

MISSION

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

Board of Trustees Regular Meeting

Tuesday, August 21, 2018 4:00 p.m. Otis Orchards Library Public Meeting Room

AGENDA

- I. CALL TO ORDER**
- II. AGENDA APPROVAL [4:00]**
- III. ACTION ITEMS**
 - A. Approval of July 17 Regular Meeting Minutes [4:00-4:03]
 - B. Approval of July 2018 Payment Vouchers [4:03-4:05]
 - C. Unfinished Business [4:05-4:10]
None.
 - D. New Business [4:10-4:35]
 - 1. Request to Participate in the Washington State Department of Retirement Systems Deferred Compensation Program (Resolution 18-03): Approval Recommendation.
 - 2. Collection Development Policy: Approval Recommendation.
 - 3. Gifts Policy: Approval Recommendation.
 - 4. Naming and Recognition Policy: Potential Board Direction/Approval Recommendation.
 - 5. Reappointment of Trustee Discussion: Possible Motion Recommendation.
 - E. Overview Intellectual Freedom [4:35-4:50]
- IV. DISCUSSION ITEMS, POSSIBLE ACTION [4:50-4:55]**
 - A. Future Board Meeting Agenda Items
- V. REPORTS FOR JULY**
 - A. Trustees [4:55-5:00]
 - B. Executive Director [5:00-5:05]
 - Administrative
 - Community Activities
 - C. Operations [5:05-5:10]
 - D. Communication [5:10-5:15]
 - E. Fiscal [5:15-5:20]
 - F. Spotlight – Community Engagement [5:20-5:30]
- VI. PUBLIC COMMENT**
- VII. ADJOURNMENT**

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

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.

08/21/18

**SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: JULY 17, 2018**

The Board of Trustees of Spokane County Library District met in regular session in the public meeting room at Deer Park Library, 208 S. Forest Ave., Deer Park, WA, at 4:00 p.m., Tuesday, July 17, 2018.

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

Excused: None.

Also Present: Jane Baker, Communication & Development Director; Kris Barnes, Library Supervisor, Kristy Bateman, Library Operations Manager; Toni Costa, Human Resources Director; Amy Fair, Public Services Associate; Rick Knorr, Finance Director; Aileen Luppert, Managing Librarian; Andrea Sharps, Collection Services Director; Doug Stumbough, Operations Director; Amber Williams, Managing Librarian-Strategic Initiatives; and Patty Franz, Executive Assistant.

Guests: Bill and Flo Moore, Friends of Deer Park Library.

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. Thompson moved and Mr. Teterud seconded approval of the agenda. The motion was approved.

Approval of May 15, 2018, Regular Meeting Minutes (Item III.A.) Mr. Craig called for corrections to the May 15, 2018, regular meeting minutes. There were no corrections; the minutes stand approved as written.

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

Fund	Voucher/Payroll Numbers	Subtotal	Total
May - L01	53967-54134 and W00554-W00567	\$643,371.02	\$643,371.02
	05102018PR and 05252018PR	\$377,138.58	\$377,138.58
L01		Total	\$1,020,509.60

Fund	Voucher/Payroll Numbers	Subtotal	Total
June - L01	54135-54265 and W00564-W00572	\$530,840.64	\$530,840.64

**Approval of
Payment Vouchers,
May and June 2018
(Item III.B.)**

	06092018PR and 06252018PR	\$396,341.96	\$396,341.96
		Total	\$927,182.60

Mr. Knorr presented copies of the revised May 2018 payment vouchers list. He pointed out the corrected payroll dates and 19 voucher payments that were inadvertently omitted. He also noted that included in the corrections was payment to Imagination Playground for the popular giant building blocks set, purchased by the Diane E. Zahand Memorial Fund.

There was no further discussion.

The motion was approved.

**Unfinished Business
Amend the Final
2018 Capital
Projects Fund
Budget – Res.18-02
(Item III.C.1.)**

2018 BUDGET – AMEND THE FINAL 2018 CAPITAL PROJECTS FUND BUDGET (RESOLUTION 18-02). Mr. Johnson moved and Ms. Thompson seconded approval of the 2018 Capital Projects Fund budget amendment. Mr. Roewe noted discussion at the special meeting held in March resulted in Board direction to staff to arrange transfer of the 2017 budget surplus from the General Fund to the Capital Projects Fund. Mr. Knorr commented that the transferred amount of \$400,000 did not represent the entire budget surplus from last year, yet bolsters the projects fund while maintaining sufficient cash on hand, well above the required financial policy minimum.

There was no further discussion.

The motion was approved.

**New Business
Annexation of Cities
and Towns to the
Library District
Policy
(Item III.D.1.)**

ANNEXATION OF CITIES AND TOWNS TO THE LIBRARY DISTRICT POLICY. Ms. Thompson moved and Mr. Teterud seconded approval of the Annexation of Cities and Towns to the Library District policy changes, as revised. Mr. Roewe said suggested revisions were mostly stylistic, yet the paragraph regarding prorated and statutory tax issues was rewritten for clarification.

There was no further discussion.

The motion was approved.

**New Business
Fixed Assets Policy
(Item III.D.2.)**

FIXED ASSETS POLICY. Mr. Johnson moved and Mr. Teterud seconded approval of the Fixed Assets policy, as revised. Mr. Knorr said the proposed change to a two-tiered limit for controlled assets, a common statewide practice, was subsequent to receipt of a white paper recently issued by the State Auditor's Office. Mr. Knorr further said Business Office staff has and will continue to conduct a required annual inventory. In response to Mr. Craig's query about the policy thresholds and disposition, Trustees supported continued authorization of the executive director or designee to approve disposition of items valued between \$5,000 and \$50,000. Mr. Craig

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New Business Fixed Assets Policy (Item III.D.2.)

also pointed out that only the Board of Trustees by resolution can surplus items valued over \$50,000.

There was no further discussion.

The motion was approved.

New Business Discussion of New Spokane Valley Libraries (Item III.D.3.)

DISCUSSION OF NEW SPOKANE VALLEY LIBRARIES. Trustees agreed by consensus to authorize staff to develop a recommendation to procure preliminary design work for future Conklin Road and Balfour Park libraries. Mr. Roewe stated it would be effective for the design work to coincide with development of the capital campaign now in progress. Completed designs would be used for an informational campaign and help determine future construction costs of specific library spaces. Mr. Roewe noted a levy lid lift is planned for 2019 and takes priority over a potential future bond election to first ensure sustainable operations of the District. Mr. Roewe said staff will request Board approval of any future contracts, as well as project involvement of up to two trustees. Design work will likely be solicited soon via a Request for Qualifications (RFQ) for Architectural Programming and Pre-Design Services. In response to queries from Trustees, Mr. Roewe said selection of services would be qualifications-based. Mr. Teterud expressed interest in selecting firms in Spokane County, if possible, to which Mr. Roewe responded that staff will review the procurement process. Mr. Roewe said new Development Manager Jill-Lynn Nunemaker and Communication & Development Director Jane Baker were already in the process of developing the capital campaign that this design work would complement. There was no further discussion.

Overview – Media Training (Item III.E.)

MEDIA TRAINING. Communication & Development Director Jane Baker distributed a handout, Tips for Successful Interviews, and presented an overview of working with the media. Topics covered included information about the media business and journalism, preparation for an interview, communicating with the media, how to develop a strategy, handle Q&A, and respond to negative coverage. Ms. Baker emphasized that every media contact is an opportunity to tell the District's story. Preparation is key to bridge responses to the library's vision, mission, and four strategic initiatives. Ms. Baker explained how to take control of an agenda with intention to deliver a specific message. She also said it is okay to respond to a question by saying you don't know the answer, yet to ultimately provide the answer, if promised. She cautioned Trustees to not talk off the record. Mr. Roewe expressed appreciation to Ms. Baker for providing this training in preparation for a future levy lid lift and potential bond election. He noted Ms. Baker and her team are also developing a communication plan for internal use by staff. Ms. Baker invited Trustees to contact her at any time to discuss these topics further, as she noted media training often requires an entire day. 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 August meeting will be held at Otis Orchards Library. Among other items, the agenda will include a resolution to request District participation in the Washington State Department of Retirement Services Deferred Compensation Program, review of the Collection Development policy and an overview of intellectual freedom. Mr. Roewe reported more items will be added to the August agenda. First, a review of the new Naming and Recognition policy and revised Gifts policy. Second, a discussion regarding potential trustee reappointment will be added, as Mr. Craig's first term will end December 31, and he has expressed interest in a second five-year term. There was no further discussion.

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

In preparation for the annual performance review of the executive director in September, Chair Craig reminded Trustees to complete their individual reviews of Mr. Roewe via the SurveyMonkey link sent by Human Resources Director Toni Costa. There were no other reports.

**Executive Director's
Report, May & June
2018 (Item V.B.)**

The Executive Director's written reports for May and June 2018, provided prior to the meeting, included information on the Business Office, Finance and Facilities, Collection Services, Human Resources, Information Technology, and Community Activities. Mr. Roewe had nothing further to add, and there was no further discussion.

**Operations Report,
May & June 2018
(Item V.C.)**

Operations Director Doug Stumbough and Library Operations Manager Kristy Bateman provided written reports prior to the meeting for May and June 2018, with data for customer use measures, programming, and library activities. Mr. Stumbough had nothing further to add, and there was no further discussion.

**Communication
Report, May & June
2018 (Item V.D.)**

Communication & Development Director Jane Baker provided written reports prior to the meeting for May and June 2018 communication activities. Ms. Baker had nothing further to add, and there was no further discussion.

**Fiscal Report,
May and June 2018
(Item V.E.)**

Revenue and Expenditure Statement through May 31, 2018.

<u>Fund 001</u>	
Revenues	\$ 6,781,168
Expenditures	\$ 5,145,899
Ending Fund Balance	\$ 6,814,891
Fund Budget Expended	41.39%

Revenue and Expenditure Statement through June 30, 2018.

<u>Fund 001</u>	
Revenues	\$ 6,854,013
Expenditures	\$ 6,085,797
Ending Fund Balance	\$ 5,947,839
Fund Budget Expended	48.96%

**Fiscal Report,
May and June 2018
(Item V.E.)**

Mr. Knorr said the budget is right on track for the first half of the year. There was no further discussion.

**Spotlight
Deer Park Library
(Item V.F.)**

Library Supervisor Kris Barnes and Managing Librarian-Strategic Initiatives Amber Williams presented highlights of Deer Park Library since their last report in April 2016. Ms. Williams reported the library continues to be a year-round federally-funded afternoon snack site that provided 6,791 reimbursable snacks from May 2017 through June of this year. She expressed kudos to the Business Office staff for handling ongoing procurement and delivery for the program. Other successful annual events include the Poetry Slam, Library Park Cleanup, Summer Concert, and Winterfest Lego Competition. Ms. Williams expressed appreciation for the many collaborative partnerships the library shares with local organizations and Friends of the Library, all of which make it possible for the District to achieve its mission and help address community needs and aspirations. Ms. Barnes reported on the relationship the library shares with Deer Park School District, noting the Summer Reading program has become so well attended it is held at Arcadia Elementary School for adequate space. Ms. Barnes also conducts genre-selection training, and the library participates in We Heart Deer Park, an annual event that enables staff to connect with kids and parents. Ms. Barnes and Ms. Williams also make annual school visits to talk with every student about library services. Ms. Williams said Family Literacy Night at Riverside High School is planned around their schedules of availability. Along with multiple other community events in which the library participates, Spokane County Fire District 4 recently moved into Fire Station 41 nearby and has asked staff to conduct a Storytime this fall in conjunction with a planned tour of the new facility to be held afterward. Ms. Williams further expressed appreciation for the Friends of the Library, and described the group as an invaluable support system. In addition, she noted Deer Park Library will celebrate its 20th Anniversary on Nov. 8, with information about events forthcoming. Trustees expressed thanks 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 5:06 p.m. The next Board Meeting is scheduled for Tuesday, August 21, 2018, at 4:00 p.m., in the public meeting room at Otis Orchards Library.

John Craig, Chair

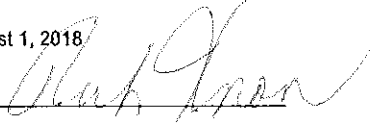
Patrick Roewe, Secretary to the Board of Trustees

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 July 31, 2018 and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$956,586.69 for the general fund and \$0.00 for the capital projects fund and are authorized to authenticate and certify these claims.

DATE: August 1, 2018

SIGNED



SIGNED



TITLE: Finance Director

TITLE: Executive Director

VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
054266	ABM INDUSTRIES, INC.	MONTHLY CUSTODIAL SERVICES	\$ 13,937.42
054267	ALLIED SAFE & VAULT CO, INC.	MONTHLY ALARM MONITORING & REPAIR	1,601.70
054268	BATTERIES PLUS BULBS	MAINTENANCE SUPPLIES	43.50
054269	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	23.96
054270	CITY OF SPOKANE	WATER & SEWER - MORAN PRAIRIE	702.88
054271	CITY OF AIRWAY HEIGHTS	WATER & SEWER - AIRWAY HEIGHTS	380.20
054272	CITY OF CHENEY	WATER, SEWER, ELEC. - CHENEY	889.65
054273	CITY OF DEER PARK	WATER & SEWER - DEER PARK	176.12
054274	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	858.34
054275	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE	5,184.00
054276	DIVCO INCORPORATED	QTRLY BUILDING REPAIR & MAINT - HVAC	15,390.81
054277	EARTHWORKS RECYCLING, INC	RECYCLING	170.00
054278	GALE/CENAGE LEARNING	LIBRARY MATERIALS	4,255.25
054279	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	3,403.26
054280	IHEARTMEDIA-SPOKANE	ADVERTISING	552.00
054281	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	9,334.36
054282	INTEGRA TELECOM HOLDINGS, INC	BROADBAND AND INTERNET	19,775.81
054283	LA CONNER LIBRARY FOUNDATION	INTERLIBRARY LOAN FEES	118.00
054284	McMULLEN & McMULLEN, P.S.	GENERAL LEGAL SERVICES	90.00
054285	MIDWEST TAPE	LIBRARY MATERIALS	4,796.68
054286	MODERN ELECTRIC WATER COMPANY	WATER, ELEC. - SV	2,076.69
054287	MOVO MEDIA MARKETING	SEMI-MONTHLY SOCIAL MEDIA PLATFORM MGMT	750.00
054288	NATIONWIDE INSURANCE	EMPLOYEE DEDUCTIONS FOR PET INSURANCE	141.74
054289	NATIONAL COLOR GRAPHICS	PRINTING - ENGAGE MAGAZINE	5,655.42
054290	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	162.40
054291	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	8,305.53
054292	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	222.49
054293	RECORDED BOOKS, LLC	LIBRARY MATERIALS	97.43
054294	ROGUE HEART MEDIA, INC	ADVERTISING	700.00
054295	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	17.30
054296	SPOKANE COUNTY UNITED WAY	EMPLOYEE DEDUCTIONS FOR UNITED WAY	119.50
054297	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	493.95
054298	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE	1,202.19
054299	ZAYO GROUP, LLC	BROADBAND	1,794.74
054300	CEDAR RAPIDS PUBLIC LIBRARY - ILL	INTERLIBRARY LOAN FEES	8.99
054301	CHEVRON U.S.A. INC.	VEHICLE FUEL	627.22
054302	CITY OF MEDICAL LAKE	WATER, SEWER, REFUSE - ML	259.20
054303	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CHENEY	30.54
054304	DEMCO SOFTWARE	SPACES ANNUAL SOFTWARE SUPPORT	1,310.10
054305	EMPIRE DISPOSAL INC.	SOLID WASTE - FAIRFIELD	42.57
054306	EXECUTIVE WOMEN INTERNAT'L	QUARTERLY MEETINGS	120.00
054307	GALE/CENAGE LEARNING	LIBRARY MATERIALS	528.59
054308	GREY HOUSE PUBLISHING	LIBRARY MATERIALS	237.05
054309	HAMMOND FACILITY CONSULTING	FACILITY MAINTENANCE PLAN CONSULTING	628.98
054310	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	12,181.33

054311	INLAND POWER AND LIGHT	ELECTRIC UTILITIES - AH, DP	826.93
054312	SAMANTHA KARP	MILEAGE STIPEND FOR VISTA VOLUNTEER	23.44
054313	KREM.COM	ADVERTISING	1,499.88
054314	MARY FRANCES MAGNUSON	LOST/PAID REFUND	31.00
054315	MIDWEST TAPE	LIBRARY MATERIALS	6,272.56
054316	NATURAL RESOURCE BUILDING LIBRARY - ILL	INTERLIBRARY LOAN FEES	50.00
054317	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	9,094.78
054318	PERRINE PROPERTIES, LLC	MONTHLY PARKING LOT LEASE, SV	300.00
054319	PROQUEST LLC	ELECTRONIC LIBRARY SERVICES	4,916.10
054320	RECORDED BOOKS, LLC	LIBRARY MATERIALS	691.10
054321	SALISH SCHOOL OF SPOKANE	PROGRAMMING	1,500.00
054322	SPOKANE HARDWARE SUPPLY	BUILDING REPAIR & MAINTENANCE	12.73
054323	VOID VOUCHER	VOID VOUCHER	-
054324	SPOKANE COUNTY ENVIRONMENTAL SERVICES	MONTHLY SEWER - AR, NS, SV	462.36
054325	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	417.14
054326	TOWN OF FAIRFIELD	WATER, SEWER - FAIRFIELD	185.80
054327	UPS	SHIPPING	13.01
054328	VERIZON WIRELESS	CELL PHONES (20)	344.48
054329	NORA VRASTED	MILEAGE STIPEND FOR VISTA VOLUNTEER	16.62
054330	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	761.16
054331	WHITWORTH WATER DISTRICT #2	WATER - NORTH SPOKANE	180.61
054332	ZAYO GROUP, LLC	BROADBAND	1,685.88
054333	SPOKANE MALL LLC	MONTHLY LEASE PAYMENT, BOOKEND	3,000.00
054334	CITY OF SPOKANE VALLEY	LIBRARY PROGRAMS	125.00
054335	AMERICAN AFFAIRS	LIBRARY MATERIALS	30.00
054336	ASSOC OF WASHINGTON CITIES-NWA	MEDICAL, DENTAL, VISION & LIFE INS.	732.01
054337	ASSOC OF WASHINGTON CITIES-NWA	MEDICAL, DENTAL, VISION & LIFE INS.	7.20
054338	ASSOC OF WASHINGTON CITIES-NWA	MEDICAL, DENTAL, VISION & LIFE INS.	7.20
054339	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	102.16
054340	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	509.75
054341	CENTURYLINK	ANALOG TELEPHONE LINES	39.75
054342	CENTURYLINK	ANALOG TELEPHONE LINES	59.91
054343	CENTURYLINK	ANALOG TELEPHONE LINES	79.44
054344	CENTURYLINK	ANALOG TELEPHONE LINES	4.85
054345	CENTURYLINK	ANALOG TELEPHONE LINES	13.36
054346	CENTURYLINK	ANALOG TELEPHONE LINES	1.06
054347	VOID VOUCHER	VOID VOUCHER	-
054348	LILLIA DAVENPORT	MILEAGE STIPEND FOR VISTA VOLUNTEER	9.54
054349	DELL MARKETING L.P.%DELL USA LP	PRINTER SUPPLIES/IT EQUIPMENT	146.88
054350	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	224.39
054351	GALE/CENAGE LEARNING	LIBRARY MATERIALS	678.75
054352	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	670.21
054353	GREY HOUSE PUBLISHING	LIBRARY MATERIALS	237.05
054354	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	8,019.75
054355	INLAND POWER AND LIGHT	ELECTRIC UTILITIES - AH, DP	375.60
054356	KB & D PRODUCTIONS, INC.	LIBRARY PROGRAMS	4,200.00
054357	MIDWEST TAPE	LIBRARY MATERIALS	8,078.60
054358	MAKAYLA MIRACLE	LIBRARY PROGRAMS	400.00
054359	MOVO MEDIA MARKETING	SEMI-MONTHLY SOCIAL MEDIA PLATFORM MGMT	750.00
054360	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	-81.43
054361	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	8,817.54
054362	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	275.57
054363	RECORDED BOOKS, LLC	LIBRARY MATERIALS	284.33
054364	RELIANCE BARCODE SOLUTIONS, LLC	OFFICE/LIBRARY SUPPLIES	750.18
054365	SOFTWARE.HARDWARE.INTEGRATION	IT HARDWARE & SOFTWARE	3,166.07
054366	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	809.17
054367	TODAY'S BUSINESS SOLUTIONS	PRINT MGMT SOFTWARE ANNUAL SUPPORT	3,056.00
054368	DEER PARK TRIBUNE	LIBRARY MATERIALS	50.00
054369	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	10,623.59
054370	WESTERN STATES EQUIPMENT	BUILDING REPAIR & MAINTENANCE	711.00
054371	HABIBA ADDO	LIBRARY PROGRAMS	3,800.00
054372	ALLSTREAM	DID, PRI AND LONG DISTANCE PHONE SVC	550.74
054373	AT&T MOBILITY	TELEPHONE & BROADBAND - BOOKEND	106.51

054374	KELLY BOGAN	LIBRARY PROGRAMS	600.00
054375	CAPITAL COMMUNICATIONS, INC	MEDIA CASES	411.24
054376	DELL MARKETING L.P.%DELL USA LP	PRINTER SUPPLIES/IT EQUIPMENT	874.10
054377	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	91.36
054378	GAIL D EACKER	LOST/PAID REFUND	17.00
054379	EBSCO INDUSTRIES, INC.	LIBRARY MATERIALS - SUBSCRIPTIONS	23.93
054380	FATBEAM, LLC	INTERNET PROVIDER	2,490.00
054381	FAUCETS 'N STUFF PLUMBING	PLUMBING REPAIRS	353.60
054382	FREE PRESS PUBLISHING, INC	LIBRARY MATERIALS	30.00
054383	MITCHELL FREY	LIBRARY PROGRAMS	1,000.00
054384	FRONTIER COMMUNICATION	TELEPHONE & BROADBAND - FF	120.25
054385	GALE/CENAGE LEARNING	LIBRARY MATERIALS	696.28
054386	H&H BUSINESS SYSTEMS, INC.	QTRLY COPIER MAINTENANCE & TONER	232.73
054387	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	3,403.26
054388	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	8,799.66
054389	SAMANTHA KARP	MILEAGE STIPEND FOR VISTA VOLUNTEER	23.60
054390	MIDWEST TAPE	LIBRARY MATERIALS	8,089.09
054391	MOBIUS SCIENCE CENTER	LIBRARY PROGRAMS	3,000.00
054392	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	174.99
054393	OPTUM	MONTHLY HSA ACCOUNT FEES	78.00
054394	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	9,964.80
054395	POLICYPAK SOFTWARE	SOFTWARE SUPPORT	3,128.00
054396	ROGUE HEART MEDIA, INC	ADVERTISING	605.00
054397	DEBBIE A SEMENCHUK	LOST/PAID REFUND	3.00
054398	SIRSIDYNIX	ANNUAL SOFTWARE MAINT & SUPPORT	3,394.56
054399	SPO. NEIGHBORHOOD ACTION PLAN	LIBRARY PROGRAMS	450.00
054400	SOFTWARE ONE, INC	SOFTWARE SUPPORT	2,148.85
054401	UNIQUE MANAGEMENT SERVICES	MONTHLY COLLECTION AGENCY & NOTICE FEES	1,333.80
054402	SPOKANE COUNTY UNITED WAY	EMPLOYEE DEDUCTIONS FOR UNITED WAY	119.50
054403	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	835.25
054404	ELLEN WELCKER	LIBRARY PROGRAMS	400.00
054405	WEST PLAINS CHAM. OF COMMERCE	DUES AND MEMBERSHIPS	25.00
054406	ZAYO GROUP, LLC	BROADBAND	20,415.41
W00573	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	54,723.31
W00574	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	46,815.26
W00575	US BANK - HEALTH - OPTUM	H S A CONTRIBUTIONS	1,870.50
W00576	STATE OF WASHINGTON	MONTHLY EXCISE/SALES TAXES	384.86
W00577	DEPT. OF LABOR & INDUSTRIES	QUARTERLY WORKMAN'S COMP.	15,757.61
W00578	ASSOC OF WASHINGTON CITIES-NWA	MEDICAL, DENTAL, VISION & LIFE INS.	86,069.45
W00579	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	46,021.66
W00580	US BANK - HEALTH - OPTUM	H S A CONTRIBUTIONS	1,870.50
W00581	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	53,653.00

Total Non-Payroll General Operating Fund	\$	590,766.47
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PAYROLL VOUCHERS

07102018PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	\$	183,355.99
07252018PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS		182,464.23

Total Payroll General Operating Fund	\$	365,820.22
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TOTAL GENERAL OPERATING FUND	\$	956,586.69
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June/July 2018 Credit Card Activity
Paid in July 2018
Voucher # 054369

<u>Card Category</u>	<u>Amount</u>
General Purchases	\$5,244.68
Maintenance	139.96
Travel	1,549.24
Acquisitions	2,503.81
Information Technology	1,129.02
Outreach	56.88
General Fund Purchases	<u>\$10,623.59</u>

Request to Participate in the Washington State Department of Retirement Services Deferred Compensation Program

Background

In order to attract and retain a diverse and talented workforce, the District evaluates benefits offered to staff and extends opportunities to offer new plans when possible. An important part of a healthy benefit package is the opportunity to save for retirement.

The District currently offers one Deferred Compensation Plan through ICMA-RC, offering a second plan through Washington State Department of Retirement Systems will give employees the power of choice in their retirement savings.

The Deferred Compensation Program (DCP) is an IRC 457 plan administered by the Washington State Department of Retirement Systems (DRS).

The District would not require enrollment in the plan and will not contribute funds to the plan, consistent with the ICMA-RC plan. Employees may enroll in one or both plans, but total contributions may not exceed annual limits set by the IRS.

Recommendation: Board motion to approve Resolution 18-03, authorizing Spokane County Library District's participation in the Washington State Department of Retirement Services Deferred Compensation Program.



Deferred Compensation Program (DCP)

Resolution No. _____ This resolution can be used to:

Authorize an organization's participation in the Washington State Deferred Compensation Program (DCP)

Change the automatic enrollment option for organizations currently participating in DCP

Participation Status

Send completed form to:
Department of Retirement Systems
Employer Support Services PO Box 48380 •
Olympia, WA 98504-8380

drs.wa.gov/dcp • 800.547.6657 email:
employersupport@drs.wa.gov

_____, (legal name of organization), a
political subdivision of Washington state, authorizes and approves the resolution.

- ☐ This organization is requesting to participate in the Washington State Deferred Compensation Program.
Or
☐ This organization already offers DCP and is changing the automatic enrollment option.

Automatic Enrollment Option

RCW 41.50.770 permits counties, municipalities, and other political subdivisions to participate in the DCP automatic enrollment provision as outlined in WAC Chapter 415-501.

Does the organization want to participate in automatic enrollment? ☐ Yes ☐ No

Employer Contributions

Does (or will) the organization contribute dollars to any employee DCP account? ☐ Yes ☐ No

If yes, and the organization will participate in automatic enrollment, delay submitting employer contributions for DCP participants until at least 90 days following the initial employee deferral.

Authorizing Signature(s) : The organization:

1. Requests to participate in DCP, as allowed by RCW 41.50.770.
2. Has reviewed the program provisions and agrees to accept all terms and conditions.
3. Understands and agrees that all employee deferrals are held in trust by the Washington State Investment Board for the exclusive benefit of program participants and eligible beneficiaries.

Passed this _____ day of _____, 20____

Signature	Title
Signature	Title

COLLECTION DEVELOPMENT**BACKGROUND:**

The primary focus of the revisions was to update preferred nomenclature and for clarification and consistency purposes.

The Collection Development policy includes an updated boilerplate statement that has been edited for clarity. If approved, all other District policies will be revised to include this statement.

Following are an edited copy of the current policy with the suggested revisions indicated by strikethrough or underline, as well as a clean copy of the revised/draft policy.

Recommended Action: Motion to approve the revised Collection Development policy.

SPOKANE COUNTY LIBRARY DISTRICT

Current/Existing Policy**POLICY: COLLECTION DEVELOPMENT**

APPROVAL DATE: 6/14/1986

REVISION DATE: ~~10/21/14~~ 8/21/2018~~REVIEW and REAFFIRMATION DATE: 8/23/16~~**RELATED POLICIES:**

Computer, Wireless Network and Internet Use

Fixed Assets

Gifts

~~Member~~ Customer Privileges and ResponsibilitiesNaming and Recognition

STATUTORY REFERENCE: RCW 27.12.210(9)

Purpose:

Defines Spokane County Library District's responsibility to establish and maintain a collection of works materials that meet the cultural, informational, educational and recreational needs of the District residents.

POLICY:

Spokane County Library District's (the District) Board of Trustees recognizes that within the District's service area there are individuals and groups with diverse interests, backgrounds, ages, and needs, and that the library District was created to serve all of the people within the communities that it serves ~~the District's service area~~.

The Collection Development Policy is based on and reflects the District's mission, vision, values, and strategic goals.

The District is a popular materials library. Library materials will be selected and retained in a variety of formats and comprehension levels, including digital content, to serve cultural, informational, educational, and recreational interests.

Some of the factors which will be considered in adding to or removing materials from the library collection shall include: present collection composition, current and anticipated community needs, public interest, demand, timeliness, audience, current or historical significance of author or subject, diversity of viewpoint, community relevance, effective expression, cost and funding, and shelf space.

The District neither encourages nor discourages any particular viewpoint. No library materials that meet the District's selection criteria shall be excluded because of the origin, background, or views of the author or those contributing to its creation. Selection of materials by the District does not mean endorsement of the contents or the views expressed in those materials. Not all materials will be suitable for all members of the community.

The District shall be responsive to public suggestion of titles and subjects to be included in the library collection when these requests meet selection criteria. Remaining requests may be met through resource sharing with other libraries (interlibrary loan), electronic retrieval, or other means when feasible.

Gifts of materials may be accepted with the understanding that the same standards of selection are applied to gifts as to materials acquired by purchase, and that any gifts may be discarded at the District's discretion.

As a popular materials library, the systematic removal of materials is critical for maintenance of the collection. An item will be transferred or removed from the collection for any of the following reasons: poor physical condition, obsolete information, insufficient public use, number of copies exceeds demand, availability of similar or more recently published materials in the subject area, and prohibitive cost of maintaining the material.

The library collection shall be organized and maintained to facilitate access. There shall be no prejudicial labeling, sequestering, or alteration of materials because of controversy surrounding the author or the subject matter.

The Board of Trustees delegates its authority to purchase library materials to the District's Executive Director and their designees ~~under his or her direction to qualified library staff.~~

The Board believes that reading, listening to, and viewing library materials are individual, private matters. Individuals are free to select or reject materials based on personal values; however, they cannot restrict the freedom of others to read, view or inquire. Only parents or guardians have the right and responsibility to guide and direct the reading, listening, and viewing of their own minor children. While available to provide guidance on selections, library staff members are not responsible for monitoring a child's use of and selection from library collections.

The Board of Trustees recognizes the right of individuals to question the inclusion of materials in the District's collection. A library ~~member~~ customer questioning material in the collection is encouraged to talk with designated members of the staff concerning such material. If a library ~~member~~ customer wishes to formally state his/her opinion and is a District resident as defined in the ~~member~~ Customer Privileges and Responsibilities Policy ("Persons who reside in unincorporated Spokane County or an annexed or contracting city or town."), he or she may complete a formal *Request for Review of Library Materials* Form. Only District residents will receive a written response to a *Request for Review of Library Materials* Form. An initial response will be sent within 14 days of receiving the request. Material that has been questioned will remain in the active collection until the District has made a determination of its status.

~~The Executive Director is responsible for establishing administrative procedures necessary to carry out this policy and will respond to appeals of District staff action and/or decision in the application of this policy and any related procedures. Any appeal of Executive Director' action and/or decision may be made in writing to the Board of Trustees.~~

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

DRAFT**POLICY: COLLECTION DEVELOPMENT**

APPROVAL DATE: 6/14/1986

REVISION DATE: 8/21/2018

RELATED POLICIES:

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Fixed Assets

Gifts

Customer Privileges and Responsibilities

Naming and Recognition

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Spokane County Library District's (the District) Board of Trustees recognizes that within the District's service area there are individuals and groups with diverse interests, backgrounds, ages, and needs, and that the District was created to serve all of the people within the communities that it serves.

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Gifts of materials may be accepted with the understanding that the same standards of selection are applied to gifts as to materials acquired by purchase, and that any gifts may be discarded at the District's discretion.

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The Board of Trustees recognizes the right of individuals to question the inclusion of materials in the District's collection. A library customer questioning material in the collection is encouraged to talk with designated members of the staff concerning such material. If a library customer wishes to formally state his/her opinion and is a District resident as defined in the Customer Privileges and Responsibilities Policy ("Persons who reside in unincorporated Spokane County or an annexed or contracting city or town."), he or she may complete a formal *Request for Review of Library Materials* form. Only District residents will receive a written response to a *Request for Review of Library Materials* form. An initial response will be sent within 14 days of receiving the request. Material that has been questioned will remain in the active collection until the District has made a determination of its status.

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.

GIFTS**BACKGROUND:**

The Gifts policy includes an updated boilerplate statement that has been edited for clarity. If approved, all other District policies will be revised to include this statement.

Following are an edited copy of the current policy with the suggested revisions indicated by strikethrough or underline, as well as a clean copy of the revised/draft policy.

Recommended Action: Motion to approve the revised Gifts policy.

SPOKANE COUNTY LIBRARY DISTRICT

Current/Existing Policy**POLICY: GIFTS**

Approval Date: June 19, 1986

Revision Date: ~~January 20, 2015~~ August 21, 2018

RELATED POLICIES:

Collection Development

Fixed Assets

Naming and Recognition

STATUTORY REFERENCES: RCW 27.12.210 and RCW 27.12.300

Purpose:

To define what constitutes a gift and provide a uniform method for handling gifts. ~~Gifts include but are not limited to print and non-print items for potential addition to the collection; money; real property; securities; furniture; equipment; art; museum pieces; antiques or other personal property.~~ This policy does not apply to items or funds specifically solicited by the District.

General Policy

Gifts include but are not limited to print and non-print items for potential addition to the collection of library materials; money; real property; securities; furniture; equipment; art; museum pieces; antiques or other personal property.

~~The District will only accept gifts given without restrictions or conditions; gratefully accepts suitable gifts which are given without restriction, except as otherwise specified in this policy. Suitable gifts are gratefully accepted by the District. Gifts, excluding real property, may be made to benefit a specific library, for the District in general or for a specific program or service. The District shall be the sole judge of the suitability of any gift.~~

~~Library materials will be accepted with the understanding that the District Collection Development Policy will be used to determine whether donated items will be added to the collection. Items that are not added to the collection will be disposed of as surplus property. In some cases the District may accept a gift of library materials with the understanding that they will be assigned to a particular library location. Memorial gifts will be accepted and the District will make every effort to ensure that a donor's reasonable request will be honored. Gifts with a value greater than \$5,000 may be accepted with the concurrence of the Board of Trustees.~~

Only the Board of Trustees will have the authority to accept gifts of real property or of personal property with a value of \$5,000 or more.

Upon acceptance of the gift, the District shall become the owner of the gift and shall have complete discretion to utilize the gift to its maximum advantage for the District. Such use may include, but is not limited to, inclusion in the library collection; display at suitable locations, both on and off District property; loaning, leasing or sale of the property. Any proceeds realized from a gifted item shall be deposited into the District's General Fund.

A donor may indicate a preference in the use of the gift at a particular library facility or for a specific program or service. The District will accept suitable gifts with restriction. Gifts given with restriction will be assessed on a case-by-case basis and accepted if they further the mission of the District. Library materials will be handled in accordance with the District's Collection Development policy. Memorial gifts will be accepted in accordance with the District's Naming and Recognition policy.

Gifts may be deductible for federal income tax purposes under Section 170 of the Internal Revenue Code. ~~Acknowledgement will be provided for all donations~~ The District will acknowledge all gifts in writing; however, the District ~~will not be responsible~~ accepts no responsibility for establishing or verifying the value of ~~the~~ any donations for charitable tax purposes.

~~The District reserves the right to dispose of any gift at its own discretion, and to decline any gift that District staff determines to be inconsistent with the District's mission and goals, or represents an undue hardship in terms of financial requirements or staff time needed to manage and/or maintain the gift.~~

~~The Executive Director is responsible for establishing administrative procedures necessary to carry out this policy and will respond to appeals of District staff action and/or decision in the application of this policy and any related procedures. Any appeal of Executive Director' action and/or decision may be made in writing to the Board of Trustees.~~

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

DRAFT**POLICY: GIFTS**

Approval Date: June 19, 1986

Revision Date: August 21, 2018

RELATED POLICIES:

Collection Development

Fixed Assets

Naming and Recognition

STATUTORY REFERENCES: RCW 27.12.210 and RCW 27.12.300

Purpose:

To define what constitutes a gift and provide a uniform method for handling gifts. This policy does not apply to items or funds specifically solicited by the District.

General Policy

Gifts include but are not limited to print and non-print items for potential addition to the collection of library materials; money; real property; securities; furniture; equipment; art; museum pieces; antiques or other personal property.

The District gratefully accepts suitable gifts which are given without restriction, except as otherwise specified in this policy. The District shall be the sole judge of the suitability of any gift.

Only the Board of Trustees will have the authority to accept gifts of real property or of personal property with a value of \$5,000 or more.

Upon acceptance of the gift, the District shall become the owner of the gift and shall have complete discretion to utilize the gift to its maximum advantage for the District. Such use may include, but is not limited to, inclusion in the library collection; display at suitable locations, both on and off District property; loaning, leasing or sale of the property. Any proceeds realized from a gifted item shall be deposited into the District's General Fund.

A donor may indicate a preference in the use of the gift at a particular library facility or for a specific program or service. The District will accept suitable gifts with restriction. Gifts given with restriction will be assessed on a case-by-case basis and accepted if they further the mission of the District. Library materials will be handled in accordance with the District's Collection Development policy. Memorial gifts will be accepted in accordance with the District's Naming and Recognition policy.

Gifts may be deductible for federal income tax purposes under Section 170 of the Internal Revenue Code. The District will acknowledge all gifts in writing; however, the District accepts no responsibility for establishing or verifying the value of any donation for charitable tax purposes.

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.

NAMING AND RECOGNITION**BACKGROUND:**

In preparation for a Capital Campaign for a new Spokane Valley Library, and other future fundraising projects, a naming policy has been drafted to honor donors to the Spokane County Library District. This policy establishes support for a consistent methodology that ensures all naming practices reflect the District's purpose and mission.

The policy defines a naming convention and conditions in which a donor would be recognized. A process for naming recommendations to be made to the Board of Trustees is also included, as well as duration and termination clause to protect the District's interests.

The policy includes an updated boilerplate statement that has been edited for clarity. If approved, all other District policies will be revised to include this statement.

Recommended Action: Motion to approve the Naming and Recognition policy; alternately, the Board can direct staff to make revisions and/or provide additional information for future Board discussion and approval.

SPOKANE COUNTY LIBRARY DISTRICT

DRAFT**POLICY: NAMING AND RECOGNITION**

APPROVAL DATE: August 21, 2018

RELATED POLICIES:

Collection Development

Gifts

Purpose:

To provide for a uniform process for naming library facilities and personal property, including allowing for recognition of exemplary service or generosity to the District and its constituents.

General Naming Policy

Generally, libraries will be named after the communities they serve, their geographic location, or a similar geographic nexus.

Naming privileges for government or public funding sources will not be considered.

Naming in Recognition of Generosity to the District

The District may choose to recognize extraordinary generosity on the part of individuals, corporations, foundations, and other donors to reflect the District's appreciation of community members who support libraries and who choose to leave a legacy by providing funding.

A library may be named for a significant donor or in recognition of a significant financial contribution to enhancing library services to the residents of the District. A significant financial contribution to the library shall be one that comprises a substantial portion of the Board of Trustees' approved overall cost of the project.

Library meeting rooms, reading areas, special use areas, gardens, walkways and other interior and exterior spaces may be named for a significant donor or in recognition of a significant contribution to the cost of that space.

Collections, equipment, furnishings and art may be named for the donor of the item(s) or for the donor of the funds to purchase the item(s).

A donor may choose to recommend to the Board of Trustees that the donor's contribution be recognized by naming the library, interior or exterior space, collection, etc., for a person or persons whom the donor wishes to honor.

Naming in Recognition of Service to the District

The District may recognize the exemplary service and/or support to libraries and the District's constituents by one or more individuals, or an organization by naming a library, or an interior or exterior space at a library, after them.

Naming Library Facilities, Rooms, Areas and Spaces

If a library is to be named for a donor, the name will generally be determined using the following naming convention: "Donor Name" "Geographic Location" Library.

If a specified space within the interior of each library is to be named for a donor, the name will generally be determined using the following naming convention: "Donor Name" "Function of Area."

Recognizing Furniture and Equipment Donations

Furniture and equipment donors will generally be recognized with appropriate plaques or signage.

Recognizing Art and Library Materials Donations

Art donations will generally be recognized with appropriate plaques or other such suitable recognition as recommended by the Recognition Committee and approved by the Board of Trustees.

Monetary donations for library materials will generally be recognized with appropriate bookplates or such other suitable recognition in the materials purchased with donated funds, as determined by District staff. Material selections will be made by District staff in accordance with the Collection Development policy.

Naming and Recognition Committee and Process

The Chair of the Board of Trustees shall appoint an ad-hoc Naming and Recognition Committee as necessary, to make recommendation(s) to the Board of Trustees regarding naming proposals for library facilities and spaces.

Membership on the committee shall include at least one representative from the Board of Trustees, the Executive Director, and the Communication & Development Director. Selection of additional members, if any, shall be based on community involvement, project knowledge, and fundraising goals.

No one associated with the donor may serve on the Naming and Recognition Committee.

The Executive Director or designee will be responsible for creating a written agreement for each naming opportunity for submission to the Board of Trustees for approval. The agreement with the donor shall contain conditions, terms, and payment schedule for the contribution and where and how the Donor name(s) will be displayed.

The Naming and Recognition Committee will make a written recommendation to the Board of Trustees regarding any proposal to name a library, interior or exterior space, collection or other library asset pursuant to this policy.

The Board of Trustees shall have sole discretion to name any library, interior or exterior space, collection or other library asset pursuant to this policy.

Duration of Naming and Recognition Opportunities

Generally speaking, approved naming designations will persist for the duration of the useful life of the facilities, spaces, or items while under the ownership and/or management of the District.

The Board of Trustees may terminate or alter a naming designation when it determines it is in the best interest of the District.

The Executive Director will establish administrative procedures to implement this policy. Any appeal of an administrative action under this policy will be made in writing first 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.

TRUSTEE REAPPOINTMENT

Background:

Spokane County Library District (District) Trustees are appointed by the Spokane County Board of Commissioners and are eligible for appointment to two five-year terms. Trustee John Craig will complete his first term on Dec. 31, 2018.

Upcoming vacancies on the District Board are typically announced to the public by the Commissioners' Office in September, along with the vacancies on other boards and commissions. Applicants are then interviewed by the Board of Trustees and a recommendation is submitted on behalf of the District Board to the County Commissioners. County Commissioners typically appoint a Trustee in November or December for a term to commence in January.

Since Mr. Craig is eligible to be appointed to a second term, the District Board may choose to submit a letter to the County Commissioners in support of Mr. Craig's reappointment. In light of the recent plans regarding a potential levy lid lift election, as well as the initiative to build new libraries in Spokane Valley, the reappointment of Mr. Craig would provide valuable continuity during these efforts.

Recommended Action: Discussion and possible motion to submit a recommendation to the Spokane County Board of Commissioners to reappoint John Craig to a second five-year term, effective Jan. 1, 2019.

OVERVIEW INTELLECTUAL FREEDOM

Collection Development librarians Cheryl Zobel and Sheri Boggs will provide an overview of Intellectual Freedom. This overview will define Intellectual Freedom, explore how it applies to the work of the Spokane County Library District, and briefly illustrate how Intellectual Freedom is interpreted by libraries across the nation.

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

FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: SEPTEMBER - OCTOBER 2018***September 18, 2018: Cheney - (4:00 p.m.)***

- Levy Lid Lift Update
- Resolution to Join Municipal Research and Services Center (MRSC) Rosters Program to Procure Small Public Works and Consultant Services using a Roster Contracting Process
- Social Media Policy
- Use of 3D Printing Services Policy
- Overview – Diversity and Inclusion/Best Practices in the Workplace
- Spotlight Stories Off the Page
- Review the Performance of a Public Employee (RCW 42.30.110(1)(g))

Please send requests for agenda additions or changes to the Board Chair or Administrative Assistant no later than Tuesday, September 4, for inclusion in the preliminary agenda to be sent Sept. 5. Meeting packets will be mailed Sept. 12.

October 16, 2018: Spokane Valley - (4:00 p.m.)

- Personnel Policy
- Friends of the Library Policy
- Overview – Guidelines for Local Government Agencies in Election Campaigns
- Spotlight Otis Orchards Library

SPECIAL MEETINGS/ACTIVITIES2018**Oct 8** SCLD Staff Day, CenterPlace, 2426 Discovery Pl, Spokane Valley, 9am-4pm**Oct 17-20** WLA Conference, Yakima Convention Center

EXECUTIVE DIRECTOR'S REPORT JULY 2018

Business Office, Finance and Facilities – Rick Knorr

General Fund

Total revenues through seven months is \$6.9M or 56% of budget, nearly unchanged from the previous month. The second half of property tax collections will be received in October.

The target for total expenditures through seven months of operations, before transfers out, is 58.3% of the annual budget. Total actual expenditures before transfers out are 56.7%—modestly, but comfortably, under budget.

Capital Projects Fund

Per resolution 18-02 approved last month, \$400,000 was transferred from the General Fund to the Capital Projects Fund in July. This transfer is reported directly below total expenses on the General Fund operating statement.

2019 Budget: Employee Benefits

The District recently received notice from the Washington State Department of Retirement Systems (DRS) regarding an increase in the retirement contribution rates for the District's plan, effective September 1:

	Current Rate	New Rate Effective Sept 1, 2018
Employer Contribution %	12.70%	12.83%
Employee Deduction %	7.38%	7.41%

The District also received the following notice from AWC Employee Benefits Trust, releasing its initial estimates of 2019 employee medical insurance rates. The Regence/Asuris estimate is lower than expected. The Kaiser estimate is as expected. The Kaiser monthly rate is typically the rate chosen as the amount the District will pay for employee medical coverage. These estimates will be used in the preliminary 2019 budget.

2019 rate projections update

2019 estimated rate increases have been updated based on additional claims experience. Regence/Asuris rates are coming in at a lower level than previously reported. And we are expecting the first increase in dental rates since 2016.

Regence/Asuris: 3–4.5%

Kaiser: 6.5–8%

Delta Dental: 3–4%

Willamette: 8%

VSP: 0%

AWC also reported final rates will be issued on September 27, 2018.

Facilities ReportNorth Spokane

The North Spokane painting project for all of the interior window frames has been rescheduled for the end of September. Carpet replacement is not yet scheduled, yet installation will likely be in September.

Otis Orchards

The District has received three bids for the Otis Orchards siding replacement, which we are currently evaluating.

Human Resources – Toni CostaDepartment Activities

- Training
 - Supervisor Academy – final session
- Other
 - N/A

Recruitment and Selection:

- a. New Hires
 - Public Services Associate (BE/DP)
 - Library Page (MP)
- b. Terminations
 - Public Services Associate (ML)
- c. Reclassifications
 - N/A
- d. Transfers
 - Public Services Specialist SV-SV
- e. Promotions
 - Library Page to Library Assistant AR/NS - DP

Operations – Doug Stumbough

In an effort to better capture small interactions that reveal how District staff, services, and programs can often positively impact customers, an online form was recently created and added to the staff intranet and several stories have been already been shared.

Kathleen Nelson and Aileen Luppert shared an interaction with a mother and son at Spokane Valley who were grateful for the use of the 3D printer. They said, “I want to thank you for providing this tool. We could not afford it otherwise. Perhaps he will become a great physicist someday and the library was a big part of that.” At Deer Park, Kris Barnes was told the library has been a life saver for a family new to the area, as they had been able to connect with other families they met at the library and that the library is truly the heart of the community. Danielle Marcy from Moran Prairie passed along a comment from a customer who told her that Sara Hanson’s Storytime had such a positive impact that her daughter felt as though Sara was reading just to her, and the art she made in Storytime is still proudly displayed and she will not part with it.

Danielle Milton related that a customer was so grateful for help from the Spokane Valley staff and use of the copier, she donated \$100. Another donation of sorts to Spokane Valley was shared by Heidi Pickens, who was impressed by a girl who came to the desk (with her dad) to give us a container of stickers, all cut and ready to go. Dad said that she's working on her Generosity Badge, and that since she often gets stickers on library visits, she wanted to give back to the library. Ana Clarkson at Argonne conveyed an act of kindness when a customer paid in full for the fees of a pre-teen boy she was standing behind in line who was having trouble checking out items on his card because it was blocked. Finally, a couple of lighter moments as Cecelia McMullen observed a "lovely snapshot of community as people of all ages and abilities joined together" in the balloon fight at the conclusion of a water-themed night at Medical Lake, and Rachel Underwood at The BookEnd delighted in a tale of a young mom who was grateful for help from staff as her twin toddlers celebrated freedom from a stroller by promptly attempting to simultaneously escape into the mall and "reorganize" the shelves.

Collection Services – Andrea Sharps

- We ordered 1,507 titles and 5,549 copies in July. The number of titles ordered is down from last month, as is the number of copies ordered.
- With 58.33% of the year done, total library materials budget expended stands at 61.39%.
- We processed, added to the system, and sent out to the libraries 5,614 items in July. This is down from last month.
- Downloadable lending through OverDrive was up in July from June. A total of 46,356 items circulated in July including audiobooks (19,781) and eBooks (26,575). Customers placed a total of 15,999 holds on audiobooks (7,119) and eBooks (8,880), and there were 6,339 unique users with titles checked out.
- Midwest Tape's *hoopla*, a streaming media service, saw a decrease in circulation in July over June. A total of 2,451 titles including audiobooks (1,134), comics/graphic novels (101), eBooks (507), movies (351), full-length albums (227) and television shows (131) circulated in July for a combined cost of \$4,700.49 and an average cost per circulation of \$1.92. A total of 93 new users registered in the month, and there were 928 active users and 7,299 total users recorded.
- Effective July 1, District customers are able to check out four items each month from *hoopla*, down from the previous six. By reducing the monthly checkouts, we are able to maintain the service to existing customers and provide an opportunity for more people to utilize the service while keeping within the allotted budget. We have already seen an impact from the change in checkouts, as no customers were blocked from using *hoopla* in July.
- Youth Collection Development Librarian Sheri Boggs is the editor of *Alki*, the Washington Library Association's journal. The 40-page July 2018 issue is called "What No One Ever Tells You about Working in Libraries" and can be accessed online at https://wala.memberclicks.net/assets/Alki/Alki_July2018.pdf.
- Technical Services Manager Sandy Orr was asked, and agreed to be, a co-moderator on the SirsiDynix enhancement forum for BLUEcloud Cataloging, a browser-based product that brings copy cataloging to the cloud and allows you to work from anywhere.
- We loaned 339 items to other libraries and borrowed 646 items from other libraries for 985 total Interlibrary Loan transactions processed in July.

Executive Director – Patrick Roewe
District Activities**Leadership Team Updates**

The following are actions taken by the Leadership Team this month that aren't otherwise covered in other agenda items.

Volunteer Program:

We've begun the process of strategically refocusing the Volunteer Program in light of where the program has demonstrated operational success and where we've seen the most response in terms of community engagement. Part of this process involved the selection of new program management software that will be better able to track, evaluate and interact with our active volunteer base.

Human Resources Procedures:

We updated several human resources procedures to better align with both District expectations and recent policy revisions approved by the Board of Trustees.

Strategic Initiatives:

Work continues on the plan for a levy lid lift in 2019. In support of that process:

- I had a conference call with John Chrastka, executive director of EveryLibrary, a nonprofit organization chartered to work on local library ballot initiatives nationwide. EveryLibrary will be onsite October 18 and 19 to provide training in both preparing and executing an effective ballot initiative. The only cost to the District will be the trainer's travel and lodging expenses.

Other Activities

I attended the Washington State Public Library Directors meeting in Federal Way, WA. Discussion topics included Humanities Washington program opportunities, secondary educational opportunities available for libraries, Library Giving Day—an event to encourage support for library foundations, and responding to sexual harassment complaints on an organizational level.

The Public Libraries of Washington professional association also conducted its annual meeting in Federal Way during this time. I was reelected as the Legislative Committee Chair for the organization.

Community Engagement

I attended a meeting for Spokane Rotary Club 21.

I attended the Greater Spokane Valley Chamber of Commerce Government Action Committee where we heard an update from the Spokane County Commissioners.

ITEM AND TITLE MONTHLY REPORT
July 2018

	<u>ITEMS</u>				<u>TITLES</u>		
	ADULT	YOUTH	TOTAL		ADULT	YOUTH	TOTAL
Total Materials							
Print	158166	150935	309101		83562	49705	133267
Nonprint	64529	23104	87633		26348	7454	33802
Subtotal	222695	174039	396734		109910	57159	167069
Periodicals	5297	825	6122		278	29	307
Total	227992	174864	402856		110188	57188	167376

	<u>ITEMS</u>				<u>TITLES</u>		
OverDrive: Audiobooks			27619				22965
eBOOKS			39720				34207
Licensed eBOOKS			12555				7686
OverDrive: Total			79894				64858
GRAND TOTAL			482750				232234

Print & Nonprint	(Totals year-to-date)		
ADDITIONS	ADULT	YOUTH	TOTAL
Print	15968	14598	30566
Nonprint	7069	2126	9195
TOTAL	23037	16724	39761
DELETIONS			
Print	19967	13920	33887
Nonprint	7113	2468	9581
TOTAL	27080	16388	43468

	<u>NET CHANGE YTD</u>		
	ADULT	YOUTH	TOTAL
Print	-3999	678	-3321
Nonprint	-44	-342	-386
Periodicals	-478	-27	-505

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 July 2018

Doug Stumbough and Kristy Bateman

Service Priority Teams

Business and Career Development (Stacey Goddard)

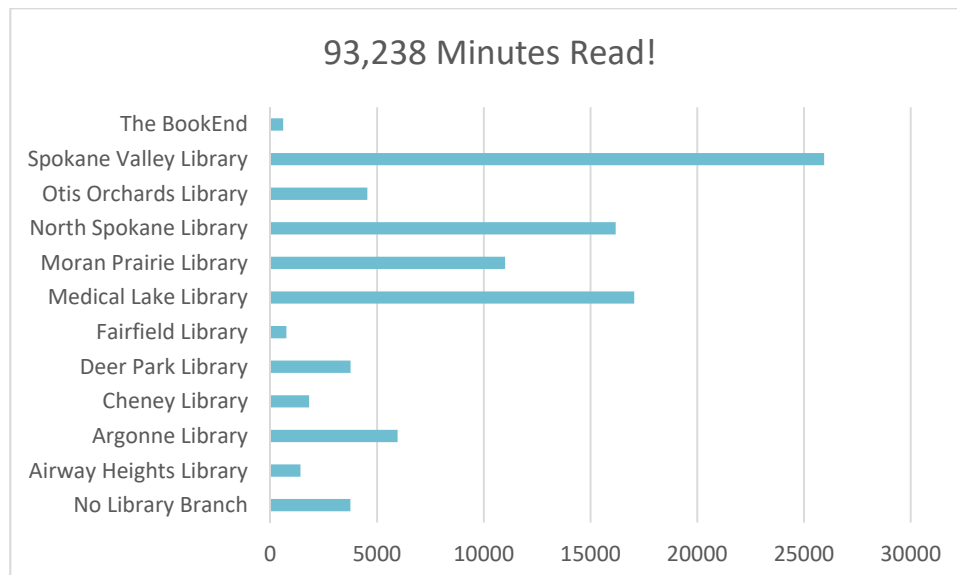
- We presented three programs in support of business development this month, the regular SCORE workshop and two Open Data classes. Seven people attended the three sessions.
- GED and ESL classes resumed with the start of summer quarter. While enrollments are typically down during the summer, instructors are working with students at four of our five locations (none yet at Airway Heights). The total number of students enrolled in GED or High School 21+ classes is 15 for the four locations.
- We presented seven programs in support of financial literacy education, including regular offerings from SNAP and STCU. Combined attendance for the programs was 124.

Early Learning (Mary Ellen Braks)

- We provided 104 Storytimes to 2,882 children, parents, and caregivers. Average attendance was 28, which was a little lower than last month.
- We provided 21 Storytimes to 375 children at 13 child care centers.
- We provided one STARS training this month, *Felt Stories*. We had 32 attend.
- The Early Learning team provided five *Music and Movement* programs for children ages 3-7 and their adults with an attendance of 47.

Education and Enrichment (Gwendolyn Haley)

- Online Summer Reading as of August 14 had 714 readers who registered on Beanstack, earning 1,807 badges and reading 93,238 minutes. As you can see from the chart below, Spokane Valley Library customers logged the most minutes. Medical Lake has fewer registered readers than North Spokane, yet they are definitely an active group!



- July is the busiest programming month of the summer. We provide weekly family programs in 10 of our 11 library locations. These included shows with the Salish School of Spokane, Mobius Science Center, Traveling Lantern Theatre, Red Yarn and Spokane Taiko Drummers. We heard from many

families how much they appreciated these free programs, and the high caliber of the performers the library brings to each community.

- Attendance has been lower this year across the board. There are many factors at play and families have many options available. By working with Excelerate Success and hosting AmeriCorps Vista Summer Associates, we were able to engage an additional 1,537 students in summer learning opportunities.

Digital Interaction and Sharing (Carlie Hoffman)

- All events for the upcoming issue of Engage were published on the online calendar.
- An update to the online calendar training was completed, and all public services staff were required to review it.
- Staff was tasked with providing research for memory equipment to digitize family and personal media.
- A new category, Stable Living, was added to the Book a Librarian database based on feedback from librarians. There has been an increase in customers requesting help with housing and social services.

Book a Librarian highlights

- We saw an uptick in library customers needing assistance with housing this month. We helped with navigating rental housing websites and finding real estate for sale.
- We also saw an uptick in customers needing assistance with their photos – digitizing photos to place online, managing and organizing online photo albums, and viewing digital photos.
- Resume and online job application help was a frequent request.
- We assisted a musician seeking grants for instruments for their community choir.

Information Technology (Patrick Hakes)

- Due to the year's work of Aaron Grider, the transfer to the District's new phone provider went fairly smoothly. We are now using Allstream as our DID (Direct Inward Dialing) provider.
- Work continues on the new District website with the Communication Department staff.

Strategic Planning (Amber Williams)

Though July is the busiest programming month of the year, librarians were able to organize four community conversations and host multiple one-on-one conversations to ask about aspirations. The Community Vision survey is still available through August on scl.d.org.

Library Reports

Airway Heights: Stacy Kvamme

- Weekly Summer Reading programs for grades K-3 averaged 27 people in July, and the all-ages *Kindness Rocks* project had a total of 25 people in attendance.
- Librarian Corinne Wilson shared STEM activities with the Sunset Elementary's summer Trailblazer program.

Argonne: Pat Davis

- Over 120 children, parents and caregivers attended our *Touch-a-Truck* Storytime. Unfortunately, the fire truck and crew were unable to attend due to emergency situations. Many parents made the situation a learning opportunity for their children, discussing why the truck couldn't come to the library.
- Our folk music program, *The Willows*, had an audience of 14 which included a couple that were waiting out the Level 3 fire evacuation due to the Beacon Upriver fire.

BookEnd: David Wyatt

- Local artist, Elena Collins, displayed her work this month.

Cheney: Catherine Nero Lowry

- The community enjoyed the Summer Reading programs this month. The play, *The Life of Mozart*, was especially well received. The play really had the kids thinking about Mozart and the theater. Questions such as "How old was Mozart when he died?" and "How do I get into a play?" followed the performance.

- The library drove the District van in the Cheney Rodeo parade. We received a great reception from the crowd. It is always motivational to hear the crowd cheering in support of the library.
- The Starbucks Storytime drew a crowd of 31. The library valued the opportunity to partner with the Cheney Starbucks and to introduce new families to Storytime.

Deer Park: Kris Barnes

- Discover Deer Park is a newly-formed organization that launched its first meeting this month. Several service groups were invited to attend and meet folks new to our area. We were invited to talk about our services and programs to the new residents.
- Librarian Amber Williams and I attended the Deer Park Settler's day celebration at Mix Park. We brought our *Giant Sidewalk Games* and enjoyed watching 198 parents, children, and grandparents engage in play during the celebration.
- Amber facilitated a *Community Conversation* at the Deer Park Chamber.

Fairfield: Kristy Bateman

- Customers thoroughly enjoyed the family program, *Painting: The Kindness Rocks Project*.
- The teens/tweens program "*Escape Room: The Backstage Challenge*" was well attended by 14.
- Summer Reading programs proved popular with *Sound and Music with Mobius Science* being the highest attended.

Medical Lake: Cecelia McMullen

- *Medical Lake Monday* was a big splash as 46 participants spent the evening exploring the science of bubbles, playing with water beads, creating a Mason jar xylophone, fishing with magnetic poles, and culminating the hot summer evening with a vigorous water balloon fight.
- Multiple families used ENGAGE magazine to plan their summer activities. The *Escape Room*, *Mobius Sound of Music*, and *Red Yarn's Old Barn* were especially popular.
- *LEGO Club* and *Family Storytime* continues to draw new participants, especially those who have recently moved to the area and discovered the library resources.

Moran Prairie: Danielle Marcy

- The *Grange Dinner and Dance* had double the attendance we anticipated. Several attendees noted the variety of sources the event was advertised in. This event was the culmination of the activities for the Washington Rural Heritage grant. The library has received numerous compliments from attendees asking for another dinner and dance.
- Moran Prairie Library hosted the fourth annual *Poetry Picnic*. The quality of poetry, the beauty of the Moran Prairie natural amphitheater, and free gelato continues to make this program a success. Scablands Lit provided regional poets and the Moran Prairie Friends sponsored the event.

North Spokane: Brian Vander Veen

- 98 children and their caregivers came out for Touch-A-Bus Storytime, where they got to ride in an STA bus and enjoy bus-themed stories.
- An average of 145 children participated in our Tuesday activities at the Fairwood Farmers' Market in partnership with Food for All's KERNEL program.
- We served 708 free lunches to kids this month through the summer meal program, in partnership with Spokane Public Schools and the USDA.

Otis Orchards: David Wyatt

- Mobius Science was a reliable draw for the *Sound & Music* program, 53 people enjoyed the program making it our single best attended program this month.
- *Spokane Taiko Drums* were also popular with 43 members of all ages attending.

Spokane Valley: Aileen Luppert

- This month we held our summer concert at NAOMI. This is the second time we've partnered with our friends at NAOMI, which is transitional housing for women and their children who have been homeless. Its facility has a big and beautiful backyard with a garden, play-set, and a stage to offer the perfect setting for a concert and a picnic. Relaxing summer tunes were provided by the band Sidetrack and food trucks were provided by Toby's BBQ and Brain Freeze Ice Cream.

- *Touch-a-Fire-Truck* was another successful and super fun Storytime. This time it featured the Spokane Valley Fire Department and Fire Engine No. 1. Four firefighters joined 126 enthusiastic attendees for books, songs, lessons about fire safety, and a tour of the fire engine. The firefighters were wonderful sports and joined the singing and a couple rounds of "Heads, Shoulders, Knees and Toes." They were also terrific with the children, and let every single child who wanted to sit in the truck for a picture.

District-wide Information

52 District volunteers served in various locations and programs for 493 hours in July. Bringing the total for 2018 to 4,088 volunteer hours.

Security Incident Report

For July 2018, there were 44 Security Incident reports filed, five more than last month (39) and 24 more than July 2017 (20). Deer Park had the most incidents reported with 14. The most frequently reported incidents related to General Code of Conduct Violations (16). There was a one-year exclusion due to continued code of conduct issues. To further put all of these numbers in perspective, the total door count District-wide in the month of July was 121,124.

Public Use Measures

Measure	July 2018			
	This year This Month	Last year This Month	YTD This year	Last YTD Comparison
Cardholders	113,659	120,680		-6%
Door count	121,124	121,427	814,485	8%
Total Items Borrowed	237,397	234,609	1,568,872	2%
• Airway Heights	5,999	6,360	39,803	46,112
• Argonne	13,472	14,216	92,242	94,695
• Cheney	13,991	14,028	94,465	94,878
• Deer Park	13,242	14,061	95,335	102,900
• Fairfield	1,436	1,263	9,548	8,875
• Medical Lake	4,287	5,296	34,083	36,313
• Moran Prairie	17,296	20,226	120,581	128,773
• North Spokane	51,104	53,391	338,424	324,550
• Otis Orchards	5,730	5,797	41,159	40,600
• Spokane Valley	50,794	53,325	346,981	357,285
• The BookEnd	3,136	2,952	22,508	7,334
• Digital	48,807	43,293	321,438	12%
Programs				
• Number	287	270	2,081	-1%
• Attendance	7,737	7,593	50,449	-4%
Internet Station Use (%)	53.7%	53.4%	49.4%	
Meeting room bookings	391	352	3,390	35%
Digital Resource Use	86,905	79,298	620,197	0%

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.*

Communication Report July 2018

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

News Coverage

- July 11 – *Deer Park Tribune* – Storytimes at Deer Park Library
- July 12 – *Cheney Free Press* – What's Happening on the West Plains
- July 12 – *Cheney Free Press* – Fun run, book sale and parade featured during rodeo weekend
- July 13 – *Spokane Valley Herald* – SCLD streaming services
- July 16 – *The Spokesman-Review* – Poetry Picnic pairs poetry readings with gelato
- July 18 – *Deer Park Tribune* – Storytimes at Deer Park Library
- July 19 – *Cheney Free Press* – What's happening on the West Plains
- July 20 – *The Spokesman-Review* – 10 under \$10 (Free programs at the library)
- July 26 – *Cheney Free Press* – Amazon replacing libraries is ridiculous
- July 26 – *The Spokesman-Review* – A Spokane teen's love for theater has him headed toward a bigger stage (winner of the Valley Poetry Slam)
- July 27 – *Spokane Valley Herald* – SCLD streaming services

Press Releases

- July 12 - Enjoy poetry from Pacific Northwest poets while eating free gelato

Library District News

- July 12 – A summer evening with Pacific Northwest poets
- July 27 – Argonne Road closure in Millwood at Union Pacific railroad crossing

Blog Posts


- July 3 – Road Trip! The Quintessential American Vacation
- July 10 – Perfect pairings: Recipes to devour while binge watching
- July 17 – Happy Birthday! A reading list of authors with July birthdays
- July 24 – Microadventure: Day trip to Stonerose for fossils
- July 31 – The art of saving seeds

E-newsletter Email

- Sent on July 17, 2018 (96,334)
- Open rate: 9.8% (12,893)
- Clicked: 933
- Unsubscribed: 96

E-Marketing (Website, Social Media, Email)

Post Details


**Spokane County Library District**

Published by Erin Dodge (?) · July 23 at 9:05 AM · 🌐


#MondayMorning - Forbes pulled the article. This gist of it was that Amazon should take over what libraries do because libraries cost money to the tax payer. They then noted services like checking out movies was dead because there is Netflix and Hulu. The article also stated that people, particularly children, don't actually go to libraries anymore. HUH?!?!


This is probably one of the most uninformed things we have read in a while...but you know, the day is still young.




Libr... See More



Amazon Should Replace Local Libraries to Save Taxpayers Money
The rise of Starbucks, Netflix, and Amazon have made local libraries irrelevant.
FORBES.COM

 **Get More Likes, Comments and Shares**
Boost this post for \$20 to reach up to 11,000 people.


 **4,655 people reached**





Clancy Pool, Natalie McCreary and 134 others


71 Comments

31 Shares

 Like

 Comment







 Share



Performance for Your Post

4,655 People Reached

490 Reactions, Comments & Shares ⓘ

99  Like	50 On Post	49 On Shares
9  Love	4 On Post	5 On Shares
5  Haha	2 On Post	3 On Shares
24  Wow	9 On Post	15 On Shares
35  Sad	27 On Post	8 On Shares
65  Angry	48 On Post	17 On Shares
220 Comments	106 On Post	114 On Shares
34 Shares	31 On Post	3 On Shares

1,389 Post Clicks

0 Photo Views	117 Link Clicks	1,272 Other Clicks ⓘ
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NEGATIVE FEEDBACK

3 Hide Post	0 Hide All Posts
0 Report as Spam	0 Unlike Page

Reported stats may be delayed from what appears on posts

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 July:

July 10 – Library Out Loud: Music and Movement with Mary Ellen Braks

July 10 – Library Out Loud: Spokane County Library District with Doug Stumbough

July 24 – Library Out Loud: The Spokane River with Paul Lindholdt

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

SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES REGULAR MEETING
AUGUST 21, 2018

PAGE 2 of 4

Paid Advertising

- July 11 – Moran Prairie Dinner & Dance – Voices section of *The Spokesman-Review* and *Pinch*
- July 13 – Poetry Picnic – *The Inlander*
- July 16 – Reoccurring Library page in *The Valley Current*
- July 16 – Reoccurring Library page in *Kids Newspaper*

Ad created this month for upcoming Valleyfest publication

ENGAGE

with the library this fall!

Check-out these programs
for the whole family:

- Spokane Symphony Passes
- Annual Writers Conference
- Family Celebrations
- Plan Well, Age Well
- WWI: The Centennial



www.scl.d.org



Pick-up the September–January **ENGAGE**
Programs & Events Guide at your local
library or visit www.scl.d.org/engage.

Community Calendars

July 2, 3, 5, & 6 – Salish Songs & Stories
July 2, 3, 10, 18, 19, & 25 – Escape Room: The Backstage Challenge
July 3, 5, 17, & 18 – Create Plaster Art
July 3 & 24 – Touch-a-Fire-Truck Storytime
July 5 – Fabric Basket: Beginner
July 5, 8, 14, & 21 – Painting: The Kindness Rocks Project
July 9, 10, 11, 12, & 13 – The Life of Mozart
July 10 – Budgeting 101
July 10, 11, 12, 26, & 31 – Radical Rick & the Science of Sound
July 10, 16, 19, 25, & 28 – Music & Movement
July 11, 26, & 28 – Giant Sidewalk Games
July 12 – 6 Marketing Must-Haves for Small Business
July 12 – Fabric Painting: Beginner
July 12 & 26 – Touch-a-Bus Storytime
July 14 – Felt Stories
July 14 – Historic Grange Dinner & Dance
July 14, 24 & 26 – Homebuyer Education Seminar
July 16, 17, 18, 19, & 20 – Sound & Music with Mobius Science
July 17, 18, & 19 – Summer Meals & Stories
July 17 & 19 – Unlocking the Power of Open Data for Your Business
July 17 & 26 – Sidetrack
July 17 & 26 – The Willows
July 19 – Zippered Wallet Pouch: Beginner
July 20 – Random Fandom Trivia Nights: Marvel Universe
July 23, 24, 25, 26, & 27 – Red Yarn's Old Barn
July 24 – Dollars & Sense: Navigating Your Credit
July 24 & 26 – Meal in a Mug Challenge
July 26 – Applique Pillow: Beginner
July 26 – Poetry Picnic
July 27 – Late Night Fun & Games
July 29 – Painting Summer in Acrylic: Families & Friends
July 30 & 31 – Spokane Taiko Drums
July 31 – Dollars & Sense: Give Yourself a Raise
July 31 – Homebuying 101

Meetings, Courses, and Events

- July 12, 29, and 26 – Marketing Writing Bootcamp online course
- July 16 (and every week for 12 weeks) – Winning Support and Influencing Communities for Library Funding – ALA online course
- July 20 – Spokane Valley City Council Special Meeting
- July 26 – Greater Spokane Valley Networking meeting
- July 31 – Web Team meeting

Spokane County Library District
Summary of Revenues & Expenses - (Cash Basis)
For the Seven Months Ended July 31, 2018

	Y-T-D	Annual	Target 58.3%	Balance
	Actual	Budget	Percent Used	Remaining
REVENUES				
PROPERTY TAXES	\$ 6,445,215	\$ 11,576,000	55.68%	\$ 5,130,785
CONTRACT CITIES - AIRWAY HEIGHTS	133,269	264,000	50.48%	130,731
CONTRACT CITIES - SPOKANE	44,154	80,800	54.65%	36,646
FINES & FEES	105,841	209,000	50.64%	103,159
GRANTS & DONATIONS	43,615	53,000	82.29%	9,385
E-RATE REIMBURSEMENTS	90,542	167,000	54.22%	76,458
OTHER	33,721	19,500	172.93%	(14,221)
INTEREST REVENUES	33,756	62,000	54.45%	28,244
TOTAL REVENUES	\$ 6,930,112	\$ 12,431,300	55.75%	\$ 5,501,188
TRANSFERS IN	-	-	0.00%	-
TOTAL REVENUES & TRANSFERS IN	\$ 6,930,112	\$ 12,431,300	55.75%	\$ 5,501,188
EXPENSES				
SALARIES	\$ 3,509,511	\$ 6,137,000	57.19%	\$ 2,627,489
FRINGE BENEFITS	1,226,503	2,202,950	55.68%	976,447
SUPPLIES	101,751	190,100	53.52%	88,349
UTILITIES	262,809	442,400	59.41%	179,591
SERVICES	746,189	1,307,750	57.06%	561,561
INSURANCE	62,969	69,000	91.26%	6,031
EQUIPMENT & SOFTWARE	79,682	230,000	34.64%	150,318
LIBRARY MATERIALS	876,667	1,460,000	60.05%	583,333
ELECTRONIC LIBRARY MATERIALS	109,652	205,000	53.49%	95,348
LIBRARY PROGRAMS	73,523	109,800	66.96%	36,277
OPERATIONAL CONTINGENCIES	0	77,300	0.00%	77,300
TOTAL EXPENSES	\$ 7,049,256	\$ 12,431,300	56.71%	\$ 5,382,044
TRANSFERS OUT	400,000	-	0.00%	(400,000)
TOTAL EXPENSES & TRANSFERS OUT	\$ 7,449,256	\$ 12,431,300	59.92%	\$ 4,982,044
Net Excess of Revenues Over/(Under) Expenses	\$ (519,143)	\$ -		
BEGINNING CASH	5,179,623			
NET FROM ABOVE	(519,143)			
ENDING CASH	\$ 4,660,479			
Number of months cash on hand	4.5			

Spotlight Community Engagement

Managing Librarian-Strategic Initiatives Amber Williams will provide an overview of the tools staff use to engage with the community and gather public knowledge to inform the creation of the 2019-2021 Community Engagement Plan.

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