

SPOKANE COUNTY LIBRARY DISTRICT

MISSION

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

Board of Trustees Regular Meeting

July 20, 2021 4:00 p.m. North Spokane Library

AGENDA

Note: Pursuant to Governor Inslee's Proclamation 20-28 dated March 24, 2020, as extended, members of the public can attend the meeting in-person or remotely. 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.

Public comment may be submitted 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/>

- I. CALL TO ORDER**
- II. AGENDA APPROVAL [4:00]**
- III. PUBLIC COMMENT**
- IV. ACTION ITEMS**
 - A. Approval of June 15, 2021, Regular Meeting Minutes [4:01-4:02]
 - B. Approval of June 2021 Payment Vouchers [4:02-4:03]
 - C. Unfinished Business [4:03-4:30]
 - 1. New Spokane Valley Library Project Update
 - 2. District Brand Identity Refresh Update
 - 3. Upcoming Trustee Position Vacancies - Discussion
 - D. New Business [4:30-5:10]
 - 1. Establishing Spokane County Library District Holidays (Resolution No. 21-01): Approval Recommendation.
 - 2. Interlocal Agreement with Spokane Regional Clean Air Agency Regarding Installation of External Air Quality Monitors at Argonne and Otis Orchards Libraries: Approval Recommendation.
 - 3. Procurement Policy: Approval Recommendation.
 - 4. Volunteer Program Policy: Approval Recommendation.
 - 5. COVID-19 Response Update
- V. DISCUSSION ITEMS, POSSIBLE ACTION [5:10-5:15]**
 - A. Future Board Meeting Agenda Items
- VI. REPORTS**
 - A. Trustees [5:15-5:20]
 - B. Executive Director [5:20-5:30]
 - Administrative
 - Community Activities
 - C. Operations [5:30-5:35]
 - D. Fiscal [5:35-5:40]

SPOKANE COUNTY LIBRARY DISTRICT

VII. ADJOURNMENT

[Estimated meeting length: One hour and forty 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.

07/20/2021

**SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: JUNE 15, 2021**

A regular meeting of the Board of Trustees of Spokane County Library District was held via teleconference at 4:00 p.m., Tuesday, June 15, 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; Doug Hammond, Owner’s Representative; and Patty Franz, Executive Assistant.

Guests via Conference Call: Eight (8).

Call to Order (Item I.) Chair John Craig called the meeting to order at 4:01 p.m., and welcomed everyone in attendance.

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

Approval of May 18, 2021, Regular Meeting Minutes (Item III.A.) Mr. Craig called for corrections to the May 18, 2021, regular meeting minutes. There were no corrections; the minutes stand approved as written.

Approval of May 2021, Payment Vouchers (Item III.B.) Ms. Calvert moved and Ms. Thompson seconded approval of the May 2021 bill payment vouchers as follows.

Fund	Voucher/Payroll Numbers	Subtotal	Total
May - L01	58502-58601 and W00929-W00943	\$671,882.56	\$671,882.56
	05102021PR and 05252021PR	\$399,091.88	\$399,091.88
L01		Total	\$1,070,974.44
L02	09593 HFC Services – (Capital Projects Fund)	Total	\$2,951.88

Meeting Minutes - Board of Trustees

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

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. Roewe said the Schematic Design and Programming document for the new library was distributed last week by Integrus Architecture, and the Design Committee met earlier today for a presentation on the design concepts. Via PowerPoint, Mr. Roewe presented exterior and interior schematic design slides from the comprehensive design book, noting designs were based on feedback, yet conceptual and not the finished product. Q&A and discussion ensued among Trustees and staff. Ms. Hanson commented on the efficient use of square footage, which lowered the cost per sq. ft. and created more usable spaces for customers and staff. Mr. Roewe further presented the preliminary project budget from June 2020 and updated budget for June 2021, which demonstrated a slight increase of anticipated costs. Messrs. Roewe and Knorr said the District was prepared for construction costs increases by way of the Capital Projects Fund reserve. Mr. Roewe said next steps include determination of materials costs and direction from the Commerce Department, Tribes, and more information about LEED certification. Overall, the Board and Leadership Team were supportive of the design direction for the project and enthusiastic for the how the community will ultimately benefit from the new building.

There was no further discussion.

**Unfinished Business
Upcoming Trustee
Position Vacancies
(Item III.C.2.)**

UPCOMING TRUSTEE POSITION VACANCIES-DISCUSSION. Following a brief discussion, by consensus the Board of Trustees directed staff to proceed as usual to notify the Board of County Commissioners about the current vacancy. Trustees also decided applicant interviews will be held in person.

There was no further discussion.

**New Business
Resumption of In-
Person BoT
Meetings
(Item III.C.3.)**

RESUMPTION OF IN-PERSON BOARD OF TRUSTEES MEETINGS. Following a brief discussion, by consensus the Board of Trustees chose to resume in-person meetings at its next meeting. Mr. Roewe said a resolution would be required to change meeting locations for the remainder of 2021, as North Spokane Library was selected as the meeting venue for 2021 because of space limitations at other libraries. Although it was determined the North Spokane Library will be the venue for July and August, with the quarantine requirement of library materials recently lifted, meetings could be held at other libraries. Monthly reports presented by staff about library programs and activities will resume in September as well. Regarding the move to in-person meetings, Mr. Roewe said masking requirements remain the same depending on vaccination status, as directed by the state.

There was no further discussion.

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**New Business
Travel Policy
(Item III.D.2.)**

TRAVEL POLICY. Ms. Thompson moved and Mr. Johnson seconded approval of the Travel policy, as revised. Mr. Roewe said most suggested changes were to include specific procedural details about expense reimbursement to demonstrate stewardship of public funds. The policy was also reviewed by the District's legal counsel.

There was no further discussion.

The motion was unanimously approved.

**New Business
Memberships in
Organizations Policy
(Item III.D.3.)**

MEMBERSHIPS IN ORGANIZATIONS POLICY. Ms. Calvert moved and Ms. Hanson seconded approval of the Memberships in Organizations policy, as revised. The recommended revisions were made primarily for clarification and were reviewed by the District's legal counsel. Mr. Roewe said the Board of Trustees review and approve all organizational memberships paid by the District as part of the annual budget process.

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. Roewe reviewed the new state guidelines regarding face coverings announced May 13, and the resulting changes for customers and staff. The District also followed guidance from the Washington Department of Labor & Industries (L&I) regarding verification of vaccination status, with staff visually demonstrating to customers they were fully vaccinated by wearing a required District-provided button on an ID badge or lanyard. Preparations are underway for libraries to expand open hours on July 6. A return to in-person programming and after-hours meeting room use are planned for fall.

There was no further discussion.

**Public Comment
(Item IV.)**

Mr. Roewe read aloud two (2) public comments received via email prior to the noon deadline today. The first was submitted by Anonymous who commented about aspects of the Board of Trustees meeting held May 18. The second was submitted by customer Linda Smith who commented about the District's response to the coronavirus pandemic.

There was no further public comment.

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

Mr. Craig reviewed forthcoming agenda items for the next two months. The next meeting will be held at North Spokane Library on July 20. Among other items, the agenda will include updates on the new Spokane Valley Library project and Coronavirus Response as well as reviews of Procurement, Code of Conduct, and Volunteer Program policies. Also, with recent approval of Juneteenth as a state holiday, Mr. Roewe said a resolution will be presented for approval to formally establish all District holidays. In addition, Board approval is tentatively planned for a pending interlocal agreement with Spokane Regional Clean Air Agency.

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

Mr. Stumbough provided further information about the external air quality monitors planned for future installation at Argonne and Otis Orchards libraries.

There was no further discussion.

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

In lieu of reports, Trustees again expressed best wishes to Ms. Calvert, as this was her final meeting as a District trustee and Spokane County resident. Mr. Roewe expressed his appreciation for her service to the District and wished her the best with future travels.

There was no further discussion.

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

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

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

Operations Director Doug Stumbough and Library Operations Manager Kristy Bateman provided a written report prior to the meeting for May 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,
May 2021
(Item VI.D.)**

Revenue and Expenditure Final Statement through May 31, 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 further reported the State Auditor's Office had begun its biennial financial and compliance audit of the District for years 2019 and 2020. The entrance document was sent via email to the Board of Trustees on June 7, and an exit conference could be scheduled before month's end, for which an invitation will be extended to Trustees. Mr. Knorr further reported the external painting project is underway at Argonne Library and is anticipated to be completed within four weeks.

There was no further discussion.

**Adjournment
(Item VII.)**

Chair Craig adjourned the meeting at 4:50 p.m. The next in-person Board Meeting is scheduled for Tuesday, July 20, 2021, at 4:00 p.m., in a public meeting room at North Spokane Library.



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 June 30, 2021, and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$1,091,762.81 for the general fund and \$163,574.29 for the capital projects fund and are authorized to authenticate and certify these claims.

DATE: July 1, 2021

SIGNED: 
 TITLE: Finance Director

SIGNED: 
 TITLE: Executive Director

GENERAL OPERATING FUND

VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
058602	ALLSTREAM	MONTHLY DID, PRI AND LONG DISTANCE PHONE SVC	\$ 512.65
058603	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	893.08
058604	BATTERIES PLUS BULBS	MAINTENANCE SUPPLIES	36.48
058605	BOOKS IN MOTION	LIBRARY MATERIALS	34.72
058606	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	396.00
058607	CENTURYLINK	MONTHLY ANALOG TELEPHONE LINE: SV ELEVATOR	64.05
058608	US POSTAL SERVICE	POSTAGE FOR POSTAGE MACHINE	5,000.00
058609	CITY OF MEDICAL LAKE	WATER, SEWER, REFUSE - ML	213.57
058610	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CH	29.50
058611	DELL MARKETING L.P%DELL USA LP	NEW LAPTOP COMPUTERS FOR STAFF (9)	14,863.85
058612	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	901.58
058613	EBSICO INDUSTRIES, INC.	LIBRARY MATERIALS - SUBSCRIPTIONS	18,883.32
058614	EDNETICS	NETWORK PROJECT SERVICES	5,118.30
058615	EMPIRE DISPOSAL INC.	MONTHLY SOLID WASTE - FAIRFIELD	43.15
058616	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	206.44
058617	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	5,480.23
058618	H&H BUSINESS SYSTEMS, INC.	QTRLY COPIER MAINTENANCE & TONER	16.36
058619	INGRAM DISTRIBUTION GROUP, INC	WEEKLY LIBRARY MATERIALS	6,311.52
058620	INLAND POWER AND LIGHT	MONTHLY ELECTRIC UTILITIES - AH, DP	650.84
058621	KENT ADHESIVE PRODUCTS CO.	OFFICE/LIBRARY SUPPLIES	260.42
058622	LEADERSHIP SPOKANE	TUITION FOR STAFF ATTENDING LEADERSHIP COURSE	3,250.00
058623	MIDWEST TAPE	WEEKLY LIBRARY MATERIALS	3,912.21
058624	NEXUS TRANSLATION SERVICES LLC	INTERPRETER SERVICES	80.00
058625	OVERDRIVE, INC.	WEEKLY LIBRARY MATERIALS e-Books	37,590.81
058626	U.S. POSTAL SERVICE	POST OFFICE BOX RENEWAL/MED LAKE	122.00
058627	SPOKANE COUNTY ENVIRONMENTAL SERVICES	MONTHLY SEWER - AR, NS, SV	563.34
058628	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	533.39
058629	STATE AUDITOR'S OFFICE	BIENNIAL AUDIT FEES, PAYMENT #1	5,867.08
058630	STATE PROTECTION SERVICES INC	MOBILE AFTER HOURS SECURITY: SV, NS	744.00
058631	UNIQUE MANAGEMENT SERVICES	MONTHLY NOTICE FEES AND MESSAGE BEE SERVICE	925.27
058632	UPS	SHIPPING	35.06
058633	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE	1,250.30
058634	WITHERSPOON BRAJCICH MCPHEE, PLLC	LEGAL SERVICES, GENERAL COUNSEL	500.00
058635	ALLIED FIRE & SECURITY BY VYANET	QUARTERLY ALARM MONITORING	2,169.41
058636	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	103.24
058637	INLAND PUBLICATIONS	LIBRARY PROGRAMS ADVERTISING	995.00
058638	INLAND POWER AND LIGHT	MONTHLY ELECTRIC UTILITIES - AH, DP	323.20
058639	LILAC LOTUS YOGA LLC	LIBRARY PROGRAMS	100.00
058640	DANIELLE MARCY	TUITION REIMBURSEMENT/MLIS	2,118.00
058641	PRISMHR, INC.	MONTHLY SOFTWARE SUPPORT - HR	454.12
058642	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	407.96
058643	UPS	SHIPPING	28.89
058644	WICK ENTERPRIZES, LLC	ADVERTISING	1,518.62
058645	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	9,493.22
058646	ALEX ZERBE ENTERTAINMENT LLC	LIBRARY PROGRAMS	700.00
058647	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	317.82
058648	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	107.60

058649	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	530.51
058650	DEMCO SOFTWARE	SPACES ANNUAL SOFTWARE SUPPORT	1,480.49
058651	EBSCO INDUSTRIES, INC.	LIBRARY MATERIALS - SUBSCRIPTIONS	577.50
058652	EDNETICS	NETWORK PROJECT SERVICES	12,671.25
058653	E-RATE EXPERTISE, INC.	E-RATE CONSULTING SERVICES	150.00
058654	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	574.78
058655	HIGHER GROUND ANIMAL SANCTUARY	LIBRARY PROGRAMS	200.00
058656	INGRAM DISTRIBUTION GROUP, INC	WEEKLY LIBRARY MATERIALS	8,294.10
058657	JIMMY'S ROOFING	FINAL PAYMENT OF RETAINAGE FOR AR ROOF	8,830.08
058658	KB & D PRODUCTIONS, INC.	LIBRARY PROGRAMS	1,200.00
058659	KIDS NEWSPAPER	ADVERTISING	800.00
058660	LILAC LOTUS YOGA LLC	LIBRARY PROGRAMS	100.00
058661	SPOKANE COUNTY MASTER GARDENERS	LIBRARY PROGRAMS	75.00
058662	PATRICK MESSING	REFUND OF LOST/PAID FEES	17.00
058663	MIDWEST TAPE	WEEKLY LIBRARY MATERIALS	5,154.73
058664	MAUREEN REGALADO	MONTHLY SOCIAL MEDIA PLATFORM MGMT	1,500.00
058665	OPTUM	MONTHLY HSA ACCOUNT FEES	57.00
058666	OVERDRIVE, INC.	WEEKLY LIBRARY MATERIALS e-Books	2,106.18
058667	PERRINE PROPERTIES, LLC	MONTHLY PARKING LOT LEASE, SV	300.00
058668	POSTMASTER	POST OFFICE BOX RENEWAL/FAIRFIELD	122.00
058669	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	166.77
058670	SOLARWINDS, INC.	ANNUAL SOFTWARE SUPPORT	351.27
058671	SPOKANE SCORE 0180	LIBRARY PROGRAMS	750.00
058672	BPR CUMULUS LLC	MONTHLY LEASE PAYMENT, BOOKEND	3,120.00
058673	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	396.05
058674	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	589.42
058675	MARK ANDERSON	LIBRARY PROGRAMS	100.00
058676	APOLLO MECHANICAL CONTRACTORS	HVAC RENOVATION PROJECT: PAYMENT #2	14,101.58
058677	ARGUS JANITORIAL	MONTHLY CUSTODIAL SERVICES	17,476.33
058678	A TOWN & COUNTRY FLORAL	LIBRARY PROGRAMS	50.00
058679	AVISTA UTILITIES	MONTHLY UTILITIES	6,592.25
058680	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	45.00
058681	CONSOLIDATED IRRIGATION DIST19	WATER - OTIS ORCHARDS	99.46
058682	CITY OF SPOKANE	WATER & SEWER - MORAN PRAIRIE	998.41
058683	CORTNER ARCHITECTURAL COMPANY	DESIGN AND CONSTRUCTION ADMIN/AR PAINTING	7,417.84
058684	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE	4,489.50
058685	Events Locker	VALLEYFEST REGISTRATION FEE	55.00
058686	FATBEAM, LLC	MONTHLY INTERNET SERVICE, NET OF ERATE DISC	4,389.22
058687	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	993.63
058688	GARY'S KEY & LOCK	LOCK AND KEY REPAIR	76.23
058689	INGRAM DISTRIBUTION GROUP, INC	WEEKLY LIBRARY MATERIALS	16,121.89
058690	MIDWEST TAPE	WEEKLY LIBRARY MATERIALS	4,308.85
058691	MORNINGSTAR, INC	ELECTRONIC LIBRARY SERVICE	3,653.00
058692	NATIONWIDE INSURANCE	EMPLOYEE DEDUCTIONS FOR PET INSURANCE	270.22
058693	NATIONAL COLOR GRAPHICS	PRINTING - ENGAGE MAGAZINE	2,628.85
058694	OVERDRIVE, INC.	WEEKLY LIBRARY MATERIALS e-Books	52,382.00
058695	HAILEY SAMUDIO	TUITION REIMBURSEMENT/MLIS	2,500.00
058696	SCHINDLER ELEVATOR CORPORATION	ANNUAL ELEVATOR MAINTENANCE, NS	1,349.66
058697	SHI INTERNATIONAL CORP	IT HARDWARE & SOFTWARE	5,874.44
058698	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	23.89
058699	NORTHWEST MUSEUM OF ARTS AND CULTURE	LIBRARY PROGRAMS - MUSEUM PASSES	2,500.00
058700	UPS	SHIPPING	16.65
058701	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	652.43
058702	WEST VALLEY OUTDOOR LEARNING CENTER	LIBRARY PROGRAMS	400.00
058703	ZIPLY FIBER	TELEPHONE & BROADBAND - FF	127.64
W00944	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	55,384.73
W00945	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	5,019.43
W00946	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	1,768.50
W00947	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	62,682.41
W00948	ASSOCIATION OF WASHINGTON CITIES - VIMLY BENEFITS	MONTHLY MEDICAL, DENTAL, VISION & LIFE INS	91,556.39
W00949	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	67,515.00
W00950	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	5,019.43
W00951	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	57,037.08
W00952	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	1,768.50
W00953	DEPT OF LICENSING - WASHINGTON STATE	DRIVING RECORD REPORT	13.00

Total Non-Payroll General Operating Fund \$ 681,699.17

PAYROLL VOUCHERS

06102021PR SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #11	\$ 199,574.44
06252021PR SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #12	<u>210,489.20</u>

Total Payroll General Operating Fund \$ 410,063.64

TOTAL GENERAL OPERATING FUND \$ 1,091,762.81

CAPITAL PROJECTS FUND

VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
009594	HAMMOND FACILITY CONSULTING SERVICES	MONTHLY OWNERS REP SERVICES	\$ 2,642.92
009595	***VOID VOUCHER***	***VOID VOUCHER*** (printer alignment error)	-
009596	INTEGRUS ARCHITECTURE	PAYMENTS #1 AND #2/NEW SV LIBRARY DESIGN	<u>160,931.37</u>
Total Capital Projects Fund			\$ 163,574.29

**May/June 2021
Paid in June 2021
Voucher # 058645**

Card Category	Amount
General Purchases	\$ 3,191.37
Maintenance	\$ 1,582.39
Travel	\$ -
Acquisitions	\$ 3,019.21
Information Technology	\$ 1,629.91
Outreach	\$ 70.34
General Fund Purchases	\$ 9,493.22

Top Individual Charges (>\$400)

Go Daddy.com	SSL certificate Renewal: scld.org (2 yrs)	899.98
Dropbox	Business Advanced Plan: 7TB of space (1 yr)	784.08
Costco	Snacks for After School Snack program	595.00
Mailchimp	Monthly email service	597.86
Amazon	Library Materials	467.87
Amazon	Library Materials	465.93

NEW SPOKANE VALLEY LIBRARY PROJECT UPDATE

Design update

Along with Owner's Representative Doug Hammond, staff have participated in ongoing discussions with Integrus Architecture about the design of the new library, both prior to and following receipt of the schematic design book. We also had the opportunity to tour several of Integrus' recent public projects, which provided tangible references for building materials and the size and volume of the new library.

Next steps in July 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.

Regarding the design, staff will present some new renderings of the library at the meeting.

Preliminary cost estimate update

Roen Associates, Inc., conducted a cost estimate of the library project in its current phase of design. Consequently, staff worked with the Integrus team on several value engineering exercises to identify some potential costs savings. Staff are finalizing a revised budget based on those efforts and will present it at the meeting.

Joint site development update

Along with members of the Integrus team, we participated in the second joint site development project meeting with city of Spokane Valley staff. We shared an update on the schematic design on the new library, and the city staff provided a status update on the park progress. Both the library and park projects are using the firm of AHBL for landscape architecture and engineering services, which provides for greater efficiency in coordination between the two projects.

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

District Brand Identity Refresh Update

Background

The Communication Department has completed the design work on the Brand Refresh, including a logo, colors, and fonts. The new look was revealed internally on July 2 and announced to the public on July 8, 2021. Feedback has been positive. This update will show the new brand and discuss next steps in implementing the fresh look.

The Brand Refresh project included soliciting input from all stakeholders. Sincere thanks to the Board of Trustees for their valuable commentary and discussion during the design phase.

Communication & Development Director Jane Baker will be available to answer any questions.

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

UPCOMING TRUSTEE POSITION VACANCIES – DISCUSSION

Background

Process:

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 publishes the vacancy and takes 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.

Please note that the special meeting will need to be conducted in a hybrid model with both in-person and remote attendance opportunities, in accordance with Governor Inslee's Proclamation 20-28, as extended.

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

Discussion topics:

Trustees may wish to discuss and determine special meeting (interview) dates and times for the coming few weeks.

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 subsequently facilitate the scheduling of candidate interviews or other tasks related thereto.

ESTABLISHING SPOKANE COUNTY LIBRARY DISTRICT HOLIDAYS – RESOLUTION No. 21-01

Background

During the 2021 legislative session, the Washington State Legislature passed Substitute House Bill 1016, which updated RCW 1.16.050 to include as a state legal holiday “[t]he nineteenth day of June, recognized as Juneteenth, a day of remembrance for the day the African slaves learned of their freedom.” Based upon the effective date of the bill, Juneteenth would be an official state holiday starting in 2022.

RCW 1.16.050 establishes by default the holiday schedule for both state agencies and political subdivisions of the state, which includes the District. However, RCW 1.16.050(6) allows the District to establish its own holiday schedule via a resolution.

While the District seeks to align with the state legal holidays to the extent possible, adjustments are necessary based on the operational needs of the District.

The District has historically followed the state holiday schedule, with two exceptions:

- Sundays are considered a holiday for the state, but not for the District given that five District libraries are normally open on Sundays.
- In lieu of the “personal” holiday provided by the state, the District has designated December 24 as a District holiday, given anticipated low attendance by the public and interest in the day off by staff.

With the inclusion of Juneteenth, the District would provide eligible staff with twelve specific paid holidays, the same number as the state. In addition, the District would also adopt the state’s nomenclature for the holidays, with a notable correction being the name for the day after Thanksgiving, Native American Heritage Day.

The recommended holiday schedule would be as follows:

- The first day of January, commonly called New Year’s Day;
- The third Monday of January, celebrated as the anniversary of the birth of Martin Luther King, Jr.;
- The third Monday of February, to be known as Presidents’ Day and celebrated as the anniversary of the births of Abraham Lincoln and George Washington;
- The last Monday of May, commonly known as Memorial Day;
- The nineteenth day of June, recognized as Juneteenth, a day of remembrance for the day the African slaves learned of their freedom;
- The fourth day of July, the anniversary of the Declaration of Independence;
- The first Monday in September, to be known as Labor Day;
- The eleventh day of November, to be known as Veterans Day;
- The fourth Thursday in November, to be known as Thanksgiving Day;
- The Friday immediately following the fourth Thursday in November, to be known as Native American Heritage Day;
- The twenty-fourth day of December, commonly called Christmas Eve; and
- The twenty-fifth day of December, commonly called Christmas Day.

In regard to the paid holidays, staff who are not able to observe any of the above holidays due to work schedules have two alternative time-off options, as per Human Resources Policy HR05. The holiday hours may be taken by the employee on another day within the pay period in which the holiday falls, or the compensated holiday hours will be converted to vacation leave and added to the employee's vacation leave balance after January 1 of the following year.

Recommended Action: Board motion to approve Resolution No. 21-01, establishing the holiday schedule for Spokane County Library District.

RESOLUTION NO. 21-01

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, ESTABLISHING A HOLIDAY SCHEDULE; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO.

**SPOKANE COUNTY LIBRARY DISTRICT
Spokane, Washington**

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, as follows:

WHEREAS, Spokane County Library District, Spokane County, Washington (the "District") is a rural library district duly organized and existing under and by virtue of the Constitution and the laws of the State of Washington;

WHEREAS, in 2021, the Legislature updated RCW 1.16.050 to include as a state legal holiday the nineteenth day of June, recognized as Juneteenth, a day of remembrance for the day the African slaves learned of their freedom;

WHEREAS, RCW 1.16.050(6) allows the District, as a political subdivision of the State of Washington, to establish its own holiday schedule via a resolution of the Board of Trustees of Spokane County Library District ("Board"); and

WHEREAS, the Board desires to align with the state legal holidays to the extent possible, while making necessary adjustments based on the operational needs of the District.

NOW THEREFORE, IT IS HEREBY FOUND, DETERMINED AND ORDERED as follows:

Section 1: HOLIDAY SCHEDULE.

The District's adopts the following holiday schedule in accordance with RCW 1.16.050(6):

- The first day of January, commonly called New Year's Day;
- The third Monday of January, celebrated as the anniversary of the birth of Martin Luther King, Jr.;
- The third Monday of February, to be known as Presidents' Day and celebrated as the anniversary of the births of Abraham Lincoln and George Washington;
- The last Monday of May, commonly known as Memorial Day;
- The nineteenth day of June, recognized as Juneteenth, a day of remembrance for the day the African slaves learned of their freedom;
- The fourth day of July, the anniversary of the Declaration of Independence;
- The first Monday in September, to be known as Labor Day;
- The eleventh day of November, to be known as Veterans Day;
- The fourth Thursday in November, to be known as Thanksgiving Day;
- The Friday immediately following the fourth Thursday in November, to be known as Native American Heritage Day;

- The twenty-fourth day of December, commonly called Christmas Eve; and
- The twenty-fifth day of December, commonly called Christmas Day.

Section 2: HOLIDAY OBSERVATION.

Subject to the operational needs of the District, holidays pursuant to RCW 1.16.050(6) will typically be observed on the days stated in the schedule above. Following District procedure, the Executive Director or designee will review the holiday schedule annually and may alter holiday observance dates based on the operational needs of the District. If the operational needs of the District prevent an employee from observing a holiday on the day stated in the schedule above, then that employee will be entitled to alternative time off in accordance with District policies.

Section 3: EFFECTIVE DATE.

This resolution shall be effective immediately upon its adoption and approval.

ADOPTED by the Board of Trustees of Spokane County Library District, Spokane County, Washington, at a regular meeting thereof, held this 20th day of July 2021.

SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

John Craig, Chair
Board of Trustees

ATTEST

Patrick Roewe, Secretary to the Board of Trustees

Interlocal Agreement Between Spokane Regional Clean Air Authority And Spokane County Library District

Background

The District was contacted by the Spokane Regional Clean Air Agency (SRCAA) to see if we would be willing to partner with them to install outdoor air quality sensors at two of our locations. The air quality sensors would be part of a network of sensors that provide real-time, publicly accessible monitoring of airborne particulate matter (PM) such as dust and smoke particles. SCLD will host the sensors and provide power and a Wi-Fi connection. SCRAA will install and maintain the sensors and provide training for staff. SRCAA will also coordinate with the District for education opportunities that focus on air quality.

Argonne and Otis Orchards are the two locations chosen for air sensors.

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

Operations Director Doug Stumbough will be available to answer any questions.

Recommended Action: Board motion to approve the Interlocal agreement between Spokane County Library District and the Spokane Regional Clean Air Authority.

INTERLOCAL COOPERATION AGREEMENT BETWEEN
SPOKANE COUNTY LIBRARY DISTRICT AND SPOKANE REGIONAL CLEAN AIR AGENCY

For a PurpleAir Sensors Partnership Project

1. Parties.

This Interlocal Cooperative Agreement, referred to herein as "Agreement," is entered into by and between Spokane County Library District, referred to herein as "SCLD," and Spokane Regional Clean Air Agency, referred to herein as "SRCAA," both Washington special purpose districts, pursuant to RCW 39.34.

2. Purpose.

The purpose of this Agreement is to identify the roles and responsibilities of each party related to the purchase, ownership, installation, and maintenance of two SRCAA-owned PurpleAir sensors to be placed on SCLD premises.

3. Term.

This Agreement shall commence upon execution by the parties ("Effective Date") and continue in full effect, unless otherwise terminated as provided herein, for five (5) years from the Effective Date. Thereafter, unless terminated as provided herein, the Agreement shall be extended for one-year terms, terminated in accordance with the termination provision(s) herein.

4. SRCAA Rights and Responsibilities.

SRCAA will purchase and maintain ownership of two PurpleAir sensors to be placed at branch locations determined by and in consultation with SCLD. SRCAA will register the sensors, install, and maintain the sensors, and provide any necessary training to SCLD staff. In addition, SRCAA will coordinate with SCLD for educational opportunities to tie-in with the air quality sensor operation and air quality data.

5. SCLD Rights and Responsibilities.

SCLD will host the PurpleAir sensors at two branches they determine and in consultation with SRCAA. SCLD will provide the location, power, and Wi-Fi internet connection. SCLD will notify SRCAA when and if the sensors need to be relocated to another branch. In addition, SCLD will coordinate with SRCAA for educational opportunities, consistent with SCLD policies and mission, to tie-in with the air quality sensor operation and air quality data.

6. Indemnification.

SRCAA shall defend, indemnify, hold and save harmless SCLD, its agents, representatives, directors, and employees ("Indemnitees") from all loss, damage, liability, claims, allegations, demands, suits, causes of action, settlements, judgments, or expenses (including attorney fees and all expenses of litigation), (each and all, hereinafter, "Claim"), resulting from any actual or alleged injury or death of any person, or from any actual or alleged loss of or damage to any real or personal property, caused by or resulting from any act or omission by SRCAA and its employees, agents, and contractors occurring in, on or about the Premises, or arising out of SRCAA's and its employees, agents, and contractors use or possession of the Premises. This agreement to defend, indemnify and hold harmless shall be triggered upon the assertion of any Claim against any Indemnitee within the scope of SRCAA's said defense, indemnification and hold harmless obligations. In the event an underlying claim that otherwise falls within the defense, indemnification, and hold harmless obligations of this Agreement is asserted against SCLD by an employee of SRCAA, SRCAA hereby knowingly and specifically waives any RCW Title 51 worker's compensation immunity defenses that otherwise might have been available to it; and the parties hereby acknowledge that, by their authorized signatures below, this waiver of RCW Title 51 immunity has been specifically and mutually negotiated.

7. Rights and Responsibilities of Both Parties.

7.1 Compliance with Rules and Laws.

The parties shall comply with all laws, ordinances, and regulations of governmental bodies applicable to their activities as well as applicable local policies and procedures. SCLD property is a tobacco free, drug free, and weapon free environment. All persons shall conform to this policy at all times while on SCLD premises.

7.2 Cooperation/Communication.

The parties acknowledge that regular ongoing communication is vital to the success of this Agreement. The parties agree to stay in communication throughout the term of this Agreement as requested by either party.

7.3 No Dual Employment.

Nothing contained in this Agreement, or related documents, shall be construed as creating any form of an employment relationship between SCLD and SRCAA or the agents, officers, volunteers, contractors, or employees of SRCAA. The officers, agents, employees, contractors, or volunteers of SRCAA shall not be entitled to any rights or privileges of employment with SCLD. SRCAA assumes exclusive responsibility for any and all actions, rights and obligations of its officers, agents, employees, contractors, or volunteers. SCLD employees do not, by this Agreement, become agents or employees of SRCAA. Accordingly, SCLD employees shall not be entitled to any rights and privileges established for employees of SRCAA, such as vacation, sick leave with pay, paid days off, life, accident and health insurance or severance pay upon termination of this Agreement.

7.4 Nondiscrimination/Anti-Harassment.

In the performance of this Agreement, the parties assure compliance with local, state, and federal guidelines and regulations regarding nondiscrimination and harassment involving any employee/student on the basis of race, color, gender, religion, national origin, creed, marital status, age, sexual orientation, gender expression or identity, pregnancy, veteran status or the presence of any sensory, mental, physical or mental disability, or other legally protected status in employment, services, or any other benefits under the Agreement.

7.5 Damage to Property.

Each party shall be responsible to the other for damage caused by one party and its employees and agents to the property owned by the other party. Each party shall be responsible to replace or provide fair market value for the damaged property to the satisfaction of the party who owned the property. Each party shall be responsible to protect buildings and grounds from damage and shall be responsible for cleaning up property used by that party. Damage to SRCAA property by a third party who is not an employee or agent of SCLD shall be the responsibility of SRCAA. This paragraph shall not apply to normal wear and tear associated with the placement and use of the air sensor equipment.

8. Assignment/Binding Effect.

Performance of any or all aspects of this Agreement may not be assigned without written authorization by the other party. Likewise, neither party may assign their respective rights to any claims or actions arising out of or relating to this Agreement without written authorization.

9. Integration/Modification.

This Agreement constitutes the entire and exclusive agreement between the parties regarding this matter and no deviations from its terms shall be allowed unless a formal, written, mutual agreement is executed by the

parties.

10. Termination/Written Notice.

Either party may terminate this Agreement, without cause, upon thirty (30) days written notice sent via certified mail or personal delivery to the other party. Such notice is effective upon personal delivery or three (3) business days following mailing. Such notice shall be sent to the parties as follows:

SCLD: Doug Stumbough, Operations Director
Spokane County Library District, 4322 N. Argonne Rd., Spokane, WA 99212

SRCAA: Lisa Woodard, Communications & Outreach Manager
Spokane Regional Clean Air Agency, 1610 S. Technology Blvd., Spokane, WA 99224

11. Waiver of Breach/Default.

No waiver of any breach of any term of this Agreement shall be construed, nor shall be, a waiver of any other breach of this Agreement. No waiver shall be binding unless it is in writing and signed by the parties waiving the breach.

12. Severability.

If any provision of this Agreement is determined to be invalid or ultra vires under any applicable statute or rule of law, it is to that extent to be deemed omitted and the balance of the Agreement shall remain enforceable.

13. Mandatory Dispute Resolution Procedure.

In the event a dispute shall arise regarding the terms, conditions, or alleged breach of this Agreement, the parties shall, as a condition precedent to filing any legal action, mediate the dispute in Spokane County using the services of a mutually agreed upon independent mediator. The parties shall share equally the expenses of the mediator and the facility for the mediation. Each party shall otherwise pay its own expenses.

14. Attorneys' Fees and Costs.

In the event legal action becomes necessary to enforce or interpret the terms of this Agreement, the parties shall be required to mediate their dispute(s) prior to legal action being commenced in accordance with Paragraph 13. After mediation has occurred, the prevailing party in any legal action shall be entitled to recover reasonable attorneys' fees and costs incurred in such legal action, as determined by the court. In the event of any appeals from such actions, the prevailing party shall be entitled to recover its reasonable attorneys' fees and costs incurred in such appeals, as determined by the court(s). The term "costs" shall include, in addition to statutory costs and disbursements, all costs associated with discovery depositions, expert witness fees, and out-of-pocket costs incurred by the prevailing party in the prosecution or defense of the action. For the purpose of this paragraph, the term "action" shall be deemed to include any proceeding commenced in the bankruptcy courts of the United States.

15. Governing Law Venue.

The terms of this Agreement shall be governed by the laws of the State of Washington. In the event that legal action is commenced to resolve a dispute arising out of this Agreement, the venue of such action shall be in the Spokane County Superior Court in and for the State of Washington.

16. Authority to Sign and Obligate.

The undersigned represent and warrant they are authorized to enter into this Agreement on behalf of the parties.

SCLD: Doug Stumbough, Operations Director
Spokane County Library District, 4322 N. Argonne Rd., Spokane, WA 99212

SRCAA: Scott Windsor, Executive Director
Spokane Regional Clean Air Agency, 1610 S. Technology Blvd., Suite 101, Spokane, WA 99224

17. Effective Date of Agreement.

This Agreement shall not become effective unless and until it is properly executed by the parties.

DATED this 20th day of July 2021.

By:
Spokane Regional Clean Air Agency
1610 S. Technology Blvd, Ste 101
Spokane, WA 99224
By: _____

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

Name: Scott Windsor
Title: Executive Director
Date: _____

Name: Patrick Roewe
Title: Executive Director
Date: _____

PROCUREMENT

BACKGROUND

The purpose of this policy is to provide basic rules for all District purchases of goods and services. The primary changes are the proposed revisions to minimal and informal competition levels, further explained as follows.

Minimal Competition:

Staff are proposing to update the definition of minimal procurement and to increase the limit from \$8,000 to \$10,000. In today's world, minimal competition truly means internet shopping, and the current definition regarding inquiries and documentation is no longer necessary or efficient.

Regarding the limit increase, with the ability to seek and compare multiple sources for the same or similar items being easier and faster than ever before, the District is comfortable in gradually increasing this limit as part of this biennial policy update.

Informal Competition:

Staff are also proposing to increase the limit for informal competition from \$50,000 to \$100,000. Per RCW 39.04.155, the state allows for less formal processes to award contracts at or below \$350,000. The District's current level of \$50,000 is only 14% of the RCW threshold. Our recommended increase to \$100,000 is still only 28% of the allowed amount per RCW. Reasoning for this increase is the acknowledgement of construction cost increases (inflation) and the fact that the District has not increased this limit since at least 2014.

The main benefit for an expanded informal tier is that it allows for increased flexibility. For example, the District just recently used formal bidding and received only two bids. Formal bidding requires accepting one of the bids or rejecting both and starting the bid process over again. If informal competition level were used, the District would have the ability to continue to solicit additional bids or quotes if the initial results were insufficient to ensure staff that they were receiving the best possible price for the goods or services.

Several additional revisions were made primarily for consistency and clarity, and to remove redundant, inaccurate, or unnecessary statutory references.

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

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

Following is 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 Procurement policy, as revised.

SPOKANE COUNTY LIBRARY DISTRICT

Current/Existing Policy

POLICY: Procurement

Approval Date: July 15, 1982

Revision Date: ~~June 18, 2019~~ July 20, 2021

RELATED POLICIES:

Fixed Assets

HR 6: Employee Conduct

STATUTORY REFERENCES:

RCW 27.12

RCW 39.04

RCW 39.26

RCW 39.80

RCW 43.09.2855

WAC 296-127-010

OTHER REFERENCES:

Washington State Department of Enterprise Services Policies: 130-00 & 140-00

Washington State Department of Ecology Environmentally Preferable Purchasing

Purpose

When procuring goods and services, Spokane County Library District (District) solicits competition to the fullest possible extent. The objective of competition is to promote confidence in the integrity and cost-effectiveness of the District's procurements while maximizing economic benefits. Toward this end, the purchasing method for most goods and services shall be based on a triad of cost, quality, and availability.

General Policy

District policy will be organized by levels of competition in the bidding process and types of procurement.

Levels of Competitive Bidding

The following are general levels of competitive bidding.

1. Minimal Competition

Some level of competition is recommended but not mandatory. ~~Email or telephone~~ Inquiries to one to three qualified vendors describing, as applicable, the required goods or services and determining requesting pricing, schedules, and qualifications will suffice. A good faith effort shall be made to secure the best value for the District at the lowest price possible. ~~The District will document in writing its minimal competition process for procurement.~~

2. Informal Competition

The District shall prepare a written solicitation including, at a minimum, a description of the required goods or service, the project schedule or delivery date needed, a request for pricing and qualifications, and the due date for replies. Solicitation of three to five qualified vendors is recommended. If three qualified vendors cannot be reasonably identified, the District will document

in writing its informal competition process procurement and, if applicable, specifically explain why three qualified vendors were not reasonably identified.

3. Formal Competition

The District will prepare a formal solicitation such as a Request for Proposal (RFP) or Invitation for Bid (IFB), which will describe all project requirements in order for vendors to understand the District's needs and how responses will be evaluated. The RFP or IFB will be published via appropriate legal notice. Responses will be submitted via sealed bids and opened in accordance with the terms of the formal solicitation. The result will be to determine the lowest, responsive, and responsible bidder.

Types of Procurement

The following are recognized as the primary different types of procurement.

- Public Works
- Personal Services
- Architectural & Engineering Services
- Purchased Goods and Services not made in connection to a public works project

1. Public Works

RCW 39.04 ~~describes~~ defines and governs the laws and regulations for public works projects for the District. Public works is defined in RCW 39.04.010 as "all work, construction, alteration, repair, or improvement other than ordinary maintenance, executed at the cost of the state or of any municipality, or which is by law a lien or charge on any property therein." ~~"Ordinary maintenance" is defined in WAC 296-127-010(7)(b)(iii) "as work not performed by contract and that is performed on a regularly scheduled basis (e.g., daily, weekly, monthly, seasonally, semiannually, but not less frequently than once per year), to service, check, or replace items that are not broken; or work not performed by contract that is not regularly scheduled, yet is required to maintain the asset so that repair does not become necessary."~~

All public works, including maintenance when performed by contract, shall comply with chapter RCW 39.12. Maintenance is further discussed and defined in WAC 296-127-010(7)(a)(iv) as keeping existing facilities in good usable, operational condition when the work is performed by contract. Furthermore, WAC 296-127-010(7)(b)(ii) defines ordinary maintenance, which is not public works, as maintenance work performance by the regular employees of the District.

The District must use competitive bidding for public works projects; state statutes do not establish any specific bid limits or specific competitive processes for library districts. The District established the following limits for public works projects:

- Informal Competition
Informal competition may be used for public works projects less than ~~\$50,000~~ \$100,000. Contracts for the awarding of these informally competitive projects shall be awarded by the Executive Director or designee.
- Formal Competition
The formal competition or bidding process will be used for all public works projects in excess of ~~\$50,000~~ \$100,000. Contracts for the awarding of public works projects using formal competition shall be awarded by the Board of Trustees.

Prevailing wages per RCW 39.12 are required on all public works and maintenance contracts of any size.

2. Personal Services

Personal services involve technical services and expertise provided by a consultant to accomplish a specific study, project, task, or other work. These activities and services are mostly intellectual in nature. Except for architectural and engineering services, library districts have no statutory restrictions on contracting for personal services; alternatively, they have flexibility in setting their own policies and limits. The following are the limits established by the District for procurement of personal services:

- Minimal Competition
For purchases under ~~\$8,000~~ \$10,000, the District may use minimal competition.
- Informal Competition
For purchases from ~~\$8,000~~ \$10,000 to ~~\$50,000~~ \$100,000, the District may use informal competition.
- Formal Competition
For purchases in excess of ~~\$50,000~~ \$100,000, the District shall use formal competition. Contracts for the awarding of personal services using formal competition shall be awarded by the Board of Trustees.

3. Architectural and Engineering Services

Architectural and engineering services, although a type of personal service, have their own requirements established in RCW 39.80. All local governments, including library districts, must follow RCW 39.80 for procuring architectural and engineering (A/E) services. All contracts for architectural and engineering services shall be awarded by the Board of Trustees.

4. Purchased Goods and Services

Purchased goods and services, not in connection to a public works project, are those provided by vendors for routine, necessary, and continuing functions of the District. They are usually repetitive, routine, or mechanical in nature, often supporting the day-to-day operations of the District.

Library districts have no statutory restrictions on contracting for purchased goods and services; alternatively, they have flexibility in setting their own policies and limits. The following are the limits established by the District for procurement of purchased services.

- Minimal Competition
For purchases under ~~\$8,000~~ \$10,000, the District may use minimal competition.
- Informal Competition
For purchases from ~~\$8,000~~ \$10,000 to ~~\$50,000~~ \$100,000, the District may use informal competition.
- Formal Competition
For purchases in excess of ~~\$50,000~~ \$100,000, the District shall use formal competition. Contracts for the awarding of purchased goods and services using formal competition shall be awarded by the Board of Trustees.

Exceptions to Competitive Bidding Requirements

The following is a non-exclusive list of District-deemed sole source goods and services allowed to be exceptions from competitive bidding requirements pursuant to Department of Enterprise Services (DES) policy 140-00, grouped into categories reflecting the frequency of District applicability.

- ~~Goods and services that meet an emergency requirement (DES policy 130-00)~~
- ~~Purchases from qualified Master Contracts and DES-approved cooperative contracts~~
- ~~Utilities~~
- ~~Postage & postal services~~
- ~~Original equipment manufacturer repair services~~
- ~~Software maintenance or support services when procured from the proprietary owner of the software~~
- ~~Professional licenses and memberships~~
- ~~Conferences and seminars~~
- ~~Repair or replacement of rental equipment when required by the rental agreement~~
- ~~Mass media services~~

Frequently Used

- Utilities
- Postage & postal services
- Software maintenance or support services when procured from the proprietary owner of the software
- Professional licenses and memberships
- Professional development such as conferences, seminars, and publications
- Mass media services when no comparable competition exists for reaching the target audience with the intended media type

Rarely or Never Used

- Goods and services that meet an emergency requirement (RCW 39.04.280 and DES policy 130-00)
- Purchases from qualified Master Contracts and DES-approved cooperative contracts
- Original equipment manufacturer repair services

~~Competitive bidding requirements may also be waived pursuant to RCW 39.04.280 for the following purposes:~~

- ~~Purchases that are clearly and legitimately limited to a single source of supply. If a purchase is made based on a single source of supply, the District shall document in writing the factual basis for the purchase and why it was “clearly and legitimately limited to a single source of supply.”~~
- ~~Purchases involving special facilities or market conditions.~~
- ~~Purchases or public works in the event of an emergency. “Emergency” means unforeseen circumstances beyond the control of the District that either: (a) Present a real, immediate threat to the property performance of essential functions; or (b) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken. If a purchase or public works contract is awarded due to an emergency, a written finding of the existence of the emergency shall be made by the Board of Trustees or its designee within two (2) weeks following the award of the contract.~~
- ~~Purchases of insurance or bonds.~~

Competitive bidding requirements may also be waived pursuant to RCW 39.04.280. If a purchase is made based on an exemption listed therein, the District shall document in writing the factual basis for the exemption.

Competitive bidding requirements may also be waived pursuant to RCW 39.34.030 for purchases in cooperation with other public agencies or purchasing cooperatives, so long as the cooperative purchase was done in a manner consistent with the bidding and procurement requirements of the District, and the District has entered into an interlocal agreement with the other public agency or purchasing cooperative.

Credit eCards

As permitted by RCW 43.09.2855, the District may contract to establish a credit card account with a cumulative credit limit not to exceed \$50,000. All credit card invoices shall be paid in their entirety on a monthly basis to avoid incurring finance charges.

Grants

For all grants, either federal, state, or privately funded, the District shall ensure that the related purchase activity will be in accordance with the applicable rules, regulations, and any other terms and conditions contained within the grant award.

Environmentally Preferable Purchasing (EPP) Activities

A number of laws and executive orders require Washington state agencies to increase environmentally preferred purchasing (EPP). While the District is not required to follow the mandates of the state's EPP programs, the District's intent is to follow the program whenever economically feasible. Accordingly, strong consideration will be made in the selection of EPP compliant goods, even though an item's price may not be lower than a similar, non-compliant item.

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: Procurement

Approval Date: July 15, 1982

Revision Date: July 20, 2021

RELATED POLICIES:

Fixed Assets

HR 6: Employee Conduct

STATUTORY REFERENCES:

RCW 27.12

RCW 39.04

RCW 39.26

RCW 39.80

RCW 43.09.2855

WAC 296-127-010

OTHER REFERENCES:

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Washington State Department of Ecology Environmentally Preferable Purchasing

Purpose

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2. Informal Competition

The District shall prepare a written solicitation including, at a minimum, a description of the required goods or services, the project schedule or delivery date needed, a request for pricing and qualifications, and the due date for replies. Solicitation of three to five qualified vendors is recommended. If three qualified vendors cannot be reasonably identified, the District will document in writing its informal competition process procurement and, if applicable, specifically explain why three qualified vendors were not reasonably identified.

3. Formal Competition

The District will prepare a formal solicitation such as a Request for Proposal (RFP) or Invitation for Bid (IFB), which will describe all project requirements in order for vendors to understand the District's needs and how responses will be evaluated. The RFP or IFB will be published via appropriate legal notice. Responses will be submitted via sealed bids and opened in accordance with the terms of the formal solicitation. The result will be to determine the lowest, responsive, and responsible bidder.

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5. Public Works

RCW 39.04 defines and governs the laws and regulations for public works projects for the District. Public works is defined in RCW 39.04.010 as "all work, construction, alteration, repair, or improvement other than ordinary maintenance, executed at the cost of the state or of any municipality, or which is by law a lien or charge on any property therein.

All public works, including maintenance when performed by contract, shall comply with chapter RCW 39.12. Maintenance is further discussed and defined in WAC 296-127-010(7)(a)(iv) as keeping existing facilities in good usable, operational condition when the work is performed by contract. Furthermore, WAC 296-127-010(7)(b)(ii) defines ordinary maintenance, which is not public works, as maintenance work performance by the regular employees of the District.

The District must use competitive bidding for public works projects; state statutes do not establish any specific bid limits or specific competitive processes for library districts. The District established the following limits for public works projects:

- Informal Competition
Informal competition may be used for public works projects less than \$100,000. Contracts for the awarding of these informally competitive projects shall be awarded by the Executive Director or designee.
- Formal Competition
The formal competition or bidding process will be used for all public works projects in excess of \$100,000. Contracts for the awarding of public works projects using formal competition shall be awarded by the Board of Trustees.

Prevailing wages per RCW 39.12 are required on all public works and maintenance contracts of any size.

2. Personal Services

Personal services involve technical services and expertise provided by a consultant to accomplish a specific study, project, task, or other work. These activities and services are mostly intellectual in nature.

Except for architectural and engineering services, library districts have no statutory restrictions on contracting for personal services; alternatively, they have flexibility in setting their own policies and limits. The following are the limits established by the District for procurement of personal services:

- **Minimal Competition**
For purchases under \$10,000, the District may use minimal competition.
- **Informal Competition**
For purchases from \$10,000 to \$100,000, the District may use informal competition.
- **Formal Competition**
For purchases in excess of \$100,000, the District shall use formal competition. Contracts for the awarding of personal services using formal competition shall be awarded by the Board of Trustees.

3. **Architectural and Engineering Services**

Architectural and engineering services, although a type of personal service, have their own requirements established in RCW 39.80. All local governments, including library districts, must follow RCW 39.80 for procuring architectural and engineering (A/E) services. All contracts for architectural and engineering services shall be awarded by the Board of Trustees.

4. **Purchased Goods and Services**

Purchased goods and services, not in connection to a public works project, are those provided by vendors for routine, necessary, and continuing functions of the District. They are usually repetitive, routine, or mechanical in nature, often supporting the day-to-day operations of the District.

Library districts have no statutory restrictions on contracting for purchased goods and services; alternatively, they have flexibility in setting their own policies and limits. The following are the limits established by the District for procurement of purchased services.

- **Minimal Competition**
For purchases under \$10,000, the District may use minimal competition.
- **Informal Competition**
For purchases from \$10,000 to \$100,000, the District may use informal competition.
- **Formal Competition**
For purchases in excess of \$100,000, the District shall use formal competition. Contracts for the awarding of purchased goods and services using formal competition shall be awarded by the Board of Trustees.

Exceptions to Competitive Bidding Requirements

The following is a non-exclusive list of District-deemed sole source goods and services allowed to be exceptions from competitive bidding requirements pursuant to Department of Enterprise Services (DES) policy 140-00, grouped into categories reflecting the frequency of District applicability.

Frequently Used

- Utilities
- Postage & postal services
- Software maintenance or support services when procured from the proprietary owner of the software
- Professional licenses and memberships
- Professional development such as conferences, seminars, and publications
- Mass media services when no comparable competition exists for reaching the target audience with the intended media type

Rarely or Never Used

- Goods and services that meet an emergency requirement (RCW 39.04.280 and DES policy 130-00)
- Purchases from qualified Master Contracts and DES-approved cooperative contracts
- Original equipment manufacturer repair services

Competitive bidding requirements may also be waived pursuant to RCW 39.04.280. If a purchase is made based on an exemption listed therein, the District shall document in writing the factual basis for the exemption.

Competitive bidding requirements may also be waived pursuant to RCW 39.34.030 for purchases in cooperation with other public agencies or purchasing cooperatives, so long as the cooperative purchase was done in a manner consistent with the bidding and procurement requirements of the District, and the District has entered into an interlocal agreement with the other public agency or purchasing cooperative.

Credit Cards

As permitted by RCW 43.09.2855, the District may contract to establish a credit card account with a cumulative credit limit not to exceed \$50,000. All credit card invoices shall be paid in their entirety on a monthly basis to avoid incurring finance charges.

Grants

For all grants, either federal, state, or privately funded, the District shall ensure that the related purchase activity will be in accordance with the applicable rules, regulations, and any other terms and conditions contained within the grant award.

Environmentally Preferable Purchasing (EPP) Activities

A number of laws and executive orders require Washington state agencies to increase environmentally preferred purchasing (EPP). While the District is not required to follow the mandates of the state's EPP programs, the District's intent is to follow the program whenever economically feasible. Accordingly, strong consideration will be made in the selection of EPP compliant goods, even though an item's price may not be lower than a similar, non-compliant item.

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.

VOLUNTEER PROGRAM

BACKGROUND

For the most part, these recommended changes were intended to either update the policy for compliance with new laws or to clarify or expand on current practice.

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

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

Following is 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.

Key Revisions

Related Policies section was updated to reflect the whole of policy HR02 – Hiring and Employment, to simplify the reference.

Recommended Action: Board motion to approve the revised Volunteer Program policy.

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: VOLUNTEER PROGRAM

APPROVAL DATE: November 16, 1999

REVISION DATE: ~~November 20, 2018~~ July 20, 2021

RELATED POLICIES:

Human Resources Policy HR02-04

STATUTORY REFERENCES:

RCW 43.43.830

Purpose

To define the volunteer program for Spokane County Library District (District).

Scope

This policy applies to District staff and volunteers.

- Paid staff may not work as volunteers for the District.
- Volunteers will be utilized for special, unusual, or supplemental services.
- All potential volunteers must be officially approved by authorized District personnel prior to performing any volunteer duties.
- All Volunteers shall undergo background checks, as per Washington State law (RCW 43.43.830) and policy HR02.
- Volunteers must be at least 16 years of age.
- Any volunteer under the age of 18 must have written permission from a parent or guardian prior to being accepted as a volunteer.
- District staff may not supervise family members who volunteer.
- Nothing in this policy or in the volunteer's service to the District shall create a contract or employment relationship between the Volunteer and Library.
- Both the Volunteer and the District have the right to end the Volunteer's association with the District at any time.
 - If the District terminates a volunteer who neglects or refuses assignments, or who violates any law or District policy, the volunteer will not be reinstated.
- All Volunteers will wear the District volunteer shirt and/or ID badge while on duty.

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

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

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: VOLUNTEER PROGRAM

APPROVAL DATE: November 16, 1999

REVISION DATE: July 20, 2021

RELATED POLICIES:

Human Resources Policy HR02

STATUTORY REFERENCES:

RCW 43.43.830

Purpose

To define the volunteer program for Spokane County Library District (District).

Scope

This policy applies to District staff and volunteers.

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

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

COVID-19 Response Update – July 20, 2021

Background

The Governor's Office announced that the state would move toward a full statewide reopening, effective June 30. Most state-issued operational requirements for libraries under Phase 3 of the "Healthy Washington - Roadmap to Recovery" were rescinded, effective on that day. The facial covering requirement for individuals not fully vaccinated remains in effect.

Consequently, the District made significant operations changes effective July 6, including:

- Hours at all libraries are 10:00am to 6:00pm, Monday through Saturday, on the days a library would normally be open.
- All location occupancy limits returned to 100%.
- In-library time limits for customers were removed.
- Restrictions on internet station use were removed.
- Comfortable- and group-seating were restored.
- Meeting/conference rooms may be made available for public use during regular open hours when not needed for library use.

As approved by the Board of Trustees in May 2020, overdue fines were suspended during the restricted operational phases and would resume 30 days after the lifting of restrictions. This suspension was enacted as a health and safety measure in order to further limit face-to-face interactions between staff and customers. With the restrictions now lifted at the state level, overdue fines will again start to accrue at the beginning of August.

Customer Use Statistics

With almost four 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 June 2021 was 41% of door count for June 2019, which is consistent with the March (41%), April (40%), and May (40%) comparisons.
- Circulation: Physical items in June 2021 circulated at 66% of the total for June 2019, which is about a 10% increase compared to the March (56%), April (54%), and May (56%) comparisons.

While it is still too early to identify any sustained usage trends since reopening for in-person services, the available data demonstrates overall usage remains consistently below pre-pandemic levels, though the 10-point increase in circulation is a sign of positive progress. Staff will continue to monitor usage statistics over the coming months.

Future Expansion of Services

The District is continuing to plan for further expansion of services later in the summer and into the fall. The key expanded services include:

- Resumption of outreach visits to adult care facilities.
- Restoration of evening hours.
- Restoration of Sunday hours.
- Resumption of in-library programs.
- Resumption of after-hours meeting room usage.

Unless otherwise directed by the Board of Trustees, this will be the final standalone report regarding the District's COVID-19 response. Future COVID-19 related updates will be incorporated into the Executive Director's Report.

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: AUGUST - SEPTEMBER 2021***August 17, 2021: North Spokane Library - (4:00 p.m.)***

- New Spokane Valley Library: Update
- 2021 Board Meeting Schedule and Locations (Resolution No. 21-xx): Approval Recommendation.
- Library Foundation of Spokane County Presentation - Tentative
- Library Foundation of Spokane County Agreement: Approval Recommendation – Tentative
- Code of Conduct Policy: Approval Recommendation.
- Customer Privileges and Responsibilities 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, August 3, for inclusion in the preliminary agenda to be sent Aug. 4. Meeting packets will be mailed Aug. 11.

September 21, 2021: TBD - (4:00 p.m.)

- New Spokane Valley Library: Update
- Emergency Closure of Facilities Policy: Approval Recommendation.
- Use of 3D Printing and Cutting Equipment: Approval Recommendation.
- COVID-19 Response Update
- Review the Performance of a Public Employee (RCW 42.30.110(1)(g))

SPECIAL MEETINGS/ACTIVITIES2021

- July/Aug Trustee Candidate Interviews
Oct 11 All Staff Day, Whova Virtual Conference Platform

EXECUTIVE DIRECTOR'S REPORT JUNE 2021

Business Office, Finance and Facilities – Rick Knorr

Finance Report

2021 General Fund

The District's total property tax collections were 58.37%, as of mid-year. This total is comprised of approximately 55% of collections for the current year, and 3% from the prior year. Historically, collections for the current year at this point were close to 55%. Staff are comfortable in repeating the expectation that 103% of the total levy should be collected this year, pending no further deferrals of due dates.

2019 and 2020 State Audit

The bi-annual financial and accountability audit for years 2019 and 2020 is fully underway. State auditor staff has completed most of the actual audit work and are now in the review and report writing phase. The exit conference has not yet been scheduled.

Facilities Report

Argonne Roofing Project

The District received all required closing documentation from the contractor, and a formal acceptance and certification of the final invoice for the project was received from the architect on June 16, 2021. Included in the closing documentation is the formal warranty, which is for 20 years. This project can be considered completed.

HVAC Upgrade Project

The HVAC upgrade project is considered substantially complete at all three locations: OT, AH, and NS, with the formal final walk-through with the mechanical engineer and contractor having occurred on June 24. One issue remains with five (5) of the larger furnace units. These 5-ton units are not meeting manufacturer specified airflows while on the maximum setting. The contractor and engineer are working on this issue, though it has not yet been resolved.

Argonne Library Exterior Painting Project

An 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 bids, with the low bid at \$33,000 for the base painting work, plus one alternate for power washing 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 immediately. The contractor had 60 days to complete this project, and as of July 14, the project was generally completed. As specified in the contract documents, the services of an independent testing company was used to measure the final paint thickness. This testing was performed July 7, and the preliminary results were favorable. The written report has not yet been received, and an update, along with images of the new paint job, will be provided during the meeting.

Human Resources – Toni Carnell

Staff updates: During June, there were no new hires, transfers, promotions, or demotions. Two employees separated from employment with the District – a Collection Services Assistant and Public Services Technician.

June marked the beginning of the Executive Director evaluation process. Leadership Team met and completed its feedback form this month. The summary of comments will be provided to the Board during the July meeting. A survey link will be sent to all Trustees, using the same format as prior years. The feedback will be summarized and provided to the Board at the August meeting. Trustees are scheduled to meet with the Executive Director in executive session during the September meeting to provide feedback and set goals for the coming year. The Human Resources Director is available for consultation at any time during the evaluation process.

Communication – Jane Baker

Work continued the brand refresh, as the finishing touches were applied to the new logo, colors, and fonts in preparation for rollout, first to staff followed by a public announcement. Priority will be given to updating the digital assets, such as the website, social media, eNewsletter, etc. Updating of printed materials will be done in order of most important, then as items with the old logo are depleted.

The STA Summer Pass distribution kicked off on June 15 with an STA live interview with Cheney Mayor Grover at the Cheney Library on KXLY's *Good Morning Northwest* program. North Spokane and Spokane Valley libraries are experiencing the most requests for the passes.

In lieu of a full issue of *Engage*, a smaller summer brochure was created as the print promotion for summer programs. Communication will produce another brochure again for fall programs and plans for a return to the full *Engage* format in 2022.

The District is again a co-sponsor of the *Spokesman's Summer Stories* series. Every summer for the past several years, the Spokesman features 10 weeks with 10 stories from 10 authors. Our participation includes an ad every other week and the inclusion of our logo in the banner on the page. This year's theme, "The Lost Years," begins the weekend of July 4.

Development

The Development Department is continuing to seek sponsorships for All Staff Day and are receiving encouraging responses especially from previous program partners.

Development is also drafting a modified capital campaign in support of the new Spokane Valley Library and at the August meeting will update the Board of Trustees on the plan, as well as provide an update on the formation of the Library Foundation of Spokane County.

Operations - Doug Stumbough

Mobile Services Update

Strategic Project Manager Amber Williams reports that a September delivery date of truck and van has turned to a hope for late October 2021. Consultant Michael Swendrowski shared that all the vehicle acquisitions he is working on are experiencing significant delays. Tech Ops Specialty Vehicles has assured us that our truck will be a priority once they receive the chassis with body shell.

In June, Mobile Services staff resumed some deliveries to a few facilities, including a handful of adult facilities slowly reopening to outside service, as well as some youth collection deposits at area park program sites.

Preparations for further expansion of services

In anticipation of the governor lifting most restrictions at the end of the month, a date for expanding services and hours was set for July 6. Finalization of any plans to expand service offerings will ultimately depend on the timing and levels of the restrictions lifted. Due to the extended period of triple-digit temperatures in the region the last week of the month, time and capacity limits were lifted a week earlier than planned to allow customers to come in and cool off in the libraries.

Positive Interaction Reports

There are many instances where District staff, services, and programs impact our customers in sometimes small but encouraging ways. These continued to be true even as services were limited during the pandemic. The following are some examples of those positive interactions shared by staff over these past several months.

- A new homebound customer was so thrilled with the first batch of books mailed to her that she sent a handwritten note thanking everyone who works at the library.
- A Spokane Valley customer and her school-age daughter were glad the library was open as they had been coming regularly since the child was 4 months old and it had been so hard not to visit over the last year. As the daughter was very slowly walking up and down the aisles of books, the mom said it was time to go, and the daughter responded softly with a teary-eyed, "Mom...it's just *so good* to be back."
- During curbside only service, a Medical Lake teen and her friends who used to hang out in the library every day after school began to hang out in front of the library. When asked if they wanted any books, they requested Manga. Staff swiftly fulfilled the request and the teens immediately dove into reading outside.
- The following was written on a post card and left in the Spokane Valley book drop:
 - Dear Spokane Valley Library Staff- Thank you for finding a way to deliver books to all the desperate bibliophiles despite the trying circumstances! Please know your work is always deeply appreciated & especially right now when everything is out of whack. - ♥ a grateful customer
- A visitor came to the BookEnd to return a few items and wanted to thank us for being innovative right now, with a special shout-out to Book Butler, which she had just tried recently and was excited about. She said, "I really appreciate you trying new things!"
- After receiving help with an Overdrive question, a Spokane Valley customer thanked SCLD for our services, telling staff that his granddaughter has listened to 75-100 audiobooks including the Harry Potter series twice and that he appreciates what we do!
- Another customer wanted us to know what an "amazing angel and excellent job" Library Assistant Judy was doing. The customer told us her favorite thing is the Library and she was feeling empty without it. She tried unsuccessfully to use Curbside herself, yet when she called for assistance, got Judy who patiently walked her through the process without making her feel silly. She wanted to hug her through the phone.
- Collection Services Manager Sandy, Digital Services Manager Carlie, Library Systems Administrator Teresa, and everyone else who works to make our digital resources show up in the catalog received a shoutout. Librarian Dana was searching for art books to help plan activities for Hispanic Heritage Month, and the catalog let her know that CreativeBug has a handful of Frida Kahlo themed classes. Dana said she never would have thought to check CreativeBug for this project, but one of their classes is perfect. "Thanks for doing the technical work to make discoveries like this possible."

- A very nice message via Facebook Messenger about staff who select materials and the staff at North Spokane:
 - "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."
- A customer who used both spoken words and ASL signing came into Airway Heights. Initially frustrated, her entire demeanor relaxed as Library Supervisor Autrey approached and was signing. The interaction flourished from that point forward. Even the small amount of ASL that Autrey knew made all the difference for the customer to feel welcomed and included.
- In a children's audiobook returned to Argonne, a sticky note was found inside that read, "thank you for doing your job! You are awesome!"
- A user of the Book Butler service sent this e-mail: "Both [my children] have found new series that have become their favorites because of Book Butler, and I have tried books I probably never would have found. So we are very appreciative and loving this service!"
- Our Interlibrary Loan (ILL) and BookEnd staff were appreciated by a happy user:
 - "I am always wowed and so thankful for you and the whole SCLD team. What a gift and blessing in these challenging times. Books have been such support and familiar friends, especially this last year. And this book will provide armchair travel to a place I love- Paris. Stay safe, well and happy! Merci beaucoup, Diane."
- We received the following message through the "Tell Us Your Story" contact form:
 - "We are a homeschooling family and have been so incredibly grateful for the support the library has provided us. They have given us the resources to explore any topic the kids are interested in. The Creative activity kits, zoom story times, online workshops, and audiobooks have enhanced our life so much. The curbside pickup has been wonderful and I hope it continues even after the pandemic! Thank you so much!"
- Presenters from the Spice Tasting program wrote us a nice thank you note:
 - "Dana (Librarian), Thank you and Molly (Librarian) so much for the Zoom call last night. We had such a great time!! It was such a great opportunity for us. Sharing the store and spices as well as doing the class. It's given us a lot of thoughts on some new things we can do and how to share the information. We are so blessed that you reached out to us!!! Shelly & Kelly"
- One of our Public Services Associates, Wyatt, returned a call from a customer who just wanted to let us know how much she appreciates our service during the pandemic. She recently got two interlibrary loans from Chicago and says she is loving them and that our service gives her so much pleasure and interest. When he told her he appreciated it, she responded, "I do too."

Collection Services – Andrea Sharps

Top Checkouts and Holds

This month we were 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 June:
 - Checkouts June 1 – June 30:
 - *The Four Winds* by Kristin Hannah. Ebook. (98)
 - *The Four Winds* by Kristin Hannah. Audiobook. (64)
 - *Harry Potter and the Sorcerer's Stone* by J.K. Rowling. Audiobook. (62)
 - Holds as of July 1:
 - *The Last Thing He Told Me: A Novel* by Laura Dave. Ebook. (109)
 - *The Four Winds* by Kristin Hannah. Audiobook. (87)
 - *Sooley: A Novel* by John Grisham. Ebook. (82)
- Popular **Adult Book** titles June:
 - Checkouts:
 - *The Four Winds* by Kristin Hannah (79)
 - *The Last Bookshop in London: A Novel of World War II* by Madeline Martin (54)
 - *Where the Crawdads Sing* by Delia Owens (47)
 - Holds:
 - *Golden Girl: A Novel* by Elin Hilderbrand (42)
 - *The Four Winds* by Kristin Hannah (31)
 - *Malibu Rising: A Novel* by Taylor Jenkins Reid (30)

Summer Camp Read-a-Rama Assistance

On June 15, Collection Services staff assisted Literacy Program Coordinator Melanie with assembling 120 activity bags for Summer Camp Read-a-Rama participants. It was a nice collaborative effort between Public Services and Collection Services, and the assembly line approach accomplished the task in five hours for which Melanie was most appreciative.

Large Print Labels for Youth Materials

Effective June 28, Children's and Teen Large Print titles will now be identified with "LP" on the spine label to be consistent with Adult Large Print. These youth Large Print titles will still be interfiled in their respective sections, rather than being filed in a separate Large Print section. Collection Services staff will be calling in titles retroactively to relabel them. This processing change was implemented as the result of a suggestion from Public Services staff.

**Collection Monthly Report
June 2021**

	Select Transaction Count		
Physical Collection	YTD 2021	YTD 2020	CHANGE
Items Processed	24,579	21,987	12%
Interlibrary Loan Total	2,553	2,542	0%
Overdrive			
Total Checkouts	385,110	357,232	8%
Total Holds	120,295	128,726	-7%
hoopla			
Total Checkouts	16,639	16,233	3%
	Total Items in Collection		
Material Type	YTD 2021	YTD 2020	CHANGE
Print	304,459	314,860	-3%
Nonprint	77,240	52,832	46%
Overdrive	119,271	89,288	34%
Grand Total	500,970	456,980	10%

NOTES:

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

Executive Director – Patrick Roewe

The majority of my focus this month was on the new Spokane Valley Library project, along with other agenda items for this month’s meeting. Brief updates on two other items follow.

Electric Vehicle Charging Stations Proposal Update

The contracts provided by Avista for the installation of electric vehicle charging stations approved by the Board of Trustees were submitted to District counsel for review. We plan to have the contracts signed in July.

Air Quality Index (AQI) Response Plan

In anticipation of the forthcoming wildfire smoke season, we revised the AQI response plan developed last year to accommodate the expansion of services this year. Generally speaking, outdoor related activities such as curbside would be suspended if the AQI rose to the “Unhealthy” level, as monitored and reported by the Spokane Regional Clean Air Agency. Additional service suspensions, including the closure of District facilities, could occur if the AQI rose to the “Hazardous” level. On a related note, we are hopeful the improved filtering capacity of the new HVAC systems installed at Otis Orchards, Airway Heights, and North Spokane will be more effective in filtering inside air than the previous systems that were replaced.

Operations Report June 2021

Doug Stumbough and Kristy Bateman

Service Priority Teams

Business and Career Development (Stacey Goddard)

- June's Small Business Boot Camp workshop was all about business strategy and analyzing risk. Six cohort members attended.
- Our entire team, along with librarian Diane Brown, spent much of June testing and troubleshooting a new online resource called Northstar Online Learning. Northstar is coming to us via a statewide database license from the Washington State Library. The product features both self-directed learning opportunities as well as fully developed curriculum we can use for in-person and online classes. We expect this to rollout to the public later this summer.
- This month's SCORE workshop, *How to Start a Business*, had six attendees.

Early Learning (Mary Ellen Braks)

- Our evening online Storytime is growing and this month we added Friday morning online Storytime.
- The Early Learning team is continuing to work on content for online Storytimes.
- Sheri Boggs and I filmed two *Picture Book Chat* programs.

Education and Enrichment (Gwendolyn Haley)

- 414 people signed up on Beanstack for the *Summer Reading Challenge* and have read 35,486 minutes. Online summer programs began this month, and while lower than in-person attendance, was better than expected despite the warmer weather and reopening of in-person opportunities. 331 people attended programs this month.
- We have restarted the Mobius and Northwest Museum of Arts and Culture online pass program. Currently, about 50% of the passes have been reserved.
- We implemented a pilot project of summer reading by mail with a small group of 37 elementary students. These students were recruited from identified schools that met a combination of these criteria 1) a high percentage of families accessing free and reduced lunch, 2) 50% or fewer of 3rd graders meeting reading standards, and 3) geographically far from a library. These students will receive three books and simple learning activities to do at home every two weeks, over the months of July and August (a total of four mailings over the summer).
- We launched a pilot project of summer deposit collections at selected partners. These are collections of books available for children, and Spokane Valley Parks and Recreation has three sites: Edgecliff Park, Valley Mission Park, and Terrace View that are partnering with us. Pope Francis Haven and Cheney Outreach Center will also receive deposit collections.

Digital Projects and Resources (Carlie Hoffman)

- Testing began on a new mobile printing software that will be launched later this summer.
- ProQuest was renewed for another year, although it is no longer a part of the Washington State Library Database Licensing program. This will allow us to phase the product out slowly. A new suite of Gale resources will be added to the Digital Library in July.

Information Technology (Patrick Hakes)

- A/V rollout has been completed at Spokane Valley, Argonne, Otis Orchards, Airway Heights, Medical Lake, Deer Park, and Fairfield. Moran will be finished later this month and additional items have been ordered to complete installation at Cheney.
- Completed the District buildings walk-through with Ednetics for the security camera and access control systems.

Library Reports

Airway Heights: Autrey Lehman

- We saw many customers come and use the library to escape the heat in the past few weeks. They were happy to see more seating and we even had a few families do some reading right in the library!
- We helped one customer who didn't speak English print a job application, fill it out, and then scan and email it. Thanks to Google translate, we were able to help and the customer was very thankful.
- The activity kits have been extremely popular with our families and registration for them has been booked on the first day they are open!

Argonne: Pat Davis

- The *Spokane Transit Summer Bus Pass* giveaway has been popular. Over 40 have been distributed. Most requests have come from high school students, but we have had some middle school and elementary students too.
- A mother was picking up summer activity kits for her children and expressed her gratitude and appreciation of the programs the District is offering for youth. She said it gives her boys something fun and interesting and keeps them from playing computer games all day.
- The Argonne Friends had a table at the Millwood Farmers' Market and did a book giveaway. They reminded folks that the library is open and offers great programming online. A customer commented she hadn't realized she could enter the library until she spoke with the Friends at the market.

BookEnd: Briana Ruffing

- A customer came in seeking help with the printer and scanner to meet an impending deadline for unemployment assistance. He shared that his spouse usually helps with these sorts of tasks but was not available. He came into the library from a friend's suggestion and was able to meet his deadline and was extremely grateful for our time and assistance.

Cheney: Amy Fair

- Librarian Crystal Miller facilitated our first book deposit at the Cheney Outreach Center, dropping off around 50 books for local kids to borrow and enjoy for the next four weeks.
- The STA youth pass program has been a success, with Cheney handing out 55 so far.

Deer Park: Jennie Anderson

- Customers enjoy being in the library to cool down and not rushing back to the 100 temperatures. Daily, we have registered a new member/family to the Deer Park Library and share with them the exciting things the library has to offer.
- Shannon reported that while she was renewing a non-resident card and told the member the price had gone up slightly, the member's response was "It is SO worth it!"

Fairfield: Kristy Bateman

- Customers are happy the capacity and time limitations were lifted, particularly given the heat wave.
- Staff delivered SCLD material to the Chamber of Commerce to be included in the gift bags delivered to new businesses in the area.

Medical Lake: Cecelia McMullen

- Two families arrived to pick up STA bus passes as a direct result of *Touch a Bus Storytime*. Both families had discussed taking bus rides since that time. The children, now in early grade school, viewed the colorful map eager to begin their summer adventures.
- Children and parents alike love the scan feature in *Beanstack*. "They cannot wait to start a new book just for the opportunity to scan the title and see the picture appear" said one mom.
- Staff overheard a customer say, "That's so handy!" after successfully using the *Mobile Printing App*.

Moran Prairie: Caitlin Wheeler

- Customers sought relief from Spokane's record-breaking June heat wave inside the library. They expressed relief and gratitude for the working fountains and lifted time restrictions.

- A teenage customer was very excited to be the first on our list for display case reservations with a wood working display.
- Many customers expressed anticipation for our expanded hours and longer computer reservation times.

North Spokane: Brian Vander Veen

- A curbside customer said to library assistant Chris, “the library saved my life.” She had been using curbside service this last year and was very happy that the library was expanding in-person hours.

Otis Orchards: Briana Ruffing

- We’ve had quite a few people inquire about the *STA Summer Pass*, and we’ve issued about 20 passes so far. One customer was particularly thrilled and expressed her appreciation for the program noting that her grandson’s favorite activity is to ride the bus. He loves to wave to people at the bus stop and greets every passenger as he gets on.
- Numerous customers came into the library and stayed for an extended period during our 100-plus degree weather. They were grateful for the air conditioning and working water fountains.

Spokane Valley: Aileen Luppert

- During a recent closet cleaning frenzy in the basement, three watercolor paintings were found. They were dated 2014 and the artist’s name was on the back on one of them. No one recalled where the pictures came from. Not sure what to do with the art, I began searching online for the artist in hopes of returning it. I was sad to find her obituary and read she passed in 2015. However, the obituary had a link to an online memorial that included several loving messages left by a family and friends. Using our Data Axle database, I set out to see if I could find any matches. I found only one, but the one turned out to be a former sister-in-law still living in Spokane Valley. When we connected on the phone, the woman said through tears that she’d been close to the artist, but didn’t own any of her art. She was extremely grateful, said the library “made my whole week,” and picked up the art last week.

Security Incident Reports

For June 2021, there were twelve Security Incident Reports filed. One less than last month (13) and twelve more than June 2020 (0) due to building closures. Spokane Valley had the most incidents reported (5). The most frequently reported incidents related to Customer Code of Conduct violations (8).

Public Use Measures

June 2021

Measure	This year	Last year	YTD	Last YTD
	This Month	This Month	This year	Comparison
Cardholders	107,453	110,328		-3%
Door count	42,014	7479	193,607	-26%
Items Borrowed	177,019	92,614	926,225	7%
• Airway Heights	2,022	804	9,663	-29%
• Argonne	6,949	2,041	30,531	10%
• Cheney	6,675	2,058	30,991	0%
• Deer Park	7,242	1,750	31,458	2%
• Fairfield	788	316	3,403	4%
• Medical Lake	2,064	571	9,069	5%
• Moran Prairie	9,910	3,502	46,844	12%
• North Spokane	22,610	7,433	103,821	-5
• Otis Orchards	2,402	1,057	13,322	8%
• Spokane Valley	20,563	6,665	92,183	-17%
• The BookEnd	1,360	157	6,041	-43%
• Digital	64,394	64,283	401,764	8%

Programs				
• Number	34	11	172	-78%
• Attendance	849	280	3,835	-75%
Internet Station Use (%)	28.1%		25.5%	
Meeting room bookings	0	0	0	-100%
Digital Resource Use	165,765	114,243	1,110,520	154%

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
Capital Projects Fund
Statement of Revenues and Expenses
For the Six Months Ended June 30, 2021**

	Y-T-D Actual	Annual Budget
REVENUES		
Interest Earnings	19,890	29,850
TOTAL REVENUES	19,890	29,850
Transfers In	-	1,201,800
TOTAL REVENUES & TRANSFERS IN	19,890	1,231,650
EXPENSES		
Architect Fees	160,932	
Owners Rep, Permits and Other	9,068	
TOTAL EXPENSES	170,000	1,096,000
NET EXCESS OF REVENUES OVER (UNDER) EXPENSES	(150,110)	135,650
BEGINNING CASH	3,283,348	
NET FROM ABOVE	(150,110)	
ENDING CASH	3,133,238	

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

	6/30/2020	9/30/2020	12/31/2020	3/31/2021	6/30/2021
REVENUES					
PROPERTY TAXES	7,558,778	675,720	5,881,510	1,177,649	8,068,748
CONTRACT CITIES - AIRWAY HEIGHTS	87,781	81,781	84,781	88,106	88,106
CONTRACT CITIES - SPOKANE	50,854	-	50,854	-	49,981
	-	-	-	-	-
FINES & FEES	4,397	6,044	4,845	6,041	15,140
GRANTS & DONATIONS	5,455	41,631	1,504	24,648	14,817
E-RATE REIMBURSEMENTS	40,320	52,671	61,004	67,235	55,663
MISC TAX COLLECTIONS & OTHER	4,606	1,630	10,936	15,865	6,692
INTEREST REVENUES	20,310	21,306	21,571	14,593	12,606
TOTAL REVENUES	7,772,502	880,783	6,117,006	1,394,137	8,311,753
EXPENSES					
SALARIES	1,682,593	1,677,762	1,670,129	1,663,721	1,689,633
FRINGE BENEFITS	594,069	596,757	587,422	614,731	605,285
SUPPLIES	21,042	51,385	42,706	35,755	17,097
UTILITIES	88,246	107,578	133,029	146,905	118,774
SERVICES	126,166	261,626	253,187	420,530	233,682
INSURANCE	175	-	-	63,451	175
CAPITAL PROJECTS AND EQUIPMENT	146,744	305,488	142,746	126,133	325,747
LIBRARY MATERIALS	523,989	384,165	682,299	451,685	515,504
ELECTRONIC LIBRARY MATERIALS	21,812	36,546	36,273	47,178	76,677
LIBRARY PROGRAMS	24,570	22,144	5,831	35,596	17,256
TOTAL EXPENSES	3,229,406	3,443,450	3,553,624	3,605,686	3,599,831
Fringe Benefits as % of Total Compensation	26.1%	26.2%	26.0%	27.0%	26.4%
Fringe Benefits as % of Salaries	35.3%	35.6%	35.2%	36.9%	35.8%