

MISSION

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Board of Trustees Regular Meeting

January 18, 2022 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://sclld-org.zoom.us/j/88388465377> or via conference call (toll free): 1-877-853-5247 or 1-888-788-0099, then enter ID: 883 8846 5377.

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

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

- I. CALL TO ORDER**
- II. AGENDA APPROVAL [4:00]**
- III. WELCOME INCOMING TRUSTEE JON KLAPP [4:00-4:03]**
- IV. PUBLIC COMMENT**
- V. ACTION ITEMS**
 - A. Approval of December 21, 2021, Regular Meeting Minutes [4:03-4:04]
 - B. Approval of December 2021 Payment Vouchers [4:04-4:06]
 - C. Unfinished Business [4:06-4:15]
 - 1. New Spokane Valley Library Project Update
 - D. New Business [4:15-4:30]
 - 1. Friends of the Library Policy: Reaffirmation Recommendation.
 - 2. Overview - District Staff Profile
- VI. DISCUSSION ITEMS, POSSIBLE ACTION [4:30-4:35]**
 - A. Future Board Meeting Agenda Items
- VII. REPORTS**
 - A. Trustees [4:35-4:40]
 - B. Executive Director [4:40-4:50]
 - Administrative
 - Community Activities
 - C. Operations [4:50-4:55]
 - D. Fiscal [4:55-5:00]
- VIII. ADJOURNMENT**

[Estimated meeting length: One hour, 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.

WELCOME INCOMING TRUSTEE

Background

The Board of Trustees conducted interviews of two applicants at a special meeting on Tuesday, December 7, 2021, and unanimously recommended the appointment of Jon Klapp to fill the vacancy that would be left by Trustee Mark Johnson, who retired on December 31. Mr. Klapp was recommended by Trustees 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. The recommendation of Mr. Klapp was subsequently forwarded to the Board of County Commissioners.

On December 14, 2021, the Board of County Commissioners appointed Mr. Klapp to serve on the SCLD Board of Trustees, effective January 1, 2022, through December 31, 2026.

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

BOARD OF TRUSTEES MEETING MINUTES: DECEMBER 21, 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, December 21, 2021, at 4:00 p.m.

Present: In Person and via Zoom Teleconference

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

Excused: Kristin Thompson - Trustee

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

Guests via Conference Call: Six (6).

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

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

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

Approval of Nov. 16 Regular, and Dec. 7 Special Meeting Minutes (Item IV.A.) Mr. Craig called for corrections to the November 16, regular, and December 7 special meeting minutes. There were no corrections; the minutes stand approved as written.

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

Fund	Voucher/Payroll Numbers	Subtotal	Total
Nov. - L01	59115-59204 and W001008-W001016	\$641,448.97	\$641,448.97
	11102021PR and 11242021PR	\$413,801.33	\$413,801.33
L01		Total	\$1,055,250.30
L02	9607 HFC Services – (Owner’s Representative)	\$3,806.74	\$3,806.74

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

	9608 Integrus Architecture – Pmt. 5 (New SV Library Design)	\$75,863.29	\$75,863.29
L02		Total	\$79,670.03

There was no further discussion.

The motion was approved.

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

NEW SPOKANE VALLEY LIBRARY PROJECT UPDATE. Messrs. Roewe and Knorr provided a revised Source of Funds and Construction Budget for the new Spokane Valley Library, showing an overall increase of just over 1% from the September 2021 estimate, while noting the presence of an 8% inflation contingency in the budget. In response to a question from Ms. Hanson, Mr. Knorr provided examples of amounts in several subcategories that were dialed in to provide a more accurate estimate. In response to a question from Ms. Hanson, Mr. Roewe stated that multiple inquiries about the project have been made by local and regional contractors. In response to a question from Mr. Craig, Mr. Knorr stated that the overall furniture, fixtures, and equipment budget was \$1,000,000, but a specific amount for the children’s area was yet to be determined. Regarding a proposed MOU between the District and city of Spokane Valley, Mr. Roewe stated that District staff are working with both city staff and the District’s legal counsel to finalize the agreement. Mr. Roewe reiterated what items qualify as frontage improvements and joint site amenities as defined in the 2012 interlocal agreement, as amended. Mr. Roewe further stated the permitting process with the city of Spokane Valley was initiated, and the plan to publish the bid in mid-January was still on target. He also provided updated architectural renderings.

There was no further discussion.

**Unfinished Business
New Spokane Valley
Library BLA App
(Item IV.C.2.)**

NEW SPOKANE VALLEY LIBRARY—BOUNDARY LINE ADJUSTMENT APPLICATION: APPROVAL RECOMMENDATION. Ms. Hanson moved and Ms. Clark seconded approval of the boundary line adjustment application, which authorizes staff to sign the application on the District’s behalf. Mr. Roewe provided more information about the boundary line adjustment application and reviewed boundaries of the property parcels. He further noted this as a good step for the District, with zero net change to square footage of the parcels of either party. In response to Ms. Hanson’s query about parking availability, Mr. Roewe said street parking will also be available on Main Avenue and Herald Road, which will help mitigate parking concerns during events at both the library and park.

There was no further discussion.

The motion was approved.

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**Unfinished Business
2021 Budget –
Transfer of Funds
from the General
Fund to the Capital
Projects Fund
(Item IV.C.3.a)**

2021 BUDGET—AUTHORIZING THE TRANSFER OF FUNDS FROM THE GENERAL FUND TO THE CAPITAL PROJECTS FUND (RESOLUTION NO. 21-06). Mr. Johnson moved and Ms. Hanson seconded approval of Resolution No. 21-06, Authorizing the Transfer of Funds from the General Fund to the Capital Projects Fund, be adopted. Mr. Knorr noted the amendment will increase the Capital Projects Fund by \$1,201,800, with General Fund revenues over expenditures sufficient to allow for the originally budgeted transfer amount to occur as planned.

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 RELATING THERETO.

There was no further discussion.

The motion was approved.

**Unfinished Business
2021 Work Plan –
Year in Review
(Item IV.C.4.)**

2021 WORK PLAN – YEAR IN REVIEW. Mr. Roewe reviewed the work plan from 2021, noting projects accomplished as well as those not completed for pandemic-related reasons. The latter were moved to next year’s work plan.

There was no further discussion.

**New Business
2022 Work Plan
(Item IV.D.1.)**

2022 WORK PLAN. Mr. Roewe reviewed the new Spokane Valley Library project and aspects of other projects in support of it. Regarding the category of Updates and Upgrades to improve customer experience, MERV 13 recommendations came about because of the COVID-19 pandemic and successfully resulted in a cleaner, more filtered air quality for disease abatement. Therefore, next year all remaining libraries will be converted to MERV 13 filtration, if possible. Mr. Knorr further said the filters work extremely well on smoky days.

There was no further discussion.

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

PERSONNEL POLICY HR05 LEAVE ADDENDUM. Ms. Hanson moved and Ms. Clark seconded approval of HR05 Leave Addendum, as suggested. Ms. Carnell said the suggestion to extend pandemic-related leave provisions until March 31, 2022, would enable staff to receive vaccinations or boosters and recover from any side effects. In response to Ms. Clark’s query, Ms. Carnell said the revised date bridges the gap between anticipated federal and state mandates until further information becomes available.

There was no further discussion.

The motion was approved.

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**New Business
Code of Conduct
(Item IV.D.3.)**

CODE OF CONDUCT POLICY. Ms. Clark moved and Mr. Johnson seconded approval of the Code of Conduct policy, as suggested. Mr. Stumbough noted this policy was scheduled for its biennial review and the revisions suggested by staff were reviewed by District legal counsel. The most substantive changes included language that addresses behavior-related interactions with customers and the potential for exclusion if the policy is not followed.

There was no further discussion.

The motion was approved.

**New Business
2022 Board Meeting
Schedule and
Locations
(Item IV.D.4.)**

2022 MEETING SCHEDULE AND LOCATIONS FOR 2022 (RESOLUTION NO. 21-07). Ms. Hanson moved and Ms. Clark seconded that Resolution No. 21-07, on the Subject of Providing the Regular Board Meeting Schedule and Locations for 2022, be adopted. Mr. Roewe noted the schedule has an annual pattern, with Argonne Library scheduled for January and other community libraries scheduled on a rotation basis throughout the remainder of the year.

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 RELATING THERETO.

There was no further discussion.

The motion was approved.

**New Business
2022 Board Meeting
Content Review -
Discussion
(Item IV.D.5.)**

2022 BOARD MEETING POLICY REVIEWS, OVERVIEWS, AND SPOTLIGHTS.

Mr. Roewe explained policy reviews and meeting content and pointed out overviews and spotlights were reinstated for 2022, except for fourth quarter meetings. He further said several topics were suggested by Trustees, while others were by staff for educational purposes. In response to Ms. Hanson's suggestion regarding the State of the Buildings report scheduled for September, Mr. Roewe stated that reporting in September would allow more time to complete projects and identify future needs prior to the start of budget discussions in October. Mr. Knorr said the report was originally scheduled to be held two years ago and canceled because of the pandemic. He said many building projects were accomplished over that time and he looked forward to providing the report.

There was no further discussion.

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**New Business
2022 Board Officers
Election
(Item IV.D.6.)**

2022 BOARD OF TRUSTEES OFFICERS' ELECTION. Mr. Johnson nominated Mr. Craig to serve as Chair. Ms. Hanson moved to approve the nomination and Ms. Clark seconded the motion.

In Favor: Mark Johnson, Jessica Hanson, and Ellen Clark.

Abstention: John Craig.

Absent: Kristin Thompson.

The motion was approved.

There was no further discussion.

Mr. Craig nominated Ms. Thompson to serve as vice chair. Ms. Hanson moved to approve the nomination, and Ms. Clark seconded the motion.

In Favor: John Craig, Mark Johnson, Jessica Hanson, and Ellen Clark.

Abstention: None.

Absent: Kristin Thompson.

The motion was approved.

There was no further discussion.

**New Business
Recognition of
Retiring Trustee
Mark Johnson
(Item IV.D.7.)**

RECOGNITION OF RETIRING TRUSTEE MARK JOHNSON (RESOLUTION NO. 21-08). Ms. Clark moved and Ms. Hanson seconded that Resolution No. 21-08, Recognition of Retiring Trustee Mark Johnson, be adopted.

RESOLUTION No. 21-08

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, RECOGNIZING RETIRING TRUSTEE MARK JOHNSON'S SERVICE TO SPOKANE COUNTY LIBRARY DISTRICT AND ITS RESIDENTS.

Mr. Craig read the resolution aloud to Mr. Johnson and those in attendance.

In Favor: John Craig, Jessica Hanson, and Ellen Clark.

Abstention: Mark Johnson.

Absent: Kristin Thompson.

The motion was approved.

There was no further discussion.

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

Mr. Roewe reviewed forthcoming agenda items for the next two months. The next meeting will be held at Argonne Library on January 18. Among other items, the agenda will include updates on the new Spokane Valley Library project, Friends of the Library policy review, and an overview profile of District staff. New Trustee Jon Klapp will also be welcomed to the Board and District.

There was no further discussion.

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

There were no reports or further discussion.

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

The Executive Director's written report for November 2021 provided prior to the meeting included reports from Finance and Facilities, Communication & Development, Collection Services, Human Resources, Operations, and Community Activities. Mr. Roewe expressed thanks to Mr. Johnson for his service to the District, noting he set the stage well for those Trustees to follow him. Mr. Roewe further said Mr. Johnson was a great asset and will be missed. Regarding 2021, Mr. Roewe said much like 2020, the year has been challenging. He expressed thanks to the Leadership Team, staff, and wished everyone happy holidays.

There was no further discussion.

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

Operations Director Doug Stumbough and Library Operations Manager Kristy Bateman provided a written report prior to the meeting for November 2021, with data for customer use measures, programming, and library activities. Mr. Stumbough expressed thanks for the work of staff and Trustees, and said he looked forward to the potential for good things to come in 2022.

There was no further discussion.

**Fiscal Report,
Nov. 2021
(Item VII.D.)**

Revenue and Expenditure Final Statement through November 30, 2021.

<u>Fund 001</u>	
Revenues	\$ 16,980,158
Expenditures	\$ 12,667,867
Ending Fund Balance	\$ 10,216,721
Fund Budget Expended	75.89%

Mr. Knorr expressed thanks to Mr. Johnson as well, noting building of the new Spokane Valley Library will begin next year. Mr. Johnson commented on how much progress the District has made in ten years. Discussion ensued about how to apprise the public about construction progress and to not miss the opportunity to record the initial movement of land.

There was no further discussion.

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**Adjournment
(Item VIII.)**

Chair Craig adjourned the meeting at 4:50 p.m. The next in-person Board Meeting is scheduled for Tuesday, January 18, 2022, at 4:00 p.m., in the public meeting room at Argonne Library.

John Craig, Chair

Patrick Roewe, Secretary to the Board of Trustees

PAYMENT VOUCHER APPROVAL

Pursuant to RCW 42.24.180 and Spokane County Library District Resolution # 94-03, we, the undersigned, do hereby certify that the merchandise and services hereinafter specified have been received as of December 31, 2021, and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$1,372,810.91 for the general fund and \$172,340.23 for the capital projects fund and are authorized to authenticate and certify these claims.

DATE: January 1, 2022

SIGNED: 
 TITLE: Finance Director

SIGNED: 
 TITLE: Executive Director

GENERAL OPERATING FUND

VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
59205	BOWDISH RV STORAGE	ANNUAL STORAGE FOR NEW SPRINTER VEHICLE	1,050.00
59206	ABM INDUSTRIES, INC.	MONTHLY CUSTODIAL SERVICES	16,285.07
59207	AIR COMMANDER TEST & BALANCE, LLC	AIRFLOW TESTING, AR	275.00
59208	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	130.67
59209	CENTURYLINK	MONTHLY ANALOG TELEPHONE LINE: SV ELEVATOR	63.25
59210	CITY OF MEDICAL LAKE	MONTHLY WATER, SEWER, REFUSE - ML	158.11
59211	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CH	58.69
59212	EMPIRE DISPOSAL INC.	MONTHLY SOLID WASTE - FF	43.15
59213	FATBEAM, LLC	MONTHLY INTERNET SERVICE, NET OF ERATE DISC	4,389.22
59214	THE FIG TREE	LIBRARY MATERIALS	150.00
59215	FREE PRESS PUBLISHING, INC	LIBRARY MATERIALS	767.00
59216	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	21.22
59217	INGRAM DISTRIBUTION GROUP, INC	WEEKLY LIBRARY MATERIALS	13,333.26
59218	MONTGOMERY HARDWARE	MAINTENANCE SUPPLIES	182.82
59219	OTIS HARDWARE	MAINTENANCE SUPPLIES	8.54
59220	OVERDRIVE, INC.	WEEKLY LIBRARY MATERIALS	52,266.56
59221	STATE PROTECTION SERVICES INC	MOBILE AFTER HOURS SECURITY: SV, NS	720.00
59222	REBECCA TOLLEY	INCOL WORKSHOP PRESENTER	925.00
59223	UNIQUE MANAGEMENT SERVICES	MONTHLY NOTICE FEES AND MESSAGE BEE SERVICE	1,304.87
59224	VERIZON WIRELESS	MONTHLY CELL & "MI-FI" DEVICE SERVICE	2,715.16
59225	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	758.12
59226	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE	1,260.08
59227	WHITWORTH WATER DISTRICT	MONTHLY WATER - NS	24.31
59228	WITHERSPOON BRAJICICH MCPHEE, PLLC	LEGAL SERVICES, GENERAL COUNSEL	2,385.50
59229	ALLSTREAM	MONTHLY SIP, DID, LONG DIST PHONE SERVICE	440.57
59230	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	801.37
59231	ASAP TRANSLATION SERVICES	LIBRARY PROGRAM INTERPRETING	165.87
59232	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	287.43
59233	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	514.74
59234	VINCENT DAVI	PODCAST CONSULTANT	525.00
59235	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	873.33
59236	EBSCO INDUSTRIES, INC.	LIBRARY MATERIALS - SUBSCRIPTIONS	12.00
59237	EDNETICS	NETWORK PROJECT SERVICES	19,180.97
59238	E-RATE EXPERTISE, INC.	E-RATE CONSULTING SERVICES	262.50
59239	FENCE MENDERS	FENCE REPAIR, NS	179.68
59240	FORT VANCOUVER REGIONAL LIBRARY DISTRICT - ILL	ILL OVERDUE FINE	15.18
59241	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	901.42
59242	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	1,463.98
59243	H&H BUSINESS SYSTEMS, INC.	QTRLY COPIER MAINTENANCE & TONER	338.51
59244	INGRAM DISTRIBUTION GROUP, INC	WEEKLY LIBRARY MATERIALS	11,815.84
59245	INLAND POWER AND LIGHT	MONTHLY ELECTRIC UTILITIES - AH, DP	594.45
59246	JAN WAY COMPANY USA, INC.	PROMOTIONAL ITEMS	2,634.92
59247	KIDS NEWSPAPER	ADVERTISING	800.00

59248	MIDWEST TAPE	WEEKLY LIBRARY MATERIALS	7,748.83
59249	NEW YORK TIMES	LIBRARY MATERIALS	533.00
59250	OPTUM	MONTHLY HSA ACCOUNT FEES	66.00
59251	OVERDRIVE, INC.	WEEKLY LIBRARY MATERIALS	10,518.40
59252	PERRINE PROPERTIES, LLC	MONTHLY PARKING LOT LEASE, SV	300.00
59253	PUBLIC LIBRARIES OF WASHINGTON	ANNUAL DUES	2,322.90
59254	PRISMHR, INC.	MONTHLY SOFTWARE SUPPORT - HR	474.80
59255	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	2,591.65
59256	BPR CUMULUS LLC	MONTHLY LEASE PAYMENT, BOOKEND	3,120.00
59257	SPOKANE COUNTY ENVIRONMENTAL SERVICES	MONTHLY SEWER - AR, NS, SV	439.87
59258	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	221.50
59259	UPS	SHIPPING	55.32
59260	WICK ENTERPRIZES, LLC	ADVERTISING	1,686.12
59261	WASHINGTON LIBRARY ASSOCIATION	ANNUAL DUES	3,417.00
59262	ZOOBEAN, INC.	ONLINE READING CHALLENGE SOFTWARE	4,495.00
59263	DEPT OF LICENSING - WASHINGTON STATE	SALES TAX ON NEW SPRINTER VAN	11,163.32
59264	TECHOPS SPECIALTY VEHICLES LLC	FINAL PAYMENT FOR MOBILE SERVICES TRUCK	150,041.16
59265	ABM INDUSTRIES, INC.	WINDOW WASHING AND HIGH DUSTING	6,393.85
59266	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	1,962.87
59267	AVISTA UTILITIES	MONTHLY UTILITIES	10,730.21
59268	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	122.37
59269	EDNETICS	MONTHLY MANAGED VOICE SERVICES, NOV	2,185.64
59270	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	279.10
59271	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	133.77
59272	INFOUSA MARKETING, INC.	ELECTRONIC LIBRARY SERVICES	8,918.00
59273	INGRAM DISTRIBUTION GROUP, INC	WEEKLY LIBRARY MATERIALS	10,653.31
59274	INLAND POWER AND LIGHT	MONTHLY ELECTRIC UTILITIES - AH, DP	308.36
59275	MIDWEST TAPE	WEEKLY LIBRARY MATERIALS	2,278.72
59276	MODERN ELECTRIC WATER COMPANY	MONTHLY WATER, ELEC. - SV	1,918.42
59277	MW CONSULTING ENGINEERS, PS	ENGINEERING SERVICES, HVAC CONTROLS	1,787.50
59278	NEW YORK TIMES	LIBRARY MATERIALS	533.00
59279	OVERDRIVE, INC.	WEEKLY LIBRARY MATERIALS	141,772.93
59280	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	32.64
59281	SOFTWARE ONE, INC	ANNUAL MOCROSOFT OFFICE 365 LICENSES	22,017.80
59282	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	23.89
59283	SPOKANE SCORE 0180	LIBRARY PROGRAMS	450.00
59284	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	920.10
59285	UPS	SHIPPING	30.39
59286	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	9,205.05
59287	ZIPLY FIBER	MONTHLY PHONE & BROADBAND - FF	124.96
"59288-59304"	***Void Check***	<i>wrong date printed</i>	-
59305	ALLIED FIRE & SECURITY BY VYANET	QUARTERLY ALARM MONITORING	305.89
59306	ASAP TRANSLATION SERVICES	LIBRARY PROGRAM INTERPRETING	96.33
59307	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	649.60
59308	CONSOLIDATED IRRIGATION DIST19	WATER - OT	22.00
59309	CITY OF SPOKANE	MONTHLY WATER & SEWER - MP	318.57
59310	CITY OF CHENEY	MONTHLY WATER, SEWER, ELEC - CH	631.70
59311	CITY OF DEER PARK	MONTHLY WATER & SEWER - DP	78.24
59312	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE	4,155.96
59313	EDNETICS	MONTHLY MANAGED VOICE SERVICES, DEC	2,185.64
59314	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	16,673.26
59315	H&H BUSINESS SYSTEMS, INC.	QTRLY COPIER MAINTENANCE & TONER	1,765.86
59316	NATIONWIDE INSURANCE	EMPLOYEE DEDUCTIONS FOR PET INSURANCE	269.72
59317	OOH MEDIA LLC	MOBILE BILLBOARD RENTAL (GRANT)	2,990.00
59318	OTIS HARDWARE	MAINTENANCE SUPPLIES	54.00
59319	T-MOBILE	MONTHLY "MI-FI" DEVICE CELL SERVICE	629.70
59320	UNIQUE MANAGEMENT SERVICES	MONTHLY NOTICE FEES AND MESSAGE BEE SERVICE	1,357.71
59321	VERIZON WIRELESS	MONTHLY CELL & "MI-FI" DEVICE SERVICE	2,715.52
W000001017	ASSOCIATION OF WASHINGTON CITIES - VIMLY BENEFITS	MONTHLY MEDICAL, DENTAL, VISION & LIFE INS	2,171.86
W000001018	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	68,981.17

W000001019	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	5,118.32
W000001020	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	51.25
W000001021	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	49,780.37
W000001022	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	1,768.50
W000001023	ASSOCIATION OF WASHINGTON CITIES - VIMLY BENEFITS	MONTHLY MEDICAL, DENTAL, VISION & LIFE INS	92,630.90
W000001024	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	67,724.66
W000001025	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	1,768.50
W000001026	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	49,949.47
W000001027	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	5,081.45
W000001028	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	339.47
W000001029	DEPT OF LICENSING - WASHINGTON STATE	EMPLOYEE BACKGROUND/DRIVING RECORD CHECK	13.00
W000001030	DEPT OF LICENSING - WASHINGTON STATE	EMPLOYEE BACKGROUND/DRIVING RECORD CHECK	13.00
Total Non-Payroll General Operating Fund			\$ 943,352.73

PAYROLL VOUCHERS

12102021PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #23	\$ 216,230.95
12232021PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #24	<u>213,227.23</u>
Total Payroll General Operating Fund			\$ 429,458.18
TOTAL GENERAL OPERATING FUND			\$ 1,372,810.91

CAPITAL PROJECTS FUND			
VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
9609-9611	VOID CHECK	<i>wrong format selected</i>	
9612	CITY OF SPOKANE VALLEY	BUILDING PERMIT FOR NEW SV, (partial pmt., approx. 1/3)	\$ 24,208.69
9613	HAMMOND FACILITY CONSULTING SERVICES	OWNERS REP SERVICES: Monthly	3,533.91
9614	INTEGRUS ARCHITECTURE	ARCHITECT FOR NEW SV LIBRARY: Monthly	143,597.63
9615	TESTCOMM, LLC.	LEED CONSULTANT AND COMMISSIONING SERVICES	<u>1,000.00</u>
Total Capital Projects Fund			\$ 172,340.23

**November 2021/December 2021
Paid in December 2021
Voucher # 59287**

Card Category	Amount
General Purchases	\$ 2,788.25
Maintenance	\$ 1,056.56
Travel	\$ 422.53
Acquisitions	\$ 4,534.18
Information Technology	\$ 342.37
Outreach	\$ 61.16
General Fund Purchases	\$ 9,205.05

Top Individual Charges (>\$350)

Amazon	Library Materials	1,084.61
Amazon	Library Materials	874.25
Amazon	Library Materials	724.35
Mailchimp	Monthly Email Service	519.45
Traject	Social Media analysis Software, annual fee	480.00

NEW SPOKANE VALLEY LIBRARY PROJECT UPDATE

Design, permitting process, and bid plan updates

Feedback from both District staff and Owner's Representative Doug Hammond on the permit set of construction documents has been incorporated by the Integrus Architecture team.

Regarding the permit application to the city of Spokane Valley submitted last month, city staff are continuing the review process as of this writing.

The overall process remains on track, with a plan to publish the bid advertisement in the middle of January, with the bid opening planned for the middle of February. Expect a more dialed-in timeline to be shared at the meeting.

Deed restriction update

The District has fulfilled its obligations regarding the deed restriction for the new library. The District's legal counsel completed the recording process for the deed restriction on December 15, 2021. City of Spokane Valley staff have also acknowledged receipt of a copy of the deed restriction.

As previously reported, one of the requirements of the addendum to the September 2012 Interlocal Agreement between the District and the 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.

City of Spokane Valley MOU

Due to the holidays and the related limited availability of the various parties, staff now anticipate that the MOU will be brought to the Board in February 2022.

As previously reported, District staff continue to work in collaboration with District legal counsel and city of Spokane Valley staff on the draft of a memorandum of understanding (MOU) with the City for its \$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.

Library Capital Improvement Program (LCIP) grant update

The District has submitted the final pre-contracting requirement of providing 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. As of this writing, staff are awaiting further communication from the Department of Commerce regarding issuing the District a contract.

Boundary Line Adjustment application update

The Boundary Line Adjustment (BLA) application approved by the Board at the December 2021 meeting was finalized and submitted to the city of Spokane Valley. The District has received confirmation that the application is considered "complete," and is awaiting further information regarding any needed follow-up action and/or approval.

Construction Materials and Testing Services

The District has contracted with Intermountain Materials Testing (IMT) to perform the required special inspections and testing performed throughout the construction project. This testing contractor works directly for the District and performs testing such as concrete sampling and testing, structural steel weld testing, structural masonry testing, and a host of others.

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

FRIENDS OF THE LIBRARY**BACKGROUND**

The Friends of the Library policy recognizes and endorses the Friends of the Library organizations as legally distinct entities that are not part of the Library District but exist to support and promote District programs and services.

Revisions to the policy approved in January 2020 established criteria for Friends of the Library organizations at the individual libraries to sign a Memorandum of Understanding (MOU), register as a charity with the Washington Secretary of State, and if appropriate, secure and maintain a 501(c)(3) with the Internal Revenue Service. The District's legal counsel assisted in drafting both the policy revisions and the MOU.

Staff are not recommending any revisions to the policy as written. As part of the biennial review process for policies, staff recommend policies that are not revised are instead reaffirmed by the Board of Trustees. A reaffirmation date would be added to the policy, as indicated via underline in the following draft.

Communication and Development Director Jane Baker and Executive Director Patrick Roewe will be available to answer any questions on the proposed policy.

Recommended Action: Board motion to reaffirm the Friends of the Library policy.

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: FRIENDS OF THE LIBRARY

APPROVAL DATE: JULY 20, 1988

REVISION DATE: JANUARY 21, 2020

REAFFIRMATION DATE: JANUARY 18, 2022

Purpose: Declares recognition of the Friends of the Library (Friends) as non-profit community organizations that support and promote the individual libraries that make up the Spokane County Library District (District).

Background:

The Friends' mission is to raise funds and public awareness in the community to support library services and programs. As non-profit, volunteer community organizations they are legally distinct entities and not part of the District.

POLICY:

The District Board of Trustees recognizes and endorses the Friends primary purpose to support the District's mission and the programs and services offered at District libraries.

The District will provide official recognition of each individual Friends organization based upon the following criteria:

- 1) Each individual Friends organization enters into and acts in accordance with a Memorandum of Understanding (MOU) with the District.
- 2) Each individual Friends group registers as a nonprofit corporation with the Washington Secretary of State and maintains that status in good standing.

Each individual Friends organization may have tax-exempt status from the Internal Revenue Service (IRS), and if so, maintain that status in good standing. The District assumes no responsibility or liability for the Friends compliance with IRS regulations, or their ability to maintain tax-exempt status.

The purpose and goals of the Friends are to promote interest in the District libraries; support and promote awareness of the District's mission, goals, services, and resources; foster public support for the development of the District and raise funds so it may continue to serve the needs and interests of the communities in the District's service area.

Friends meetings are attended by an assigned District liaison in accordance with the MOU.

The District encourages the Friends to sponsor programs and activities and raise funds for library support. Specific activities, including purchases such as library materials, furniture, and equipment, must have prior approval or be done at the request of the District.

The District will support activities of the Friends in accordance with the MOU between the organizations. District staff members and/or Trustees shall not hold elected offices with the Friends to avoid conflict of interest.

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

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

Overview – District Staff Profile

Human Resources Director Toni Carnell will provide an overview of the District's structure and a profile of staff.

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

FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: FEBRUARY - MARCH 2022***February 15, 2022: North Spokane Library - (4:00 p.m.)***

- 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).
- Facility Use for Political Purposes Policy: Approval Recommendation.
- Public Records Policy: Approval Recommendation.
- Reciprocal Use of Libraries Report for 2021 (Tentative)
- Spotlight – North Spokane Library

Please send requests for agenda additions or changes to the Board Chair or Administrative Assistant no later than Tuesday, Feb. 1, for inclusion in the preliminary agenda to be sent Feb. 2. Meeting packets will be mailed Feb. 9.

March 15, 2022: Airway Heights Library - (4:00 p.m.)

- New Spokane Valley Library: Update
- Financial Management Policy: Approval Recommendation.
- Personnel Policy: Approval Recommendation.
- Overview – Collection Development/Intellectual Freedom

SPECIAL MEETINGS/ACTIVITIES2022

TBD WLA Library Legislative Day, Olympia -- Tentative

Oct 10 All Staff Day, Tentative

EXECUTIVE DIRECTOR'S REPORT DECEMBER 2021

Business Office, Finance and Facilities – Rick Knorr

2021 General Fund

Year 2021 has now come to an end. The reported excess of revenues over expenses (surplus) reported was \$1,834,976. The main reason behind this surplus was the result of the District's limited operations for much of the first half of the fiscal year, as was in 2020. Adding this excess to the District's ending General Fund balance results in an increase to \$7,739,406, or approximately six (6) months of reserves. This level of general fund reserves places the District in a sound financial position for the future.

Total property tax collection ended the year at 102.2% of the total levy, comprised of 99.2% of the current year collected and 3% of the prior year collected. See the table below for the recent year-end collection history. Differences from exactly 100% collected are the result of a combination of appeals and adjustments throughout the year, along with a few delinquencies.

End of Year Tax Collections as Percentage of Total Levy	
2018	99.3%
2019	100.1%
2020	97.2%
2021	102.2%

2021 Capital Projects Fund

The final Capital Project Fund results are also included in the fiscal report. As directed by Resolution No. 21-06 approved at the December meeting, the District completed the transfer of \$1,201,80, from the General Fund to the Capital Projects Fund. The ending Capital Projects Fund balance is \$3,879,165, with approximately half reserved for construction of the new Spokane Valley Library.

2022 Budget

The last and final assessed values from the Spokane County Assessor's Office for the 2022 property tax levy have not yet been communicated but are expected to be certified and provided to the Treasurer's Office prior to the date of this meeting. An update will be provided, if available. There have been no other changes to estimates or newly received information that would prompt a revision to the approved 2022 Budget.

Facilities Report

The District has renewed the HVAC full-service maintenance contract with DIVCO for all District facilities for 2022. Included in this maintenance contract is the provision to convert the remaining libraries to MERV 13 level of filtration.

Human Resources – Toni Carnell

Staff updates:

During December, there was one new hire:

- Public Services Associate

There were no transfers and two promotions (Library Assistant to Mobile Services Associate and Public Services Associate to Operations Specialist). Two employees separated from employment this month, a Library Assistant and Public Services Associate.

Training

- An updated session of Person In Charge (PIC) training was held. This training course is a combination of online work and one in-person session.
- More than a dozen trainings were added or updated in TalentLMS, examples include:
 - Small Libraries Will Save the World
 - Manga and graphic novels in your library
 - Providing Trauma-informed Services in Rural and Small Libraries
 - Why Teams Fail (and how to foster success)

Communication & Development – Jane Baker

Communication

In December, the Communication Team focused on messaging related to the Fill the Bag book sale, the call for submissions to the upcoming art show, and the Winter Reading Challenge. Media inquiries resulted in news stories on KPBX Public Radio about the art show, and the District mention in KXLY's late month story on COVID test availability.

Work continues on the design for the Mobile Services truck wrap and revamping the weekly podcast, which is now recorded in The Studio.

Development

Development continues to wait to hear back regarding approval of the Foundation's federal 501c3 application. Word could come any day as the expected response time is 4 to 6 months and the Foundation's application was submitted in August. In the meantime, Development continues to work on details for the capital campaign, including marketing collateral materials and recruiting steering committee members.

Operations - Doug Stumbough

During the month of December, a total of 60,925 customers visited our libraries in person, up 2,904 (5%) from November, with North Spokane (14,268) and Moran Prairie (13,170) seeing many of the customer visits. The popularity of the \$5 Fill the Bag book sale likely accounted for much of that increase, with several locations experiencing high numbers of interested customers during the first day of the sale.

The total number of physical items borrowed by customers declined (-7.6%), with 76,630 items borrowed in libraries compared to 82,950 in November (-6,320).

Positive Interaction Reports

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

A customer called in to share her praises of our online item renewal system. She said it is "very easy, really slick, no confusion." She said she loves the email reminders as well.

An Airway Heights customer came in to pick up some holds and noticed the P.A.C.E. (Partners Advancing Character Education) display for the month and chose several books from it as well. As she was checking out, she mentioned how great it was that we have such an awesome display every month, that it makes it so easy for her to choose good books for her kids, and that they always enjoy them. She went on to say how excited she was about her holds and expressed gratitude that we have a collections team who will buy such wonderful choices for the collection. She was just so thankful for so many items that she finds great value in!

Finally, a customer at Spokane Valley who had had some previous struggles following our Code of Conduct came to staff and said he wanted to thank us for working with him. He hadn't thought we would be willing to work with him, but that we have been, and he really appreciates it. He said his phone was stolen and our computers are his only way to access his social media right now. Staff told him that we're happy to be able to help him and that as long as people can follow the Code of Conduct, we want to help. He reiterated that we are helping him and he's thankful.

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 December:
 - **Audiobook checkouts** December 1 – December 31:
 - *Harry Potter and the Sorcerer's Stone* by J.K. Rowling (63)
 - *The Last Thing He Told Me: A Novel* by Laura Dave (53)
 - *The Four Winds* by Kristin Hannah (52)
 - **eBook checkouts** December 1 – December 31:
 - *The Judge's List* by John Grisham (79)
 - *The Dark Hours* by Michael Connelly (59)
 - *Better Off Dead* by Lee Child (58)

- **Audiobook holds** as of January 3, 2022:
 - *Apples Never Fall* by Liane Moriarty (66)
 - *Dune* by Frank Herbert (59)
 - *The Eye of the World* by Robert Jordan (56)
- **eBook holds** as of January 3, 2022:
 - *The Judge's List* by John Grisham (80)
 - *Apples Never Fall* by Liane Moriarty (73)
 - *The Lincoln Highway* by Amor Towles (73)
- Popular **Adult Physical Book** titles December:
 - Checkouts:
 - *Mercy* by David Baldacci (44)
 - *The Cold Millions: A Novel* by Jess Walter (36)
 - *The Judge's List* by John Grisham (31)
 - Holds:
 - *The Judge's List* by John Grisham (27)
 - *Fear No Evil* by James Patterson (21)
 - *Mercy* by David Baldacci (20)

Flipster Renewal Submitted

The District renewed its subscription to *Flipster*, a digital magazine service, for the 2022 calendar year. Customers will have access to 100 titles through the *Flipster* platform, which includes content for children, teens, and adults. Six (6) new titles were added in 2022 and seven (7) titles were dropped, including *Shape Magazine* which ceased publication. The new titles are *Advocate*, *American Farmhouse*, *Animal Tales*, *Bloomberg Businessweek*, *Brainspace*, and *Hobby Farms*. In addition to analyzing circulation data for the current year's titles to gauge interest and popularity, customer and staff title suggestions are taken into consideration when Collection Services staff members review the *Flipster* subscription annually in November/December and determine which titles to add and/or drop.

resolved by the Supreme Court before implementing its own employer vaccine and testing mandate. Consequently, the District is not taking any additional action at present until there is more information provided by the state.

Staff continue to monitor the situation, both on federal and state levels, and will provide more information as it becomes available.

Operational disruptions due to the Omicron variant

Staff are preparing contingency plans to temporarily reduce and/or suspend library services if staffing levels are negatively impacted by infections due to the omicron variant. It is not expected that the state will issue any industry-specific guidelines for libraries as it did early in the pandemic, as the focus of statewide mitigation strategies is on vaccination, masking, and testing.

Staff are also evaluating and implementing additional mitigation strategies to help reduce the potential for workplace exposure. The District has adopted and disseminated the Centers for Disease Control's (CDC) recently updated quarantine and isolation guidelines for guidance for those exposed to COVID-19 and those experiencing symptoms.

In addition, all staff have been asked to update their vaccination status via a revised COVID Vaccination Status 2022 survey, to include if you have received your booster dose of the vaccine. Staff are also required to submit proof of vaccination (including any boosters or additional primary shots) to Human Resources.

The District continues to encourage all staff to be vaccinated and/or receive a booster. Following Board approval of the HR05 Leave Addendum extension, employees were informed that those seeking booster shots are also eligible to use paid leave under the HR05 addendum to receive the booster shot and to recover from any side effects. Unvaccinated staff were also reminded that they may use paid leave under the HR05 addendum to receive the vaccine and recover from any side effects.

Customer face covering compliance

Customer non-compliance with the state-issued face covering mandate continues to be a challenge that 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 that 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.

Operations Report December 2021

Doug Stumbough and Kristy Bateman

Service Priority Teams

Business and Career Development (Stacey Goddard)

- Our week-long Small Business Saturday event concluded in December. We had 181 participants pick up the passport activity at participating community libraries (AR, CH, DP, and ML), and 46 completed passports were returned.
- Nine people attended the December SCORE workshop, *SMART Goals for Small Business*. SMART stands for specific, measurable, attainable, realistic, and time-based.
- We received confirmation that Tax-Aide intends to provide in-person volunteer tax help at three of our library locations in 2022—Spokane Valley, Moran Prairie, and Cheney. This service was greatly missed last tax season, so we're glad to have it back on the calendar.

Early Learning (Mary Ellen Braks)

- Collection Development Librarian Sheri Boggs and I filmed *Picture Book Chat*. We had two episodes go up on YouTube.
- Our Storytime numbers remained small this month and ranged from 0-8 per session.
- We finished the final hELLO (Everyday Language and Learning Opportunities) math projects. We sent off the final proofs for the poster and placemat to the printer.

Education and Enrichment (Gwendolyn Haley)

- We finished the year with a week of *Winter Break Camp Read-A-Rama*—19 children participated in a virtual day camp via Zoom, enjoying books and activities.
- Other programs included virtual *Gingerbread Building*, a *Disney Trivia*, and a weekly *Building with Books* program.

Digital Projects and Resources (Carlie Hoffman)

- The team updated training documents for staff.
- The team continues to work on Library of Things software training documentation.

Information Technology (Patrick Hakes)

- Migration to the SirsiDynix ILS Software-as-a-Service platform was completed near the end of the month, with minimal staff and customer interruption.
- IT staff worked on identifying and mitigating possible areas where the Log4j2 vulnerability might affect the District network.

Mobile Services (Amber Williams)

- At the end of the month Tech Ops alerted the District that most of its staff were out with COVID. They won't know the full impact to the timeline of the completion of the truck build until healthy staff start returning. In positive news, Mobile Services staff are appreciating the four-wheel drive option of the new van while driving in snow.

Library Reports

Airway Heights: Autrey Lehman

- Two long-time customers stopped by, gifting us a holiday card, and sharing their appreciation of our library.

- We had many customers express their delight in the book bag sale, and it sounds like many of the books ended up as holiday gifts.

Argonne: Pat Davis

- I attended the Millwood Tree Lighting and Holiday Market. The Friends of Argonne Library sponsored 100 gnome craft kits to be handed out at the Market.
- *Small Business Saturday, Shop Local All Week Long* concluded with a drawing for gift certificates that were purchased by the Friends of Argonne Library. Two business owners shared positive comments about the event and the traffic it generated. Another business owner that wasn't in the passport said she would like to participate next year because so many people stopped by during the event.

BookEnd: Briana Ruffing

- We have added the ability to take cash payments and several customers have commented how nice it is to now have that option to pay fines and buy discarded books without going to another location.
- We had a local artist, Kay West, display some canvas photographs on our art wall. They received many comments and requests to be featured again.

Cheney: Amy Fair

- Our 2021 *Small Business Saturday* event had 43 Cheney participants and ended with four of them receiving a \$50 gift card to a participating business of their choice.
- The granddaughter of two founding members of the Friends of the Cheney Library contacted me saying that they had recently passed away. She was hoping to get pictures of the brick in our donation wall with their names on it, and I was also able to track down and email her copies of original Friends documents from 1988 detailing contributions and activities her grandmother was involved in. She was extremely grateful and said she was glad to hear that her childhood library is still active in the community.

Deer Park: Jennie Anderson

- Friends of the Deer Park Library met to continue their annual holiday tradition of decorating the library.
- Prize Winners from the *Small Business Saturday: Shop Local All Week Long* event were selected for \$50 gift cards of their choice; prizes were supported by the Friends of the Deer Park Library.
- Deer Park also participated in the COVID Kit curbside service; demand at curbside really picked up in December and staff met the need with poise and patience.

Fairfield: Kristy Bateman

- Customers continue to use and appreciate all the resources the library has to offer residents.

Medical Lake: Cecelia McMullen

- *Small Business Saturday* was a family and friends' event with multiple groups enjoying the day together.

Moran Prairie: Caitlin Wheeler

- As the holidays approached, customers flooded our curbside phone line with calls for COVID test kits so that they could safely visit family members.

North Spokane: Brian Vander Veen

- North Spokane had sculpture and mixed media artwork on display from local artist Myrna Spracklen.

Otis Orchards: Briana Ruffing

- The *Fill the Bag Book Sale* was a success with many items flying off the shelves in the first few days. Several teachers came in buying multiple bags to supply their classrooms with some new materials.
- I registered a family with new library cards and the young daughter commented to me, "This is so great, I don't know how I can ever leave this place!"

Spokane Valley: Aileen Luppert

- December saw the return of Gilbert, our holiday gnome. Each day of the month Gilbert hides somewhere in the Children's Area. When a child reports a sighting to staff, they receive a special

sticker and colored pencil. This year Gilbert was a good citizen and always wore his COVID mask in the library.

Security Incident Reports

For December 2021, there were 26 Security Incidence Reports filed. Four less than last month (30) and 22 more than December 2020 (4). Spokane Valley and North Spokane were tied with the most incidents reported (8). The most frequently reported incidents related to General Customer Code of Conduct violations (11).

Public Use Measures

December 2021

Measure	This year	Last year	YTD	Last YTD
	This Month	This Month	This year	Comparison
Cardholders	107,516	107,460		0%
Door count	60,925	11397	551,335	58%
Items Borrowed	173,269	130,921	2,032,520	26%
• Airway Heights	2,193	1,266	23,844	13%
• Argonne	6,762	3,042	76,735	63%
• Cheney	6,198	3,201	72,600	44%
• Deer Park	6,644	3,120	77,543	61%
• Fairfield	469	241	6,584	6%
• Medical Lake	1,392	1,036	20,088	38%
• Moran Prairie	11,476	5,009	114,103	58%
• North Spokane	18,870	10,677	244,935	41%
• Otis Orchards	2,234	1,594	28,811	34%
• Spokane Valley	19,335	9,584	221,356	32%
• The BookEnd	1,057	463	12,561	-1%
• Digital	66,047	68,402	795,809	5%
Programs				
• Number	26	14	353	-61%
• Attendance	763	314	10,718	-43%
Internet Station Use (%)	17.1%		18.3%	
Meeting room bookings	232	0	589	-58%
Digital Resource Use	152,159	108,560	2,163,139	86%

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 Twelve Months Ended December 31, 2021**

	Y-T-D Actual	Annual Budget	Target 100.0% Percent Used	Balance Remaining
REVENUES				
PROPERTY TAXES	\$ 16,191,071	\$ 15,840,000	102.22%	\$ (351,071)
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	68,843	55,000	125.17%	(13,843)
GRANTS & DONATIONS	62,511	50,000	125.02%	(12,511)
E-RATE REIMBURSEMENTS	210,682	211,000	99.85%	318
LEASEHOLD & TIMBER TAX, REBATES, OTH	51,339	21,000	244.47%	(30,339)
INTEREST REVENUES	53,312	62,000	85.99%	8,688
TOTAL REVENUES	\$ 17,090,144	\$ 16,692,000	102.39%	\$ (398,144)
TRANSFERS IN	-	-	0.00%	-
TOTAL REVENUES & TRANSFERS IN	\$ 17,090,144	\$ 16,692,000	102.39%	\$ (398,144)
EXPENSES				
SALARIES	\$ 6,771,271	\$ 7,110,400	95.23%	\$ 339,129
FRINGE BENEFITS	2,338,364	2,451,700	95.38%	113,336
SUPPLIES	136,066	197,700	68.82%	61,634
UTILITIES	500,429	493,500	101.40%	(6,929)
SERVICES	1,154,014	1,439,500	80.17%	285,486
INSURANCE	63,989	65,000	98.44%	1,011
CAPITAL EQUIPMENT	796,514	1,320,000	60.34%	523,486
LIBRARY MATERIALS	1,993,547	2,031,000	98.16%	37,453
ELECTRONIC LIBRARY MATERIALS	202,351	250,000	80.94%	47,649
LIBRARY PROGRAMS	96,824	131,400	73.69%	34,576
TOTAL EXPENSES	\$ 14,053,368	\$ 15,490,200	90.72%	\$ 1,436,832
TRANSFERS OUT	1,201,800	1,201,800	100.00%	-
TOTAL EXPENSES & TRANSFERS OUT	\$ 15,255,168	\$ 16,692,000	91.39%	\$ 1,436,832
Net Excess of Revenues Over/(Under) Expenses	\$ 1,834,976	\$ -		
BEGINNING CASH	5,904,429			
NET FROM ABOVE	1,834,976			
ENDING CASH	\$ 7,739,406			

Number of months cash on hand 6.0

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

	Y-T-D Actual	Annual Budget
REVENUES		
Interest Earnings	30,647	29,850
TOTAL REVENUES	30,647	29,850
Transfers In	1,201,800	1,201,800
TOTAL REVENUES & TRANSFERS IN	1,232,447	1,231,650
 EXPENSES		
Architect Fees	567,220	
Owners Rep, Permits and Other	69,410	
TOTAL EXPENSES	636,630	1,096,000
 NET EXCESS OF REVENUES OVER (UNDER) EXPENSES	595,817	135,650
BEGINNING CASH	3,283,348	
NET FROM ABOVE	595,817	
ENDING CASH	3,879,165	



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

	12/31/2020	3/31/2021	6/30/2021	9/30/2021	12/31/2021
REVENUES					
PROPERTY TAXES	5,881,510	1,177,649	8,068,748	628,717	6,315,957
CONTRACT CITIES - AIRWAY HEIGHTS	84,781	88,106	88,106	88,106	88,106
CONTRACT CITIES - SPOKANE	50,854	-	49,981	-	49,981
FINES & FEES	4,845	6,041	15,140	20,407	27,254
GRANTS & DONATIONS	1,504	24,648	14,817	5,469	17,577
E-RATE REIMBURSEMENTS	61,004	67,235	55,663	52,671	35,114
MISC TAX COLLECTIONS & OTHER	10,936	15,865	6,692	17,248	11,534
INTEREST REVENUES	21,571	14,593	12,606	14,316	11,796
TOTAL REVENUES	6,117,006	1,394,137	8,311,753	826,935	6,557,319
EXPENSES					
SALARIES	1,670,129	1,663,721	1,689,633	1,695,305	1,722,612
FRINGE BENEFITS	587,422	614,731	605,285	564,007	554,341
SUPPLIES	42,706	35,755	17,097	44,395	38,819
UTILITIES	133,029	146,905	118,774	124,563	110,187
SERVICES	253,187	420,530	233,682	255,453	244,348
INSURANCE	-	63,451	175	-	363
CAPITAL PROJECTS AND EQUIPMENT	142,746	126,133	325,747	109,350	235,283
LIBRARY MATERIALS	682,299	451,685	515,504	414,076	612,282
ELECTRONIC LIBRARY MATERIALS	36,273	47,178	76,677	32,552	45,943
LIBRARY PROGRAMS	5,831	35,596	17,256	25,570	18,401
TOTAL EXPENSES (before transfers)	3,553,624	3,605,686	3,599,831	3,265,271	3,582,579
Fringe Benefits as % of Total Compensation	26.0%	27.0%	26.4%	25.0%	24.3%
Fringe Benefits as % of Salaries	35.2%	36.9%	35.8%	33.3%	32.2%