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

Board of Trustees Regular Meeting
September 21, 2021   4:00 p.m. Moran Prairie 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://scld-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.scld.org/connect/ask-board-of-trustees/

I.   **CALL TO ORDER**

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

III. **PUBLIC COMMENT**

IV.   **ACTION ITEMS**

   A. Approval of August 17, Regular, and August 30, 2021, Special Meeting Minutes [4:01-4:02]
   B. Approval of August 2021 Payment Vouchers [4:02-4:03]
   C. Unfinished Business [4:03-4:10]
      1. New Spokane Valley Library Project Update
   D. New Business [4:10-4:40]
      1. Emergency Closure of Facilities Policy: Approval Recommendation.
      2. Use of 3D Printing and Cutting Equipment Policy: Approval Recommendation.
      3. Overview – Integrated Library System (ILS)
      4. Contract Award for Integrated Library System (ILS) Products and Services: Approval Recommendation.

V.   **DISCUSSION ITEMS, POSSIBLE ACTION** [4:40-4:45]
   A. Future Board Meeting Agenda Items

VI.   **REPORTS**

   A. Trustees [4:45-4:50]
   B. Executive Director [4:50-5:00]
      • Administrative
      • Community Activities
   C. Operations [5:00-5:05]
   D. Fiscal [5:05-5:10]

VII. **Executive Session** [5:15-6:00]

   A. Review the Performance of a Public Employee (RCW 42.30.110(1)(g))

VIII. **ADJOURNMENT**
   [Estimated meeting length: Two hours, 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.

BOARD OF TRUSTEES MEETING MINUTES: AUGUST 17, 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, August 17, 2021.

Present: <u>In-Person and via Zoom Teleconference</u>
John Craig   - Chair
Mark Johnson   - Vice Chair (via Teleconference)
Jessica Hanson   - Trustee
Kristin Thompson - Trustee
Patrick Roewe   - Executive Director and Secretary

Excused: None.

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

Guests via Conference Call: Two (2).

Call to Order (Item I.)	Chair John Craig called the meeting to order at 4:04 p.m., and welcomed everyone in attendance.
Agenda (Item II.)	Ms. Thompson 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 July 20, Regular, and August 9, Special Meeting Minutes (Item IV.A.)	Mr. Craig called for corrections to the July 20, regular, and August 9, 2021, special meeting minutes. There were no corrections; the minutes stand approved as written.
Approval of July 2021, Payment Vouchers (Item IV.B.)	Ms. Hanson moved and Ms. Thompson seconded approval of the July 2021 bill payment vouchers as follows.

Fund	Voucher/Payroll Numbers	Subtotal	Total
July-L01	58704-58808 and W00954-W00970	$653,337.12	$653,337.12
	07092021PR and 07232021PR	$408,582.95	$408,582.95
L01		Total	$1,061,920.07
L02	09597 GeoEngineers – (Geotechnical Survey)	$4,600.00	$4,600.00

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

	09598 HFC Services – (Owner's Representative)	$3,026.32	$3,026.32
	09599 Integrus Architecture – Pmt. 3 (New SV Library Design)	$58,788.56	$58,788.56
L02		Total	$66,414.88

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. Mr. Roewe reported work on the new Spokane Valley Library transitioned from the schematic design phase to the design development phase, which will continue through the end of summer. In this phase, the schematic plans are reviewed, revised, and expanded, and many of the prominent features of the design will be finalized. Mr. Roewe shared updated images from the design site and pointed out changes in the ceiling beams from single to double beams. He also provided an outline for what comes next before the contracting phase. Mr. Roewe gave advance notice of what will likely be a special meeting scheduled before month's end for the Board of Trustees to approve a right of way deed and utility access easements on the Balfour Park property. Next steps include an online-based opportunity for staff District-wide to view progress and provide feedback. Information boards for the public will be placed in the current Spokane Valley Library later this year.

There was no further discussion.

Unfinished Business 2021 Board Meeting Schedule and Locations Approval (Item IV.C.2.)

2021 BOARD MEETING SCHEDULE AND LOCATIONS (RESOLUTION NO. 21-02). Ms. Hanson moved and Mr. Johnson seconded that Resolution No. 21-02, on the Subject of Providing the Regular Board Meeting Schedule and Locations for the remainder of the Calendar Year, be adopted. Mr. Roewe noted if the public coronavirus landscape changes, future meetings could again be held remotely.

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 RELATING THERETO.

There was no further discussion.

The motion was unanimously approved.

**New Business
Library Foundation
of Spokane County
and Spokane Valley
Library Capital
Campaign
(Item IV.D.1.)**

LIBRARY FOUNDATION OF SPOKANE COUNTY AND SPOKANE VALLEY CAPITAL CAMPAIGN. Development Manager Jill Nunemaker introduced via PowerPoint the newly formed Library Foundation of Spokane County for the District, including its mission, goals, and current members. An overview of the Capital Campaign timeline for Spokane Valley Library, with a goal of one million dollars was also presented. The new foundation and nine-member board developed over the past eighteen months has a District-wide focus and multifaceted fundraising approach. In September it will apply for 501(c)(3) status, which would expand its ability to raise funds to further the District's mission. The Foundation plans to also expand donation methods in the future. In response to a query from Ms. Thompson, Ms. Nunemaker said she anticipates the Foundation to obtain 501(c)(3) status by mid-December 2021, with a campaign kickoff planned for March 2022.

There was no further discussion.

**New Business
Agreement between
Library Foundation
and SCLD
(Item IV.D.2.)**

AGREEMENT BETWEEN LIBRARY FOUNDATION OF SPOKANE COUNTY AND SPOKANE COUNTY LIBRARY DISTRICT. Mr. Johnson moved and Ms. Thompson seconded approval of the agreement between the Library Foundation of Spokane County and Spokane County Library District. This agreement defines the relationship between the Foundation and the District and the responsibilities of each entity in the mutual exchange of services. Ms. Baker said the District's legal counsel also reviewed the agreement, which was written for flexibility into the future as the Foundation continues to grow. Ms. Baker said the Foundation Board also approved the agreement, and pointed out the Board's diverse demographics and work experience.

There was no further discussion.

The motion was unanimously approved.

**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 Moran Prairie Library on September 21. Among other items, the agenda will include updates on the new Spokane Valley Library project and reviews of the Emergency Closure of Facilities and Use of 3D Printing and Cutting Equipment policies. There will also be an overview of the integrated library system (ILS) and an approval recommendation for the ILS products and services contract award. The Executive Director's annual performance review will also be held. In response to Mr. Roewe's reminder, Ms. Thompson said she would be interested in an overview of The Studio at Spokane Valley Library, and Mr. Craig requested an overview be scheduled when the two new trustees are in place on the topic of staff, positions, and salaries.

There was no further discussion.

Trustees' Reports (Item VI.A.)	Ms. Thompson commented that while conducting research she noticed two library districts in Western Washington have reverted to requiring face coverings as of August 13 and asked if the District planned to do so as well.

There was no further discussion.

Executive Director's Report, July 2021 (Item VI.B.)	The Executive Director's written report for July 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 reported a recommendation letter was sent to the Board of County Commissioners following the special meeting held August 9, and the Board of Trustees will be apprised as soon as a trustee appointment is scheduled. Regarding COVID-19 updates, although vaccine mandates from the Governor's Office do not apply to the District, a decision will soon be made regarding face coverings for staff and customers. In response to Ms. Hanson's query, Ms. Carnell said informational material has and will continue to be provided to keep staff informed regarding the WA Cares Fund, which goes into effect January 1, 2022.

There was no further discussion.

Operations Report, July 2021 (Item VI.C.)	Operations Director Doug Stumbough and Library Operations Manager Kristy Bateman provided a written report prior to the meeting for July 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, July 2021 (Item VI.D.)	Revenue and Expenditure Final Statement through July 31, 2021.

Fund 001		
Revenues	$	9,806,911
Expenditures	$	8,292,754
Ending Fund Balance	$	7,398,112
Fund Budget Expended		49.68%

Regarding recent changes in janitorial services at the District, Mr. Knorr said ABM has been in place on a month-to-month basis since July 1, as the previous provider was not able to dependably provide adequate staffing nor consistently meet the requirements of the contract. Mr. Knorr said a janitorial services contract request for proposal (RFP) announcement is planned for September.

There was no further discussion.

**Adjournment
(Item VII.)**

Chair Craig adjourned the meeting at 5:16 p.m. The next in-person Board Meeting is scheduled for Tuesday, September 21, 2021, at 4:00 p.m., in a public meeting room at Moran Prairie Library.

_____
John Craig, Chair

_____
Patrick Roewe, Secretary to the Board of Trustees

SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES SPECIAL MEETING MINUTES: AUGUST 30, 2021

_____

A special meeting of the Spokane County Library District Board of Trustees was held via teleconference on Monday, August 30, 2021, at 11:00 a.m.

Present: John Craig   - Chair
             Mark Johnson   - Vice Chair
             Jessica Hanson   - Trustee
             Patrick Roewe   - Executive Director and Secretary

Excused: Kristin Thompson - Trustee

Also in Attendance via Teleconference: Rick Knorr, Finance Director; Doug Stumbough, Operations Director; and Patty Franz, Executive Assistant.

Call to Order **(Item I.)**	Chair John Craig called the meeting to order at 11:08 a.m., and welcomed everyone in attendance.
New Spokane Valley Library – Board Approval of Right of Way Deed and Utility Easements (Item II.A.)	As part of the new Spokane Valley Library project, the purpose of this special meeting was for the Board of Trustees' approval of three agreements involving a right of way deed and utility easements. Mr. Roewe said per District legal counsel, the disposition or granting of any rights in District property is best vested in the Trustees and is also consistent with statutes for governing bodies of public agencies in Washington.

Mr. Roewe said that granting the right of way to the city of Spokane Valley would facilitate the installation of curbs and sidewalks along Herald Road, which would benefit the District and its customers. The easements would facilitate installation of utilities by both the city and providers. In response to a question from Mr. Craig, Mr. Knorr said CenturyLink would provide fiber for internet access to the District.

Ms. Hanson moved and Mr. Johnson seconded to approve the Right of Way Deed to the city of Spokane Valley regarding the matter of Balfour Park Frontage Improvements, Project No. CIP 0314.

There was no further discussion.

  The motion was approved.

Mr. Johnson moved and Ms. Hanson seconded to approve the Grant of Border Easement to the city of Spokane Valley regarding the matter of Balfour Park Frontage Improvements, Project No. CIP 0314.

There was no further discussion.

  The motion was approved.

New Spokane Valley Library – Board Approval of Right of Way Deed and Utility Easements (Item II.A.)

Ms. Hanson moved and Mr. Johnson seconded to approve the Grant of Easement to Qwest Corporation, d/b/a CenturyLink QC, regarding the matter of Balfour Park Frontage Improvements, Project No. P838024.

There was no further discussion.

The motion was approved.

Adjournment (Item III.)

Chair Craig adjourned the meeting at 11:16 a.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 August 31, 2021, and that payment vouchers listed on this and the following pages are approved for payment in the total amount of $968,365.79 for the general fund and $64,073.79 for the capital projects fund and are authorized to authenticate and certify these claims.

DATE: September 1, 2021

SIGNED: _____   SIGNED: _____
TITLE: Finance Director   TITLE: Executive Director

GENERAL OPERATING FUND

VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
058809	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	16.30
058810	BETHLEHEM AREA PUBLIC LIBRARY ILL	LOST ITEM FEE FOR ILL ITEM	15.00
058811	CITY OF SPOKANE	WATER & SEWER - MORAN PRAIRIE	1,450.49
058812	CITY OF AIRWAY HEIGHTS	WATER & SEWER - AIRWAY HEIGHTS	727.04
058813	CITY OF CHENEY	WATER, SEWER, ELEC. - CHENEY	1,025.28
058814	CITY OF DEER PARK	WATER & SEWER - DEER PARK	278.44
058815	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CH	8.65
058816	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	257.14
058817	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE	5,639.00
058818	MODERN ELECTRIC WATER COMPANY	WATER, ELEC. - SV	1,983.87
058819	NATIONWIDE INSURANCE	EMPLOYEE DEDUCTIONS FOR PET INSURANCE	384.42
058820	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	496.10
058821	VERIZON WIRELESS	MONTHLY CELL & "MI-FI" DEVICE SERVICE	2,602.06
058822	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	742.58
058823	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	96.74
058824	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	230.31
058825	H&H BUSINESS SYSTEMS, INC.	QTRLY COPIER MAINTENANCE & TONER	57.79
058826	INGRAM DISTRIBUTION GROUP, INC	WEEKLY LIBRARY MATERIALS	9,405.42
058827	THE LIBRARY STORE, INC.	OFFICE/LIBRARY SUPPLIES	710.96
058828	MIDWEST TAPE	WEEKLY LIBRARY MATERIALS	4,739.67
058829	MONTGOMERY HARDWARE	MAINTENANCE SUPPLIES	18.21
058830	OCLC, INC.	ANNUAL SUBSCRIPTION - EZ PROXY	670.12
058831	OVERDRIVE, INC.	WEEKLY LIBRARY MATERIALS e-Books	128.99
058832	THE SPOKESMAN- REVIEW	LIBRARY MATERIALS	588.36
058833	WHITWORTH WATER DISTRICT	WATER - NS	352.34
058834	ALLSTREAM	MONTHLY SIP, DID, LONG DIST PHONE SERVICE	505.03
058835	CITY OF MEDICAL LAKE	WATER, SEWER, REFUSE - ML	224.10
058836	EMPIRE DISPOSAL INC.	MONTHLY SOLID WASTE - FF	43.15
058837	STATE PROTECTION SERVICES INC	MOBILE AFTER HOURS SECURITY: SV, NS	744.00
058838	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	1,116.30
058839	A.M. BEST COMPANY, INC.	LIBRARY MATERIALS	670.95
058840	WENDY BARRERA-SANTOS	LIBRARY PROGRAMS	100.00
058841	BOOKS IN MOTION	LIBRARY MATERIALS	41.86
058842	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	994.39
058843	CAVENDISH SQUARE	LIBRARY MATERIALS	711.72
058844	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	501.54
058845	CENTURYLINK	MONTHLY ANALOG TELEPHONE LINE: SV ELEVATO	63.99
058846	CORTNER ARCHITECTURAL COMPANY	ARCHITECTURAL FEES - AR PAINTING PROJECT	1,940.00
058847	DEPAOLO'S PAINTING, INC.	EXTERIOR PAINTING PROJECT - AR	34,303.50
058848	EBSCO INDUSTRIES, INC.	LIBRARY MATERIALS - SUBSCRIPTIONS	2,640.70
058849	EDNETICS	CISCO "FIREPOWER" APPLIANCE, 5 YEAR TERM	10,454.40
058850	ELZ TASTES AND TEA	LIBRARY PROGRAMS	500.00
058851	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	1,607.63
058852	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	4,312.85

058853	HORST REALTIME REPORTING, INC.	REAL TIME CLOSED CAPTIONING SERVICES	172.50
058854	INGRAM DISTRIBUTION GROUP, INC	WEEKLY LIBRARY MATERIALS	18,962.96
058855	INLAND POWER AND LIGHT	MONTHLY ELECTRIC UTILITIES - AH, DP	1,258.96
058856	AUTREY LEHMAN	TUITION REIMBURSEMENT FOR EMPLOYEE	2,400.00
058857	LIVE TALKS PRODUCTIONS LLC	LIBRARY PROGRAMS	575.00
058858	MIDWEST TAPE	WEEKLY LIBRARY MATERIALS	6,199.87
058859	MAUREEN REGALADO	MONTHLY SOCIAL MEDIA PLATFORM MGMT	1,500.00
058860	NEXUS TRANSLATION SERVICES LLC	INTERPRETER SERVICES	35.00
058861	OPTUM	MONTHLY HSA ACCOUNT FEES	60.00
058862	OVERDRIVE, INC.	WEEKLY LIBRARY MATERIALS e-Books	58,128.94
058863	PRISMHR, INC.	MONTHLY SOFTWARE SUPPORT - HR	454.12
058864	PROQUEST LLC	ELECTRONIC LIBRARY SERVICES	14,750.79
058865	THE SPOKESMAN- REVIEW	LIBRARY MATERIALS	1,092.00
058866	SPOKANE COUNTY ENVIRONMENTAL SERVICES	MONTHLY SEWER - AR, NS, SV	609.38
058867	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	545.92
058868	STATE AUDITOR'S OFFICE	ANNUAL AUDIT FEES	1,894.45
058869	TECHOPS SPECIALTY VEHICLES LLC	PMT #3 FOR MOBILE OUTREACH VEHICLES	42,424.91
058870	UNIQUE MANAGEMENT SERVICES	MONTHLY NOTICE FEES AND MESSAGE BEE SERV	1,390.84
058871	VETERANS INFORMATION SERVICE	LIBRARY MATERIALS	56.00
058872	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	786.11
058873	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE	1,260.08
058874	WICK ENTERPRIZES, LLC	ADVERTISING	906.12
058875	WITHERSPOON BRAJCICH MCPHEE, PLLC	LEGAL SERVICES, GENERAL COUNSEL	1,675.00
058876	ZIPLY FIBER	TELEPHONE & BROADBAND - FF	125.38
058877	ABM INDUSTRIES, INC.	MONTHLY CUSTODIAL SERVICES	16,285.07
058878	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	575.82
058879	APS, INC.	POSTAGE METER SUPPLIES	394.22
058880	AVISTA UTILITIES	MONTHLY UTILITIES	6,854.81
058881	BLACK COMMERCIAL, INC.	BROKER ESTIMATE OF VALUE - SV BLDG	1,000.00
058882	CDW GOVERNMENT, INC.	IT HARDWARE & PERIPHERALS	1,034.72
058883	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	30.61
058884	CHARITABLE GIFT PLANNERS	ANNUAL MEMBERSHIP FEE	100.00
058885	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	959.15
058886	EDNETICS	ANNUAL NETWORK MGT FEES, NET OF ERATE	5,118.33
058887	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	170.62
058888	INGRAM DISTRIBUTION GROUP, INC	WEEKLY LIBRARY MATERIALS	12,285.83
058889	MIDWEST TAPE	WEEKLY LIBRARY MATERIALS	3,408.06
058890	OVERDRIVE, INC.	WEEKLY LIBRARY MATERIALS e-Books	18,416.29
058891	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	1,436.33
058892	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	435.82
058893	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	88.45
058894	UPS	SHIPPING	36.35
058895	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	11,898.81
W00971	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	65,619.74
W00972	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	5,081.45
W00973	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	47,240.10
W00974	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	1,768.50
W00976	SAGE SOFTWARE, INC	ANNUAL ACCOUNTING SOFTWARE SUPPORT	2,739.92
W00977	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	60,474.07
W00978	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	1,768.50
W00979	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	5,081.45
W00980	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	44,040.66

Total Non-Payroll General Operating Fund $ 565,709.40

PAYROLL VOUCHERS

08102021PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #15	$	209,284.49
08252021PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #16		193,371.90

Total Payroll General Operating Fund $ 402,656.39

TOTAL GENERAL OPERATING FUND $ 968,365.79

CAPITAL PROJECTS FUND

VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
9600	HAMMOND FACILITY CONSULTING SERVICES	MONTHLY OWNERS REP SERVICES	$ 3,822.75
9601	GREEN BUSINESS CERTIFICATION INC.	#N/A	1,500.00
9602	INTEGRUS ARCHITECTURE	#N/A	51,851.04
9603	GEOENGINEERS, INC	#N/A	6,900.00
	Total Capital Projects Fund		$ 64,073.79

July/August 2021
Paid in August 2021
Voucher # 058895

Card Category		Amount
General Purchases	$	6,497.33
Maintenance	$	1,071.07
Travel	$	36.00
Acquisitions	$	3,152.42
Information Technology	$	1,107.20
Outreach	$	34.79
General Fund Purchases	$	11,898.81

Top Individual Charges (>$350)

Clean it Supply	New AR Staff Room Chairs (4)	1,582.28
Bloomerang	Donation Software for Foundation	1,544.40
MicroBiz	Purchasing & Receiving Software Upgrade	850.00
Amazon	Library Materials	698.20
Costco	After School Snacks	621.97
Mailchimp	Monthly Email Service	597.86
Amazon	Library Materials	459.78
Paperjack	Thermal Receipt Printer Paper	419.94

NEW SPOKANE VALLEY LIBRARY PROJECT UPDATE

Design update

Work on the new Spokane Valley Library design has continued as the process progresses through the design development phase. In this phase, the schematic plans were reviewed, revised, and expanded, and many of the prominent features of the design are near to being finalized.

Steven Clark and Katie Vingelen from Integrus Architecture will provide an update on the design of the new library.

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

EMERGENCY CLOSURE OF FACILITIES

BACKGROUND

The purpose of this policy is to provide guidelines for the closure of District facilities due to emergency conditions and/or other events outside of the District's control.

One substantive addition was made for the inclusion of air quality as a condition that might require closure. Given several years of direct experience with the reality of wildfire season and its potential impact on our region and District operations, its inclusion is recommended.

The majority of the revisions were made primarily for consistency and clarity, and to update to preferred nomenclature.

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

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

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

Recommended Action: Board motion to approve the Emergency Closure of Facilities policy, as revised.

SPOKANE COUNTY LIBRARY DISTRICT   <u>Current/Existing Policy</u>

POLICY: EMERGENCY CLOSURE OF FACILITIES
APPROVAL DATE: AUGUST 18, 1983
REVISION DATE: SEPTEMBER ~~17, 2019~~ <u>21, 2021</u>

Purpose
To provide guidelines for the closure of Spokane County Library District <u>(District)</u> facilities due to emergency conditions.

General Policy
The ~~Spokane County Library~~ District ~~(District)~~ may close some or all facilities when regular operations are disrupted due to events outside of <u>the</u> District<u>'s</u> control. Such events include, but are not limited to weather-related emergencies, natural or man-made disasters, long-term loss of electricity or other utility, a declared <u>public</u> health emergency, and/or any other event that inhibits the District's ability to conduct normal ~~activities~~ <u>operations</u>.

District facilities may be closed under any of the following emergency conditions:

1. When weather <u>and/or air quality</u> conditions make travel to and/or operation of a facility impractical or unsafe. Because weather and other conditions vary within the District, individual facilities may be closed while others remain open.
2. When an emergency has been declared by a government agency and all but essential services have been curtailed, area residents have been asked to restrict their travel, and/or government offices and schools in the community have been closed.
3. When an individual building emergency exists, such as loss of electrical power or other utility, heating/air conditioning system failure, or the existence of an unsafe and/or unhealthy working condition.
4. Any other condition or event that may adversely affect the health and safety of District ~~staff~~ <u>employees</u>, volunteers, and customers.

The Executive Director or designee shall make all closure decisions.

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

<u>Draft Policy</u>

POLICY: EMERGENCY CLOSURE OF FACILITIES
APPROVAL DATE: AUGUST 18, 1983
REVISION DATE: SEPTEMBER 21, 2021

Purpose
To provide guidelines for the closure of Spokane County Library District (District) facilities due to emergency conditions.

General Policy
The District may close some or all facilities when regular operations are disrupted due to events outside of the District's control. Such events include, but are not limited to weather-related emergencies, natural or man-made disasters, long-term loss of electricity or other utility, a declared public health emergency, and/or any other event that inhibits the District's ability to conduct normal operations.

District facilities may be closed under any of the following emergency conditions:

2. When weather and/or air quality conditions make travel to and/or operation of a facility impractical or unsafe. Because weather and other conditions vary within the District, individual facilities may be closed while others remain open.
2. When an emergency has been declared by a government agency and all but essential services have been curtailed, area residents have been asked to restrict their travel, and/or government offices and schools in the community have been closed.
3. When an individual building emergency exists, such as loss of electrical power or other utility, heating/air conditioning system failure, or the existence of an unsafe and/or unhealthy working condition.
4. Any other condition or event that may adversely affect the health and safety of District employees, volunteers, and customers.

The Executive Director or designee shall make all closure decisions.

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.

USE OF 3D PRINTING AND CUTTING EQUIPMENT

BACKGROUND

The purpose and key elements of this policy remained unchanged. Revisions were made to reflect preferred nomenclature.

Operations Director Doug Stumbough will be available to answer questions on the proposed revisions.

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 Use of 3D Cutting and Equipment policy, as revised.

SPOKANE COUNTY LIBRARY DISTRICT   <u>Current/Existing Policy</u>

APPROVAL DATE: SEPTEMBER 17, 2019
<u>REVISION DATE: SEPTEMBER 21, 2021</u>

RELATED POLICIES:
Computer, Wireless Network and Internet Use Policy
Confidentiality of Library Records

Purpose: To provide guidelines for the use and administration of the <u>Spokane County Library District</u> (District) 3D printing and cutting equipment.

General Policy:
The District prohibits the use of its 3D printing and cutting equipment to create items that are, as determined by District ~~staff~~ <u>employees</u>: in violation of local, state, or federal law; unsafe, dangerous, or an immediate threat to the well-being of others; obscene or otherwise inappropriate for the library environment; or in violation of another's intellectual property rights. The District reserves the right to review all designs prior to printing or cutting and the right to refuse any request in its sole discretion.

Supervision of the use of the 3D printing and cutting equipment by District ~~staff~~ <u>employees</u> does not constitute knowledge, acknowledgment, or approval of any use of the resulting ~~3D~~ product. The District specifically disclaims any knowledge, acknowledgement, or approval thereof. In return for use of the 3D printing and cutting equipment or service, the user shall hold the District and its officers, employees, volunteers, and agents harmless for any and all claims arising from the request for, manufacture of, and use of the 3D printing and cutting equipment and service.

To the extent allowed by law, the District will reasonably attempt to maintain the confidentiality of customers' use of the printing and cutting equipment in accordance with District policy. However, the District cannot guarantee confidentiality. Use of the 3D printing and cutting equipment may occur within public view, and the printed products are likely to be seen by the public.

The District reserves the right to charge Library customers for use of the printing and cutting equipment. The District will determine such charges in order to recover costs and may require the charges be paid before the project is started.

Library customers may be limited to a specific number of jobs based upon demand <u>and resources</u>, as determined by District ~~staff~~ <u>employees</u>. The District does not guarantee that any 3D printing or cutting project will be successful. Unless the printing or cutting job fails to finish, the cost of the completed project, regardless of quality, will still be charged. If the District declines a project request, the customer will not be charged.

Printing or cutting jobs with estimated completion times that would exceed library open hours will not be started until the next open day and those with an estimated completion time that would exceed the longest scheduled open hours will be declined.

In order to claim their items, customers will be required to produce photo ID or a receipt of payment. Items that are created on District 3D printing and cutting equipment and not claimed within 14 days will become property of the District. No refund will be provided for unclaimed items.

3D printing and cutting services may occasionally be provided at no charge for District programs or events. Priority will be given to projects related to District programs and events.

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SPOKANE COUNTY LIBRARY DISTRICT

Overview - Integrated Library System (ILS)

Collection Development Librarian Sheri Boggs, IT Manager Patrick Hakes, and Operations Director Doug Stumbough will provide an overview of the District's Integrated Library System (ILS).

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

INTEGRATED LIBRARY SYSTEM (ILS) PRODUCTS AND SERVICES CONTRACT AWARD

Background

The District has been utilizing Symphony Integrated Library System (ILS) for almost two decades. The initial five-year contract with sole-source provider SirsiDynix for the software and support has been followed by a series of annual renewals. Staff consistently analyze the effectiveness of the software to meet the needs of the District, as well as updates, upgrades, and other enhancements that would improve both the customer service experience and ability to provide a reliable and secure platform. Overall, we continue to be satisfied with the products, support, and vendor.

This year, District staff evaluated an option to migrate to a Software-as-a-Service (SaaS) hosted solution for Symphony ILS. In gathering the information and comparing security, recoverability, and cost, we looked at what a move to a multi-year contract for a hosted Sass solution would be compared to ongoing annual renewals of the platform hosted on-premises.

Security of the platform is a priority for the District as the ILS includes customer account information and transaction records. With an on-premises solution the District would maintain physical control of the servers, as well as the related cost and responsibilities of monitoring and maintaining the constantly evolving security protocols and the server operating system currently needed to support hosting the platform. In the SaaS hosted solution, the vendor assumes responsibility for hosting the servers, housing them in a secured, off-site location with a high level of control of physical access. Additionally, because they are both vendor and host, SirsiDynix would also ensure all upgrades are compatible between the software and the supporting servers and that all security and software updates are immediately applied and up to date, responding to any identified threats faster than possible with the on-premises option.

Related to security is the ability of the District to restore services to the public should there be a data incident or disaster recovery situation. Recent and increasing ransomware attacks have made this a priority consideration for smaller organizations, and libraries are no exception. With the SaaS solution hosted offsite and on an entirely different network, any type of data attack that impacts the District network directly would not affect the ILS and related services. Should SaaS be the target of such an operation, SirsiDynix would provide recovery from its redundant and backup systems and the separated nature of the hosted service from our networks would provide an additional level of protection for our other services.

Finally, in looking at the cost options, we looked at the cost to continue to host the ILS locally, along with both a five- and seven-year option for Symphony software as a service. The cost breakdown for the three District options are:

On-Premises	2021	2022	2023	2024	2025	2026	2027	7 Year Total
Symphony Software Current Related Maintenance	$168,369.00	$174,935.00	$181,758.00	$188,946.00	$196,211.00	$203,864.00	$211,814.00	$1,325,897.00
New Products - Universal SIP2 Upgrade	$12,148.00	$12,622.00	$13,114.00	$13,625.00	$14,157.00	$14,709.00	$15,283.00	$95,658.00
New Products - DataControl	$2,300.00	$2,390.00	$2,483.00	$2,580.00	$2,680.00	$2,785.00	$2,893.00	$18,111.00
2 Additional Production to Test Copy Over/Year	$2,000.00	$2,078.00	$2,159.00	$2,243.00	$2,331.00	$2,422.00	$2,516.00	$15,749.00
Sub Total:	$184,817.00	$192,025.00	$199,514.00	$207,394.00	$215,379.00	$223,780.00	$232,506.00	$1,455,415.00
District Incurred Server - Related Costs & Staff Time	$8,500.00	$8,840.00	$9,061.00	$9,287.53	$9,519.71	$9,757.71	$10,001.65	$64,967.59
Total:	$193,317.00	$200,865.00	$208,575.00	$216,681.53	$224,898.71	$233,537.71	$242,507.65	$1,520,382.59

5-Year SaaS	2021	2022	2023	2024	2025	2026	2027	7 Year Total
Symphony Saas Subscription	$210,461.00	$210,461.00	$213,565.00	$222,845.00	$229,308.00	$238,250.00	$247,542.00	$1,572,432.00
SaaS Migration Services	$9,843.00	$ -	$ -	$ -	$ -	$ -	$ -	$9,843.00
New Products - Universal SIP2 Upgrade	$8,000.00	$8,000.00	$8,232.00	$8,471.00	$8,716.00	$9,056.00	$9,410.00	$59,885.00
New Products - DataControl	$1,000.00	$1,000.00	$1,029.00	$1,059.00	$1,090.00	$1,132.00	$1,176.00	$7,486.00
2 Additional Production to Test Copy Over/Year	$1,500.00	$1,500.00	$1,544.00	$1,588.00	$1,634.00	$1,698.00	$1,764.00	$11,228.00
Total:	$230,804.00	$220,961.00	$224,370.00	$233,963.00	$240,748.00	$250,136.00	$259,892.00	$1,660,874.00

7-Year SaaS	2021	2022	2023	2024	2025	2026	2027	7 Year Total
Symphony Saas Subscription	$205,410.00	$205,410.00	$205,410.00	$209,313.00	$213,290.00	$217,342.00	$221,472.00	$1,477,647.00
SaaS Migration Services	$9,264.00	$ -	$ -	$ -	$ -	$ -	$ -	$9,264.00
New Products - Universal SIP2 Upgrade	$4,000.00	$4,001.00	$4,002.00	$4,076.00	$4,153.00	$4,232.00	$4,313.00	$28,777.00
New Products - DataControl	Included	Included	Included	Included	Included	Included	Included	$ -
2 Additional Production to Test Copy Over/Year	$1,500.00	$1,500.00	$1,500.00	$1,529.00	$1,558.00	$1,587.00	$1,617.00	$10,791.00
Total:	$220,174.00	$210,911.00	$210,912.00	$214,918.00	$219,001.00	$223,161.00	$227,402.00	$1,526,479.00

The on-premises estimated costs above reflect an average annual increase of 4%, which is on par with what we have seen over the past several years. The on-premises price also does not include related staff time for the troubleshooting, resolving, updating, and migrating duties involved with an on-premises solution. The five- and seven-year hosted projections each come with a guaranteed annual increase rate for the term of the contract, with the seven-year option offering 0% percent increase for the first two years and then a locked rate of 1.9% for the remaining five. Although the projected cost over seven years is slightly higher for SaaS than a hosted solution, the difference is less than ½ of 1% (0.0401%).

All three options include two identified upgrades to the product that will be purchased regardless of whether we choose to maintain the ILS on premises or go with the hosted solution. The first is Universal SIP2, which provides an unlimited number of connections between our ILS and third-party database vendors for authentication when utilizing products such as OverDrive and Hoopla. The other upgrade is DataControl, which provides a suite of enhanced behind-the-scenes administrative capabilities related to permission control, report management, and data querying.

In gathering the information and comparing various options related to security, recoverability, and cost, staff recommend the District move to a 7-year contract with SirsiDynix for its Symphony Software-as-a-Service.

The contract has been reviewed by District legal counsel. IT Manager Patrick Hakes and Operations Director Doug Stumbough will be available to answer questions.

Recommended Action: Board motion to approve the seven-year contract for Integrated Library System products and services with SirsiDynix.

FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: OCTOBER - NOVEMBER 2021

October 19, 2021: Spokane Valley Library - (4:00 p.m.)
- New Spokane Valley Library: Update
  2022 Budget
  - Public Hearing on Authorized Revenue Sources
  - 2022 Preliminary Budget Presentation
  - Organizational Memberships Review
  - Board Direction to Staff
- Personnel Policy: Approval Recommendation.
- Overview – The Studio

Please send requests for agenda additions or changes to the Board Chair or Administrative Assistant no later than Tuesday, Oct. 5, for inclusion in the preliminary agenda to be sent Oct. 6. Meeting packets will be mailed Oct. 13.

November 16, 2021: Argonne Library – (4:00 p.m.)
- New Spokane Valley Library: Update
- 2022 Preliminary Budget Update
  - Cost of Living Adjustment (COLA) for 2022 (Tentative): Approval Recommendation.
  - Adopting a 2022 Preliminary Budget and Certifying It to the Board of County Commissioners (Resolution No. 20-xx): Approval Recommendation.
  - Authorizing 2021 Property Tax Levy Increase for Collection in 2022 (Resolution No. 20-xx): Approval Recommendation.
  - Levying the Regular Property Taxes for SCLD for Collection in 2022
  - (Resolution No. 20-xx): Approval Recommendation.
  - Board Direction to Staff
- Code of Conduct Policy: Approval Recommendation.
- Library Meeting Room Use Policy: Approval Recommendation.
- Overview – Tentative

SPECIAL MEETINGS/ACTIVITIES

<u>2021</u>

SPOKANE COUNTY LIBRARY DISTRICT

EXECUTIVE DIRECTOR'S REPORT AUGUST 2021

Business Office, Finance and Facilities – Rick Knorr

Finance Report

2021 General Fund
The financial report through August 2021 is included, and the fiscal year is two-thirds complete.
Total expenses are $9,458,361 or 61% of total budget before transfers out, which compares to the target of 66.7%. This was not unexpected.

Total supplies are less than 50% of budget mostly because Public Services supplies had little use during the periods of full or partial closures. Total utilities expenses are 71% of target, the rare budget line over target, due to the record setting summer heat wave. Staff was pleasantly surprised total utility costs were not higher. Total capital equipment is 42% of budget. If the mobile outreach vehicles are delivered by the end of the year, the District will pay the balance due at delivery of $220,000, bringing this line closer to target.

2019 and 2020 State Audit
The Washington State Auditor has completed the biennial financial and accountability audits for the years 2019 and 2020. The exit conference was held on August 26, 2021. The audit reports were published on the Washington State Auditor website on September 2, 2021, thus becoming publicly available. The auditor opinions included in these reports are "clean," meaning there were no findings or management comments.

2022 Budget
Budget season is upon us. The schedule for the upcoming budget cycle was presented last month and it remains accurate. The October 19, 2021, meeting is the formal "Public Hearing on Sources of Revenue," followed by the initial budget presentation.

Otherwise, since the last meeting, there is not any significant new information that may impact the budget to report.

Facilities Report

Argonne Library Exterior Painting Project
All final documentation for the Argonne exterior painting project was received in August, including approval of all the required punch list work. The project is complete.

Human Resources – Toni Carnell
Staff updates: During August, there were two new hires (Public Services Technician and Mobile Services Logistics Associate), and no transfers, promotions, or demotions. One employee separated from employment this month, a Public Services Specialist.

Executive Director evaluation process: The summary of feedback from the 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 was 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.

Communication – Jane Baker

Communication

Branded items continue to be updated with the new logo and colors by the Communication Department. The catalog, Overdrive, several digital resources, District letterhead, and PowerPoint template were updated in August. The Department is also working on an Engage brochure for fall programs.

Communication continues to send the weekly eNewsletter with a monthly rotation of four general themes: programs, collections, digital resources, and blogs. The Department is tracking the analytics and seeing improvement in the effectiveness of the messaging.

Development

Development is working through and continuing to refine plans for the Spokane Valley Capital Campaign. Preliminary meetings with potential donor organizations that are currently in progress of establishing 2022 budgets are being scheduled and feedback has been positive.

Operations - Doug Stumbough

COVID-19: Mask Mandate

Washington state updated the face-covering mandate effective on the 23rd of August, requiring every person aged 5 and above, regardless of vaccination status, to wear a face covering that covers their nose and mouth when they are in most public indoor places.

For our libraries, it means that all members of the public are required to wear a face covering while in District libraries, unless they qualify for an age or medical exemption. There have been some limited customer compliance challenges, but overall, customer cooperation with the order has been consistent. Food and drink are still permitted in the libraries at this time, and the public can still use the meeting and conference rooms when not needed for library use.

The situation continues to evolve and often include changes beyond our control, so we continue to monitor and evaluate how services are offered and may implement further restrictions or controls if the public health landscape changes or issues with widespread noncompliance emerge and persist.

Air Quality

Poor air quality due primarily to wildfire smoke impacted services for several days in August. Following the District's Air Quality Index (AQI) Response plan, curbside service and outdoor events/activities were suspended a total of five days this month, and on the 13th, the AQI in Cheney was so poor that the library was closed for the entire day.

Positive Interaction Report

There are many instances where District staff, services, and programs impact our customers in sometimes small but encouraging ways. An example this month came via Sarah R. at Spokane Valley. A customer came in asking for help on the computer, looking to reconnect with her daughter and was trying to find any contact information for her. Cindy was able to find an email for her to contact. The customer then shared that she didn't have an email and she would need help to set up email. With assistance from Sarah, she soon had her own email address and contacted her daughter. She was brought to tears by the difficulty of

reaching out, as was currently unhoused and had been for some time. Later in the week, she came into the library to check her email. After some assistance from Tammy and Melissa, she was able to access her email and saw that she had received a response! She profusely thanked library staff for all their help in reconnecting with her daughter and said she wouldn't have been able to reach out without the library's help.

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 August:
  - Checkouts August 1 – August 31:
    - *The Four Winds* by Kristin Hannah. Ebook. (108)
    - *Harry Potter and the Sorcerer's Stone* by J.K. Rowling. Audiobook. (67)
    - *Greenlights* by Matthew McConaughey. Audiobook. (57)

  - Holds as of September 7:
    - *The Last Thing He Told Me: A Novel* by Laura Dave. Ebook. (132)
    - *The Last Thing He Told Me: A Novel* by Laura Dave. Audiobook. (110)
    - *Project Hail Mary* by Andy Weir. Ebook. (75)

- Popular **Adult Book** titles August:
  - Checkouts:
    - *The Four Winds* by Kristin Hannah (51)
    - *People We Meet on Vacation* by Emily Henry (38)
    - *Anxious People: A Novel* by Fredrik Backman (37)
  - Holds:
    - *5-Minute Core Exercises for Seniors: Daily Routines to Build Balance and Boost Confidence* by Cindy Brehse (31)
    - *Apples Never Fall* by Liane Moriarty (30)
    - *Taste of Home. 201 Recipes You'll Make Forever: Classic Recipes for Today's Home Cooks* by Taste of Home Books (30)

OverDrive's Digipalooza 2021 Conference Reports
The Adult (Cheryl) and Youth (Sheri) Collection Development Librarians attended OverDrive's Digipalooza 2021, a three half-day virtual conference held August 3–5.

Cheryl's Report:
I appreciated the opportunity to attend *Digipalooza 2021* from OverDrive, August 3–5. The sessions I enjoyed most were a showcase of forthcoming enhancements of OverDrive's products, as well as a librarian who shared their best practices. *Marketplace Master Class for Librarians* focused on making your dollars stretch, as well as how to navigate the ever-changing pricing models. I was pleased to learn I already employ some of her methods and picked up several other new ideas to experiment with. Many thanks to the Board for providing this experience.

Sheri's Report:

Digipalooza, OverDrive's annual conference of best practices, sneak previews, and platform news, was a three-day virtual event I was glad to attend for the first time, and equally glad not to have to fly to Cleveland to experience!

One of the most interesting sessions had to do with the pandemic-related surge in library digital circulation. The presenter works in Collection Services at Sno-Isle, which is a system similar to ours in terms of size and demographics. In the early days of the pandemic, they funneled more money into their digital budget from print, and went from a few librarians doing selection to six. Juvenile circulation went way up there as it did here, and then tapered off gradually to pre-pandemic levels.

There was also a sneak preview of What's Next at OverDrive. A lot of it was big picture stuff, but there were two takeaways pertinent to us: OverDrive now offers a more robust view of title details in Marketplace. The feature I like best is seeing how many times a title has circulated in the last 12 months. This gives me a better idea of what's popular than seeing the overall circulations from date of purchase to now. The other item is that OverDrive plans to sunset the legacy OverDrive app in 2022 and promote the newer app, Libby. I believe Carlie and her team have already been notified but I will doublecheck on that.

COLLECTION MONTHLY REPORT			
AUGUST 2021			
	Select Transaction Count		
Physical Collection	**YTD 2021**	**YTD 2020**	**CHANGE**
Items Processed	34,311	34,009	1%
Interlibrary Loan Total	3,599	3,052	18%
Overdrive			
Total Checkouts	513,036	481,771	6%
Total Holds	157,950	171,913	-8%
hoopla			
Total Checkouts	22,159	21,226	4%
	Total Items in Collection		
Material Type	**YTD 2021**	**YTD 2020**	**CHANGE**
Print	302,928	320,495	-5%
Nonprint	75,663	84,593	-11%
Overdrive	122,170	105,961	15%
Grand Total	**500,761**	**511,049**	-2%
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 are as follows:

COVID-19 Response Update

Customer Use Statistics
With almost six complete 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 August 2021 was 58% of door count for August 2019, which shows steady upward progression when compared to May (40%), June (47%), and July (52%).
- Circulation: Physical items in August 2021 circulation at 72% of circulation for August 2019, which also shows upward progression when compared to May (56%), June (66%), and July (69%).

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

Federally Issued Vaccine Mandate
President Biden announced recently that employers with more than 100 employees will be required to mandate COVID-19 vaccines or weekly testing of their staff. The Occupational Safety and Health Administration (OSHA), part of Department of Labor, is drafting an emergency temporary standard for implementation of the requirement. Until that standard is announced, the District will not know the specific requirements or timelines. We will monitor this situation while OSHA completes rulemaking for impact on our staff and operations. Updates will be shared as more information is known about any requirement that will apply to District staff.

Electric Vehicle Charging Stations Proposal Update
The District returned the contracts for installation of the electric vehicle charging stations approved by the Board of Trustees to Avista, with requested changes from District legal counsel. We hope to have the contracts signed in September.

Board of Trustees, August 30, 2021, Special Meeting follow-up
The Right of Way Deed and Border Easement with the City of Spokane Valley and the utility easement with CenturyLink that were approved by the Board at its special meeting were signed and recorded that same week.

SPOKANE COUNTY
LIBRARY
D I S T R I C T

Operations Report August 2021
Doug Stumbough and Kristy Bateman

Service Priority Teams
Business and Career Development (Stacey Goddard)
- August marked our final *Small Business Boot Camp* workshop. Five cohort members learned strategies for driving traffic to their websites.
- The SCORE workshop, *Create a Brand for Your Business*, had our largest attendance this year, with nine.

Early Learning (Mary Ellen Braks)
- We saw another dip in Storytime attendance this month. Between the two Storytimes, the lowest number in August was two and highest number was nine.
- I attended an online equity training through our early learning coalition that was led by Erin Jones.
- I am continuing to work on new content for the third part of the 'ELLO (Everyday language and learning opportunities) Math grant through Spokane STEM. This grant has pulled together multiple early learning organizations throughout Spokane such as NewESD 101, Child Care Aware, Eastern Washington University, and KSPS. This phase of the grant should be completed by the end of December 2021.

Education and Enrichment (Gwendolyn Haley)
- *Summer Reading* programs ended. 613 customers used Beanstack to complete 288 activities, earn 1,355 badges, write 74 reviews and log 71,796 reading minutes.
- 53 community members participated in our August author visit with Lisa Napoli. Other programs included a week of *Virtual Camp Read-a-Rama* with 15 campers, and 17 campers in *Harry Potter Virtual Camp*. Tween and families enjoyed online Trivia, *Doodle Journaling,* and *Nailed It! Cupcake* edition as well, all online.

Digital Projects and Resources (Carlie Hoffman)
- Our new suite of Gale products was tested and launched on the Digital Library. These 15 new digital resources are provided through the Washington State Digital Database Licensing project.
- A new mobile printing platform, ePRINTit was launched. This allows customers to send print jobs from mobile devices or off-site computers to be printed and picked up on SCLD printers.
- The final version of website Request for Information was approved. This will be posted in early September with submission review beginning in October.
- Logos and colors were updated on digital resources.

Information Technology (Patrick Hakes)
- Replaced aging firewall with new Cisco firewall.
- All meeting room hardware has been installed. User guidance and troubleshooting instructions are written and provided.

Mobile Services (Amber Williams)
- Despite many hiccups in the supply chain, both the truck and van are projected to arrive late this fall. Mobile Services will resume in-person lobby visits to some of our adult facilities in September after seeing a steady increase in the number of participating facilities in our deposit collection runs over the summer. A new hire joined the team in anticipation of ramping up services.

Library Reports

Airway Heights: Autrey Lehman
- We've helped multiple customers use our computers to scan and send documents, along with one customer who wanted to participate in his son's fantasy football league. Every customer we take the time to help with on our computers has been very grateful and apprecivice.
- Our teen graphic section has been getting checked out quite frequently by teens coming back into our library. Both Alison and I have made numerous recommendations and we've found that these teens continue to come back, eager for the next volume or series!
- A new customer was getting a card and commented on how she loved the layout of our library. She mentioned it felt very new and comfortable.

Argonne: Pat Davis
- Danielle Milton and I participated at Millwood Daze. This year's focus was on community resources. While the event was smaller, attendance was steady most of the day. Word puzzles and coloring pages as well as the bubble machine were popular.
- We have been issuing lots of cards, many to new residents.
- After assisting a customer, staff offered the three-year-old daughter a sticker. As they were leaving, the mother asked the daughter if she had said thank you. The little girl came running back to the desk and said, "Thank you, Mister Wyatt." She has told her mother she wants to be a librarian and work in the library like Miss Hannah when she grows up. The library is her favorite place.

BookEnd: Briana Ruffing
- A customer left a comment card that read "I wanted to tell you how much I love a library in the mall!!"
- A customer came in needing assistance scanning and emailing an acceptance letter for a job she had interviewed for that morning. She was very appreciative for our help and shared that she had also applied to the job using a computer at our library. She said that we were "integral in every step of the process."

Cheney: Amy Fair
- Our staff have each made an endcap display of Staff Picks on our favorite subjects, including local hikes, Disney parks, and introversion. These have been very popular with our customers!
- Cheney Parks and Rec Department's Camp Caslo visited our children's area several times this month. Camp staff were grateful for the ability to bring the kids in the library again and the kids were very happy to leave with new reading material.

Deer Park: Jennie Anderson
- Computer usage continues to grow, and the afterschool groups are now utilizing the library on a regular basis.
- A note, from a 10-year-old customer, made us all smile. It said, "Dear Librarians, Thank you for staying open! I enjoy all you do for Deer Park! I love how hard you work and for letting us read Books!"

Fairfield: Kristy Bateman
- Staff have used the unreserved activity kits to start conversations with parents about how they can use our events calendar to see what's coming up.

Medical Lake: Cecelia McMullen
- Grandparents, anticipating post-Covid visits from grandchildren, have checked out giant piles of books. They all expressed gratitude for our assistance in selecting proven favorites to read aloud.
- Most customers have been supportive about face coverings. Young children have proudly shown us their cute animal face masks as part of their library visit.
- A customer was distressed that she could not get a second Covid vaccination. We helped her navigate the technology to successfully make an appointment. Then we made certain that she had all her information in hand before she left the library.

Moran Prairie: Caitlin Wheeler
- A customer let us know he was grateful for access to the library because it was "like having a college you can go to any time. You can learn all sorts of things".
- A customer who has been using our internet stations to apply for jobs this summer came in to let us know she found full-time work.
- After staff took care of a customer problem over the course of several days and several staff members, the customer contacted me to say, "Thank you. You guys worked like a seamless unit."

North Spokane: Brian Vander Veen
- We received some children's drawings from a North Spokane family who attended our virtual summer programs. A note from their parent reads, "The children (and I) have been going through something very difficult … [these programs] brought joy and laughter into our home where these things are a struggle to create, find, and experience. No words can express how very grateful we are. You have done more than you may ever know."

Otis Orchards: Briana Ruffing
- Community Librarian Tammy connected with 35 residents at the local Newman Lake Property Owners Social event promoting library services and programming while handing out branded goodies.
- The *Take-Home Activity* kits were a big hit over the summer. Multiple families commented how fun and challenging they were.

Spokane Valley: Aileen Luppert
- A pleased customer took the time to email the following, "I want to express my deep appreciation to the Library System for accepting my request and purchasing for its collection the obscure, but excellent, first novel by Marjorie Kinnan Rawlings entitled "Blood of My Blood." For Rawlings fans this virtually unknown first novel, which she wrote several years prior to "South Moon Under" will be a delight to read…. I moved to Spokane Valley a year ago and have been very pleased with SCLD."

Security Incident Reports
For August 2021, there were 21 Security Incidence Reports filed. Three more than last month (18) and 14 more than August 2020 (7). Spokane Valley had the most incidents reported (10). The most frequently reported incidents related to Customer Code of Conduct violations (12).

Public Use Measures

	This year	Last year	YTD	Last YTD
August 2021				
Measure	This Month	This Month	This year	Comparison
Cardholders	106,374	109,045		-2%
Door count	61,946	12601	317,882	12%
Items Borrowed	197,514	115,540	1,316,855	20%
• Airway Heights	2,470	846	14,802	-4%
• Argonne	8,564	2,505	47,956	45%
• Cheney	7,398	2,703	46,103	26%
• Deer Park	8,175	2,262	47,363	34%
• Fairfield	675	494	4,739	9%
• Medical Lake	2,246	963	13,204	27%
• Moran Prairie	11,847	3,967	70,394	39%
• North Spokane	25,473	9,130	156,652	22%
• Otis Orchards	2,642	1,259	19,141	28%
• Spokane Valley	23,483	8,077	139,980	9%
• The BookEnd	1,344	399	8,632	-24%
• Digital	68,648	64,826	535,216	6%
Programs				
• Number	33	22	247	-71%

• Attendance	1,384	630	5,819	-65%
Internet Station Use (%)	19.5%		19.6%	
Meeting room bookings	0	0	0	-100%
Digital Resource Use	196,546	128,685	1,480,139	117%

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 Eight Months Ended August 31, 2021

	Y-T-D Actual	Annual Budget	Target 66.7% Percent Used	Balance Remaining
REVENUES				
PROPERTY TAXES	$ 9,488,954	$ 15,840,000	59.91%	$ 6,351,046
CONTRACT CITIES - AIRWAY HEIGHTS	264,319	349,000	75.74%	84,681
CONTRACT CITIES - SPOKANE	49,981	104,000	48.06%	54,019
FINES & FEES	32,763	55,000	59.57%	22,237
GRANTS & DONATIONS	43,538	50,000	87.08%	6,462
E-RATE REIMBURSEMENTS	158,012	211,000	74.89%	52,988
LEASEHOLD & TIMBER TAX, REBATES, OTH	27,472	21,000	130.82%	(6,472)
INTEREST REVENUES	37,615	62,000	60.67%	24,385
TOTAL REVENUES	**$ 10,102,654**	**$ 16,692,000**	**60.52%**	**$ 6,589,346**
TRANSFERS IN	-	-	0.00%	-
TOTAL REVENUES & TRANSFERS IN	**$ 10,102,654**	**$ 16,692,000**	**60.52%**	**$ 6,589,346**
EXPENSES				
SALARIES	$ 4,461,448	$ 7,110,400	62.75%	$ 2,648,952
FRINGE BENEFITS	1,598,904	2,451,700	65.22%	852,796
SUPPLIES	87,194	197,700	44.10%	110,506
UTILITIES	351,994	493,500	71.33%	141,506
SERVICES	863,146	1,439,500	59.96%	576,354
INSURANCE	63,626	65,000	97.89%	1,374
CAPITAL EQUIPMENT	557,990	1,320,000	42.27%	762,010
LIBRARY MATERIALS	1,255,308	2,031,000	61.81%	775,692
ELECTRONIC LIBRARY MATERIALS	150,908	250,000	60.36%	99,092
LIBRARY PROGRAMS	67,845	131,400	51.63%	63,555
TOTAL EXPENSES	**$ 9,458,361**	**$ 15,490,200**	**61.06%**	**$ 6,031,839**
TRANSFERS OUT	-	1,201,800	0.00%	1,201,800
TOTAL EXPENSES & TRANSFERS OUT	**$ 9,458,361**	**$ 16,692,000**	**56.66%**	**$ 7,233,639**
Net Excess of Revenues Over/(Under) Expenses	**$ 644,293**	**$ -**		

BEGINNING CASH	5,904,429
NET FROM ABOVE	644,293
ENDING CASH	$ 6,548,722
Number of months cash on hand	**5.1**

REVIEW THE PERFORMANCE OF A PUBLIC EMPLOYEE

BACKGROUND
The agenda for the September meeting includes an executive session for the purpose of conducting the Executive Director's performance review. The Open Public Meetings Act allows the board to "review the performance of a public employee" in an executive session; however, any formal action must occur in open session.

Each year the Board of Trustees has an opportunity to provide feedback on the Executive Director's performance and set goals for the coming year. As requested by the Board of Trustees, both the Trustees and Leadership Team members were provided the opportunity to anonymously provide comments about Mr. Roewe's performance to Human Resources Director Toni Carnell. Ms. Carnell summarized feedback from Leadership Team and distributed printed copies to Trustees in August.

Feedback from Trustees was compiled and distributed to Trustees in advance of this meeting.

Recommended Action: This item is for discussion, with no formal action required. The Board must reconvene in open session to take formal action.