

MISSION

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Board of Trustees Regular Meeting

March 15, 2022 4:00 p.m. Airway Heights 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 February 15, 2022, Regular Meeting Minutes [4:03-4:04]
- B. Approval of February 2022 Payment Vouchers [4:04-4:06]
- C. Unfinished Business [4:06-4:35]
 - 1. WA State Treasurer LOCAL Financing Update
 - 2. New Spokane Valley Library Project Update
- D. New Business [4:35-5:20]
 - 1. New SV Library Construction Contract: Approval Recommendation.
 - 2. Access and Intrusion Security Upgrades Contract: Approval Recommendation.
 - 3. New Spokane Valley Library Project: Library Capital Improvement Program Grant Contract Certifications: Approval Recommendation.
 - 4. Overview – Collection Development/Intellectual Freedom

V. DISCUSSION ITEMS, POSSIBLE ACTION [5:20-5:25]

- A. Future Board Meeting Agenda Items

VI. REPORTS

- A. Trustees [5:25-5:30]
- B. Executive Director [5:30-5:40]
 - Administrative
 - Community Activities
- C. Operations [5:40-5:45]
- D. Fiscal [5:45-5:50]

VII. ADJOURNMENT

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

This meeting is barrier-free. If you require accommodation to participate in this meeting, please notify Spokane County Library District Administrative Offices in advance of the meeting by calling 509-893-8200.

03/15/2022

BOARD OF TRUSTEES MEETING MINUTES: FEBRUARY 15, 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 North Spokane Library, Tuesday, February 15, 2022, at 4:00 p.m.

Present: In Person and via Zoom Teleconference

John Craig - Chair
Kristin Thompson - Vice Chair
Ellen Clark - Trustee
Jessica Hanson - Trustee
Jon Klapp - Trustee
Patrick Roewe - Executive Director and Secretary

Excused: None.

Also Present: Jane Baker, Communication & Development Director; Kristy Bateman, Operations Manager; Rachel Edmonson, Librarian; Rick Knorr, Finance Director; Andrea Sharps, Collection Services Director; Doug Stumbough, Operations Director; Brian Vander Veen, Library Manager; Corinne Wilson, Librarian; and Patty Franz, Executive Assistant.

Guests via Conference Call: Five (5).

Call to Order (Item I.) Chair John Craig called the meeting to order at 4:00 p.m., and welcomed everyone in attendance.

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

Public Comment (Item III.) Mr. Roewe read aloud for the record one public comment received via email prior to the noon deadline today. It was submitted by Brandon Garcia-Acain, a library customer, regarding the state mandate for use of facial coverings as it pertains to library meeting and conference rooms.

There was no further public comment.

Approval of Jan. 18 Regular Meeting Minutes (Item IV.A.) Mr. Craig called for corrections to the January 18, 2022, regular meeting minutes. There were no corrections; the minutes stand approved as written.

Ms. Clark moved and Mr. Klapp seconded approval of the January 2022 bill payment vouchers as follows.

Approval of Jan. 2022, Payment Vouchers (Item IV.B.)

Fund	Voucher/Payroll Numbers	Subtotal	Total
Jan. - L01	59322-59408 and W001031-W001041	\$882,192.45	\$882,192.45
	01102022PR and 01252022PR	\$437,635.05	\$437,635.05
L01		Total	\$1,319,827.50

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**Approval of
Jan. 2022,
Payment Vouchers
(Item IV.B.)**

L02	9616 Void Check (Check was corrected and reissued; see below.)	\$0.0	\$0.0
	9617 City of Spokane Valley – Boundary Line Adjustment Application Fee for new SV Library	\$260.00	\$260.00
	9618 HFC Services – (Owner’s Representative)	\$5,444.44	\$5,444.44
	9619 Horrocks Engineers – Civil Engineers for Boundary Line Adj. for new SV Library	\$1,280.00	\$1,280.00
	9620 Integrus Architecture – Pmt. 7 (New SV Library Design)	\$53,367.60	\$53,367.60
	9621 City of Spokane Valley – Boundary Line Adj. Recording Fee for new SV Library	\$209.50	\$209.50
L02		Total	\$60,561.54

Mr. Knorr responded to queries from Trustees regarding variances in several payment vouchers made in January for postage, janitorial services, and unemployment benefits. In response to Ms. Hanson’s query, Collection Services Director Andrea Sharps said the payment to Midwest Tape includes physical audiobook, DVD and CD items, and an annual payment for hoopla, the District’s streaming service. In response to Ms. Hanson’s request, a list of District subscriptions will be provided.

There was no further discussion.

The motion was approved.

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

NEW SPOKANE VALLEY LIBRARY PROJECT UPDATE. Mr. Roewe provided an update on the new Spokane Valley Library project, noting the construction bid opening dates were extended to provide potentially interested contractors more time to submit bids. He also said information about the groundbreaking ceremony planned for March 29 is forthcoming. Mr. Roewe further reported the District received an insurance certificate as the final pre-contracting requirement for the LOCAL program grant. A representative from the Office of the State Treasurer will present more information about the program at the March meeting. LOCAL program loan resolutions for Board approval are tentatively planned for April.

There was no further discussion.

**New Business
MOU between SCLD
and the Library Fdn
of Spokane County
(Item IV.D.1.)**

MEMORANDUM OF UNDERSTANDING BETWEEN SCLD AND THE LIBRARY FOUNDATION OF SPOKANE COUNTY. Ms. Hanson moved and Ms. Thompson seconded the memorandum of understanding (MOU) between

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New Business MOU between SCLD and the Library Fdn of Spokane County (Item IV.D.1.)

Spokane County Library District and the Library Foundation of Spokane County, as suggested. Ms. Baker presented information about the MOU and Foundation and pointed out the agreement approved by the Board of Trustees in August 2021 was the primary agreement. This MOU is specifically regarding the Capital Campaign for the new Spokane Valley Library, which has a \$1 million goal and end date, and the terms in which finances are collected and transferred to the District. By request, Ms. Baker provided more information about the role, duties, and anticipated time commitment of members of the future capital campaign steering committee, which is expected to begin in early March.

There was no further discussion.

The motion was approved.

New Business Naming Rights Agreement for The Studio (Item IV.D.2.)

NAMING RIGHTS AGREEMENT FOR THE STUDIO. Ms. Thompson moved and Ms. Clark seconded approval of the naming rights agreement for The Studio, as suggested. Ms. Baker stated naming rights allow for large gift donors to be visually recognized for their contributions over a predetermined length of time and announced STCU has interest in naming rights for The Studio for a 15-year term, beginning July 1, 2022. In response to Mr. Klapp's query, Ms. Baker said STCU has preferential scheduling of The Studio for recording its financial literacy programs.

There was no further discussion.

The motion was approved.

New Business Facility Use for Political Purposes Policy (Item IV.D.3.)

FACILITY USE FOR POLITICAL PURPOSES POLICY. Ms. Hanson moved and Mr. Klapp seconded revisions of the Facility Use for Political Purposes policy, as suggested. Mr. Roewe further said the District cannot restrict use of its facilities for content. Discussion ensued regarding use of outdoor space at the new Spokane Valley Library. Mr. Roewe said per state law, people cannot be within 25 feet of a ballot box, if electioneering, but could be in the park or elsewhere on library property.

There was no further discussion.

The motion was approved.

New Business Public Records Policy (Item IV.D.4.)

PUBLIC RECORDS POLICY. Ms. Thompson moved and Ms. Clark seconded reaffirmation of the Public Records policy, as suggested. Mr. Roewe said the policy was completely rewritten in 2020, which included legal counsel review, and was reviewed again this year for biennial review purposes.

There was no further discussion.

The motion was approved.

New Business Reciprocal Use of Libraries Report (Item IV.D.5.)

RECIPROCAL USE OF LIBRARIES REPORT. Operations Director Doug Stumbough presented the reciprocal use report for 2021 via PowerPoint, noting this annual report is required per agreement. He further reviewed the key provisions of usage results between SCLD and Spokane Public Library (SPL), and SCLD and Liberty Lake Municipal Library

**New Business
Reciprocal Use of
Libraries Report
(Item IV.D.5.)**

(LLML), noting results do not include interlibrary loan, digital content, or online learning databases. However, full-service non-resident cards are available for a fee, calculated and paid annually, and can be used at any library in the system. Currently, the cost is \$135 per year. Mr. Stumbough said it was important to note several SPL libraries were closed for remodeling last year, which impacted statistics. In response to Mr. Klapp's query, Mr. Stumbough said when the agreements were entered into there was a conscientious decision to highlight sharing of physical items. Mr. Roewe further said the District invests a lot in its digital resources, so it was an equity concern in favor of District customers to have access. In response to Mr. Craig's query, Mr. Stumbough said he thinks the reciprocal use agreements remain beneficial to the mission of SCLD and the District is satisfied regarding equity.

There was no further discussion.

**New Business
Spotlight – North
Spokane Library
(Item IV.D.6.)**

NORTH SPOKANE LIBRARY SPOTLIGHT. Library Manager Brian Vander Veen introduced himself as well as Rachel Edmondson and Corinne Wilson, who are both District librarians. Mr. Vander Veen, particularly to introduce North Spokane Library to three new Trustees, provided statistics about the library and showed photos of the facility from 1968 to 1972. He also provided historic context regarding facility relocation, expansion, and remodels. For instance, in 2017 the former staff break room became The Lab, where the popular Take It Apart dismantling of everyday items program is held. Ms. Wilson presented information about unique programming such as Goat Yoga, and District partnerships with Whitworth University in support of students. She also said the popular board game and puzzle swap return this month. Ms. Edmondson presented The Lab as a filming headquarters for Storytimes to connect with families throughout the pandemic. To connect with schools, she said the Traveling Lantern Theater Company programs have been a huge hit with Mead School District, and in-person library tours for students have begun again. In response to Mr. Craig's query, Mr. Vander Veen said all Seed Catalog seeds are heirloom and consist of vegetables, flowers, and native plants. In response to Mr. Klapp's query, Ms. Wilson said it was difficult to determine whether online programs were bringing in more customers, but those who have attended have expressed appreciation. Ms. Clark said she and her grandchildren attended the puzzle and game swap and were appreciative also.

There was no further discussion.

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

Mr. Craig reviewed forthcoming agenda items for the next two months. The next meeting will be held at Airway Heights Library on March 15. Among other items, the agenda will include updates on the new Spokane Valley Library project, tentative Board approval requested for two contracts involving the new Spokane Valley Library, and an overview of Collection Development and Intellectual Freedom.

There was no further discussion.

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

There were no reports or further discussion.

**Executive Director
Report, Jan. 2022
(Item VI.B.)**

The Executive Director's written report for January 2022 provided prior to the meeting included reports from Finance and Facilities, Communication & Development, Collection Services, Human Resources, Operations, and Community Activities. Mr. Roewe further said the District will follow the state mask mandate when it changes and as the pandemic transitions to an endemic. Masks will continue to be offered to staff and customers for the transition. Mr. Roewe expressed thanks to Ms. Baker and Nunemaker on the success of the Capital Campaign thus far, which has reached 17.5% of goal. He also pointed out the recently published new edition of Engage magazine, noting it as a positive step toward a new normal. Ms. Thompson said she enjoyed it being entitled as Re-Engaged.

There was no further discussion.

**Operations Report,
Jan. 2022
(Item VI.C.)**

Operations Director Doug Stumbough and Library Operations Manager Kristy Bateman provided a written report prior to the meeting for January 2022, 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 - Final
(Item VI.D.)**

Revenue and Expenditure Final Statement through December 31, 2021.

<u>Fund 001</u>	
Revenues	\$ 17,131,091
Expenditures	\$ 15,255,168
Ending Fund Balance	\$ 7,739,406
Fund Budget Expended	91.39%

Mr. Knorr reiterated final figures for the 2021 budget, noting a slight reduction in new construction that had no adverse effect on the budget .

There was no further discussion.

**Adjournment
(Item VII.)**

Chair Craig adjourned the meeting at 5:10 p.m. The next in-person Board Meeting is scheduled for Tuesday, March 15, 2022, at 4:00 p.m., in the public meeting room at Airway Heights 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 February 28, 2022, and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$1,301,828.72 for the general fund and \$98,393.66 for the capital projects fund and are authorized to authenticate and certify these claims.

DATE: March 1, 2022

SIGNED: 
 TITLE: Finance Director

SIGNED: 
 TITLE: Executive Director

GENERAL OPERATING FUND			
VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
59409	***Void Check***	PRINTER ALIGNMENT ISSUE	-
59410	AUDIOFILE PUBLICATIONS	LIBRARY MATERIALS	34.95
59411	ALLSTREAM	MONTHLY SIP, DID, LONG DIST PHONE SERVICE	444.13
59412	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	1,029.74
59413	AVISTA UTILITIES	MONTHLY UTILITIES	13,419.91
59414	BOOKLIST	LIBRARY MATERIALS	282.50
59415	SHARYL BRANDVOLD	REFUND OF PAID LOST ITEM FEE	7.00
59416	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	238.98
59417	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	27.27
59418	CONSOLIDATED IRRIGATION DIST19	WATER - OT	22.00
59419	CITY OF SPOKANE	MONTHLY WATER & SEWER - MP	315.40
59420	CITY OF CHENEY	MONTHLY WATER, SEWER, ELEC - CH	665.30
59421	CITY OF DEER PARK	MONTHLY WATER & SEWER - DP	80.10
59422	CITY OF MEDICAL LAKE	MONTHLY WATER, SEWER, REFUSE - ML	158.11
59423	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CH	56.86
59424	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE	3,975.96
59425	EBSCO INDUSTRIES, INC.	LIBRARY MATERIALS - SUBSCRIPTIONS	311.69
59426	EDNETICS	CISCO FIREWALL SUPPORT, 5 YEARS	12,504.93
59427	EMPIRE DISPOSAL INC.	MONTHLY SOLID WASTE - FF	43.34
59428	THE FIG TREE	LIBRARY MATERIALS	150.00
59429	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	12,193.07
59430	GREENLEAF LANDSCAPING, INC.	SNOW REMOVAL, JAN	6,798.39
59431	INGRAM DISTRIBUTION GROUP, INC	WEEKLY LIBRARY MATERIALS	19,664.04
59432	LUCID SOFTWARE, INC	ANNUAL SOFTWARE LICENSE	4,080.00
59433	MIDWEST TAPE	WEEKLY LIBRARY MATERIALS	8,218.37
59434	NATIONWIDE INSURANCE	EMPLOYEE DEDUCTIONS FOR PET INSURANCE	347.90
59435	NAVIA BENEFIT SOLUTIONS CLIENT PAY	MONTHLY FSA ADMINISTRATIVE FEE	50.00
59436	OVERDRIVE, INC.	WEEKLY LIBRARY MATERIALS	44,258.17
59437	PAESSLER AG	ROUTER TRAFFIC ANNUAL MAINTENANCE	1,836.00
59438	PRONUNCIATOR LLC	ELECTRONIC LIBRARY SERVICES	3,995.00
59439	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	1,428.72
59440	RELIANCE BARCODE SOLUTIONS, LLC	OFFICE/LIBRARY SUPPLIES	2,776.43
59441	SHI INTERNATIONAL CORP	IT HARDWARE & SOFTWARE	1,563.26
59442	SIRSIDYNIX	ANNUAL SOFTWARE MAINT & SUPPORT	239,769.51
59443	SOFTWARE ONE, INC	SOFTWARE SUPPORT	78.41
59444	THE SPOKESMAN- REVIEW	LIBRARY MATERIALS	468.00
59445	SPOKANE HARDWARE SUPPLY	BUILDING REPAIR & MAINTENANCE	22.78
59446	SPOKANE COUNTY ENVIRONMENTAL SERVICES	MONTHLY SEWER - AR, NS, SV	438.79
59447	SPOKANE SYMPHONY	LIBRARY PROGRAMS - SYMPHONY PASSES	2,452.12
59448	SPOKANE JOURNAL OF BUSINESS	LIBRARY MATERIALS	109.95
59449	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	701.96
59450	STATE PROTECTION SERVICES INC	MOBILE AFTER HOURS SECURITY: SV, NS	732.00
59451	ST LOUIS PUBLIC LIBRARY	ILL LOST OR DAMAGED FEE	12.00
59452	TUMBLEWEED PRESS INC.	ELECTRONIC LIBRARY SERVICES	7,816.38
59453	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	517.88
59454	UNIQUE MANAGEMENT SERVICES	MONTHLY NOTICE FEES AND MESSAGE BEE SERVICE	989.73
59455	UPS	SHIPPING	25.30
59456	VERIZON WIRELESS	MONTHLY CELL & "MI-FI" DEVICE SERVICE	2,713.47
59457	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	1,165.73
59458	WASHINGTON ST HISTORICAL SOCIETY	LIBRARY MATERIALS: COLUMBIA MAGAZINE	35.00
59459	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE	1,270.40
59460	WHITWORTH WATER DISTRICT	MONTHLY WATER - NS	25.53

59461	WICK ENTERPRIZES, LLC	ADVERTISING	906.12
59462	WITHERSPOON BRAJCICH MCPHEE, PLLC	LEGAL SERVICES, GENERAL COUNSEL	1,127.50
59463	ABM INDUSTRIES, INC.	MONTHLY CUSTODIAL SERVICES	17,587.85
59464	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	2,764.83
59465	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	185.30
59466	CENTURYLINK	MONTHLY ANALOG TELEPHONE LINE: SV ELEVATOR	63.88
59467	EDNETICS	MONTHLY MANAGED VOICE SERVICES	2,178.83
59468	FP MAILING SOLUTIONS	POSTAGE MACHINE ANNUAL LEASE	707.24
59469	H&H BUSINESS SYSTEMS, INC.	QTRLY COPIER MAINTENANCE & TONER	80.58
59470	INLAND POWER AND LIGHT	MONTHLY ELECTRIC UTILITIES - AH, DP	969.58
59471	KIDS NEWSPAPER	ADVERTISING	800.00
59472	MW CONSULTING ENGINEERS, PS	ENGINEERING SERVICES, SECURITY UPGRADE PROJ.	13,662.50
59473	NEXUS TRANSLATION SERVICES LLC	INTERPRETER SERVICES	35.00
59474	OPTUM	MONTHLY HSA ACCOUNT ADMIN FEES	54.00
59475	PRISMHR, INC.	MONTHLY SOFTWARE SUPPORT - HR	474.80
59476	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	244.80
59477	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	16,500.99
59478	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	2,897.06
59479	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	1,695.74
59480	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	589.49
59481	VINCENT DAVI	PODCAST CONSULTANT	420.00
59482	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	816.60
59483	FATBEAM, LLC	MONTHLY INTERNET SERVICE, NET OF ERATE DISC	4,389.22
59484	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	1,024.83
59485	INGRAM DISTRIBUTION GROUP, INC	WEEKLY LIBRARY MATERIALS	19,117.64
59486	MIDWEST TAPE	WEEKLY LIBRARY MATERIALS	4,792.78
59487	OVERDRIVE, INC.	WEEKLY LIBRARY MATERIALS	22,291.62
59488	PERRINE PROPERTIES, LLC	MONTHLY PARKING LOT LEASE, SV	1,872.41
59489	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	743.66
59490	SHI INTERNATIONAL CORP	IT HARDWARE & SOFTWARE	259.17
59491	THE SPOKESMAN- REVIEW	LIBRARY MATERIALS	494.00
59492	BPR CUMULUS LLC	MONTHLY LEASE PAYMENT, BOOKEND	3,120.00
59493	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	812.31
59494	UPS	SHIPPING	66.66
59495	ZIPLY FIBER	MONTHLY PHONE & BROADBAND - FF	124.06
W000001045	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	1,824.75
W000001046	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	67,710.39
W000001047	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,596.71
W000001048	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	49,914.91
W000001050	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	68,340.10
W000001051	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,641.36
W000001052	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	1,749.75
W000001053	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	50,545.74
W000001054	ASSOCIATION OF WASHINGTON CITIES - VIMLY BENI	MONTHLY MEDICAL, DENTAL, VISION & LIFE INS	89,758.14
W000001055	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	599.16
W000001056	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	613.90
W000001057	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	80.80
W000001058	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	322.51
W000001059	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	109.58
W000001060	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	99.83
Total Non-Payroll General Operating Fund			\$ 865,101.14
PAYROLL VOUCHERS			
021022 PP3	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #3	\$ 217,858.41
022522 PP4	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #4	<u>218,869.17</u>
Total Payroll General Operating Fund			\$ 436,727.58
TOTAL GENERAL OPERATING FUND			\$ 1,301,828.72

CAPITAL PROJECTS FUND			
VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
9622	HAMMOND FACILITY CONSULTING SERVICES	OWNERS REP SERVICES: Monthly	2,834.75
9623	SPOKESMAN-REVIEW	LEGAL NOTICES FOR PUBLIC BIDS	2,266.45
9624	WITHERSPOON BRAJCICH MCPHEE, PLLC	LEGAL REVIEW OF THE CONSTRUCTION CONTRACTS	11,475.50
9625	HORROCKS ENGINEERS, INC.	CIVIL ENGINEERS FOR BOUNDARY LINE ADJ, FINAL AMT	900.00
9626	INTEGRUS ARCHITECTURE	ARCHITECT FOR NEW SV LIBRARY: Monthly	<u>80,916.96</u>

Total Capital Projects Fund

\$ 98,393.66

**January 2022/February 2022
Paid in February 2022
Voucher # 59477**

Card Category	Amount
General Purchases	\$ 7,631.89
Maintenance	\$ 908.20
Travel	\$ 1,600.75
Acquisitions	\$ 4,389.67
Information Technology	\$ 1,970.48
Outreach	\$ -
General Fund Purchases	<u><u>\$ 16,500.99</u></u>

Top Individual Charges (>\$350)

Moo Print	New business cards, multi-year supply, qty 14,000	2,799.81
Amazon	Curved monitors, qty 2	1,522.42
Hobby Lobby	Art supply kits for painting programs, qty 50	1,149.43
Survey Monkey	Annual subscription fee, 3 licenses	980.10
Discount Mugs	Promotional items, new SV Library, qty 500	838.53
Filters Fast	MERV 13 filters, qty 24	741.26
Amazon	Library materials	710.46
Amazon	Library materials	592.40
Amazon	Library materials	496.22
Mailchimp	Monthly email service	519.45

WASHINGTON STATE TREASURER LOCAL FINANCING UPDATE

In July 2020, Trustees directed staff to begin the application process for the Office of the State Treasurer LOCAL program as a means to secure funding for the new Spokane Valley Library. Staff had researched several non-voted funding options and recommended a loan via the LOCAL program as being the most favorable program for borrowing amount and loan term and most cost-effective program in terms of administration costs. Staff completed the application process shortly thereafter.

As previously reported to the Board, we received confirmation in November 2020 that the District had been approved to finance the new Spokane Valley Library through the financing program, with total proceeds not to exceed \$12,000,000, and a final maturity not to exceed 15 years.

In response to the project budget presented most recently at the December 2021 Board meeting and revised in response to the recently received bids, the District plans to borrow a total of \$10,000,000 over a 10-year period.

Next steps in the process will include the approval of resolutions at the April 2022 Board meeting, which will formally commit the District to the financing program.

In advance of those next steps, Program Analyst Brianna May and Program Administrator Matt Schoenfeld from the Office of State Treasurer will provide Trustees an overview of the LOCAL program and will be available to answer any questions.

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

NEW SPOKANE VALLEY LIBRARY PROJECT UPDATE**Request for Proposal and Bidding Update**

A summary of the bids received for construction of the new Spokane Valley Library and a recommendation to award the contract are addressed in a separate agenda item.

Library Capital Improvement Program (LCIP) grant update

District staff received notification from the Washington State Department of Commerce (Commerce) that the pre-contracting requirement process was completed at the end of February 2022. Immediately prior to drafting this update, staff were informed by Commerce that a contract for the grant would be forthcoming. Once the contract is received, the District will conduct a review with legal counsel and then proceed to sign the contract.

Building permit process update

Status is the same as reported last month: 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 is 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

Status is the same as reported last month: 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 with the City for the City’s \$1.3 million contribution to the library project, as defined in the 2012 Interlocal Agreement, as amended. This amount includes the ~\$840,000 paid by the District to the City for the site, as well as ~\$460,000 for other site improvements.

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

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

New Spokane Valley Library Construction Contract Award

The Request for Proposal for the new Spokane Valley Library project was published January 20, 2022, and again on January 27, 2022. All potentially interested contractors were given the following deadlines to submit proposals: 1.) Base Bid proposals were due February 17, 2022, before 3:00 p.m., and 2.) Separate Alternate Bid proposals were due February 17, 2022, at 4:00 p.m.

As outlined in the published bid notice, bids were opened February 17, 2022, at 4:00 p.m. in a public meeting hosted by project architects Integrus Architecture at its offices at 10 S. Cedar St., Spokane, WA 99201.

The District received a total of six bids for the project. The following table lists the respondents, along with a breakout of base bid and alternative bid package amounts. Respondents are listed by Total Bid Amount, lowest to highest.

Contractor:	Kilgore	Graham	Walker	Lydig	Garco	Leone & Keeble
Base Bid:	10,965,776	11,340,000	11,335,000	11,447,000	11,795,000	11,894,000
Alt. Bid Amount:	125,300	68,900	109,200	101,650	94,000	124,000
Total Bid Amount:	11,091,076	11,408,900	11,444,200	11,548,650	11,889,000	12,018,000

Bids were reviewed for completeness by Integrus Architecture, Owner's Representative Doug Hammond of Hammond Facilities Consulting Services, and District staff.

Following this review, Kilgore Construction, Inc. (KCI), was confirmed to be the responsible bidder with the lowest responsive bid.

Consequently, staff sent a notice of intent informing KCI that we planned to recommend awarding the construction contract for the new Spokane Valley Library project to them.

If approved, staff will be authorized to sign the construction contracts with KCI, which would occur as expediently as possible.

Please note that Steven Clark of Integrus Architecture will attend the meeting to provide a short overview of the bidding and contracting process and will be available to answer any questions.

Recommended Action: Board motion to award the contract for the new Spokane Valley Library project to Kilgore Construction, Inc.

SCLD Security Upgrade Contract Award

The Request for Proposal for the Spokane County Library District Security Upgrade project was published February 3, 2022. Potentially interested contractors were invited to submit proposals until the due date and time on February 18, at a public bid opening hosted by project architects Integrus Architecture at its Spokane offices.

The District received one bid for the project. The details of the bid follow.

- General Contractor: Power City Electric, Inc.
- Base Bid: \$287,200
- Alternates: \$121,200
- Total with Alternates \$409,000

The base bid for this security project was for 7 of the 10 existing libraries. The alternates were to provide individual prices for the Cheney, Medical Lake, and Fairfield libraries.

Bids were reviewed for completeness by Integrus Architecture, Owner's Representative Doug Hammond of Hammond Facilities Consulting Services, and District staff.

Following this review, the bid from Power City Electric was confirmed to be responsible and responsive. Subsequently, staff sent a notice of intent informing Power City Electric that we planned to recommend awarding the construction contract for the District's Security Upgrade project to them. If approved, staff will be authorized to sign the construction contracts with Power City Electric, which would then occur as soon as possible.

Recommended Action: Board motion to award the contract for the Spokane County Library District Security Upgrade Project to Power City Electric, Inc.

NEW SPOKANE VALLEY LIBRARY PROJECT: LIBRARY CAPITAL IMPROVEMENT PROGRAM GRANT CONTRACT CERTIFICATIONS

Background

Among the requirements of the Library Capital Improvement Program (LCIP) grant contract is that the District's Board of Trustees review and approve three declarations pertaining to the new Spokane Valley Library Project.

1. Scope of Work

The first is a declaration of the scope of work for the new Spokane Valley Library project, which sufficiently summarizes the library construction project.

2. Certification of the Payment and Reporting of Prevailing Wages

The second is a declaration that "certifies that all contractors and subcontractors performing work on the [Spokane Valley Library] project shall comply with prevailing wage laws set forth in Chapter 39.12 RCW..."

- Please note the prevailing wage requirement is addressed in the construction contract.

3. Intent to Enter The Leadership in Energy and Environmental Design (LEED) Certification Process

The third is a declaration that "certifies [the District] will enter into the Leadership in Energy and Environmental Design certification process, as stipulated in RCW 39.35D..."

- Please note that District staff and Integrus Architecture previously signed a LEED Certification Declaration as part of the pre-contracting process for the grant.

Attached are the three respective certifications from the grant contract, of which, along with the LCIP grant contract itself, have been reviewed by the District's legal counsel.

Approval of the certifications will authorize District staff to sign on behalf of the District as part of the LCIP grant contract.

Executive Director Patrick Roewe and Finance Director Rick Knorr will be available to answer questions.

Recommended Actions:

1. Board motion to approve the Scope of Work for the LCIP grant contract.
2. Board motion to approve the Certification of the Payment and Reporting of Prevailing Wages for the LCIP grant contract.
3. Board motion to approve the Certification of Intent to Enter the Leadership in Energy and Environmental Design (LEED) Certification Process for the LCIP grant contract.

Overview – Collection Development/Intellectual Freedom

Collection Development Librarians Sheri Boggs and Cheryl Zobel will provide an overview of the principles of Intellectual Freedom and the practice of collection development.

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

FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: APRIL - MAY 2022***April 19, 2022: Moran Prairie Library - (4:00 p.m.)***

- New Spokane Valley Library: Update
- Memorandum of Understanding Between the City of Spokane Valley and Spokane County Library District for Contributions by the Parties To Certain Improvements at the Library Site Located Between Balfour Road and Herald Road: Approval Recommendation. (tentative)
- LOCAL Program Loan Resolutions (tentative)
- Access to Library Services Policy: Approval Recommendation.
- Financial Management Policy: Approval Recommendation.
- Personnel Policy: Approval Recommendation.
- Spotlight – Moran Prairie Library

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

May 17, 2022: Deer Park Library - (4:00 p.m.)

- New Spokane Valley Library: Update
- Partnership and Sponsorship Policy: Approval Recommendation.
- Social Media Policy: Approval Recommendation.
- Overview – Engage Magazine

SPECIAL MEETINGS/ACTIVITIES2022

Oct 10 All Staff Day, Tentative

EXECUTIVE DIRECTOR'S REPORT FEBRUARY 2022

Business Office, Finance and Facilities – Rick Knorr

2021 General Fund

The fiscal report for the two months ending February 28, 2022, is included.

Expenses:

Total expenses before transfers are 17.69%, or only slightly more than the two-month target of 16.7%. Salaries and benefits are slightly under target at 16.0% and 16.6% respectively, also as expected for early in the year.

The following table contains a list of selected, large annual payments made in the first two months of the year. This table provides insight for expense lines that are over target at this early stage of the fiscal year.

	Amount	Expense Category
Annual Software Support for SirsiDynix ILS system	\$ 239,770	Services
Multi Year Support for Cisco Firewall Software	\$ 12,505	Services
Annual Content Access Fee to Overdrive	\$ 12,000	Services
Annual HR and Payroll Software Support	\$ 7,876	Services
Annual Liability, Commercial Auto and D & O Insurance	\$ 25,327	Insurance
Annual Funding for Hoopla	\$ 86,400	Library Materials
Annual Subscription to Flipster for Magazines	\$ 33,030	Library Materials

2022 Property Tax Levy

Final assessed values for the 2022 property tax levy were certified by the Spokane County Assessor and delivered to the Spokane County Treasurer in January for processing. The final Tax Incremental Financing (TIF) allocation was also provided to the District shortly after the February meeting. Full detail of the 2022 levy after TIF allocation is provided below.

Final Property Tax Levy Calculation	
Higher of prior year or last highest	\$ 16,004,726
Plus: 1%	160,047
Plus: New Construction	417,234
Plus: Incr in State Assessed Property	13,900
	16,595,907
Plus: Refunds	20,824
Less: TIF allocation	(148,085)
Levy, after TIF	\$ 16,468,646
Levy Rate	0.42476
2022 Property Tax Budget	\$ 16,429,500

New Employee Benefit: Flexible Spending Account

In the current month's voucher list, you will notice at the bottom of the list, six weekly payments to NAVIA Benefit Solutions (NAVIA) for weekly flexible spending account claims. Effective January 1 this year, the District expanded available employee benefit offerings to include a flexible spending account (FSA). The third-party administrator for the FSA plan is NAVIA, an entity that partners with the Association of Washington Cities Employee Benefit Trust (AWC) and administers most FSA accounts offered by members of AWC. The requirements of the plan include that the District be custodian of all FSA deductions elected by participating employees and make weekly payments from these funds for paid claims incurred by District employees. These weekly claims will be presented in future voucher reports. Further explanation of the FSA plan will be provided upon request during the board meeting.

Facilities Report

HVAC Controls Project. The District received information that many parts have arrived for the soon to start HVAC controls project. The goal of this project is to install new, fully networked HVAC system management software allowing District employees to manage the HVAC environment within District buildings from a desktop or mobile device, a feature we do not have today.

Human Resources – Toni CarnellTraining

Sessions of Person in Charge (PIC) training were held, and new courses continue to be added to the learning management system and the training calendar.

Staff updates:New hires:

- Public Services Associate (Moran Prairie x2 & Mobile Services)

Transfers:

- Mobile Services Associate to Public Services Associate (North Spokane)
- Public Services Associate (Spokane Valley to North Spokane)
- Library Manager to Strategic Plan Manager (temp)

Promotions:

- Administrative Services Associate to Finance Manager
- Librarian to Library Manager (temp)

Separations:

- Finance Manager

Communication & Development – Jane BakerCommunication

Media inquiries in response to press releases were received on a variety of topics. The *Spokesman-Review* inquired about the District's presentation of a Humanities Washington program about missionary spies in WWII. We connected the reporter with the WSU professor presenting the program resulting in a Spokesman article on February 10. KREM-TV featured a news story on the free AARP Tax-Aide available at select libraries. In response to national news about *Maus*, the banned graphic novel by Art Spiegelman, KXLY-TV interviewed Collection Development Librarian Sheri Boggs on the subject for that evening news program.

Development

Development is preparing for the public announcement of the Spokane Valley Capital Campaign. The announcement will be included in the groundbreaking and shovel ceremony scheduled for March 29. Campaign materials are in production, along with website updates, staff training, and steering committee work.

Operations - Doug Stumbough

Customers continued to find their way to libraries in February as evidenced in the number of people visiting their library and in the amount of physical items they borrowed this month. For the month, a total of 61,159 customers visited our libraries and checked out 80,385 physical items. While the check outs

were down from the 82,631 physical items (-3%) borrowed last month, visits to the libraries were up slightly from the 58,873 in January (+1%).

With the continued impact of the Omicron variant on staffing, the libraries remained on a modified schedule, closing no later than 6pm through the month. Reduced staffing availability created additional service reductions, resulting in a late opening at North Spokane on one day and a closure day at Deer Park.

Conditions and trends of the variant were reevaluated again mid-month and it was determined that libraries would be able to return to full open hours beginning March 6.

Positive Interaction Reports

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

A Spokane Valley customer checking out with his children told staff how great the library is and how much they appreciate everything staff does. He said the library is one of the places they love to visit and mentioned how well the library has done throughout the pandemic, including curbside pickup and all the other resources.

Staff at North Spokane received a call asking about an artist whose work was featured in one of the displays. Lydia and Don were able to find information about the local artist who had passed away. The customer responded "Thank you so much for tracking that down, Lydia. I recognize the name now that I see it in your email. He is the one I was looking for. I am so sorry to hear he has passed away. I really liked his art -- the rubber chickens, the cats, etc. :) -- and now I am so sorry I never called to tell him I liked it. Maybe I can track down a piece of his art online to purchase, so I can have a remembrance of him. He always made me smile."

One customer who had signed up for the virtual knitting program came to Spokane Valley to pick up her supplies and had a couple of questions about the knitting program. Dana had the answers, and the customer was so thankful (and surprised) to find out that the materials and tools were hers to keep, even when the program ended. She expressed that she was so excited and grateful for SCLD doing these programs virtually, but still providing the tools and supplies!

A regular Argonne customer came in to return and check out books, and wanted to pass on how a few weeks earlier, she wasn't able to come into the library to browse (as she normally would) and had to use curbside. She was so grateful to Hannah, who picked out a few books based on a few ideas, and loved the help she received. She also said how much she appreciates the library in general and how wonderful it's been throughout the pandemic to have curbside service available when the public couldn't come into the building.

Finally, kudos to Spokane Valley staff from a commenter via Facebook who thanked them for their actions while evacuating the building during a rather stressful event: "I was in the library when it happened. Thank you to the library for keeping everyone calm." For context - Sheriff's deputies entered the building one evening telling everyone to clear away from the main restroom area and shelter in place

as there was a suspect in a possible nearby shooting that was reported to have been seen entering the men's room. Staff were then told to clear the building. Staff began directing customers, leading a calm and orderly evacuation of the building, avoiding the restrooms. Once law enforcement determined the situation was under control, they let staff know that it was safe to return to the building. The man detained in the restroom was later determined not to be involved in the nearby situation.

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 February:
 - **Audiobook checkouts** February 1 – February 28:
 - *The Last Thing He Told Me: A Novel* by Laura Dave (60)
 - *The Judge's List* by John Grisham (59)
 - *The Four Winds* by Kristin Hannah (57)
 - **Ebook checkouts** February 1 – February 28:
 - *The Five Wounds* by Kirstin Valdez Quade (87)
 - *The Judge's List* by John Grisham (75)
 - *The Last Thing He Told Me: A Novel* by Laura Dave (58)
 - **Audiobook holds** as of February 28:
 - *Atomic Habits: An Easy & Proven Way to Build Good Habits & Break Bad Ones* by James Clear (93)
 - *It Ends with Us* by Colleen Hoover (50)
 - *The Recovery Agent* by Janet Evanovich (48)
 - **Ebook holds** as of February 28:
 - *The Maid: A Novel* by Nita Prose (60)
 - *Verity* by Colleen Hoover (58)
 - *It Ends with Us* by Colleen Hoover (55)
- Popular **Adult Physical Book** titles February:
 - Checkouts:
 - *Better Off Dead* by Lee Child (36)
 - *The Judge's List* by John Grisham (31)
 - *Mercy* by David Baldacci (29)
 - Holds:
 - *Maus: A Survivor's Tale* by Art Spiegelman (29)
 - *The Christie Affair* by Nina de Gramont (25)
 - *The Violin Conspiracy* by Brendan Slocumb (23)

OverDrive's Together We Read Digital Book Club

The title selected for OverDrive's "Together We Read" program was *The Five Wounds* by Kirstin Valdez Quade. This title was available for unlimited simultaneous use in the ebook and audiobook formats between February 7 – 21 at no cost to the District. "Together We Read" is a two-week digital book club that connects readers from the United States with the same book at the same time without any waitlists or holds. The program is free and similar to OverDrive's "Big Library Read." *The Five Wounds* was the most checked out ebook in February with 87 checkouts recorded.

COLLECTION MONTHLY REPORT			
FEBRUARY 2022			
	Select Transaction Count		
Physical Collection	YTD 2022	YTD 2021	CHANGE
Items Processed	8,199	6,511	26%
Interlibrary Loan Total	938	718	31%
Overdrive			
Total Checkouts	137,636	137,823	0%
Total Holds	41,972	46,615	-10%
hoopla			
Total Checkouts	5,903	5,986	-1%
	Total Items in Collection		
Material Type	YTD 2022	YTD 2021	CHANGE
Print	305,539	312,824	-2%
Nonprint	76,383	82,992	-8%
Overdrive	135,162	114,531	18%
Grand Total	517,084	510,347	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 UpdateOperational disruptions due to the Omicron variant

Along with the wave of the Omicron variant, the need has receded for the contingency plans staff prepared to temporarily reduce and/or suspend library services if staffing levels were negatively impacted by infections. All District libraries have resumed normal operating hours as of the first week of March.

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.

As previously reported, 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.

End of statewide face covering mandate

In conformance with Governor Inslee's announcement that the statewide face covering mandate would end as of March 12, 2022, the District is no longer requiring face coverings for staff or customers as of that date.

That said, we recognize the adjustment process for individuals may differ as COVID-19 continues the transition from pandemic to endemic. Staff (and customers) who decide to continue to wear facial coverings after the end of the state-issued mandate have the District's full support in doing so. We have communicated this support to staff on several occasions.

The District provided disposable masks will continue to be made available for customers (and staff) use. In addition, N95 facial coverings will continue to be made available for voluntary staff use. Please note facial coverings are only one piece of the District's mitigation efforts, and all other elements of the Infectious Disease Response Plan will remain in place until the associated guidelines issued by federal, state, and local public health agencies change.

As a final note regarding the continuing challenge of customer non-compliance with the state-issued face covering mandate: We once again express appreciation to the staff who did a commendable job extending patience, courtesy, and empathy to those few customers who choose not to respond in kind.

Legislative Update

The 2022 session of the Washington Legislature started January 10, 2022. As the 60-day session completed its second month, the pieces of legislation have been proposed that have potential to impact the efficient conduct of the public business of the District have winnowed down considerably. Proposed legislation of note includes expanded rural broadband internet access and changes to public meeting structure and requirements. Following the close of the session, a final update will be provided on the relevant bills that progressed through the legislature and were signed into law by the Governor.

Electric Vehicle Charging Stations Proposal Update

Updated contracts were routed to the District in late January for review, of which staff returned with comments in February. We hope to have the contracts signed in the near future.

List of Digital Subscriptions, Resources, and Collections

As requested at last month's meeting, the following is a list of the District's digital subscriptions, resources, and collections for customer use, arranged by vendor, platform, and/or product. Brief descriptions of the content are included in parentheses.

Overdrive (downloadable eBooks and audiobooks)

Midwest Tape: hoopla (eBooks, audiobooks, and streaming media)

EBSCO (magazines; research databases):

- Flipster
- Business Source Complete
- Hobbies & Crafts Reference Center
- Home Improvement Reference Center
- Novelist
- Novelist K-8 Plus
- Small Engine Repair Reference Center

ProQuest (research databases):

- ABI/INFORM Trade & Industry
- Consumer Health Database
- Culturegrams
- eLibrary Curriculum Edition
- History Study Center
- ProQuest
- ProQuest Learning: Literature
- ProQuest US Newsstream
- Research Library
- SIRS Discoverer

Gale (Online learning courses; research databases; test preparation; legal forms):

- Gale Courses
- Gale Presents: Udemy
- Gale Business: DemographicsNow
- Gale Business: Entrepreneurship
- Gale Business Insights: Global
- Gale Business: Plan Builder
- Gale eBooks
- Gale Health And Wellness
- Gale in Context: Elementary
- Gale in Context: Middle School

- Gale in Context: High School
- Gale in Context: College
- Gale in Context: Biography
- Gale in Context: Global Issues
- Gale in Context: Science
- Gale General OneFile
- Gale Literature: LitFinder
- Gale Academic OneFile
- Gale OneFile: Educator's Reference Complete
- Gale OneFile: Informe Academico
- Gale OneFile: New
- Opposing Viewpoints
- Peterson's Test and Career Prep
- Washington Legal Forms

Brainfuse (job seeking; online tutoring):

- JobNow
- HelpNow

Pronunciator (language learning; citizenship test prep):

- Pronunciator
- ProCitizen

Ancestry (genealogy research):

- Heritage Quest Online
- Ancestry.com

LinkedIn Learning (online learning courses)

Consumer Reports (product reviews)

Data Axle (Residential listing and business directories)

Candid (Non-profit research):

- Foundation Directory Online
- Foundation Directory Online Essential

Auto Repair Source (auto repair database)

Creativebug (hobbies & crafts)

Morningstar (investment research center)

ABCmouse.com (early learning)

Audiobook Cloud (Children, Teen, Adult eBooks):

- Audiobook Cloud
- TeenBookCloud
- Tumblebooks

Beanstack (online reading challenges)

Northstar Digital Literacy (computer and internet skills training)

IMSLP Petrucci Music Library (sheet music and recordings)

HeinOnline (history and current events research)

Infobase (research database)

SelectReads (readers' advisory)

Chapter-A-Day Book Club (readers' advisory)

PBC Guru: Online SCLD Book Club (readers' advisory)

Operations Report February 2022

Doug Stumbough and Kristy Bateman

Service Priority Teams

Business and Career Development (Stacey Goddard)

- *Our Estate Planning Basics* workshop had 33 people login to Zoom, and attendees expressed their gratitude to us and the presenter for offering the program. Crystal will be scheduling another session or two for fall.
- Tax-Aide started at Moran Prairie and Cheney this month, joining Spokane Valley (that began on January 31), in providing this much appreciated service to our community. Adding to the volunteer workload is the fact that many taxpayers have multiple years of returns to complete, given the complications of the pandemic.
- Gwendolyn and I, along with Development Director Jill-Lynn Nunemaker, hosted a virtual fieldtrip for the current Leadership Spokane class, which includes Cheney Library Supervisor Amy Fair. In addition to discussing our service priorities and plans for the new SV Library, Gwendolyn also talked about censorship and book challenges. 21 people attended and they had a lot of questions for us.

Early Learning (Mary Ellen Braks)

- Sheri Boggs and I filmed *Picture Book Chat*.
- We did eight online Storytimes this month and had a total attendance of 35.
- We did an online STARS class for childcare providers, preschool teachers, and parents, *Best Picture Books of 2021*.

Education and Enrichment (Gwendolyn Haley)

- The 2nd Annual Virtual Art Show featured ~210 local artists of all ages. Mini art is also displayed in the libraries.
- 102 attended the Humanities WA program: *Double Crossed: The American Missionary Spies of WWII*
- Planning for in person Summer programs was finalized.

Digital Projects and Resources (Carlie Hoffman)

- Web Team reviewed and adjusted internal stakeholder interview questions to help guide a website design and development update project. Interviews began and will continue into the spring.
- A group of librarians trialed two early digital resources.

Information Technology (Patrick Hakes)

- Reviewed the District's network vulnerability; both internally and externally.
- Finalized E-Rate submissions for USAC budget year 2022-2023.
- Worked with Finance on renewing the District's Cybersecurity insurance.

Mobile Services (Amber Williams)

- Consultant Michael Swendrowski was on site in Maryland this month to inspect LINC, the new Mobile Services truck. He reported back that overall, he was impressed with the workmanship and felt the truck was near completion. We anticipate delivery in late March.

Library Reports

Airway Heights: Autrey Jeske

- Medical Lake regulars came to AH and were delighted to find out that mobile printing was available at all 11 libraries, allowing them to not be limited to specific branch hours.
- A mother was looking for ASL resources and was happy to find our Signing Time DVDs that would work for her and her two children.

Argonne: Pat Davis

- A mother and daughter asked if it was okay to check out four items. Staff informed them they could check out up to 50. The mom asked the little girl if she wanted to stick with four or look for more; the child answered "More!"
- A gentleman requested assistance with making copies of some photos. He explained he was 88 years old and was printing the pictures for a friend to prove he had lettered in five sports in high school.

BookEnd: Briana Ruffing

- A customer sent an email expressing how much they appreciated being able to renew their card online. We sent a speedy response, and they were able to continue reading ebooks on their tablet without interruption.

Cheney: Amy Fair

- Cheney has begun hosting AARP Free Tax-Aide, which has brought new and current customers into the library.
- Seven participants submitted art to be displayed at Cheney for the District-wide *Mini & Virtual Art Show*.

Deer Park: Jennie Anderson

- Since internet usage has increased, we have been able to allow customers to use the Chromebooks that IT has given us to use as a test site.
- A customer commented, "Deer Park has the nicest and most helpful staff of any business in the area. Thank you."

Fairfield: Kristy Bateman

- Two customers participated in the District-wide *Mini & Virtual Art Show*.

Medical Lake: Cecelia McMullen

- A participant was delighted with the "mini" aspect of the *Mini & Virtual Art Show*. Having spent years studying art, she is normally too busy raising children to complete a project.
- Customers are constantly amazed that printing and copying are free, especially during tax season.

Moran Prairie: Caitlin Wheeler

- The meeting room has bustled with this first month of AARP Free Tax-Aide. Customers have expressed gratitude to see the program back in action.
- A medical student was delighted and grateful to learn that not only did we have a printed medical dictionary, but we had several resources she could make use of in our Gale courses and the rest of the digital library.

North Spokane: Brian Vander Veen

- Twenty students from Orchard Prairie Elementary came to tour the building and learn how to use the library catalog and other resources for a research assignment.
- A customer commented to Library Assistant Brienne that "[she] is so appreciative of North Spokane and our collection. She said it was difficult to not have access to the library during the Covid shutdown--that the library is her favorite thing about Spokane."

Otis Orchards: Briana Ruffing

- PSA Sheyann helped a customer on the computer complete an application for SNAP. The customer left and returned with a decadent store-bought cupcake with a note expressing her thanks and that Sheyann did an impeccable job.
- We received comment cards from three young siblings saying how much they love the Otis Orchards Library.

Spokane Valley: Danielle Milton

- Tax-Aide continues to be a popular service. This year was the first year for appointments only at Spokane Valley. It has proved to be a successful set up with a much more positive experience for staff and customers alike. Customers have been appreciative of having the service back in the library.
- A customer reported to staff that they really loved the promotion of Black History Month on the banner in Overdrive. They promptly checked out many of the items on display.

District-wide Information

Security Incident Reports

For February 2022, there were 35 Security Incidence Reports filed. 20 more than last month, January 2022 (15) and 34 more than February 2021 (1). North Spokane had the most incidents reported (11). The most frequently reported incidents related to General Customer Code of Conduct violations (17).

Public Use Measures

February 2022

Measure	This year	Last year	YTD	Last YTD
	This Month	This Month	This year	Comparison
Cardholders	109,265	107,101		2%
Door count	61,159	12,002	121,687	412%
Items Borrowed	196,564	130,160	381,187	45%
• Airway Heights	1,980	1,009	3,903	78%
• Argonne	6,583	3,135	13,134	125%
• Cheney	6,472	3,128	13,261	104%
• Deer Park	6,727	2,919	13,782	135%
• Fairfield	454	290	909	52%
• Medical Lake	1,569	939	3,400	75%
• Moran Prairie	12,736	5,279	25,588	139%
• North Spokane	20,817	11,171	42,242	87%
• Otis Orchards	2,429	1,560	4,439	46%
• Spokane Valley	19,636	9,722	40,453	107%
• The BookEnd	982	413	1,905	134%
• Digital	71,097	72,176	143,543	0%
• Totals	168,703	111,863	324,369	45%
Programs				
• Number	19	33	32	-40%
• Attendance	345	862	494	-56%
Internet Station Use (%)	18.7%		17.8%	
Meeting room bookings	124	0	313	
Digital Resource Use	163,236	223,828	343,351	-17%

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 Two Months Ended February 28, 2022

			Target 16.7%	
	Y-T-D Actual	Annual Budget	Percent Used	Balance Remaining
REVENUES				
PROPERTY TAXES	\$ 93,885	\$ 16,429,500	0.57%	\$ 16,335,615
CONTRACT CITIES - AIRWAY HEIGHTS	0	357,000	0.00%	357,000
CONTRACT CITIES - SPOKANE	0	91,000	0.00%	91,000
FINES & FEES	18,544	59,000	31.43%	40,456
GRANTS & DONATIONS	23,131	7,000	330.44%	(16,131)
E-RATE REIMBURSEMENTS	84,535	231,000	36.60%	146,465
LEASEHOLD & TIMBER TAX, REBATES, OTH	1,617	28,000	5.78%	26,383
INTEREST REVENUES	6,302	62,000	10.17%	55,698
TOTAL REVENUES	\$ 228,015	\$ 17,264,500	1.32%	\$ 17,036,485
TRANSFERS IN	-	-	0.00%	-
TOTAL REVENUES & TRANSFERS IN	\$ 228,015	\$ 17,264,500	1.32%	\$ 17,036,485
EXPENSES				
SALARIES	\$ 1,187,984	\$ 7,409,000	16.03%	\$ 6,221,016
FRINGE BENEFITS	415,127	2,504,400	16.58%	2,089,273
SUPPLIES	36,950	194,700	18.98%	157,750
UTILITIES	102,128	521,300	19.59%	419,172
SERVICES	456,041	1,466,000	31.11%	1,009,959
INSURANCE	25,327	75,000	33.77%	49,673
CAPITAL EQUIPMENT	37,145	639,100	5.81%	601,955
LIBRARY MATERIALS	375,408	2,113,000	17.77%	1,737,592
ELECTRONIC LIBRARY MATERIALS	61,426	250,000	24.57%	188,574
LIBRARY PROGRAMS	23,960	92,000	26.04%	68,040
TOTAL EXPENSES	\$ 2,721,496	\$ 15,264,500	17.83%	\$ 12,543,004
TRANSFERS OUT	-	2,000,000	0.00%	2,000,000
TOTAL EXPENSES & TRANSFERS OUT	\$ 2,721,496	\$ 17,264,500	15.76%	\$ 14,543,004
Net Excess of Revenues Over/(Under) Expenses	\$ (2,493,481)	\$ -		
BEGINNING CASH	7,739,406			
NET FROM ABOVE	(2,493,481)			
ENDING CASH	\$ 5,245,924			

Number of months cash on hand 4.1

Spokane County Library District
Capital Projects Fund
Statement of Revenues and Expenses
For the two months ended February 28, 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	3,811	55,000
TOTAL REVENUES	<u>3,811</u>	<u>12,086,000</u>
Transfers In	-	2,000,000
TOTAL REVENUES & TRANSFERS IN	<u>3,811</u>	<u>14,086,000</u>
EXPENSES		
Construction Costs, Including Sales Tax	\$ -	\$ 6,838,000
Architect Fees	134,285	395,000
Owners Rep, Permits and All Other	24,671	228,000
TOTAL EXPENSES	<u>158,956</u>	<u>7,461,000</u>
NET EXCESS OF REVENUES OVER (UNDER) EXPENSES	<u>\$ (155,145)</u>	<u>\$ 6,625,000</u>
 BEGINNING CASH	 \$ 3,879,164	
NET FROM ABOVE	<u>(155,145)</u>	
ENDING CASH	<u>\$ 3,724,019</u>	