

MISSION

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Board of Trustees Regular Meeting

February 15, 2022 4:00 p.m. North Spokane Library

AGENDA

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

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

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

I. CALL TO ORDER

II. AGENDA APPROVAL [4:00]

III. PUBLIC COMMENT

IV. ACTION ITEMS

- A. Approval of January 18, 2022, Regular Meeting Minutes [4:03-4:04]
- B. Approval of January 2022 Payment Vouchers [4:04-4:06]
- C. Unfinished Business [4:06-4:15]
 - 1. New Spokane Valley Library Project Update
- D. New Business [4:15-5:00]
 - 1. Memorandum of Understanding Between Spokane County Library District and the Library Foundation of Spokane County Regarding a Capital Campaign for the New Spokane Valley Library: Approval Recommendation.
 - 2. Naming Rights Agreement for The Studio: Approval Recommendation.
 - 3. Facility Use for Political Purposes Policy: Approval Recommendation.
 - 4. Public Records Policy: Approval Recommendation.
 - 5. Reciprocal Use of Libraries Report for 2021
 - 6. Spotlight – North Spokane Library

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

- A. Future Board Meeting Agenda Items

VI. REPORTS

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

VII. ADJOURNMENT

[Estimated meeting length: One hour and 30 minutes, plus public comment.]

SPOKANE COUNTY LIBRARY DISTRICT

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.

02/15/2022

BOARD OF TRUSTEES MEETING MINUTES: JANUARY 18, 2022

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, January 18, 2022, at 4:00 p.m.

Present: In Person and via Zoom Teleconference

John Craig - Chair
Kristin Thompson - Vice Chair (via teleconference)
Jessica Hanson - Trustee (via teleconference)
Jon Klapp - Trustee
Patrick Roewe - Executive Director and Secretary

Excused: Ellen Clark - 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: Four (4).

Call to Order (Item I.) Chair John Craig called the meeting to order at 4:04 p.m., and welcomed everyone in attendance.

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

Welcome New Trustee (Item III.) New Trustee Jon Klapp was welcomed to the Board of Trustees and Library District. Mr. Klapp was appointed by the Board of County Commissioners on December 14, 2021.

Public Comment (Item IV.) Mr. Roewe read aloud for the record one public comment received via email prior to the noon deadline today. It was submitted by Wyatt Boies, a Spokane resident, who inquired about property owned by the District at 1414 E. Hastings Rd., in which he had interest. Mr. Roewe further said Mr. Boies had sent several email inquiries to the Trustees, and one directed to Board Chair John Craig, as well as a letter of inquiry to Mr. Roewe. Mr. Roewe said he had already provided a response, which stated the property in question is part of the District's long-term facilities plan and will be the location of a new library at some point in the future. Consequently, the District is not interested in selling the property for the foreseeable future.

There was no further public comment.

Approval of Dec. 16 Regular Meeting Minutes (Item V.A.) Mr. Craig called for corrections to the December 21, 2021, regular meeting minutes. There were no corrections; the minutes stand approved as written.

Approval of Dec. 2021, Payment Vouchers (Item V.B.) Ms. Hanson moved and Ms. Thompson seconded approval of the December 2021 bill payment vouchers as follows.

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

Fund	Voucher/Payroll Numbers	Subtotal	Total
Dec. - L01	59205-59321 and W001017-W001030	\$943,352.73	\$943,352.73
	12102021PR and 12232021PR	\$429,458.18	\$429,458.18
L01		Total	\$1,372,810.91
L02	9609-9611 Void Check (wrong format selected)	\$0.0	\$0.0
	9612 City of Spokane Valley – 1/3 payment for Building permit for new SV Library	\$24,208.69	\$24,208.69
	9613 HFC Services – (Owner’s Representative)	\$3,533.91	\$3,533.91
	9614 Integrus Architecture – Pmt. 6 (New SV Library Design)	\$143,597.63	\$143,597.63
	9615 TestComm, LLC. LEED Consultant and Commissioning Services	\$1,000.00	\$1,000.00
L02		Total	\$172,340.23

In response to Ms. Hanson’s query, Mr. Stumbough said Unique Management Services, Inc., provides services to help the District connect with its customers about library holds, fines, and materials recovery.

There was no further discussion.

The motion was approved.

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

NEW SPOKANE VALLEY LIBRARY PROJECT UPDATE. Mr. Roewe provided an update on the new Spokane Valley Library project, noting a request for bids will be published January 20 and 27 in The Spokesman-Review. Staff anticipates bringing a construction contract for Board approval to the meeting on March 15. Ground breaking is also anticipated for March, with construction to begin April 1 or sooner. In response to Trustee requests, Mr. Roewe will provide pre-bid meeting dates via email. In response to Ms. Hanson’s query, Mr. Roewe said the Little Free Library located at the new library site was sponsored by the Friends of Spokane Valley Library to help spark interest in the project. Mr. Roewe further reported the status of the deed restriction, which was recorded before the deadline of December 31, 2021; the memorandum of understanding with the city of Spokane Valley, as defined by the 2012 interlocal agreement, as amended; the LCIP grant pre-contracting insurance requirement; boundary line adjustment application, for which confirmation of receipt was received from

Meeting Minutes - Board of Trustees

January 18, 2022

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

city of Spokane Valley, and information about Intermountain Materials Testing, which was contracted by the District to perform required inspections and a host of materials testing throughout the construction project.

There was no further discussion.

New Business Friends of the Library Policy (Item V.D.1.)

FRIENDS OF THE LIBRARY POLICY. Ms. Hanson moved and Mr. Klapp seconded reaffirmation of the Friends of the Library policy, as suggested. Mr. Roewe said there were no recommended changes for this biennial policy review, noting Friends' activities have been restricted because of the pandemic. Currently, there are eight active Friends groups, with three not as active. Staff is working toward Friends' memorandum of understanding signings, with anticipation to complete by March. Ms. Baker provided confirmation and had nothing further to add. In response to Mr. Klapp's query about Friends' meetings attended by District staff, Mr. Roewe said meetings are typically attended by library supervisors in their role as liaisons for the District.

There was no further discussion.

The motion was approved.

New Business Overview – District Staff Profile (Item V.D.2.)

DISTRICT STAFF PROFILE OVERVIEW. Human Resources Director Toni Carnell provided an overview of District staff via PowerPoint. The presentation included structure of the District and its five divisions, number of staff and job titles for each division, and how the latter fit within the designated salary bands. Ms. Carnell also reviewed percentages of positions vacated in 2021 and reasons for leaving the District, noting separation from the District is at its lowest since 2011, at 8.31 percent. In comparison, internal movement, or churn, is at its highest rate at more than 17 percent. Average years of service is 11.11 years, which exceeds the average number of service years for a government employee by three years. Discussion ensued regarding academic and work backgrounds of staff and how those might align with those of customers served by District staff.

There was no further discussion.

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

Mr. Craig reviewed forthcoming agenda items for the next two months. The next meeting will be held at North Spokane Library on February 15. Among other items, the agenda will include updates on the new Spokane Valley Library project, review of the Facility Use for Political Purposes and Public Records policies, a 2021 Reciprocal Use of Libraries report, and spotlight on North Spokane Library. Mr. Roewe further reported WLA Library Legislative Day moved to a virtual format and will now be held over the week of January 24-28, to include presentations and an opportunity to interface with legislators. Mr. Roewe welcomed Trustees, if interested, to attend on behalf of the District. He further reported a first naming rights contract for The Studio will be brought forward for approval at the next meeting. He and Ms. Baker further said STCU will provide a donation to have naming rights for The Studio for 15 years. There was no further discussion.

**Trustee Reports,
(Item VII.A.)**

In lieu of reports, Ms. Thompson announced she will be unable to attend the March 15 regular meeting at Airway Heights Library.

There was no further discussion.

**Executive Director
Report, Dec. 2021
(Item VII.B.)**

The Executive Director's written report for December 2021 provided prior to the meeting included reports from Finance and Facilities, Communication & Development, Collection Services, Human Resources, Operations, and Community Activities. Mr. Roewe welcomed Trustee Jon Klapp to the District and said he looks forward to working with him. Mr. Roewe further reported it was necessary for the District to close a library for insufficient staffing because of the omicron variant and reduce open hours for all libraries through at least Saturday, February 5, for the same reason. Reduced hours enable staff to adapt to changes, while continuing to provide service to the community. Additional service reductions such as offering curbside only or other closures are possible. CDC recommended masks were ordered for staff and were expected to arrive in the next couple of weeks. Discussion ensued among Trustees and staff about the vaccination status of staff. Mr. Roewe said the staff survey was reissued and most staff are fully vaxxed and boosted, although fifty are yet to respond. He also confirmed the District utilizes the survey results for contact tracing. In response to Ms. Hanson's query, Mr. Roewe said the District encourages vaccination, but it is not required at this time.

There was no further discussion.

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

Operations Director Doug Stumbough and Library Operations Manager Kristy Bateman provided a written report prior to the meeting for December 2021, with data for customer use measures, programming, and library activities. Mr. Stumbough had nothing further to add.

There was no further discussion.

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

Revenue and Expenditure Final Statement through December 31, 2021.

<u>Fund 001</u>	
Revenues	\$ 17,090,144
Expenditures	\$ 15,255,168
Ending Fund Balance	\$ 7,739,406
Fund Budget Expended	91.39%

Mr. Knorr reiterated the District ended 2021 with six months cash on hand and is in good financial shape to build a new Spokane Valley Library in 2022. In response to Ms. Thompson's query about the location of and potential tour of the new Mobile Services van, Mr. Roewe said when not in use the van is stored at a secured parking facility. He will check to see if its schedule could accommodate a visit to North Spokane Library next month. Regarding status of the new Mobile Services truck, Mr. Stumbough said the truck is currently in Maryland and about six weeks from completion. In response to Mr. Craig's query, Mr. Knorr said payment for the truck will be sent upon approval by our consultant, following review of the finishing work

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

done by TechOps Specialty Vehicles.
There was no further discussion.

**Adjournment
(Item VIII.)**

Chair Craig adjourned the meeting at 4:46 p.m. The next in-person Board Meeting is scheduled for Tuesday, February 15, 2022, at 4:00 p.m., in the public meeting room at North Spokane 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 January 31, 2022, and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$1,319,827.50 for the general fund and \$60,561.54 for the capital projects fund and are authorized to authenticate and certify these claims.

DATE: February 1, 2022

SIGNED: 
TITLE: Finance Director

SIGNED: 
TITLE: Executive Director

GENERAL OPERATING FUND			
VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
59322	ALLIED FIRE & SECURITY BY VYANET	QUARTERLY ALARM MONITORING	2,413.77
59323	ALLSTREAM	MONTHLY SIP, DID, LONG DIST PHONE SERVICE	444.13
59324	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	895.76
59325	ASSOCIATION OF WASHINGTON CITIES - VIMLY BENEFITS	ANNUAL BENEFIT PLAN ADMINISTRATIVE FEE, 2022	7,841.36
59326	BATTERIES PLUS BULBS	MAINTENANCE SUPPLIES	147.28
59327	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	1,407.30
59328	CENTURYLINK	MONTHLY ANALOG TELEPHONE LINE: SV ELEVATOR	62.73
59329	CITY OF CERRITOS	ILL LOST / DAMAGED FEE	12.99
59330	US POSTAL SERVICE	POSTAGE FOR POSTAGE MACHINE	10,000.00
59331	CITY OF MEDICAL LAKE	MONTHLY WATER, SEWER, REFUSE - ML	159.39
59332	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CH	41.28
59333	DEARREADER.com LLC	ELECTRONIC LIBRARY SERVICES	4,855.00
59334	DELL MARKETING L.P.%DELL USA LP	PRINTER SUPPLIES/IT EQUIPMENT	16,378.96
59335	DIVCO INCORPORATED	QTRLY BUILDING MAINT CONTRACT - HVAC	13,409.39
59336	EBSCO INDUSTRIES, INC.	LIBRARY MATERIALS - SUBSCRIPTIONS	32,030.48
59337	EDNETICS	NETWORK PROJECT SERVICES	2,178.83
59338	FATBEAM, LLC	MONTHLY INTERNET SERVICE, NET OF ERATE DISC	4,389.22
59339	THE FIG TREE	LIBRARY MATERIALS	150.00
59340	ROSE GAGNON	REFUND OF LOST ITEM FEE	111.00
59341	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	27,643.23
59342	RICK GILL	REFUND OF LOST PAID FEE	28.00
59343	HAMMOND FACILITY CONSULTING	OWNERS REP SERVICES, SECURITY UPGRADE PROJECT	799.82
59344	INGRAM DISTRIBUTION GROUP, INC	WEEKLY LIBRARY MATERIALS	16,839.40
59345	INLAND POWER AND LIGHT	MONTHLY ELECTRIC UTILITIES - AH, DP	606.32
59346	LIBRARY IDEAS LLC	ONLINE BOOK CLUB SOFTWARE LICENSE	16,575.00
59347	MIDWEST TAPE	WEEKLY LIBRARY MATERIALS	91,297.62
59348	MOBIUS SCIENCE CENTER	LIBRARY PROGRAMS	1,925.00
59349	LINDA MOODY	REFUND OF LOST ITEM FEE	18.00
59350	NORTHWEST MUSEUM OF ARTS AND CULTURE	LIBRARY PROGRAMS - MUSEUM PASSES	5,000.00
59351	OCLC, INC.	SEMI-ANNUAL CATALOGING & ILL SUBSCRIPTION	22,896.07
59352	OVERDRIVE, INC.	WEEKLY LIBRARY MATERIALS	52,831.58
59353	PEER 2 PEER UNIVERSITY (P2PU)	LIBRARY PROGRAM ANNUAL SUBSCRIPTION	5,000.00
59354	PHILADELPHIA INSURANCE CO	ANNUAL D&O / EPL INSURANCE PREMIUM	9,307.00
59355	THE SPOKESMAN- REVIEW	LIBRARY MATERIALS	416.00
59356	SPOKANE COUNTY ENVIRONMENTAL SERVICES	MONTHLY SEWER - AR, NS, SV	439.87
59357	SPOKANE SYMPHONY	LIBRARY PROGRAMS - SYMPHONY PASSES	1,900.80
59358	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	903.99
59359	STATE PROTECTION SERVICES INC	MOBILE AFTER HOURS SECURITY: SV, NS	794.00
59360	TOWN OF FAIRFIELD	BI-MONTHLY WATER, SEWER - FF	209.80
59361	WHITWORTH WATER DISTRICT	MONTHLY WATER - NS	24.31
59362	WICK ENTERPRIZES, LLC	ADVERTISING	906.12
59363	WITHERSPOON BRAJCICH MCPHEE, PLLC	LEGAL SERVICES, GENERAL COUNSEL	843.40
59364	APS, INC.	POSTAGE METER SUPPLIES	381.16
59365	VINCENT DAVI	PODCAST CONSULTANT	420.00
59366	LAURA DAY	REFUND OF LOST PAID ITEM	7.60
59367	DELL MARKETING L.P.%DELL USA LP	PRINTER SUPPLIES/IT EQUIPMENT	4,163.25
59368	EDNETICS	NET APP APPLIANCE ANNUAL SUPPORT	5,377.91
59369	EMPIRE DISPOSAL INC.	MONTHLY SOLID WASTE - FF	43.15
59370	E-RATE EXPERTISE, INC.	E-RATE CONSULTING SERVICES	1,162.50
59371	CLARA FOLEY	REFUND OF LOST ITEM FEE	53.00
59372	INLAND POWER AND LIGHT	MONTHLY ELECTRIC UTILITIES - AH, DP	330.62
59373	KIDS NEWSPAPER	ADVERTISING	800.00

59374	MW CONSULTING ENGINEERS, PS	ENGINEERING SERVICES, HVAC CONTROLS PROJECT	2,940.00
59375	OPTUM	MONTHLY HSA ACCOUNT FEES	60.00
59376	PHILADELPHIA INSURANCE CO	CYBER INSURANCE PREMIUM, JAN/FEB 2022	1,147.00
59377	PRISMHR, INC.	MONTHLY SOFTWARE SUPPORT - HR	474.80
59378	SOFTWARE ONE, INC	CREATIVE CLOUD (ADOBE) SUBSCRIPTION, 11 USERS	3,887.74
59379	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	159.96
59380	UPS	SHIPPING	45.97
59381	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	8,601.23
59382	VERNON LIBRARY SUPPLIES, INC.	OFFICE/LIBRARY SUPPLIES	522.26
59383	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	1,316.69
59384	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE	1,265.28
59385	ZIPLY FIBER	MONTHLY PHONE & BROADBAND - FF	124.06
59386	PERRINE PROPERTIES, LLC	MONTHLY PARKING LOT LEASE, SV	300.00
59387	BPR CUMULUS LLC	MONTHLY LEASE PAYMENT, BOOKEND	3,120.00
59388	ABM INDUSTRIES, INC.	MONTHLY CUSTODIAL SERVICES	23,131.72
59389	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	809.28
59390	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	949.44
59391	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	514.74
59392	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	334.44
59393	EMPLOYMENT SECURITY DEPARTMENT	QUARTERLY UNEMPLOYMENT CLAIMS	3,404.00
59394	FATBEAM, LLC	MONTHLY INTERNET SERVICE, NET OF ERATE DISC	4,389.22
59395	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	276.65
59396	GREATER SPOKANE VALLEY CHAMBER	ANNUAL MEMBERSHIP DUES	499.00
59397	GREAT AMERICAN INSURANCE CO.	PROPERTY, CASUALTY, AUTO, LIABILITY INSURANCE	14,873.00
59398	INGRAM DISTRIBUTION GROUP, INC	WEEKLY LIBRARY MATERIALS	13,878.35
59399	K9 PEST DETECTIVES LLC	QUARTERLY SPRAY SERVICE, Q1,Q2,Q3,Q4 FOR 2021	17,408.24
59400	MIDWEST TAPE	WEEKLY LIBRARY MATERIALS	3,632.37
59401	MODERN ELECTRIC WATER COMPANY	MONTHLY WATER, ELEC. - SV	2,073.20
59402	OVERDRIVE, INC.	WEEKLY LIBRARY MATERIALS	41,732.66
59403	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	886.20
59404	SAGE SOFTWARE, INC	ANNUAL ACCOUNTING SOFTWARE SUPPORT	7,875.81
59405	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	23.89
59406	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	223.19
59407	T-MOBILE	MONTHLY "MI-FI" DEVICE CELL SERVICE	927.30
59408	UPS	SHIPPING	85.01
W000001031	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	69,373.44
W000001032	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,545.34
W000001033	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	1,768.50
W000001034	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	50,650.49
W000001035	STATE OF WASHINGTON	QUARTERLY EXCISE TAX RETURN, Q4	3,103.87
W000001037	ASSOCIATION OF WASHINGTON CITIES - VIMLY BENI	MONTHLY MEDICAL, DENTAL, VISION & LIFE INS	99,848.15
W000001038	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	66,779.65
W000001039	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,418.10
W000001040	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	1,824.75
W000001041	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	51,114.07
Total Non-Payroll General Operating Fund			\$ 882,192.45
PAYROLL VOUCHERS			
011022 PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #1	\$ 221,697.38
012522 PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #2	<u>215,937.67</u>
Total Payroll General Operating Fund			\$ 437,635.05
TOTAL GENERAL OPERATING FUND			\$ 1,319,827.50

CAPITAL PROJECTS FUND			
VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
9617	CITY OF SPOKANE VALLEY	BOUNDARY LINE ADJUSTMENT APPLICATION FEE	260.00
9618	HAMMOND FACILITY CONSULTING SERVICES	OWNERS REP SERVICES: Monthly	5,444.44
9619	HORROCKS ENGINEERS, INC	CIVIL ENGINEERS FOR BOUNDARY LINE ADJ	1,280.00
9620	INTEGRUS ARCHITECTURE	ARCHITECT FOR NEW SV LIBRARY: Monthly	53,367.60
9621	CITY OF SPOKANE VALLEY	BOUNDARY LINE ADJUSTMENT RECORDING FEE	<u>209.50</u>
Total Capital Projects Fund			\$ 60,561.54

**December 2021/January 2022
Paid in January 2022
Voucher # 59381**

Card Category	Amount
General Purchases	\$ 6,120.56
Maintenance	\$ 934.30
Travel	\$ 53.56
Acquisitions	\$ 1,389.83
Information Technology	\$ -
Outreach	\$ 102.98
General Fund Purchases	<u><u>\$ 8,601.23</u></u>

Top Individual Charges (>\$350)

CO-Schedule	Marketing Calendar Software, 6 users (annual)	2,088.00
Classic Inc	Glow Wrist Coil Keychains, 3000	1,170.00
Amazon	Library Materials	512.33
Amazon	Library Materials	508.72
Mailchimp	Monthly Email Service	519.45
Spiceworks	Helpdesk Management Software, annual	495.00
Label City	CD/DVD Inner Core Labels, 50 rolls	434.90

NEW SPOKANE VALLEY LIBRARY PROJECT UPDATE

Request for Bid update

The District published its Request for Bid of the Spokane Valley Library Project on January 20, 2022, which included a notice published in The Spokesman-Review.

The first addendum to the contract documents for the project was published on February 2, 2022.

The closing date for bid proposals is February 17, 2022, with the public bid opening slated to occur on that same day.

Building permit process update

The construction permit process via the City of Spokane Valley (CoSV) is nearing completion. COSV essentially has three departments that review and “approve” a project: Building, Engineering, and Fire. The District, via Integrus and the design team, has now responded to all items noted by Building and Fire. The remaining item from Engineering are the pre-construction meeting requirements which cannot take place until after the bid process and selection of a general contractor is completed.

City of Spokane Valley MOU

Discussions have continued regarding the memorandum of understanding (MOU), and it was mutually agreed to wait until the above-mentioned bids have been opened before finalizing the MOU. This will provide a more concrete sense of the associated costs for the frontage and/or joint site development elements of the project, which will aid in drafting the MOU. District staff are appreciative of both the progress made on the MOU thus far and the collaboration with the City of Spokane Valley staff in that effort.

As previously reported, District staff are collaborating with District legal counsel and City of Spokane Valley staff on the draft MOU 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.

Library Capital Improvement Program (LCIP) grant update

After consulting further with the Washington State Department of Commerce, the District learned it had to secure a fidelity insurance policy for the full amount of the grant: \$2,000,000. As of this

writing, the District has secured the policy and is awaiting final documentation from the provider, which will include insurance coverage naming Washington State Department of Commerce as an additional insured certificate holder, that will be maintained in full force and effect during the term of the contract. This is the final pre-contracting requirement. Once the documentation is received and submitted to the Department of Commerce, the process for issuing the District a grant contract can proceed.

Boundary Line Adjustment application update

The Boundary Line Adjustment (BLA) application approved by the Board at the December 21, 2021, meeting was finalized and submitted to the City of Spokane Valley on January 4, 2022. The District received word that the application was approved and subsequently recorded on February 3, 2022.

Special inspections and testing contracts

Special inspections and testing of portions of work are required by the International Building Code. The Inspections must not be performed by the contractor or designer, and need to be undertaken by third parties hired by the District as owner. The District has contracted with GeoEngineers, Inc., and Intermountain Materials Testing to perform these inspections (such as soils compaction and concrete testing, respectively).

The District has also hired TestComm, LLC., to perform other building environment commissioning services, which also involves other sorts of inspections, including the Washington State Energy Code and LEED requirements. They will test and then commission the entire installed mechanical systems, and perform other validations, such as air barrier testing of the completed building envelope.

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

MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN SPOKANE COUNTY LIBRARY DISTRICT AND THE LIBRARY FOUNDATION OF SPOKANE COUNTY**Background**

The Memorandum of Understanding between Spokane County Library District (District) and the Library Foundation of Spokane (Foundation) is an agreement on the terms in which finances of the Spokane Valley Capital Campaign are collected and held by the Foundation and transferred to the District.

The Foundation agrees to collect and keep separate account for funds donated and designated to the Capital Campaign.

Funds will be transferred to the District on an annual basis each year in which pledges are received for the Campaign during the effective dates of the MOU.

The District will also keep Campaign funds separate and include any Campaign donations made directly to the District in the Foundation's Campaign goal. Professional staff and services will be provided for logistical support and campaign materials.

The Memorandum of Understanding has been reviewed by the District's legal counsel.

Communication & Development Director Jane Baker will be available to answer any questions.

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

Memorandum of Understanding between Spokane County Library District and the Library Foundation of Spokane County

The following will constitute a memorandum of understanding (MOU) entered by and between the Spokane County Library District (District) and the Library Foundation of Spokane County (Foundation).

The District is an eleven-library system providing library services to residents of unincorporated Spokane County and affiliated cities. The District's Board of Trustees is authorized to accept gifts of money or property for the District's purposes.

The Library Foundation of Spokane County is a nonprofit, volunteer organization that raises, manages, and allocates funds to support the mission of Spokane County Library District. The Foundation and the District entered into an Agreement Between Library Foundation of Spokane County and the Spokane County Library District recognizing the Foundation, and authorizing it to act, as a tax-exempt non-profit corporation organized and operated exclusively to receive and administer property, donations, grants, gifts, bequests, and other contributions for the benefit of the District and to make contributions, grants, gifts, bequests, trusts, and property to the District (Primary Agreement). This MOU supplements but does not supersede the Primary Agreement.

A. PURPOSE

This MOU is a voluntary agreement on the terms in which the Foundation will conduct a Spokane Valley Capital Campaign (Campaign) to raise funds to assist in the District's construction of a new Spokane Valley Library.

B. ROLES AND RESPONSIBILITIES

The Foundation agrees to:

1. Encourage continuous and special philanthropic support, benefactions, and relationship for the benefit of the Campaign.
2. Comply with the Primary Agreement and applicable District policies.
3. Accept, hold, administer, and disperse such funds and properties in accordance with its purpose.
4. Be responsible for and account for, in its own records, all donations and instruments deemed gifts where the donor names the Foundation as the recipient.
5. Keep separate accounting line for funds donated to the Spokane Valley Capital Campaign.
6. Invoice, collect, and keep accounting for all Campaign pledges.
7. Transfer 100% of funds designated for the Campaign to the District.
8. Complete an annual transfer of Campaign donations to the District on or before December 1 for each Campaign pledge year, which is defined as a rolling year from December 1 to November 30, in which pledges were received during the term of this MOU.
9. Maintain its stated purposes of existence as set forth herein during the lifetime of the memorandum of understanding.
10. To the extent permitted by law, defend, indemnify, and hold the District and its directors, officers, agents, representatives, and employees harmless from all claims, losses, and

liabilities (including reasonable attorneys' fees) to the extent caused by the Foundation's breach of this MOU; its failure to discharge its duties and responsibilities set forth herein; or the negligence, gross negligence, or willful misconduct of the Foundation's volunteers, officers, employees, or authorized agents in the discharge of those duties and responsibilities.

The District agrees to:

1. Keep separate accounting line for funds donated directly to the District for the Spokane Valley Capital Campaign, notify the Foundation of the donations, and include the balance in the Foundation's Campaign goal.
2. Provide professional staff and services to the Foundation to provide logistical support to the Foundation for the Campaign in accordance with the Agreement between the Foundation and the District. This support includes, but is not limited to, budget for campaign materials and staff support for building and maintaining a campaign web presence on the Foundation's website.

C. ANNUAL EVALUATION AND REVIEW

The District and the Foundation agree this MOU will be reviewed on a yearly basis upon the Foundation's annual transfer of Campaign donations to the District, no later than December 1 each year.

D. TERM OF MEMORANDUM OF UNDERSTANDING

This MOU shall be in effect beginning on the date of the last signature below and ending on December 31, 2026.

E. MODIFICATION

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

F. TERMINATION

Either party may terminate this MOU, without cause, upon one hundred, eighty (180) days written notice to the other party. If the financial goal is fulfilled before the end date, a mutually agreed upon early termination may occur. Upon termination, the Foundation agrees to immediately donate all remaining funds designated for the Campaign to the District.

G. ASSIGNMENT

Neither party may assign or transfer this MOU.

H. GOVERNING LAW AND DISPUTES

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

Library Foundation of Spokane County

Signature _____

Title _____

Date _____

Spokane County Library District

Signature _____

Title _____

Date _____

NAMING RIGHTS AGREEMENT FOR THE STUDIO

Background

As part of the Capital Campaign to raise additional funding for the new Spokane Valley Library, naming rights for prominent features are available to area businesses and individuals. Naming rights allow for large gift donors to be visually recognized for their contributions over a predetermined length of time.

STCU, well-known as a reputable community partner has committed to the naming rights for The STCU Studio for a 15-year term beginning July 1, 2022, and expiring on July 1, 2037, for a total amount of \$175,000, payable in three annual installments of \$58,333.33, due on July 1 beginning in 2022.

The Studio will be known as The STCU Studio during the term of the agreement. In addition:

- Signage will be displayed inside and outside of The Studio recognizing this sponsorship.
- A visual overlay of logo or sponsorship statement will be included on District programs recorded in The Studio.
- Promotional messages and all communication will refer to the facility as The STCU Studio during the time that the agreement is in effect.
- The District will provide STCU preferential scheduling of The Studio for recording of its financial literacy programs.

Communication & Development Director Jane Baker will provide additional background information and be available to answer questions at the meeting.

Approval of the agreement would authorize staff to act on the District's behalf in signing the Naming Rights contract.

Recommended Action: Board motion to approve the agreement with STCU for Naming Rights for The Studio in the new Spokane Valley Library.

FACILITY USE FOR POLITICAL PURPOSES**BACKGROUND**

The purpose of this policy is to define the extent to which Spokane County Library District (District) facilities may be used for political purposes.

Of particular consideration is the fact that the District allows use of designated parts of its facilities for political uses on a nondiscriminatory, equal access basis, making such time, place, and manner restrictions as are necessary for orderly conduct of normal public library operations.

The primary intent of the revisions is to update the nomenclature to better align with the statutory use of "facility," and to further clarify the District does not own all the brick-and-mortar facilities of which it operates.

In addition, the reference to third-party owned facilities has been broadened in acknowledgment that the District's mobile library vehicles will temporarily park and operate as libraries at a variety of third-party locations throughout the District's service area.

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

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

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

Recommended Action: Board motion to approve the revised Facility Use for Political Purposes policy.

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: FACILITY USE FOR POLITICAL PURPOSES

Approval Date: April 15, 2003

Revision Date: February 15, 2022 ~~18, 2020~~

RELATED POLICIES:

Code of Conduct

Library Meeting Room Use

Bulletin Boards and Community Interest Publications

STATUTORY REFERENCES:

RCW 29A.84.510

RCW 42.17A.555

WAC 390-05-271

WAC 434-250-100

WAC 434-250-105

Purpose:

To define the extent to which Spokane County Library District (District) facilities may be used for political purposes. This policy recognizes that some portions of ~~library grounds~~ District owned and/or managed facilities may be considered public forums. The District imposes reasonable time, place and manner restrictions on signature gathering, political activities and election materials, and other activities or expressions of free speech in accordance with state law and to the extent necessary to prevent unreasonable interference with the public's use of the library.

Background:

The District encourages all members of the public to use its facilities, services, and resources in a safe and respectful manner. As part of its normal and regular conduct of its mission, the District provides free access to and communication of ideas and information that reflects the broad range of interests of the communities we serve.

The First Amendment guarantees the right of free speech and to petition government. Federal Courts have interpreted the First Amendment to allow for the peaceful exercise of the rights set forth in the Constitution.

Washington state law restricts the use of public facilities for political purposes. RCW 42.17A.555 states that public facilities may not be used directly or indirectly for the purpose of assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition, except for activities which are part of the normal and regular conduct of the office or agency. Federal courts have consistently recognized designated public library spaces as limited public forums. WAC 390-05-271 clarifies that RCW 42.17A.555 does not prevent a public agency from making facilities available on a nondiscriminatory, equal access basis for political uses.

District libraries may serve as ballot deposit sites for elections, subject to WAC 434-250-100. In addition, District libraries may serve as voter service centers on election days, subject to RCW 29A.84.510 and WAC 434-250-105.

In keeping with the fundamental principles provided by the First Amendment, and in accordance with state law, the District may designate and make available areas on District premises for the purpose of public expression of opinions and ideas.

General Policy:

The District allows use of designated parts of its facilities and premises for political uses on a nondiscriminatory, equal access basis, making such time, place, and manner restrictions as are necessary for orderly conduct of normal public library operations.

District meeting and conference rooms are open to any individual or group on an equal basis and as such may be used for political purposes, subject to the District's Library Meeting Room Use Policy.

The District allows petition signature gatherers and electioneers outside on District owned and/or managed facilities ~~library premises~~ as long as they do not interfere with the public's access to, entry into, or exit from the building. In addition, petition signature gathering and electioneering activities:

- May be outside the ~~library building~~ District facility only, and may not be in the foyer, lobby, or interior of the facility, except as allowed by the District's Library Meeting Room Use policy.
- May utilize outdoor walkways, plaza areas, and adjacent sidewalks as long as they do not interfere with traffic or public access to the ~~library building~~ facility.
- Are not permitted within twenty-five feet of a ballot deposit box on District owned and/or managed facilities ~~library premises~~ during an election voting period.
- Are not permitted anywhere on election days at ~~libraries~~ District owned and/or managed facilities designated as voter service centers.

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

The provision of District facilities ~~premises~~ for the public expression of opinion does not constitute District endorsement of the opinions or ideas of those individuals and/or organizations using the space.

District ~~libraries~~ facilities located in and/or on privately-owned facilities ~~property owned by a third party (e.g., shopping malls)~~ may be subject to additional rules established by the facility property owner(s). These rules ~~are~~ may be posted at the entrances to the facility property or otherwise available from the facility property owner(s).

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.

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: FACILITY USE FOR POLITICAL PURPOSES

Approval Date: April 15, 2003

Revision Date: February 15, 2022

RELATED POLICIES:

Code of Conduct

Library Meeting Room Use

Bulletin Boards and Community Interest Publications

STATUTORY REFERENCES:

RCW 29A.84.510

RCW 42.17A.555

WAC 390-05-271

WAC 434-250-100

WAC 434-250-105

Purpose:

To define the extent to which Spokane County Library District (District) facilities may be used for political purposes. This policy recognizes that some portions of District owned and/or managed facilities may be considered public forums. The District imposes reasonable time, place and manner restrictions on signature gathering, political activities and election materials, and other activities or expressions of free speech in accordance with state law and to the extent necessary to prevent unreasonable interference with the public's use of the library.

Background:

The District encourages all members of the public to use its facilities, services, and resources in a safe and respectful manner. As part of its normal and regular conduct of its mission, the District provides free access to and communication of ideas and information that reflects the broad range of interests of the communities we serve.

The First Amendment guarantees the right of free speech and to petition government. Federal Courts have interpreted the First Amendment to allow for the peaceful exercise of the rights set forth in the Constitution.

Washington state law restricts the use of public facilities for political purposes. RCW 42.17A.555 states that public facilities may not be used directly or indirectly for the purpose of assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition, except for activities which are part of the normal and regular conduct of the office or agency. Federal courts have consistently recognized designated public library spaces as limited public forums. WAC 390-05-271 clarifies that RCW 42.17A.555 does not prevent a public agency from making facilities available on a nondiscriminatory, equal access basis for political uses.

District libraries may serve as ballot deposit sites for elections, subject to WAC 434-250-100. In addition, District libraries may serve as voter service centers on election days, subject to RCW 29A.84.510 and WAC 434-250-105.

In keeping with the fundamental principles provided by the First Amendment, and in accordance with state law, the District may designate and make available areas on District premises for the purpose of public expression of opinions and ideas.

General Policy:

The District allows use of designated parts of its facilities for political uses on a nondiscriminatory, equal access basis, making such time, place, and manner restrictions as are necessary for orderly conduct of normal public library operations.

District meeting and conference rooms are open to any individual or group on an equal basis and as such may be used for political purposes, subject to the District's Library Meeting Room Use Policy.

The District allows petition signature gatherers and electioneers outside on District owned and/or managed facilities as long as they do not interfere with the public's access to, entry into, or exit from the building. In addition, petition signature gathering and electioneering activities:

- May be outside the District facility only, and may not be in the foyer, lobby, or interior of the facility, except as allowed by the District's Library Meeting Room Use policy.
- May utilize outdoor walkways, plaza areas, and adjacent sidewalks as long as they do not interfere with traffic or public access to the facility.
- Are not permitted within twenty-five feet of a ballot deposit box on District owned and/or managed facilities during an election voting period.
- Are not permitted anywhere on election days at District owned and/or managed facilities designated as voter service centers.

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

The provision of District facilities for the public expression of opinion does not constitute District endorsement of the opinions or ideas of those individuals and/or organizations using the space.

District facilities located in and/or on property owned by a third party may be subject to additional rules established by the property owner(s). These rules may be posted at the entrances to the property or otherwise available from the property owner(s).

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.

PUBLIC RECORDS**BACKGROUND**

The purpose of this policy is to articulate Spokane County Library District compliance with Washington state's Public Records Act, RCW 42.56.

The Public Records Act is a complex and multifaceted part of state law. In recognition of that complexity, this policy underwent a complete rewrite by the District's legal counsel in 2020. The policy addresses key elements of the District's compliance with state law in a manner that is accessible to the public via the published policy.

The policy includes a non-exhaustive list of records that are exempt from public inspection and copying as per cited RCW (Item 6 in the policy). It also adopts a fee schedule (Exhibit A) for copies of public records that is consistent with the statutory amounts established by state law, RCW 42.56.120. This fee schedule would apply to all requests that include providing copies of public records. There is no fee to locate or inspect public records, as per the RCW.

This policy was first adopted via Resolution 20-01 so that, in compliance with RCW 42.56.070(4)(a) and WAC 44-14-03003, the District has issued a formal order (resolution) specifying the reasons why maintaining a records index would unduly burden or interfere with agency operations (Item 3.b. in the policy).

Staff are not recommending any revisions to the policy as written. As part of the biennial review process for policies, District counsel completed a review of the policy. Staff recommend that 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.

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

Recommended Action: Board motion to reaffirm the Public Records policy.

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: PUBLIC RECORDS

APPROVAL DATE: JULY 15, 2008

REVISION DATE: FEBRUARY 18, 2020

REAFFIRMATION DATE: FEBRUARY 15, 2022

AUTHORITY AND PURPOSE.

- a. **Public Records Act.** The Public Records Act, Chapter 42.56 RCW ("Act") requires the Spokane County Library District ("District") to make identifiable, non-exempt, public records available for inspection and copying upon request, and to publish rules of procedures to inform the public how access to public records will be accomplished. The following Rules of Procedure ("Rules") for responding to public records/disclosure requests are hereby established.
- b. **Purpose of Rules.** The purpose of these Rules is to establish the procedures the District will follow to provide full access to public records. These Rules provide information to persons wishing to request access to public records of the District and establish processes for both requesters and District staff that are designed to assist members of the public in obtaining such access.
- c. **Full Access.** The purpose of the Act is to provide the public full access to information concerning the conduct of government, while balancing individuals' privacy rights and the desirability of the efficient administration of government. In carrying out its responsibilities under the Act, the District will be guided by the provisions of the Act describing its purposes and interpretation.

CONTACT INFORMATION - PUBLIC RECORDS OFFICER.

- a. **District Administrative Offices.** The District Administrative Offices are located at 4322 N. Argonne Road, Spokane, WA 99212.
- b. **Public Records Officer.** The District has designated the Executive Assistant as the Public Records Officer. Any person wishing to inspect District public records, or seeking assistance in making such a request, should contact the Public Records Officer of the District as follows:

Spokane County Library District
Public Records Officer
4322 N Argonne Road
Spokane, WA 99212
Phone: 509.893.8200/Fax: 509.893.8472
publicrecords@sclcd.org

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- c. **Duties and designee.** The Public Records Officer shall oversee compliance with the Act, but other District staff members may also process requests. Therefore, in these Rules, the Public Records Officer includes any designee of the Public Records Officer.

AVAILABILITY OF PUBLIC RECORDS.

- a. **Business hours.** Public records shall be available for inspection and copying during the District's normal business hours, excluding District holidays. District public records must be inspected at the address listed in Section 2.b above, unless another location is designated for a particular request by the Public Records Officer. Arrangements for inspection or copying must be made in advance.
- b. **Records index.** Due to the District size, the inability to reassign staff to maintain the index, the volume and complexity of records, and the continuing obligation to update the index, maintaining a central index of District's records is unduly burdensome, costly, and would interfere with District operations due to the number and complexity of records generated as a result of the wide range of the District's activities. **(See Resolution 20-01)**
- c. **Organization of records.** The District shall maintain its records in a reasonably organized manner. The District shall take reasonable actions to protect records from damage and disorganization. A requester shall not take District public records from the District's office, or from a location designated by the Public Records Officer, without the permission of the Public Records Officer.
- d. **Records request - form.** A public records request must be for identifiable records. A request for all or substantially all records prepared, owned, used, or retained by an agency is not a valid request for identifiable records.

Any person wishing to inspect or copy public records of the District shall make the request in writing on the District's request form, or by letter, fax, or e-mail addressed to the Public Records Officer that includes the following information:

- (1) The date and time of the request;
 - (2) Name, mailing address, telephone number, and email address of the requester;
 - (3) Identification of the public records requested adequate for the Public Records Officer to locate the records; and
 - (4) Whether the requester is seeking to inspect the record(s) or if copies are being requested.
- e. **Notice of request.** A requester must provide the District with reasonable notice that the request being made is for public records. If a request is contained in a larger document unrelated to a public records request, the requester should point out the public records request by labeling the front page of the document as containing a public records request or otherwise calling the request to the attention of the Public Records Officer to facilitate timely response to the request.
- f. **Request for copies.** If the requester wishes to have copies made of the records

instead of simply inspecting them, the requester should so indicate and make arrangements to pay for copies of the records and/or to pay a deposit as required by the District.

- g. Other form.** The Public Records Officer may accept, but shall not be required to accept, requests for public records that contain the above information by telephone or in person. If the Public Records Officer accepts such a request, the officer shall confirm receipt of the information and the substance of the request in writing.
- h. Purpose of request.** A requester need not state the purpose of the request. However, in an effort to clarify or prioritize a request and provide responsive documents, the Public Records Officer may inquire about the nature or scope of the request. If the request is for a list of individuals, the Public Records Officer may ask the requester if they intend to use the records for a commercial purpose. The District is prohibited by statute from disclosing lists of individuals for commercial purposes. RCW 42.56.070(8).

PROCESSING OF PUBLIC RECORDS REQUESTS- GENERAL.

- a. Providing access and assistance.** These Rules identify how the District will provide full access to public records, protect records from damage or disorganization, prevent excessive interference with other essential functions of the District, provide fullest assistance to requesters, and provide the most timely possible action on public records requests. All assistance necessary to help requesters locate particular responsive records shall be provided by the Public Records Officer, provided that the giving of such assistance does not unreasonably disrupt the daily operations of the District.
- b. Order of processing requests.** The Public Records Officer will process requests in the order allowing the most requests to be processed in the most efficient manner.
- c. Acknowledging and fulfilling requests.** Within five (5) business days of receipt of the request, the Public Records Officer will do one or more of the following:

 - (1) Provide the records available for inspection or copying;
 - (2) Provide an internet address and link on the District's website to the specific records requested;
 - (3) Acknowledge receipt of the request and provide a reasonable estimate of time the District will require to respond to the request;
 - (4) Acknowledge the request and ask the requester to provide clarification for a request that is unclear, and provide to the greatest extent possible, a reasonable estimate of time necessary to respond to the request if it is not clarified; or
 - (5) Deny the request.
- d. Clarification.** If the request is unclear or does not sufficiently identify the requested records, the District may ask the requester to clarify what information the requester is seeking. Such clarification may be requested and provided by telephone or in writing. The Public Records Officer may revise the estimate of when records will be

available. If the requester fails to clarify the request, the District need not respond to it.

- e. **Failure to respond.** If the District does not respond in writing within five (5) business days of receipt of the request for disclosure, the requester should contact the Public Records Officer to determine the reason for the failure to respond.
- f. **Third-party notice.** If the requested records contain information that may affect the rights of others and may be exempt from disclosure, the Public Records Officer may, prior to providing the records, give notice to such others whose rights may be affected by the disclosure. Such notice should be given so as to make it possible for those other persons to contact the requester and ask him or her to revise the request, or, if necessary, seek an order from a court to prevent or limit the disclosure. The notice to the affected persons shall include a copy of the request.
- g. **Redaction.** Some records are exempt from disclosure, in whole or in part. If the District believes that a record is exempt from disclosure and should be withheld, the Public Records Officer will state the specific exemption and provide a brief explanation of why the record or a portion of the record is being withheld. If only a portion of a record is exempt from disclosure, but the remainder is not exempt, the Public Records Officer will redact the exempt portions, provide the non-exempt portions, and indicate to the requester why portions of the record are being redacted.
- h. **Access to and preserving records.** The District shall promptly provide space to inspect public records. Arrangements for inspection and/or copying must be made in advance. Inspection of public records must occur in a non-disruptive manner. No member of the public may remove public records from the viewing area or disassemble or alter any public record. The requester shall indicate which records they wish to have copied using a mutually agreed upon non-permanent method of marking the desired record. If the requester cannot access the records made available on the District's website, the District shall allow the requester to view the records using a District computer designated for the public inspection of records.
- i. **Consequence of failure to review request.** The requester must claim or review the assembled records within thirty (30) days of the District's notification to the requester that the records are available for inspection or copying. The District will notify the requester in writing of this requirement, and the requester must contact the District to make arrangements to claim or review the records. If the requester or a representative of the requester fails to claim or review the records within the thirty-day period or make other arrangements, the District may close the request and re-file the assembled records.
- j. **Copying request.** After inspection is complete, the Public Records Officer shall make the requested copies or arrange for copying.
- k. **Installments.** If the request is for a large number of public records, the Public Records Officer shall provide access for inspection and copying in installments, if the Public Records Officer reasonably determines that it would be practical to

provide the records in that way. If, within thirty (30) days, the requester fails to inspect the entire set of records or one or more of the installments, the Public Records Officer shall no longer be obligated to fulfill the balance of the request, and shall stop searching for the remaining records and close the request.

- l. Completion of search.** When inspection of the requested records is complete and all requested copies are provided, the Public Records Officer shall indicate that the District has completed a diligent search for the requested records and made any located non-exempt records available for inspection.
- m. Closing request.** When the requester either withdraws the request, fails to fulfill the requester's obligations to inspect the records or fails to pay the deposit or final payment for the requested copies, the Public Records Officer shall close the request and indicate to the requester that the District has closed the request.
- n. Later discovered records.** If, after the District has informed the requester that it has provided all available records, the District becomes aware of additional public records existing at the time of the request that are responsive to the request, it shall promptly inform the requester of the additional public records and make them available for inspection on an expedited basis.
- o. Consequence of disclosing record in error.** The District, and its officials and employees are not liable for loss or damage based on release of a public record if the District official or employee acted in good faith in attempting to comply with the Act.
- p. No duty to create records.** The District is not obligated to create a new record to satisfy a records request; however, the District may, in its discretion, create such a new record to fulfill the request where it may be easier for the District to create a record responsive to the request than to collect and make available voluminous records that contain small pieces of information responsive to the request.
- q. No duty to supplement responses.** The District is not obligated to hold current records requests open to respond to requests for District public records that may be created in the future. If a public record is created or comes into the possession of the District after a request is received by the District, it is not responsive to the request and will not be provided. A new request must be made to obtain later-created public records.

PROCESSING OF PUBLIC RECORDS REQUESTS-ELECTRONIC RECORDS.

- a. Processing electronic records.** The process for requesting electronic public records is the same as for requesting paper public records.
- b. Format.** When a requester requests records in an electronic format, the Public Records Officer shall provide the non-exempt records or portions of such records that are reasonably locatable in an electronic format that is used by the District and is generally commercially available. The District has no duty to scan

paper copies of records into electronic documents. If the District elects to do so, however, it may charge the requester according to the fee schedule set forth in **Exhibit A**.

EXEMPTIONS FROM DISCLOSURE - EXEMPTIONS LISTED FOR INFORMATIONAL PURPOSES.

The Act provides that a number of categories of public records are exempt from public inspection and copying. In addition, the Act provides that certain public records may be exempt from disclosure if any other statute or law exempts or prohibits disclosure. For informational purposes only, the District has set forth a list of exemptions below. This list is not inclusive or exhaustive of all exemptions. The District's failure to list an exemption below shall not affect the efficacy of any exemption. RCW 42.56.070(2). Requesters should be aware that the following exemptions may restrict the availability of inspection or copying of some public records, or portions thereof:

- (1) **Personal information:** Personal information in files maintained for employees and appointed or elected officials of the District to the extent disclosure would violate their right to privacy; and financial information including credit card numbers, debit card numbers, electronic check numbers, card expiration dates, and bank or other financial account numbers. RCW 42.56.230.
- (2) **Employment and licensing:** Applications for public employment and related materials submitted with respect to an applicant; examination information (test questions, scoring keys, and other data used to administer a license, employment, or academic examination); and personal contact information in files maintained for District employees or volunteers, and their dependents (address, telephone number, email address, social security number, emergency contacts, and date of birth). RCW 42.56.250.
- (3) **Library records:** Any library record, the primary purpose of which is to maintain control of library materials, or to gain access to information, that discloses or could be used to disclose the identity of a library user is exempt from disclosure. RCW 45.56.310.
- (4) **Real estate appraisals:** Real estate appraisals made for or by the District relative to the acquisition or sale of property until the project is abandoned or sold, except disclosure may not be denied for more than three years after the appraisal. RCW 42.56.260.
- (5) **Financial, commercial, and proprietary information:** Valuable formulae, designs, drawings, computer source code or object code, and research data obtained by the District within five years of the request for disclosure when disclosure would produce private gain and public loss. RCW 42.56.270.
- (6) **Preliminary drafts, notes, recommendations, and interagency memorandums:** Records in which opinions are expressed or policies formulated or recommended, except if the opinion or policy is implemented or the record is publicly cited in connection with District action. RCW 42.56.280.

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- (7) Work product: Records which are relevant to a controversy to which the District is a party, but which records would not be available to another party under the rules of pretrial discovery for Superior Courts. RCW 42.56.290.
 - (8) Security: Records assembled or prepared to prevent, mitigate, or respond to terrorist acts, the disclosure of which would have a substantial likelihood of threatening public safety; specific and unique vulnerability assessments or emergency response plans and records containing information regarding the infrastructure and security of computer and telecommunications networks. RCW 42.56.420.
 - (9) Attorney-client privileged information: Records reflecting communications transmitted in confidence between the District and its attorney for the purposes of legal advice. RCW 42.56.070; RCW 5.60.060(2)(a).
 - (10) Medical records: Medical records in employee personnel files. Chapter 70.02 RCW.
 - (11) Trade secrets: Records containing trade secrets of businesses transacting business with the District regulates. Chapter 19.108 RCW.

Other statutes outside the Act may also prohibit or exempt disclosure of certain records or information. RCW 42.56.070(1). A current list of other statutes that prohibit or exempt disclosure is incorporated into this policy as **Exhibit B** and may be updated occasionally. The District's failure to list all possible bases for exemption in **Exhibit B** shall not affect the District's ability to rely on such an exemption.

COSTS OF PROVIDING COPIES OF PUBLIC RECORDS.

- a. **Location/Inspection of records.** There is no fee to locate or inspect public records.
- b. **Fees; Statutory Limits.** The District finds that calculating the actual costs associated with providing public records is unduly burdensome for the following reasons: (1) quantifying certain necessary resources (ink, electricity, "wear and tear" on equipment) is inherently difficult; (2) funds were not allocated for performing a study to calculate actual costs, and the District's established priorities do not include funding for this particular effort; (3) staff resources are insufficient to perform a study and to calculate the actual costs; and (4) a study would interfere with and disrupt the essential District functions.

The fees for copies of public records are as stated in the District's current fee schedule attached hereto as **Exhibit A**. Fees are consistent with the statutory

amounts established by state law. RCW 42.56.120. The District may also charge for the actual cost of any container or envelope used for mailing, and the actual cost of postage or delivery charges.

-
- c. **Off-site vendor copying.** If the District has to pay an off-site vendor for copying public records in non-standard formats, including but not limited to photographs, scanning, blueprints, or audio recordings, the requester shall pay the actual costs of such duplication. If the Public Records Officer determines it is reasonable to send a request to an off-site vendor for copying, the District may: (1) arrange for the requester to pay the vendor directly for copies made; or (2) charge the requester the actual amount charged by the off-site vendor to the District for the copies made.
 - d. **Deposit.** Before beginning to make the copies, the Public Records Officer may require a deposit of up to ten (10) percent of the estimated cost of copying all the public records selected by the requester. The Public Records Officer may also require payment of the remainder of the copying costs before providing all the records, or the payment of the costs of copying an installment before providing that installment. The District shall not charge sales tax when it makes copies of public records, unless required by law to do so.
 - e. **Facsimile/Mail.** The District shall also charge actual costs of long-distance facsimile transmission and/or mailing, including postage and cost of the shipping container.
 - f. **Certified copies.** Where the request is for a certified copy of public records, an additional charge of one dollar (\$1.00) may be applied to cover the additional expense and time required for certification.
 - g. **Payment methods.** Payment of fees assessed is required prior to release of records. The requester shall pay for copies of public records by cash, check, or money order payable to the District.

RETENTION OF RECORDS.

The District shall retain its records in accordance with retention schedules approved by the state Local Records Committee. Public records may not be destroyed per retention schedule if a public records request or actual or anticipated litigation is pending.

REVIEW OF DENIALS OF PUBLIC RECORDS.

- a. **Petition.** Promptly after initial denial or partial denial of a records request, the requester may petition in writing (including e-mail) to the Public Records Officer for a review of that decision. The petition shall include a copy of or reasonably identify the written statement by the Public Records Officer denying the request.
- b. **District response to petition.** The Public Records Officer shall promptly provide the petition and any other relevant information to the District's attorney. The District's attorney shall promptly consider the petition and provide the requester a

written determination of whether the record is exempt. Nothing in this section shall be deemed to establish an attorney-client relationship between the District's attorney and the requester.

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- c. **Judicial review.** The requester may obtain court review of denials of public records requests pursuant to RCW 42.56.550 after the initial denial, regardless of any internal administrative appeal.

EXHIBIT A
PUBLIC RECORDS FEES – See RCW 42.56.120

Photocopies, printed copies of electronic public records (when requested), use of District equipment to photocopy public records	\$0.15 per page
Public records scanned into electronic format or for the use of District equipment to scan	\$0.10 per page
Electronic files or attachments uploaded to email, cloud-based data storage service, or other means of electronic delivery	\$0.05 per every four electronic files
Electronic transmission of public records	\$0.10 per gigabyte
Digital storage media or device provided by District	Actual cost

EXHIBIT B
Washington State
Statutes

<u>RCW 2.64.111</u>	Judicial conduct commission investigations of judges and initial proceedings
<u>RCW 4.24.550</u>	Information on sex offenders
<u>RCW 4.24.601</u> and <u>.611</u>	Trade secrets and confidential research, development or commercial information re products or business methods
<u>RCW 5.60.060</u>	Privileged communications
<u>RCW 5.60.070</u> ; <u>RCW 7.07.070</u>	Mediation records
<u>RCW 7.68.140</u>	Victims' compensation claims
<u>RCW 7.69A.030</u> (4)	Name, address and photograph of child victim or child witness
<u>RCW 7.69A.050</u>	Child victims and witnesses of certain crimes – protection of address
<u>RCW 7.75.050</u>	Records of Dispute Resolution Centers
<u>RCW 9.02.100</u>	Reproductive privacy
<u>RCW 9.41.097</u> (2)	Mental health information re persons buying pistols or applying for CPLs
<u>RCW 9.41.129</u>	Concealed pistol license applications
<u>RCW 9.73.230</u>	Name of confidential informants in written report on wire tapping
<u>RCW 9.51.050</u>	Disclosing transaction of grand jury
<u>RCW 9.51.060</u>	Disclosure of grand jury deposition
<u>RCW 9.73.090</u> (1)(c)	Prohibition on disclosure of law enforcement dash cam videos until final disposition of litigation
<u>RCW 9A.44.138</u>	Offender registration information given to high school or institution of higher education re an employee or student
<u>RCW 9A.82.170</u>	Financial institution records re criminal profiteering act
<u>RCW 10.27.090</u>	Grand jury testimony/evidence
<u>RCW 10.27.160</u>	Grand jury reports – release to public only by judicial order
<u>RCW 10.52.100</u>	Records identifying child victims of sexual assault
<u>RCW 10.77.205</u>	Information re victims, next of kin, or witnesses requesting notice of release of person found not guilty of a sex, violent, or felony harassment offense by reason of criminal insanity and the notice itself
<u>RCW 10.52.100</u>	Records identifying child victim of sexual assault

<u>RCW 10.77.210</u>	Records of persons committed for criminal insanity
<u>RCW 10.97.040</u>	Criminal history information released must include disposition, with some exceptions
<u>RCW 10.97.050</u>	Conviction and criminal history information
<u>RCW 10.97.060</u>	Deletion of certain criminal history record information, conditions
<u>RCW 10.97.070</u>	Disclosure of identity of suspect to victim
<u>RCW 10.97.080</u>	Inspection of criminal record by subject
<u>RCW 10.97.130</u>	Information about victims of sexual assault under age eighteen
<u>RCW 10.101.020(3)</u>	Information given by an accused regarding determination for indigent defense
<u>RCW 13.34.115</u>	Court dependency proceedings
<u>RCW 13.40.217</u>	Juveniles adjudicated of sex offenses – release of information
<u>RCW 13.50.010</u>	Maintenance of and access to juvenile records
<u>RCW 13.50.050</u>	Juvenile offender records
<u>RCW 13.50.100</u>	Juvenile/children records not relating to offenses
<u>RCW 13.60.020</u>	Missing children or endangered person information
<u>RCW 18.04.405</u>	Confidentiality of information gained by CPA
<u>RCW 18.19.060</u>	Notification to clients by counselors
<u>RCW 18.19.180</u>	Confidential communications with counselors
<u>RCW 19.215.020</u>	Destruction of personal health and financial information
<u>RCW 19.34.240(3)</u>	Private digital signature keys
<u>RCW 19.215.030</u>	Compliance with federal rules
<u>RCW 26.04.175</u>	Name and address of domestic violence victim in marriage records
<u>RCW 26.12.170</u>	Reports of child abuse/neglect with courts
<u>RCW 26.23.050</u>	Child support orders
<u>RCW 26.23.120</u>	Child support records
<u>RCW 26.26.041</u>	Uniform Parentage Act – protection of participants
<u>RCW 26.26.450</u>	Confidentiality of genetic testing
<u>RCW 26.33.330</u>	Sealed court adoption records
<u>RCW 26.33.340</u>	Agency adoption records
<u>RCW 26.33.343</u>	Access to adoption records by confidential intermediary
<u>RCW 26.33.380</u>	Adoption – identity of birth parents confidential
<u>RCW 26.44.010</u>	Privacy of reports on child abuse and neglect
<u>RCW 26.44.031</u>	Information related to reports of child abuse or neglect
<u>RCW 26.44.125</u>	Reports, reviews, and hearings related to a review of abuse
<u>RCW 27.53.070</u>	Records identifying the location of archaeological sites

<u>RCW 29A.08.720</u>	Voter registration records – place of registration and any decision not to register to vote confidential
<u>RCW 29A.08.710</u>	Voter registration records – certain information exempt
<u>RCW 35.102.145</u>	Municipal business and occupation tax – local ordinance can protect return or tax information
<u>RCW 36.28A.060(8)</u>	Tactical and intelligence information provided to WASPC
<u>RCW 39.10.470(2)</u>	Alternative public works - trade secrets or other proprietary information submitted by bidder in connection with an alternative public works transaction if data identified and reasons stated in writing
<u>RCW 39.10.470(3)</u>	Alternative public works – proposals submitted by design-build finalists until notification of highest scoring finalist is made
<u>RCW 42.23.070(4)</u>	Municipal officer disclosure of confidential information prohibited
<u>RCW 42.41.030(7)</u>	Identity of local government whistleblower
<u>RCW 42.41.045</u>	Non-disclosure of protected information (whistleblower)
<u>RCW 43.43.762</u>	Contents of statewide criminal street gang database
<u>RCW 46.52.065</u>	State toxicologist records relating to analyses of blood samples
<u>RCW 46.52.080</u>	Traffic accident reports – confidentiality
<u>RCW 46.52.083</u>	Traffic accident reports – available to interested parties
<u>RCW 46.52.120</u>	Traffic crimes and infractions – confidential use by police and courts
<u>RCW 46.52.130(2)</u>	Abstract of driving record – limited disclosure
<u>RCW 48.62.101</u>	Local government insurance/risk management liability reserve funds established to settle claims
<u>RCW 50.13.060</u>	Access to employment security records by local government agencies
<u>RCW 50.13.100</u>	Disclosure of confidential employment security records allowed if identifying information deleted or with consent
<u>RCW 51.28.070</u>	Worker's compensation records confidential – limited disclosure
<u>RCW 51.36.060</u>	Physician information on injured workers
<u>RCW 60.70.040</u>	No duty to disclose record of common law lien
<u>RCW 68.50.105</u>	Autopsy reports – confidential – limited disclosure
<u>RCW 68.50.320</u>	Dental identification records – available to law enforcement agencies
<u>Ch. 70.02 RCW</u>	Medical records – access and disclosure – entire chapter (information from HC providers)
<u>RCW 70.05.170</u>	Child mortality reviews by local health departments

<u>RCW 70.24.022</u>	Public health agency information regarding sexually transmitted disease investigations – confidential
<u>RCW 70.24.024</u>	Transcripts and records of hearings regarding sexually transmitted diseases
<u>RCW 70.28.020</u>	Local health department TB records – confidential
<u>RCW 70.41.200</u>	Hospital quality improvement committee records and accreditation reports
<u>RCW 70.48.100</u>	Jail records and booking photos
<u>RCW 70.58.055</u>	Birth certificates – certain information confidential
<u>RCW 70.58.104</u>	Vital records, research confidentiality safeguards
<u>RCW 70.94.205</u>	Washington Clean Air Act – confidentiality of data.
<u>RCW 70.96A.150</u>	Registration and other records of alcohol and drug abuse treatment programs
<u>RCW 70.123.075</u>	Client records of domestic violence programs
<u>RCW 70.125.065</u>	Records of community sexual assault program and underserved populations provider in discovery
<u>RCW 71.05.425</u>	Notice of release or transfer of committed person after offense dismissal
<u>RCW 71.05.445</u>	Release of mental health information to Dept. of Corrections
<u>RCW 71.05.620</u>	Access to court records related to mental health cases under chapter 71.05 RCW
<u>RCW 71.24.035(5)(g)</u>	Mental health information system – state, county, and regional support networks – confidentiality of client records
<u>RCW 71.34.335</u>	Mental health treatment of minors – records confidential
<u>RCW 71A.14.070</u>	Records regarding developmental disability – confidentiality
<u>RCW 72.09.345</u>	Notice to public about sex offenders – department of corrections access to information
<u>RCW 72.09.585</u>	Disclosure of inmate records to local agencies – confidentiality
<u>RCW 73.04.030</u>	Veterans discharge papers exemption (see related RCW 42.56.440)
<u>RCW 74.04.060</u>	Applicants and recipients of public assistance
<u>RCW 74.04.520</u>	Food stamp program confidentiality
<u>RCW 74.13.075(5)</u>	Juvenile's status as a sexually aggressive youth and related info
<u>RCW 74.13.280</u>	Children in out-of-home placements – confidentiality
<u>RCW 74.20.280</u>	Child support enforcement – local agency cooperation, information
<u>RCW 74.34.095</u>	Abuse of vulnerable adults - confidentiality of investigations and reports
<u>RCW 82.32.330</u>	Disclosure of tax information

<u>RCW 84.36.389</u>	Confidential income data in property tax records held by assessor
<u>RCW 84.40.020</u>	Confidential income data supplied to assessor regarding real property

Selected Federal Confidentiality Statutes and Rules

18 USC § 2721 - 2725	Driver and License Plate Information
20 USC § 1232g	Family Education Rights and Privacy Act
23 USC § 409	Evidence of certain accident reports
42 USC 290dd-2	Confidentiality of Substance Abuse Records
42 USC § 405(c)(2)(C)(viii) (I)	Limits on Use and Disclosure of Social Security Numbers.
42 USC 654(26)	State Plans for Child Support
42 USC 671(a)(8)	State Plans for Foster Care and Adoption Assistance
42 USC 1396a(7)	State Plans for Medical Assistance
7 CFR 272.1(c)	Food Stamp Applicants and Recipients
34 CFR 361.38	State Vocational Rehabilitation Services Programs
42 CFR Part 2 (2.1 - 2.67)	Confidentiality of Alcohol and Drug Abuse Patient Records
42 CFR 431.300 - 307	Safeguarding Information on Applicants and Recipients of Medical Assistance
42 CFR 483.420	Client Protections for Intermediate Care Facilities for the Mentally Retarded
42 CFR 5106a	Grants to States for Child Abuse and Neglect Prevention and Treatment Programs
45 CFR 160-164	HIPAA Privacy Rule
46 CFR 40.321	USCG regulations regarding confidentiality

2021 Reciprocal Use Report

Background

The following statistics detail reciprocal use between 1.) Spokane County Library District and Spokane Public Library, and 2.) Spokane County Library District and Liberty Lake Municipal Library for 2021. As per requirement in the interlocal agreements with both libraries, reciprocal use statistics are to be reported on an annual basis to each respective partner.

As with the previous year, the COVID-19 pandemic continued to impact all public libraries in 2021. Services at all three library systems were limited to curbside-only pickup at the beginning of the year. By early spring, all were able to open with reduced hours and in-person services that lingered for the rest of the year. Given the unusual circumstances, 2021 reciprocal use statistics are presented with limited comparisons and no analysis of what the data may indicate.

Please note the reciprocal agreements do not include digital circulation. Thus, the circulation numbers in this report are for the checkout of physical items only.

Operations Director Doug Stumbough will be available to answer questions about the report.

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



SPOKANE COUNTY LIBRARY DISTRICT CARDHOLDERS

	TOTAL			SPOKANE CITY RESIDENTS			% SPOKANE RES	
	2020	2021	change %	2020	2021	change %	2020	2021
SCLD Total	111,136	110,967	-0.15%	16,076	16,438	2.25%	14.5%	14.8%
Airway Heights	4,635	4,600	-0.76%	343	348	1.46%	7.4%	7.6%
Argonne	9,334	9,372	0.41%	1,080	1,094	1.30%	11.6%	11.7%
The Book End	1,113	1,149	3.23%	130	145	11.54%	11.7%	12.6%
Cheney	7,820	7,941	1.55%	233	234	0.43%	3.0%	2.9%
Deer Park	6,294	6,390	1.53%	116	126	8.62%	1.8%	2.0%
Fairfield	619	600	-3.07%	7	7	0.00%	1.1%	1.2%
Medical Lake	2,628	2,611	-0.65%	73	72	-1.37%	2.8%	2.8%
Moran Prairie	10,894	11,042	1.36%	4,377	4,506	2.95%	40.2%	40.8%
North Spokane	27,454	27,374	-0.29%	7,897	8,075	2.25%	28.8%	29.5%
Otis Orchards	3,726	3,725	-0.03%	41	40	-2.44%	1.1%	1.1%
Spokane Valley	36,619	36,163	-1.25%	1,779	1,791	0.67%	4.9%	5.0%

CIRCULATION*

	TOTAL			SPOKANE CITY RESIDENTS			% SPOKANE RES	
	2020	2021	change %	2020	2021	change %	2020	2021
SCLD Total	635,622	899,160	41.46%	113,314	172,477	52.21%	17.8%	19.2%
Airway Heights	21,046	23,844	13.29%	2,669	2,622	-1.76%	12.7%	11.0%
Argonne	47,039	76,735	63.13%	3,642	7,631	109.53%	7.7%	9.9%
The Book End	12,730	12,561	-1.33%	769	860	11.83%	6.0%	6.8%
Cheney	50,315	72,600	44.29%	539	761	41.19%	1.1%	1.0%
Deer Park	48,160	77,543	61.01%	740	1,157	56.35%	1.5%	1.5%
Fairfield	6,187	6,584	6.42%	0	34		0.0%	0.5%
Medical Lake	14,521	20,088	38.34%	397	485	22.17%	2.7%	2.4%
Moran Prairie	72,170	114,103	58.10%	36,724	63,428	72.72%	50.9%	55.6%
North Spokane	173,738	244,935	40.98%	61,565	88,311	43.44%	35.4%	36.1%
Otis Orchards	21,464	28,811	34.23%	87	262	201.15%	0.4%	0.9%
Spokane Valley	168,252	221,356	31.56%	6,182	6,926	12.03%	3.7%	3.1%

*Excludes digital circulation



SPOKANE PUBLIC LIBRARY CARDHOLDERS


	TOTAL			DISTRICT RESIDENTS			% DISTRICT	
	2020	2021	change %	2020	2021	change %	2020	2021
SPL Total	251,087	278,723	11.01%	35,777	38,238	6.88%	14.2%	13.7%
Downtown	110,968	128,088	15.43%	14,377	14,522	1.01%	13.0%	11.3%
East Side	9,839	59,235	502.04%	2,407	10,612	340.88%	24.5%	17.9%
Hillyard	19,471	20,798	6.82%	2,226	2,456	10.33%	11.4%	11.8%
Indian Trail	11,690	52	-99.56%	1,845	10	-99.46%	15.8%	19.2%
Outreach	788	883	12.06%	0	1	#DIV/0!	0.0%	0.1%
Shadle	53,647	69,554	29.65%	7,943	10,614	33.63%	14.8%	15.3%
South Hill	44,684	113	-99.75%	6,979	23	-99.67%	15.6%	20.4%

CIRCULATION*

	TOTAL			DISTRICT RESIDENTS			% DISTRICT	
	2020	2021	change %	2020	2021	change %	2020	2021
SPL Total	538,618	591,656	9.85%	41,283	40,565	-1.74%	7.7%	6.9%
Downtown	64,408	11,407	-82.29%	6,128	803	-86.90%	9.5%	7.0%
East Side	36,509	50,139	37.33%	3,667	4,186	14.15%	10.0%	8.3%
Hillyard	53,180	52,629	-1.04%	2,906	2,525	-13.11%	5.5%	4.8%
Indian Trail	89,591	108,244	20.82%	7,551	9,208	21.94%	8.4%	8.5%
Outreach	24,253	10,923	-54.96%	1	11	1000.00%	0.0%	0.1%
Shadle	45,050	89,705	99.12%	3,698	5,619	51.95%	8.2%	6.3%
South Hill	220,916	261,653	18.44%	17,090	18,057	5.66%	7.7%	6.9%
West Central Kiosk	4,711	6,956	47.65%	242	156	-35.54%	5.1%	2.2%


*Excludes digital circulation

Spokane County Library District: Reciprocal use with Liberty Lake Municipal Library (LLML).

	SPOKANE COUNTY LIBRARY DISTRICT							
	CARDHOLDERS							
	TOTAL			LIBERTY LAKE RESIDENTS			% LL RES	
	2020	2021	change %	2020	2021	change %	2020	2021
SCLD Total	111,136	110,967	-0.15%	762	867	13.78%	0.69%	0.78%
Airway Heights	4,635	4,600	-0.76%	3	4	33.33%	0.06%	0.09%
Argonne	9,334	9,372	0.41%	29	33	13.79%	0.31%	0.35%
The BookEnd	1,113	1,149	3.23%	98	108	10.20%	8.81%	9.40%
Cheney	7,820	7,941	1.55%	3	3	0.00%	0.04%	0.04%
Deer Park	6,294	6,390	1.53%	1	1	0.00%	0.02%	0.02%
Fairfield	619	600	-3.07%	1	1	0.00%	0.16%	0.17%
Medical Lake	2,628	2,611	-0.65%	2	2	0.00%	0.08%	0.08%
Moran Prairie	10,894	11,042	1.36%	7	7	0.00%	0.06%	0.06%
North Spokane	27,454	27,374	-0.29%	22	22	0.00%	0.08%	0.08%
Otis Orchards	3,726	3,725	-0.03%	206	249	20.87%	5.53%	6.68%
Spokane Valley	36,619	36,163	-1.25%	390	437	12.05%	1.07%	1.21%

	CIRCULATION*							
	TOTAL			LIBERTY LAKE RESIDENTS			% LL RES	
	2020	2021	change %	2020	2021	change %	2020	2021
	2020	2021	change %	2020	2021	change %	2020	2021
SCLD Total	635,622	899,160	41.46%	4,476	6,279	40.28%	0.7%	0.7%
Airway Heights	21,046	23,844	13.29%	1	2	100.0%	0.0%	0.0%
Argonne	47,039	76,735	63.13%	144	96	-33.3%	0.3%	0.1%
The Book End	12,730	12,561	-1.33%	697	707	1.4%	5.48%	5.63%
Cheney	50,315	72,600	44.29%	0	0	0.0%	0.0%	0.0%
Deer Park	48,160	77,543	61.01%	0	0	0.0%	0.0%	0.0%
Fairfield	6,187	6,584	6.42%	0	0	0.0%	0.0%	0.0%
Medical Lake	14,521	20,088	38.34%	1	0	-100.0%	0.0%	0.0%
Moran Prairie	72,170	114,103	58.10%	5	11	120.0%	0.0%	0.0%
North Spokane	173,738	244,935	40.98%	36	36	0.0%	0.02%	0.01%
Otis Orchards	21,464	28,811	34.23%	1,429	2,603	82.2%	6.66%	9.03%
Spokane Valley	168,252	221,356	31.56%	2,163	2,824	30.6%	1.29%	1.28%

*Excludes digital circulation

	LIBERTY LAKE MUNICIPAL LIBRARY							
	CARDHOLDERS							
	TOTAL			DISTRICT RESIDENTS			% DISTRICT	
	2020	2021	change %	2020	2021	change %	2020	2021
LLML Total		3,952			524			13.3%

	CIRCULATION*							
	TOTAL			DISTRICT RESIDENTS			% DISTRICT	
	2020	2021	change %	2020	2021	change %	2020	2021
	2020	2021	change %	2020	2021	change %	2020	2021
LLML Total		26,309			2,662			10.1%

*Excludes digital circulation

Note: LLML was not able to provide complete reciprocal use statistics in 2020.

Overview – North Spokane Library

Library Manager Brian Vander Veen and Librarians Rachel Edmonson and Corinne Wilson will provide an overview of the North Spokane Library.

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

FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: MARCH - APRIL 2022***March 15, 2022: Airway Heights Library - (4:00 p.m.)***

- New Spokane Valley Library: Update
- New SV Library Construction Contract: Approval Recommendation. (tentative)
- 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)
- Access and Intrusion Security Upgrades Contract: Approval Recommendation. (tentative)
- Overview – Collection Development/Intellectual Freedom

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

April 19, 2022: Moran Prairie Library - (4:00 p.m.)

- New Spokane Valley Library: Update
- Access to Library Services Policy: Approval Recommendation.
- Financial Management Policy: Approval Recommendation.
- Personnel Policy: Approval Recommendation.
- Overview – Moran Prairie Library

SPECIAL MEETINGS/ACTIVITIES2022

Oct 10 All Staff Day, Tentative

EXECUTIVE DIRECTOR'S REPORT JANUARY 2022

Business Office, Finance and Facilities – Rick Knorr

2021 General Fund

After only one month of operations, the report for January alone doesn't provide much in the way of valuable information and is not included but will be discussed in greater detail at the March meeting.

Instead, the final fiscal report for 2021 is included. Since the last meeting, there has been only one small adjustment (increase) to the E-Rate reimbursement revenue based on subsequent review of 2021 prior to final closing.

Ten Year History and Trend Report

Also included in this fiscal report is a ten-year financial history from 2012 through 2021. The format has a few less lines, which allowed for the addition of ratio analysis at the bottom of this one-page report. A conclusion this multi-year report is expected to convey is that the District's operations have been stable and consistent over the years, and when something occurs as significant as the levy lid lift, the effect is noticeable. This report can be discussed in greater detail at the meeting.

2021 Capital Projects Fund

The Capital Projects Fund report for the month of January 2022 is included and discloses the new Spokane Valley Library's continuing design-related activities for the month.

2022 Property Tax Levy

The final assessed values for the 2022 property tax levy were certified by the Spokane County Assessor and delivered to the Spokane County Treasurer for processing. The table below shows the amounts used for the District budget in November compared to the final. As noted, these amounts are before the TIF (Tax Increment Financing) allocation, which has not yet been reported to the District. Also, please note, the amount of the refund levy, which was communicated to the District in December. To be conservative, we intentionally did not include an estimated refund amount in the budget.

	Budget	Final Amount Certified to the County Treasurer
Levy Before TIF Allocation	16,613,000	16,595,883
Refund Levy	-	20,824
Total Levy, Including Refund Levy before TIF	16,613,000	16,616,707

Prevailing Wages

The Washington State Department of Labor and Industries provides updates to the prevailing wages every six months, on February 1 and August 1. The following table reports a modest amount of history, plus the February 1, 2022, changes just received for three selected trades that apply to our building service and HVAC maintenance agreements. However, these new prevailing wages apply only to contracts that begin on or after the March 1 effective date. Thus, these increases do not impact our current service contracts but will apply to the next round of annual renewals.

SCLD							
Selected Prevailing Wages for Spokane County							
		Aug-19	Feb-20	Aug-20	Feb-21	Aug-21	Feb-22
Trade	Job Classification						
		9/1/2019	3/1/2020	9/1/2020	3/1/2021	9/1/2021	3/1/2022
Building Service Employees	Janitor	14.90	14.90	15.60	15.79	15.79	17.44
		2.8%	2.8%	4.7%	6.0%	1.2%	10.4%
Refrigeration & AC Mechanics	Journey Level	59.25	59.25	59.25	61.25	61.25	61.25
		2.6%	2.6%	0.0%	3.4%	3.4%	0.0%
Landscape Maintenance		12.00	13.50	13.50	13.69	13.69	14.49
		0.0%	12.5%	12.5%	1.4%	1.4%	5.8%

Facilities Report

January was a quiet month for facility activity, with energy focused almost exclusively on winter maintenance.

The RFP for the security upgrade for all locations was published February 4, with bids due February 22, 2022. The next meeting is anticipated to include a report on bids received and a recommendation for the contract award.

Human Resources – Toni Carnell

Staff updates:

During January, there was one new hire:

- Public Services Associate

There was one transfer (Public Services Associate MP to NS).

Five employees separated from employment this month:

- Finance Associate
- Library Assistant
- Mobile Services Associate
- Mobile Services Logistics Associate
- Public Services Associate

Communication & Development – Jane BakerCommunication

The *Spokesman-Review* published three articles about the District in January. Two of the articles were program related, including the Mini & Virtual Art Show call for submissions, the second was a longer article about the Book Butler program. The third article was related to the temporary change in hours. The *Cheney Free Press* also published an article about the Winter Reading Challenge in January.

Improvements to the weekly eNewsletter continue to pay off. Analytics show an uptick in the open rates and number of click-throughs to the website. The Communication Department has received two emails from customers expressing appreciation for the information presented in the eNewsletter.

Development

The Development Department is preparing for the capital campaign steering committee to begin meeting in late February/early March and continues to look for volunteers to serve on this committee and assist in campaign solicitation. Preparations have also begun for a groundbreaking event for the new Spokane Valley Library.

The Library Foundation of Spokane County will hold its first meeting of 2022 in early February.

Operations - Doug Stumbough

A variety of factors impacted operational hours across the District this month. The first major weather event of the year occurred January 6, keeping four locations closed for the day and all other locations closed early. We also received notice on the same day from Spokane Valley Mall that it would reduce mall hours, effective January 7, thus reducing The BookEnd hours by six hours a week.

On various days throughout the month, several libraries reduced hours and/or reverted to curbside only service, and Mobile Services delivery to adult facilities were suspended at times due to diminished staffing levels caused by Covid. The District made the decision to modify hours on January 18, so that no location was opened later than 6pm to help ease the impact. Hours were again evaluated during the week of the January 31 to determine if reduced hours were still necessary or if any additional modifications were needed. (Subsequently, reduced hours were extended through March 5, and will be reevaluated again during the week of February 14.)

For the month, a total of 58,873 customers visited our libraries, down slightly from 60,925 in December, with Moran Prairie (13,818) and North Spokane (13,509) seeing many of the customer visits. The total number of physical items borrowed by customers increased compared to the previous month with 82,631 items borrowed in the libraries compared to 76,630 in December (an increase of 6,001).

World Languages

This past December marked two years of the District's World Language Work Group and they have shared the following summary of their efforts and highlights:

In 2019, members of the Latinos en Spokane community met with District staff to discuss how they view library service and what they felt was lacking. As a result of that conversation, a relationship developed where we had the opportunity to listen and learn from a community that we did not see in the library very much. The main message was that the community wanted to be seen, valued, and welcomed and to see that reflected in our services, spaces, and programs. In response to the ongoing dialogue with representatives of the Latino/a community, the World Language Work Group was formed to address systematically some of the changes we needed to make. The group consists of District staff from a variety of departments: Collection Services, Communication, and Operations.

Work Group Purpose: To grow the District's capacity to serve speakers of languages other than English, ensuring that all customers feel welcome, seen, and valued by our staff, resources, and programs.

Group Members: Gwendolyn Haley, Mary Ellen Braks, Aileen Luppert, Dana Mannino, Crystal Miller, Cheryl Zobel, Kris Barnes, Savannah Stewart, Andrea Brumbaugh, and Corinne Wilson.

Since December 2019, SCLD has offered 21 programs in Spanish, ranging from Prime Time Family Reading and Leap Into Science programs to Business and Fair Housing workshops. We have participated in four community outreach events in partnership with Latinos en Spokane and Hispanic Business Professional Association (HBPA), including a drive through event, virtual Dia De Los Muertos, and the Mercadito. We have connected with 853 Spanish speaking community members through programs and outreach. Business and Career Development Librarian Crystal Miller regularly attends the HPBA meetings, and Education and Enrichment Librarian Dana Mannino has been focused on events and meetings in partnership with the Latinos en Spokane group.

Online, we have connected with the Latinos en Spokane group on Facebook, which has 3,900 members, and we also share and re-blog with the HPBA of Spokane via Facebook, Instagram, and Twitter. Dana is also scheduled to appear regularly on the Mujeres in Action radio program (in Spanish) on Ke Buena 95.7

We have had the library card application translated into Spanish, and now Marshallese. The Translation button for the SCLD website was changed from the small globe icon to a more visible and intuitive button that states the language you are viewing. The default is ENGLISH, and many other languages are available. In addition, we have translated program flyers and library informational flyers into Spanish (~15 items) and Marshallese (~2 items).

The World Language Adult and Youth materials collections at Spokane Valley have been moved to more accessible and visible locations, with additional high interest signage. In 2022, we will be making similar changes at the North Spokane Library, as

that is the next largest collection. New materials are now labeled with the language in the language, e.g., Spanish language materials are labeled “Espanol.”

The District added extensively to its Spanish language materials, both digital and in print: Over 1,000 youth and adult physical book items were added in 2020 & 2021 and the number of OverDrive Spanish language titles offered to kids, teens, and adults has tripled since 2019. For customer convenience, we regularly gather new purchases of OverDrive Spanish language materials into a list.

We surveyed District staff to identify employees who spoke languages other than English, putting together a list of those who might be willing and able to engage in outreach events requiring Spanish. We also held a staff only Spanish for Libraries Learning circle during the closure of 2020, to help staff build their skillset and comfort level in Spanish.

As our outreach to the Spanish speaking community has grown and we have begun to routinely include marketing materials and programs in Spanish, the World Language group has focused on identifying the next language groups of special focus. Based on the communities we serve and community partners that have developed, the Marshallese speaking community will be a focus in 2022. Through contacts at CHAS and Better Health Together, we have begun to contact the community and learn what library services best meet its needs.

We continue to work with partner organizations to identify and connect with groups that speak languages other than English. Serving these communities is not simply a matter of buying books and putting them on the shelf, but a longer, slower process of building relationships and listening to their needs.

Collection Services – Andrea Sharps

Top Checkouts and Holds

This month we focused on **OverDrive (digital)** titles for all ages, 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 for the month:

- Popular **OverDrive** titles January:
 - **Audiobook checkouts** January 1 – January 31:
 - *The Last Thing He Told Me: A Novel* by Laura Dave (78)
 - *Harry Potter and the Sorcerer’s Stone* by J.K. Rowling (65)
 - *The Judge’s List* by John Grisham (62)
 - **Ebook checkouts** January 1 – January 31:
 - *The Judge’s List* by John Grisham (79)
 - *The Four Winds* by Kristin Hannah (70)
 - *Wish You Were Here* by Jodi Picoult (64)

- **Audiobook holds** as of February 1:
 - *Atomic Habits: An Easy & Proven Way to Build Good Habits & Break Bad Ones* by James Clear (80)
 - *Apples Never Fall* by Liane Moriarty (58)
 - *Wish You Were Here* by Jodi Picoult (50)
- **Ebook holds** as of February 1:
 - *The Lincoln Highway* by Amor Towles (62)
 - *The Maid: A Novel* by Nita Prose (49)
 - *One Step Too Far: A Novel* by Lisa Gardner (48)
- Popular **Adult Physical Book** titles January:
 - Checkouts:
 - *Mercy* by David Baldacci (49)
 - *Redeeming Love: A Novel* by Francine Rivers (40)
 - *Verity* by Colleen Hoover (39)
 - Holds:
 - *The Horsewoman: A Novel* by James Patterson & Mike Lupica (36)
 - *The Maid: A Novel* by Nita Prose (28)
 - *One Step Too Far: A Novel* by Lisa Gardner (25)

Interview with Washington State Book Award Winner Jess Walter

Youth Collection Development Librarian Sheri Boggs was asked by the Washington State Library to interview author Jess Walter as the winner of the 2021 Washington State Book Award (WSBA) for Fiction for his novel *The Cold Millions*. Sheri drafted questions to ask Jess Walter during this free Zoom interview on January 19. This is truly an honor to be selected to conduct the interview, and Sheri did a wonderful job interviewing Mr. Walter. Should you wish to view this captivating hour-long conversation, here is the link: https://youtu.be/UGjiJ_xD8os

COLLECTION MONTHLY REPORT

JANUARY 2022

	Select Transaction Count		
Physical Collection	YTD 2022	YTD 2021	CHANGE
Items Processed	4,332	3,002	44%
Interlibrary Loan Total	420	435	-3%
Overdrive			
Total Checkouts	69,521	68,701	1%
Total Holds	22,099	23,453	-6%
hoopla			
Total Checkouts	2,923	2,935	0%
	Total Items in Collection		
Material Type	YTD 2022	YTD 2021	CHANGE
Print	305,443	321,321	-5%
Nonprint	76,338	84,886	-10%
Overdrive	130,796	112,416	16%
Grand Total	512,577	518,623	-1%
NOTES:	PRINT = Books and Periodicals		
	NONPRINT = DVDs, CDs, Books on CD, and other media		
	OVERDRIVE = Downloadable eBooks and Audiobooks		

Executive Director – Patrick Roewe

The majority of my focus this month was on the new Spokane Valley Library project, along with other agenda items for this month's meeting. Brief updates on a few other items follow.

COVID-19 Response Update

COVID Test distribution

In partnership with the Spokane Regional Health District (SRHD), all three library systems in Spokane County had been distributing COVID testing kits to customers via curbside since October. The stockpile of these tests was exhausted due to high demand. Customers are being directed to the state and federal mail order test programs.

Federally issued vaccine mandate

In January, the United States Supreme Court blocked the federal vaccine mandate that was issued as an Emergency Temporary Standard (ETS) by the Occupational Safety and Health Administration (OSHA). Consequently, it seems unlikely that the state of Washington would issue its own employer vaccine and testing mandate. Absent a state-level mandate, the District is not taking any additional action on this matter.

Operational disruptions due to the Omicron variant

Staff prepared contingency plans to temporarily reduce and/or suspend library services if staffing levels were negatively impacted by infections due to the omicron variant. These contingency plans were put into place during January in response to insufficient staffing incidents, with several libraries offering curbside-only services for a limited number of days. The District also enacted a limited number of short-term building closures if the number of staff was insufficient for curbside-only service.

Staff have also implemented supplemental mitigation strategies to help reduce the potential for workplace exposure. For example, the District is distributing N95 facial coverings for voluntary staff use.

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. Vaccination status is protected health information, so the information is kept confidential and only used for internal contact tracing procedures.

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. This leave addendum will expire at the end of March 2022.

Customer face covering compliance

As previously reported, 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 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.

Legislative Update

The 2022 session of the Washington Legislature started January 10, 2022. Multiple pieces of legislation have been proposed that have potential to impact the efficient conduct of the public business of the District. Proposed legislation topics currently being tracked include expanded rural broadband internet

access and changes to public meeting structure, among others. As it is still relatively early in the session, additional updates will be provided on relevant bills that progress through the legislature.

One item that has passed both chambers and has been signed into law by Governor Inslee is House Bill 1732, which delays the implementation of the long-term services and supports trust program (WA Cares Fund – long term care benefits) by 18 months. Premium assessment will begin on July 1, 2023, rather than January 1, 2022. Benefits will become available on July 1, 2026, rather than January 1, 2025.

Electric Vehicle Charging Stations Proposal Update

Updated contracts were routed to the District in late January for review. We hope to have the contracts signed in the near future.

Operations Report January 2022

Doug Stumbough and Kristy Bateman

Service Priority Teams

Business and Career Development (Stacey Goddard)

- Part of my focus this month was working with Library Manager Aileen Luppert on several logistical issues around hosting Tax-Aide at Spokane Valley five days a week. Everything was in place ahead of January 31, the first day of appointments. Tax-Aide volunteers at Moran Prairie and Cheney will start taking appointments in early February.
- 18 people attended this month's Medicare 101 workshop.
- Librarian Crystal Miller had a telephone *Book-a-Librarian* session with a customer who wanted to learn basic computer skills but did not have a computer. She instructed him in how to use our Northstar Digital Literacy resource at the Cheney Library.

Early Learning (Mary Ellen Braks)

- Sheri Boggs and I filmed *Picture Book Chat*.
- We did seven online Storytimes this month and had a total attendance of 67.
- The EL team attended the Early Learning Fellows meeting at NEWESD 101. The group meets quarterly to discuss District and community implementation of state learning standards in mathematics, English Language Arts (ELA), science, and the Early Learning Guidelines.

Education and Enrichment (Gwendolyn Haley)

- With the start of the new year, we had only a couple of programs so we could gear up for reintroducing limited in-person programs in the spring. *Building with Books* continues every other week with a steady attendance of 11-17 participants. Online trivia focused on the show Brooklyn Nine-Nine, and 17 people attended.
- We are planning for summer programs with a theme of *Read Beyond the Beaten Path*.
- 132 customers participated in our *January Beanstack Challenge Winter Reading 2022: Read for a Better World*, completing 450 activities and reading 42,339.
- The Online Book Club began its second year by reading *Achilles* by Madeline Miller. Over 600 people have joined the book club since it started last year.

Digital Projects and Resources (Carlie Hoffman)

- Web Team updated the book club web page to better reflect current circumstances regarding book selection and schedules. We also adjusted the News box on the home page to adjust issues found with screen readers.
- I set up trials for two early learning digital resources. The Early Learning team and other select staff are currently reviewing these products.
- Library of Things inventory was adjusted to prepare for launch. Training documents are currently being prepared.

Information Technology (Patrick Hakes)

- Worked on and reviewed with IT staff the department and District's Disaster Recovery Plan.
- Continued work on library staff fully using SirsiDynix Software as a Service (SaaS).
- Coordinating and planning hardware purchases for the new Spokane Valley Library.

Mobile Services (Amber Williams)

- This month new flooring went on the truck, and the graphics wrap, designed in-house by SCLD Communication, was installed. Like other parts of the District, Mobile Services needed to adjust services due to staffing levels resulting in facility visits being postponed during the latter half of January.

Library Reports**Airway Heights: Autrey Lehman**

- Many families were excited about the *Mini & Virtual Art Show*, and the kids loved seeing their art in our display case.

Argonne: Pat Davis

- I received a call praising staff and the way PSA Wyatt handled a difficult situation. The customer said Wyatt treated the man with respect, compassion, and dignity. She was sad that the gentleman was experiencing homelessness but felt inspired by the way Wyatt connected with the man and worked to resolve the issue in a kind and compassionate manner.
- The *Mini & Virtual Art Show* generated a lot of interest, and we have a display case filled with completed projects.

BookEnd: Briana Ruffing

- We saw increased traffic via curbside due to the high demand of the PCR Covid test kits. We went through several boxes and our customers were very appreciative we were able to provide these in thanks to the partnership with the Spokane Regional Health District.

Cheney: Amy Fair

- I worked with the Cheney Police Department to get bus passes for staff to hand out to those experiencing homelessness in our area so they can get to Spokane where there are services.

Deer Park: Jennie Anderson

- The Friends of the Library participated in the Deer Park Winterfest Celebration and hosted a book sale here at the library, which was very well attended.

Fairfield: Kristy Bateman

- Fairfield has seen an increase in customer activity with the *Mini & Virtual Art Show*. Staff have enjoyed seeing the families pick up the art kits and return with finished pieces.
- Mobile Services will resume its deposit run to the Fairfield Care facility.

Medical Lake: Cecelia McMullen

- We assisted multiple customers with the Libby App so they could read books without worrying about Covid. They expressed gratitude for the many ways the District has provided services and kept people safe during the pandemic.
- Participants in the *Mini & Virtual Art Show* brought in masterpieces and their stories about the joy of creation.

Moran Prairie: Caitlin Wheeler

- Customers have enjoyed local artist Harumi Norasakkunkit's watercolor art display.
- A customer was delighted to see that the kit for our *CreativeBug: Intro to Lace Knitting* program included all necessary supplies.

North Spokane: Brian Vander Veen

- We had photographic works on display from local photographer Ken Glastre.

Otis Orchards: Briana Ruffing

- We helped a customer with numerous forms through Gale Legal Forms. He was grateful and in awe that we had access to such a helpful resource. He said our service was helping to provide a legacy for his family.

Spokane Valley: Aileen Luppert

- One of our regular customers made a \$50 donation. It was the second time in recent months he's done so. He said it's his way of supporting our new Spokane Valley Library, and that he plans to bring us cookies to go with his next donation.
- A customer came to pick up supplies for the upcoming knitting program. She was thankful and surprised to learn that the materials and tools were hers to keep, even when the program ended. She expressed her excitement and gratitude for SCLD doing programs virtually, but still providing the tools and supplies.

District-wide Information

Security Incident Reports

For January 2022, there were 15 Security Incidence Reports filed. 11 less than last month, December 2021 (26) and nine more than January 2021 (3). Spokane Valley reported the most incidents reported (6). The most frequently reported incidents related to General Customer Code of Conduct violations (7).

Public Use Measures

January 2022

Measure	This year	Last year	YTD	Last YTD
	This Month	This Month	This year	Comparison
Cardholders	108,566	107,373		1%
Door count	60,528	11,747	60,528	415%
Items Borrowed	184,623	132,425	184,623	39%
• Airway Heights	1,923	1,189	1,923	62%
• Argonne	6,551	2,714	6,551	141%
• Cheney	6,789	3,368	6,789	102%
• Deer Park	7,055	2,950	7,055	139%
• Fairfield	455	309	455	47%
• Medical Lake	1,831	1,009	1,831	81%
• Moran Prairie	12,852	5,407	12,852	138%
• North Spokane	21,425	11,439	21,425	87%
• Otis Orchards	2,010	1,479	2,010	36%
• Spokane Valley	20,817	9,821	20,817	112%
• The BookEnd	923	413	923	131%
• Digital	72,446	71,638	72,446	1%
• Totals	155,666	111,998	155,666	39%
Programs				
• Number	13	20	13	-35%
• Attendance	149	273	149	-45%

Internet Station Use (%)	16.9%		16.9%	
Meeting Room Bookings	189	0	189	0
Digital Resource Use	180,115	190,425	180,115	-5%

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**

			Target 100.0%	
	Y-T-D Actual	Annual Budget	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	251,629	211,000	119.26%	(40,629)
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	\$ 17,131,091	\$ 16,692,000	102.63%	\$ (439,091)
TRANSFERS IN	-	-	0.00%	-
TOTAL REVENUES & TRANSFERS IN	\$ 17,131,091	\$ 16,692,000	102.63%	\$ (439,091)
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	\$ 1,875,923	\$ -		
BEGINNING CASH	5,863,483			
NET FROM ABOVE	1,875,923			
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 One Month Ended January 31, 2022**

	Y-T-D Actual	Annual Budget
REVENUES		
Proceeds from Financing from Washington State Treasurer, LOCAL Program	\$ -	\$ 9,042,000
Proceeds from Washington State Department of Commerce Grant	-	1,950,000
Contribution from City of Spokane Valley	-	839,000
Proceeds from Capital Campaign Donations	-	200,000
Interest Earnings	-	55,000
TOTAL REVENUES	<u>-</u>	<u>12,086,000</u>
Transfers In	-	2,000,000
TOTAL REVENUES & TRANSFERS IN	<u>-</u>	<u>14,086,000</u>
EXPENSES		
Construction Costs, Including Sales Tax	\$ -	\$ 6,838,000
Architect Fees	53,368	395,000
Owners Rep, Permits and All Other	7,194	228,000
TOTAL EXPENSES	<u>60,562</u>	<u>7,461,000</u>
NET EXCESS OF REVENUES OVER (UNDER) EXPENSES	<u>\$ (60,562)</u>	<u>\$ 6,625,000</u>
 BEGINNING CASH	 \$ 3,879,164	
NET FROM ABOVE	<u>(60,562)</u>	
ENDING CASH	<u>\$ 3,818,602</u>	

Spokane County Library District											
Summary Revenue and Expense Statement: Ten Year Trend Report											
	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	
Property Tax Collections	\$ 10,348,154	\$ 10,032,612	\$ 10,347,962	\$ 10,706,318	\$ 10,937,940	\$ 11,313,839	\$ 11,495,883	\$ 12,102,370	\$ 14,916,508	\$ 16,191,071	
Contract Cities	448,762	411,266	381,034	366,945	347,881	321,907	349,676	346,243	440,832	452,387	
Fines and Fees	300,347	259,691	264,812	260,885	239,164	212,210	177,005	169,065	54,805	68,843	
Grants, E-Rate and Other	197,905	235,392	292,557	289,722	309,891	285,190	240,457	479,978	437,006	365,479	
Interest Earnings	35,231	24,354	25,297	26,230	28,342	37,529	65,546	89,574	80,756	53,311	
Total Transfers In	-	164,100	-	-	-	-	-	-	-	-	
Total Revenues & Transfers In	\$ 11,330,399	\$ 11,127,415	\$ 11,311,662	\$ 11,650,100	\$ 11,863,218	\$ 12,170,675	\$ 12,328,567	\$ 13,187,230	\$ 15,929,907	\$ 17,131,091	
Salaries	\$ 5,559,946	\$ 5,692,053	\$ 5,868,823	\$ 5,921,904	\$ 5,878,555	\$ 6,028,236	\$ 6,102,244	\$ 6,342,573	\$ 6,688,882	\$ 6,771,271	
Payroll Taxes and Employees Benefits	1,591,833	1,648,684	1,716,421	1,721,067	1,905,215	1,998,220	2,131,010	2,261,496	2,368,450	2,338,364	
Supplies	189,003	166,737	182,975	152,443	155,652	157,231	164,364	164,049	150,629	136,066	
Utilities	381,687	394,672	443,422	432,669	423,465	438,586	436,606	479,181	481,272	500,429	
Services	1,049,735	932,896	1,150,195	1,136,080	1,219,076	1,069,023	1,208,925	1,471,235	1,217,926	1,218,002	
Capital Equipment	339,878	368,293	199,222	132,182	150,044	152,169	215,277	164,591	769,338	796,514	
Library Materials	1,531,994	1,466,531	1,414,536	1,589,647	1,585,649	1,613,350	1,695,709	1,693,674	2,250,717	2,195,898	
Library Programs	36,720	54,259	81,542	119,995	108,134	110,073	119,422	107,637	76,637	96,824	
Total Transfers Out	920,891	-	-	300,000	392,908	-	400,000	400,000	1,200,000	1,201,800	
Total Expenses & Transfers Out	\$ 11,601,687	\$ 10,724,125	\$ 11,057,136	\$ 11,505,987	\$ 11,818,698	\$ 11,566,888	\$ 12,473,557	\$ 13,084,436	\$ 15,203,851	\$ 15,255,168	
Net Excess of Revenues Over/(Under) Expenses.	\$ (271,288)	\$ 403,290	\$ 254,526	\$ 144,113	\$ 44,520	\$ 603,787	\$ (144,990)	\$ 102,794	\$ 726,056	\$ 1,875,923	
Total Revenues (before transfers) Annual Incr	-0.5%	-3.2%	3.2%	3.0%	1.8%	2.6%	1.3%	7.0%	20.8%	7.5%	
Total Expenditures (before transfers) Annual Incr	3.2%	0.4%	3.1%	1.3%	2.0%	1.2%	4.4%	5.1%	10.4%	0.4%	
Fine and Fees % of Revenue	2.7%	2.3%	2.3%	2.2%	2.0%	1.7%	1.4%	1.3%	0.3%	0.4%	
Property Tax Revenue Annual Increase	-0.4%	-3.3%	2.7%	3.2%	1.9%	3.1%	1.8%	5.1%	23.4%	8.4%	
Salaries & Benefits Annual Increase	5.5%	2.6%	3.3%	0.8%	1.8%	3.1%	2.6%	4.5%	5.3%	0.6%	
Property Tax % of Total Revenue	91%	90%	91%	92%	92%	93%	93%	92%	94%	95%	
Prop Tax & Contr Cities % of Total Rev	95%	94%	95%	95%	95%	96%	96%	94%	96%	97%	
Salaries as % of Total Revenue	49.1%	51.2%	51.9%	50.8%	49.6%	49.5%	49.5%	48.1%	42.0%	39.5%	
Salaries & Benefits as % of Total Revenue	63.1%	66.0%	67.1%	65.6%	65.6%	65.9%	66.8%	65.2%	56.9%	53.2%	
Sal & Ben as % of Revenue Less Materials	73.0%	76.0%	76.6%	76.0%	75.7%	76.0%	77.4%	74.9%	66.2%	61.0%	
Payroll Taxes and Benefits as % of Salaries	28.6%	29.0%	29.2%	29.1%	32.4%	33.1%	34.9%	35.7%	35.4%	34.5%	
Library Materials as % of Total Revenue	13.5%	13.2%	12.5%	13.6%	13.4%	13.3%	13.8%	12.8%	14.1%	12.8%	