

**MISSION**

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

**Board of Trustees Regular Meeting**

Tuesday, October 16, 2018 4:00 p.m. Spokane Valley Library Public Meeting Room

**AGENDA**

- I. CALL TO ORDER**
- II. AGENDA APPROVAL [4:00]**
- III. ACTION ITEMS**
  - A. Approval of September 18 Regular Meeting Minutes [4:00-4:03]
  - B. Approval of September 2018 Payment Vouchers [4:03-4:05]
  - C. Unfinished Business [4:05-4:10]
    1. Levy Lid Lift Update
  - D. New Business [4:10-4:40]
    1. Award Janitorial Services Contract: Approval Recommendation.
    2. 2019 Budget
      - a. Public Hearing on Authorized Revenue Sources
      - b. 2019 Preliminary Budget Presentation
      - c. Organizational Memberships Review: Approval Recommendation.
      - d. Board Direction to Staff
    3. Friends of the Library Policy: Approval Recommendation.
    4. Use of 3D Printers Policy: Approval Recommendation.
  - E. Overview Guidelines for Local Government Agencies in Election Campaigns [4:40-4:55]
- IV. DISCUSSION ITEMS, POSSIBLE ACTION [4:55-5:00]**
  - A. Future Board Meeting Agenda Items
- V. REPORTS FOR SEPTEMBER**
  - A. Trustees [5:00-5:05]
  - B. Executive Director [5:05-5:10]
    - Administrative
    - Community Activities
  - C. Public Services [5:10-5:15]
  - D. Communication [5:15-5:20]
  - E. Fiscal [5:20-5:25]
  - F. Spotlight – Otis Orchards Library [5:25-5:35]
- VI. PUBLIC COMMENT**
- VII. ADJOURNMENT**

[Estimated meeting length: One hour and 35 minutes, plus public comment.]

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

**SPOKANE COUNTY LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING MINUTES: SEPTEMBER 18, 2018**

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The Board of Trustees of Spokane County Library District met in regular session in the public meeting room at Cheney Library, 610 First St., Cheney, WA, at 4:00 p.m., Tuesday, September 18, 2018.

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

**Excused:** None.

**Also Present:** Jane Baker, Communication & Development Director; Kristy Bateman, Library Operations Manager; Diane Brown, Librarian; Toni Costa, Human Resources Director; Tami Chapman, Librarian; Carlie Hoffman, Library Services Manager; Rick Knorr, Finance Director; Aileen Luppert, Managing Librarian; Catherine Nero Lowry, Library Supervisor, Andrea Sharps, Collection Services Director; Doug Stumbough, Operations Director; Amber Williams, Managing Librarian-Strategic Initiatives; and Patty Franz, Executive Assistant.

**Guests:** None.

**Call to Order (Item I.)** Chair John Craig called the meeting to order at 4:00 p.m., and welcomed everyone in attendance.

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

**Approval of Aug. 21, 2018, Regular Meeting Minutes (Item III.A.)** Mr. Craig called for corrections to the August 21, 2018, regular meeting minutes. There were no corrections; the minutes stand approved as written.

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

Fund	Voucher/Payroll Numbers	Subtotal	Total
August - L01	54407-54571 and W00582-W00590	\$680,007.80	\$680,007.80
	08102018PR and 08242018PR	\$394,548.19	\$394,548.19
L01		Total	\$1,074,555.99

There was no discussion.

The motion was approved.

**Unfinished Business  
Levy Lid Lift Update  
(Item III.C.)**

LEVY LID LIFT UPDATE. By consensus, the Board of Trustees directed staff to proceed with plans for a Levy Lid Lift election on August 6, 2019. Mr. Roewe presented an overview and recent history of District levy lid lift elections. He also provided revenue and expense projections for 2019-2021, noting a reset of the levy rate has potential to restore District funding for maintenance and operational needs before expenditures outpace revenues in 2021. Future facility maintenance needs as well as plans for updated security and equipment systems are anticipated to enhance future customer experiences. Mr. Roewe also said that current data demonstrates the potential for voter approval in 2019, and noted the District has been successful in the past with sufficient voter turnout for August primary elections. He added that although in this case the ask will be small, messaging will still be key. Ms. Baker previewed the upcoming communication plan timeline, noting since the last election, the District has strengthened its case by increasing partnerships and advertising, along with publication of Engage magazine. Now through February 2019, key messages will be developed, staff training conducted, Friends of the Library will be informed, and data will be mined. Ms. Baker also noted there is potential for citizens to form a Political Action Committee.

There was no further discussion.

**New Business  
MRSC Rosters  
Program, Res. 18-04  
(Item III.D.1.)**

REQUEST TO JOIN MUNICIPAL RESEARCH AND SERVICES CENTER (MRSC) ROSTERS PROGRAM. Mr. Johnson moved and Ms. Thompson seconded approval of Resolution 18-04, to request District participation in the Municipal Research and Services Center (MRSC) Rosters program. Mr. Knorr explained the MRSC Rosters is a service that provides a membership database used by participating Washington state public agencies to efficiently and affordably contact registered businesses about small public works construction projects, consulting opportunities, and contracting of goods and services. MRSC Rosters, however, has no involvement in how its members procure services through the roster process. Mr. Knorr reported he anticipates to use the program a couple of times per year, or more depending on the outcome of the levy lid lift election, with an annual cost of \$135. Discussion ensued among Trustees and staff regarding compliance and use of the Rosters program. Mr. Roewe further said with approval of this resolution, the District procurement policy will likely need an adjustment. Mr. Knorr said he anticipates this program to save significant staff time and offer a broader selection and more competitive bidding among contractors.

There was no further discussion.

The motion was approved.

**New Business  
Social Media Policy  
(Item III.D.2.)**

SOCIAL MEDIA POLICY. Ms. Thompson moved and Ms. Carlson seconded approval of the Social Media policy, as revised. Ms. Baker said upon scheduled review of the current policy, it was found to remain congruent with the purpose and intent of the District social media program. However, nomenclature and boilerplate were updated to reflect current terminology.

**Minutes - Board of Trustees' Meeting**

**September 18, 2018**

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**New Business  
Social Media Policy  
(Item III.D.2.)**

There was no further discussion.

The motion was approved.

**Overview –  
Connecting  
Customer Service,  
Intellectual  
Freedom, and  
Diversity and  
Inclusion  
(Item III.E.)**

CONNECTING CUSTOMER SERVICE, INTELLECTUAL FREEDOM, AND DIVERSITY AND INCLUSION. Human Resources Director Toni Costa engaged the Board in a conversation about key elements of a diverse and inclusive workforce and best practices for a respectful workplace. She noted diversity currently involves a broader spectrum than in the past, and we are all responsible for the prevention of harassment and bullying. Ms. Costa further connected the concepts of intellectual freedom, customer service, and diversity and inclusion as the District's foundation of inclusive staff interaction with customers and each other. Ms. Costa emphasized it is necessary to treat everyone in a manner in which they would want to be treated. Every community member is a customer; therefore, each of us is continually in the role of representing the District. She introduced Stephen R. Covey's Listening Continuum, which states the importance of empathetic listening that goes a step beyond active listening. In response to a query from Ms. Carlson, Ms. Costa suggested a helpful phrase she uses to overcome barriers is to ask others to help her understand. Mr. Roewe noted this overview was provided to Trustees as a preview of what will be presented to staff in the future. Trustees expressed thanks for the informative presentation.

There was no further discussion.

Mr. Teterud was previously excused for an early departure and left the meeting at 4:58 p.m.

**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 October meeting will be held at Spokane Valley Library. Among other items, the agenda will include a levy lid lift update, review of the 2019 preliminary budget and public hearing on authorized revenue sources, award of the janitorial services contract, review of two policies, an overview of guidelines for local government agencies in election campaigns, and spotlight on Otis Orchards Library. There was no further discussion.

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

Mr. Teterud reported on a recent personal visit to the Southcenter Library Connection in Southcenter Mall, Tukwila, WA. He said the library has expanded during its 11 years of operation and nearly every chair was occupied during his visit. Mr. Teterud commented that he found the library to be an encouraging example of what the District is doing with The BookEnd at Spokane Valley Mall. There were no other reports.

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

The Executive Director's written report for August 2018, provided prior to the meeting, included information on the Business Office, Finance and Facilities, Collection Services, Human Resources, Information Technology, and Community Activities. Mr. Roewe pointed out the report compiled by Operations Director Doug Stumbough on historical data of District

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

elections to gather background for potential future measures. Mr. Stumbough commented that his search for data included assistance from the Spokane County Elections Office and a visit to the Eastern Regional Branch of the Washington State Archives in Cheney. Mr. Roewe expressed appreciation to Mr. Stumbough for providing the informative report. Regarding levy lift issues, Mr. Craig pointed out the strong support of voters, with an average approval of 57.2%.

There was no further discussion.

**Operations Report,  
Aug. 2018  
(Item V.C.)**

Operations Director Doug Stumbough and Library Operations Manager Kristy Bateman provided a written report prior to the meeting for August 2018, with data for customer use measures, programming, and library activities. In addition, Mr. Stumbough encouraged anyone interested in local history to visit the digital archives in Cheney. He said the staff there enthusiastically shared information about the archives and work they do. Mr. Craig thanked Mr. Stumbough for the historical elections summary report.

There was no further discussion.

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

Communication & Development Director Jane Baker provided a written report prior to the meeting for August 2018 communication activities. In addition, Ms. Baker distributed copies of the fall postcard mailer recently sent to District residents, and commented how its message shifted to why we do things from the former how we do things. Mr. Roewe said the mailer was a great way to get the word out about our services and also part of the District's long-term communication strategy.

There was no further discussion.

**Fiscal Report,  
August 2018  
(Item V.E.)**

Revenue and Expenditure Statement through August 31, 2018.

<u>Fund 001</u>	
Revenues	\$ 7,106,319
Expenditures	\$ 8,506,926
Ending Fund Balance	\$ 3,779,016
Fund Budget Expended	65.21%

Mr. Knorr had nothing further to add.

There was no further discussion.

**Spotlight  
Stories Off the Page  
(Item V.F.)**

Ms. Baker provided a spotlight on the District's forthcoming video-based communication initiative called Stories Off the Page. She noted its concept is a video version of the Business Matters brochure, of which Ms. Baker distributed copies. The goal of the program is to provide a mechanism for internally creating videos to not only share and promote library programs and events on Community-Minded TV (CMTV), web and social media sites, and internal training guides, but to also create video vignettes to showcase library services and resources in a story format. Ms. Baker further shared a brief history about inception of The Studio at

**Spotlight  
Stories Off the Page  
(Item V.F.)**

Spokane Valley Library, noting the District entered into an agreement several years ago, where CMTV would provide equipment for The Studio in exchange for one hour of programming per month for CMTV. Equipment provided to The Studio included cameras, lights, green screen, computers and editing software, and audio equipment. Ms. Baker said the Communication Department is currently creating a procedure and work flow for this program, and in the future will begin scriptwriting and storyboarding stories, with plans to work with Studio staff to edit and prepare videos for a variety of audiences. Trustees expressed thanks for the informative report.

There was no further discussion.

There was no public comment.

**Public Comment  
(Board motion to  
move to Item VI.  
from Item VII.)**

Mr. Craig called for a brief recess at 5:07 p.m.

**Executive Session  
Comment  
(Item VII.)**

REVIEW THE PERFORMANCE OF A PUBLIC EMPLOYEE. Mr. Craig moved and Mr. Johnson seconded for the Board to commence an executive session at 5:20 p.m. to discuss the Executive Director's first annual performance evaluation. The Board returned from executive session at 5:51 p.m. Chair Craig will complete a summary of Mr. Roewe's evaluation to submit for District personnel files.

**Adjournment  
(Item VIII.)**

Chair Craig adjourned the meeting at 5:52 p.m. The next Board Meeting is scheduled for Tuesday, October 16, 2018, at 4:00 p.m., in the public meeting room at Spokane Valley Library.

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John Craig, Chair

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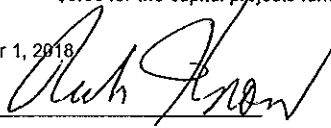
Patrick Roewe, Secretary to the Board of Trustees

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 September 30, 2018 and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$ 938,266.76 for the general fund and \$0.00 for the capital projects fund and are authorized to authenticate and certify these claims.

DATE: October 1, 2018

SIGNED



SIGNED



TITLE: Finance Director

TITLE: Executive Director

VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
054572	ASSOC OF WASHINGTON CITIES-NWA	MEDICAL, DENTAL, VISION & LIFE INS:	\$ 783.01
054573	BOOKS IN MOTION	LIBRARY MATERIALS	258.86
054574	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	214.83
054575	CITY OF SPOKANE	WATER & SEWER - MORAN PRAIRIE	1,311.92
054576	CITY OF AIRWAY HEIGHTS	WATER & SEWER - AIRWAY HEIGHTS	546.24
054577	CITY OF CHENEY	WATER, SEWER, ELEC. - CHENEY	1,168.34
054578	CITY OF DEER PARK	WATER & SEWER - DEER PARK	258.68
054579	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE	5,418.00
054580	EARTHWORKS RECYCLING,INC	RECYCLING	172.40
054581	FRANCOTYP- POSTALIA, INC	POSTAGE MACHINE ANNUAL LEASE (2)	703.72
054582	FREE PRESS PUBLISHING, INC	LIBRARY MATERIALS	72.00
054583	GALE/CENAGE LEARNING	LIBRARY MATERIALS	665.95
054584	GLOBAL KNOWLEDGE	PURCHASE OF VM WARE - NETWORK SOFTWARE	4,658.00
054585	HAMMOND FACILITY CONSULTING	FACILITY MAINTENANCE PLAN CONSULTING	165.00
054586	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	3,412.77
054587	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	7,910.08
054588	MAYLISA DESIREE MCEEVERS	REFUND OF LOST/PAID FEES	53.00
054589	McMULLEN & McMULLEN, P.S.	GENERAL LEGAL SERVICES	882.00
054590	MODERN ELECTRIC WATER COMPANY	WATER, ELEC. - SV	2,376.12
054591	NATIONWIDE INSURANCE	EMPLOYEE DEDUCTIONS FOR PET INSURANCE	141.74
054592	NORTHWEST GENERATORS	DIESEL GENERATOR MAINTENANCE	685.00
054593	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	11,054.73
054594	KRISTI M PARRY	REFUND OF LOST/PAID FEES	13.00
054595	PRIME PEST CONTROL	BUILDING REPAIR & MAINTENANCE	380.80
054596	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	577.06
054597	RACHEL M. RAAB	REFUND OF LOST/PAID FEES	5.00
054598	PENGUIN RANDOM HOUSE LLC	LIBRARY MATERIALS	97.92
054599	SPOKANE PUBLIC LIBRARY	INTERLIBRARY LOAN FEES	15.00
054600	THE SPOKESMAN- REVIEW	ADVERTISING	466.44
054601	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	17.30
054602	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	342.31
054603	SPOKANE COUNTY UNITED WAY	EMPLOYEE DEDUCTIONS FOR UNITED WAY	119.50
054604	VALUE LINE PUB., INC.	LIBRARY MATERIALS	867.00
054605	VERIZON WIRELESS	MONTHLY CELL PHONES (20)	341.33
054606	WEST PLAINS CHAM. OF COMMERCE	ANNUAL DUES	50.00
054607	ABM INDUSTRIES, INC.	MONTHLY CUSTODIAL SERVICES	75.00
054608	APS, INC.	POSTAGE EQUIP. SUPPLIES	64.19
054609	BATTERIES PLUS BULBS	MAINTENANCE SUPPLIES	23.88
054610	BRILLIANCE PUBLISHING, INC.	LIBRARY MATERIALS	9.78
054611	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	137.74
054612	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	1,339.58
054613	CENTURYLINK	ANALOG TELEPHONE LINES	41.07
054614	CENTURYLINK	ANALOG TELEPHONE LINES	59.91
054615	CENTURYLINK	ANALOG TELEPHONE LINES	82.16
054616	CHEVRON U.S.A. INC.	VEHICLE FUEL	590.50
054617	CITY OF MEDICAL LAKE	WATER, SEWER, REFUSE - ML	276.75
054618	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CHENEY	30.54

054619	DELL MARKETING L.P.%DELL USA LP	PRINTER SUPPLIES/IT EQUIPMENT	266.66
054620	EMPIRE DISPOSAL INC.	SOLID WASTE - FAIRFIELD	42.57
054621	FATBEAM, LLC	MONTHLY INTERNET SERVICE	498.00
054622	FREE PRESS PUBLISHING, INC	LIBRARY MATERIALS	57.80
054623	GALE/CENAGE LEARNING	LIBRARY MATERIALS	32.85
054624	GROUP W MARKETING	ADVERTISING - KIDS NEWSPAPER	800.00
054625	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	11,274.10
054626	INLAND POWER AND LIGHT	ELECTRIC UTILITIES - AH, DP	937.92
054627	KENT ADHESIVE PRODUCTS CO.	OFFICE/LIBRARY SUPPLIES	101.73
054628	WICK ENTERPRIZES, LLC	ADVERTISING	312.37
054629	POUKONG MANIKOTH	LIBRARY PROGRAMS	1,271.13
054630	MIDWAVE TAPE	LIBRARY MATERIALS	4,863.77
054631	MOVO MEDIA MARKETING	SEMI-MONTHLY SOCIAL MEDIA PLATFORM MGMT	750.00
054632	OCLC, INC.	EX PROXY SOFTWARE	598.40
054633	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	154.78
054634	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	7,361.66
054635	PRESSWORKS	PRINTING	184.96
054636	RECORDED BOOKS, LLC	LIBRARY MATERIALS	239.30
054637	THE SPOKESMAN- REVIEW	ADVERTISING	792.52
054638	SPOKANE COUNTY ENVIRONMENTAL SERVICES	MONTHLY SEWER - AR, NS, SV	462.36
054639	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	466.92
054640	UPS	SHIPPING	23.34
054641	VALUE LINE PUB., INC.	LIBRARY MATERIALS	900.00
054642	VERNON LIBRARY SUPPLIES, INC.	OFFICE/LIBRARY SUPPLIES	32.47
054643	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	752.89
054644	WHITWORTH WATER DISTRICT #2	WATER - NORTH SPOKANE	381.63
054645	ABM INDUSTRIES, INC.	MONTHLY CUSTODIAL SERVICES	13,937.42
054646	APPLE COMPUTER, INC.	IT HARDWARE & SOFTWARE	48.80
054647	ARC ELECTRIC	BUILDING REPAIR & MAINTENANCE	872.25
054648	AT&T MOBILITY	TELEPHONE & BROADBAND - BOOKEND	106.51
054649	BERKLEY NORTH PACIFIC	INSURANCE ON RENTED EQUIPMENT ADD ON	95.00
054650	CENTURYLINK	ANALOG TELEPHONE LINES	39.51
054651	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	333.00
054652	THE FIG TREE	LIBRARY MATERIALS	44.00
054653	FRONTIER COMMUNICATION	TELEPHONE & BROADBAND - FF	120.25
054654	GALE/CENAGE LEARNING	LIBRARY MATERIALS	1,362.94
054655	GARY'S KEY & LOCK	BUILDING REPAIR & MAINTENANCE	4.89
054656	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	195.84
054657	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	3,217.09
054658	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	13,371.84
054659	INLAND POWER AND LIGHT	ELECTRIC UTILITIES - AH, DP	416.10
054660	KING COUNTY LIBRARY SYSTEM	INTERLIBRARY LOAN FEES	14.99
054661	KREM.COM	ADVERTISING	1,000.00
054662	LINKEDIN CORPORATION	ELECTRONIC LIBRARY SERVICES	18,400.00
054663	MIDWEST TAPE	LIBRARY MATERIALS	10,143.39
054664	MOVO MEDIA MARKETING	SEMI-MONTHLY SOCIAL MEDIA PLATFORM MGMT	750.00
054665	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	9,960.36
054666	PERRINE PROPERTIES, LLC	MONTHLY PARKING LOT LEASE, SV	300.00
054667	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	264.50
054668	RECORDED BOOKS, LLC	LIBRARY MATERIALS	476.24
054669	SCHOLASTIC LIBRARY PUBLISHING	LIBRARY MATERIALS	1,992.94
054670	THE SPOKESMAN- REVIEW	LIBRARY MATERIALS	155.48
054671	SCORE	LIBRARY PROGRAMS	450.00
054672	SPOKANE HARDWARE SUPPLY	BUILDING REPAIR & MAINTENANCE	17.80
054673	SPOKANE MALL LLC	MONTHLY LEASE PAYMENT, BOOKEND	3,120.00
054674	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	513.12
054675	TOWN OF FAIRFIELD	WATER, SEWER - FAIRFIELD	185.80
054676	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	11,500.53
054677	US BANK	MPLCFA BOND MANAGEMENT FEE	300.00
054678	U.S. DEPT. OF EDUCATION	PAYROLL GARNISHMENT	84.21
054679	SPOKANE COUNTY UNITED WAY	EMPLOYEE DEDUCTIONS FOR UNITED WAY	119.50
054680	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	699.92
054681	WASHINGTON STATE LIBRARY	INTERLIBRARY LOAN FEES	50.00
054682	WALT'S MAILING SERVICE	ADVERTISING	7,927.87
054683	ZAYO GROUP, LLC	MONTHLY BROADBAND SERVICE	16,416.17



054684	ALLSTREAM	MONTHLY DID, PRI AND LONG DISTANCE PHONE SVC	1,101.94
054685	ASSOC OF WASHINGTON CITIES-NWA	** VOID CHECK **	-
054686	AVISTA UTILITIES	MONTHLY UTILITIES	7,371.68
054687	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	457.20
054688	CONSOLIDATED IRRIGATION DIST19	WATER - OTIS ORCHARDS	95.21
054689	THE COMIC BOOK SHOP	LIBRARY MATERIALS	328.99
054690	EBSCO INDUSTRIES, INC.	LIBRARY MATERIALS - SUBSCRIPTIONS	577.50
054691	DERRICK FREELAND	LIBRARY PROGRAMS	400.00
054692	GALE/CENAGE LEARNING	LIBRARY MATERIALS	576.40
054693	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	7,891.27
054694	KENT ADHESIVE PRODUCTS CO.	OFFICE/LIBRARY SUPPLIES	252.57
054695	MIDWEST TAPE	LIBRARY MATERIALS	5,669.55
054696	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	84.58
054697	OTIS ELEVATOR COMPANY	QTRLY ELEVATOR MAINTENANCE	487.06
054698	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	12,398.48
054699	RECORDED BOOKS, LLC	LIBRARY MATERIALS	56.51
054700	SINGLEWIRE SOFTWARE, LLC	ANNUAL SOFTWARE SUPPORT - INFORMACAST	2,001.92
054701	SOLARWINDS, INC.	ANNUAL SOFTWARE SUPPORT	1,396.99
054702	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	285.83
054703	UNIQUE MANAGEMENT SERVICES	MONTHLY COLLECTION AGENCY & NOTICE FEES	1,716.70
054704	***Void Check***	***VOID CHECK***	-
054705	***Void Check***	***VOID CHECK***	-
054706	BETTER IMPACT USA INC.	VOLUNTEER MANAGEMENT SOFTWARE PURCHASE	850.00
054707	INLAND PUBLICATIONS	LIBRARY PROGRAMS	1,070.00
W00591	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	49,561.06
W00592	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	63,224.62
W00593	US BANK - HEALTH - OPTUM	H S A CONTRIBUTIONS	1,633.00
W00594	ASSOC OF WASHINGTON CITIES-NWA	MEDICAL, DENTAL, VISION & LIFE INS.	82,721.88
W00595	STATE OF WASHINGTON	MONTHLY EXCISE/SALES TAXES	660.86
W00596	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	55,333.76
W00597	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	47,156.93
W00598	US BANK - HEALTH - OPTUM	H S A CONTRIBUTIONS	<u>1,633.00</u>

**Total Non-Payroll General Operating Fund**

**\$ 548,500.03**

**PAYROLL VOUCHERS**

09102018PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS	\$ 205,310.95
09252018PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS	<u>184,455.78</u>

**Total Payroll General Operating Fund**

**\$ 389,766.73**

**TOTAL GENERAL OPERATING FUND**

**\$ 938,266.76**

Aug/September 2018 Credit Card Activity  
Paid in September 2018  
Voucher # 054676

<u>Card Category</u>	<u>Amount</u>
General Purchases	\$4,781.88
Maintenance	272.90
Travel	2,860.55
Acquisitions	3,161.09
Information Technology	358.47
Outreach	65.64
General Fund Purchases	<u><u>\$11,500.53</u></u>

**LEVY LID LIFT UPDATE**

**BACKGROUND:**

In June and July 2018, Strategic Research Associates, a local firm, conducted a survey of District residents in which they evaluated media sources and general opinions of Spokane County residents to guide future library decision-making.

Communication & Development Director Jane Baker and Executive Director Patrick Roewe will provide a brief overview of key findings from the survey.

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

**JANITORIAL SERVICES CONTRACT AWARD**

**BACKGROUND:**

The District chose not to renew the existing janitorial contract for the fifth and final year, and instead decided to solicit proposals for a new contract. The process for this bid solicitation and resulting evaluation is summarized as follows.

During August 2018, the general specifications for janitorial services were reviewed and updated for all 11 library locations and the bid requirements were established.

A Request for Proposals for Janitorial Services (RFP) for the District was issued on Sept. 7, 2018. The District published a legal notice as required, and posted an announcement on the District’s website.

An integral part of the process for all prospective bidders was a mandatory tour of all District facilities beginning Sept. 25, 2018. A total of four (4) prospective service providers attended the two-day tour.

The due date for sealed bids was Tuesday, Oct. 9, 2018, at 10:00 a.m. The District received three (3) proposals. The proposals were reviewed, with selected responses listed below:

	Varsity Facility Services	Argus Janitorial	American Building Maintenance
Bid for Core Services	\$ 233,220	\$ 195,421	\$ 167,250
Per Occurrence Pricing for:			
Carpet Cleaning		\$ 2,667	\$ 5,103
Window Cleaning & High Dusting	\$ 6,300	\$ 2,233	\$ 5,598
Total Hours for Core Services	9,327	11,289	9,143
Emergency Response Time	2 hours	1 hour	2 hours
Spot Cleaning Maximum	4 inch	8 inch	4 inch

**Recommended Action:** District staff are continuing to evaluate the proposals and contacting references. Staff intends to provide a recommendation at the meeting.

**Preliminary Budget 2019**

- a. Public Hearing on Authorized Revenue Sources**
- b. 2019 Preliminary Budget Presentation**
- c. Organizational Memberships Review**
- d. Board Direction to Staff**

**Background**

RCW 84.55.120 requires taxing districts to hold a public hearing on revenue sources prior to submitting the request to have property tax levied. The deadline for property tax certification is November 30. The District will submit a proposed budget for formal adoption at the November board meeting along with all resolutions required for proper establishment.

A recap of the preliminary budget and related significant budget are provided below. The variances noted are from the 2018 budget as adopted. The current budget formulation process used both the 2018 budget as adopted and the expected final results for 2018.

**Recommended Action:** Board motion to approve funds in the 2019 General Operating Fund for organizational memberships as proposed, and Board direction to staff toward completion of the final 2019 General Operating budgets.

## Revenue

	2018 Approved Budget	2019 Preliminary Budget	\$\$ change	% change
Property Taxes (net of TIFs)	11,576,000	11,918,000	342,000	3.0%
Contract Cities	344,800	337,000	(7,800)	-2.3%
Fines and Fees	209,000	171,000	(38,000)	-18.2%
E-Rate, Interest Earnings and Other	248,500	276,000	27,500	11.1%
Grants and Donations	53,000	33,000	(20,000)	-37.7%
<b>Total General Fund Revenues</b>	<b>12,431,300</b>	<b>12,735,000</b>	<b>303,700</b>	<b>2.4%</b>

### Property Tax Revenues - change of \$342,000

- Tax revenue for 2019 as presented is \$342,000 higher than 2018.
  - Approximately \$116,000 is from the 1% increase allowed
  - Approximately \$220,000 is due to reported new construction of \$487 million
  - The remaining \$6,000 is due to expected increase in state assessed values, net of increase in TIF reductions.
- Total assessed valuations of existing real property was initially reported as increasing 7.5% over the prior year. Thus, the District's tax levy rate is expected to decrease to slightly below \$0.43 per thousand on January 1, 2019.
- Inflation as measured by the Implicit Price Deflator (IPD) and defined by RCW 84.55.005 is 2.2%. Any measurement over 1% allows the District to levy up to 101% of the prior year without need of a substantial need resolution.

### Contract Cities - change of (\$7,800)

- Revenue from our contract with Airway Heights is budgeted to decrease by \$7,000. Preliminary assessed valuation for the City of Airway Heights increased at a lesser pace than the District's 7.5%, which results in a lower contract amount for 2019.
- Revenue from the District's contract with the City of Spokane for the portion of the Moran Prairie Library Capital Facilities Area (MPLCFA) now annexed is budgeted to decrease a modest \$800.

### Fines and Fees - change of (\$38,000)

- Total fines and fees revenue has been declining for a few years. With actual fine revenues below budget so far in 2018, it is necessary to reduce the fines and fees budget for the upcoming year by approximately \$38,000. The District raised the customer account balance total to be reached before being submitted for collection from \$25 to \$50 on January 1, 2018. There is a mitigating reduction in fees paid to the collection agency discussed below.

**E-Rate, Interest and Other Revenues - change of \$27,500**

- The interest rate earned on District funds invested in the Spokane County Investment Pool, (SCIP) should reach 2.0% in early 2019, generating an expected increase of over \$40,000 in interest earnings on the General Fund balance. This is offset by a small decline in expected E-rate reimbursements.

**Grants and Donations - change of (\$20,000)**

- Grants and donations expected for 2019 are \$33,000, compared to \$53,000 budgeted in 2018. The District will continue to operate the after-school snack program at Deer Park, and anticipates to continue with somewhat lesser support from the various Friends groups.

**Expenses**

	2018 Approved Budget	2019 Preliminary Budget	\$\$ change	% change
Salaries	6,137,000	6,442,000	305,000	5.0%
Benefits	2,202,950	2,291,200	88,250	4.0%
<b>Total Personnel Costs</b>	<b>8,339,950</b>	<b>8,733,200</b>	<b>393,250</b>	<b>4.7%</b>
Supplies	190,100	151,200	(38,900)	-20.5%
Services	1,819,150	1,801,300	(17,850)	-1.0%
Library Materials	1,665,000	1,716,000	51,000	3.1%
Capital	230,000	161,000	(69,000)	-30.0%
Library Programs	109,800	87,300	(22,500)	-20.5%
Contingency	77,300	85,000	7,700	10.0%
<b>Total General Fund Expenditures</b>	<b>12,431,300</b>	<b>12,735,000</b>	<b>303,700</b>	<b>2.4%</b>

**Salaries - change of \$305,000**

- An annual salary adjustment of 3.0% is included in this preliminary budget. Inflation as defined by the August 2018 CPI-W, is 2.88%. In addition, the state minimum wage will increase from \$11.50 to \$12.00, effective January 1, 2019.
- 2019 represents the first full year of the compensation plan approved by the Board of Trustees in September 2017.
- The impact of normal and consistent turnover continues to be incorporated into the budget.
- The District will continue to practice prudent position management, evaluating all vacant positions as they occur and replacing employees only after accumulated leave has run out.

**Payroll Taxes and Employee Benefits - change of \$88,250**

Payroll Taxes and Employee Benefits			
	2018	2019	Change
FICA	471,500	492,400	20,900
Medical, Dental, Vision	919,000	935,400	16,400
Retirement	740,000	770,800	30,800
Paid Family & Medical Leave	-	8,600	8,600
All Other	72,450	84,000	11,550
<b>Total</b>	<b>2,202,950</b>	<b>2,291,200</b>	<b>88,250</b>

- Comprehensive Employee Medical (Medical, Dental, Vision) Coverage
  - The District plans to continue to offer the same four comprehensive employee medical options:
    - Two by Kaiser Permanente, one a high-deductible health plan (HDHP)
    - Two by Asuris/Regence, one a HDHP
  - AWC recently announced 2019 rate increases:
    - 7.3% for Kaiser plans
    - 3.3% for Asuris/Regence plans
- Public Employee Retirement System (PERS) employer contribution rate increased to 12.83% on Sept. 1, 2018, and will remain at that rate until July 1, 2019, when it is scheduled to increase to 12.86%.
- The new Washington State Paid Family and Medical Leave program will begin in 2019. The District is required to collect premiums beginning January 1, 2019. The program will provide family and medical leave benefits to eligible employees beginning January 1, 2020. The rates are split .137% of total paid wages for the employer and .263% for the employee.
- All other payroll taxes and employee benefits have minimal changes.

**Supplies Expense - change of \$(38,900)**

- Total supply usage has been below budget for a few consecutive years and the budget for 2019 has been reduced accordingly.

**Services - change of \$17,150**

Total services include all utilities, broadband, telecom, facility and grounds maintenance, equipment and space rentals, property and liability insurance, software maintenance and support, travel, and other professional services.

- Property and liability insurance is expected to increase 2-3%.
- Utilities are budgeted to remain the same as 2018. The District has sufficiently budgeted to absorb modest rate increases and has seen modest savings due to LED lighting changes.



- Collection agency costs have decreased \$7,000 due to the expected reduction in fees for accounts turned to collection.
- Buildings and grounds maintenance  
The District has four significant contracts for facility and grounds maintenance:
  - Courier Service, no rate change. Contract signed in 2014.
  - HVAC Maintenance, minor rate change. Contract signed in 2014.
  - Grounds maintenance, minor rate change, contract signed in 2013.
  - The District has solicited proposals for Janitorial Services and the results of that RFP are a separate topic at this month's Board of Trustees meeting.
- All other services are budgeted for little or no changes.

**Library Materials - change of \$51,000**

- Library materials continue to be funded at 14% of total revenues from tax levy and contracted cities, per policy.

**Capital Equipment - change of (\$69,000)**

Total General Fund capital equipment expenditures are expected to be as follows:

- IT equipment needs \$121,000
- General equipment needs \$ 40,000

**Library Programs - change of (\$22,500)**

- Library programs are budgeted at 0.5% of total revenues, plus amounts received from grants and donations specifically for programming.

**Contingency Funds - change of \$7,700**

- 2019 provides for an initial operating contingency of \$85,000. Prior year contingency was \$77,300.

## Organizational Memberships Review

Below is a list of the memberships that have been included in the proposed 2019 budget.

### Professional Organizations:

- Washington Library Association (WLA) – Includes the institutional membership and personal memberships for each Trustee
- American Library Association (ALA) – Includes personal membership for each of five Trustees in ALA and two Divisions: United for Libraries & Public Library Association
- Public Libraries of Washington (PLW)
- Inland Northwest Council of Libraries (INCOL)
- OCLC – Fees for bibliographic and cataloging services include membership in this non-profit organization run by membership
- SirsiDynix Users Group (COSUGI)
- Washington Finance Officers Association (WFOA)
- Association of Washington Cities (AWC)

### Community & Business Organizations:

- North Palouse Chamber of Commerce
- Deer Park Chamber of Commerce
- Greater Spokane Valley Chamber of Commerce
- West Plains Chamber of Commerce
- Greater Spokane, Inc. (GSI)
- Sunrise Rotary and Rotary 21
- Inland Northwest Business Alliance
- Inland Northwest Early Learning Alliance
- Moran Prairie Grange
- Hispanic Business/Professional Association of Spokane
- Pacific Northwest Booksellers
- Cheney Merchants Association

Individuals are encouraged to be involved in professional organizations. The District encourages staff to be members of the Washington Library Association, American Library Association, Public Library Association, and/or other local service and professional organizations.

In general, individuals are responsible for individual membership fees for these professional organizations

## Board Direction

At the conclusion of the budget presentation, staff requests that the Board approve the list of memberships and organizations and provide direction on the following:

- Provide direction on the annual salary adjustment. The District's current policy, Section 3.13 cited below, provides for a salary adjustment between 0% and 4%.

*The District will comply with federal and state law regarding minimum wage rates.*

*The District may consider a number of economic factors, including the August CPI-W, when determining any annual cost of living adjustment (COLA) amount. The Board of Trustees has sole approval authority for any such adjustment. Such an adjustment may range from a minimum of 0% to a maximum of 4%.*

- CPI-W has been announced at 2.88%.
- The budget proposed provides for an annual salary adjustment of 3.0%.

## Future Information and Future Meetings

Based on the discussions and decisions from this meeting, a preliminary budget will be presented for formal adoption at the regularly scheduled November board meeting. A final 2019 Budget will be presented at the December meeting.

**FRIENDS OF THE Spokane County Library District****BACKGROUND:**

The Friends of the Library policy is being presented with wording updates that reflect the changes made in the nonprofit in 2016 that no longer need to be called out in the policy.

The Friends of the Library reorganized under one 501(c)(3) with the individual library groups referred to as 'chapters' under the larger District-wide group. This terminology helped both the Friends and the District visualize and understand the new structure. Now, nearly three years later, the structure has been normalized. Terminology acknowledging chapters is no longer needed and has been updated to simply recognize all the individual library groups and the District-wide group as Friends of the Library.

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 Friends of the Library policy.

SPOKANE COUNTY LIBRARY DISTRICT

Current/Existing Policy

**POLICY: FRIENDS OF THE LIBRARY**

APPROVAL DATE: JULY 20, 1988

REVISION DATE: ~~SEPTEMBER 16, 2014~~ October 16, 2018

**Purpose:** Declares recognition of the Friends ~~Foundation~~ of the Spokane County Library District (Friends) as a non-profit community organization that supports and promotes the Spokane County Library District (District).

**Background:**

The Friends' mission is to raise funds and public awareness in the community to support the services and programs of the District. As a non-profit, 501(c)(3) organization, however, it is a legally distinct entity and not a part of the District.

**POLICY:**

The District Board of Trustees recognizes and endorses the Friends ~~and its chapters~~ as a non-profit community group whose primary purpose is to support the District's mission and the programs and services offered at District libraries.

The District provides official recognition of the Friends as it meets the following criteria: It is registered as a nonprofit corporation with the Washington Secretary of State and maintains its status in good standing. The Friends has tax-exempt status from the Internal Revenue Service (IRS), and maintains this status in good standing. The District assumes no responsibility or liability for the Friends compliance with IRS regulations, or its ability to maintain its tax-exempt status.

The purpose and goals of the Friends ~~(and its affiliate chapters)~~ are to promote interest in the District in its entirety; support and promote awareness of the District's mission, goals, services, and resources; foster public support for the development of the District and raise funds so it may continue to serve the needs and interests of the ~~community~~ communities in the District's service area.

~~Each community library may receive additional support from its respective Friends affiliate chapter. A Friends chapter consists of volunteers who organize to raise funds that supplement the programs and services offered at a community library, raise awareness within that community, and may also support District initiatives. As a Friends chapter, donations made to a chapter are considered tax deductible.~~

Membership in the Friends is open to all residents of the community, and residents may choose a(n) affiliated chapter(s). General membership meetings are open to the public ~~and shall be held in a location large enough to accommodate the paid membership.~~ Chapter meetings shall also be open to the public and attended by an assigned District liaison, the Library Supervisor and/or Managing Librarian or their delegate.

The District encourages the Friends ~~and its affiliate chapters~~ to sponsor programs and activities and raise funds for library support. Specific activities, including purchases such as library materials, furniture, and equipment, must have prior approval or be done at the request of the District.

The District will support activities of the Friends in accordance with the Inter-local agreement between the organizations. To foster communication and collaboration, the Executive Director, Chair of the Board of Trustees, and Development Director (or their designees) serve as ex-officio members of the

Friends Executive Committee. District staff members and/or Trustees shall not hold elected offices with the Friends ~~or its chapters~~ to avoid conflict of interest.

~~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: FRIENDS OF THE LIBRARY**

APPROVAL DATE: July 20, 1988

REVISION DATE: October 16, 2018

**Purpose:** Declares recognition of the Friends of the Spokane County Library District (Friends) as a non-profit community organization that supports and promotes the Spokane County Library District (District).

**Background:**

The Friends' mission is to raise funds and public awareness in the community to support the services and programs of the District. As a non-profit, 501(c)(3) organization, however, it is a legally distinct entity and not a part of the District.

**POLICY:**

The District Board of Trustees recognizes and endorses the Friends as a non-profit community group whose primary purpose is to support the District's mission and the programs and services offered at District libraries.

The District provides official recognition of the Friends as it meets the following criteria: It is registered as a nonprofit corporation with the Washington Secretary of State and maintains its status in good standing. The Friends has tax-exempt status from the Internal Revenue Service (IRS), and maintains this status in good standing. The District assumes no responsibility or liability for the Friends compliance with IRS regulations, or its ability to maintain its tax-exempt status.

The purpose and goals of the Friends are to promote interest in the District in its entirety; support and promote awareness of the District's mission, goals, services, and resources; foster public support for the development of the District and raise funds so it may continue to serve the needs and interests of the communities in the District's service area.

Membership in the Friends is open to all residents of the community, and residents may choose a(n) affiliated chapter(s). General membership meetings are open to the public and attended by an assigned District liaison.

The District encourages the Friends to sponsor programs and activities and raise funds for library support. Specific activities, including purchases such as library materials, furniture, and equipment, must have prior approval or be done at the request of the District.

The District will support activities of the Friends in accordance with the Inter-local agreement between the organizations. To foster communication and collaboration, the Executive Director, Chair of the Board of Trustees, and Development Director (or their designees) serve as ex-officio members of the Friends Executive Committee. District staff members and/or Trustees shall not hold elected offices with the Friends to avoid conflict of interest.

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

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



## **USE OF 3D PRINTERS**

### **BACKGROUND:**

The primary focus of the suggested revision was to add a disclaimer that while the District prohibits the use of the 3D printers to create items that are illegal, unsafe, obscene or in violation of another's intellectual property rights, District staff may not be aware nor held responsible of any use of a 3D printed item.

The revised policy has been reviewed by District legal counsel and the District's insurance broker, and also includes the updated boilerplate statement that has been edited for clarity.

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 Use of 3D Printers policy.

SPOKANE COUNTY LIBRARY DISTRICT

Current/Existing Policy

**POLICY: USE OF 3D PRINTERS**

APPROVAL DATE: SEPTEMBER 15, 2015

REVISION DATE: ~~SEPTEMBER 20, 2016~~ OCTOBER 16, 2018

RELATED POLICIES:

Computer, Wireless Network and Internet Use Policy

Confidentiality of Library Records

**Purpose:** To provide guidelines for the use and administration of the District's 3D printing facilities.

**Background:**

~~As part of its mission to inspire learning, advance knowledge, and connect communities, Spokane County Library District provides the community with programs and opportunities to explore, learn and create using relevant technology and software tools, including 3D printing capability.~~

**General Policy:**

The District prohibits the use of its 3D printers to create items that are, as determined by District staff, in violation of local, state or federal law; unsafe, dangerous, or an immediate threat to the well-being of others; obscene or otherwise inappropriate for the library environment; or in violation of another's intellectual property rights. The District will review all print jobs prior to printing, and reserves the right to refuse any 3D print request.

Supervision of the use of the 3D printer by District staff does not constitute knowledge or acknowledgment of any use of the 3D product, and the District specifically disclaims any knowledge thereof. The user shall hold the District and its officers, employees, volunteers and agents harmless for any and all claims arising from the request for, manufacture of and use of the 3D printing service.

While the District will maintain the confidentiality of users' printing history in accordance with District policy, the prints themselves may occur within public view, and the District makes no guarantee that any particular print will not be seen by members of the public.

Library members may be charged for printed items. The District will determine such charges in order to recover costs. Library members may be limited to a specific number of print jobs based upon demand, as determined by District staff. The District does not guarantee a successful print. Unless the print fails to finish, the cost of the completed print, regardless of quality, will still be charged. If the District declines a 3D-print request, the member will not be charged.

3D printing will occur only during library open hours. Print jobs with estimated completion times that would exceed library open hours will not be started until the next open day. Print jobs with an estimated completion time that would exceed the longest scheduled open hours will be declined and the member will not be charged.

In order to claim their printed items, members will be required to produce photo ID or a receipt of payment. Items that are printed on District 3D printers and not claimed within 14 days will become property of the District. No refund will be provided for unclaimed items.

3D printing services may occasionally be provided at no charge in conjunction with related District programs or events. Priority printing will be given to District programs and events.

Only designated District staff and volunteers will have hands-on access to the 3D printer.

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

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

SPOKANE COUNTY LIBRARY DISTRICT

Draft Policy

**POLICY: USE OF 3D PRINTERS**

APPROVAL DATE: SEPTEMBER 15, 2015

REVISION DATE: OCTOBER 16, 2018

RELATED POLICIES:

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Confidentiality of Library Records

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

## **Overview Guidelines for Local Government Agencies in Election Campaigns**

Background:

From the Washington State Public Disclosure Commission (PDC) website:

The Washington State Public Disclosure Commission (PDC) was created and empowered by Initiative of the People to provide timely and meaningful public access to accurate information about the financing of political campaigns, lobbyist expenditures, and the financial affairs of public officials and candidates, and to ensure compliance with and equitable enforcement of Washington's disclosure and campaign finance laws.

Washington State campaign finance and disclosure laws rely on the antiseptic qualities of "sunshine" and several prohibitions to assure citizens of Washington that governmental systems and individuals who operate within it are open and honest... [M]onitoring efforts of the Public Disclosure Commission ensures compliance with the law.

The PDC provides "Guidelines for Local Government Agencies in Election Campaigns," which relate specifically to public disclosure law regarding the use of public facilities in campaigns. As a public agency, Spokane County Library District operates in compliance with these guidelines.

Executive Director Patrick Roewe will provide a brief overview of PDC guidelines as they pertain to District Trustees and staff.

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

**FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: NOVEMBER - DECEMBER 2018*****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: Approval Recommendation.
- Computer, Wireless Network and Computer Use Policy: Approval Recommendation.
- Draft 2019-2021 Community Engagement Plan Review
- Overview – Staff Training
- Spotlight The BookEnd

Please send requests for agenda additions or changes to the Board Chair or Administrative Assistant no later than Tuesday, November 6, for inclusion in the preliminary agenda to be sent Nov. 7. Meeting packets will be mailed Nov. 14.

***December 18, 2018: Argonne Library - (4:00 p.m.)***

- Levy Lid Lift Update
- 2019 Budget
  1. Adopting a 2019 Final Budget (Resolution No. 18-08): Approval recommendation.
- Bulletin Boards and Community-Interest Publications Policy: Approval recommendation.
- Final 2019-2021 Community Engagement Plan: Approval recommendation.
- 2018 Work Plan-Year in Review
- 2019 Work Plan
- 2019 Meeting Schedule/Locations/Overviews and Policies Review: Approval recommendation.
- 2019 Board of Trustees' Officers Election: Approval recommendation.
- Holiday Gathering

**SPECIAL MEETINGS/ACTIVITIES**2018**Oct 17-20** WLA Conference, Yakima Convention Center

## EXECUTIVE DIRECTOR'S REPORT SEPTEMBER 2018

### Business Office, Finance and Facilities – Rick Knorr

#### Finance Report

The primary focus this month has been development of the 2019 budget, including departmental budgets and the initial draft of the preliminary District budget. To recap, the timeline for the budget is as follows:

- October: 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: 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: A final budget will be presented for approval, if needed, based on direction from the previous meeting or necessitated by additional information.

#### Facilities Report

##### North Spokane

- The building interior window frame painting was completed this month.
- Installation of the warranty replacement carpet tiles will commence October 8, 2018. The majority of the work will be done during closed hours, with no service interruptions anticipated.

### Human Resources – Toni Costa

#### Department Activities

- Training
  - Best Practices in Interviewing
- Other
  - N/A

#### Recruitment and Selection

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



### Operations – Doug Stumbough

It's no surprise that the Reading Buddy program has been very successful. In fact, the literacy support initiative that pairs trained volunteers with local 1st to 5th grade kids for reading practice has been doing so well that coordinating it has taken most of the focus of the volunteer program. With the recent departure of the Volunteer Program Manager, we took the opportunity to review how to best support this successful endeavor as well as that of some of our other District literacy programs.

As a result, a Literacy Program Coordinator position was created to direct, implement and grow these programs. Melanie Boerner, currently a Librarian with an Education and Enrichment focus at Spokane Valley, was selected for this position and will begin these new duties in November. One of her first endeavors will be to connect with our thirteen partner elementary schools across Spokane County and the approximately 200 volunteers that read one-on-one with students to work on reading strategies and reading comprehension. From there, the focus will expand to other literacy endeavors such as Prime Time Family Reading and the Summer Learning partnership with Excelerate Success.

We have also commenced the transition to a better, more responsive volunteer management system that will be more responsive to the needs of each library. Once conversion to the new software is completed in October, library supervisors and managers will be able to directly post all volunteer opportunities and find matches to community members who express interest in sharing some of their time and talents to support the District.

### Collection Services – Andrea Sharps

- We ordered 1,562 titles and 5,500 copies in September. The number of titles ordered is down from last month as is the number of copies ordered.
- With 75% of the year done, total library materials expended stands at 76.88%.
- We processed, added to the system, and sent out to the libraries 5,332 items in September. This is down from last month.
- Downloadable lending through OverDrive was down in September from August. A total of 44,322 items circulated in September, including audiobooks (19,824) and eBooks (24,498). Customers placed a total of 15,863 holds on audiobooks (7,184) and eBooks (8,679), and there were 6,387 unique users with titles checked out.
- Midwest Tape's *hoopla*, a streaming media service, saw a decrease in circulation in September over August. A total of 2,095 titles including audiobooks (1,025), comics/graphic novels (89), eBooks (418), movies (277), full-length albums (193) and television shows (93) circulated in September for a combined cost of \$4,013.85 and an average cost per circulation of \$1.92. A total of 56 new users registered in the month, and there were 841 active users and 7,464 total users recorded. No customers were blocked from using *hoopla* in September due to the daily budget cap.
- Spokane Is Reading hosted author Amy Stewart on September 27 for two free presentations. The afternoon event at the Spokane Valley Event Center saw an appreciative audience of 194 listen to the author speak about writing her book, *Girl Waits with Gun*. The 7:00pm event at the Spokane Public Library Downtown had an attendance of 186 equally engaged by the same talk and slide show presentation. Spokane Is Reading is sponsored by Spokane County Library District, Spokane Public Library and Auntie's Bookstore and is funded primarily through donations from both libraries' Friends of the Library groups with Humanities Washington also contributing support. This was SIR's 17<sup>th</sup> annual community-wide reading event.

- We loaned 344 items to other libraries and borrowed 589 items from other libraries for 933 total Interlibrary Loan transactions processed in September.

**Executive Director – Patrick Roewe**

District Activities

**Leadership Team Updates**

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

Staff Liaison for Friends of the Library: Guidelines for interacting with our Friends groups were drafted by the development team. While our work with the Friends remains positive and productive, the new Development Manager role provided the opportunity to clarify and affirm how the District engages with its Friends groups.

2019 Holidays and Other Closures: In compliance with District policy we confirmed the planned closure dates for 2019. The final date for All Staff Day 2019 is still to be determined at this point, yet all other approved closure dates were confirmed.

Strategic Initiatives:

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

- We finalized plans regarding the training provided by EveryLibrary, a nonprofit organization chartered to work on local library ballot initiatives nationwide. EveryLibrary will be onsite October 18 and 19 to provide training in both preparing and executing an effective ballot initiative. The only cost to the District will be the trainer's travel and lodging expenses.
- We solicited and received ideas from staff regarding opportunities for maintenance and operations levy needs. In response, we will incorporate those submissions into the final levy plans.

Community Engagement Plan (CEP) process:

- We have finalized the initial draft of the revised vision statement, mission statement, and the guiding principles, which are part of the Leadership Team's contributions to the CEP. We will share those draft versions with staff in October, and with the Board of Trustees at the November meeting.

**Legal Counsel Update:**

We received notification from the District's attorney, Cindy McMullen, that she will retire at the end of 2018. We will conduct a search for a new attorney in the last quarter of 2018, with an emphasis on local government experience in addition to general legal support. We've greatly appreciated Ms. McMullen's guidance and counsel over the last few years, and wish her the very best in her retirement.

Community Engagement

I attended the Greater Spokane Valley Chamber of Commerce Government Action Committee. Presentations included details about property tax increases from the Spokane County Assessor's Office, and a November 2018 Capital Levy election from East Valley School District.

I worked at both Spokane is Reading presentations. Response from the public was overall very favorable.

ITEM AND TITLE MONTHLY REPORT  
**September 2018**

	<u>ITEMS</u>				<u>TITLES</u>		
	ADULT	YOUTH	TOTAL		ADULT	YOUTH	TOTAL
<b>Total Materials</b>							
Print	157163	150333	<b>307496</b>		83512	49687	<b>133199</b>
Nonprint	64251	22896	<b>87147</b>		26420	7475	<b>33895</b>
Subtotal	<b>221414</b>	<b>173229</b>	<b>394643</b>		<b>109932</b>	<b>57162</b>	<b>167094</b>
Periodicals	5253	787	<b>6040</b>		277	28	<b>305</b>
Total	<b>226667</b>	<b>174016</b>	<b>400683</b>		<b>110209</b>	<b>57190</b>	<b>167399</b>

	<u>ITEMS</u>			<u>TITLES</u>		
<b>OverDrive: Audiobooks</b>			<b>28192</b>			<b>23398</b>
eBOOKS			<b>40594</b>			<b>34895</b>
Licensed eBOOKS			<b>12963</b>			<b>7854</b>
<b>OverDrive: Total</b>			<b>81749</b>			<b>66147</b>
<b>GRAND TOTAL</b>			<b>482432</b>			<b>233546</b>

<b>Print &amp; Nonprint</b>	(Totals year-to-date)		
<b>ADDITIONS</b>	ADULT	YOUTH	TOTAL
Print	20665	18353	39018
Nonprint	9120	2774	11894
<b>TOTAL</b>	<b>29785</b>	<b>21127</b>	<b>50912</b>
<b>DELETIONS</b>			
Print	25667	18277	43944
Nonprint	9442	3324	12766
<b>TOTAL</b>	<b>35109</b>	<b>21601</b>	<b>56710</b>

	<u>NET CHANGE YTD</u>		
	ADULT	YOUTH	TOTAL
Print	-5002	76	<b>-4926</b>
Nonprint	-322	-550	<b>-872</b>
Periodicals	-522	-65	<b>-587</b>

**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 September 2018

Doug Stumbough and Kristy Bateman

### Service Priority Teams

#### Business and Career Development (Stacey Goddard)

- We presented two programs in support of business development this month, the regular SCORE workshop and the first of three *Advertise with Facebook* classes. Combined attendance was eight.
- GED, High School 21+, and ESL classes resumed at Cheney, Deer Park, and Spokane Valley with the start of fall quarter.
- We presented eight programs in support of financial literacy education in September, including regular offerings from SNAP and STCU, as well as the first two sessions of the *Plan Well, Age Well* series. Combined attendance for the programs was 98. We also presented *Free Shred Day* at North Spokane and Spokane Valley, where 212 individuals took advantage of this service.

#### Early Learning (Mary Ellen Braks)

- We provided 104 Storytimes to 2,897 children, parents, and caregivers. Our average attendance per Storytime was 28, which was a little lower than last month.
- We provided 38 Storytimes to 748 children at 17 child care centers.
- We presented one STARS training this month. We offered a *Nature and Early Literacy* class that had 30 child care providers attend.
- The Early Learning team tried a new program this month called *Games + Family = Fun*, a family math program. Unfortunately, we had low attendance for this program. We did eight programs and had only 19 attend. Those that came, however, had a great time and wondered why there wasn't higher attendance.

#### Education and Enrichment (Gwendolyn Haley)

Through the generosity of the Zahand family and the Diane Zahand fund, we purchased a Bloxels classroom set for programs this fall. Bloxels combine a physical gameboard and cubes with an iPad app that allows kids as young as eight years old to design, create, program and test their own video games. The first two programs were a success. Librarian Ree West commented "The Bloxels program at MP this afternoon was a big hit. There were five kids and one grownup, so not huge numbers, but the impact was wonderful. The tweens picked up the objectives immediately, and there was absolute silence almost the whole hour, punctuated every few minutes by kids busting out with things like, "this is SOOO cool!" The one boy whose mom stayed in the program with him was only eight years old, yet wow, he was almost scary-quick at intuiting his way through the process even before I could explain things to him. As parents came in to pick up their kids after the program, they were blown away by what the kids had been doing."

At the start of the school year, District librarians and staff begin to reconnect with area schools. We serve students who attend over 100 different schools spread between 14 different school districts. We are working to prioritize our most intense outreach efforts to those schools with the greatest need for improved literacy.

We continue to develop partnerships with area organizations. *The Symphony Passes* program with the Spokane Symphony began in September. Community members were very excited to reserve the passes, and enjoy the symphony; 37 out of 44 tickets were used. We have confirmed with both Mobius Science Center and Children's Museum as well as the Northwest Museum of Arts and Culture that they would like to make a continuing commitment to circulating Museum Passes. With the success of the pilot year, we are looking for more potential partners next year.

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

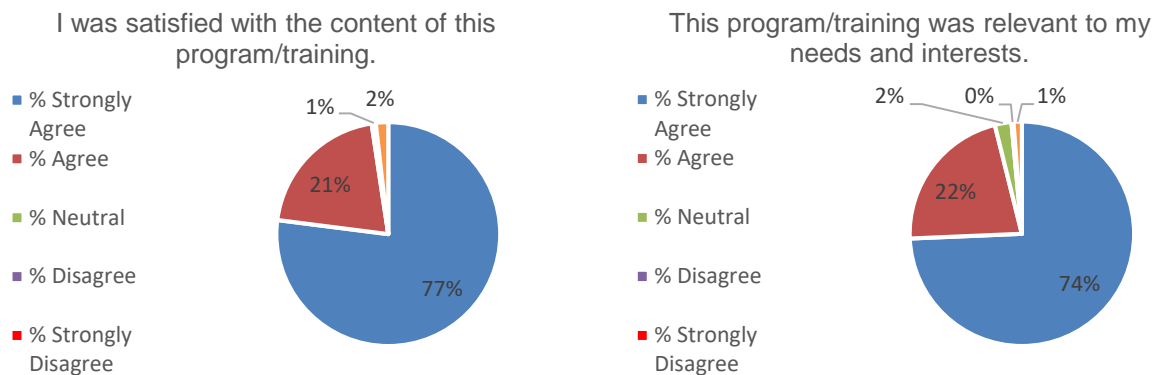
- More preliminary work on memory equipment was completed regarding where to store the equipment and how to instruct customers on its use.

- In preparation for the upcoming *Writers Workshop*, I met with Sheri and Cheryl from Collection Services to gain insights into what librarians look for when adding local authors to the collection.
- Spokanebusiness.org was updated – removing Statista and adding Pronunciator to the website.
- Four vendors were contacted that provide museum pass software. Pricing was obtained and three demos were conducted.
- Work on the local creators website continues.
- Trials were set up for Creativebug, an arts and crafts digital resource, and A to Z Databases, a business marketing digital resource.

Book a Librarian highlights

- A popular topic this month involved help with upgrading technology and becoming more proficient in working with computer applications – needs included working with files and folders in preparation for a computer class, updating operating systems, installing hardware, and organizing photos.
- We helped customers with updating their resumes and applying for specific employment opportunities.
- We assisted a customer in researching ancient mythology topics using digital resources.

Program Evaluation responses for programs occurring May-Aug 2018



**Information Technology (Patrick Hakes)**

- Deployment of Windows 10 upgrades and Surfaces has been underway all September with most of the systems now upgraded.
- Giang’s work with Communication on our website redesign continues. 3D printing forms, security incident report, Communication request form, and the accident/incident forms have all be updated with requested items.
- Migration of data from our current SharePoint site to the new one continues. The new SharePoint site should be fully functional the first quarter of 2019.

**Strategic Planning (Amber Williams)**

Staff wrapped up efforts to gather public knowledge from our communities in September with a few more Community Conversations and Ask exercises. We worked on identifying trends in aspirations and concerns to share at Staff Day for another round of input from staff before the writing begins.

**Library Reports**

**Airway Heights: Crystal Miller**

- Three kids learned how to *Create a Video Game with Bloxels* by creating their own characters and uploading their creations to the Bloxels app.
- Four employees went through fire extinguisher training in partnership with the Airway Heights Fire Department and learned tips for building safety.

- Librarian Corinne attended the ribbon cutting for Spokane Transit's new West Plains Transit Center. New stops will allow Airway Heights citizens to travel to Medical Lake or Cheney without having to travel to downtown Spokane first.
- Eleven (11) people came to *Hobbit Day*, the day Tolkien fans celebrate the birthday of Bilbo and Frodo Baggins. Families ate a breakfast funded by the Friend of the AH Library, created a dragon eye craft, and learned to write their names in Elvish and Dwarvish.
- A Voter Registration Day table was set up, providing paper registration forms to customers.

**Argonne: Pat Davis**

- Hobbit Day was attended by 16 participants. We served a second breakfast, made dragon eyes, and attendees could write their name in Elvish or Dwarfish.
- The Argonne Friends held a successful book sale.

**BookEnd: Caitlin Wheeler**

- Our first round of symphony tickets was particularly successful at The BookEnd. One customer was able to enjoy his first-ever symphony at the Fox Theater. He was so pleased for the opportunity that he returned to personally thank PSA Rachel. He wrote a heartfelt card to thank Rachel for her kindness, and mentioned that he felt honored and fortunate to have been given the opportunity.
- Voter Registration Day saw a handful of customers utilizing our paper registrations and several others asking for help to check online whether they were properly registered at the right address.

**Cheney: Catherine Nero Lowry**

- EWU's fall quarter began on the 27<sup>th</sup> bringing many new residents into Cheney. The library interacted with 190 students at EWU's Neighbor Fest providing them with information about District resources. The free printing and proctoring offered by the District are two resources EWU students are excited to learn about.
- In support of early elementary student success, Cheney's *Games + Family = Fun* program equipped parents with tools to aid their young children's development of math and critical thinking skills, while playing games as a family. Four community members took the opportunity to play with purpose at the library.

**Deer Park: Kris Barnes**

- I attended the Discover Deer Park event. This event has been created to meet and connect with new residents of Deer Park. We sat down in a local coffee shop and visited with the five new families who had recently moved here. Along with representatives from the local school district, city hall, and local churches, we spoke about Deer Park and our many resources.
- Two classes from Arcadia Elementary visited to hear a talk about how to choose a biography for their "boography" assignment. Each student reads a biography about someone who is deceased and made a positive impact in their respected field. I spent time booktalking books about Houdini, Daniel Boone, Annie Oakley, and Clara Barton, among others. The students will then choose a book, write an essay, and deliver their essay in costume on Halloween day.

**Fairfield: Kristy Bateman**

- Librarian Cindy Ulrey presented a well-received Storytime at the Southeast Spokane County Fair.
- This month many families enjoyed stopping by the library and participating in the weekly *LEGO Club*.

**Medical Lake: Cecelia McMullen**

- Several of the attendees at the *Science of Slime* program mentioned they had heard about the event at the school bus stop and headed to the library after school to create slime, complete with glitter, shaving cream, and colorful beads. New families quickly added *LEGO Club* and other library programs to their digital calendars.
- Everyone entering the library on National Voter Registration Day was met by enthusiastic volunteers. Whether filling out a paper application or learning their status through an on-line site, participants appeared eager to be part of the process. The word has continued to spread that people will find voter registration information and assistance at the library.

- The entire library was filled during *Medical Lake Monday Evening* when we brought out the *Big Toys* such as giant blocks and chess sets. *Hobbit Day* also brought out the community for a second breakfast provided by the Friends of the Library and a scavenger hunt ending with chocolate golden coins from a treasure box.

#### **Moran Prairie: Danielle Marcy**

- Librarian Ree West reported that the *Bloxels* program at Moran was a big hit and the impact was wonderful. When parents picked up their kids they were amazed by the projects the kids created.
- Public Services Associate Katie reported that during *LEGO Club* she noticed the kids and families socializing, evidence that our programs connect our community.

#### **North Spokane: Brian Vander Veen**

- Our *Creator in Residence* for the month of September, graphic novelist and game designer Derrick Freeland, hosted workshops on board game design and illustration.
- Nearly a hundred community members turned out to securely dispose of their documents at our *Shred Day* held in the North Spokane parking lot.
- A total of 48 children, parents, and caregivers turned out for our Saturday *Touch-a-Fire-Truck* Storytime. We also began regular Saturday family Storytimes at North Spokane this month.

#### **Otis Orchards: Caitlin Wheeler**

- We had 73 attendees at *Touch a Firetruck* Storytime. Kids got to visit the fire station next door, meet real firefighters, hear Tammy read fire truck-related stories, and touch a real fire truck.
- We held our first big event with a new school contact, East Farms Elementary, and met with 75 attendees!
- Toddlers continue to enjoy our additional toddler-focused Storytime, which has hit its one-year mark this September.

#### **Spokane Valley: Aileen Luppert**

- Valleyfest is one of the many signs that fall is near in Spokane Valley. This year we participated in several events including the parade, staffing booths with kid activities on Saturday and Sunday, and Toffest. We enjoyed speaking to over 600 people throughout the weekend.
- For the past year, I have worked with members of the Greater Valley Support Network on a project that took place this month. The first annual Spokane Valley Connect was September 14. In one afternoon, 324 community members were served by 50 vendors, nearly 30 volunteers, and 16 sponsors. Attendees were able to get flu shots, dental checkups and medical checkups, have library fines forgiven and get library cards, receive free school supplies, get much-needed agency referrals, enjoy a hotdog lunch, and much more. Watching the community come together and enjoy engaging with one another brought a tremendous amount of professional and personal satisfaction.

#### **District-wide Information**

21 District volunteers served in various locations and programs for 163 hours in September. Bringing the total for 2018 to 4,569 volunteer hours.

#### Security Incident Report

For September 2018, there were 28 Security Incident reports filed, twelve less than last month (40) and one more than September 2017 (27). Spokane Valley had the most incidents reported with 11. The most frequently reported incidents related to Potential Problems (8). To further put all of these numbers in perspective, the total door count District-wide in the month of August was 105,779.



## September 2018

Measure	This year	Last year	YTD	Last YTD
	This Month	This Month	This year	Comparison
Cardholders	113,134	122,006		-7%
Door count	105,779	107,854	1,048,124	6%
Items Borrowed	212,816	210,721	2,024,677	2%
• Airway Heights	5,726	6,652	51,808	-13.88%
• Argonne	12,364	12,218	118,230	-2.18%
• Cheney	12,697	12,782	121,268	-0.11%
• Deer Park	12,133	14,143	121,748	-7.94%
• Fairfield	1,318	1,067	12,221	9.19%
• Medical Lake	4,177	4,548	42,558	-7.40%
• Moran Prairie	15,222	17,223	155,078	-6.18%
• North Spokane	44,539	45,725	436,883	2.82%
• Otis Orchards	5,465	5,763	53,096	0.23%
• Spokane Valley	46,229	47,704	448,701	-2.23%
• The BookEnd	2,898	2,822	29,177	119.28%*
• Digital	46,417	39,711	417,494	13%
Programs				
• Number	252	250	2,604	-1%
• Attendance	6,154	6,292	64,165	-4%
Internet Station Use (%)	51.2%	52.8%	50.1%	
Meeting room bookings	444	425	4,271	28%
Digital Resource Use	78,802	83,075	789,542	0%

\*The BookEnd began service to customers May 1, 2017. Year-to-date comparison for 2017 includes data from May 2017 to the end of the designated month.

### 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 September 2018

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

### News Coverage

- September 1 – *The Current* – Library gets in tune with free symphony passes
- September 1 – *The Current* – Library happenings for all ages in Spokane Valley
- September 1 – *The Current* – Check out Spokane Symphony Passes at the library
- September 1 – *Valleyfest Event Guide* – Engage with the library this fall
- September 7 – *Spokane Valley Herald* – SCLD streaming services
- September 6 – *The Inlander* – Spokane Valley groups organize event to connect homeless with services
- September 7 – *Spokane Valley Herald* – Spokane County Library Board Meeting
- September 11 – *MENAFN Editorial* – KSPS Public Television to Host The Great American Read Finale Watch Party -- KSPS Public Television
- September 12 – *Deer Park Tribune* – Storytimes at the Deer Park Library
- September 13 – *The Spokesman-Review* – Nominate favorite librarian for national award
- September 13 – *Cheney Free Press* – What's Happening on the West Plains
- September 13 – *Cheney Free Press* – "I Love my Librarian Award" nominations accepted
- September 19 – *Deer Park Tribune* – Storytimes at the Deer Park Library
- September 20 – *Cheney Free Press* – Spokane County Library District voter registration
- September 20 – *Deer Park Gazette* – September Community Event Calendar
- September 20 – *The Inlander* – Fall Arts 2018 | Words
- September 20 – *The Inlander* – Regional Fabric at North Spokane Library
- September 21 – *Spokane Valley Herald* – Libraries to get new voters registered Tuesday
- September 21 – *The Inlander* – Chey's Pick: Hobbit Day
- September 22 – *The Spokesman-Review* – Spokane Elder Resource Team sets senior planning workshops
- September 26 - *Deer Park Tribune* – Storytimes at the Deer Park Library

### Press Releases

- September 6 – Nominate a librarian for the 2018 I Love My Librarian Award
- September 11 – Explore issues related to retirement, aging in Plan Well, Age Well classes
- September 18 – Spokane County Library District helps citizens register to vote on September 25
- September 25 – Caspar Babypants Family Concert in Spokane Valley entertains families

### Library District News

- September 4 – Get the help your business needs at the library
- September 5 – Nominations open for the 2018 I Love My Librarian Award
- September 6 – Discover local creator Derrick Freeland at The Lab at North Spokane Library
- September 7 – Register to vote at the library on National Voter Registration Day

- September 11 – Plan Well, Age Well: Explore issues related to retirement and aging
- September 12 – Bring new customers to your business and boost sales on Small Business Saturday
- September 13 – Free Shred Day at the library
- September 20 – Discover creator-in-residence Timothy Ely, artist, designer, bookbinder
- September 25 – Caspar Babypants performs whimsical tunes at a family concert in Spokane Valley

### **Blog Posts**

- September 18 – Banning books silences stories: Reading a banned book celebrates your intellectual freedom
- September 27 – Taking care of you: Modern day self-care

### **E-newsletter Email**

- Sent on September 13, 2018 (98,372)
- Open rate: 10.3% (10,082)
- Clicked: 1,531
- Unsubscribed: 97

### **E-Marketing (Website, Social Media, Email)**

**Sharma Shields** @SharmaShields Following

Libraries are as relevant as ever. Here are the 2017 stats from [@SpCoLibraryDist](#).

- 📍 1,319,412 visits were made to SCLD locations
- 👥 87,486 people participated in programs offered
- 🏠 3,519 in-library programs
- 📖 2.6 million physical & digital items were borrowed

8:43 AM - 15 Sep 2018

3 Retweets 21 Likes

1 comment 3 retweets 21 likes

## **Podcast**

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

September 20 – Library Out Loud: Creator in Residence at The Lab with Timothy Ely

September 20 – Library Out Loud: The History of Books and Libraries with Timothy Ely

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

## **Community Calendars**

September – Produce Swap Fairfield

September 1 – Take it Apart

September 1, 8, 15, 22, & 29 – Produce Swap at Medical Lake

September 1, 8, 15, 22, & 29 – Produce Swap at Otis Orchards

September 2, 7, 8, 9, 14, 15, 16, 21, 22, 23, 28, 29, & 30 – Produce Swap at Deer Park

September 4, 11, 18, & 25 – Produce Swap at Cheney

September 5 – Chemistry for Kids: Science of Slime

September 6 – Become Debt Free

September 6, 22, & 27 – Touch-a-Fire-Truck Storytime

September 8 – Green Screen for Video

September 8, 20, & 26 – Fall Garden Cleanup

September 8, 25, & 27 – Homebuyer Education Seminar

September 10 – Fundamentals of Board Game Design

September 11, 12, 17, 18, 20, 24, 25, & 29 – Games + Family = Fun

September 13 – Game Night

September 13 – Simple Steps for Starting Your Business

September 13 & 19 – Create a Video Game with Bloxels

September 14, 15, & 16 – Friends of the Deer Park Library Book Sale

September 15 – Mountain Dulcimers

September 15 – Nature Play & Early Literacy

September 18 – Dollars & Sense: Navigating Your Credit

September 19 – Advertising with Facebook

September 19 – GED & High School Completion Classes

September 19 – High School 21+

September 22 – Hobbit Day Celebration

September 22 – Storytime at the Fair

September 24 – Illustration & Design for Board Games

September 25 – Dollars & Sense: Give Yourself a Raise

September 25 & 26 – Family Dynamics & Care Management

September 26 – Financial Planning 101

September 27 – Spokane Is Reading

September 28 – Random Fandom Trivia Nights: The 80s

September 29 – Free Shred Day

September 29 – Friends of the Argonne Library Book Sale

September 29 – Leather Crafts: Mystery Braid Bracelet

**Ad created this month**



# DISCOVER local creators & CREATE something new

**THE LAB**  
AT NORTH SPOKANE LIBRARY

Five local creators in residence create new work and lead workshops monthly, September through January.

 <p>September</p>	 <p>October</p>	 <p>November</p>	 <p>December</p>	 <p>January</p>
<b>DERRICK FREELAND</b> graphic artist, publisher	<b>TIMOTHY ELY</b> artist, bookbinder	<b>SONDRA BARRINGTON</b> jewelry designer	<b>CATEE NG</b> baker, cake decorator	<b>HANNAH CHARLTON</b> artist, manuscript illuminator

Drop in to meet each creator and see the creative work as it is being made. Sign up for workshops and classes.

Learn more at [www.scl.d.org/engage](http://www.scl.d.org/engage).



SPOKANE COUNTY  
**LIBRARY**  
DISTRICT

[www.scl.d.org](http://www.scl.d.org)

Creator in Residence ad that ran in the Inlander's Fall Arts issue.

**Spokane County Library District  
Summary of Revenues & Expenses - (Cash Basis)  
For the Nine Months Ended September 30, 2018**

	<b>Y-T-D</b>	<b>Annual</b>	<b>Target</b>	<b>Balance</b>
	<b>Actual</b>	<b>Budget</b>	<b>Percent</b>	<b>Remaining</b>
			<b>Used</b>	
<b>REVENUES</b>				
PROPERTY TAXES	\$ 6,731,776	\$ 11,576,000	58.15%	\$ 4,844,224
CONTRACT CITIES - AIRWAY HEIGHTS	199,904	264,000	75.72%	64,096
CONTRACT CITIES - SPOKANE	44,154	80,800	54.65%	36,646
FINES & FEES	137,113	209,000	65.60%	71,887
GRANTS & DONATIONS	50,454	53,000	95.20%	2,546
E-RATE REIMBURSEMENTS	91,706	167,000	54.91%	75,294
OTHER	44,310	19,500	227.23%	(24,810)
INTEREST REVENUES	44,121	62,000	71.16%	17,879
<b>TOTAL REVENUES</b>	<b>\$ 7,343,538</b>	<b>\$ 12,431,300</b>	<b>59.07%</b>	<b>\$ 5,087,762</b>
TRANSFERS IN	-	-	0.00%	-
<b>TOTAL REVENUES &amp; TRANSFERS IN</b>	<b>\$ 7,343,538</b>	<b>\$ 12,431,300</b>	<b>59.07%</b>	<b>\$ 5,087,762</b>
<b>EXPENSES</b>				
SALARIES	\$ 4,564,510	\$ 6,137,000	74.38%	\$ 1,572,490
FRINGE BENEFITS	1,597,254	2,202,950	72.51%	605,696
SUPPLIES	124,387	190,100	65.43%	65,713
UTILITIES	334,231	442,400	75.55%	108,169
SERVICES	912,763	1,307,750	69.80%	394,987
INSURANCE	63,064	69,000	91.40%	5,936
EQUIPMENT & SOFTWARE	82,761	230,000	35.98%	147,239
LIBRARY MATERIALS	1,099,525	1,460,000	75.31%	360,475
ELECTRONIC LIBRARY MATERIALS	149,462	205,000	72.91%	55,538
LIBRARY PROGRAMS	96,658	109,800	88.03%	13,142
OPERATIONAL CONTINGENCIES	0	77,300	0.00%	77,300
<b>TOTAL EXPENSES</b>	<b>\$ 9,024,615</b>	<b>\$ 12,431,300</b>	<b>72.60%</b>	<b>\$ 3,406,685</b>
TRANSFERS OUT	400,000			
<b>TOTAL EXPENSES &amp; TRANSFERS OUT</b>	<b>\$ 9,424,615</b>			
<b>Net Excess of Revenues Over/(Under) Expenses</b>	<b>\$ (2,081,076)</b>			
BEGINNING CASH	5,179,623			
NET FROM ABOVE	(2,081,076)			
<b>ENDING CASH</b>	<b>\$ 3,098,546</b>			

**Number of months cash on hand 3.0**

**Spokane County Library District  
Capital Projects Fund  
Statement of Revenues and Expenses  
For the Nine Months Ended September 30, 2018**

	<u>Y-T-D Actual</u>	<u>Annual Budget</u>	<u>Balance Remaining</u>
<b>REVENUES</b>			
Interest Earnings	12,006	14,000	(1,994)
<b>TOTAL REVENUES</b>	<u>12,006</u>	<u>14,000</u>	
TRANSFERS IN	400,000		
<b>TOTAL REVENUES &amp; TRANSFERS IN</b>	<u>412,006</u>		
<b>EXPENSES</b>			
North Spokane Remodel Project Retainage	14,063	19,000	
<b>TOTAL EXPENSES</b>	<u>14,063</u>	<u>19,000</u>	(4,937)
<b>NET EXCESS OF REVENUES OVER (UNDER) EXPENSES</b>	397,943		
Beginning Fund Balance: January 1, 2018	1,201,018		
Net From Above	397,943		
Ending Fund Balance	<u>1,598,961</u>		

**Spokane County Library District**  
**Quarterly Trend Report of Revenues & Expenses**  
**Rolling 5 Quarters**

	9/30/2017	12/31/2017	3/31/2018	6/30/2018	9/30/2018
<b>REVENUES</b>					
PROPERTY TAXES	362,957	4,677,029	851,664	5,542,250	337,863
CONTRACT CITIES - AIRWAY HEIGHTS	61,146	61,147	66,635	66,634	66,635
CONTRACT CITIES - SPOKANE	-	38,661	-	44,154	-
	-	-	-	-	-
FINES & FEES	56,003	48,497	47,553	43,106	46,454
GRANTS & DONATIONS	15,163	26,946	24,007	18,202	8,245
E-RATE REIMBURSEMENTS	289	76,561	15,977	74,565	1,164
MISC TAX COLLECTIONS & OTHER	10,639	2,431	28,388	4,091	11,831
INTEREST REVENUES	9,437	12,078	10,024	16,764	17,334
<b>TOTAL REVENUES</b>	<b>515,634</b>	<b>4,943,350</b>	<b>1,044,248</b>	<b>5,809,765</b>	<b>489,525</b>
<b>EXPENSES</b>					
SALARIES	1,545,057	1,487,150	1,474,955	1,544,232	1,545,323
FRINGE BENEFITS	513,420	511,330	514,841	537,099	545,314
SUPPLIES	39,302	30,448	37,550	47,014	39,823
UTILITIES	113,742	106,750	111,806	112,265	110,159
SERVICES	232,221	196,061	430,787	242,760	239,216
INSURANCE	35	-	62,794	175	95
EQUIPMENT & SOFTWARE	29,273	83,032	5,041	65,920	11,801
LIBRARY MATERIALS	348,513	269,672	388,359	361,721	349,446
ELECTRONIC LIBRARY MATERIALS	52,611	47,237	63,547	33,840	52,075
LIBRARY PROGRAMS	35,810	37,998	25,336	25,755	45,567
OPERATIONAL CONTINGENCIES	-	-	-	-	-
<b>TOTAL EXPENSES</b>	<b>2,909,984</b>	<b>2,769,679</b>	<b>3,115,016</b>	<b>2,970,781</b>	<b>2,938,817</b>

Fringe Benefits as % of Salaries	33.2%	34.4%	34.9%	34.8%	35.3%
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## **Spotlight Otis Orchards Library**

Library Supervisor Caitlin Wheeler and Librarian Tammy Henry will share highlights about Otis Orchards Library and the community it serves.

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