

MISSION

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

Board of Trustees Regular Meeting

March 19, 2019 4:00 p.m. Airway Heights Library Public Meeting Room

AGENDA

- I. CALL TO ORDER**
- II. AGENDA APPROVAL [4:00]**
- III. ACTION ITEMS**
 - A. Approval of February 19, 2019, Regular Meeting Minutes [4:00-4:02]
 - B. Approval of February 2019 Payment Vouchers [4:02-4:05]
 - C. Unfinished Business [4:05-4:15]
 1. Potential Levy Lid Lift Update
 - D. New Business [4:15-4:30]
 1. Children's Safety in Libraries Policy: Approval recommendation.
 2. Friends of the Library Recognition (Resolution No. 19-02): Approval recommendation.
 3. SCLD Volunteers Recognition (Resolution No. 19-03): Approval recommendation.
 - E. Overview District Customer Profile: Who we serve. [4:30-4:50]
- IV. DISCUSSION ITEMS, POSSIBLE ACTION [4:50-4:55]**
 - A. Future Board Meeting Agenda Items
- V. REPORTS**
 - A. Trustees [4:55-5:00]
 - B. Executive Director [5:00-5:05]
 - Administrative
 - Community Activities
 - C. Operations [5:05-5:10]
 - D. Communication & Development [5:10-5:15]
 - E. Fiscal [5:15-5:20]
 - F. Spotlight 2016-2018 Community Engagement Plan Wrap-up [5:20-5:30]
- VI. PUBLIC COMMENT**
- VII. ADJOURNMENT**

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

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

03/19/19

**SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: FEBRUARY 19, 2019**

The Board of Trustees of Spokane County Library District met in regular session in the public meeting room at North Spokane Library, 44 E. Hawthorne Rd., Spokane, WA, at 4:00 p.m., Tuesday, February 19, 2019.

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

Excused: Kristin Thompson - Trustee

Also Present: Jane Baker, Communication & Development Director; Kristy Bateman, Library Operations Manager; Toni Costa, Human Resources Director; Patrick Hakes, IT Manager; Carlie Hoffman, Library Services Manager; Rick Knorr, Finance Director; Aileen Luppert, Managing Librarian; Jill-Lynn Nunemaker, Development Manager; Jeanne Schrock, Public Services Associate; Andrea Sharps; Collection Development Director; Doug Stumbough, Operations Director; Brian Vander Veen, Managing Librarian; 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. Teterud moved and Mr. Johnson seconded approval of the agenda. The motion was approved.

Approval of Jan. 15, 2019, Regular Meeting Minutes (Item III.A.) Mr. Craig called for corrections to the January 15, 2019, regular meeting minutes. The minutes stand approved as written.

Approval of Jan. 2019, Payment Vouchers (Item III.B.) Mr. Johnson moved and Mr. Teterud seconded approval of the January 2019 bill payment vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal	Total
Jan. - L01	55147-55266 and W00629-W00637	\$715,586.90	\$715,586.90
	01102019PR and 01252019PR	\$382,164.80	\$382,164.80
L01		Total	\$1,097,751.70

In response to Mr. Teterud's query regarding the \$3,300 annual bank account analysis fees paid to US Bank, Mr. Knorr said although annual fees are less than in the past, the District continues to pay monthly charges for each of its accounts. He noted on the plus side the District is able to keep all

**Approval of
Jan. 2019,
Payment Vouchers
(Item III.B.)**

of its funds in Spokane County Investment Pool. Mr. Knorr also said he spoke about the fees with his contact at the Spokane County Treasurer's Office who thinks the pricing structure offered by US Bank is a good deal. In regard to the nearly \$67,000 payment to Midwest Tape, Collection Development Director Andrea Sharps said the annual payment includes all audio books and hoopla streaming service for 2019.

There was no further discussion.

The motion was approved.

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

POTENTIAL LEVY LID LIFT UPDATE. Mr. Roewe said preparatory work continues for the potential levy lid lift. Informational visits with staff have begun, and a second round of staff visits is planned for June. Mr. Roewe has been in contact with the Elections Office staff for more information about the ballot proposition process. Communication Department staff are working on informational support material for the August election. Trustees will preview ballot language in March, followed by review and approval of the official ballot in April. There was no further discussion.

**Unfinished Business
2019 Budget
Resolution 19-01
(Item III.C.2)**

2019 BUDGET. AUTHORIZING THE TRANSFER OF FUNDS FROM THE GENERAL FUND TO THE CAPITAL PROJECTS FUND; ADOPTING AN AMENDMENT TO THE 2019 BUDGET; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO (RESOLUTION NO. 19-01). Mr. Teterud moved and Mr. Johnson seconded to approve the transfer of funds from the General Fund to the Capital Projects Fund, noting the amendment will increase the fund by \$200,000.

RESOLUTION No. 19-01

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, AUTHORIZING THE TRANSFER OF FUNDS FROM THE GENERAL FUND TO THE CAPITAL PROJECTS FUND; ADOPTING AN AMENDMENT TO THE 2019 BUDGET; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

Mr. Knorr said 2018 is now officially closed, and yielded a budget surplus as anticipated. This authorized transfer will increase the 2019 Capital Projects Fund from 1.6 to 1.8 million dollars.

There was no further discussion.

The motion was approved.

**New Business
Network Services
Contracts Awards
(Item III.D.1.)**

NETWORK SERVICES CONTRACTS AWARDS. Mr. Teterud moved and Mr. Johnson seconded approval of network services contracts awards to Fatbeam for wide area network (WAN) and optional internet, and Ednetics for core communication equipment, wireless access points, and cabling. The Fatbeam contracts will be for a duration of five years, starting July 1, 2019, and execution of the Ednetics contracts will be for purchases and installations from July 1, 2019, through June 30, 2020. Via PowerPoint, Mr. Stumbough presented the prescriptive process for the E-Rate funding program, which initiated the request for proposals last December to solicit

**New Business
Network Services
Contracts Award
(Item III.D.1.)**

replacement services for network-related contracts nearing completion in June. Mr. Stumbough reviewed contract summaries and how the bids were ranked. Although cost was the single largest factor, other qualitative factors were evaluated as well. In response to Mr. Craig's query regarding how current costs compare to previous years, Mr. Stumbough said bandwidth and speeds have gone up as the cost per megabit has gone down, with the exception of Fairfield Library, as none of the vendors included Fairfield in their bids because it would not be possible to guarantee consistent services. Regarding cost comparison, IT Manager Patrick Hakes further said the WAN throughput would have increased significantly from those offered in the current contract negotiated five years ago. In response to Mr. Teterud's query, Mr. Stumbough said the District defined its service expectations in the RFP, including response time. In response to Mr. Craig, Mr. Stumbough said Airway Heights, Argonne, and Medical Lake libraries were selected for network cabling because standards have changed and updates were needed.

There was no further discussion.

The motion was approved.

**New Business
Exhibits and
Displays Policy
(Item III.D.2.)**

EXHIBITS AND DISPLAYS POLICY. Mr. Johnson moved and Mr. Teterud seconded approval of the Exhibits and Displays policy, as revised. Mr. Stumbough reiterated the primary suggested change was addition of language to clarify only the Executive Director or designee can make exceptions to assume any legal or financial responsibility for items loaned for display or exhibit. Discussion ensued among Trustees and staff about policy language. Mr. Teterud cited a recent news story about the handling of public art, and raised concern for the District and the potential for unnecessary challenges in the future. Mr. Roewe said the policy changes are preventive, and to date, the District has not experienced any legal issues involving exhibits, displays, or other artwork. The District would, however, as practice and execution of the policy consult with legal counsel or its insurance provider whenever necessary. Mr. Stumbough pointed out this policy covers temporary displays of non-permanent art by local artists and the stakes are lower. He also referenced the separate Public Art in District Facilities policy approved by the Board in February 2018, and noted for each construction project an art selection committee would be formed to submit recommendations for approval by the Board of Trustees. In response to Mr. Teterud's query, Mr. Roewe said since the District is not in the process of selling art, prices are not posted on works of art displayed in libraries.

There was no further discussion.

The motion was approved.

**New Business
Reciprocal Use of
Libraries Report
2018 (Item III.D.2.)**

2018 RECIPROCAL USE OF LIBRARIES REPORT. Operations Director Doug Stumbough reported on reciprocal use of libraries statistics for 2018, as required by the interlocal agreements between the District and Spokane Public Library (SPL), and the District and Liberty Lake Municipal Library (LLML). Mr. Stumbough reported all Spokane Public Schools students

**New Business
Reciprocal Use of
Libraries Report
2018 (Item III.D.2.)**

received SPL cards last year as part of a promotional partnership, which resulted in a moderate change in cardholder percentage compared to 2017. Among other usage statistics, Mr. Stumbough pointed out after a full year of service at The Bookend, it has become one of the most-used library facilities by reciprocal customers, with one-tenth of its cardholders from the city of Spokane. He also noted the impact of District reciprocal use with LLML is minimal. In response to Mr. Craig's query, Mr. Roewe said the District remains satisfied with these agreements, as they fit with our mission to provide access to libraries and materials. There was no further discussion.

**Overview Library
Giving Day
(Item IV.E.)**

OVERVIEW LIBRARY GIVING DAY. Via PowerPoint and a handout, Development Manager Jill-Lynn Nunemaker presented an overview of Library Giving Day, scheduled for April 10 during ALA Library Week. The purpose of the campaign is library fundraising, engagement, and awareness, with intent to build a culture of philanthropy. Promotion for what will be the District's pilot campaign begins March 20, with a goal to raise 10K. Donations received during this campaign will go toward support of the museum and cultural pass program. Ms. Nunemaker pointed out the pledge chart to Trustees and explained donations can be made via the Friends of the Library website. In response to Mr. Teterud's query, Ms. Nunemaker said Friends of the Spokane County Library District is a 501(c)(3) tax-exempt organization; thus, donations are tax deductible. For reference, Ms. Nunemaker also noted messaging for the levy lid lift begins after this month-long campaign. Mr. Roewe thanked Ms. Nunemaker, Ms. Baker, and the entire Communication and Development Department team. He said this is a new approach for us, yet as we move forward with new libraries and a potential capital campaign, Library Giving Day is a first step toward a methodology that enables Trustees to serve as emissaries and advocates for that work. Trustees thanked Ms. Nunemaker for the informative report. There was no further discussion.

Mr. Johnson excused himself from the meeting at 5:05 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. Among other items, the agenda for March will include a potential levy lid lift update, review of the Children's Safety in Libraries policy, and an overview of the District's customer profile. A spotlight to wrap up the 2016-2018 Community Engagement Plan will also be presented, as well as resolutions to recognize District Friends of the Library and all volunteers. There was no further discussion.

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

There were no reports.

**Executive Director's
Report, Jan. 2019
(Item VI.B.)**

The Executive Director's written report for January 2019 provided prior to the meeting, included information on the Business Office, Finance and Facilities, Collection Services, Human Resources, Information Technology, and Community Activities. He further reported that he and Kristin Thompson had an enjoyable and positive experience in Olympia while attending WLA Library Legislative Day. There was no further discussion.

**Operations Report,
Jan. 2019
(Item VI.C.)**

Operations Director Doug Stumbough and Library Operations Manager Kristy Bateman provided a written report prior to the meeting for January 2019, with data for customer use measures, programming, and library activities. Mr. Stumbough had nothing further to report. There was no further discussion.

**Communication &
Development
Report, Jan. 2019
(Item VI.D.)**

Communication & Development Director Jane Baker provided a written report prior to the meeting for January 2019 communication and development activities. She further reported the first capital campaign Feasibility Study Committee meeting was rescheduled because of inclement weather. The meeting will now be held at Spokane Valley Library on March 6 at 4:00 p.m. There was no further discussion.

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

Revenue and Expenditure Year-end Final Statement through December 31, 2018.

<u>Fund 001</u>	
Revenues	\$ 12,328,567
Expenditures	\$ 12,473,566
Ending Fund Balance	\$ 5,034,633
Fund Budget Expended	100.34%

Mr. Knorr reported final budget results for 2018. He will provide results for January and February 2019 next month. There was no further discussion.

**Public Comment
(Item VI.)**

There was no public comment.

**Adjournment
(Item VII.)**

Chair Craig adjourned the meeting at 5:11 p.m. The next Board Meeting is scheduled for Tuesday, March 19, 2019, at 4:00 p.m., in the public meeting room at Airway Heights Library.


John Craig, Chair

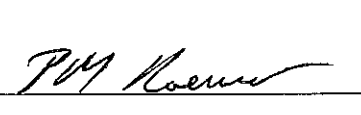
Patrick Roewe, Secretary to the Board of Trustees

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 February 28, 2019 and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$986,233.91 for the general fund and \$0.00 for the capital projects fund and are authorized to authenticate and certify these claims.

DATE: March 1, 2019

SIGNED: 

SIGNED: 

TITLE: Finance Director

TITLE: Executive Director

VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
055267	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	\$ 268.00
055268	CCI SOLUTIONS	OFFICE/LIBRARY SUPPLIES	397.52
055269	CITY OF AIRWAY HEIGHTS	WATER & SEWER - AIRWAY HEIGHTS	130.49
055270	CITY OF CHENEY	WATER, SEWER, ELEC. - CHENEY	688.76
055271	CITY OF DEER PARK	WATER & SEWER - DEER PARK	77.56
055272	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE	5,004.00
055273	EARTHWORKS RECYCLING, INC	RECYCLING	289.40
055274	FATBEAM, LLC	MONTHLY INTERNET SERVICE, NET OF ERATE DISC	498.00
055275	FREE PRESS PUBLISHING, INC	LIBRARY MATERIALS	30.00
055276	GALE/CENAGE LEARNING	LIBRARY MATERIALS	800.10
055277	GARY'S KEY & LOCK	LOCK AND KEY REPAIR	38.95
055278	GRAYBAR	IT HARDWARE	264.45
055279	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	2,895.13
055280	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	12,212.72
055281	KIDS NEWSPAPER	ADVERTISING	800.00
055282	KITSAP REGIONAL LIBRARY	INTERLIBRARY LOAN FEES	18.00
055283	MIDWEST TAPE	LIBRARY MATERIALS	5,279.48
055284	MOBIUS SCIENCE CENTER	LIBRARY PROGRAMS	1,925.00
055285	MODERN ELECTRIC WATER COMPANY	WATER, ELEC. - SV	2,051.69
055286	MOVO MEDIA MARKETING	SEMI-MONTHLY SOCIAL MEDIA PLATFORM MGMT	750.00
055287	NATIONWIDE INSURANCE	EMPLOYEE DEDUCTIONS FOR PET INSURANCE	141.74
055288	OTIS HARDWARE	MAINTENANCE SUPPLIES	53.47
055289	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	15,134.37
055290	PIERCE COUNTY LIBRARY SYSTEM	LIBRARY PROGRAM MATERIALS PURCHASE	239.30
055291	SAN JUAN ISLAND LIBRARY	INTERLIBRARY LOAN FEES	5.97
055292	THE SPOKESMAN- REVIEW	LIBRARY MATERIALS	155.48
055293	SPOKANE HARDWARE SUPPLY	BUILDING REPAIR & MAINTENANCE	18.91
055294	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	1,460.04
055295	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	964.51
055296	U.S. DEPT. OF EDUCATION	PAYROLL GARNISHMENT	11.99
055297	VERIZON WIRELESS	MONTHLY CELL PHONES (20)	440.95
055298	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	536.82
055299	WASHINGTON ST HISTORICAL SOCIETY	ANNUAL RENEWAL	35.00
055300	WICK ENTERPRIZES, LLC	ADVERTISING	312.37
055301	ALLSTREAM	MONTHLY DID, PRI AND LONG DISTANCE PHONE SVC	457.08
055302	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	174.37
055303	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	162.57
055304	CENTURYLINK	ANALOG TELEPHONE LINES	41.30
055305	CENTURYLINK	ANALOG TELEPHONE LINES	59.91
055306	CENTURYLINK	ANALOG TELEPHONE LINES	82.58
055307	CENTURYLINK	ANALOG TELEPHONE LINES	39.74
055308	CITY OF MEDICAL LAKE	WATER, SEWER, REFUSE - ML	170.98
055309	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	699.84
055310	EBSCO INDUSTRIES, INC.	LIBRARY MATERIALS - SUBSCRIPTIONS	531.18
055311	EMPIRE DISPOSAL INC.	SOLID WASTE - FAIRFIELD	42.62
055312	GALE/CENAGE LEARNING	LIBRARY MATERIALS	43.77
055313	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	7,274.90

055314	INLAND POWER AND LIGHT	ELECTRIC UTILITIES - AH, DP	682.00
055315	MIDWEST TAPE	LIBRARY MATERIALS	6,000.97
055316	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	12,902.23
055317	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	99.18
055318	ROGUE HEART MEDIA, INC	ADVERTISING	540.00
055319	SCHOLASTIC LIBRARY PUBLISHING	LIBRARY MATERIALS	1,328.04
055320	SEATTLE PUBLIC LIBRARY	LOST INTERLIBRARY LOAN ITEM	16.00
055321	SPOKANE COUNTY ENVIRONMENTAL SERVICES	MONTHLY SEWER - AR, NS, SV	537.79
055322	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	515.86
055323	KRISTIN THOMPSON	TRAVEL REIMBURSEMENT	217.10
055324	UPS	SHIPPING	18.16
055325	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	524.48
055326	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE	1,207.08
055327	WHITWORTH WATER DISTRICT	WATER - NORTH SPOKANE	30.04
055328	WSU CO-OP EXTENSION	LIBRARY PROGRAMS	150.00
055329	ZAYO GROUP, LLC	MONTHLY BROADBAND SERVICE	16,190.23
055330	AGER CONSULTING, LLC	FEASIBILITY STUDY/FUNDS FOR LIBRARY BLDG	2,000.00
055331	ASSOC OF WASHINGTON CITIES-NWA	MEDICAL, DENTAL, VISION & LIFE INS.	775.61
055332	AT&T MOBILITY	TELEPHONE & BROADBAND - BOOKEND	106.51
055333	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	384.12
055334	CDW GOVERNMENT, INC.	IT HARDWARE & SOFTWARE	1,756.19
055335	CERIUM NETWORKS, INC.	SHAREPOINT UPGRADE/TRAINING CONSULTANT	1,294.72
055336	E-RATE EXPERTISE, INC.	E-RATE CONSULTING SERVICES	4,800.00
055337	FRONTIER COMMUNICATION	TELEPHONE & BROADBAND - FF	121.65
055338	GALE/CENAGE LEARNING	LIBRARY MATERIALS	1,656.27
055339	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	2,891.39
055340	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	2,895.13
055341	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	9,034.84
055342	INLAND POWER AND LIGHT	ELECTRIC UTILITIES - AH, DP	373.63
055343	MIDWEST TAPE	LIBRARY MATERIALS	9,583.89
055344	POWER 2 THE POETRY LLC	LIBRARY PROGRAMS	500.00
055345	MOVO MEDIA MARKETING	SEMI-MONTHLY SOCIAL MEDIA PLATFORM MGMT	750.00
055346	MORAN PRAIRIE GRANGE	ANNUAL MEMBERSHIP	75.00
055347	OCLC, INC.	SEMI-ANNUAL CATALOGING & ILL SUBSCRIPTION	21,635.78
055348	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	9,437.63
055349	PERIDOT PUBLISHING	ADVERTISING	450.00
055350	PHILADELPHIA INSURANCE CO	ANNUAL CYBER INSURANCE PREMIUM	14,787.00
055351	RECORDED BOOKS, LLC	LIBRARY MATERIALS	572.05
055352	MACY SILVERIA	LIBRARY PROGRAMS	100.00
055353	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	441.95
055354	HANNAH TEGROTENHUIS	PROGRAM SUPPLIES REIMBURSEMENT	97.01
055355	UNIQUE MANAGEMENT SERVICES	MONTHLY COLLECTION AGENCY & NOTICE FEES	2,272.00
055356	UPS	SHIPPING	11.45
055357	WEST PLAINS CHAM. OF COMMERCE	ANNUAL DUES	25.00
055358	WITHERSPOON BRAJCICH MCPHEE, PLLC	LEGAL SERVICES	768.50
055359	AMERICAN LIBRARY ASSOCIATION	DUES AND MEMBERSHIPS	700.00
055360	ROSANNE ANDERSON	LIBRARY PROGRAM	50.00
055361	APPLE COMPUTER, INC.	IT HARDWARE & SOFTWARE	1,227.26
055362	ARGUS JANITORIAL	MONTHLY CUSTODIAL SERVICES	16,285.07
055363	ARTCRAFT PRINTING	SUPPLIES	352.51
055364	AVISTA UTILITIES	MONTHLY UTILITIES	10,470.69
055365	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	113.32
055366	CCI SOLUTIONS	OFFICE/LIBRARY SUPPLIES	73.20
055367	CDW GOVERNMENT, INC.	IT HARDWARE & SOFTWARE	624.73
055368	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	607.12
055369	CONSOLIDATED IRRIGATION DIST19	WATER - OTIS ORCHARDS	22.00
055370	DELL MARKETING L.P.%DELL USA LP	PRINTER SUPPLIES/IT EQUIPMENT	106.07
055371	GALE/CENAGE LEARNING	LIBRARY MATERIALS	425.70
055372	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	12,615.11
055373	EAT GOOD LLC	CATERING FOR EVENT	774.47
055374	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	59.10
055375	OPTUM	MONTHLY HSA ACCOUNT FEES	87.00
055376	OTIS ELEVATOR COMPANY	QTRLY ELEVATOR MAINTENANCE	1,378.29
055377	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	14,736.61
055378	PERRINE PROPERTIES, LLC	MONTHLY PARKING LOT LEASE, SV	300.00

055379	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	814.21
055380	RECORDED BOOKS, LLC	LIBRARY MATERIALS	225.30
055381	SPOKANE MALL LLC	MONTHLY LEASE PAYMENT, BOOKEND	3,120.00
055382	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	164.44
055383	UPS	SHIPPING	17.93
055384	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	16,192.38
055385	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	323.68
055386	WEST COAST CASH REGISTER, INC.	OFFICE/LIBRARY SUPPLIES	321.43
W00638	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	52,717.24
W00639	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	61,675.07
W00640	US BANK - HEALTH - OPTUM	H S A CONTRIBUTIONS	1,564.25
W00641	US BANK - HEALTH - OPTUM	H S A CONTRIBUTIONS	812.50
W00642	STATE OF WASHINGTON	MONTHLY EXCISE/SALES TAXES	722.06
W00643	ASSOC OF WASHINGTON CITIES-NWA	MEDICAL, DENTAL, VISION & LIFE INS.	91,023.98
W00644	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	49,784.55
W00645	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	57,591.33
W00646	US BANK - HEALTH - OPTUM	H S A CONTRIBUTIONS	1,564.25
	Total Non-Payroll General Operating Fund		\$ 593,910.34
	PAYROLL VOUCHERS		
02082019PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	\$ 203,135.31
02282019PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	<u>189,188.26</u>
	Total Payroll General Operating Fund		\$ 392,323.57
	TOTAL GENERAL OPERATING FUND		\$ 986,233.91

January/February 2019 Credit Card Activity
Paid in February 2019
Voucher #055384

<u>Card Category</u>	<u>Amount</u>
General Purchases	\$8,388.96
Maintenance	638.88
Travel	1,856.86
Acquisitions	3,419.45
Information Technology	1,811.08
Outreach	77.15
General Fund Purchases	<u><u>\$16,192.38</u></u>

POTENTIAL LEVY LID LIFT UPDATE

Background:

Staff Information Meetings

This month, we've commenced informational meetings with staff throughout the District. These meetings are intended to provide staff with a baseline awareness of the facts surrounding the levy lid lift and guidelines for sharing factual information with the public in their capacities as District employees during work time. We will providing follow-up training for staff in this area starting in June.

Ballot Resolution

In addition, a first draft of the resolution to place the levy lid lift on the ballot was drafted and sent to District council for review and revision. State law places limitations and requirements on ballot titles and descriptions for a single-year lid lift ballot measure, including requiring:

- An identification of the enacting legislative body and a statement of the subject matter.
- A concise description of the measure.
- A question.
- A statement of the maximum tax rate to be imposed in the first year.
- A statement that, if permanent, the dollar amount of the levy will be used for the purpose of computing the limitations for subsequent levies.
- That the ballot title not exceed 10 words.
- That the concise description be no longer than 75 words.

In terms of process, staff have confirmed with the Spokane County Elections Department (County Auditor's Office) that once the ballot resolution is approved by the Board of Trustees and submitted to the Spokane County Auditor, it will undergo review by the Spokane County Prosecutor's Office.

Staff intend to share the revised draft with Trustees once it is available. The final version will be on the April meeting agenda for Board approval.

Executive Director Patrick Roewe will be available for questions.

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

CHILDREN'S SAFETY IN LIBRARIES

BACKGROUND:

Language has been updated to explicitly state that the District and its staff cannot act as replacements for parents, guardians or caregivers, and clarify under what circumstances staff will take action at closing. The recently updated boilerplate has also been added.

Operations Director Doug Stumbough will be available to answer questions on the proposed revisions.

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 Children's Safety in Libraries policy.

SPOKANE COUNTY LIBRARY DISTRICT

Current/Existing Policy

POLICY: CHILDREN'S SAFETY IN LIBRARIES

Approval Date: March 19, 2013

Revision Date: March ~~17~~19, ~~2015~~2019

Related Policies

Access to Library Services

Code of Conduct

Computer, Wireless Network and Internet Use

Purpose:

Defines the responsibilities of parents, guardians and caregivers whose children use Spokane County Library District facilities. Describes how the District responds to situations involving at-risk children.

Policy:

Spokane County Library District strives to create places, programs, and services that encourage children and adults to explore, learn, and create. The District respects the privacy of members who use its libraries, and recognizes that it is the responsibility of parents, guardians and caregivers to monitor and guide their children's reading and viewing of library materials, and use of District computers and network resources to access the Internet.

Parents, guardians and caregivers are responsible for ensuring their children are cared for, safe and feel secure when visiting a District library or attending a library event. Library facilities, programming and staff cannot act as child care or as a-replacements for parents, guardians or caregivers ~~for baby-sitters or day care centers for children.~~

District personnel will take appropriate action if a child visiting a library appears to be "at risk," such as

- Children who appear to be under the age of six left alone at a library.
- Children of any age who become disruptive or appear to be distressed when left alone or in the care of other children at a library.
- Children who appear to be subjected to physical or emotional abuse while using library facilities.
- Children who appear to be subjected to uninvited interactions.
- Children left alone at closing time who appear to be under the age of 12 ~~left alone at closing time who~~ or appear distressed.

If a situation such as one of the above occurs, staff shall follow established District procedures, which may include notification of a parent or guardian, law enforcement, or child protective services agency, as appropriate.

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 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: CHILDREN'S SAFETY IN LIBRARIES

Approval Date: March 19, 2013

Revision Date: March 19, 2019

Related Policies

Access to Library Services

Code of Conduct

Computer, Wireless Network and Internet Use

Purpose:

Defines the responsibilities of parents, guardians and caregivers whose children use Spokane County Library District facilities. Describes how the District responds to situations involving at-risk children.

Policy:

Spokane County Library District strives to create places, programs, and services that encourage children and adults to explore, learn, and create. The District respects the privacy of members who use its libraries, and recognizes that it is the responsibility of parents, guardians and caregivers to monitor and guide their children's reading and viewing of library materials, and use of District computers and network resources to access the Internet.

Parents, guardians and caregivers are responsible for ensuring their children are cared for, safe and feel secure when visiting a District library or attending a library event. Library facilities, programming and staff cannot act as child care or as replacements for parents, guardians or caregivers.

District personnel will take appropriate action if a child visiting a library appears to be "at risk," such as

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- Children who appear to be subjected to uninvited interactions.
- Children left alone at closing time who appear to be under the age of 12 or appear distressed.

If a situation such as one of the above occurs, staff shall follow established District procedures, which may include notification of a parent or guardian, law enforcement, or child protective services agency, as appropriate.

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.

FRIENDS OF THE LIBRARY RECOGNITION (RESOLUTION No. 19-02)

Background

There are 11 Friends groups that support the 11 libraries of the Spokane County Library District. We are fortunate to have so many volunteers who support their individual library through book sales, fundraisers, and advocacy in their community. In addition, Friends of the Spokane County Library District support District-wide programming and awareness by raising funds that go directly to supplement the District's programming budget.

In appreciation for the support provided by the Friends, the Board annually acknowledges the Friends through a resolution. It is also customary for the Executive Director and Trustee(s) to attend an upcoming meeting of the Friends to personally express the District's appreciation for their efforts. On Thursday, April 11, The Library District will host the annual volunteer appreciation event. This year's event is to show appreciation for all District volunteers who support the libraries and programs.

Following is a report listing many of the Friends of the Library contributions to the District in 2018, as well as the proposed resolution.

Recommended Action: Board motion to approve Resolution 19-0, recognizing the Friends of the Library.

Airway Heights

- Donated funds to and volunteered time for several kid's library programs
- Donated funds for summer community outreach events
- Held a used book sale at Airway Heights Days

Argonne

- Donated funds for summer reading and holiday programs
- Donated funds to *Spokane Is Reading*
- Sponsored a program series highlighting Millwood Businesses/Small Business Saturday
- Sponsored *Unstrung*, a music program and open house in the library after hours
- Library advocacy at Millwood Daze for the library and promoted the Friends book sale
- Held three book sales during the year
- Purchased replacement items for storytime and the library's kids area

Cheney

- Donated funds for materials for library craft programs
- Donated funds for summer reading programs
- Purchased toys for storytimes
- Held three successful book sales during the year
- Hosted a monthly book discussion group
- Donated funds to community events: Cheney Mayfest, *Spokane Is Reading*, and City of Cheney's Concert in the Park series
- Purchased poinsettias for the library during the holidays
- Sponsored Small Business Saturday and Dia Day

Deer Park

- Donated funds to *Spokane Is Reading*
- Donated funds for summer reading programs
- Held six book sales during the year
- Sponsored Deer Park Library's 20th Anniversary Extravaganza
- Sponsored a music concert at Deer Park's summer concert series
- Sponsored the Family *LEGO Competition* at the Deer Park *Winterfest* celebration
- Sponsored *Northern Slam*, a multi-high school poetry slam at the Deer Park High School
- Donated funds to the after school and summer snack program
- Donated funds to and volunteered time for Deer Park's Pumpkin Lane Community Event
- Purchased a large canopy for library staff use at community events
- Sponsored poetry workshops at Deer Park and Riverside High schools
- Decorated the library for the holidays

Fairfield

- Donated funds for summer reading programs
- Held one book sale
- Sponsored coffee and tea service in the library
- Donated funds to *Spokane Is Reading*

Medical Lake

- Hosted a monthly book discussion group
- Donated funds for summer reading programs
- Donated funds to and volunteered time for *Medical Lake Monday*
- Volunteered at National Register to Vote Day
- Sponsored food service for Medical Lake Community Saturday
- Sponsored two music concerts in the park
- Donated funds to and volunteered time for Duffels for Darlings program
- Donated to several kid's library programs
- Donated funds for materials for library craft programs
- Donated funds to Small Business Saturday

Moran Prairie

- Donated books to the Friends of the Fairfield Library's book sale
- Donated funds for the annual *Poetry Picnic*
- Donated funds for the Historic Grange Dinner and Dance
- Held two book sales during the year
- Library advocacy at *National Night Out*, *Poetry Picnic*, and *Historic Grange Dinner and Dance*
- Donated funds for summer reading programs
- Donated funds to *Spokane Is Reading*
- Purchased new tables for Moran Prairie meeting room
- Donated to the April Book Club meeting held at local coffee shop

North Spokane

- Funded the supplies and honoraria for the library's Creator-in-Residence program
- Purchased sewing machines for library programs
- Donated funds for *Spokane Is Reading*
- Donated funds for summer reading programs
- Donated funds to kid's library programs
- Purchased a laminator and supplies for staff projects
- Sponsored coffee and tea service for library staff

Otis Orchards

- Held two book sales during the year
- Donated funds for summer reading programs
- Donated funds for a senior fitness program
- Hosted a farewell breakfast for the former library supervisor
- Hosted a holiday breakfast for library staff
- Purchased seasonal items (pencils, candy) for library customers

Spokane Valley

- Sponsored Spokane Valley *Poetry Slam*
- Donated funds for summer reading programs
- Donated funds for *Spokane Is Reading*
- Donated funds to MacDonald Elementary *Trunk-o-Treat*

- Sponsored two teen internships at Spokane Valley Library's Studio
- Held three successful book sales during the year

Friends of the Spokane County Library District

- Funded passes to the Mobius Science Center and Northwest Museum of Arts & Culture
- Sponsored SCORE Business Workshops
- Sponsored the Pop-up Library in Spokane Valley
- Sponsored the Jim Gill family concert and workshops
- Sponsored the Caspar Babypants family concert
- Sponsored the 4th Annual Writer's Conference
- Sponsored a day of holiday music on local radio station to promote the Friends
- Purchased the Giant Sidewalk Games
- Hosted *Friends Helping Friends* annual meeting
- Held community readings of *Spokane Writes*
- Donated funds for Library Worker Appreciation Day and Staff Training Day

Resolution 19-02

**A RESOLUTION OF THE BOARD OF TRUSTEES OF
SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE
COUNTY, WASHINGTON, RECOGNIZING DISTRICT
FRIENDS OF THE LIBRARY SUPPORT.**

**SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington**

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

WHEREAS, Spokane County Library District is supported by the Friends of the Spokane County Library District, a 501(c)(3) tax-exempt organization that raises funds to support programming across the District, assisting the District in carrying out its mission;

WHEREAS, Friends of the Library organizations are independent, community-based groups of volunteers who enhance the work of their local library, raising public awareness regarding library services;

WHEREAS, Spokane County Library District appreciates the Friends of the Library organizations supporting the Airway Heights, Argonne, Cheney, Deer Park, Fairfield, Medical Lake, Moran Prairie, North Spokane, Otis Orchards, The BookEnd, and Spokane Valley libraries;

WHEREAS, Friends of the Library volunteer their time to raise funds, carry out special projects, and otherwise work to enhance library services;

WHEREAS, the Board of Trustees wants to recognize and thank all Spokane County Library District's Friends of the Library organizations for their service and dedication;

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

Section 1: RECOGNITION AND THANKS

The Board of Trustees hereby recognizes and sincerely thanks the Friends of the Library affiliated with the Airway Heights, Argonne, Cheney, Deer Park, Fairfield, Medical Lake, Moran Prairie, North Spokane, Otis Orchards, The BookEnd, and Spokane Valley libraries, and the Friends of the Spokane County Library District.

Section 2: NOTIFICATION OF RESOLUTION

The Board hereby directs its chair to share this resolution with each District Friends of the Library organization, with a letter of thanks acknowledging its ongoing support.

Section 3: 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 19th day of March 2019.

SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

John Craig, Chair
Board of Trustees

ATTEST

Patrick Roewe, Secretary to the Board of Trustees

VOLUNTEER RECOGNITION (RESOLUTION No. 19-03)

Background:

Studies have shown there are health benefits to volunteering, including reduced stress levels and staying mentally and physically active.

Volunteers help us both behind the scenes, preparing Storytime crafts and organizing supplies, as well as in visible roles helping with outreach activities at Pope Francis Haven apartments and providing after school snacks in Deer Park. In total, they have delivered around 120 hours of service in 2019 in support of District activities.

Already this year, 48 volunteers have met one-on-one with an elementary student for over 70 hours at seven area schools as part of the Reading Buddies program. They share and encourage a love of reading and books with students in the following elementary schools:

- Brentwood (Mead)
- Broadway (Central Valley)
- Otis Orchards (East Valley)
- Pasadena Park (West Valley)
- Salnave (Cheney)
- Trent (East Valley)

Spokane County Library District has been fortunate to attract wonderful volunteers. By investing their time and skills by volunteering at the library, they are also investing in their communities.

Recommended Action: Board motion to approve Resolution 19-03, recognizing Spokane County Library District volunteers.

Resolution 19-03

**A RESOLUTION OF THE BOARD OF TRUSTEES OF
SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE
COUNTY, WASHINGTON, RECOGNIZING DISTRICT
VOLUNTEERS.**

**SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington**

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

WHEREAS, Spokane County Library District (“the District”) continues to develop programs that encourage volunteerism and community engagement;

WHEREAS, volunteers give freely of their time to support library operations, carry out special projects, and support literacy activities in the community;

WHEREAS, volunteer efforts expand the breadth and the depth of the District’s mission and have a meaningful impact on the communities the District serves;

WHEREAS, the District appreciates the volunteers who contribute their time and talent in the communities of Airway Heights, Argonne, Cheney, Deer Park, Fairfield, Medical Lake, Moran Prairie, North Spokane, Otis Orchards, and Spokane Valley;

WHEREAS, the Board of Trustees wants to recognize and thank all District volunteers for their service and dedication;

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

Section 1: RECOGNITION AND THANKS

The Board of Trustees hereby recognizes and sincerely thanks the volunteers who have furthered the District’s goals of lifelong learning and literacy in the communities of Airway Heights, Argonne, Cheney, Deer Park, Fairfield, Medical Lake, Moran Prairie, North Spokane, Otis Orchards, and Spokane Valley.

Section 2: NOTIFICATION OF RESOLUTION

The Board hereby directs its chair to share this resolution with volunteers throughout the District, along with a letter of thanks acknowledging their positive community impact.

Section 3: 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 19th day of March 2019.

SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

John Craig, Chair
Board of Trustees

ATTEST

Patrick Roewe, Secretary to the Board of Trustees

Overview District Customer Profile: Who We Serve

Public Services Specialists Erin Haight and Sarah O'Hare will provide a snapshot of demographics of the District service area.

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

FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: APRIL - MAY 2019***April 16, 2019: Moran Prairie Library - (4:00 p.m.)***

- Potential Levy Lid Lift Update
- Special Election Resolution: Approval recommendation.
- Confidentiality of Library Records Policy: Approval recommendation.
- Code of Conduct Policy: Approval recommendation.
- Community Engagement Plan 2019-2021: Approval recommendation.
- Overview District Customer Profile: Resource Use Analysis

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

May 21, 2019: Deer Park Library - (4:00 p.m.)

- Potential Levy Lid Lift Update
- Personnel Policy: Approval recommendation.
- Overview Website Redesign
- Spotlight TBD/Tentative

SPECIAL MEETINGS/ACTIVITIES2019

Apr 11 Friends of the Library and Volunteer Appreciation Event, CenterPlace, Spokane Valley,
5:30-7:30pm

Aug 6 Potential Levy Lid Lift Election

Oct 14 All Staff Day, CenterPlace, Spokane Valley, 9am-5pm

Oct 24 Spokane is Reading, SV Event Center, 10514 E. Sprague Ave., 1pm, and
Downtown Spokane Public Library, 906 W. Main Ave., 7pm

EXECUTIVE DIRECTOR’S REPORT FEBRUARY 2019

Business Office, Finance and Facilities – Rick Knorr

Finance Report

2019 Budget

The report included is for two months ending February 28, 2019. The District reports little revenue as tax collections are miniscule in the first two months. However, an E-rate reimbursement payment of \$79,840 was received in February. This was the delayed payment from 2018 mentioned in previous meetings.

2019 Property Tax Levy

The following table illustrates the final tax levy amount inclusive of the refund levy and the final TIF reductions received from the Spokane County Treasurer. The total is \$125,972 more than budgeted due to the large refund levy and lower TIF reductions than initially expected. We do not generally budget for refunds, as they are only partially predictable and calculated in late December. The Kaiser TIF area was unexpectedly dissolved in late December, removing an estimated \$50,000 from the initial forecast.

2019 Property Tax Revenue, per County Treasurer	
Certified Regular Levy	12,044,000
Refund Levy	74,724
TIF Reductions	(50,752)
	<u>12,067,972</u>
Budget	11,942,000

Biennial Audit by the Washington State Auditor’s Office

The District will begin the fieldwork portion of the biennial audit on March 18. This engagement is a full two-year audit for 2017 and 2018, for both the financial portion and the accountability or compliance portion. Although a formal entrance conference will not be scheduled, an entrance document will be distributed. A progress update will be presented at the meeting.

Human Resources – Toni Costa

We provided several training opportunities during February, including how to conduct job interviews and Performance Management – Counseling Employees. A session of Sexual Harassment Training in the Library was shared with the Leadership Team. All staff will attend this training through the coming months. I worked with the Operations Director and Operations Manager to train them as investigators for workplace issues, to be able to conduct investigations into allegations of employee misconduct in cases where Human Resources cannot or should not conduct the investigation.

February was a moderately busy month for employee movement throughout the District, with two Public Services Associates moving to new locations – one from BE to CH and one from CH to SV. The District had two promotions in February: a Library Page competed for and received a Public Services Specialist position, and the same for a Library Supervisor to Librarian.

We had three new hires this month. Two Public Services Specialists for SV and one Library Page for AH. February saw no employees leave the District due to either termination or resignation.

Operations – Doug Stumbough

After a relatively quiet winter, February was marked by several late season storms that impacted the region. On-the-fly scheduling adjustments and creative coverage by Public Services staff ensured that services to customers were unaffected at most locations. Fairfield was the only location where the weather disrupted travel so adversely that it had to close early on the 9th and 14th. On the 12th, road conditions on the main highway into town were so bad that it was shut down and determined that keeping the library closed for the day and reassigning staff to other locations was the best course of action.

The early morning decision to shutter Fairfield on the 12th due to the weather did give us the opportunity to utilize our staff text alert system to notify staff of the closure. We have had this system for almost two years, and aside from quarterly testing have fortunately not had to put it to use until now. By all reports, it worked well.

Finally, one additional report from ALA Midwinter:

Amber Williams – Managing Librarian, Strategic Initiatives

I attended the full ALA Midwinter Conference held in Seattle. I heard Melinda Gates speak about actually listening to what help people most wanted, instead of assuming she knew what they needed, which really resonated with what we do at the District. I also attended the Youth Media Awards. It's so fun to see such a large group of people so excited about books! A highlight I look forward to following up on was attending an informational session about how state libraries are using Library Services and Technology Act (LSTA) funds given to them by Institute of Museum and Library Services. I have found that what Washington State Library decides as LSTA priorities does not always align with what we hear from our communities, and this session informed me on the process that state libraries often use to choose those priorities. With this understanding, I think I will be able to better present the District's needs to WSL.

Collection Services – Andrea Sharps

In this new feature, we are highlighting popular book titles as evidenced by the titles with the most checkouts occurring during the month and the titles with the most holds placed during the month:

- Popular Adult Book Titles February 2019:
 - Checkouts:
 - *The Wife: A Novel* by Meg Wolitzer (45)
 - *My Brilliant Friend* by Elena Ferrante (43)
 - *The Tattooist of Auschwitz: A Novel* by Heather Morris (42)
 - Holds:
 - *Where the Crawdads Sing* by Delia Owens (57)

- *Educated: A Memoir* by Tara Westover (43)
- *The Wedding Guest* by Jonathan Kellerman (36)

The department was involved in cataloging and processing a new Library of Things item—the *Check Out Washington Public Lands* public libraries backpacks. Each backpack includes a Discover Pass, a pair of binoculars, maps, and identification guides for Washington State wildlife, birds, trees and wildflowers. Once all the required components have been received and assembled, the backpacks will be added to the collection and made available for customers to check out and use as they explore and enjoy Washington state parks, forests and other state-managed public lands.

The 2019 Spokane Is Reading title has been selected with the press release being issued no later than March 18. This year’s book is *Circe* by Madeline Miller, a bestselling title and one of *Entertainment Weekly’s* top ten books of 2018. The department prepared for the public announcement by ordering, cataloging and processing numerous physical copies of the book and increasing our digital holdings on OverDrive. The author will be in Spokane on October 24 for two free presentations—1:00pm at the Spokane Valley Event Center, and 7:00pm at Spokane Public Library Downtown—and should draw big audiences at both events due to the book’s popularity and its critical acclaim.

**COLLECTION MONTHLY REPORT
FEBRUARY 2019**

Select Transaction Count			
Physical Collection	YTD 2019	YTD 2018	CHANGE
Items Processed	11,249	10,956	3%
Interlibrary Loan Total	2,130	2,007	6%
Overdrive			
Total Checkouts	98,256	81,945	20%
Total Holds	35,543	28,565	24%
hoopla			
Total Checkouts	4,200	6,573	-36%
Total Items in Collection			
Material Type	YTD 2019	YTD 2018	CHANGE
Print	312,824	318,905	-2%
Nonprint	87,287	87,997	-1%
Overdrive	86,036	75,391	14%
Grand Total	486,147	482,293	1%

**Executive Director – Patrick Roewe
District Activities**

Leadership Team Updates:

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

Community Engagement Plan (CEP) process:

- The initial draft of the plan reported in December is still in the review process, with intent that a second draft be completed in March.

Other Updates:

- I attended the winter Washington State Public Library Directors Meeting in Federal Way. Discussion topics included continuous process improvement approaches that have improved efficiency, lessons learned from recent library elections, and updates on Library Giving Day, among others.

Community Partnership Updates:

- Chair John Craig and I met with members of the Spokane Valley City Council and city staff to provide an update on plans for new libraries. We shared that raising private funds toward the project remained a priority for the District and that the feasibility study for a capital campaign was getting underway. The City's continued support in our efforts is well appreciated.
- Operations Director Doug Stumbough, Finance Director Rick Knorr and I met with representatives from Catholic Charities regarding their interest in using a portion of our Conklin Rd. property to potentially install playground equipment for a to be determined amount of time. The equipment would be used by residents of Pope Francis Haven, the housing facility adjacent to the District's property. While there is potential for a meaningful partnership that benefits the community, this was just the first of several discussions that would eventually result in a more formal proposal that would require Board discussion and approval.

2019 Legislative Session Update:

Public Libraries of Washington is tracking several pieces of legislation that have the potential to impact the efficient conduct of the public business of the District. Of the two that were referenced last month, the bill that would impose state-level requirements on internet filtering for public libraries was not voted out of committee and will not be moving forward. As for the bill that would include public libraries (among other locations) in the list of locations where possession of weapons is restricted, the bill was subsequently amended to remove libraries (among other changes). Bills regarding rural broadband and personal data protection that would have an impact on libraries are moving forward in the legislative process.

Trustee Kristin Thompson and I attended Library Legislative Day in Olympia on February 6. We had the opportunity to meet with legislators and/or their staff from the four legislative districts that portions of the District occupy. We shared information about how the District serves their constituents and discussed with several of the legislators how the District has been filtering internet access since 2012.

Community Engagement

I attended the following community meetings:

- Greater Spokane Valley Chamber of Commerce Government Action Committee and Business Connections Lunch.
- Rotary Club #21.
- 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.

- Spokane is Reading.
- I spoke with a class at Gonzaga University about the library and how humanity and technology interact in the services we offer.

Operations Report February 2019

Doug Stumbough and Kristy Bateman

Service Priority Teams

Business and Career Development (Stacey Goddard)

- Librarians Danielle Milton and Ree West represented SCLD at the Next Generation Zone's Youth Job Fair, which focuses on opportunities for those 16-24 years of age.
- There are currently nine students enrolled in ESL classes at Deer Park, the most we've had since starting the program there.
- The West Plains continues to feel the impact of EWU's decision to charge for its proctoring services: 33 of the 39 scheduled proctoring sessions were at Cheney, Medical Lake, and Airway Heights.

Early Learning (Mary Ellen Braks)

- We provided 99 Storytimes to 2,475 children, parents, and caregivers.
- We provided 41 Storytimes to 651 children at 21 child care centers.
- We presented a STARS Training at the Gift of Childhood Conference at Spokane Falls Community College. Our session, *Ready for School with STEM*, focused on SCLD's five new math kits currently available for checkout.
- We debuted a new early learning program this month called *Family Paint Party*. Families are exploring shapes and colors while working on language and literacy skills as they create art.

Education and Enrichment (Gwendolyn Haley)

- Spokane Valley Library hosted the photography exhibit "Spokane Women Together: Portraits and Stories." The exhibit combines portrait photography and personal stories that illustrate the quiet diversity of women from nine countries, who speak 14 languages with 11 religious affiliations from 20 different professions, all living in Spokane. This exhibit is a collaboration among portrait photographer Rick Singer, community organizer and graphic artist Hilary Hart, and the women who are portrayed.
- Customers participated in storytelling and memoir writing workshops, and an open mike storytelling night at The Bartlett.
- Brad Keeler and Linda Parman shared American Folk Music from 1958-1965, starting a 10-library concert series that continues until May.
- Customers have been using MAC and Mobius passes; 68 families have reserved the passes since we launched at the beginning of February. 111 families have used Symphony passes since January.
- 654 customers attended one of 54 education and enrichment programs. These included cultural programs, concerts, Lego Clubs and Snap Circuits.
- We are participating in a collaborative grant project with East Valley, West Valley, Central Valley, The HUB, the Boys and Girls Club of Spokane, to be able to place interactive STEM exhibits in the Spokane Valley Library each month.
- The Imagination Playground (the giant blue blocks) moved from Cheney and Moran Prairie libraries to grace the indoor spaces at Fairfield and Otis Orchards libraries.

Digital Projects and Resources (Carlie Hoffman)

- I created draft organizational charts for the website refresh. I continued my ongoing work with the Public Services managers about website content.
- The Local Creators website works continues. We are working on a full transfer of the website from the developer to SCLD with a target date in mid-March. We are planning for a full launch in October to coincide with Spokane Arts Month.
- I added zip code heat maps and calendar page views to our program reports. We use these reports to analyze our program offerings and satisfaction levels.

Book a Librarian highlights

- We began taking appointments for our new Project Memory equipment. We were able to help a customer digitize photographic slides.
- A customer learned PowerPoint so he could give a presentation to a group. He learned the software successfully and felt confidently prepared for the presentation.
- We helped a customer interested in opening an arcade research market competition in the area.
- We helped repeat customers continue on their learning paths. One customer is learning Microsoft Excel for his business and another customer is applying for jobs and updating her resume.

Information Technology (Patrick Hakes)

- We are in the final stages of finalizing the contracts to submit by March 27 for E-Rate funding for the items below.
 - Building wire replacement and upgrade to CAT6A for Argonne, Medical Lake, and Airway Heights.
 - Core network infrastructure equipment replacement throughout the District. This replaces equipment that are 10 or more years old.
 - Wireless Access Points (WAP) replacement for WAPs that are past support.
 - Internet and Wide Area Network (WAN) connections for the District digital network. This also upgrades the connection to a faster speed while maintaining the same cost currently billed.
- The move to the new virtual environment has started back up again with the decrease in time needed to attend to the E-Rate funding process. This will place us in a good position for network services and help facilitate any possible data recovery needs.

Library Reports

Airway Heights: Crystal Miller

- Families showed their artistic side with an hour of stories and painting at the *Family Painting Party*, with a colorful gallery display at the end.
- Adults joined in on the painting fun, too! Artist Shelley Kardos led a group of 12 adults through a session of acrylic painting of a tranquil winter scene at the *Express Yourself Through Painting* program.

Argonne: Pat Davis

- Librarian Danielle Milton attended a Book Bingo night at Seth Woodard Elementary to promote library services to the children and family members in attendance.
- *The Great Folk Scare: American Folk Music Revival, 1958-65* attracted enthusiastic listeners for a Saturday afternoon concert.

BookEnd: Caitlin Wheeler

- BookEnd held its first seasonal Storytime. Despite the poor road conditions and blustery day, we still entertained a couple of families with a Valentine's Day theme of "Loving Ourselves." Parents walked away with armfuls of books, copies of Engage, and requests for more.
- Giant Chess has been a huge hit, attracting customers of all ages. Parents and grandparents have used the set to teach children, teenagers have dropped in for a friendly game, and strangers have been helping inexperienced players oust their veteran opponents.

Cheney: Catherine Nero Lowry

- At the Cheney Middle School's afterschool program students put their storytelling and technology skills to work creating stop motion movies.
- Jamie Carbaugh from Ragamuffinremakes was our local artist featuring positive quotes and statements painted on colored canvas.

Deer Park: Kris Barnes

- The *Express Yourself Painting* class was a hit. The artist was very talented and patient. One husband and wife attended as a surprise date (he surprised her) which I thought was a clever way to celebrate their day together.

- The *Dr. Seuss Celebration* was well-attended with parents and children creating eye catching Dr. Seuss hats, joining in the scavenger hunt, and guessing who the shadowy Dr. Seuss characters were. I was especially happy to see some of the older kids helping the younger kids identify characters and complete the scavenger hunt so they could claim their prizes.

Fairfield: Kristy Bateman

- Families enjoyed building with the Imagination Playground Blocks and creating a variety of forts and buildings.
- Customers also enjoyed getting creative and making Valentine Day crafts.

Medical Lake: Cecelia McMullen

- February's record snowfall brought numerous customers to create Valentines for veterans, put together puzzles, interact at the early learning table, and venture into new digital resources. Families expressed appreciation for something to do after being cooped up with no school and work closures.
- While we printed a Symphony pass for a customer, she said "I have been a shut-in for a while and this will be my first outing."

Moran Prairie: Danielle Marcy

- Librarian Ree West attended the Washington State Grange Leadership Workshop held at the Moran Prairie Grange. She presented on the Washington Rural Heritage project that we did with the Moran Prairie Grange, and showed other granges how they can partner with their local library to apply for a WRH grant.
- PSA Stacy gave a library tour and performed a Storytime for Bridget Webster's Preschool group. The teacher later returned with a thank-you note for Stacy from the preschoolers.

North Spokane: Brian Vander Veen

- Based on a customer suggestion, we hosted a jigsaw puzzle swap in the Lab at North Spokane, where customers could bring in their old jigsaw puzzles and browse for new-to-them puzzles. The event was so popular, we're planning to host it again in March.
- This month, we had on display acrylic paintings from Jo-Ann Button and ceramic work from Andrea Tuinstra.

Otis Orchards: Caitlin Wheeler

- Kids had a blast at *Lego Extravaganza*, where they built Lego mazes for marbles, wrote their names in Legos, participated in a scavenger hunt, and constructed wind-powered Lego cars. One teen's Lego car had a paper sail so tall that the wind from the fan tipped the car right over. Undeterred, the young man took a moment to consider the problem, then added more weight onto the back of the car. His new-and-improved vehicle made it all the way across the room – an Otis Lego record!
- Toddlers and preschoolers loved PSA Cindy's Valentine's Day craft: decorating paper plates that had been cut into the shape of hearts. Creations included a Yoda Valentine with Popsicle stick light saber, a monster Valentine with hearts for eyes, and lots of experiments with color and glue.

Spokane Valley: Aileen Luppert

- Our first art demonstration featured wool spinner and fiber artist, Rosanne Anderson. Rosanne brought her spinning wheel and demonstrated wool spinning. Throughout the day about 40 people observed and asked questions. Rosanne said the day was successful and offered to come back.
- Spokane Valley celebrated Dr. Seuss with 52 celebrators. In honor of Ten Apples Up on Top, one activity challenged guests to build structures out of KEVA planks that could withstand the weight of apples. While several families were able to balance one apple, Public Services Specialist Morgan engineered a building that withstood all 10 apples. Quite impressive!

District-wide Information

Security Incident Report

For February 2019, there were 20 Security Incident reports filed, six less than last month (26) and twenty-one less than February 2018 (41). North Spokane and Spokane Valley had the most incidents reported with five each. The most frequently reported incidents related to General Code of Conduct violations (7). To further put all of these numbers in perspective, the total door count District-wide in the month of February was 90,626.

Public Use Measures

February 2019

Measure	This year	Last year	YTD	Last YTD
	This Month	This Month	This year	Comparison
Cardholders	112,760	118,446		-5%
Door count	90,626	107,797	195,923	-13%
Items Borrowed	207,633	210,764	439,970	0%
• Airway Heights	4,541	5,564	10,112	-9.75%
• Argonne	10,944	12,278	23,257	-10.46%
• Cheney	11,575	12,114	23,932	-7.54%
• Deer Park	12,127	13,586	25,666	-8.86%
• Fairfield	1,017	1,359	2,323	-9.86%
• Medical Lake	3,945	4,889	8,011	-23.79%
• Moran Prairie	15,260	16,080	32,423	-6.56%
• North Spokane	40,538	45,974	85,720	-10.66%
• Otis Orchards	4,971	5,817	10,854	-9.86%
• Spokane Valley	44,245	47,078	95,070	-3.08%
• The BookEnd	3,710	3,111	7,636	16.58%
• Digital	48,585	42,535	102,456	16%
Programs				
• Number	287	283	565	0%
• Attendance	5,162	5,997	10,898	-14%
Internet Station Use (%)	45.2%	50.4%	47.8%	
Meeting room bookings	528	476	1,104	8%
Digital Resource Use	86,558	84,988	186,919	-2%

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 & Development Report February 2019

The following report is a summary of the Communication Department activities for the month of February 2019.

News Coverage

- February 1 – *The Current* – Share stories, memories through words, music, art
- February 1 – *The Current* – Get free tax help at your library
- February 1 – *The Current* – Storytime at the BookEnd
- February 1 – *Kids Newspaper* – Read, Play, & Create
- February 1 – *Spokane Valley Herald* – SCLD streaming service
- February 1 – *Spokane Valley Herald* – Spokane County Library Board Meeting
- February 3 – *The Spokesman-Review* – Free AARP Tax Aide
- February 3 – *The Spokesman-Review* – Become Debt Free
- February 3 – *The Spokesman-Review* – Dollars and Sense: Give Yourself a Raise
- February 5 – *The Spokesman-Review* – Artist wants ‘Heart of the Valley’ sculpture displayed for Spokane Valley rather than kept in storage
- February 6 – *The Deer Park Tribune* – Storytimes at the Deer Park Library
- February 6 – *Spokane Public Radio* – An interview with Author Sharma Shields
- February 6 – *The Inlander* – Raising an astronaut... or a scientist, or an inventor, or an engineer — STEM programs prep kids for the future
- February 8 – *Spokane Valley Herald* – SCLD streaming services
- February 10 – *The Spokesman-Review* – Business programs in the Week Ahead
- February 14 – *The Spokesman-Review* – ‘Spokane Women Together: Portraits and Stories’ exhibit on display at Spokane Valley Library
- February 15 – *Spokane Valley Herald* – SCLD streaming services
- February 20 – *Deer Park Tribune* – Riverside ISP students hide treasures in the DP Library
- February 20 – *Deer Park Tribune* – Storytimes at the Deer Park Library
- February 21 – *Spokane Valley Herald* – SCLD streaming services
- February 22 – *Capital Press* – Speaker to share Idaho wolf harvest program
- February 27 – *Deer Park Tribune* – Storytimes at the Deer Park Library
- February 27 – *Deer Park Gazette* – Community Events Calendar
- February 27 – *Deer Park Gazette* – Master Builders Gather At Winterfest
- February 28 – *The Spokesman-Review* - Spokane County Library District helping build love of books through Reading Buddy program for children
- February 28 – *The Spokesman-Review* – Spokane Valley council passes measure defining types of citizen events allowed on City Hall grounds

Highlights from the Development Department

- 1) First meeting of the Feasibility Study Committee will be held Wednesday, March 6. Approximately 30 invitations were sent to well-connected community members in Spokane Valley.
- 2) The Friends of the Spokane County Library District will fundraise during the Northwest Passages Book Club event featuring Sharma Shields and Nancy Pearl on Wednesday,

March 13. Proceeds from the event will benefit the Friends of the Spokane County Library District.

- 3) The District's first ever fundraising campaign, Library Giving Day, begins on Wednesday, March 20. This is a pilot, statewide campaign focused on library fundraising, engagement, and awareness. Funds received during this campaign, which runs until Tuesday, April 16, will go toward supporting the District's cultural & civic pass program. Please consider donating or pledging to donate to this campaign by visiting www.scldfriends.org/library-giving-day
- 4) The Friends & Volunteer Appreciation Social will take place on Thursday, April 11, at CenterPlace Regional Event Center in Spokane Valley. Local author Chris Crutcher will be the 2019 guest speaker at this first-time event.

E-Marketing (Website, Social Media, Email)



This high performing post on Facebook from February 22 reached 11,498 people through 871 reactions, comments, and shares. Humorous posts from institutions generate goodwill on social media.

**Spokane County Library District
Summary of Revenues & Expenses - (Cash Basis)
For the Two Months Ended February 28, 2019**

	Y-T-D Actual	Annual Budget	Target 16.7% Percent Used	Balance Remaining
REVENUES				
PROPERTY TAXES	\$ 65,385	\$ 11,942,000	0.55%	\$ 11,876,615
CONTRACT CITIES - AIRWAY HEIGHTS	0	261,000	0.00%	261,000
CONTRACT CITIES - SPOKANE	0	80,000	0.00%	80,000
FINES & FEES	31,199	171,500	18.19%	140,302
GRANTS & DONATIONS	3,767	33,000	11.42%	29,233
E-RATE REIMBURSEMENTS	79,840	150,000	53.23%	70,160
OTHER	2,445	22,000	11.11%	19,555
INTEREST REVENUES	12,502	107,000	11.68%	94,498
TOTAL REVENUES	\$ 195,138	\$ 12,766,500	1.53%	\$ 12,571,362
TRANSFERS IN	-	-	0.00%	-
TOTAL REVENUES & TRANSFERS IN	\$ 195,138	\$ 12,766,500	1.53%	\$ 12,571,362
EXPENSES				
SALARIES	\$ 1,049,122	\$ 6,422,000	16.34%	\$ 5,372,878
FRINGE BENEFITS	389,076	2,323,300	16.75%	1,934,224
SUPPLIES	22,737	150,200	15.14%	127,463
UTILITIES	66,291	351,000	18.89%	284,709
SERVICES	163,432	1,435,700	11.38%	1,272,268
INSURANCE	59,919	66,000	90.79%	6,081
EQUIPMENT & SOFTWARE	23,146	161,000	14.38%	137,854
LIBRARY MATERIALS	281,337	1,512,600	18.60%	1,231,263
ELECTRONIC LIBRARY MATERIALS	21,781	205,000	10.62%	183,219
LIBRARY PROGRAMS	10,760	89,700	12.00%	78,940
OPERATIONAL CONTINGENCIES	0	50,000	0.00%	50,000
TOTAL EXPENSES	\$ 2,087,601	\$ 12,766,500	16.35%	\$ 10,678,899
TRANSFERS OUT	200,000	200,000	100.00%	-
TOTAL EXPENSES & TRANSFERS OUT	\$ 2,287,601	\$ 12,966,500	17.64%	\$ 10,678,899
Net Excess of Revenues Over/(Under) Expenses	\$ (2,092,464)	\$ (200,000)		
BEGINNING CASH	5,035,978			
NET FROM ABOVE	(2,092,464)			
ENDING CASH	\$ 2,943,514			

Number of months cash on hand 2.8

Spotlight Community Engagement Plan 2016-2018 Wrap-up

Background:

The third and final year of the Community Engagement Plan (CEP) 2016-2018 is now complete, and thus gives us the opportunity to review the progress made in meeting the goals under each of the four service priorities.

Digital Interaction and Sharing

- People looking to engage with their communities will find events and opportunities to connect via online content.
- Regional experts will share their knowledge with the community through an interactive digital platform.
- Local creators will share their work and be discovered by community members.
- Area historical societies will share their community's story through digital presentations of photographs and artifacts.
- Community members interested in technology will find local experts that will help them learn the skills they need.

Business and Career Development

- Teens and adults focused on higher education will have the resources needed to succeed.
- Career-oriented teens and adults will have the resources they need to attain employment.
- Local businesses and non-profits will have the information they need to develop and maintain successful enterprises.
- Community members will have the resources to develop financial security.

Education and Enrichment

- School-age youth will have access to fun and free extended learning activities that promote literacy, STEM skills, and the arts.
- People interested in lifelong learning experiences will have opportunities through enrichment programs that leverage cultural and community partnerships
- Community members interested in learning how to make and create will have spaces and opportunities to do so.

Early Learning

- Parents, teachers, caregivers, and other early learning professionals will have programs and services designed to help them prepare children to start kindergarten and succeed in school in the early elementary years (K-3).
- Children, birth through age eight, will have the services and programs needed to develop skills for kindergarten readiness and school success.
- Children, parents, caregivers, teachers, and other early learning professionals will have access to outreach programs and services for early learning and K-3 to support school readiness and success.

At the meeting, Operations Director Doug Stumbough will provide a brief wrap-up of the plan.

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