader ninja turtle books, just because he asked. His delighted adult said, "If you give a boy something he's interested in, he will read it!"
- People lined up around the library for the *Medical Lake COVID-19 Vaccination Clinic*. The city of Medical Lake partnered with Range Community Clinic's WSU Mobile Medical Unit to provide 81 COVID-19 vaccinations. We continue to receive positive comments about making our meeting room available.

### Moran Prairie: Caitlin Wheeler

- A customer went out of his way to grab me and another staff member and tell us, "It's so nice for me to be able to come into the library and look for books. I could kiss the ground."
- A new customer let us know Moran was a "beautiful building." He also appreciated the refreshing landscaping in our back park area.

### North Spokane: Brian Vander Veen

- An 84-year-old North Spokane customer let us know that she had attended and enjoyed several of the District's online programs. She also told us she wasn't interested in goat yoga, but would be sure to let her adult granddaughter know.

**Otis Orchards: Briana Ruffing**

- Our lilac bush near the front entrance has been recently landscaped and is looking much healthier and more vibrant. Numerous customers have expressed their gratitude for restoring its health and potential as it's one of their favorite things about their walk to the library.
- A customer overhead that I was picking up mail for the library while at the post office. Very enthusiastically they asked, "Oh my gosh, is the library open?" I replied it was, and I saw them back at the library shortly thereafter with many books in hand.

**Spokane Valley: Aileen Luppert**

- We received a lovely compliment from a customer as she left the library this month. She said to the Greeter, "It's so nice to have friendly smiling faces everywhere. I can tell everyone here is still smiling under their masks."
- Librarian Diane Brown submitted the following Positive Incident Report after an interaction with a pleased customer: A customer told me how happy she is that we have such a good selection of books on Buddhism. It's one of the reasons she loves SCLD so much. She said she's been in lots of libraries and they usually don't have much on Buddhism. Our collection makes her happy. She placed her hand on her heart as she was speaking about it.

Security Incident Reports

For May 2021, there were 13 Security Incident reports filed, five more than last month (8) and 12 more than April 2020 (1). North Spokane and Spokane Valley each reported four incidents. The most reported incidents related to general code of conduct incidents.

Public Use Measures

**May 2021**

Measure	This year	Last year	YTD	Last YTD
	This Month	This Month	This year	Comparison
Cardholders	107,300	110,741		-3%
Door count	39,591	0	151,593	-40%
Items Borrowed	164,144	69,938	749,206	-3%
• Airway Heights	1,926	3	7,641	-40%
• Argonne	5,997	72	23,582	-8%
• Cheney	6,028	6	24,316	-16%
• Deer Park	6,032	1	24,216	-16%
• Fairfield	706	0	2,615	-12%
• Medical Lake	1,696	17	7,005	-13%
• Moran Prairie	8,681	1	36,934	-4%
• North Spokane	19,561	7	81,211	-21%
• Otis Orchards	2,569	0	10,920	-3%
• Spokane Valley	17,517	78	71,620	-32%
• The BookEnd	1,184	2	4,681	-55%
• Digital	62,833	69,129	337,370	9%
Programs				
• Number	19	14	138	-82%
• Attendance	242	251	2,986	-80%
Internet Station Use (%)	31.2%		24.3%	
Meeting room bookings	0	0	0	-100%
Digital Resource Use	160,426	43,437	943,102	193%

**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 Five Months Ended May 31, 2021**

	Y-T-D Actual	Annual Budget	Percent Used	Balance Remaining
			<b>Target 41.7%</b>	
<b>REVENUES</b>				
PROPERTY TAXES	\$ 7,954,995	\$ 15,840,000	50.22%	\$ 7,885,005
CONTRACT CITIES - AIRWAY HEIGHTS	176,213	349,000	50.49%	172,787
CONTRACT CITIES - SPOKANE	49,981	104,000	48.06%	54,019
FINES & FEES	17,018	55,000	30.94%	37,982
GRANTS & DONATIONS	38,481	50,000	76.96%	11,519
E-RATE REIMBURSEMENTS	105,341	211,000	49.92%	105,659
LEASEHOLD & TIMBER TAX, REBATES, OTH	20,654	21,000	98.35%	346
INTEREST REVENUES	21,436	62,000	34.57%	40,564
<b>TOTAL REVENUES</b>	<b>\$ 8,384,119</b>	<b>\$ 16,692,000</b>	<b>50.23%</b>	<b>\$ 8,307,881</b>
TRANSFERS IN	-	-	0.00%	-
<b>TOTAL REVENUES &amp; TRANSFERS IN</b>	<b>\$ 8,384,119</b>	<b>\$ 16,692,000</b>	<b>50.23%</b>	<b>\$ 8,307,881</b>
<b>EXPENSES</b>				
SALARIES	\$ 2,788,197	\$ 7,110,400	39.21%	\$ 4,322,203
FRINGE BENEFITS	1,016,177	2,451,700	41.45%	1,435,523
SUPPLIES	57,225	197,700	28.95%	140,475
UTILITIES	232,255	493,500	47.06%	261,245
SERVICES	557,064	1,439,500	38.70%	882,436
INSURANCE	63,626	65,000	97.89%	1,374
CAPITAL EQUIPMENT	384,710	1,320,000	29.14%	935,290
LIBRARY MATERIALS	805,498	2,031,000	39.66%	1,225,502
ELECTRONIC LIBRARY MATERIALS	120,203	250,000	48.08%	129,797
LIBRARY PROGRAMS	43,896	131,400	33.41%	87,504
<b>TOTAL EXPENSES</b>	<b>\$ 6,068,851</b>	<b>\$ 15,490,200</b>	<b>39.18%</b>	<b>\$ 9,421,349</b>
TRANSFERS OUT	-	1,201,800	0.00%	1,201,800
<b>TOTAL EXPENSES &amp; TRANSFERS OUT</b>	<b>\$ 6,068,851</b>	<b>\$ 16,692,000</b>	<b>36.36%</b>	<b>\$ 10,623,149</b>
<b>Net Excess of Revenues Over/(Under) Expenses</b>	<b>\$ 2,315,268</b>	<b>\$ -</b>		
BEGINNING CASH	5,863,483			
NET FROM ABOVE	2,315,268			
ENDING CASH	<b>\$ 8,178,751</b>			

**Number of months cash on hand 6.3**