

MISSION

We build community by connecting people to educational, economic, and recreational opportunities.

Board of Trustees Regular Meeting

Tuesday, March 20, 2018 4:00 p.m. North Spokane Library Public Meeting Room

AGENDA

- I. CALL TO ORDER**
- II. AGENDA APPROVAL [4:00]**
- III. ACTION ITEMS**
 - A. Approval of February 20 Regular Meeting Minutes [4:00-4:03]
 - B. Approval of February 2018 Payment Vouchers [4:03-4:05]
 - C. Unfinished Business [4:05-4:20]
 - 1. Goals and Review Process for Executive Director
 - D. New Business
 - None.
- IV. DISCUSSION ITEMS, POSSIBLE ACTION [4:20-4:25]**
 - A. Future Board Meeting Agenda Items
- V. REPORTS**
 - A. Trustees [4:25-4:30]
 - B. Executive Director [4:30-4:35]
 - Administrative
 - Community Activities
 - C. Operations [4:35-4:40]
 - D. Communication [4:40-4:45]
 - E. Fiscal [4:45-4:50]
 - F. Spotlight – North Spokane Library [4:50-5:00]
- VI. PUBLIC COMMENT**
- VII. ADJOURNMENT**

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

Break (Catered meal and soft drinks)

SPECIAL MEETING/RETREAT FOLLOWS [5:30-7:30]

This meeting location is barrier-free. If you require accommodation to participate in this meeting, please notify Spokane County Library District Administrative Offices (509/893-8200) at least 48 hours prior.

03/20/18

SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: FEBRUARY 20, 2018

The Board of Trustees of Spokane County Library District met in regular session in the public meeting room at Airway Heights Library, 1213 S. Lundstrom St., Airway Heights, WA, at 4:00 p.m., Tuesday, February 20, 2018.

Present: John Craig - Chair
Mark Johnson - Vice Chair
Sonja Carlson - Trustee
Wes Teterud - Trustee
Patrick Roewe - Executive Director and Secretary

Excused: Kristin Thompson - Trustee

Also Present: Jane Baker, Communication & Development Director; Kristy Bateman, Library Operations Manager; Toni Costa, Human Resources Director; Patrick Hakes, IT Manager; Carlie Hoffman, Library Services Manager; Rick Knorr, Finance Director; Aileen Luppert, Managing Librarian; Stacy Ann Kvamme, Library Supervisor; Gina Rice, Customer Experience Manager; Andrea Sharps, Collection Services Director; Doug Stumbough, Operations Director; Amber Williams, Managing Librarian-Strategic Initiatives; Corinne Wilson, Librarian; and Patty Franz, Executive Assistant.

Guests: None.

Call to Order (Item I.) Chair John Craig called the meeting to order at 4:06 p.m., and welcomed everyone in attendance.

Agenda (Item II.) Mr. Johnson moved and Mr. Teterud seconded approval of the agenda. The motion was approved.

Approval of Jan. 16, 2018, Regular Meeting Minutes, (Item III.A.) Mr. Craig called for corrections to the January 16, 2018, regular meeting minutes. There were no corrections; the minutes stand approved as written.

Approval of Payment Vouchers, January 2018 (Item III.B.) Mr. Johnson moved and Mr. Teterud seconded approval of the January 2018 bill payment vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal	Total
Jan - L01	53386-53526 and W00518-W00528	\$893,730.60	\$893,730.60
	01102018PR and 01252018PR	\$350,544.80	\$350,544.80
L01		Total	\$1,244,275.40

There were no questions. The motion was approved.

Unfinished Business NONE.
(Item III.C.1.)

New Business
Facility Use for
Public Purposes
Policy
(Item III.D.1.)

FACILITY USE FOR PUBLIC PURPOSES POLICY. Mr. Teterud moved and Mr. Johnson seconded approval of the Facility Use for Public Purposes policy revisions. Mr. Roewe said suggested revisions included the addition of language to acknowledge District libraries located in privately-owned facilities, such as The BookEnd at Spokane Valley Mall, may be subject to additional rules established by facility owners. Other minor policy revisions provided clarification and preferred terminology updates.

There was no further discussion.

The motion was approved.

New Business
Public Art in District
Facilities Policy
(Item III.D.2.)

PUBLIC ART IN DISTRICT FACILITIES POLICY. Trustees agreed by consensus to reaffirm the current Public Art in District Facilities policy following review. Mr. Roewe said the policy was brought forward for review by the Board of Trustees in consideration of potential future construction of libraries. In response to queries, Mr. Roewe confirmed the Board of Trustees would have final approval regarding procurement and/or selection of public art, and the Gifts policy would apply to art procurement as well.

There was no further discussion.

New Business
Access to Library
Services Policy
(Item III.D.3.)

ACCESS TO LIBRARY SERVICES. Mr. Teterud moved and Mr. Johnson seconded approval of the suggested revisions to the Access to Library Services policy. Mr. Roewe noted the revisions were minor and mostly provided clarification and preferred terminology updates.

There was no further discussion.

The motion was approved.

New Business
2017 Reciprocal Use
of Libraries Report
(Item III.D.4.)

2017 RECIPROCAL USE OF LIBRARIES REPORT. Operations Director Doug Stumbough reported on reciprocal use of libraries for 2017, as required by the interlocal agreements between the District and Spokane Public Library (SPL), and the District and Liberty Lake Municipal Library (LLML). He pointed out the addition of The BookEnd in May resulted in the largest impact to data for last year, as the new library at Spokane Valley Mall became one of the most-used library facilities by reciprocal customers. Although more District materials are borrowed from the District than vice versa, Mr. Stumbough reported statistics remain stable and sustainable. In response to Mr. Craig's query, Mr. Stumbough said that staff considers the reciprocal agreements tenable. Mr. Roewe further commented that we aspire to be a library open to all, and these agreements enable significant regional response.

Overview – Fines, Fees, and Use of a Collection Agency (Item III.E.)

FINES AND FEES, AND USE OF A COLLECTION AGENCY. Customer Experience Manager Gina Rice provided an overview of Library District fines and fees, and use of a collection agency. Via PowerPoint, Ms. Rice reviewed checkout periods, special collections, and unique loan periods. She reported the current rate of overdue charges has been in effect since 2011, and noted there are categories of customer accounts where overdue fees are not assessed at all. Additional assessed fees, however, are for lost or damaged items, and for non-residents who pay an annual fee for a full-service card. Ms. Rice further reported the schedule of notices for overdue charges was revised in 2017 in attempt to be more helpful and communicative, and reduce barriers between library customers and resources. In response to Mr. Teterud's query about the cost of printed notices, Ms. Rice said letters and collection are outsourced to Unique Management Services, a business relationship the District has shared for 20 years. The cost of printed letters and their handling is 63 cents each, an amount for which the District could not compete. Ms. Rice reviewed the four fine-forgiveness programs regularly offered by the District—Read Away Fines, Food for Fines, Christmas Bureau, and Homeless Connect—noting the various fines waived each year. Regarding those accounts referred to collection, Ms. Rice noted Unique Management utilizes a “gentle nudge” approach that rarely results in complaints, and because of a ruling in 2015, individual credit reports are not affected. Discussion ensued regarding the number of items allowed for checkout, and Trustees queried if that number should be reduced as a preventative measure. In response, Mr. Roewe said it is only a small percentage of the total number of active accounts that become an issue with excessively overdue materials. He said the number of items allowed for checkout are standard, though there are regional variances. He added that this topic is up for review as part of the 2018 Work Plan. Mr. Roewe further said the District prefers to encourage prompt return of materials over implementation of fines and fees even though fines are an ongoing source of revenue. Mr. Roewe reiterated how pleased the District is with its relationship with Unique Management, and expressed kudos for Ms. Rice, noting she regularly handles tough situations empathetically. There was no further discussion.

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

Chair Craig reviewed forthcoming agenda items for the next two months, noting the March meeting will be held at North Spokane Library. Among other items and reports, the agenda will include a spotlight of North Spokane. In response to Mr. Craig's suggestion, a discussion will be added to the agenda in preparation for the first annual performance review in September of new Executive Director Patrick Roewe. A special meeting/retreat will follow the regular meeting at the same location. Mr. Roewe said topics of discussion will include a rundown of options regarding levy lid lift and bond elections, pros and cons of each, as well as an election timetable. Staff will also present its recommendation to the Board of Trustees. A discussion of options for the surplus of funds from 2017 will also be part of the agenda. Regarding upcoming events,

**Future Board
Meeting Agenda
Items (Item IV.A.)**

Mr. Roewe reported that Communication & Development Director Jane Baker will join him to represent the District at WLA Library Legislative Day held in Olympia on March 1. There was no further discussion.

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

Mr. Teterud expressed appreciation for the new and reupholstered chairs at Spokane Valley Library. Managing Librarian Aileen Luppert coordinated purchase of the new chairs with funds donated by the Friends of the Library. Managing Librarian-Strategic Initiatives Amber Williams said the reupholstered chairs were the handiwork of participants in a class at The Lab at North Spokane. There were no other reports.

**Executive Director's
Report, Jan. 2018
(Item V.B.)**

The Executive Director's written report for January 2018 provided prior to the meeting included information on the Business Office, Finance and Facilities, Collection Services, Human Resources, Information Technology, and Community Activities. Regarding the Shrine Circus scheduled for April 27-29, Mr. Roewe reported the necessary insurance documentation from the Shriners was received. However, the policy expires next month, so a renewed policy will be forthcoming. Mr. Roewe announced the recently incorporated group, Public Libraries of Washington, is officially underway. There was no further discussion.

**Public Services
Report, Jan. 2018
(Item V.C.)**

Operations Director Doug Stumbough and Library Operations Manager Kristy Bateman provided a written report prior to the meeting for January 2018, with data for customer use measures, programming and library activities. In response to queries from Trustees, Mr. Stumbough said the downturn in circulation statistics at Airway Heights may be only temporary. He also provided more details about what was previously reported as the "breathtaking snow-flying explosions" experiment demonstrated by a geology professor at the first Medical Lake Monday program in January. There was no further discussion.

**Communication
Report, Jan. 2018
(Item V.D.)**

Communication & Development Director Jane Baker provided a written report prior to the meeting for January 2018 communication activities. Mr. Craig commented that he thought Collection Development Director Andrea Sharps and Library Supervisor David Wyatt represented the Library District well in separate stories published recently in The Spokesman-Review. There was no further discussion.

**Fiscal Report,
Final Dec. 2017
(Item V.E.)**

Final Revenue and Expenditure Statement through December 31, 2017.

<u>Fund 001</u>	
Revenues	\$ 12,170,675
Expenditures	\$ 11,566,888
Ending Fund Balance	\$ 5,179,623
Fund Budget Expended	95.04%

**Fiscal Report,
Final Dec. 2017
(Item V.E.)**

Mr. Knorr reported final assessed values (AV) and levy amounts were transferred from the Assessor's Office to the Treasurer's Office in late January, for which the District received a report of its levy amount for collection in 2018. Mr. Knorr provided explanation of the summary, and further commented that AV is increasing rapidly. In response to Mr. Teterud's query from last month about the financial stability of PERS, Mr. Knorr said not only does the state own and manage the retirement funds, it has elaborate risk policies from which it doesn't deviate. He noted Spokane County, of which the District is a member of its insurance pool, also has its own risk policies regarding its investment pool, which is kept almost entirely in federally insured funds. There was no further discussion.

**Spotlight
Airway Heights
Library
(Item V.F.)**

Library Supervisor Stacy Ann Kvamme and Librarian Corinne Wilson presented highlights of Airway Heights Library (AH) over the past year. Via PowerPoint, Ms. Kvamme presented statistics for AH and noted the nearly 5,000 cardholders have increased by two percent since December 2017. Also indicative of the area's growth, staff attended a groundbreaking for a new city recreation and aquatic center anticipated to open in early 2019. Ms. Kvamme further reported the weekly toddler Storytime was changed to a family Storytime because of requests for the library to serve a broader age range. Popular Storytime guests included representatives from police, fire, and STA. Ms. Kvamme noted these visits raised awareness, reduced fear, and created positive experiences for families. Over several years the library has enjoyed partnerships with both Westwood Middle and Sunset Elementary schools to display student artwork in the library. The library also displays artwork from the Slightly West of Spokane Art Tour. Other successful community partnerships included the popular Studio Artium that allowed library customers access to tools for stained glass work. And thanks to generous funding from the Friends of the Library, the number of participants was doubled. Ms. Wilson reported that the most popular programming for adults involves art and music, noting concerts such as Floating Crowbar and Ragtag Romantics were well attended and will be featured again in the future. STEM programs such as Extreme Science with Radical Rick were highly successful and are always a huge draw for kids at AH. Community connections included National Night Out, and a wellness fair made possible through a partnership between Spokane Regional Health District and the library. Staff continues to attend West Plains Support Network and Kiwanis meetings. Ms. Wilson further reported on successful program events that enabled children to attend for free and unaccompanied by adults. Some of the most popular were the Watermelon Races at Airway Heights Day, Not so Spooky Storytime, and the Airway Heights Winter Festival that featured a face painter funded by the Friends of the Library and the opportunity for kids to create craft projects. Ms. Wilson further reported the library enjoys strong school

**Spotlight
Airway Heights
Library
(Item V.F.)**

district partnerships and highlighted a first Take it Apart outreach held at Great Northern Elementary School. In response to Mr. Craig's query, Ms. Wilson said the student participants knew a lot about electronics and were ultimately the onsite experts who explained how things work. Trustees expressed appreciation for the informative report. There was no further discussion.

**Public
Comment
(Item VI.)**

There was no public comment.

**Adjournment
(Item VII.)**

Chair Craig adjourned the meeting at 5:21 p.m. The next Board Meeting is scheduled for Tuesday, March 20, 2018, at 4:00 p.m., in the public meeting room at North Spokane Library.

John Craig, Chair


Patrick Roewe, Secretary to the Board of Trustees

PAYMENT VOUCHER APPROVAL

Pursuant to RCW 42.24.180 and Spokane County Library District Resolution # 94-03, we, the undersigned, do hereby certify that the merchandise and services hereinafter specified have been received as of February 28, 2018 and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$883,427.89 for the general fund and \$0.00 for the capital projects fund and are authorized to authenticate and certify these claims.

DATE: March 1, 2018

SIGNED



TITLE: Finance Director

SIGNED



TITLE: Executive Director

VOUCHER NUMBER		DESCRIPTION	VOUCHER AMOUNT
053527	ABM JANITORIAL SERVICES - NW	MONTHLY CUSTODIAL SERVICES	\$ 13,937.42
053528	ASSOC OF WASHINGTON CITIES	MEDICAL, DENTAL, VISION & LIFE INS.	721.61
053529	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	381.62
053530	CLASSIC VENTURES LTD	LIBRARY MATERIALS	34.81
053531	KIM BINGAMAN	LOST/PAID BOOK REFUND	11.00
053532	CENTURYLINK	ANALOG TELEPHONE LINES	76.60
053533	CHEVRON U.S.A. INC.	VEHICLE FUEL	261.34
053534	CITY OF AIRWAY HEIGHTS	WATER & SEWER - AIRWAY HEIGHTS	130.49
053535	CITY OF CHENEY	WATER, SEWER, ELEC. - CHENEY	662.64
053536	CITY OF DEER PARK	WATER & SEWER - DEER PARK	75.50
053537	CITY OF MEDICAL LAKE	WATER, SEWER, REFUSE - ML	160.68
053538	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CHENEY	38.64
053539	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE	5,094.00
053540	EMPIRE DISPOSAL INC.	SOLID WASTE - FAIRFIELD	37.41
053541	EXECUTIVE WOMEN INTERNAT'L	ADVERTISING	120.00
053542	FOUNDATION CENTER	ELECTRONIC LIBRARY SERVICES	6,995.00
053543	GALE/CENAGE LEARNING	LIBRARY MATERIALS	9,806.85
053544	GUITAR PLAYER	LIBRARY MATERIALS	14.99
053545	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	3,478.26
053546	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	6,170.25
053547	INLAND POWER AND LIGHT	ELECTRIC UTILITIES - AH, DP	652.03
053548	WICK ENTERPRIZES, LLC	ADVERTISING	312.37
053549	MEG M LYBBERT	LIBRARY PROGRAM - AUGMENTED REALITY	75.00
053550	MIDWEST TAPE	LIBRARY MATERIALS	7,052.04
053551	MODERN ELECTRIC WATER COMPANY	WATER, ELEC. - SV	2,138.43
053552	DVM INSURANCE AGENCY dba NATIONWIDE	EMPLOYEE DEDUCTIONS FOR PET INSURANCE	281.65
053553	CATHERINE J NG	LIBRARY PROGRAM - CUPCAKE DECORATING	420.00
053554	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	306.40
053555	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	9,843.02
053556	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	1,131.81
053557	RECORDED BOOKS, LLC	LIBRARY MATERIALS	282.63
053558	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	16.30
053559	SPOKANE TALKS ONLINE, LLC	ADVERTISING	600.00
053560	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	174.08
053561	UPS	SHIPPING	16.47
053562	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	124.50
053563	VERIZON WIRELESS	CELL PHONES (20)	341.16
053564	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	723.35
053565	WHITWORTH WATER DISTRICT #2	WATER - NORTH SPOKANE	32.73
053566	BRENDA BEAULIEU	PROGRAM SUPPLIES REIMBURSEMENT - KNITTING	1.89
053567	LISA BLANKINSHIP	LOST/PAID BOOK REFUND	9.80
053568	BUDGET-RENT-A-CAR	CAR RENTAL	205.05
053569	CDW GOVERNMENT, INC.	IT HARDWARE & SOFTWARE	922.08
053570	CENTURYLINK	ANALOG TELEPHONE LINES	39.62
053571	CENTURYLINK	ANALOG TELEPHONE LINES	39.87

053572	CENTURYLINK	ANALOG TELEPHONE LINES	59.91
053573	CENTURYLINK	ANALOG TELEPHONE LINES	79.75
053574	CENTURYLINK	ANALOG TELEPHONE LINES	76.60
053575	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	1,441.36
053576	DIVCO INCORPORATED	QTRLY BUILDING REPAIR & MAINT - HVAC	6,722.00
053577	DEPARTMENT OF LABOR & IND.	BUILDING REPAIR & MAINTENANCE	46.60
053578	EARTHWORKS RECYCLING, INC	RECYCLING	372.40
053579	GALE/CENAGE LEARNING	LIBRARY MATERIALS	462.33
053580	IHEARTMEDIA-SPOKANE	ADVERTISING	596.00
053581	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	9,198.63
053582	INLAND POWER AND LIGHT	ELECTRIC UTILITIES - AH, DP	360.93
053583	INTEGRA TELECOM HOLDINGS, INC	BROADBAND AND INTERNET	2,313.88
053584	INTEGRA TELECOM HOLDINGS, INC	BROADBAND AND INTERNET	16,441.49
053585	GROUP W MARKETING	ADVERTISING - KIDS NEWSPAPER	800.00
053586	MIDWEST TAPE	LIBRARY MATERIALS	73.94
053587	MORAN PRAIRIE GRANGE	ANNUAL MEMBERSHIP	150.00
053588	OCLC, INC.	SEMI-ANNUAL CATALOGING & ILL SUBSCRIPTION	20,837.09
053589	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	98.90
053590	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	6,843.01
053591	PHILADELPHIA INSURANCE CO	ANNUAL DIRECTORS & OFFICERS AND EPL INS	9,256.00
053592	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	330.41
053593	RECORDED BOOKS, LLC	LIBRARY MATERIALS	1,158.49
053594	SCHOLASTIC LIBRARY PUBLISHING	LIBRARY MATERIALS	1,224.89
053595	SPOKANE COUNTY ENVIRONMENTAL SERVICES	MONTHLY SEWER - AR, NS, SV	462.36
053596	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	341.19
053597	TUMBLEWEED PRESS INC.	ELECTRONIC LIBRARY SERVICES	7,816.38
053598	WORLD CHAMBER/ COMM DIRECTORY	LIBRARY MATERIALS	114.00
053599	WASH FINANCE OFFICERS ASSOC	MEMBERSHIP DUES	50.00
053600	AT&T MOBILITY	TELEPHONE & BROADBAND - BOOKEND	105.28
053601	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	499.14
053602	CENTURYLINK	ANALOG TELEPHONE LINES	104.55
053603	CENTURYLINK	ANALOG TELEPHONE LINES	38.31
053604	CENTURYLINK	ANALOG TELEPHONE LINES	38.07
053605	DIVCO INCORPORATED	QTRLY BUILDING REPAIR & MAINT - HVAC	1,315.39
053606	FREE PRESS PUBLISHING, INC	LIBRARY MATERIALS	30.00
053607	FRONTIER COMMUNICATION	TELEPHONE & BROADBAND - FF	120.10
053608	GALE/CENAGE LEARNING	LIBRARY MATERIALS	905.96
053609	GARY L. GODDARD	LOCK AND KEY REPAIR	14.69
053610	GREENLEAF LANDSCAPING, INC.	SNOW REMOVAL	535.11
053611	H&H BUSINESS SYSTEMS, INC.	QTRLY COPIER MAINTENANCE & TONER	461.58
053612	HISPANIC BUSINESS/PROFESSIONAL ASSOCIATION	MEMBERSHIP DUES	50.00
053613	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	3,478.26
053614	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	9,854.97
053615	INLAND NW BUSINESS ALLIANCE	LUNCH MEETING	30.00
053616	EUGENE JABLONSKY	LIBRARY PROGRAMS - MUSIC PROGRAM	300.00
053617	POUKONG MANIKOTH	LIBRARY PROGRAMS - WEB HOST/ON-LINE PROG	1,785.00
053618	MIDWEST TAPE	LIBRARY MATERIALS	5,220.36
053619	MOVO MEDIA MARKETING	SOCIAL MEDIA PLATFORM MANAGEMENT	900.00
053620	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	92.57
053621	OTIS ELEVATOR COMPANY	QTRLY ELEVATOR MAINTENANCE	1,329.11
053622	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	8,084.32
053623	PERRINE PROPERTIES, LLC	MONTHLY PARKING LOT LEASE, SV	300.00
053624	PRESSWORKS	PRINTING	338.37
053625	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	359.04
053626	SAGE SOFTWARE, INC	ANNUAL ACCOUNTING SOFTWARE SUPPORT	7,709.54
053627	SPOKANE MALL LLC	MONTHLY LEASE PAYMENT, BOOKEND	3,000.00
053628	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	55.85
053629	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	124.50
053630	SPOKANE COUNTY	LIBRARY PROGRAMS - MASTER GARDENERS	208.05
W00529	VOID	VOID	-
W00530	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	49,524.09
W00531	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	63,424.01
W00532	US BANK - HEALTH - OPTUM	H S A CONTRIBUTIONS	1,744.25

W00533	STATE OF WASHINGTON	MONTHLY EXCISE/SALES TAXES	1,156.20
W00534	ASSOC OF WASHINGTON CITIES	MEDICAL, DENTAL, VISION & LIFE INS.	83,025.32
W00535	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	59,662.53
W00536	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	47,065.59
W00537	US BANK - HEALTH - OPTUM	H S A CONTRIBUTIONS	<u>1,794.25</u>

Total Non-Payroll General Operating Fund	\$ 516,464.29
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PAYROLL VOUCHERS

02092018PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL	\$ 188,615.91
02232018PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL	<u>178,347.69</u>

Total Payroll General Operating Fund	\$ 366,963.60
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TOTAL GENERAL OPERATING FUND	<u>\$ 883,427.89</u>
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GOALS AND REVIEW PROCESS FOR EXECUTIVE DIRECTOR

Background

Key considerations for the Board of Trustees to decide:

- 1.) What does the Board want to know from an evaluation? Options include:
 - Overall state of the District (fiscal, organizational, and/or cultural)
 - Individual performance
 - Success of the Leadership Team Work Plan
 - Success/impact of the Community Engagement Plan
- 2.) Does the Board want to request feedback from the Leadership Team (with names attached)?

Recommendation

Determine evaluation factors, from above if so desired, and affirm the plan to conduct a formal evaluation in September on the anniversary of the Executive Director's appointment to the position.

The evaluation process at the September meeting would be to reiterate goals or measurements as determined in public session, move to executive session to discuss performance details with the Executive Director, then return to open session and give a general statement as to the outcome of the discussion in executive session. This satisfies privacy concerns and also addresses transparency in the process.

Human Resources Director Toni Costa is available to support the Board of Trustees in conducting the evaluation process of the Executive Director, such as distributing the evaluation form to Trustees and collecting feedback from the Leadership Team via whatever methodology the Trustees determine.

Recommended Action: The Board of Trustees may direct Human Resources Director Toni Costa to provide support in conducting the evaluation process.

FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: APRIL – MAY 2018***April 17, 2018: Medical Lake - (4:00 p.m.)***

- Memberships in Organizations Policy
- Financial Management Policy
- Resolution for Recognition of Friends of the Library
- Summer 2018 Meeting Schedule
- Overview – Friends of the Spokane County Library District
- Spotlight Book a Librarian

Please send requests for agenda additions or changes to the Board Chair or Administrative Assistant no later than Tuesday, Apr. 3, for inclusion in the preliminary agenda to be sent Apr. 4. Meeting packets will be mailed Apr. 11.

May 15, 2018: Fairfield - (4:00 p.m.)

- Personnel Policy
- Overview – Pop-Up Libraries
- Spotlight Homebound and Outreach Services

SPECIAL MEETINGS/ACTIVITIES2018**Apr 28 (Sat)** Friends Helping Friends Annual Meeting, 9-Noon, North Spokane Library

EXECUTIVE DIRECTOR'S REPORT FEBRUARY 2018

Business Office, Finance and Facilities – Rick Knorr

2018 Financial Report

General Fund

It is too early to identify trends or make predictions for 2018 as a whole after only two months of operations, but as of now there have been no surprises. The standard fiscal report resumes this month.

Capital Project Fund

The final payment for the North Spokane Remodel has yet to be made. However, the Department of Labor and Industries, the last of the three agencies required to approve the retainage release, has done so. We expect to be able to finally close out this project by the end of March.

Property Tax Levy

The Spokane County Assessor's Office published its 2018 annual report in late February and the Treasurer's Office communicated the final TIF (Tax Increment Financing area) amounts at the same time. The following recap can now be provided with key information for our current property tax levy along with the prior two years for comparison.

Property Tax Levy Recap			
	2016	2017	2018
Total Taxable Assessed Valuation	22,523,207,446	23,877,059,798	25,666,326,609
<i>increase %</i>	5.1%	6.0%	7.5%
Previous Highest Lawful Levy	10,738,027	11,047,468	11,329,608
1% Increase Allowed	107,380	110,475	113,296
Impact of New Construction	148,163	165,930	185,522
Impact of State Assessed Value	53,898	5,735	21,955
Refunds	5,547	40,468	4,421
Tax Levy for Collection in 2018, as reported in the 2018 Spokane County Assessors Annual Report	11,053,015	11,370,076	11,654,802
Less: TIF reductions	(47,322)	(61,802)	(84,314)
	<u>11,005,693</u>	<u>11,308,274</u>	<u>11,570,488</u>
Levy Rate	0.4907	0.4762	0.4541
<i>Levy Increase</i>	3.1%	2.7%	2.3%
<i>Levy Increase, before TIF reduction</i>	3.1%	2.9%	2.5%

Facilities

- As we emerge from winter, we expect to see the first signs of our grounds maintenance crew performing spring cleanup.
- Maintenance staff plans to replace existing outside spotlights that went out over the winter to the extent necessary.
- Concrete block barricades have been placed at the east end of the Conklin property, a task necessitated by a couple instances of vehicles misusing the open space throughout the winter.

Human Resources – Toni CostaDepartment Activities

- Implemented first phase of employee recognition program.
- Training held:
 - Generational Communications
 - New Employee Orientation
 - Supervisor Academy – Session 2
 - Verbal De-escalation trainings

Volunteers

- Recruited new volunteers for the following areas:
 - GED Programs - DP & CH
 - STEM Activities @ Brighton Court Retirement Community
 - Reading Buddy
 - Friends of the Spokane County Library
- New volunteer partnerships
 - Umpqua Bank
 - Avista

Recruitment and Selection:

- a. New Hires
 - Collection Services Page
 - Digitization Grant Intern
 - Librarian
 - Library Page
 - Public Services Associate
- b. Terminations
 - Public Services Associate
- c. Reclassifications
 - n/a
- d. Transfers
 - Public Services Associate to Communication Assistant

Operations – Doug Stumbough

This month, the Operations Team began the process of developing the new Community Engagement Plan (CEP) for 2019-2022 by identifying the timeline, tasks and roles. As called for in the 2018 Work Plan, and building on our experience with the Library Transforming Communities model, it will again

“involve direct community engagement efforts to determine community needs and aspirations to which the District can respond in its role and function as a public library system.” This will be accomplished in part by utilizing the connections library staff have worked to establish over the last six years to identify and engage in conversations with community members and organizations about their insights and aspirations. In the long term, we’ll be using these to help us think more strategically about our programs and efforts and ultimately form the basis of the CEP. Community Librarians will be training in March to lead and facilitate these conversations, which will then take place over through the spring and summer months.

February marked the tenth month of service at The BookEnd, and operational modifications continue as staff look to enrich customer experience while improving efficiencies. This month, the transfer of a staff member provided the opportunity to streamline the staffing model while still being able to fully serve the more than 4,000 customers that visit each month on average. Signage at The BookEnd was also reviewed, and enhancements are planned to augment current indicators that distinguish the space as a library while being mindful of the requirements set forth in the mall agreement.

Collection Services – Andrea Sharps

- We ordered 1,671 titles and 6,270 copies in February. The number of titles ordered is down from last month as is the number of copies ordered.
- With 16.67% of the year done, total library materials expended stands at 19.64%.
- We processed, added to the system, and sent out to the libraries 4,725 items in February. This is down from last month but is to be expected due to the short month (19 work days).
- Downloadable lending through OverDrive was down in February from January. A total of 39,141 items circulated in February, including audiobooks (15,947) and eBooks (23,194). Customers placed a total of 13,176 holds on audiobooks (5,565) and eBooks (7,611); and there were 5,738 unique users with titles checked out.
- Midwest Tape’s *hoopla*, a streaming media service, saw an increase in circulation in February over January. A total of 3,394 titles including audiobooks (1,540), comics/graphic novels (204), eBooks (629), movies (507), full-length albums (302) and television shows (212) circulated in February for a combined cost of \$7,222.71 and an average cost per circulation of \$2.13. A total of 165 new users registered in the month, and there were 1,034 active users and 6,602 total users recorded.
- As a result of a query from Public Services staff, we are now adding a general material designation or “GMD” of [BOOK WITH CD] to make it easier for customers to find picture books with CDs. The GMD is a term inserted in brackets following an item’s title in the cataloging record describing the item’s material type in broad categories.
- We loaned 305 items to other libraries and borrowed 637 items from other libraries for 942 total Interlibrary Loan transactions processed in February.

Executive Director Report & Community Engagement Activities

District Activities

Leadership Team Updates

The following are actions taken by the Leadership Team in February that weren’t otherwise covered by other agenda items.

2018 Work Plan: We discussed progress on the various items under the 2018 Work Plan approved by the Board of Trustees at its December 2017 meeting. Headway is being made on a variety of the items.

Financial Management Policy: We discussed an initial draft to the Financial Management policy, which would include language to respond to the exit recommendations from the State Auditor after our most recent audit as discussed at the November 2017 Board of Trustees meeting. The revised policy will be on the April 2018 meeting agenda.

Retreat: The Leadership Team participated in a retreat to fully investigate levy lid lift and bond options from the staff perspective. We achieved our goal of coming away with a list of pros and cons for each option and a recommendation to present to the Board at the March 2018 Board of Trustees retreat.

Levy Lid Lift webinar: We participated in a webinar on levy lid lifts presented by the Municipal Research and Services Center (MRSC), a nonprofit organization that helps local governments across Washington state better serve its citizens by providing legal and policy guidance. The webinar provided a good refresher on lid lifts that will help frame ongoing discussions.

Shrine Circus

Finance Director Rick Knorr asked the District's insurance agent to review a copy of the certificate of liability insurance received by the District last month. Based upon that review, we requested that coverage of medical expenses be included. The District has not yet received an updated certificate.

Community Engagement

I attended the Greater Spokane Valley Chamber of Commerce Government Action Committee, which included a federal update from the United States Chamber of Commerce.

I attended weekly meetings for Spokane Rotary Club 21.

I met with Spokane Public Library Director Andrew Chanse to share information on respective major initiatives and discuss future collaboration opportunities.

ITEM AND TITLE MONTHLY REPORT
February 2018

	<u>ITEMS</u>				<u>TITLES</u>		
	ADULT	YOUTH	TOTAL		ADULT	YOUTH	TOTAL
Total Materials							
Print	160823	150016	310839		84511	49969	134480
Nonprint	63672	23181	86853		26363	7514	33877
Subtotal	224495	173197	397692		110874	57483	168357
Periodicals	5519	812	6331		277	31	308
Total	230014	174009	404023		111151	57514	168665

<u>ITEMS</u>				<u>TITLES</u>			
OverDrive: Audiobooks			26234				21842
eBOOKS			38130				32854
Licensed eBOOKS			11641				7264
OverDrive: Total			76005				61960
GRAND TOTAL			480028				230625

Print & Nonprint	(Totals year-to-date)		
ADDITIONS	ADULT	YOUTH	TOTAL
Print	4547	3955	8502
Nonprint	1913	541	2454
TOTAL	6460	4496	10956
DELETIONS			
Print	5889	4196	10085
Nonprint	2814	806	3620
TOTAL	8703	5002	13705

	<u>NET CHANGE YTD</u>		
	ADULT	YOUTH	TOTAL
Print	-1342	-241	-1583
Nonprint	-901	-265	-1166
Periodicals	-256	-40	-296

PERIODICALS = Magazine, Newspaper, and Pamphlet

TITLE = Each distinct bibliographic record in the database; there can be several records for one actual title (e.g. regular print, large type, various formats of audiobooks, videorecordings)

ITEM = Individual copies of a title or volumes of a set that are barcoded separately.

EXCLUSIONS: Total Materials do not include: Discards, ILL, location on-order or in process

NET CHANGE YTD: Equals total number of items as of 01/01/2XXX compared to total items (materials) reported as of the end of the current month. Does not use monthly IT deletion reports.

OverDrive: Statistics changed beginning with 6/2011. Not broken out by Adult/Youth
Further statistical changes and adjustments in 9 and 10/11

Operations Report February 2018

Doug Stumbough and Kristy Bateman

Service Priority Teams

Business and Career Development (Stacey Goddard)

- We presented two programs in support of business development this month, a SCORE workshop and the second of four Build Your Brand on Facebook workshops we'll be offering through May.
- Enrollments are up for the GED classes in Cheney—so much so that the instructor requested additional laptops there for his students' use. We happily accommodated his request.
- We presented 13 programs in support of financial literacy education in February, including various offerings from SNAP and STCU as well as the first three weeks of the *Legal Voices for Seniors* series at Argonne and Moran Prairie. Combined attendance for these programs was 217. Of particular note is the substantial audiences Argonne continues to draw for programs like the *Legal Voices* series. Its three workshops accounted for 98 of the attendees mentioned above.
- Sheree, in her role as Board Secretary, attended the annual board planning retreat for the Pacific Northwest Library Association in Federal Way.

Early Learning (Mary Ellen Braks)

- We provided 108 Storytimes to 2857 children, parents, and caregivers. Our average attendance per Storytime was 26.
- We provided 53 Storytimes to 827 children at 25 child care centers.
- I went to the Eastern Washington Association for the Education of Young Children (EWAEYC) conference. I talked to child care providers about STARS programs and handed out Engage.
- All of the Early Learning team has now been approved as STARS trainers through the Department of Early Learning (DEL). This means that the classes we teach for child care providers (STARS) can now be taught by anyone on the Early Learning team.

Education and Enrichment (Gwendolyn Haley)

1662 community members participated in library programs in February.

- STEM (Science, Technology, Engineering and Math) programs continue to be a big draw, whether it's *Extreme Science with Radical Rick*, or *Take Apart Saturdays* at the North Spokane Lab. Library staff visit schools and after-school programs regularly to provide programs similar to those offered in the library. This month four classes of Broadway Elementary students had the opportunity to try LEGO Movie Making.
- Adult programs ranged from *3D printing*, *Cupcake Decorating*, and *Freezer Meals to Gardening*. Spokane Valley's 2nd monthly Trivia Night drew 52 attendees.
- We continue the Museum Pass program with Mobius and the Northwest Museum of Arts and Culture. The MAC procured additional funding and will provide 11 more passes to the District. We've had calls from other museums expressing some interest in participating and also from other libraries.

Digital Interaction and Sharing (Carlie Hoffman)

- Work continued on presenting the services on the website redesign.
- A product trial for Knowledge City, a video-based resource for business and human resources, was set up for staff to test and provide feedback.
- The setup and meeting with representatives from Beanstack, an online reading program, was done.
- Meeting/conference room hours were changed for all locations. Meeting rooms that can be booked during library closed hours are now available only between 6am-11pm.
- I created two custom curations for BiblioBoard, separating the research areas from the eBook areas. The previous BiblioBoard link was replaced with links to these two curations to aid customers in finding the resources they are looking for in the formats they desire.

Book a Librarian highlights

- We assisted a customer with a small business idea for an RV park by locating bike trails and other maps. We also connected them with other business and grant-finding resources. We helped another customer learn to use DemographicsNow and ReferenceUSA to learn more about their customers.
- A few members were assisted in their job search, cover letter and resume writing, uploading resumes to job recruitment sites, and obtaining Employment Security benefits.
- A couple of customers worked together with Final Cut Pro in the Spokane Valley Studio to create a montage film. They also learned how to key out green screens for video.
- We helped a few customers with downloading eBooks and audiobooks to their devices from hoopla and OverDrive. We also helped customers learn how to use their smart phones more effectively.

Information Technology (Patrick Hakes)

- We have completed our follow up conversations with vendors for our Internet RFP and have signed with Edinetics. The service contract is set to switch over to Edinetics on July 1, 2018. We have signed an initial one-year contract, with the option of four additional one-year term renewals.
- We received fifty completed surveys from SCLD staff regarding our SharePoint environment. Many of those who completed the survey provided excellent feedback and suggestions for moving forward with the new environment. I have compiled the data and suggestions so that the SharePoint Design Task Force that will soon form will be able to put together an environment that better meets the needs and desires of District employees. We are looking at using one of three local vendors I have contacted to assist our task force in designing, installing, and implementing the new environment.
- Aaron Grider upgraded our Hyper-V (virtual environment) servers and is in the process of doing the same on other servers.
- We are also on track to begin replacing our phone system beginning late April.
- I have completed a rough draft of the District's IT disaster recovery plan. In developing it, there were many areas that overlapped into District-wide actions, so I have also separated out a plan for a data incident as part of a larger District-wide disaster recovery plan. Both plans are being reviewed by the Operations Director for further development.
- Website development is progressing well with Giang Bui working with the Web Team on the new pages and branding of the new site.

Library Operations: (Georgina Rice) The following table provides a snapshot of in-library checkout use for the current month compared to the same month last year.

	In-library checkout total February 2018	In-library renewals February 2018	Online renewals February 2018	Total Circulation per Library February 2018	Total Circulation per Library February 2017	Total Circulation February 2018 compared to February 2017
Airway Heights	4218	365	981	5564	6295	-11.6%
Argonne	9155	611	2512	12278	12626	-2.8%
Cheney	9297	627	2190	12114	12824	-5.5%
Deer Park	10330	641	2615	13586	13818	-1.7%
Fairfield	1034	119	206	1359	1315	3.3%
Medical Lake	3915	237	737	4889	4797	1.9%
Moran Prairie	12272	452	3356	16080	17196	-6.5%
North Spokane	34313	1575	10086	45974	43873	4.8%
Otis Orchards	4172	282	1363	5817	5818	0.0%
Spokane Valley	36195	2412	8471	47078	46766	0.7%
The BookEnd	2663	235	213	3111	n/a	n/a

Totals	127564	7556	32730	167850	165328	1.5%
Support/ILL	304	75	0	379	410	-7.6%
Grand Totals	127868	7631	32730	168229	165738	1.5%

Library Reports

Airway Heights: Stacy Kvamme

- Librarian Corinne Wilson hosted SCLD's first outreach *Take It Apart* program at Great Northern Elementary, where 56 students eagerly deconstructed out-of-commission computers to explore their inner workings. Inspired by the program, Great Northern School District donated broken computers to SCLD to use for future *Take It Apart* programs.
- Corinne attended the Great Northern Elementary Science Fair as a judge.
- The enthusiastic audience for our *Radical Rick STEM* program included members of a local Girl Scout troop, and attracted several families who were new to the library.

Argonne: Pat Davis

- Pat attended Seth Woodard Elementary's Book Bingo Night to promote library services. Pat and Jamie also attended Pasadena Park Elementary's STEM Night. Students had the opportunity to participate in different STEM activities. We were located in the library and students built Popsicle stick catapults and tested whether they could launch marshmallows, erasers, or cotton balls successfully.
- Our Financial Literacy series, *Legal Voices for Seniors*, has been well-attended, as well as the *Lifting the Veil* series where attendance has ranged from 20 to 43 at the three programs this month.

BookEnd: David Wyatt

- Our February artist on display was Isaac Denton. Several people came in to specifically see his artwork, which was mostly pop-culture related portraits.
- Trends from January continued into February. Foot traffic was about average, but circulation was the second highest since opening.

Cheney: Tami Chapman

- The *Build your Brand on Facebook* program generated a lot of interest. A dozen community members signed up for the program. The poor road conditions the morning of the program did impact attendance, and only six participants were able to make it in. Attendees completed surveys indicated they highly valued the information presented.
- Cheney Library joined the Cheney Merchants Association. We are looking forward to partnering with them to support businesses and non-profits in Cheney.
- 14 of the customers who registered for *Radical Rick* attended the program. The group had a great time in this hands-on program exploring the forces that move around us.

Deer Park: Kris Barnes

- I presented a non-fiction genre overview and book talking presentation to two fifth grade classes from Deer Park Arcadia Elementary school.
- One of our *Dr. Seuss Celebration* attendees was photographed by the local paper. She and her KEVA Plank structure was featured on the front page of the Deer Park Tribune. This program attracted 19 enthusiastic participants. We also offered crafts and stories.
- Amber spoke to Deer Park Rotary and provided an update on the library and SCLD. They expressed appreciation for our hard work and impact, and they also invited Amber to join their organization.

Fairfield: Kristy Bateman

- Five enthusiastic customers enjoyed the *Radical Rick* program. They loved the hands-on aspect of the presentation.
- Customers are anticipating spring and have started preparing for their gardens. Seven members participated in the *Garden Starters* programs.

Medical Lake: Cecelia McMullen

- 35 Dr. Seuss fans enjoyed a scavenger hunt and creating *Cat in the Hat* selfies. They made a trail mix which included gold fish crackers to represent *One Fish Two Fish* along with *Hop on Pop* popcorn. Participants from pre-school to seniors delighted in the ability to quote lines from *Green Eggs and Ham*.
- An increasing door count, up 17% from February 2017, reflects a consistent increase in customers attending programs, using computers, and gathering for meetings.
- Handcrafted valentines created during *Medical Lake Monday* put smiles on the faces of Veterans residing at Spokane Veterans home.

Moran Prairie: Danielle Marcy

- Sheree met with Suzanne Heutmaker, manager of the South Hill YMCA, to discuss regularly partnering on programs starting fall 2018.
- Our Dr. Seuss Celebration on February 26 was a library-wide party, with 32 kids and grownups enthusiastically enjoying Seuss-related games, crafts and music.
- Turnout at the first two programs of our WSU Master Gardener's series exceeded our expectations. Master Gardener Kurt Madison helped an audience of 25 learn how to get their gardens off to a good start. Master Gardener Marilyn Lloyd shared her tips for successfully growing vegetables in all kinds of unique containers (including potatoes in a recycled dog food bag), with an attentive audience of 18. Both groups' keen questions had the sessions running long, and the presenters were pleased.

North Spokane: Brian Vander Veen

- After last month's Spokesman-Review article featuring the *Take It Apart* program at North Spokane, attendance grew this month to nearly fifty attendees. We've also had a number of customers and community partners offer to donate materials.
- Twenty-four customers turned out on a Saturday for a half-day seminar for new home buyers.
- The Lab at North Spokane hosted four workshops focused around digital photography, including *Digital Camera Basics*, *iPhone Camera Tips and Tricks*, *Studio Lighting at Home*, and *Adobe Creative Cloud*.

Otis Orchards: David Wyatt

- The expanded *Play and Learn Storytime* offerings brought in an average of 42 children and parents per week.
- Our best attended children's program was a special *Thumbs Up Thursday* event with Harry Potter-themed STEM activities. Fifteen (15) children and parents participated in the planned event. A passive craft promoting the event earlier in the week was helpful in spreading the word, and it coincided with mid-winter break.
- Our best attended adult program was the *Garden Starters* class. Fourteen (14) adults attended this lecture presented by the WSU Master Gardener's program. This is one of the first of our expanded adult programming for 2018 at Otis Orchards. We are focusing on DIY and gardening-related topics to meet community interest.

Spokane Valley: Aileen Luppert

- We saw a dramatic 51 3D printing submissions for the month of February. It may be an all-time high for submissions in a single month.
- Staff took the 3D printer and laptops on the road to join STEAM Night at South Pines Elementary. They showed off fun ways students can use our computer programs to make their own objects on the 3D printer. Perhaps the 124 people they spoke to had a little something to do with the increase in our 3D submissions.
- This month's *Random Fandom Adult Trivia Night* theme was Disney, Pixar, and DreamWorks. It drew 52 enthusiastic attendees. The staff, dressed as Mary Poppins, Ariel, and Belle, may have had as much or more fun as the participants. Next month the theme is Harry Potter and we expect another good-sized crowd.

February Security Incident Report

For February, there were 41 Security Incident reports filed, three less than last month (44) and sixteen more than February 2017(28). Spokane Valley had the most incidents reported with 17. The most frequently reported incidents related to General Code of Conduct Violations (16). Two library customers, in separate incidents at Spokane Valley Library and North Spokane Library, were excluded from all eleven libraries for a period of one year due to behavior directed towards staff and customers that was threatening and intimidating. To further put all of these numbers in perspective, the total door count District-wide in the month of February was 107,797.

Public Use Measures

February 2018

Measure	This year	Last year	YTD	Last YTD
	This Month	This Month	This year	Comparison
Cardholders	118,446	118,298		0%
Door count	107,797	95,516	224,198	17%
Items Borrowed	210,764	203,546	441,091	5%
• Digital	42,535	37,808	88,518	12%
Programs				
• Number	283	294	565	2%
• Attendance	5,997	5,537	12,685	24%
Internet Station Use (%)	50.4%	53.8%	49.7%	
Meeting room bookings	476	327	1,026	45%
Holds placed				
• By customers	30,181	29,942	65,747	5%
• By staff	6,558	6,435	14,878	10%
• Digital	13,176	10,999	28,565	21%
Digital Resource Use	84,988	93,626	190,462	0%
Interlibrary loans				
• Loaned	305	360	753	2%
• Borrowed	637	533	1,254	31%

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.*

Holds placed: Requests for specific titles in any format. *Data collection method: Actual computer system count.*

By customers: Placed online by customer.

By staff: Placed for customers.

Digital: Placed in *OverDrive*.

Digital Resource Use: Use of online learning resources licensed by the District. *Data collection method: reports from resource vendors.*

Interlibrary loans: Items borrowed from or loaned to another library system. *Data collection method: Computer system count.*

Communication Report February 2018

The following report is a summary of the Communication Department activities for the month of February 2018.

News Coverage

- Feb 1 – *Inlander* – Legal Voices For Seniors: Money & Authority
- Feb 7 – *Deer Park Tribune* – Storytime on Tuesdays & Wednesdays at Deer Park Library
- Feb 8 – *Cheney Free Press* – Groundbreaking ceremony for Cheney Library 30 years ago (Feb 11, 1988)
- Feb 8 – *Cheney Free Press* – Events going on at the Airway Heights, Cheney, and Medical Lake Libraries
- Feb 9 – *Spokane Valley News Herald* – SCLD streaming services
- Feb 14 – *Deer Park Tribune* – Storytime on Tuesdays & Wednesdays at the Deer Park Library
- Feb 15 – *Cheney Free Press* – Free tax assistance and e-file now available
- Feb 15 – *Cheney Free Press* – From the archives: 1988, picture of family enjoying the Cheney Library
- Feb 16 – *Spokane Valley Herald* – SCLD Streaming Services
- Feb 21 – *Deer Park Tribune* – Teens and Kids Book Awards
- Feb 21 – *Deer Park Tribune* – Storytime and Deer Park Library Book Club Meetings
- Feb 21 – *The Spokesman-Review* - Trivial pursuits: Spokane Valley Library opens its doors after hours for Random Fandom Trivia
- Feb 22 – *Cheney Free Press* – Cheney book club meets on Tuesday, Feb. 27
- Feb 22 – *Cheney Free Press* – Dr. Seuss Celebration and Create a Freezer Meal Plan at the Medical Lake Library
- Feb 28 – *Deer Park Tribune* – Dr. Seuss Celebration

Press Releases

- Feb 22 – Discover the science and history of craft beer from local brewer
- Feb 27 – Irish Celtic bands bring lively entertainment to libraries


E-Newsletter Email

- 93,871 sent on Thursday, February 15, 2018
- Open rate: 11.3% (10,447)
- Clicked: 1,516
- Unsubscribed: 91


eMarketing (Website, Social Media, Email)

- This month's featured post from Facebook

Post DetailsReported stats may be delayed from what appears on posts

**Spokane County Library District**
February 20 at 9:20am · 🌐

#TriviaNight - Have some wholesome fun Friday, Feb 23 at Spokane Valley Library with Random Fandom Trivia Nights: Disney, Pixar, & Dreamworks. The fun begins at 6:30pm.
Bring your knowledge and your own eats (or have food delivered!). Cosplayers are welcome.
Thanks to Uncle's Games (Spokane Valley) for providing the prizes!...
[See More](#)



Random Fandom Trivia Nights: Disney, Pixar, & Dreamworks

[SCLD.EVANCED.INFO](#)

👤 2,141 people reached

[Boost Post](#)

👍 Sarah Miller, Amanda Flanery and 20 others

5 Comments 12 Shares

👍 Like

💬 Comment

➦ Share

⌵

Performance for Your Post

2,141 People Reached

60 Reactions, Comments & Shares

31 Like	22 On Post	9 On Shares
2 Love	0 On Post	2 On Shares
15 Comments	11 On Post	4 On Shares
12 Shares	12 On Post	0 On Shares

113 Post Clicks

0 Photo Views	24 Link Clicks	89 Other Clicks
-------------------------	--------------------------	---------------------------

NEGATIVE FEEDBACK

4 Hide Post	1 Hide All Posts
0 Report as Spam	0 Unlike Page

Reported stats may be delayed from what appears on posts

Library District News

- Feb 1 – Create a Unique 3D object at Spokane Valley Library
- Feb 6 – Science & History of Craft Beer Classes at the Library
- Feb 8 – You're Invited to our Dr. Seuss Celebration
- Feb 15 – Vote For Your Favorite Kids & Teens Books
- Feb 21 – Irish and Celtic Music Sure to Give You All the Feels
- Feb 22 – Creative Kids Mash Up: Imagination, Stikbots, Lego Bricks, and Stop-Motion Video

Blog Posts

- Feb 7 – Strange, Weird, and Wonderful: Libraries across the World and Right Here
- Feb 13 – St. Pancras Station Sparks Imagination
- Feb 27 – Anticipation and Inspiration: Getting Ready for Spring Gardening

Podcast

A weekly podcast titled, Library Out Loud, began on SpokaneTalksOnline. Podcasts are recorded and aired at a later time and are available online. Podcasts recorded in February:

Library Out Loud: Early Learning Development with Mary Ellen Braks

Library Out Loud: The Library of Things with Gwendolyn Haley

Library Out Loud: Science and History of Craft Beer with Adam Boyd

Library Out Loud: Tea and Consent with Sheri Boggs

<http://www.spokanetalksonline.com/category/podcasts/library-out-loud/>

Partnership meetings and other communication activities

- Friday, Feb 2 – Generational Communication session presented for staff
- Monday, Feb 5 – Partnership meeting with Spokane Transit Authority
- Thursday, Feb 15 – Meeting with *The Current* publisher
- Friday, Feb 16 – Participated in Recognition Committee meeting

Community Calendars

Library event information submitted to area community calendar websites, including Inlander.com, Spokane7.com & our Facebook page

Upcoming events posted to calendars:

Feb 1—Prevent Fraud & Identity Theft

Feb 2—Tax Aide begins at Moran Prairie

Feb 3, 10, & 24—Extreme Science with Radical Rick: Forces

Feb 5 & 6—Legal Voices for Seniors: Money & Authority

Feb 6—iPhone Camera Tips & Tricks

Feb 6 & 7—Cupcake Decorating

Feb 6, 7, & 13—Garden Starters

Feb 7—Budgeting 101

Feb 8—How to Write a Business Plan

Feb 8, 12, 18, 20, 24, 26, 28—Create a Freezer Meal Plan

Feb 9—Tax Aide begins at Cheney (Appt only)

Feb 10 & 24—Homebuyer Education Seminar

Feb 12—Drop-in Die-Cut Day

Feb 12 & 13—Legal Voices for Seniors: Home & Long-term Care

Feb 13—Studio Lighting at Home

Feb 14—Build Your Brand on Facebook

Feb 15—3D Design and Printing

Feb 15—Financial Planning 101

Feb 20—Digital Camera Basics

Feb 20—Dollars & Sense: Navigating Your Credit (SNAP Spokane)

Feb 22—Introduction to Final Cut Pro X

Feb 22—Science & History of Craft Beer

Feb 23—Disney, Pixar, & Dreamworks Random Fandom Trivia

Feb 24-27—Dr. Seuss Celebration

Feb 26 & 27—Legal Voices for Seniors: Downsizing, Moving, & Asset Protection

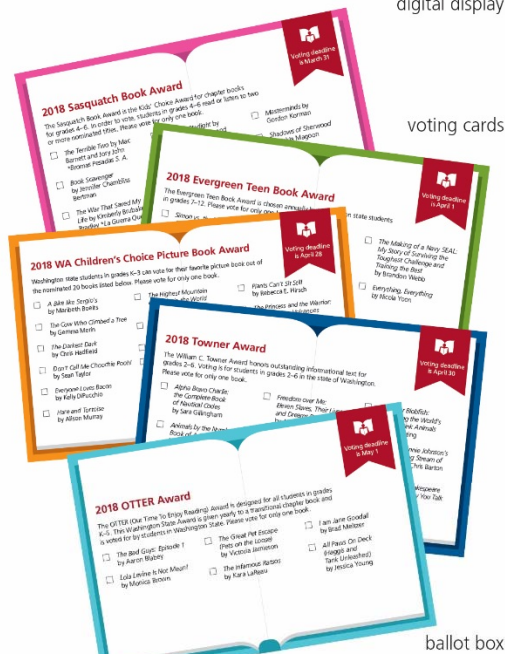
Feb 27—Adobe Creative Cloud: Photoshop & Lightroom

Feb 27—Dollars & Sense: Give Yourself a Raise (SNAP Spokane)

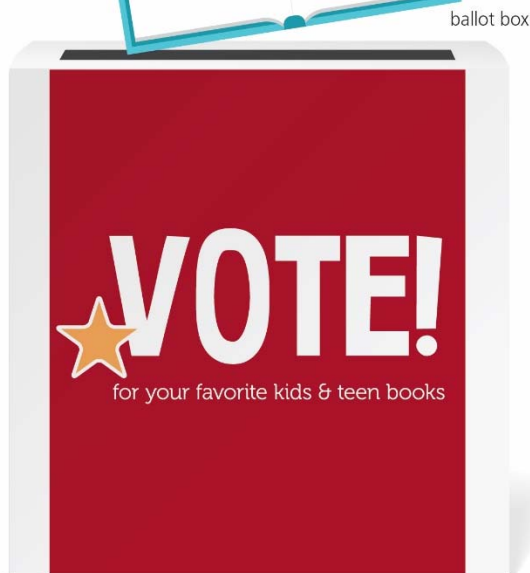
Feb 28—Container Vegetable Gardening



digital display



voting cards



ballot box

Kids and teens in Washington State have the opportunity to vote in five different readers' choice book awards, starting in March through May 1. Spokane County Library District is collecting votes online and in all of our libraries.

The five book awards include the Washington Children's Choice Picture Book Award (WCCPBA) for kids in grades K–3, the OTTER Award (Out Time to Enjoy Reading) for students in grades 1–3, the Towner Award for readers in grades 2–6, the Sasquatch Book Awards for those in grades 4–6, and the Evergreen Teen Book Award for students in grades 7–12.

Kids are encouraged to read at least two nominated books before voting. They can vote online at sclld.org or look for the voting boxes at all of our libraries.

Spokane County Library District
Summary of Revenues & Expenses - (Cash Basis)
For the Two Months Ended February 28, 2018

			Target 16.7%	
	Y-T-D Actual	Annual Budget	Percent Used	Balance Remaining
REVENUES				
PROPERTY TAXES	\$ 67,051	\$ 11,576,000	0.58%	\$ 11,508,949
CONTRACT CITIES - AIRWAY HEIGHTS	0	264,000	0.00%	264,000
CONTRACT CITIES - SPOKANE	0	80,800	0.00%	80,800
FINES & FEES	30,827	209,000	14.75%	178,173
GRANTS & DONATIONS	7,788	53,000	14.69%	45,212
E-RATE REIMBURSEMENTS	15,977	167,000	9.57%	151,023
OTHER	13,825	19,500	70.90%	5,675
INTEREST REVENUES	7,416	62,000	11.96%	54,584
TOTAL REVENUES	\$ 142,883	\$ 12,431,300	1.15%	\$ 12,288,417
TRANSFERS IN	-	-	0.00%	-
TOTAL REVENUES & TRANSFERS IN	\$ 142,883	\$ 12,431,300	1.15%	\$ 12,288,417
EXPENSES				
SALARIES	\$ 997,115	\$ 6,137,000	16.25%	\$ 5,139,885
FRINGE BENEFITS	346,170	2,202,950	15.71%	1,856,780
SUPPLIES	23,070	190,100	12.14%	167,030
UTILITIES	74,898	442,400	16.93%	367,502
SERVICES	362,749	1,307,750	27.74%	945,001
INSURANCE	62,794	69,000	91.01%	6,206
EQUIPMENT & SOFTWARE	5,041	230,000	2.19%	224,959
LIBRARY MATERIALS	271,610	1,460,000	18.60%	1,188,390
ELECTRONIC LIBRARY MATERIALS	28,580	205,000	13.94%	176,420
LIBRARY PROGRAMS	16,538	109,800	15.06%	93,263
OPERATIONAL CONTINGENCIES	0	77,300	0.00%	77,300
TOTAL EXPENSES	\$ 2,188,566	\$ 12,431,300	17.61%	\$ 10,242,734
TRANSFERS OUT	-	-	0.00%	-
TOTAL EXPENSES & TRANSFERS OUT	\$ 2,188,566	\$ 12,431,300	17.61%	\$ 10,242,734
Net Excess of Revenues Over/(Under) Expenses	\$ (2,045,682)	\$ -		
BEGINNING CASH	5,179,623			
NET FROM ABOVE	(2,045,682)			
ENDING CASH	\$ 3,133,940			

Number of months cash on hand 3.0

Capital Project Fund Balance	1,203,292
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Spotlight North Spokane Library

Managing Librarian Brian Vander Veen and Librarian Rachel Edmonson will share highlights of North Spokane Library and the community it serves.

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