

**MISSION**

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

**Board of Trustees Regular Meeting**

April 16, 2019 4:00 p.m. Moran Prairie Library Public Meeting Room

**AGENDA**

- I. CALL TO ORDER**
- II. AGENDA APPROVAL [4:00]**
- III. ACTION ITEMS**
  - A. Approval of March 19, 2019, Regular Meeting Minutes [4:00-4:02]
  - B. Approval of March 2019 Payment Vouchers [4:02-4:05]
  - C. Unfinished Business [4:05-4:15]
    1. Potential Levy Lid Lift Update
    2. Property Tax Levy Lid Lift Special Election
      - a. Calling for an August 6, 2019, Special Election (Resolution No. 19-04): Approval recommendation.
  - D. New Business [4:15-4:40]
    1. Confidentiality of Library Records Policy: Approval recommendation.
    2. 2019-2021 Community Engagement Plan: Approval recommendation.
- IV. DISCUSSION ITEMS, POSSIBLE ACTION [4:40-4:45]**
  - A. Summer 2019 Meeting Schedule
  - B. Future Board Meeting Agenda Items
- V. REPORTS**
  - A. Trustees [4:45-4:50]
  - B. Executive Director [4:50-4:55]
    - Administrative
    - Community Activities
  - C. Operations [4:55-5:00]
  - D. Communication & Development [5:00-5:05]
  - E. Fiscal [5:05-5:10]
- VI. PUBLIC COMMENT**
- VII. ADJOURNMENT**

[Estimated meeting length: One hour and 10 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.***

04/16/19

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

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The Board of Trustees of Spokane County Library District met in regular session in the public meeting room at Airway Heights Library, 1213 S. Lundstrom St., Airway Heights, WA, at 4:00 p.m., Tuesday, March 19, 2019.

**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; Toni Costa, Human Resources Director; Erin Haight, Public Services Specialist-Lab Tech; Alison Johnson, Librarian; Rick Knorr, Finance Director; Aileen Luppert, Managing Librarian; Crystal Miller, Library Supervisor; Sarah O’Hare, Public Services Specialist; Andrea Sharps; Collection Development Director; Doug Stumbough, Operations Director; Amber Williams, Managing Librarian-Strategic Initiatives; and Patty Franz, Executive Assistant.

**Guests:** None.

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

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

**Approval of Feb. 19, 2019, Regular Meeting Minutes (Item III.A.)** Mr. Craig called for corrections to the February 19, 2019, regular meeting minutes. The minutes stand approved as written.

**Approval of Feb. 2019, Payment Vouchers (Item III.B.)** Mr. Teterud moved and Ms. Carlson seconded approval of the February 2019 bill payment vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal	Total
Feb. - L01	55267-55386 and W00638-W00646	\$593,910.34	\$593,910.34
	02082019PR and 02282019PR	\$392,323.57	\$392,323.57
L01		Total	\$986,233.91

There was no discussion.

The motion was unanimously approved.

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

POTENTIAL LEVY LID LIFT UPDATE. Mr. Roewe said in advance of the May 10 filing deadline, Roy Koegen, finance legal counsel to the District, reviewed the draft resolution for the potential levy lid lift. Mr. Roewe said although legal requirements necessitate ballot language, the Prosecutor's Office will conduct a final review. He asked Trustees for their preferences for stating the District's current levy rate on the ballot, or not, which would follow historic precedent. By consensus, Trustees opted to not state the current levy rate on the ballot. There was no further discussion.

**New Business  
Children's Safety in  
Libraries Policy  
(Item III.D.1.)**

CHILDREN'S SAFETY IN LIBRARIES POLICY. Mr. Johnson moved and Ms. Thompson seconded approval of the Children's Safety in Libraries policy, as revised. Mr. Stumbough reiterated language was updated to explicitly state the District and its staff cannot act as replacements for parents, guardians or caregivers, and clarified under what circumstances staff would take action when children remain at the library at closing.

There was no further discussion.

The motion was unanimously approved.

**New Business  
Friends of the  
Library Recognition  
(Item III.D.2.)**

FRIENDS OF THE LIBRARY RECOGNITION (RESOLUTION NO. 19-02). Mr. Johnson moved and Ms. Carlson seconded approval of Resolution No. 19-02, Recognizing District Friends of the Library Support.

RESOLUTION No. 19-02

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

For the record, Chair Craig read the resolution aloud in recognition of all the Friends of the Library groups and Friends of the Spokane County Library District.

There was no further discussion.

The motion was unanimously approved.

**New Business  
SCLD Volunteers  
Recognition  
(Item III.D.3.)**

SCLD VOLUNTEERS RECOGNITION (RESOLUTION NO. 19-03). Ms. Thompson moved and Mr. Teterud seconded approval of Resolution No. 19-03, Recognizing SCLD Volunteers.

RESOLUTION No. 19-02

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

For the record, Chair Craig read the resolution aloud in recognition of all Spokane County Library District volunteers.

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**New Business  
SCLD Volunteers  
Recognition  
(Item III.D.3.)**

There was no further discussion.

The motion was unanimously approved.

**Overview District  
Customer Profile:  
Who we Serve  
(Item IV.E.)**

OVERVIEW DISTRICT CUSTOMER PROFILE: WHO WE SERVE. Via PowerPoint, Erin Haight and Sarah O'Hare provided a customer profile overview that shared key demographic statistics about customers served by the District. Information presented included population totals and density by region, dwelling and household makeup, Spokane County ethnicity and global diversity, education levels and more. Compilation of this information enables the District to more ably serve its customers. Trustees expressed appreciation for the informative report. There was no further discussion.

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

Chair Craig reviewed forthcoming agenda items for the next two months. Among other items, the agenda for April will include a potential levy lid lift update, review of the Confidentiality of Library Records and Code of Conduct policies, and an overview of resource use analysis as related to the District's customer profile. The 2019-2021 Community Engagement Plan will also be presented, as well as a special election resolution for Board approval. There was no further discussion.

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

Mr. Teterud expressed thanks to everyone for their written notes of support during his recent recuperation. Ms. Thompson reported on her enjoyment of Library Legislative Day in Olympia, and thanked the District for her involvement. She also encouraged others with interest to attend in the future. Mr. Craig said he and his family recently checked out a Spokane Symphony Pass and had a very enjoyable experience. There were no other reports.

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

The Executive Director's written report for February 2019 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 further reported that Roy Koegen would attend the April meeting to discuss the forthcoming potential levy lid lift resolution, if needed. Trustees agreed by consensus that Mr. Koegen's attendance would not be necessary, as the draft resolution language provided was clear and comprehensible. Mr. Roewe also clarified use of the term special election was designated by the District. Mr. Roewe congratulated Amber Williams on recently being named one of Library Journal's 2019 Movers and Shakers for community engagement. There was no further discussion.

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

Operations Director Doug Stumbough and Library Operations Manager Kristy Bateman provided a written report prior to the meeting for February 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, Feb. 2019  
(Item VI.D.)**

Communication & Development Director Jane Baker provided a written report prior to the meeting for February 2019 communication and development activities. Ms. Baker had nothing further to report. There was no further discussion.

**Fiscal Report,  
Feb. 2019  
(Item V.E.)**

Revenue and Expenditure Statement through February 28, 2019.

<u>Fund 001</u>	
Revenues	\$ 195,138
Expenditures	\$ 2,287,601
Ending Fund Balance	\$ 2,943,514
Fund Budget Expended	17.64%

Mr. Knorr reported the SAO auditors will be at District Administrative Offices through March 29, 2019, and noted the audit entrance document will be distributed when available. Auditors intend to issue reports in May for the two-year audit. Mr. Craig reported he was interviewed by an auditor about risk last Friday, March 15, and said he thought it went well. There was no further discussion.

**Spotlight  
2016-2018  
Community  
Engagement  
Wrap-up  
(Item V.F.)**

2016-2018 COMMUNITY ENGAGEMENT PLAN WRAP-UP. Operations Director Doug Stumbough provided a concise summary of the District's achievements in pursuit of the service priorities and goals of the 2016-2018 Community Engagement Plan. He pointed out the plan was informed by three sources, one of which was the aspirations and key issues identified by members of the public during community conversations facilitated by the District. As a result, the District's vision, mission, and guiding principles demonstrated the community-first focus of the plan. Its core services and four service priorities, Digital Interaction and Sharing, Business and Career Development, Education and Enrichment, and Early Learning, were all interconnected and aligned by the services the library was best-positioned to provide. Mr. Stumbough further reported usage, statistics, and successes for each of service priorities, and noted staff also determined less successful programs, noting the Community Event Calendar as an example. The calendar was changed mid-point to post only library events because of previous low usage of community-wide events. Mr. Stumbough said the next Community Engagement Plan for years 2019-2021 will be presented to the Board next month. In response to Mr. Johnson's query, Mr. Stumbough said from his operations viewpoint, the biggest success of the previous plan was staff adaptability. Staff was flexible and made changes when needed in services provided.

**Public Comment  
(Item VI.)**

There was no public comment.

**Adjournment**  
**(Item VII.)**

Chair Craig adjourned the meeting at 5:00 p.m. The next Board Meeting is scheduled for Tuesday, April 16, 2019, at 4:00 p.m., in the public meeting room at Moran Prairie Library.

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John Craig, Chair


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Patrick Roewe, Secretary to the Board of Trustees

PAYMENT VOUCHER APPROVAL

Pursuant to RCW 42.24.180 and Spokane County Library District Resolution # 94-03, we, the undersigned, do hereby certify that the merchandise and services hereinafter specified have been received as of March 31, 2019 and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$951,890.39 for the general fund and \$0.00 for the capital projects fund and are authorized to authenticate and certify these claims.

DATE: April 1, 2019

SIGNED 

SIGNED 

TITLE: Finance Director

TITLE: Executive Director

VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
055387	APS, INC.	POSTAGE EQUIP. SUPPLIES	\$ 180.17
055388	THE BARTLETT	LIBRARY PROGRAMS	250.00
055389	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	112.00
055390	BUDGET-RENT-A-CAR	CAR RENTAL	620.26
055391	CITY OF SPOKANE	WATER & SEWER - MORAN PRAIRIE	348.06
055392	CITY OF AIRWAY HEIGHTS	WATER & SEWER - AIRWAY HEIGHTS	140.49
055393	CITY OF CHENEY	WATER, SEWER, ELEC. - CHENEY	723.78
055394	CITY OF DEER PARK	WATER & SEWER - DEER PARK	77.56
055395	CITY OF MEDICAL LAKE	WATER, SEWER, REFUSE - ML	159.39
055396	CITY OF SPOKANE VALLEY	LIBRARY PROGRAMS	615.00
055397	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE	4,374.00
055398	FATBEAM, LLC	MONTHLY INTERNET SERVICE, NET OF ERATE DISC	498.00
055399	GALE/CENAGE LEARNING	LIBRARY MATERIALS	598.61
055400	GREATER SPOKANE INCORPORATED	ANNUAL DUES AND MEMBERSHIP	425.00
055401	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	2,895.13
055402	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	7,271.25
055403	JOURNAL OF BUSINESS	LIBRARY MATERIALS	99.95
055404	MIDWEST TAPE	LIBRARY MATERIALS	4,351.60
055405	MODERN ELECTRIC WATER COMPANY	WATER, ELEC. - SV	2,212.07
055406	MONTGOMERY HARDWARE	MAINTENANCE SUPPLIES	234.07
055407	MOVO MEDIA MARKETING	SEMI-MONTHLY SOCIAL MEDIA PLATFORM MGMT	750.00
055408	NATIONWIDE INSURANCE	EMPLOYEE DEDUCTIONS FOR PET INSURANCE	154.08
055409	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	6,042.45
055410	PRESSWORKS	PRINTING	217.60
055411	RECORDED BOOKS, LLC	LIBRARY MATERIALS	1,298.64
055412	ROGUE HEART MEDIA, INC	ADVERTISING	220.00
055413	SOFTWARE ONE, INC	CREATIVE CLOUD LICENSE	3,479.13
055414	THE SPOKESMAN- REVIEW	LIBRARY MATERIALS	155.48
055415	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	17.30
055416	SPOKANE COUNTY ENVIRONMENTAL SERVICES	MONTHLY SEWER - AR, NS, SV	389.10
055417	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	1,626.51
055418	TOWN OF FAIRFIELD	WATER, SEWER - FAIRFIELD	193.80
055419	VERIZON WIRELESS	MONTHLY CELL PHONES (20)	434.66
055420	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE	1,207.08
055421	WHITWORTH WATER DISTRICT	WATER - NORTH SPOKANE	34.41
055422	WICK ENTERPRIZES, LLC	ADVERTISING	312.37
055423	ALLIED FIRE & SECURITY	QUARTERLY ALARM MONITORING	1,748.24
055424	ALLSTREAM	MONTHLY DID, PRI AND LONG DISTANCE PHONE SVC	448.99
055425	ARGUS JANITORIAL	MONTHLY CUSTODIAL SERVICES	16,285.07
055426	ASSOC OF WASHINGTON CITIES-NWA	MEDICAL, DENTAL, VISION & LIFE INS.	775.61
055427	AUNTIES, INC.	LIBRARY MATERIALS	118.05
055428	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	172.88
055429	LISA BLANKINSHIP	LOST/PAID REFUND	14.00
055430	BRILLIANCE PUBLISHING, INC.	LIBRARY MATERIALS	16.31
055431	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	29.98
055432	CENTURYLINK	ANALOG TELEPHONE LINES	41.30
055433	CENTURYLINK	ANALOG TELEPHONE LINES	59.91

055434	CENTURYLINK	ANALOG TELEPHONE LINES	82.58
055435	CENTURYLINK	ANALOG TELEPHONE LINES	39.74
055436	COLE INFORMATION	LIBRARY MATERIALS	2,179.93
055437	JOHN CRAIG	TRAVEL REIMBURSEMENT FOR TRUSTEE	8.00
055438	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CH	30.54
055439	EARTHWORKS RECYCLING,INC	RECYCLING: AR, NS, SV	210.35
055440	EBSCO INDUSTRIES, INC.	LIBRARY MATERIALS - SUBSCRIPTIONS	35,660.00
055441	EMPIRE DISPOSAL INC.	SOLID WASTE - FAIRFIELD	42.62
055442	GALE/CENAGE LEARNING	LIBRARY MATERIALS	429.69
055443	GREENLEAF LANDSCAPING, INC.	SNOW REMOVAL	9,358.40
055444	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	10,920.47
055445	INLAND POWER AND LIGHT	ELECTRIC UTILITIES - AH, DP	705.75
055446	KIDS NEWSPAPER	ADVERTISING	800.00
055447	KREM.COM	ADVERTISING	2,000.00
055448	POUKONG MANIKOTH	LIBRARY PROGRAMS	540.00
055449	MIDWEST TAPE	LIBRARY MATERIALS	3,944.40
055450	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	13,537.25
055451	PERRINE PROPERTIES, LLC	MONTHLY PARKING LOT LEASE, SV	300.00
055452	PRESSWORKS	PRINTING	1,188.10
055453	RECORDED BOOKS, LLC	LIBRARY MATERIALS	610.09
055454	SPOKANE COUNTY TREASURER	IRRIGATION, STORMWATER, AQUIFER	4,324.69
055455	SPOKANE HARDWARE SUPPLY	BUILDING REPAIR & MAINTENANCE	245.93
055456	SPOKANE MALL LLC	MONTHLY LEASE PAYMENT, BOOKEND	3,120.00
055457	SPOKANE COUNTY ENVIRONMENTAL SERVICES	MONTHLY SEWER - AR, NS, SV	148.69
055458	SUZANNE S. BAMONTE	LIBRARY MATERIALS	90.06
055459	UPS	SHIPPING	17.37
055460	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	797.36
055461	WORLD CHAMBER/ COMM DIRECTORY	LIBRARY MATERIALS	124.00
055462	WASHINGTON LIBRARY ASSOCIATION	ANNUAL DUES	285.00
055463	ZAYO GROUP, LLC	MONTHLY BROADBAND SERVICE	16,190.23
055464	AGER CONSULTING, LLC	FEASIBILITY STUDY/FUNDS FOR LIBRARY BLDG	2,000.00
055465	AT&T MOBILITY	TELEPHONE & BROADBAND - BOOKEND	106.51
055466	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	495.08
055467	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	552.58
055468	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	179.41
055469	EDNETICS	CONSULTING SERVICES FOR WIRELESS NETWORK	1,713.61
055470	MORGAN ANDERSEN	LIBRARY PROGRAMS	200.00
055471	GALE/CENAGE LEARNING	LIBRARY MATERIALS	750.80
055472	ROBERT DUDLEY GENO JR	LOST/PAID REFUND	30.00
055473	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	2,895.13
055474	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	12,912.86
055475	INLAND POWER AND LIGHT	ELECTRIC UTILITIES - AH, DP	351.37
055476	KENT ADHESIVE PRODUCTS CO.	OFFICE/LIBRARY SUPPLIES	110.93
055477	SCOTT ROBERT KRENTEL	LOST/PAID REFUND	13.00
055478	MIDWEST TAPE	LIBRARY MATERIALS	7,950.48
055479	MOVO MEDIA MARKETING	SEMI-MONTHLY SOCIAL MEDIA PLATFORM MGMT	750.00
055480	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	142.57
055481	OPTUM	MONTHLY HSA ACCOUNT FEES	69.00
055482	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	1,357.95
055483	PAPERJACK.com	OFFICE/LIBRARY SUPPLIES	559.92
055484	RECORDED BOOKS, LLC	LIBRARY MATERIALS	515.40
055485	SAGE SOFTWARE, INC	ANNUAL ACCOUNTING SOFTWARE SUPPORT	8,115.94
055486	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	515.37
055487	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	490.12
055488	UNIQUE MANAGEMENT SERVICES	MONTHLY COLLECTION AGENCY & NOTICE FEES	1,585.88
055489	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	12,659.79
055490	U.S. DEPT. OF EDUCATION	PAYROLL GARNISHMENT	84.86
055491-055507	***Void Check***	VOID CHECKS	-
055508	MICHAEL ALSPERGER	LIBRARY PROGRAMS	50.00
055509	AVISTA UTILITIES	MONTHLY UTILITIES	11,160.78
055510	BOOKS IN MOTION	LIBRARY MATERIALS	63.08
055511	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	191.39
055512	CONSOLIDATED IRRIGATION DIST19	WATER - OTIS ORCHARDS	22.00
055513	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CH	38.64
055514	FRONTIER COMMUNICATION	TELEPHONE & BROADBAND - FF	125.23





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

<u>Card Category</u>	<u>Amount</u>
General Purchases	\$2,718.79
Maintenance	732.21
Travel	2,163.20
Acquisitions	5,496.70
Information Technology	1,461.21
Outreach	87.68
General Fund Purchases	<u><u>\$12,659.79</u></u>

## **POTENTIAL LEVY LID LIFT UPDATE**

### **Background:**

#### Staff Information Meetings

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

#### Ballot Resolution

The final resolution is included in this month's meeting agenda for approval.

#### Public Information Resources

The Leadership Team and the Communication Department have finalized the messaging and presentation of the objective information that the District will make available to the public. District counsel also reviewed these information resources with regard to compliance with Washington State Public Disclosure Commission guidelines and provided revisions accordingly. These resources will be available for public access following approval of the ballot resolution.

Executive Director Patrick Roewe will be available for questions.

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

**CALLING FOR AN AUGUST 6, 2019, SPECIAL ELECTION (RESOLUTION 19-04)**

**Background:**

As discussed at the March Board of Trustees meeting, 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.

The first draft of the resolution to place the levy lid lift on the ballot was drafted and subsequently revised by District counsel. Trustees reviewed the draft at the March 2019 meeting and approved the language therein.

What follows is the final draft of the resolution, which is unchanged from the first draft with the exception of some minor grammatical edits.

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.

Executive Director Patrick Roewe will be available for questions.

Recommended Action: Board motion to approve Resolution 19-04.

**RESOLUTION NO. 19-04**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, REQUESTING THAT A SPECIAL ELECTION BE CALLED IN ORDER TO SUBMIT TO THE QUALIFIED ELECTORS OF THE DISTRICT THE PROPOSITION OF WHETHER THE DISTRICT SHALL LEVY REGULAR PROPERTY TAXES IN EXCESS OF THE LEVY LIMITATION PROVIDED FOR IN RCW 84.55.010 TO PROVIDE FUNDING FOR REGULAR MAINTENANCE AND OPERATION OF THE DISTRICT; PROVIDING FOR THE SUBMISSION OF THE PROPOSITION AUTHORIZING SUCH LEVY TO THE QUALIFIED ELECTORS AT AN ELECTION TO BE HELD ON TUESDAY, AUGUST 6, 2019; PROVIDING FOR THE NOTICE OF SUCH ELECTION; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.**

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 library district duly organized and existing under and by the virtue of the constitution and laws of the state of Washington (the "State"); and

WHEREAS, pursuant to RCW 84.55.050, the District may levy a regular property tax in excess of the levy limitations contained in chapter 84.55 RCW, when such levy amount is authorized by a proposition approved by a majority of the voters of the District voting on the proposition at a general or special election held within the District; and

WHEREAS, it is the judgment of the Board of Trustees of the District (the "Board") that in order to provide continued funding for the normal maintenance and operation of the District, it is deemed necessary for the District to restore its regular levy rate to \$0.50 per thousand dollars of assessed value upon all the taxable property within the District in 2019 for collection in 2020, thus increasing its regular property tax levy in excess of the limit factor provided for in chapter 84.55 RCW; and thereafter using such levy to compute limitations for subsequent years; and

WHEREAS, the Board deems it necessary to place the proposition of whether or not the District shall levy regular property taxes in 2019, for collection in 2020, in excess of the limit factor provided for in chapter 84.55 RCW before the qualified electors of the District; and

WHEREAS, it is further deemed advisable that said propositions be submitted to such electors at an election to be held within the District on August 6, 2019.

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

*Section 1:* The Board hereby finds and declares that, in order to provide continued funding for the normal maintenance and operation of the Spokane County Library District, it is necessary for the District to restore its regular levy rate to \$0.50 per thousand of assessed value upon all the taxable property within the District in 2019, for collection in 2020, thus increasing its regular property tax levy in excess of the limit factor provided for in chapter 84.55 RCW, and thereafter using such levy to compute limitations for subsequent years.

*Section 2:* Such proposition must be submitted to the voters of the District for their approval or rejection. If such proposition is approved by the majority of voters, the District will be authorized to restore its regular levy rate to \$0.50 per thousand dollars of assessed value upon all the taxable property within the District in 2019 for collection in 2020, thus increasing its regular property tax levy in excess of the limit factor provided for in chapter 84.55 RCW; and thereafter using such levy to compute limitations for subsequent years.

*Section 3:* Upon approval of said proposition, the District may issue warrants against the general fund for District purposes.

*Section 4:* The Spokane County Auditor, as ex officio Supervisor of Elections for the District, is hereby requested to call and conduct a special election to be held within the District in conjunction with the state primary election on August 6, 2019, and to submit to the qualified electors of the District the proposition in substantially the following form:

**SPOKANE COUNTY LIBRARY DISTRICT**

**PROPOSITION NO. 1**

**REGULAR LIBRARY OPERATIONS AND MAINTENANCE LEVY**

**THE SPOKANE COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES ADOPTED RESOLUTION NO. 19-04 CONCERNING A PROPOSITION TO INCREASE ITS REGULAR PROPERTY TAX LEVY TO PROVIDE CONTINUED FUNDING FOR NORMAL OPERATION AND MAINTENANCE OF ELEVEN COMMUNITY LIBRARIES AND LIBRARY SERVICES. THIS PROPOSITION WOULD AUTHORIZE THE DISTRICT TO RESTORE ITS REGULAR PROPERTY TAX LEVY RATE TO \$0.50 PER \$1,000 OF ASSESSED VALUE IN 2019 FOR COLLECTION IN 2020, AS AUTHORIZED BY CHAPTER 84.55 RCW. THEREAFTER, SUCH LEVY AMOUNT WOULD BE USED TO COMPUTE LIMITATIONS FOR SUBSEQUENT YEAR LEVIES AS AUTHORIZED BY CHAPTER 84.55 RCW. SHOULD THIS PROPOSITION BE APPROVED?:**

**YES**              
**NO**            

*Section 5:* The election will be conducted by mail ballot. The procedures and forms to conduct the election by mail ballot shall be prescribed by the Spokane County Auditor in accordance with chapter 29A.40 RCW and chapter 434-250 WAC.

*Section 6:* The Spokane County Auditor shall prepare the notice of election, which shall be published at least once, which publication shall take place not more than fifteen days nor less than five days prior to the mail-in registration deadline. Such publication shall be in a newspaper of general circulation within the County and in accordance with RCW 29A.52.355.

*Section 7:* The Secretary of the Board is hereby directed to deliver a certified copy of this resolution to the Spokane County Auditor, as ex officio Supervisor of Elections for the District, not later than May 10, 2019.

*Section 8:* All resolutions in conflict with this resolution are hereby repealed in their entirety.

*Section 9:* If any one or more of the provisions of this resolution shall be declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining provisions of this resolution, and this resolution shall be construed and enforced as if such unconstitutional or invalid provisions had not been contained herein.

*Section 10:* This resolution shall become effective immediately upon its adoption.

ADOPTED by the Board of the Trustees of the Spokane County Library District, Spokane County, Washington, at a regular meeting thereof, held this 16<sup>th</sup> day of April 2019.

SPOKANE COUNTY LIBRARY DISTRICT  
Spokane County, Washington

\_\_\_\_\_  
John Craig, Chair

\_\_\_\_\_  
Mark Johnson, Vice Chair

\_\_\_\_\_  
Sonja Carlson, Trustee

\_\_\_\_\_  
Wesley Teterud, Trustee

\_\_\_\_\_  
Kristin Thompson, Trustee

ATTEST:

\_\_\_\_\_  
Patrick Roewe,  
Secretary of the Board of Trustees

**CERTIFICATION**

I, Patrick Roewe, the appointed Secretary of the Board of Trustees of Spokane County Library District, Spokane County, Washington, hereby certify that the foregoing resolution is a full, true, and correct copy of a resolution duly passed and adopted at a regular meeting of the Board of Trustees of Spokane County Library District, duly held at the regular meeting place thereof on April 16, 2019, of which meeting all members of said Board had due notice, and at which a majority thereof were present; and that at said meeting said resolution was adopted by the following vote:

AYES, and in favor thereof, Members: \_\_\_\_\_

NOES, Members: \_\_\_\_\_

ABSENT, Members: \_\_\_\_\_

ABSTAIN, Members: \_\_\_\_\_

I further certify that I have carefully compared the same with the original resolution on file and of record in my office; that said resolution is a full, true, and correct copy of the original resolution adopted at said meeting; and that said resolution has not been amended, modified, or rescinded since the date of its adoption, and is now in full force and effect.

IN WITNESS WHEREOF, I have set my hand on this 16<sup>th</sup> day of April 2019.

\_\_\_\_\_  
Patrick Roewe,  
Secretary of the Board of Trustees



**TO: The Spokane County Auditor, as Ex Officio Supervisor of Elections for Spokane County Library District, Spokane County, Washington**

Pursuant to Resolution No. 19-04, adopted by the Board of Trustees (the "Board") of Spokane County Library District, Spokane County, Washington (the "District"), at a meeting of the Board held on April 16, 2019, a copy of which resolution is attached hereto and by this reference made a part hereof, you are respectfully requested to submit the following proposition to the electors of the District for their approval or rejection, at a special election to be held on August 6, 2019. The proposition shall be in substantially the following form:

**SPOKANE COUNTY LIBRARY DISTRICT**

**PROPOSITION NO. 1**

**REGULAR LIBRARY OPERATIONS AND MAINTENANCE LEVY**

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**YES**              
**NO**            

DATED as of April 16, 2019.

SPOKANE COUNTY LIBRARY DISTRICT  
Spokane County, Washington

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Patrick Roewe,  
Secretary of the Board of Trustees

## **CONFIDENTIALITY OF LIBRARY RECORDS**

### **BACKGROUND:**

The purpose and key elements of this policy remained unchanged. Revisions are limited to reflect preferred nomenclature and the recently updated boilerplate statements at the end of the policy.

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 Confidentiality of Library Records policy.

SPOKANE COUNTY LIBRARY DISTRICT

Current/Existing Policy

**POLICY: CONFIDENTIALITY OF LIBRARY RECORDS**

Approval Date: 1/08/1976

Revision Date: 4/16/2013 2019

**Related Policies**

Computer, Wireless Network and Internet Use Policy

Library Meeting Room Use Policy

STATUTORY REFERENCE: RCW 42.56.050, 42.56.310

**Purpose**

To outline the manner in which Spokane County Library District will protect the privacy and confidentiality of library ~~members~~ customers pursuant to state and federal law.

**Background**

Spokane County Library District maintains records in order to conduct operations of the library. These records include but are not limited to registration records, circulation records, materials request lists, financial information and computer booking records. SCLD is committed to protecting the confidentiality of its ~~members~~ customers and their use of library materials.

**General Policy**

The Spokane County Library District upholds state and federal laws intended to protect the privacy of individuals who access library materials. Privacy is essential to free speech, free thought and free association. Confidentiality extends to all records with identifying information about ~~members~~ customers including requests for information, borrowing records, computer use records or access to online resources.

Library facilities are public places and people entering a library facility have no expectation of privacy beyond the content of library records.

The District will keep records pertaining to the use of the library private and confidential except as is necessary for proper operation of the Library, upon consent of the user, pursuant to a valid subpoena or court order, or as otherwise required by law.

The District may enter into agreements with reputable third-party ~~partners~~ providers in order to provide certain services to our ~~members~~ customers. Information that ~~members~~ customers submit to a third party voluntarily is not subject to library District control, and therefore the District cannot guarantee the same level of confidentiality and privacy. ~~Members~~ Customers are encouraged to read and become familiar with the privacy policy of these third-party ~~partners~~ providers.

The District reserves the right to use personal information provided by ~~members~~ customers for the purpose of conducting periodic surveys or providing information regarding library programs and services. This may also include information regarding library partners such as the Friends of the

Library or other groups whose sole purpose is to support the library. The District will not sell or provide access to personal information to other groups unless required by law.

~~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.~~

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: CONFIDENTIALITY OF LIBRARY RECORDS**

Approval Date: 1/08/1976

Revision Date: 4/16/2019

**Related Policies**

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

## Community Engagement Plan 2019-2021

### Background:

Managing Librarian for Strategic Initiatives Amber Williams and Operations Director Doug Stumbough will provide an overview of the final draft of the 2019-2021 Community Engagement Plan that combines all of the elements of the plan previously reviewed with strategic direction, core services, and action examples.

**Vision:** An engaged community that learns, works, creates, and thrives together.

**Mission:** Providing resources, experiences, and places that empower people to learn, explore and succeed.

### Guiding Principles:

- Welcome the diverse members of our community and provide excellent customer service to all
- Provide open and equitable access to ideas and information to facilitate learning and the pursuit of knowledge
- Respect the integrity and confidentiality of all library customers
- Establish strong local partnerships in pursuit of shared community aspirations
- Respond to community needs and interests in our programs, services, and resources
- Promote civil discourse and interaction
- Champion intellectual freedom, literacy, and the importance of reading
- Approach opportunities and challenges with collaboration, creativity, and adaptability
- Be good stewards of public resources and the public trust

### Strategic Directions:

#### Engagement

SCLD will help community members be knowledgeable and active citizens

#### Stability

SCLD will invest in its community's long-term success

#### Connectedness

SCLD will cultivate opportunities to meet and learn

### Core Services:

- Books, movies, and music in a variety of physical and digital formats that meet community interests and information needs
- Spaces where the community can connect, learn, work and create
- Programs, resources, and tools that support learning at all ages and stages of life
- Technologies that encourage interaction, productivity, learning and creativity

Recommended Action: Board approval of the 2019-2021 Community Engagement Plan.

## **SUMMER MEETING SCHEDULE**

### **Background**

Traditionally, the summer meeting schedule is planned in advance to ensure a quorum is available for regular meetings held June through August. Should the Board of Trustees choose to cancel one of its three summer meetings, upcoming tentative agendas would be adjusted accordingly.

Possible Action: The Board of Trustees may decide by consensus to cancel one of its regularly scheduled summer meetings.



**FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: MAY - JUNE 2019*****May 21, 2019: Deer Park Library - (4:00 p.m.)***

- Potential Levy Lid Lift Update
- Personnel Policy: Approval recommendation.
- Code of Conduct Policy: Approval recommendation.
- Overview District Customer Profile: Resource use analysis
- Spotlight TBD/Tentative

Please send requests for agenda additions or changes to the Board Chair or Administrative Assistant no later than Monday, May 6, for inclusion in the preliminary agenda to be sent May 8. Meeting packets will be mailed May 15.

***June 18, 2019: Otis Orchards Library - (4:00 p.m.)***

- Potential Levy Lid Lift Update
- Purchasing Policy: Approval recommendation.
- Overview Literacy Outreach Programs
- Spotlight TBD/Tentative

**SPECIAL MEETINGS/ACTIVITIES**2019

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 MARCH 2019**

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

#### **Finance Report**

##### **2019 Budget**

Total expenditures through the first quarter, including the operating transfer out to the Capital Projects Fund, is 24.95% of budget, nearly matching the target. Typically, the District is over target this early in the year due to annual payments made for insurance and certain sizeable software support needs. However, since the annual software invoice from SirsiDynix has not yet been received, it will be paid in the second quarter.

Total revenues are at 8.5% of total budget. Tax collections are 7% of the levy, quite normal after one quarter. Other revenue, which includes timber and leasehold tax collections, has already reached the annual budget, due to \$16,600 of timber taxes received in March; much more than expected for the entire year.

##### **Capital Projects Fund**

The Capital Projects Fund is on page two of the fiscal report. Of note is the \$200,000 transfer-in, as authorized by Resolution 19-01.

##### **Biennial Audit by the State Auditor's Office**

The fieldwork portion of the two-year audit for 2017 and 2018 was completed April 4. The final audit report(s) will be received concurrent with the exit conference, which has yet to be scheduled. A progress update will be presented at the meeting.

#### **Facilities Report**

The late season snowfall totals and the accompanying snow removal challenges were noteworthy this year. Snow removal costs through the first quarter were \$16,000, compared to our annual budget of \$24,000. There were early concerns the entire budget would be expended in the first quarter.

Traditional spring work such as carpet deep-cleaning, window cleaning, and high dusting has commenced.

##### **Human Resources – Toni Costa**

Training provided during March included Building High-Trust Teams and Telling Our Stories with Dr. Joe Albert. Two sessions of Sexual Harassment Training in the Library were presented to supervisors.

March was a quiet month for recruiting. There were no transfers or promotions of current staff and only one new hire this month, a Public Services Associate for AR. We did have three employees leave the District in March, one for retirement and two for other unspecified reasons.

## Operations – Doug Stumbough

### Positive Interaction Reports

There are many instances where District staff, services, and programs impact our customers in sometimes small but encouraging ways. Following are a few examples that have been shared through the Positive Interaction reports this winter.

"What a blessing the library is!" This is what a customer told Argonne staff after they introduced her to books on CD for her mother who had been a lifelong reader and lover of books but developed macular degeneration and could no longer read. She said this has been a life saver and her mother has gone through at least 50 audio books already.

After receiving information on cross stitching, an Airway Heights customer sent back a letter on how helpful he found the staff along with a selection of his cross-stitch based paintings for the library to display.

A Moran Prairie customer credits the library and staff for offering her a place to study, use the internet, get computer practice with help nearby, and take several Gale courses specific to her field in order to prepare for interviews. She came back this winter to thank staff and let them know she got a job.

Through Google reviews, customers have commented that the Cheney Library is "amazing. Great selection even for a small town." Another said "If there were more stars to give... Moran Prairie Library would have a galaxy in my book!"

A nine-year-old was getting help finding a sound effects CD at the service desk at Spokane Valley when he got excited at seeing the 3-D printer, declaring loudly "The library is like a dreamland!! Not only does it have books, which I love, and music CDs, which I love, but also a 3-D printer!"

At the North Spokane Library, a customer came in to renew her Interlibrary Loan of an old historical town publication documenting its history and the residents' stories, and she was so thrilled and delighted that she asked "How does it feel to be a hero?"

A family at Argonne emailed to let us know they appreciated the "awesome and inspiring opportunity" of using the Mobius MAC and Spokane Symphony passes through the library: "Our whole family loved it!"

Finally, after Spokane Valley staff visited a homeschool co-op to show a writing class how to use library databases, the mom who organized it emailed to say that several students thought it was a wonderful success, saying "you have resources from people who actually know what they're talking about - you know, like experts."

## Collection Services – Andrea Sharps

### Top Checkouts and Holds

Titles with the most checkouts occurring during the month and the titles with the most holds placed during the month:

- Popular Adult Book Titles March 2019:

- Checkouts:
  - *Circe: A Novel* by Madeline Miller (117)
  - *The Lost Girls of Paris* by Pam Jenoff (74)
  - *The Life-Changing Magic of Tidying Up: A Magical Story* by Marie Kondo (62)
- Holds:
  - *Where the Crawdads Sing* by Delia Owens (75)
  - *Educated: A Memoir* by Tara Westover (47)
  - *Wolf Pack: A Joe Pickett Novel* by C.J. Box (43)

In order to assure we have a sufficient number of copies to meet the number of holds, we regularly run 'holds ratio reports' to capture this data. For physical items, our holds ratio is 4:1, which means we should have one copy for every four holds. Holds ratio reports are run twice a month for adult items and twice a month for youth items. Additional items purchased to meet the holds ratio are marked as rush and given priority in cataloging, processing and adding.

#### COSUGI Conference Report

Collection Services Manager Sandy Orr attended the COSUGI (Customers of SirsiDynix Users Group, Inc.) Conference in Minneapolis, MN, from March 25–27. SirsiDynix is the software platform for our ILS (integrated library system):

SirsiDynix hasn't made significant progress on BlueCloud Cataloging, which would streamline the cataloging process. They are much further ahead on BC Acquisitions, which would streamline the acquisition process. Critical functionality is missing, such as using EDI (electronic data interchange) for vendor invoices and creating multiple-item purchase orders. I did learn that SirsiDynix is now offering authority control integration within Enterprise, which would mean better subject and author searching for customers, though at a higher price point. They have also added functionality to make it easier to import library records from OCLC (Online Computer Library Center)—a 3<sup>rd</sup> party cataloging resource.

#### Special Preschool Book Bags and Book Discussion to Go Bags

The department created Preschool Book Bags and Book Discussion to Go Bags featuring titles from the award-winning author and illustrator Grace Lin in preparation for her August 8 presentation at CenterPlace. Lin's books for children range from board books to those for middle grade readers, thus well-representing key Summer Reading audiences.

**COLLECTION MONTHLY REPORT**

**MARCH 2019**

<b>Select Transaction Count</b>			
<b>Physical Collection</b>	<b>YTD 2019</b>	<b>YTD 2018</b>	<b>CHANGE</b>
Items Processed	17,368	16,801	3%
Interlibrary Loan Total	3,208	2,970	8%
<b>Overdrive</b>			
Total Checkouts	149,831	125,349	20%
Total Holds	53,570	43,081	24%
<b>hoopla</b>			
Total Checkouts	6,283	10,121	-38%
<b>Total Items in Collection</b>			
<b>Material Type</b>	<b>YTD 2019</b>	<b>YTD 2018</b>	<b>CHANGE</b>
Print	313,088	318,905	-2%
Nonprint	87,372	87,997	-1%
Overdrive	86,930	75,391	15%
<b>Grand Total</b>	<b>487,390</b>	<b>482,293</b>	<b>1%</b>
<b>NOTES:</b> PRINT = Books and Periodicals			
NONPRINT = DVDs, CDs, Books on CD, and other media			
OVERDRIVE = Downloadable eBooks and Audiobooks			

**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.

Human Resources policies and procedures

- We revised numerous HR policies and their associated procedures this month. Following review by legal counsel, the policies will be on the agenda for the May Board of Trustees meeting.

2019 Legislative Session Update:

A Library Capital Improvement Program is included in the biennial House of Representative Capital Budget. This grant program administered by the Department of Commerce would provide a \$10 million dollar fund (with a per-project maximum of \$2 million) for library capital projects throughout the state, with preference going to distressed and rural counties (Spokane County is neither). As of the writing of this report, the program is not included in the State Senate budget, so its future is uncertain.

**Community Engagement**

I attended the following community meetings:

- Greater Spokane Valley Chamber of Commerce Government Action Committee and State of the City (Spokane Valley) presentation
- Rotary Club #21
- The Partners Advancing Character Education board and committee meetings. This organization promotes the importance of good character through partnerships with schools, businesses, public agencies and community groups.
- Greater Spokane Incorporated State of the County presentation.

## Operations Report March 2019

Doug Stumbough and Kristy Bateman

### Service Priority Teams

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

- Money Smart Week started on March 30. We hosted the always popular *Shred Day* at North Spokane and Spokane Valley, where a combined 209 people dropped off documents.
- The BCD team is also presenting our first craft program ever, as part of *Money Smart Week*. The *Swanky Swine Showdown* offers kids the chance to make decisions about spending, saving, and donating money, before decorating their own ceramic piggy bank to take home.
- Proctoring hit a record high in March, with 77 exams proctored for students. Winter quarter final exams meant the bulk of the appointments (53) were scheduled at Cheney.

#### Early Learning (Mary Ellen Braks)

- We provided 107 Storytimes to 3,119 children, parents, and caregivers. Our average attendance per Storytime was 29.
- We provided 58 Storytimes to 986 children at 29 child care centers.
- We had a new STARS training, *Engineering and Early Learning for Preschoolers*, with 39 attendees.
- The Early Learning Team hosted six Dr. Seuss celebrations this month.

#### Education and Enrichment (Gwendolyn Haley)

- 937 people participated in 53 programs offered over this month. Highlights included:
  - A St. Patrick's Day concert at Airway Heights featuring Celtic band Floating Crowbar drew 115 people.
  - *The Northern Slam* poetry event drew 138 people, and the *Valley Slam* 110, to hear students present their original spoken word poetry. This annual event is a wonderful example of how the library can bring different groups in the community together. In this case, Deer Park, Riverside, and Central Valley school districts. Top placing poets from this event advance to the *Northern vs. Valley Grand Slam*.
- Producer Ken Fay (byDesign Films) shared his expertise with enthusiastic customers in The Studio.

#### Digital Projects and Resources (Carlie Hoffman)

- We continue our work on the local creators' website.
- I set up a trial for Teen Health and Wellness digital resource.
- Librarian Diane Brown continues to upload historical photos of the District for an online platform.
- I attended Computers in Libraries, a four-day conference focused on technology in libraries.

#### Book a Librarian highlights

- We helped customers with job searching, resume help, and using the WorkSource website.
- The Project Memory equipment is proving to be popular. We have helped customers with their personal digitization projects including video, slides, and audio.

#### Information Technology (Patrick Hakes)

All of the contracts have been reviewed, signed, and submitted to USAC as part of the E-rate process. Due to building-fund requirements by USAC, only Argonne had the capacity of funds remaining to augment the cost of replacing the wiring. Should the funding be available during the next E-Rate funding cycle, Medical Lake and Airway Heights will be rewired. The core network infrastructure equipment and Wireless Access Points (WAP) for the District buildings were submitted for funding as well.

Internet and Wide Area Network (WAN) connections for the District digital network was also submitted to E-rate. All locations except Fairfield and Spokane Valley will be upgraded to 1G circuits. It looks favorable

that Fairfield will be upgraded from 10Mb to 100Mb. Spokane Valley will be upgraded to 2G circuit. The District's Internet connection will be upgraded to a 5G circuit.

## Library Reports

### Airway Heights: Crystal Miller

- Families enjoyed crafts, snacks and a scavenger hunt at the *Dr. Seuss Celebration*.
- *Floating Crowbar* played to a crowd of 115 who enjoyed the melodies of traditional Irish music, creating a festive St. Patrick's Day at the library.

### Argonne: Pat Davis

- Argonne kicked off March with a *Dr. Seuss Birthday Celebration*. Kids participated in a scavenger hunt, games, and stories, all featuring Dr. Seuss characters.
- We celebrated *Millwood History Month* with a display of historic photos of the Millwood community. One mother thanked us for the opportunity to view the early days of her community. She said her daughter loves history and they had spent about an hour studying all the photos and the display case.

### BookEnd: Caitlin Wheeler

- A customer called to inquire about a specific item. On the call, she spoke glowingly of her ability to obtain books with an otherwise very long waiting list through the BookEnd, and mentioned that she even "brags" to her book club friends about how quickly she can gain access to the books.

### Cheney: Catherine Nero Lowry

- March started with a *Dr. Seuss Birthday Celebration*, Librarian Tami Chapman converted the children's area to Seussical land with games, stories, and the scavenger hunt.
- Cheney hit an all-time high with 53 tests proctored in March.

### Deer Park: Kris Barnes

- Our display case is filled with piggy banks for customers to vote on from our *Swanky Swine Showdown* program. The children painted and decorated their piggy banks and they will be displayed during *Money Smart Week*.
- After a flooded auditorium and last minute venue change, the 4th annual *Northern Slam* was held at Riverside High School. An audience of 138 supported the 15 high school student poets. The event is sponsored by the Friends of the Deer Park Library and continues to be a highlight of the year.

### Fairfield: Kristy Bateman

- This month community members celebrated Dr. Seuss's birthday and participated in the *Explore Electricity with Snap Circuits* program.
- Staff presented outreach Storytimes at Liberty Elementary and Freeman Early Learning Center.

### Medical Lake: Cecelia McMullen

- A new computer user felt overwhelmed when seeking information via the internet. After spending time with staff she called back to thank us for the personal attention. She said that she was transformed from "frustrated" to "I'm going to get this!"
- Our presentation to the Medical Lake City Council included stories about customers using a variety of digital resources. Afterwards, an enthusiastic council member updated her library card. "This is my world," she said. "I'm on the go all the time, so I can't carry books, but I always have my Kindle."

### Moran Prairie: Danielle Marcy

- Librarian Corinne Wilson and I attended the Mullan Road Elementary Science Night. We promoted library services and engaged families with activities from the Leap into Science program and the Osmo coding game. Corinne also attended the Moran Prairie Elementary Science Night.
- PSA Katie reported several new families attended LEGO Club.

### North Spokane: Brian Vander Veen

- Librarian Corinne Wilson gave a tour to students enrolled in Whitworth's continuing education program, describing library resources for educators. Staff registered students for library cards.



- Librarian Rachel Edmondson attended the STEM night at Evergreen Elementary and led an educational activity in which participants created paper helicopters.

**Otis Orchards: Caitlin Wheeler**

- Library customers learned money saving skills and painted piggy banks at Otis’s *Swanky Swine Showdown*. One bilingual family used the opportunity to practice Spanish and English, asking for colors in first in one language and then the other, and discussing which colors to use.
- Our *Science of Flower Gardening* program attracted people from across the District, with three times as many attendees as the instructor had originally anticipated! Customers showed increased interest in our thriving seed library following the program.

**Spokane Valley: Aileen Luppert**

- A group enjoyed the workshop *Conducting an Interview for the Camera* hosted by Ken Fay in the Studio. One attendee emailed Mr. Fay saying, “I felt that this was a genuine workshop which will elevate everyone’s work to the next level. I appreciated everything you shared during those two hours...”
- The 2nd Annual *Valley Poetry Slam* was held this month. High school students from Mica Peak, Central Valley and University competed in front of 110 cheering poetry fans. We were thrilled that students from each of the three schools made it to the finals and will compete against winners from the *Northern Slam* in April.

**District-wide Information**

Security Incident Report

For March 2019, there were 39 Security Incident reports filed, 19 more than last month (20) and twelve more than March 2018 (27). Spokane Valley had the most incidents reported with 12. The most frequently reported incidents related to Disruptive Behavior (10). There were three one-year customer exclusions due to soliciting, use of hostile or aggressive behavior and use of vulgar language. To further put all of these numbers in perspective, the total door count District-wide in the month of March was 109,012.

Public Use Measures

**March 2019**

Measure	This year	Last year	YTD	Last YTD
	This Month	This Month	This year	Comparison
Cardholders	112,765	113,855		-1%
Door count	109,012	124,083	304,935	-12%
Items Borrowed	229,737	232,064	669,707	-1%
• Airway Heights	4,979	5,641	15,091	-10.42%
• Argonne	12,781	13,696	36,038	-9.16%
• Cheney	13,123	13,769	37,055	-6.55%
• Deer Park	13,102	14,394	38,768	-8.90%
• Fairfield	1,331	1,309	3,654	-5.97%
• Medical Lake	4,541	5,070	12,552	-19.45%
• Moran Prairie	18,256	18,488	50,679	-4.72%
• North Spokane	47,534	50,011	133,254	-8.71%
• Otis Orchards	5,558	6,234	16,412	-10.19%
• Spokane Valley	50,133	51,120	145,203	-2.69%
• The BookEnd	4,298	3,547	11,934	18.19%
• Digital	53,658	46,952	156,114	15%
Programs				
• Number	341	337	906	0%
• Attendance	6,282	7,687	17,180	-16%
Internet Station Use (%)	48.3%	45.3%	48.0%	
Meeting room bookings	615	526	1,719	11%
Digital Resource Use	18,027	14,516	53,570	24%

## **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 March 2019

The following report is a summary of the Communication & Development Department activities for the month of March 2019.

### News Coverage

- March 1 – *Spokane Valley News Herald* – SCLD streaming services
- March 1 – *The Current* – Documentary, art exhibit focus on poverty in our community
- March 1 – *The Current* – Poetry slam brings community together for competitive arts
- March 1 – *The Current* – More than books ad
- March 1 – *Kids Newspaper* – Money Smart Week/It's Electrifying!
- March 3 – *The Spokesman-Review* – The week ahead
- March 8 – *Spokane Valley News Herald* – SCLD streaming services
- March 8 – *Spokane Valley News Herald* – Spokane County Library Board Meeting
- March 9 – *The Spokesman-Review* – Week Ahead
- March 10 – *The Spokesman-Review* – It's all happening at the library: Spokane's library systems go beyond books, offering variety of service to patrons
- March 13 – *Deer Park Tribune* – Storytimes at Deer Park Library
- March 13 – *The Spokesman-Review* – Parades, green beer and music: Celebrating St. Patrick's Day in the Inland Northwest
- March 13 – *The Spokesman-Review* – Shields dives through nuclear bomb history of 'loose lips sink ships' at Northwest Passages Book Club
- March 14 – *Cheney Free Press* – What's Happening on the West Plains
- March 14 – *The Spokesman-Review* – Spokane, Spokane County seed libraries take off
- March 14 – *The Inlander* – Spokane is Reading 2019 event to feature *Circe* author Madeline Miller
- March 15 – *The Spokesman-Review* – Spokane is Reading selects 'Circe' by Madeline Miller for 2019 community reading event
- March 19 – *Spokane Public Radio* – Resources for Homeless Persons and Advocates
- March 21 – *Cheney Free Press* – Cheney book club meets on March 26 in library
- March 21 – *Cheney Free Press* – Medical Lake library to host writing workshop
- March 21 – *Cheney Free Press* – What's Happening on the West Plains
- March 21 – *The Spokesman-Review* – In brief: Library checks out state park passes
- March 21 – *The Inlander* – Civic announces 2019-20 season, library offers Discover Pass and more you need to know
- March 22 – *Spokane Valley News Herald* – SCLD streaming
- March 22 – *Spokane Valley News Herald* – Spokane County Library Board Meeting
- March 23 – *KHQ* – Spokane-area libraries letting people check out Discover Passes
- March 23 – *The Spokesman-Review* – Week Ahead
- March 25 – *Deer Park Gazette* – April Community Events Calendar
- March 27 – *Deer Park Tribune* – Library collecting food for fines
- March 28 – *Cheney Free Press* – Spokane County Library District spring events
- March 28 – *Cheney Free Press* – Friends of the Library holding annual book sale
- March 28 – *Cheney Free Press* – What's Happening on the West Plains

- March 28 – *The Spokesman-Review* – 10 under \$10
- March 28 – *The Spokesman-Review* – Spokane Valley Youth Voice growing future leaders, organizer Councilwoman Linda Thompson says
- March 29 – *Spokane Valley News Herald* – SCLD streaming services

### **Highlights from the Development Department**

- 1) The Friends of the Spokane County Library District received a \$500 donation from the Spokesman’s Northwest Passages Book Club, as the March 13 event not only featured Friends of the Library president Sharma Shields in conversation with Nancy Pearl, but was also a fundraiser for the Friends.
- 2) Second meeting of the Feasibility Study Committee was held on Wednesday, March 20. Approximately 11 people were in attendance at this meeting.
- 3) The District’s first ever fundraising campaign, Library Giving Day, began Wednesday, March 20, and ends April 16. This is a pilot, statewide campaign focused on library fundraising, engagement, and awareness. Funds received during this campaign will go toward supporting the District’s cultural & civic pass program. [www.scldfriends.org/library-giving-day](http://www.scldfriends.org/library-giving-day)
- 4) The Friends & Volunteer Appreciation Social is Thursday, April 11, at CenterPlace Regional Event Center in Spokane Valley. Local author Chris Crutcher will be guest speaker at this much anticipated event.

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

**Top mention** earned 34 engagements



**Sharma Shields**

@SharmaShields · Mar 7

Next week I'll be in conversation with the luminous literary lodestar [@Nancy\\_Pearl!](#) Get your tickets, Spokane, and support the Friends of the [@SpCoLibraryDist!](#) [spokane7tickets.com/e/sharma-shiel...](http://spokane7tickets.com/e/sharma-shiel...) [pic.twitter.com/IArHUi9YuP](https://pic.twitter.com/IArHUi9YuP)



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**Spokane County Library District  
Summary of Revenues & Expenses - (Cash Basis)  
For the Three Months Ended March 31, 2019**

	<b>Y-T-D Actual</b>	<b>Annual Budget</b>	<b>Target 25.0% Percent Used</b>	<b>Balance Remaining</b>
<b>REVENUES</b>				
PROPERTY TAXES	\$ 836,243	\$ 11,942,000	7.00%	\$ 11,105,757
CONTRACT CITIES - AIRWAY HEIGHTS	65,874	261,000	25.24%	195,126
CONTRACT CITIES - SPOKANE	0	80,000	0.00%	80,000
FINES & FEES	46,533	171,500	27.13%	124,967
GRANTS & DONATIONS	4,007	33,000	12.14%	28,993
E-RATE REIMBURSEMENTS	94,337	150,000	62.89%	55,663
OTHER	22,001	22,000	100.01%	(1)
INTEREST REVENUES	16,285	107,000	15.22%	90,715
<b>TOTAL REVENUES</b>	<b>\$ 1,085,280</b>	<b>\$ 12,766,500</b>	<b>8.50%</b>	<b>\$ 11,681,220</b>
TRANSFERS IN	-	-	0.00%	-
<b>TOTAL REVENUES &amp; TRANSFERS IN</b>	<b>\$ 1,085,280</b>	<b>\$ 12,766,500</b>	<b>8.50%</b>	<b>\$ 11,681,220</b>
<b>EXPENSES</b>				
SALARIES	\$ 1,549,300	\$ 6,422,000	24.12%	\$ 4,872,700
FRINGE BENEFITS	571,415	2,323,300	24.59%	1,751,885
SUPPLIES	31,514	150,200	20.98%	118,686
UTILITIES	111,891	351,000	31.88%	239,109
SERVICES	236,233	1,435,700	16.45%	1,199,467
INSURANCE	59,919	66,000	90.79%	6,081
EQUIPMENT & SOFTWARE	15,828	161,000	9.83%	145,172
LIBRARY MATERIALS	403,952	1,512,600	26.71%	1,108,648
ELECTRONIC LIBRARY MATERIALS	42,107	205,000	20.54%	162,893
LIBRARY PROGRAMS	13,284	89,700	14.81%	76,416
OPERATIONAL CONTINGENCIES	0	50,000	0.00%	50,000
<b>TOTAL EXPENSES</b>	<b>\$ 3,035,444</b>	<b>\$ 12,766,500</b>	<b>23.78%</b>	<b>\$ 9,731,057</b>
TRANSFERS OUT	200,000	200,000	100.00%	-
<b>TOTAL EXPENSES &amp; TRANSFERS OUT</b>	<b>\$ 3,235,444</b>	<b>\$ 12,966,500</b>	<b>24.95%</b>	<b>\$ 9,731,057</b>
<b>Net Excess of Revenues Over/(Under) Expenses</b>	<b>\$ (2,150,164)</b>	<b>\$ (200,000)</b>		
BEGINNING CASH	5,035,978			
NET FROM ABOVE	(2,150,164)			
<b>ENDING CASH</b>	<b>\$ 2,885,814</b>			

**Number of months cash on hand 2.7**

**Spokane County Library District  
Capital Projects Fund  
Statement of Revenues and Expenses  
For the Three Months Ended March 31, 2019**

	<u>Y-T-D Actual</u>	<u>Annual Budget</u>	<u>Balance Remaining</u>
<b>REVENUES</b>			
Interest Earnings	5,284	33,500	(28,216)
<b>TOTAL REVENUES</b>	<u>5,284</u>	<u>33,500</u>	
TRANSFERS IN	200,000	200,000	
<b>TOTAL REVENUES &amp; TRANSFERS IN</b>	<u>205,284</u>	<u>233,500</u>	
<b>EXPENSES</b>			
<b>TOTAL EXPENSES</b>	<u>0</u>	<u>0</u>	-
<b>NET EXCESS OF REVENUES OVER (UNDER) EXPENSES</b>	<u>205,284</u>		
BEGINNING CASH	1,608,969		
NET FROM ABOVE	<u>205,284</u>		
ENDING CASH	<u>1,814,253</u>		

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

	3/31/2018	6/30/2018	9/30/2018	12/31/2018	3/31/2019
<b>REVENUES</b>					
PROPERTY TAXES	851,664	5,542,250	337,863	4,764,106	836,243
CONTRACT CITIES - AIRWAY HEIGHTS	66,635	66,634	66,635	66,635	65,874
CONTRACT CITIES - SPOKANE	-	44,154	-	38,983	-
	-	-	-	-	-
FINES & FEES	47,553	43,106	46,454	40,059	46,533
GRANTS & DONATIONS	24,007	18,202	8,245	23,047	4,007
E-RATE REIMBURSEMENTS	15,977	74,565	1,164	29,887	94,337
MISC TAX COLLECTIONS & OTHER	28,388	4,091	11,831	887	22,001
INTEREST REVENUES	10,024	16,764	17,334	21,424	16,285
<b>TOTAL REVENUES</b>	<b>1,044,248</b>	<b>5,809,765</b>	<b>489,525</b>	<b>4,985,029</b>	<b>1,085,280</b>
<b>EXPENSES</b>					
SALARIES	1,474,955	1,544,232	1,545,323	1,537,735	1,549,300
FRINGE BENEFITS	514,841	537,099	545,314	533,756	571,415
SUPPLIES	37,550	47,014	39,823	57,761	31,514
UTILITIES	111,806	112,265	110,159	102,376	111,891
SERVICES	430,787	242,760	239,216	233,098	236,233
INSURANCE	62,794	175	95	-	59,919
EQUIPMENT & SOFTWARE	5,041	65,920	11,801	114,733	15,828
LIBRARY MATERIALS	388,359	361,721	349,446	399,485	403,952
ELECTRONIC LIBRARY MATERIALS	63,547	33,840	52,075	47,237	42,107
LIBRARY PROGRAMS	25,336	25,755	45,567	22,761	13,284
OPERATIONAL CONTINGENCIES	-	-	-	-	-
<b>TOTAL EXPENSES</b>	<b>3,115,016</b>	<b>2,970,781</b>	<b>2,938,817</b>	<b>3,048,942</b>	<b>3,035,444</b>
Fringe Benefits as % of Salaries	34.9%	34.8%	35.3%	34.7%	36.9%