

MISSION

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

Board of Trustees Regular Meeting

December 18, 2018 4:00 p.m. Argonne Library Public Meeting Room

AGENDA

I. CALL TO ORDER

II. AGENDA APPROVAL [4:00]

III. ACTION ITEMS

- A. Approval of November 20, 2018, Regular Meeting Minutes [4:00-4:02]
- B. Approval of November 2018 Payment Vouchers [4:02-4:05]
- C. Unfinished Business [4:05-4:20]
 - 1. Potential Levy Lid Lift Update
 - 2. 2019 Budget
 - a. Adopting a 2019 Final Budget (Resolution No. 18-08): Approval recommendation.
 - 3. 2018 Work Plan—Year in Review
- D. New Business [4:20-4:50]
 - 1. 2019 Work Plan
 - 2. Bulletin Boards and Community Interest Publications Policy: Approval recommendation.
 - 3. 2019 Meeting Schedule/Locations and Policies Review: Approval recommendation.
 - 4. 2019 Board of Trustees' Officers Election: Action required.

IV. DISCUSSION ITEMS, POSSIBLE ACTION [4:50-4:55]

- A. Future Board Meeting Agenda Items

V. Holiday Refreshments Break [4:55-5:30]

VI. REPORTS

- A. Trustees [5:30-5:35]
- B. Executive Director [5:35-5:40]
 - Administrative
 - Community Activities
- C. Operations [5:40-5:45]
- D. Communication [5:45-5:50]
- E. Fiscal [5:50-5:55]

VII. PUBLIC COMMENT

VIII. ADJOURNMENT

[Estimated meeting length: One hour and 55 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.

12/18/18

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

The Board of Trustees of Spokane County Library District met in regular session in the public meeting room at Argonne Library, 4322 N. Argonne Rd., Spokane, WA, at 4:00 p.m., Tuesday, November 20, 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; Toni Costa, Human Resources Director; Katie Hannan, Public Services Associate; Carlie Hoffman, Library Services Manager; Rick Knorr, Finance Director; Aileen Luppert, Managing Librarian; Jill Nunemaker, Development Manager; Andrea Sharps, Collection Development Director; Doug Stumbough, Operations Director; Amber Williams, Managing Librarian-Strategic Initiatives; Caitlin Wheeler, Library Supervisor; 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.) Ms. Thompson moved and Mr. Johnson seconded approval of the agenda. The motion was approved.

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

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

Fund	Voucher/Payroll Numbers	Subtotal	Total
Oct. - L01	54708-54867 and W00600-W00611	\$672,433.98	\$672,433.98
	10102018PR and 10252018PR	\$369,964.60	\$369,964.60
L01		Total	\$1,042,398.58

There was no discussion.

The motion was approved.

Unfinished Business
Levy Lid Lift Update
(Item III.C.1)

POTENTIAL LEVY LID LIFT UPDATE. Mr. Roewe presented overviews of funding priorities should a future ballot issue pass, as well as budget contingencies should it fail. A successful ballot issue will ensure operational and financial sustainability, stable delivery of library services, increased capital reserves for future needs, and updated facilities for greater facilitation of customer use over the next 10 years. Should a future ballot issue fail, Mr. Roewe said the District would need to respond to budgetary shortfalls as soon as 2020. He noted the impact on services could include reductions in open hours, library materials, programs, and staff. The breadth and depth of reductions would depend on the duration and dollar amount of annual shortfalls. Meanwhile, staff will prepare to ensure the successful passage of a potential future levy lid lift. There was no further discussion.

Unfinished Business
2019 Preliminary
Budget Update
(Items III.C.2.a-e)

2019 PRELIMINARY BUDGET UPDATE.

Via PowerPoint, Finance Director Rick Knorr summarized changes and development of the 2019 budget since the last meeting. For the expense side, Mr. Knorr explained the budget update shows lower total salaries based on a more complete review and forecast of staffing needs. A board-approved COLA increase of 2.88 percent was factored in, as well as the minimum wage increase from \$11.50 to \$12 per hour. Payroll taxes and benefits increased by \$32,100; an increase mostly attributed to the new state-required Paid Family and Medical Leave premium. The 2019 employee medical insurance rate for Kaiser Permanente, paid in full by the District, increased by 7.3 percent. Tax revenue was projected higher due to new construction valuation reported by the Assessor's Office. Mr. Knorr also noted the contingency budget was decreased to balance the budget. In response to Mr. Craig's query, Mr. Knorr explained the significant cost increase of grounds maintenance was impacted by the state prevailing wage more so than the increase in minimum wage.

Having recently attended the annual GSI Economic Forecast, Mr. Knorr reviewed how regional population growth and increased cost of real estate could affect the District. He added that although the labor market is tight, entry-level positions remain attractive to applicants, which can be viewed positively for what the District has to offer.

Mr. Knorr stated that based on the forecast, anticipated population growth and continued property tax increases will further impact and reduce future levy rates.

Regarding capital expenses, Mr. Knorr said next month further information will be provided regarding potential roof replacement at Argonne Library, an estimated expense of approximately \$200,000.

There was no further discussion.

Unfinished Business
2019 Preliminary
Budget Update
(Items III.C.2.a-e)

COST OF LIVING ADJUSTMENT (COLA) FOR 2019. Ms. Carlson moved and Ms. Thompson seconded to approve a Cost of Living Adjustment of 2.88 percent for eligible District staff in 2019.

There was no discussion.

The motion was unanimously approved.

ADOPTING A 2019 PRELIMINARY BUDGET AND CERTIFYING IT TO THE BOARD OF COUNTY COMMISSIONERS (RESOLUTION No. 18-05).

Ms. Thompson moved and Mr. Johnson seconded that Resolution No. 18-05, Adopting a 2019 Preliminary Budget and Certifying it to the Board of County Commissioners, be adopted.

RESOLUTION No. 18-05

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, ADOPTING A 2019 PRELIMINARY BUDGET; CERTIFYING TO THE BOARD OF COUNTY COMMISSIONERS OF SPOKANE COUNTY THE DISTRICT'S 2019 PRELIMINARY BUDGET; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

There was no discussion.

The motion was unanimously approved.

AUTHORIZING 2018 PROPERTY TAX LEVY INCREASE FOR COLLECTION IN 2019 (RESOLUTION No. 18-06). Mr. Teterud moved and Ms. Thompson seconded that Resolution No. 18-06, Authorizing a 2018 Property Tax Levy Increase for Collection in 2019, be adopted. The resolution authorizes an increase in the regular property tax levy to be collected in 2019 in the amount of \$125,500, which is a percentage increase of 1.077% from the previous year.

RESOLUTION No. 18-06

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, AUTHORIZING A 2018 PROPERTY TAX LEVY INCREASE FOR COLLECTION IN 2019; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO.

There was no discussion.

The motion was unanimously approved.

LEVYING THE REGULAR PROPERTY TAXES FOR SCLD FOR COLLECTION IN 2019 (RESOLUTION No. 18-07). Ms. Thompson moved and Ms. Carlson seconded that Resolution No. 18-07, Levying the Regular Property Taxes for SCLD for Collection in 2019, be adopted.

Unfinished Business
2019 Preliminary
Budget Update
(Items III.C.2.a-e)

RESOLUTION No. 18-07

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, LEVYING THE REGULAR PROPERTY TAXES FOR SPOKANE COUNTY LIBRARY DISTRICT FOR COLLECTION IN 2019 TO DISCHARGE ANTICIPATED DISTRICT EXPENSES AND OBLIGATIONS FOR THE 2019 CALENDAR YEAR; CERTIFYING SAID AMOUNT TO THE BOARD OF COUNTY COMMISSIONERS OF SPOKANE COUNTY; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

There was no discussion.

The motion was unanimously approved.

BOARD DIRECTION TO STAFF. Trustees indicated they were satisfied with the balanced budget for 2019. Mr. Roewe expressed thanks to Mr. Knorr for revamping the budget after the recent receipt of revised figures from the Assessor's Office. There was no further discussion.

New Business
Personnel Policy
(Item III.D.1.)

PERSONNEL POLICY. Mr. Johnson moved and Mr. Teterud seconded approval of Personnel Policy changes, as revised. Suggested changes were made to HR5-Leave, HR8-Equal Employment Opportunity, a new policy, and HR10-Harassment & Bullying, renamed and updated using Federal Equal Employment Opportunity language. Recommended changes were intended to document, clarify or expand on current practice and to further separate District policies from procedures. All presented policies included the addition of standardized language to reflect federal, state, and local laws regarding employment practices, as well as the recently updated District boilerplate disclaimer. Ms. Costa pointed out the revised thresholds of hours to meet criteria for vacation leave cash out in Section 5.2-Vacation Leave. Mr. Roewe added that longtime staff are encouraged to take leave, so as to not be penalized for their diligence. In response to Mr. Johnson's query, Mr. Knorr said approximately 20 staff qualify for vacation leave cash out. In Section 5.5-Shared Leave, thresholds of hours were also revised as criteria for leave donation. In response to Mr. Teterud's query regarding use of Administrative Leave, Mr. Roewe said an example would be any significant event that disrupts routine operations, such as Windstorm 2015, when several facilities experienced power outages and were unable to open. Further queries and discussion ensued regarding bereavement, medical, and military leave, for which Ms. Costa responded. Mr. Craig said he thought new Section HR10 - Harassment & Bullying was clear and concise, and unequivocally stated that harassment of any kind would not be tolerated.

There was no further discussion.

The motion was unanimously approved.

**New Business
Volunteer Program
Policy
(Item III.D.2.)**

VOLUNTEER PROGRAM POLICY. Ms. Carlson moved and Mr. Johnson seconded approval of suggested changes to the Volunteer policy. Ms. Costa said the suggested changes added criteria related to volunteering for the District, and clarified an established program and policy.

There was no further discussion.

The motion was approved.

**New Business
Computer, Wireless
Network and
Internet Use Policy
(Item III.D.3.)**

COMPUTER, WIRELESS NETWORK AND INTERNET USE POLICY. Mr. Teterud moved and Ms. Thompson seconded approval of the Computer, Wireless Network and Internet Use policy, as revised.

Mr. Roewe extended thanks to Ms. Costa and Mr. Stumbough for their work on the two revised policies.

There was no further discussion.

The motion was approved.

**New Business
2019-2021 Draft
CEP Initial Findings
(Item III.D.4.)**

2019-2021 DRAFT COMMUNITY ENGAGEMENT PLAN – INITIAL FINDINGS.

Managing Librarian for Strategic Initiatives Amber Williams presented findings from the first phase of community feedback that will ultimately inform the Community Engagement Plan (CEP) for 2019-2021. Ms. Williams summarized results from 33 community conversations, and presented a draft of future strategic direction for the District based on those results, as identified by staff. Mr. Roewe said although Ms. Williams and other librarians have accomplished what was scheduled to date, they have requested approval of an extension to conduct a second round of community engagement in order to verify the initial findings. By consensus, the Board gave approval for the extension. A final CEP will be presented for approval in the spring. There was no further discussion.

**Overview – Staff
Training
(Item III.E.)**

STAFF TRAINING OVERVIEW. Human Resources Director Toni Costa presented an overview of training provided to District staff this year and training plans for 2019. Ms. Costa noted benefits of a comprehensive training program include engagement and reduced turnover, and employees are more apt to consider and recommend the District as a good place to work. Training also improves job performance and satisfaction, helps to ensure consistency across the District, and is used to meet legal requirements. Changes implemented this year include use of staff to train other staff, implementation of more online training, program customization, and collaboration with local partners for specialty training; e.g., the Spokane County Sheriff's Office. In response to Mr. Teterud's query regarding supervisory training, Ms. Costa said the District curriculum was customized and created in-house, yet based on Google curriculum. In response to Ms. Carlson's query regarding District first aid training, Ms. Costa said CPR was not included because of proximity to medical care, yet a group CPR class may be held in the future. In addition to the array of programs now

Minutes - Board of Trustees' Meeting

November 20, 2018

Page 6

Overview – Staff Training (Item III.E.)

offered, Ms. Costa said training plans for next year include more interviewing skills for current staff, Leadership Academy, Personal Safety, Active Shooter, All Staff Day, and more. Trustees expressed appreciation for the informative presentation. There was no further discussion.

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

Chair Craig reviewed forthcoming agenda items for the December meeting at Argonne Library. Among other items, the agenda will include a potential levy lid lift update, 2019 final budget and resolution, 2018 Work Plan review, and preview of the 2019 Work Plan, Board of Trustees' election of officers and approval of the 2019 meeting and locations schedule. In response to Mr. Craig's query, Mr. Roewe said a proposed schedule with more information about meeting agendas for next year will be presented next month. Trustees indicated they were in favor of visiting all libraries again next year. There was no further discussion.

Trustees' Reports (Item V.A.)

In response to Mr. Craig's query, Trustees indicated they would like Mr. Craig and Mr. Roewe to continue their efforts to modify departmental reports, which have made reports more concise and meeting preparation more manageable.

Mr. Craig reported on his recent attendance at the WLA Annual Conference held in Yakima, WA, Oct. 17-20, and shared details from conference sessions of potential value to future District operations. There were no other reports.

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

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

Operations Report, Oct. 2018 (Item V.C.)

Operations Director Doug Stumbough and Library Operations Manager Kristy Bateman provided a written report prior to the meeting for October 2018, with data for customer use measures, programming, and library activities. Mr. Stumbough pointed out the new title and modified format of the report. There was no further discussion.

Communication Report, Oct. 2018 (Item V.D.)

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

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

Revenue and Expenditure Statement through October 31, 2018.

Fund 001

Revenues	\$ 11,529,674
Expenditures	\$ 10,423,061
Ending Fund Balance	\$ 6,286,236
Fund Budget Expended	80.63%

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

In response to a previous query from Mr. Teterud, Mr. Knorr reported on property tax collections through October, and noted it is possible the District will collect only 99 percent of property tax revenue this year. There was no further discussion.

**Spotlight
The BookEnd
(Item V.F.)**

Library Supervisor Caitlin Wheeler provided highlights of The BookEnd (BE), the District's boutique library at Spokane Valley Mall. Ms. Wheeler reported the BE recently held its first all-ages event, Slightly Spooky Storytime in celebration of Halloween. Three days later, 700 people entered the library as participants of trick-or-treating at the mall, where SCLD color-changing pencils were the high point over candy handed out by staff. Ms. Wheeler reported the popular art wall located in a high traffic area inside the library has already been booked through mid-2019. Staff recently expanded the children's section to include another full shelving unit of materials, based on their reevaluation of the library's collection. Ms. Wheeler reported the International Games Week event was well-attended by families who sat down together to enjoy games on Saturday, Nov. 4. She also reported on a positive customer experience involving Spokane Symphony passes made available for free to library customers for the first time this fall, thanks to generous donations from the Friends of the Spokane Library District and Spokane Symphony. Next year, staff looks forward to the arrival of giant games and blocks scheduled on rotation at libraries, more drop-in programming, and possibly more regular programs as well. After a year and a half in the mall, staff can select the best possible services to customers based on trends thus far. In response to Mr. Teterud's query about BE signage, Ms. Baker said a branded welcome mat was ordered, of which Ms. Wheeler said is now in place and working well. Mr. Roewe said new window signage was also placed next to the front door. Trustees expressed appreciation for the update on The BookEnd. There was no further discussion.

**Public Comment
(Item VI.)**

There was no public comment.

**Adjournment
(Item VII.)**

Chair Craig adjourned the meeting at 5:32 p.m. The next Board Meeting is scheduled for Tuesday, December 18, 2018, at 4:00 p.m., in the public meeting room at Argonne Library.

John Craig, Chair

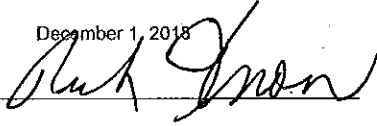
Patrick Roewe, Secretary to the Board of Trustees

PAYMENT VOUCHER APPROVAL

Pursuant to RCW 42.24.180 and Spokane County Library District Resolution # 94-03, we, the undersigned, do hereby certify that the merchandise and services hereinafter specified have been received as of November 30, 2018 and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$944,025.07 for the general fund and \$0.00 for the capital projects fund and are authorized to authenticate and certify these claims.

DATE: December 1, 2018

SIGNED



SIGNED



TITLE: Finance Director

TITLE: Executive Director

VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
054868	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	\$ 36.99
054869	BUDGET-RENT-A-CAR	CAR RENTAL	148.05
054870	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	60.06
054871	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	221.93
054872	CHEVRON U.S.A. INC.	VEHICLE FUEL	82.67
054873	CONSOLIDATED IRRIGATION DIST19	WATER - OTIS ORCHARDS	70.96
054874	CITY OF AIRWAY HEIGHTS	WATER & SEWER - AIRWAY HEIGHTS	206.48
054875	CITY OF CHENEY	WATER, SEWER, ELEC. - CHENEY	830.48
054876	CITY OF DEER PARK	WATER & SEWER - DEER PARK	107.75
054877	CITY OF MEDICAL LAKE	WATER, SEWER, REFUSE - ML	190.98
054878	DELL MARKETING L.P.%DELL USA LP	PRINTER SUPPLIES/IT EQUIPMENT	299.72
054879	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	556.64
054880	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE	5,274.00
054881	EARTHWORKS RECYCLING, INC	RECYCLING	140.00
054882	EMPIRE DISPOSAL INC.	SOLID WASTE - FAIRFIELD	42.57
054883	FATBEAM, LLC	MONTHLY INTERNET SERVICE, NET OF ERATE DJSC	498.00
054884	GALE/CENAGE LEARNING	LIBRARY MATERIALS	522.19
054885	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	3,217.09
054886	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	9,438.95
054887	KIDS NEWSPAPER	ADVERTISING	800.00
054888	McMULLEN & McMULLEN, P.S.	GENERAL LEGAL SERVICES	54.00
054889	MIDWEST TAPE	LIBRARY MATERIALS	695.85
054890	MODERN ELECTRIC WATER COMPANY	WATER, ELEC. - SV	1,975.08
054891	MOVO MEDIA MARKETING	SEMI-MONTHLY SOCIAL MEDIA PLATFORM MGMT	750.00
054892	OTIS HARDWARE	MAINTENANCE SUPPLIES	9.73
054893	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	1,987.96
054894	PASADENA PARK IRR. DIST. 17	WATER - ARGONNE LIBRARY	1,165.26
054895	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	331.84
054896	SPOKANE COUNTY ENVIRONMENTAL SERVICES	MONTHLY SEWER - AR, NS, SV	462.36
054897	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	87.21
054898	SPOKANE COUNTY UNITED WAY	EMPLOYEE DEDUCTIONS FOR UNITED WAY	119.50
054899	VERIZON WIRELESS	MONTHLY CELL PHONES (20)	602.86
054900	VERNON LIBRARY SUPPLIES, INC.	OFFICE/LIBRARY SUPPLIES	32.63
054901	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	819.04
054902	WHITWORTH WATER DISTRICT #2	WATER - NORTH SPOKANE	168.42
054903	ASSOC OF WASHINGTON CITIES-NWA	MEDICAL, DENTAL, VISION & LIFE INS.	871.81
054904	CHEVRON U.S.A. INC.	VEHICLE FUEL	80.16
054905	ABM INDUSTRIES, INC.	MONTHLY CUSTODIAL SERVICES	13,937.42
054906	ALLSTREAM	MONTHLY DID, PRI AND LONG DISTANCE PHONE SVC	459.37
054907	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	119.68
054908	CENTURYLINK	ANALOG TELEPHONE LINES	41.29
054909	CENTURYLINK	ANALOG TELEPHONE LINES	59.91
054910	CENTURYLINK	ANALOG TELEPHONE LINES	82.55
054911	CENTURYLINK	ANALOG TELEPHONE LINES	39.72
054912	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CH	30.54
054913	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	506.26
054914	FAUCETS 'N STUFF PLUMBING	PLUMBING REPAIRS	190.40

054915	GALE/CENAGE LEARNING	LIBRARY MATERIALS	127.17
054916	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	10,467.39
054917	INLAND POWER AND LIGHT	ELECTRIC UTILITIES - AH, DP	513.04
054918	BRAD KEELER	LIBRARY PROGRAMS	800.00
054919	MIDWEST TAPE	LIBRARY MATERIALS	7,107.61
054920	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	234.79
054921	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	18,761.59
054922	LINDA K. PARMAN	LIBRARY PROGRAMS	800.00
054923	PATRIOT FIRE PROTECTION	BUILDING REPAIR & MAINTENANCE - N Spokane	1,486.21
054924	PERRINE PROPERTIES, LLC	MONTHLY PARKING LOT LEASE, SV	300.00
054925	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	108.78
054926	SHELLEY SMITH	LOST/PAID REFUND	10.00
054927	SPOKANE MALL LLC	MONTHLY LEASE PAYMENT, BOOKEND	3,120.00
054928	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	899.27
054929	UNIQUE MANAGEMENT SERVICES	MONTHLY COLLECTION AGENCY & NOTICE FEES	1,815.12
054930	UPS	SHIPPING	16.05
054931	WEST COAST CASH REGISTER, INC.	OFFICE/LIBRARY SUPPLIES	47.93
054932	ZAYO GROUP, LLC	MONTHLY BROADBAND SERVICE	16,190.23
054933	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	18.76
054934	SONDRA BARRINGTON	LIBRARY PROGRAMS	400.00
054935	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	527.41
054936	DEARREADER.com LLC	ELECTRONIC LIBRARY SERVICES	4,855.00
054937	DELL MARKETING L.P.%DELL USA LP	PRINTER SUPPLIES/IT EQUIPMENT	1,091.44
054938	DEMCO SOFTWARE	SPACES ANNUAL SOFTWARE SUPPORT	874.65
054939	GALE/CENAGE LEARNING	LIBRARY MATERIALS	84.16
054940	HISPANIC BUSINESS/PROFESSIONAL ASSOCIATION	MEMBERSHIP DUES	50.00
054941	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	3,217.09
054942	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	13,960.16
054943	INLAND POWER AND LIGHT	ELECTRIC UTILITIES - AH, DP	261.29
054944	JOLIET PUBLIC LIBRARY - ILL	INTERLIBRARY LOAN FEES	21.00
054945	MIDWEST TAPE	LIBRARY MATERIALS	5,944.24
054946	MOVO MEDIA MARKETING	SEMI-MONTHLY SOCIAL MEDIA PLATFORM MGMT	750.00
054947	OPTUM	MONTHLY HSA ACCOUNT FEES	78.00
054948	OTIS ELEVATOR COMPANY	QTRLY ELEVATOR MAINTENANCE	1,298.97
054949	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	4,880.17
054950	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	414.94
054951	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	87.91
054952	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	16,892.84
054953	SPOKANE COUNTY UNITED WAY	EMPLOYEE DEDUCTIONS FOR UNITED WAY	119.50
054954	WHOLESALE FLOORS NORTHWEST, LLC	CARPET INSTALLATION AT SPOKANE VALLEY	11,478.40
054955	ABM INDUSTRIES, INC.	MONTHLY CUSTODIAL SERVICES	200.00
054956	AT&T MOBILITY	TELEPHONE & BROADBAND - BOOKEND	106.51
054957	AVISTA UTILITIES	MONTHLY UTILITIES	7,482.00
054958	BEAVERTON CITY LIBRARY	INTERLIBRARY LOAN FEES	23.98
054959	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	226.06
054960	CERIUM NETWORKS, INC.	SHAREPOINT UPGRADE CONSULTANT	13,121.44
054961	CONSOLIDATED IRRIGATION DIST19	WATER - OTIS ORCHARDS	21.00
054962	JOHN CRAIG	MILEAGE REIMBURSEMENT	229.99
054963	DELL MARKETING L.P.%DELL USA LP	PRINTER SUPPLIES/IT EQUIPMENT	266.66
054964	DYMAXION RESEARCH LTD.	SCHEDULING SOFTWARE ANNUAL SUPPORT	1,123.20
054965	FAUCETS 'N STUFF PLUMBING	PLUMBING REPAIRS	1,904.00
054966	FRONTIER COMMUNICATION	TELEPHONE & BROADBAND - FF	121.13
054967	GALE/CENAGE LEARNING	LIBRARY MATERIALS	1,868.88
054968	G.S.I. COMPLETE GLASS INC.	WINDOW REPLACEMENTS - OTIS ORCHARDS	2,296.04
054969	SPOKANE COUNTY LIBRARY DISTRICT	INCOL TRAINING AND DUES	449.02
054970	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	5,431.97
054971	KRONOS INCORPORATED	TIMEKEEPING SOFTWARE ANNUAL SUPPORT	3,415.92
054972	MIDWEST TAPE	LIBRARY MATERIALS	3,532.75
054973	MOVO MEDIA MARKETING	LIBRARY PROGRAMS	150.00
054974	MRSC	ANNUAL MEMBERSHIP IN MRSC ROSTERS	135.00
054975	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	4,419.21
054976	PACIFIC NORTHWEST BOOKSELLERS ASSOC	ANNUAL DUES	150.00
054977	PRIME PEST CONTROL	BUILDING REPAIR & MAINTENANCE	544.00
054978	RECORDED BOOKS, LLC	LIBRARY MATERIALS	1,993.40
054979	SHI INTERNATIONAL CORP	IT HARDWARE & SOFTWARE	6,442.93

054980	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	776.57
054981	TOWN OF FAIRFIELD	WATER, SEWER - FAIRFIELD	185.80
054982	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	757.33
054983	WASHINGTON STATE LIBRARY	INTERLIBRARY LOAN FEES	50.00
054984	WEST PLAINS CHAM. OF COMMERCE	ANNUAL DUES	365.00
054985	WASHINGTON LIBRARY ASSOCIATION	ANNUAL DUES	3,417.00
W00609	US BANK - HEALTH - OPTUM	H S A CONTRIBUTIONS	1,608.00
W00610	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	61,047.49
W00612	ASSOC OF WASHINGTON CITIES-NWA	MEDICAL, DENTAL, VISION & LIFE INS.	87,586.60
W00613	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	1,091.39
W00614	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	51,898.11
W00615	SPOKANE REGIONAL MARCOM ASSOCIATION	TRAINING SEMINAR - WEB REDESIGN	32.64
W00616	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	57,033.23
W00617	US BANK - HEALTH - OPTUM	H S A CONTRIBUTIONS	1,658.00
W00618	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	49,036.00
W00619	LULZBOT	IT HARDWARE & SOFTWARE - 3D PRINTER	1,597.50

Total Non-Payroll General Operating Fund

\$ 552,333.22

PAYROLL VOUCHERS

11092018PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	\$ 202,169.23
11212018PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	189,522.62

Total Payroll General Operating Fund

\$ 391,691.85

TOTAL GENERAL OPERATING FUND

\$ 944,025.07

October/November 2018 Credit Card Activity
Paid in November 2018
Voucher # 054952

<u>Card Category</u>	<u>Amount</u>
General Purchases	\$8,805.86
Maintenance	1,396.56
Travel	3,076.52
Acquisitions	2,462.82
Information Technology	1,049.25
Outreach	101.83
General Fund Purchases	<u><u>\$16,892.84</u></u>

POTENTIAL LEVY LID LIFT UPDATE**Background:**

Executive Director Patrick Roewe will provide brief comments and be available for questions.

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

2019 Budget - Adopting a 2019 Final Budget (Resolution No. 18-08)

Background:

Resolution No. 18-08 is presented for approval to adopt the final annual operating budgets for the two District funds for calendar year 2019. There were no changes to the General Fund or the Capital Projects Fund from the budgets approved by Resolution 18-05 at the November meeting.

Recommended Action: Board motion to approve Resolution No. 18-08, adopting a 2019 Final Budget.

RESOLUTION NO. 18-08**A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, ADOPTING A 2019 FINAL BUDGET; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO.****SPOKANE COUNTY LIBRARY DISTRICT
Spokane, Washington**

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

WHEREAS, Spokane County Library District, Spokane County, Washington (the “District”) is a rural county library district duly organized and existing under and by virtue of the Constitution and the laws of the State of Washington;

WHEREAS, RCW 27.12.210(4) requires that the Board of Trustees (the “Board”) submit annually to the legislative body of the county a budget containing estimates in detail of the amount of money necessary for the District for the ensuing year;

WHEREAS, RCW 84.52.070 requires the Board to certify to the county legislative authority budgets or estimates of the amounts to be raised by taxation and to file such certified budget or estimates with the county legislative authority on or before the thirtieth (30th) day of November;

WHEREAS, RCW 84.52.025 requires that such budgets or estimates clearly indicate an estimate of cash balance at the beginning and ending of each budget period;

WHEREAS, the Board adopted a 2019 Preliminary Budget with Resolution No. 18-05 on November 20, 2018, and certified same to the Board of County Commissioners of Spokane County;

WHEREAS, there have been no further changes to the General Operating Fund budget or the Capital Projects Fund budget subsequent to the adoption of the 2019 Preliminary Budget;

WHEREAS, the Board has determined it necessary to adopt a 2019 Final Budget.

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

Section 1: ADOPTION OF 2019 FINAL BUDGET

The Board hereby adopts a 2019 Final Budget (attached hereto as Exhibit A and Exhibit B and incorporated herein by reference), in the amount of:

General Operating Fund (001-661):	\$12,766,500
Capital Projects Fund (008-661):	\$ 0

Section 2: EFFECTIVE DATE

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

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

SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

John Craig, Chair
Board of Trustees

ATTEST

Patrick Roewe
Secretary to the Board of Trustees

Exhibit A

**Spokane County Library District
2019 General Operating Fund Budget
FINAL**

REVENUES

PROPERTY TAXES	\$ 12,044,000
LESS: TAX INCREMENT FINANCING AREAS (TIF'S)	(102,000)
CONTRACT CITIES - AIRWAY HEIGHTS	261,000
CONTRACT CITIES - SPOKANE	80,000
FINES & FEES	171,500
E-RATE REIMBURSEMENTS	150,000
GRANTS & DONATIONS	33,000
INTEREST REVENUES AND OTHER	129,000
TOTAL REVENUES BEFORE TRANSFERS	<u>12,766,500</u>

TRANSFERS IN	-
TOTAL REVENUES & TRANSFERS IN	<u><u>\$ 12,766,500</u></u>

EXPENSES

SALARIES	6,422,000
FRINGE BENEFITS	2,323,300
SUPPLIES	150,200
SERVICES	1,852,700
LIBRARY MATERIALS	1,512,600
ELECTRONIC LIBRARY MATERIALS	205,000
LIBRARY PROGRAMS (INCL GRANT SUPPORTED PROGRAMS)	89,700
CAPITAL EXPENDITURES	161,000
OPERATIONAL CONTINGENCIES	50,000
TOTAL EXPENSES BEFORE TRANSFERS	<u>12,766,500</u>

TRANSFERS OUT	-
TOTAL EXPENSES & TRANSFERS OUT	<u><u>\$ 12,766,500</u></u>

NET EXCESS OF REVENUES OVER (UNDER) EXPENSES	<u><u>-</u></u>
---	-----------------

Estimated Beginning Fund Balance: January 1, 2019	\$ 5,548,000
Net Excess of Revenues over Expenses	-
Estimated Ending Fund Balance: December 31, 2019	<u><u>\$ 5,548,000</u></u>

EXHIBIT B

Spokane County Library District
2019 Capital Projects Fund Budget
FINAL**REVENUES**

Interest Earnings	\$ 33,500
TOTAL REVENUES	\$ 33,500

EXPENSES

Capital Projects for 2019	-
TOTAL EXPENSES	\$ -

NET EXCESS OF REVENUES OVER (UNDER) EXPENSES	\$ 33,500
---	------------------

Estimated Beginning Fund Balance: January 1, 2019	\$ 1,608,000
Net Excess of Revenues over (under) Expenses	33,500
Estimated Ending Fund Balance: December 31, 2019	\$ 1,641,500

2018 WORK PLAN – YEAR IN REVIEW

Background

Over the last five years, the Library District turned outward to focus on community aspirations. An effort that ultimately resulted in the Community Engagement Plan (CEP). We aligned library services with the goals and aspirations of the communities we serve. In doing this work, we stretched some resources to capacity as older workflows and service models no longer aligned with contemporary needs. In order to better sustain the changes necessitated by the CEP, District leadership undertook a variety of efforts to free up internal capacity in order to better pursue external opportunities. The work plan is divided into four priority areas:

- **Strategic Initiatives:** Key organizational priorities focused on the future stability and success of the District in executing its mission.
- **Operational Safety and Continuity:** Ensuring that the library environment is safe and welcoming for staff and customers and that the impact of unforeseen emergencies causes as minimal disruption to library functions as possible.
- **Process Evaluation and Improvement:** Exploring and implementing changes to long-held processes in an effort to ultimately improve the customer experience by improving internal workflows.
- **Updates and Upgrades:** A general categories of projects that will benefit the customer experience and/or make internal functions more efficient by updating tools and resources.

With these priorities in mind, the Leadership Team focused resources on the following efforts in 2018. Those objectives not achieved due to competing emergent priorities or other factors will be carried forward to the 2019 work plan.

Strategic Initiatives

Levy lid lift and bond plans: After careful analysis and discussion, it was determined that a levy lid lift would potentially be placed on the August 2019 ballot, with a potential bond for new libraries placed on a ballot as soon as 2021. Final determinations will be made by the Board of Trustees in 2019.

District messaging: Another critical element to the District strategic plan revolve around District messaging. Focus groups, an online survey, and community conversations were completed in summer 2018. Currently, we are analyzing the data for creating final messaging and implementation of communicating priorities.

Facility assessment: Prompted by a desire to update the facility assessment completed in 2008, the District initiated a District-wide facility review in late 2017. The assessment evaluated all District facilities and their anticipated physical plant updates. The final draft was complete in July 2018. Although this remains a living document, the planned maintenance and forecasted costs are available for use in our upcoming strategic plan.

Development and fundraising position: A Development Manager was hired in June and has spent the first few months orienting to the District and development community. New development procedures and plans are being put in place to support a giving program at the District and prepare for a potential capital campaign.

Interlocal agreement review and analysis: The District has several long-standing interlocal agreements that govern issues surrounding reciprocal borrowing with other libraries, the use of city-owned facilities, land and building usage, and annexation mitigation. While an initial review was conducted, the full objective was not completed. It will be carried forward to the 2019 Work Plan.

Capital Campaign: The Development Department has begun the preliminary work for developing a capital campaign for the District, including new procedures for soliciting and accepting donations. A feasibility study for the campaign has been commissioned and is expected to be completed in late spring 2019.

Community Engagement Plan for 2019-2022: Staff planned, developed and implemented a process for engaging stakeholders to determine needs and aspirations to which the District can respond. Common themes that emerged from those conversations, along with organizational knowledge regarding service needs and opportunities, informed the strategic direction for the Library District. With Board consent at the November Trustees' meeting, the plan is now in draft format for approval in early 2019.

Operational Safety and Continuity

Safety and security audit: Staff conducted a safety and security audit of all District facilities, evaluating both physical plant issues and staff procedures to ensure that staff work in as safe an environment as possible. Small, no-cost changes have been made in some areas, more impactful changes will be considered in future facility planning.

Keyless entry system: The District installed a test lock with both keypad and proximity badge access at the Argonne Library. Included in this test was a sample access control management software. While using this test environment, the District also received two more partial designs and related price quotes for facility access control. The conclusion from this lengthy and still continuing test and information gathering period was that building access control is best combined with site security camera installation and a much needed alarm system replacement into one larger facility safety and security project to be included in the 2019 strategic plan, implementation highly dependent on sufficient funding.

Crisis communication plan: A crisis communication plan provides effective guidelines for communicating to the public, media, and staff in the event of an emergency situation that significantly disrupts library operations. Draft work has begun on a formal plan with anticipated completion in 2019. An effective, informal plan for crisis communication remains in place.

Disaster recovery plan: Related to the crisis communication plan above, a disaster recovery plan provides guidelines for resuming library functions as quickly and effectively as possible in the unlikely event of an emergency situation that significantly disrupts library operations. Early discussions regarding a formal plan, with anticipated completion in 2019. An effective, informal plan for crisis communication remains in place.

Process Evaluation and Improvement

Library card renewal process: Staff began evaluating the renewal process for library accounts with an emphasis on eliminating barriers and maximizing convenience for customers. Several

options have been identified and are being evaluated for feasibility, impact and customer convenience, with the work to continue in 2019.

Library materials turnover rate: The current structure that governs loan periods, holds pickup times, and material transit times was evaluated to see where possible efficiencies can be gained, with the intent of reducing wait times and getting materials into the hands of customers as quickly as possible. After an initial assessment, including a comparison with other libraries' timelines, the District opted not to make any changes or adjustments at present.

Library materials processing turnaround time: The workflow for receiving and preparing library materials for distribution was analyzed to see where possible efficiencies could be gained. A number of staff suggestions were implemented, particularly for the handling and processing of physical items.

Staff Intranet: The staff intranet is an essential tool for sharing information and conducting internal business. A staff task force identified the needs and options, selected a platform, worked with departments to consolidate content for transition, and set up and tested the new platform. Full transition to the new intranet is scheduled for early 2019.

Space Planning: Staff conducted an evaluation of spaces throughout the District to ensure that those spaces are providing their highest, best use in light of shifting District needs and priorities. All locations in the District have been evaluated. Small, no-cost changes have been made in some areas, and more impactful changes will be considered in future facility planning.

Updates and Upgrades

Website and catalog refresh: Work on a new website began and continued through 2018. The design work has been completed with content and functionality work in progress. The new website is anticipated to be complete in 2019.

Paperless human resources forms: Staff are expected to access, print, and submit a variety of paper forms related to HR functions. That process has been upgraded to online reporting forms and databases that can better track without collecting, sorting, and filing paper forms. Several forms have been moved to online reporting:

- Accident/Incident Report
 - The Employee and the Customer reports were combined into one form
- Positive Incident Report
 - Allows staff to share comments from customers that traditionally would be only on physical comment cards
- AgileHR
 - Online application system for perspective employees
- TalentLMS
 - Online Learning Management System – replaces spreadsheets for tracking and paper forms from staff acknowledging the completion of training, policy revisions, and other similar learning objectives.

Phone system replacement: The existing internet protocol telephone system—hardware and software—had become outmoded and was in need of an upgrade. Staff evaluated, selected,

and implemented a new phone server, with bridging to the older system to allow for use of older phone sets until all can be replaced.

Job descriptions updates: All District position descriptions were reviewed and updated to ensure consistency and accuracy. The updates are anticipated to go out to staff after a Leadership Team review in January.

Training plan: A training plan for District staff at all levels was developed in order to ensure that all staff are completing the trainings required to successfully perform their jobs in the District's work environment. Training requirements for all positions have been added to SharePoint and TalentLMS. New staff are automatically enrolled in trainings when they are brought onboard.

Employee recognition: Staff developed and implemented a new employee recognition program to acknowledge and celebrate work/life events, Leadership Team now sends signed welcome cards to new staff, anniversary cards to those celebrating milestones, and birthday cards to those who wished to be included. Staff who have new babies are sent a District-branded onesie in recognition. The Development Manager was able to gather a large number of donated door prizes that were given out at All Staff Day, which was a positive experience for the recipients.

Recommended Action: This item is for your information and discussion, with no formal action required at this time.

2019 WORK PLAN

Background

While the Community Engagement Plan guides the external focus of the District, the annual work plan guides the internal focus and functions that support the work of the District in serving our communities. Though both are intended to be mutually supportive, the 2019 work plan places greater emphasis on internal functions in order to better bring internal and external functions into alignment. The work plan is divided into four areas:

- **Strategic Initiatives:** Key organizational priorities focused on the future stability and success of the District in executing its mission.
- **Operational Safety and Continuity:** Ensuring that the library environment is safe and welcoming for staff and customers and that the impact of unforeseen emergencies causes as minimal disruption to library functions as possible.
- **Process Evaluation and Improvement:** Exploring and implementing changes to long-held processes in an effort to ultimately improve the customer experience by improving internal workflows.
- **Updates and Upgrades:** A general category of projects that will benefit the customer experience and/or make internal functions more efficient by updating tools and resources.

Strategic Initiatives:

- **Potential Levy Lid Lift 2019:** The District will make a final determination for placing a levy lid lift election on the August 2019 ballot and execute accordingly. Closely linked to that determination is the need to plan and execute the associated public information campaign.
- **Interlocal agreement review and analysis:** The District has several long-standing interlocal agreements that govern issues surrounding reciprocal borrowing with other libraries, the use of city-owned facilities, land and building usage, and annexation mitigation. Staff will conduct a comprehensive interlocal agreement review and analysis in order to establish an up-to-date understanding of the District's obligations therein.
- **Capital campaign:** Initial work on the capital campaign was completed in 2018, including the creation of the Naming and Recognition policy and an initial assessment of donation potential. The focus in 2019 will be on developing and executing a comprehensive plan for a capital campaign for new Valley libraries.

Operational Safety and Continuity:

- **Crisis communication plan:** Staff will develop and implement a crisis communication plan that will provide effective guidelines for communicating to the public, media, and staff in the event of an emergency situation that significantly disrupts library operations. Draft work has begun on a formal plan with anticipated completion in 2019.
- **Disaster recovery plan:** Related to the crisis communication plan above, a disaster recovery plan will provide guidelines for resuming library functions as quickly and effectively as possible in the unlikely event of an emergency situation that significantly disrupts library operations. Related to the crisis communication plan, early discussions regarding a formal plan with anticipated completion in 2019.

Process Evaluation and Improvement:

- **Active User Analysis:** Extract and analyze data to determine a truer sense of how library cards are actually used while present in the library database. This analysis will help make more informed choices regarding collection development and service planning.
- **Library card renewal process:** The renewal process for library accounts will be evaluated with an emphasis on eliminating barriers and maximizing convenience for customers.
- **Staff Intranet:** The staff intranet is an essential tool for sharing information and conducting internal business. Options will be evaluated to determine the best product for the District and its internal communication needs. A staff task force identified the needs and options, selected a platform, worked with departments to consolidate content for transition, setup and tested new platform. Full transition to the new platform is scheduled for early 2019.
- **Online facilities work requests:** The District will transition to an online process for submitting work orders related to physical plant issues. This process will provide a digital solution to what is currently a less efficient analog process, and will allow both the Facilities workgroup and other staff to track and respond to emergent building issues.

Updates and Upgrades:

- **Website and catalog refresh:** Staff will be rolling out a refresh of the website and catalog interface. The intent is to have a clean, contemporary design that is intuitive to navigate and encourages self-service. Work on a new website began and continued through 2018. The design work has been completed with content and functionality work in progress. The new website is anticipated to be completed mid-year 2019.

Recommended Action: This item is for your information and discussion, with no formal action required at this time.

BULLETIN BOARDS AND COMMUNITY INTEREST PUBLICATIONS**BACKGROUND:**

No revisions are recommended to the Bulletin Boards and Community Interest Publications policy at this time. The recently updated boilerplate disclaimer has been added.

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 Bulletin Boards and Community Interest Publications policy.

SPOKANE COUNTY LIBRARY DISTRICT

Current/Existing Policy**POLICY: BULLETIN BOARDS AND COMMUNITY INTEREST PUBLICATIONS**

APPROVAL DATE: 12/18/2012

REVIEW DATE: ~~12/16/2014~~ 12/18/2018**Related Policy**

Facility Use for Political Purposes

Replaces~~Distribution of Community Interest Informational Materials Policy~~~~Public Bulletin Boards, Display and Exhibit Areas Policy~~**Purpose**

To provide guidelines for the use of public bulletin boards and the distribution of publications of general community interest in District libraries.

General Policy

Spokane County Library District provides bulletin boards and information distribution areas in each library. In its role as a community information center, and depending upon available space, the District may allow postings or distribution of free publications of general community interest under the following guidelines:

- All materials must be approved by designated District staff before being posted or distributed.
- Preference will be given to materials from government agencies, non-profit organizations, community organizations and educational institutions, and of educational, cultural and general interest to the local community served by the library.
- If available space isn't sufficient to meet demand, priority will be given to information most closely related to services, programs, activities and events in the local community.
- Items promoting religious doctrines, partisan political materials or petitions are prohibited.
- Notices and materials will clearly identify the person or organization responsible for the content.
- Approval of items for posting or distribution does not constitute or imply District endorsement of the organization submitting the item(s) or its content.
- District staff will determine the suitability and quantities of material, at which libraries they are made available, and the duration of availability.

Approved items will be posted or distributed as soon as possible based on available space and the guidelines outlined above. Materials approved for system-wide posting or distribution may not be offered in all locations. All materials are checked regularly to remove outdated materials. The District reserves the right to remove any material at any time to make room for higher priority postings, and to dispose of materials not in accordance with the above guidelines.

~~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: BULLETIN BOARDS AND COMMUNITY INTEREST PUBLICATIONS**

APPROVAL DATE: 12/18/2012

REVIEW DATE: 12/18/2018

Related Policy

Facility Use for Political Purposes

Purpose

To provide guidelines for the use of public bulletin boards and the distribution of publications of general community interest in District libraries.

General Policy

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- Notices and materials will clearly identify the person or organization responsible for the content.
- Approval of items for posting or distribution does not constitute or imply District endorsement of the organization submitting the item(s) or its content.
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Approved items will be posted or distributed as soon as possible based on available space and the guidelines outlined above. Materials approved for system-wide posting or distribution may not be offered in all locations. All materials are checked regularly to remove outdated materials. The District reserves the right to remove any material at any time to make room for higher priority postings, and to dispose of materials not in accordance with the above guidelines.

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.

2019 BOARD OF TRUSTEES' MEETINGS—LOCATION AND CONTENT SCHEDULE

Background:

The following schedule approved by the Board of Trustees in December provides the regular monthly meeting dates, locations, policy review, spotlight and overview schedule for 2019.

As discussed at the November 2018 meeting, the 2019 schedule includes all District locations, with the exception of The BookEnd, which does not have a meeting room.

As directed by the Board in 2017, the library spotlights will continue on a biennial schedule. The overviews will focus on library services or organizational initiatives that haven't otherwise been covered in detail in recent history.

The Board of Trustees is encouraged to provide direction for meeting content or future topics of interest at any time. Requests to cover specific topics are welcome. Two overviews have intentionally been left blank to accommodate Board requests, or to respond to emergent topics.

Recommended Action: Motion to approve the suggested Board of Trustees meeting location and content schedule for 2019.

2019 Board of Trustees' Meeting Schedule
(includes Location, Spotlight, Policy, and Overview for each meeting)

Month	Location	Spotlight	Policy Review	Overview
January 15	Argonne	Open	Library Meeting Rm Use	District Staff Profile: Who We Are
February 19	North Spokane	Open	Exhibits and Displays	Library Giving Day
March 19	Airway Heights	Open	Children's Safety in Libraries	District Customer Profile: Who We Serve
April 16	Moran Prairie	Open	Confidentiality of Library Records Code of Conduct	District Customer Profile: Resource Use Analysis
May 21	Deer Park	Open	Personnel Policy	Website Redesign
June 18	Otis Orchards	Open	Purchasing	Literacy Outreach Programs
July 16	Cheney	Cheney	Travel	Interlocal Agreements
August 20	Medical Lake	Medical Lake	Open	Open
September 17	Fairfield	Fairfield	Emergency Closure of Facilities	Open
October 15	Spokane Valley	Spokane Valley	Personnel Policy	Preschool and Toddler Bookbags
November 19	Argonne	Argonne	Customer Privileges and Responsibilities	BlueCloud Mobile App
December 17 (Holiday break included)	Argonne	None	None	None

2019 Library Spotlights

Argonne–

Cheney –

Fairfield –

Medical Lake –

Spokane Valley –

2020 Library Spotlights

AH

DP

MP

NS

OT

BE

Important Dates for 2019:

Feb 6 WLA Library Legislative Day, Olympia

TBD Annual Friends Helping Friends Event at TBD

Aug 6 Potential Levy Lid Lift Election

Oct 14 All Staff Day

2019 BOARD OF TRUSTEES' OFFICERS ELECTION

Background:

The Board of Trustees bylaws specify that officers for the following year be elected at the December regular meeting. Elected officers are Chair and Vice Chair. The Executive Director serves ex-officio as Board Secretary.

Nominations are opened at the meeting and approval of a motion is required for election. Newly-elected officers assume their duties January 1 of the following year and serve through December 31.

Officer elections require a nomination, motion, second, and vote.

Required Action: A nomination, motion, second, and vote for Chair and Vice Chair officers to serve January 1 through December 31, 2019.

FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: JANUARY-FEBRUARY 2019***January 15, 2019: Argonne Library (venue tentative until approved) - (4:00 p.m.)***

- Potential Levy Lid Lift Update
- Library Meeting Room Use Policy: Approval recommendation.
- Overview District Staff Profile: Who we are
- Spotlight TBD/Tentative

Please send requests for agenda additions or changes to the Board Chair or Administrative Assistant no later than Monday, December 31, for inclusion in the preliminary agenda to be sent Jan. 2. Meeting packets will be mailed Jan. 9.

February 19, 2019: North Spokane Library (venue tentative until approved) - (4:00 p.m.)

- Potential Levy Lid Lift Update
- Exhibits and Displays Policy: Approval recommendation.
- 2018 Reciprocal Use of Libraries Report (tentative)
- Overview Library Giving Day
- Spotlight TBD/Tentative

SPECIAL MEETINGS/ACTIVITIES2019

Feb 6 Library Legislative Day, Olympia, WA

TBD Friends Helping Friends Annual Meeting

Oct 14 All Staff Day

EXECUTIVE DIRECTOR'S REPORT NOVEMBER 2018**Business Office, Finance and Facilities – Rick Knorr**Finance Report

2018 Budget and Year-End Discussion

The following is a table of selected line items with expected notable variances from the 2018 budget.

	Budget	Estimated Final	Surplus Contribution
Potential Expenses Categories Under Budget			
Salaries	6,137,000	6,110,000	27,000
Payroll Taxes & Employee Benefits	2,202,950	2,145,000	57,950
Training & Travel	130,000	82,000	48,000
Legal & Professional Fees	69,200	34,500	34,700
All Equipment, Major and Minor	266,000	188,000	78,000
Major Building Repair and Maintenance	145,000	80,000	65,000
Operating Contingency	77,300	-	77,300
			387,950
Potential Revenues Categories Under Budget			
Property Tax Collections	11,576,000	11,498,000	(78,000)
E-Rate Reimbursements	167,000	92,000	(75,000)
Fines and Fees	209,000	180,000	(29,000)
			(182,000)

Expenses:

- Salaries and benefits will end the year very close to budget, possibly within 1%, and will contribute less to the end-of-year surplus than previous years.
- The District focused on in-house training for 2018 and as a result, almost \$50,000 of total training budget will contribute to the surplus. There are similar results for legal and other professional fees as well. There was not a need for the full amount budgeted; thus, approximately \$35,000 will become surplus.
- Large equipment items and major building maintenance are under budget similar to previous years. The District did not incur any uncovered and unforeseen large repair needs, and the planned major exterior repair and refresh project for Otis Orchards Library was postponed into the next year, as previously reported.
- Lastly, the operating contingency will not be needed.

Revenues:

Unique to 2018, at least as compared to the previous five years, the District will have a revenue shortfall, which is primarily due to the following factors.

- Property tax collections are anticipated to be about \$75,000 below budget. The County receives and processes appeals and exemptions all year long, which are passed on to the District every month. This year, we received over \$80,000 in such adjustments (reductions), a much higher amount than the typical average of \$20,000 over the previous five years. Some of these adjustments do become refunds, in the guise of a 2019 refund tax levy, but we have yet to receive an official tally.
- The District has not yet received the second-half E-Rate reimbursement. Our WAN (wide area network) provider changed names and service provider numbers in June, which triggered additional administrative filing and ultimately a delay in payment. We remain entitled to this second-half reimbursement (\$75,000), but now do not expect to receive it until 2019.
- Overdue fines have decreased over the past three years and this year is no exception. It is now expected that fines and fees revenue will be close to \$30,000 under budget at year-end.

Based on the above analysis and discussion, the end-of-year surplus should be at least \$200,000, and potentially higher if December receipts include some of the aforementioned delayed items. Further insight and discussion will be presented at the meeting.

Facilities Report

The District is entering the winter season with all building projects completed, including grounds cleanup.

Human Resources – Toni Costa

Department Activities

- Training
 - New Employee Orientation
 - Media Training (3 sessions)

Recruitment and Selection:

- a. New Hires
 - n/a
- b. Reclassifications
 - n/a
- c. Transfers
 - Librarian – Literacy Program Coordinator
- d. Promotions
 - n/a
- e. Terminations
 - Public Services Specialist (NS)

Operations – Doug Stumbough

This month, an update on the Strategic Planning process was provided at the Board Meeting. Amber Williams shared the results of conversations with communities across our service area and what themes were consistently heard from residents about their local aspirations.

In broad terms, residents of our service area expressed interest in promoting stable living, creating opportunities to meet and learn together, and encouraging civic engagement.

Over the next few months, we will take a draft of these themes, as well as some examples of how the District might best position our services to support them, back out to the communities and stakeholders. We will learn if they see their community reflected in what we heard, attempt to determine if they might

be something their community would support and if there is anyone else we should be talking with in this process. The results of these follow-up conversations will then help focus and sharpen a finalized version of a Community Engagement Plan, which will be presented to the Board in early 2019 for approval.

Collection Services – Andrea Sharps

As a new feature, we will highlight popular books titles as evidenced by the number of check-outs and holds placed for the month.

- Popular Book Titles November 2018:
 - Checkouts:
 - *The Tattooist of Auschwitz: A Novel* by Heather Morris – 62 checkouts
 - *Educated: A Memoir* by Tara Westover – 50 checkouts
 - *Deep Freeze (A Virgil Flowers Novel Book 10)* by John Sandford – 46 checkouts
 - Holds:
 - *Becoming* by Michelle Obama – 88 holds
 - *The Reckoning: A Novel* by John Grisham – 68 holds
 - *Past Tense: A Jack Reacher Novel* by Lee Child – 50 holds
- Youth Collection Development Librarian Sheri Boggs produced the last issue of *Alki*, the WLA journal, in her role as editor. The November 2018 issue is called “The Conference Issue: Cultivating Communities, Harvesting Ideas” and includes a Q&A piece with Managing Librarian Amber Williams’ “Feeding Families for Free,” which discussed the program at Deer Park Library, where healthy free snacks were distributed to children after school and during the summer.
- Adult Collection Development Librarian Cheryl Zobel and Youth Collection Development Librarian Sheri Boggs were guests on the Library Out Loud podcast hosted by Jane Baker. They discussed Intellectual Freedom, and also recorded a brief piece for Fox 28 News to be broadcast in early December.

Also as a new feature, we’ve redesigned the presentation of selected collection usage data into a spreadsheet format, which follows, and have included data from the same month in the previous year to provide a point of comparison.

	November 2018	November 2017	Change
Physical Collection			
Titles Ordered:	1,576	968	63%
Copies Ordered:	5,735	2,982	92%
Items Processed:	5,482	4,896	12%
ILL Loaned:	208	349	-40%
ILL Borrowed:	521	626	-17%
ILL Total Transactions	729	975	-25%
Overdrive			
Checkouts: Audio	19,743	15,437	28%
Checkouts: eBook	24,875	21,624	15%
Checkouts: Total	44,618	37,061	20%
Holds: Audio	7,052	5,020	40%
Holds: eBook	8,585	6,841	25%
Holds: Total	15,737	11,861	33%
Unique Users	6,426	5,432	18%
hoopla			
Checkouts: Audio	947	1,325	-29%
Checkouts: Comics/Graphic	127	160	-21%
Checkouts: eBooks	365	505	-28%
Checkouts: Movies	305	442	-31%
Checkouts: Music	204	319	-36%
Checkout: TV Shows	95	150	-37%
Checkouts: Total	2,043	2,901	-30%
New Users	66	125	-47%
Active Users	784	906	-13%
Total Users	7,506	6,160	22%

Executive Director – Patrick Roewe
District Activities

Leadership Team Updates

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

Strategic Initiatives:

Potential levy lid lift election in 2019:

- As a follow up to our training last month from EveryLibrary—a nonprofit organization chartered to work on local library ballot initiatives nationwide—we had a virtual follow-up meeting with them

regarding next steps. Their assistance is focused in large part on effectively communicating the District's message via the public information campaign.

Community Engagement Plan (CEP) process:

- We reviewed the initial findings of the CEP community engagement work and how best to integrate those findings with other District strategic priorities to best ensure consistency of message over the next few years. An initial draft of the plan was created, and subsequently revised based upon further review and staff feedback.

Community Engagement

I attended the following meetings:

- Greater Spokane Incorporated (GSI) K-12 Roundtable meeting. Topics included a presentation on "Career Connect Washington," which is a public-private partnership to accelerate career connected learning.
- A weekly meeting for Spokane Rotary Club 21.
- The GSI 21st Annual Economic Forecast. The title of the presentation was "The 10th Year- Pushing Limits, Discord and Disruption" and focused on both the local and national economies in 2019.
- The Partners Advancing Character Education (PACE) board and committee meetings. This organization promotes the importance of good character through partnerships with schools, businesses, public agencies and community groups.
- The Greater Spokane Valley Chamber of Commerce (GSVCC) Annual Meeting which included a presentation from Katerra, an end-to-end building services provider (architecture, engineering, construction management and general contracting) with a growing presence in the Spokane region.
- The GSVCC Government Action Committee meeting, which included a presentation from the Spokane Valley Fire Department on its upcoming four-year M&O levy.

I met with representatives from the National Network of Libraries of Medicine Pacific Northwest Region to discussion potential partnership opportunities in the area of health literacy.

COLLECTION MONTHLY REPORT			
NOVEMBER 2018			
	Item Count		
Material Type	YTD 2018	YTD 2017	CHANGE
Print	313,375	320,576	-2%
Nonprint	87,648	87,862	0%
Overdrive	83,325	73,260	14%
Grand Total	484,348	481,698	1%
NOTES: PRINT = Books and Periodicals			
NONPRINT = DVDs, CDs, Books on CD, and other media			
OVERDRIVE = Downloadable eBooks and Audiobooks			

Operations Report November 2018

Doug Stumbough and Kristy Bateman

Service Priority Teams

Business and Career Development (Stacey Goddard)

- *Small Business Saturday* preparation and events were the main focus for November. This is our third year acting as a Neighborhood Champion, supporting small business owners in Cheney, Medical Lake, and Millwood. It was a busy and successful day!
- We presented eight programs in support of financial literacy education, including regular offerings from SNAP and STCU, and two more Medicare Open Enrollment Workshops.
- Librarian Cindy Ulrey represented the District at the North Palouse Chamber of Commerce's Business Expo, where she talked with 22 attendees about our digital resources, Book-a-Librarian and other resources for business owners.

Early Learning (Mary Ellen Braks)

- We provided 101 Storytimes to 2,517 children, parents, and caregivers. Our average attendance per Storytime was 25.
- We provided 50 Storytimes to 733 children at 24 child care centers.
- We offered the STARS class, *Art and Early Literacy* class that 41 child care providers attended.

Education and Enrichment (Gwendolyn Haley)

- We completed our *Fall Prime Time Family Reading Series* with Trentwood Elementary.
- We have confirmed with the MAC and Mobius that they will commit to three more years of the museum pass program. The Friends of the Library will continue to sponsor the MAC pass, and the Diane E. Zahand Memorial Fund will sponsor the Mobius passes.
- The Spokane Symphony will continue to partner with us, providing passes for another set of four concert dates. The Friends of the Library are sponsoring 44 tickets per concert, and the Symphony has pledged to match that amount. We will be moving to an online management platform allowing customers to select an available date and print a pass valid for that date only.

Digital Interaction and Sharing (Carlie Hoffman)

- Work on the local creators' website is continuing. We brainstormed ideas for presenting media in a gallery format.
- We are revamping the equipment reservation calendar on SharePoint. An inventory of the equipment was conducted.
- Book Psychic, a book tracking and recommendation service, will be discontinued. This service was not frequently used by customers.
- I worked with Communication to explore procedure options for updating and editing website content.
- I am working with IT to set up and test TixKeeper. We are working toward a January 1 launch date. Book a Librarian highlights
- Business topics were popular again this month. We helped a customer with setting up a business email account. We also helped a customer create a flow chart designed to show customers how his services work.
- Another popular topic this month was resume assistance and using web services to submit resumes.

Information Technology (Patrick Hakes)

- Continued working with our E-Rate consultant on the RFP for Category 2 equipment. The RFP is scheduled to be filed to USAC in January.
- The SharePoint 2016 upgrade project is coming to a close. Two training sessions for identified department staff has been scheduled.

- A local school district contacted IT to have some of its information technology students job shadow the department. The students will be doing this during their winter break in December.

Library Reports

Airway Heights: Alison Johnson

- A little girl who attended our *Family Play & Learn Storytime* was very reluctant to return her books. She told us that one particular book was her happy book. When she dropped it in the book drop she kissed it and told the book she would miss it.
- A mother and daughter from Alaska moved into Airway Heights this month. As they received new library cards they told us that the library was their first connection with the community. They were very pleased to see the amount of programming we offered in *Engage*.

Argonne: Pat Davis

- Our *Small Business Spotlight* series featured Argonne Cycle, Mellow Monkey Yoga Studio, and Millwood Print Works. Participants learned basic bike maintenance at the *Bike Repair Clinic*, *Yoga for Stress Management* and *Pamphlet-Stitch Bookbinding*.
- Millwood businesses partnered with the Library to participate in *Small Business Saturday*. One woman commented "I just moved here from Salt Lake City, and this was a great way to get to know our new community."

BookEnd: Caitlin Wheeler

- Customers enjoyed the chance to drop in at our *International Games Day* event, playing Catan, Monopoly, and other board games.
- Staff put out a display of *staff picks*, books with written recommendations by staff. They've been flying off the shelves almost faster than we can keep the display stocked.

Cheney: Catherine Nero Lowry

- The library participated in the Cheney tree lighting event that kicked off the winter festival, Holiday Hoopla. Customers warmed up while listening to a local police officer read a holiday story.
- Ten local business participated in *Small Business Saturday*. The Cheney Friends of the Library sponsored gift cards for the shoppers that completed the challenge.

Deer Park: Kris Barnes

- Librarian Amber Williams and I were interviewed by The Spokesman-Review about our 20th *Anniversary Celebration*. The article appeared in the North Voice section.
- The Deer Park Friends of the Library sponsored a 20th *Anniversary Celebration* open house featuring a band, cake, appetizers, face painting, activities, and lots of great conversation. We had over 200 join us for the celebration.

Fairfield: Kristy Bateman

- Librarian Cindy Ulrey participated on the Liberty High School community panels to evaluate Senior Projects.
- Librarians Dana Mannino and Cindy spoke with Bridge to College teachers from CVSD, Freeman and Newport to talk about student cards, classroom visits, Book a Librarian appointments, and District digital resources.

Medical Lake: Cecelia McMullen

- A young woman rushed into the *Folk Music from the WW1 Era* concert during the song "*Keep the Home Fires Burning*." Afterward she exclaimed, "I walked down the aisle to that song!" This college student chose that specific WWI Era song for their wedding because, as a military wife, she knew that they would encounter frequent separation due to deployment.
- November brought election excitement. Girl Scout Troop 6021 created and displayed signs throughout Medical Lake, pointing voters to the library. The girls participated in a book talk about elections and a library tour as part of their citizenship badge. One new ML resident was thrilled to find one of the signs while driving around town, and many others also expressed appreciation.

Moran Prairie: Danielle Marcy

- A customer reported that library staff assistance with *Heritage Quest* helped find and contact a previously unknown sister.
- Librarian Ree West contacted apartment complex managers near the Moran Prairie Library to learn more about the area and to connect with community members.

North Spokane: Brian Vander Veen

- This month we hosted local jewelry designer Sondra Barrington as our *Creator in Residence*. She led workshops in which attendees learned the basics of metal stamping and making “micro mosaics” with jewelry clay.
- Leather artisan Joe Flatter led a workshop in which attendees learned the four-strand round braiding technique to make their own leather key fob.

Otis Orchards: Caitlin Wheeler

- Librarian Tammy Henry presented several outreach Storytimes at Trent Elementary.
- Customers enjoyed our Native American History Month display, and checked out many children’s books on the subject.

Spokane Valley: Aileen Luppert

- This month, I joined the Business and Career Development Team and members of the Leadership Team at the Greater Spokane Valley Chamber of Commerce Annual Meeting. Todd Beyreuther, from Kattera, talked about the company’s history and plans for the building industry.
- Librarian Danielle Milton attended a *Community Connection* at Bowdish Middle School. It focused on Career and Technology Education. The school offers a robotics class that teaches the students CAD design for 3D printing. Danielle found it fascinating to see what the students were creating and how advanced they were in computer programming and CAD design.

District-wide InformationSecurity Incident Report

For November, there were 28 Security Incident reports filed, four more than last month (24) and two more than November 2017 (26). North Spokane had the most incidents reported with 10. The most frequently reported incidents related to General Code of Conduct violations and Potential Problems (9) each. To further put all of these numbers in perspective, the total door count District-wide in the month of November was 103,390.

Public Use Measures**November 2018**

Measure	This year	Last year	YTD	Last YTD
	This Month	This Month	This year	Comparison
Cardholders	112,862	117,821		-4%
Door count	103,390	108,095	1,266,426	4%
Items Borrowed	211,715	211,592	2,459,408	2%
• Airway Heights	5,543	5,768	63,353	-12.13%
• Argonne	12,394	12,808	142,587	-2.54%
• Cheney	12,261	13,369	145,983	-1.40%
• Deer Park	12,689	13,478	147,661	-7.91%
• Fairfield	1,195	1,121	14,946	10.23%
• Medical Lake	3,867	5,127	50,787	-9.24%
• Moran Prairie	16,137	17,000	187,042	-6.58%
• North Spokane	45,106	45,612	528,397	1.63%
• Otis Orchards	5,532	5,168	64,565	0.24%
• Spokane Valley	46,647	48,248	544,247	-2.49%
• The BookEnd	3,397	2,962	35,899	87.44%

• Digital	46,661	39,962	511,442	13%
Programs				
• Number	275	283	3,177	-2%
• Attendance	5,173	5,836	78,130	-2%
Internet Station Use (%)	47.9%	51.0%	50.0%	
Meeting room bookings	532	534	5,363	21%
Digital Resource Use	78,437	74,191	916,010	-4%

*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 November 2018

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

News Coverage

- November 1 – *Deer Park Gazette* – Library Turns Twenty
- November 1 – *Deer Park Gazette* – Pumpkin Lane Thanks
- November 1 – *Deer Park Gazette* – November Community Calendar
- November 1 – *The Current* – Great digital reads for the entire family
- November 1 – *The Current* – Discovering World War I during its centennial
- November 1 – *The Spokesman-Review* – Deer Park Library will celebrate 20th anniversary at location on Nov. 8
- November 1 – *Cheney Free Press* – What's Happening on the West Plains
- November 2 – *Spokane Valley Herald* – SCLD streaming services
- November 2 – *Kids Newspaper* – Great digital reads for the whole family
- November 2 – *Kids Newspaper* – Small Business Saturday
- November 7 – *Deer Park Tribune* – Storytimes at the Deer Park Library
- November 7 – *Deer Park Tribune* – Celebrating 20 Years as your library
- November 9 – *Spokane Valley Herald* – SCLD streaming services
- November 14 – *Deer Park Tribune* – Storytimes at the Deer Park Library
- November 15 – *Cheney Free Press* – Shop local on Nov. 24 and collect swag at the library
- November 15 – *Cheney Free Press* – County Library announces Thanksgiving closures
- November 15 – *Cheney Free Press* – What's Happening on the West Plains
- November 15 – *Spokesman-Review* – Local jewelry-maker brings a new kind of artwork to library's creator in residence program
- November 16 – *Spokane Valley Herald* – SCLD streaming services
- November 16 – *Spokane Valley Herald* – Spokane county Library Board meeting
- November 21 – *Deer Park Tribune* – Deer Park Storytimes
- November 21 – *Cheney Free Press* – Cheney book club meets Nov. 27 at local library
- November 21 – *Cheney Free Press* – From the archives: 1998
- November 21 – *Cheney Free Press* – What's Happening on the West Plains
- November 23 – *Spokane Valley Herald* – SCLD services
- November 28 – *Deer Park Tribune* – Storytimes at the Deer Park Library
- November 29 – *Cheney Free Press* – What's Happening on the West Plains
- November 30 – *Spokane Valley Herald* – SCLD services

Press Releases

- November 1 – We like it when you play with us at the library
- November 7 – Spokane County Library District Holiday Closure – Veterans Day
- November 9 – Spokane County Library District Holiday Closure – Thanksgiving
- November 20 – Discover delicious edible art with creator-in-residence Cate Ng

Library District News

- November 1 – We like it when you play with us
- November 8 – Shopping local on Small Business Saturday gets you even more
- November 15 – Ornaments, trivia, festivals, and good cheer!
- November 20 – Delicious creations you can try with December Creator-in-Residence Catee Ng
- November 21 – Get leading edge information with access to thousands of newspapers

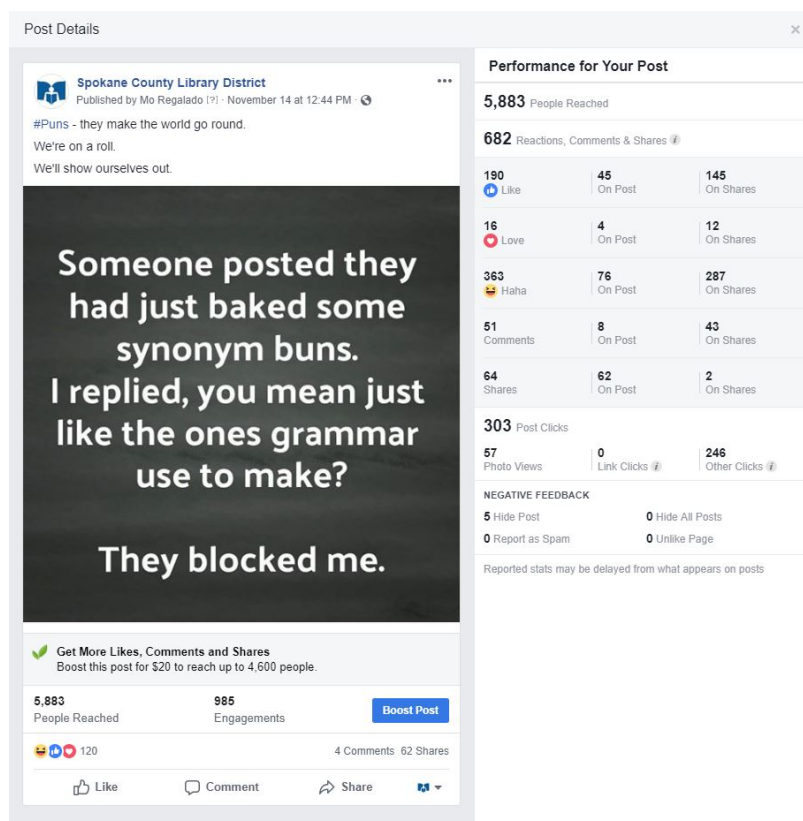
Blog Posts

- November 6 – Great digital reads for the whole family
- November 13 – Fanfiction primer: Reading and writing what you love
- November 27 – Cozy up to slow reading this winter

E-newsletter Email

- Sent on November 15, 2018 (99,779)
- Open rate: 11.8% (11,783)
- Clicked: 883
- Unsubscribed: 91

E-Marketing (Website, Social Media, Email)



Podcast

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

November 1 – Library Out Loud: Peace Activist Literature with Charles Andrews
November 1 – Library Out Loud: WWI Music with Brad Keeler and Linda Parman
November 13 – Library Out Loud: Intellectual Freedom with Sheri Boggs and Cheryl Zobel
November 13 – Library Out Loud: Small Business Saturday with Tami Chapman

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

Community Calendars

November 1, 15, & 21 – Create a Video Game with Bloxels
November 2, 7, & 21 – Medicare Open Enrollment Workshops
November 3 – Bike Repair Clinic
November 3 – Friends of the Cheney Library Book Sale
November 3 – Take it Apart
November 3, 5, 6, 7, 8, & 13 – “Over There”: The First World War in Song
November 3 & 17 – Homebuyer Education Seminar
November 4 & 29 – Imagining Lasting Peace: British Literature, War Memorials & Armistice Day, 1918-2018
November 7 – Copyright: Images & Music in Creative Projects
November 7 – Protect Your Credit Score
November 8 – Deer Park Library Anniversary Celebration & Concert
November 8 – Yoga for Stress Management
November 10 – Game Day
November 13 – Budgeting 101
November 13 – Dollars & Sense: Navigating Your Credit
November 13 – Micro Mosaic Pendant
November 14 – Advertising with Facebook
November 14 & 15 – Washington at War: The Evergreen State in World War I
November 15 – See Your Business through the Eyes of Your Customer
November 17 – Art & Early Literacy
November 17 – Leather Crafts: Four-Strand Round Braid
November 17 – Pamphlet-Stitch Bookbinding Workshop
November 20 – Dollars & Sense: Give Yourself a Raise
November 20 – Metal Stamping
November 24 – Small Business Saturday
November 30 – Random Fandom Trivia Nights: Dungeons & Dragons

Ad created this month

The ad to the right was in the November issue of The Current and the Spokane Exchange.



**SMALL
BUSINESS
SATURDAY**

Shop Local.
Get a Prize.
Everyone wins!

Stop by your
Neighborhood Champion:
**CHENEY LIBRARY, MEDICAL
LAKE LIBRARY, OR ARGONNE
LIBRARY (MILLWOOD)**
Saturday, November 24
10am–5pm

Shop at local businesses on
Small Business Saturday and
you could receive a special
prize from the library, while
supplies last.

Prizes are sponsored by
the Friends of the Library.

*Ree Creations (above) is one of the
local participating Cheney businesses.
Photo: Rogue Heart Media*



**SPOKANE COUNTY
LIBRARY
DISTRICT**

www.sclcd.org

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

			Target 91.7%	
	Y-T-D Actual	Annual Budget	Percent Used	Balance Remaining
REVENUES				
PROPERTY TAXES	\$ 11,458,621	\$ 11,576,000	98.99%	\$ 117,379
CONTRACT CITIES - AIRWAY HEIGHTS	266,539	264,000	100.96%	(2,539)
CONTRACT CITIES - SPOKANE	83,137	80,800	102.89%	(2,337)
FINES & FEES	164,490	209,000	78.70%	44,510
GRANTS & DONATIONS	67,899	53,000	128.11%	(14,899)
E-RATE REIMBURSEMENTS	91,706	167,000	54.91%	75,294
OTHER	45,216	19,500	231.88%	(25,716)
INTEREST REVENUES	56,579	62,000	91.26%	5,421
TOTAL REVENUES	\$ 12,234,186	\$ 12,431,300	98.41%	\$ 197,114
TRANSFERS IN	-	-	0.00%	-
TOTAL REVENUES & TRANSFERS IN	\$ 12,234,186	\$ 12,431,300	98.41%	\$ 197,114
EXPENSES				
SALARIES	\$ 5,591,319	\$ 6,137,000	91.11%	\$ 545,681
FRINGE BENEFITS	1,958,140	2,202,950	88.89%	244,810
SUPPLIES	147,299	190,100	77.48%	42,801
UTILITIES	389,390	442,400	88.02%	53,010
SERVICES	1,080,339	1,307,750	82.61%	227,411
INSURANCE	63,064	69,000	91.40%	5,936
EQUIPMENT & SOFTWARE	111,817	230,000	48.62%	118,183
LIBRARY MATERIALS	1,325,792	1,460,000	90.81%	134,208
ELECTRONIC LIBRARY MATERIALS	189,581	205,000	92.48%	15,419
LIBRARY PROGRAMS	113,936	109,800	103.77%	(4,136)
OPERATIONAL CONTINGENCIES	0	77,300	0.00%	77,300
TOTAL EXPENSES	\$ 10,970,677	\$ 12,431,300	88.25%	\$ 1,460,623
TRANSFERS OUT	400,000	-	0.00%	(400,000)
TOTAL EXPENSES & TRANSFERS OUT	\$ 11,370,677	\$ 12,431,300	91.47%	\$ 1,060,623
Net Excess of Revenues Over/(Under) Expenses	\$ 863,508	\$ -		
BEGINNING CASH	5,179,623			
NET FROM ABOVE	863,508			
ENDING CASH	\$ 6,043,131			

Number of months cash on hand	5.8
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