

MISSION

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Board of Trustees Regular Meeting

June 21, 2022 4:00 p.m. Otis Orchards Library

AGENDA

Note: Members of the public can attend the meeting in person or remotely. To attend the meeting remotely via the internet: **Error! Hyperlink reference not valid.** or via conference call (toll free): 1-877-853-5247 or 1-888-788-0099, then enter ID: 883 8846 5377. 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 May 17, Regular Meeting Minutes [4:03-4:04]
 - B. Approval of May 2022 Payment Vouchers [4:04-4:06]
 - C. Unfinished Business [4:06-4:20]
 - 1. New Spokane Valley Library Project Update
 - D. New Business [4:20-4:55]
 - 1. Annexation of Cities and Towns to the Library District Policy: Approval Recommendation.
 - 2. Use of Video Surveillance Systems Policy: Approval Recommendation.
 - 3. Personnel Policy HR06-Employee Conduct: Approval Recommendation.
 - 4. Overview – Network Security
- V. DISCUSSION ITEMS, POSSIBLE ACTION [4:55-5:00]**
 - A. Future Board Meeting Agenda Items
- VI. REPORTS**
 - A. Trustees [5:00-5:05]
 - B. Executive Director [5:05-5:15]
 - Administrative
 - Community Activities
 - C. Operations [5:15-5:20]
 - D. Fiscal [5:20-5:25]
- VII. ADJOURNMENT**

[Estimated meeting length: One hour and twenty-five 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.

06/21/2022

BOARD OF TRUSTEES MEETING MINUTES: MAY 17, 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 Deer Park Library, Tuesday, May 17, 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; Erin Dodge, Communication Specialist; Rick Knorr, Finance Director; Stacy Loberg, Library Supervisor; Sarah O’Hare, Librarian; Andrea Sharps, Collection Services Director; Doug Stumbough, Operations Director; and Patty Franz, Executive Assistant.

Other Guests via Conference Call: Four (4).

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.) There was no public comment.

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

Approval of April 2022, Payment Vouchers (Item IV.B.) Mr. Klapp moved and Ms. Clark seconded approval of the April 2022 bill payment vouchers as follows.

Fund	Voucher/Payroll Numbers	Subtotal	Total
Apr. - L01	59583-59667 and W001075-W001095	\$630,810.05	\$630,810.05
	04082022PR and 04252022PR	\$459,058.44	\$459,058.44
L01		Total	\$1,089,868.49
L02	9632 HFC Services – (Owner’s Representative)	\$3,416.29	\$3,416.29
	9633 Spokane County Treasurer – Sewer plan review fee	\$ 200.00	\$ 200.00

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

	9634 Modern Electric Water Co – Electric permit application fee	\$ 200.00	\$ 200.00
	9635 Spokane County Environmental Services – Sewer connection fee	\$4,830.00	\$4,830.00
	9636 Integrus Architecture – Pmt. 10 (New SV Library Design)	\$51,560.43	\$51,560.43
	9637 TestComm LLC – Leed consultant and commissioning services	\$ 400.00	\$ 400.00
L02		Total	\$60,606.72

There was no further discussion.

The motion was approved.

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

NEW SPOKANE VALLEY LIBRARY PROJECT UPDATE. Mr. Roewe reported up to date construction photos are anticipated to be available in June. He also suggested Trustees drive by to see the progress. Mr. Knorr provided updated interest rate information from the Office of the State Treasurer and said when the sale of the certificate of participation goes through on June 8, a rate of 3-4% is expected, with funds becoming available June 28. Mr. Roewe stated the District was informed it may be required to complete an additional disclosure form ahead of the sale depending on the inclusion of two state projects, which will be finalized at the end of May. Mr. Roewe said he is pleased with the current project status and shared that Owner’s Representative Doug Hammond said the project is on time, on task, and on budget. Discussion ensued among Trustees and staff about next steps, project completion, and library move-in dates, all of which are yet to be determined.

There was no further discussion.

**New Business
Financial Mgmt.
Policy
(Item IV.D.1.)**

FINANCIAL MANAGEMENT POLICY. Ms. Hanson moved and Ms. Thompson seconded approval of changes to the Financial Management policy, as suggested. Mr. Knorr reiterated the purpose of the policy is to provide guidelines for financial operations of the District. He reviewed suggested changes, which included a statement to establish effective controls to protect EFT transactions, which was recommended by the Washington State Auditor’s Office. He further reviewed the role of the Board during annual budget development. In response to Mr. Klapp’s query, Mr. Knorr said the 14% guidelines for purchase of library materials was established years ago and has been sufficient. Collection Services Director Andrea Sharps confirmed the guidelines have worked well.

There was no further discussion.

The motion was approved.

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**New Business
Partnership &
Sponsorship Policy
(Item IV.D.2.)**

PARTNERSHIP AND SPONSORSHIP POLICY. Ms. Thompson moved and Ms. Clark seconded approval of changes to the Partnership and Sponsorship policy, as suggested. Mr. Roewe reiterated the purpose of this policy is to define the conditions and responsibilities associated with partnerships and sponsorships between the District and community entities. Suggested changes included a statement to clarify use of the term partner and a written and signed memorandum of understanding would now be required between the District and community partners or sponsors. These changes provide a framework for how the District engages with partners for mutual benefit. Ms. Baker further said policy language was also clarified and updated.

There was no further discussion.

The motion was approved.

**New Business
Social Media Policy
(Item IV.D.3.)**

SOCIAL MEDIA POLICY. Mr. Klapp moved and Ms. Hanson seconded approval of revisions to the Social Media policy, as suggested. Ms. Baker said other than an update to the related policies section, the content of the policy was not revised.

There was no further discussion.

The motion was approved.

**New Business
Personnel Policy
HR 11 - Safety &
Health
(Item IV.D.4.)**

PERSONNEL POLICY HR 11. Ms. Hanson moved and Ms. Thompson seconded approval of revisions to Personnel Policy, HR11–Safety & Health, as suggested. In HR Director Ms. Carnell’s stead, Mr. Roewe reported revisions included updated job titles and a boilerplate policy statement, which did not affect policy application.

There was no further discussion.

The motion was approved.

**New Business
Personnel Policy
HR 12 - Searches &
Inspections
(Item IV.D.4.)**

PERSONNEL POLICY HR 12. Ms. Thompson moved and Ms. Clark seconded approval of revisions to Personnel Policy, HR12– Searches & Inspections, as suggested. Mr. Roewe noted revisions to HR12 were similar to those for HR11 and did not affect policy application.

There was no further discussion.

The motion was approved.

**New Business
Overview – Engage
Program and
Resources Guide
(Item IV.D.5.)**

ENGAGE PROGRAM AND RESOURCES GUIDE OVERVIEW. Communication & Development Director Jane Baker and Communication Specialist Erin Dodge provided a summary of the Engage program and resources guide production process. Ms. Baker presented the inception of Engage and visually showed via PowerPoint its evolution from program flyers and brochures to the popular and effective resources guide it is today, noting Ms. Dodge and the Communication Department won a Spark award from Marcom for the publication in 2018. Ms. Dodge further presented cover photos of the first editions, the creative and collaborative process for

**New Business
Overview – Engage
Program and
Resources Guide
(Item IV.D.5.)**

producing Engage, and the involvement of staff and community partners. Ms. Dodge said the guide also helps to promote regional events, such as Small Business Saturday, and captures historic events, as it did in 2019 with the 75th anniversary of the establishment of Hanford. In response to the pandemic-related shutdown, a Digital Resources & Services Issue was produced, which had the longest duration of all editions. The focus looking forward will be on Mobile Services and its new truck and van, cultural passes to the MAC and Mobius now that they are offered again, Summer Reading, and the new Spokane Valley Library. The Summer 2022 edition will be available soon, and can be found online, along with all previous editions of Engage. Ms. Dodge gave a shout-out of appreciation to all District staff who continuously contribute to the production process, which includes the entire Communication Department. Discussion ensued among Trustees and staff about number of print copies produced, 15,000-20,000, the possibility of a future kids' version, and impact of advance planning on programming.

There was no further discussion.

**Discussion Items,
Possible Action
Summer Meeting
Schedule
(Item V.A.)**

SUMMER MEETING SCHEDULE. Trustees reviewed their schedules to ensure a quorum would be available for meetings held during the summer months and decided by consensus to cancel its August meeting. In response to Mr. Klapp's query, Mr. Roewe said other future agendas would be adjusted accordingly and content from staff would be rescheduled. Per Board direction, staff will move forward to cancel the August regular meeting.

There was no further discussion.

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

FUTURE BOARD MEETING AGENDA ITEMS. Mr. Craig reviewed forthcoming agenda items for the next two months. The next meeting will be held at Otis Orchards Library on June 21. Among other items, the agenda will include an update on the new Spokane Valley Library, one policy review, and an overview of District network security.

There was no further discussion.

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

Ms. Thompson relayed a recent conversation with another library customer of Moran Prairie Library, who expressed appreciation for being able to walk to the library to read the Wall Street Journal. The customer asked for the District to please continue its subscription to the WSJ. Ms. Thompson further said this conversation was another reminder of how libraries serve the entire community.

There was no further discussion.

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

The Executive Director's written report for April 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 reported testing is being conducted on the District's time lapse camera for the construction site. It is anticipated to be online by June. He further said although Proclamation 28

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

expires June 1, remote broadcast will continue to be encouraged, so the current Board Meeting setup will not change. Regarding electric vehicle charging stations, contracts with Avista were recently signed and an update on the program will be provided next month. Also, the new Mobile Services truck, LINC, has arrived and a tour will be scheduled soon.

There was no further discussion.

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

Operations Director Doug Stumbough and Library Operations Manager Kristy Bateman provided a written report prior to the meeting for April 2022, with data for customer use measures, programming, and library activities. Mr. Stumbough further confirmed LINC, the new Mobile Services truck, will be part of the July 19 Board Meeting.

There was no further discussion.

**Fiscal Report,
April 2022
(Item VI.D.)**

Revenue and Expenditure Statement through April 30, 2022.

<u>Fund 001</u>	
Revenues	\$ 7,989,874
Expenditures	\$ 4,918,249
Ending Fund Balance	\$ 10,811,031
Fund Budget Expended	28.49%

Mr. Knorr reported the HVAC controls have been updated at Cheney Library. Following installation of the control panel, the system will work as planned.

There was no further discussion.

**Adjournment
(Item VII.)**

Chair Craig adjourned the meeting at 4:57 p.m. The next Board Meeting is scheduled for Tuesday, June 21, 2022, at 4:00 p.m., in the public meeting room at Otis Orchards 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 May 31, 2022, and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$1,545,892.33 for the general fund and \$427,719.10 for the capital projects fund and are authorized to authenticate and certify these claims.

DATE: June 1, 2022

SIGNED: 
 TITLE: Finance Director

SIGNED: 
 TITLE: Executive Director

GENERAL OPERATING FUND

VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
59668	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	1,534.67
59669	WENDY BARRERA-SANTOS	LIBRARY PROGRAMS	50.00
59670	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	1,942.40
59671	BOOKLIST	LIBRARY MATERIALS	595.90
59672	BRAMBLEBERRY COTTAGE	LIBRARY PROGRAMS	175.00
59673	CCI SOLUTIONS	OFFICE/LIBRARY SUPPLIES	645.19
59674	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	20.06
59675	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	586.74
59676	CITY OF SPOKANE VALLEY	LIBRARY PROGRAMS	50.00
59677	DEER PARK CHAMBER OF COMMERCE	ANNUAL MEMBERSHIP DUES	100.00
59678	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	1,035.70
59679	DEPARTMENT OF LABOR & IND.	ANNUAL ELEVATOR INSPECTION AND LICENSE	243.10
59680	FATBEAM, LLC	MONTHLY INTERNET SERVICE, NET OF ERATE DISC	4,389.22
59681	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	12,777.86
59682	INGRAM DISTRIBUTION GROUP, INC	WEEKLY LIBRARY MATERIALS	37,013.56
59683	INLAND POWER AND LIGHT	MONTHLY ELECTRIC UTILITIES - AH, DP	314.29
59684	KENT ADHESIVE PRODUCTS CO.	OFFICE/LIBRARY SUPPLIES	65.70
59685	SPOKANE COUNTY MASTER GARDENERS	LIBRARY PROGRAMS	225.00
59686	SAM MCNAMARA	PHOTOGRAPHER FOR GROUND BREAKING	300.00
59687	MIDWEST TAPE	WEEKLY LIBRARY MATERIALS	11,056.52
59688	LINDA MOODY	REFUND OF FEE FOR LOST ITEM	28.00
59689	OVERDRIVE, INC.	WEEKLY LIBRARY MATERIALS	96,489.40
59690	PRISMHR, INC.	MONTHLY SOFTWARE SUPPORT - HR	474.80
59691	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	691.58
59692	SIRSIDYNIX	SET UP FEE FOR MOBILE SERVICES DEPT IN SIRSI	5,919.57
59693	SOFTWARE ONE, INC	SOFTWARE SUPPORT	92.91
59694	THE SPOKESMAN-REVIEW	NEWSPAPER ADVERTISING	468.00
59695	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	718.65
59696	UPS	SHIPPING	40.56
59697	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE	1,270.40
59698	KENNETH WEAR	REFUND OF FEE FOR LOST ITEM	14.80
59699	WEST VALLEY OUTDOOR LEARNING CENTER	LIBRARY PROGRAMS	200.00
59700	CONRADO ZEPEDA-PALLARES	LIBRARY PROGRAMS	50.00
59701	DEPT OF LICENSING - WASHINGTON STATE	WA SALES TAX ON LINC (MOBILE LIBRARY VEHICLE)	35,711.05
59702	ABM INDUSTRIES, INC.	MONTHLY CUSTODIAL SERVICES	16,936.46
59703	ACCURATE STRIPING	RE-STRIPE PARKING LOTS	2,522.47
59704	ALLSTREAM	MONTHLY SIP, DID, LONG DIST PHONE SERVICE	444.13
59705	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	910.33
59706	AMOS MEDIA	LIBRARY MATERIALS	34.99
59707	ASAP TRANSLATION SERVICES	LIBRARY PROGRAM INTERPRETING	271.40
59708	AVISTA UTILITIES	MONTHLY UTILITIES	9,162.39
59709	BEAMIS TRANSPORT	DRIVER TRAINING FOR LINC	150.00

59710	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	106.68
59711	CAVENDISH SQUARE	LIBRARY MATERIALS	733.32
59712	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	514.74
59713	CONSOLIDATED IRRIGATION DIST19	WATER - OT	22.00
59714	CITY OF SPOKANE	MONTHLY WATER & SEWER - MP	327.81
59715	CITY OF AIRWAY HEIGHTS	MONTHLY WATER & SEWER - AH	130.49
59716	CITY OF CHENEY	MONTHLY WATER, SEWER, ELEC - CH	657.58
59717	CITY OF DEER PARK	MONTHLY WATER & SEWER - DP	83.00
59718	CITY OF MEDICAL LAKE	MONTHLY WATER, SEWER, REFUSE - ML	158.11
59719	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CH	59.58
59720	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE	4,443.96
59721	EBSCO INDUSTRIES, INC.	LIBRARY MATERIALS - SUBSCRIPTIONS	31,562.94
59722	EMPIRE DISPOSAL INC.	MONTHLY SOLID WASTE - FF	43.34
59723	FATBEAM, LLC	MONTHLY INTERNET SERVICE, NET OF ERATE DISC	4,389.22
59724	FAUCETS 'N STUFF PLUMBING	BACKFLOW TEST, SV	136.13
59725	THE FIG TREE	LIBRARY MATERIALS	150.00
59726	ASHLEY FOWLER	REFUND OF FEE FOR LOST ITEM	99.00
59727	FREE PRESS PUBLISHING, INC	LIBRARY MATERIALS	30.00
59728	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	9,519.06
59729	GARY'S KEY & LOCK	LOCK AND KEY REPAIR	453.02
59730	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	6,390.84
59731	INGRAM DISTRIBUTION GROUP, INC	WEEKLY LIBRARY MATERIALS	19,873.06
59732	INLAND POWER AND LIGHT	MONTHLY ELECTRIC UTILITIES - AH, DP	615.22
59733	JOURNAL OF BUSINESS	LIBRARY MATERIALS	329.85
59734	M & L SUPPLY CO., INC.	BUILDING REPAIR & MAINTENANCE	119.05
59735	MIDWEST TAPE	WEEKLY LIBRARY MATERIALS	4,201.68
59736	MODERN ELECTRIC WATER COMPANY	MONTHLY WATER, ELEC. - SV	1,805.73
59737	MR. B'S CLEAN SWEEP, INC.	PARKING LOT SWEEPING	2,014.32
59738	NATIONWIDE INSURANCE	EMPLOYEE DEDUCTIONS FOR PET INSURANCE	447.00
59739	NORLIFT	EQUIPMENT RENTAL	44.69
59740	OTIS HARDWARE	MAINTENANCE SUPPLIES	29.75
59741	OVERDRIVE, INC.	WEEKLY LIBRARY MATERIALS	33,211.21
59742	PAYNE-WEST INSURANCE	FINANCE DIRECTOR ANNUAL SURETY BOND	175.00
59743	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	775.88
59744	SCHOLASTIC BOOK FAIRS	LIBRARY MATERIALS	158.72
59745	THE SPOKESMAN- REVIEW	LIBRARY MATERIALS	832.00
59746	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	23.89
59747	SPOKANE COUNTY ENVIRONMENTAL SERVICE	MONTHLY SEWER - AR, NS, SV	318.01
59748	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	446.38
59749	STATE PROTECTION SERVICES INC	MOBILE AFTER HOURS SECURITY: SV, NS	714.00
59750	TOWN OF FAIRFIELD	BI-MONTHLY WATER, SEWER - FF	213.60
59751	UNIQUE MANAGEMENT SERVICES	FEES FOR NEW REFERRALS PLUS MESSAGE BEE	8,672.10
59752	UPS	SHIPPING	19.19
59753	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE	1,270.40
59754	WHITWORTH WATER DISTRICT	MONTHLY WATER - NS	25.53
59755	WITHERSPOON BRAJCICH MCPHEE, PLLC	LEGAL SERVICES, GENERAL COUNSEL	3,287.78
59756	APPLE COMPUTER, INC.	PURCHASE NEW I-PADS, QTY 14, LSTA GRANT	9,452.52
59757	CENTURYLINK	MONTHLY ANALOG TELEPHONE LINE: SV ELEVATOR	63.88
59758	CENTURYLINK	MONTHLY ANALOG TELEPHONE LINE: SV ELEVATOR	63.70
59759	EDNETICS	PURCHASE CHROMEBOOKS, QTY 99. LSTA GRANT	43,448.48
59760	EMPLOYMENT SECURITY DEPARTMENT	QUARTERLY UNEMPLOYMENT CLAIMS	1,616.00
59761	E-RATE EXPERTISE, INC.	E-RATE CONSULTING SERVICES	2,587.50
59762	H&H BUSINESS SYSTEMS, INC.	QTRLY COPIER MAINTENANCE & TONER	9,128.00
59763	INLAND POWER AND LIGHT	MONTHLY ELECTRIC UTILITIES - AH, DP	302.42
59764	KIDS NEWSPAPER	ADVERTISING	800.00
59765	MW CONSULTING ENGINEERS, PS	ENGINEERING SERVICES, HVAC CONTROLS PROJ	722.50
59766	OPTUM	MONTHLY HSA ACCOUNT ADMIN FEES	57.00
59767	PERRINE PROPERTIES, LLC	MONTHLY PARKING LOT LEASE, SV	300.00
59768	POWER CITY ELECTRIC, INC	GENERAL CONTRACTOR, SECURITY PROJECT PMT #1	66,402.50
59769	PROQUEST LLC	ELECTRONIC LIBRARY SERVICES	7,023.57
59770	FRED PYROR SEMINARS	FMLA COMPLIANCE SEMINAR FOR HR	199.00

59771	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	683.08
59772	SHI INTERNATIONAL CORP	IT HARDWARE & SOFTWARE	2,344.11
59773	BPR CUMULUS LLC	MONTHLY LEASE PAYMENT, BOOKEND	3,120.00
59774	UPS	SHIPPING	73.04
59775	VERIZON WIRELESS	MONTHLY CELL & "MI-FI" DEVICE SERVICE	2,748.48
59776	WICK ENTERPRIZES, LLC	ADVERTISING	906.12
59777	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	20,498.76
59778	AMERICAN LIBRARY ASSOCIATION	ANNUAL DUES AND MEMBERSHIPS	150.00
59779	AMAZON CAPITAL SERVICES	PROGRAMMING AND OFFICE SUPPLIES	2,788.48
59780	APOLLO MECHANICAL CONTRACTORS	HVAC UPGRADE PROJECT, FINAL RETAINAGE PMT	12,838.45
59781	ASIAN COUNSELING AND REFERRAL SERVICE	LIBRARY PROGRAMS	75.00
59782	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	1,684.15
59783	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	143.52
59784	DEER PARK CHAMBER OF COMMERCE	ANNUAL MEMBERSHIP DUES	15.00
59785	ELK SENTINEL	LIBRARY MATERIALS	15.00
59786	GALE/CENGAGE LEARNING	LIBRARY MATERIALS	877.42
59787	HIGHER GROUND ANIMAL SANCTUARY	LIBRARY PROGRAMS	150.00
59788	INGRAM DISTRIBUTION GROUP, INC	WEEKLY LIBRARY MATERIALS	24,832.26
59789	YASUFUMI ISHIDA	LIBRARY PROGRAMS	495.00
59790	KENT ADHESIVE PRODUCTS CO.	OFFICE/LIBRARY SUPPLIES	65.23
59791	LibraryWorks, Inc.	ONLINE TRAINING SEMINAR	76.00
59792	LILAC LOTUS YOGA LLC	LIBRARY PROGRAMS	150.00
59793	MIDWEST TAPE	WEEKLY LIBRARY MATERIALS	6,499.25
59794	OVERDRIVE, INC.	WEEKLY LIBRARY MATERIALS	59,845.32
59795	PRISMHR, INC.	MONTHLY SOFTWARE SUPPORT - HR	474.80
59796	SPOKANE SCORE 0180	LIBRARY PROGRAMS	765.00
59797	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	635.49
59798	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	871.37
59799	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	1,570.73
59800	ZIPLY FIBER	MONTHLY PHONE & BROADBAND - FF	123.74
W000001096	DEPT OF LICENSING - WASHINGTON STATE	EMPLOYEE BACKGROUND/DRIVING RECORD CHECK	13.00
W000001099	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	49,850.94
W000001100	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	67,054.74
W000001101	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	1,892.25
W000001102	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,241.36
W000001105	NAVIA BENEFIT SOLUTIONS CLIENT PAY	MONTHLY FSA ACCOUNT ADMIN FEE, APR	50.00
W000001106	ASSOCIATION OF WASHINGTON CITIES - VIM	MONTHLY MEDICAL, DENTAL, VISION & LIFE INS, MAY	99,253.34
W000001108	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	1,004.70
W000001109	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	40.00
W000001110	US BANK - SPOKANE VALLEY	ANNUAL SAFE DEPOSIT BOX FEE	99.28
W000001111	DEPT OF LICENSING - WASHINGTON STATE	EMPLOYEE BACKGROUND/DRIVING RECORD CHECK	26.00
W000001112	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,241.36
W000001113	US BANK - HEALTH - OPTUM	HEALTH SAVINGS ACCT CONTRIBUTIONS	1,892.25
W000001114	ELEC FEDERAL TAX PAYMENT SYS	PAYROLL TAX DEPOSIT	66,001.27
W000001115	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	49,303.36
W000001116	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	44.94
W000001117	ASSOCIATION OF WASHINGTON CITIES - VIM	MONTHLY MEDICAL, DENTAL, VISION & LIFE INS, JUNE	99,000.61
W000001118	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	114.03
W000001119	NAVIA BENEFIT SOLUTIONS CLIENT PAY	WEEKLY FSA ACCOUNT PAID CLAIMS	216.28
W000001120	NAVIA BENEFIT SOLUTIONS CLIENT PAY	MONTHLY FSA ACCOUNT ADMIN FEE, MAY	50.00

Total Non-Payroll General Operating Fund

\$ 1,117,429.24

PAYROLL VOUCHERS

05102022 PP9	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #9	\$ 217,504.10
05252022 PP10	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS FOR PAY PERIOD #10	<u>210,958.99</u>

Total Payroll General Operating Fund

\$ 428,463.09

TOTAL GENERAL OPERATING FUND

\$ 1,545,892.33

CAPITAL PROJECTS FUND

VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
9638	MODERN ELECTRIC WATER CO	FEE TO PROVIDE ELECTRIC SERVICE TO NEW BLDG	36,959.78
9639	HAMMOND FACILITY CONSULTING SERVICES	MONTHLY OWNERS REP SERVICES	4,477.56
9640	KILGORE CONSTRUCTION INC	GENERAL CONTRACTOR PROGRESS PMT #1	372,119.09
9641	HORROCKS ENGINEERS, INC.	BOUNDARY LINE ADJUSTMENT ADDITIONAL WORK	600.00
9642	INTEGRUS ARCHITECTURE	ARCHITECT FOR NEW SV LIBRARY: Monthly	<u>13,562.67</u>
	Total Capital Projects Fund		\$ 427,719.10

**April 2022/May 2022
Paid in May 2022
Voucher # 59777**

Card Category	Amount
General Purchases	\$ 7,912.93
Maintenance	\$ 1,588.86
Travel	\$ 4,000.85
Acquisitions	\$ 2,634.52
Information Technology	\$ 4,265.64
Mobile Services	\$ 95.96
General Fund Purchases	\$ 20,498.76

Top Individual Charges (>\$350)

Zoom	Annual standard licenses, quantity 10	3,462.04
Custom Earth Promo	Tote bags for book sale, quantity 1000	2,583.84
Amazon	New monitors for staff, quantity 3	1,756.02
Amazon	Additional memory for staff computers, qty 33	1,340.17
Mailchimp	Monthly Email Service	568.46

NEW SPOKANE VALLEY LIBRARY PROJECT UPDATE

LOCAL Program update

The district received notice on June 8, 2022, that the Office of the State Treasurer (OST) had sold the Certificates of Participation (the financial instrument used by the program that is similar in form and function to a bond); thus, successfully completed the financing for the District's 9-year, \$9,000,000 request at an interest rate of 2.47%. The last estimate provided by OST on April 25, 2022, provided a potential interest rate range between 3% and 4%, so the actual interest rate of 2.47% is very favorable.

As previously reported, the total proceeds will be deposited into a Local Government Investment Pool (LGIP) account on June 28, 2022, and will be available for construction-related costs immediately thereafter. A LGIP account is similar in function to a money market account and is offered to all local governments in the state, managed by the OST, and used for general fund operating purposes where the funds need to remain easily accessible.

The District's first payment, for interest only, will be due in December 2022. The first full payment of principal and interest will be due in one year, June 2023. Additional information, including an amortization table for the loan, will be made available after closing on June 28, 2022.

Construction activity update

Project progress remains steady overall, with the work led by general contractor Kilgore Construction Inc. (KCI) within or ahead of schedule.

Change Order #1, consisting of five small-scale changes, was signed on May 27, 2022, with no appreciable budgetary impact.

At present, the footings and foundations are all being placed without any substantial difficulties. Underground utility work is being installed, and the building's slab pours will likely commence the week of July 10, 2022. Based upon invoices received to date, it is anticipated that KCI could approach 15% completion by the end of June.

There are nine small-scale changes being priced and negotiated at this time that will likely become part of an anticipated Change Order #2. One larger item being priced is the monument sign, which is a digital sign facing traffic on Sprague Avenue that will inform passersby of events and activities. This sign was originally Bid Alternate #6, as first discussed at the March 2022 meeting when the construction contract was awarded. The sign will be added back into the project, now with a simplified design and anticipated reduced cost. More information on Change Order #2 will be available at the July meeting.

City of Spokane Valley MOU update

Status is the same as reported last month. 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 joint 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.

Boundary Line Adjustment update

In December 2021, the Board of Trustees approved a boundary line adjustment (BLA) in collaboration with the city of Spokane Valley (CoSV). As reported last month, the District was informed that the Spokane County Assessor's Office is requiring deeds of transfer for portions of the parcels that were swapped between the District and CoSV. The District contracted with the engineering firm that did the initial work on the BLA to create legal descriptions for the two transferred portions. Those descriptions were provided to the District's and CoSV's attorneys, who subsequently drafted the deeds. District staff have signed the deeds on behalf of the District and are awaiting confirmation of their filing with the Assessor's Office as of this writing.

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

ANNEXATION OF CITIES AND TOWNS TO THE LIBRARY DISTRICT

BACKGROUND

The purpose of the Annexation of Cities and Towns to the Library District policy is to set conditions under which the Spokane County Library District may consider a request for annexation into the District by a municipality in Spokane County.

Revisions include the following:

- Expansion of relevant statutes from the Revised Code of Washington (RCW) provisions governing Cities (Title 35 RCW) and Code Cities (Title 35A RCW) regarding annexation of library district territory, largely to ensure complete statutory references.
- Clarification that annexation is limited to municipalities within Spokane County.
- Numbering of conditions for ease of reference.

The recommended revisions have been drafted and/or reviewed by the District's legal counsel.

Executive Director Patrick Roewe will be available to answer 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 Annexation of Cities and Towns to the Library District policy.

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: ANNEXATION OF CITIES AND TOWNS TO THE LIBRARY DISTRICT

APPROVAL DATE: 6/17/1982

REVISED DATE: ~~5/19/2020~~ 6/21/2022

RELATED POLICIES:

None

STATUTORY REFERENCES:

RCW 27.12.360 through RCW 27.12.390395; RCW 35.13.270; RCW 35A.14.801

General Policy:

The Board of Trustees of the Spokane County Library District (District) will consider requests to annex to the District by cities and towns located in Spokane County that wish to place the issue before the voters in that jurisdiction to determine whether they would receive library services from the District.

The Board of Trustees may concur with such requests under the following conditions:

1. If the city or town has an inter-local cooperation agreement in which the District provides library services to the residents of that jurisdiction, the city or town agrees, if the annexation is approved, that a new agreement shall be executed. The new agreement will reflect the change in contracting status and address financial responsibilities related to ownership, maintenance, and operation of any city/town-owned library facilities.
2. If the city or town does not already contract with the District for services, the city or town agrees to enter into an agreement addressing the financial responsibilities related to ownership, maintenance, and operations of any city/town-owned facilities. In addition, the city/town may agree to subsidize some portion of services for a finite period of time.
3. If annexation should cause the District tax or levy rate to be reduced due to the city or town reaching or exceeding its statutory tax limit, the city or town agrees to pass a resolution to either withdraw from the District or reduce the city or town's rate to avoid reduction of the District's tax rate. The District will evaluate this potential tax rate reduction based upon reasonable projections.

The District will comply with all applicable Washington state laws related to annexation and withdrawal from the District.

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: ANNEXATION OF CITIES AND TOWNS TO THE LIBRARY DISTRICT

APPROVAL DATE: 6/17/1982

REVISED DATE: 6/21/2022

RELATED POLICIES:

None

STATUTORY REFERENCES:

RCW 27.12.360 through RCW 27.12.395; RCW 35.13.270; RCW 35A.14.801

General Policy:

The Board of Trustees of the Spokane County Library District (District) will consider requests to annex to the District by cities and towns located in Spokane County that wish to place the issue before the voters in that jurisdiction to determine whether they would receive library services from the District.

The Board of Trustees may concur with such requests under the following conditions:

1. If the city or town has an inter-local cooperation agreement in which the District provides library services to the residents of that jurisdiction, the city or town agrees, if the annexation is approved, that a new agreement shall be executed. The new agreement will reflect the change in contracting status and address financial responsibilities related to ownership, maintenance, and operation of any city/town-owned library facilities.
2. If the city or town does not already contract with the District for services, the city or town agrees to enter into an agreement addressing the financial responsibilities related to ownership, maintenance, and operations of any city/town-owned facilities. In addition, the city/town may agree to subsidize some portion of services for a finite period of time.
3. If annexation should cause the District tax or levy rate to be reduced due to the city or town reaching or exceeding its statutory tax limit, the city or town agrees to pass a resolution to either withdraw from the District or reduce the city or town's rate to avoid reduction of the District's tax rate. The District will evaluate this potential tax rate reduction based upon reasonable projections.

The District will comply with all applicable Washington state laws related to annexation and withdrawal from the District.

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.

USE OF VIDEO SURVEILLANCE SYSTEMS

BACKGROUND

The purpose of the Use of Video Surveillance Systems policy is to outline the manner in which the District employs video surveillance systems and recorded digital video images to enhance the physical security of District customers, employees, and property, while protecting the privacy and confidentiality of District customers pursuant to state and federal laws.

This recommended policy is a necessary first step in advance of the installation and use of a video surveillance system in District facilities. It would apply to all brick-and-mortar locations owned and/or operated by the District, as well as the LINC (Libraries in Neighborhoods & Communities)—the District's new mobile library vehicle which has an onboard security camera system.

The recommended policy addresses privacy, camera placement, video monitoring, and records retention and disclosure. Regarding retention periods, 14 days is sufficient for the District's business purposes and is a common standard for records that aren't flagged as a potential incident. The six-year retention period for records related to a documented security incident or investigation is compliant with state-issued requirements as per the Local Government Common Records Retention Schedule (CORE) 2.11.

The District's legal counsel drafted elements of the recommended policy and has reviewed in its entirety.

Operations Director Doug Stumbough and Executive Director Patrick Roewe will be available to answer questions on the proposed policy.

Following is a copy of the recommended policy.

Recommended Action: Board motion to approve the Use of Video Surveillance Systems policy.

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: USE OF VIDEO SURVEILLANCE SYSTEMS

Approval Date: June 21, 2022

Related Policies

Confidentiality of Library Records Policy

Code of Conduct Policy

Public Records Policy

STATUTORY REFERENCES: RCW 42.56.310, WAC 44-14, Local Government Common Records Retention Schedule (CORE) 2.11

Purpose

To outline the manner in which the Spokane County Library District (District) employs video surveillance systems and recorded digital video images to enhance the physical security of District customers, employees, and property, while protecting the privacy and confidentiality of District customers pursuant to state and federal laws.

General Policy

District facilities may be equipped with security cameras that capture and store video recordings and images to assist in the protection and safety of customers, employees, and property by allowing viewing and/or recording of video images for the detection, assessment, and deterrence of behavior that violates District policy or law.

Privacy

While library records are confidential, District facilities are public places, and people entering a library or other District facility have no expectation of privacy beyond the content of library records.

The video surveillance system and any associated recordings shall not be used in a manner which would violate the District's Confidentiality of Library Records policy, other applicable policies, or state and federal laws.

The District will post notice to the public and employees that it uses a video surveillance system for monitoring and recording activity in and around District facilities.

Camera Placement

Cameras will be located in specifically designated public areas and will be positioned to safeguard the privacy of customers and employees to the extent possible. Examples of appropriate locations include, but are not limited to, the common areas of the library such as entryways, lobbies, and outside entrances, exits, properties, and parking areas, as well as the interior and exterior of District mobile library vehicles.

Cameras will not be positioned to allow the monitoring of areas where individuals have a reasonable expectation of privacy, such as inside restrooms.

Camera locations will be positioned, changed, or added only with the approval of the Executive Director or authorized designee(s).

Video Monitoring

Cameras are not actively monitored. Cameras are generally set to record video images continuously, though other recording schedules will be utilized due to specific operational considerations. Video recordings will likely be examined only in the event of a security or safety-related incident.

No one should assume that the presence of a video surveillance system at a District facility guarantees safety for persons or property at any time, nor should they assume that all cameras will be functioning properly at all times.

Neither the District nor its officers, agents, or employees shall be liable for preventing or responding to actions that occur within a camera's field of view.

Record Retention and Disclosure

Recordings and images from the video surveillance system are stored digitally and will be retained, maintained, deleted, and/or disclosed in a manner consistent with all applicable District policies and federal and state laws.

Recordings and images may be used to identify a person or persons responsible for District policy violations, criminal activity, or actions considered disruptive to normal District operations. Recordings and images may also be used to review activities and actions by a District employee when justified by a legitimate business purpose, including but not limited to investigation of illegal or improper conduct.

Recordings and images related to a documented security incident or investigation will be maintained for the duration of the investigation or resolution of the matter, plus an additional six (6) years and then deleted.

Recordings and images which are not related to a documented security incident or investigation will generally be maintained for 14 days and then deleted.

Recordings and images may be used to assist law enforcement agencies in accordance with applicable state and federal laws.

Only the Executive Director or authorized designee(s) shall be authorized to release video records to law enforcement.

Recordings and images are subject to the Washington State Public Records Act.

The Executive Director or authorized designee(s) may view recordings and images as needed before they are released to monitor for adherence to customer privacy requirements.

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.

PERSONNEL POLICY - HR 06 CODE OF CONDUCT**BACKGROUND**

In conjunction with the recommended Use of Video Surveillance Systems policy, the purpose of this addition to the existing HR06 Employee Conduct policy is to codify the potential that a recording created by a District video surveillance system may be used to review activities and actions by a District employee for legitimate business purposes, including but not limited to an employee conduct investigation.

The District's legal counsel drafted this section based upon the proposed Use of Video Surveillance Systems policy and recommends its inclusion.

This recommended addition is placed at the end of the policy as new Section 6.15. The remainder of the HR06 Employee Conduct policy (sections 6.1 – 6.14) is unchanged since revisions were last approved by the Board of Trustees in October 2021. The policy as a whole will be reviewed later this year, with any recommended revisions brought forward to the Board for approval.

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 addition.

Policy sections 6.1 – 6.14 that have not been revised are denoted by [...].

Human Resources Director Toni Carnell will be available to answer any questions.

Recommended Action: Board motion to approve new Section 6.15 as part of the revised HR06 – Code of Conduct policy.

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: HR06 – Employee Conduct

APPROVAL DATE: 01/01/1982

REVISION DATE: ~~40/19/2021~~ 06/21/2022

Purpose

To set forth the District's policies for hiring and employment.

Scope

Applies to all District employees

Employees are expected to conduct themselves at all times in a professional and courteous manner and shall refrain from behavior or conduct that interferes with their ability to do their job or reflects negatively on the District. They are expected to adhere to all District policies and procedures, comply with all local, state, and federal laws, and comply with lawful direction from supervisors, managers, and directors.

Failure to follow policy and meet District expectations may result in disciplinary action, up to and including termination.

[...]

6.15 Video Surveillance Systems

The District employs video surveillance systems and recorded digital video images to enhance the physical security of District customers, employees, and property, while protecting the privacy and confidentiality of District customers pursuant to state and federal law. Video recordings and images may be used to review activities and actions by a District employee, when justified by a legitimate business purpose, including but not limited to investigation of illegal or improper conduct.

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: HR06 – Employee Conduct

APPROVAL DATE: 01/01/1982

REVISION DATE: 06/21/2022

Purpose

To set forth the District's policies for hiring and employment.

Scope

Applies to all District employees

Employees are expected to conduct themselves at all times in a professional and courteous manner and shall refrain from behavior or conduct that interferes with their ability to do their job or reflects negatively on the District. They are expected to adhere to all District policies and procedures, comply with all local, state, and federal laws, and comply with lawful direction from supervisors, managers, and directors.

Failure to follow policy and meet District expectations may result in disciplinary action, up to and including termination.

[...]

6.15 Video Surveillance Systems

The District employs video surveillance systems and recorded digital video images to enhance the physical security of District customers, employees, and property, while protecting the privacy and confidentiality of District customers pursuant to state and federal law. Video recordings and images may be used to review activities and actions by a District employee, when justified, by a legitimate business purpose, including but not limited to investigation of illegal or improper conduct.

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

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

Overview – Network Security

Information Technology Manager Patrick Hakes will provide an overview of the technology and processes used in protecting the District's networks, information systems, and users from data breaches, intrusions, and other threats.

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

FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: JULY – SEPTEMBER 2022***July 19, 2022: Cheney Library - (4:00 p.m.)***

- New Spokane Valley Library: Update
- Fixed Assets Policy: Approval Recommendation.
- Overview – Mobile Services

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

August 16, 2022: Medical Lake Library – Canceled, effective 5/17/22***September 20, 2022: Fairfield Library - (4:00 p.m.)***

- New Spokane Valley Library: Update
- Public Art in District Facilities Policy: Approval Recommendation.
- Personnel Policy: Approval Recommendation.
- Overview – Facilities: State of the Buildings

SPECIAL MEETINGS/ACTIVITIES2022

Oct 10 All Staff Day, Tentative

EXECUTIVE DIRECTOR’S REPORT MAY 2022

Business Office, Finance and Facilities – Rick Knorr

2022 General Fund

Financial results through May 2022 follow.

Property Tax Collections

Total tax collections have reached 56% of the total budget as of May 31, which falls in line with collection expectations at this point of the year.

Fines and Fees Revenue

The District resumed charging overdue fines and more recently have reinstated using a collection agency for accounts with amounts exceeding \$50 in total fines and fees. Combining that with increasing physical material checkouts, total fine collections have been increasing. The following table shows monthly collections for the past 6 months.

<i>Monthly Fine and Fee Revenue</i>	
December-21	8,840
January-22	9,383
February-22	9,161
March-22	10,629
April-22	11,000
May-22	15,657

Resolution for the Operating Transfer to the Capital Projects Fund

With the total tax collections received through May meeting expectations, the District would like to make the budgeted transfer of \$2,000,000 from the General Fund to the Capital Projects Fund next month. Please note that the July agenda will include this funds transfer via resolution.

May 2022 Expenses

Total expenses this month are higher than what would be considered a typical month. The following are further explanations of four relatively large expenses paid in May:

- Comprehensive employee benefits plan expense. The month includes the June employee benefit plan payment of \$99,000 along with the May payment. These monthly benefits payments are due on the first of every month, with a one-week grace period, and have been historically paid in this grace period. Due to the Memorial Day holiday and vacations within the Finance Department, the monthly payment for June was paid early.

- Security project payment #1: The first payment of \$66,402 for the security upgrade project—installing access control and intrusion system—was made this month. The total project including sales tax is approximately \$450,000, and per the contract should be completed in 240 days or November 2022. Monthly payments for this project will be reported now in the payment voucher list through the end of the project.
- Purchase of Chromebooks and iPads: The District received a grant to acquire devices for public use in the libraries. May includes \$43,445 paid for Chromebooks and \$9,452 for iPads. There are a few other items of equipment such as charging carts included in this grant, but for the most part, this completes the significant purchases of the grant.
- Sales tax on LINC: The sales tax on the new mobile library vehicle, LINC (Libraries in Neighborhoods & Communities), was paid in the amount of \$35,711.05.

Facilities Report

- HVAC Controls Upgrade: The control panel continues to experience a supply chain delay. The delivery date for this component is yet to be determined.

Human Resources – Toni Carnell

Training

New courses continue to be added to the learning management system and the training calendar.

Staff updates:

New hires:

- Mobile Services Logistics Associate
- Public Services Associate – 4
- Public Services Technician - 2

Promotions:

- Public Services Technician to Public Services Associate
- Public Services Associate to Public Services Specialist

Transfers

- Public Services Associate – 4
- Public Services Associate to Mobile Services Associate – 1
- Mobile Services Associate - 1

Separations:

- Mobile Services Logistics Associate
- Public Services Associate

Communication & Development – Jane BakerCommunication

The Fill the Bag Book Sale on May 21 was advertised with paid ads in *The Valley Current* and *The Fig Tree* newspapers. The book sale was also featured twice in the weekly eNewsletter and received earned media coverage on *KXLY's Good Morning Northwest* morning program with live coverage from Moran Prairie Library.

The expanded Discover Pass program received media coverage on *KHQ-TV's* weekend newscast and in the *Spokesman* on May 23. Various programs were also mentioned six times in the *Spokesman's* Family Calendar sections in May.

The Communication Department, in response to the World Languages committee, has recently created library card applications and informational flyers in Ukrainian, Russian, Spanish, and Marshallese languages.

Development

The Library Foundation of Spokane County has been granted official 501(c)(3) status from the Internal Revenue Service. The main benefit of this tax-exempt status allows donor contributions to be tax-deductible.

Spokane Valley Campaign Steering Committee met in May and reviewed potential organizations for sponsorships and naming rights, as well as discussing other fundraising opportunities.

Operations - Doug Stumbough

For the month of May, a total of 64,120 customers visited our libraries with several locations experiencing high numbers of interested customers during the popular \$5 Fill-the-bag book sale in addition to the standard door count. The total number of physical items borrowed by customers declined slightly (-2%), with 89,088 items borrowed in the libraries compared to 91,017 in April (-1,929).

Positive Interaction Reports

There are many instances where District staff, services, and programs impact on our customers in sometimes small but encouraging ways. Here are two examples from May:

A customer who had no internet at the time called Moran Prairie needing help with a last will and testament she had printed for her father. She expressed gratitude for Public Services Associate Charlie's help in navigating District computers, which allowed her the ability to access the internet she needed to fill out the correct paperwork. She complimented Charlie several times, and said, "Everyone here has been great. Without y'all, my father wouldn't have a last will and testament."

We received this 5-star Google review online for Cheney Library: "I have the Libby app on my tablet. Found out my card expired and needed to renew. For some reason my brain could not function. So I went to the library for help. It took less than five minutes. Paperbacks are just getting too expensive. Thank you, librarian, for your help. Wish I had caught your name. I was there mid-afternoon. A gentleman helped me."

Joshua at Spokane Valley shared this appreciation for the 3D Printing Team: "I've had a fantastic time finding the most obscure and nerdy objects to print and each have been expertly constructed. I've appreciated every follow up question and comment to make sure each object is just right. Looking forward to printing the wonderous and grotesque in the future!"

A longtime user of the Moran Prairie library came in with a donation check to "thank you for everything you did during curbside." She said she knew it wasn't easy, but everyone who helped her during curbside, "rain or snow or whatever," was "so cheerful" and reiterated her appreciation several times.

Finally, at Spokane Valley, a gentleman came in to get a library card and find a book on parakeet care. He was grateful that we were here to help him and not judge him, even though he was "70 years old and this is my first library card."

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 May:
 - **Audiobook checkouts** May 1 – May 31:
 - *The Last Thing He Told Me: A Novel* by Laura Dave (70)
 - *Where the Crawdads Sing* by Delia Owens (63)
 - *22 Seconds* by James Patterson (58)
 - **Ebook checkouts** May 1 – May 31:
 - *The Last Thing He Told Me: A Novel* by Laura Dave (65)
 - *Shadows Reel* by C.J. Box (58)
 - *Bridgerton Collection, Volume 1* by Julia Quinn (53)
 - **Audiobook holds** as of June 1:
 - *The Paris Apartment* by Lucy Foley (71)
 - *Atlas of the Heart: Mapping Meaningful Connection and the Language of Human Experience* by Brene Brown (56)
 - *Book Lovers* by Emily Henry (55)
 - **Ebook holds** as of June 1:
 - *Dream Town* by David Baldacci (83)
 - *Verity* by Colleen Hoover (66)
 - *The Paris Apartment* by Lucy Foley (63)
- Popular **Adult Physical Book** titles May:
 - Checkouts:
 - *The Paris Library: A Novel* by Janet Skeslien Charles (42)
 - *The Lost Apothecary* by Sarah Penner (38)
 - *Anatomy of a Scandal: A Novel* by Sarah Vaughan (37)

First Juneteenth Holiday Observance

In 2021, the Washington State Legislature updated RCW 1.16.050 which included as a state legal holiday the “nineteenth day of June, recognized as Juneteenth, a day of remembrance for the day the African slaves learned of their freedom.” In accordance with state law, the Board of Trustees approved Resolution 21-01 in July 2021, which adopted Juneteenth as a District holiday. As this first year fell on a Sunday, the holiday was observed on Monday as well.

Electric Vehicle Charging Stations Project Update

Master Site Agreements have been signed among the District, Avista Corporation, and the Spokane Regional Transportation Council (SRTC) for the first phase installation of Electric Vehicle Supply Equipment (EVSE), the electric vehicle charging stations that the Board of Trustees initially approved in May 2021. SRTC is a party to the agreements as the recipient of a federal grant that is contributing funds to EVSE projects throughout the region.

AC Level 2 charging stations will be installed at the Argonne and Otis Orchards libraries. DC fast charging stations will be installed at the Moran Prairie and North Spokane libraries. Next steps include collaborating with Avista to finalize installation locations and timelines, which may include Board approval of property easements, depending on the type of charger installed. Moran Prairie is the first installation planned, with design work in process as of this writing.

The potential for installation of additional charging stations is subject to future discussions with Avista. Installation at municipal-owned and District-operated facilities may require collaborating with those municipalities to explore options.

Operations Report May 2022

Doug Stumbough and Kristy Bateman

Service Priority Teams

Business and Career Development (Stacey Goddard)

- Librarian Diane Brown and I represented the District at the Greater Spokane Valley Chamber of Commerce's Business Showcase. Aside from talking to 64 attendees about our business resources, we also answered questions about the new Spokane Valley Library. People are excited to see work progressing on the site!
- Librarian Crystal Miller and I, along with HR's own Toni Carnell and Hannah, staffed SCLD's booth at the KHQ/WorkSource Job Fair. We were excited to talk with 140 job seekers face to face about our vacant positions and digital resources. We also brought laptops and printers so attendees could print resumes and apply for jobs online. Most surprising was the number of questions we answered about the upcoming bag book sale!
- The following day, Crystal and I staffed SCLD's online "booth" at the KHQ/WorkSource Virtual Job Fair. There were 39 visitors to our booth, but no book sale questions this time.

Early Learning (Mary Ellen Braks)

- We had an online STARS training *Toddler Math and Literacy* with 14 attendees.
- Storytimes are steadily growing. This month we had a total of 53 Storytimes with a total attendance of 845, ranging in size from 0-32.
- I began calling the licensed childcare centers and home providers that we had provided Storytime service to in March 2020. We are planning to start our Storytime visits in the fall. The centers have all been excited that we will be starting up the service again.

Education and Enrichment (Gwendolyn Haley)

- SCLD celebrated AAPI Heritage month in May with programs featuring the traditional arts of origami and sumi painting, and a lecture *Asian Americans 101: The Complexity & Diversity of Asian American Experiences*.
- 239 customers participated in a range of programs in May, from *Goat Yoga* and a Learning Circle on *The Science of Well-Being*, to gardening programs and electricity programs in the Lab at North Spokane.
- We held our first in-person *Primetime Family Reading* since before Covid, at the new SAFE Center in Central Valley. While a small group, it was a great opportunity to learn more about the center and the services they offer the students and families of Central Valley School District.
- We hosted our first ever *Mini-Golf*, an after- hours program in the library. It was particularly well-received at the Cheney Library.
- Library staff have been out in the community, at schools and hosting library tours to promote our summer reading programs *Read Beyond the Beaten Path*, interacting with almost 1000 community members in May. Readers began tracking their minutes in Beanstack on June 1, and already 150 people (kids and adults) have logged over 15,000 minutes.
- The Library Foundation sponsored prize drawings for our libraries. Every minute readers log and badge earned will increase their chances of winning either a *Family Outdoor Adventure Kits* (one winner per library location) or *Grand Prize Family Camping Set* (one SCLD winner).

Digital Projects and Resources (Carlie Hoffman)

- I conducted focus groups with library staff to gain insight and information about their current use of the website. The information from stakeholder interviews and focus groups will be used to guide the updates to the website.
- I met with Mark Pond from Spokane Public Library regarding our joint website project, SpokaneBusiness.org. We are looking to update the website content and design.

Information Technology (Patrick Hakes)

- A pilot for the Chromebook project at Deer Park has concluded. The project will continue at Spokane Valley to finalize the procedures.
- Equipment for the new library is being ordered with consideration for delay in products and shipping.

Mobile Services (Amber Williams)

- LINC made its first public appearances at Mayfest in Cheney and the *Wheeling into Preschool* event in Spokane Valley this month. Staff welcomed 640 people aboard and reported customers were excited about the new truck and services.

Library Reports

Airway Heights: Autrey Jeske

- A customer we used to see frequently gave us a life update, letting us know that he had gotten a job and was doing well. He apologized for not visiting as often and told us that our friendliness and free printing services really helped him get through the past few months.
- A child told us how excited he was for *Lego Club* to start back up again and showed us a candy dispenser he made from Legos.

Argonne: Pat Davis

- Six classes from Pasadena Park Elementary visited this month. They toured the library, were fascinated by the book drop, listened to stories, and received their first library cards.
- Mary Ellen Braks and Pat Davis attended the Millwood Kindergarten Center's literacy night, *Camp Read-a-Lot*. They issued library cards to parents and children and provided information about library services and summer programs.

BookEnd: Briana Ruffing

- A new library customer commented that shipping had become unreliable when buying books online. She decided to give the library a try, as it was right in her backyard, and she was pleasantly surprised at the quantity and quality of our collection. She said she will no longer waste money buying books and is a library customer for life.

Cheney: Amy Fair

- Librarians Crystal and Christie connected with 198 Mayfest participants. Although the weather was cold and rainy the community came out in full force for Cheney's first big event post-pandemic.
- *After Hours Mini-Golf* was fully registered with 30 participants who came in after closing to golf around the library and make s'mores. To the dismay of many kids, dads were exclusively the winners.

Deer Park: Stacy Loberg

- We received art to hang up in the children's area from the Deer Park Middle School. The art consists of watercolors and graphite animals.
- The after-school snack program has served around 1,590 snacks to students since the beginning of the year!

Fairfield: Kristy Bateman

- Customers continue to use the variety of resources offered at the library and have enjoyed discovering new titles and authors with all the displayed materials.

Medical Lake: Cecelia McMullen

- After using the *Check-out Washington* backpack a customer purchased their own State Park Discover Pass and created a personal adventure kit. They thanked SCLD for the great idea.
- A senior citizen couple chose the library as the inaugural destination for a newly purchased golf cart. It was difficult when they could no longer walk or drive to their beloved library, so it was the first place they wanted to visit with their fancy new wheels.

Moran Prairie: Caitlin Wheeler

- Customers admired artist Ann Austin’s collage display in our display case and picked up supplies provided by Ann so that they could make their own collages to be displayed later next month.
- A color-themed *Family Storytime* was particularly popular, with children and parents learning the names of colors in Spanish, English, and American Sign Language together.

North Spokane: Brian Vander Veen

- North Spokane Librarian Corinne Wilson hosted *Outdoor Goat Yoga* in partnership with Lilac Lotus Yoga. About fifty community members came to Higher Ground Animal Sanctuary in Mead to practice yoga in the company of baby goats.
- In celebration of Asian American and Pacific Islander Heritage Month, the North Spokane Library hosted calligraphy and sumi-e ink paintings by Japanese American artist Keiko Von Holt.

Otis Orchards: Briana Ruffing

- Otis Orchards held its annual Otis Days Parade for the first time since the pandemic. Librarian Tammy hosted a booth at the event and connected with residents. Some folks from the parade made their way over to our book sale afterwards, as it was held on the same day.

Spokane Valley: Danielle Milton

- We had a successful book sale. There was a line around the building for 2+ hours. Customers were excited and happy to attend the sale and get books.
- May was a month full of school tours and visits. Staff connected with many local students and families, creating new cards, and sharing information about upcoming summer reading programs.

District-wide Information

Security Incident Reports

For May 2022, there were 39 Security Incidence Reports filed. Five less than last month, April 2022 (44) and 26 more than May 2021 (13). North Spokane had the most incidents reported (20). The most frequently reported incidents related to Facility Misuse (14) and Substance Abuse violations (12).

Public Use Measures

May 2022

Measure	This year	Last year	YTD	Last YTD
	This Month	This Month	This year	Comparison
Cardholders	112,920	107,300		5%
Door count	64,120	39,591	329,170	117%
Items Borrowed	195,989	164,144	957,684	28%
• Airway Heights	1,981	1,926	10,356	36%
• Argonne	7,243	5,997	35,825	52%
• Cheney	7,497	6,028	35,522	46%
• Deer Park	7,051	6,032	36,801	52%
• Fairfield	440	706	2,427	-7%

• Medical Lake	1,957	1696	9,613	37%
• Mobile Services	2,195		2,195	
• Moran Prairie	13,457	8,681	67,382	82%
• North Spokane	22,927	19,561	112,761	39%
• Otis Orchards	2,464	2,569	12,402	14%
• Spokane Valley	20,980	17,517	108,975	52%
• The BookEnd	896	1,184	4,720	1%
• Digital				
• Totals	161,748	134,994	799,666	26%
Programs				
• Number	96	19	235	70%
• Attendance	2,418	242	4,310	44%
Internet Station Use (%)	20.4%	31.2%	19.5%	
Meeting room bookings	316	0	1178	
Digital Resource Use	139,217	162,079	783,877	-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 Five Months Ended May 31, 2022**

	Y-T-D Actual	Annual Budget	Percent Used	Balance Remaining
			Target 41.7%	
REVENUES				
PROPERTY TAXES	\$ 9,205,465	\$ 16,429,500	56.03%	\$ 7,224,035
CONTRACT CITIES - AIRWAY HEIGHTS	89,910	357,000	25.18%	267,090
CONTRACT CITIES - SPOKANE	0	91,000	0.00%	91,000
FINES & FEES	55,830	59,000	94.63%	3,170
GRANTS & DONATIONS	32,248	7,000	460.68%	(25,248)
E-RATE REIMBURSEMENTS	119,649	231,000	51.80%	111,351
LEASEHOLD & TIMBER TAX, REBATES, OTH	28,314	28,000	101.12%	(314)
INTEREST REVENUES	17,471	62,000	28.18%	44,529
TOTAL REVENUES	\$ 9,548,886	\$ 17,264,500	55.31%	\$ 7,715,614
TRANSFERS IN	-	-	0.00%	-
TOTAL REVENUES & TRANSFERS IN	\$ 9,548,886	\$ 17,264,500	55.31%	\$ 7,715,614
EXPENSES				
SALARIES	\$ 2,966,338	\$ 7,409,000	40.04%	\$ 4,442,662
FRINGE BENEFITS	1,110,256	2,504,400	44.33%	1,394,144
SUPPLIES	70,404	194,700	36.16%	124,296
UTILITIES	228,824	521,300	43.89%	292,476
SERVICES	685,091	1,466,000	46.73%	780,909
INSURANCE	82,409	75,000	109.88%	(7,409)
CAPITAL EQUIPMENT	242,742	639,100	37.98%	396,358
LIBRARY MATERIALS	928,818	2,113,000	43.96%	1,184,182
ELECTRONIC LIBRARY MATERIALS	157,567	250,000	63.03%	92,433
LIBRARY PROGRAMS	41,515	92,000	45.13%	50,485
TOTAL EXPENSES	\$ 6,513,964	\$ 15,264,500	42.67%	\$ 8,750,536
TRANSFERS OUT	-	2,000,000	0.00%	2,000,000
TOTAL EXPENSES & TRANSFERS OUT	\$ 6,513,964	\$ 17,264,500	37.73%	\$ 10,750,536
Net Excess of Revenues Over/(Under) Expenses	\$ 3,034,922	\$ -		
BEGINNING CASH	7,739,406			
NET FROM ABOVE	3,034,922			
ENDING CASH	\$ 10,774,328			

Number of months cash on hand 8.5

**Spokane County Library District
Capital Projects Fund
Statement of Revenues and Expenses
For the five months ended May 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	9,732	55,000
TOTAL REVENUES	9,732	12,086,000
Transfers In	-	2,000,000
TOTAL REVENUES & TRANSFERS IN	9,732	14,086,000
 EXPENSES		
Construction Costs, Including Sales Tax	\$ 372,119	\$ 6,838,000
Architect Fees	254,690	395,000
Owners Rep, Permits and All Other	118,081	228,000
TOTAL EXPENSES	744,890	7,461,000
NET EXCESS OF REVENUES OVER (UNDER) EXPENSES	\$ (735,158)	\$ 6,625,000
 BEGINNING CASH	 \$ 3,879,164	
NET FROM ABOVE	<u>(735,158)</u>	
ENDING CASH	<u>\$ 3,144,006</u>	