

MISSION

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Board of Trustees Regular Meeting

December 21, 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 [TO SUBMIT A QUESTION, SEE ABOVE FOR INSTRUCTIONS.]**
- IV. ACTION ITEMS**
 - A. Approval of November 16, Regular, and December 7, 2021, Special Meeting Minutes [4:00-4:02]
 - B. Approval of November 2021 Payment Vouchers [4:02-4:05]
 - C. Unfinished Business [4:05-4:20]
 1. New Spokane Valley Library Project Update
 2. New Spokane Valley Library: Boundary Line Adjustment Application: Approval Recommendation.
 3. 2021 Budget Update
 - a. Authorizing the Transfer of Funds from the General Fund to the Capital Projects Fund (Resolution No. 21-06): Approval recommendation.
 4. 2021 Work Plan—Year in Review
 - D. New Business [4:20-5:05]
 1. 2022 Work Plan
 2. Personnel Policy HR05—Leave Addendum: Approval Recommendation.
 3. Code of Conduct Policy: Approval Recommendation.
 4. 2022 Board Meeting Schedule and Locations (Resolution No. 21-07): Approval Recommendation.
 5. 2022 Board Meeting Schedule, Location, and Policy Reviews: Discussion.
 6. 2022 Board of Trustees' Officers Election: Action required.
 7. Recognition of Retiring Trustee Mark Johnson (Resolution No. 21-08): Approval Recommendation.
- V. DISCUSSION ITEMS, POSSIBLE ACTION [5:05-5:10]**
 - A. Future Board Meeting Agenda Items
- VI. REPORTS**
 - A. Trustees [5:10-5:15]
 - B. Executive Director [5:15-5:25]
 - Administrative
 - Community Activities

SPOKANE COUNTY LIBRARY DISTRICT

C. Operations [5:25-5:30]

D. Fiscal [5:30-5:35]

VII. ADJOURNMENT

[Estimated meeting length: One hour and 35 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.

12/21/2021

BOARD OF TRUSTEES MEETING MINUTES: NOVEMBER 16, 2021

A regular meeting of the Board of Trustees of Spokane County Library District was held in person and via teleconference in the public meeting room at Argonne Library, Tuesday, November 16, 2021, at 4:00 p.m.

Present: In Person and via Zoom Teleconference

John Craig - Chair
Ellen Clark - Trustee
Kristin Thompson - Trustee
Patrick Roewe - Executive Director and Secretary

Excused: Mark Johnson - Vice Chair
Jessica Hanson - Trustee

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

Guests via Conference Call: Five (5).

Call to Order (Item I.) Chair John Craig called the meeting to order at 4:05 p.m., and welcomed everyone in attendance.

Agenda (Item II.) Ms. Clark moved and Ms. Thompson seconded approval of the agenda. The motion was approved.

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

Approval of Oct. 19 Regular Meeting Minutes (Item IV.A.) Mr. Craig called for corrections to the October 19, 2021, regular meeting minutes. There were no corrections; the minutes stand approved as written.

Approval of Oct. 2021, Payment Vouchers (Item IV.B.) Ms. Thompson moved and Ms. Clark seconded approval of the October 2021 bill payment vouchers as follows.

Fund	Voucher/Payroll Numbers	Subtotal	Total
Oct. - L01	59018-59114 and W00992-W001005	\$723,848.74	\$723,848.74
	10082021PR and 10252021PR		\$413,552.69
L01		Total	\$1,137,401.43
L02	9606 HFC Services – (Owner’s Representative)	\$4,272.29	\$4,272.29

There was no further discussion.

The motion was approved.

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

NEW SPOKANE VALLEY LIBRARY PROJECT UPDATE. Mr. Roewe provided updated renderings of the new Spokane Valley Library, noting the shape, structure, and volume has mostly been determined. Furniture, fixtures, and equipment remain to be determined. Xeriscape is planned for landscaping, which will contribute to the pursuit of LEED silver certification. A mutually agreeable boundary line adjustment is currently in process with the city of Spokane Valley. The Board can anticipate an agreement between the District and the City regarding payment of the City's contribution to the project in the coming weeks. An updated estimate for construction costs is anticipated next month. In response to Ms. Clark, Mr. Roewe said the new library will not have a basement, yet will have sufficient storage.

There was no further discussion.

**New Business
2022 Budget
(Item IV.D.1.)**

2022 BUDGET. Via PowerPoint, Finance Director Rick Knorr summarized development per board direction of the 2022 final budget and provided expanded details with comparison summaries of changes since the October meeting. Notably, the Mobile Services truck is anticipated to be purchased by year end. Therefore, those costs were removed from the 2022 budget. In response to Ms. Thompson's query regarding an expansion of the salary schedule up to an including a 9th step for all positions in the A2 band and higher, Mr. Roewe said the increase will not cause further compression to A3 because of a sufficient gap between the two bands. In response to Mr. Craig's query regarding the 2022 budget amount for Capital Campaign donations, Mr. Roewe said there are currently two commitments for sponsorships, and smaller scale donations will soon begin as well.

There was no further discussion.

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

COST OF LIVING ADJUSTMENT (COLA) FOR 2022. Ms. Thompson moved and Ms. Clark seconded to approve a cost-of-living adjustment of 4.00 percent for eligible District staff in 2022. During discussion, Trustees and staff agreed that aligning the cost-of-living adjustment with the CPI-W at 4.00 percent was the appropriate course of action for 2022.

There was no further discussion.

The motion was approved.

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

ADOPTING A 2022 BUDGET AND CERTIFYING IT TO THE BOARD OF COUNTY COMMISSIONERS (RESOLUTION NO. 21-03). Ms. Thompson moved and Ms. Clark seconded that Resolution No. 21-03, Adopting a 2022 Budget and Certifying it to the Board of County Commissioners, be adopted.

RESOLUTION NO. 21-03

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

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

OTHER MATTERS PROPERLY RELATING THERETO.

There was no discussion.

The motion was approved.

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

AUTHORIZING 2021 PROPERTY TAX LEVY INCREASE FOR COLLECTION IN 2022 (RESOLUTION No. 21-04). Ms. Clark moved and Ms. Thompson seconded that Resolution No. 21-04, Authorizing a 2021 Property Tax Levy Increase for Collection in 2022, be adopted. The resolution authorizes an increase in the regular property tax levy to be collected in 2022 in the amount of \$175,047, which is a percentage increase of 1.094% from the previous year.

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.

There was no discussion.

The motion was approved.

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

LEVYING THE REGULAR PROPERTY TAXES FOR SCLD FOR COLLECTION IN 2022 (RESOLUTION No. 21-05). Ms. Thompson moved and Ms. Clark seconded that Resolution No. 21-05, Levying the Regular Property Taxes for SCLD for Collection in 2022, be adopted.

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.

There was no discussion.

The motion was approved.

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

BOARD DIRECTION TO STAFF. Trustees indicated they were satisfied with the balanced budget for 2022. Mr. Roewe commented a transfer of funds from the General Fund to the Capital Projects Fund is anticipated for next month to adjust the current 2021 budget. Trustees agreed by consensus it would be appropriate to place the transfer of funds on the agenda for December 21.

There was no further discussion.

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New Business Library Meeting Room Use Policy (Item IV.D.2.)

LIBRARY MEETING ROOM USE POLICY. Ms. Thompson moved and Ms. Clark seconded approval of the Library Meeting Room Use policy, as suggested. Mr. Roewe said the policy was last revised in November 2019, which 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 for this review was inclusion of the Library Foundation of Spokane County as eligible for preferential scheduling. In response to Ms. Clark, Mr. Roewe said although demand is high, there is usually not conflict over use of spaces. However, four conference rooms are planned for the new Spokane Valley Library.

There was no further discussion.

The motion was approved.

Chair Craig called for a recess at 5:16 p.m. The meeting resumed at 5:19 p.m.

New Business Overview – 3D Printing and Cutting (Item V.D.3.)

3D PRINTING AND CUTTING OVERVIEW. Public Services Manager Gwendolyn Haley and Technology Programs Specialist Erin Haight presented via PowerPoint an overview of The Studio, including samples of what 3D printing and cutting can produce and how these tools provide customers access to new technologies and learning experiences. There is no charge for the service. Ms. Haley reported the District received 1,500 print requests since 2015 when the 3D printer became available. She explained how the printer works, applications for its use, and noted the District also has a portable printer for events. Mr. Haight reviewed the District's Glowforge Pro 3D laser printer acquired in early 2019. He said staff was trained over several months to use the powerful laser to ensure its safe use, which requires a blend of technical skill and creativity. In fall of 2019, programs were rolled out to the public and augment other library programs. Although the program hasn't been available during the pandemic, starting tomorrow programs will again be offered to customers. Ms. Haley shared a letter of thanks from a customer about an award her teenager had won because he was able to use the District's 3D printer, which supported his interest in physics. Ms. Haley further noted these tools are an essential service to our community, as they open doors to education and future careers. In response to Trustee queries, Mr. Haight said customers sign up for programs via the District website. Ms. Haley said staff has discretion over what projects can be printed at District facilities for compliance with state laws and has thus far rejected only those projects that were too large or time consuming to print. Mr. Haight said the forge will etch but not cut glass. Mr. Roewe said District legal counsel helped to develop the policy for this program.

There was no further discussion.

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**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 Argonne Library on December 21. Among other items, the agenda will include updates on the new Spokane Valley Library project, 2022 Budget, and Code of Conduct policy. There was no further discussion.

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

Ms. Thompson said she would possibly be unable to attend the December meeting. There was no further discussion.

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

The Executive Director's written report for October 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 former Trustee and Board Chair Ann Apperson passed away recently, noting she was an ardent District supporter, most recently with the Foundation, and will be missed. The District staff's thoughts go out to Ann and her family and friends.

Mr. Roewe also reported Librarian Dana Mannino was awarded an Outstanding Service Award for 2021 by the Washington Library Association for her exemplary work in serving Spanish-speaking communities and making the District's spaces, services, and collections more welcoming and responsive to this growing population. Mr. Roewe further pointed out from his October report that the Development Team is recruiting for a Capital Campaign Steering Committee and would welcome one or two Trustees to participate in the committee. In response to Ms. Thompson, Mr. Roewe said applications for the trustee vacancy will be accepted through this Friday, November 19, and forwarded to the District the first of next week. Trustees briefly discussed their availability for a special meeting to preferably conduct applicant interviews in person.

There was no further discussion.

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

Operations Director Doug Stumbough and Library Operations Manager Kristy Bateman provided a written report prior to the meeting for October 2021, with data for customer use measures, programming, and library activities. Mr. Stumbough had nothing further to report. Mr. Craig commented it was nice to read the complimentary remark made by a customer about Public Services Specialist Don, a longtime member of staff.

There was no further discussion.

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

Revenue and Expenditure Final Statement through October 31, 2021.

<u>Fund 001</u>	
Revenues	\$ 15,667,921
Expenditures	\$ 11,610,511
Ending Fund Balance	\$ 9,961,840
Fund Budget Expended	74.95%

Mr. Knorr had nothing further to report.

There was no further discussion.

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**Adjournment
(Item VII.)**

Chair Craig adjourned the meeting at 5:49 p.m. The next in-person Board Meeting is scheduled for Tuesday, December 21, 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

SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES SPECIAL MEETING MINUTES: DECEMBER 7, 2021

A special meeting of the Spokane County Library District Board of Trustees was held in person and via teleconference in the public meeting room at Argonne Library, Tuesday, December 7, 2021, at 2:30 p.m.

Present: John Craig - Chair
 Mark Johnson - Vice Chair
 Ellen Clark - Trustee
 Jessica Hanson - Trustee (via teleconference)
 Kristin Thompson - Trustee

Excused: None.

Call to Order (Item I.) Chair John Craig called the meeting to order at 2:32 p.m., and welcomed everyone in attendance.

Board of Trustees Position Vacancy Applicant Interviews (Item II.A.) The Board of Trustees conducted two candidate interviews, the first was held in person and the second virtually, in preparation to make a recommendation to the Board of County Commissioners to fill the vacancy opened by Trustee Mark Johnson, who will retire on December 31 at the end of two terms.

Chair Craig called for a recess between interviews at 3:12 p.m. The meeting resumed at 3:25 p.m.

Appointment Recommendation to Board of County Commissioners (Item II.B.) Following interviews and discussion among Trustees, Mr. Johnson moved and Ms. Thompson seconded that Jon Klapp be recommended to the Board of County Commissioners for appointment to the SCLD Board of Trustees. Trustees recommended Mr. Klapp because of his enthusiasm for the Library District's mission, interest in community engagement, and budget experience. He has also been a lifelong user of local libraries.

There was no further discussion.

The motion was unanimously approved.

Adjournment (Item III.) Chair Craig adjourned the meeting at 4:07 p.m.

John Craig, Chair

Patrick Roewe, Secretary to the Board of Trustees

PAYMENT VOUCHER APPROVAL

Pursuant to RCW 42.24.180 and Spokane County Library District Resolution # 94-03, we, the undersigned, do hereby certify that the merchandise and services hereinafter specified have been received as of November 30, 2021, and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$1,055,250.30 for the general fund and \$79,670.03 for the capital projects fund and are authorized to authenticate and certify these claims.

DATE: December 1, 2021

SIGNED: 
 TITLE: Finance Director

SIGNED: 
 TITLE: Executive Director

GENERAL OPERATING FUND

VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
59115	ABM INDUSTRIES, INC.	MONTHLY CUSTODIAL SERVICES	16,285.07
59116	ALLIED FIRE & SECURITY BY VYANET	QUARTERLY ALARM MONITORING	5,407.31
59117	ALLSTREAM	MONTHLY SIP, DID, LONG DIST PHONE SERVICE	522.77
59118	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	1,869.04
59119	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	51.54
59120	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	12.56
59121	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	595.85
59122	CENTURYLINK	MONTHLY ANALOG TELEPHONE LINE: SV ELEVATOR	63.25
59123	CITY OF MEDICAL LAKE	MONTHLY WATER, SEWER, REFUSE - ML	172.26
59124	EDNETICS	NETWORK PROJECT SERVICES	162.04
59125	EMPIRE DISPOSAL INC.	MONTHLY SOLID WASTE - FF	43.15
59126	THE FIG TREE	LIBRARY MATERIALS	150.00
59127	FREE PRESS PUBLISHING, INC	LIBRARY MATERIALS	96.00
59128	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	4,134.39
59129	INGRAM DISTRIBUTION GROUP, INC	WEEKLY LIBRARY MATERIALS	27,519.11
59130	INLAND POWER AND LIGHT	MONTHLY ELECTRIC UTILITIES - AH, DP	603.50
59131	THE LIBRARY STORE, INC.	OFFICE/LIBRARY SUPPLIES	841.10
59132	MIDWEST TAPE	WEEKLY LIBRARY MATERIALS	2,835.11
59133	OVERDRIVE, INC.	WEEKLY LIBRARY MATERIALS	25,370.96
59134	PDQ.COM	ANNUAL SOFTWARE LICENSE	980.10
59135	PACIFIC NORTHWEST BOOKSELLERS ASSOC	ANNUAL DUES	150.00
59136	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	1,529.07
59137	SCHOLASTIC LIBRARY PUBLISHING	LIBRARY MATERIALS	238.08
59138	SPOKANE COUNTY ENVIRONMENTAL SERVICES	MONTHLY SEWER - AR, NS, SV	609.38
59139	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	707.27
59140	STATE PROTECTION SERVICES INC	MOBILE AFTER HOURS SECURITY: SV, NS	744.00
59141	TOWN OF FAIRFIELD	WATER, SEWER - FF	209.80
59142	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	706.19
59143	UNIQUE MANAGEMENT SERVICES	MONTHLY NOTICE FEES AND MESSAGE BEE SERVICE	1,301.79
59144	UPS	SHIPPING	27.03
59145	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE	1,260.08
59146	WICK ENTERPRIZES, LLC	ADVERTISING	906.12
59147	WITHERSPOON BRAJCICH MCPHEE, PLLC	LEGAL SERVICES, GENERAL COUNSEL	1,900.00
59148	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	876.82
59149	BOOKS IN MOTION	LIBRARY MATERIALS	30.69
59150	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	913.13
59151	DEER PARK GAZETTE	DISPLAY AD	30.00
59152	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	1,463.53
59153	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	1,288.29
59154	GREAT AMERICAN INSURANCE CO.	AUTO INSURANCE FOR NEW VAN THRU END OF YR	827.00
59155	KRISTEN HAMBRICK	LIBRARY PROGRAMS	75.00
59156	INGRAM DISTRIBUTION GROUP, INC	WEEKLY LIBRARY MATERIALS	13,287.34
59157	INLAND POWER AND LIGHT	MONTHLY ELECTRIC UTILITIES - AH, DP	271.02

59158	KIDS NEWSPAPER	ADVERTISING	800.00
59159	NANCY LABOLLE	REFUND OF LOST PAID FEE	21.00
59160	MIDWEST TAPE	WEEKLY LIBRARY MATERIALS	7,324.26
59161	NATIONAL COLOR GRAPHICS	PRINTING: NEW LOGO BOOKMARKS (50,000)	2,772.96
59162	OPTUM	MONTHLY HSA ACCOUNT FEES	69.00
59163	OVERDRIVE, INC.	WEEKLY LIBRARY MATERIALS	61,179.22
59164	PERRINE PROPERTIES, LLC	MONTHLY PARKING LOT LEASE, SV	300.00
59165	PRISMHR, INC.	MONTHLY SOFTWARE SUPPORT - HR	474.80
59166	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	286.89
59167	BPR CUMULUS LLC	MONTHLY LEASE PAYMENT, BOOKEND	3,120.00
59168	ZIPLY FIBER	MONTHLY PHONE & BROADBAND - FF	124.96
59169	ABM INDUSTRIES, INC.	CARPET CLEANING: CH	523.60
59170	ALLIED FIRE & SECURITY BY VYANET	QUARTERLY ALARM MONITORING	3,163.64
59171	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	1,718.22
59172	AVISTA UTILITIES	MONTHLY UTILITIES	7,916.00
59173	BATTERIES PLUS BULBS	MAINTENANCE SUPPLIES	142.70
59174	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	1,422.92
59175	CAVENDISH SQUARE	LIBRARY MATERIALS	711.72
59176	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	134.83
59177	CHICAGO DISTRIBUTION CENTER	LIBRARY MATERIALS	130.66
59178	CONSOLIDATED IRRIGATION DIST19	WATER - OT	34.48
59179	CITY OF SPOKANE	MONTHLY WATER & SEWER - MP	307.64
59180	CITY OF CHENEY	MONTHLY WATER, SEWER, ELEC - CH	659.69
59181	CITY OF DEER PARK	MONTHLY WATER & SEWER - DP	78.24
59182	COLE INFORMATION	LIBRARY MATERIALS	2,390.00
59183	DEMCO SOFTWARE	SPACES ANNUAL SOFTWARE SUPPORT	1,012.52
59184	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE	3,975.96
59185	DYMAXION RESEARCH LTD.	SCHEDULING SOFTWARE, ANNUAL LICENSE RENEWAL	1,188.00
59186	EDNETICS	NETWORK PROJECT SERVICES	429.03
59187	E-RATE EXPERTISE, INC.	E-RATE CONSULTING SERVICES	337.50
59188	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	1,103.90
59189	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	533.61
59190	INFOUSA MARKETING, INC.	ELECTRONIC LIBRARY SERVICES	2,070.00
59191	INGRAM DISTRIBUTION GROUP, INC	WEEKLY LIBRARY MATERIALS	20,189.67
59192	KENT ADHESIVE PRODUCTS CO.	OFFICE/LIBRARY SUPPLIES	598.85
59193	LAWTON PRINTING	SIGN AND FLYER PRINTING	520.54
59194	MIDWEST TAPE	WEEKLY LIBRARY MATERIALS	8,503.20
59195	MODERN ELECTRIC WATER COMPANY	MONTHLY WATER, ELEC. - SV	1,643.64
59196	NATIONWIDE INSURANCE	EMPLOYEE DEDUCTIONS FOR PET INSURANCE	269.72
59197	NATIONAL COLOR GRAPHICS	PRINTING: NEW LOGO LETTERHEAD (5000)	2,091.71
59198	OVERDRIVE, INC.	WEEKLY LIBRARY MATERIALS	29,795.44
59199	PATRIOT FIRE PROTECTION	FIRE SPRINKLER SYSTEM INSPECTION - SV, NS	892.98
59200	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	508.48
59201	THE SPOKESMAN- REVIEW	LIBRARY MATERIALS	364.00
59202	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	23.89
59203	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	810.84
59204	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	18,697.81
W000001008	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	64,729.02
W000001009	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	1,799.75
W000001010	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	5,081.45
W000001011	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	49,404.49
W000001012	ASSOCIATION OF WASHINGTON CITIES - VIMLY BENI	MONTHLY MEDICAL, DENTAL, VISION & LIFE INS	91,340.58
W000001013	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	64,551.06
W000001014	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	5,081.45
W000001015	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	1,768.50
W000001016	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	49,257.21

Total Non-Payroll General Operating Fund

\$ 641,448.97

PAYROLL VOUCHERS

11102021PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #21	\$ 208,488.15
11242021PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #22	<u>205,313.18</u>

Total Payroll General Operating Fund \$ 413,801.33

TOTAL GENERAL OPERATING FUND \$ 1,055,250.30

CAPITAL PROJECTS FUND			
VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
9607	HAMMOND FACILITY CONSULTING SERVICES	OWNERS REP SERVICES: Monthly	3,806.74
9608	INTEGRUS ARCHITECTURE	ARCHITECT FOR NEW SV LIBRARY: Monthly	<u>\$ 75,863.29</u>
Total Capital Projects Fund			\$ 79,670.03

**October 2021/November 2021
Paid in November 2021**

Voucher #

Card Category	Amount
General Purchases	\$ 7,118.60
Maintenance	\$ 2,580.79
Travel	\$ 390.56
Acquisitions	\$ 2,791.29
Information Technology	\$ 5,783.43
Outreach	\$ 33.14
General Fund Purchases	\$ 18,697.81

Top Individual Charges (>\$350)

Amazon	Desktop curved monitors, (7)	4,192.58
Custom Earth Promos	Reuseable New Logo Bags (1500)	3,474.48
Inland Empire Fire Protection	Fire Hydrant Repair - MP	1,435.54
Etsy	Stamps for Small Business Sat, LBB grant (75)	1,224.31
Amazon	Library Materials	929.63
Amazon	Library Materials	738.33
Amazon	Library Materials	676.26
Mailchimp	Monthly Email Service	519.45

NEW SPOKANE VALLEY LIBRARY PROJECT UPDATE

Design and permitting process update

Integrus Architecture provided the District with the permit set of construction documents on December 9, 2021. Both District staff and Doug Hammond, our owner's representative, are in possession of copies and are in the process of reviewing them for future follow up with Integrus.

Integrus also submitted the permit application to the city of Spokane Valley on December 9, 2021, along with the District submitting the first installment of permit application fees. The city is in the process of reviewing the application as of this writing.

Deed restriction

One of the requirements of the addendum to the September 2012 Interlocal Agreement between the District and city of Spokane Valley for the new Spokane Valley Library approved by the Board of Trustees in February 2021 (and initially included in the Board-approved October 2017 addendum) states:

A deed restriction shall be recorded by the Library District no later than December 31, 2021, that would limit the use of the Site to a library facility for a minimum of 50 years from date of opening.

In response, the District's legal counsel has drafted, and staff have signed, a deed restriction stating that the property shall be used only for a library facility for the period expiring December 31, 2073. The deed restriction is in the process of being recorded by legal counsel as of this writing.

City of Spokane Valley partnership updates

In consultation with our architects and legal counsel, District staff explored the idea of jointly bidding the library project and first phase of the Balfour Park project with the city of Spokane Valley as a potential cost-saving measure for some limited site work elements. After speaking with the Washington State Treasurer's Office, we were informed that joint bidding was not possible due to requirements of the funding mechanism through the Treasurer's LOCAL program loan. Based on analysis by the District's cost estimator, the potential savings were not substantial enough to provide a significant impact on the District's costs.

In collaboration with the District's legal counsel and city of Spokane Valley staff, District staff are working on the draft of a memorandum of understanding (MOU) with the City for the City's \$1.3 million contribution to the library project as defined in the 2012 Interlocal Agreement, as amended. This amount includes the ~\$840,000 paid by the District to the City for the site, as well as ~\$460,000 for other site improvements.

As stipulated in the agreement, these contributions are limited to frontage and/or joint site development elements, such as the parking lot, sidewalks, and other shared amenities. The street-widening and curb installation work performed by the City along Herald Road (the western border of the library property) in the summer of 2021 is one element of that contribution that has already been completed. Staff anticipate that the MOU will be brought to the Board in January 2022.

Library Capital Improvement Program (LCIP) grant update

The Washington State Department of Commerce has accepted the results of the District's tribal consultation reported on last month and has provided the District with a template for an inadvertent discovery plan that will be included in the construction bid packet.

The final pre-contracting requirement states the District must provide insurance coverage naming 'Washington State Department of Commerce' as an additional insured certificate holder, which shall be maintained in full force and effect during the term of the contract. Once that coverage is acquired after the first of the year, the District will have met all the pre-contracting requirements for the grant and the Department of Commerce will be able to issue the District a contract.

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

NEW SPOKANE VALLEY LIBRARY BOUNDARY LINE ADJUSTMENT - TENTATIVE

The District's contracted architect and engineers are presently working on a boundary line adjustment in collaboration with the city of Spokane Valley. A boundary line adjustment is when the boundaries of two or more legal lots are proposed to be adjusted.

The proposed adjustment in question would draw new boundaries for both the District library property on the corner of Herald Road and Sprague Avenue, and the city-owned park property immediately adjacent to the east and north.

The proposed adjustment has two goals:

- 1.) Create dimensions of the properties that are best suited to the designs of the respective projects.
- 2.) Accomplish the adjustment with a net-zero or near net-zero change to the square footage of the respective properties.

Assuming orderly progress on this topic, staff plan to provide additional background information to the Trustees in advance of the meeting.

Approval of the boundary line adjustment would authorize staff to act on the District's behalf in signing the Boundary Line Adjustment Application.

Recommended Action: Board motion to approve the Boundary Line Adjustment with the City of Spokane Valley for the respective New Spokane Valley Library and Balfour Park properties.

Authorizing the Transfer of Funds from the General Fund to the Capital Projects Fund (Resolution No. 21-06)**Background**

The District approved the 2021 Budget via Resolution 21-02. This budget included a transfer from the General Fund to the Capital Projects Fund in the amount of \$1,201,800, for the purpose of increasing funding for the new Spokane Valley Library.

General Fund operating expenses before transfers for 2021 through November are 81.78% of budget, compared to the target of 91.7%, meaning the District can make the budgeted transfer on schedule and as planned and still end the year under budget. This operating transfer needs to be accomplished via resolution. Therefore, Resolution No. 21-06 is presented to authorize the budgeted \$1,201,800 transfer from the General Fund to the Capital Projects Fund. Staff recommends approval of this transfer.

Recommendation: Board motion to approve Resolution No. 21-06, authorizing the transfer of \$1,201,800 from the General Fund to the Capital Projects Fund.

RESOLUTION NO. 21-06

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, AUTHORIZING THE TRANSFER OF FUNDS FROM THE GENERAL FUND TO THE CAPITAL PROJECTS FUND IN THE 2021 BUDGET; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO.

**SPOKANE COUNTY LIBRARY DISTRICT
Spokane, Washington**

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

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

WHEREAS, RCW 27.12.210 (5) provides the Board of Trustees (the "Board") with exclusive control of the finances of the District;

WHEREAS, the Board adopted the final expenditure budget for 2021 through Resolution 21-03 for the General Fund and the Capital Projects Fund;

WHEREAS, the Board has determined it remains necessary to use a portion of the 2021 excess of revenues over expenses to increase the Capital Projects Fund for use in funding the new Spokane Valley Library project.

WHEREAS, the actual operating results for the General Fund for 2021 are nearly complete and are forecast to have an excess of revenues over expenditures sufficient to allow for the originally budgeted transfer of \$1,201,800 to the Capital Projects Fund to occur as planned.

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

**Section 1: TRANSFER OF FUNDS FROM THE GENERAL FUND TO THE
CAPITAL PROJECTS FUND**

The Board hereby authorizes and directs that \$1,201,800 of the General Fund balance be transferred to the Capital Projects Fund in December of 2021.

Section 2: EFFECTIVE DATE

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



ADOPTED by the Board of Trustees of Spokane County Library District, Spokane County, Washington, at a regular meeting thereof, held this 21st day of December 2021.

SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

John Craig, Chair
Board of Trustees

ATTEST

Patrick Roewe
Secretary to the Board of Trustees

2021 WORK PLAN – YEAR IN REVIEW

Background

The annual work plan guides the internal focus and functions that support the work of the District in serving our communities. The primary foci of the 2021 work plan are to:

- Initiate the second phase of the maintenance and operational needs to which the Board of Trustees has designated levy funds.
- Complete the priorities that were delayed by the COVID-19 pandemic, and
- Complete the design process for the new Spokane Valley Library.

The work plan for 2021 is divided into three thematic areas:

- **Strategic Initiatives:** Key organizational priorities focused on the future stability and success of the District in executing its mission.
- **Operational Safety and Continuity:** Ensuring the library environment is safe and welcoming for staff and customers and the impact of unforeseen emergencies causes as minimal disruption to library functions as possible.
- **Updates and Upgrades:** A general category of projects that will benefit the customer experience and/or make internal functions more efficient by updating facilities and resources.

With these priorities in mind, the Leadership Team focused resources on the following efforts in 2021. However, the operational disruption caused by the ongoing COVID-19 pandemic limited what could be accomplished this year. Those objectives will be carried forward to the 2022 work plan.

Strategic Initiatives:

- **Mobile Library Services:** As part of the levy funding priorities, the District finalized plans for the new mobile services model, and completed the ordering process for the new vehicles. Due to supply chain delays, the District did not take possession of the Sprinter van until November 2021 and plans to take possession of the mobile library truck in January 2022. Implementation of those services is anticipated to occur in Q1 of 2022.
- **Capital Campaign:** The Development Department developed a capital campaign for the District, focusing on creating private and corporate donation opportunities for the new Spokane Valley Library, including naming and recognition opportunities for donors. The campaign began the quiet phase in Q4 of 2021 and will launch the public phase in Q1 of 2022.
- **District Rebrand:** The Communication Department created and implemented a refresh of the Library District brand, including a new logo, color, and font package. The staff-led, multi-step process included soliciting feedback from key stakeholders of staff, Trustees, and customers. The refreshed brand launched in July 2021, and staff updated the District's digital platforms and public engagement pieces. Some materials will continue to use the previous brand until sufficient stock has been used and then will transition to the refreshed brand.
- **Compensation & Classification Review:** The initial phase of the compensation plan was implemented in 2017 and was followed by an analysis of job descriptions. Staff completed

the second phase and evaluated recommendations from the plan that were not implemented in the first phase regarding salary scale steps. As a result of that evaluation, an additional step, as well as some smaller scale adjustments, were approved by the Board of Trustees in November 2021 as part of the 2022 budget process.

- **New Spokane Valley Project:** The focus for 2021 was on securing architectural design services for the new library. This multi-month process began with publication of an RFQ in January, and ultimately resulted in the Board awarding a contract to Integrus Architecture of Spokane, based on a recommendation from the architectural services selection committee. Design work commenced thereafter and was the focus for the remainder of the year.

Operational Safety and Continuity:

- **Keyless Entry and Alarm System Updates:** This project was delayed, and will be shifted to 2022 so that the systems selected can best align with the one being installed at the new Spokane Valley Library. As part of the levy funding priorities, access control and alarm systems will be upgraded as part of security enhancements for the District. Keyless entry will allow better control of building access without relying on physical keys that can be lost or insufficiently distributed. An updated alarm system will replace outmoded hardware and software to better safeguard facilities and assets during closed hours. The intent of these projects is to provide the District with greater environmental control of its facilities in order to better maintain safe and welcoming places for customers, staff, and volunteers. The preliminary plan is for the alarm system upgrade to be the first phase and access control the second phase of security enhancements.
- **Security Camera Installation:** This project was delayed, and will be shifted to 2022 so that the systems selected can best align with the one being installed at the new Spokane Valley Library. As part of the levy funding priorities, security cameras will be installed in parking lots and entrances. Along with the project above, the intent of this project is to provide the District with greater environmental control of its facilities in order to better maintain safe and welcoming places for customers, staff, and volunteers. This project will likely be the final phase of security enhancements.

Updates and Upgrades:

- **Meeting Room technology updates:** As part of the levy funding priorities, staff modernized the District's meeting and conference rooms with the installation of updated audio-visual equipment and connectivity options available for District programs and public use.
- **HVAC Replacement, Phase 1:** As part of the levy funding priorities, staff identified the first group of libraries needing HVAC (heating, ventilation, and air conditioning) system replacement. New systems at North Spokane, Airway Heights, and Otis Orchards were installed and substantially complete by April 2021. Included in this project was a conversion of the air filtration level from MERV 8 to MERV 13.
- **Argonne Library/Administration Building repaint:** As part of the levy funding priorities, and due to continuing wear and tear on the current paint job, this building was repainted.
- **Website and Catalog refresh:** This project was delayed, and will be shifted to 2022. Staff will work on a refresh of the website and catalog interface that enhances customer experience and improves resource discovery.

Recommended Action: This item is for your information and discussion, with no formal action required at this time.

2022 WORK PLAN

Background

The annual work plan guides the internal focus and functions that support the work of the District in serving our communities. The primary foci of the 2022 work plan are to:

- Initiate and manage the construction phase of the new Spokane Valley Library.
- Complete the priorities that were delayed by the COVID-19 pandemic, and
- Develop a new iteration of the District's strategic plan.

The work plan for 2022 is divided into three thematic areas:

- **Strategic Initiatives:** Key organizational priorities focused on the future stability and success of the District in executing its mission.
- **Operational Safety and Continuity:** Ensuring the library environment is safe and welcoming for staff and customers and the impact of unforeseen emergencies causes as minimal disruption to library functions as possible.
- **Updates and Upgrades:** A general category of projects that will benefit the customer experience and/or make internal functions more efficient by updating facilities and resources.

Strategic Initiatives:

- **Mobile Library Services:** As part of the levy funding priorities, the District will implement plans for the new mobile services model, following receipt of the mobile library truck in January 2022. The implementation of those services will occur in Q1 of 2022.
- **New Spokane Valley Project:** With a funding plan now in place and design work completed at the end of 2021, the focus for 2022 will be to solicit construction bids and manage the construction process. This multi-month process would begin with the publication of the RFP in January 2022, with a contract awarded in March 2022. It is anticipated that construction would commence soon after, and will carry through to Q2 of 2023.
- **Capital Campaign:** The Development Department will work with the Library Foundation of Spokane County to transition into the public phase of the Spokane Valley Library Capital Campaign, with an announcement to coincide with a ground-breaking event. Solicitation for naming rights sponsors will continue and expand to a community campaign with an engraved brick/paver-type campaign. The capital campaign solicitation will continue into 2023.
- **Strategic Plan:** The prior iteration of the District's Community Engagement Plan was paused indefinitely due to the emergence of the COVID-19 pandemic and the need to shift focus to sustain basic District operations during the past 20 or so months. Staff will use this opportunity to create and launch a team tasked with updating the District's strategic plan, based upon our past community engagement models. It is anticipated that development of the plan and the supporting community engagement work will occur through 2022, with the plan being brought to the Board for discussion and approval in Q4 of 2022, with implementation set to start in 2023.
- **Overdue Fines Evaluation:** Staff will analyze the impact of eliminating overdue fines on both the District and customers. The analysis will evaluate both a full elimination of

overdue fines, as well as a partial elimination focused on children's library cards. Results of that analysis will be presented to the Board for discussion and potential direction.

Operational Safety and Continuity:

- **Keyless Entry and Alarm System Updates:** As part of the levy funding priorities, access control and alarm systems will be upgraded as part of security enhancements for the District. Keyless entry will allow better control of building access without relying on physical keys that can be lost or insufficiently distributed. An updated alarm system will replace outmoded hardware and software to better safeguard facilities and assets during closed hours. The intent of these projects is to provide the District with greater environmental control of its facilities in order to better maintain safe and welcoming places for customers, staff, and volunteers. The preliminary plan is for the alarm system upgrade to be the first phase and access control the second phase of security enhancements.
- **Security Camera Installation:** As part of the levy funding priorities, security cameras will be installed in parking lots and entrances. Along with the project above, the intent of this project is to provide the District with greater environmental control of its facilities in order to better maintain safe and welcoming places for customers, staff, and volunteers. This project will likely be the final phase of security enhancements.

Updates and Upgrades:

- **Website and Catalog refresh:** Staff will work on implementing a new catalog interface that enhances customer experience and improves resource discovery. In addition, staff will evaluate customer needs and usage trends of the current website, and use that information to develop a plan to pursue a refresh of the website in 2023.
- **HVAC or other major capital projects:** As part of the levy funding priorities, HVAC (heating, ventilation, and air conditioning) controls systems will be upgraded as part of the HVAC upgrades for the District. Consistent with the alarm system upgrades, the project will become an early 2022 project so the systems selected can best align with the one being installed at the new Spokane Valley library.
 - **Upgrade to MERV 13 air filtration:** Based on the successful results of the conversion to the MERV 13 level of air filtration at North Spokane, Otis Orchards, Airway Heights, and Argonne, staff will convert all remaining libraries to MERV 13 in 2022.
 - **HVAC Replacement, Phase 2:** The libraries selected for phase 2 of the HVAC systems upgrade or replacement are Deer Park and Argonne. These two libraries are next in line based on age and need, but are not similar at all in type of work needed and will be addressed and completed individually, likely near year end or potentially moved to the 2023 work plan depending on progress of other projects.

Recommended Action: This item is for your information and discussion, with no formal action required at this time.

PERSONNEL POLICY**BACKGROUND:**

Policy: HR05 Leave Addendum

COVID-19 continues to have an impact on staff. With booster vaccinations now recommended by the CDC, extending the expiration date for this Addendum continues to allow employees time to receive booster vaccinations and to recover from any side effects. Human Resources Director Toni Carnell will be available to answer any questions.

Key Revisions

Changes the expiration date of the Addendum to March 31, 2022.

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 changes to policy HR05 Leave Addendum.

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: HR05 – Leave Addendum

Emergency Paid Sick Leave (Coronavirus)

APPROVAL DATE: 04/21/2020

REVISION DATE: ~~10/19/2021~~ 12/21/2021

SUNSET DATE: ~~12/31/21~~ 03/31/2022

Purpose

To assist employees affected by the COVID-19 pandemic with emergency paid sick leave. Policy HR05-Leave still applies to all other reasons for leave outside of this policy.

Scope: Applies to all District employees.

Emergency Paid Sick Leave

Eligibility

All full- and part-time employees unable to work (or telework) due to one of the following reasons for leave:

1. The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
4. The employee is absent from work because the employee is seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, COVID-19, provided that the employee has been exposed to COVID-19 or the employer has requested that the employee obtain such test or diagnosis.
5. The employee is obtaining immunization related to COVID-19.
6. The employee is recovering from any injury, disability, illness, or condition related to an immunization for COVID-19.
7. The employee is caring for an individual who is subject to ~~either numbers 1 or 2 above~~ any of the above.
8. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

Amount of Paid Sick Leave

All eligible full-time employees will have up to 80 hours of paid sick leave available to use for the qualifying reasons above, this amount is prorated for part-time employees. Leave taken for this reason prior to April 1, 2021, will not count against the total allowance of hours.

Interaction with Other Paid Leave

The employee may use emergency paid sick leave under this policy before using any other accrued paid time off for the qualifying reasons stated above.

Procedure for Requesting Emergency Paid Sick Leave

Employees must provide written notice to their manager or the HR Director of the need and specific reason for leave under this policy. Verbal notification will be accepted until practicable to provide written notice. Notice requirements may be altered or waived at the discretion of the HR Director.

The written notice the employee provides should include:

1. The employee's name;
2. The date or dates for which leave is requested;
3. A statement of the COVID-19-related reason the employee is requesting leave and written support for such reason;
4. A statement that the employee is unable to work, including by means of telework, for such reason;
5. Name of governmental entity ordering quarantine and/or health care professional advising self-quarantine (if applicable); and
6. Name of person employee caring for (if applicable).

Once emergency paid sick leave has begun, the employee and their supervisor should determine reasonable procedures for the employee to report periodically on the employee's status and intent to continue to receive paid sick time.

Carryover

Any unused paid sick leave under this addendum will not carry over or be paid out to employees.

Job Protections

No employee who appropriately utilizes emergency paid sick leave under this policy will be discharged, disciplined, or discriminated against for work time missed due to this leave.

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

POLICY: HR05 – Leave Addendum

Emergency Paid Sick Leave (Coronavirus)

APPROVAL DATE: 04/21/2020

REVISION DATE: 12/21/2021

SUNSET DATE: 03/31/22

Purpose

To assist employees affected by the COVID-19 pandemic with emergency paid sick leave. Policy HR05-Leave still applies to all other reasons for leave outside of this policy.

Scope: Applies to all District employees.

Emergency Paid Sick Leave

Eligibility

All full- and part-time employees unable to work (or telework) due to one of the following reasons for leave:

1. The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
4. The employee is absent from work because the employee is seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, COVID-19, provided that the employee has been exposed to COVID-19 or the employer has requested that the employee obtain such test or diagnosis.
5. The employee is obtaining immunization related to COVID-19.
6. The employee is recovering from any injury, disability, illness, or condition related to an immunization for COVID-19.
7. The employee is caring for an individual who is subject to any of the above.
8. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

Amount of Paid Sick Leave

All eligible full-time employees will have up to 80 hours of paid sick leave available to use for the qualifying reasons above, this amount is prorated for part-time employees. Leave taken for this reason prior to April 1, 2021, will not count against the total allowance of hours.

Interaction with Other Paid Leave

The employee may use emergency paid sick leave under this policy before using any other accrued paid time off for the qualifying reasons stated above.

Procedure for Requesting Emergency Paid Sick Leave

Employees must provide written notice to their manager or the HR Director of the need and specific reason for leave under this policy. Verbal notification will be accepted until practicable to provide written notice. Notice requirements may be altered or waived at the discretion of the HR Director.

The written notice the employee provides should include:

1. The employee's name;
2. The date or dates for which leave is requested;
3. A statement of the COVID-19-related reason the employee is requesting leave and written support for such reason (such as documentation from a health care provider if applicable);
4. A statement that the employee is unable to work, including by means of telework, for such reason;
5. Name of governmental entity ordering quarantine and/or health care professional advising self-quarantine (if applicable); and
6. Name of person employee caring for (if applicable).

Once emergency paid sick leave has begun, the employee and their supervisor should determine reasonable procedures for the employee to report periodically on the employee's status and intent to continue to receive paid sick time.

Carryover

Any unused paid sick leave under this addendum will not carry over or be paid out to employees.

Job Protections

No employee who appropriately utilizes emergency paid sick leave under this policy will be discharged, disciplined, or discriminated against for work time missed due to this leave.

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.

CODE OF CONDUCT

BACKGROUND

Spokane County Library District (District) is supported by tax paid by District property owners who expect our facilities to be clean, comfortable, and safe places. The Code of Conduct policy was established to protect the rights and safety of library customers, volunteers, and staff, and to preserve and protect the District's materials, equipment, facilities, and grounds by defining what actions and behaviors are unacceptable and the related consequences.

The biannual review of this policy has been undertaken by staff and the recommended revisions were reviewed by legal counsel.

The main recommended changes are:

- Addition of Access to Library Services as a related policy.
- Addition of "virtual or in-library programs and meetings" to call out that our virtual events are subject to the Code of Conduct as well.
- Addition of an inclusion statement, mirroring language from the recent HR01 policy update and our Collection Development policy.
- Moving the section about the possibility of exclusion toward the top of the document to make the consequences clear from the beginning.
- Rewording of the example of unacceptable attire.
- Adding a specific reference to our Computer, Wireless Network, and Internet Use policy, as it is often a source of behavior-related interaction.
- Addition of the federal level to the "noncompliance with public health order" in case such an order/mandate is passed.

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.

Operations Director Doug Stumbough will be available to answer any questions on the recommended policy revisions.

Recommended Action: Board motion to approve the recommended revisions to the Code of Conduct policy.

SPOKANE COUNTY LIBRARY DISTRICT

Current/Existing Policy**POLICY: CODE OF CONDUCT**

APPROVAL DATE: 5/18/1995

REVISION DATE: ~~7/21/2020~~ 12/21/2021

RELATED POLICIES:

Access to Library Services

Children's Safety in Libraries

Computer, Wireless Network and Internet Use

Facility Use for Political Purposes

Library Meeting Room Use

STATUTORY REFERENCES:

RCW 27.12.270

RCW 27.12.290

RCW 69.50

RCW 70.160.075

OTHER REFERENCES:

Spokane Regional Health District Board of Health Resolution #16-01

Purpose:

Defines conduct expectations for customers when using Spokane County Library District facilities.

Background:

Spokane County Library District (District) is supported by tax paid by District property owners, who expect our facilities to be clean, comfortable, and safe places for selecting materials, reading, researching, studying, writing, and attending virtual or in-person programs and meetings. Furthermore, the District Board of Trustees recognizes that within the District's service area there are individuals and groups with diverse interests, backgrounds, ages, life experiences, and information needs, and that the District was created to serve all of the people within the communities it serves. As part of its normal and regular conduct of its mission, the District is responsible for establishing a code of conduct to protect the rights and safety of customers, volunteers, and staff, and for preserving and protecting the District's materials, equipment, facilities, and grounds.

District staff and/or local law enforcement officers may intervene to stop prohibited activities and behaviors. Failure to comply with the District's established policies, rules, and regulations could result in notice and removal from the premises and exclusion from District facilities, or in arrest by law enforcement and prosecution. Violations could also result in notice and restriction and/or termination of library privileges, including the use of library computers and other equipment.

POLICY:

The following behaviors and activities are not allowed:

-
- Any activity that unreasonably interferes with others' use and enjoyment of the library or with the functions of library staff, including but not limited to:
 - Use of hostile, aggressive, or vulgar language or gestures.
 - Persistent uninvited or unwelcomed conversations with others.
 - Disruptive behavior such as loud noises, loud talking, screaming or boisterous physical behavior.
 - Use of electronic or communication devices in a manner that is disruptive to others.
 - Entering into or using the library attired in a manner that may reasonably affect public health or safety, or is disruptive to the library environment, including being barefoot or without a shirt, removing one's footwear or shirt while in the library, or otherwise attired in a manner that may reasonably affect public health or safety, or is disruptive to the library environment.
 - Having offensive body odor or personal hygiene so as to unreasonably interfere with other's ability to use the library and its facilities.
 - Consuming any food or beverage that unreasonably interferes with other's ability to use the library and its facilities; or soil, stain or otherwise damage or alter library property or the property of others.
 - Use of chewing tobacco.
 - Interfering with the entrance to, access in, or exit from library premises.
 - Soliciting contributions or donations, or distributing or selling items outside the meeting rooms without prior authorization
 - Bringing animals other than service animals into the library, except as authorized by the District's Executive Director.
 - Leaving packages, backpacks, luggage, or any other personal items unattended.
 - Discarding trash or litter other than in a designated receptacle.
 - Violation of the District's Computer, Wireless Network and Internet Use policy, including, but not limited to, engaging in illegal activities; accessing, viewing, or printing any illegal, obscene, or sexually explicit material, or engaging in activities that compromise computer, or network security.
 - Violation of any other District policy.
 - Using library materials, equipment, fixtures, furniture, buildings, or grounds in any manner that:
 - Is inconsistent with normal library uses (e.g., bathing, shaving, washing clothes in the restroom, camping, sleeping, or appearing to sleep, parking/storing bicycles inside buildings).
 - Is likely to cause concern for the safety and/or well-being of persons and property (e.g., entering nonpublic areas unaccompanied by an authorized District employee, neglecting to provide proper supervision of children (see Children's Safety in Libraries policy) or vulnerable adults, parking overnight in library parking lots, leaving items unattended).
 - Can be reasonably expected to damage or alter library property or the property of others.
 - Any observable behavior that is prohibited by federal, state, local or other applicable law, including but not limited to:
 - Vaping or smoking any combustible product that produces vapor, mist, or smoke (including but not limited to tobacco, cigar, hookah, marijuana, and vaping devices) in library facilities or within 25 feet of a library entrances, exits, windows that open, and ventilation intakes.
 - Viewing or printing illegal materials (e.g., child pornography).

-
- Being under the influence of, appearing to be under the influence of, and/or selling, using, or possessing alcohol, marijuana, or controlled substances (as defined in RCW 69.50).
 - Threatening or harassing behavior (e.g., fighting or threatening to fight, brandishing a weapon, stalking, verbally threatening to harm others or their property).
 - Assaulting staff, volunteers, or other library customers.
 - Sexual misconduct or harassment (e.g., exposure; offensive touching; sexual acts).
 - Theft of library materials or items belonging to the District or others.
 - Noncompliance with a public health order issued by a federal, state, or local public health officer or agency.
- Failing to comply with the direction of a library staff member when asked to stop a prohibited behavior or when excluded from the library for violations of this or any other District policy, rule, or regulation.

Community members using District libraries located in privately-owned facilities (e.g., shopping malls) may be subject to additional code of conduct rules established by the facility owner(s). These rules are posted at the entrances to the facility or otherwise available from the facility owner(s).

~~District staff and/or local law enforcement officers may intervene to stop prohibited activities and behaviors. Failure to comply with the District's established policies, rules, and regulations could result in notice and removal from the premises and exclusion from District facilities, or in arrest by law enforcement and prosecution. Violations could also result in notice and restriction and/or termination of library privileges, including the use of library computers and other equipment.~~

Exclusions of six months or longer require the customer to petition the library in writing for reinstatement of privileges at the conclusion of the exclusion period in accordance with administrative procedure.

The Executive Director will establish administrative procedures necessary to implement this policy. In accordance with the administrative procedures, any appeal of an administrative action under this policy will first be made in writing to the Executive Director. Any subsequent appeal of Executive Director action and/or decision will be made in writing to the Board of Trustees.

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

SPOKANE COUNTY LIBRARY DISTRICT

Draft Policy**POLICY: CODE OF CONDUCT**

APPROVAL DATE: 5/18/1995

REVISION DATE: 12/21/2021

RELATED POLICIES:

Access to Library Services

Children's Safety in Libraries

Computer, Wireless Network and Internet Use

Facility Use for Political Purposes

Library Meeting Room Use

STATUTORY REFERENCES:

RCW 27.12.270

RCW 27.12.290

RCW 69.50

RCW 70.160.075

OTHER REFERENCES:

Spokane Regional Health District Board of Health Resolution #16-01

Purpose:

Defines conduct expectations for customers when using Spokane County Library District facilities.

Background:

Spokane County Library District (District) is supported by tax paid by District property owners, who expect our facilities to be clean, comfortable, and safe places for selecting materials, reading, researching, studying, writing, and attending virtual or in-person programs and meetings. Furthermore, the District Board of Trustees recognizes that within the District's service area there are individuals and groups with diverse interests, backgrounds, ages, life experiences, and information needs, and that the District was created to serve all of the people within the communities it serves. As part of its normal and regular conduct of its mission, the District is responsible for establishing a code of conduct to protect the rights and safety of customers, volunteers, and staff, and for preserving and protecting the District's materials, equipment, facilities, and grounds.

District staff and/or local law enforcement officers may intervene to stop prohibited activities and behaviors. Failure to comply with the District's established policies, rules, and regulations could result in notice and removal from the premises and exclusion from District facilities, or in arrest by law enforcement and prosecution. Violations could also result in notice and restriction and/or termination of library privileges, including the use of library computers and other equipment.

POLICY:

The following behaviors and activities are not allowed:

- Any activity that unreasonably interferes with others' use and enjoyment of the library or with the functions of library staff, including but not limited to:
 - Use of hostile, aggressive, or vulgar language or gestures.
 - Persistent uninvited or unwelcomed conversations with others.
 - Disruptive behavior such as loud noises, loud talking, screaming or boisterous physical behavior.
 - Use of electronic or communication devices in a manner that is disruptive to others.
 - Entering or using the library attired in a manner that may reasonably affect public health or safety, or is disruptive to the library environment, including being barefoot or without a shirt.
 - Having offensive body odor or personal hygiene so as to unreasonably interfere with other's ability to use the library and its facilities.
 - Consuming any food or beverage that unreasonably interferes with other's ability to use the library and its facilities; or soil, stain or otherwise damage or alter library property or the property of others.
 - Use of chewing tobacco.
 - Interfering with the entrance to, access in, or exit from library premises.
 - Soliciting contributions or donations, or distributing or selling items outside the meeting rooms without prior authorization
 - Bringing animals other than service animals into the library, except as authorized by the District's Executive Director.
 - Leaving packages, backpacks, luggage, or any other personal items unattended.
 - Discarding trash or litter other than in a designated receptacle.
 - Violation of the District's Computer, Wireless Network and Internet Use policy, including, but not limited to, engaging in illegal activities; accessing, viewing, or printing any illegal, obscene, or sexually explicit material, or engaging in activities that compromise computer, or network security.
 - Violation of any other District policy.
- Using library materials, equipment, fixtures, furniture, buildings, or grounds in any manner that:
 - Is inconsistent with normal library uses (e.g., bathing, shaving, washing clothes in the restroom, camping, sleeping, or appearing to sleep, parking/storing bicycles inside buildings).
 - Is likely to cause concern for the safety and/or well-being of persons and property (e.g., entering nonpublic areas unaccompanied by an authorized District employee, neglecting to provide proper supervision of children (see Children's Safety in Libraries policy) or vulnerable adults, parking overnight in library parking lots, leaving items unattended).
 - Can be reasonably expected to damage or alter library property or the property of others.
- Any observable behavior that is prohibited by federal, state, local or other applicable law, including but not limited to:
 - Vaping or smoking any combustible product that produces vapor, mist, or smoke (including but not limited to tobacco, cigar, hookah, marijuana, and vaping devices) in library facilities or within 25 feet of a library entrances, exits, windows that open, and ventilation intakes.

-
- Viewing or printing illegal materials (e.g., child pornography).
 - Being under the influence of, appearing to be under the influence of, and/or selling, using, or possessing alcohol, marijuana, or controlled substances (as defined in RCW 69.50).
 - Threatening or harassing behavior (e.g., fighting or threatening to fight, brandishing a weapon, stalking, verbally threatening to harm others or their property).
 - Assaulting staff, volunteers, or other library customers.
 - Sexual misconduct or harassment (e.g., exposure; offensive touching; sexual acts).
 - Theft of library materials or items belonging to the District or others.
 - Noncompliance with a public health order issued by a federal, state, or local public health officer or agency.
- Failing to comply with the direction of a library staff member when asked to stop a prohibited behavior or when excluded from the library for violations of this or any other District policy, rule, or regulation.

Community members using District libraries located in privately-owned facilities (e.g., shopping malls) may be subject to additional code of conduct rules established by the facility owner(s). These rules are posted at the entrances to the facility or otherwise available from the facility owner(s).

Exclusions of six months or longer require the customer to petition the library in writing for reinstatement of privileges at the conclusion of the exclusion period in accordance with administrative procedure.

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.

2022 Board Meeting Schedule and Locations (Resolution No. 21-07)

Background

The Board of Trustees establishes the annual schedule (date, time, location) of its regular meetings via a resolution at the end of the preceding year. 2022 represents the first opportunity for the District to return to a pre-pandemic meeting schedule with the rotating location. The rotating locations provides both trustees the opportunity to visit most District libraries, as well as provide local communities a more convenient opportunity to attend Board meetings.

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

The following resolution includes a schedule of meeting locations for 2022, with regular meetings scheduled in a similar manner to prior years.

Proposed 2022 Regular Meeting Schedule

Based upon prior Board direction, the schedule includes meetings at all libraries that have meeting room spaces (the exception being The BookEnd). The proposed 2022 schedule follows. The Board may alter the proposed meeting locations if it so chooses.

DATE	LOCATION
January 18, 2022	Argonne Library, 4322 N. Argonne Rd., Spokane
February 15, 2022	North Spokane Library, 44 E. Hawthorne Rd., Spokane
March 15, 2022	Airway Heights Library, 1213 S. Lundstrom St., Airway Heights
April 19, 2022	Moran Prairie Library, 6004 S. Regal St., Spokane
May 17, 2022	Deer Park, 208 S. Forest Ave., Deer Park
June 21, 2022	Otis Orchards Library, 22324 E. Wellesley Ave., Otis Orchards
July 19, 2022	Cheney Library, 610 1 st St., Cheney
August 16, 2022	Medical Lake Library, 321 E. Herb St., Medical Lake
September 20, 2022	Fairfield Library, 305 E. Main St., Fairfield
October 18, 2022	Spokane Valley Library, 12004 E. Main Ave., Spokane Valley
November 15, 2022	Argonne Library, 4322 N. Argonne Rd., Spokane
December 20, 2022	Argonne Library, 4322 N. Argonne Rd., Spokane

Recommended Action: Board motion to approve Resolution No. 21-07, which sets the Spokane County Library District Board of Trustees regular meetings schedule for 2022.

RESOLUTION NO. 21-07

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 2022 CALENDAR YEAR; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO.

**SPOKANE COUNTY LIBRARY DISTRICT
Spokane, Washington**

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

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

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

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

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

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

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

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

Section 1: BOARD OF TRUSTEES REGULAR MEETING SCHEDULE FOR 2022.

The Spokane County Library District Board of Trustees regular meetings begin at 4:00 p.m. The schedule for the calendar year of 2022 follows.

DATE	LOCATION
January 18, 2022	Argonne Library, 4322 N. Argonne Rd., Spokane
February 15, 2022	North Spokane Library, 44 E. Hawthorne Rd., Spokane
March 15, 2022	Airway Heights Library, 1213 S. Lundstrom St., Airway Heights
April 19, 2022	Moran Prairie Library, 6004 S. Regal St., Spokane
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September 20, 2022	Fairfield Library, 305 E. Main St., Fairfield
October 18, 2022	Spokane Valley Library, 12004 E. Main Ave., Spokane Valley
November 15, 2022	Argonne Library, 4322 N. Argonne Rd., Spokane
December 20, 2022	Argonne Library, 4322 N. Argonne Rd., Spokane

Section 2: EFFECTIVE DATE.

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

ADOPTED by the Board of Trustees of Spokane County Library District, Spokane County, Washington, at a regular meeting thereof, held this 21st day of December 2021.

SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

John Craig, Chair
Board of Trustees

ATTEST

Patrick Roewe, Secretary to the Board of Trustees

2022 BOARD OF TRUSTEES' MEETINGS—LOCATION AND CONTENT SCHEDULE**Background**

The following schedule provides the policy review and overview/spotlight schedule for regular meetings in 2022.

As background, the library spotlights provide a community-based overview of each library and are done on a biennial schedule, which will resume in 2022. The overviews focus on library services or organizational initiatives that haven't otherwise been covered in detail in recent history, and include recommendations from Leadership Team on topics of potential informational value, as well as requests from Trustees.

As per District practice, policy reviews typically occur on a biennial schedule.

Staff are recommending for 2022 that the agenda be limited to one spotlight or one overview per meeting for the time being. Additional topics can be added later in the year if and when state-level COVID-19 requirements are eased or otherwise lifted.

Staff are also recommending that meeting agendas in the last quarter of the year (October-December) be limited to budget discussions and other essential business matters. Consequently, no policy reviews, overviews, or spotlights have been scheduled for those months.

Please note updates on progress of the new Spokane Valley Library project will be included in all monthly agendas in 2022.

The Board of Trustees is encouraged to provide direction for meeting content or future topics of interest at any time. Requests to cover specific topics are welcome.

Recommended Action: This item is for your information and discussion, with no formal action required at this time.

2022 Board of Trustees' Meeting Schedule

(includes Location, Policy, and Overview/Spotlight for each meeting)

Month	Location - Library	Policy Review	Overview/Spotlight
January 18	Argonne	Friends of the Library	District Staff Profile
February 15	North Spokane	Facility Use for Political Purposes Public Records	Spotlight: North Spokane
March 15	Airway Heights	Financial Management Personnel Policy	Collection Development/Intellectual Freedom
April 19	Moran Prairie	Access to Library Services	Spotlight: Moran Prairie
May 17	Deer Park	Partnership and Sponsorship Social Media	Engage Magazine
June 21	Otis Orchards	Annexation of Cities & Towns to the Library District	Network Security
July 19	Cheney	Fixed Assets	Mobile Services
August 16	Medical Lake	Gifts Naming and Recognition	Spotlight: Medical Lake
September 20	Fairfield	Personnel Policy Public Art in District Facilities	Facilities: State of the Buildings
October 18	Spokane Valley	None	None
November 15	Argonne	None	None
December 20	Argonne	None	None

Important Dates for 2022:

TBD WLA Library Legislative Day, Olympia -- Tentative

Oct 10 All Staff Day -- Tentative

2022 BOARD OF TRUSTEES' OFFICERS ELECTION

Background:

The Board of Trustees bylaws specify that officers for the following year be elected at the December regular meeting. Elected officers are Chair and Vice Chair. The Executive Director serves ex-officio as Board Secretary.

Nominations are opened at the meeting and approval of a motion is required for election. Newly-elected officers assume their duties January 1 of the following year and serve through December 31.

Officer elections require a nomination, motion, second, and vote.

Required Action: A nomination, motion, second, and vote for Chair and Vice Chair officers to serve January 1 through December 31, 2022.

RECOGNITION OF RETIRING TRUSTEE MARK JOHNSON (RESOLUTION NO. 21-08)**Background**

Mark Johnson has served two terms of community volunteer service as Spokane County Library District Trustee. He was appointed January 31, 2012, with his second five-year term ending December 31, 2021. Trustees will recognize his contributions to the Board and Library District at the meeting.

Recommended Action: Board motion to approve Resolution No. 21-08, “Recognizing Retiring Trustee Mark Johnson’s Service to Spokane County Library District and its Residents.”

FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: JANUARY - FEBRUARY 2022***January 18, 2022: Argonne Library (location tentative until approved) - (4:00 p.m.)***

- Welcome Incoming Trustee (Tentative)
- New Spokane Valley Library: Update
- Memorandum of Understanding Between the City of Spokane Valley and Spokane County Library District for Contributions by the Parties To Certain Improvements at the Library Site Located Between Balfour Road and Herald Road: Approval Recommendation (tentative).
- Friends of the Library Policy: Approval Recommendation.

Please send requests for agenda additions or changes to the Board Chair or Administrative Assistant no later than Tuesday, Jan. 4, for inclusion in the preliminary agenda to be sent Jan. 5. Meeting packets will be mailed Jan. 12.

February 15, 2022: North Spokane Library (location tentative until approved) - (4:00 p.m.)

- New Spokane Valley Library: Update
- Facility Use for Political Purposes Policy: Approval Recommendation.
- Public Records Policy: Approval Recommendation.
- Reciprocal Use of Libraries Report for 2021 (Tentative)

SPECIAL MEETINGS/ACTIVITIES2022

TBD WLA Library Legislative Day, Olympia -- Tentative

Oct 10 All Staff Day, Tentative

EXECUTIVE DIRECTOR'S REPORT NOVEMBER 2021

Business Office, Finance and Facilities – Rick Knorr

2022 Budget

The meeting does not contain any further update to the budgets that were approved at the November meeting. The last and final assessed values from the Spokane County Assessor's Office are scheduled for release in mid-January.

2021 General Fund

Only one month remains of the current year. Total tax revenues are almost 102% of the levy and budget, as expected. Approximately 3% of last year's tax collections were received in January 2021 due to the extensions of time granted to Spokane County taxpayers.

Total expenses before transfers are 81.8% of budget compared to the 91.7% target after 11 months. The District will make the final payment on the large Mobile Services library vehicle in December. Otherwise, the final month of operations will be consistent with other months, and the District will have a surplus at the end of the year that can remain in the General Fund, increasing the number of months of cash on hand available.

Transfer to the Capital Projects Fund

Included in the meeting is the action item to transfer the amount of \$1,201,800, as initially budgeted for the Capital Projects Fund.

Facilities Report

Winter season is upon us and all libraries have been prepared and stocked for the normal cold weather sidewalk and related access maintenance tools and products.

Human Resources – Toni Carnell

Staff updates:

During November, there were two new hires:

- 1 Mobile Services Associate
- 1 Public Services Associate

There was one transfer (Public Services Associate) and one promotion (Library Assistant to Public Services Associate). One employee separated from employment this month, a Public Services Associate.

Training

- 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.

Communication & Development – Jane Baker

Communication

Promotion of fall programs caught the interest of two area newspapers resulting in additional publicity. The *Cheney Free Press* ran supplementary articles on the Sherlock Holmes program and a larger article on the Small Business Saturday event, in addition to paid advertising for this event. The *Journal of Business* also featured Small Business Saturday in its daily Inland Northwest Calendar as the “Journal’s Pick.”

The eNewsletter analytics show an uptick in the number of opens and clicks of the weekly edition. The Department will continue to work on and refine the eNewsletter in 2022.

Development

Development continues to work on plans and preparation for the Spokane Valley Library Capital Campaign. Documents and publicity plans are in progress, as well as preparation for the formation of a steering committee after the first of the new year.

Operations - Doug Stumbough

For the month, a total of 58,021 customers visited District libraries, down slightly (-3%) from October, with North Spokane (12,891) and Moran Prairie (12,283) seeing many of the customer visits. The total number of physical items borrowed by customers also declined, at a similar rate (-4%), with 82,950 items borrowed in the libraries compared to 86,364 in October (-3,414).

Positive Interaction Report

There are many instances where District staff, services, and programs impact our customers in sometimes small but encouraging ways. Following are some examples from November.

A customer called into our Call Center to compliment the District regarding our Hoopla offering. He told staff that he had not used the library for 20 years except for dropping off his ballot. He commented, "Now that I am aware of Hoopla and some of your other digital offerings, I will be using the library on a regular basis."

Following a visit by Librarian Dana to a local high school history class to provide research tips and a demo of InfoBase History Research Center, a Literacy Interventionist at Mica Peak High School sent the following message: "BTW, the research help you gave our students really helped them improve their papers. So, thank you!! We really appreciate you!"

A customer filled out the online "Tell Us Your Story" form and shared the following: "My story begins when I moved to Spokane around a month ago and was handed so much homework (10 weeks) in a one-month period and at home I have 4 siblings so I could not study and do homework at home so I thought to myself, Hmm why don't I go to the library? I have seen a lot of movies where people go study

at the library so I gave it a try and because of that I was able to finish 10 weeks' worth of missing homework in only 3 days! I spent a total of 10 hours in a span of 3 days in the library studying and doing homework because it was a quiet area to do work without any distractions or people telling me to do stuff. Well, all in all I think the library is a great place to study or do homework at. Well thanks for reading and have a wonderful day."

A woman told Argonne staff that whoever sets up our children's section "has her heart." She said all the books displayed were on topics like diversity and all the important things to her and her family. She said she texted a family member or friend saying they needed to come see this library.

North Spokane received a call from a customer following her visit to let us know that Public Services Specialist Frank was of great assistance helping her find books on knitting and placing those titles on hold for her. She also wished him a Happy Thanksgiving.

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 November:
 - **Audiobook checkouts** November 1 – November 30:
 - *Five Total Strangers* by Natalie D. Richards (100)
 - *The Four Winds* by Kristin Hannah (65)
 - *The Last Thing He Told Me: A Novel* by Laura Dave (57)
 - **eBook checkouts** November 1 – November 30:
 - *Five Total Strangers* by Natalie D. Richards (244)
 - *The Judge's List* by John Grisham (64)
 - *Game On: Tempting Twenty-Eight* by Janet Evanovich (57)
 - **Audiobook holds** as of December 1:
 - *Dune* by Frank Herbert (95)
 - *Apples Never Fall* by Liane Moriarty (86)
 - *The Judge's List* by John Grisham (67)
 - **eBook holds** as of December 1:
 - *The Judge's List* by John Grisham (117)
 - *Apples Never Fall* by Liane Moriarty (96)
 - *Better Off Dead* by Lee Child (81)

- Popular **Adult Physical Book** titles November:
 - Checkouts:
 - *The Cold Millions: A Novel* by Jess Walter (54)
 - *Apples Never Fall: A Novel* by Liane Moriarty (32)
 - *Anxious People: A Novel* by Fredrik Backman (29)
 - Holds:
 - *The Judge's List* by John Grisham (41)
 - *The Stranger in the Lifeboat: A Novel* by Mitch Albom (38)
 - *Better Off Dead* by Lee Child (35)

OverDrive's Big Library Read

The title selected for OverDrive's Big Library Read was *Five Total Strangers* by Natalie D. Richards. This title was available for unlimited simultaneous use in the eBook and audiobook formats on Libby and the OverDrive app between November 1 – 15 at no cost to the District. The Big Library Read is a reading program that connects readers and listeners around the world with the same title without any wait lists or holds. *Five Total Strangers* was the most checked out eBook and audiobook in November with 244 and 100 checkouts recorded respectively.

Request for Review of Library Materials

The District received a *Request for Review of Library Materials* form on October 29 regarding an adult nonfiction book. It was determined the book met the collection criteria, and no change was made in the item's status. An initial written response was sent to the District resident within 15 business days of receiving the request, as stated in the Collection Development policy.

Staff continue to monitor the situation, both on the federal and state level, and will provide more information as it becomes available. Please note the potential exists for the Governor to issue a state-level mandate that would impact the District, separate from the federal mandate.

CDC booster shot recommendation

With the emergence of the Omicron variant, the Centers for Disease Control (CDC) has recommended booster doses for individuals who are 18 years and older.

In recognition of that recommendation, employees were informed that those seeking booster shots are also eligible to use leave under HR05 Addendum to receive the booster shot and recover from any side effects. Unvaccinated staff were also reminded they may use leave under the same policy to receive the vaccine and recover from any side effects. The extension of that addendum is addressed separately in this agenda.

Customer face covering compliance

Customer non-compliance with the state-issued face covering mandate continues to be a challenge the District faces. Front line staff are bearing the brunt of antisocial behavior from individuals that can come with enforcing the rule. Staff are doing a commendable job extending patience, courtesy, and empathy to those customers who choose not to respond in kind. These behaviors are being addressed as Code of Conduct issues as appropriate

The resilience staff are demonstrating when responding to these situations is recognized and appreciated. And the fact that they have the District's full support in the matter has been emphasized.

Electric Vehicle Charging Stations Proposal Update

No additional information from last month. 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 Spokane County Board of Commissioners appointed Jon Klapp to the Spokane County Library District Board of Trustees at its December 14, 2021, meeting. Once we receive a copy of the resolution, we will contact Trustee Klapp and schedule an orientation ahead of the January regular meeting. The District remains grateful to the County Commissioners for the opportunity to participate in the appointment process.

Operations Report November 2021

Doug Stumbough and Kristy Bateman

Service Priority Teams

Business and Career Development (Stacey Goddard)

- The entire BCD team, along with Early Learning Librarian Christie Onzay, spent much of the month preparing for *Small Business Saturday* (SBS). The librarians worked with participating businesses in their respective community to ensure everyone understood the passport activity and had promotional materials ready. Our Communication Department went above and beyond, designing the passport game pieces and creating advertisements that ran in local newspapers.
- On the big day (11/27), I was able to tour our Libraries Build Business Project Manager Megan Janicki around the county. We visited all four SBS libraries and drove by many of the participating businesses. Megan was impressed with the program, and very happy to see Deer Park in person after hearing about our LBB efforts there. A highlight for me was discovering artwork created by one of our *Small Business Boot Camp* participants in the display case at Deer Park! It was great to point that out to Megan and share information about one of our SBBC graduates.
- Librarians Danielle Milton, Crystal Miller, Sarah O'Hare, and I attended the 2021 Workforce Summit, presented by the Journal of Business. The discussion featured educators and business professionals addressing questions about workforce gaps and what employers need to do to address them.

Early Learning (Mary Ellen Braks)

- Christie Onzay and Rachel Edmondson taught the STARS class this month, *Social Emotional Skills and Early Literacy*. We had 22 participants this month.
- With the holidays, it was a short month for our online Storytimes. Our numbers ranged from 0-8.
- The Early Learning team continues to work on creating Storytimes that are filmed. There have been several publishers that have extended copyright permissions for their books. The nice thing for families is that they can then watch Storytimes at their convenience.

Education and Enrichment (Gwendolyn Haley)

- It was a short programming month, and between the holidays and online program fatigue, attendance has gone down.
- Program highlights included some customer use of the Glowforge (3D printing resumed in October) through some Glowforge Ornament classes.
- Sherlock Holmes was the trivia theme and focus of a popular culture history lecture.
- *Building with Books* continues to have a steady attendance and we concluded a *Prime Time Family Reading* session in Spanish this month.

Digital Projects and Resources (Carlie Hoffman)

- The Team prepared draft instructions for staff in using the Library of Things reservation software.
- I purchased Small Business Builder, a digital resource to assist those looking to start a business. This will be launched later this month.

Information Technology (Patrick Hakes)

- The District phone system was successfully replaced and is operating smoothly.
- We are identifying network equipment needs for the new Spokane Valley Library that may qualify for E-rate discounts. Although the equipment will not be purchased until much closer to completion of the new building, these need to be done now, as the filing window for the 2022-2023 E-rate funding year opens in January.

Mobile Services (Amber Williams)

- Mobile Services welcomed a new part-time employee and new van in November. Unfortunately, our Sprinter van had a common mechanical issue that sent it to the Mercedes service center where it was fixed and is now back on the road. The truck is entering its last build stages, but due to its size and the scope of the wrap, it will need to wait for a five-day opening at the wrap company. This will delay the delivery by 3-4 weeks, putting it out to the end of January, or early February.

Library Reports

Airway Heights: Autrey Lehman

- We had a customer stop by to use our copier. She asked how much it would be for the copies, and I told her there was no cost. She exclaimed that she loved the library and appreciated us helping her now and when she needed printed materials while working at Cleone's Closet. She donated to the library and once again said how happy she was that we were open.

Argonne: Pat Davis

- The Argonne Friends of the Library held a successful book sale at an offsite location in Millwood, Zion Lutheran Church. The sale was held in conjunction with *Small Business Saturday: Shop Local All Week Long*.
- A customer stopped to tell us how much he appreciates us staying open.

BookEnd: Briana Ruffing

- A customer shared their appreciation for Public Services Associate Mikayla as she was able to place holds on several language resources. The customer has been trying to communicate and teach English to clients from Afghanistan but has been having trouble locating appropriate materials. She was very grateful for the library's resources since Google Translate isn't compatible with their native language.

Cheney: Amy Fair

- The Slightly West of Spokane Art Tour displayed art in our display case and held a craft fair at the library over Thanksgiving weekend.
- The Covid test kits began flying off the shelf around the holiday, with many customers needing them to test for an event or travel.

Deer Park: Jennie Anderson

- Deer Park participated in the *Small Business Saturday: Shop Local All Week Long* event; handing out just under 100 "passport" booklets that people could get stamped at participating local businesses to be entered into a drawing. Staff and customers were excited to support local businesses.

Fairfield: Kristy Bateman

- Two new families came in to sign up for library cards. Staff took the opportunity to do some reader's advisory and introduce some neat library features.

Medical Lake: Cecelia McMullen

- A customer said "You always pick the best selections for the Books-to-Go shelf. It saves so much time!"
- A third-grade teacher found books in our collection to win the classroom decorating contest and inspire students with a Christmas in Mexico theme.

Moran Prairie: Caitlin Wheeler

- The Friends of the Moran Prairie Library held their first successful book sale since the beginning of the pandemic.
- A customer pulled me aside to let me know Moran Prairie "has the best service. You always help me find what I need."

North Spokane: Brian Vander Veen

- We had paintings on display from local painter Janie Edwards and fiber arts from the Spokane Handweavers' Guild.

- A customer called to let us know that Public Services Specialist Frank was of great assistance helping her find books on knitting and placing titles on hold for her.

Otis Orchards: Briana Ruffing

- A customer let us know he thought we were a "gold mine" because of all the books we have available that he couldn't find elsewhere.

Spokane Valley: Aileen Luppert

- The literacy interventionist at Mica Peak High School sent Librarian Dana Mannino the following message after she visited a history class to give students research tips and a demonstration of InfoBase History Research Center: "BTW, the research help you gave our students really helped them improve their papers. So, thank you!! We really appreciate you!"
- This month Spokane Valley launched a small, new pilot project. We added a fancy speaker/microphone device that works with Google Translate to a computer at our front desk. Should a customer come in who speaks little or no English, we hope the device will help us communicate with one another clearly. We look forward to testing it out.

Security Incident Reports

For November 2021, there were 30 Security Incidence Reports filed. One more than last month (29) and 24 more than November 2020 (6). Spokane Valley had the most incidents reported (14). The most frequently reported incidents related to General Customer Code of Conduct violations (14). There was a six-month exclusion for disruptive behavior as well as offensive and threatening language.

Public Use Measures

November 2021

Measure	This year	Last year	YTD	Last YTD
	This Month	This Month	This year	Comparison
Cardholders	106,953	107,865		-1%
Door count	58,021	30236	490,410	45%
Items Borrowed	180,862	132,342	1,859,251	26%
• Airway Heights	2,175	1,426	21,651	9%
• Argonne	6,894	4,003	69,973	59%
• Cheney	6,986	3,868	66,402	41%
• Deer Park	7,508	3,989	70,899	57%
• Fairfield	427	489	6,115	3%
• Medical Lake	1,820	1,151	18,696	39%
• Moran Prairie	11,579	5,869	102,627	53%
• North Spokane	21,950	12,906	226,065	39%
• Otis Orchards	2,305	1,803	26,577	34%
• Spokane Valley	20,357	10,789	202,021	27%
• The BookEnd	949	184	11,504	-6%
• Digital	66,100	63,926	729,762	5%
Programs				
• Number	22	18	327	-64%
• Attendance	174	473	9,955	-46%
Internet Station Use (%)	17.6%	3.0%	18.5%	
Meeting room bookings	225	0	357	-75%
Digital Resource Use	168,350	119,520	2,010,980	91%

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 Eleven Months Ended November 30, 2021**

	Y-T-D Actual	Annual Budget	Target 91.7% Percent Used	Balance Remaining
REVENUES				
PROPERTY TAXES	\$ 16,130,747	\$ 15,840,000	101.84%	\$ (290,747)
CONTRACT CITIES - AIRWAY HEIGHTS	352,426	349,000	100.98%	(3,426)
CONTRACT CITIES - SPOKANE	99,961	104,000	96.12%	4,039
FINES & FEES	60,002	55,000	109.09%	(5,002)
GRANTS & DONATIONS	52,613	50,000	105.23%	(2,613)
E-RATE REIMBURSEMENTS	193,126	211,000	91.53%	17,874
LEASEHOLD & TIMBER TAX, REBATES, OTI	42,916	21,000	204.36%	(21,916)
INTEREST REVENUES	48,367	62,000	78.01%	13,633
TOTAL REVENUES	\$ 16,980,158	\$ 16,692,000	101.73%	\$ (288,158)
TRANSFERS IN	-	-	0.00%	-
TOTAL REVENUES & TRANSFERS IN	\$ 16,980,158	\$ 16,692,000	101.73%	\$ (288,158)
EXPENSES				
SALARIES	\$ 6,180,749	\$ 7,110,400	86.93%	\$ 929,651
FRINGE BENEFITS	2,160,405	2,451,700	88.12%	291,295
SUPPLIES	129,401	197,700	65.45%	68,299
UTILITIES	450,357	493,500	91.26%	43,143
SERVICES	1,055,024	1,439,500	73.29%	384,476
INSURANCE	64,453	65,000	99.16%	547
CAPITAL EQUIPMENT	614,831	1,320,000	46.58%	705,169
LIBRARY MATERIALS	1,732,525	2,031,000	85.30%	298,475
ELECTRONIC LIBRARY MATERIALS	193,433	250,000	77.37%	56,567
LIBRARY PROGRAMS	86,688	131,400	65.97%	44,712
TOTAL EXPENSES	\$ 12,667,867	\$ 15,490,200	81.78%	\$ 2,822,333
TRANSFERS OUT	-	1,201,800	0.00%	1,201,800
TOTAL EXPENSES & TRANSFERS OUT	\$ 12,667,867	\$ 16,692,000	75.89%	\$ 4,024,133
Net Excess of Revenues Over/(Under) Expenses	\$ 4,312,291	\$ -		
BEGINNING CASH	5,904,429			
NET FROM ABOVE	4,312,291			
ENDING CASH	\$ 10,216,721			

Number of months cash on hand 7.9

