

MISSION

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

Board of Trustees Regular Meeting

Tuesday, September 18, 2018 4:00 p.m. Cheney Library Public Meeting Room

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.
 - 2. Social Media Policy: Approval Recommendation.
 - E. Overview Connecting Customer Service, Intellectual Freedom, and Diversity and Inclusion [4:35-4:50]
- 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.]

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

09/18/18

**SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: AUGUST 21, 2018**

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:

Fund	Voucher/Payroll Numbers	Subtotal	Total
July - L01	54266-54406 and W00573-W00581	\$590,766.47	\$590,766.47
	07102018PR and 07252018PR	\$365,820.22	\$365,820.22
L01		Total	\$956,586.69

There was no discussion.

The motion was approved.

Unfinished Business NONE.
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

**New Business
Naming and
Recognition Policy
(Item III.D.4.)**

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.

**New Business
Reappointment of
Trustee
(Item III.D.5.)**

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.

**Overview –
Intellectual
Freedom
(Item III.E.)**

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.)**

collection, 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.

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

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.

<u>Fund 001</u>	
Revenues	\$ 6,930,112
Expenditures	\$ 7,449,256
Ending Fund Balance	\$ 4,660,479
Fund Budget Expended	59.92%

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,

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Spotlight Community Engagement (Item V.F.)

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.

Public Comment (Item VI.)

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.

Adjournment (Item VII.)

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

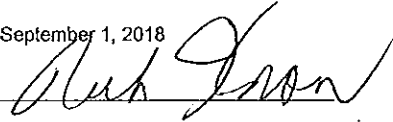
Patrick Roewe, Secretary to the Board of Trustees

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 \$1,074,555.99 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



TITLE: Finance Director

SIGNED



TITLE: Executive Director

VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
054407	APPLE COMPUTER, INC.	MACBOOK PRO COMPUTER FOR GRAPHIC DESIGN	\$ 4,086.52
054408	AVISTA UTILITIES	MONTHLY UTILITIES	6,699.94
054409	BIBLIO LABS LLC	ELECTRONIC LIBRARY MATERIALS	4,000.00
054410	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	129.34
054411	CENTURYLINK	ANALOG TELEPHONE LINES	105.59
054412	CONSOLIDATED IRRIGATION DIST19	WATER - OTIS ORCHARDS	95.71
054413	CITY OF SPOKANE	WATER & SEWER - MORAN PRAIRIE	963.90
054414	CITY OF CHENEY	WATER, SEWER, ELEC. - CHENEY	900.85
054415	CITY OF DEER PARK	WATER & SEWER - DEER PARK	182.57
054416	DASHER PRINTING SERVICES, INC	LIBRARY CARDS (20,000)	6,042.59
054417	DEER PARK CHAMBER OF COMMERCE	MEMBERSHIP DUES	50.00
054418	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	187.96
054419	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE	5,022.00
054420	GALE/CENAGE LEARNING	LIBRARY MATERIALS	757.53
054421	GENERAL FIRE EXTINGUISHER SERV	ANNUAL FIRE EXTINGUISHER SERVICE, ALL BLDGS	344.93
054422	KATHERINE ELLEN GOGGIN	LOST/PAID REFUND	29.60
054423	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	7,596.84
054424	INLAND PUBLICATIONS	LIBRARY PROGRAMS	428.00
054425	KENT ADHESIVE PRODUCTS CO.	OFFICE/LIBRARY SUPPLIES	60.23
054426	MIDWEST TAPE	LIBRARY MATERIALS	166.86
054427	LYLE R MORSE	LIBRARY PROGRAMS	200.00
054428	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	64.32
054429	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	6,974.08
054430	PAPERJACK.com	OFFICE/LIBRARY SUPPLIES	431.94
054431	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	273.01
054432	RECORDED BOOKS, LLC	LIBRARY MATERIALS	807.72
054433	RED YARN PRODUCTIONS	LIBRARY PROGRAMS	3,900.00
054434	COWLES PUBLISHING CO	SUBSCRIPTIONS	155.48
054435	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	17.30
054436	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	1,496.56
054437	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE	1,202.19
054438	4IMPRINT, INC.	EMPLOYEE RECOGNITION FOR STAFF DAY	2,656.08
054439	ABM INDUSTRIES, INC.	MONTHLY CUSTODIAL SERVICES	4,325.71
054440	BUDGET-RENT-A-CAR	CAR RENTAL	158.49
054441	CAVENDISH SQUARE	LIBRARY MATERIALS	711.72
054442	CAPITAL COMMUNICATIONS, INC	MEDIA CASES	141.97
054443	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	32.74
054444	CENTURYLINK	ANALOG TELEPHONE LINES	42.43
054445	CHEVRON U.S.A. INC.	VEHICLE FUEL	473.01
054446	CITY OF AIRWAY HEIGHTS	WATER & SEWER - AIRWAY HEIGHTS	572.07
054447	CITY OF MEDICAL LAKE	WATER, SEWER, REFUSE - ML	289.03
054448	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CHENEY	38.64
054449	EARTHWORKS RECYCLING, INC	RECYCLING	291.40
054450	EMPIRE DISPOSAL INC.	SOLID WASTE - FAIRFIELD	42.57
054451	EMPLOYMENT SECURITY DEPARTMENT	UNEMPLOYMENT CLAIMS	11,784.25
054452	FATBEAM, LLC	MONTHLY INTERNET SERVICE	2,490.00

054453	GALE/CENAGE LEARNING
054454	GREENLEAF LANDSCAPING, INC.
054455	HAMMOND FACILITY CONSULTING
054456	VANTAGEPOINT TRNSFR %M&T BANK-302112
054457	INGRAM DISTRIBUTION GROUP, INC
054458	EAT GOOD LLC
054459	WICK ENTERPRIZES, LLC
054460	LANI-FAITH LUCAS
054461	DAVID MCRAE
054462	MIDWEST TAPE
054463	ADAM MILLER
054464	TODD MILNE
054465	MODERN ELECTRIC WATER COMPANY
054466	MOVO MEDIA MARKETING
054467	JANE MARIE NELSON
054468	OCLC, INC.
054469	OFFICE DEPOT
054470	OTIS HARDWARE
054471	OVERDRIVE, INC.
054472	QUILL CORPORATION
054473	RECORDED BOOKS, LLC
054474	COWLES PUBLISHING CO
054475	SPOKANE COUNTY ENVIRONMENTAL SERVICES
054476	RICHARD TURNER
054477	UPS
054478	SPOKANE COUNTY UNITED WAY
054479	VERIZON WIRELESS
054480	NORA VRASTED
054481	WALTER E. NELSON CO.
054482	WHITWORTH WATER DISTRICT #2
054483	ABM INDUSTRIES, INC.
054484	ALLSTREAM
054485	A.M. BEST COMPANY, INC.
054486	ASSOC OF WASHINGTON CITIES-NWA
054487	BLACKSTONE PUBLISHING
054488	CENTURYLINK
054489	CENTURYLINK
054490	CENTURYLINK
054491	DEMCO, INC.
054492	GALE/CENAGE LEARNING
054493	INGRAM DISTRIBUTION GROUP, INC
054494	INLAND POWER AND LIGHT
054495	MIDWEST TAPE
054496	NATIONWIDE INSURANCE
054497	OVERDRIVE, INC.
054498	PERRINE PROPERTIES, LLC
054499	PROQUEST LLC
054500	QUILL CORPORATION
054501	MAUREEN REGALADO
054502	SPOKANE MALL LLC
054503	MILINDA VALERIA
054504	VERNON LIBRARY SUPPLIES, INC.
054505	WALTER E. NELSON CO.
054506	AT&T MOBILITY
054507	KARMEN BAKER
054508	BERNARDO WILLS ARCHITECTS, PC
054509	CENTER POINT LARGE PRINT
054510	DELL MARKETING L.P.%DELL USA LP
054511	DEMCO, INC.
054512	FRONTIER COMMUNICATION
054513	GALE/CENAGE LEARNING
054514	GREY HOUSE PUBLISHING
054515	HOMELESS TRAINING INSTITUTE, LLC
054516	VANTAGEPOINT TRNSFR %M&T BANK-302112

LIBRARY MATERIALS	179.25
GROUNDS MAINTENANCE	163.20
FACILITY MAINTENANCE PLAN CONSULTING	357.50
ICMA EMPLOYEE 457 CONTRIBUTIONS	3,412.77
LIBRARY MATERIALS	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
LIBRARY MATERIALS	6,000.28
LIBRARY PROGRAMS	2,450.00
LIBRARY PROGRAMS	3,300.00
WATER, ELEC. - SV	2,197.12
SEMI-MONTHLY SOCIAL MEDIA PLATFORM MGMT	1,500.00
LOST/PAID 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	462.36
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
OFFICE/LIBRARY SUPPLIES	549.04
LIBRARY MATERIALS	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/PAID 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	LIBRARY MATERIALS	9,189.82
054518	INLAND POWER AND LIGHT	ELECTRIC UTILITIES - AH, DP	444.60
054519	McMULLEN & McMULLEN, P.S.	GENERAL LEGAL SERVICES	702.00
054520	MIDWEST TAPE	LIBRARY MATERIALS	4,113.14
054521	MOVO MEDIA MARKETING	SEMI-MONTHLY SOCIAL MEDIA PLATFORM MGMT	750.00
054522	OTIS ELEVATOR COMPANY	QTRLY ELEVATOR MAINTENANCE	1,298.97
054523	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	15,678.16
054524	ORKIN, LLC	BUILDING REPAIR & MAINTENANCE	3,318.40
054525	RECORDED BOOKS, LLC	LIBRARY MATERIALS	1,348.25
054526	SAGE SOFTWARE, INC	ANNUAL ACCOUNTING SOFTWARE SUPPORT	2,415.36
054527	COWLES PUBLISHING CO	SUBSCRIPTIONS	155.48
054528	ANNA E TURNER	LIBRARY PROGRAMS	600.00
054529	UNIQUE MANAGEMENT SERVICES	MONTHLY COLLECTION AGENCY & NOTICE FEES	1,901.58
054530	UPS	SHIPPING	9.95
054531	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	13,518.68
054532	SPOKANE COUNTY UNITED WAY	EMPLOYEE DEDUCTIONS FOR UNITED WAY	119.50
054533	ANDREA W. VAUGHN	LIBRARY PROGRAMS	950.00
054534	WASHINGTON LIBRARY ASSOCIATION	ANNUAL DUES	255.00
054535	A+ PRINTING, INC	PRINTING	693.60
054536	A.M. BEST COMPANY, INC.	LIBRARY MATERIALS	411.28
054537	AVISTA UTILITIES	MONTHLY UTILITIES	7,594.08
054538	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	186.38
054539	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	51.74
054540	CONSOLIDATED IRRIGATION DIST19	WATER - OTIS ORCHARDS	107.83
054541	DELL MARKETING L.P%DELL USA LP	PRINTER SUPPLIES/IT EQUIPMENT	416.52
054542	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	588.63
054543	DIVCO INCORPORATED	QTRLY BUILDING REPAIR & MAINT - HVAC	1,019.65
054544	EWU SAIL OFFICE	REGISTRATION/TABLE SPACE AT NEIGHBORFEST	25.00
054545	GALE/CENAGE LEARNING	LIBRARY MATERIALS	7,653.70
054546	JIM GILL, INC.	LIBRARY PROGRAMS	5,700.00
054547	HERC RENTALS, INC.	MANLIFT RENTAL FOR BUILDING MAINTENANCE	571.20
054548	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	10,495.75
054549	JAN WAY COMPANY USA, INC.	PROMOTIONAL ITEMS	2,415.00
054550	KIMBERLY MARLENE KASTENHUBER	LOST/PAID REFUND	60.60
054551	VOID CHECK	***VOID CHECK***	-
054552	LANI-FAITH LUCAS	MILEAGE REIMBURSEMENT FOR VISTA VOLUNTEER	61.31
054553	MIDWEST TAPE	LIBRARY MATERIALS	4,699.21
054554	NATIONAL COLOR GRAPHICS	PRINTING - ENGAGE MAGAZINE	14,011.26
054555	OPTUM	MONTHLY HSA ACCOUNT FEES	78.00
054556	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	9,087.10
054557	ORKIN, LLC	BUILDING REPAIR & MAINTENANCE	489.60
054558	RECORDED BOOKS, LLC	LIBRARY MATERIALS	520.93
054559	SIERRA CLUB MEMBER SERVICES	LIBRARY MATERIALS	12.00
054560	SPOKANE HARDWARE SUPPLY	BUILDING REPAIR & MAINTENANCE	22.35
054561	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	1,850.15
054562	TEC MUSIC BOOSTER CLUB	LIBRARY PROGRAMS	300.00
054563	U.S. DEPT. OF EDUCATION	GARNISHMENT	92.19
054564	VETERANS INFORMATION SERVICE	LIBRARY MATERIALS	56.00
054565	NORA VRASTED	MILEAGE REIMBURSEMENT FOR VISTA VOLUNTEER	107.20
054566	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	552.59
054567	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE	1,202.19
054568	WALT'S MAILING SERVICE	ADVERTISING	18,906.43
054569	YAVAPAI COLLEGE LIBRARY - ILL	PAYMENT FOR LOST/DAMAGED INTERLIBRARY LOAN	25.35
054570	ZAYO GROUP, LLC	MONTHLY BROADBAND SERVICE	16,483.05
054571	SPOKANE IS READING	REIMBURSE FOR CHECK DEPOSITED IN ERROR	30.00
W00582	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	60,564.57
W00583	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	50,861.62
W00584	US BANK - HEALTH - OPTUM	H S A CONTRIBUTIONS	1,720.50
W00585	ASSOC OF WASHINGTON CITIES-NWA	MEDICAL, DENTAL, VISION & LIFE INS.	85,466.89
W00586	STATE OF WASHINGTON	MONTHLY EXCISE/SALES TAXES	854.04
W00588	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	58,062.35
W00589	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	49,115.62
W00590	US BANK - HEALTH - OPTUM	H S A CONTRIBUTIONS	1,720.50

Total Non-Payroll General Operating Fund \$ 680,007.80

PAYROLL VOUCHERS

08102018PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS	\$ 200,932.44
08242018PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS	<u>193,615.75</u>

Total Payroll General Operating Fund \$ 394,548.19

TOTAL GENERAL OPERATING FUND \$ 1,074,555.99

July/August 2018 Credit Card Activity
Paid in August 2018
Voucher # 054531

<u>Card Category</u>	<u>Amount</u>
General Purchases	\$6,549.11
Maintenance	444.94
Travel	2,200.66
Acquisitions	2,872.00
Information Technology	1,349.21
Outreach	102.76
General Fund Purchases	<u><u>\$13,518.68</u></u>

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

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 responsibility 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

Current/Existing Policy**POLICY: SOCIAL MEDIA**

APPROVAL DATE: November 20, 2012

REVISION DATE: ~~September 20, 2016~~ 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 ~~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 ~~more a~~ 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~~ A welcoming and inviting online space where library users will find useful and entertaining information
- A ~~C~~ catalog search and library account access
- Support and interaction with community partners and events
- A platform for ~~Share~~ 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

Draft Policy**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.

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- 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

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

EXECUTIVE DIRECTOR'S REPORT 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 CostaDepartment 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.

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

*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 RoeweDistrict 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

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

	<u>ITEMS</u>				<u>TITLES</u>		
OverDrive: Audiobooks			27944				23215
eBOOKS			40187				34596
Licensed eBOOKS			12769				7776
OverDrive: Total			80900				65587
GRAND TOTAL			483860				233243

Print & Nonprint	(Totals year-to-date)		
ADDITIONS	ADULT	YOUTH	TOTAL
Print	18577	16335	34912
Nonprint	8172	2496	10668
TOTAL	26749	18831	45580
DELETIONS			
Print	22682	15786	38468
Nonprint	7804	2797	10601
TOTAL	30486	18583	49069

	<u>NET CHANGE YTD</u>		
	ADULT	YOUTH	TOTAL
Print	-4105	549	-3556
Nonprint	368	-301	67
Periodicals	-564	-55	-619

PERIODICALS = Magazine, Newspaper, and Pamphlet

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

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

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

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

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

Operations Report August 2018

Doug Stumbough and Kristy Bateman

Service Priority Teams

Business and Career Development (Stacey Goddard)

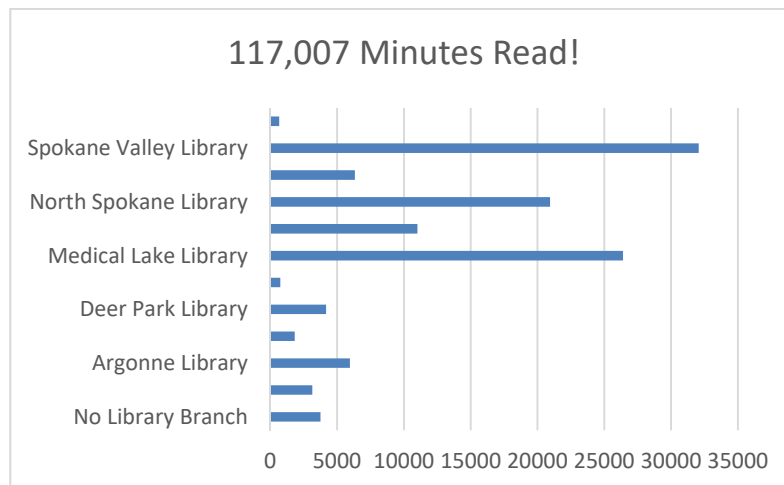
- We presented one SCORE workshop in support of business development this month.
- Summer quarter concluded for the GED, High School 21+, and ESL classes at Airway Heights, Cheney, Deer Park, North Spokane and Spokane Valley. Unfortunately, SCC decided to pull the classes at Airway Heights and North 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

August 2018

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

Public Use Measure Definitions

Cardholders: Total number of library cards that have had any type of activity within the last three years. *Data collection method: Actual computer system count.*

Door count: Number of times libraries are entered through inside doors; doesn't include entries through outside doors to lobby, restrooms, or meeting rooms. *Data collection method: Actual "machine" count.*

Items Borrowed: Number of items checked out and renewed. *Data collection method: Actual computer system count. Digital: Number of downloads from OverDrive and Hoopla. Included in circulation total.*

Programs: Experiential learning programs presented by the District. *Data collection method: Hand tally and database entry.*

Internet Station Use (%): Percentage of available time utilized. *Data collection method: Actual reservation management system count.*

Meeting room bookings: Number of times meeting rooms used by outside groups. *Data collection method: Actual reservation management system count.*

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

Communication Report 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

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

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)

Post Details

Reported stats may be delayed from what appears on posts

X

Spokane County Library District
August 14 at 9:15 AM · 🌐

#TuesdayThoughts - This is HUGE and you're going to want to READ this blog post!

Library customers will be able to check out a Spokane Symphony Pass to one of three Sunday matinee performances, each conducted by Eckart Preu. This program is made possible by generous donation from the Spokane Symphony providing these opportunities to enjoy classical music for a whole new generation.

🎵 The Bohemian Spirit... See More

2,738 people reached

Boost Post

39

11 Comments
18 Shares

Like
 Comment
 Share

Performance for Your Post

2,738 People Reached

101 Reactions, Comments & Shares ⓘ

41 Like	22 On Post	19 On Shares
17 Love	11 On Post	6 On Shares
9 Wow	6 On Post	3 On Shares
15 Comments	13 On Post	2 On Shares
19 Shares	18 On Post	1 On Shares

255 Post Clicks

15 Photo Views	30 Link Clicks	210 Other Clicks ⓘ
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Negative Feedback

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

Reported stats may be delayed from what appears on posts

Ad created this month

ENGAGE

Get the most out of your library card! ➡



Check-out these programs for the whole family:

- Spokane Symphony Passes
- Annual Writers Conference
- Family Celebrations
- Small Business Saturday
- Rian Wei, Age Well
- WWJ: The Centennial

 SPOKANE COUNTY
LIBRARY
DISTRICT

www.sccd.org

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 24 & 25 – Jim Gill: Joyous Music Play to Promote Literacy, Readiness, Math Development, & Inclusion
- 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**

	Y-T-D Actual	Annual Budget	Target 66.7% Percent Used	Balance Remaining
REVENUES				
PROPERTY TAXES	\$ 6,599,035	\$ 11,576,000	57.01%	\$ 4,976,965
CONTRACT CITIES - AIRWAY HEIGHTS	133,269	264,000	50.48%	130,731
CONTRACT CITIES - SPOKANE	44,154	80,800	54.65%	36,646
FINES & FEES	121,476	209,000	58.12%	87,524
GRANTS & DONATIONS	43,898	53,000	82.83%	9,102
E-RATE REIMBURSEMENTS	90,542	167,000	54.22%	76,458
OTHER	34,469	19,500	176.76%	(14,969)
INTEREST REVENUES	39,476	62,000	63.67%	22,524
TOTAL REVENUES	\$ 7,106,319	\$ 12,431,300	57.16%	\$ 5,324,981
TRANSFERS IN	-	-	0.00%	-
TOTAL REVENUES & TRANSFERS IN	\$ 7,106,319	\$ 12,431,300	57.16%	\$ 5,324,981
EXPENSES				
SALARIES	\$ 4,040,540	\$ 6,137,000	65.84%	\$ 2,096,460
FRINGE BENEFITS	1,420,384	2,202,950	64.48%	782,566
SUPPLIES	116,209	190,100	61.13%	73,891
UTILITIES	303,434	442,400	68.59%	138,966
SERVICES	853,300	1,307,750	65.25%	454,450
INSURANCE	62,969	69,000	91.26%	6,031
EQUIPMENT & SOFTWARE	81,889	230,000	35.60%	148,111
LIBRARY MATERIALS	1,004,701	1,460,000	68.82%	455,299
ELECTRONIC LIBRARY MATERIALS	131,062	205,000	63.93%	73,938
LIBRARY PROGRAMS	92,439	109,800	84.19%	17,361
OPERATIONAL CONTINGENCIES	0	77,300	0.00%	77,300
TOTAL EXPENSES	\$ 8,106,926	\$ 12,431,300	65.21%	\$ 4,324,374
TRANSFERS OUT	400,000	-		
TOTAL EXPENSES & TRANSFERS OUT	\$ 8,506,926	\$ 12,431,300		
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.