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Board of Trustees Regular Meeting

September 17, 2019 4:00 p.m. **Fairfield Library** Public Meeting Room

AGENDA

- I. CALL TO ORDER**
- II. AGENDA APPROVAL** [4:00]
- III. ACTION ITEMS**
 - A. Approval of August 20, 2019, Regular Meeting Minutes [4:00-4:02]
 - B. Approval of August 2019 Payment Vouchers [4:02-4:05]
 - C. Unfinished Business [4:05-4:15]
 - 1. Levy Election Final Update
 - D. New Business [4:15-4:25]
 - 1. Emergency Closure of Facilities Policy: Approval Recommendation.
 - 2. Use of 3D Printers Policy: Approval Recommendation.
- IV. DISCUSSION ITEMS, POSSIBLE ACTION** [4:25-4:30]
 - A. Future Board Meeting Agenda Items
- V. REPORTS**
 - A. Trustees [4:30-4:35]
 - B. Executive Director [4:35-4:40]
 - Administrative
 - Community Activities
 - C. Operations [4:40-4:45]
 - D. Communication & Development [4:45-4:50]
 - E. Fiscal [4:50-4:55]
 - F. Spotlight Fairfield Library [4:55-5:05]
- VI. EXECUTIVE SESSION** [5:05-5:35]
 - A. Review the Performance of a Public Employee (RCW 42.30.110(1)(g))
- VII. PUBLIC COMMENT**
- VIII. ADJOURNMENT**

[Estimated meeting length: One hour and 35 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.

09/17/19

**SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: AUGUST 20, 2019**

The Board of Trustees of Spokane County Library District met in regular session in the public meeting room at Medical Lake Library, 321 E. Herb St., Medical Lake, WA, at 4:00 p.m., Tuesday, August 20, 2019.

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

Excused: Vice Chair Mark Johnson

Also Present: Jane Baker, Communication & Development Director; Kristy Bateman, Operations Manager; Toni Costa, Human Resources Director; Rick Knorr, Finance Director; Cecelia McMullen, Library Supervisor; Crystal Miller, Library Supervisor; Dana Mannino, Librarian; Jill-Lynn Nunemaker, Development Manager; Christie Onzay, Librarian; Andrea Sharps, Collection Development Director; Doug Stumbough, Operations Director; and Patty Franz, Executive Assistant.

Guests: Jan Karel, Trish McFarland, and Lisa Regehr of Ager Consulting, LLC.

Call to Order (Item I.) Chair John Craig called the meeting to order at 4:06 p.m., and welcomed everyone in attendance.

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

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

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

Fund	Voucher/Payroll Numbers	Subtotal	Total
July - L01	55931-56073 and W00685-W00694	\$580,620.77	\$580,620.77
	07102019PR and 07252019PR	\$385,346.24	\$385,346.24
L01		Total	\$965,967.01

There was no discussion.

The motion was approved.

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

LEVY ELECTION UPDATE. Mr. Roewe reported pending certification by the Spokane County Canvassing Board, the levy lid lift passed, with 55% of voters in favor of Spokane County Library District Proposition 1. Operations Director Doug Stumbough reported precinct mapping of results, visually noting strong support from populated areas surrounding District libraries as well as annexed cities and towns. In response to Mr. Craig's query, Mr. Stumbough further reported all but three Valley precincts passed the measure. Mr. Roewe said overall, election results were good news for the District and long-term plans for facilities and library services. Although the levy rate goes into effect January 1, funds become available in April 2020. The focus of the Board of Trustees special meeting/retreat scheduled for Sept. 30 will be to strategize and prioritize future projects. There was no further discussion.

New Business
Feasibility Study
Committee Results
(Item III.D.1.)

FEASIBILITY STUDY COMMITTEE RESULTS. Jan Ager Karel of Ager Consulting introduced herself and team members Trish McFarland and Lisa Regehr. Ms. Karel reported findings of the recently conducted feasibility study regarding the potential for a future District capital fundraising campaign. There were 234 respondents of which 99 viewed and 65 completed the online survey to determine potential support for private funding. Ms. Karel said overall, participants were favorable toward support of new libraries in Spokane Valley. Although respondents felt libraries were positive attributes to community, Ms. Karel said they were also surprised by the large number of visitors and customers served per day. A future private capital fund drive was compelling to nearly 36 percent of respondents, with a campaign of \$2.5 million achievable, for which Ms. Ager noted the importance of contributions from District staff and Trustees for overall success. Ms. Ager further reported messaging about what libraries provide to communities as a key component to raising donor awareness for a future annual or capital campaign. She noted partnerships with area school districts would be beneficial, as well as library Friends having more of a presence toward fundraising. Mr. Roewe said over the course of next few months, staff will determine next steps toward this work. He further expressed appreciation to the Ager consultants for conducting the study. There was no further discussion.

New Business
Appeals of Adminis-
trative Decisions
(Item III.E.)

APPEALS OF ADMINISTRATIVE DECISIONS—PROCEDURE 100.015. Ms. Thompson moved and Mr. Teterud seconded approval of District Procedure 100.015, Appeals of Administrative Decisions, as revised. Executive Director Patrick Roewe said this procedure is one of several that involves the function of the Board of Trustees and historically has been reviewed and approved by the Board. Originating in 1993, it outlines the process for which a member of the public can appeal a decision made by staff. The procedure was revised to align with established District policy, and recently updated boilerplate was also added.

There was no discussion.

The motion was approved.

**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 September will include a levy election final update, Emergency Closure of Facilities policy, and spotlight on Fairfield Library. An executive session will also be held to review the performance of a public employee. In response to a query from Mr. Teterud regarding the Board of Trustees special meeting scheduled for September 30, Mr. Roewe said the Leadership Team will provide a list of suggested future project priorities for discussion. There was no further discussion.

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

There were no trustee reports.

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

The Executive Director's written report for July 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 pointed out the printed copies of email messages distributed to Trustees at this meeting. The messages regarding drag queen story hour (DQSH) were sent to the Trustees' email address before the levy lift election and responded to by staff. Within the emails, brand confusion between library systems was apparent amid strong feelings conveyed toward DQSH. Mr. Craig noted DQSH generated interest and concern from voters who wanted assurance the District was not planning to host the program. He further said the District made the right choice to state the District was a public institution that welcomes all in The Spokesman-Review opinion piece published July 3, 2019. Regarding the subsequent successful passage of the levy lift, Mr. Roewe expressed appreciation to the Leadership Team, Board of Trustees, Communication Department, Public Services and all staff for their work, and to voters and citizens for their support of the levy. There was no further discussion.

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

Operations Director Doug Stumbough and Operations Manager Kristy Bateman provided a written report prior to the meeting for July 2019, with data for customer use measures, programming, and library activities. In response to Mr. Teterud's query regarding the negative trend shown in the Public Use Measures report, Mr. Stumbough said the trend is offset in part by the 16 percent increase in use of digital materials and attendance at programs, demonstrating there is a change in the way some customers are using library resources. There was no further discussion.

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

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

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

Revenue and Expenditure Statement through July 31, 2019.

Fund 001

Revenues	\$ 7,364,212
Expenditures	\$ 7,503,872

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

Ending Fund Balance	\$ 4,892,473
Fund Budget Expended	57.87%

Mr. Knorr reported full completion of the siding project at Otis Orchards Library is anticipated by mid-September. There is a lifetime warranty for the metal, and a 30-year warranty against fade of the color-coated metal. There was no further discussion.

**Spotlight Medical
Lake Library,
July 2019
(Item V.F.)**

MEDICAL LAKE LIBRARY SPOTLIGHT. Library Supervisor Cecelia McMullen and Librarian Christie Onzay presented recent highlights of Medical Lake Library. Ms. McMullen commented on the increased use of digital resources for which OverDrive, a service that lends digital content anytime, anywhere, has helped make possible. Residents often express gratitude for access to the abundant resources of a larger library District. Ms. McMullen noted World Book Online and CultureGrams as invaluable to students and their families during a recent school project. Medical Lake Library is highly connected to community for myriad local cultural events as well as events that have national significance, such as Election Day. In advance of the November 2018 election, the District provided training for volunteers to assist with National Voters Registration Day, and the library became a resource hub of activity to help with voter registration. A local Girl Scouts troop made signs to help direct residents to the ballot box. StoryTime is always popular, and the community particularly enjoys Touch-a-Fire Truck or STA bus events. Medical Lake Monday, held monthly at the library, was an opportunity for residents of the community to share interests and skills with each other. Recently, 63 people came out to support Anderson the Robot, a creation of the Medical Lake High School robotics team, which was heading to the World Championship. Ms. Onzay reported on the library's collaboration with the city of Medical Lake Parks and Recreation Department. The library is able to reserve space for free at Waterfront Park for well-attended outdoor natural history programs, geology walks, and Mermaid Storytime, crafts and swimming. Parks and Recreation also provides before-school care at the elementary school for late start days. Library staff participates once a month to provide activities for students. Last spring, Ms. Onzay was invited to participate in Literacy Night at Hallett Elementary School, where as community librarian, Ms. Onzay was able to connect with parents and provide information about library resources and upcoming events. Re*Imagine Medical Lake continues to grow. It hosts an annual Winter Festival and last year added a Halloween Fall Festival. The Vietnam Moving Wall exhibit was part this year's Founders Day. The library created a book list and materials for display and a concert was held to feature music from the era. There were many partners from different organizations who made this event come together, of which the District Communication Department Team was a part. The library will again participate in Small Business Saturday on Nov. 24. There was no further discussion.

**Public Comment
(Item VI.)**

There was no public comment.

Adjournment
(Item VII.)

Chair Craig adjourned the meeting at 5:11 p.m. The next Board Meeting is scheduled for Tuesday, September 17, 2019, at 4:00 p.m., in the public meeting room at Fairfield Library.

John Craig, Chair

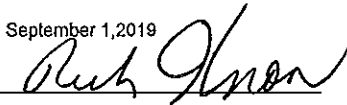
Patrick Roewe, Secretary to the Board of Trustees

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 August 31, 2019 and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$1,049,715.13 for the general fund and \$0.00 for the capital projects fund and are authorized to authenticate and certify these claims.

DATE: September 1, 2019

SIGNED



TITLE: Finance Director

SIGNED



TITLE: Executive Director

VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
056074	ASSOC OF WASHINGTON CITIES-NWA	LIFE INSURANCE	\$ 738.91
056075	AVISTA UTILITIES	MONTHLY UTILITIES	6,874.47
056076	BUDGET-RENT-A-CAR	CAR RENTAL	135.25
056077	CAVENDISH SQUARE	LIBRARY MATERIALS	711.72
056078	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	957.39
056079	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	240.55
056080	CONSOLIDATED IRRIGATION DIST19	WATER - OTIS ORCHARDS	87.46
056081	CITY OF SPOKANE	WATER & SEWER - MORAN PRAIRIE	887.42
056082	E-RATE EXPERTISE, INC.	E-RATE CONSULTING SERVICES	337.50
056083	FATBEAM, LLC	JULY INTERNET, BEFORE ERATE DISC	3,740.00
056084	GALE/CENAGE LEARNING	LIBRARY MATERIALS	1,680.31
056085	H&H BUSINESS SYSTEMS, INC.	QTRLY COPIER MAINTENANCE & TONER	522.72
056086	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	5,144.56
056087	LCSI, INC.	E911 IDENTITY SERVICE, THROUGH DEC 2020	3,321.45
056088	MIDWEST TAPE	LIBRARY MATERIALS	304.52
056089	NATIONWIDE INSURANCE	EMPLOYEE DEDUCTIONS FOR PET INSURANCE	213.96
056090	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	7,621.51
056091	POLICYPAK SOFTWARE	SOFTWARE SUPPORT	6,907.54
056092	RECORDED BOOKS, LLC	LIBRARY MATERIALS	745.74
056093	KARLEEN SCHAFER	LOST/PAID REFUND	13.60
056094	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	19.50
056095	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	514.58
056096	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	571.01
056097	THE URBANA FREE LIBRARY - ILL	INTERLIBRARY LOAN FEES	16.98
056098	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	936.64
056099	WALT'S MAILING SERVICE	PRINTING FOR ANNUAL POSTCARD	7,951.03
056100	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	109.30
056101	CITY OF AIRWAY HEIGHTS	WATER & SEWER - AIRWAY HEIGHTS	590.52
056102	CITY OF CHENEY	WATER, SEWER, ELEC. - CHENEY	947.22
056103	CITY OF DEER PARK	WATER & SEWER - DEER PARK	201.64
056104	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CH	48.70
056105	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE	5,173.50
056106	EARTHWORKS RECYCLING, INC	RECYCLING: AR, NS, SV	195.00
056107	EMPIRE DISPOSAL INC.	SOLID WASTE - FAIRFIELD	42.62
056108	FAUCETS 'N STUFF PLUMBING	PLUMBING REPAIRS	353.93
056109	FREE PRESS PUBLISHING, INC	LIBRARY MATERIALS	30.00
056110	GALE/CENAGE LEARNING	LIBRARY MATERIALS	452.81
056111	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	2,820.13
056112	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	9,795.97
056113	DAVID MCRAE	LIBRARY PROGRAM	1,200.00
056114	MIDWEST TAPE	LIBRARY MATERIALS	8,215.17
056115	MODERN ELECTRIC WATER COMPANY	WATER, ELEC. - SV	1,969.55
056116	MONTGOMERY HARDWARE	MAINTENANCE SUPPLIES	25.78
056117	MOVO MEDIA MARKETING	SEMI-MONTHLY SOCIAL MEDIA PLATFORM MGMT	750.00
056118	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	102.12
056119	OTIS HARDWARE	MAINTENANCE SUPPLIES	21.63
056120	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	7,966.34
056121	VOID CHECK	VOID CHECK	-
056122	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	496.67
056123	RECORDED BOOKS, LLC	LIBRARY MATERIALS	202.14

056124	THE SPOKESMAN- REVIEW	LIBRARY MATERIALS	584.02
056125	SPOKANE COUNTY ENVIRONMENTAL SERVICES	MONTHLY SEWER - AR, NS, SV	366.20
056126	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	119.94
056127	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	274.78
056128	VERIZON WIRELESS	MONTHLY CELL PHONES (20)	436.99
056129	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE	1,213.16
056130	WEST PLAINS CHAM. OF COMMERCE	ANNUAL DUES	60.00
056131	WHITWORTH WATER DISTRICT	WATER - NORTH SPOKANE	298.35
056132	WICK ENTERPRIZES, LLC	ADVERTISING	312.37
056133	PACYWORKS STUDIO, INC.	LIBRARY PROGRAM: GRACE LIN	4,000.00
056134-056181	***Void Checks***	TRANSITION FROM OLD STOCK TO NEW CK STOCK	-
056182	ACCURATE STRIPING	RE-STRIPE PARKING LOT: DP, NS	10,264.26
056183	ALLSTREAM	MONTHLY DID, PRI AND LONG DISTANCE PHONE SVC	526.71
056184	A.M. BEST COMPANY, INC.	LIBRARY MATERIALS	211.54
056185	ARGUS JANITORIAL	MONTHLY CUSTODIAL SERVICES	16,285.07
056186	BATTERIES PLUS BULBS	MAINTENANCE SUPPLIES	36.92
056187	BRODART CO.	OFFICE/LIBRARY SUPPLIES	97.70
056188	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	195.19
056189	CENTURYLINK	ANALOG TELEPHONE LINES	56.86
056190	VOID CHECK	***VOID CHECK***	-
056191	CITY OF MEDICAL LAKE	WATER, SEWER, REFUSE - ML	243.40
056192	DELL MARKETING L.P.%DELL USA LP	PRINTER SUPPLIES/IT EQUIPMENT	236.91
056193	GALE/CENAGE LEARNING	LIBRARY MATERIALS	624.38
056194	GENERAL FIRE EXTINGUISHER SERV	BUILDING REPAIR & MAINTENANCE	503.39
056195	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	3,178.56
056196	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	10,890.71
056197	INLAND POWER AND LIGHT	ELECTRIC UTILITIES - AH, DP	857.12
056198	JOURNAL OF BUSINESS	LIBRARY MATERIALS	99.95
056199	MIDWEST TAPE	LIBRARY MATERIALS	232.19
056200	OCLC, INC.	SEMI-ANNUAL CATALOGING & ILL SUBSCRIPTION	22,447.13
056201	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	7,330.89
056202	PERRINE PROPERTIES, LLC	MONTHLY PARKING LOT LEASE, SV	300.00
056203	RECORDED BOOKS, LLC	LIBRARY MATERIALS	369.82
056204	SOFTWARE ONE, INC	SOFTWARE SUPPORT	2,150.83
056205	SPOKANE MALL LLC	MONTHLY LEASE PAYMENT, BOOKEND	3,120.00
056206	SPOKANE COUNTY ENVIRONMENTAL SERVICES	MONTHLY SEWER - AR, NS, SV	233.54
056207	STANDARD PRINTWORKS	ADVERTISING/PRINTING	120.00
056208	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	466.20
056209	STATE AUDITOR'S OFFICE	ANNUAL AUDIT	1,801.80
056210	UNIQUE MANAGEMENT SERVICES	MONTHLY COLLECTION AGENCY & NOTICE FEES	1,791.22
056211	UPS	SHIPPING	20.32
056212	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	465.74
056213	WITHERSPOON BRAJICICH MCPHEE, PLLC	LEGAL SERVICES, GENERAL COUNSEL	159.00
056214	AUDIOFILE PUBLICATIONS	LIBRARY MATERIALS	34.95
056215	A.M. BEST COMPANY, INC.	LIBRARY MATERIALS	423.08
056216	CCI SOLUTIONS	OFFICE/LIBRARY SUPPLIES	127.38
056217	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	528.11
056218	EDNETICS	TELEPHONE HARDWARE	530.89
056219	GALE/CENAGE LEARNING	LIBRARY MATERIALS	1,067.84
056220	GUIDEPOSTS	LIBRARY MATERIALS	17.94
056221	HERC RENTALS, INC.	SCISSOR LIFT RENTALFOR BUILDING MAINTENANCE	272.26
056222	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	2,820.13
056223	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	7,141.49
056224	INLAND PUBLICATIONS	LIBRARY PROGRAMS	432.00
056225	INLAND POWER AND LIGHT	ELECTRIC UTILITIES - AH, DP	413.70
056226	MIDWEST TAPE	LIBRARY MATERIALS	5,522.37
056227	MOVO MEDIA MARKETING	SEMI-MONTHLY SOCIAL MEDIA PLATFORM MGMT	750.00
056228	OPTUM	MONTHLY HSA ACCOUNT FEES	69.00
056229	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	9,893.54
056230	PACYWORKS STUDIO, INC.	LIBRARY PROGRAMS	977.00
056231	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	373.33
056232	RECORDED BOOKS, LLC	LIBRARY MATERIALS	494.75
056233	RELiance BARCODE SOLUTIONS, LLC	ROLLS OF BARCODE LABELS FOR BOOKS	2,720.82
056234	THE SPOKESMAN- REVIEW	LIBRARY MATERIALS	239.20
056235	SPOKANE MAMA	LIBRARY PROGRAMS	100.00
056236	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	466.20
056237	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	21,504.51
056238	ANDREA W. VAUGHN	LIBRARY PROGRAMS	1,700.00

056239	VOID CHECK	***VOID CHECK***	-
056240	ZAYO GROUP, LLC	MONTHLY BROADBAND SERVICE	16,200.83
056241	VOID CHECK	***VOID CHECK***	-
056242	GREY HOUSE PUBLISHING	LIBRARY MATERIALS	242.05
056243	ACCURATE STRIPING	RE-STRIPE PARKING LOT: MP, OT	7,884.27
056244	PENNY ARTER	LOST/PAID REFUND	11.00
056245	AVISTA UTILITIES	MONTHLY UTILITIES	7,567.43
056246	BOISE PUBLIC LIBRARY - ILL	INTERLIBRARY LOAN FEES	22.50
056247	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	65.34
056248	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	198.29
056249	CONSOLIDATED IRRIGATION DIST19	WATER - OTIS ORCHARDS	100.46
056250	CITY OF SPOKANE	WATER & SEWER - MORAN PRAIRIE	1,258.30
056251	COLUMBIA FIRE AND IRON	LIBRARY PROGRAMS	130.00
056252	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	443.61
056253	FATBEAM, LLC	AUGUST INTERNET SERVICE, NET OF DISC	748.00
056254	FREE PRESS PUBLISHING, INC	LIBRARY MATERIALS	72.00
056255	FRONTIER COMMUNICATION	TELEPHONE & BROADBAND - FF	145.65
056256	GALE/CENAGE LEARNING	LIBRARY MATERIALS	8,023.81
056257	SPOKANE COUNTY LIBRARY DISTRICT	INCOL SEMINAR FEES FOR SCLD EMPLOYEES	31.28
056258	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	8,347.66
056259	LEADERSHIP SPOKANE	TRAINING FEES FOR COMMUNICATIONS EMPLOYEE	3,250.00
056260	MIDWEST TAPE	LIBRARY MATERIALS	4,093.32
056261	MOBIUS SCIENCE CENTER	LIBRARY PROGRAMS	4,250.00
056262	MODERN ELECTRIC WATER COMPANY	WATER, ELEC. - SV	2,163.52
056263	CATHERINE J NG	LIBRARY PROGRAMS	900.00
056264	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	5,041.61
056265	MELISSA PARRA	LOST/PAID REFUND	7.40
056266	ALICIA PEA	LOST/PAID REFUND	5.20
056267	SPOKANE PUBLIC LIBRARY	INTERLIBRARY LOAN FEES	76.00
056268	THE SPOKESMAN- REVIEW	LIBRARY MATERIALS	717.60
056269	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	19.50
056270	UNIVERSAL PRINTING SOLUTIONS INC	OFFICE/LIBRARY SUPPLIES	296.68
W00695	US BANK - HEALTH - OPTUM	H S A CONTRIBUTIONS	1,759.25
W00696	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	66,200.29
W00697	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	55,061.38
W00698	STATE OF WASHINGTON	MONTHLY EXCISE/SALES TAXES	719.44
W00699	ASSOC OF WASHINGTON CITIES-NWA	MEDICAL, DENTAL, VISION & LIFE INS.	88,076.95
W00700	DEPT OF LICENSING - WASHINGTON STATE	BUSINESS LICENSING FEES	39.00
W00704	DEPT OF LICENSING - WASHINGTON STATE	BUSINESS LICENSING FEES	74.00
W00705	DEPT OF LICENSING - WASHINGTON STATE	BUSINESS LICENSING FEES	69.00
W00706	DEPT OF LICENSING - WASHINGTON STATE	BUSINESS LICENSING FEES	32.00
W00707	DEPT OF LICENSING - WASHINGTON STATE	BUSINESS LICENSING FEES	19.00
W00708	DEPT OF LICENSING - WASHINGTON STATE	BUSINESS LICENSING FEES	49.00
W00709	DEPT OF LICENSING - WASHINGTON STATE	BUSINESS LICENSING FEES	19.00
W00710	DEPT OF LICENSING - WASHINGTON STATE	BUSINESS LICENSING FEES	19.00
W00711	DEPT OF LICENSING - WASHINGTON STATE	BUSINESS LICENSING FEES	19.00
W00712	DEPT OF LICENSING - WASHINGTON STATE	BUSINESS LICENSING FEES	19.00
W00713	DEPT OF LICENSING - WASHINGTON STATE	BUSINESS LICENSING FEES	19.00
W00714	DEPT OF LICENSING - WASHINGTON STATE	BUSINESS LICENSING FEES	32.00
W00715	DEPT OF LICENSING - WASHINGTON STATE	BUSINESS LICENSING FEES	13.00
W00716	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	58,900.07
W00717	US BANK - HEALTH - OPTUM	H S A CONTRIBUTIONS	1,821.75
W00718	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	52,101.81
W00719	SAGE SOFTWARE, INC	ANNUAL ACCOUNTING SOFTWARE SUPPORT	2,610.33
Total Non-Payroll General Operating Fund			\$ 644,497.29
PAYROLL VOUCHERS			
08092019PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	\$ 211,126.27
08232019PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	194,091.57
Total Payroll General Operating Fund			\$ 405,217.84
TOTAL GENERAL OPERATING FUND			\$ 1,049,715.13

July/August 2019 Credit Card Activity
Paid in August 2019
Voucher #056237

<u>Card Category</u>	<u>Amount</u>
General Purchases	\$12,758.70
Maintenance	1,123.49
Travel	2,773.58
Acquisitions	4,315.50
Information Technology	453.15
Outreach	80.09
General Fund Purchases	<u>\$21,504.51</u>

Top Individual Charge

4imprint / SCLD Logo Ink Pens (10000)	6,691.38
---------------------------------------	----------

LEVY ELECTION FINAL UPDATE**Election Results**

The Spokane County Canvassing Board certified the August 6 election on August 20, 2019, with Spokane County Library District Proposition 1 successfully passing:

Measure	Vote	Vote %
Yes	32,977	55%
No	26,978	45%
Total Votes	59,955	100.00%

Certification of Election Results with the Spokane County Assessor

The District was contacted via email by the Spokane County Assessor's Office on August 22, 2019, with the request that we fill out a provided form certifying the election results. They informed us that the form was a new approach developed in consultation with the Washington State Department of Revenue.

On August 23, 2019, Finance Director Rick Knorr completed the form certifying passage of Spokane County Library District Proposition 1 and returned it via email to the Assessor's Office, accompanied by the election certification documents from the Spokane County Canvassing Board.

While this was the first time the District was aware of having to fill out such a form to certify the election, it is an effective way to verify and confirm with the Assessor's Office that the restored levy rate of \$.50 per \$1,000 assessed valuation is used for the 2020 calculations.

Executive Director Patrick Roewe will be available for questions.

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

EMERGENCY CLOSURE OF FACILITIES**BACKGROUND:**

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

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

Recommended Action: Board motion to approve the revised Emergency Closure of Facilities policy.

SPOKANE COUNTY LIBRARY DISTRICT

Current/Existing Policy**POLICY: EMERGENCY CLOSURE OF FACILITIES**

APPROVAL DATE: AUGUST 18, 1983

REVISION DATE: SEPTEMBER 19, 2017 17, 2019**Purpose**

To provide guidelines for the closure of Spokane County Library District facilities due to emergency conditions.

General Policy

The Spokane County Library District (District) may close some or all facilities when regular operations are disrupted due to events outside of District control. Such events include, but are not limited to, weather-related emergencies, natural or man-made disasters, long-term loss of electricity or other utility, a declared health emergency, and/or any other event that inhibits the District's ability to conduct normal activities.

District facilities may be closed under any of the following emergency conditions:

1. When weather conditions make travel to and/or operation of a facility impractical or unsafe. Because weather and other conditions vary within the District, individual facilities may be closed while others remain open.
2. When an emergency has been declared by a government agency and all but essential services have been curtailed, area residents have been asked to restrict their travel, and/or government offices and schools in the community have been closed.
3. When an individual building emergency exists, such as loss of electrical power or other utility, heating/air conditioning system failure, or the existence of an unsafe and/or unhealthy working condition.
4. Any other condition or event that may adversely affect the health and safety of District staff, volunteers, and ~~the public~~ customers.

The Executive Director or designee shall make all closure decisions.

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

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

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

SPOKANE COUNTY LIBRARY DISTRICT

Draft Policy**POLICY: EMERGENCY CLOSURE OF FACILITIES**

APPROVAL DATE: AUGUST 18, 1983

REVISION DATE: SEPTEMBER 17, 2019

Purpose

To provide guidelines for the closure of Spokane County Library District facilities due to emergency conditions.

General Policy

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2. When an emergency has been declared by a government agency and all but essential services have been curtailed, area residents have been asked to restrict their travel, and/or government offices and schools in the community have been closed.
3. When an individual building emergency exists, such as loss of electrical power or other utility, heating/air conditioning system failure, or the existence of an unsafe and/or unhealthy working condition.
4. Any other condition or event that may adversely affect the health and safety of District staff, volunteers, and customers.

The Executive Director or designee shall make all closure decisions.

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

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

Use of 3D Printing and Cutting Equipment

BACKGROUND:

3D cutters, also known as laser cutter/engravers, are a new technology for the District. Where 3D printing services creates objects through the additive method of adding layer after layer of plastic filament, a 3D cutter uses a subtractive method to remove material to create the design. It can cut and engrave wood, leather, acrylic, fabric, cardboard, paper, and more.

Since the District already has a clearly articulated policy regarding 3D printing, a replacement of that policy to encompass both 3D printing and cutting is recommended. We have based the recommended policy on successful implementation of our current 3D printing policy, and followed examples of other public libraries to include 3D cutting. The recommended replacement policy has also been reviewed by District counsel.

Library staff will continue to make determinations about what can be created using the 3D printing and cutting equipment in a reasonable amount of time, and what may be inappropriate use of the 3D printing and cutting equipment, and the policy will guide and support their decisions.

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

Following are an edited copy of the current 3D Printing policy, with the suggested revisions indicated by strikethrough or underline, as well as a clean copy of the proposed draft policy.

Recommended Action: Board motion to approve the revised and renamed Use of 3D Printing and Cutting Equipment policy.

SPOKANE COUNTY LIBRARY DISTRICT

Current/Existing Policy**POLICY: USE OF 3D PRINTERS, PRINTING AND CUTTING EQUIPMENT**APPROVAL DATE: SEPTEMBER 15, 2015 17, 2019

REVISION DATE: OCTOBER 16, 2018

REPLACES:Use of 3D Printers Policy**RELATED POLICIES:**

Computer, Wireless Network and Internet Use Policy

Confidentiality of Library Records

Purpose: To provide guidelines for the use and administration of the District's 3D printing facilities and cutting equipment.

General Policy:

The District prohibits the use of its 3D printers, printing and cutting equipment to create items that are, as determined by District staff, in violation of local, state, or federal law; unsafe, dangerous, or an immediate threat to the well-being of others; obscene or otherwise inappropriate for the library environment; or in violation of another's intellectual property rights. The District will reserve the right to review all print jobs, designs prior to printing, or cutting and reserves the right to refuse any 3D print request in its sole discretion.

Supervision of the use of the 3D printer, printing and cutting equipment by District staff does not constitute knowledge or acknowledgment, or approval of any use of the resulting 3D product, and the. The District specifically disclaims any knowledge, acknowledgement, or approval thereof. The In return for use of the 3D printing and cutting equipment or service, the user shall hold the District and its officers, employees, volunteers, and agents harmless for any and all claims arising from the request for, manufacture of, and use of the 3D printing and cutting equipment and service.

While To the extent allowed by law, the District will reasonably attempt to maintain the confidentiality of users' customers' use of the printing history and cutting equipment in accordance with District policy, the prints themselves. However, the District cannot guarantee confidentiality. Use of the 3D printing and cutting equipment may occur within public view, and the District makes no guarantee that any particular print will not printed products are likely to be seen by members of the public.

The District reserves the right to charge Library members may be charged for printed items, customers for use of the printing and cutting equipment. The District will determine such charges in order to recover costs, and may require the charges be paid before the project is started.

Library members, customers may be limited to a specific number of print jobs based upon demand, as determined by District staff. The District does not guarantee a that any 3D printing or cutting project will be successful print. Unless the print, printing or cutting job fails to finish, the cost of the completed print, project, regardless of quality, will still be charged. If the District declines a 3D print, project request, the member, customer will not be charged.

~~3D printing will occur only during library open hours. Print~~Printing or cutting jobs with estimated completion times that would exceed library open hours will not be started until the next open day. ~~Print jobs and those~~ with an estimated completion time that would exceed the longest scheduled open hours will be declined ~~and the member will not be charged.~~

In order to claim their ~~printed~~ items, ~~members~~customers will be required to produce photo ID or a receipt of payment. Items that are ~~printed~~created on District 3D ~~printers~~printing and cutting equipment and not claimed within 14 days will become property of the District. No refund will be provided for unclaimed items.

3D printing and cutting services may occasionally be provided at no charge ~~in conjunction with related for~~ District programs or events. Priority ~~printing~~ will be given to projects related to District programs and events.

~~Only designated District staff and volunteers will have hands-on access to the 3D printer.~~

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

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

SPOKANE COUNTY LIBRARY DISTRICT

Draft Policy**POLICY: USE OF 3D PRINTING AND CUTTING EQUIPMENT**

APPROVAL DATE: SEPTEMBER 17, 2019

REPLACES:

Use of 3D Printers Policy

RELATED POLICIES:

Computer, Wireless Network and Internet Use Policy

Confidentiality of Library Records

Purpose: To provide guidelines for the use and administration of the District's 3D printing and cutting equipment.

General Policy:

The District prohibits the use of its 3D printing and cutting equipment to create items that are, as determined by District staff: in violation of local, state, or federal law; unsafe, dangerous, or an immediate threat to the well-being of others; obscene or otherwise inappropriate for the library environment; or in violation of another's intellectual property rights. The District reserves the right to review all designs prior to printing or cutting and the right to refuse any request in its sole discretion.

Supervision of the use of the 3D printing and cutting equipment by District staff does not constitute knowledge, acknowledgment, or approval of any use of the resulting 3D product. The District specifically disclaims any knowledge, acknowledgment, or approval thereof. In return for use of the 3D printing and cutting equipment or service, the user shall hold the District and its officers, employees, volunteers, and agents harmless for any and all claims arising from the request for, manufacture of, and use of the 3D printing and cutting equipment and service.

To the extent allowed by law, the District will reasonably attempt to maintain the confidentiality of customers' use of the printing and cutting equipment in accordance with District policy. However, the District cannot guarantee confidentiality. Use of the 3D printing and cutting equipment may occur within public view, and the printed products are likely to be seen by the public.

The District reserves the right to charge Library customers for use of the printing and cutting equipment. The District will determine such charges in order to recover costs and may require the charges be paid before the project is started.

Library customers may be limited to a specific number of jobs based upon demand, as determined by District staff. The District does not guarantee that any 3D printing or cutting project will be successful. Unless the printing or cutting job fails to finish, the cost of the completed project, regardless of quality, will still be charged. If the District declines a project request, the customer will not be charged.

Printing or cutting jobs with estimated completion times that would exceed library open hours will not be started until the next open day and those with an estimated completion time that would exceed the longest scheduled open hours will be declined.

In order to claim their items, customers will be required to produce photo ID or a receipt of payment. Items that are created on District 3D printing and cutting equipment and not claimed within 14 days will become property of the District. No refund will be provided for unclaimed items.

3D printing and cutting services may occasionally be provided at no charge for District programs or events. Priority will be given to projects related to District programs and events.

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

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

FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: OCT – NOV 2019***October 15, 2019: Spokane Valley Library - (4:00 p.m.)***

- 2020 Budget
 - Public Hearing on Authorized Revenue Sources
 - 2020 Preliminary Budget Presentation
 - Organizational Memberships Review
 - Board Direction to Staff
- Award Courier Services Contract: Approval Recommendation.
- Personnel Policy
- Overview Preschool and Toddler Book Bags
- Spotlight Spokane Valley Library

Please send requests for agenda additions or changes to the Board Chair or Administrative Assistant no later than Tuesday, Oct. 1, for inclusion in the preliminary agenda to be sent Oct. 2. Meeting packets will be mailed Oct. 9.

November 19, 2019: Argonne Library - (4:00 p.m.)

- 2020 Preliminary Budget Update
 - Cost of Living Adjustment (COLA) for 2020: Approval Recommendation.
 - Adopting a 2020 Preliminary Budget and Certifying It to the Board of County Commissioners (Resolution No. 19-05): Approval Recommendation.
 - Authorizing 2019 Property Tax Levy Increase for Collection in 2020 (Resolution No. 19-06): Approval Recommendation.
 - Levying the Regular Property Taxes for SCLD for Collection in 2020 (Resolution No. 19-07): Approval Recommendation.
- Board Direction to Staff
- Award Grounds Maintenance and Snow Removal Services Contract: Approval Recommendation.
- Customer Privileges and Responsibilities Policy
- Overview BLUEcloud Mobile App
- Spotlight Argonne 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 AUGUST 2019

Business Office, Finance and Facilities – Rick Knorr

Finance Report

General Fund:

Included this month is the District financial report as of August 31, 2019. All amounts continue to track closely to expectations and budgeted amounts.

- Total revenues are 59.8% of budget
- Total expenses before transfers are 65.1% of total budget

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

The District has received no additional news on assessed valuations for the four major components of taxable property. The following table is an excerpt of the initial report received from the Spokane County Assessor's Office. The table illustrates existing real property has been revalued for the upcoming 2020 levy year, yet the task of doing the same for personal property and state assessed property has yet to be completed. Because this year is a levy lid lift year, these updated valuation amounts have differing meanings than a normal, 101% limitation year. Expect an update and further discussion at the meeting.

	Assessed Valuation		
	<u>Yr 2019</u>	<u>For Yr 2020</u>	<u>Change</u>
Existing Real Property	26,293,553,731	28,377,546,236	7.9%
Existing Personal Property	763,324,559	763,324,559	<i>Not published yet</i>
All State Assessed Property	1,009,573,287	1,009,573,287	<i>Not published yet</i>
New Construction			<i>Not published yet</i>
Total Assessed Values	28,066,451,577	30,150,444,082	
Levy at 50 cents / thousand		\$ 15,075,200	

2020 Budget:

All departments are currently formulating their budgets. The timeline for future months follows.

- October Board Meeting:
 - A Public Hearing on sources of revenue will be held.
 - The first draft of the 2020 budget will be presented to the Board. The August inflation index often used for the annual salary adjustment will be known at this time, though no decisions are expected.
- November Board Meeting: The 2020 budget second and near final version will be presented, along with the levy certification document, all of which are memorialized by three required resolutions. The 2020 budget and levy certification will be submitted to the Assessor's Office for formal establishment of the 2020 levy.
- December Board Meeting: The final budget is presented to the Board. There will be no changes to the levy amount, yet minor changes may be made to expense lines.

Requests for Proposals (RFP) for Contract Service Providers:

2019 is the final year of five-year contracts signed with our courier services provider, grounds maintenance and snow removal services provider, and the heating and air conditioning (HVAC) maintenance service provider. The District has (and needs to) issued new RFPs for the purpose of entering into new contracts for all three of these services. Discussion and progress reports for all three follow.

- Courier Services: The notice of the RFP was published Aug. 30, and closes Sept. 25, 2019. The results of the bidding and management's recommendation will be brought to the October Board of Trustees meeting for formal approval. The new contract will begin Jan. 1, 2020.
- Grounds Maintenance and Snow Removal Services: The RFP was published Sept. 13, and closes Oct. 3, 2019. The results of this request will also be brought to the October meeting for formal approval. The new contract will begin Nov. 1, 2019.
- HVAC Preventative Maintenance Services: The District expects to publish this RFP by the end of September, closing approximately a month later with recommendations brought to the November meeting. The new contract will begin Jan. 1, 2020.

All of these contracts will be one year contracts, with the option for up to four additional annual renewals.

Facilities Report

The Otis Orchards Library outside refresh is complete. The new metal siding was completed before the end of August, as was the removal of all the overgrown bushes and shrubs on the east fence line. The painting of the dryvit (synthetic stucco) portion of the building was completed the second week of September. Again, we encourage all to take a drive out to Otis Orchards to see the finished product.

Parking lot striping and asphalt sealing has been completed for all District-owned facilities.

Human Resources – Toni CostaStaff Training:

The Leadership Academy began in August with 17 participants. The academy consists of five sessions scheduled through the end of the year. Topics included are emotional intelligence, mindset, decision-making and building trust. 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 promotions and one separation from service for the month of August. The promotions were both Library Page to Library Assistant. The individual who left the District held the position of Network/Infrastructure Systems Administrator.

Executive Director Evaluation

The Leadership Team comments were submitted to Trustees at the last meeting and the evaluation survey link was sent out to the Trustees.

Trustee feedback regarding Executive Director performance has been provided to the Board Chair prior to this meeting.

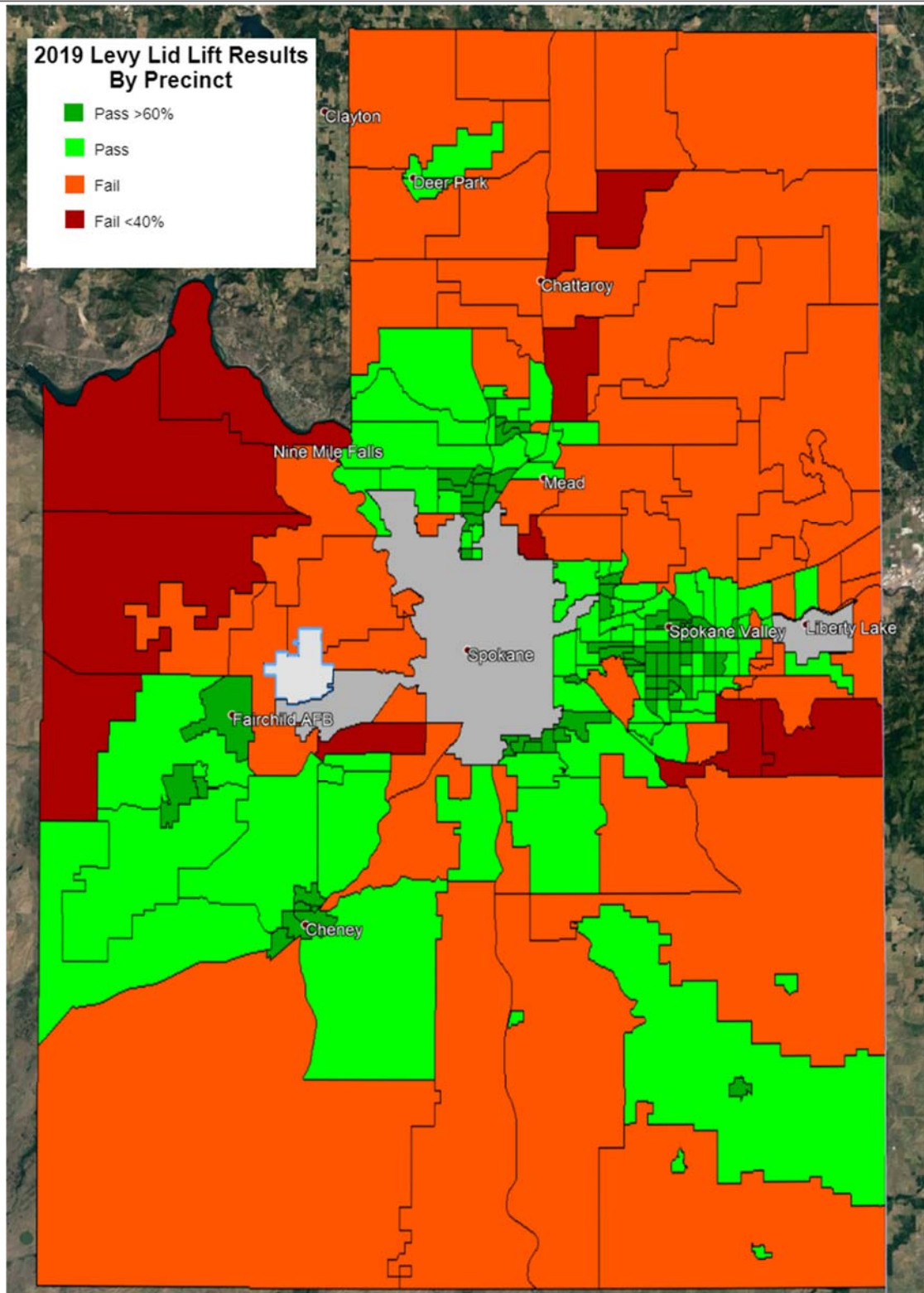
Operations – Doug Stumbough

2019 Levy Results Analysis

With the certification of the August 6 primary election, we spent some time this month reviewing the final results and digging deeper into the data for evaluation of the successful Levy Lid Lift (L³) proposition. District-wide, 55.00% (32,977) of the 59,955 ballots returned with valid votes for the L³ were in favor of

	Yes	No
DISTRICT-WIDE	55.00% (32,977)	45.00% (26,978)
Cheney	69.85% (1,038)	30.15% (448)
Deer Park	58.42% (555)	41.58% (395)
Fairfield	63.38% (90)	36.62% (52)
Latah	55.81% (24)	44.19% (19)
Medical Lake	63.49% (633)	36.51% (364)
Millwood	57.11% (233)	42.89% (175)
Rockford	52.08% (50)	47.92% (46)
Spangle	55.38% (36)	44.62% (29)
Spokane Valley	58.98% (10,513)	41.02% (7,312)
Waverly	51.43% (18)	48.57% (17)
Unincorporated	52.20% (19,787)	47.80% (18,121)

the measure, and 45.00% (26,978) opposed. That approval rate was slightly higher than the last levy lid lift in 2010 (54.86%), although turnout was lower (33.42% compared to 44.97% in 2010). A closer look at the numbers show that all the cities and towns in the District supported the measure by passing margins, with Cheney and Medical Lake exceeding the 60% mark. The unincorporated areas of the county also passed L³ with support stronger nearer the service locations and then waning in the more remote areas.



This is the sixth time, out of six tries, that voters have approved a levy lid lift for the District, with an average approval rate of 56.55% that reflects consistent and continued support for library operations and services in the county.

PNLA Conference

Four District staff members had the opportunity to attend the 2019 Pacific Northwest Library Association Conference (PNLA), held August 7-9, in Spokane. A summary of highlights and select key takeaways for each attendee follow.

Cail Mangum - Public Services Associate, The BookEnd

I attended several sessions on serving diverse members of the public, including sessions on engaging transgender, Latino, and indigenous communities. Presenter James Parrott left us with some tips on how best to serve our transgender patrons; I was glad to see several suggestions on his list that SCLD has already enacted. My favorite panel of the conference was "From the Bottom Up: Engaging Technical Services Staff in Decision-Making," presented by Rose Sliger Krause and Merri Hartse, librarians at Eastern Washington University JFK Library. I enjoyed getting a glimpse into the inner workings of a local academic library, and took away some ideas for general team-building.

Ree West – Librarian, Deer Park

In his keynote address to conference attendees, Peter Bromberg (Executive Director of Salt Lake Public Library) brought into context the highly rapid rate of change in human existence in the last two hundred years, as compared to the millennia since we first became human. In a nutshell, Peter recommends cultivating a daily mindfulness practice, and working to improve one's emotional intelligence to cope better as individuals and societies. Tough Topics Storytime, Mandi Harris taught us to recognize some symptoms of the stages of grief as exhibited at different age groups from birth to 12 years. Topics Mandi talked about included Anger, Sadness and Joy (childhood depression), Grief and Death, Divorce, Cancer, Dementia, and Consent. WOW.

Morgan Garratt - Public Services Specialist, Spokane Valley

PNLA was my first library conference and a few things really stuck with me: Keynote Peter Bromberg addressed the difference between leadership and influence; I was really grateful to network and learn how other libraries work within the limitations of their communities, how they adapt to change and run their system, so different from ours, but still vibrant and actively working as libraries today.

Caitlin Wheeler – Library Supervisor, The BookEnd / Otis Orchards

Leadership and inclusion were big themes at this year's PNLA Conference. The leadership conversations revolved a great deal around empowering staff by recognizing and utilizing their skills. Leadership from the McMinville Public Library shared the success of its Staff Ground Rules, a set of guidelines for "Inclusive Library Team Culture" that their entire staff had generated together. My biggest takeaway: at their core, a good leader and a good library are much alike. They recognize the strengths in their constituents and the needs of their community, and they facilitate a meeting of the two, toward a stronger, prouder community whole.

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 August 2019:
 - Checkouts:
 - *Circe: A Novel* by Madeline Miller (74)
 - *The Clockmaker's Daughter: A Novel* by Kate Morton (65)
 - *The Death of Mrs. Westaway* by Ruth Ware (62)
 - Holds:
 - *Where the Crawdads Sing* by Delia Owens (64)
 - *One Good Deed* by David Baldacci (50)
 - *The Bitterroots: A Novel* by C.J. Box (44)

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

Step Up Books Now Searchable in the Enterprise Catalog

Step Up Books are now searchable in the Enterprise Catalog which will make this useful collection easier for customers and staff to identify and check out. Step Up Books, sometimes referred to as "chapter books," are intended for children ages 7-10 and are harder than easy readers but easier than middle grade books. Generally around 100 pages, the print in Step Up Books is larger than in most children's novels, the chapters are short with frequent illustrations, and they are plot driven rather than character driven. As a result of a request from Public Services staff to make the Step Up Books searchable in the public catalog, Collection Services staff worked with staff in IT to strategize how to make this request a reality. The solution was to add a notation of 'Step up book' to each bibliographic record. The notation is also used for the 'Inland Northwest Collection' and the 'Library of Things' collection. The next step was to have IT staff add a 'Step Up Books' category to the dropdown menu under the 'Everything' search box (to the right of the home icon) in the Enterprise Catalog. Customers can see what Step Up Books are available in the whole system or limit to a specific library. Collection Services staff are working on getting the notation added to all the Step Up Books by doing a retrospective conversion, and as of Sept. 6, there are 1,326 records appearing in the Enterprise Catalog.

COLLECTION MONTHLY REPORT

AUGUST 2019

Select Transaction Count			
Physical Collection	YTD 2019	YTD 2018	CHANGE
Items Processed	46,695	45,583	2%
Interlibrary Loan Total	8,399	8,206	2%
Overdrive			
Total Checkouts	413,195	347,100	19%
Total Holds	128,362	119,547	7%
hoopla			
Total Checkouts	16,123	23,977	-33%
Total Items in Collection			
Material Type	YTD 2019	YTD 2018	CHANGE
Print	314,630	314,874	0%
Nonprint	85,138	88,086	-3%
Overdrive	90,254	80,900	12%
Grand Total	490,022	483,860	1%
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 aren't covered in other agenda items:

Procedure Updates

- We are in the process of updating several internal procedures, including those for Emergency Closure of Facilities and Sales and Fundraising Solicitations. We also removed several outdated and no longer applicable procedures.

Community Engagement

I attended the following community meetings and events:

- Greater Spokane Valley Chamber of Commerce Government Action Committee
- Spokane Is Reading planning meeting

Other Items of Note

- The District has been informed that the Friends of the Spokane County Library District (the umbrella organization) has voted to dissolve its organization and return its 501c3 status to the Moran Prairie Friends, who originally registered under that status. As a consequence, the Interlocal Agreement with the Friends that was discussed as needing revisions at the July 2019 Board of Trustees meeting is effectively terminated. The District thanks the Friends for their support over the last few years. This dissolution has no immediate impact on the local Friends groups.

Operations Report August 2019

Doug Stumbough and Kristy Bateman

Service Priority Teams

Business and Career Development (Stacey Goddard)

- We broke an attendance record for SNAP workshops this month, with 60 for the Saturday Homebuyer Education Seminar. The Tuesday/Thursday Seminars were also very well-attended, with an average of 44 present for each session. These workshops are definitely filling a community need.
- GED and ESL classes ended for the quarter. Attendance during the summer was lower than spring, but steady. Classes will resume mid-September for fall quarter.

Early Learning (Mary Ellen Braks)

- We provided 111 Storytimes to 2,934 children, parents, and caregivers. Our average attendance per Storytime was 26.
- We provided 22 Storytimes to 312 children at nine child care centers.
- We attended the KSPS Fit Kids Day with the Imagination Playground (Big Blue Blocks). The families had a great time, with 1,300 in attendance and most of those families stopped to play.

Education and Enrichment (Gwendolyn Haley)

- 1572 people participated in library programs in August. Highlights included the *Mobius Planetarium* and *Space Exploration*, Cupcake Decorating, the final weeks of *Camp Read-A-Rama*, and an outdoor blacksmithing program.
- 125 people celebrated family reading with author Grace Lin.
- We met with West Valley School District to confirm details to launch the digital card in October 2019, extending our original pilot.

Digital Projects and Resources (Carlie Hoffman)

- Ree and I worked on the Spokane Creators website in preparation for the launch in mid-September.
- I worked with IT to make errors more obvious when customers fill out the website's online forms.
- I began the process to purchase a subscription to the digital resource Teen Health & Wellness. This product will be utilized by Aileen in conjunction with the grant she recently received.

Information Technology (Patrick Hakes)

- All funding commitment letters have been received from USAC for Category 1 and Category 2 services/equipment. Work has begun on creating the purchase orders to meet USAC's requirements for ordering the funded equipment. A detailed report will be provided once the purchase orders have been properly filled out, submitted, and the equipment received and installed.
- Drew Leiser has been promoted to the other System Administrator position and Aaron Miller has been promoted from IT Technician to Endpoint Administrator.

Library Reports

Airway Heights: Crystal Miller

- Librarian Alison Johnson and I attended the annual Airway Heights Days event. There was live music, a car show, climbing wall and numerous booths. 330 attendees stopped by the SCLD tent and received pencils, bookmarks and Engage.
- Our teen/tween program, *Watermelon Decorating Contest* was a hit with 16 in attendance, as well as 16 in attendance for our *Medicare 101* adult program.

Argonne: Pat Davis

- We took the Giant Sidewalk Games and the Big Blue Blocks to Millwood Daze celebration. Many children stopped and played throughout the day. Millwood Daze is a family community event and our activities were a hit with the public and the community organizers.
- The *Deep Space Escape Room* (Teen/Tween program) was successful. Participants all left smiling and talking animatedly about their experiences.

BookEnd: Caitlin Wheeler

- The BookEnd saw its third quarterly Storytime this month, with both regulars and some new faces. One family in particular mentioned gratitude for a Saturday Storytime the whole family could attend.

Cheney: Catherine Nero Lowry

- The featured artist this month was Steve Baird an original watercolorist. His pieces were inspiring watercolors from a recent trip to Scotland.
- Customers enjoyed the *Deep Space Escape Room* and the *Star Wars Bead Craft* programs. Both were filled to capacity.

Deer Park: Kris Barnes

- An article in the Deer Park Gazette featured Deer Park Library staff. The article focused on staff and our diverse backgrounds and interests. I have heard several complements from customers about the article, especially about our personal ties to the community.
- The Deer Park Friends of the Library sponsored *Plaid Cat Concert* at Mix Park. It was a delight to see so many enjoy the music by sharing their dancing expertise with the rest of the attendees.

Fairfield: Kristy Bateman

- *Cupcake Decorating* with Cattee Ng and Space Exploration presented by Mobius were favored and well-attended Summer Reading programs for kids and teens.
- Adults enjoyed the program *Saving Seeds* with Master Gardner Steve Nokes.

Medical Lake: Cecelia McMullen

- Adam from STA joined us for *Touch-a-Bus Storytime* where 58 participants listened to stories including "Don't Let the Pigeon Drive the Bus!" Then we boarded the bus and sang, with gusto, multiple verses of "The Wheels on the Bus," while Adam drove us "all through the town."
- A favorite activity at *Celebrate Your Summer Reading* was dancing, skipping, walking and running on a trail of book covers in hope of winning a prize. Customers also painted canvas book bags.

Moran Prairie: Danielle Marcy

- I attended the Mullan Road Elementary Open House and engaged attendees with a science craft—creating rotocopters, handed out Engage, and promoted the upcoming *Star Wars Beading* program.
- Public Services Associate Robert had a comment from an adult of a participant that the *Escape Room* program was more organized and fun than another they had attended. PSS Sara noted that all the groups worked well together and successfully escaped.

North Spokane: Brian Vander Veen

- North Spokane's blacksmithing program, organized by Librarian Corinne Wilson in partnership with the non-profit Columbia Fire and Iron, was featured in a Spokesman-Review article by Cindy Hval.
- Librarian Corinne Wilson and Operations Specialist Jonathan attended Whitworth University's welcome fair and registered more than fifty new Whitworth students for SCLD library cards.
- We concluded our final week of participation in the Summer Meal Program. This year, in partnership with Spokane Public Schools, we served more than 1,600 free meals to children.

Otis Orchards: Caitlin Wheeler

- Librarian Tammy Henry and I attended the East Valley Back to School Fair, where we spoke to 542 East Valley residents and handed out over 200 student cards. Many parents were surprised and delighted to learn that a library card could offer them digital resources they could access from home.

- One customer came in with an unusual request: her pacemaker battery test kit required a cradle telephone, and she only had a cell phone at home. Library Assistant Cindy was able to provide this customer the resources to test her battery and communicate the results to her clinician, so that she could be confident in the continued safe beating of her own heart.

Spokane Valley: Aileen Luppert

- Spokane Valley had two special guest Storytimes this month. One featured KSPS character Clifford the Big Red Dog. The other saw the return of our friends from STA for *Touch a Bus Storytime*. Once again, the children enjoyed successfully keeping Mo Willems' Pigeon from driving the bus.
- Late Night attracted 36 kids in third through fifth grade. They engaged in science and art activities, and then dropped everything and read. Parents and adults arrived back at the library to pick up their kids at 9:00 p.m. to find them all curled up on chairs with fruit snacks and a book.

Security Incident Reports

For August 2019, there were 41 Security Incident reports filed, twelve more than last month (29) and one more than August 2018 (40). Spokane Valley had the most incidents reported with 17. The most frequently reported incidents related to General Code of Conduct violations (14). There was an exclusion of one year due to assault with a bladed weapon that occurred outside the North Spokane library. To further put all of these numbers in perspective, the total door count District-wide in August 2019 was 107,450.

Public Use Measures

August 2019

Measure	This year	Last year	YTD	Last YTD
	This Month	This Month	This year	Comparison
Cardholders	111,999	113,687		-1%
Door count	107,450	127,860	825,481	-12%
Items Borrowed	233,770	242,989	1,809,337	0%
• Airway Heights	6,125	6,279	41,916	-9.04%
• Argonne	12,705	13,624	99,017	-6.47%
• Cheney	13,572	14,106	101,160	-6.83%
• Deer Park	12,486	14,280	101,836	-7.10%
• Fairfield	1,160	1,355	9,500	-12.87%
• Medical Lake	3,857	4,298	34,326	-10.57%
• Moran Prairie	18,316	19,275	136,812	-2.18%
• North Spokane	48,478	53,920	365,829	-6.76%
• Otis Orchards	5,230	6,472	42,337	-11.11%
• Spokane Valley	50,605	55,491	390,368	-3.01%
• The BookEnd	4,016	3,771	30,233	15.05%
• Digital	56,733	49,639	429,318	16%
Programs				
• Number	-	269	2,279	-3%
• Attendance	-	7,535	52,153	-10%
Internet Station Use (%)	49.4%	54.2%	47.2%	
Meeting room bookings	509	437	4,436	16%
Digital Resource Use	84,057	90,014	707,118	-1%

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 August 2019

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

News Coverage

- August 1 – *KXLY* – Spokane County Library District proposes tax increase
- August 1 – *KXLY* – Local libraries to host produce swaps through August
- August 1 – *The Spokesman-Review* – 10 under \$10: “Stranger Things” Trivia
- August 1 – *The Current* – Volunteering for the Reading Buddy Program
- August 1 – *The Current* – Blacksmithing at North Spokane Library draws spectators
- August 1 – *The Current* – Summer Family Read Celebrations
- August 2 – *Spokane Public Radio* – Drag Queen Questions Putting A Drag On county Library Ballot Measure
- August 6 – *The Spokesman-Review* – Voters signal support of Spokane County library levy
- August 6 – *KREM2* – ‘Yes’ votes currently leading in Spokane County Library District levy, still too close to call
- August 6 – *KXLY* – Spokane County Library District proposition likely to pass
- August 6 – *KHQ* – Spokane County voters weigh in several ballot measures and propositions
- August 7 – *Spokane Public Radio* – Washington Primary Election Results
- August 7 – *Spokane Public Radio* – A Rundown Of Non-Spokane City Election Results
- August 8 – *Deer Park Tribune* – Spokane County voters approving ballot measures
- August 8 – *The Spokesman-Review* – Late fines, printing charges eliminated at Spokane public libraries amid national trend
- August 10 – *The Spokesman-Review* – In the Garden: Saving money in the garden
- August 14 – *The Spokesman-Review* – Family Calendar: Deep Space Escape
- August 14 – *The Spokesman-Review* – Family Calendar: Video Camera Crew Intensive: Visit Mars!
- August 14 – *The Spokesman-Review* – Family Calendar: Watermelon Decorating Contest
- August 14 – *The Spokesman-Review* – Family Calendar: Star Wars Bead Creations
- August 14 – *The Spokesman-Review* – Family Calendar: Late Night Fun and Games
- August 14 – *The Spokesman-Review* – Family Calendar: Celebrate Your Summer Reading
- August 14 – *The Spokesman-Review* – Family Calendar: Cupcake Decorating
- August 15 – *The Deer Park Tribune* – Area voters OK various ballot measures
- August 15 – *The Spokesman-Review* – 10 Under \$10: Cupcake Decorating
- August 18 – *The Spokesman-Review* – Week Ahead: Become Debt Free
- August 18 – *The Spokesman-Review* – Week Ahead: Dollars and Sense: Navigating Your Credit
- August 21 – *Deer Park Tribune* – DP voters show support for primary election measures
- August 22 – *The Spokesman-Review* – Country breakfast to start off Millwood Daze, the town’s annual celebration
- August 22 – *The Spokesman-Review* – 10 Under \$10: Blacksmithing at the Library
- August 22 – *The Spokesman-Review* – 10 Under \$10: “Stranger Things” Trivia
- August 29 – *The Spokesman-Review* – Nailed it: North Spokane Library, Columbia Fire and Iron blacksmithing workshop strikes interest

- August 29 – *The Spokesman-Review* – Education notebook: County libraries earn outreach award with \$28,973 grant
- August 29 – *Deer Park Gazette* – Business of the Month: Deer Park Library

Highlights from the Development Department

- 1) Donations for Staff Day prizes were solicited from approximately 20 local businesses.
- 2) Internal documents were drafted for the Library District's nonprofit wing.
- 3) The feasibility study concluded. Results were presented at the August Board meeting.

E-Marketing (Website, Social Media, Email)

Top Tweet earned 879 impressions

#ThursdayThoughts - "Stories are never a waste of time."

Spokane County Library District is excited to be able to bring you Grace Lin @pacylin TODAY as part of our Summer Family Read program.

Centerplace Regional Event Center
Thurs, Aug 8, 6:30–8:30pm

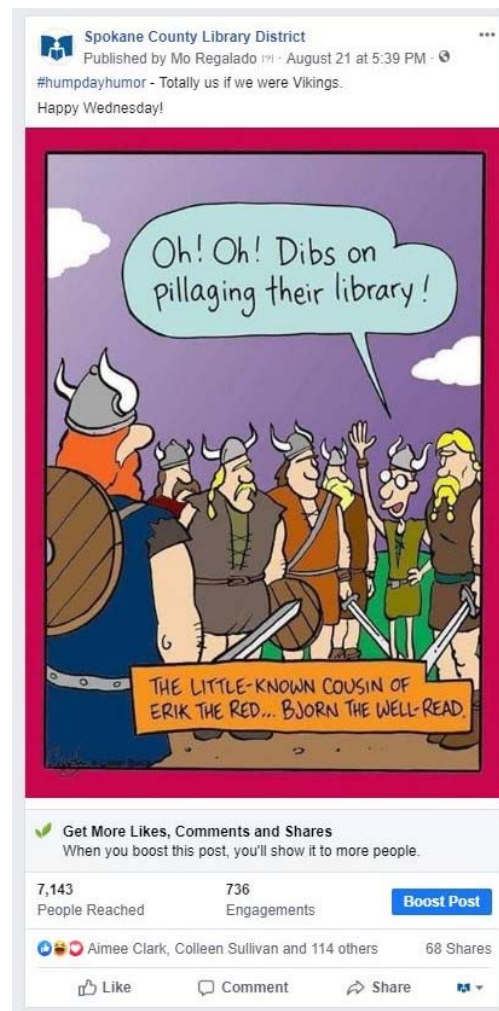
sclcd.org/celebrating-fa...
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1 retweet 1 like

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

			Target 66.7%	
	Y-T-D Actual	Annual Budget	Percent Used	Balance Remaining
REVENUES				
PROPERTY TAXES	\$ 6,927,198	\$ 11,942,000	58.01%	\$ 5,014,802
CONTRACT CITIES - AIRWAY HEIGHTS	197,621	261,000	75.72%	63,379
CONTRACT CITIES - SPOKANE	41,374	80,000	51.72%	38,626
FINES & FEES	118,131	171,500	68.88%	53,369
GRANTS & DONATIONS	33,914	33,000	102.77%	(914)
E-RATE REIMBURSEMENTS	233,404	150,000	155.60%	(83,404)
LEASEHOLD & TIMBER TAX, REBATES, OTH	28,945	22,000	131.57%	(6,945)
INTEREST REVENUES	58,388	107,000	54.57%	48,612
TOTAL REVENUES	\$ 7,638,976	\$ 12,766,500	59.84%	\$ 5,127,524
TRANSFERS IN	-	-	0.00%	-
TOTAL REVENUES & TRANSFERS IN	\$ 7,638,976	\$ 12,766,500	59.84%	\$ 5,127,524
EXPENSES				
SALARIES	\$ 4,219,705	\$ 6,422,000	65.71%	\$ 2,202,295
FRINGE BENEFITS	1,513,974	2,323,300	65.16%	809,326
SUPPLIES	96,107	150,200	63.99%	54,093
UTILITIES	298,057	351,000	84.92%	52,943
SERVICES	877,491	1,435,700	61.12%	558,209
INSURANCE	60,094	66,000	91.05%	5,906
EQUIPMENT & SOFTWARE	33,008	161,000	20.50%	127,992
LIBRARY MATERIALS	1,029,894	1,512,600	68.09%	482,706
ELECTRONIC LIBRARY MATERIALS	114,975	205,000	56.09%	90,025
LIBRARY PROGRAMS	66,208	89,700	73.81%	23,492
OPERATIONAL CONTINGENCIES	0	50,000	0.00%	50,000
TOTAL EXPENSES	\$ 8,309,513	\$ 12,766,500	65.09%	\$ 4,456,987
TRANSFERS OUT	200,000	200,000	100.00%	-
TOTAL EXPENSES & TRANSFERS OUT	\$ 8,509,513	\$ 12,966,500	65.63%	\$ 4,456,987
Net Excess of Revenues Over/(Under) Expenses	\$ (870,536)	\$ (200,000)		
BEGINNING CASH	5,032,133			
NET FROM ABOVE	(870,536)			
ENDING CASH	\$ 4,161,597			

Number of months cash on hand 3.9

Spotlight Fairfield Library

Librarian Cindy Ulrey will share recent highlights of Fairfield Library and the community it serves.

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

REVIEW THE PERFORMANCE OF A PUBLIC EMPLOYEE**BACKGROUND:**

The agenda for the September meeting includes an executive session for the purpose of conducting the Executive Director's performance review. The Open Public Meetings Act allows the board to "review the performance of a public employee" in an executive session; however, any formal action must occur in open session.

Each year the Board of Trustees has an opportunity to provide feedback on the Executive Director's performance and set goals for the coming year. As requested by the Board of Trustees, both the Trustees and Leadership Team members were provided the opportunity to anonymously provide comments about Mr. Roewe's performance to Human Resources Director Toni Costa. Ms. Costa summarized the feedback from Leadership Team and distributed printed copies to Trustees in August.

Feedback from Trustees was compiled and presented to the Board Chair at the outset of this meeting.

Recommended Action: This item is for discussion, with no formal action required. The Board must reconvene in open session to take formal action.