

MISSION

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

Board of Trustees Regular Meeting

June 18, 2019 4:00 p.m. **Otis Orchards Library** Public Meeting Room

AGENDA

- I. CALL TO ORDER**
- II. AGENDA APPROVAL** [4:00]
- III. ACTION ITEMS**
 - A. Approval of May 21, 2019, Regular Meeting Minutes [4:00-4:02]
 - B. Approval of May 2019 Payment Vouchers [4:02-4:05]
 - C. Unfinished Business [4:05-4:10]
 1. Levy Election Update
 - D. New Business [4:10-4:30]
 1. Code of Conduct Policy: Approval recommendation.
 2. Procurement Policy: Approval recommendation.
 - E. Overview Literacy Outreach Programs [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]
- VI. PUBLIC COMMENT**
- VII. ADJOURNMENT**

[Estimated meeting length: One hour and 20 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.

06/18/19

**SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: MAY 21, 2019**

The Board of Trustees of Spokane County Library District met in regular session in the public meeting room at Argonne Library, 4322 N. Argonne Rd., Spokane, WA, at 4:00 p.m., Tuesday, May 21, 2019.

Present: John Craig - Chair
Sonja Carlson - Trustee
Kristin Thompson - Trustee
Patrick Roewe - Executive Director and Secretary

Excused: Vice Chair Mark Johnson and Trustee Wes Teterud.

Also Present: Jane Baker, Communication & Development Director; Toni Costa, Human Resources Director; Amy Fair, Public Services Associate; Stacey Goddard, Public Services Manager; Carlie Hoffman, Public Services Manager; Rick Knorr, Finance Director; Aileen Luppert, Managing Librarian; Gina Rice, Customer Services Manager; 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 4:15 p.m., and welcomed everyone in attendance.

Agenda (Item II.) Ms. Thompson moved and Ms. Carlson seconded approval of the agenda. The motion was approved.

Approval of April 16, 2019, Regular Meeting Minutes (Item III.A.) Mr. Craig called for corrections to the April 16, 2019, regular meeting minutes. The minutes stand approved as written.

Approval of April 2019, Payment Vouchers (Item III.B.) Ms. Carlson moved and Ms. Thompson seconded approval of the April 2019 bill payment vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal	Total
April - L01	55528-55654 and W00655-W00663	\$627,970.51	\$627,970.51
	04102019PR and 04252019PR	\$392,434.37	\$392,434.37
L01		Total	\$1,020,404.88

Operations Director Doug Stumbough responded to a query about payment to Faronics for Deep Freeze. Deep Freeze is software used on District internet stations that stores a protected, clean image of desired configuration and settings so that any added programs or changes made

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

during a user session are removed from the system after each use and subsequent users start with the clean image.

There was no further discussion.

The motion was approved.

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

LEVY ELECTION UPDATE. Mr. Roewe confirmed Resolution 19-04 was filed and posted at the Spokane County Elections Office on April 26. With the filing date for ballot resolutions now past, Mr. Roewe apprised Trustees of other questions on the August 6 ballot, excluding candidates for local government positions. Communication & Development Director Jane Baker distributed in-depth guidelines and talking points about the levy for staff, as well as an informational sheet that will be made available for distribution to customers in libraries. The latter can also be found in Engage magazine on page 38. Public open houses have been scheduled and are listed on the District website. Mr. Roewe encouraged Trustees to RSVP for those they plan to attend, should a special meeting announcement become necessary.

There was no further discussion.

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

PERSONNEL POLICY. Ms. Thompson moved and Ms. Carlson seconded approval of Personnel Policy section changes, as revised. Suggested changes were made to HR02-Hiring and Employment, HR03-Compensation, HR04-Benefits, HR06-Employee Conduct, HR07-Grievance, HR09-Employee Whistleblower Protection, and HR13-Discipline, a new policy. All policies presented were also reviewed by legal counsel. Most recommended changes were intended to document, clarify or expand on current practice, and to further separate District policies from procedures. Human Resources Director Toni Costa further pointed out recommended changes from the District's insurer and/or legal counsel. For HR02, language was added to conduct motor vehicle record (MVR) searches for employees who drive District vehicles. Language was also added to clarify background-check offenses that would disqualify an individual from employment, per Chapter 43.43. Implementation of ongoing background checks was added as a matter of course, and will be conducted every three years from the date of an employee's initial background check. The content for HR13-Discipline was separated from HR06-Employee Conduct to become a new standalone policy. Level 1-verbal and Level 2-written disciplinary notices were distinguished for clarity. In response to a query about MVR searches from Ms. Carlson, Ms. Costa said the District currently uses a free service, yet anticipates costs to increase with implementation of the new schedule for background checks.

There was no further discussion.

The motion was approved.

**New Business
Travel Policy
(Item III.D.2.)**

TRAVEL POLICY. Ms. Thompson moved and Ms. Carlson seconded approval of the Travel policy, as revised. Ms. Costa said the recommended policy revisions update language to reflect items previously contained in travel-related procedures or forms. Changes of note included clarification about receipt requirements as related to reimbursement, and the addition of language about coordination of Board of Trustees' travel. Mr. Roewe thanked Ms. Costa for her diligent work on both the Personnel and Travel policies.

There was no further discussion.

The motion was approved.

**New Business
Overview District
Customer Profile
(Item III.E.)**

OVERVIEW DISTRICT CUSTOMER PROFILE- RESOURCE USE ANALYSIS. Operations Director Doug Stumbough and Customer Services Manager Gina Rice provided a snapshot of how customers use the library based on recently captured data over one month. Via PowerPoint, Mr. Stumbough presented statistics for data analyzed from six platforms: WorkFlows, Overdrive, hoopla, RBDigital, MyPC, and EZProxy. He noted that although customers use the library in different ways, most cardholders use only one platform and there is limited crossover usage among platforms. The results of this study will help inform future decisions about collection purchases and promotion. As for library trends and tidbits, Tuesday is the busiest day, and Monday, Tuesday, and Sunday have the highest transactions. Most transactions by a single user was 296 for the month, and Overdrive and hoopla were most active platforms. Mr. Stumbough noted the District may never have a complete picture, as libraries have been reluctant to track data beyond the means of doing business in an effort to maintain customer privacy. Ms. Rice commented that each platform has a door count, yet does not track details of what has been checked out or requested for holds.

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 June will include a levy election update, review of the Code of Conduct and Procurement policies, and an overview of literacy outreach programs. There was no further discussion.

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

There were no trustee reports.

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

The Executive Director's written report for April 2019 provided prior to the meeting included information on the Business Office, Finance and Facilities, Collection Services, Human Resources, Information Technology, and Community Activities. In response to Mr. Roewe's request, Mr. Knorr provided a brief update on the status of the District's 2017-2018 biennial

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

audit conducted by the State Auditor's Office. An Exit Conference is scheduled for June 18 at 3 p.m., prior to the Board Meeting. Trustees are invited to attend. Mr. Roewe further said the bottom line was that District finances were found to be in good order and there were no auditor concerns.

There was no further discussion.

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

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

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

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

Revenue and Expenditure Statement through April 30, 2019.

<u>Fund 001</u>	
Revenues	\$ 6,024,026
Expenditures	\$ 4,327,344
Ending Fund Balance	\$ 6,730,160
Fund Budget Expended	33.37%

Mr. Knorr said the budget is on schedule for the year. He further reported that going forward, U.S. Bank has reduced annual account fees paid by the District by sixty percent. Mr. Roewe expressed kudos to Mr. Knorr for his follow up and pursuit of this cost reduction. There was no further discussion.

**Public Comment
(Item VI.)**

There was no public comment.

**Adjournment
(Item VII.)**

Chair Craig adjourned the meeting at 5:05 p.m. The next Board Meeting is scheduled for Tuesday, June 18, 2019, at 4:00 p.m., in the public meeting room at Otis Orchards Library.

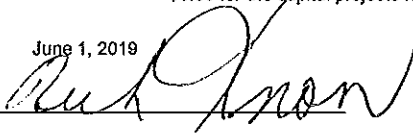
John Craig, Chair

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 May 31, 2019 and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$1,233,588.87 for the general fund and \$0.00 for the capital projects fund and are authorized to authenticate and certify these claims.

DATE: June 1, 2019

SIGNED 

SIGNED 

TITLE: Finance Director

TITLE: Executive Director

VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
055655	AMOS MEDIA COMPANY	LIBRARY MATERIALS	\$ 24.99
055656	ASSOC OF WASHINGTON CITIES-NWA	MEDICAL, DENTAL, VISION & LIFE INS.	735.91
055657	ASSOC OF WASHINGTON CITIES-NWA	MEDICAL, DENTAL, VISION & LIFE INS.	3.00
055658	ASSOC OF WASHINGTON CITIES-NWA	MEDICAL, DENTAL, VISION & LIFE INS.	3.00
055659	AT&T MOBILITY	TELEPHONE & BROADBAND - BOOKEND	106.51
055660	AVISTA UTILITIES	MONTHLY UTILITIES	8,919.02
055661	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	177.83
055662	CONSOLIDATED IRRIGATION DIST19	WATER - OTIS ORCHARDS	22.00
055663	CITY OF SPOKANE	WATER & SEWER - MORAN PRAIRIE	300.85
055664	CITY OF AIRWAY HEIGHTS	WATER & SEWER - AIRWAY HEIGHTS	132.80
055665	CITY OF CHENEY	WATER, SEWER, ELEC. - CHENEY	719.33
055666	CITY OF DEER PARK	WATER & SEWER - DEER PARK	77.56
055667	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	354.94
055668	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE	5,166.00
055669	EBSCO INDUSTRIES, INC.	LIBRARY MATERIALS - SUBSCRIPTIONS	9,387.00
055670	FATBEAM, LLC	MONTHLY INTERNET SERVICE, NET OF ERATE DISC	498.00
055671	FAUCETS 'N STUFF PLUMBING	PLUMBING REPAIRS	827.66
055672	SHERYL L. FAULKES	LIBRARY PROGRAMS	50.00
055673	GALE/CENAGE LEARNING	LIBRARY MATERIALS	23,149.82
055674	GARY'S KEY & LOCK	LOCK AND KEY REPAIR	23.08
055675	ROBERT HEATON	LOST/PAID REFUND	41.00
055676	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	11,545.59
055677	POUKONG MANIKOTH	LIBRARY PROGRAMS	1,080.00
055678	MIDWEST TAPE	LIBRARY MATERIALS	3,537.03
055679	NATIONWIDE INSURANCE	EMPLOYEE DEDUCTIONS FOR PET INSURANCE	213.96
055680	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	56.26
055681	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	10,709.51
055682	PASADENA PARK IRR. DIST. 17	WATER - ARGONNE LIBRARY	54.78
055683	RICK SINGER PHOTOGRAPHY	LIBRARY PROGRAMS	160.08
055684	SPOKANE TALKS ONLINE, LLC	ADVERTISING	600.00
055685	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	910.80
055686	FREDERICK STRANGE	LIBRARY PROGRAMS	100.00
055687	UNIVERSITY OF WASHINGTON INFORMATION SCHOOL	SPEAKER FEE FOR INCOL SPRING CONFERENCE	1,000.00
055688	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	1,154.06
055689	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	84.00
055690	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	291.42
055691	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	127.95
055692	CITY OF MEDICAL LAKE	WATER, SEWER, REFUSE - ML	161.97
055693	ROCKY CORISIS	LIBRARY PROGRAMS	50.00
055694	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CH	66.64
055695	DANA DALRYMPLE	REIMBURSEMENT FOR SUPPLIES FOR INCOL MEETING	315.21
055696	EARTHWORKS RECYCLING,INC	RECYCLING: AR, NS, SV	180.00
055697	EMPIRE DISPOSAL INC.	SOLID WASTE - FAIRFIELD	42.62
055698	GALE/CENAGE LEARNING	LIBRARY MATERIALS	71.01
055699	GREY HOUSE PUBLISHING	LIBRARY MATERIALS	242.05
055700	H&H BUSINESS SYSTEMS, INC.	QTRLY COPIER MAINTENANCE & TONER	468.39
055701	ROLF HAPPEL	REIMBURSEMENT FOR TRAVEL FOR INCOL SPEAKER	218.13
055702	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	2,820.13

055703	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	20,962.10
055704	JOURNAL OF BUSINESS	LIBRARY MATERIALS	199.90
055705	KIDS NEWSPAPER	ADVERTISING	800.00
055706	MICHAEL KIRK	LOST/PAID REFUND	8.00
055707	CHELSEA MARTIN	LIBRARY PROGRAMS	300.00
055708	MIDWEST TAPE	LIBRARY MATERIALS	7,651.82
055709	MODERN ELECTRIC WATER COMPANY	WATER, ELEC. - SV	1,919.74
055710	MONTGOMERY HARDWARE	MAINTENANCE SUPPLIES	15.09
055711	MOVO MEDIA MARKETING	SEMI-MONTHLY SOCIAL MEDIA PLATFORM MGMT	750.00
055712	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	7,727.69
055713	RECORDED BOOKS, LLC	LIBRARY MATERIALS	496.58
055714	THE SPOKESMAN- REVIEW	ADVERTISING	643.38
055715	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	17.30
055716	SPOKANE COUNTY ENVIRONMENTAL SERVICES	MONTHLY SEWER - AR, NS, SV	543.69
055717	STANDARD DIGITAL PRINT	ADVERTISING	147.02
055718	TOWN OF FAIRFIELD	WATER, SEWER - FAIRFIELD	193.80
055719	U.S. DEPT. OF EDUCATION	PAYROLL GARNISHMENT	3.73
055720	VERIZON WIRELESS	MONTHLY CELL PHONES (20)	432.33
055721	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE	1,207.11
055722	WHITWORTH WATER DISTRICT	WATER - NORTH SPOKANE	30.04
055723	WICK ENTERPRIZES, LLC	ADVERTISING	312.37
055724	AGER CONSULTING, LLC	FEASIBILITY STUDY CONSULTANT	6,176.00
055725	ALLSTREAM	MONTHLY DID, PRI AND LONG DISTANCE PHONE SVC	451.16
055726	MAYA BEST	LOST/PAID REFUND	17.00
055727	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	47.98
055728	CAVENDISH SQUARE	LIBRARY MATERIALS	711.72
055729	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	100.68
055730	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	103.48
055731	CENTURYLINK	ANALOG TELEPHONE LINES	41.21
055732	CENTURYLINK	ANALOG TELEPHONE LINES	59.96
055733	CENTURYLINK	ANALOG TELEPHONE LINES	82.43
055734	CENTURYLINK	ANALOG TELEPHONE LINES	39.65
055735	COMMUNICATION ARTS MAGAZINE	SUBSCRIPTION RENEWAL	89.00
055736	EBSCO INDUSTRIES, INC.	LIBRARY MATERIALS - SUBSCRIPTIONS	28,233.05
055737	GALE/CENAGE LEARNING	LIBRARY MATERIALS	29.99
055738	W.W. GRAINGER, INC.	MAINTENANCE SUPPLIES	35.55
055739	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	10,898.42
055740	INLAND POWER AND LIGHT	ELECTRIC UTILITIES - AH, DP	684.97
055741	MIDWEST TAPE	LIBRARY MATERIALS	991.91
055742	MR. B'S CLEAN SWEEP, INC.	PARKING LOT SWEEPING	1,614.17
055743	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	56.98
055744	OPTUM	MONTHLY HSA ACCOUNT FEES	69.00
055745	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	15,263.29
055746	PayneWest INSURANCE	SURETY BOND - FINANCE DIRECTOR	175.00
055747	PERRINE PROPERTIES, LLC	MONTHLY PARKING LOT LEASE, SV	300.00
055748	RR DONNELLEY	OFFICE/LIBRARY SUPPLIES	520.94
055749	SPOKANE MALL LLC	MONTHLY LEASE PAYMENT, BOOKEND	3,120.00
055750	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	1,278.62
055751	STATE AUDITOR'S OFFICE	ANNUAL AUDIT	5,746.99
055752	TARGET SYSTEM TECHNOLOGY, INC	ACCOUNTING SOFTWARE SUPPORT	60.00
055753	WITHERSPOON BRAJCICH MCPHEE, PLLC	LEGAL SERVICES, GENERAL COUNSEL	1,992.50
055754	ZAYO GROUP, LLC	MONTHLY BROADBAND SERVICE	16,200.83
055755	ARGUS JANITORIAL	MONTHLY CUSTODIAL SERVICES	16,285.07
055756	AT&T MOBILITY	TELEPHONE & BROADBAND - BOOKEND	58.51
055757	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	191.94
055758	BUDGET-RENT-A-CAR	CAR RENTAL	230.30
055759	CCI SOLUTIONS	OFFICE/LIBRARY SUPPLIES	386.56
055760	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	557.92
055761	FRONTIER COMMUNICATION	TELEPHONE & BROADBAND - FF	124.89
055762	GALE/CENAGE LEARNING	LIBRARY MATERIALS	1,227.30
055763	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	9,290.72
055764	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	2,820.13
055765	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	12,206.49
055766	INLAND POWER AND LIGHT	ELECTRIC UTILITIES - AH, DP	355.82
055767	BRAD KEELER	LIBRARY PROGRAMS	500.00
055768	KUTAK ROCK LLP	LEGAL SERVICES, BALLOT LANGUAGE	1,201.60

055769	M & L SUPPLY CO., INC.	BUILDING REPAIR & MAINTENANCE	67.82
055770	MIDWEST TAPE	LIBRARY MATERIALS	4,608.85
055771	MOVO MEDIA MARKETING	SEMI-MONTHLY SOCIAL MEDIA PLATFORM MGMT	750.00
055772	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	148.41
055773	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	9,402.72
055774	LINDA K. PARMAN	LIBRARY PROGRAMS	500.00
055775	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	175.97
055776	DEREK RAMAGE	LIBRARY PROGRAMS	75.00
055777	RECORDED BOOKS, LLC	LIBRARY MATERIALS	87.10
055778	SHI INTERNATIONAL CORP	IT HARDWARE & SOFTWARE	1,566.13
055779	SIRSIDYNIX	ANNUAL SOFTWARE MAINT & SUPPORT	153,938.55
055780	THE SPOKESMAN- REVIEW	LIBRARY MATERIALS	384.80
055781	SCORE	LIBRARY PROGRAMS	750.00
055782	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	819.79
055783	ULVERSCROFT LARGE PRINT BOOKS	LIBRARY MATERIALS	76.46
055784	UNIQUE MANAGEMENT SERVICES	MONTHLY COLLECTION AGENCY & NOTICE FEES	1,677.23
055785	UPS	SHIPPING	35.20
055786	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	1,473.37
055787	AVISTA UTILITIES	MONTHLY UTILITIES	7,397.41
055788	BOOKS IN MOTION	LIBRARY MATERIALS	75.11
055789	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	45.00
055790	FATBEAM, LLC	MONTHLY INTERNET SERVICE, NET OF ERATE DISC	498.00
055791	FAUCETS 'N STUFF PLUMBING	PLUMBING REPAIRS	776.52
055792	GALE/CENAGE LEARNING	LIBRARY MATERIALS	1,114.83
055793	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	9,121.40
055794	SHELLEY KARDOS	LIBRARY PROGRAMS	1,500.00
055795	AMY LUKE	LIBRARY PROGRAMS/PRIME TIME CATERER	508.80
055796	MIDWEST TAPE	LIBRARY MATERIALS	9,624.07
055797	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	12,620.98
055798	KATHRYN L. PIKE	REIMBURSEMENT FOR SUPPLIES FOR INCOL MEETING	105.70
055799	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	330.58
055800	RECORDED BOOKS, LLC	LIBRARY MATERIALS	174.20
055801	SETAPART GIRL	LIBRARY MATERIALS	99.90
055802	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	17,907.66
055803	WEST PLAINS CHAM. OF COMMERCE	ANNUAL DUES	60.00
W00664	US BANK - SPOKANE VALLEY	ANNUAL SAFE DEPOSIT BOX FEE	46.80
W00665	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	61,671.72
W00666	US BANK - HEALTH - OPTUM	H S A CONTRIBUTIONS	1,759.25
W00667	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	51,822.03
W00671	STATE OF WASHINGTON	MONTHLY EXCISE/SALES TAXES	609.59
W00673	ASSOC OF WASHINGTON CITIES-NWA	MEDICAL, DENTAL, VISION & LIFE INS.	91,126.80
W00674	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	51,360.61
W00675	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	59,757.01
W00676	US BANK - HEALTH - OPTUM	H S A CONTRIBUTIONS	1,759.25

Total Non-Payroll General Operating Fund \$ 830,383.93

PAYROLL VOUCHERS

05102019PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	\$ 205,830.34
05242019PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	197,374.60

Total Payroll General Operating Fund \$ 403,204.94

TOTAL GENERAL OPERATING FUND \$ 1,233,588.87

March/April 2019 Credit Card Activity
Paid in May 2019
Voucher #055802

<u>Card Category</u>	<u>Amount</u>
General Purchases	\$8,122.85
Maintenance	1,050.89
Travel	1,652.66
Acquisitions	4,560.14
Information Technology	2,425.09
Outreach	96.03
General Fund Purchases	<u><u>\$17,907.66</u></u>

LEVY ELECTION UPDATE

Ballot Title

Spokane County Elections provided a draft of the ballot title for review and we confirmed the language matched that of Resolution 19-04. The ballots went to print the first week of June in preparation for the August 6 election.

Staff Follow-up Training

The Leadership Team finalized training resources for staff in order to increase 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. The trainings started the first week of June.

Public Information Open Houses

The public will have the opportunity to learn the facts regarding the levy election at open houses scheduled at every library. Trustees are encouraged to attend if possible and should let staff know which open houses they plan to attend. The schedule of remaining open houses follow:

OTIS ORCHARDS LIBRARY (following Board of Trustees meeting) Tuesday, June 18, 4–6pm	NORTH SPOKANE LIBRARY Thursday, July 11, 4–6pm
SPOKANE VALLEY LIBRARY Thursday, June 20, 4–6pm	CHENEY LIBRARY (following Board of Trustees meeting) Tuesday, July 16, 4–6pm
ARGONNE LIBRARY Monday, June 24, 4–6pm	MEDICAL LAKE LIBRARY Tuesday, July 23, 4–6pm
THE BOOKEND At Spokane Valley Mall Thursday, June 27, 4–6pm	AIRWAY HEIGHTS LIBRARY Thursday, July 25, 4–6pm
DEER PARK LIBRARY Monday, July 8, 4–6pm	

Executive Director Patrick Roewe will be available for questions.

Recommended Action: This item is for your information, with no formal action required other than informing staff of open houses you plan to attend (to fulfill Open Public Meetings Act requirements).

CODE OF CONDUCT

BACKGROUND:

Spokane County Library District (District) is supported by tax paid by District property owners who expect our facilities to be clean, comfortable, and safe places for selecting materials, reading, researching, studying, writing and attending programs and meetings. The Code of Conduct policy was established to protect the rights and safety of library customers, volunteers, and staff, and to preserve and protect the District's materials, equipment, facilities and grounds by defining what actions and behaviors are unacceptable and the related consequences.

The biannual review of this policy has been undertaken by staff and the recommended revisions were reviewed by legal counsel.

Operations Director Doug Stumbough will provide a brief overview of the recommended changes and be available for questions.

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 recommended revisions to the Code of Conduct policy.

SPOKANE COUNTY LIBRARY DISTRICT

Current/Existing Policy

POLICY: Code of Conduct

APPROVAL DATE: 5/18/1995

REVISION DATE: 4/18/2017 6/18/2019

RELATED POLICIES:

Children's Safety in Libraries

Computer, Wireless Network and Internet Use

Facility Use for Political Purposes

Library Meeting Room Use

STATUTORY REFERENCE:

RCW 27.12.270

RCW 27.12.290

RCW 69.50

RCW 70.160.075

OTHER REFERENCES:

Spokane Regional Health District Board of Health Resolution #16-01

Purpose:

Defines conduct expectations for ~~community members~~ customers when using Spokane County Library District facilities.

Background:

Spokane County Library District (District) is supported by tax paid by District property owners, who expect our facilities to be clean, comfortable, and safe places for selecting materials, reading, researching, studying, writing and attending programs and meetings. As part of its normal and regular conduct of its mission, the District is responsible for establishing a code of conduct to protect the rights and safety of library members, volunteers, and staff, and for preserving and protecting the District's materials, equipment, facilities and grounds.

POLICY:

The following ~~observable~~ behaviors and activities are not allowed:

- Any activity that unreasonably interferes with others' use and enjoyment of the library or with the functions of library staff, including but not limited to:
 - Use of hostile, aggressive, or vulgar language or gestures.
 - Persistent uninvited or unwelcomed conversations with others.
 - Disruptive behavior such as loud noises, loud talking, screaming or boisterous physical behavior.
 - Use of electronic or communication devices in a manner that is disruptive to others.
 - Entering into the library barefoot or without a shirt, removing one's footwear or shirt while in the library, or otherwise attired in a manner that may reasonably affect public health or safety, or is disruptive to the library environment.
 - ~~Wearing insufficient clothing (e.g., no top, no bottom, no shoes) while in the library.~~
 - Having offensive body odor or personal hygiene so as to unreasonably interfere with other's ability to use the library and its facilities.

- ~~○ Bodily hygiene or scent so offensive as to constitute a nuisance to others.~~
- Consuming any food or beverage that unreasonably interferes with other's ability to use the library and its facilities; or soil, stain or otherwise damage or alter library property or the property of others.
- Use of chewing tobacco.
- Interfering with staff or library member the entrance to, access in, or exit from library premises.
- Soliciting contributions or donations, or distributing or selling items outside the meeting rooms without prior authorization (e.g., selling or distributing items outside of the meeting room; panhandling).
- Bringing animals other than service animals into the library, except as authorized by the District's Executive Director.
- Leaving packages, backpacks, luggage, or any other personal items unattended.
- Discarding trash or litter other than in a designated receptacle.
- ~~○ Use of tobacco products and electronic cigarettes in library facilities.~~
- Violation of any related District policy.

- Using library materials, equipment, fixtures, furniture, buildings or grounds in any manner that:
 - Is inconsistent with normal library uses (e.g., bathing, shaving, washing clothes in the restroom, camping, sleeping or appearing to sleep in the library, parking/storing bicycles inside buildings).
 - Is likely to cause concern for the safety and/or well-being of persons and property (e.g., entering nonpublic areas unaccompanied by an authorized District employee, neglecting to provide proper supervision of children or vulnerable adults, parking overnight in library parking lots, leaving items unattended).
 - Can be reasonably expected to damage or alter library property or the property of others.
 - ~~○ Is likely to cause personal injury to one's self or others (e.g., walking in the library without footwear; skateboarding in the library).~~
 - ~~○ Is likely to cause concern for the safety and/or well-being of persons and property (e.g., entering nonpublic areas unaccompanied by an authorized District employee, neglecting to provide proper supervision of children or vulnerable adults, parking overnight in library parking lots, leaving items unattended).~~

- ~~● Failing to comply with the direction of a library staff member when asked to stop a prohibited behavior or when excluded from the library for violations of this or any other District policy, rule, or regulation.~~

- Any observable behavior that is prohibited by federal, state, local or other applicable law, including but not limited to:
 - Vaping or smoking any combustible product that produces vapor, mist or smoke (including but not limited to tobacco, cigar, hookah, marijuana, and vaping devices) in library facilities or within 25 feet of a library entrances, exits, windows that open, and ventilation intakes.
 - ~~○ Smoking within 25 feet of a library entrance.~~
 - Viewing or printing illegal materials (e.g., child pornography).
 - Being under the influence of, appearing to be under the influence of, and/or selling, using or possessing alcohol, marijuana, or controlled substances (as defined in RCW 69.50).
 - Threatening or harassing behavior (e.g., fighting or threatening to fight, brandishing a weapon, stalking, verbally threatening to harm others or their property).
 - Assaulting staff, volunteers, or other library members.

- Sexual misconduct or harassment (e.g., exposure; offensive touching; sexual acts).
- Theft of library materials or items belonging to the District or others.
- Failing to comply with the direction of a library staff member when asked to stop a prohibited behavior or when excluded from the library for violations of this or any other District policy, rule, or regulation.

Community members using District libraries located in privately-owned facilities (e.g., shopping malls) may be subject to additional code of conduct rules established by the facility owner(s). These rules are posted at the entrances to the facility or otherwise available from the facility owner(s).

District staff and/or local law enforcement officers may intervene to stop prohibited activities and behaviors. Failure to comply with the District's established policies, rules, and regulations could result in notice and removal from the premises and exclusion from District facilities ~~for a period of 24 hours to one year~~, or in arrest by law enforcement and prosecution. Violations could also result in notice and ~~the~~ restriction and/or termination of library privileges, including the use of library computers and other equipment.

Exclusions of six months or longer require the customer to petition the library in writing for reinstatement of privileges at the conclusion of the exclusion period in accordance with administrative procedure.

The Executive Director will establish administrative procedures necessary to implement this policy. In accordance with the administrative procedures, any appeal of an administrative action under this policy will first be made in writing to the Executive Director. Any subsequent appeal of Executive Director action and/or decision will be made in writing 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: Code of Conduct

APPROVAL DATE: 5/18/1995

REVISION DATE: 6/18/2019

RELATED POLICIES:

Children's Safety in Libraries

Computer, Wireless Network and Internet Use

Facility Use for Political Purposes

Library Meeting Room Use

STATUTORY REFERENCES:

RCW 27.12.270

RCW 27.12.290

RCW 69.50

RCW 70.160.075

OTHER REFERENCES:

Spokane Regional Health District Board of Health Resolution #16-01

Purpose:

Defines conduct expectations for customers when using Spokane County Library District facilities.

Background:

Spokane County Library District (District) is supported by tax paid by District property owners, who expect our facilities to be clean, comfortable, and safe places for selecting materials, reading, researching, studying, writing and attending programs and meetings. As part of its normal and regular conduct of its mission, the District is responsible for establishing a code of conduct to protect the rights and safety of customers, volunteers, and staff, and for preserving and protecting the District's materials, equipment, facilities and grounds.

POLICY:

The following behaviors and activities are not allowed:

- Any activity that unreasonably interferes with others' use and enjoyment of the library or with the functions of library staff, including but not limited to:
 - Use of hostile, aggressive, or vulgar language or gestures.
 - Persistent uninvited or unwelcomed conversations with others.
 - Disruptive behavior such as loud noises, loud talking, screaming or boisterous physical behavior.
 - Use of electronic or communication devices in a manner that is disruptive to others.
 - Entering into the library barefoot or without a shirt, removing one's footwear or shirt while in the library, or otherwise attired in a manner that may reasonably affect public health or safety, or is disruptive to the library environment.
 - Having offensive body odor or personal hygiene so as to unreasonably interfere with other's ability to use the library and its facilities.

- Consuming any food or beverage that unreasonably interferes with other's ability to use the library and its facilities; or soil, stain or otherwise damage or alter library property or the property of others.
 - Use of chewing tobacco.
 - Interfering with the entrance to, access in, or exit from library premises.
 - Soliciting contributions or donations, or distributing or selling items outside the meeting rooms without prior authorization
 - Bringing animals other than service animals into the library, except as authorized by the District's Executive Director.
 - Leaving packages, backpacks, luggage, or any other personal items unattended.
 - Discarding trash or litter other than in a designated receptacle.
 - Violation of any District policy.
- Using library materials, equipment, fixtures, furniture, buildings or grounds in any manner that:
 - Is inconsistent with normal library uses (e.g., bathing, shaving, washing clothes in the restroom, camping, sleeping or appearing to sleep, parking/storing bicycles inside buildings).
 - Is likely to cause concern for the safety and/or well-being of persons and property (e.g., entering nonpublic areas unaccompanied by an authorized District employee, neglecting to provide proper supervision of children (see Children's Safety in Libraries policy) or vulnerable adults, parking overnight in library parking lots, leaving items unattended).
 - Can be reasonably expected to damage or alter library property or the property of others.
 - Any observable behavior that is prohibited by federal, state, local or other applicable law, including but not limited to:
 - Vaping or smoking any combustible product that produces vapor, mist or smoke (including but not limited to tobacco, cigar, hookah, marijuana, and vaping devices) in library facilities or within 25 feet of a library entrances, exits, windows that open, and ventilation intakes.
 - Viewing or printing illegal materials (e.g., child pornography).
 - Being under the influence of, appearing to be under the influence of, and/or selling, using or possessing alcohol, marijuana, or controlled substances (as defined in RCW 69.50).
 - Threatening or harassing behavior (e.g., fighting or threatening to fight, brandishing a weapon, stalking, verbally threatening to harm others or their property).
 - Assaulting staff, volunteers, or other library customers.
 - Sexual misconduct or harassment (e.g., exposure; offensive touching; sexual acts).
 - Theft of library materials or items belonging to the District or others.
 - Failing to comply with the direction of a library staff member when asked to stop a prohibited behavior or when excluded from the library for violations of this or any other District policy, rule, or regulation.

Community members using District libraries located in privately-owned facilities (e.g., shopping malls) may be subject to additional code of conduct rules established by the facility owner(s). These rules are posted at the entrances to the facility or otherwise available from the facility owner(s).

District staff and/or local law enforcement officers may intervene to stop prohibited activities and behaviors. Failure to comply with the District's established policies, rules, and regulations could result in notice and removal from the premises and exclusion from District facilities, or in arrest by law enforcement and prosecution. Violations could also result in notice and restriction and/or termination of

library privileges, including the use of library computers and other equipment.

Exclusions of six months or longer require the customer to petition the library in writing for reinstatement of privileges at the conclusion of the exclusion period in accordance with administrative procedure.

The Executive Director will establish administrative procedures necessary to implement this policy. In accordance with the administrative procedures, any appeal of an administrative action under this policy will first be made in writing to the Executive Director. Any subsequent appeal of Executive Director action and/or decision will 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.

PROCUREMENT

BACKGROUND:

Summary of Overall Purpose

The primary purpose of the procurement policy is to establish three levels of competitive bidding and how they apply to the four types of goods and services that can be purchased, and to establish dollar amount thresholds for each of these levels.

Other purposes:

- Establish authority for the District to establish a credit card account to be used for District purchasing needs, and an accompanying credit limit that cannot be exceeded.
- Acknowledge the existence of Washington State Environmentally Preferred Purchasing program and the fact the District is allowed to use this state-wide policy to justify certain purchases of compliant goods at prices above those for comparable, non-compliant goods.

Noteworthy Revisions

1. Levels of Competitive Bidding: Proposed increase in the dollar amount threshold for minimal competition from \$5,000 to \$10,000. This increase is based on the following three factors.
 - District Requirements: There are no formal requirements within the RCWs specifically for library districts; thus, library districts are free to adopt policies within state laws that best serve a district.
 - Comparisons to other library districts across the state: Many library districts in the state adopt no formal limits for their levels of purchasing, letting state law be their sole guide. For example, Fort Vancouver Regional Library lists \$35,000 for the upper limit of the lowest level of bidding.
 - Comparison to other governmental entities: Counties and fire districts use \$10,000 for their minimal bidding limit and school districts use \$40,000.
2. Architectural and Engineering Services: Revisions to this section removed repetition of information addressed in the referenced RCWs.
3. Exceptions to Competitive Bidding Requirements: Revisions reflect the most current guidelines from the Washington State Department of Enterprise Services and the addition of other applicable RCWs.
4. Code of Ethics: The Code of Ethics paragraph was removed, as it is fully contained in Human Resources 06—Employee Conduct (approved by the Board of Trustees in May), and does not need to be repeated or modified in this policy.
5. Environmentally Preferred Purchasing Activities: The environmentally-preferred purchasing section was updated to reflect Department of Ecology language and broadened beyond just office and cleaning supplies to reflect current guidelines.

All remaining changes were minor grammar and style purposes, updated references, and to provide consistency within District policies.

Consulted Sources

The Municipal Research Service Center (MRSC) was the source for most guidance, such as the specific bidding level categories (minimal, informal and formal) and their respective general descriptions. MRSC was also the source for the specific types of procurement of Public Works, Personal Services, Architectural & Engineering Services and Purchased Goods and Services not part of a public work project and their general descriptions.

In addition, the revised policy went through a comprehensive review with District legal counsel, with recommended changes incorporated into the revised draft.

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 recommended revisions to the Procurement policy.

SPOKANE COUNTY LIBRARY DISTRICT

Current/Existing Policy

POLICY: Procurement

Approval Date: July 15, 1982

Revision Date: June 18, 2019 ~~May 16, 2017~~

RELATED POLICIES:

Fixed Assets

HR 6: Employee Conduct

STATUTORY REFERENCES:

RCW 27.12

RCW 39.04

RCW 39.26

RCW 39.80

RCW 43.09.2855

WAC 296-127-010

OTHER REFERENCES:

Washington State Department of Enterprise Services Policies: 130-00 & 140-00

Washington State Department of Ecology Environmentally Preferable Purchasing

Purpose

When procuring goods and services, Spokane County Library District (District) solicits competition to the fullest possible extent. The objective of competition is to promote confidence in the integrity and cost-effectiveness of the District's procurements while maximizing economic benefits. Toward this end, the purchasing method for most goods and services shall be based on a triad of cost, quality, and availability.

General Policy

District policy will be organized by levels of competition in the bidding process and types of procurement.

Levels of Competitive Bidding

The following are general levels of competitive bidding.

1. Minimal Competition

Some level of competition is recommended but not ~~required~~ mandatory. ~~Calls~~ Email or telephone inquiries to one to three qualified vendors describing the ~~desired~~ required goods or services ~~usually suffice, and~~ requesting pricing, schedules and qualifications will suffice. ~~The District will document in writing its minimal competition process for procurement. The result will be to negotiate the purchase or contract with the lowest responsible bidder.~~

2. Informal Competition

The District shall prepare a written solicitation including, at a minimum, a description of the required goods or service, the project schedule or delivery date goods are needed, a request for pricing and qualifications, ~~the price~~ and the due date for replies. Solicitation of three to five qualified vendors is recommended. If three qualified vendors cannot be reasonably identified, the District will document

in writing its informal competition process procurement and, if applicable, specifically explain why three qualified vendors were not reasonably identified.

3. Formal Competition

The District will prepare a formal solicitation such as a Request for Proposal (RFP) or Invitation for Bid (IFB), which will describe all project requirements in order for vendors to understand the District's needs and how responses will be evaluated. The RFP or IFB will be published via appropriate legal notice. Responses will be submitted via sealed bids and opened in accordance with the terms of the formal solicitation. The result will be to determine the lowest, responsive and responsible bidder. Contracts for formal competition shall be approved by the Board of Trustees ~~during a public bid opening.~~

Types of Procurement

The following are recognized as the primary different types of procurement.

- Public Works
- Personal Services
- Architectural & Engineering Services
- Purchased Goods and Services not made in connection to a public works project
- ~~Purchased Services~~

1. Public Works

RCW 39.04 describes and governs the laws and regulations for public works projects for the District. Public works is defined in RCW 39.04.010 as "all work, construction, alteration, repair, or improvement other than ordinary maintenance, executed at the cost of the state or of any municipality, or which is by law a lien or charge on any property therein." "Ordinary maintenance" is defined in WAC 296-127-010(7)(b)(iii) "as work not performed by contract and that is performed on a regularly scheduled basis (e.g., daily, weekly, monthly, seasonally, semiannually, but not less frequently than once per year), to service, check, or replace items that are not broken; or work not performed by contract that is not regularly scheduled, yet is required to maintain the asset so that repair does not become necessary."

The District must use competitive bidding for public works projects; state statutes do not establish any specific bid limits or specific competitive processes for library districts. The District established the following limits ~~are established~~ for public works projects:

- Informal Competition
Informal competition may be used for public works projects less than \$50,000. Contracts for the awarding of these informally competitive projects shall be awarded by the Executive Director or designee.
- Formal Competition
The formal competition or bidding process will be used for all public works projects in excess of \$50,000. Contracts for the awarding of public works projects shall be awarded by the Board of Trustees ~~at a regular or special meeting.~~

Prevailing wages per RCW 39.12 are required on all public works contracts of any size.

2. Personal Services

Personal services involve technical services and expertise provided by a consultant to accomplish a specific study, project, task, or other work. These activities and services are mostly intellectual in nature.

Except for architectural and engineering services, library districts have no statutory restrictions on contracting for personal services; alternatively, they have flexibility in setting their own policies and limits. The following are the limits established by the District for procurement of personal services:

- Minimal Competition
For purchases under \$510,000, the District may use minimal competition.
- Informal Competition
For purchases from \$510,000 to \$50,000, the District may use informal competition.
- Formal Competition
For purchases in excess of \$50,000, the District shall use formal competition. Contracts for the awarding of personal services shall be awarded by the Board of Trustees at a regular or special meeting.

3. Architectural and Engineering Services

Architectural and engineering services, although a type of personal service, have their own requirements established in RCW 39.80. All local governments, including library districts, must follow RCW 39.80 for procuring architectural and engineering (A/E) services. All contracts for architectural and engineering services shall be awarded by the Board of Trustees.

~~Unlike most other contracts awarded to lowest responsible bidder, A/E contracts are awarded primarily based on qualifications, a process known as qualifications-based selection, which recognizes that the lowest price should not be the primary determining factor for selecting highly skilled A/E services.~~

~~Solicitations are done via RFQ (Request for Qualifications). Upon receipt of the respondents' proposals, the District will evaluate and assess the expertise of the competing firms and select the highest qualified firm with whom the District will then negotiate the final project scope, schedule and associated fee. If the District cannot reach an agreement with the highest qualified firm, it may then negotiate with the next most qualified firm.~~

~~A/E services are qualifications-based and the District will conduct all solicitations for A/E services as formal competition. All contracts for A/E services shall be awarded by the Board of Trustees at a regular or special meeting.~~

4. Purchased Goods and Services

Purchased goods and services, not in connection to a public works project, are those provided by vendors for routine, necessary, and continuing functions of the District. They are usually repetitive, routine, or mechanical in nature, often supporting the day-to-day operations of the District.

Library districts have no statutory restrictions on contracting for purchased services; alternatively, they have flexibility in setting their own policies and limits. The following are the limits established by the District for procurement of purchased services.

- Minimal Competition
For purchases under \$510,000, the District may use minimal competition.
- Informal Competition
For purchases from \$510,000 to \$50,000, the District may use informal competition.
- Formal Competition
For purchases in excess of \$50,000, the District shall use formal competition. Contracts for the awarding of purchased services shall be awarded by the Board of Trustees ~~at a regular or special meeting.~~

Exceptions to Competitive Bidding Requirements

~~The following is a list of District-deemed sole source goods and services allowed to be exceptions from competitive bidding requirements (Department of Enterprise Services (DES) policy 130-00).~~

- ~~• Goods and services that meet an emergency requirement (DES) policy 140-00)~~
- ~~• Utilities~~
- ~~• Postage & postal services~~
- ~~• Insurance~~
- ~~• Original equipment manufacturer repair services~~
- ~~• Professional licenses and memberships~~
- ~~• Library materials~~
- ~~• Conferences and seminars~~
- ~~• Repair or replacement of rental equipment~~
- ~~• Legal & promotional advertising~~
- ~~• Purchases through state of Washington or political subdivision purchasing contracts or from established governmental price schedules that offer favorable pricing terms~~

The following is a non-exclusive list of District-deemed sole source goods and services allowed to be exceptions from competitive bidding requirements pursuant to Department of Enterprise Services (DES) policy 140-00:

- Goods and services that meet an emergency requirement (DES policy 130-00).
- Purchases from qualified Master Contracts and DES-approved cooperative contracts.
- Utilities.
- Postage & postal services.
- Original equipment manufacturer repair services.
- Software maintenance or support services when procured from the proprietary owner of the software.
- Professional licenses and memberships.
- Conferences and seminars.
- Repair or replacement of rental equipment when required by the rental agreement.
- Mass media services.

Competitive bidding requirements may also be waived pursuant to RCW 39.04.280 for the following purposes:

- Purchases that are clearly and legitimately limited to a single source of supply. If a purchase is made based on a single source of supply, the District shall document in writing the factual basis for the purchase and why it was "clearly and legitimately limited to a single source of supply."

- Purchases involving special facilities or market conditions.
- Purchases or public works in the event of an emergency. "Emergency" means unforeseen circumstances beyond the control of the District that either: (a) Present a real, immediate threat to the property performance of essential functions; or (b) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken. If a purchase or public works contract is awarded due to an emergency, a written finding of the existence of the emergency shall be made by the Board of Trustees or its designee within two (2) weeks following the award of the contract.
- Purchases of insurance or bonds.

Competitive bidding requirements may also be waived pursuant to RCW 39.34.030 for purchases in cooperation with other public agencies or purchasing cooperatives, so long as cooperative purchase was done in a manner consistent with the bidding and procurement requirements of the District and the District has entered into an interlocal agreement with the other public agency or purchasing cooperative.

Code of Ethics

District employees, and specifically the District's purchasing employees, may neither solicit, accept, nor agree to accept any gratuity for themselves, their families, or others that results in their personal gain which may affect their impartiality in making District decisions. Discounts or concessions realistically available to the general population, items received that do not result in personal gain, and samples provided for general District use are examples of items that are not gratuities. Personal judgment should be used.

Credit cards

As permitted by RCW 43.09.2855, the District may contract to establish a credit card account with a cumulative credit limit not to exceed \$50,000. All credit invoices shall be paid in their entirety on a monthly basis to avoid incurring finance charges.

Grants

For all grants, either federal, state or privately funded, the District shall ensure that the related purchase activity will be in accordance with the applicable rules, regulations and any other terms and conditions contained within the grant award.

Environmentally Preferable Purchasing (EPP) activities (Buying Green)

~~Within Washington State, the EPP mandate is articulated in laws, executive orders and statewide plans, which require state agencies to purchase recycled content and energy-saving products. It also provides flexibility for the state to award state contracts based on environmental considerations. It establishes that factors beyond price, including past performance and life-cycle costing, are to be used in determining the responsible bidder. Significant opportunities exist for cost savings and improved environmental performance by purchasing remanufactured toner cartridges, greener office paper and office products, and reusing office supplies and furniture. While the District is not required to follow the mandates of the State's EPP programs, the District's intent is to follow the spirit of the program whenever economically feasible. Accordingly, when procuring office supplies, cleaning supplies or other EPP appropriate material, strong consideration will be made in the selection of recycled, or refurbished materials, even though the item's price is not lower than a similar, but not recycled item.~~
A number of laws and executive orders require Washington state agencies to increase environmentally preferred purchasing (EPP). While the District is not required to follow the mandates of the state's EPP programs, the District's intent is to follow the program whenever economically feasible. Accordingly,

strong consideration will be made in the selection of EPP compliant goods, even though an item's price may not be lower than a similar, non-compliant item.

~~The Executive Director is responsible for establishing administrative procedures necessary to carry out this policy and will respond to appeals of District staff action and/or decision in the application of this policy and any related procedures. Any appeal of Executive Director' action and/or decision may be made in writing to the Board of Trustees.~~

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

Approval Date: July 15, 1982

Revision Date: June 18, 2019

RELATED POLICIES:

Fixed Assets

HR 6: Employee Conduct

STATUTORY REFERENCES:

RCW 27.12

RCW 39.04

RCW 39.26

RCW 39.80

RCW 43.09.2855

WAC 296-127-010

OTHER REFERENCES:

Washington State Department of Enterprise Services Policies: 130-00 & 140-00

Washington State Department of Ecology Environmentally Preferable Purchasing

Purpose

When procuring goods and services, Spokane County Library District (District) solicits competition to the fullest possible extent. The objective of competition is to promote confidence in the integrity and cost-effectiveness of the District's procurements while maximizing economic benefits. Toward this end, the purchasing method for most goods and services shall be based on a triad of cost, quality, and availability.

General Policy

District policy will be organized by levels of competition in the bidding process and types of procurement.

Levels of Competitive Bidding

The following are general levels of competitive bidding.

4. Minimal Competition

Some level of competition is recommended but not mandatory. Email or telephone inquiries to one to three qualified vendors describing the required goods or services and requesting pricing, schedules and qualifications will suffice. The District will document in writing its minimal competition process for procurement.

5. Informal Competition

The District shall prepare a written solicitation including, at a minimum, a description of the required goods or service, the project schedule or delivery date needed, a request for pricing and qualifications, and the due date for replies. Solicitation of three to five qualified vendors is recommended. If three qualified vendors cannot be reasonably identified, the District will document

in writing its informal competition process procurement and, if applicable, specifically explain why three qualified vendors were not reasonably identified.

6. Formal Competition

The District will prepare a formal solicitation such as a Request for Proposal (RFP) or Invitation for Bid (IFB), which will describe all project requirements in order for vendors to understand the District's needs and how responses will be evaluated. The RFP or IFB will be published via appropriate legal notice. Responses will be submitted via sealed bids and opened in accordance with the terms of the formal solicitation. The result will be to determine the lowest, responsive and responsible bidder.

Types of Procurement

The following are recognized as the primary different types of procurement.

- Public Works
- Personal Services
- Architectural & Engineering Services
- Purchased Goods and Services not made in connection to a public works project

5. Public Works

RCW 39.04 describes and governs the laws and regulations for public works projects for the District. Public works is defined in RCW 39.04.010 as "all work, construction, alteration, repair, or improvement other than ordinary maintenance, executed at the cost of the state or of any municipality, or which is by law a lien or charge on any property therein." "Ordinary maintenance" is defined in WAC 296-127-010(7)(b)(iii) "as work not performed by contract and that is performed on a regularly scheduled basis (e.g., daily, weekly, monthly, seasonally, semiannually, but not less frequently than once per year), to service, check, or replace items that are not broken; or work not performed by contract that is not regularly scheduled, yet is required to maintain the asset so that repair does not become necessary."

The District must use competitive bidding for public works projects; state statutes do not establish any specific bid limits or specific competitive processes for library districts. The District established the following limits for public works projects:

- Informal Competition
Informal competition may be used for public works projects less than \$50,000. Contracts for the awarding of these informally competitive projects shall be awarded by the Executive Director or designee.
- Formal Competition
The formal competition or bidding process will be used for all public works projects in excess of \$50,000. Contracts for the awarding of public works projects shall be awarded by the Board of Trustees.

Prevailing wages per RCW 39.12 are required on all public works contracts of any size.

6. Personal Services

Personal services involve technical services and expertise provided by a consultant to accomplish a specific study, project, task, or other work. These activities and services are mostly intellectual in nature.

Except for architectural and engineering services, library districts have no statutory restrictions on contracting for personal services; alternatively, they have flexibility in setting their own policies and limits. The following are the limits established by the District for procurement of personal services:

- **Minimal Competition**
For purchases under \$10,000, the District may use minimal competition.
- **Informal Competition**
For purchases from \$10,000 to \$50,000, the District may use informal competition.
- **Formal Competition**
For purchases in excess of \$50,000, the District shall use formal competition. Contracts for the awarding of personal services shall be awarded by the Board of Trustees.

7. **Architectural and Engineering Services**

Architectural and engineering services, although a type of personal service, have their own requirements established in RCW 39.80. All local governments, including library districts, must follow RCW 39.80 for procuring architectural and engineering (A/E) services. All contracts for architectural and engineering services shall be awarded by the Board of Trustees.

8. **Purchased Goods and Services**

Purchased goods and services, not in connection to a public works project, are those provided by vendors for routine, necessary, and continuing functions of the District. They are usually repetitive, routine, or mechanical in nature, often supporting the day-to-day operations of the District.

Library districts have no statutory restrictions on contracting for purchased services; alternatively, they have flexibility in setting their own policies and limits. The following are the limits established by the District for procurement of purchased services.

- **Minimal Competition**
For purchases under \$10,000, the District may use minimal competition.
- **Informal Competition**
For purchases from \$10,000 to \$50,000, the District may use informal competition.
- **Formal Competition**
For purchases in excess of \$50,000, the District shall use formal competition. Contracts for the awarding of purchased services shall be awarded by the Board of.

Exceptions to Competitive Bidding Requirements

The following is a non-exclusive list of District-deemed sole source goods and services allowed to be exceptions from competitive bidding requirements pursuant to Department of Enterprise Services (DES) policy 140-00.

- Goods and services that meet an emergency requirement (DES policy 130-00)
- Purchases from qualified Master Contracts and DES-approved cooperative contracts
- Utilities
- Postage & postal services

- Original equipment manufacturer repair services
- Software maintenance or support services when procured from the proprietary owner of the software
- Professional licenses and memberships
- Conferences and seminars
- Repair or replacement of rental equipment when required by the rental agreement
- Mass media services

Competitive bidding requirements may also be waived pursuant to RCW 39.04.280 for the following purposes:

- Purchases that are clearly and legitimately limited to a single source of supply. If a purchase is made based on a single source of supply, the District shall document in writing the factual basis for the purchase and why it was “clearly and legitimately limited to a single source of supply.”
- Purchases involving special facilities or market conditions.
- Purchases or public works in the event of an emergency. “Emergency” means unforeseen circumstances beyond the control of the District that either: (a) Present a real, immediate threat to the property performance of essential functions; or (b) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken. If a purchase or public works contract is awarded due to an emergency, a written finding of the existence of the emergency shall be made by the Board of Trustees or its designee within two (2) weeks following the award of the contract.
- Purchases of insurance or bonds.

Competitive bidding requirements may also be waived pursuant to RCW 39.34.030 for purchases in cooperation with other public agencies or purchasing cooperatives, so long as cooperative purchase was done in a manner consistent with the bidding and procurement requirements of the District and the District has entered into an interlocal agreement with the other public agency or purchasing cooperative.

Credit cards

As permitted by RCW 43.09.2855, the District may contract to establish a credit card account with a cumulative credit limit not to exceed \$50,000. All credit invoices shall be paid in their entirety on a monthly basis to avoid incurring finance charges.

Grants

For all grants, either federal, state or privately funded, the District shall ensure that the related purchase activity will be in accordance with the applicable rules, regulations and any other terms and conditions contained within the grant award.

Environmentally Preferable Purchasing (EPP) activities

A number of laws and executive orders require Washington state agencies to increase environmentally preferred purchasing (EPP). While the District is not required to follow the mandates of the state’s EPP programs, the District’s intent is to follow the program whenever economically feasible. Accordingly, strong consideration will be made in the selection of EPP compliant goods, even though an item’s price may not be lower than a similar, non-compliant item.

The Executive Director will establish administrative procedures necessary to implement this policy. In accordance with the administrative procedures, any appeal of an administrative action under this policy

will first be made in writing to the Executive Director. Any subsequent appeal of Executive Director action and/or decision will 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.

Overview Literacy Outreach Programs

Public Services Manager Gwendolyn Haley and Literacy Program Coordinator Melanie Boerner will provide an overview of the Reading Buddy Program.

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

FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: JULY - AUGUST 2019

July 16, 2019: Cheney Library - (4:00 p.m.)

- Levy Election Update
- Overview Interlocal Agreements
- Spotlight Cheney Library

Please send requests for agenda additions or changes to the Board Chair or Administrative Assistant no later than Monday, July 1, for inclusion in the preliminary agenda to be sent July 3. Meeting packets will be mailed July 10.

August 20, 2019: Medical Lake Library - (4:00 p.m.)

- Levy Election Update
- Spotlight Medical Lake Library

SPECIAL MEETINGS/ACTIVITIES

2019

Special Election Public Information Open Houses – To attend, please RSVP to Patty

Jun 18 Otis Orchards Library, 4-6pm

Jun 20 Spokane Valley Library, 4-6pm

Jun 24 Argonne Library, 4-6pm

Jun 27 BookEnd Library, 4-6pm

Jul 08 Deer Park Library, 4-6pm

Jul 11 North Spokane Library, 4-6pm

Jul 16 Cheney Library, 4-6pm

Jul 23 Medical Lake Library, 4-6pm

Jul 25 Airway Heights Library, 4-6pm

Aug 6 Special 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

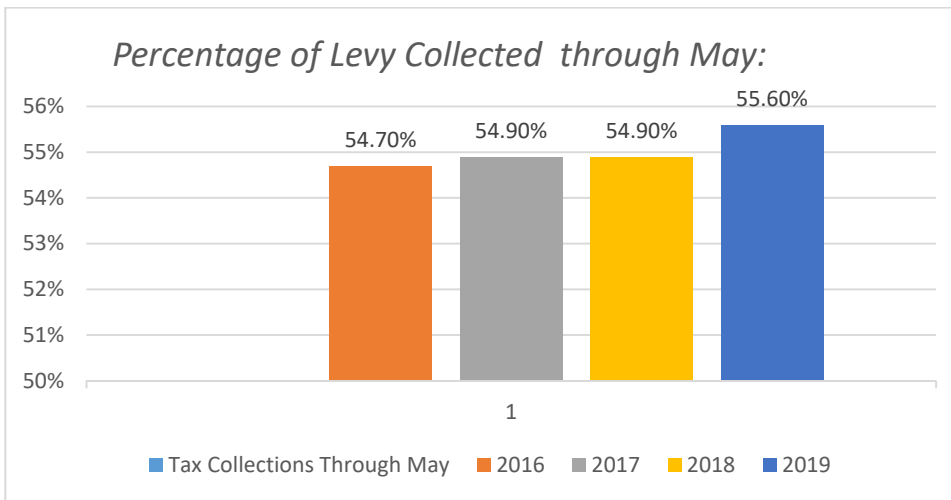
EXECUTIVE DIRECTOR’S REPORT MAY 2019

Business Office, Finance and Facilities – Rick Knorr

General Fund

Property Tax Collections:

Total tax collections are now 56% of budget, which meet expectations after collections of the first half of county tax payments, as illustrated in the table below.



Bi-Annual Audit by the State Auditor’s Office:

Scheduled for 3 p.m., an hour prior to the board meeting, the State Auditor’s Office will conduct an exit conference for the two-year (2017-2018) audit recently completed. An update will be provided at the board meeting.

Annual District Bank Charges:

To summarize what was discussed at the May Board of Trustees’ meeting, the District discovered the availability of, and was able to obtain, a 60% discount on annual bank charges paid to U.S. Bank. A discussion with the Spokane County Treasurer’s Office about the various bank charges incurred revealed that, although the individual fees for the various bank services were similar between our respective entities, the county receives an overall 60% discount off the monthly total charges. Since the county is the official treasurer for the District, upon inquiry, the bank agreed the District is also eligible to receive the same discount. This will take effect for all of 2019.

State Retirement System:

The Department of Retirement Systems published a notice that the PERS (Public Employees Retirement System) contribution rates will increase effective July 1, 2019, as follows:

PERS 2 Rate Changes Effective 7-1-2019

	<u>From</u>	<u>To</u>
Employer	12.83%	12.86%
Employee	7.41%	7.90%

Human Resources – Toni Costa

Staff Training:

In-person training provided during May included four sessions of Sexual Harassment Training in the Library. The May Library Supervisor meeting included a short training about just cause and its application at the District. Thinking through just-cause standards places the District in a stronger position to justify disciplinary and termination decisions and ensures fair treatment of employees.

Statistics from TalentLMS show that staff completed 1,213 separate ‘courses’ in the system during May. Some of those courses are policy acknowledgements, some are self-paced courses from other sites, and many are short webinars or videos. Overall, TalentLMS is showing 100% engagement, meaning all staff has completed at least one course. The average for staff completing all assigned courses is 92.3%.

Staffing Changes:

There were three New Hires and no Terminations for the month of May. New to the District were two Library Pages and one Public Services Associate. There was one transfer of a current Library Assistant from Argonne to Spokane Valley.

Operations – Doug Stumbough

This month, Integrated Library System (ILS) Administrator Teresa Nelson and Public Services Manager - Digital Resources & Projects Carlie Hoffman, provided Leadership Team with a preview of the new My Library App from SirsiDynix.

SirsiDynix, the District’s ILS, developed the app as a replacement for the outdated (and soon-to-be no longer supported) BookMyne app. After several years of feedback from libraries and customers, the vendor chose to partner with expert library application developer Solus to build the new app from the ground up. The wholly new product address several issues identified by customers and staff for new and improved features. Among the most promising are an integrated interface for catalog and digital resource searching, linking of family cards, calendar of library events, and even an onscreen library card that can be used at the checkout stations.

While currently in beta, the testing team is planning for a soft launch of the product at the end of summer, with an official fall launch.

Collection Services – Andrea Sharps

Top Checkouts and Holds

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

- Popular Adult Book Titles May 2019:
 - Checkouts:
 - *Circe: A Novel* by Madeline Miller (56)
 - *A Gentleman in Moscow* by Amor Towles (51)
 - *The Lost Girls of Paris* by Pam Jenoff (51)
 - Holds:
 - *Where the Crawdads Sing* by Delia Owens (51)
 - *Educated: A Memoir* by Tara Westover (39)
 - *Neon Prey* by John Sandford (33)

In order to assure that we have a sufficient number of copies to meet the number of holds, we regularly run 'holds ratio reports' to capture this data. Additional items purchased to meet the holds ratio are marked as rush and given priority in cataloging, processing and adding.

The District received one *Request for Review of Library Materials* form in May regarding a children's movie. I sent the initial written response within 14 days of receiving the request as required by the Collection Development policy.

**COLLECTION MONTHLY REPORT
MAY 2019**

Select Transaction Count			
Physical Collection	YTD 2019	YTD 2018	CHANGE
Items Processed	30,923	27,344	13%
Interlibrary Loan Total	5,297	5,067	5%
Overdrive			
Total Checkouts	251,683	210,161	20%
Total Holds	88,304	71,563	23%
hoopla			
Total Checkouts	10,229	15,975	-36%
Total Items in Collection			
Material Type	YTD 2019	YTD 2018	CHANGE
Print	314,179	314,249	0%
Nonprint	85,612	87,519	-2%
Overdrive	88,565	78,364	13%
Grand Total	488,356	480,132	2%
NOTES: 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:

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

Customer Check-out history limit

- Currently, a customer can opt-in to have the library system keep their check-out history on their account. We will be making a slight adjustment to this service and capping that history at a maximum of five years (there currently is no time limit). This timeframe should provide more than enough history for the approximately 15% of our customers who opted-in, while keeping data storage reasonable.

Human Resources procedures

- We reviewed the first batch of Human Resources procedures revisions that were necessitated by the revised policies the Board of Trustees approved at its May meeting. Procedures provide staff with guidelines and processes for implementation of policies approved by the Trustees.

Community Engagement

I attended the following community meetings:

- Inland Northwest Council of Libraries Board meeting. This group is made up of public and academic libraries in the region and provides continuing education opportunities for library staff.
- Rotary Club #21 Committee meeting.
- Greater Spokane Valley Chamber of Commerce Government Action Committee.
- Spokane Valley Parks and Recreation open space planning meeting.
- Greater Spokane Incorporated (GSI) STEM Executive Committee meeting.
- Partners Advancing Character Education board and committee meetings, and annual awards dinner. This organization promotes the importance of good character through partnerships with schools, businesses, public agencies and community groups.
- Excelerate Success Leadership Team, which focuses on identifying opportunity gaps in education.

Other activities:

- Interviewed on the Spokane Talks media network about library services and the upcoming levy election.

Operations Report May 2019

Doug Stumbough and Kristy Bateman

Service Priority Teams

Business and Career Development (Stacey Goddard)

- Librarian Danielle Milton and I represented the District at the Greater Spokane Valley Chamber of Commerce's annual Business Showcase. While Danielle fulfilled her Chamber Ambassador duties by helping with registration and check-in, I staffed the District's booth and talked with attendees about the libraries services and resources for local businesses.
- Job fair season continued, as Librarian Tami Chapman and I represented the District at SFCC's spring event. We spoke to 65 individuals wanting to learn more about employment with SCLD. The following week, HR Director Toni Costa and Administrative Services Associate Rose joined Librarian Ree West and me for the KHQ/WorkSource Job Fair. We spoke with nearly 300 job-seekers about employment opportunities with the District. Over one-third of the people we talked with signed up for job posting alerts on our website.
- Danielle also attended the quarterly CASH Coalition meeting, which was held at the new Spokane Resource Center. The Coalition is helping develop a Financial Stability Center to be part of the space, and hopes to offer services like Tax-Aide help, bank account access, and workshops on budgeting, investing, and more.

Early Learning (Mary Ellen Braks)

- We provided 120 Storytimes to 3,362 children, parents, and caregivers. Our average attendance per Storytime was 28.
- We provided 82 Storytimes to 1,370 children at 33 child care centers.
- We presented one STARS training this month, *Storytime Boot camp*. The training focused on how to plan a Storytime for toddlers and preschoolers.
- We offered four *Family Painting Parties*, with an attendance of 104. The comments on this program were very positive and we intend to offer this program again next spring.

Education and Enrichment (Gwendolyn Haley)

- We provided 70 programs for 1,542 community members throughout our libraries. These ranged from LEGO building programs to concerts, and plant clinics to a presentation about Dishman Hills.
- The second session of Reading Buddies wrapped up with celebrations at all the schools. Now the focus is on our summer Camp Read-A-Rama at North Spokane Library in partnership with Excelerate Success and the AmeriCorps Vista Volunteer program.
- We wrapped up the *Prime Time Family Reading* program at Pope Francis Haven. On average, 35 children and families attended each week.

Digital Projects and Resources (Carlie Hoffman)

- I attended the spring INCOL workshop, A New Story about the Library in the Networked Society. I was pleased to see that many of the strategies for community involvement in the library are already implemented at SCLD.
- I set up a trial for Plunkett Research Online, a market research digital resource, for staff to review.
- I set up a trial for VetNow, a live one-on-one service for veterans to receive help from trained benefits navigators, for staff to review.
- I have been working with the IT department to contact digital resource vendors to test a pilot project that provides digital resource access for high school students using their student IDs.
- The main work on our new library app has been completed. We are continuing to make adjustments and test features.

Book a Librarian highlights

- Project Memory continues to be a popular service.
- We helped a customer research transportation needs of seniors and people with disabilities in Spokane. This information was used in a community presentation.
- We assisted a customer with genealogy research and instructed them on Ancestry.com.
- A customer wanted to start a blog, and we showed them their options and helped them set up a Facebook group.

Information Technology (Patrick Hakes)

- On May 17, North Spokane lost network and power due to a thunderstorm the area experienced. Network connectivity was lost for a little more than a day as we discovered that our service provider had inadvertently switched our circuit to one not configured to carry our traffic in their attempt to restore the connection. To help reduce this possibility in the future, we have modified our troubleshooting process to include additional verification steps of their work.
- We received a written compliment from the Tax-Aide group that used the Spokane Valley Library for our assistance in setting up a special Wi-Fi circuit for them as they helped hundreds of community members in the meeting room this past tax season:
 - "I would especially like to thank Mr. Aaron Grider (Network and Infrastructure Systems Administrator) for his technical help. Aaron built us access to your network and held a training program to teach us how easy the new process really was. Sometimes we are not the easiest bunch to accept change, but Aaron coddled us and taught us to trust his network and we had a very successful season. Not using our Hot Spot technology saved the Tax-Aide foundation hundreds of dollars. A huge thank you to Aaron."

Library Reports

Airway Heights: Crystal Miller

- The West Plains Support Network hosted a well-attended Mother's Day *Plant-A-Pot Event* at the library on a beautiful sunny day, perfect for planting.
- *The Great Folk Scare: American Folk Music Revival, 1958-65*, had a small yet rapt audience attend the performance.

Argonne: Pat Davis

- Librarian Danielle Milton and I attended the West Valley School District Community Appreciation Block Party. It was a great opportunity to connect with families and promote programming and Engage.
- Argonne hosted *Homebuying 101* and *Homebuyer Education Seminar*. Presenters commented on the interest and questions asked.

BookEnd: Caitlin Wheeler

- This May marks BookEnd's third Storytime, and we already have regulars! Families memorized sign language for various sea creatures, relaxed to whale song, and learned the dangers of affronting a puffer fish.

Cheney: Catherine Nero Lowry

- This year for MayFest we brought the Big Blue Blocks, which turned out to be a kid favorite. We were able to connect with community members and share library resources and upcoming programs.
- We partnered with the Cheney Parks and Recreation Department and hosted *An Evening with Civil War author Nick K. Adams*. He shared stories and knowledge of the Civil War.

Deer Park: Kris Barnes

- Librarian Amber Williams and I attended Riverside School District's 2nd annual RamFest. This event is coordinated by Riverside School District's Parent Involvement Coordinators. Amber and I set up a booth and promoted library services at this fun and well-attended community celebration featuring live music, games, food trucks, and lots of vendors.
- Our *Touch a Recycle Truck Storytime* attracted a huge crowd with a very enthusiastic audience. I was particularly impressed by the Waste Management staff who did an excellent job of reading stories and working with me to keep the crowd engaged.

Fairfield: Kristy Bateman

- Community members enjoyed painting with artist Shelley Kardos in the *Express Yourself through Painting* program.
- Librarian Cindy Ulrey presented an outreach Storytime to students and staff at Liberty Elementary Preschool.

Medical Lake: Cecelia McMullen

- Local author Beth Camp visited the *Medical Lake Book Club* and shared the journey from quilts to writing historical fiction. The participants described her as “fascinating” as they rushed to check out her *Rivers of Stone* series from our collection.
- One of the participants at the *Family Painting Party* was a grandparent visiting from across the country. Starting with shapes, he used the interactive experience with his four year old grandson to put precious memories onto canvas.

Moran Prairie: Danielle Marcy

- Librarian Corinne Wilson shared a comment from a family attending the *Family Painting Party*. The family appreciated having an event that mom, grandma and all the kids could do together.
- Corinne attended two annual events to promote library services: Fire District 8’s Open House and the Moran Prairie Grange’s Strawberry Festival. Both events had a great turnout and gave the library the opportunity to talk to new community members and share upcoming events with regular customers.

North Spokane: Brian Vander Veen

- North Spokane Library hosted the *Walk Through Poverty* art installation, which included charcoal portraits of local individuals experiencing poverty, along with quotes detailing their first-person experiences.
- North Spokane staff began hosting educational activities at the Fairwood Farmers’ Market in partnership with Fairwood and Catholic Charities. Each week of the market season, children who complete an educational activity related to food and fitness receive a voucher for \$5 to spend on veggies and plant starts. On the first day of the market, we had 141 children sign up to participate in the program.
- Librarian Corinne Wilson and Operations Specialist Jonathan attended a card sign-up event in the Whitworth University Library, promoting library resources and signing students up for library cards.

Otis Orchards: Caitlin Wheeler

- Customers loved garden painting with artist Shelley Kardos at the *Express Yourself Through Painting* program. Everyone walked away with a hand-painted landscape and a Zen smile.

Spokane Valley: Aileen Luppert

- 40 people enjoyed *Dishman Hills: The Wild Heart of Spokane*. Dishman Hills Conservancy’s Executive Director, Jeff Lambert, gave information about the conservation area and guided nature walks.
- Librarian Diane Brown and I did a presentation this month for Spokane Valley City Council. We shared the District’s successes and new programs since the last time we were there in 2015, and offered a brief overview of the new Community Engagement Plan.

District-wide Information

Security Incident Report

For May 2019, there were 17 Security Incident reports filed, 16 less than last month (33) and 29 less than May 2018 (46). North Spokane had the most incidents reported with five. The most frequently reported incidents related to General Code of Conduct violations (6). There was one six-month exclusion issued in early May due to an incident of unacceptable and violent behavior. To further put all of these numbers in perspective, the total door count District-wide in May 2019 was 96,884.

Public Use Measures

May 2019

Measure	This year	Last year	YTD	Last YTD
	This Month	This Month	This year	Comparison
Cardholders	111,691	114,059		-2%
Door count	96,884	111,288	506,462	-12%
Items Borrowed	216,487	211,694	1,108,277	0%
• Airway Heights	5,001	5,273	25,365	-8.86%
• Argonne	11,523	12,759	60,320	-7.83%
• Cheney	11,849	12,647	61,551	-6.90%
• Deer Park	12,422	12,690	63,880	-7.12%
• Fairfield	984	1,386	6,024	-6.86%
• Medical Lake	4,365	4,511	21,428	-14.53%
• Moran Prairie	16,267	15,805	82,751	-3.69%
• North Spokane	43,590	44,560	221,404	-7.08%
• Otis Orchards	5,080	5,720	27,212	-8.08%
• Spokane Valley	47,224	47,914	240,341	-2.39%
• The BookEnd	3,718	2,840	18,492	14.57%
• Digital	82,439	79,517	449,932	0%
Programs				
• Number	378	340	1,618	8%
• Attendance	8,319	8,035	32,303	-6%
Internet Station Use (%)	42.9%	47.4%	47.0%	
Meeting room bookings	614	510	2,931	15%
Digital Resource Use	82,439	79,517	449,932	0%

Public Use Measure Definitions

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

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

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

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

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

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

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

Communication & Development Report May 2019

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

News Coverage

- May 1 – *Deer Park Tribune* – Storytimes at the Deer Park Library
- May 1 – *The Current* – SCLD seeks levy restoration for maintenance and operations
- May 1 – *The Current* – Lecture sheds light on wonders of Dishman Hills
- May 1 – *The Current* – Marketing Plans for Entrepreneurs
- May 1 – *The Current* – SCLD librarian honored
- May 1 – *Kids Newspaper* – Spring brings joy & learning at the library
- May 2 – *Cheney Free Press* – What’s Happening on The West Plains
- May 3 – *Spokane Valley News Herald* – Dishman Hills walk
- May 3 – *Spokane Valley News Herald* – SCLD streaming services
- May 6 – *The Spokesman-Review* – Week Ahead: Marketing Plans for Entrepreneurs
- May 6 – *The Spokesman-Review* – Airway Heights’ first rec center grand opening is a big splash
- May 8 – *Deer Park Tribune* – Storytimes at the Deer Park Library
- May 9 – *Cheney Free Press* – Spokane Regional Health to host family game night May 21 in Airway Heights
- May 9 – *Cheney Free Press* – Images from program happening at the Airway Heights library
- May 10 – *Spokane Valley News Herald* – SCLD services
- May 10 – *Spokane Valley News Herald* – Monthly meeting dates: Spokane County Library Board
- May 15 – *Deer Park Tribune* – Storytimes at the Deer Park Library
- May 16 – *Cheney Free Press* – Spokane County Library District seeks levy approval
- May 16 – *Inlander* – Columbia Fire & ramps up mobile blacksmithing program thanks to SAGA grant
- May 18 – *The Spokesman-Review* – Week Ahead: Organize Your Finances
- May 18 – *The Spokesman-Review* – Week Ahead: Dollars and Sense: Navigating Your Credit World
- May 23 – *Cheney Free Press* – Cheney book club’s May 28 meeting includes monk
- May 23 – *Cheney Free Press* – Spokane County libraries closed for Memorial Day
- May 23 – *The Spokesman-Review* – Free meal programs
- May 26 – *The Spokesman-Review* – Week Ahead: Dollars and Sense: Navigating Your Credit World
- May 26 – *The Spokesman-Review* – Week Ahead: Dollars and Sense: Give Yourself a Raise
- May 29 – *KXLY* - Spokane County Library District offering free passes for three SFCC Planetarium shows

Highlights from the Development Department

The feasibility study continues. We are in the process of gathering 100 completed surveys from Spokane Valley residents.

E-Marketing (Website, Social Media, Email)

Spokane County Library District
May 29 at 9:11 AM · 🌐

#wednesdaywisdom - We're going on a trip on our favorite rocket ship...okay, maybe not. BUT this summer it's all about exploring a Universe of Stories!

What better way to do that than partnering with Spokane Falls Community College's Planetarium?

Each reserved pass provides a single entrance to the planetarium show. You can request up to four passes, which can be reserved 30 days in advance of each show. ... See More



SCLD.ORG
Planetarium passes available at the library - Spokane County Library District

4,307 People Reached 759 Engagements [Boost Post](#)

👍❤️👎 98 9 Comments 78 Shares

👍 Like 💬 Comment ➦ Share 🗨️

May 2019 · 30 days so far...

TWEET HIGHLIGHTS

Top Tweet earned 839 impressions

[#tuesdaythoughts](#) [#tuesdaymotivation](#)
[#spokanedoesntsuck](#)

North Spokane Library Hosts Camp Read-a-Rama for KIDS! A theme each week based on a children's book for all camp activities, crafts, music, & games. This weekly half-day camp is for kids ages 6–11.

sclld.org/north-spokane-...
pic.twitter.com/OufialRPs



♥️ 1

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

	Y-T-D Actual	Annual Budget	Target 41.7% Percent Used	Balance Remaining
REVENUES				
PROPERTY TAXES	\$ 6,709,170	\$ 11,942,000	56.18%	\$ 5,232,830
CONTRACT CITIES - AIRWAY HEIGHTS	65,874	261,000	25.24%	195,126
CONTRACT CITIES - SPOKANE	41,374	80,000	51.72%	38,626
FINES & FEES	65,814	171,500	38.38%	105,686
GRANTS & DONATIONS	12,378	33,000	37.51%	20,622
E-RATE REIMBURSEMENTS	163,160	150,000	108.77%	(13,160)
TIMBER TAXES AND OTHER	21,557	22,000	97.99%	443
INTEREST REVENUES	31,401	107,000	29.35%	75,599
TOTAL REVENUES	\$ 7,110,729	\$ 12,766,500	55.70%	\$ 5,655,771
TRANSFERS IN	-	-	0.00%	-
TOTAL REVENUES & TRANSFERS IN	\$ 7,110,729	\$ 12,766,500	55.70%	\$ 5,655,771
EXPENSES				
SALARIES	\$ 2,617,431	\$ 6,422,000	40.76%	\$ 3,804,569
FRINGE BENEFITS	950,274	2,323,300	40.90%	1,373,026
SUPPLIES	57,274	150,200	38.13%	92,926
UTILITIES	182,913	351,000	52.11%	168,087
SERVICES	566,424	1,435,700	39.45%	869,276
INSURANCE	60,094	66,000	91.05%	5,906
EQUIPMENT & SOFTWARE	29,516	161,000	18.33%	131,484
LIBRARY MATERIALS	713,790	1,512,600	47.19%	798,810
ELECTRONIC LIBRARY MATERIALS	84,057	205,000	41.00%	120,943
LIBRARY PROGRAMS	28,211	89,700	31.45%	61,489
OPERATIONAL CONTINGENCIES	0	50,000	0.00%	50,000
TOTAL EXPENSES	\$ 5,289,984	\$ 12,766,500	41.44%	\$ 7,476,516
TRANSFERS OUT	200,000	200,000	100.00%	-
TOTAL EXPENSES & TRANSFERS OUT	\$ 5,489,984	\$ 12,966,500	42.34%	\$ 7,476,516
Net Excess of Revenues Over/(Under) Expenses	\$ 1,620,746	\$ (200,000)		
BEGINNING CASH	5,033,478			
NET FROM ABOVE	1,620,746			
ENDING CASH	\$ 6,654,224			

Number of months cash on hand 6.3