

MISSION

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

Board of Trustees Regular Meeting

November 16, 2021 4:00 p.m. Argonne Library

AGENDA

Note: Pursuant to Governor Inslee's Proclamation 20-28 dated March 24, 2020, as extended, members of the public can attend the meeting in person or remotely. To attend the meeting remotely via the internet: <https://sclcd-org.zoom.us/j/88388465377> or via conference call (toll free): 1-877-853-5247 or 1-888-788-0099, then enter ID: 883 8846 5377.

Please note remote attendance will be in "listen-only" mode.

Public comment may be submitted in writing via the following link and must be received by 12:00 noon, day of the meeting. To submit written public comment prior to the meeting, please go to <https://www.sclcd.org/connect/ask-board-of-trustees/>

- I. CALL TO ORDER**
- II. AGENDA APPROVAL [4:00]**
- III. PUBLIC COMMENT**
- IV. ACTION ITEMS**
 - A. Approval of October 19, Regular Meeting Minutes [4:00-4:01]
 - B. Approval of October 2021 Payment Vouchers [4:01-4:03]
 - C. Unfinished Business [4:03-4:10]
 1. New Spokane Valley Library Project Update
 - D. New Business [4:10-5:10]
 1. 2022 Final Budget Update
 - a. Cost of Living Adjustment (COLA) for 2022: Approval Recommendation.
 - b. Adopting a 2022 Final Budget and Certifying It to the Board of County Commissioners (Resolution No. 21-03): Approval Recommendation.
 - c. Authorizing 2021 Property Tax Levy Increase for Collection in 2022 (Resolution No. 21-04): Approval Recommendation.
 - d. Levying the Regular Property Taxes for SCLD for Collection in 2022 (Resolution No. 21-05): Approval Recommendation.
 - e. Board Direction to Staff
 2. Library Meeting Room Use Policy: Approval Recommendation.
 3. Overview – Use of 3D Printing and Cutting
- V. DISCUSSION ITEMS, POSSIBLE ACTION [5:10-5:15]**
 - A. Future Board Meeting Agenda Items
- VI. REPORTS**
 - A. Trustees [5:15-5:20]
 - B. Executive Director [5:20-5:30]
 - Administrative
 - Community Activities
 - C. Operations [5:30-5:35]
 - D. Fiscal [5:35-5:40]

SPOKANE COUNTY LIBRARY DISTRICT

VII. ADJOURNMENT

[Estimated meeting length: One hour and 40 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.

11/16/2021

BOARD OF TRUSTEES MEETING MINUTES: OCTOBER 19, 2021

A regular meeting of the Board of Trustees of Spokane County Library District was held in person and via teleconference at Spokane Valley Library at 4:00 p.m., Tuesday, October 19, 2021.

Present: In-Person and via Zoom Teleconference

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

Excused: None.

Also Present: Jane Baker, Communication & Development Director; Mary Ellen Braks, Public Services Manager; Toni Carnell, Human Resources Director; Rick Knorr, Finance Director; Sarah Rooney, Technology Programs Specialist; Andrea Sharps, Collection Services Director; Doug Stumbough, Operations Director; and Patty Franz, Executive Assistant.

Guests via Conference Call: Four (4).

Call to Order (Item I.) Chair John Craig called the meeting to order at 4:06 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.

Welcome New Trustee (Item III.) New Trustee Ellen Clark was welcomed to the Board of Trustees and Library District. Ms. Clark was appointed by the Board of County Commissioners on September 14, 2021.

Public Comment (Item IV.) There was no public comment.

Approval of Sept. 21 Regular Meeting Minutes (Item V.A.) Mr. Craig called for corrections to the September 21, 2021, regular meeting minutes. There were no corrections; the minutes stand approved as written.

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

Fund	Voucher/Payroll Numbers	Subtotal	Total
L01	09102021PR and 09232021PR	\$429,575.72	\$429,575.72
L01		Total	\$1,063,770.10
L02	9604 HFC Services –	\$3,671.17	\$3,671.17

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**Approval of
Sept. 2021,
Payment Vouchers
(Item V.B.)**

	(Owner's Representative)		
	9605 Integrus Architecture – Pmt. 5 (New SV Library Design)	\$76,188.60	\$76,188.60
L02		Total	\$79,859.77

In response to Trustee queries about the Libraries Build Business grant, Mr. Stumbough said the grants were established and funded as part of a Google initiative and awarded by the American Library Association to 13 public libraries nationwide. An open house was held at Deer Park Library last month in celebration of the six program finishers.

There was no further discussion.

The motion was unanimously approved.

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

NEW SPOKANE VALLEY LIBRARY PROJECT UPDATE. Mr. Roewe provided an update on the new library, noting construction documents are in progress, along with selection of building finishes and materials, and determination of workspaces for staff. Mr. Roewe also reported the District had responses from two of three regional Tribes, which concurred with no cultural resource impacts from the project. Staff is drafting a required unanticipated discovery plan to move the project toward eligibility.

There was no further discussion.

**New Business
2022 Budget
(Item V.D.1a.)**

2022 BUDGET. Via PowerPoint, Finance Director Rick Knorr summarized development of the preliminary budget for 2022. He noted the preliminary budget for next year was formulated on the approved 2021 budget, as well as the anticipated final budget results for 2021 and previous years. Mr. Knorr reviewed revenue and expenditure comparative summaries for 2021 and 2022. Revenue for 2022 is comprised of property taxes and payments in lieu of property taxes, fines and fees, E-rate reimbursements, interest earnings, grants, and other. Discussion ensued over a list of key assumptions, all of which will impact the 2022 budget, which included General and Capital Projects funds balance targets, salaries and benefits, and other expenses for janitorial services, grounds maintenance, courier services, and mobile nightly security patrol. Regarding salaries and benefits, Messrs. Knorr and Roewe reviewed the compensation study conducted and approved in 2017, and resulting position classification bands and steps. They further explained the current potential compression of salary bands and proposed additional step. In response to Trustee queries, Mr. Roewe said employee benefits other than salary to reward years of service include additional time off, training, and tuition reimbursement. Regarding the 2022 budget decrease for library programs, Mr. Knorr said other than expiration of the Libraries Build Business grant, the budget for library programs remains the same.

There was no further discussion.

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**New Business
2022 Budget
(Item V.D.1a.)**

PUBLIC HEARING ON AUTHORIZED 2022 PROPERTY TAX REVENUE AND OTHER REVENUES. Chair Craig called the required Public Hearing on Authorized 2022 Property Tax Revenue and Other Revenues to order at 4:11p.m., and called for public testimony. Via PowerPoint, Mr. Knorr reviewed sources of revenue for the Library District. Property taxes and payments in lieu of property taxes, contracted city payments from the city of Airway Heights and annexation mitigation payments for Moran Prairie from the city of Spokane, comprise 98 percent of the 2022 budget revenue of \$17,247,000, and all other comprise 2 percent. There was no testimony. The hearing closed to those attending in person at 4:20 p.m., and online at 4:22 p.m.

**New Business
2022 Budget
(Item V.D.1b.)**

ORGANIZATIONAL MEMBERSHIPS REVIEW. Ms. Hanson moved and Ms. Thompson seconded to approve inclusion of the presented organizational memberships and associated fees in the 2022 General Operating Fund budget. Mr. Knorr said the number of organizational memberships had not increased since last year. In response to Mr. Johnson's query, Mr. Knorr said the annual cost for all memberships is approximately \$10,000. In response to Trustee queries, Mr. Roewe said staff are responsible for their individual professional memberships costs, and by request, staff will review the cost and value of individual Trustee memberships to the American Library Association (ALA).

There was no further discussion.

The motion was unanimously approved.

**New Business
2022 Budget
(Item V.D.1c.)**

BOARD DIRECTION. Trustees agreed by consensus for staff to go forward with planning and completion of the final 2022 General Operating and Capital Projects funds budgets as discussed. Direction included for staff to budget an annual cost of living salary adjustment of 4.00%, based upon the August 2021 CPI-W and District Personnel Policy, HR03. Additional budget-related information requested by the Board will be provided at the November meeting.

**New Business
2022 Budget
(Item V.D.1d.)**

PERSONNEL POLICY. Mr. Johnson moved and Ms. Clark seconded approval of the new Personnel Policy Inclusion Statement, as well as revisions to sections HR02 Hiring & Employment, HR05 Leave, HR05 Leave Addendum, and HR06 Employee Conduct, as suggested. Ms. Carnell reviewed the new policy, and all suggested changes to existing policies, noting several were pandemic-related sunset provisions. In response to Ms. Hanson's query, Ms. Carnell said at this time, no vaccines are mandatory; however, the hepatitis B vaccine is offered to staff and paid for by the District. Formerly, flu shots were made available at Staff Day, yet in recent years the District has not been able to obtain a provider. Regarding the new policy, Ms. Carnell said the inclusion statement builds on the District's equity commitment it has established over the past year, with required training on inclusion topics. In response to Ms. Clark's query, Ms. Carnell defined a safe avenue as no one would be penalized for bringing equity concerns forward.

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**New Business
Personnel Policy
(Item IV.D.2.)**

There was no further discussion.

The motion was unanimously approved.

**New Business
Janitorial Services
Contract Award
(Item V.D.3.)**

JANITORIAL SERVICES CONTRACT AWARD. Ms. Thompson moved and Ms. Hanson seconded approval of the janitorial services contract award to American Building Maintenance (ABM) for one year, effective January 1, 2022, through December 31, 2022, with potential for four (4) additional one-year extensions. Mr. Knorr provided background of the RFP announced in September, for which there were two respondents. The two bids were ranked, with selection based on quantitative and qualitative results. ABM was determined to have the most responsive bid. Mr. Knorr noted ABM has provided janitorial services on a temporary basis to the District since July 1, 2021, and cleaning hours were recently changed to begin two hours earlier than usual. In response to Ms. Hansen's query, Mr. Knorr said cleaning hours could again change if after-hours use of meeting rooms resumes as the pandemic landscape changes.

There was no further discussion.

The motion was approved.

Mr. Johnson was excused from the meeting at 5:48 p.m., and Chair Craig called for a five-minute recess. The meeting resumed at 5:53 p.m.

**New Business
Overview –
The Studio
(Item V.D.4.)**

THE STUDIO OVERVIEW. Mr. Roewe introduced Public Services Manager Mary Ellen Braks and Technology Programs Specialist Sarah Rooney, who joined the meeting to provide an overview of The Studio, which provides space and equipment at Spokane Valley Library for video creators. Ms. Braks said The Studio, a partnership among the District, Community-Minded Television (CMTV14), and city of Spokane Valley, opened in 2017. Ms. Rooney said project and event (PEG) grants and the District facilitated equipment purchases to create video production kits made available for check out. Ms. Rooney created a video to demonstrate projects developed in The Studio, both pre-pandemic and current, noting staff learned how to film remotely and gained other new skills over last 18 months. In response to Mr. Craig's query, Ms. Rooney provided more information about how a green screen works.

There was no further discussion.

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

Mr. Craig reviewed forthcoming agenda items for the next two months. The next meeting will be held at Argonne Library on November 16. Among other items, the agenda will include updates on the new Spokane Valley Library project, 2022 Budget, and Library Meeting Room Use policy. An overview of the use of 3D printing and cutting will also be presented.

There was no further discussion.

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

Trustees briefly discussed their availability should a special meeting need to be scheduled for trustee candidate interviews during the first two weeks of November. There was no further discussion.

**Executive Director's
Report, Sept. 2021
(Item VII.B.)**

The Executive Director's written report for September 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 updated electric vehicle charging station contracts were received and are now under District legal counsel review.

There was no further discussion.

**Operations Report,
Sept. 2021
(Item VII.C.)**

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

Revenue and Expenditure Final Statement through September 30, 2021.

<u>Fund 001</u>	
Revenues	\$ 10,532,825
Expenditures	\$ 10,470,789
Ending Fund Balance	\$ 5,966,465
Fund Budget Expended	67.60%

Mr. Knorr had nothing further to report.

There was no further discussion.

**Adjournment
(Item VIII.)**

Chair Craig adjourned the meeting at 6:14 p.m. The next in person Board Meeting is scheduled for Tuesday, November 16, 2021, at 4:00 p.m., in the public meeting room at Argonne Library.


John Craig, Chair

Patrick Roewe, Secretary to the Board of Trustees

PAYMENT VOUCHER APPROVAL

Pursuant to RCW 42.24.180 and Spokane County Library District Resolution # 94-03, we, the undersigned, do hereby certify that the merchandise and services hereinafter specified have been received as of October 31, 2021, and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$1,137,401.43 for the general fund and \$4,272.29 for the capital projects fund and are authorized to authenticate and certify these claims.

DATE: November 1, 2021

SIGNED: 
 TITLE: Finance Director

SIGNED: 
 TITLE: Executive Director

GENERAL OPERATING FUND

VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
59018	ABM INDUSTRIES, INC.	MONTHLY CUSTODIAL SERVICES	23,853.12
59019	ALLSTREAM	MONTHLY SIP, DID, LONG DIST PHONE SERVICE	514.34
59020	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	2,396.96
59021	BATTERIES PLUS BULBS	MAINTENANCE SUPPLIES	33.14
59022	BARBEL BELBEN	REFUND FOR LOST/PAID FEE	10.00
59023	BRAINFUSE, INC.	ONLINE TUTORING/CAREER SOFTWARE RENEWAL	22,500.00
59024	CENTURYLINK	MONTHLY ANALOG TELEPHONE LINE: SV ELEVATOR	63.25
59025	CITY OF CHENEY	MONTHLY WATER, SEWER, ELEC - CH	893.01
59026	CITY OF DEER PARK	MONTHLY WATER & SEWER - DP	209.84
59027	CRAIG BARNETT	LIBRARY MATERIALS	301.05
59028	CITY OF MEDICAL LAKE	MONTHLY WATER, SEWER, REFUSE - ML	218.83
59029	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CH	40.19
59030	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	438.33
59031	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE	4,335.96
59032	DIVCO INCORPORATED	QTRLY BUILDING MAINT CONTRACT - HVAC	14,352.58
59033	EMPIRE DISPOSAL INC.	MONTHLY SOLID WASTE - FF	43.15
59034	FAUCETS 'N STUFF PLUMBING	BACKFLOW TESTING - MP	462.83
59035	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	351.78
59036	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	13,468.59
59037	H&H BUSINESS SYSTEMS, INC.	QTRLY COPIER MAINTENANCE & TONER	1,580.47
59038	TANEISHA HATHAWAY	REFUND FOR LOST/PAID FEE	8.00
59039	INGRAM DISTRIBUTION GROUP, INC	WEEKLY LIBRARY MATERIALS	13,322.61
59040	INLAND POWER AND LIGHT	MONTHLY ELECTRIC UTILITIES - AH, DP	763.62
59041	M & L SUPPLY CO., INC.	BUILDING REPAIR & MAINTENANCE	76.79
59042	MIDWEST TAPE	WEEKLY LIBRARY MATERIALS	3,013.51
59043	MODERN ELECTRIC WATER COMPANY	MONTHLY WATER, ELEC. - SV	1,881.98
59044	OVERDRIVE, INC.	WEEKLY LIBRARY MATERIALS	24,352.43
59045	PERRINE PROPERTIES, LLC	MONTHLY PARKING LOT LEASE, SV	300.00
59046	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	24.38
59047	SHI INTERNATIONAL CORP	IT HARDWARE & SOFTWARE	3,779.72
59048	THE SPOKESMAN- REVIEW	LIBRARY MATERIALS	223.42
59049	SPOKANE SCORE 0180	LIBRARY PROGRAMS	2,100.00
59050	BPR CUMULUS LLC	MONTHLY LEASE PAYMENT, BOOKEND	3,120.00
59051	SPOKANE COUNTY ENVIRONMENTAL SERVICES	MONTHLY SEWER - AR, NS, SV	609.38
59052	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	385.32
59053	STATE PROTECTION SERVICES INC	MOBILE AFTER HOURS SECURITY: SV, NS	714.00
59054	UNIQUE MANAGEMENT SERVICES	MONTHLY NOTICE FEES AND MESSAGE BEE SERVIC	1,272.48
59055	UPS	SHIPPING	59.50
59056	VERIZON WIRELESS	MONTHLY CELL & "MI-FI" DEVICE SERVICE	2,684.49
59057	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	674.71
59058	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE	1,260.08
59059	WEST COAST CASH REGISTER, INC.	OFFICE/LIBRARY SUPPLIES	931.37
59060	WEST PLAINS CHAM. OF COMMERCE	ANNUAL DUES	400.00

59061	WHITWORTH WATER DISTRICT	MONTHLY WATER - NS	367.78
59062	WITHERSPOON BRAJCICH MCPHEE, PLLC	LEGAL SERVICES, GENERAL COUNSEL	1,575.00
59063	ZIPLY FIBER	TELEPHONE & BROADBAND - FF	124.96
59064	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	145.24
59065	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	607.70
59066	EBSCO INDUSTRIES, INC.	LIBRARY MATERIALS - SUBSCRIPTIONS	620.14
59067	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	919.86
59068	INGRAM DISTRIBUTION GROUP, INC	WEEKLY LIBRARY MATERIALS	21,626.06
59069	INLAND POWER AND LIGHT	MONTHLY ELECTRIC UTILITIES - AH, DP	290.55
59070	MIDWEST TAPE	WEEKLY LIBRARY MATERIALS	2,415.05
59071	OPTUM	MONTHLY HSA ACCOUNT FEES	69.00
59072	OVERDRIVE, INC.	WEEKLY LIBRARY MATERIALS	31,917.43
59073	PRISMHR, INC.	MONTHLY SOFTWARE SUPPORT - HR	454.12
59074	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	560.37
59075	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	105.68
59076	WICK ENTERPRIZES, LLC	ADVERTISING	906.12
59077	AVISTA UTILITIES	MONTHLY UTILITIES	6,684.81
59078	EDNETICS	NETWORK PROJECT SERVICES	23,113.01
59079	E-RATE EXPERTISE, INC.	E-RATE CONSULTING SERVICES	1,050.00
59080	FATBEAM, LLC	MONTHLY INTERNET SERVICE, NET OF ERATE DISC	4,389.22
59081	NATIONAL COLOR GRAPHICS	PRINTING - ENGAGE MAGAZINE	2,752.25
59082	PASADENA PARK IRR. DIST. 17	ANNUAL WATER OVERAGE - AR	934.97
59083	PENWORTHY COMPANY	LIBRARY PROGRAMS	3,760.74
59084	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	23.89
59085	UPS	SHIPPING	18.10
59086	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	10,796.48
59087	AMERICAN LIBRARY ASSOCIATION	ANNUAL DUES AND MEMBERSHIPS	271.00
59088	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	546.77
59089	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	1,562.94
59090	CONSOLIDATED IRRIGATION DIST19	WATER - OT	70.21
59091	CITY OF SPOKANE	MONTHLY WATER & SEWER - MP	566.56
59092	CITY OF CHENEY	MONTHLY WATER, SEWER, ELEC - CH	660.75
59093	CITY OF DEER PARK	MONTHLY WATER & SEWER - DP	95.04
59094	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CH	58.70
59095	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE	4,991.98
59096	EMPLOYMENT SECURITY DEPARTMENT	QTR 3 UNEMPLOYMENT CLAIMS	1,377.00
59097	FAUCETS 'N STUFF PLUMBING	SPRINKLER WINTERIZING SERVICE - ALL	1,369.62
59098	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	1,423.93
59099	INFOBASE	ELECTRONIC LIBRARY SERVICES	3,120.00
59100	INGRAM DISTRIBUTION GROUP, INC	WEEKLY LIBRARY MATERIALS	6,170.54
59101	KIDS NEWSPAPER	ADVERTISING	800.00
59102	MIDWEST TAPE	WEEKLY LIBRARY MATERIALS	7,600.45
59103	MODERN ELECTRIC WATER COMPANY	MONTHLY WATER, ELEC. - SV	1,733.67
59104	NATIONWIDE INSURANCE	EMPLOYEE DEDUCTIONS FOR PET INSURANCE	269.72
59105	OVERDRIVE, INC.	WEEKLY LIBRARY MATERIALS	23,761.68
59106	PLYMOUTH ROCKET, INC.	ANNUAL SUBSCRIPTION FOR TIXKEEPER SOFTWARE	1,800.00
59107	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	1,927.04
59108	TARGET SYSTEM TECHNOLOGY, INC	ACCOUNTING SOFTWARE SUPPORT	814.03
59109	TECHOPS SPECIALTY VEHICLES LLC	SHIPPING COSTS FOR SPRINTER VAN	1,250.00
59110	VOIDED CHECK	VOIDED CHECK	-
59111	VERIZON WIRELESS	MONTHLY CELL & "MI-FI" DEVICE SERVICE	2,834.40
59112	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	674.71
59113	WHITWORTH WATER DISTRICT	MONTHLY WATER - NS	120.75
59114	WORLD BOOK, INC.	ELECTRONIC LIBRARY MATERIALS	11,405.00
W000000992	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	63,089.91
W000000993	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	5,081.45
W000000994	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	1,779.75
W000000995	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	47,541.60
W000000996	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	326.47

W000000997	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	66,472.04
W000000998	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	5,081.45
W000000999	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	1,779.75
W000001000	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	49,229.65
W000001001	ASSOCIATION OF WASHINGTON CITIES - VIMLY BENEFIT	MONTHLY MEDICAL, DENTAL, VISION & LIFE INS	94,267.39
W000001002	DEPT OF LABOR & INDUSTRIES	QUARTERLY WORKMAN'S COMP.	13,697.53
W000001003	STATE OF WASHINGTON	QUARTERLY PAID FAMILY MEDICAL LEAVE	6,781.22
W000001004	STATE OF WASHINGTON	QUARTERLY SALES AND USE TAX RETURN	3,353.17
W000001005	TECHOPS SPECIALTY VEHICLES LLC	BALANCE DUE FOR SPRINTER VAN	23,837.13
Total Non-Payroll General Operating Fund			\$ 723,848.74

PAYROLL VOUCHERS

10082021PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #19	\$ 201,559.56
10252021PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #20	<u>211,993.13</u>

Total Payroll General Operating Fund \$ 413,552.69

TOTAL GENERAL OPERATING FUND \$ 1,137,401.43

CAPITAL PROJECTS FUND			
VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
9606	HAMMOND FACILITY CONSULTING SERVICES	OWNERS REP SERVICES: Monthly	<u>4,272.29</u>
Total Capital Projects Fund			\$ 4,272.29

**September 2021/October 2021
Paid in October 2021
Voucher # 059086**

Card Category	Amount
General Purchases	\$ 5,651.35
Maintenance	\$ 796.18
Travel	\$ (81.44)
Acquisitions	\$ 2,791.27
Information Technology	\$ 1,567.58
Outreach	\$ 71.54
General Fund Purchases	\$ 10,796.48

Top Individual Charges (>\$350)

Internation	Security Certification Training Program	1,428.20
4 Imprint	District Staff Day Supplies	760.17
Paperjack	Thermal Paper for Receipt Printers	559.92
Costco	After School Snacks	478.29
Mailchimp	Monthly Email Service	519.45
Amazon	Library Materials	543.53
Amazon	Library Materials	452.93

NEW SPOKANE VALLEY LIBRARY PROJECT UPDATE

Design update

In October, Integrus Architecture conducted meetings on finishes, collection size, and donor recognition. Construction documents are continuing to be drafted, with a finalization date set for December.

Integrus is producing some revised renderings of the building design in response to those meetings, which will be shared at the meeting.

Library Capital Improvement Program (LCIP) grant update

In July, 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.

As previously discussed, one of the requirements for receiving the grant involves the opportunity for consultation with both the Washington State Department of Archaeology and Historic Preservation (DAHP) and regional Tribes regarding the potential to have cultural resource impacts, in compliance with Governor's Executive Order 05-05.

We received a letter from the DAHP in August with a "determination of no cultural resource impacts with the stipulation for an unanticipated discovery plan."

In September, we submitted invitations to comment to the three Tribes under which the new library location is designated as being in their tribal areas of interest: The Spokane Tribe of Indians, Confederated Tribes of the Colville Reservation, and Coeur d'Alene Tribe. As of this writing, we have received responses back from the Spokane Tribe of Indians and the Confederated Tribes of the Colville Reservation, which both concurred with no cultural resource impacts with the requirement for an unanticipated discovery plan. The initial response window of 30 days has closed, and we have submitted the necessary information to the Department of Commerce. The District's unanticipated discovery plan is nearing completion.

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

2022 Final Budget Update

Recommended Actions

Recommended action corresponding to each agenda item is included in each section, and stated here collectively for reference:

- a. Board motion to authorize the District to use a 4.00% cost of living adjustment per District Personnel Policy 3.15 for the 2022 Budget.
- b. Board motion to adopt Resolution No. 21-03 - Adopting the 2022 Budget and Certifying It to the Board of County Commissioners.
- c. Board motion to adopt Resolution No. 21-04 - Authorizing 2021 Property Tax Levy Increase for Collection in 2022.
- d. Board motion to adopt Resolution No. 21-05 - Levying the Regular Property Taxes for Spokane County Library District for Collection in 2022.
- e. Board Direction to staff

General Background

As stipulated by RCW 84.52.070, it is the duty of the Board of Trustees to certify to the Spokane County Assessor's Office the amounts to be raised by taxation, and to file certified budgets on or before November 30, 2021.

Specific Background and Recommended Action by Item

Item IV.D.1.a: Cost of living Adjustment for 2022: Approval Recommendation

Background

The initial budget presented at the October regular meeting included a tentative annual cost of living adjustment of 4.00%, based on the August 2021 CPI-W year-over-year increase, as limited by District policy. The CPI-W is an all-U.S. urban wage earners consumer price index, and the August year-to-date published rate is again being used by the state of Washington for the annual adjustment to the state minimum wage. The minimum wage will increase from \$13.69 to \$14.49, an increase of 5.8%.

Based on Board direction from the October meeting, the budget presented for adoption includes the recommendation of a 4.00% cost of living adjustment. Stipulated in District Personnel Policy 3.15, the Board of Trustees has sole approval authority for any such adjustment from a minimum of 0% to a maximum of 4.00%.

Recommended action:

- **Board motion to authorize the District to use a 4.00% cost of living adjustment per District Personnel Policy 3.15 for the 2022 budget.**

Item IV.D.1.b: Adopting a 2022 Budget and Certifying it to the Board of County Commissioners (Resolution No. 21-03): Approval Recommendation.

Background

The General Fund Budget, Exhibit A to Resolution No. 21-03, has changed from the initial budget presented in October as follows:

	November Final Budget	October Preliminary Budget	Variance
REVENUES			
PROPERTY TAXES, BEFORE TIF	16,613,000	16,617,500	(4,500)
LESS TIF ALLOCATIONS	(183,500)	(183,500)	-
CONTRACT CITIES	448,000	453,000	(5,000)
FINES & FEES	59,000	59,000	-
E-RATE REIMBURSEMENTS	231,000	211,000	20,000
INTEREST, GRANTS AND OTHER	97,000	97,000	-
	<u>17,264,500</u>	<u>17,254,000</u>	<u>10,500</u>
EXPENSES			
SALARIES	7,409,000	7,409,000	-
PAYROLL TAXES & BENEFITS	2,504,400	2,490,000	14,400
LIBRARY MATERIALS	2,363,000	2,364,000	(1,000)
SERVICES	1,541,000	1,499,000	42,000
CAPITAL EXPENDITURES	639,100	714,000	(74,900)
UTILITIES & OTHER	808,000	778,000	30,000
TRANSFERS TO CAP PROJ FUND	2,000,000	2,000,000	-
	<u>17,264,500</u>	<u>17,254,000</u>	<u>10,500</u>

Comments on the variances from the preliminary budget presentation at the October meeting follow:

- **PROPERTY TAXES, BEFORE TIF:** Two reports have been received from the Spokane County Assessors' Office since the preliminary budget was presented in the prior meeting. The October 28 communication reported the new personal property assessed values. The November 8 communication reported the new state assessed property values.

The new personal property assessed values increased by a large amount, an increase of \$170,000,000, much higher than the historical range of \$20,000,000 to \$40,000,000 per year. The new state assessed values increase was \$37,500,000, much more in line with expectations of between \$30,000,000 and \$40,000,000.

This will be the last communication received from the Spokane County Assessor’s Office prior to when they “close down the tax rolls and deliver the final values to the County Treasurer’s Office,” to borrow the county’s terminology. This occurs in mid-January, and those final amounts will include one last round of changes due to the following ongoing items:

- Processing of exemptions
- Tax appeals
- Corrections

The District proposed final tax levy budget of \$16,613,000, preserves the possibility that this final round of adjustments could include an increase in new construction. Further discussion of the possible impact of final adjustments on the final tax levy will be held during the meeting.

		New Construction Values	Estimated Levy Before TIF
Report "B"	9/15/2021	941,205,195	16,617,500
Report "C"	10/28/2021	902,712,453	16,601,000
Report "D"	11/8/2021	902,709,951	16,601,000
Final	Jan-22	??	16,613,000

- **CONTRACT CITIES:** Revenues from contract cities have been revised downward by \$5,000, or only 1.1%, due to the estimated levy rate reduction from .4260 per \$1,000 of assessed values to .4240. This levy rate reduction was the result of the aforementioned increases in personal property values reported by the Spokane County Assessor in its October 28 report. Both the city of Airway Heights, and the city of Spokane contracts call for payments to the District based on the current levy rate for the contract year.
- **E-RATE REIMBURSEMENTS:** The District has a contract for internet broadband management and consulting services and these services are eligible for reimbursement through the E-Rate program at the same 80% discount the District receives on the cost of the broadband itself. The consulting fees are approximately \$25,000 annually, which generate \$20,000 in additional E-Rate reimbursement (80% of the fees), an amount which was inadvertently omitted in the preliminary budget.
- **SALARIES:** Salaries have not changed from the preliminary budget, and the following table presented at the October meeting is still an accurate summary of the now recommended final salary budget and how it compared to the 2021 budget.

2021 Budget	7,110,400
Reduction from unfilled 2020 positions	(101,700)
Annual Salary Adjustment of 4%	266,889
Addition of a 9th step to all bands	62,940
Addition of a 7th and 8th step: D1, D2 and E	6,641
Increase from routine step increases	37,333
Increase of band A2 by 4%	26,681
2022 Salary Budget, Rounded	7,409,000

Please note that approval of the 2022 budget would establish the new salary schedule with the additional steps above. See attachment #4 for additional information.

- PAYROLL TAXES AND BENEFITS:** The state of Washington announced in late October that the payroll tax rate for Paid Family and Medical Leave will be increased from 0.4% to 0.6% of total paid salaries effective January 1, 2022. The \$14,400 increase from the October meeting is solely due to that payroll tax increase. The District has opted to pay the employee contribution to the program in previous years, and staff recommend that the District continues to do so.
- LIBRARY MATERIALS:** Library materials are 14% of total tax revenues and the (\$1,000) change is due to the small decline in tax revenue.
- SERVICES:** Total services expense is best explained in the following table. The only substantial variance of note is an increase of \$35,000 in software costs. The District is obtaining a new phone system and the annual ongoing software license, maintenance, and support is \$35,000. This information was received too late to include in the preliminary budget. The \$2,000 increase in Grounds Maintenance is due to a revised contract amount from our service provider, and the \$5,000 increase in insurance is for the new Mobile Services vehicles.

	November Final Budget	October Preliminary Budget	Variance
SERVICES			
JANITORIAL SERVICES	245,000	245,000	-
HVAC MAINTENANCE	88,300	88,300	-
GROUNDS MAINTENANCE	81,000	79,000	2,000
COURIER SERVICES	61,000	61,000	-
BUILDING MAINTENANCE, ALL OTHER	32,000	32,000	-
PROFESSIONAL AND CONSULTING FEES	85,600	85,600	-
SOFTWARE SUPPORT, SIRSIDYNIX	240,000	240,000	-
SOFTWARE SUPPORT, ALL OTHER	178,500	143,500	35,000
CATALOGING, AUTHORITY AND ILL SERV	49,500	49,500	-
ADVERTISING, ENGAGE PRINTING	156,500	156,500	-
TRAINING AND TRAVEL	120,800	120,800	-
INSURANCE	75,000	70,000	5,000
BOOKEND AND OTHER LEASE PMTS	46,300	46,300	-
SECURITY	21,700	21,700	-
OTHER	59,800	59,800	-
	<u>1,541,000</u>	<u>1,499,000</u>	<u>42,000</u>

- CAPITAL EXPENSES:** Total Capital Items have been revised downward. The primary reason is both outreach vehicles will be completed and paid for in 2021, except for sales tax for the truck. Thus, vehicle costs were reduced from the preliminary amount. This allowed for additional amounts and scope to be added to the Security and HVAC (heating, ventilation, and air conditioning) related projects based on increased cost estimates, while also reducing the total.

	November Final Budget	October Preliminary Budget	Variance
CAPITAL EXPENSES			
VEHICLES	70,200	255,000	(184,800)
SECURITY	375,000	340,000	35,000
OTHER	168,900	122,000	46,900
	<u>614,100</u>	<u>717,000</u>	<u>(102,900)</u>

- UTILITIES AND OTHER:** Utilities and other is \$30,000 higher than the preliminary version due to increases in the budget for routine operating supplies. The preliminary budget reported a decline of \$32,000 from 2020 levels, but during further review while preparing the final budget, we determined that the majority of those funds were necessary and have corrected that error.

The Capital Projects Fund Budget, Exhibit B to Resolution 21-03, is included for the first time and follows Exhibit A at the end of this agenda item.

The Capital Projects Fund exists to account for the financial resources that are restricted, committed, or assigned for the construction of capital facilities or other related capital assets.

In years prior, the Capital Projects Fund had little activity, predominantly maintaining a fund balance for a future project, and earning interest on such fund balances. For 2022, however, the Capital Projects Fund will conduct the accounting for the construction for the new Spokane Valley Library. Construction of this new facility is forecast to begin in the spring of 2022, with completion expected in the summer of 2023.

The 2022 Budget for the Capital Projects Fund will report those expenditures expected to be paid during the calendar year 2022. This budget also reports funds expected to be received in the calendar year 2022 in conjunction with the financing of this facility.

Staff will provide additional information regarding Exhibit B during the meeting.

The full text of the resolution follows at the end of this agenda item (attachment #1).

Recommended action:

- **Board motion to approve Resolution No. 21-03 - Adopting a 2022 Budget and Certifying It to the Board of County Commissioners.**

Item IV.D.1.c: Authorizing 2021 Property Tax Levy Increase for Collection in 2022 (Resolution No. 21-04): Approval Recommendation.

Background

The second resolution authorizes a tax levy increase both in terms of dollars and percentage from the previous year, as required by RCW 84.55.120.

The full text of the resolution follows at the end of this agenda item (attachment #2).

Recommended action:

- **Board motion to approve Resolution No. 21-04 - Authorizing 2021 Property Tax Levy Increase for Collection in 2022.**

Item IV.D.1.d: Levying the Regular Property Taxes for Spokane County Library District for Collection in 2022 (Resolution No. 21-05): Approval Recommendation.

Background

The third resolution establishes the actual levy amount to be submitted to the Spokane County Board of Commissioners for collection in 2022. A standard Levy Certification form created by the Washington State Department of Revenue certifying the same levy amount as in the body of the resolution will accompany the resolution when filed with the county legislative authority.

The full text of the resolution follows at the end of this agenda item (attachment #3).

Recommended action:

- **Board motion to approve Resolution No. 21-05 - Levying the Regular Property Taxes for Spokane County Library District for Collection in 2022.**

Item IV.D.1.e: Board Direction to staff.

Background

For example, while not related to the 2022 Budget per se, staff anticipate the availability of surplus funds from the 2021 Operating Budget to be available for transfer to the Capital Projects Fund for this year. The Board may direct staff to prepare such an amendment to the 2021 Budget for the December meeting.

Recommended Actions

Recommended action corresponding to each agenda item is included in each section, and stated here again collectively for reference:

- a. Board motion to authorize the District to use a 4.0% cost of living adjustment per District Personnel Policy 3.15 for the 2022 Budget.
- b. Board motion to adopt Resolution No. 21-03 - Adopting the 2022 Budget and Certifying it to the Board of County Commissioners.
- c. Board motion to adopt Resolution No. 21-04 - Authorizing a 2021 Property Tax Levy Increase for Collection in 2022.
- d. Board motion to adopt Resolution No. 21-05 - Levying the Regular Property Taxes for Spokane County Library District for Collection in 2022.
- e. Board Direction to staff.

Attachment #1**RESOLUTION NO. 21-03**

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, ADOPTING THE 2022 BUDGET; CERTIFYING TO THE BOARD OF COUNTY COMMISSIONERS OF SPOKANE COUNTY THE DISTRICT'S 2022 BUDGET; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

**SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington**

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

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

WHEREAS, RCW 27.12.210(4) requires that the Board of Trustees (the "Board") submit annually to the legislative body of the county a budget containing estimates in detail of the amount of money necessary for the District for the ensuing year;

WHEREAS, RCW 84.52.070 requires the Board to certify to the county legislative authority budgets or estimates of the amounts to be raised by taxation and to file such certified budget or estimates with the county legislative authority on or before the thirtieth (30th) day of November;

WHEREAS, RCW 84.52.025 requires that such budgets or estimates clearly indicate an estimate of cash balance at the beginning and ending of each budget period;

WHEREAS, a budget forms the basis for Board action required prior to November 30, pursuant to RCW 84.55.0101 and RCW 84.55.120, to authorize a property tax levy increase and to establish a levy limit factor for taxes to be collected;

WHEREAS, the Board has made a determination of funding necessary for normal 2022 maintenance and operation of the District, which is reflected in the 2022 Budget;

WHEREAS, pursuant to RCW 27.12.210(4) and RCW 84.52.020, the Board has determined to certify said 2022 Budget to the Board of County Commissioners of Spokane County.

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

Section 1: ADOPTION OF 2022 BUDGET

The Board adopts 2022 Budgets as follows:

General Operating Fund (001-661):	\$ 17,264,500
Capital Projects Fund (008-661):	\$ 7,461,000

Section 2: CERTIFICATION OF 2022 BUDGET

The Board hereby certifies to the Board of County Commissioners of Spokane County the 2022 Budget (a copy of which is attached hereto as Exhibit A and B, and incorporated herein by reference), which includes estimates of the 2022 beginning and ending cash balances.

Section 3: EFFECTIVE DATE

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

ADOPTED by the Board of Trustees of Spokane County Library District, Spokane County, Washington, at a regular meeting thereof, notice of which was given as required by law, held on this 16th day of November 2021.

SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

John Craig, Chair
Board of Trustees

ATTEST

Patrick Roewe
Secretary to the Board of Trustees



Exhibit A

Spokane County Library District
2022 General Operating Fund Budget

REVENUES

PROPERTY TAXES	\$ 16,613,000
LESS: TAX INCREMENT FINANCING AREAS (TIF'S)	(183,500)
CONTRACT CITIES - AIRWAY HEIGHTS	357,000
CONTRACT CITIES - SPOKANE	91,000
FINES & FEES	59,000
E-RATE REIMBURSEMENTS	231,000
GRANTS & DONATIONS	7,000
INTEREST REVENUES AND OTHER	90,000
TOTAL REVENUES BEFORE TRANSFERS	<u>17,264,500</u>

TRANSFERS IN	-
TOTAL REVENUES & TRANSFERS IN	<u>\$ 17,264,500</u>

EXPENSES

SALARIES	7,409,000
FRINGE BENEFITS	2,504,400
SUPPLIES	194,700
UTILITIES, INTERNET & BROADBAND	521,300
SERVICES	1,541,000
LIBRARY MATERIALS	2,113,000
ELECTRONIC LIBRARY MATERIALS	250,000
LIBRARY PROGRAMS	92,000
CAPITAL EXPENDITURES	639,100
TOTAL EXPENSES BEFORE TRANSFERS	<u>15,264,500</u>

TRANSFERS TO CAPITAL PROJECTS FUND	2,000,000
TOTAL EXPENSES & TRANSFERS OUT	<u>\$ 17,264,500</u>

NET EXCESS OF REVENUES OVER (UNDER) EXPENSES	<u>-</u>
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Estimated Beginning Fund Balance: January 1, 2022	\$ 7,679,100
Net Excess of Revenues over Expenses	-
Estimated Ending Fund Balance: December 31, 2021	<u>\$ 7,679,100</u>

Exhibit B**Spokane County Library District
2022 Capital Projects Fund Budget****REVENUES**

Proceeds from Financing from Washington State Treasurer, LOCAL Program	\$ 9,042,000
Proceeds from Washington State Department of Commerce Grant	1,950,000
Contribution from City of Spokane Valley	839,000
Proceeds from Capital Campaign Donations	400,000
Transfers in from General Fund	2,000,000
Interest Income	55,000
TOTAL REVENUES	<u><u>\$ 14,286,000</u></u>

EXPENSES

Construction Costs, Including Sales Tax	\$ 6,838,000
Architect Fees	395,000
All Other Costs	228,000
TOTAL EXPENSES	<u><u>\$ 7,461,000</u></u>

NET EXCESS OF REVENUES OVER (UNDER) EXPENSES	<u><u>\$ 6,825,000</u></u>
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Estimated Beginning Fund Balance: January 1, 2022	\$ 3,888,500
Net Excess of Revenues over (under) Expenses	6,825,000
Estimated Ending Fund Balance: December 31, 2022	<u><u>\$ 10,713,500</u></u>

Attachment #2**RESOLUTION NO. 21-04**

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, AUTHORIZING A 2021 PROPERTY TAX LEVY INCREASE FOR COLLECTION IN 2022 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 District actual property tax levy amount from the previous year was \$16,004,727 and

WHEREAS, the population of the District is more than 10,000; and

WHEREAS, the Board of Trustees (the “Board”) gave proper notice of the public hearing held October 19, 2021, to consider the District’s revenue sources for the 2022 current expense budget, pursuant to RCW 84.55.120; and

WHEREAS, the Board, after hearing, and after duly considering all relevant evidence and testimony presented, has determined the District requires an increase in property tax revenue from the previous year, in addition to the increase resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, in order to discharge the expected expenses and obligations of the District and in its best interest;

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

Section 1: DETERMINATION OF PROPERTY TAX LEVY INCREASE

The Board hereby determines that an increase in the regular property tax levy is hereby authorized for the 2021 levy to be collected in 2022 in the amount of \$175,047, which is a percentage increase of 1.094% from the previous year.

This increase is exclusive of additional revenue resulting from the addition of new construction and improvements to property, newly constructed wind turbines, any increase in the value of state-assessed property, and any annexations that have occurred.

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, notice of which was given as required by law, held on this 16th day of November 2021.

SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

John Craig, Chair
Board of Trustees

ATTEST

Patrick Roewe
Secretary to the Board of Trustees

Attachment #3**RESOLUTION NO. 21-05**

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, LEVYING THE REGULAR PROPERTY TAXES FOR SPOKANE COUNTY LIBRARY DISTRICT FOR COLLECTION IN 2022 TO DISCHARGE ANTICIPATED DISTRICT EXPENSES AND OBLIGATIONS FOR THE 2022 CALENDAR YEAR; CERTIFYING SAID AMOUNT TO THE BOARD OF COUNTY COMMISSIONERS OF SPOKANE COUNTY; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

**SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington**

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

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

WHEREAS, the District is authorized to levy not more than \$0.50 per thousand dollars of assessed valuation within limitations set forth in RCW Chapter 27.12.050;

WHEREAS, RCW 27.12.210(4) requires that the Board of Trustees (the “Board”) submit annually to the legislative body of the county a budget containing estimates in detail of the amount of money necessary for the District for the ensuing year;

WHEREAS, RCW 84.52.020 requires the Board to certify to the county legislative authority, for the purposes of levying district taxes, budgets or estimates of the amounts to be raised by taxation on the assessed valuation of the property in the District and to make and file such certified budget or estimates with the clerk of the county legislative authority on or before the thirtieth (30th) day of November;

WHEREAS, the Board has determined an estimate of the amount of property tax funding necessary for normal 2022 maintenance and operation of the District, which is reflected in the 2022 Budget adopted by Resolution No 21-03;

WHEREAS, pursuant to RCW 27.12.210(4) and RCW 84.52.020, the Board has determined to certify said estimate of the necessary property tax levy amount to the Board of County Commissioners of Spokane County;

WHEREAS, the Board of Trustees (the “Board”) gave proper notice of the public hearing held October 19, 2021, to consider the District’s revenue sources for the 2022 current expense budget, pursuant to RCW 84.55.120;

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

Section 1: LEVY AMOUNT TO BE RAISED BY PROPERTY TAXES FOR THE 2022 GENERAL OPERATING FUND BUDGET

The Board hereby adopts a 2021 property tax levy for collection in 2022 in the amount of \$16,613,000.

Section 2: CERTIFICATION OF 2021 PROPERTY TAX LEVY

The Board hereby certifies to the Board of County Commissioners of Spokane County the 2021 property tax levy for collection in 2022.

Section 3: EFFECTIVE DATE

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

ADOPTED by the Board of Trustees of Spokane County Library District, Spokane County, Washington, at a regular meeting thereof, notice of which was given as required by law, held on this 16th day of November 2021.

SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

John Craig, Chair
Board of Trustees

ATTEST

Patrick Roewe,
Secretary to the Board of Trustees

Attachment #4: Proposed salary schedule starting January 1, 2022

Highlighted section indicate the proposed changes first discussed at the October Board of Trustees meeting.

		Budgeted 2022 Employee Salary Scale								
		1	2	3	4	5	6	7	8	9
Admin 1	1	14.49								
Admin 2	2	15.05	15.64	16.27	16.91	17.59	18.30	19.03	19.79	20.58
Admin 3	3	17.00	17.68	18.39	19.13	19.88	20.68	21.51	22.37	23.26
Admin 4	4	19.10	19.86	20.65	21.49	22.35	23.25	24.18	25.14	26.15
MP 1	5	21.61	22.50	23.38	24.32	25.29	26.30	27.35	28.45	29.59
MP 2	6	24.70	25.69	26.72	27.79	28.89	30.05	31.24	32.50	33.80
MP 3	7	26.41	27.45	28.55	29.68	30.87	32.12	33.39	34.74	36.13
MP 4	8	28.29	29.42	30.59	31.81	33.09	34.41	35.79	37.21	38.70
MP 5	9	32.64	33.94	35.31	36.71	38.18	39.71	41.31	42.96	44.68
Dir 1	10	40.94	42.99	45.04	47.06	49.11	51.16	51.80	53.87	56.02
Dir 2	11	44.26	46.48	48.71	50.94	53.13	55.35	55.99	58.23	60.56
Exec	12	57.91	60.80	63.70	66.59	69.49	72.38	73.29	76.22	79.27

LIBRARY MEETING ROOM USE**BACKGROUND**

The purpose of this policy is to provide guidelines for the use of meeting rooms in District facilities.

After reviewing the policy, staff recommends only a minor change to the Board of Trustees.

The policy was last revised in November 2019 and included review by the District's legal counsel. Substantive changes at that time included specific statements affirming open access, greater emphasis of time, place, and manner restrictions, and the requirement of a promotion disclaimer for customers when advertising use of the space.

The only substantive change in these revisions is the inclusion of the Library Foundation of Spokane County as being eligible for preferential scheduling.

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

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 Library Meeting Room Use policy, as revised.

POLICY: LIBRARY MEETING ROOM USE

APPROVAL DATE: NOVEMBER 14, 1974

REVISION DATE: ~~NOVEMBER 19, 2019~~ NOVEMBER 16, 2021

RELATED POLICIES:

Access to Library Services

Code of Conduct

Facility Use for Political Purposes

Purpose:

To provide guidelines for the use of library meeting and conference rooms by the public.

Background:

As part of its normal and regular conduct, the District provides free access to and communication of ideas and information that reflect the broad range of interests of the communities we serve. In keeping with the fundamental principles provided by the First Amendment, and in accordance with applicable law, the District may designate and make available areas on District premises for the purpose of public expression of opinions and ideas. This policy recognizes that library meeting rooms may be considered public forums. The District imposes reasonable time, place, and manner restrictions on activities or expressions of free speech in accordance with applicable law and to the extent necessary to prevent unreasonable interference with the public's use of the library.

The District is committed to providing equitable and open access to library facilities, services, materials, and programs regardless of race, gender, ethnicity, age, religion, political ideology, national origin, sexual orientation, and/or physical, mental, or sensory disability.

General Policy:

Spokane County Library District (District) uses its meeting rooms to offer educational, cultural, civic, and community-oriented programs, primarily through District sponsored activities.

The District will allow use of meeting and conference rooms by members of the public when they are not being used by the District.

Permission to use District meeting rooms does not constitute or imply endorsement or sponsorship by the District, and meeting room users are expected to fully comply with all applicable provisions of local, state, and federal law.

Use of District meeting and conference rooms by members of the public is subject to the following conditions:

- 1.) All activities must be open to the public and may not be restricted to any particular group. The District may elect to provide notification to the general public about activities.
- 2.) All promotion or advertisement of any activity must include the following disclaimer: "Use of Spokane County Library District facilities does not constitute or imply endorsement or sponsorship by the District." Furthermore, District associated images, including the District logo, may not be used in the promotion or advertisement of any activity.
- 3.) To ensure equal access, groups are limited to one (1) reservation per month per library. Reservations may be booked up to sixty (60) days in advance.

While the District does not require a fee for use of its meeting and conference rooms, a cleaning/maintenance fee (minimum \$100.00) will be charged if the room is left in unsatisfactory condition.

The District may provide preferential scheduling for the Friends of the Library, Library Foundation of Spokane County, or for government agencies using the room for government purposes.

The District may keep registration and reservation information on file for operational purposes.

The District does not assume liability for injuries to individuals or damages to personal or District property that occur as a result of actions of the sponsors or participants in activities in its meeting and/or conference rooms.

The District reserves the right to limit use of the rooms if use would result in interference with proper functioning of the library. This includes, but is not limited to, creating a situation that inhibits District operations or public access to the library or its services.

The District's Code of Conduct policy applies to any and all activities occurring anywhere in District facilities and/or on District grounds.

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.

POLICY: LIBRARY MEETING ROOM USE

APPROVAL DATE: NOVEMBER 14, 1974

REVISION DATE: NOVEMBER 16, 2021

RELATED POLICIES:

Access to Library Services

Code of Conduct

Facility Use for Political Purposes

Purpose:

To provide guidelines for the use of library meeting and conference rooms by the public.

Background:

As part of its normal and regular conduct, the District provides free access to and communication of ideas and information that reflect the broad range of interests of the communities we serve. In keeping with the fundamental principles provided by the First Amendment, and in accordance with applicable law, the District may designate and make available areas on District premises for the purpose of public expression of opinions and ideas. This policy recognizes that library meeting rooms may be considered public forums. The District imposes reasonable time, place, and manner restrictions on activities or expressions of free speech in accordance with applicable law and to the extent necessary to prevent unreasonable interference with the public's use of the library.

The District is committed to providing equitable and open access to library facilities, services, materials, and programs regardless of race, gender, ethnicity, age, religion, political ideology, national origin, sexual orientation, and/or physical, mental, or sensory disability.

General Policy:

Spokane County Library District (District) uses its meeting rooms to offer educational, cultural, civic, and community-oriented programs, primarily through District sponsored activities.

The District will allow use of meeting and conference rooms by members of the public when they are not being used by the District.

Permission to use District meeting rooms does not constitute or imply endorsement or sponsorship by the District, and meeting room users are expected to fully comply with all applicable provisions of local, state, and federal law.

Use of District meeting and conference rooms by members of the public is subject to the following conditions:

- 1.) All activities must be open to the public and may not be restricted to any particular group. The District may elect to provide notification to the general public about activities.
- 2.) All promotion or advertisement of any activity must include the following disclaimer: "Use of Spokane County Library District facilities does not constitute or imply endorsement or sponsorship by the District." Furthermore, District associated images, including the District logo, may not be used in the promotion or advertisement of any activity.
- 3.) To ensure equal access, groups are limited to one (1) reservation per month per library. Reservations may be booked up to sixty (60) days in advance.

While the District does not require a fee for use of its meeting and conference rooms, a cleaning/maintenance fee (minimum \$100.00) will be charged if the room is left in unsatisfactory condition.

The District may provide preferential scheduling for the Friends of the Library, Library Foundation of Spokane County, or for government agencies using the room for government purposes.

The District may keep registration and reservation information on file for operational purposes.

The District does not assume liability for injuries to individuals or damages to personal or District property that occur as a result of actions of the sponsors or participants in activities in its meeting and/or conference rooms.

The District reserves the right to limit use of the rooms if use would result in interference with proper functioning of the library. This includes, but is not limited to, creating a situation that inhibits District operations or public access to the library or its services.

The District's Code of Conduct policy applies to any and all activities occurring anywhere in District facilities and/or on District grounds.

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.

Overview – 3D Printing and Cutting

Public Services Manager Gwendolyn Haley, Librarian Diane Brown, and Technology Programs Specialist Erin Haight will provide an overview of the District's 3D printing and cutting services.

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

FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: DECEMBER 2021 - JANUARY 2022***December 21, 2021: Argonne Library - 4:00 p.m.***

- New Spokane Valley Library: Update
- 2022 Budget Update
 - Authorizing the Transfer of Funds from the General Fund to the Capital Projects Fund (Resolution No. 21-xx): Approval recommendation.
- 2021 Work Plan—Year in Review
- 2022 Work Plan
- Code of Conduct Policy: Approval Recommendation.
- 2022 Meeting Schedule/Locations and Policies Review: Approval Recommendation.
- 2022 Board of Trustees' Officers Election: Action Required.
- Recognition of Retiring Trustee Mark Johnson (Resolution No. 21-xx): Approval Recommendation.

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

January 18, 2021: Argonne Library (location tentative until approved) - (4:00 p.m.)

- New Spokane Valley Library: Update
- Welcome Incoming Trustee (Tentative)
- Bulletin Boards and Community-Interest Publications Policy: Approval Recommendation.
- Computer, Wireless Network and Internet Use Policy: Approval Recommendation.

SPECIAL MEETINGS/ACTIVITIES2021

TBD Trustee Candidate Interviews

EXECUTIVE DIRECTOR'S REPORT OCTOBER 2021

Business Office, Finance and Facilities – Rick Knorr

Finance Report

2022 Budget

The November meeting includes presentation of the final budget for 2022. Included in this meeting are the three resolutions necessary to formally request the District's operating levy for 2022, plus the accompanying levy certification document.

Capital Projects Fund

This month includes the Capital Projects Fund financial report. This report has been included only quarterly in the past, but now that the design of the new Spokane Valley Library is underway, a monthly financial report for the Capital Projects Fund will be included through the end of the construction.

Facilities Report

No report this month.

Human Resources – Toni Carnell

Staff updates

During October, there were eight new hires:

- 4 Public Services Associates
- 1 Public Services Specialist
- 1 Library Assistant
- 1 Public Services Technician

There was one transfer and no promotions. Two employees separated from employment this month, one Library Assistant and one Public Services Associate.

Training

- Staff Day was held virtually on October 11. Many staff viewed sessions from their home, with a group viewing sessions at North Spokane. Most sessions were presented by District staff or guest speakers, that included representatives from Department of Retirement, Association of Washington Cities, and WA 529 College Savings program.
- Several sessions of updated Person In Charge (PIC) training were held. This training course is a combination of online work and one in-person session.
- Interview training was conducted for those new to the hiring process or who would like to participate in a hiring panel.

Communication & Development – Jane Baker

Communication

The Communication Team continues to promote programs, services, resources, and the collection through the weekly eNews, social media, and blog posts, including monthly ads in Kids Newspaper, The Valley Current, and have added a monthly ad in The Fig Tree publication. In response to a recent press release, we worked with The Cheney Free Press on an upcoming feature story about the Sherlock Holmes programs. Work on the brand refresh continues, including design work on the wrap for the new Mobile Services vehicle.

Development

The Development Team met with a potential donor that has verbally committed to sponsoring The Studio in the new Spokane Valley Library. Contract agreements are currently being reviewed. Development is also preparing for the Foundation's 2022 goals and plans, as well as recruiting for a Capital Campaign Steering Committee. The team welcomes one or two Trustees to participate in the committee.

Operations - Doug Stumbough

Evening and Sunday Hours Restored

October 3 marked the return of Sunday open hours at six libraries and additional evening hours at all locations. Additionally, North Spokane and Spokane Valley libraries began opening at 9am, Monday-Thursday, an hour earlier than in previous years. With these changes, total weekly open hours are now restored to pre-COVID levels.

The impact of additional hours was noticeable in the number of people visiting their library. For the month, a total of 59,955 customers, up 5,403 visits (+10%) in September, with The BookEnd (36%) and North Spokane (28%) experiencing the largest relative increases in customer visits. The total number of physical items borrowed by customers also grew, but at a smaller rate (3%), with 86,364 items borrowed in the libraries compared to 84,250 in September (+2,114). Like the visits, The BookEnd (21%) and North Spokane (8%) saw the largest increase in checkout relative to the previous month.

Positive Interaction Report

There are many instances where District staff, services, and programs impact our customers in sometimes small but encouraging ways. Some examples from October follow.

- A young customer visited Airway Heights with her mom and gave staff there a Good Citizen Award that she had made at school. "Given to: Librarians In recognition of: Storytime". She told staff that she can't quite read on her own yet, so she said her favorite thing about the library was Storytime!
- A customer at Spokane Valley wrote a note after receiving assistance, thanking Kathy and Dana for their help. She shared that she told her husband how helpful and gracious they were with her request, and that she was "Super grateful."
- A customer came into the Cheney Library to return an item that was late. The customer apologized for the lateness, mentioning their spouse has Alzheimer's, likes to hide things, and had just found the book. We were able to work with the customer and waive the fine. The customer thanked staff profusely for their 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 October:
 - **Audiobook checkouts** October 1 – October 31:
 - *The Four Winds* by Kristin Hannah (74)
 - *Harry Potter and the Sorcerer’s Stone* by J.K. Rowling (61)
 - *The Last Thing He Told Me: A Novel* by Laura Dave (60)
 - **Ebook checkouts** October 1 – October 31:
 - *The Four Winds* by Kristin Hannah (74)
 - *Apples Never Fall* by Liane Moriarty (54)
 - *The Last Thing He Told Me: A Novel* by Laura Dave (51)
 - **Audiobook holds** as of November 1:
 - *Dune* by Frank Herbert (107)
 - *Apples Never Fall* by Liane Moriarty (103)
 - *The Last Thing He Told Me: A Novel* by Laura Dave (65)
 - **Ebook holds** as of November 1:
 - *Apples Never Fall* by Liane Moriarty (114)
 - *The Judge’s List* by John Grisham (97)
 - *The Last Thing He Told Me: A Novel* by Laura Dave (95)
- Popular **Adult Physical Book** titles October:
 - Checkouts:
 - *The Cold Millions: A Novel* by Jess Walter (47)
 - *Anxious People: A Novel* by Fredrik Backman (38)
 - *The Thursday Murder Club* by Richard Osman (34)
 - Holds:
 - *The Lincoln Highway* by Amor Towles (40)
 - *State of Terror: A Novel* by Hillary Rodham Clinton and Louise Penny (39)
 - *The Judge’s List* by John Grisham (36)

COLLECTION MONTHLY REPORT

OCTOBER 2021

Select Transaction Count			
Physical Collection	YTD 2021	YTD 2020	CHANGE
Items Processed	43,935	42,420	4%
Interlibrary Loan Total	4,479	3,739	20%
Overdrive			
Total Checkouts	636,160	602,206	6%
Total Holds	194,852	212,788	-8%
hoopla			
Total Checkouts	27,477	26,651	3%
Total Items in Collection			
Material Type	YTD 2021	YTD 2020	CHANGE
Print	302,845	318,901	-5%
Nonprint	75,377	84,663	-11%
Overdrive	124,006	104,649	18%
Grand Total	502,228	508,213	-1%

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

Federally Issued Vaccine Mandate

As reported previously, President Biden announced 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 the Department of Labor, is drafting an emergency temporary standard (ETS) for implementation of the requirement. The ETS was issued November 4, 2021, and the District is preparing now to implement the anticipated requirements. Staff have consulted with the District's legal counsel on a proposed policy and supporting documentation. We plan to bring the policy forward to the Board for consideration at the December regular meeting.

According to a recent news item from the Association of Washington Cities (AWC), the Governor has said that the state does not favor allowing regular COVID-19 testing in lieu of vaccination, and that Washington's implementation of the federal standards could possibly omit the provision for employers to offer employees the ability to "test-out" of vaccination. The state could also expand on the employer vaccine requirements in other ways. Additionally, the Municipal Research and Services Center (MRSC)

states in a recent brief that the State of Washington would need to notify OSHA of its intended action by November 20 and must adopt its ETS by December 5, 2021.

While District employees have been formally notified of the District's obligation and intent to comply with the mandate, specific directives will not be issued until the state has published its ETS on the matter.

Electric Vehicle Charging Stations Proposal Update

Progress continues with the contracts for installation of electric vehicle charging stations approved by the Board of Trustees. Avista has issued revised contracts for the stations, for which we have had District legal counsel review. The contracts were returned to Avista with some small-scale clarifications requested. We hope to have the contracts signed in the near future.

Upcoming Trustee Vacancy

The conclusion of Trustee Mark Johnson's second term will be December 31, 2021. As trustees are limited to two consecutive terms, the process for soliciting a replacement has been initiated with the Board of County Commissioners (BoCC). Chair John Craig submitted a letter to the BoCC informing them of the upcoming vacancy in September. The vacancy was subsequently posted on the BoCC website and will close November 19.

Operations Report October 2021

Doug Stumbough and Kristy Bateman

Service Priority Teams

Business and Career Development (Stacey Goddard)

- Shred Day at North Spokane and Spokane Valley went more smoothly than the one held in July, with no air quality issues this time. 125 people stopped by with personal documents to be shredded.
- The Spokane Regional Health District approached us about the possibility of distributing free COVID-19 testing kits via our curbside pickup service. Interest has been slow but steady.
- As part of the staff-facing side of our Libraries Build Business grant, Librarian Danielle Milton, and I—along with another LBB cohort member—presented an hour-long workshop on coaching to the Libraries Build Business community. In addition to our fellow cohort members, 25+ people interested in business programming for libraries attended the workshop.

Early Learning (Mary Ellen Braks)

- I attended part three of the online equity training through our early learning coalition that was led by Erin Jones.
- The Early Learning Team started this year's Early Learning Fellows. The group is led by our Northwest Educational Service District (NEWESD 101) and supports district and community implementation of state learning standards in mathematics, English Language Arts (ELA), science, and the Early Learning Guidelines. The group also incorporates diversity, equity, inclusion, as well as leadership skills into our meetings
- The Early Learning Team presented a session at Staff Day, *The Stuff of Early Learning*, which focused on all the materials we use in Storytime and the toys we have had in the libraries. I presented a session with Sheri Boggs called *Picture Book Chat* which discussed new picture books.

Education and Enrichment (Gwendolyn Haley)

- I met with Ken Russell, Riverside School District Superintendent, about the Virtual Card program. He is interested in pursuing a partnership that would start in fall of 2022.
- 203 people attended various online programs, including a *Bilingual Primetime (Spanish)*, *A Virtual Escape Room*, *Trivia*, *Spooky Spokane History*, *Quilting* and a new session of *Building with Books*, an online Storytime for older kids.
- Library staff participated in six community events, connecting with 2812 community members. These included virtual classroom visits, and in-person events like our *Fiesta en La Biblioteca*, an outreach event at Spokane Valley Library for the Spanish speaking community.
- Librarian Dana Mannino was recognized by the Washington Library Association (WLA) with a 2021 Outstanding Service Award for her outreach with the Spanish speaking community in Spokane County.

Digital Projects and Resources (Carlie Hoffman)

- The team continues to update and test the Library of Things reservation software.
- Web Team reviewed Website Development Request for Information submissions. I am preparing questions to ask of some of the submitters and researching next steps.
- The meeting room page and reservation software was updated to allow reservations during open hours.

Information Technology (Patrick Hakes)

- Began final configuration and testing work on the call flow for the new phone system, scheduled for switchover in early November.

- Chromebook in-library loan pilot project is underway at Otis Orchards.
- Work with SirsiDynix in preparation for SaaS migration, set for December.

Mobile Services (Amber Williams)

- The truck has arrived in Maryland at the TechOps Specialty Vehicles (TOSV) facility, starting the last, and most complicated stage of the build. The van build is complete. We anticipate it will arrive at SCLD the first week of November.

Library Reports

Airway Heights: Autrey Lehman

- We were able to help many customers with our digital resources. One customer, who was no longer able to read because of a stroke, stood out. After setting up Libby on their phone, the customer can now listen to books instead!

Argonne: Pat Davis

- A gentleman approached PSA Wyatt to compliment him on the professional way he handled an interaction with another customer who was refusing to wear a mask.
- I chatted with a child as her mother filled out a card application. The child told me she was in kindergarten and her friend told her the library was open and she had to come and see it. After school, her mother brought her to the library for her first visit and to pick out books.

BookEnd: Briana Ruffing

- A customer left a comment card praising the staff that work here and that he always leaves feeling like a "younger and smarter man."
- A customer thanked us for being one of the only stores in the mall that's still enforcing the mask mandate. She stated that she keeps her visits to other stores in the mall brief but feels comfortable taking her time to leisurely browse the shelves at the BookEnd.

Cheney: Amy Fair

- Staff handed out goody bags and connected with 742 participants in the second annual Cheney Merchant's Association drive-through trick-or-treat event.
- I partnered with the Spokane Domestic Violence Coalition to display materials in the library for Domestic Violence Action Month.

Deer Park: Jennie Anderson

- Librarian Sarah O'Hare, PSA Mandy, and I, dressed up in costume and attended the annual *Pumpkin Lane Event* in Deer Park. Over 100 businesses participated in passing out candy or promotional materials. We gave away just under 2,000 SCLD pencils. It was great being out and connecting with the community.

Fairfield: Kristy Bateman

- A new family was eager to get library cards and browse our children's materials. The father was particularly excited to peruse the District's books on starting a new business.

Medical Lake: Cecelia McMullen

- "I wish you could take a picture of how happy my mom is when you call her," said a son who came to pick up her hold.
- Librarian Christie Onzay represented the District at the Medical Lake Fall Festival.

Moran Prairie: Caitlin Wheeler

- Computer help is a major service at Moran Prairie. One customer who had found, applied to, and finished the paperwork for a new job using our computers said, "I so appreciate you guys... more than I can say. I couldn't have done this without you."
- After receiving some good reader's advisory, another customer pulled a staff member aside to tell her "You are *my* library. You offer such good service. I go out of my way to come here."

- Our Latinx/Hispanic Heritage month display was a big hit, with Spanish language books and books by Latinx authors flying off the shelves. One customer was very excited to see we had some of Isabel Allende's titles available in both Spanish and English so that she could read them side by side.

North Spokane: Brian Vander Veen

- Our new LA Rachel helped an older customer place an ad through the Spokesman-Review website. He was so grateful for the help that he made a \$20 donation to the library.
- A family expressed gratitude for the library and how much they look forward to seeing "library Don," our Public Services Specialist Don, who teaches the kids something new every time they come in.

Otis Orchards: Briana Ruffing

- A customer was looking for an older book that she remembered her grandmother reading to her when she was young. Although we didn't have it in our collection, she was ecstatic and very appreciative that we were able to request it for her. She will now be able to read it to her granddaughter.
- A local Girl Scouts group has been using the meeting room for their regular meetings. The group leader was thrilled that the library was able to accommodate their meetings on short notice, as their usual venues have been closed.

Spokane Valley: Aileen Luppert

- A customer passed along to staff that they love printing straight from their phone using ePRINTit. The customer said mobile printing "changed their life for the better, made everything smoother." The person appreciated not having to log on to an internet station and hopes we continue to keep it as an option. The customer also shared that staff "have been great when the occasional issue happens."

Security Incident Reports

For October 2021, there were 29 Security Incidence Reports filed. Nine less than last month (38) and 24 more than August 2020 (5). Spokane Valley had the most incidents reported (9). The most frequently reported incidents related to General Customer Code of Conduct violations (20).

Public Use Measures

October 2021

Measure	This year	Last year	YTD	Last YTD
	This Month	This Month	This year	Comparison
Cardholders	106,151	108,352		-2%
Door count	59,955	12801	432,389	40%
Items Borrowed	181,926	125,211	1,678,389	25%
• Airway Heights	2,189	1,566	19,476	6%
• Argonne	7,314	3,560	63,079	58%
• Cheney	6,626	3,368	59,416	37%
• Deer Park	8,159	2,984	63,391	54%
• Fairfield	476	507	5,688	-4%
• Medical Lake	1,905	964	16,876	37%
• Moran Prairie	10,382	5,418	91,048	49%
• North Spokane	24,610	12,450	204,115	36%
• Otis Orchards	2,505	1,575	24,272	34%
• Spokane Valley	21,147	9,842	181,664	23%
• The BookEnd	1,051	377	10,555	-13%
• Digital	63,493	62,184	663,662	6%
Programs				
• Number	35	23	304	-65%
• Attendance	3,188	903	9,281	-48%
Internet Station Use (%)	17.7%		18.7%	
Meeting room bookings	132	0	132	-91%
Digital Resource Use	180,498	122,972	1,842,418	97%

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 Ten Months Ended October 31, 2021**

	Y-T-D Actual	Annual Budget	Target 83.3% Percent Used	Balance Remaining
REVENUES				
PROPERTY TAXES	\$ 14,891,022	\$ 15,840,000	94.01%	\$ 948,978
CONTRACT CITIES - AIRWAY HEIGHTS	352,426	349,000	100.98%	(3,426)
CONTRACT CITIES - SPOKANE	49,981	104,000	48.06%	54,019
FINES & FEES	50,801	55,000	92.37%	4,199
GRANTS & DONATIONS	45,767	50,000	91.53%	4,233
E-RATE REIMBURSEMENTS	193,126	211,000	91.53%	17,874
LEASEHOLD & TIMBER TAX, REBATES, OTI	40,589	21,000	193.28%	(19,589)
INTEREST REVENUES	44,210	62,000	71.31%	17,790
TOTAL REVENUES	\$ 15,667,921	\$ 16,692,000	93.86%	\$ 1,024,079
TRANSFERS IN	-	-	0.00%	-
TOTAL REVENUES & TRANSFERS IN	\$ 15,667,921	\$ 16,692,000	93.86%	\$ 1,024,079
EXPENSES				
SALARIES	\$ 5,613,751	\$ 7,110,400	78.95%	\$ 1,496,649
FRINGE BENEFITS	1,974,921	2,451,700	80.55%	476,779
SUPPLIES	113,659	197,700	57.49%	84,041
UTILITIES	435,790	493,500	88.31%	57,710
SERVICES	1,000,020	1,439,500	69.47%	439,480
INSURANCE	63,626	65,000	97.89%	1,374
CAPITAL EQUIPMENT	609,545	1,320,000	46.18%	710,455
LIBRARY MATERIALS	1,524,388	2,031,000	75.06%	506,612
ELECTRONIC LIBRARY MATERIALS	193,433	250,000	77.37%	56,567
LIBRARY PROGRAMS	81,379	131,400	61.93%	50,021
TOTAL EXPENSES	\$ 11,610,511	\$ 15,490,200	74.95%	\$ 3,879,689
TRANSFERS OUT	-	1,201,800	0.00%	1,201,800
TOTAL EXPENSES & TRANSFERS OUT	\$ 11,610,511	\$ 16,692,000	69.56%	\$ 5,081,489
Net Excess of Revenues Over/(Under) Expenses	\$ 4,057,410	\$ -		
BEGINNING CASH	5,904,429			
NET FROM ABOVE	4,057,410			
ENDING CASH	\$ 9,961,840			

Number of months cash on hand 7.7

**Spokane County Library District
 Capital Projects Fund
 Statement of Revenues and Expenses
 For the Ten Months Ended October 31, 2021**

	Y-T-D Actual	Annual Budget
REVENUES		
Interest Earnings	27,707	29,850
TOTAL REVENUES	<u>27,707</u>	<u>29,850</u>
Transfers In	-	1,201,800
TOTAL REVENUES & TRANSFERS IN	<u>27,707</u>	<u>1,231,650</u>
 EXPENSES		
Architect Fees	347,760	
Owners Rep, Permits and Other	36,861	
TOTAL EXPENSES	<u>384,621</u>	<u>1,096,000</u>
 NET EXCESS OF REVENUES OVER (UNDER) EXPENSES	<u>(356,914)</u>	<u>135,650</u>
 BEGINNING CASH	 3,283,348	
NET FROM ABOVE	<u>(356,914)</u>	
ENDING CASH	<u>2,926,434</u>	