

MISSION

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Board of Trustees Regular Meeting

August 20, 2019 4:00 p.m. **Medical Lake Library** Public Meeting Room

AGENDA

- I. CALL TO ORDER**
- II. AGENDA APPROVAL** [4:00]
- III. ACTION ITEMS**
 - A. Approval of July 16, 2019, Regular Meeting Minutes [4:00-4:02]
 - B. Approval of July 2019 Payment Vouchers [4:02-4:05]
 - C. Unfinished Business [4:05-4:15]
 1. Levy Election Update
 - D. New Business [4:15-4:45]
 1. Feasibility Study Committee Survey Results - Ager Consulting Presentation
 2. Board of Trustees Procedure Revisions: Approval Recommendation.
 - a. 100.015 Appeals of Administrative Decisions
- IV. DISCUSSION ITEMS, POSSIBLE ACTION** [4:45-4:50]
 - A. Future Board Meeting Agenda Items
- V. REPORTS**
 - A. Trustees [4:50-4:55]
 - B. Executive Director [4:55-5:00]
 - Administrative
 - Community Activities
 - C. Operations [5:00-5:05]
 - D. Communication & Development [5:05-5:10]
 - E. Fiscal [5:10-5:15]
 - F. Spotlight Medical Lake Library [5:15-5:25]
- VI. PUBLIC COMMENT**
- VII. ADJOURNMENT**

[Estimated meeting length: One hour and 25 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.

08/20/19

**SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: JULY 16, 2019**

The Board of Trustees of Spokane County Library District met in regular session in the public meeting room at Cheney Library, 610 First St., Cheney, WA, at 4:00 p.m., Tuesday, July 16, 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; Tami Chapman, Librarian; Carlie Hoffman, Public Services Manager; Rick Knorr, Finance Director; Catherine Nero Lowry, Library Supervisor; Jill-Lynn Nunemaker, Development Manager; Gina Rice, Customer Services Manager; Doug Stumbough, Operations Director; Amber Williams, Managing Librarian-Strategic Initiatives; and Patty Franz, Executive Assistant.

Guests: John Costa, Spokane Valley resident; Wendy McElroy, Spokane Valley resident

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

Agenda (Item II.) Mr. Teterud moved and Mr. Johnson seconded approval of the agenda. The motion was approved. Mr. Johnson moved and Ms. Thompson seconded to move Public Comment from Agenda Item VI to Item III (next on the agenda).

Public Comment (Moved from Item VI.) Spokane Valley resident Wendy McElroy attended the meeting to address the Board of Trustees. She asked if Spokane County Library District had interest or intention to offer a Drag Queen Story Hour at any District libraries. In response, Chair Craig said because the District had already responded publicly to this question, it would be all right for Mr. Roewe to respond now. Mr. Roewe responded to Ms. McElroy. He said the District had no intention to host a Drag Queen Story Hour. Ms. McElroy said thank you, and that she would now vote for the upcoming library levy on Aug. 6.

The meeting resumed at 4:03 p.m.

Approval of June 18, 2019, Regular Meeting Minutes (Item III.A.) Mr. Craig called for corrections to the June 18, 2019, regular meeting minutes. The minutes stand approved as written.

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

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

Fund	Voucher/Payroll Numbers	Subtotal	Total
June - L01	55804-55930 and W00677-W00684	\$602,032.13	\$602,032.13
	06102019PR and 06252019PR	\$395,838.55	\$395,838.55
L01		Total	\$997,870.68

In response to a query from Mr. Johnson about several payments for lost interlibrary loan book fees, Mr. Roewe said the District pays the lost fee to the loaning library, and then collects the cost from the customer.

There was no further discussion.

The motion was approved.

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

LEVY ELECTION UPDATE. Mr. Roewe reported a Public Information Open House will be held at Cheney Library today, with the final two open houses held next week at Medical Lake and Airway Heights libraries. Voter ballots will be mailed July 17-19, and an informational mailer about the levy will be sent by the District to residents of its service area starting Monday, July 22. There was no further discussion.

**New Business
Siding Removal and
Installation
Contract Award
(Item III.D.1.)**

SIDING REMOVAL AND INSTALLATION CONTRACT AWARD. Mr. Johnson moved and Mr. Teterud seconded approval of the Siding Services contract award to Horizon Roofing and Sheet Metal, for the amount of \$52,050. Mr. Knorr distributed copies of the project design and color specification. He further reported there were two respondents to the Request for Proposals announced June 18, and Horizon Roofing was determined to be the only responsive bid. Mr. Knorr noted the project will begin soon, and is anticipated to be completed by mid-August. In response to Mr. Craig's request, Mr. Knorr said new siding was overdue and needed because of water damage to the previous pressboard siding. Mr. Knorr noted the lump-sum bid amount will not include substrate replacement should damage be found. In response to Mr. Teterud's query, Mr. Knorr will report back next month about the project warranty.

There was no further discussion.

The motion was approved.

**New Business
Overview Interlocal
Agreements
(Item III.E.)**

OVERVIEW INTERLOCAL AGREEMENTS. Executive Director Patrick Roewe reviewed the variety of interlocal agreements the District has in place with partners throughout its service area. These agreements govern reciprocal library use with Spokane Public and Liberty Lake libraries, use of city- or town-owned buildings in Cheney, Fairfield, and Medical Lake, as well as other significant partnerships. The interlocal agreement with the Friends was discussed in particular. Following review by the Spokane Auditor's Office,

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**New Business
Overview Interlocal
Agreements
(Item III.E.)**

Leadership Team, and District legal counsel, Mr. Roewe reported about a recent decision by the District to suspend ongoing in-library book sales by the Friends at all libraries. The primary operational concern regarding these book sales was that a third-party entity (the Friends) conducting ongoing sales in the library is an act of commercial speech, as are panhandling and donation solicitation. From a First Amendment standpoint, the District's best course of action was to not allow any third-party speech in order to maintain maximum control of all speech-related activities. He pointed out this restriction does not apply to occasional book sales hosted by the Friends in the meeting rooms. Mr. Roewe noted that District staff looks forward to working with the Friends to update the current interlocal agreement. Regarding future book sales, the District will resume selling discarded items via staff in the near future when the process for doing so is determined. Chair Craig said although this was a difficult issue in terms of public perception of the library at this time, following review and discussion with Mr. Roewe, he thought it was absolutely the best course of action. Mr. Roewe further reported on agreements in place with cities of Airway Heights, Cheney, Fairfield, Medical Lake, Spokane Valley, and Spokane for the annexation mitigation agreement of Moran Prairie. Q&A and discussion ensued among Trustees regarding the distinct characteristics of these important agreements and what the District can anticipate and plan for in the future. There was no further discussion.

**Discussion Items,
Possible Action
Potential Fall
Retreat Date
(Item IV.A.)**

Mr. Roewe suggested a special meeting be held by the Board of Trustees in the near future to prioritize and create a timeline for future District projects, regardless of the outcome of the levy election. Trustees determined late September as best in regard to their availability. An exact date and time will be subsequently determined. There was no further discussion.

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

Chair Craig reviewed forthcoming agenda items for the next two months. Among other items, the agenda for August will include a levy election update, Feasibility Study results, and spotlight on Medical Lake Library. The September meeting will be held at Fairfield Library. There was no further discussion.

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

Mr. Craig commented about a recently published opinion piece, Opening up to Women's Stories, by Miami Herald columnist Leonard Pitts, Jr., and in comparison noted the District's most popular adult book titles were written mostly by female authors. There were no other trustee reports.

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

The Executive Director's written report for June 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 reported on further communication about the Argonne Bridge World War I Memorial. The Daughters of the American Revolution representative subsequently expressed thanks to the District for its willingness to explore the monument idea, yet the DAR found a potential memorial site with the city of Millwood.

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

Mr. Roewe also reported although it was an unusual step historically for the District, the purpose of the guest opinion piece published July 3, 2019, on behalf of the District by The Spokesman-Review was to help correct the record publicly about the two library systems. The piece was written by Mr. Roewe and Ms. Baker in response to confusion that resulted from the drag queen story hour hosted by Spokane Public city libraries. Mr. Roewe said public feedback was varied, yet the majority expressed appreciation for the clarification between the two library systems. Vice Chair Johnson commented that he thought publishing the opinion piece was a good call. Chair Craig said this evening's public comment succinctly demonstrated the need for such clarification. There was no further discussion.

Operations Report, June 2019 (Item VI.C.)

Operations Director Doug Stumbough and Operations Manager Kristy Bateman provided a written report prior to the meeting for June 2019, with data for customer use measures, programming, and library activities. In response to Mr. Craig's query, Strategic-Initiatives Librarian Amber Williams provided further details about her recent visit to the Library of Congress and meeting the 14th Librarian of Congress, Dr. Carla Hayden, as part of her participation in the annual ALA Conference held in Washington, D.C. There was no further discussion.

Communication & Development Report, June 2019 (Item V.D.)

Communication & Development Director Jane Baker provided a written report prior to the meeting for June 2019 communication and development activities. Ms. Baker commented it had been a busy month in the Communication Department. There was no further discussion.

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

Revenue and Expenditure Statement through June 30, 2019.

<u>Fund 001</u>	
Revenues	\$ 7,264,730
Expenditures	\$ 6,498,646
Ending Fund Balance	\$ 5,799,588
Fund Budget Expended	49.34%

Mr. Knorr further reported results of the State Auditor's Office exit conference, and said overall the District's accountability and financial audits were clean with no findings. In response to a query from Mr. Teterud, Mr. Knorr reported the next audit will be in two years, as part of the recently implemented biannual schedule. Trustees expressed congratulations for a job well done. There was no further discussion.

Spotlight Cheney Library, June 2019 (Item V.F.)

Cheney Library Spotlight. Library Supervisor Catherine Nero Lowry and Librarian Tami Chapman presented recent highlights of Cheney Library. Ms. Lowry reported two students completed GED degrees at the library this year. Enrollment remains consistent for this program implemented in 2016, which is an extension of the existing GED program at Spokane Community College. Free exam proctoring remains popular at the library and significantly draws students from Eastern Washington University, which also enables students to learn about additional library services. Staff engages

**Spotlight Cheney
Library, June 2019
(Item V.F.)**

with community and annually participates in the well-attended EWU Neighbor Fest, Mayfest, and Rodeo Days. Each spring the library partners with the multi-cultural organization MEChA at EWU to host El dia de los ninos, a nationally recognized initiative that emphasizes the importance of literacy for all children from all backgrounds. It is also a daily commitment to linking children and their families to diverse books, languages, and cultures. For the summer months, Ms. Chapman reported the library has continued partnerships with Cheney Parks and Recreation and Master Gardeners, and respectively will offer six weeks of Summer Reading programs for Camp CASLO kids, and gardening clinics offering relevant programs regarding water conservation as a service to the West Plains. Ms. Chapman also reported on school partnerships, which include monthly school visits, STEM and literacy nights, and the Reading Buddy program. This fall will mark the fourth annual Small Business Saturday, also a successful partnership with high retention of businesses that participate. And this year the Friends of the Library will sponsor a Bingo game and gift card incentive for return shoppers. The Friends will also sponsor one of the two summer concerts at Sutton Park. There was no further discussion.

**Public Comment
(Item VI.)**

There was no further public comment.

**Adjournment
(Item VII.)**


Chair Craig adjourned the meeting at 5:14 p.m. The next Board Meeting is scheduled for Tuesday, August 20, 2019, at 4:00 p.m., in the public meeting room at Medical Lake 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 July 31, 2019 and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$965,967.01 for the general fund and \$0.00 for the capital projects fund and are authorized to authenticate and certify these claims.

DATE: August 1, 2019
 SIGNED: 
 TITLE: Finance Director

SIGNED: 
 TITLE: Executive Director

VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
055931	PAPERJACK.com	OFFICE/LIBRARY SUPPLIES	559.92
055932	YESICA PAVON	LOST/PAID REFUND	88.60
055933	AMERICAN AFFAIRS	LIBRARY MATERIALS	30.00
055934	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	60.99
055935	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	22.50
055936	CITY OF SPOKANE	WATER & SEWER - MORAN PRAIRIE	872.49
055937	CITY OF AIRWAY HEIGHTS	WATER & SEWER - AIRWAY HEIGHTS	461.37
055938	CITY OF CHENEY	WATER, SEWER, ELEC. - CHENEY	888.90
055939	CITY OF DEER PARK	WATER & SEWER - DEER PARK	121.12
055940	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	1,120.65
055941	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE	4,932.00
055942	EARTHWORKS RECYCLING,INC	RECYCLING: AR, NS, SV	125.00
055943	FREE PRESS PUBLISHING, INC	LIBRARY MATERIALS	33.15
055944	GALE/CENAGE LEARNING	LIBRARY MATERIALS	707.18
055945	GREATER SPOKANE VALLEY CHAMBER	DUES AND MEMBERSHIPS	100.00
055946	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	2,820.13
055947	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	6,332.14
055948	JOHANNA KRENTTEL	LOST/PAID REFUND	21.00
055949	MIDWEST TAPE	LIBRARY MATERIALS	3,331.56
055950	MODERN ELECTRIC WATER COMPANY	WATER, ELEC. - SV	1,982.90
055951	MONTGOMERY HARDWARE	MAINTENANCE SUPPLIES	9.13
055952	MOVO MEDIA MARKETING	SEMI-MONTHLY SOCIAL MEDIA PLATFORM MGMT	750.00
055953	NATIONWIDE INSURANCE	EMPLOYEE DEDUCTIONS FOR PET INSURANCE	213.96
055954	ORBIS CASCADE ALLIANCE	ANNUAL ILL COURIER SERVICE	6,378.00
055955	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	10,939.59
055956	RECORDED BOOKS, LLC	LIBRARY MATERIALS	97.52
055957	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	19.50
055958	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	1,313.01
055959	TOWN OF FAIRFIELD	WATER, SEWER - FAIRFIELD	193.80
055960	WICK ENTERPRIZES, LLC	ADVERTISING	312.37
055961	ALLIED FIRE & SECURITY	QUARTERLY ALARM MONITORING	200.38
055962	ALLSTREAM	MONTHLY DID, PRI AND LONG DISTANCE PHONE SVC	487.61
055963	ARGUS JANITORIAL	MONTHLY CUSTODIAL SERVICES	18,951.90
055964	ASSOC OF WASHINGTON CITIES-NWA	MEDICAL, DENTAL, VISION & LIFE INS.	738.91
055965	CCI SOLUTIONS	OFFICE/LIBRARY SUPPLIES	75.69
055966	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	185.29
055967	CENTURYLINK	ANALOG TELEPHONE LINES	56.86
055968	CENTURYLINK	ANALOG TELEPHONE LINES	59.96
055969	CENTURYLINK	ANALOG TELEPHONE LINES	113.73
055970	CENTURYLINK	ANALOG TELEPHONE LINES	54.45
055971	CITY OF MEDICAL LAKE	WATER, SEWER, REFUSE - ML	195.20
055972	LEAH SALMON CONROY	LOST/PAID REFUND	12.00
055973	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CH	31.50
055974	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	1,333.64
055975	DIVCO INCORPORATED	QTRLY BUILDING MAINT CONTRACT - HVAC	18,569.37
055976	DRIVER SERVICES	MOTOR VEHICLE RECORD REPORT	7.00
055977	EMPIRE DISPOSAL INC.	SOLID WASTE - FAIRFIELD	42.62
055978	FAUCETS 'N STUFF PLUMBING	PLUMBING REPAIRS	359.81

055979	GALE/CENAGE LEARNING	LIBRARY MATERIALS	23.69
055980	GARY'S KEY & LOCK	LOCK AND KEY REPAIR	424.98
055981	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	4,892.27
055982	GREY HOUSE PUBLISHING	LIBRARY MATERIALS	492.10
055983	H&H BUSINESS SYSTEMS, INC.	QTRLY COPIER MAINTENANCE & TONER	4,002.01
055984	HORIZON ROOFING & SHEETMETAL, LLC	ROOF REPAIR - SV	1,628.74
055985	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	17,868.45
055986	INLAND POWER AND LIGHT	ELECTRIC UTILITIES - AH, DP	1,279.72
055987	KREM.COM	ADVERTISING	2,000.00
055988	MIDWEST TAPE	LIBRARY MATERIALS	8,561.25
055989	OTIS ELEVATOR COMPANY	QTRLY ELEVATOR MAINTENANCE	503.51
055990	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	19,526.47
055991	SARAH PARSHALL	LOST/PAID REFUND	10.00
055992	PERRINE PROPERTIES, LLC	MONTHLY PARKING LOT LEASE, SV	300.00
055993	PROQUEST LLC	ELECTRONIC LIBRARY SERVICES	14,461.56
055994	RECORDED BOOKS, LLC	LIBRARY MATERIALS	302.72
055995	TERA SCHLIEP	LOST/PAID REFUND	63.00
055996	THE SPOKESMAN- REVIEW	LIBRARY MATERIALS	218.40
055997	SPOKANE MALL LLC	MONTHLY LEASE PAYMENT, BOOKEND	3,120.00
055998	SPOKANE COUNTY ENVIRONMENTAL SERVICES	MONTHLY SEWER - AR, NS, SV	599.74
055999	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	1,187.26
056000	STATE AUDITOR'S OFFICE	ANNUAL AUDIT	1,622.53
056001	TODAY'S BUSINESS SOLUTIONS	PRINT MGMT SOFTWARE ANNUAL SUPPORT	3,056.00
056002	UPS	SHIPPING	57.39
056003	VERIZON WIRELESS	MONTHLY CELL PHONES (20)	432.75
056004	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	878.40
056005	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE	1,221.18
056006	WHITWORTH WATER DISTRICT	WATER - NORTH SPOKANE	234.28
056007	WITHERSPOON BRAJCICH MCPHEE, PLLC	LEGAL SERVICES, GENERAL COUNSEL	888.50
056008	ZAYO GROUP, LLC	MONTHLY BROADBAND SERVICE	16,200.83
056009	RICHARD ALEXANDER ZERBE	LIBRARY PROGRAMS	6,000.00
056010 - 056042	***Void Checks***	***Void Checks***	0.00
056043	ACCURATE STRIPING	RE-STRIPE PARKING LOT	1,664.67
056044	AGER CONSULTING, LLC	FEASIBILITY STUDY CONSULTANT	6,240.00
056045	BOOKS IN MOTION	LIBRARY MATERIALS	37.83
056046	BRAINFUSE, INC.	ONLINE TUTORING/CAREER SOFTWARE RENEWAL	5,666.00
056047	BRODART CO.	OFFICE/LIBRARY SUPPLIES	24.94
056048	THOMAS CARAWAY	LIBRARY PROGRAMS	75.00
056049	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	501.54
056050	EBSCO INDUSTRIES, INC.	LIBRARY MATERIALS - SUBSCRIPTIONS	577.50
056051	EMPLOYMENT SECURITY DEPARTMENT	UNEMPLOYMENT CLAIMS	135.36
056052	FRONTIER COMMUNICATION	TELEPHONE & BROADBAND - FF	126.35
056053	GALE/CENAGE LEARNING	LIBRARY MATERIALS	505.26
056054	GUIDEPOSTS	LIBRARY MATERIALS	17.94
056055	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	2,820.13
056056	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	7,922.02
056057	KENT ADHESIVE PRODUCTS CO.	OFFICE/LIBRARY SUPPLIES	252.57
056058	BROOKE MATSON	LIBRARY PROGRAMS	75.00
056059	AARIKA MERRILL	LIBRARY PROGRAMS	310.41
056060	TIFFANY MIDGE	LIBRARY PROGRAMS	150.00
056061	MIDWEST TAPE	LIBRARY MATERIALS	6,203.15
056062	MOVO MEDIA MARKETING	SEMI-MONTHLY SOCIAL MEDIA PLATFORM MGMT	750.00
056063	EMMA NOYES	LIBRARY PROGRAMS	75.00
056064	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	87.17
056065	OPTUM	MONTHLY HSA ACCOUNT FEES	69.00
056066	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	9,300.52
056067	PRESSWORKS	PRINTING	165.53
056068	SPOKANE TALKS ONLINE, LLC	ADVERTISING	600.00
056069	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	281.14
056070	RICHARD TURNER	LIBRARY PROGRAMS	1,300.00
056071	UNIQUE MANAGEMENT SERVICES	MONTHLY COLLECTION AGENCY & NOTICE FEES	1,497.73
056072	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	8,826.10
056073	SPOKANE COUNTY UNITED WAY	EMPLOYEE DEDUCTIONS FOR UNITED WAY	1,000.00
W00685	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	48,847.18
W00686	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	57,394.42
W00687	US BANK - HEALTH - OPTUM	H S A CONTRIBUTIONS	1,759.25

W00688	ASSOC OF WASHINGTON CITIES-NWA	MEDICAL, DENTAL, VISION & LIFE INS.	88,946.64
W00689	STATE OF WASHINGTON	MONTHLY EXCISE/SALES TAXES	685.51
W00690	**Voided Transaction**	**Voided Transaction**	0.00
W00691	DEPT. OF LABOR & INDUSTRIES	QUARTERLY WORKMAN'S COMP.	15,502.58
W00692	US BANK - HEALTH - OPTUM	H S A CONTRIBUTIONS	1,759.25
W00693	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	58,724.27
W00694	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	<u>51,371.68</u>

Total Non-Payroll General Operating Fund \$ **580,620.77**

PAYROLL VOUCHERS

07102019PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	192,890.28
07252019PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	<u>192,455.96</u>

Total Payroll General Operating Fund \$ **385,346.24**

TOTAL GENERAL OPERATING FUND \$ **965,967.01**

June/July 2019 Credit Card Activity
Paid in July 2019
Voucher #056072

<u>Card Category</u>	<u>Amount</u>
General Purchases	\$3,855.25
Maintenance	621.18
Travel	85.00
Acquisitions	2,657.57
Information Technology	1,557.60
Outreach	49.50
General Fund Purchases	<u><u>\$8,826.10</u></u>

LEVY ELECTION UPDATE**Election Results**

As of the writing of this report, (8/13/2019), the August 6, 2019, election results posted by Spokane County Elections regarding Spokane County Library District Proposition 1 are as follows:

Measure	Vote	Vote %
Yes	32,855	54.99%
No	26,895	45.01%
Total Votes	59,750	100.00%

These numbers are based on the ballot count as of 8/12/2019. Spokane County Elections reports they have only 50 ballots left to count, with the next and likely final ballot count occurring on 8/19/2019.

Pending certification by the Spokane County Canvassing Board, Spokane County Library District Proposition 1 has successfully passed.

The election certification date for the August 6 election is 8/20/2019, the same date as the Board of Trustees meeting. We will provide updated information at the meeting, including the final vote count if made available before the meeting.

Executive Director Patrick Roewe will be available for questions.

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

Feasibility Study Committee Results – Ager Consulting Presentation

BACKGROUND:

Consultants Jeanne Ager and Jan Karel of Ager Consulting will present the findings of the feasibility study.

In accordance with best practices of the profession as well as to exercise due diligence, the feasibility study was initiated to inform the potential of a capital fundraising campaign for two new libraries in Spokane Valley. In spring 2019, a feasibility committee of nine Spokane Valley residents was created to produce a case statement to demonstrate the need for two new libraries, and to recruit volunteers to complete a survey, in person or online. The results of the survey will be presented.

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



1611 E. 19th Ave, Spokane WA 509-990-1645 / info@agerconsultllc.com

Feasibility Study Report Outline for the Board Meeting

- I. Feasibility Study May 2019 - 234 Respondents of which 99 viewed it and 65 completed survey to determine support for private funding**
 - A. Overall participants very favorable
 - B. Negative aspects about Main (Spokane Valley) Library based on outdated features

- II. Surveyors felt Main (Spokane Valley) Library, 12004 E. Main Ave., has outlived its service ability**
 - A. New Spokane Valley libraries need to keep up with valley growth

- III. Respondents view the following as appealing to private funders:**
 - A. Concept of creating an Anchor Center
 - B. Libraries and civic development important development for companies
 - C. Schools and Civic infrastructure important for new jobs and housing
 - D. Economy is good for public funding
 - E. Libraries must step in to fill gap due to loss of state funding for schools
 - F. Message needs communication; time is now to build infrastructure and program expansion through collaboration

- V. Messaging is a key component to raising donor awareness for Annual or Capital Campaign.**
 - A. Staff continues excellent job of building brand awareness
 - B. Development Department has done an excellent job of creating a database which is important to advance fundraising

- VI. Conclusions and Recommendations**
 - A. Case Statement
 - B. Impressions external and internal
 - C. Compelling investment of a capital campaign
 - D. Gift Chart Sample

Ager Consulting, LLC all rights reserved August 6, 2019

Spokane Valley Libraries 2020

Building a community where we can learn, work, create, and thrive together

OVERVIEW: For **64 years**, the Spokane Valley Library has served generations with high quality programs and services. Since then, the Valley's population has grown from **40,000** to over **100,000** in 2019. As the *oldest* library building in the County, Spokane Valley Library served over **272,000** visitors last year, including the more than **19,000** that attended **840** educational library programs.

NEED: The Spokane Valley Library does not have adequate space and is well *over capacity*. Building systems (electrical, HVAC) are aging, and public access to the basement meeting room is through a single elevator or staff stairwell. Due to parking constraints, the library is forced to lease additional parking nearby to accommodate the over **800** visitors per day. Events with attendance of 100 or more must be held offsite at rented venues. There are not enough public restrooms and noise management is a significant issue.

A new Spokane Valley Library is proposed for the corner of Sprague Avenue and Herald Road. This library across from City Hall, would serve as the next pillar in an *emerging civic center* in Spokane Valley. With the Library attracting large numbers of people, this location will create *economic opportunities* for area businesses. The city of Spokane Valley included an expansion of nearby Balfour Park with the intention of developing a library/park partnership in its Master Development Plan, and has earmarked \$1,300,000 for site development. This library/park combination will become a *civic anchor* and a *community gathering space*. A new library allows for **double the number of people served and programs offered**. Construction costs are estimated at \$11 million.

- Each year, over **14,000 young children** gain skills necessary to enter kindergarten ready to learn. A new library allows for an **additional 6,000** children access to the Library's comprehensive early learning program, better ensuring *academic success*.
- More than **3,000 kids and teens** annually attend hands-on *learning experiences* in STEM and the Arts. A new facility allows for **1,200 more** kids and teens to participate in after-school programs, homework help, and online tutoring.
- **Adults** have *access to resources* that help them make informed choices and better prepare for their future. With education costs increasing, the library offers GED, financial literacy, and educational programs at no charge. In addition, approximately **500 entrepreneurs** have access to trained staff in *business research* and programs by local business mentors. A larger library will increase availability of these resources for at least **200 more** people per year.

The construction of a new library on Conklin Road next to the Appleway Trail is also proposed for the underserved and growing population in southeast Spokane Valley. This proposed library location will serve **nine (9) schools** within a two-mile radius. It is estimated that an additional **5,500 students** will have convenient access to library resources, after-school, and summer learning programs. Construction costs are estimated at \$5 million.

BENEFIT: The library is the cornerstone of civic pride and essential to a healthy community. More than just books and computers, libraries are an *investment* in our community's future generations of thinkers, doers, and leaders. New libraries will be efficient, comfortable, multi-purpose facilities. Situated in *park-like settings*, parents will attend baby story times while connecting with other parents. Senior citizens can attend free programs and meet new friends. Flexible meeting, co-working spaces and current technology, available to the public at no charge, will create a business center that spurs *economic development*.

Library funding through ballot measures is at risk. A 10-year comparison of studies on voter perceptions¹ showed that voters are now far less likely to vote for libraries than they were in 2008. Indeed, after a recent bond attempt, public feedback indicated there would be greater support for the projects if 25% of the funding came from private

¹ American Library Association and Online Computer Library Center, 2018

dollars. **Private sector donations of \$4 million** would enhance construction of an outdoor reading garden with mini amphitheater outside the dedicated children's area, a large meeting room with multi-media capabilities for at least 200, several smaller meeting rooms, public art, and similar prominently visible amenities.

Private funding provides a sense of ownership and naming opportunities to create a legacy while experiencing the satisfaction of benefiting the people we care about and place we call the Spokane Valley.

Board of Trustees Procedures: Appeals of Administrative Decisions

BACKGROUND:

The District has a number of procedures regarding the functions of the Board of Trustees. Staff have begun the process of reviewing these procedures, the first of which is the Appeals of Administrative Decisions.

This procedure, originating in 1993, outlines the process for which a member of the public can appeal a decision made by District staff. The recently updated statement included in all District policies states the following:

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.

This procedure was revised accordingly in order to clarify the process of appeal and align it with established District policy. Specifically, the revisions include:

- The addition of a section directing that appeals regarding staff action be made in writing to the Executive Director and include a timeframe for response.
 - Appeals of staff action first submitted to the Board of Trustees would subsequently be referred to the Executive Director for review and determination.
- Clarifying that appeals to the Board of Trustees would consider only decisions or actions made by the Executive Director. The procedure now includes a timeframe for response that takes into consideration that any Board action related to an appeal would occur at a Board meeting. These appeals must also be made in writing.

When responding to an appeal, both the Executive Director and the Board of Trustees are tasked with determining if established District policies and procedures were followed.

Following are an edited copy of the current procedure, with the suggested revisions indicated by strikethrough or underline, as well as a clean copy of the proposed draft procedure.

Recommended Action: Board motion to approve the revised Procedure 100.015, Appeals of Administrative Decisions.

SPOKANE COUNTY LIBRARY DISTRICT

Current/Existing Procedure

PROCEDURE

SUBJECT: APPEALS OF ADMINISTRATIVE DECISIONS

NUMBER: 100.015

COVERAGE: Libraries and Departments

SOURCE: Board of Trustees

AUTHORIZED BY: Board of Trustees Action

ORIGINATION DATE: 03/18/93

REVIEW/REVISION DATE: ~~02/21/06~~ 08/20/19

Purpose

To provide a process for Board of Trustees' consideration of appeals of administrative actions or decisions.

Summary of ~~02/21/06~~ 08/20/19 revision

~~Removal of examples in Number 2; two of them are now within another procedure and the list isn't meant to be inclusive.~~ Updates procedure to reflect current District policy.

Procedure

1. No appeals of administrative actions or decisions will be considered by the Board of Trustees until all applicable administrative procedures are first followed.
2. If the appeal process set forth in a specific policy or procedure conflicts with this procedure, that process takes precedence.
3. Appeals to the Executive Director
 - 3a. In accordance with policy, any appeal of an administrative action made by staff will first be made in writing to the Executive Director. It must state the specific complaint and the action requested of the Executive Director.
 - 3b. When considering an appeal, the Executive Director will review the record of administrative action to determine compliance with established District policies and procedures. If District policies and procedures were followed, the Executive Director will take no action on the appeal. If District policies and procedures were not followed, the Executive Director will take action that is consistent with policies and procedures.
 - 3c. The Executive Director will provide anyone making an appeal with a written response within thirty (30) days that includes their decision regarding the appeal and reasons that decision was made.
4. Appeals to the Board of Trustees
 - 4a. In accordance with policy, Any appeal of Executive Director action must be made in writing and directed to the Board of Trustees must be written. It must state the specific complaint and the action requested of the Board.
 - 4b. Requests for appeals will be placed on the agenda of the next regular Board of Trustees meeting, following applicable By-Law provisions for meeting agendas and public comment during the meeting. Appeals of personnel-related decisions will be considered in executive session to the extent allowed by the Open Public Meetings Act to protect employee confidentiality. Consideration of the appeal may be delayed to a future meeting if sufficient background information about the issue is not yet available.

5. 4c. When considering an appeal, the Board will review the record of administrative action to determine compliance with established District policies and procedures. If District policies and procedures were followed, the Board will take no action on the appeal. If District policies and procedures were not followed, the Board will refer the issue to the Executive Director for a recommendation that is consistent with policies and procedures.
6. 4d. The Board of Trustees chair will provide anyone making an appeal with a written response within thirty (30) days following a decision made at a Board of Trustees meeting that includes the decision of the Board ~~on~~ regarding the appeal and the reasons that decision was made.

SPOKANE COUNTY LIBRARY DISTRICT

Draft Procedure

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 - 4c. When considering an appeal, the Board will review the record of administrative action to

determine compliance with established District policies and procedures. If District policies and procedures were followed, the Board will take no action on the appeal. If District policies and procedures were not followed, the Board will refer the issue to the Executive Director for a recommendation that is consistent with policies and procedures.

4d. The Board of Trustees chair will provide anyone making an appeal with a written response within thirty (30) days following a decision made at a Board of Trustees meeting that includes the decision of the Board regarding the appeal and the reasons that decision was made.

FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: SEPT – OCT 2019***September 17, 2019: Fairfield Library - (4:00 p.m.)***

- Levy Election Final Update
- Emergency Closure of Facilities Policy
- Spotlight Fairfield Library
- Review the Performance of a Public Employee (RCW 42.30.110(1)(g))

Please send requests for agenda additions or changes to the Board Chair or Administrative Assistant no later than Tuesday, Sept. 3, for inclusion in the preliminary agenda to be sent Sept. 4. Meeting packets will be mailed Sept. 11.

October 15, 2019: Spokane Valley Library - (4:00 p.m.)

- Personnel Policy
- Overview Preschool and Toddler Book Bags
- Spotlight Spokane Valley Library

SPECIAL MEETINGS/ACTIVITIES

Sept 30 Board of Trustees Special Meeting, 4-7pm, Argonne Meeting Room

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 JULY 2019

Business Office, Finance and Facilities – Rick Knorr

General Fund

Total revenues are 57.7% of budget and total expenses before transfers are 57.2% of total budget, all in line with expectations through July.

Spokane County Assessor's Office Report on Assessed Valuation (A.V.)

The District has received the initial report from the Assessor's Office on the increase in existing real property, from \$26.29 billion to \$28.38 billion or a 7.9% increase.

This is the first of several reports to be received from the Assessor's Office between now and year-end. The following is the approximate timeline for Assessor's Office reports.

- July/August: Report on change in A.V. for existing real property
- August/September: Report on change for personal property
- September/October: Report on the initial values of new construction
- December: Report on the change in state-assessed property

2020 Budget

The 2020 budget cycle is set to commence and following is the typical District budget timeline:

- September: Individual department budgets are prepared and submitted to the Finance Office for consolidation.
- October: The first draft of the District budget is presented to Trustees. The August inflation index used for the annual salary adjustment is known at this time, but no decisions are expected.
- November: The second and near final version of the budget is presented, along with the levy certification document, all of which are memorialized within three required resolutions. The 2020 budget and levy certification are submitted to the Assessor's Office for formal establishment of the 2020 levy.
- December: The final budget is presented to Trustees. There will be no changes to the levy amount, yet minor changes may be made among expense lines.

Facilities Report

- The Otis Orchards Library re-siding project is close to completion. The contractor was able to start within a week of being approved at the District's July meeting. The project should be 100% completed and signed off by August 31. I encourage all to visit the library for a look.
- Parking lot striping and asphalt sealing has been completed at Airway Heights, Deer Park, North Spokane, and Moran Prairie, and is scheduled to be completed at the remaining libraries by the end of August.

Human Resources – Toni Costa

Staff Training:

In-person training provided during July was limited to two sessions of Sexual Harassment in the Library training. 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 two New Hires, one Promotion and three Terminations for the month of July. New to the District were one Summer Program Assistant and one Library Page. The Promotion was a Library Assistant to Public Services Associate. Those leaving the District held the positions of Collection Services Assistant, Librarian, and Materials Processor.

Executive Director Evaluation

The process for the evaluation of the Executive Director began late this year due to the amount of activity revolving around the levy lid lift efforts. The Leadership Team has completed its comments and the survey link is ready to send out to Trustees.

The Leadership Team comments have been provided to you as a separate handout at this meeting. Trustee feedback regarding performance of the Executive Director will be compiled and provided to the Board Chair prior to the September meeting.

Operations – Doug Stumbough

Recently, the District was awarded funding in the amount of \$28,973.00 as part of the All of Us Community Engagement Outreach Award by National Network of Libraries of Medicine (NNLM), Pacific Northwest Region.

The project, Fit & Lit: Health Literacy for Teens and Librarians, was created and submitted by Aileen Luppert, Managing Librarian at Spokane Valley and focuses on teens attending Dishman Hills High School in Spokane Valley, which has a large number of students experiencing poverty and homelessness. Up to 90 students will have the opportunity to take classes on precision medicine and ways to lead healthier lives. Participating students receive free bus passes, YMCA passes, and easy access to an area food bank during the summer of 2020. The award also includes training for Library District staff through the NNLM course Beyond an Apple a Day: Providing Consumer Health Information at Your Library.

In addition to West Valley School District, we will partner with Spokane Valley Partners, Supplemental Nutrition Assistance Program Education (SNAP-Ed, formerly Food Sense), and a local certified yoga instructor to present the program.

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 July 2019:
 - Checkouts:
 - *Circe: A Novel* by Madeline Miller (66)
 - *The Lost Girls of Paris* by Pam Jenoff (53)
 - *Little Fires Everywhere* by Celeste Ng (52)

- Holds:
 - *Where the Crawdads Sing* by Delia Owens (57)
 - *Meals that Heal: 100+ Everyday Anti-Inflammatory Recipes in 30 Minutes or Less* by Carolyn Williams (49)
 - *The Nickel Boys* by Colson Whitehead (39)

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

Publisher Instituted Changes to Overdrive Availability

OverDrive informed its worldwide library partners of several upcoming changes being implemented by publishers to their library lending models. In July, Blackstone Audio instituted an embargo for select audiobook titles, which means that affected titles in the Blackstone Audio Catalog will be made available for library lending distribution 90 days after its retail on-sale date. Macmillan US is making changes to their eBook lending terms that will take effect November 1. For the first eight weeks from an eBook's publication date, a library can purchase one unit only, under the One Copy/One User model (a Frontlist reserve copy). The cost of this unit will be \$30. After the first eight weeks of an eBook's publication (Frontlist), a library can purchase additional copies under the Metered Access model for a two-year term limit. The price for these units will be \$60 per unit. After one year from an eBook's publication (Backlist), a library can purchase additional copies under the Metered Access model of a two-year term limit. The price for these units will be \$40 per unit.

These new lending models have generated much discussion in the library world due to the impact of the lending restrictions on fair and equitable access for library customers worldwide and the complexity of lending terms. Acknowledging the difficulty in explaining these publisher-imposed restrictions to staff and the public, we will do a SharePoint post informing staff closer to the implementation date for the Macmillan US changes in particular, due to the number of high-demand authors represented in its catalog of offerings. Fortunately, there will be no changes to the lending terms for Macmillan US audiobook titles. Audiobook titles will remain available in the One Copy/One user model.

Book Discussion To Go

A customer suggestion prompted a change in how we create the labels for Book Discussion To Go bags. The suggestion was to add the author's name to the label instead of just listing the title as was the previous practice. We implemented the suggestion in mid-July for all newly created Book Discussion To Go bags and began calling in the bags already in the collection to convert them to the new format. Most of the collection has been converted with completion imminent.

**COLLECTION MONTHLY REPORT
JULY 2019**

Select Transaction Count			
Physical Collection	YTD 2019	YTD 2018	CHANGE
Items Processed	41,506	39,764	4%
Interlibrary Loan Total	7,288	7,133	2%
Overdrive			
Total Checkouts	358,481	299,929	20%
Total Holds	114,424	102,650	11%
hoopla			
Total Checkouts	14,104	21,509	-34%
Total Items in Collection			
Material Type	YTD 2019	YTD 2018	CHANGE
Print	315,003	315,223	0%
Nonprint	85,797	87,633	-2%
Overdrive	89,822	79,894	12%
Grand Total	490,622	482,750	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:

In-Library Sales of Discarded Library Materials

- As follow-up to the discussion last month, the District has resumed the sale of discarded library materials.

Security Incident Report Analysis

- We conducted an audit of all the security incident reports submitted in 2018. 404 were submitted in total, of which 30 resulted in calls for emergency services. Of those 30, roughly half were for medical assistance and half for law enforcement. Overall, the number of incidents requiring first responder assistance is remarkably low, especially when compared to 1.3 million in door count for 2018.

Community Engagement

I attended the following community meetings and events:

- Greater Spokane Valley Chamber of Commerce Government Action Committee.

Other items of note

Washington State Library Directors Meeting

- I attended the summer directors' meeting in Leavenworth, WA. Topics included data-driven approaches to retaining customers, legislative priorities for public libraries, responses to drag queen story hours statewide, and capital funding opportunities via the Dept. of Commerce.

Public feedback received regarding Spokane Public Library's drag queen story hour program

- Throughout July, District staff continued to respond to frequent comments regarding the Spokane Public Library's program. These comments were received in person and via telephone, email, and the District's Facebook page. Despite coverage by all local major media outlets, some comments continued to conflate the two library systems and erroneously tied the District's levy proposition to the city library's program. Other comments understood the distinction between systems but sought further information or clarification. Staff responded to each comment received, distinguished the two library systems as needed and confirmed the District is not hosting such programs now or in the future.

Operations Report July 2019

Doug Stumbough and Kristy Bateman

Service Priority Teams

Business and Career Development (Stacey Goddard)

- Financial literacy programs continue to draw crowds, despite summer weather and activities. For example, average attendance for the three Homebuyer Education Seminar sessions was 28.
- One clear sign of summer is the marked decrease in test proctoring sessions we conducted in July—just 11, compared with 65 in June.
- I attended the Spokane Census Complete Count Committee meeting, and learned more about planning and promotion efforts for next year's census. The District can help with meeting room space for orientations and trainings, and potentially in other ways. This will be the first time the census can be completed online, so we'll likely get a number of questions from customers as we get closer.

Early Learning (Mary Ellen Braks)

- We provided 116 Storytimes to 3,366 children, parents, and caregivers. Our average attendance per Storytime was 29. With summer now in full swing, we are seeing a lot of older siblings at Storytimes.
- We provided 24 Storytimes to 277 children at 14 child care centers.
- We did our most popular STARS training, *Felt Stories*, and had 37 attend. The child care providers all left with two new felt stories to use with the children in their care.

Education and Enrichment (Gwendolyn Haley)

- 703 (a 7% increase over 2018) registered readers have recorded a grand total of 170,452 (a 30% increase) minutes of reading and earned 2,212 badges in Beanstack.
- 3,702 community members attended one of 124 different programs offered in July. These included concerts, KERNEL at Fairwood Farmers' Market, Space-themed activities at three different Spokane Valley Parks, Mobius Science, Zaniac Alex Zerbe, Escape Rooms, Cupcake Decorating and Slime.

Digital Projects and Resources (Carlie Hoffman)

- VetNow, a digital resource focused on military veterans was launched to the public.
- Our BiblioBoard subscription was discontinued.
- Work on the new mobile app continues and we included a call for volunteer testers in the e-newsletter. So far, we have had about a dozen customers respond and user experience testing will begin soon.
- Gwendolyn and I attended an online meeting with Kit Keeper, software that manages checkout of items in the Library of Things.

Information Technology (Patrick Hakes)

- All of the library Wide Area Network (WAN) circuits have been upgraded with the exception of The BookEnd. BookEnd will receive an upgrade when our current contract expires next year. Currently, Fairfield is on a 100Mbps circuit and all the other libraries are on a 1Gbps circuit. Due to the age of our network gear at each location, the speed is capped at 100Mbps. Once we receive our USAC funding commitment letter confirming E-rate funding for the hardware, upgrade of the equipment at each location will begin.

Library Reports

Airway Heights: Crystal Miller

- 46 enthusiastic kids attended the *Touch a Recycle Truck Storytime*. Two attendees let us know that they dress up as garbage men every Halloween, and were overjoyed to meet one of their idols.

- *Artful Garden* brought in 27 participants, families enjoyed painting the pots and getting their hands dirty planting their new plants.
- Librarian Alison Johnson participated in the Spokane Regional Health District's Time Banking program at their family game night event.

Argonne: Pat Davis

- *Gravity Catastrophe*, the science show by The Zaniac, brought in 45 eager attendees.
- *Space Exploration* was popular with many families and had 36 participants.

BookEnd: Caitlin Wheeler

- BookEnd has seen an uptick in Book-a-Librarians, with as many in the month of July 2019 as there were in the year of 2018.

Cheney: Catherine Nero Lowry

- *Touch-a-Bus Storytime* was so well attended that the bus driver had to make two trips to ensure all the kids got to ride the bus. We had 85 in this program.
- The *Space Exploration Planetarium* with Mobius was awesome and 84 people enjoyed the program.

Deer Park: Kris Barnes

- My favorite Summer Reading program this year, *Engineering with Cardboard*, was held at Arcadia Elementary school. 111 parents, teachers, and summer readers participated in teams to build innovative cardboard creations. One spectacular creation was a giant whack-a-mole game that a family dreamed up and worked on together.
- Community Librarian Ree West and I attended Deer Park Settlers Day. We set up a booth at Mix Park with *Giant Sidewalk Games* and families played checkers, Connect Four, and Jenga.

Fairfield: Kristy Bateman

- It's been a busy and well-attended summer at Fairfield Library. We hit double-digits at all of our tween and teen programs and *Backyard Astronomy & Composting* were well attended by adults.
- Cindy Ulrey and I presented the yearly update to the Fairfield Town Council. While there, we were invited to the Newcomers' Welcome/Fairfield Community Picnic the following week. About 80 people came out for the picnic and we plugged upcoming activities and made superhero masks in preparation for that evening's outdoor showing of *Incredibles 2*.

Medical Lake: Cecelia McMullen

- *Mermaid Storytime* at Waterfront Park was a splash. 79 participants were delighted with stories, songs, and water themed crafts. Some families said it was their first Storytime experience. One parent said that seeing us in action at the park gave her the confidence to bring her toddler to our weekly *Family Play and Learn Storytime*.
- After the *Engineering with Cardboard* program, three teens walked home completely attired as robots, planning to surprise and entertain their families. Another customer, watching them leave the library expressed joy at seeing library programs that she called "imagination in action."

Moran Prairie: Danielle Marcy

- Several members commented on the quality of poets and poetry at the *Poetry Picnic*. The event was sponsored by the Moran Prairie Friends and in partnership with Scablands Lit.
- I hosted the *Gravity Catastrophe* program. One adult attendee commented that this was the best program she had seen and had not laughed so hard in years. She also talked about the high quality of programs at county libraries.

North Spokane: Brian Vander Veen

- We continued to see large crowds of children and their caregivers turn out at the Fairwood Farmers market to participate in weekly educational activities run by library staff and Farmers' Market volunteers, in partnership with Catholic Charities Food for All's KERNEL program.
- Staff served over 800 free meals to children as part of the USDA Summer Food Service Program in partnership with Spokane Public Schools.

- North Spokane continued to host Camp Read-A-Rama, a half-day day camp for kids ages 6-11. Each week features a different theme, with attendees in July learning about STEM, food, and space. The program is run with the help of volunteers from the AmeriCorps VISTA program.

Otis Orchards: Caitlin Wheeler

- Children and adults alike marveled at entertainer Alex Zerbe's *Gravity Catastrophe* physics and juggling entertainment, held at Otis Orchards Elementary. One grandparent personally thanked me for offering for free, quality child-friendly activities that caregivers can bring children to during the summer.
- Attendees of the *Indoor and Outdoor Composting* program walked away with handouts and heads full of new knowledge. They expressed gratitude for being given the opportunity to talk one-on-one with a master gardener about their personal gardening projects and needs.

Spokane Valley: Aileen Luppert

- Our third summer concert took place this month at Naomi. Naomi provides transitional housing to homeless women and their children in Spokane Valley, and has a beautiful park-like space, perfect for a summer concert, in its backyard. This year Sidetrack returned to play for 92 happy guests. Food was made available by Christ Kitchen's food truck and Annie's Ice Cream.
- Our first after-hours video programs for tweens and teens were popular and fun. Public Services Specialist Sarah staffed both programs and shared, "Both programs focused on peer-to-peer collaboration, willingness to learn from others on the fly, and creative flexibility. The programs were well attended and the tween program even had a full waiting list. All of the participants had a great time to the point of several visiting the Studio drop-in hours or signing up for additional upcoming programs."

District-wide Information

Security Incident Report

For July 2019, there were 29 Security Incident reports filed, eleven less than last month (40) and 15 less than July 2018 (44). North Spokane and Spokane Valley had the most incidents reported with ten each. The most frequently reported incidents related to General Code of Conduct violations (9). To further put all of these numbers in perspective, the total door count District-wide in July 2019 was 108,914.

Public Use Measures

July 2019

Measure	This year	Last year	YTD	Last YTD
	This Month	This Month	This year	Comparison
Cardholders	112,076	113,659		-1%
Door count	108,914	121,124	718,031	-12%
Items Borrowed	243,807	237,397	1,575,567	0%
• Airway Heights	5,447	5,999	35,791	-10.08%
• Argonne	13,968	13,472	86,312	-6.43%
• Cheney	14,083	13,991	87,588	-7.28%
• Deer Park	13,482	13,242	89,350	-6.28%
• Fairfield	1,200	1,436	8,340	-12.65%
• Medical Lake	5,061	4,287	30,469	-10.60%
• Moran Prairie	18,847	17,296	118,496	-1.73%
• North Spokane	51,846	51,104	317,351	-6.23%
• Otis Orchards	5,240	5,730	37,107	-9.84%
• Spokane Valley	53,196	50,794	339,763	-2.08%
• The BookEnd	4,097	3,136	26,217	16.48%
• Digital	56,803	48,807	372,585	16%
Programs				
• Number	324	289	2,279	9%
• Attendance	8,234	7,764	52,153	3%

Internet Station Use (%)	46.5%	53.7%	46.9%	
Meeting room bookings	505	391	3,927	16%
Digital Resource Use	88,380	87,434	622,914	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 July 2019

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

News Coverage

- July 1 – *The Current* – SCLD seeking levy lid lift Aug. 6
- July 1 – *The Current* – Explore stars, planets, the moon at the library
- July 1 – *The Current* – Try your hand at filming at Spokane Valley Library
- July 1 – *The Current* – Summer Family Read
- July 1 – *Deer Park Gazette* – SCLD Levy Proposition 2019
- July 1 – *Deer Park Gazette* – Book Sale Friends of the Deer Park Library
- July 1 – *Deer Park Gazette* – July Community Events Calendar
- July 3 – *Deer Park Tribune* – Library district earns clean state audit
- July 3 – *The Spokesman-Review* – Guest Opinion: No drag hour at Spokane County Library District locations, but any readers welcome here
- July 4 – *The Spokesman-Review* – North Spokane Library offers reading camp
- July 13 – *The Spokesman-Review* – Helping young non-readers love books: Librarians and others offer advice
- July 13 – *The Spokesman-Review* – Parade celebrates rodeo weekend in Cheney
- July 15 – *Deer Park Gazette* – Lynda at the Library
- July 15 – *Spokane Public Radio* – Spokane City Council President Candidate Mike Fagan
- July 15 – *The Spokesman-Review* – Rockets away
- July 16 – *Spokane Public Radio* – Spokane County Library District Ballot Measure
- July 17 – *ALA* – Library professionals explore tough topics and exciting opportunities
- July 17 – *KXLY* – Voter Guide: Everything you need to know about the 2019 Spokane County primary election
- July 21 – *The Spokesman-Review* – Front & Center: Amber Williams veered from military track to library career
- July 23 – *The Spokesman-Review* – Spokane County Libraries wants voters to know it didn't host Drag Queen Story Hour as it seeks approval on levy
- July 23 – *KHQ* – Spokane County Libraries say confusion over drag queen events could cost them levy vote
- July 25 – *Inlander* – County libraries: We didn't host drag story hours
- July 26 – *KREM 2* – 2019 Spokane Co. Primary Election: A closer look at 2 tax proposals
- July 28 – *The Spokesman-Review* – Week Ahead: Outsmart Scammers
- July 28 – *The Spokesman-Review* – Week Ahead: Dollars and Sense: Give Yourself a Raise
- July 31 – *Deer Park Tribune* – Library district offering blacksmithing class
- July 31 – *Deer Park Tribune* – Spokane County voters to decide ballot measures
- July 31 – *Life Site* – Backlash: Drag Queen Story Hour proves detrimental to libraries seeking increased funding

Highlights from the Development Department

- 1) Results of the feasibility study survey were compiled and analyzed by Ager Consulting Firm. The consulting firm will present findings at the August meeting.
- 2) Attention was given to the District's nonprofit wing with the wrapping up of quarterly financial data and the transitioning of fundraising priorities moving away from District Friends book sales to other areas of focus.

E-Marketing (Website, Social Media, Email)


Post Details

Spokane County Library District
Published by Mo Regalado [?] · July 23 at 12:22 PM · 🌐

#tuesdaythoughts - Did you know there are actually 3 library systems in Spokane County? Spokane Public Libraries, Liberty Lake Library System, and Spokane County Library District (that's us!).

Spokane County Library District operates 11 libraries throughout the county including - Airway Heights, Argonne (Millwood), Cheney, Deer Park, Fairfield, Medical Lake, Moran Prairie, North Spokane, Otis Orchards, Spokane Valley, and The BookEnd (Spokane Valley Mall).

We love serving our community and invite you to stop into one of our libraries to see what we have to offer.



SPOKESMAN.COM

Spokane County Libraries wants voters to know it didn't host Drag Queen Story Hour as it seeks approval on levy

👍 **Get More Likes, Comments and Shares**
Boost this post for \$20 to reach up to 3,800 people.


2,823 People Reached **1,407** Engagements [Boost Post](#)

👍❤️🗨️ Sarah Ferry, Jan Clark and 70 others 16 Comments 33 Shares

👍 Like 🗨️ Comment ➦ Share 📧

Spokane County Library District
Published by Mo Regalado [?] · July 22 at 1:03 PM · 🌐

#Summer2019 - Happening tonight at North Spokane Library!
Get Jedi-crafty with Perler beads and The District! Create a key chain or magnet...it's all up to you!
We provide the beads and templates to get you started.... See More



Explore your creative side - Spokane County Library District Explore your creative side - Spokane County Library District

👍 **Get More Likes, Comments and Shares**
Boost this post for \$20 to reach up to 3,900 people.

3,607 People Reached **81** Engagements [Boost Post](#)

👍❤️🗨️ Terrance MacMullan, Monica Leeds Stenzel and 7 others 1 Comment 4 Shares

👍 Like 🗨️ Comment ➦ Share 📧

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

	Y-T-D Actual	Annual Budget	Target 58.3% Percent Used	Balance Remaining
REVENUES				
PROPERTY TAXES	\$ 6,812,728	\$ 11,942,000	57.05%	\$ 5,129,272
CONTRACT CITIES - AIRWAY HEIGHTS	131,747	261,000	50.48%	129,253
CONTRACT CITIES - SPOKANE	41,374	80,000	51.72%	38,626
FINES & FEES	104,250	171,500	60.79%	67,250
GRANTS & DONATIONS	32,976	33,000	99.93%	24
E-RATE REIMBURSEMENTS	163,160	150,000	108.77%	(13,160)
LEASEHOLD & TIMBER TAX, REBATES, OTH	27,186	22,000	123.57%	(5,186)
INTEREST REVENUES	50,790	107,000	47.47%	56,210
TOTAL REVENUES	\$ 7,364,212	\$ 12,766,500	57.68%	\$ 5,402,288
TRANSFERS IN	-	-	0.00%	-
TOTAL REVENUES & TRANSFERS IN	\$ 7,364,212	\$ 12,766,500	57.68%	\$ 5,402,288
EXPENSES				
SALARIES	\$ 3,668,778	\$ 6,422,000	57.13%	\$ 2,753,222
FRINGE BENEFITS	1,323,967	2,323,300	56.99%	999,333
SUPPLIES	78,757	150,200	52.44%	71,443
UTILITIES	260,239	351,000	74.14%	90,761
SERVICES	787,960	1,435,700	54.88%	647,740
INSURANCE	60,094	66,000	91.05%	5,906
EQUIPMENT & SOFTWARE	31,853	161,000	19.78%	129,147
LIBRARY MATERIALS	934,136	1,512,600	61.76%	578,464
ELECTRONIC LIBRARY MATERIALS	107,600	205,000	52.49%	97,400
LIBRARY PROGRAMS	50,487	89,700	56.28%	39,213
OPERATIONAL CONTINGENCIES	0	50,000	0.00%	50,000
TOTAL EXPENSES	\$ 7,303,872	\$ 12,766,500	57.21%	\$ 5,462,628
TRANSFERS OUT	200,000	200,000	100.00%	-
TOTAL EXPENSES & TRANSFERS OUT	\$ 7,503,872	\$ 12,966,500	57.87%	\$ 5,462,628
Net Excess of Revenues Over/(Under) Expenses	\$ (139,660)	\$ (200,000)		
BEGINNING CASH	5,032,133			
NET FROM ABOVE	(139,660)			
ENDING CASH	\$ 4,892,473			

Number of months cash on hand 4.6

Spotlight Medical Lake Library

Library Supervisor Cecelia McMullen and Librarian Christie Onzay will share recent highlights of Medical Lake Library and the community it serves.

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