AGENDA

I. CALL TO ORDER

II. AGENDA APPROVAL [4:00]

III. ACTION ITEMS
   A. Approval of August 21 Regular Meeting Minutes [4:00-4:03]
   B. Approval of August 2018 Payment Vouchers [4:03-4:05]
   C. Unfinished Business [4:05-4:15]
      1. Levy Lid Lift Update: Potential Board Direction.
   D. New Business [4:15-4:35]
      1. Request to Join Municipal Research and Services Center (MRSC) Rosters Program to Procure Small Public Works and Consultant Services using a Roster Contracting Process (Resolution 18-04): Approval Recommendation.

IV. DISCUSSION ITEMS, POSSIBLE ACTION [4:50-4:55]
   A. Future Board Meeting Agenda Items

V. REPORTS FOR AUGUST
   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 – Stories Off the Page [5:20-5:30]

VI. EXECUTIVE SESSION [5:30-6:00]
   A. Review the Performance of a Public Employee (RCW 42.30.110(1)(g))

VII. PUBLIC COMMENT

VIII. ADJOURNMENT

[Estimated meeting length: Two hours, plus public comment.]
The Board of Trustees of Spokane County Library District met in regular session in the public meeting room at Otis Orchards Library, 22324 E. Wellesley Ave., Otis Orchards, WA, at 4:00 p.m., Tuesday, August 21, 2018.

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

**Excused:**
- Sonja Carlson - Trustee

**Also Present:** Jane Baker, Communication & Development Director; Kristy Bateman, Library Operations Manager; Toni Costa, Human Resources Director; Tammy Henry, Librarian; Carlie Hoffman, Library Services Manager; Rick Knorr, Finance Director; Aileen Luppert, Managing Librarian; Jill-Lynn Nunemaker, Development Manager; Andrea Sharps, Collection Services Director; Doug Stumbough, Operations Director; Amber Williams, Managing Librarian-Strategic Initiatives; David Wyatt, Library Supervisor, and Patty Franz, Executive Assistant.

**Guests:** Jan Ager Karel, Jeanne Ager, and Lisa Regehr of Ager Consulting, Spokane.

**Call to Order**
(Item I.) Chair John Craig called the meeting to order at 4:02 p.m., and welcomed everyone in attendance.

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

**Approval of July 17, 2018, Regular Meeting Minutes**
(Item III.A.) Mr. Craig called for corrections to the July 17, 2018, regular meeting minutes. There were no corrections; the minutes stand approved as written.

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

<table>
<thead>
<tr>
<th>Fund</th>
<th>Voucher/Payroll Numbers</th>
<th>Subtotal</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>July -</td>
<td>54266-54406 and W00573-W00581</td>
<td>$590,766.47</td>
<td>$590,766.47</td>
</tr>
<tr>
<td>L01</td>
<td>07102018PR and 07252018PR</td>
<td>$365,820.22</td>
<td>$365,820.22</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td></td>
<td>$956,586.69</td>
</tr>
</tbody>
</table>

There was no discussion.

The motion was approved.
Unfinished Business
None.
(Item III.C.)

New Business
DRS DCP Program
(Item III.D.1.)
REQUEST TO PARTICIPATE IN THE WASHINGTON STATE DEPARTMENT OF RETIREMENT SYSTEMS DEFERRED COMPENSATION PROGRAM. Mr. Teterud moved and Mr. Johnson seconded approval of Resolution 18-03, to request District participation in the Washington State Department of Retirement Services Deferred Compensation Program (DCP). In response to a query from Mr. Craig, Ms. Costa said the DCP through the Department of Retirement Services provides an additional option for staff, and both plans offer an array of saving options. The District does not contribute to either plan. In response to Mr. Teterud, Mr. Knorr said adding an additional option for staff will not administratively affect the plan currently in place. He will report on the number of current DCP plan participants at the next meeting.

There was no further discussion.

The motion was approved.

New Business
Collection Development Policy
(Item III.D.2.)
COLLECTION DEVELOPMENT POLICY. Mr. Johnson moved and Mr. Teterud seconded approval of the Collection Development policy, as revised. Ms. Sharps said suggested changes involved only semantics, along with the addition of a boilerplate statement regarding the District policy appeal process. If approved, the latter statement will be added to all policies.

There was no further discussion.

The motion was approved.

New Business
Gifts Policy
(Item III.D.3.)
GIFTS POLICY. Ms. Thompson moved and Mr. Johnson seconded approval of the Gifts policy, as revised. Mr. Roewe said the policy was revised in tandem with formation of the new Naming and Recognition policy, with suggested changes based on recommendations from attorney Cindy McMullen. In response to Mr. Craig’s query about the Gifts policy purpose statement, Mr. Roewe said Ms. McMullen recommended that the language remain to give the District maximum flexibility and strength of position when it solicits gifts. In response to Mr. Teterud’s query, Mr. Roewe said the District accepts no responsibility for establishing or verifying value of any donation for charitable tax purposes. It was also noted that only the Board of Trustees has the authority to accept gifts of real property or personal property with value of $5,000 or more. In response to Mr. Johnson, Mr. Roewe said the District regularly receives donations under $5,000. Mr. Knorr commented that donations from the Diane E. Zahand Memorial Fund come closest to the threshold amount for Board review.

New Business
Naming and Recognition Policy
(Item III.D.4.)
NAMING AND RECOGNITION POLICY. Mr. Teterud moved and Ms. Thompson seconded approval of the Naming and Recognition policy, as presented. Ms. Baker said the addition of this policy was in preparation for the
upcoming capital campaign for new Spokane Valley libraries and other future fundraising projects to honor donors to the District. The policy will ensure all naming practices will follow a consistent methodology and reflect the District’s mission. Mr. Roewe said although this is a new direction for the District, it is not uncommon throughout the state for libraries and other public entities to offer naming rights in recognition of financial donations to a project. Mr. Roewe noted this policy was also reviewed by Ms. McMullen. Mr. Craig commented that this policy was established in response to the District’s intent to carry out future construction at the lowest cost possible. There was no further discussion.

REAPPOINTMENT OF TRUSTEE DISCUSSION. Ms. Thompson moved and Mr. Teterud seconded to approve a recommendation to the Spokane County Board of Commissioners to reappoint Trustee John Craig to a second five-year term, effective January 1, 2019.

AYES, and in favor thereof, Trustees: Mark Johnson, Wesley Teterud, and Kristin Thompson.

NAYS, Trustees: None.

ABSENT, Trustees: Sonja Carlson.

ABSTAIN, Trustees: John Craig.

Vice Chair Johnson expressed appreciation to Mr. Craig for serving as board chair for two years and said he anticipates his being able to continue as chair into the future. Trustees expressed approval toward Mr. Craig’s continued leadership.

There was no further discussion.

The motion was approved.

INTELLECTUAL FREEDOM. Collection Development librarians Sheri Boggs and Cheryl Zobel provided an overview of intellectual freedom. They defined intellectual freedom and how it applies to the work of the Library District. Ms. Boggs said the District’s mission and collection development philosophy are carried out by its 11 popular materials libraries. Items are on display and highly visible on purpose, to emphasize the ever-changing informational and recreational viewing and listening needs of the community. Open access to ideas, materials, meeting rooms, libraries, information and entertainment, a key principle of intellectual freedom, guides the work of staff. Ms. Boggs pointed out that intellectual freedom is guaranteed by the First Amendment, a core value of the library profession, and a basic right of a democratic society. Ms. Zobel described practical application of intellectual freedom and how its concepts drive selection of materials, along with the Board-approved Collection Development policy and internal Adult and Youth Collection Guidelines. The ultimate goal is to achieve a library collection to reflect diversity of customer interests and values at all times. If a customer is not satisfied with an item in the library
Overview – Intellectual Freedom (Item III.E.)

Ms. Zobel said the Request for Review process begins by staff listening respectfully and responsively to the customer. If a Request for Review of Library Materials form is submitted to Collection Services by a District customer, the Collection Development Director will respond within 14 days. A complete review of the item will be completed prior to a decision to keep the item in collection, remove the item, or move it to a different location. Ms. Zobel said these procedures also apply to programming, displays, exhibits and meeting rooms. Ms. Boggs noted principles of intellectual freedom are part of an ongoing national conversation. According to the American Library Association, there are nearly 30 ways in which intellectual freedom can and should be interpreted, including net neutrality.

In response to Mr. Johnson’s query, Ms. Sharps said approximately three to four Request for Review of Library Materials forms are received annually. However, conversations regularly occur between customers and staff to resolve questions or concerns quickly and in person. Ms. Sharps said a change in location or shift in shelving can often readily resolve an issue regarding an item. Trustees expressed thanks for the informative report. 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 September meeting will be held at Cheney Library. Among other items, the agenda will include a levy lid lift update, resolution to join Municipal Research and Services Center, review of two policies, an overview of workplace diversity and inclusion, a Stories Off the Page spotlight, and an executive session to review the performance of a public employee. There was no further discussion.

There were no reports.

Executive Director’s Report, July 2018 (Item V.B.)

The Executive Director’s written report for July 2018, provided prior to the meeting, included information on the Business Office, Finance and Facilities, Collection Services, Human Resources, Information Technology, and Community Activities. In response to an earlier question from Mr. Craig, Mr. Roewe explained transition from the Volunteer Program to a future Literacy Program, to best support continued success of the Reading Buddies program as well as other District literacy programs. With the recent departure of former Volunteer Program Manager Jamie Van Wormer, the District seeks to soon hire with the existing FTE a Literacy Program Coordinator. In response to Mr. Teterud regarding Mr. Roewe’s attendance at a Greater Spokane Valley Chamber of Commerce meeting, Mr. Roewe said the update from the Spokane County Commissioners included information regarding the Amazon distribution center project on the West Plains, and that its location in a joint city of Spokane/Spokane County Public Development Authority (PDA) precludes annexation for at least a 20-year period. While such projects will not change the levy lid lift trajectory for the District, development in the area has a positive impact on the District. There was no further discussion.
Operations Report, July 2018
(Item V.C.)

Operations Director Doug Stumbough and Library Operations Manager Kristy Bateman provided a written report prior to the meeting for July 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, July 2018
(Item V.D.)

Communication & Development Director Jane Baker provided a written report prior to the meeting for July 2018 communication activities. In addition, Ms. Baker introduced Development Manager Jill-Lynn Nunemaker who began in June and has since been busy in her new position. Trustees welcomed Ms. Nunemaker. There was no further discussion.

Fiscal Report, July 2018
(Item V.E.)

Revenue and Expenditure Statement through July 31, 2018.

<table>
<thead>
<tr>
<th>Fund 001</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenues</td>
<td>$ 6,930,112</td>
</tr>
<tr>
<td>Expenditures</td>
<td>$ 7,449,256</td>
</tr>
<tr>
<td>Ending Fund Balance</td>
<td>$ 4,660,479</td>
</tr>
<tr>
<td>Fund Budget Expended</td>
<td>59.92%</td>
</tr>
</tbody>
</table>

Mr. Knorr reported all bids for siding replacement at Otis Orchards Library significantly exceeded projections and were rejected. Mr. Roewe said the results speak to the currently busy and competitive regional construction market. Mr. Johnson suggested January as a better time to seek bids. There was no further discussion.

Spotlight Community Engagement (Item V.F.)

Managing Librarian-Strategic Initiatives Amber Williams presented a spotlight on the tools staff have used and will use again to engage with the community to ultimately inform development of the 2019-2021 Community Engagement Plan (CEP). Ms. Williams reviewed the inception of the CEP, referencing the ALA Libraries Transforming Communities grant received by the District in 2014, and subsequent Harwood Institute community engagement training for staff in Denver, CO. Following creation of a Community Impact Plan in 2015, staff utilized the same community engagement tools to create the 2016-2018 CEP. In preparation for the next phase of the plan, since spring, staff has facilitated conversations with use of two tools to engage with area residents: the Ask Exercise, four questions for one-on-one conversations, and Community Conversation, for in-depth group conversations. Ms. Williams noted none of the questions asked during these conversations has to do with the library, as the focus is community and what libraries can provide to assist with desired community transformation. The future timeline for the next plan includes input from staff, and presentations of the first and second plan drafts to the Board of Trustees for its approval before implementation in January 2019. In addition, Mr. Roewe pointed out SCLD was one of only 10 libraries nationwide selected as a grant recipient. Four years later, community engagement is no longer what we do, now it is how we do all of our work to ensure it is both true to our mission and responsive to the aspirations and needs of our community. A new Trustee at the time,
Ms. Thompson said the concept of community engagement initially felt unfamiliar, yet it has been neat to see use of the process grow and mature, as well as the resulting culture shift. Ms. Williams expressed testament to the contributions of community librarians and their knowledge of communities. Trustees expressed thanks for the informative report. There was no further discussion.

Jan Ager Karel, Jeanne Ager, and Lisa Regehr of Ager Consulting, Spokane, introduced themselves and commented they were eager to learn more about SCLD, its Board of Trustees and role in community engagement. Ms. Ager, who has an extensive history of philanthropy in the region, noted the importance of community engagement in fundraising. She also expressed her view that libraries are primed for engagement and fundraising, with great leaders in the region from whom to draw opportunities. Mr. Craig expressed appreciation for the guests’ visit and their favorable comments about SCLD and libraries. There was no further public comment.

Chair Craig adjourned the meeting at 4:56 p.m. The next Board Meeting is scheduled for Tuesday, September 18, 2018, at 4:00 p.m., in the public meeting room at Cheney 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 August 31, 2018 and that payment vouchers listed on this and the following pages are approved for payment in the total amount of $1,074,556.99 for the general fund and $0.00 for the capital projects fund and are authorized to authenticate and certify these claims.

DATE: September 1, 2018

SIGNED: [Signature]

TITLE: Finance Director

SIGNED: [Signature]

TITLE: Executive Director

<table>
<thead>
<tr>
<th>VOUCHER NUMBER</th>
<th>VENDOR NAME</th>
<th>DESCRIPTION</th>
<th>VOUCHER AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>054407</td>
<td>APPLE COMPUTER, INC.</td>
<td>MACBOOK PRO COMPUTER FOR GRAPHIC DESIGN</td>
<td>$ 4,086.52</td>
</tr>
<tr>
<td>054408</td>
<td>AVISTA UTILITIES</td>
<td>MONTHLY UTILITIES</td>
<td>6,699.94</td>
</tr>
<tr>
<td>054409</td>
<td>BIBIO LABS LLC</td>
<td>ELECTRONIC LIBRARY MATERIALS</td>
<td>4,000.00</td>
</tr>
<tr>
<td>054410</td>
<td>BLACKSTONE PUBLISHING</td>
<td>LIBRARY MATERIALS</td>
<td>129.34</td>
</tr>
<tr>
<td>054411</td>
<td>CENITYLINK</td>
<td>ANALOG TELEPHONE LINES</td>
<td>105.59</td>
</tr>
<tr>
<td>054412</td>
<td>CONSOLIDATED IRRIGATION DIST 19</td>
<td>WATER - OTIS ORCHARDS</td>
<td>95.71</td>
</tr>
<tr>
<td>054413</td>
<td>CITY OF SPOKE</td>
<td>WATER &amp; SEWER - MORAN PRAIRIE</td>
<td>963.90</td>
</tr>
<tr>
<td>054414</td>
<td>CITY OF CHENY</td>
<td>WATER, SEWER, ELEC. - CHENY</td>
<td>900.85</td>
</tr>
<tr>
<td>054415</td>
<td>CITY OF DEER PARK</td>
<td>WATER &amp; SEWER - DEER PARK</td>
<td>182.57</td>
</tr>
<tr>
<td>054416</td>
<td>DASHER PRINTING SERVICES, INC</td>
<td>LIBRARY CARDS (20,000)</td>
<td>6,042.59</td>
</tr>
<tr>
<td>054417</td>
<td>DEER PARK CHAMBER OF COMMERCE</td>
<td>MEMBERSHIP DUES</td>
<td>50.00</td>
</tr>
<tr>
<td>054418</td>
<td>DEEMO, INC.</td>
<td>OFFICE/LIBRARY SUPPLIES</td>
<td>217.96</td>
</tr>
<tr>
<td>054419</td>
<td>DEVRIES INFORMATION MGMT</td>
<td>MONTHLY COURIER SERVICE</td>
<td>5,022.00</td>
</tr>
<tr>
<td>054420</td>
<td>GALE/CENAGE LEARNING</td>
<td>LIBRARY MATERIALS</td>
<td>757.53</td>
</tr>
<tr>
<td>054421</td>
<td>GENERAL FIRE EXTINGUISHER SERV</td>
<td>ANNUAL FIRE EXTINGUISHER SERVICE, ALL BLDGS</td>
<td>344.93</td>
</tr>
<tr>
<td>054422</td>
<td>KATHERINE ELLEN GOGGIN</td>
<td>LOST/Paid REFUND</td>
<td>25.60</td>
</tr>
<tr>
<td>054423</td>
<td>INGRAM DISTRIBUTION GROUP, INC</td>
<td>LIBRARY MATERIALS</td>
<td>7,596.84</td>
</tr>
<tr>
<td>054424</td>
<td>INLAND PUBLICATIONS</td>
<td>LIBRARY PROGRAMS</td>
<td>428.00</td>
</tr>
<tr>
<td>054425</td>
<td>KENT ADHESIVE PRODUCTS CO.</td>
<td>OFFICE/LIBRARY SUPPLIES</td>
<td>60.23</td>
</tr>
<tr>
<td>054426</td>
<td>MIDWEST TAPE</td>
<td>LIBRARY MATERIALS</td>
<td>166.86</td>
</tr>
<tr>
<td>054427</td>
<td>LYLE R MORSE</td>
<td>LIBRARY PROGRAMS</td>
<td>200.00</td>
</tr>
<tr>
<td>054428</td>
<td>OFFICE DEPOT</td>
<td>OFFICE/LIBRARY SUPPLIES</td>
<td>64.32</td>
</tr>
<tr>
<td>054429</td>
<td>OVERDRIVE, INC.</td>
<td>LIBRARY MATERIALS - e-Books</td>
<td>6,974.08</td>
</tr>
<tr>
<td>054430</td>
<td>PAPERJACK.com</td>
<td>OFFICE/LIBRARY SUPPLIES</td>
<td>431.94</td>
</tr>
<tr>
<td>054431</td>
<td>QUILL CORPORATION</td>
<td>OFFICE/LIBRARY SUPPLIES</td>
<td>273.01</td>
</tr>
<tr>
<td>054432</td>
<td>RECORDED BOOKS, LLC</td>
<td>LIBRARY MATERIALS</td>
<td>807.72</td>
</tr>
<tr>
<td>054433</td>
<td>RED YARN PRODUCTIONS</td>
<td>LIBRARY PROGRAMS</td>
<td>3,000.00</td>
</tr>
<tr>
<td>054434</td>
<td>COWLES PUBLISHING CO</td>
<td>SUBSCRIPTIONS</td>
<td>155.48</td>
</tr>
<tr>
<td>054435</td>
<td>SPOKANE CO. WATER DISTRICT 13</td>
<td>MONTHLY UTILITY FEE-HASTINGS PROPERTY</td>
<td>17.30</td>
</tr>
<tr>
<td>054436</td>
<td>STAPLES ADVANTAGE</td>
<td>OFFICE/LIBRARY SUPPLIES</td>
<td>1,496.56</td>
</tr>
<tr>
<td>054437</td>
<td>WASTE MANAGEMENT OF SPOKE</td>
<td>MONTHLY REFUSE</td>
<td>1,202.19</td>
</tr>
<tr>
<td>054438</td>
<td>4IMPRINT, INC.</td>
<td>EMPLOYEE RECOGNITION FOR STAFF DAY</td>
<td>2,656.08</td>
</tr>
<tr>
<td>054439</td>
<td>ASM INDUSTRIES, INC.</td>
<td>MONTHLY CUSTODIAL SERVICES</td>
<td>4,325.71</td>
</tr>
<tr>
<td>054440</td>
<td>BUDGET-RENT-A-CAR</td>
<td>CAR RENTAL</td>
<td>158.49</td>
</tr>
<tr>
<td>054441</td>
<td>CAVENDISH SQUARE</td>
<td>LIBRARY MATERIALS</td>
<td>711.72</td>
</tr>
<tr>
<td>054442</td>
<td>CAPITAL COMMUNICATIONS, INC</td>
<td>MEDIA CASES</td>
<td>141.97</td>
</tr>
<tr>
<td>054443</td>
<td>CONSOLIDATED ELECTRICAL DIST.</td>
<td>BUILDING REPAIR &amp; MAINTENANCE</td>
<td>32.74</td>
</tr>
<tr>
<td>054444</td>
<td>CENITYLINK</td>
<td>ANALOG TELEPHONE LINES</td>
<td>42.43</td>
</tr>
<tr>
<td>054445</td>
<td>CHEVRON U.S.A. INC.</td>
<td>VEHICLE FUEL</td>
<td>473.01</td>
</tr>
<tr>
<td>054446</td>
<td>CITY OF AIRWAY HEIGHTS</td>
<td>WATER &amp; SEWER - AIRWAY HEIGHTS</td>
<td>572.07</td>
</tr>
<tr>
<td>054447</td>
<td>CITY OF MCDILACKE</td>
<td>WATER, SEWER, REFUSE - ML</td>
<td>289.03</td>
</tr>
<tr>
<td>054448</td>
<td>CULIGAN SPOKANE WA</td>
<td>BOTTLED WATER SERVICE - CHENY</td>
<td>38.64</td>
</tr>
<tr>
<td>054449</td>
<td>EARTHWORKS RECYCLING, INC</td>
<td>RECYCLING</td>
<td>291.40</td>
</tr>
<tr>
<td>054450</td>
<td>EMPIRE DISPOSAL INC.</td>
<td>SOLID WASTE - FAIRFIELD</td>
<td>42.57</td>
</tr>
<tr>
<td>054451</td>
<td>EMPLOYMENT SECURITY DEPT</td>
<td>UNEMPLOYMENT CLAIMS</td>
<td>11,784.25</td>
</tr>
<tr>
<td>054452</td>
<td>FATBEAM, LLC</td>
<td>MONTHLY INTERNET SERVICE</td>
<td>2,490.00</td>
</tr>
<tr>
<td>Item Code</td>
<td>Description</td>
<td>Amount</td>
<td></td>
</tr>
<tr>
<td>-----------</td>
<td>---------------------------------------------------------</td>
<td>--------</td>
<td></td>
</tr>
<tr>
<td>05453</td>
<td>GALE/CENAGE LEARNING</td>
<td></td>
<td></td>
</tr>
<tr>
<td>05454</td>
<td>GREENLEAF LANDSCAPING, INC.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>05455</td>
<td>HAMMOND FACILITY CONSULTING</td>
<td></td>
<td></td>
</tr>
<tr>
<td>05456</td>
<td>VANTAGEPOINT TRANSF 3%M&amp;T BANK-302112</td>
<td></td>
<td></td>
</tr>
<tr>
<td>05457</td>
<td>INGRAM DISTRIBUTION GROUP, INC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>05458</td>
<td>EAT GOOD LLC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>05459</td>
<td>WICK ENTERPRISES, LLC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>05460</td>
<td>LANI-FATH LUCAS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>05461</td>
<td>DAVID MCRAE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>05462</td>
<td>MIDWEST TAPE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>05463</td>
<td>ADAM MILLER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>05464</td>
<td>TODD MILNE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>05465</td>
<td>MODERN ELECTRIC WATER COMPANY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>05466</td>
<td>MOVO MEDIA MARKETING</td>
<td></td>
<td></td>
</tr>
<tr>
<td>05467</td>
<td>JANE MARIE NELSON</td>
<td></td>
<td></td>
</tr>
<tr>
<td>05468</td>
<td>OCLG, INC.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>05469</td>
<td>OFFICE DEPOT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>05470</td>
<td>OTIS HARDWARE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>05471</td>
<td>OVERDRIVE, INC.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>05472</td>
<td>QUIL CORPORATION</td>
<td></td>
<td></td>
</tr>
<tr>
<td>05473</td>
<td>RECORDED BOOKS, LLC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>05474</td>
<td>COWLES PUBLISHING CO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>05475</td>
<td>SPOKANE COUNTY ENVIRONMENTAL SERVICES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>05476</td>
<td>RICHARD TURNER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>05477</td>
<td>UPS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>05478</td>
<td>SPOKANE COUNTY UNITED WAY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>05479</td>
<td>VERIZON WIRELESS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>05480</td>
<td>NORA VRAALST</td>
<td></td>
<td></td>
</tr>
<tr>
<td>05481</td>
<td>WALTER E. NELSON CO.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>05482</td>
<td>WHITWORTH WATER DISTRICT #2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>05483</td>
<td>ABM INDUSTRIES, INC.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>05484</td>
<td>ALLSTREAM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>05485</td>
<td>A.M. BEST COMPANY, INC.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>05486</td>
<td>ASSOC OF WASHINGTON CITYS-NWA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>05487</td>
<td>BLACKSTONE PUBLISHING</td>
<td></td>
<td></td>
</tr>
<tr>
<td>05488</td>
<td>CENTURYLINK</td>
<td></td>
<td></td>
</tr>
<tr>
<td>05489</td>
<td>CENTURYLINK</td>
<td></td>
<td></td>
</tr>
<tr>
<td>05490</td>
<td>CENTURYLINK</td>
<td></td>
<td></td>
</tr>
<tr>
<td>05491</td>
<td>DEMCO, INC.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>05492</td>
<td>GALE/CENAGE LEARNING</td>
<td></td>
<td></td>
</tr>
<tr>
<td>05493</td>
<td>INGRAM DISTRIBUTION GROUP, INC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>05494</td>
<td>INLAND POWER AND LIGHT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>05495</td>
<td>MIDWEST TAPE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>05496</td>
<td>NATIONWIDE INSURANCE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>05497</td>
<td>OVERDRIVE, INC.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>05498</td>
<td>PERRINE PROPERTIES, LLC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>05499</td>
<td>PROQUEST LLC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>05500</td>
<td>QUILL CORPORATION</td>
<td></td>
<td></td>
</tr>
<tr>
<td>05501</td>
<td>MAUREEN REGALADO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>05502</td>
<td>SPOKANE MALL LLC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>05503</td>
<td>MILINDA VALERIA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>05504</td>
<td>VERNON LIBRARY SUPPLIES, INC.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>05505</td>
<td>WALTER E. NELSON CO.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>05506</td>
<td>AT&amp;T MOBILITY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>05507</td>
<td>KARMEN BAKER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>05508</td>
<td>BERNARDO WILLS ARCHITECTS, PC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>05509</td>
<td>CENTER POINT LARGE PRINT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>05510</td>
<td>DELL MARKETING LP/DELL USA LP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>05511</td>
<td>DEMCO, INC.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>05512</td>
<td>FRONTIER COMMUNICATION</td>
<td></td>
<td></td>
</tr>
<tr>
<td>05513</td>
<td>GALE/CENAGE LEARNING</td>
<td></td>
<td></td>
</tr>
<tr>
<td>05514</td>
<td>GREY HOUSE PUBLISHING</td>
<td></td>
<td></td>
</tr>
<tr>
<td>05515</td>
<td>HOMELESS TRAINING INSTITUTE, LLC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>05516</td>
<td>VANTAGEPOINT TRANSF 3%M&amp;T BANK-302112</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Library Materials**
- GALE/CENAGE LEARNING: 179.25
- GREENLEAF LANDSCAPING, INC.: 163.20
- HAMMOND FACILITY CONSULTING: 357.50
- VANTAGEPOINT TRANSF 3%M&T BANK-302112: 3,412.77
- INGRAM DISTRIBUTION GROUP, INC: 8,500.27
- CATERING DEPOSIT FOR STAFF DAY: 1,000.00
- ADVERTISING: 312.37
- MILEAGE REIMBURSEMENT FOR VISTA VOLUNTEER: 41.80
- LIBRARY PROGRAMS: 750.00
- MIDWEST TAPE: 6,000.28
- ADAM MILLER: 2,450.00
- TODD MILNE: 3,300.00
- WATER, ELEC. - SV: 2,197.12
- SEMI-MONTHLY SOCIAL MEDIA PLATFORM MGMT: 1,500.00
- LOST/PAYED REFUND: 1.00
- SEMI-ANNUAL CATALOGING & ILL SUBSCRIPTION: 21,635.78
- OFFICE/LIBRARY SUPPLIES: 222.85
- MAINTENANCE SUPPLIES: 29.19
- LIBRARY MATERIALS e-Books: 12,542.81
- OFFICE/LIBRARY SUPPLIES: 317.41
- LIBRARY MATERIALS: 646.26
- SUBSCRIPTIONS: 1,516.02
- MONTHLY SEWER - AR, NS, SV: 462.96
- LIBRARY PROGRAMS: 1,300.00
- SHIPPING: 20.61
- EMPLOYEE DEDUCTIONS FOR UNITED WAY: 119.50
- MONTHLY CELL PHONES (20): 422.51
- MILEAGE REIMBURSEMENT FOR VISTA VOLUNTEER: 46.98
- CLEANING & SANITATION SUPPLIES: 427.38
- WATER - NORTH SPOKANE: 284.17
- MONTHLY CUSTODIAL SERVICES: 14,269.42
- MONTHLY DID, PRI AND LONG DISTANCE PHONE SVC: 19.10
- LIBRARY MATERIALS: 205.64
- MEDICAL, DENTAL, VISION & LIFE INS.: 759.01
- LIBRARY MATERIALS: 32.96
- ANALOG TELEPHONE LINES: 59.91
- ANALOG TELEPHONE LINES: 84.98
- ANALOG TELEPHONE LINES: 40.96
- ELECTRONIC LIBRARY SERVICES: 549.04
- ELECTRONIC LIBRARY SERVICES: 224.79
- LIBRARY MATERIALS: 6,735.79
- ELECTRIC UTILITIES - AH, DP: 892.92
- LIBRARY MATERIALS: 3,131.27
- EMPLOYEE DEDUCTIONS FOR PET INSURANCE: 141.74
- LIBRARY MATERIALS e-Books: 6,730.85
- MONTHLY PARKING LOT LEASE, SV: 300.00
- ELECTRONIC LIBRARY SERVICES: 14,178.00
- OFFICE/LIBRARY SUPPLIES: 375.56
- LIBRARY PROGRAMS: 200.00
- MONTHLY LEASE PAYMENT, BOOKEND: 3,120.00
- LIBRARY PROGRAMS: 225.00
- OFFICE/LIBRARY SUPPLIES: 20.57
- CLEANING & SANITATION SUPPLIES: 535.05
- TELEPHONE & BROADBAND - BOOKEND: 106.51
- LOST/PAYED REFUND: 23.00
- FINAL MEETING FOR OTIS SIDING PROJECT: 780.00
- LIBRARY MATERIALS: 508.94
- PRINTER SUPPLIES/IT EQUIPMENT: 193.10
- OFFICE/LIBRARY SUPPLIES: 462.03
- TELEPHONE & BROADBAND - FF: 120.25
- LIBRARY MATERIALS: 960.68
- LIBRARY MATERIALS: 233.05
- ONLINE TRAINING FOR EMPLOYEES: 1,079.00
- ICMA EMPLOYEE 457 CONTRIBUTIONS: 3,412.77
054517 INGRAM DISTRIBUTION GROUP, INC.
054518 INLAND POWER AND LIGHT
054519 McMULLEN & McMULLEN, P.S.
054520 MIDWEST TAPE
054521 MOVIO MEDIA MARKETING
054522 OTIS ELEVATOR COMPANY
054523 OVERDRIVE, INC.
054524 ORKIN, LLC
054525 RECORDED BOOKS, LLC
054526 SAGE SOFTWARE, INC.
054527 COWLES PUBLISHING CO
054528 ANNA E TURNER
054529 UNIQUE MANAGEMENT SERVICES
054530 UPS
054531 U.S. BANK CORP. PAYMENT SYSTEM
054532 SPOKANE COUNTY UNITED WAY
054533 ANDREA W. VAUGHN
054534 WASHINGTON LIBRARY ASSOCIATION
054535 A+ PRINTING, INC
054536 A.M. BEST COMPANY, INC.
054537 AVISTA UTILITIES
054538 CONSOLIDATED ELECTRICAL DIST.
054539 CENTER POINT LARGE PRINT
054540 CONSOLIDATED IRRIGATION DIST 19
054541 DELL MARKETING LP/DDELL USA L.P.
054542 DEMCO, INC.
054543 DIVCO CORPORATED
054544 EAU SAIL OFFICE
054545 GALE/CENAGE LEARNING
054546 JIM GILL, INC.
054547 HERC RENTALS, INC.
054548 INGRAM DISTRIBUTION GROUP, INC
054549 JAN WAY COMPANY USA, INC.
054550 KIMBERLY MARLENE KASTENHUBER
054551 VOID CHECK
054552 LANI-FAITH LUCAS
054553 MIDWEST TAPE
054554 NATIONAL COLOR GRAPHICS
054555 OPTUM
054556 OVERDRIVE, INC.
054557 ORKIN, LLC
054558 RECORDED BOOKS, LLC
054559 SIERRA CLUB MEMBER SERVICES
054560 SPOKANE HARDWARE SUPPLY
054561 STAPLES ADVANTAGE
054562 TEC MUSIC BOOSTER CLUB
054563 U.S. DEPT. OF EDUCATION
054564 VETERANS INFORMATION SERVICE
054565 NORA VRAALSTED
054566 WALTER E. NELSON CO.
054567 WASTE MANAGEMENT OF SPOKANE
054568 WALT'S MAILING SERVICE
054569 YAVAPAI COLLEGE LIBRARY - ILL
054570 ZAYO GROUP, LLC
054571 SPOKANE IS READING
054572 W20068 ELEC FEDERAL TAX PAYMENT SYS
054573 DEPT OF RETIREMENT SYSTEMS
054574 US BANK - HEALTH - OPTUM
054575 ASSOC OF WASHINGTON CITIES-NWA
054576 STATE OF WASHINGTON
054577 ELEC FEDERAL TAX PAYMENT SYS
054578 DEPT OF RETIREMENT SYSTEMS
054579 US BANK - HEALTH - OPTUM

LIBRARY MATERIALS
ELECTRIC UTILITIES - AH, DP
GENERAL LEGAL SERVICES
LIBRARY MATERIALS
SEM-MONTHLY SOCIAL MEDIA PLATFORM MGMT
CRTLY ELEVATOR MAINTENANCE
LIBRARY MATERIALS e-Books
BUILDING REPAIR & MAINTENANCE
LIBRARY MATERIALS
ANNUAL ACCOUNTING SOFTWARE SUPPORT
SUBSCRIPTIONS
LIBRARY PROGRAMS
MONTHLY COLLECTION AGENCY & NOTICE FEES
SHIPPING
CREDIT CARD PAYMENT
EMPLOYEE DEDUCTION FOR UNITED WAY
LIBRARY PROGRAMS
ANNUAL DUES
PRINTING
LIBRARY MATERIALS
MONTHLY UTILITIES
BUILDING REPAIR & MAINTENANCE
LIBRARY MATERIALS
WATER - OTIS ORCHARDS
PRINTER SUPPLIES/ EQUIPMENT
OFFICE/LIBRARY SUPPLIES
QTRLY BUILDING REPAIR & MAINT - HVAC
REGISTRATION/TABLE SPACE AT NEIGHBORFEST
LIBRARY MATERIALS
LIBRARY MATERIALS
BUILDING REPAIR & MAINTENANCE
LIBRARY MATERIALS
MANLIFT RENTAL FOR BUILDING MAINTENANCE
LIBRARY MATERIALS
PROMOTIONAL ITEMS
LOST/PAID REFUND
MILEAGE REIMBURSEMENT FOR VISTA VOLUNTEER
LIBRARY MATERIALS
PRINTING - ENGAGE MAGAZINE
MONTHLY HSA ACCOUNT FEES
LIBRARY MATERIALS e-Books
BUILDING REPAIR & MAINTENANCE
LIBRARY MATERIALS
LIBRARY MATERIALS
BUILDING REPAIR & MAINTENANCE
OFFICE/LIBRARY SUPPLIES
LIBRARY PROGRAMS
GARNISHMENT
LIBRARY MATERIALS
MILEAGE REIMBURSEMENT FOR VISTA VOLUNTEER
CLEANING & SANITATION SUPPLIES
MONTHLY REFUSE
ADVERTISING
PAYMENT FOR LOST/ DAMAGED INTERLIBRARY LOAN
MONTHLY BROADBAND SERVICE
REIMBURSE FOR CHECK DEPOSITED IN ERROR
NET PAYROLL TAXES
RETIREMENT CONTRIBUTIONS
H S A CONTRIBUTIONS
MEDICAL, DENTAL, VISION & LIFE INS.
MONTHLY EXCISE/SALES TAXES
NET PAYROLL TAXES
RETIREMENT CONTRIBUTIONS
H S A CONTRIBUTIONS
<table>
<thead>
<tr>
<th>PAYROLL VOUCHERS</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>08102018PR SPOKANE COUNTY LIBRARY DISTRICT</td>
<td>NET PAYROLL CHECKS</td>
<td>$200,932.44</td>
</tr>
<tr>
<td>08242018PR SPOKANE COUNTY LIBRARY DISTRICT</td>
<td>NET PAYROLL CHECKS</td>
<td>$193,615.75</td>
</tr>
</tbody>
</table>

Total Payroll General Operating Fund

$394,548.19

TOTAL GENERAL OPERATING FUND

$1,074,555.99
<table>
<thead>
<tr>
<th>Card Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Purchases</td>
<td>$6,549.11</td>
</tr>
<tr>
<td>Maintenance</td>
<td>444.94</td>
</tr>
<tr>
<td>Travel</td>
<td>2,200.66</td>
</tr>
<tr>
<td>Acquisitions</td>
<td>2,872.00</td>
</tr>
<tr>
<td>Information Technology</td>
<td>1,349.21</td>
</tr>
<tr>
<td>Outreach</td>
<td>102.76</td>
</tr>
<tr>
<td>General Fund Purchases</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>$13,518.68</strong></td>
</tr>
</tbody>
</table>
LEVY LID LIFT UPDATE

BACKGROUND:
As directed by the Board of Trustees at its March 20, 2018, special meeting, staff will present a proposal for a 2019 levy lid lift election for Board discussion and direction. This update will cover the following topics:

- Levy lid lift overview and recent history of District levy lid lift elections
- Review of 2019-2021 revenue and expense projections and the potential for closing future budget gaps via a levy lid lift
- Recommended election date: August 6, 2019, Primary Election
- Election timeline and key dates
- Communication plan preview

Recommended Action: Board direction to staff to draft and implement a plan for an August 6, 2019, Levy Lid Lift Election.
Request to Join Municipal Research and Services Center (MRSC) Rosters Program

Background
The Municipal Research and Services Center (MRSC) provides the following information about its organization and rosters program:

*MRSC is a nonprofit organization that helps local governments across Washington state better serve their citizens by providing legal and policy guidance on any topic and has been providing such since 1969.*

*MRSC Rosters is an efficient and affordable way for Washington cities, counties, and special purpose districts to procure services using a roster contracting process. For a nominal annual membership fee, public agencies save staff time and financial resources by having MRSC provide full maintenance of their Small Public Works, Consultant, and Vendor rosters.*

Although the District is not eligible to be a member of MRSC, special purpose districts are eligible to enroll in the rosters program. The nominal annual fee is based on the size of an organization’s capital expenditure budget, and the District’s fee will be the lowest tier at $135.

Joining the MRSC rosters program will in essence be the establishment of a small works roster program for the District. The advantage of joining MRSC rosters to manage our small works rosters lies in the full maintenance feature of the small works roster as mentioned above.

Current Procurement Policy:
The District’s current Procurement policy as it relates to levels of competitive bidding for public works projects, is a three-tier approach: minimal, informal and formal. Minimal is for small purchases under $5,000. Formal is for public works projects over $50,000, and at that level we do full public solicitation with sealed bids, which are awarded at a Board of Trustees’ meeting.

Informal is for projects between $5,000 and $50,000, and as currently written we recommend soliciting three to five contractors. The MRSC Small Public Works Roster will provide assistance and more thorough documentation for the informal tier. The $50,000 threshold is a District determination. Washington state, as promulgated by RCW 39.04.155, allows for the small works roster process to be used up to $300,000 projects.

Content of the Resolution:
The resolution utilizes the recommended language provided by MRSC, with the inclusion of the District’s competitive bidding limits discussed above. District Counsel Cindy McMullen reviewed the resolution.

Effective Date:
MRSC enrolls new members in the roster program semi-annually. The District’s membership will become effective on the next available enrollment date, December 1, 2018.

Recommended Action: Board motion to approve Resolution 18-04, authorizing Spokane County Library District to enroll in the MRSC Rosters Program.
RESOLUTION NO. 18-04

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, ON THE SUBJECTS OF ESTABLISHING A SMALL PUBLIC WORKS ROSTER PROCESS TO AWARD PUBLIC WORKS CONTRACTS, AND A CONSULTING SERVICES ROSTER FOR ARCHITECTURAL, ENGINEERING, AND OTHER PROFESSIONAL SERVICES; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO.

SPOKANE COUNTY LIBRARY DISTRICT
Spokane, Washington

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, as follows:

WHEREAS, RCW 39.04.155 and other laws regarding contracting for public works by municipalities, allow certain contracts to be awarded by a small works roster process; and

WHEREAS, Ch. 39.80 RCW and other laws regarding contracting for consulting services by municipalities allow certain contracts to be awarded by a consultant roster process; and

NOW, THEREFORE, IT IS HEREBY FOUND, DETERMINED AND ORDERED as follows:

Section 1: MRSC Rosters. Spokane County Library District (Library District) wishes to contract with the Municipal Research and Services Center of Washington (MRSC) to have its official rosters hosted in the online database for the Library District’s use for small public works contracts and consulting services developed and maintained by MRSC through MRSC Rosters, and authorizes the Executive Director or designee to sign that contract.

Section 2: Small Public Works Roster. The following small works roster procedures are established for use by the Library District pursuant to RCW 39.04.155:

1. Cost. The Library District need not comply with formal sealed bidding procedures for the construction, building, renovation, remodeling, alteration, repair, or improvement of real property, where the estimated cost does not exceed $50,000.00, which includes the costs of labor, material, equipment, sales, or use taxes as applicable. Instead, the Library District may use the Small Public Works Roster procedures for public works projects as set forth in this resolution. The breaking of any project into units or accomplishing any projects by phases is prohibited if it is done for the purpose of avoiding the maximum dollar amount of a contract that may be let using the small works roster process.

2. Publication. At least once a year, MRSC shall, on behalf of the Library District, publish in a newspaper of general circulation within the municipality’s jurisdiction a notice of the existence of the small works roster and solicit the names of contractors for the small works roster. MRSC shall add responsible contractors to the small works roster at any time that a
Agenda Item III.D.1.

contractor completes the online application provided by MRSC, and meets minimum state requirements for roster listing.

3. **Telephone, Written, or Electronic Quotations.** The Library District shall obtain telephone, written, or electronic quotations for public works contracts from contractors on the appropriate small works roster to ensure that a competitive price is established and to award contracts to a contractor who meets the mandatory bidder responsibility criteria in RCW 39.04.350(1). The Library District may establish supplementary bidder criteria under RCW 39.04.350 (2) to be considered in the process of awarding a contract.

   a) A contract awarded from a small works roster will not be advertised. Invitations for quotations shall include an estimate of the scope and nature of the work to be performed as well as materials and equipment to be furnished. However, detailed plans and specifications need not be included in the invitation.

   b) Quotations may be invited from all appropriate contractors on the appropriate small works roster. As an alternative, quotations may be invited from at least five contractors on the appropriate small works roster who have indicated the capability of performing the kind of work being contracted, in a manner that will equitably distribute the opportunity among the contractors on the appropriate roster. "Equitably distribute" means that the Library District may not favor certain contractors on the appropriate small works roster over other contractors on the appropriate small works roster who perform similar services.

   c) At the time bids are solicited, the Library District representative shall not inform a contractor of the terms or amount of any other contractor's bid for the same project.

   d) A written record shall be made by the Library District representative of each contractor's bid on the project and of any conditions imposed on the bid. Immediately after an award is made, the bid quotations obtained shall be recorded, open to public inspection, and available by telephone inquiry.

4. **Limited Public Works Process.** If a work, construction, alteration, repair, or improvement project is estimated to cost less than $35,000, the Library District may award such a contract using the limited public works process provided under RCW 39.04.155 (3). For a limited public works project, the Library District will solicit electronic or written quotations from a minimum of three contractors from the appropriate small works roster and shall award the contract to the lowest responsible bidder as defined under RCW 39.04.010. After an award is made, the quotations shall be open to public inspection and available by electronic request.

For limited public works projects, the Library District may waive the payment and performance bond requirements of chapter 39.08 RCW and the retainage requirements of chapter 60.28 RCW, thereby assuming the liability for the contractor's nonpayment of laborers, mechanics, subcontractors, material men, suppliers, and taxes imposed under Title 82 RCW that may be due from the contractor for the limited public works project. However, the Library District shall have the right of recovery against the contractor for any payments made on the contractor's behalf.
The Library District shall maintain a list of the contractors contacted and the contracts awarded during the previous 24 months under the limited public works process, including the name of the contractor, the contractor's registration number, the amount of the contract, a brief description of the type of work performed, and the date the contract was awarded.

5. **Determining Lowest Responsible Bidder.** The District shall award the contract for the public works project to the lowest responsible bidder provided that, whenever there is a reason to believe that the lowest acceptable bid is not the best price obtainable, all bids may be rejected and the Library District may call for new bids. A responsible bidder shall be a registered or licensed contractor who meets the mandatory bidder responsibility criteria established by Chapter 133, Laws of 2007 (SHB 2010), and who meets any supplementary bidder responsibly criteria established by the Library District.

6. **Award.** All of the bids or quotations shall be collected by the Executive Director or designee.

   a) The Executive Director or designee shall then present all bids or quotations and their recommendation for award of the contract to the Board of Trustees. The Board of Trustees shall consider all bids or quotations received, determine the lowest responsible bidder, and award the contract for public works projects costing more than $50,000.

   b) The Board of Trustees delegates the authority to award bids to the Executive Director of the Library District for public works projects costing less than or equal to $50,000.

**Section 3: Consulting Services Roster.** The following consulting services roster procedures are established for use by the Library District pursuant to RCW 39.80.030:

1. **Consulting Services.** Consulting services are professional services that have a primarily intellectual output or product and include architectural and engineering services as defined in RCW 39.80.020.

2. **Publication.** At least once a year, MRSC shall, on behalf of the Library District, publish in a newspaper of general circulation within the municipality’s jurisdiction a notice of the existence of the consulting services roster and solicit the names of consultants for the consulting services roster. MRSC shall add responsible consultants to the consulting services roster at any time that a consultant completes the online application provided by MRSC, upload a Statement of Qualifications, and meets minimum state requirements for roster listing.

3. **Review and Selection of the Statement of Qualifications Proposals.** The Library District shall use the following process to select the most highly qualified architectural or engineering firm from the Consulting Services Roster to provide the required services:

   a) The Board of Trustees shall establish criteria that the Executive Director, or designee, must consider in evaluating architectural or engineering firms for a given project. Such criteria shall include a plan to ensure that minority and women-owned firms and veteran-owned firms are afforded the maximum practicable opportunity to compete for and obtain public contracts for architectural or engineering services. The level of
participation by minority and women-owned firms and veteran-owned firms shall be consistent with their general availability within the jurisdiction of the Library District.

b) The Executive Director, or designee, shall evaluate the written statements of qualifications and performance data on file with the Library District at the time that architectural or engineering services are required.

c) Such evaluations shall be based on the criteria established by the Board of Trustees, and;

d) The Executive Director, or designee, shall conduct discussions with one or more firms regarding anticipated concepts and the relative utility of alternative methods of approach for furnishing the required services.

e) The firm deemed most highly qualified by the agency to do the project will be selected.

4. Award.

a) The Board of Trustees shall consider the proposals received and award the contract for consulting services for projects costing more than $50,000.

b) The Executive Director or designee shall consider the proposals received and award the contracts for consulting services for projects costing less than or equal to $50,000.

Section 4: Effective Date.

This resolution shall be effective immediately upon its adoption and approval.

ADOPTED by the Board of Trustees of Spokane County Library District, Spokane County, Washington, at a regular meeting thereof, held this 18th day of September 2018.

SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

John Craig, Chair
Board of Trustees

ATTEST

Patrick Roewe, Secretary to the Board of Trustees
SOCIAL MEDIA

BACKGROUND:
The social media policy was reviewed and found to remain congruent with the purpose and intent of the District’s social media program. Nomenclature and boilerplate were updated to reflect current District terminology.

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 proposed draft policy.

Recommended Action: Board motion to approve the revised Social Media policy.
SPOKANE COUNTY LIBRARY DISTRICT

POLICY: SOCIAL MEDIA
APPROVAL DATE: November 20, 2012
REVISION DATE: September 20, 2016

RELATED POLICY:
Code of Conduct

Purpose:
Spokane County Library District endorses the use of carefully chosen social media tools as an important enhancement to the communication, collaboration, and information exchange among District staff, library members customers, and the general public. Social media use by libraries can provide streamlined, cost-effective marketing and outreach, as well as foster a sense of community between the library and its members customers, and present interesting, relevant content to various audiences, just as in other library curatorial efforts.

Definition:
Social media is defined as any web application, site, or account that facilitates the sharing of ideas, opinions, and information about library-related subjects and issues, including the District website.

POLICY:
Social media tools employed by the District are selected to enhance or provide a cost-effective means to deliver such library services and functions as:

- Community outreach, marketing, and publicity
- Education of the community in the use of library resources
- Readers’ advisory services
- Information and reference services
- Book discussion groups
- Reading readiness activities for pre-school children
- Reading incentive programs for youth of all ages
- Cultural and educational programming
- Advertisement of volunteer opportunities available at the District
- Additional library-related uses that may be explored or expanded upon as deemed reasonable by library administration
- Create a welcoming and inviting online space where library users will find useful and entertaining information
- Catalog search and library account access
- Support and interaction with community partners and events
- A platform for sharing interesting and relevant content

Terms of Use:
Spokane County Library District has no affiliation with any advertisements or other material posted by third-party sites or software. District social media sites are for individuals to discuss things related to libraries, our community, and other topics of relevance to the District’s members customers.
By choosing to comment on District social media sites, including the District website, individuals agree to the following terms:

Comments are moderated by District staff, and the District reserves the right to not post or to remove comments that are unlawful or off-topic as determined in its sole discretion, including, but not limited to:

- Plagiarized material
- Off-topic comments
- Commercial material, spam, and solicitations
- Duplicate posts from the same individual
- Impersonation of another person or posting of someone’s private information
- Profanity, hate, and political statements
- Any efforts to intimidate, harass, personally attack, or defraud another
- Any disruptive or overly excessive postings
- Posting meant to further illegal activity
- Sexual content or links to sexual content
- Statements that ridicule, malign, disparage, or otherwise express bias against any race, religion, or any group or individual
- Content that reveals private, personal information without permission
- Posts that violate brand trademarks or copyrights
- Information that may compromise the safety or security of the public or library staff
- Images, executable programs, or any non-textual content
- Information or photos about member interactions without their permission
- Disclosure of District information that is legal in nature as well as any information that pertains to staff or members
- Disclosure of confidential, legal, or private information held by the District, including that which pertains to staff or customers
- Any contests or promotions directed toward members or staff that are not approved by the Communication Department

Persons, whether public or staff, who repeatedly violate these terms may be barred from further postings.

All comments are public records, and as such, are subject to public records laws and records retention schedules. Commenters are urged to protect their privacy. Comments should not contain personally identifying information of those posting the comment or others, including but not limited to: school, age, phone number, address, and library card number.

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

POLICY: SOCIAL MEDIA  
APPROVAL DATE: November 20, 2012  
REVISION DATE: September 18, 2018

RELATED POLICY:  
Code of Conduct

Purpose:  
Spokane County Library District endorses the use of carefully chosen social media tools as an important enhancement to the communication, collaboration, and information exchange among District staff, library customers, and the public. Social media use by libraries can provide streamlined, cost-effective marketing and outreach, foster a sense of community between the library and its customers, and present interesting, relevant content to various audiences, just as in other library curatorial efforts.

Definition:  
Social media is defined as any web application, site, or account that facilitates the sharing of ideas, opinions, and information about library-related subjects and issues, including the District website.

POLICY:  
Social media tools employed by the District are selected to enhance or provide a cost-effective means to deliver such library services and functions as:

- Community outreach, marketing, and publicity
- Education of the community in the use of library resources
- Readers’ advisory services
- Information and reference services
- Book discussion groups
- Reading readiness activities for pre-school children
- Reading incentive programs for youth of all ages
- Cultural and educational programming
- Advertisement of volunteer opportunities available at the District
- Additional library-related uses that may be explored or expanded upon as deemed reasonable by library administration
- A welcoming and inviting online space where library users will find useful and entertaining information
- A catalog search and library account access
- Support and interaction with community partners and events
- A platform for sharing interesting and relevant content

Terms of Use:  
Spokane County Library District has no affiliation with any advertisements or other material posted by third-party sites or software. District social media sites are for individuals to discuss things related to libraries, our community, and other topics of relevance to the District’s customers.

By choosing to comment on District social media sites, including the District website, individuals agree to the following terms:
Comments are moderated by District staff, and the District reserves the right to not post or to remove comments that are unlawful or off-topic as determined in its sole discretion, including, but not limited to:

- Plagiarized material
- Off-topic comments
- Commercial material, spam, and solicitations
- Duplicate posts from the same individual
- Impersonation of another person or posting of someone’s private information
- Profanity, hate, and political statements
- Any efforts to intimidate, harass, personally attack, or defraud another
- Any disruptive or overly excessive postings
- Posting meant to further illegal activity
- Sexual content or links to sexual content
- Statements that ridicule, malign, disparage, or otherwise express bias against any race, religion, or any group or individual
- Content that reveals private, personal information without permission
- Posts that violate brand trademarks or copyrights
- Information that may compromise the safety or security of the public or library staff
- Images, executable programs, or any non-textual content
- Information or photos about member interactions without their permission
- Disclosure of confidential, legal, or private information held by the District, including that which pertains to staff or customers
- Any contests or promotions directed toward members or staff that are not approved by the Communication Department

Persons, whether public or staff, who repeatedly violate these terms may be barred from further postings.

All comments are public records, and as such, are subject to public records laws and records retention schedules.

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

The District will make a good faith effort to implement this policy in a fair and consistent manner.
Overview Connecting Customer Service, Intellectual Freedom, and Diversity and Inclusion

Human Resources Director Toni Costa will engage in a discussion of the relationship between Intellectual Freedom, the District’s customer service philosophy and the diverse, inclusive and respectful workplace.

Recommended Action: This item is for your information, with no formal action required.
FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: OCTOBER - NOVEMBER 2018

October 16, 2018: Spokane Valley - (4:00 p.m.)
- Levy Lid Lift Update
- 2019 Budget
  - Public Hearing on Authorized Revenue Sources
  - 2019 Preliminary Budget Presentation
  - Organizational Memberships Review
  - Board Direction to Staff
- Friends of the Library Policy
- Use of 3D Printers Policy
- Award Janitorial Services Contract: Approval Recommendation.
- Overview – Guidelines for Local Government Agencies in Election Campaigns
- Spotlight Otis Orchards Library

Please send requests for agenda additions or changes to the Board Chair or Administrative Assistant no later than Tuesday, October 2, for inclusion in the preliminary agenda to be sent Oct. 3. Meeting packets will be mailed Oct. 10.

November 20, 2018: Argonne Library - (4:00 p.m.)
- Levy Lid Lift Update
- 2019 Preliminary Budget Update
  - Cost of Living Adjustment (COLA) for 2019: Approval Recommendation.
  - Adopting a 2019 Preliminary Budget and Certifying It to the Board of County Commissioners (Resolution No. 18-05): Approval Recommendation.
  - Authorizing 2018 Property Tax Levy Increase for Collection in 2019 (Resolution No. 18-06): Approval Recommendation.
  - Levying the Regular Property Taxes for SCLD for Collection in 2019 (Resolution No. 18-07): Approval Recommendation.
  - Board Direction to Staff
- Personnel Policy
- Computer, Wireless Network and Computer Use Policy
- Overview – Staff Training
- Spotlight The BookEnd

SPECIAL MEETINGS/ACTIVITIES

2018
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 AUGUST 2018

Business Office, Finance and Facilities – Rick Knorr

General Fund
Total expenses through eight (8) months are 65.2%, or 1.5% below target. Total cash on hand is 3.6 months, as we are nearing our semi-annual low point.

Capital Projects Fund
There was no Capital Projects Fund activity.

2019 Budget
The process for developing the 2019 Budget has begun. A general timeline follows.
- September: The entire month of September will be used to develop departmental budgets.
- October 1: Department budgets are gathered and the District-wide amounts are developed to create an initial first draft.
- October Board Meeting: A formal budget hearing will be conducted for the revenue sources of the District. A preliminary, complete District-wide budget including revenues and expenses will be presented. The cost-of-living index will be reported.
- November Board Meeting: A near final budget is to be presented along with all required resolutions necessary to instruct the Spokane County Assessor to generate the levy for the District’s 2019 operations.
- December Board Meeting: A final budget will be presented for approval, if needed, based on direction from the previous meeting or necessitated by additional information.

Deferred Compensation Plan (DCP)
In response to a Trustee inquiry at the August Board of Trustees meeting, the District currently has 17 employees participating in the ICMA-RC deferred compensation option.

Facilities Report

Janitorial Services Request for Proposals (RFP)
An RFP for janitorial services for 2019 was drafted in August, with the intent to announce and post the first week of September. Similar to many of our service contracts, the RFP is soliciting contract providers for one year, 2019, plus the option for four (4) additional annual extensions for a possible total of five (5) years. The District will conduct mandatory walk-throughs with all prospective bidders of all facilities in late September, with bids due early October. We intend to bring the results of the bids and a recommendation to the Board of Trustees for approval in October.

North Spokane
- The North Spokane building interior window frame painting has been rescheduled to begin September 25, 2018.
- The warranty replacement carpet tiles have arrived. A date for installation has not been established, yet we expect it to follow the painting project.
Human Resources – Toni Costa

Department Activities
- Training
  - New Employee Orientation
  - Added online training from Ryan Dowd – Practical Tips for Difficult Homeless Patrons
- Other
  - N/A

Recruitment and Selection:
a. New Hires
  - Public Services Associate – CH
  - Public Services Specialist – NS
  - Library Page – OT & NS
b. Terminations
  - Volunteer Program Manager – Admin
  - Library Page – OT & MP
  - Public Services Specialist – SV
  - Library Supervisor - AH & OT/BE
c. Reclassifications
  - n/a
d. Transfers
  - n/a
e. Promotions
  - n/a

Operations – Doug Stumbough

We spent some time this month reviewing historical Spokane County Library District elections in an effort to gather background information for potential future measures. With the assistance of the Spokane County Elections office, and a trip to the Eastern Regional Branch of the Washington State Archives in Cheney, we were able to review data from 31 District-related ballot measures dating back to the original attempt to create a library district in 1938. On District-wide measures, there were two attempts to establish a library district, five successful levy lifts, three bond issues and one unsuccessful excess levy proposition. Measures that were specific to municipalities or areas included ten successful annexations to the District by cities and towns, three tries at forming local capital facilities areas, and six bonds to fund buildings (three successful). Generally speaking, support from voters has been strong on levy lift issues with an average of 57.2% approval, and District-wide bond measures, which require 60% + 1 vote support to pass, seeing a 61.6% average.

Election dates and results follow.
<table>
<thead>
<tr>
<th>Date</th>
<th>Type</th>
<th>Area/City/Town</th>
<th>Result</th>
<th>Yes</th>
<th>No</th>
<th>Yes%</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/8/1938</td>
<td>Establish District</td>
<td>Unincorporated Spokane County</td>
<td>Passed*</td>
<td>4,837</td>
<td>3,659</td>
<td>56.93%</td>
</tr>
<tr>
<td>11/3/1942</td>
<td>Establish District</td>
<td>Unincorporated Spokane County</td>
<td>Passed</td>
<td>2,986</td>
<td>2,606</td>
<td>53.40%</td>
</tr>
<tr>
<td>11/8/1966</td>
<td>Levy Lid Lift</td>
<td>District</td>
<td>Passed</td>
<td>12,161</td>
<td>8,247</td>
<td>59.59%</td>
</tr>
<tr>
<td>11/2/1982</td>
<td>Annexation</td>
<td>Latah</td>
<td>Passed</td>
<td>44</td>
<td>21</td>
<td>67.69%</td>
</tr>
<tr>
<td>11/2/1982</td>
<td>Annexation</td>
<td>Waverly</td>
<td>Passed</td>
<td>25</td>
<td>18</td>
<td>58.14%</td>
</tr>
<tr>
<td>11/8/1983</td>
<td>Annexation</td>
<td>Cheney</td>
<td>Passed</td>
<td>903</td>
<td>257</td>
<td>77.84%</td>
</tr>
<tr>
<td>11/8/1983</td>
<td>Levy Lid Lift</td>
<td>Medical Lake</td>
<td>Passed</td>
<td>373</td>
<td>172</td>
<td>68.44%</td>
</tr>
<tr>
<td>9/20/1983</td>
<td>Levy Lid Lift</td>
<td>District</td>
<td>Passed</td>
<td>5,846</td>
<td>5,330</td>
<td>52.31%</td>
</tr>
<tr>
<td>9/20/1983</td>
<td>Excess Levy</td>
<td>District</td>
<td>Failed</td>
<td>5,470</td>
<td>5,523</td>
<td>49.76%</td>
</tr>
<tr>
<td>11/4/1986</td>
<td>Bond</td>
<td>Cheney</td>
<td>Passed</td>
<td>1,285</td>
<td>352</td>
<td>78.50%</td>
</tr>
<tr>
<td>3/15/1988</td>
<td>Bond</td>
<td>District</td>
<td>Passed</td>
<td>13,514</td>
<td>7,552</td>
<td>64.15%</td>
</tr>
<tr>
<td>11/7/1989</td>
<td>Bond</td>
<td>Medical Lake</td>
<td>Passed</td>
<td>389</td>
<td>125</td>
<td>75.68%</td>
</tr>
<tr>
<td>11/3/1992</td>
<td>Annexation</td>
<td>Rockford</td>
<td>Passed</td>
<td>102</td>
<td>79</td>
<td>56.35%</td>
</tr>
<tr>
<td>9/15/1992</td>
<td>Levy Lid Lift</td>
<td>District</td>
<td>Passed</td>
<td>25,198</td>
<td>17,529</td>
<td>58.97%</td>
</tr>
<tr>
<td>9/19/1995</td>
<td>Bond</td>
<td>District</td>
<td>Failed</td>
<td>13,177</td>
<td>10,303</td>
<td>56.12%</td>
</tr>
<tr>
<td>3/26/1996</td>
<td>Annexation</td>
<td>Millwood</td>
<td>Passed</td>
<td>83</td>
<td>51</td>
<td>61.94%</td>
</tr>
<tr>
<td>2/6/1996</td>
<td>Bond</td>
<td>District</td>
<td>Passed</td>
<td>18,839</td>
<td>10,571</td>
<td>64.06%</td>
</tr>
<tr>
<td>9/18/2001</td>
<td>Annexation</td>
<td>Deer Park</td>
<td>Passed</td>
<td>219</td>
<td>83</td>
<td>72.52%</td>
</tr>
<tr>
<td>11/6/2001</td>
<td>Annexation</td>
<td>Fairfield</td>
<td>Passed</td>
<td>150</td>
<td>50</td>
<td>75.00%</td>
</tr>
<tr>
<td>11/4/2003</td>
<td>Form LCFA</td>
<td>Moran Prairie</td>
<td>Passed</td>
<td>2,247</td>
<td>1,005</td>
<td>69.10%</td>
</tr>
<tr>
<td>11/4/2003</td>
<td>Bond</td>
<td>Moran Prairie</td>
<td>Passed</td>
<td>2,056</td>
<td>1,179</td>
<td>63.55%</td>
</tr>
<tr>
<td>5/17/2005</td>
<td>Annexation</td>
<td>Spokane Valley</td>
<td>Passed</td>
<td>13,966</td>
<td>2,165</td>
<td>86.58%</td>
</tr>
<tr>
<td>9/19/2006</td>
<td>Levy Lid Lift</td>
<td>District</td>
<td>Passed</td>
<td>31,435</td>
<td>22,242</td>
<td>58.56%</td>
</tr>
<tr>
<td>3/11/2008</td>
<td>Form LCFA</td>
<td>Spokane Valley</td>
<td>Failed</td>
<td>10,143</td>
<td>10,332</td>
<td>49.54%</td>
</tr>
<tr>
<td>3/11/2008</td>
<td>Bond</td>
<td>Spokane Valley</td>
<td>Failed</td>
<td>9,354</td>
<td>11,181</td>
<td>45.55%</td>
</tr>
<tr>
<td>3/11/2008</td>
<td>Annexation</td>
<td>Spokane Valley</td>
<td>Passed</td>
<td>54</td>
<td>27</td>
<td>66.67%</td>
</tr>
<tr>
<td>3/11/2008</td>
<td>Excess Levy</td>
<td>Spokane Valley</td>
<td>Passed</td>
<td>51</td>
<td>31</td>
<td>62.20%</td>
</tr>
<tr>
<td>8/17/2010</td>
<td>Levy Lid Lift</td>
<td>District</td>
<td>Passed</td>
<td>33,295</td>
<td>27,396</td>
<td>54.86%</td>
</tr>
<tr>
<td>4/22/2014</td>
<td>Form LCFA</td>
<td>Spokane Valley</td>
<td>Passed</td>
<td>13,159</td>
<td>9,040</td>
<td>59.28%</td>
</tr>
<tr>
<td>4/22/2014</td>
<td>Bond</td>
<td>Spokane Valley</td>
<td>Failed</td>
<td>12,189</td>
<td>10,030</td>
<td>54.86%</td>
</tr>
<tr>
<td>8/4/2015</td>
<td>Bond</td>
<td>Spokane Valley</td>
<td>Failed</td>
<td>13,858</td>
<td>10,215</td>
<td>57.57%</td>
</tr>
</tbody>
</table>

*Funding legislation found “defective,” new legislation enacted in 1941

Collection Services – Andrea Sharps

- We ordered 1,988 titles and 7,081 copies in August. The number of titles ordered is up from last month, as is the number of copies ordered.
- With 66.67% of the year done, total library materials expended stands at 68.87%.
- We processed, added to the system, and sent out to the libraries 5,819 items in August. This is up from last month.
- Downloadable lending through OverDrive was up in August from July. A total of 47,171 items circulated in August including audiobooks (20,670) and eBooks (26,501). Customers placed a total of 16,897 holds on audiobooks (7,479) and eBooks (9,418); and, there were 6,513 unique users with titles checked out.
- Midwest Tape’s hoopla, a streaming media service, saw a slight increase in circulation in August over July. A total of 2,468 titles including audiobooks (1,159), comics/graphic novels (110), eBooks (481), movies (391), full-length albums (218) and television shows (109) circulated in August for a combined cost of $4,840.42 and an average cost per circulation of $1.96. A total of 111 new users registered in the month, and there were 935 active users and 7,409 total users recorded. No customers were
blocked from using *hoopla* in August which confirms that the changes implemented in early July are having the desired impact.

- We loaned 404 items to other libraries and borrowed 669 items from other libraries for 1,073 total Interlibrary Loan transactions processed in August.

**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:**
The former Volunteer Program Manager position FTE will transition to the new position of Literacy Program Coordinator. This new position will be charged with coordinating literacy programs such as Reading Buddies, Prime Time Family Reading, and the Summer Learning Partnership with Excelerate Success. The initial focus of the position will be to stabilize the Reading Buddies program as the new school year begins. In-library volunteers will be coordinated by the Library Supervisor at each location.

**Human Resources Policies:**
We revised human resources policies that will go before the Board of Trustees for discussion and potential approval in November.

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

- We conducted a half-day retreat to further develop messaging, identify community engagement opportunities, and review the proposed election timeline. The Levy Lid Lift Update in this month’s meeting agenda provides more detail.

**Community Engagement Plan (CEP) process:**

- We also finalized plans for one of the Leadership Team’s contributions to the CEP. Once the community conversations referenced in last month’s meeting spotlight are completed, we will use that data to review and potentially revise the mission, vision, and guiding principles of the District. Any revisions would be posted for staff review and feedback prior to being brought to the Board of Trustees for discussion and potential approval.
ITEM AND TITLE MONTHLY REPORT
August 2018

<table>
<thead>
<tr>
<th>ITEMS</th>
<th>ADULT</th>
<th>YOUTH</th>
<th>TOTAL</th>
<th>ADULT</th>
<th>YOUTH</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Materials</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Print</td>
<td>158060</td>
<td>150806</td>
<td><strong>308866</strong></td>
<td>83706</td>
<td>49690</td>
<td><strong>133396</strong></td>
</tr>
<tr>
<td>Nonprint</td>
<td>64941</td>
<td>23145</td>
<td><strong>88086</strong></td>
<td>26488</td>
<td>7466</td>
<td><strong>33954</strong></td>
</tr>
<tr>
<td>Subtotal</td>
<td><strong>223001</strong></td>
<td><strong>173951</strong></td>
<td><strong>396952</strong></td>
<td><strong>110194</strong></td>
<td><strong>57156</strong></td>
<td><strong>167350</strong></td>
</tr>
<tr>
<td>Periodicals</td>
<td>5211</td>
<td>797</td>
<td><strong>6008</strong></td>
<td>277</td>
<td>29</td>
<td><strong>306</strong></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>228212</strong></td>
<td><strong>174748</strong></td>
<td><strong>402960</strong></td>
<td><strong>110471</strong></td>
<td><strong>57185</strong></td>
<td><strong>167656</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ITEMS</th>
<th>TITLES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OverDrive:</strong></td>
<td></td>
</tr>
<tr>
<td>Audiobooks</td>
<td>27944</td>
</tr>
<tr>
<td>eBOOKS</td>
<td>40187</td>
</tr>
<tr>
<td>Licensed eBOOKS</td>
<td>12769</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>80900</td>
</tr>
<tr>
<td><strong>GRAND TOTAL</strong></td>
<td>483860</td>
</tr>
</tbody>
</table>

Print & Nonprint (Totals year-to-date)

<table>
<thead>
<tr>
<th>ADDITIONS</th>
<th>ADULT</th>
<th>YOUTH</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print</td>
<td>18577</td>
<td>16335</td>
<td>34912</td>
</tr>
<tr>
<td>Nonprint</td>
<td>8172</td>
<td>2496</td>
<td>10668</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>26749</td>
<td>18831</td>
<td>45580</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DELETIONS</th>
<th>ADULT</th>
<th>YOUTH</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print</td>
<td>22682</td>
<td>15786</td>
<td>38468</td>
</tr>
<tr>
<td>Nonprint</td>
<td>7804</td>
<td>2797</td>
<td>10601</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>30486</td>
<td>18583</td>
<td>49069</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NET CHANGE YTD</th>
<th>ADULT</th>
<th>YOUTH</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print</td>
<td>-4105</td>
<td>549</td>
<td>-3556</td>
</tr>
<tr>
<td>Nonprint</td>
<td>368</td>
<td>-301</td>
<td>67</td>
</tr>
<tr>
<td>Periodicals</td>
<td>-564</td>
<td>-55</td>
<td>-619</td>
</tr>
</tbody>
</table>
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. 

Further statistical changes and adjustments in 9 and 10/11
Operations Report August 2018
Doug Stumbough and Kristy Bateman

Service Priority Teams

Business and Career Development (Stacey Goddard)
- We presented one SCORE workshop in support of business development this month.
- Summer quarter concluded for the GED, High School 21+, and ESL classes at Airway Heights, Cheney, Deer Park, North Spokane and Spokane Valley. Unfortunately, SCC decided to pull the classes at Airway Heights and North Spokane this fall because of low/no enrollments.
- We presented seven programs in support of financial literacy education, including regular offerings from SNAP and STCU. The Homebuyer Education Seminar at North Spokane had 48 attendees.

Early Learning (Mary Ellen Braks)
- We provided 118 Storytimes to 3,591 children, parents, and caregivers. Average attendance per Storytime was 30, which was a higher than last month.
- We provided 26 Storytimes to 352 children at 10 child care centers.
- We had three STARS trainings this month. Jim Gill, a children’s musician, provided two of the trainings for an attendance of 120. I also did a STARS training for the Central Valley Early Learning staff on early math and had an attendance of 24.
- Thanks to the Friends of the Spokane County Library District, we had Jim Gill do a concert for families at CenterPlace. We had an attendance of 349 at the concert. The families had a great time. A couple of families asked if we would bring him back every year since he was so much fun!

Education and Enrichment (Gwendolyn Haley)
- Online Summer Reading, as of August 31, had 727 readers registered on Beanstack, earning 1,989 badges and logging 117,007 minutes of reading. The majority of readers chose to not identify a school, but of those who did, the two largest groups were Homeschool and Greenacres Middle School.
- The Summer Outreach programs with our AmeriCorps Vista Summer Associates ended in the middle of August. Through their work with Spokane Valley Parks and Recreation in the county and at North Spokane Library, we were able to engage an additional 1,658 students in summer learning opportunities. Vistas also worked with the Kiwanis book bank to distribute almost 1,000 books to children this summer.
• Attendance at in-library programs has been low this year. July is the month with the most programming offered. Looking back over the past few years, there was a peak in attendance in 2014 and 2015, followed by steadily declining attendance over the next three years. We are analyzing this trend and the overall summer learning environment in Spokane and working with our partners to identify the many variables that impact accessibility to library programs, and where else children may be in the summer. We know from our work with the Vista volunteers that there are hundreds of children not engaged in summer learning programs.

**Digital Interaction and Sharing (Carlie Hoffman)**

• A list of videos that have been recorded by the District was obtained. I reviewed all of the videos and selected those that may be used for the local creators’ project.
• Work on the local creators’ project has been moving along with updates to the website.
• A link to the Moran Prairie Grange Washington Rural Heritage project was added to the catalog.
• Additional videos were added to the Inland Northwest Collection in the catalog. These catalog records link out to the District’s YouTube videos and feature local creator content.
• We are working on updating and automating our contracts with performers.
• A request for equipment that will help customers digitize and preserve their media memories was accepted and funded by the Friends of Spokane County Library District.

**Book a Librarian highlights**

• We had quite a few requests for career help including training on computer basics, Microsoft Imagine Academy assistance, job searching, and resumes.
• We provided in-depth help using Excel for a student completing a capstone project.
• We assisted a customer applying for Social Security benefits.

**Information Technology (Patrick Hakes)**

• We have completely rolled over to the new Sangoma phone system and have reconfigured our call manager to integrate with the new Sangoma system.
• The District’s primary server location is now fully configured for two UPS (Uninterrupted Power Supply) systems with the load distributed between them. Both have been wired to receive regular power and generator power should we lose our regular power source.
• Aaron Miller and Drew Leiser have been working to deploy Windows 10 upgrades to the various libraries. Thus far, North Spokane and Argonne have been completed, with the rest scheduled for early fall.

**Strategic Planning (Amber Williams)**

Staff completed an additional five Community Conversations in August. With the majority of public knowledge gathered, staff used August to identify what populations we haven’t heard from with intent to reach out to them.

**Library Reports**

**Airway Heights: Corinne Wilson**

• Librarian Corinne Wilson and Stacy Kvamme talked with 179 people at Airway Heights Days. Kids enjoyed playing with the magnetic fish pond, while adults picked up a copy of Engage.
• 15 people attended *Music and Movement*, including a little girl excited to come listen to music and play games as part of her 5th birthday.

**Argonne: Pat Davis**

• Our final summer children’s program, *Spokane Taiko Drummers*, attracted an audience of 44. Many of whom took the opportunity to try the drums at the end of the program.
• We connected with 214 people at *Millwood Daze*. The annual community celebration features a fun run, street fair, entertainment throughout the day, a street dance and a movie.

**BookEnd: David Wyatt**

• Local artist, Ryker Murdock, displayed his work this month.
• Usage this month has been one of the highest since opening. Circulation is approximately 8% higher than August of 2017 and foot traffic has been consistently high.
Cheney: Catherine Nero Lowry
- Summer Reading ended on a high note at Cheney with the Spokane Taiko Drums performance. Students and their adults had a good time enjoying the music. The opportunity for kids and adults to try the drums and experiment with rhythms together was the highlight of the program.
- We had a great night of music at Sutton Park with 67 community members coming out to enjoy the Lyle Morris concert.
- The Escape Room Backstage Challenge was a big success with the teen audience in Cheney with 17 kids taking on the challenge and escaping the room.

Deer Park: Kris Barnes
- Librarian Amber Williams and I attended Riverside School District’s Health Fair that was geared toward families prior to the first day of school. We connected with 151 parents and children.
- Amber and I attended the We “heart” Deer Park event at Arcadia Elementary School. This event garners large attendance prior to the first day of school. We brought large sidewalk games and connected with 213 people during this two-hour event.
- Our most successful adult Summer Reading program occurred this month. The Plaid Cats performed at Deer Park’s well established summer concert series at Mix Park and attracted 187 music enthusiasts.

Fairfield: Kristy Bateman
- Cindy Ulrey attended the Liberty School District Back to School Open House. Besides promoting District programming and distributing Engage to 80 community members, Cindy created five new library cards for customers.
- Because of the smoke, The Plaid Cats concert was relocated from an outdoor venue to inside the library, where it was well received.

Medical Lake: Cecelia McMullen
- Medical Lake readers logged 23,731 minutes in the Libraries Rock! Summer Reading 2018 program.
- The library rocked on Medical Lake Monday where 25 participants painted rocks for the Kindness Rocks Projects. While the paint dried they played air guitars to classic rock and roll music.
- Gus, who drives the bus for STA, read Don’t Let the Pigeon Drive the Bus and then gave 34 children and their adults a ride around Medical Lake. Participants enthusiastically let the bus driver know when to stop at railroad tracks and had ample opportunities to push the “stop requested” button.

Moran Prairie: Danielle Marcy
- The Painting Summer in Acrylic: Families & Friends registration filled up quickly. Attendees formally and informally asked for more painting programs.
- A family brought their cousins from London to the Giant Sidewalk Games program. The visiting family commented how great programs like these were and they appreciated being able to attend.

North Spokane: Brian Vander Veen
- We concluded our final week providing educational activities for kids at the Fairwood Farmers Market. Over the course of the summer, an average of 136 children participated in the activities each week. Thanks to our partnership with Fairwood and Food for All, we were also able to provide kids with more than $3,500 in vouchers for fresh fruits, veggies, and plant starts.
- Our Disney Party was a success, with 130 children and caregivers in attendance for Disney-themed games, costume contests, trivia, and snacks.
- We hosted a Pokémon card tournament for 24 participants, who received prizes graciously provided by the Friends of North Spokane Library.

Otis Orchards: David Wyatt
- The Produce Swap got off to a slow start but picked up with 12 customers participating on the third weekly event. Leftover food was donated locally thanks to Librarian Tammy Henry and PSA Anne.
Spokane Valley: Aileen Luppert

- This year, Spokane Valley tried something a bit different with Late Night at the Library. The District’s first nerf battle was held. Kids in 3rd to 5th grade practiced their target shooting off the balcony and used their weapons to protect themselves from a zombie apocalypse. Registration for the program filled almost instantly and the program will be offered again in the spring.
- Spokane Valley’s Disney Party was tons of fun. Costumes, including those worn by staff, included the characters from Inside Out, princesses of all kinds, and a villain or two.
- The attendance for Random Fandom Trivia Nights has been unpredictable over the summer. August was our surprise winner with 19 attendees who came to test knowledge of The Office.

District-wide Information

34 District volunteers served in various locations and programs for 319 hours in August. Bringing the total for 2018 to 4,407 volunteer hours.

Security Incident Report

For August 2018, there were 40 Security Incident reports filed, four less than last month (44) and 21 more than August 2017 (23). Spokane Valley had the most incidents reported with 20. The most frequently reported incidents related to General Code of Conduct Violations (14). There were two yearlong exclusions, both due to threatening and hostile behavior violating the Code of Conduct. To further put all of these numbers in perspective, the total door count District-wide in the month of August was 127,860.

Public Use Measures

<table>
<thead>
<tr>
<th>Measure</th>
<th>This year</th>
<th>Last year</th>
<th>YTD</th>
<th>Last YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>This Month</td>
<td>This Month</td>
<td>This year</td>
<td>Comparison</td>
</tr>
<tr>
<td>Cardholders</td>
<td>113,687</td>
<td>121,393</td>
<td>942,345</td>
<td>-6%</td>
</tr>
<tr>
<td>Door count</td>
<td>127,860</td>
<td>129,779</td>
<td>1,811,861</td>
<td>6%</td>
</tr>
<tr>
<td>Total Items Borrowed</td>
<td>242,989</td>
<td>237,832</td>
<td></td>
<td>2%</td>
</tr>
<tr>
<td>• Airway Heights</td>
<td>6279</td>
<td>7,392</td>
<td>46,082</td>
<td>-13.87%</td>
</tr>
<tr>
<td>• Argonne</td>
<td>13,624</td>
<td>13,948</td>
<td>105,866</td>
<td>-2.56%</td>
</tr>
<tr>
<td>• Cheney</td>
<td>14,106</td>
<td>13,736</td>
<td>108,571</td>
<td>-0.04%</td>
</tr>
<tr>
<td>• Deer Park</td>
<td>14,280</td>
<td>15,206</td>
<td>109,615</td>
<td>-7.19%</td>
</tr>
<tr>
<td>• Fairfield</td>
<td>1,355</td>
<td>1,250</td>
<td>10,903</td>
<td>7.68%</td>
</tr>
<tr>
<td>• Medical Lake</td>
<td>4,298</td>
<td>5,096</td>
<td>38,381</td>
<td>-7.31%</td>
</tr>
<tr>
<td>• Moran Prairie</td>
<td>19,275</td>
<td>19,291</td>
<td>139,856</td>
<td>-5.54%</td>
</tr>
<tr>
<td>• North Spokane</td>
<td>53,920</td>
<td>54,614</td>
<td>392,344</td>
<td>3.48%</td>
</tr>
<tr>
<td>• Otis Orchards</td>
<td>6,472</td>
<td>6,611</td>
<td>47,631</td>
<td>0.89%</td>
</tr>
<tr>
<td>• Spokane Valley</td>
<td>55,491</td>
<td>53,924</td>
<td>402,472</td>
<td>-2.12%</td>
</tr>
<tr>
<td>• The BookEnd</td>
<td>3,771</td>
<td>3,150</td>
<td>26,279</td>
<td>*150.66%</td>
</tr>
<tr>
<td>• Digital</td>
<td>49,639</td>
<td>43,120</td>
<td>371,077</td>
<td>12%</td>
</tr>
<tr>
<td>Programs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Number</td>
<td>267</td>
<td>277</td>
<td>2,350</td>
<td>-1%</td>
</tr>
<tr>
<td>• Attendance</td>
<td>7,513</td>
<td>8,173</td>
<td>57,989</td>
<td>-4%</td>
</tr>
<tr>
<td>Internet Station Use (%)</td>
<td>54.2%</td>
<td>53.3%</td>
<td>50.0%</td>
<td></td>
</tr>
<tr>
<td>Meeting room bookings</td>
<td>413</td>
<td>406</td>
<td>3,803</td>
<td>30%</td>
</tr>
<tr>
<td>Digital Resource Use</td>
<td>85,749</td>
<td>88,519</td>
<td>706,475</td>
<td>0%</td>
</tr>
</tbody>
</table>

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 August 2018

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

News Coverage

- August 1 – *The Current* – Good times and knowledge await you at the library
- August 1 – *The Current* – Summer crescendo includes plenty of family library fun
- August 1 – *The Current* – Joyful Music and Family Play
- August 1 – *Deer Park Tribune* – Plenty of fun and sun greet Settlers celebration
- August 1 – *Deer Park Tribune* – Storytimes at the Deer Park Library
- August 2 – *The Spokesman-Review* - County library, CCS team up to offer GED program
- August 3 – *Spokane Valley Herald* – SCLD Streaming Services
- August 8 – *Deer Park Tribune* – Storytimes at the Deer Park Library
- August 15 – *Deer Park Tribune* – Storytimes at the Deer Park Library
- August 17 – *Spokane Valley Herald* – Spokane County Library District Board Meeting
- August 20 – *Deer Park Gazette* – Friends of the Deer Park Library Book Sale!
- August 20 – *Deer Park Gazette* – Produce Swap
- August 20 – *Deer Park Gazette* – The Life of Mozart
- August 20 – *Deer Park Gazette* – Making a Sound Escape
- August 22 – *Deer Park Tribune* – Storytimes at the Deer Park Library
- August 23 – *The Spokesman-Review* – Symphony concert passes available through Spokane County Library District
- August 24 – *Spokane Valley Herald* – SCLD streaming services
- August 25 – *The Spokesman-Review* – Book notes: September is shaping up as a busy month for book lovers
- August 29 – *Deer Park Tribune* – Storytimes at the Deer Park Library
- August 30 – *Cheney Free Press* – County library facilities closed for Labor Day

Press Releases

- August 2 – Jim Gill performs playful music for kids, families
- August 15 - Check Out Spokane Symphony Passes at Spokane County Library District
- August 23 – Creative project, public workshops with creators in residence

Library District News

- August 9 – Childcare survey for parents and caregivers
- August 23 – Exploration: Kids tackle STEM at the library
- August 27 – Games and storytimes for young kids and families
- August 30 – Spotlight on seed libraries: Fall harvest and garden cleanup
Blog Posts

- August 7 – The Great American Read book list and half-time report
- August 14 – Check out Spokane Symphony Passes from the library, plus sage advice for first-timers
- August 21 – How to Identify a Dragon
- August 28 – Five early reader books for fall school jitters

E-newsletter Email

- Sent on August 16, 2018 (97,254)
- Open rate: 9.8% (9,525)
- Clicked: 876
- Unsubscribed: 90

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 August:

August 23 – Library Out Loud: Steely Blues Music with Lyle Morse

Meetings attended

- August 13 – Meeting on HS21 program and communication with State Library
- August 22 – Friends of the Spokane County Library District
E-Marketing (Website, Social Media, Email)

Ad created this month

Fall Programs Banner for KREM.com
Community Calendars

- Aug 1 – Lyle Morse
- Aug 1 – Radical Rick & the Science of Sound
- Aug 1 & 2 – Video Camera Crew Create: Studio Commercial
- Aug 1, 2, & 3 – Spokane Taiko Drums
- Aug 1, 2, 4, 5, 6, 7, & 8 – I’ll Sing You a Story: Traditional American Folksongs
- Aug 2 – Escape Room: The Backstage Challenge
- Aug 2 – Snap Bag: Intermediate
- Aug 3 – Late Night Nerf Battle
- Aug 4 & 8 – Music & Movement
- Aug 4 & 18 – The Plaid Cats
- Aug 6 & 7 – Disney Celebration
- Aug 7 – Sidetrack
- Aug 7 & 8 – Sun-Dyed Pin Cushion: 2-Day Workshop
- Aug 9 – How to Write a Business Plan
- Aug 9 – Protect Your Credit Score
- Aug 9 – Quilted Coaster: Intermediate
- Aug 10 & 15 – Giant Sidewalk Games
- Aug 11 – Painting Summer in Acrylic: Families & Friends
- Aug 11, 21, & 23 – Homebuyer Education Seminar
- Aug 13 – Painting: The Kindness Rocks Project
- Aug 13 & 14 – Pokemon Card Tournament
- Aug 15 – Make Great Pizza at Home
- Aug 15 & 29 – Touch-a-Bus Storytime
- Aug 16 – Create Your Watermelon Racer
- Aug 16 – Video Camera Crew Create: News Segment
- Aug 17 – Random Fandom Trivia Nights: The Office
- Aug 17, 18, & 19 – Friends of the Deer Park Library Book Sale
- Aug 21 – Dollars & Sense: Navigating Your Credit
- Aug 23 – Game Night
- Aug 25 – Jim Gill Family Concert
- Aug 28 – Dollars & Sense: Give Yourself a Raise
- Aug 28 – Musha Marimba
- Aug 28 – Prevent Fraud & Identity Theft
- Month of August – Produce Swap
Spokane County Library District
Summary of Revenues & Expenses - (Cash Basis)
For the Eight Months Ended August 31, 2018

### REVENUES

<table>
<thead>
<tr>
<th></th>
<th>Actual</th>
<th>Annual Budget</th>
<th>Percent Used</th>
<th>Balance Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PROPERTY TAXES</strong></td>
<td>$6,599,035</td>
<td>$11,576,000</td>
<td>57.01%</td>
<td>$4,976,965</td>
</tr>
<tr>
<td><strong>CONTRACT CITIES - AIRWAY HEIGHTS</strong></td>
<td>133,269</td>
<td>264,000</td>
<td>50.48%</td>
<td>130,731</td>
</tr>
<tr>
<td><strong>CONTRACT CITIES - SPOKANE</strong></td>
<td>44,154</td>
<td>80,800</td>
<td>54.65%</td>
<td>36,646</td>
</tr>
<tr>
<td><strong>FINES &amp; FEES</strong></td>
<td>121,476</td>
<td>209,000</td>
<td>58.12%</td>
<td>87,524</td>
</tr>
<tr>
<td><strong>GRANTS &amp; DONATIONS</strong></td>
<td>43,898</td>
<td>53,000</td>
<td>82.83%</td>
<td>9,102</td>
</tr>
<tr>
<td><strong>E-RATE REIMBURSEMENTS</strong></td>
<td>90,542</td>
<td>167,000</td>
<td>54.22%</td>
<td>76,458</td>
</tr>
<tr>
<td><strong>OTHER</strong></td>
<td>34,469</td>
<td>19,500</td>
<td>176.76%</td>
<td>(14,969)</td>
</tr>
<tr>
<td><strong>INTEREST REVENUES</strong></td>
<td>39,476</td>
<td>62,000</td>
<td>63.67%</td>
<td>22,524</td>
</tr>
<tr>
<td><strong>TOTAL REVENUES</strong></td>
<td>$7,106,319</td>
<td>$12,431,300</td>
<td>57.16%</td>
<td>$5,324,981</td>
</tr>
<tr>
<td><strong>TRANSFERS IN</strong></td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
</tr>
<tr>
<td><strong>TOTAL REVENUES &amp; TRANSFERS IN</strong></td>
<td>$7,106,319</td>
<td>$12,431,300</td>
<td>57.16%</td>
<td>$5,324,981</td>
</tr>
</tbody>
</table>

### EXPENSES

<table>
<thead>
<tr>
<th></th>
<th>Actual</th>
<th>Annual Budget</th>
<th>Percent Used</th>
<th>Balance Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SALARIES</strong></td>
<td>$4,040,540</td>
<td>$6,137,000</td>
<td>65.84%</td>
<td>$2,096,460</td>
</tr>
<tr>
<td><strong>FRINGE BENEFITS</strong></td>
<td>1,420,384</td>
<td>2,202,950</td>
<td>64.48%</td>
<td>782,566</td>
</tr>
<tr>
<td><strong>SUPPLIES</strong></td>
<td>116,209</td>
<td>190,100</td>
<td>61.13%</td>
<td>73,891</td>
</tr>
<tr>
<td><strong>UTILITIES</strong></td>
<td>303,434</td>
<td>442,400</td>
<td>68.59%</td>
<td>138,966</td>
</tr>
<tr>
<td><strong>SERVICES</strong></td>
<td>853,300</td>
<td>1,307,750</td>
<td>65.25%</td>
<td>454,450</td>
</tr>
<tr>
<td><strong>INSURANCE</strong></td>
<td>62,969</td>
<td>69,000</td>
<td>91.26%</td>
<td>6,031</td>
</tr>
<tr>
<td><strong>EQUIPMENT &amp; SOFTWARE</strong></td>
<td>81,889</td>
<td>230,000</td>
<td>35.60%</td>
<td>148,111</td>
</tr>
<tr>
<td><strong>LIBRARY MATERIALS</strong></td>
<td>1,004,701</td>
<td>1,460,000</td>
<td>68.82%</td>
<td>455,299</td>
</tr>
<tr>
<td><strong>ELECTRONIC LIBRARY MATERIALS</strong></td>
<td>131,062</td>
<td>205,000</td>
<td>63.93%</td>
<td>73,938</td>
</tr>
<tr>
<td><strong>LIBRARY PROGRAMS</strong></td>
<td>92,439</td>
<td>109,800</td>
<td>84.19%</td>
<td>17,361</td>
</tr>
<tr>
<td><strong>OPERATIONAL CONTINGENCIES</strong></td>
<td>0</td>
<td>77,300</td>
<td>0.00%</td>
<td>77,300</td>
</tr>
<tr>
<td><strong>TOTAL EXPENSES</strong></td>
<td>$8,106,926</td>
<td>$12,431,300</td>
<td>65.21%</td>
<td>$4,324,374</td>
</tr>
<tr>
<td><strong>TRANSFERS OUT</strong></td>
<td>400,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>TOTAL EXPENSES &amp; TRANSFERS OUT</strong></td>
<td>$8,506,926</td>
<td>$12,431,300</td>
<td>65.21%</td>
<td>$4,324,374</td>
</tr>
</tbody>
</table>

Net Excess of Revenues Over/(Under) Expenses  
$ (1,400,607)  |

BEGINNING CASH  
5,179,623

NET FROM ABOVE  
(1,400,607)

ENDING CASH  
$3,779,016

Number of months cash on hand  
3.6
SPOTLIGHT STORIES OFF THE PAGE

Communication and Development Director Jane Baker will provide an overview of a new program for communicating a variety of messages to many audiences through video called, Stories Off the Page. This spotlight will cover the concept, goal and plans for the program, including a brief history, internal training, and public relations.

Recommended Action: This item is for your information, with no formal action required.
REVIEW THE PERFORMANCE OF A PUBLIC EMPLOYEE

BACKGROUND:
The agenda for the September meeting includes an executive session for the purpose of conducting the Executive Director’s performance review. The Open Public Meetings Act allows the board to “review the performance of a public employee” in an executive session; however, any formal action must occur in open session.

Each year the Board of Trustees has an opportunity to provide feedback on the Executive Director’s performance and set goals for the coming year. As requested by the Board of Trustees, both the Trustees and Leadership Team members were provided the opportunity to anonymously provide comments about Mr. Roewe’s performance to Human Resources Director Toni Costa. Ms. Costa summarized the feedback and distributed printed copies to Trustees in August.

Recommended Action: This item is for discussion, with no formal action required. The Board must reconvene in open session to take formal action.