

MISSION

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Board of Trustees Regular Meeting

July 16, 2019 4:00 p.m. **Cheney Library** Public Meeting Room

AGENDA

- I. CALL TO ORDER**
- II. AGENDA APPROVAL** [4:00]
- III. ACTION ITEMS**
 - A. Approval of June 18, 2019, Regular Meeting Minutes [4:00-4:02]
 - B. Approval of June 2019 Payment Vouchers [4:02-4:05]
 - C. Unfinished Business [4:05-4:10]
 1. Levy Election Update
 - D. New Business [4:10-4:20]
 1. Award Siding Removal and Installation Contract for Otis Orchards: Approval Recommendation.
 - E. Overview Interlocal Agreements [4:20-4:30]
- IV. DISCUSSION ITEMS, POSSIBLE ACTION** [4:30-4:40]
 - A. Potential Fall Retreat Date: Approval Recommendation.
 - B. Future Board Meeting Agenda Items
- V. REPORTS**
 - A. Trustees [4:40-4:45]
 - B. Executive Director [4:45-4:50]
 - Administrative
 - Community Activities
 - C. Operations [4:50-4:55]
 - D. Communication & Development [4:55-5:00]
 - E. Fiscal [5:00-5:05]
 - F. Spotlight Cheney Library [5:05-5:15]
- VI. PUBLIC COMMENT**
- VII. ADJOURNMENT**

[Estimated meeting length: One hour and 15 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.

07/16/19

**SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: JUNE 18, 2019**

The Board of Trustees of Spokane County Library District met in regular session in the public meeting room at Otis Orchards Library, 22324 E. Wellesley Ave., Otis Orchards, WA, at 4:00 p.m., Tuesday, June 18, 2019.

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

Excused: Sonja Carlson - Trustee

Also Present: Jane Baker, Communication & Development Director; Kristy Bateman, Operations Manager; Melanie Boerner, Literacy Program Coordinator; Stacey Goddard, Public Services Manager; Gwendolyn Haley, Public Services Manager; Rick Knorr, Finance Director; Aileen Luppert, Managing Librarian; Jill-Lynn Nunemaker, Development Manager; Doug Stumbough, Operations Director; Caitlin Wheeler, Library Supervisor; and Patty Franz, Executive Assistant.

Guests: Daniel Porras, Otis Orchards resident.

Call to Order (Item I.) Chair John Craig called the meeting to order at 4:02 p.m., and welcomed everyone in attendance.

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

Approval of May 21, 2019, Regular Meeting Minutes (Item III.A.) Mr. Craig called for corrections to the May 21, 2019, regular meeting minutes. The minutes stand approved as written.

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

Fund	Voucher/Payroll Numbers	Subtotal	Total
May - L01	55655-55803 and W00664-W00676	\$830,383.93	\$830,383.93
	05102019PR and 05242019PR	\$403,204.94	\$403,204.94
L01		Total	\$1,233,588.87

In response to a query from Mr. Teterud about payment to Ager Consulting for conducting a feasibility study, Mr. Roewe said the purpose of the study was to help determine the potential for a successful future capital campaign. Any future private donations would offset bond revenue. Development

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

Manager Jill Nunemaker said the consultants were currently compiling results of the study, and will present their findings to the Board of Trustees in August.

There was no further discussion.

The motion was approved.

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

LEVY ELECTION UPDATE. Mr. Roewe confirmed the August special election ballot title previously approved by the Board of Trustees was recently confirmed by the Elections Office. Mr. Roewe also apprised Trustees of a proposition to renew the imposition of a sales and use tax equal to one-tenth of one percent throughout Spokane County for criminal justice and public safety purposes was added to the ballot since his last report. He noted its addition will reduce District election expenses. The second round of staff talking points trainings have begun, and a Public Information Open House will be held at Otis Orchards Library today. In response to Ms. Thompson's query, Mr. Roewe said although attendance at informational open houses has been historically sparse, hosting these events are an important part of the election process.

There was no further discussion.

**New Business
Code of Conduct
Policy
(Item III.D.1.)**

CODE OF CONDUCT POLICY. Mr. Johnson moved and Ms. Thompson seconded approval of the Code of Conduct policy, as revised and presented. Mr. Stumbough said frontline staff were included in the biannual review of this policy. It was also reviewed by legal counsel to ensure District compliance with state and local laws. Mr. Stumbough pointed out the addition of vaping and use of marijuana to the policy, and referenced the Spokane Regional Health District Board of Health Resolution 16-01 for handling. Terminology and RCW references were updated, and an appeal process for reinstatement of privileges was added. Mr. Stumbough further reported the 404 security incidents in 2018 were few in comparison to the over 1 million persons who entered library doors, yet this important policy helps to keep a safe environment for all. Mr. Craig commented favorably about the revised policy, and said it emphasizes how the District is responsible to library taxpayers.

There was no further discussion.

The motion was approved.

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

PROCUREMENT POLICY. Ms. Thompson moved and Mr. Teterud seconded approval of the Procurement policy, with changes as directed and amended. Mr. Knorr said the primary purpose of the policy was to establish three levels of competitive bidding, and to establish dollar-amount thresholds for each of the three levels. He pointed out the most notable recommended changes were further guidelines for Environmentally Preferred Purchasing (EPP) activities, and to increase the minimal competition threshold from \$5,000 to \$10,000. Following review of District expenditures over four years, Mr. Knorr said the suggested increase would simplify day-to-day transactions.

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

He also noted library districts across the state adopt no formal limits for levels of purchasing, and in comparison to other governmental entities, counties and fire districts use \$10,000 for their minimal bidding limit, and school districts use \$40,000. Discussion ensued among the Board and staff. Ms. Thompson suggested District thresholds should be comparably lower because of its size, and said she would prefer a minimal threshold of \$8,000. Mr. Roewe stated that he and Mr. Knorr reviewed prior iterations of the policy and found a pattern of minimal-threshold increases due to inflation and increased costs. Following further discussion, the Board agreed by consensus to amend the minimal threshold from \$10,000 to \$8,000 in the revised policy. Mr. Roewe further noted that library materials were removed from the list of exceptions for competitive bidding, and the District will be bidding out for physical library materials in the spring of 2020 once the District's agreement with its current vendor expires.

There was no further discussion.

The motion was approved.

**New Business
Overview Literacy
Outreach Programs
(Item III.E.)**

OVERVIEW LITERACY OUTREACH PROGRAMS. Literacy Program Coordinator Melanie Boerner provided an overview of the Reading Buddy program since its fall 2016 inception. Ms. Boerner noted the program has enabled the District to partner with 10 local elementary schools and serve 90 students. The role of the 75 program volunteers is to mentor elementary school students to foster and encourage a love of reading. Sessions are 45-minutes, with a buddy/student ratio of 1:1 or 1:2. Future plans for this popular program include recruitment of more volunteers to serve more students, and to collaborate more closely with the YMCA Retired and Senior Volunteer Program of Spokane County.

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 July will include a levy election update, an overview of District interlocal agreements and a spotlight of Cheney Library. There was no further discussion.

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

There were no trustee reports.

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

The Executive Director's written report for May 2019 provided prior to the meeting included information on the Business Office, Finance and Facilities, Collection Services, Human Resources, Information Technology, and Community Activities. Mr. Roewe had nothing further to report. There was no further discussion.

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

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

Communication & Development Director Jane Baker provided a written report prior to the meeting for May 2019 communication and development activities. Ms. Baker had nothing further to report. Mr. Teterud expressed complimentary remarks about the current Engage magazine to Ms. Baker and the entire Communication Department. There was no further discussion.

Fiscal Report, May 2019 (Item V.E.)

Revenue and Expenditure Statement through May 31, 2019.

<u>Fund 001</u>	
Revenues	\$ 7,110,729
Expenditures	\$ 5,489,984
Ending Fund Balance	\$ 6,654,1224
Fund Budget Expended	42.34%

Mr. Knorr reported the State Auditor's Office held an exit conference prior to this meeting, with Board Chair John Craig and staff in attendance. Mr. Knorr will further report the results next month, and share results documentation with Trustees upon availability. Overall, the District's accountability and financial audits were clean with no findings. In response to a query from Mr. Craig, Mr. Knorr reported the annual payment to U.S. Bank in Spokane Valley for a safe deposit box is for retention of legal and historic documents. There was no further discussion.

Public Comment (Item VI.)

There was no public comment.

Adjournment (Item VII.)

Chair Craig adjourned the meeting at 4:44 p.m. The next Board Meeting is scheduled for Tuesday, July 16, 2019, at 4:00 p.m., in the public meeting room at Cheney Library.

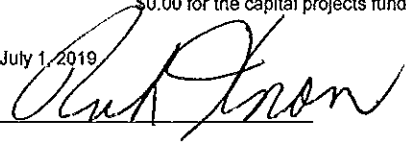
John Craig, Chair

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 June 30, 2019 and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$997,870.68 for the general fund and \$0.00 for the capital projects fund and are authorized to authenticate and certify these claims.

DATE: July 1, 2019

SIGNED: 

SIGNED: 

TITLE: Finance Director

TITLE: Executive Director

VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
055804	ARGUS JANITORIAL	MONTHLY CUSTODIAL SERVICES	\$ 1,506.85
055805	CONSOLIDATED IRRIGATION DIST19	WATER - OTIS ORCHARDS	64.46
055806	CITY OF SPOKANE	WATER & SEWER - MORAN PRAIRIE	571.91
055807	CITY OF AIRWAY HEIGHTS	WATER & SEWER - AIRWAY HEIGHTS	494.58
055808	CITY OF CHENEY	WATER, SEWER, ELEC. - CHENEY	737.05
055809	CITY OF DEER PARK	WATER & SEWER - DEER PARK	117.16
055810	CITY OF MEDICAL LAKE	WATER, SEWER, REFUSE - ML	159.39
055811	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	788.33
055812	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE	5,166.00
055813	EARTHWORKS RECYCLING,INC	RECYCLING: AR, NS, SV	235.90
055814	FRIENDS OF THE SPOKANE COUNTY LIBRARY DISTRICT	MOVED INCORRECT DEPOSIT TO CORRECT BANK	77.00
055815	GALE/CENAGE LEARNING	LIBRARY MATERIALS	73.17
055816	H&H BUSINESS SYSTEMS, INC.	QTRLY COPIER MAINTENANCE & TONER	415.15
055817	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	2,820.13
055818	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	12,281.75
055819	MIDWEST TAPE	LIBRARY MATERIALS	235.91
055820	MODERN ELECTRIC WATER COMPANY	WATER, ELEC. - SV	1,823.10
055821	MOVO MEDIA MARKETING	SEMI-MONTHLY SOCIAL MEDIA PLATFORM MGMT	750.00
055822	NATIONWIDE INSURANCE	EMPLOYEE DEDUCTIONS FOR PET INSURANCE	213.96
055823	NATIONAL COLOR GRAPHICS	PRINTING - ENGAGE MAGAZINE	13,555.87
055824	OTIS HARDWARE	MAINTENANCE SUPPLIES	12.97
055825	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	11,855.46
055826	PACIFIC NW LIBRARY ASSOC	DUES AND MEMBERSHIPS	150.00
055827	POSTMASTER	POST OFFICE BOX RENEWAL/FAIRFIELD	120.00
055828	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	17.30
055829	STANDARD PRINTWORKS	ADVERTISING/PRINTING	557.03
055830	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	129.95
055831	U.S. DEPT. OF EDUCATION	PAYROLL GARNISHMENT	85.76
055832	VALLEYFEST	BOOTH SPACE RENTAL	50.00
055833	VERIZON WIRELESS	MONTHLY CELL PHONES (20)	443.52
055834	VERNON LIBRARY SUPPLIES, INC.	OFFICE/LIBRARY SUPPLIES	58.03
055835	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	812.13
055836	WICK ENTERPRIZES, LLC	ADVERTISING	1,187.37
055837	ALLIED FIRE & SECURITY	QUARTERLY ALARM MONITORING	1,896.65
055838	ALLSTREAM	MONTHLY DID, PRI AND LONG DISTANCE PHONE SVC	445.08
055839	ASSOC OF WASHINGTON CITIES-NWA	MEDICAL, DENTAL, VISION & LIFE INS.	738.91
055840	CENTURYLINK	ANALOG TELEPHONE LINES	41.21
055841	CENTURYLINK	ANALOG TELEPHONE LINES	59.96
055842	CENTURYLINK	ANALOG TELEPHONE LINES	82.43
055843	EMPIRE DISPOSAL INC.	SOLID WASTE - FAIRFIELD	42.62
055844	GALE/CENAGE LEARNING	LIBRARY MATERIALS	861.67
055845	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	10,832.71
055846	INLAND POWER AND LIGHT	ELECTRIC UTILITIES - AH, DP	809.63
055847	BRAD KEELER	LIBRARY PROGRAMS	100.00
055848	KIDS NEWSPAPER	ADVERTISING	800.00
055849	MIDWEST TAPE	LIBRARY MATERIALS	3,933.90
055850	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	11,238.10
055851	LINDA K. PARMAN	LIBRARY PROGRAMS	100.00

055852	U.S. POSTAL SERVICE	POST OFFICE BOX RENEWAL/MED LAKE	120.00
055853	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	596.69
055854	RECORDED BOOKS, LLC	LIBRARY MATERIALS	1,169.40
055855	SOLARWINDS, INC.	ANNUAL SOFTWARE SUPPORT	339.46
055856	THE SPOKESMAN- REVIEW	ADVERTISING	523.49
055857	SPOKANE COUNTY ENVIRONMENTAL SERVICES	MONTHLY SEWER - AR, NS, SV	543.69
055858	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	307.19
055859	UPS	SHIPPING	27.84
055860	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	40.65
055861	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE	1,207.11
055862	WHITWORTH WATER DISTRICT	WATER - NORTH SPOKANE	387.31
055863	WITHERSPOON BRAJCICH MCPHEE, PLLC	LEGAL SERVICES, GENERAL COUNSEL	2,434.00
055864	WALT'S MAILING SERVICE	ADVERTISING	19,282.23
055865	ZAYO GROUP, LLC	MONTHLY BROADBAND SERVICE	16,200.83
055866	AMOS MEDIA COMPANY	LIBRARY MATERIALS	199.98
055867	ARGUS JANITORIAL	MONTHLY CUSTODIAL SERVICES	16,285.07
055868	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	216.00
055869	CCI SOLUTIONS	OFFICE/LIBRARY SUPPLIES	249.17
055870	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	550.61
055871	CENTURYLINK	ANALOG TELEPHONE LINES	39.65
055872	CITY OF SPOKANE VALLEY	LIBRARY PROGRAMS	210.00
055873	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CH	40.10
055874	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	1,332.53
055875	DEMCO SOFTWARE	SPACES ANNUAL SOFTWARE SUPPORT	1,375.61
055876	ELK SENTINEL	LIBRARY MATERIALS	15.00
055877	GALE/CENAGE LEARNING	LIBRARY MATERIALS	349.97
055878	H&H BUSINESS SYSTEMS, INC.	QTRLY COPIER MAINTENANCE & TONER	245.34
055879	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	8,531.48
055880	INLAND PUBLICATIONS	LIBRARY PROGRAMS	540.00
055881	INLAND POWER AND LIGHT	ELECTRIC UTILITIES - AH, DP	378.08
055882	COREY JENKINS	LIBRARY PROGRAMS/SUMMER CONCERTS	900.00
055883	KB & D PRODUCTIONS, INC.	LIBRARY PROGRAMS/TRAVELLING THEATER	4,200.00
055884	MIDWEST TAPE	LIBRARY MATERIALS	4,064.25
055885	OPTUM	MONTHLY HSA ACCOUNT FEES	69.00
055886	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	13,296.00
055887	PERRINE PROPERTIES, LLC	MONTHLY PARKING LOT LEASE, SV	300.00
055888	PROQUEST LLC	ELECTRONIC LIBRARY SERVICES	5,052.88
055889	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	316.56
055890	RECORDED BOOKS, LLC	LIBRARY MATERIALS	700.44
055891	THE SPOKESMAN- REVIEW	SUBSCRIPTION RENEWALS	416.00
055892	SPOKANE MALL LLC	MONTHLY LEASE PAYMENT, BOOKEND	3,120.00
055893	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	1,546.94
055894	STATE AUDITOR'S OFFICE	ANNUAL AUDIT	1,251.25
055895	WEST PLAINS CHAM. OF COMMERCE	ANNUAL DUES	30.00
055896	NICK ADAMS	LIBRARY PROGRAMS	100.00
055897	AVISTA UTILITIES	MONTHLY UTILITIES	7,147.08
055898	B & K ENTERPRISES	OUTREACH VAN STORAGE: 6 MONTHS RENTAL	360.00
055899	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	54.54
055900	CHARLES C. MYERS LIBRARY - ILL	LOST INTERLIBRARY LOAN BOOK FEES	40.00
055901	CONSOLIDATED IRRIGATION DIST19	WATER - OTIS ORCHARDS	89.33
055902	US POSTAL SERVICE	POSTAGE FOR POSTAGE MACHINE	7,000.00
055903	DIVCO INCORPORATED	QTRLY BUILDING MAINT CONTRACT - HVAC	1,388.37
055904	EARTHWORKS RECYCLING,INC	RECYCLING: AR, NS, SV	62.80
055905	EAST BONNER COUNTY LIBRARY	INTERLIBRARY LOAN FEES	40.93
055906	EBSCO INDUSTRIES, INC.	LIBRARY MATERIALS - SUBSCRIPTIONS	381.74
055907	FRONTIER COMMUNICATION	TELEPHONE & BROADBAND - FF	124.89
055908	GALE/CENAGE LEARNING	LIBRARY MATERIALS	4,701.59
055909	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	5,610.19
055910	GUIDEPOSTS	LIBRARY MATERIALS	17.94
055911	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	2,820.13
055912	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	11,058.72
055913	JAN WAY COMPANY USA, INC.	PROMOTIONAL ITEMS	2,088.00
055914	JOURNAL OF BUSINESS	LIBRARY MATERIALS	845.75
055915	LA CONNER LIBRARY FOUNDATION	INTERLIBRARY LOAN FEES	375.00
055916	MIDWEST TAPE	LIBRARY MATERIALS	4,683.36
055917	MOVO MEDIA MARKETING	SEMI-MONTHLY SOCIAL MEDIA PLATFORM MGMT	750.00

May/June 2019 Credit Card Activity
Paid in June 2019
Voucher #055928

<u>Card Category</u>	<u>Amount</u>
General Purchases	\$7,993.87
Maintenance	962.45
Travel	3,749.47
Acquisitions	1,782.77
Information Technology	1,607.00
Outreach	55.96
General Fund Purchases	<u><u>\$16,151.52</u></u>

LEVY ELECTION UPDATE

Staff Follow-up Training

The Leadership Team facilitated the last round of staff training in order to increase their 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 and were completed before the end of the month.

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. Attendance from the public at the open houses so far has been sparse, but several customers have taken the opportunity to ask questions and give feedback.

Trustees are encouraged to attend if possible and should let staff know which open houses they will be attending. The remaining open houses are as follows:

CHENEY LIBRARY (following Board of Trustees meeting) Tuesday, July 16, 4–6pm
MEDICAL LAKE LIBRARY Tuesday, July 23, 4–6pm
AIRWAY HEIGHTS LIBRARY Thursday, July 25, 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).

OTIS ORCHARDS LIBRARY SIDING REMOVAL AND INSTALLATION CONTRACT AWARD**BACKGROUND:**

In July 2018, the District issued a Request for Proposal (RFP) for new siding for the Otis Orchards Library. Included in the RFP was a single, somewhat complex, design for completion of the project. We received three bids ranging from \$57,000 to \$85,000 before sales tax. Because these bids were much higher than expected and higher than the budget established for the project, the District chose to reject all bids.

Considering the need for new siding at Otis Orchards remained, the District issued a new and distinct RFP for the siding project on June 18, 2019. The specific design from the previous RFP was simplified, fostering the expectation that bids would come in lower. The budget was also increased given knowledge that the construction market in the Spokane region is still busy and price levels remain somewhat high.

The District received two bids by the July 2, 2019, due date, one of which was not considered responsive due to the absence of certain materials that were called for in the RFP.

The other bid was for \$52,050, received from Horizon Roofing and Sheet Metal, LLC, and was for a metal siding option. Staff reviewed this bid and deemed it responsive and acceptable and are recommending it to the Board of Trustees for the contract award, in accordance with District policy.

Recommended Action: Motion to award the contract for the Otis Orchards Library siding removal and installation project to Horizon Roofing and Sheet Metal, LLC.

Overview Interlocal Agreements

Executive Director Patrick Roewe will provide an overview of interlocal agreements the District has in place with other government entities in Spokane County. These agreements address topics like reciprocal use of library services, use of buildings and other real property, and annexation mitigation.

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

FALL RETREAT – POTENTIAL DATE

Background

As follow up to the levy lift special election, the Board of Trustees may decide to hold a fall planning retreat in September or the first week of October 2019.

Date Options

Options include conducting a special meeting after the regular Board of Trustees meeting on September 17. However, the regular meeting takes place at the Fairfield Library, so there are logistical challenges to consider.

Conducting a special meeting after the regular Board of Trustees meeting on October 15 is not recommended, as the 2020 Preliminary Budget is presented in October, and the results of this planning retreat would inform staff preparation of the Preliminary Budget.

Another option would be to schedule the special meeting for a Saturday morning or another weekday evening outside the regular Board Meetings schedule.

Recommended Action: No action is required, yet the Board of Trustees may determine a date for a fall retreat.

FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: AUGUST – SEPTEMBER 2019

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

- Levy Election Update
- Feasibility Committee Study Results Presentation
- Spotlight Medical Lake Library

Please send requests for agenda additions or changes to the Board Chair or Administrative Assistant no later than Monday, August 5, for inclusion in the preliminary agenda to be sent August 7. Meeting packets will be mailed August 14.

September 17, 2019: Fairfield Library - (4:00 p.m.)

- Levy Election Final Update
- Emergency Closure of Facilities Policy
- Spotlight Fairfield Library

SPECIAL MEETINGS/ACTIVITIES

2019

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

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

Sept/Oct Board of Trustees' Retreat

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 JUNE 2019

Business Office, Finance and Facilities – Rick Knorr

General Fund

Included this month is the District's financial report as of June 30, 2019, half-way through the fiscal year. Total revenues are 56% of total budget, and total expenses are 49% of total budget, results of which continue to be close in line with expectations. Historically, the District expects that between 55.5% and 56.5% of the total levy is collected by mid-year due to sufficient early payment of property taxes.

Regarding expenses, considering that second-half total compensation costs are expected to be slightly higher than the first-half due to ongoing step increases for certain staff, 49% of total expenses is also close to budget.

Biennial Audit by the State Auditor's Office (SAO)

The exit conference facilitated by the SAO was held immediately before last month's Board of Trustees' meeting at Otis Orchards Library. The results of the 2017-2018 Financial and Accountability audits and their accompanying opinions were reviewed and discussed, as well as results of the two exit recommendations, and the SAO's response to a citizen hotline inquiry.

Regarding the financial audit and the accountability audit, the SAO issued unqualified or "clean" opinions on the District's reports. The exit document also included commentary stating that the District staff was incredibly easy to work with and all communication was easy and open. It also stated that all prior exit recommendations were fully addressed prior to the beginning of the audit, and no follow-up testing was necessary.

Regarding the two current exit recommendations, the first was a comment on reviewing transactions for proper approval and allowability. The SAO found one instance where an unsupported cost was inadvertently paid. Once identified, the issue was corrected and the District reimbursed. The second was a comment on the proper financial statement presentation of funds received in 2018 from the Inland Northwest Council of Libraries (INCOL). These funds were not initially reported in statements and footnotes as a custodial fund within the fiduciary fund category. The financial report issued does include these funds categorized properly and described appropriately in the footnotes, but the District's first draft did not, and that generated the exit recommendation.

Regarding the citizen hotline inquiry, the SAO received an inquiry regarding the District's surplus policy for obsolete library materials. The SAO reply stated that the District's policy for removal of obsolete items from the collection and ultimate disposal via transfer to the Friends of the Library is compliant with state law regarding disposal of obsolete or surplus reading materials.

Facilities Report

The District received bids on July 2 for the RFP issued June 18 for the Otis Orchards Library Siding Removal and Installation project. A recommendation to award the contract for that project is a separate item of new business on this month's agenda.

Human Resources – Toni Costa

Staff Training:

In-person training provided during June was limited to one session of Sexual Harassment Training in the Library. A number of webinars and self-paced trainings were added to the learning management system for staff to access during their dedicated monthly training time.

Staffing Changes:

There were three New Hires, one Transfer, one Promotion and one Termination for the month of June. New to the District were two Summer Program Assistants and one Public Services Specialist. There was one transfer of a current Public Services Specialist from The Bookend to Otis. The Promotion was a Library Page to Library Assistant.

Operations – Doug Stumbough

Positive Interaction Reports

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

A customer came in to return the sewing machine from the Library of Things collection at Spokane Valley and said she loved being able to reserve it to sew an Easter dress for her granddaughter. She was incredibly grateful and expressed interest in reserving the sewing machine later for other projects.

At Moran Prairie, a woman came in to say that when she renewed her card, she accidentally erased the people allowed to pick up her holds, and a staff member emailed her to be sure it wasn't in error. She appreciated the attention to such a small detail and wanted the staff to know they do a great job.

Via our Google locations page, The BookEnd received this recent review: "The BookEnd library came to the Spokane Valley Mall in May 2017... They have a nice selection of books, new movies, computers, a printer and a play area for children. The staff are always friendly, eager to help, knowledgeable and accommodating. Regardless of age or interests, there is something here for everyone. This newer library and the staff are truly a blessing."

A customer had unknowingly left a special bookmark in an item returned to Argonne and staff called her to ask if it was hers. The customer let her know they always find the staff wonderful and helpful and that they had "gone above and beyond the call of duty" as she would have been devastated to lose the item which held great sentimental value.

At the KHQ job fair in May, a customer stopped by the SCLD booth expressly to thank us for our service. He spoke quietly and passionately for several minutes about "all the great staff at Valley," and how grateful he was for the services. He shared that he had been going to Spokane Valley every day for about six months and staff were "a true joy." With his hand over his heart, he said "bless you for what you do" and "thank you," then he disappeared into the crowd.

An Argonne customer had been at Providence Medical Center where she had seen a copy of our Engage magazine. After seeing it there, she wanted to say good job to SCLD because of all the cool programs we host!

Spokane Valley received a call from a man looking to renew his card. He mentioned that he has started using the Libby app, and absolutely loves it. He has read 32 books on Libby since Christmas, and as he gets older and his eyesight worsens, Libby has been a "lifesaver" for him. He said without it, he might not be reading at all, and thanked us for providing the service.

Finally, a Cheney customer left this note when picking up a bag he had left behind: "Dear Cheney Public Library and Friends, Thank you for the wonderful community services you provide for the Cheney People and community. The Staff are great, helpful, and very courteous. You are a treasure of Cheney."

ALA Conference

Amber Williams, Managing Librarian – Strategic Initiatives, had the opportunity to attend the 2019 American Library Association (ALA) Conference, June 20-25, in Washington, D.C., and provided the following report:

It was a very full four days. I went to a session about community engagement examples from three libraries in Japan. Though they do not use the term "community engagement" like we do, I was fascinated to hear about a program they offered about mapping raccoon sightings in their city. More than one hundred people attended a session I spoke at about food programs in public libraries. I focused on federal food programs and received quite a bit of positive feedback. ALA included a write up about it in the online conference news. The Library of Congress opened its doors on Saturday night for conference attendees to roam around, and it was amazing. Dr. Carla Hayden, the Librarian of Congress, was in attendance to greet and welcome people.

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:

- Popular Adult Book Titles June 2019:
 - Checkouts:
 - *Circe: A Novel* by Madeline Miller (65)
 - *The Lost Girls of Paris* by Pam Jenoff (51)
 - *The Huntress: A Novel* by Kate Quinn (48)
 - Holds:
 - *Where the Crawdads Sing* by Delia Owens (81)
 - *Educated: A Memoir* by Tara Westover (45)
 - *City of Girls* by Elizabeth Gilbert (38)

In order to ensure 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.

I attended the Inland Northwest Collection Development meeting at Lewiston City Library in Lewiston, ID, on June 4. The group convened to discuss a variety of collection development topics. Topics discussed

included the selection process and responsibilities, local collections, leased materials, “lucky day” collections in print and through OverDrive, digital collections, database recommendations, and database training strategies. Will Stuiwenga—Cooperative Projects Manager, Library Development—at the Washington State Library (WSL) was in attendance and shared information about the upcoming ProQuest renewal, which is showing a 2.8% price increase from last year. WSL is requesting feedback from libraries about NewsBank use for financial planning purposes, wondering if libraries would subscribe on their own without subsidizing from WSL.

**COLLECTION MONTHLY REPORT
JUNE 2019**

Select Transaction Count			
Physical Collection	YTD 2019	YTD 2018	CHANGE
Items Processed	36,742	34,150	8%
Interlibrary Loan Total	6,191	6,148	1%
Overdrive			
Total Checkouts	303,627	253,573	20%
Total Holds	101,106	86,651	17%
hoopla			
Total Checkouts	12,155	19,058	-36%
Total Items in Collection			
Material Type	YTD 2019	YTD 2018	CHANGE
Print	314,860	315,715	0%
Nonprint	85,832	87,429	-2%
Overdrive	89,288	79,120	13%
Grand Total	489,980	482,264	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:

Keyless Entry Update

- Access codes staff use to access certain District buildings and spaces were updated.

Human Resources Procedures

- We reviewed the last 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 implementing the policies approved by the Trustees.

Community Engagement

I attended the following community meetings and events:

- 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 educator's workshop. This organization promotes the importance of good character through partnerships with schools, businesses, public agencies and community groups.
- Greater Spokane Valley Chamber of Commerce Business Connections Breakfast.
- Felts Field Neighbor Day community event.

Other items of note:

- Argonne Bridge – World War I Memorial: The preliminary agenda for the July 2019 Board of Trustees meeting contained a discussion item regarding a potential Argonne Bridge – World War I Memorial, which will not appear on the final agenda. Argonne Road, and a prior iteration of the bridge spanning the Spokane River on the road, are named in honor of the Battle of the Argonne Forest in World War I. The District was approached by a representative of the local Daughters of the American Revolution (DAR) chapters about rededicating the memorial plaques from the old Argonne Bridge in a new, larger monument on the Argonne Library property. Subsequent communication from the DAR indicated they found a potential site with the city of Millwood, yet they expressed their thanks to the District for being willing to explore the idea.
- Public Feedback received regarding Spokane Public Library's drag queen story hour program: During the month of June, District staff responded to frequent comments that confused the Spokane County Library District with the Spokane Public Library and erroneously tied the District's levy proposition to the city library's drag queen story hour program. These comments have been primarily received via telephone, email, and the District's Facebook page. Staff responded to each comment received, distinguishing the two library systems and confirming that the District is not hosting such programs now or in the future. In addition, The Spokesman-Review published a guest opinion piece by the District addressing the confusion and clarifying the focus of our programs and services: <http://www.spokesman.com/stories/2019/jul/03/quest-opinion-no-drag-hour-spokane-county-library/> .

Operations Report June 2019

Doug Stumbough and Kristy Bateman

Service Priority Teams

Business and Career Development (Stacey Goddard)

- As spring quarter wrapped up, the SCC instructors at Cheney and Deer Park let me know they had nine students earn their GED during the 2018-19 academic year. Eight of those were from Deer Park, and the Cheney instructor shared he has five more students who have taken two to three of the four tests required for their GED.
- Seven District staff joined me at the 2nd Annual Spokane WorkSource System Conference. Aside from professional development, this all-day event was intended to make all of the Connection and Affiliate sites aware of the services and resources customers can access at each of WorkSource System's 23 sites (11 of which are District libraries). We attended breakout sessions on topics such as serving customers with disabilities, financial education and counseling, implicit bias training, and trauma informed advocacy and practices.

Early Learning (Mary Ellen Braks)

- We provided 104 Storytimes to 3,011 children, parents, and caregivers. Our average attendance per Storytime was 29.
- We provided 27 Storytimes to 420 children at nine child care centers.
- The numbers for the Play and Learn Storytimes held up pretty well for June. Once the weather is nicer, we typically see a drop in numbers and then the numbers will go up again once it gets hot. We've also started to see older siblings attending once school was done for the year.
- Our Storytimes in the park, in partnership with the Spokane Valley Parks and Recreation Department Free Summer meals program, had three programs and averaged 44 children per program.

Education and Enrichment (Gwendolyn Haley)

- Beanstack online summer reading stats include 53,416 minutes read, 461 readers registered, 1097 badges earned, and 706 completed activities
- We are once again hosting three AmeriCorps Vista Summer Associates. This year, they are running Camp Read-a-Rama at the North Spokane Library, a half-day camp, four days a week. We launched with 20 students between the ages of 6 and 11.
- 2,341 participated in programs (as of June 25) at libraries and library sponsored events. Highlights included three concerts featuring Jenks music and juggling in partnership with Spokane Valley Parks and Recreation, Traveling Lantern Theater, Wildflower Seed bombs, and Mobius Science.

Digital Projects and Resources (Carlie Hoffman)

- I submitted materials for the next issue of Engage. We will highlight the launch of the Spokane County Libraries app and the launch of Spokane Creators.
- Librarian Ree West and I met with Spokane Arts to continue our conversations regarding partnering and our upcoming new resource, Spokane Creators.
- I worked with Drew to implement SIP integration our or EZproxy server. This will enhance our security to our server and allow for more customization. Drew also created friendly proxy URLs.
- We purchased a subscription to VetNow. This will launch in early July.

Information Technology (Patrick Hakes)

- Preparation for the District move to the new WAN circuit will be completed in July. This will move the District network infrastructure up in speed by more than 10 times our current speed (45 Mbps to 1,000Mbps). The Valley circuit will go from 1G to 2G with the District's Internet speed increasing from 1G to 5G.

- We started a training program to educate District staff on how to recognize and deal with emails that may be nefarious in nature, and provided information to assist in spotting suspicious emails. It was then followed by Phishing-type emails sent to random employees to see how well the training was progressing. Of the 197 phishing emails sent out, just 8 employees clicked on the supplied link. Each of these employees were then assigned additional training on behalf of SCLD's IT Department.

Library Reports

Airway Heights: Crystal Miller

- I tabled at the Sunset Elementary Field Day, handing out SCLD pencils, bookmarks and Engage to over 225 excited kids.
- 80 people attended the *Touch-A-Bus Storytime* in partnership with the Spokane Transit Authority. Many enthusiastic children got to experience their first bus ride that day.
- Librarian Alison Johnson promoted library services at the annual Airway Heights Health and Wellness Fair.

Argonne: Pat Davis

- Danielle Milton and I did a presentation for the Millwood City Council. Public comment followed and a gentleman who came to comment on another matter said "Before I start I just want to say what a great asset the library is to our community and the people there are so helpful."
- Patrick Roewe and I had a table at Felts Field Neighbor Day. We had a great time talking to people and handing out Engage and pencils to over 1,500 people.
- The Book Cart Drill Team joined Argonne staff for the West Valley SCOPE parade, receiving an enthusiastic response from parade goers.

BookEnd: Caitlin Wheeler

- Local "Spokaloo" artist Amy Jennings displayed artistically rendered wood print maps of Spokane-area neighborhoods, districts, and parks.

Cheney: Catherine Nero Lowry

- The *My Mother the Astronaut* play was a hit here in Cheney, with a strong audience attendance.
- Cheney staff proctored 45 exams for EWU and University of Idaho students during June.
- The Cheney GED program successfully helped another student finish their degree.

Deer Park: Kris Barnes

- The Deer Park Chamber of Commerce Events Committee organized and helped execute the first Farmers' Market in Deer Park. This event will occur on the first Saturday of each month from June through October. I worked in the Chamber booth and fielded quite a few questions about this new event that the Chamber is sponsoring.
- I attended the Elk Pioneer Days event and resource fair. Lots of vendors arrived and I was graciously offered the opportunity to share Pend Oreille County Library District's tent space. We collaborated on getting the word out about our upcoming summer reading programs.

Fairfield: Kristy Bateman

- Staff participated in the annual Flag Day celebration. The Book Cart Drill Team was a crowd favorite during the parade, and the library concert, *Plaid Cat*, was a popular attraction in the park.

Medical Lake: Cecelia McMullen

- Crowds viewing the *Medical Lake Founder's Day Parade* cheered the Book Cart Drill Team, the Cat in the Hat and his mischievous sidekicks, Thing One and Thing Two. Afterwards, we promoted the District at two festival locations with giant sidewalk games and a booth featuring magnetic tiles.
- In conjunction with the *Vietnam Moving Wall*, we hosted *Songs from the Vietnam War Era*, a concert that brought forth great emotion from participants. Christie Onzay coordinated a display at the wall site with books, reading lists, and a multi-media slide presentation. Library materials related to this era were on display throughout the library, creating opportunity for contemplation, education, and discussion.
- Our display case contained war medals and memorabilia belonging to Medical Lake residents.

Moran Prairie: Danielle Marcy

- I promoted library services at the Kindergarten Round Up hosted by Mullan Road Elementary for families with children who are attending in the fall.
- I also hosted *Artful Garden* and received multiple thanks for the program and a generous offer to donate toward the program costs.

North Spokane: Brian Vander Veen

- The North Spokane Library hosted its first week of Camp Read-A-Rama, our summer day camp. The children who attended each day from 9am to 12pm participated in activities related to astronomy and space travel.
- Public Services Specialist Don helped teach bicycle safety to 150 children at the Fairwood Farmers' Market annual Children's Bicycle Rally, sponsored by BECU and North Division Bicycle Shop, with bicycle helmets provided by Marissa's Lids for Kids.
- Nearly two-hundred children and caregivers came to see Daniel Tiger, courtesy of KSPS, at one of our Saturday family Storytimes.

Otis Orchards: Caitlin Wheeler

- Librarian Tammy Henry and I promoted library services at *Otis Orchards Days*, provided by S.C.O.P.E. Families attending walked away with free seeds from our seed library, copies of Engage, and information on our summer events and reading program.
- The Otis Orchards Library began partnering with Otis Orchards Elementary for our summer programs this year. Children can now enjoy meals provided by Otis Elementary and programs provided by the library at the same location.
- Over 150 children experienced our *Space Exploration* program, provided by Mobius Science Center, where they learned about the color spectrum, how shadows are affected by the movement of the earth around the sun, how telescopes are used to examine craters on the moon, and the strides NASA is making toward exploring Mars.

Spokane Valley: Aileen Luppert

- *Build a Rocket* was a huge success with 110 attendees. Kids had four choices of rockets to make with materials like straws, pool noodles, and Alka-Seltzer tablets in film canisters. Then they enjoyed launching them and measuring the distance traveled in our parking lot, which was cleared of parked cars for the occasion.
- Speaking of rockets, we also enjoyed making straw rockets with families at Spokane Valley YMCA's Healthy Kids Day. We were one of many vendors there to promote healthy living and activities for families.
- We attended the Spokane Valley Farmers' Market for the first time. In three short hours, we talked to 214 people. Staff reported it such a success we hope to increase our attendance to more than once a month.

District-wide Information

Security Incident Report

For June 2019, there were 40 Security Incident reports filed, 23 more than last month (17) and one more than June 2018 (39). North Spokane had the most incidents reported with five. The most frequently reported incidents related to General Code of Conduct violations (15). To further put all of these numbers in perspective, the total door count District-wide in June 2019 was 102,655.

Public Use Measures

June 2019

Measure	This year	Last year	YTD	Last YTD
	This Month	This Month	This year	Comparison
Cardholders	111,978	113,507		-1%
Door count				
Items Borrowed	223,483	225,744	1,331,760	0%

• Airway Heights	4,979	5,973	30,344	-10.24%
• Argonne	12,024	13,328	72,344	-8.16%
• Cheney	11,954	14,364	73,505	-8.66%
• Deer Park	11,988	13,316	75,868	-7.58%
• Fairfield	1,116	1,644	7,140	-11.98%
• Medical Lake	3,980	4,726	25,408	-14.73%
• Moran Prairie	16,898	17,365	99,649	-3.52%
• North Spokane	44,101	49,041	265,505	-7.59%
• Otis Orchards	4,655	5,825	31,867	-10.05%
• Spokane Valley	46,226	49,955	286,567	-3.25%
• The BookEnd	3,628	3,231	22,120	14.19%
• Digital	53,870	46,495	315,782	16%
Programs				
• Number	337	292	1,955	9%
• Attendance	11,616	8,420	43,919	3%
Internet Station Use (%)	46.7%	50.2%	46.9%	
Meeting room bookings	491	440	3,422	14%
Digital Resource Use	84,376	84,846	534,308	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 June 2019

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

News Coverage

- June 1 – *The Current* – Kids get free meals, library programs in Spokane Valley parks
- June 1 – *The Current* – Celebrating families reading together with author Grace Lin
- June 1 – *The Current* – Fill your summer with the universe
- June 1 – *The Current* – A Universe of Stories
- June 1 – *Kids Newspaper* – Summer Family Read
- June 5 – *Deer Park Tribune* – Storytimes at the Deer Park Library
- June 9 – *The Spokesman-Review* – Week Ahead: Medicare 101
- June 9 – *The Spokesman-Review* – Week Ahead: Become Debt Free
- June 11 – *KXLY* – Touch-a-Bus Story Time coming to a library branch near you
- June 14 – *Spokane Valley News Herald* – Library levy info
- June 14 – *Spokane Valley News Herald* – SCLD services
- June 17 – *KXLY* – ‘Mom, I’m bored!’ 7 free things to keep kids busy this summer
- June 21 – *Spokane Valley News Herald* – Library levy info
- June 21 – *Spokane Valley News Herald* – SCLD services
- June 23 – *The Spokesman-Review* – Week Ahead: Fixed Income Investments
- June 23 – *The Spokesman-Review* – Week Ahead: Dollars and Sense: Give Yourself a Raise
- June 24 – *Spokane Public Radio* – Spokane County Library District Runs August Tax Ballot Measure
- June 24 – *SWX* – Spokane county updating park plan, feedback sought
- June 27 – *The Spokesman-Review* – Spokane Valley updating parks master plan
- June 28 – *Spokane Valley News Herald* – Outdoor yoga
- June 28 – *The Spokesman-Review* – Clue-solving: Spokane libraries unlock escape rooms
- June 30 – *The Spokesman-Review* – Week Ahead: Dollars and Sense: Navigating Your Credit

Highlights from the Development Department

- 1) Approximately 70 feasibility study surveys were completed by Spokane Valley residents and employers throughout the month of June. Ager Consulting is currently compiling the results of the survey and will report their findings at the August Board of Trustees meeting.
- 2) End-of-year fundraising planning began this month as did strategizing for Staff Day prize requests.

E-Marketing (Website, Social Media, Email)

Spokane County Library District
Published by Mo Regalado [?] · June 20 at 9:11 AM · 🌐

#thursdaythoughts - Season 3 doesn't start until next month, but that doesn't mean you can't get celebrate all the "Stranger Things" now with Spokane County Library District!

Celebrate Stranger Things, the '80s, Hawkins, Indiana, and all things paranormal and supernatural with crafts, decorations, and snacks. Discuss past and current seasons, share your favorite moments on the show, and even wear a costume of your favorite character.

STRANGER THINGS GATHERING - ... See More



SCLD.ORG
"Stranger Things" fans gather for trivia and crafts - Spokane County Library District

✔ Get More Likes, Comments and Shares
Boost this post for \$20 to reach up to 3,400 people.

2,880 People Reached 133 Engagements [Boost Post](#)

👍👎❤️ 24 2 Comments 12 Shares

👍 Like 💬 Comment ➦ Share 📧

Top media Tweet earned 1,466 impressions

#mondaymotivation #summer2019 #spokane

We're not sure what your summer plans are, but if they don't include mermaids, buses, nature, & parks...are you even doing summer right?

Touch-a-Bus Storytime
Summer Meals & Stories
Ready for School w/ STEM KITS

sclد.org/family-storyti...
pic.twitter.com/gSvgPMr3Y0



🔄 2 ❤️ 3

**Spokane County Library District
Capital Projects Fund
Statement of Revenues and Expenses
For the Six Months Ended June 30, 2019**

	Y-T-D Actual	Annual Budget	Balance Remaining
REVENUES			
Interest Earnings	18,150	33,500	(15,350)
TOTAL REVENUES	18,150	33,500	
TRANSFERS IN	200,000	200,000	
TOTAL REVENUES & TRANSFERS IN	218,150	233,500	
EXPENSES			
TOTAL EXPENSES	0	0	-
NET EXCESS OF REVENUES OVER (UNDER) EXPENSES	218,150		
BEGINNING CASH	1,608,969		
NET FROM ABOVE	218,150		
ENDING CASH	1,827,119		

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

	6/30/2018	9/30/2018	12/31/2018	3/31/2019	6/30/2019
REVENUES					
PROPERTY TAXES	5,542,250	337,863	4,764,106	836,243	5,925,873
CONTRACT CITIES - AIRWAY HEIGHTS	66,634	66,635	66,635	65,874	65,874
CONTRACT CITIES - SPOKANE	44,154	-	38,983	-	41,374
	-	-	-	-	-
FINES & FEES	43,106	46,454	40,059	46,533	41,282
GRANTS & DONATIONS	18,202	8,245	23,047	4,007	10,437
E-RATE REIMBURSEMENTS	74,565	1,164	29,887	94,337	68,823
MISC TAX COLLECTIONS & OTHER	4,091	11,831	887	22,001	133
INTEREST REVENUES	16,764	17,334	21,424	16,285	25,654
TOTAL REVENUES	5,809,765	489,525	4,985,029	1,085,280	6,179,451
EXPENSES					
SALARIES	1,544,232	1,545,323	1,537,735	1,549,300	1,602,397
FRINGE BENEFITS	537,099	545,314	533,756	571,415	568,107
SUPPLIES	47,014	39,823	57,761	31,514	37,668
UTILITIES	112,265	110,159	102,376	111,891	107,895
SERVICES	242,760	239,216	233,098	236,233	443,348
INSURANCE	175	95	-	59,919	175
EQUIPMENT & SOFTWARE	65,920	11,801	114,733	15,828	14,681
LIBRARY MATERIALS	361,721	349,446	399,485	403,952	417,230
ELECTRONIC LIBRARY MATERIALS	33,840	52,075	47,237	42,107	45,365
LIBRARY PROGRAMS	25,755	45,567	22,761	13,284	26,335
OPERATIONAL CONTINGENCIES	-	-	-	-	-
TOTAL EXPENSES	2,970,781	2,938,817	3,048,942	3,048,942	3,263,202
Fringe Benefits as % of Total Compensation	25.8%	26.1%	25.8%	26.9%	26.2%
Fringe Benefits as % of Salaries	34.8%	35.3%	34.7%	36.9%	35.5%

Spotlight Cheney Library

Library Supervisor Catherine Nero Lowry and Librarian Tami Chapman will share recent highlights of Cheney Library and the community it serves.

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