

**MISSION**

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

**Board of Trustees Regular Meeting**

August 17, 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://sclld-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.sclld.org/connect/ask-board-of-trustees/>

**I. CALL TO ORDER**

**II. AGENDA APPROVAL [4:00]**

**III. PUBLIC COMMENT**

**IV. ACTION ITEMS**

- A. Approval of July 20, Regular, and August 9, 2021, Special Meeting Minutes [4:01-4:02]
- B. Approval of July 2021 Payment Vouchers [4:02-4:03]
- C. Unfinished Business [4:03-4:20]
  - 1. New Spokane Valley Library Project Update
  - 2. 2021 Board Meeting Schedule and Locations (Resolution No. 21-02): Approval Recommendation.
- D. New Business [4:20-5:00]
  - 1. Library Foundation of Spokane County and Spokane Valley Capital Campaign – Presentation
  - 2. Library Foundation of Spokane County Agreement: Approval Recommendation.

**V. DISCUSSION ITEMS, POSSIBLE ACTION [5:00-5:05]**

- A. Future Board Meeting Agenda Items

**VI. REPORTS**

- A. Trustees [5:05-5:10]
- B. Executive Director [5:10-5:20]
  - Administrative
  - Community Activities
- C. Operations [5:20-5:25]
- D. Fiscal [5:25-5:30]

**VII. ADJOURNMENT**

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

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

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

---

A regular meeting of the Board of Trustees of Spokane County Library District was held in-person and via teleconference at North Spokane Library at 4:00 p.m., Tuesday, July 20, 2021.

**Present:** In-Person and via Zoom Teleconference

John Craig - Chair  
 Mark Johnson - Vice Chair  
 Jessica Hanson - Trustee  
 Kristin Thompson - Trustee (via Teleconference)  
 Patrick Roewe - Executive Director and Secretary

**Excused:** None.

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

**Guests via Conference Call:** Five (5).

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

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

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

**Approval of June 15, 2021, Regular Meeting Minutes (Item IV.A.)** Mr. Craig called for corrections to the June 15, 2021, regular meeting minutes. There were no corrections; the minutes stand approved as written.

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

Fund	Voucher/Payroll Numbers	Subtotal	Total
June-L01	58602-58703 and W00944-W00953	\$681,699.17	\$681,699.17
	06102021PR and 06252021PR	\$410,063.64	\$410,063.64
L01		Total	\$1,091,762.81
L02	09594 HFC Services – (Capital Projects Fund)	\$2,642.92	\$2,642.92

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

	09595 Void Voucher – (Printer Alignment Error)	0.00	0.00
	09596 Integrus Architecture – Pmts 1&2 (New SV Library Design)	\$160,931.37	\$160,931.37
L02		Total	\$163,574.29

There was no further discussion.

The motion was unanimously approved.

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

NEW SPOKANE VALLEY LIBRARY PROJECT UPDATE. Via PowerPoint, Mr. Roewe shared the design progress update of the new library and preliminary park concept from Integrus Architecture. The updated renderings provided several views of the building, sense of scale, layout, and how the library will fit into the park. Messrs. Roewe and Knorr updated the Board on the anticipated cost increases for the new library. The current budget for the project is now approximately \$14.8 million, an increase of about \$650,000 from the initial budget. Although the District will be able to absorb the increase without borrowing additional funds, value engineering is being conducted. Mr. Roewe noted Integrus architects will attend another board meeting when the design element is completed. He also noted that he and Mark Dailey will give a presentation to the Spokane Valley City Council on Tuesday, July 27. In response to Mr. Craig’s query, Mr. Roewe said PEX is considered a durable long-term product. Ms. Hanson commented it was wise to find other ways to lower costs but not sacrifice square footage.

There was no further discussion.

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

DISTRICT BRAND IDENTITY REFRESH UPDATE. Ms. Baker officially announced the new brand to the Board of Trustees, noting the new look was revealed internally on July 2 and announced to the public on July 8. The website has been updated as well. The Brand Refresh project included soliciting input from all stakeholders. On behalf of the Communication Department and Leadership Team, Ms. Baker expressed thanks to Trustees for their valuable commentary and discussion during the design phase.

There was no further discussion.

**Unfinished Business Upcoming Trustee Position Vacancies (Item IV.C.3.)**

UPCOMING TRUSTEE POSITION VACANCIES-DISCUSSION. Mr. Roewe said six of the nine applications received for the position vacancy had residences in the District’s service area and were therefore eligible for the position. The other three applicants were city of Spokane residents and unfortunately not eligible. Following a brief discussion, Trustees decided by consensus to hold an in-person special meeting to conduct six interviews on Monday, August 9, at 3 p.m., in the meeting room at Argonne Library. The interview questions used in 2020 were determined sufficient to be used again. Trustees will ask two questions each of the six candidates. Mr. Roewe will distribute application packets to Trustees following adjournment of this meeting. There was no further discussion.

**New Business  
Establishing District  
Holidays  
(Item IV.D.1.)**

ESTABLISHING DISTRICT HOLIDAYS (RESOLUTION No. 21-01). Mr. Johnson moved and Ms. Thompson seconded approval of Resolution No. 21-01, Establishing Spokane County Library District Holidays. Mr. Roewe reiterated the background for Juneteenth, which will go into effect next year in accordance with newly revised state law. Staff worked with the District's legal counsel to develop the resolution. Mr. Roewe also pointed out nomenclature for Native American Heritage Day was adopted for what was formerly the day after Thanksgiving holiday, also in accordance with state law.

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 RELATING THERETO.

There was no further discussion.

The motion was unanimously approved.

**New Business  
SRCAA and SCLD  
Interlocal  
Agreement  
(Item IV.D.2.)**

INTERLOCAL AGREEMENT BETWEEN SPOKANE REGIONAL CLEAN AIR AGENCY AND SPOKANE COUNTY LIBRARY DISTRICT. Ms. Hanson moved and Mr. Johnson seconded approval of the Interlocal Agreement between Spokane Regional Clean Air (SRCAA) and Spokane County Library District. Mr. Stumbough said the District was contacted by the SRCAA to ask if it would collaborate with them to install outdoor air quality sensors at Argonne and Otis Orchards libraries. The air quality sensors would be part of a network of sensors that provide real-time, publicly accessible monitoring of airborne particulate matter such as dust and smoke particles. The District will host the sensors and provide power and a Wi-Fi connection. SRCAA will install and maintain the sensors and provide training for staff. SRCAA will also coordinate with the District for educational opportunities that focus on air quality. The District's legal counsel reviewed the interlocal agreement.

There was no further discussion.

The motion was unanimously approved.

**New Business  
Procurement Policy  
(Item IV.D.3.)**

PROCUREMENT POLICY. Ms. Thompson moved and Ms. Hanson seconded approval of the Procurement policy, as revised. Mr. Knorr said the purpose of the policy is to provide basic rules for all District purchases of goods and services, noting the substantive primary changes were the proposed revisions to minimal and informal competition levels and the reasons behind the suggested changes, including increased flexibility. In response to Mr. Johnson's query, Mr. Knorr said the District will continue to follow the procedure for informal competition and increase Board awareness of projects in that level of competition, such as in the budget planning process. In response to Mr. Craig's query about documenting, Mr. Roewe said staff would evaluate if there were a means to procedurally

**Meeting Minutes - Board of Trustees**

**July 20, 2021**

**Page 4**

**New Business  
Procurement Policy  
(Item IV.D.3.)**

document purchases on the higher end of the minimal competition range.  
There was no further discussion.

The motion was unanimously approved.

**New Business  
Volunteer Program  
Policy  
(Item IV.D.4.)**

VOLUNTEER PROGRAM POLICY. Mr. Johnson moved and Ms. Thompson seconded approval of the Volunteer Program policy, as revised. Ms. Carnell said there were no substantive changes to the policy, yet it was scheduled for biennial review.

There was no further discussion.

The motion was unanimously approved.

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

CORONAVIRUS/COVID-19 RESPONSE/UPDATE. In response to Mr. Roewe, the Board of Trustees approved this as the final standalone report on the District's response to the coronavirus pandemic unless public health circumstances change. The monthly Executive Director's report will incorporate future updates. In response to Ms. Hanson's query, Mr. Roewe said in-person programming is anticipated to begin this fall and will hopefully dovetail with vaccine availability for children under 12 years of age. Mr. Stumbough further said there will be a significant impact on customer-use statistics when programs again draw customers inside libraries.

There was no further discussion.

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

Mr. Craig reviewed forthcoming agenda items for the next two months. The next meeting will be held at North Spokane Library on August 17. Among other items, the agenda will include updates on the new Spokane Valley Library project as well as reviews of the Code of Conduct and Customer Privileges and Responsibilities policies. There will also be a resolution to reestablish Board of Trustees meeting locations for the remainder of 2021, now that in-person meetings have resumed.

There was no further discussion.

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

Regarding the Positive Interactions reports, Mr. Craig gave a shoutout to Medical Lake Library employees for their swift service to provide manga books to teenagers outside the library. Mr. Johnson said he also enjoyed the reports.

There was no further discussion.

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

The Executive Director's written report for June 2021 provided prior to the meeting included reports from Finance and Facilities, Communication & Development, Collection Services, Human Resources, Operations, and Community Activities. Mr. Roewe further shared photos of the recently painted Argonne Library, noting the new colors mesh well with the stone exterior. Staff were pleased with results. Regarding the performance review of the Executive Director scheduled for September, Human Resources

**Meeting Minutes - Board of Trustees**

**July 20, 2021**

**Page 5**

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

Director Toni Carnell reviewed the upcoming process and said Trustees will have all needed information by September.

There was no further discussion.

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

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

Revenue and Expenditure Final Statement through June 30, 2021.

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

Regarding the state audit, Mr. Knorr said an exit conference is anticipated to be scheduled by mid-August, for which the Board will be invited to attend. In response to Mr. Johnson's query, Mr. Knorr said he was aware of only one item from the SAO auditor regarding electronic fund transactions (EFT), suggesting the District should have a policy documenting its internal controls of EFT.

There was no further discussion.

**Adjournment  
(Item VII.)**

Chair Craig adjourned the meeting at 5:15 p.m. The next in-person Board Meeting is scheduled for Tuesday, August 17, 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

**SPOKANE COUNTY LIBRARY DISTRICT  
BOARD OF TRUSTEES SPECIAL MEETING MINUTES: AUGUST 9, 2021**

---

A special meeting of the Spokane County Library District Board of Trustees was held in person and via teleconference at Argonne Library at 3:00 p.m., Monday, August 9, 2021.

**Present:** John Craig           - Chair  
          Mark Johnson       - Vice Chair  
          Jessica Hanson     - Trustee  
          Kristin Thompson - Trustee

**Excused:** None.

**Call to Order (Item I.)**                   Chair John Craig called the meeting to order at 3:02 p.m., and welcomed everyone in attendance.

**Board of Trustees Position Vacancy Applicant Interviews (Item II.A.)**           The Board of Trustees conducted two virtual and four in-person candidate interviews in preparation to make a recommendation to the Board of County Commissioners to fill the vacancy left by former Trustee Ami Calvert, who moved out of state in June. There were a total of nine applicants for the position; however, three were residents of the city of Spokane and were therefore not eligible for the position.

**Appointment Recommendation to Board of County Commissioners (Item II.B.)**   Following interviews and discussion among Trustees, Ms. Hanson moved and Ms. Thompson seconded that Ellen Clark be recommended to the Board of County Commissioners for appointment to the SCLD Board of Trustees. Ms. Clark was recommended because of her extensive financial oversight experience. She is also an active library user and advocate, and active in the community. In addition, Ms. Clark is interested in strengthening the health of communities through libraries.

There was no further discussion.

The motion was unanimously approved.

**Adjournment (Item III.)**                   Chair Craig adjourned the meeting at 6:18 p.m.

---

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 July 31, 2021, and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$1,061,920.07 for the general fund and \$66,414.88 for the capital projects fund and are authorized to authenticate and certify these claims.

DATE: August 1, 2021

SIGNED:   
 TITLE: Finance Director

SIGNED:   
 TITLE: Executive Director

**GENERAL OPERATING FUND**

VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
058704	VOID CHECK	VOID CHECK	\$ -
058705	VOID CHECK	VOID CHECK	-
058706	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	1,356.56
058707	CITY OF AIRWAY HEIGHTS	WATER & SEWER - AIRWAY HEIGHTS	646.44
058708	CITY OF CHENEY	WATER, SEWER, ELEC. - CHENEY	774.77
058709	CITY OF DEER PARK	WATER & SEWER - DEER PARK	163.64
058710	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CH	76.15
058711	EMPIRE DISPOSAL INC.	MONTHLY SOLID WASTE - FF	43.15
058712	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	268.66
058713	INGRAM DISTRIBUTION GROUP, INC	WEEKLY LIBRARY MATERIALS	7,643.47
058714	TIFFANY MIDGE	LIBRARY PROGRAMS	300.00
058715	MIDWEST TAPE	WEEKLY LIBRARY MATERIALS	2,883.53
058716	MODERN ELECTRIC WATER COMPANY	WATER, ELEC. - SV	1,853.66
058717	MONTGOMERY HARDWARE	MAINTENANCE SUPPLIES	11.97
058718	OCLC, INC.	SEMI-ANNUAL CATALOGING & ILL SUBSCRIPTION	22,896.07
058719	OVERDRIVE, INC.	WEEKLY LIBRARY MATERIALS e-Books	3,615.69
058720	PROQUEST LLC	ELECTRONIC LIBRARY SERVICES	6,819.00
058721	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	1,506.52
058722	STATE PROTECTION SERVICES INC	MOBILE AFTER HOURS SECURITY: SV, NS	720.00
058723	TODAY'S BUSINESS SOLUTIONS	PRINT MGMT SOFTWARE ANNUAL SUPPORT	5,956.00
058724	TOWN OF FAIRFIELD	WATER, SEWER - FF	209.80
058725	UNIQUE MANAGEMENT SERVICES	MONTHLY NOTICE FEES AND MESSAGE BEE SERVICE	988.66
058726	UPLIFT DESK	EQUIPMENT PURCHASE - DESKS AND CABINETS	9,314.22
058727	UPS	SHIPPING	27.80
058728	VERIZON WIRELESS	MONTHLY WIRELESS SERVICE	2,616.93
058729	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE	1,260.08
058730	WHITWORTH WATER DISTRICT	WATER - NS	298.30
058731	VOID CHECK	VOID CHECK	-
058732	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	282.19
058733	ABM INDUSTRIES, INC.	WINDOW WASHING - ALL BUILDINGS	4,975.82
058734	ALLSTREAM	MONTHLY DID, PRI AND LONG DISTANCE PHONE SVC	510.14
058735	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	147.09
058736	BATTERIES PLUS BULBS	MAINTENANCE SUPPLIES	24.88
058737	BERNARDO WILLIS ARCHITECTS, PC	ARGONNE ROOF PROJECT, FINAL ARCHITECT BILLING	760.00
058738	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	548.62
058739	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	277.61
058740	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	501.54
058741	CENTURYLINK	MONTHLY ANALOG TELEPHONE LINE: SV ELEVATOR	63.85
058742	CITY OF MEDICAL LAKE	WATER, SEWER, REFUSE - ML	220.59
058743	DIVCO INCORPORATED	QTRLY BUILDING MAINT CONTRACT - HVAC	11,080.98
058744	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	897.17
058745	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	4,653.74
058746	H&H BUSINESS SYSTEMS, INC.	NEW COPIERS: ML, OT, AH, SV	14,124.07
058747	HAMMOND FACILITY CONSULTING	CONSTRUCTION CONSULTANT - AR PAINTING	564.74
058748	INGRAM DISTRIBUTION GROUP, INC	WEEKLY LIBRARY MATERIALS	6,192.73
058749	INLAND POWER AND LIGHT	MONTHLY ELECTRIC UTILITIES - AH, DP	748.78
058750	MIDWEST TAPE	WEEKLY LIBRARY MATERIALS	589.40



058751	ORBIS CASCADE ALLIANCE	ANNUAL ILL COURIER SERVICE	6,271.00
058752	OVERDRIVE, INC.	WEEKLY LIBRARY MATERIALS e-Books	32,117.30
058753	PERRINE PROPERTIES, LLC	MONTHLY PARKING LOT LEASE, SV	300.00
058754	PRISMHR, INC.	MONTHLY SOFTWARE SUPPORT - HR	454.12
058755	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	635.63
058756	THE SPOKESMAN- REVIEW	LIBRARY MATERIALS	364.00
058757	BPR CUMULUS LLC	MONTHLY LEASE PAYMENT, BOOKEND	3,120.00
058758	SPOKANE COUNTY ENVIRONMENTAL SERVICES	MONTHLY SEWER - AR, NS, SV	563.34
058759	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	1,355.72
058760	STATE AUDITOR'S OFFICE	ANNUAL AUDIT FEES	12,213.56
058761	UPS	SHIPPING	29.00
058762	VALLEYFEST	BOOTH SPACE RENTAL	55.00
058763	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	696.99
058764	WICK ENTERPRIZES, LLC	ADVERTISING	906.12
058765	WITHERSPOON BRAJCICH MCPHEE, PLLC	LEGAL SERVICES, GENERAL COUNSEL	2,003.78
058766	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	224.25
058767	ARGUS JANITORIAL	CARPET CLEANING JUNE, ALL BUILDINGS	2,768.69
058768	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	195.31
058769	DIVCO INCORPORATED	QTRLY BUILDING MAINT CONTRACT - HVAC	2,540.64
058770	ELZ TASTES AND TEA	LIBRARY PROGRAMS	50.00
058771	THE FIG TREE	LIBRARY MATERIALS	55.00
058772	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	5,674.86
058773	EMILY S GWINN	LIBRARY PROGRAMS	100.00
058774	INGRAM DISTRIBUTION GROUP, INC	WEEKLY LIBRARY MATERIALS	9,366.12
058775	INLAND POWER AND LIGHT	MONTHLY ELECTRIC UTILITIES - AH, DP	341.00
058776	KB & D PRODUCTIONS, INC.	LIBRARY PROGRAMS	1,200.00
058777	JENNIFER KOENIG	REFUND OF LOST/PAID FEES	6.00
058778	MIDWEST TAPE	WEEKLY LIBRARY MATERIALS	2,202.48
058779	MAUREEN REGALADO	MONTHLY SOCIAL MEDIA PLATFORM MGMT	1,500.00
058780	OPTUM	MONTHLY HSA ACCOUNT FEES	60.00
058781	OVERDRIVE, INC.	WEEKLY LIBRARY MATERIALS e-Books	1,838.61
058782	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	440.91
058783	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	466.20
058784	UPS	SHIPPING	15.66
058785	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	12,768.71
058786	ZIPLY FIBER	TELEPHONE & BROADBAND - FF	125.38
058787	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	145.17
058788	AVISTA UTILITIES	MONTHLY UTILITIES	7,067.18
058789	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	61.82
058790	CCI SOLUTIONS	OFFICE/LIBRARY SUPPLIES	944.66
058791	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	52.50
058792	CONSOLIDATED IRRIGATION DIST19	WATER - OT	112.71
058793	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	820.85
058794	DIVCO INCORPORATED	QTRLY BUILDING MAINT CONTRACT - HVAC	590.78
058795	EBSCO INDUSTRIES, INC.	LIBRARY MATERIALS - SUBSCRIPTIONS	40.04
058796	FATBEAM, LLC	MONTHLY INTERNET SERVICE, NET OF ERATE DISC	4,389.22
058797	FAUCETS 'N STUFF PLUMBING	BACKFLOW ASSEMBLY TESTING - AH	152.74
058798	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	534.15
058799	INGRAM DISTRIBUTION GROUP, INC	WEEKLY LIBRARY MATERIALS	11,139.70
058800	KENT ADHESIVE PRODUCTS CO.	OFFICE/LIBRARY SUPPLIES	556.52
058801	LIVELY'S FIRE EXTINGUISHER SERVICE LLC	ANNUAL FIRE EXTINGUISHER TESTING SERVICES	527.51
058802	MIDWEST TAPE	WEEKLY LIBRARY MATERIALS	1,966.44
058803	OVERDRIVE, INC.	WEEKLY LIBRARY MATERIALS e-Books	31,772.22
058804	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	632.65
058805	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	23.89
058806	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	587.38
058807	UPS	SHIPPING	14.12
058808	ABM INDUSTRIES, INC.	MONTHLY CUSTODIAL SERVICES	16,285.07
W00954	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	64,420.28
W00955	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	5,081.45
W00956	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	1,768.50
W00957	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	57,301.74
W00958	STATE OF WASHINGTON	PAID FAMILY MEDICAL LEAVE	203.55
W00959	DEPT OF LICENSING - WASHINGTON STATE	DRIVING RECORD REPORT	13.00
W00960	DEPT OF LICENSING - WASHINGTON STATE	DRIVING RECORD REPORT	13.00

W00961	DEPT OF LICENSING - WASHINGTON STATE	DRIVING RECORD REPORT	13.00
W00962	ASSOCIATION OF WASHINGTON CITIES - VIMLY BENEFI	MONTHLY MEDICAL, DENTAL, VISION & LIFE INS	91,076.14
W00963	STATE OF WASHINGTON	QUARTERLY SALES/USE TAXES PAID	1,359.91
W00964	DEPT. OF LABOR & INDUSTRIES	QUARTERLY WORKMAN'S COMP.	14,060.08
W00965	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	5,081.45
W00966	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	63,992.75
W00967	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	1,768.50
W00968	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	792.72
W00969	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	45,520.34
W00970	DEPT OF LICENSING - WASHINGTON STATE	DRIVING RECORD REPORT	<u>13.00</u>

**Total Non-Payroll General Operating Fund** \$ 653,337.12

**PAYROLL VOUCHERS**

07092021PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #13	\$ 204,340.51
07232021PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #14	<u>204,242.44</u>

**Total Payroll General Operating Fund** \$ 408,582.95

**TOTAL GENERAL OPERATING FUND** \$ 1,061,920.07

**CAPITAL PROJECTS FUND**

<b>VOUCHER NUMBER</b>	<b>VENDOR NAME</b>	<b>DESCRIPTION</b>	<b>VOUCHER AMOUNT</b>
9597	GEOENGINEERS, INC	GEOTECHNICAL SURVEY - NEW SV LAND	\$ 4,600.00
9598	HAMMOND FACILITY CONSULTING SERVICES	MONTHLY OWNERS REP SERVICES	3,026.32
9599	INTEGRUS ARCHITECTURE	DESIGN FOR NEW SV LIBRARY	58,788.56

**Total Capital Projects Fund** \$ 66,414.88

**June/July 2021  
Paid in July 2021  
Voucher # 058285**

<b>Card Category</b>	<b>Amount</b>
<b>General Purchases</b>	\$ 5,675.54
<b>Maintenance</b>	\$ 1,393.56
<b>Travel</b>	\$ 3,788.11
<b>Acquisitions</b>	\$ 1,697.66
<b>Information Technology</b>	\$ 198.84
<b>Outreach</b>	\$ 15.00
<b>General Fund Purchases</b>	<b>\$ 12,768.71</b>

*Top Individual Charges (>\$350)*

Pro Imprint	Summer Reading Tote Bags	3,699.13
Zome Design	Staff T-shirts w/ New Logo (205 shirts)	1,909.83
Zome Design	Staff T-shirts w/ New Logo (34 shirts)	632.99
Mailchimp	Monthly email service	597.86
Spokane Public Radio	Event Schedule for Lisa Napoli, 27 spots	567.00
Amazon	Library Materials	372.96

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

### **Design update**

Generally speaking, design work on the new Spokane Valley Library has transitioned from schematic design phase to the design development phase, which will persist through the end of the summer. In this phase, the schematic plans are reviewed, revised, and expanded, and many of the prominent features of the design will be finalized.

In July, Integrus Architecture conducted user group meetings with specific staff groups in the current Spokane Valley Library. Where feasible, feedback from these sessions were incorporated into design revisions.

Next steps include an online-based opportunity for staff District-wide to view progress and provide feedback. Information boards will be placed in the current Spokane Valley Library for the public later this year.

### **Library Capital Improvement Program (LCIP) grant update**

On July 13, the District received official notification from the Washington State Department of Commerce that Governor Inslee signed the 2021-2023 State Capital Budget, which includes the approval of our LCIP project, the New Spokane Valley Library, for \$2,000,000.00. As anticipated, the Department of Commerce will retain three percent (up to a maximum of \$50,000) to cover our administrative costs. Accordingly, the District's net grant award will be \$1,950,000.

Staff have subsequently submitted to the Department of Commerce the completed contract readiness survey and LEED certification declaration, the first steps of the grant contracting process.

### **Joint site development update**

Along with representatives from Integrus Architecture and AHBL, Executive Director Patrick Roewe provided an update on the library project to the Spokane Valley City Council at its July 27 Council meeting. The city and AHBL will be conducting a community workshop to get public feedback on conceptual designs for Balfour Park's expansion in early August.

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

## **2021 BOARD MEETING SCHEDULE AND LOCATIONS – RESOLUTION No. 21-02**

### **Background**

The Board of Trustees establishes the annual schedule (date, time, location) of its regular meetings via a resolution at the end of the preceding year. Given the ongoing uncertainties about how the COVID-19 pandemic will impact library operations and public meetings, at this time, staff initially recommends that all 2021 Board of Trustees regular meetings be scheduled at the North Spokane Library.

As you may recall, the Washington state Governor's Office issued requirements for the quarantining of library materials as part of offering library services to the public during the current health emergency. To accommodate this requirement, the District's meeting rooms were being utilized for the isolation of library materials. Consequently, North Spokane Library was the only District facility with two multipurpose rooms, so it can accommodate quarantined library materials in one room and Board meetings in the other. Now that that requirement has been rescinded, other meeting spaces in District libraries are available once again.

With the ongoing requirement of Proclamation 20-28, as extended, to continue to provide the public with the ability to attend meetings remotely, the District will continue to conduct the meetings in a hybrid format with both an in-person and remote option until that proclamation expires or is otherwise rescinded.

The following resolution includes a schedule of meeting locations for the remainder of 2021, with regular meetings scheduled in a similar manner to prior years.

**Recommended Action:** Board motion to approve Resolution No. 21-02, setting the Spokane County Library District Board of Trustees regular meetings schedule for the remainder of 2021.

**RESOLUTION NO. 21-02**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, ON THE SUBJECT OF PROVIDING THE DATE, TIME, AND LOCATION OF THE REGULAR MEETINGS OF THE SPOKANE COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES FOR THE REMAINDER OF THE CALENDAR YEAR; 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 county library district duly organized and existing under and by virtue of the Constitution and the laws of the State of Washington; and

WHEREAS, the Board of Trustees (the "Board") of the Spokane County Library District is authorized under RCW 27.12.210(1) to adopt such bylaws, rules, and regulations for its own guidance and for the governance of the library as they deem expedient; and

WHEREAS, the Open Public Meetings Act, RCW 42.30, requires that the governing body of a public agency shall provide the time for holding regular meetings by ordinance, resolution, bylaws, or by whatever other rule is required for the conduct of business by that body; and

WHEREAS, the Board has adopted bylaws requiring that monthly regular meetings be held on a day and time established by resolution of the Board; and

WHEREAS, Resolution No. 99-11 established the date and time of the Board's regular meetings as 4:00 p.m. on the third Tuesday of every month; and

WHEREAS, library guidelines from the Office of Governor Jay Inslee in response to the COVID-19 pandemic that previously limited the availability of District meeting rooms have been changed; and

WHEREAS, the Board has determined that conducting regular meetings at different library locations provides the Board with the opportunity to visit as many libraries as possible and to interact with constituents throughout the District.

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

**Section 1: BOARD OF TRUSTEES REGULAR MEETING SCHEDULE FOR THE REMAINDER OF 2021.**

The Spokane County Library District Board of Trustees regular meetings begin at 4:00 p.m. The schedule for the remainder of 2021 is as follows:

<b>DATE</b>	<b>LOCATION</b>
September 21, 2021	Moran Prairie Library, 6004 Regal St., Spokane
October 19, 2021	Spokane Valley Library, 12004 E. Main Ave., Spokane Valley
November 16, 2021	Argonne Library, 4332 N. Argonne Rd., Spokane
December 21, 2021	Argonne Library, 4332 N. Argonne Rd., Spokane

**Section 2: 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 17th day of August 2021.

SPOKANE COUNTY LIBRARY DISTRICT  
Spokane County, Washington

\_\_\_\_\_  
John Craig, Chair  
Board of Trustees

ATTEST

\_\_\_\_\_  
Patrick Roewe, Secretary to the Board of Trustees

## **LIBRARY FOUNDATION OF SPOKANE COUNTY AND SPOKANE VALLEY CAPITAL CAMPAIGN**

### **Background**

The Development Department will introduce the newly formed Library Foundation of Spokane County, including the Foundation's mission, current members, and Foundation goals.

An overview of the Capital Campaign for the Spokane Valley Library will also be presented. Communication & Development Director Jane Baker and Development Manager Jill-Lynn Nunemaker will be available for discussion.

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



## **AGREEMENT BETWEEN THE LIBRARY FOUNDATION OF SPOKANE COUNTY AND SPOKANE COUNTY LIBRARY DISTRICT**

### **Background**

This agreement defines the relationship between the Foundation and the District, what is expected, and the responsibilities of each entity in the mutual exchange of services. The agreement has been reviewed by legal counsel and was approved by the Foundation Board.

Communication & Development Director Jane Baker and Development Manager Jill-Lynn Nunemaker will be available to answer questions.

**Recommended Action:** Board motion to approve the agreement between the Library Foundation of Spokane County and Spokane County Library District.

**Agreement**  
between  
**Library Foundation of Spokane County**  
and the  
**Spokane County Library District**

THIS AGREEMENT is made and entered into this \_\_\_\_\_ of \_\_\_\_\_, 2021, by and between the Spokane County Library District, herein after referred to as "District," and the Library Foundation of Spokane County, a Washington non-profit corporation whose charitable purpose is to solicit, promote, secure, and manage donations, gifts, bequests, and grants for the initiatives of the District, herein after referred to as "Foundation."

WHEREAS, pursuant to RCW 27.12.210(5), the District's Board of Trustees is authorized to control the finances of the District; and

WHEREAS, pursuant to RCW 27.12.210(6), the District's Board of Trustees is authorized to accept gifts of money or property for the District's purposes; and

WHEREAS, pursuant to RCW 27.12.210(10), the District's Board of Trustees is authorized to all acts necessary for the orderly and efficient management and control of the District; and

WHEREAS, the District's Board of Trustees desires to have a Library Foundation as a tax-exempt non-profit corporation organized and operated exclusively to receive and administer property, donations, grants, gifts, bequests, and other contributions for the benefit of the District and to make contributions, grants, gifts, bequests, trusts, and property to the District; and

WHEREAS, the Foundation is empowered to provide services to the District related to the solicitation of contributions, grants, gifts, bequests, trusts, and property for the benefit of the District and other fundraising activities; and

WHEREAS, the purpose of the Foundation is to support the mission of the District; and

WHEREAS, the Foundation desires to provide certain financial services for the District as described in this agreement in furtherance of its corporate purpose;

NOW, THEREFORE, in consideration of the mutual exchange of services and the other covenants and agreements hereinafter mentioned, the parties hereto covenant and agree as follows:

A. THE FOUNDATION AGREES TO:

1. Encourage continuous and special philanthropic support, benefactions, and relationships for the benefit of the District.

2. Establish rules, regulations, and procedures for the necessary management of all affairs of the Foundation in accordance with the laws and regulations described in section 501(c)(3) of the Internal Revenue Code as now enacted or hereafter amended or supplemented.

3. Accept, hold, administer, invest, and disperse such funds and properties in accordance with its purpose as established within the Foundation Articles of Incorporation and Bylaws.

4. Use all assets and earning of the Foundation exclusively for District purposes.

5. Engage in and disperse all parts of its funds for any and all lawful activities permitted by the laws and regulations governing tax exempt charitable corporations at the time of dispersal, and which may be necessary or incidental to the furtherance of the purposes of the Foundation.

6. Use reasonable portions of its funds and income to pay the administrative expenses of the Foundation.

7. Pursuant to RCW 27.12.300, tender immediately to the District all donation and instruments deemed gifts it may receive for which the donor names the District as the recipient. The District administration has the final say in accepting or declining any and all gifts made to the District.

8. Be responsible for and account for, in its own records, all donations and instruments deemed gifts where the donor names the Foundation as the recipient.

9. Maintain its stated purposes of existence as set forth herein, and in its Articles and Bylaws during the lifetime of this agreement.

10. Provide such other services and undertake such other activities for the benefit of the District as the Foundation and the District shall identify from time to time by written addenda to this Agreement.

## B. THE DISTRICT AGREES TO:

1. Provide professional staff and services to the Foundation, consistent with the District Board-approved District budget, including without limiting the generality of the foregoing a Development Manager, including necessary office space, clerical support, utilities, equipment and furniture, consumable office supplies, telephone service, office equipment including but not limited to photocopiers and facsimile machines, computer hardware, software, productivity tools, network connectivity, printers, and other computer peripherals, website hosting and support, all in partial payment for District services as described herein. The District further agrees to maintain proper accounting records of the costs of such services.

2. Establish the value of the aforementioned services, space, and equipment which the District provides to the Foundation, not to exceed the total amount designated in the applicable District Board-approved District budget. The District, pursuant to its budgeting and fiscal policies, shall review the actual costs to ensure the costs to the District do not exceed the value of services provided by the Foundation. Such reports and information shall be made available to the Foundation.

## C. ANNUAL EVALUATION AND REVIEW

The Foundation and the District shall annually, during the last quarter of the calendar year, identify the specific services the Foundation will provide and the specific activities the Foundation will undertake for the benefit of the District, which shall be described in addenda to this Agreement signed by the parties. The Foundation shall provide the District with a written report annually, which shall confirm it has fully complied with its obligation to expend its best efforts to seek to accrue gifts, grants, donations, endowments for the benefit of the District, and set forth its progress in furtherance of the identified activities and services and list its other accomplishments for the preceding year. For this purpose, the Foundation will share with the District its revenue and expense statements for the preceding year and its end-of-year balance sheet.

## D. TERM OF AGREEMENT

The initial term of this Agreement shall be one year, but such term shall be automatically extended on each anniversary date hereof for an additional one-year period unless either party shall have given written notice to the other, at least 30 days prior to the next anniversary date hereof, of its desire not to extend this Agreement.

## E. MODIFICATION

No alteration or modification of any terms of this agreement shall be valid unless made in writing and signed by the parties.

## F. TERMINATION

Notwithstanding the provisions of Terms of Agreement, either party may terminate this agreement effective at the end of any District fiscal year, with or without cause, upon 30 days written notice to the other party.

## G. ASSIGNMENT

Neither party may assign or transfer this agreement.

H. GOVERNING LAW AND DISPUTES

This agreement shall be construed and enforced in accordance with, and the validity and performance hereof shall be governed by the laws of the State of Washington. Venue for all litigation arising out of this agreement shall be Spokane County, Washington.

Library Foundation of Spokane County

Spokane County Library District

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: SEPTEMBER - OCTOBER 2021**

***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.
- Overview – Integrated Library System (ILS)
- Contract Award for Integrated Library System (ILS) Products and Services: Approval Recommendation
- Review the Performance of a Public Employee (RCW 42.30.110(1)(g))

Please send requests for agenda additions or changes to the Board Chair or Administrative Assistant no later than Tuesday, Sept. 7, for inclusion in the preliminary agenda to be sent Sept. 8. Meeting packets will be mailed Sept. 15.

***October 19, 2021: TBD - (4:00 p.m.)***

- New Spokane Valley Library: Update
- 1. 2022 Budget
  - Public Hearing on Authorized Revenue Sources
  - 2022 Preliminary Budget Presentation
  - Organizational Memberships Review
  - Board Direction to Staff
- Personnel Policy: Approval Recommendation.
- Code of Conduct Policy: Approval Recommendation.
- Overview – Tentative

**SPECIAL MEETINGS/ACTIVITIES**

2021

Oct 11 All Staff Day, Whova Virtual Conference Platform

---

## EXECUTIVE DIRECTOR'S REPORT JULY 2021

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

#### 2019 and 2020 State Audit

The exit conference for the biennial audit conducted by the Washington State Auditor's Office has not yet been scheduled. An update will be provided at the meeting.

#### 2022 Budget

It is nearly time to initiate the 2022 Budget process for which the timeline follows.

- September: Departments prepare their respective budgets. The September Board Meeting will have a brief discussion of progress and any important assumptions for the upcoming year, but no formal action will be required.
- October: The first draft of the full 2022 Budget will be presented. The October meeting agenda will include the required Public Hearing on Sources of Revenue for the upcoming budget year. The focus of the presentation is usually on the revenue side of the budget in support of this public hearing.
- November: The final draft of the 2022 Budget will be presented along with three resolutions that are required to adopt and certify the budget and the tax levy embedded within. The focus of the presentation is usually on the expense side of the budget.
- December: If new information is received of sufficient materiality, staff may submit an amendment to the 2022 Budget. The goal is for the accuracy of the budget adopted in November to be sufficient to not require further amendments; however, new information may arise.

#### Consumer Price Index

The Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) is used as a primary factor by the District for determining any annual cost of living adjustment. The following is an excerpt from Section 3.15 from the District policies:

The District may consider a number of economic factors, including the August CPI-W when determining any annual cost of living adjustment (COLA) recommendation. The Board of Trustees has sole approval authority for any such salary adjustment. Such an adjustment may range from a minimum of 0% to a maximum of 4%.

The CPI-W through June 2021 (10 months of data) is already at nearly 5%, and barring an unexpected decline in the next two months, the August index will remain over the 4% maximum cited in the policy.

For reference: The state of Washington used the CPI-W to annually adjust the state minimum wage, and the Social Security Administration uses it to annually adjust social security benefits.

#### Facilities Report

##### **HVAC Upgrade Project**

One issue remains with the 5-ton air handling units at Airway Heights and North Spokane libraries. These units are not quite meeting manufacturer specified airflows. The contractor and mechanical engineer are working on this; however, the issue remains unsolved.

**Argonne Library Exterior Painting Project**

The Argonne exterior painting project was certified substantially complete as of July 16, 2021. The final walk-through was performed that same day and a written report detailing the remaining punch list items left to complete was issued to the contractor. All such items were addressed on Friday, August 6. An update will be provided at the meeting.

**Janitorial Services**

The District has changed janitorial service providers, effective July 1, 2021. The District terminated services with Argus Janitorial in accordance with the termination clauses in the contract and has retained ABM Industries on a temporary basis. The District is preparing a request for proposal (RFP) for janitorial services and intends to publish this RFP in September to solicit and contract with a new provider effective January 1, 2022.

**Human Resources – Toni Carnell**

Staff updates: During July, there was one new hire, one transfer, and no promotions or demotions. No employees separated from employment this month.

Executive Director evaluation process: The summary of feedback from Leadership Team was provided to the Board during the July meeting. A survey link was sent to all Trustees, using the same format as prior years. This feedback will be summarized and distributed 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.

WA Cares Fund: Beginning January 2022, the WA Cares Fund (Long-Term Services and Supports Trust Act) goes into effect. This fund aims to provide a long-term care benefit to all Washington workers. To fund this program, Washington workers will pay \$0.58 per \$100.00 of earnings via payroll deduction. Workers will also have a limited opportunity to opt-out of the program permanently by purchasing private long-term care insurance and applying for an exemption with the Employment Security Department (ESD).

The District has begun distributing information to employees about the fund and their obligations therein, including an option for private long-term care insurance offered by our benefits provider, Association of Washington Cities (AWC). Employees will need to determine individually whether to participate in the state fund or to purchase insurance from a state-approved third-party provider.

**Communication – Jane Baker**

The Library District, along with Media Partner Spokane Public Radio, present author and journalist Lisa Napoli for a lecture program titled, “The 24-Hour News Cycle & How It Created a World of News Junkies,” on Thursday, August 5. Promotion of this event has included earned media coverage in the *Spokane Journal of Business*, *Patch.com*, and the *Cheney Free Press*.

Two of the five District eNewsletters in July received double the average amount of interest, measured by the number of people clicking into the website for more information. These two eNewsletters featured info on expanded library hours and the brand refresh video.

Work continues updating District collateral with the brand refresh.



## **Development**

The Library Foundation of Spokane County's work is wrapping up on the paperwork required for the 501c3 designation with plans to submit the documents by the end of August.

Planning continues for the modified capital campaign for the Spokane Valley Library. This includes a revision of the case statement written for the feasibility study in 2019 and recruiting a steering committee of motivated individuals to help lead the campaign.

Development is looking forward to presenting an update on the campaign to the Trustees this month.

## **Operations - Doug Stumbough**

### Expansion of services

Following the Governor's expected announcement of a full statewide reopening at the end of June, the District was able to expand several elements of operations in July. The main shift was earlier open hours, most moving to 10:00am to 6:00pm, Monday through Saturday, on the days a library would normally be open. The BookEnd was a lone exception, with regular hours from 11:00am to 7:00pm, Monday through Saturday, to better mirror hours at the Spokane Valley Mall.

In addition to the hours, other changes included the restoration of full computer use, comfortable- and group-seating returned, social distancing limits for customers were removed, and staff could once again attend community events and meetings.

Should there be no further restrictions or limitations over the summer, the following expansions of service are among those planned to take place this fall:

- Evening and Sunday hours restored (hours TBD)
- In-library programming
- After hours meeting room use

### Positive Interaction Reports

Last month, we shared some of the many instances where District staff, services, and programs impact our customers in sometimes small but encouraging ways as services were limited during the pandemic. The following are a few more examples of those positive interactions shared by staff over the past several months:

- A customer left a note with a hotspot returned to Spokane Valley: "Thank you so much for this new awesome & extremely helpful library benefit...Thx!"
- From a customer who regularly uses our Suggest an Item service: "Thank you for all you do for me. I'm very glad I got to visit the Valley Branch last week and thank people personally. My personal apex of Essential Personnel are Nurses and Librarians! Cheers and be safe --Bob"
- At the BookEnd, a happy visitor expressed gratitude that Mikayla was able to assist in printing documents they want to send to other grown children of service men from a photograph the customer had been researching.
- A caller to Spokane Valley asked about curbside protocol and wanted to additionally thank us for all of the hard work we put in especially during this pandemic.
- "Last year I gained so much from the library classes on gardening. We have eaten out of our garden all summer, growing much of it from seed, because of a class I attended at the library. (I attended as many as possible). We have always had a garden, but this was my most successful year ever growing things from seeds! I learned so much. I also watched for bees because of the bee class. I tried to entice them to my yard and provide a bee house for them. That didn't go as

well, but there is always next year! Free learning is fabulous!" - E-mail from an Otis Orchards customer.

- Following a library-led Learning Circle on the U.S. Constitution, participants shared some comments on the interactive program: "It has already improved my ability to interact in civil discourse." "Because I have a different perspective now, I will answer and approach some things differently. I have hope that I can make a difference." "Great opportunity to learn and share, meet my "neighbors." "It has been a great experience! I learned, I got to associate with others and even see them without a mask on. In a short, free class there was just enough pressure to keep me going, and in the circle, there was encouragement."
- A finisher of our online Diverse Voices Reading Challenge who was selected to receive a mini collection of the titles in a drawing, shared: "Thank you so much! I am beyond thrilled in winning the challenge and have enjoyed participating in Spokane Is Reading since 2007. I always look forward to the author discussions and thought that the Diverse Voices was an amazing alternative considering the author visit couldn't be possible last year. You made my week. Otis Orchards is affectionately my home library and the librarians there are doing an amazing job keeping me deep in books. I know these are not optimal conditions for any of us but I so appreciate SCLD staff and the Friends of the Library groups, providing meaningful content as well as convenient access. Wishing you and your team all the best in 2021! -- Kind Regards, L
- Another finisher and book recipient from the Diverse Voices reading challenge said this in an email: "During the last nine months of this pandemic, I discovered and read eleven of my Top-Twenty all-time favorite books, all due to the library offering online hold requests with limited curbside checkout service (And the time to read, of course, afforded by the pandemic's lockdown and social distancing requirements and the slower pace of life). Three of my new eleven favorites are on your Diverse Voices reading list, so thank-you for those recommendations! With thanks and appreciation, Jo"
- Deer Park shared a customer's compliment on the positive customer service and the essential impact that our curbside pickup has had on her, related she has no internet where she lives and getting out each week just to pick up a book or two has made all the difference in how the pandemic has impacted her life as well as her state of mind. She also asked to pass on that thank you to all of the other library staff who have worked so hard to make sure that she is kept in reading materials.
- "Once again, I was treated to fast, friendly curbside pickup at Valley Library yesterday. Thank you so much to all library staff who are continuing to provide materials and great service during this odd time of Covid-19. You are much appreciated!!"
- A curbside customer at Deer Park commented that her grandsons would be lost without the reading materials she has been getting for them, sharing that he read the book "Wizard and Wart" three times in a row and loved it so much she had to buy him his own personal copy. She also said, "The Library is making a difference!" and that she is encouraging her son to try out our "Book Butler" service. She passed on a compliment to SCLD for offering this very innovative service.
- Referring to our Collection Services staff, a customer told us how happy she is that we have such a good selection of books on Buddhism. It's one of the reasons she loves SCLD so much. She said she's been in lots of libraries and they usually don't have much on Buddhism. Our collection makes her so happy. She placed her hand on her heart as she was speaking about it.
- "I am very happy & comfortable with Spokane Valley, Library. The staff & supervisor are very helpful with any questions I asked of them when I needed help. Thank You So Much Spokane Valley Library. Respectfully Julie E."

## Collection Services – Andrea Sharps

### Top Checkouts and Holds

This month we focused on **OverDrive (digital)** titles with the most checkouts occurring during the month and titles with the most holds placed during the month. We also included the **adult (physical)** titles with the top checkouts and holds as expanded reopening started in July:

- Popular **OverDrive** titles July:
  - Checkouts July 1 – July 31:
    - *The Four Winds* by Kristin Hannah. Ebook. (122)
    - *The Quiet Girl* by S. F. Kosa. Ebook. (108)
    - *The Four Winds* by Kristin Hannah. Audiobook. (64)
  - Holds as of August 2:
    - *The Last Thing He Told Me: A Novel* by Laura Dave. Ebook. (131)
    - *The Last Thing He Told Me: A Novel* by Laura Dave. Audiobook. (98)
    - *Golden Girl* by Elin Hilderbrand. Ebook. (80)
- Popular **Adult Book** titles July:
  - Checkouts:
    - *The Four Winds* by Kristin Hannah (80)
    - *People We Meet on Vacation* by Emily Henry (55)
    - *Where the Crawdads Sing* by Delia Owens (49)
  - Holds:
    - *I Alone Can Fix It: Donald J. Trump's Catastrophic Final Year* by Carol Leonnig and Philip Rucker (40)
    - *The Four Winds* by Kristin Hannah (39)
    - *The Paper Palace* by Miranda Cowley Heller (35)

### OverDrive's Big Library Read

The title selected for OverDrive's Big Library Read was *The Quiet Girl* by S. F. Kosa. This ebook title was available for unlimited access through the District's OverDrive website from June 28 through July 12 at no cost to the District. Big Library Read is a reading program that connects readers around the world with the same ebook at the same time without any wait lists or holds. *The Quiet Girl* was the second-most-checked out ebook in July with 108 checkouts recorded.

**Collection Monthly Report  
July 2021**

	<b>Select Transaction Count</b>		
<b>Physical Collection</b>	<b>YTD 2021</b>	<b>YTD 2020</b>	<b>CHANGE</b>
Items Processed	29,210	29,017	1%
Interlibrary Loan Total	3,119	2,826	10%
<b>Overdrive</b>			
Total Checkouts	447,323	419,499	7%
Total Holds	138,472	150,602	-8%
<b>hoopla</b>			
Total Checkouts	19,228	18,676	3%
	<b>Total Items in Collection</b>		
<b>Material Type</b>	<b>YTD 2021</b>	<b>YTD 2020</b>	<b>CHANGE</b>
Print	304,918	325,974	-6%
Nonprint	75,822	87,556	-13%
Overdrive	120,202	102,250	18%
<b>Grand Total</b>	<b>500,942</b>	<b>515,780</b>	<b>-3%</b>

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 a few other items follow:

**COVID-19 Response Update**

In response to the statewide reopening, the District made significant operations changes, effective July 6, as reported above. Overall, both staff and customers have adjusted well to the expanded levels of service.

Customer Use Statistics

With almost five months of in-person library services completed, staff are continuing to conduct 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 July 2021 was 52% of door count for July 2019, which shows steady upward progression when compared to May (40%) and June (47%).
- Circulation: Physical items in July 2021 circulation at 69% of circulation for July 2019, which also shows upward progression when compared to May (56%) and June (66%).

While the numbers for March and April were relatively consistent with May, the incremental increases over the last three months demonstrate progress toward pre-pandemic usage levels. While we don't expect a full restoration of usage statistics, the upward trajectory remains encouraging. Staff will continue to monitor usage statistics over the coming months.

**Electric Vehicle Charging Stations Proposal Update**

The District's legal counsel reviewed the contracts provided by Avista for installation of the electric vehicle charging stations approved by the Board of Trustees. We hope to have the contracts signed in August.

**Air Quality Index (AQI) Response Plan**

Curbside service was suspended several days in July due to the AQI (air quality index) rising to the "Unhealthy" level, as monitored and reported by the Spokane Regional Clean Air Agency. The District also had to halt operations of Community Shred Day at Spokane Valley and North Spokane because of unhealthy air quality, as the event took place outdoors.

On a related note, the improved filtering capacity of the new HVAC systems installed at Otis Orchards, Airway Heights, and North Spokane have proven more effective in filtering inside air than the previous systems that were replaced.

## Operations Report July 2021

Doug Stumbough and Kristy Bateman

### Service Priority Teams

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

- July's Small Business Boot Camp workshop detailed the myriad of things to consider when hiring (and firing) employees. Three cohort members attended.
- This month's SCORE workshop was *Security Strategies for Small Business*. The four attendees had a lot of questions for the presenter.
- The July *Medicare 101* workshop had one of our biggest virtual crowds, with 23 at the Zoom session. This group also asked a lot of questions; thus, the program ran over 20 minutes longer than expected.
- We held our first *Shred Day* since before the pandemic. Although we had to suspend the event midway due to poor air quality, 125 cars dropped off items for shredding at NS and SV.

#### Early Learning (Mary Ellen Braks)

- We saw a slight dip in Storytime attendance this month. Between the two Storytimes our lowest number in July was two and our highest number was 15.
- The Early Learning team is continuing to work on content for online Storytimes.
- The Early Learning team finished the Storytime refresher training for staff.

#### Education and Enrichment (Gwendolyn Haley)

- July was a busy month of virtual programming. 43 3<sup>rd</sup>-5<sup>th</sup> graders participated in *Virtual Camp Read-A-Rama*, 13 tweens (4<sup>th</sup> -8<sup>th</sup> grade) in virtual *Harry Potter Camp* and another 22 in virtual *Art Camp*. Families in our community enjoyed pre-recorded virtual programs from *Radical Rick* and *Traveling Lantern Theater*. Magician Jeff Evans provided a live magic show over Zoom. Teens worked with local poets to perfect their spoken word poetry in virtual workshops. Adults spiced up their grilling with a program in partnership with ELZ Tastes and Tea Market.
- We partnered with Pope Francis Haven, Spokane Valley Parks and Recreation, and Cheney Outreach Center to provide deposit collections for youth and children at their sites. 38 children signed up for a pilot *Summer Reading by Mail* program and received three books and activities every two weeks.

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

- Web Team created a temporary meeting room web page based on the current reservation methods.
- I drafted a Request for Information for website development. Web Team provided feedback. I researched companies to solicit information from. This will go out to the public later this summer.
- I met with Amber and Doug to discuss web page requirements for mobile services vehicles.
- Diane is continuing to test myTurn, a Library of Things software. The vendor has developed a way for us to accommodate items that can float and that do not float.
- Web Team is researching website accessibility tools.

#### Information Technology (Patrick Hakes)

- No report this month

#### Mobile Services (Amber Williams)

- The van arrived from the Sprinter factory for inspection at the Tech Ops lot before moving off site for lift installation. The shell buildout is being wrapped up on the truck. Tech Ops anticipates both vehicles will be on its Maryland lot by the end of August when the last phase of the build will begin.

## Library Reports

### Airway Heights: Autrey Lehman

- The library has seen an increase in customers because of the expanded hours and computer availability.
- Customers have rediscovered the meeting room. One customer has been coming two to three times a week and has expressed gratitude for a quiet study place.
- More and more families have been taking time to read in the library and try out our STEM kits.

### Argonne: Pat Davis

- A book club and knitting club (that formed after participants met at library knitting class) were thrilled to use the meeting room again. Both groups met elsewhere during the closure and were excited to return to the library.
- Bus passes continued to be popular. Staff handed out the original 50 and are working their way through an additional batch of 30.
- We have many families coming to the library to browse and escape the heat. Several families with younger children have inquired about Storytime and are eager for them to resume.

### BookEnd: Briana Ruffing

- One customer had just moved from out of state and said they came to the library to get the “lay of the land.” They were very impressed with our service and said it was a nice welcome to Washington.

### Cheney: Amy Fair

- The end of time limits has led to a huge influx of local students using our quiet areas for study.
- Putting furniture back out in the library has given us a chance to reconfigure seating to be more user friendly and comfortable, which has gotten positive reviews from both staff and customers.

### Deer Park: Jennie Anderson

- Customers are thrilled to be able to use the meeting room/conference room again. The rooms have been regularly used and members have expressed their gratitude and joy that they are available.
- Staff member, Shannon, participated in the Deer Park *Settler's Day Parade*, reporting that many people expressed both their love for the library and many thanks.

### Fairfield: Kristy Bateman

- A parent complimented the monthly country display, so staff took the opportunity to promote the District digital library.
- Handing out the unreserved activity kits has given staff a chance to promote Engage and the Events Calendar to encourage customers to check for future programs.

### Medical Lake: Cecelia McMullen

- A couple expressed happiness at being able to sit in comfortable chairs and read the newspaper.
- Our wireless internet service continues to be used and appreciated. One family set up a camping table on the lawn for a Nintendo game night.
- A parent was directed by her children to check out “anything” from the *Books-to-Go* shelf. The parent expressed gratitude for the easily available collection that “would be sure to please.”
- One customer exclaimed “I’m happy to get into the library where all the wonderful things are!”

### Moran Prairie: Caitlin Wheeler

- Customers immediately seized the opportunity to utilize our conference and study room as they opened to the public. The private space has offered opportunities for tutoring sessions, interview practice, quiet study time, and small friend get-togethers.
- The Friends of the Moran Prairie Library held its first meeting in over a year and expressed gratitude for our expanding services. One of them shared that “it brings a sense of normalcy” for them.
- Children’s books are flying off the shelves, especially the books-to-go and the new fiction.

**North Spokane: Brian Vander Veen**

- We've seen a noticeable increase in both visits and checkouts since last month, with our total checkouts up more than 20% compared to June.
- Our meeting room and conference rooms are once again available for public use, and customers have begun making use of them again, particularly as quiet study rooms.

**Otis Orchards: Briana Ruffing**

- Customers have been very grateful for the meeting room availability. Some customers do not have a/c at their homes, and the meeting room has served as a respite to study, work, and socialize.
- We've seen an increase in families and kids coming into the library and regularly checking out their limit of items. Some have expressed the heat has made normal summer activities difficult, so they are finding enjoyment in all the library has to offer.

**Spokane Valley: Aileen Luppert**

- PSA Matthew reported "a woman came in for her first library card with the District. After signing up for a card through the touchscreen terminals (which she said were quite impressive compared to a paper app), I was checking info on her card at the desk when she noticed some quilting bookmarks on the table. She was excited we had them. I told her about all the quilting books upstairs and gave her the call number for them; she was very thankful and excited to explore our collection and 'very impressed with our service and layout.'"

Security Incident Reports

For July 2021, there were eighteen Security Incidence Reports filed. Six more than last month (12) and eight more than July 2020 (10). North Spokane had the most incidents reported (7). The most frequently reported incidents related to Customer Code of Conduct violations (4) and Potential Problems (4).

Public Use Measures**July 2021**

Measure	This year	Last year	YTD	Last YTD
	This Month	This Month	This year	Comparison
Cardholders	107,613	109,553		-2%
Door count	56,465	11097	255,936	-6%
Items Borrowed	193,116	118,434	1,119,341	14%
• Airway Heights	2,669	1,099	12,332	-16%
• Argonne	8,861	2,868	39,392	29%
• Cheney	7,714	2,849	38,705	14%
• Deer Park	7,730	2,364	39,188	18%
• Fairfield	661	567	4064	6%
• Medical Lake	1,889	799	10,958	16%
• Moran Prairie	11,703	4,812	58,547	25%
• North Spokane	27,358	9,613	131,179	10%
• Otis Orchards	3,177	1,361	16,499	21%
• Spokane Valley	24,314	8,961	116,497	-3%
• The BookEnd	1,247	394	7,288	-34%
• Digital	64,804	64,715	466,568	6%
Programs				
• Number	42	37	214	-74%
• Attendance	600	932	4,435	-72%
Internet Station Use (%)	15.2%		19.6%	
Meeting room bookings	0	0	0	-100%
Digital Resource Use	172,706	116,475	1,283,593	132%



## Public Use Measure Definitions

**Cardholders:** Total number of library cards that have had any type of activity within the last three years. *Data collection method: Actual computer system count.*

**Door count:** Number of times libraries are entered through inside doors; doesn't include entries through outside doors to lobby, restrooms, or meeting rooms. *Data collection method: Actual "machine" count.*

**Items Borrowed:** Number of items checked out and renewed. *Data collection method: Actual computer system count. Digital: Number of downloads from OverDrive and Hoopla. Included in circulation total.*

**Programs:** Experiential learning programs presented by the District. *Data collection method: Hand tally and database entry.*

**Internet Station Use (%):** Percentage of available time utilized. *Data collection method: Actual reservation management system count.*

**Meeting room bookings:** Number of times meeting rooms used by outside groups. *Data collection method: Actual reservation management system count.*

**Digital Resource Use:** Use of online learning resources licensed by the District. *Data collection method: reports from resource vendors.*

**Spokane County Library District  
Summary of Revenues & Expenses - (Cash Basis)  
For the Seven Months Ended July 31, 2021**

	<b>Y-T-D Actual</b>	<b>Annual Budget</b>	<b>Percent Used</b>	<b>Balance Remaining</b>
			<b>Target 58.3%</b>	
<b>REVENUES</b>				
PROPERTY TAXES	\$ 9,314,674	\$ 15,840,000	58.80%	\$ 6,525,326
CONTRACT CITIES - AIRWAY HEIGHTS	176,213	349,000	50.49%	172,787
CONTRACT CITIES - SPOKANE	49,981	104,000	48.06%	54,019
FINES & FEES	25,803	55,000	46.91%	29,197
GRANTS & DONATIONS	40,634	50,000	81.27%	9,366
E-RATE REIMBURSEMENTS	140,455	211,000	66.57%	70,545
LEASEHOLD & TIMBER TAX, REBATES, OTH	25,972	21,000	123.68%	(4,972)
INTEREST REVENUES	33,180	62,000	53.52%	28,820
<b>TOTAL REVENUES</b>	<b>\$ 9,806,911</b>	<b>\$ 16,692,000</b>	<b>58.75%</b>	<b>\$ 6,885,089</b>
TRANSFERS IN	-	-	0.00%	-
<b>TOTAL REVENUES &amp; TRANSFERS IN</b>	<b>\$ 9,806,911</b>	<b>\$ 16,692,000</b>	<b>58.75%</b>	<b>\$ 6,885,089</b>
<b>EXPENSES</b>				
SALARIES	\$ 3,913,007	\$ 7,110,400	55.03%	\$ 3,197,393
FRINGE BENEFITS	1,412,839	2,451,700	57.63%	1,038,861
SUPPLIES	77,388	197,700	39.14%	120,312
UTILITIES	313,112	493,500	63.45%	180,388
SERVICES	773,489	1,439,500	53.73%	666,011
INSURANCE	63,626	65,000	97.89%	1,374
CAPITAL EQUIPMENT	457,797	1,320,000	34.68%	862,203
LIBRARY MATERIALS	1,085,340	2,031,000	53.44%	945,660
ELECTRONIC LIBRARY MATERIALS	136,157	250,000	54.46%	113,843
LIBRARY PROGRAMS	60,000	131,400	45.66%	71,400
<b>TOTAL EXPENSES</b>	<b>\$ 8,292,754</b>	<b>\$ 15,490,200</b>	<b>53.54%</b>	<b>\$ 7,197,446</b>
TRANSFERS OUT	-	1,201,800	0.00%	1,201,800
<b>TOTAL EXPENSES &amp; TRANSFERS OUT</b>	<b>\$ 8,292,754</b>	<b>\$ 16,692,000</b>	<b>49.68%</b>	<b>\$ 8,399,246</b>
<b>Net Excess of Revenues Over/(Under) Expenses</b>	<b>\$ 1,514,156</b>	<b>\$ -</b>		
BEGINNING CASH	5,883,956			
NET FROM ABOVE	1,514,156			
<b>ENDING CASH</b>	<b>\$ 7,398,112</b>			

**Number of months cash on hand 5.7**