

MISSION

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

Board of Trustees Regular Meeting

October 15, 2019 4:00 p.m. **Spokane Valley Library** Public Meeting Room

AGENDA

I. CALL TO ORDER

II. AGENDA APPROVAL [4:00]

III. ACTION ITEMS

- A. Approval of September 17, Regular, and September 30, 2019, Special Meeting Minutes [4:00-4:02]
- B. Approval of September 2019 Payment Vouchers [4:02-4:05]
- C. Unfinished Business
None.
- D. New Business [4:05-4:45]
 - 1. 2020 Budget
 - o Public Hearing on Authorized Revenue Sources
 - o 2020 Preliminary Budget Presentation
 - o Organizational Memberships Review
 - o Board Direction to Staff
 - 2. Courier Services Contract Award: Approval Recommendation.
 - 3. Grounds Maintenance and Snow Removal Services Contract Award: Approval Recommendation.
- E. Overview Preschool and Toddler Book Bags [4:45-4:55]

IV. DISCUSSION ITEMS, POSSIBLE ACTION [4:55-5:00]

- A. Future Board Meeting Agenda Items

V. REPORTS

- A. Trustees [5:00-5:05]
- B. Executive Director [5:05-5:10]
 - Administrative
 - Community Activities
- C. Operations [5:10-5:15]
- D. Communication & Development [5:15-5:20]
- E. Fiscal [5:20-5:25]
- F. Spotlight Spokane Valley Library [5:25-5:35]

VI. PUBLIC COMMENT

VII. 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.

10/15/19

**SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: SEPTEMBER 17, 2019**

The Board of Trustees of Spokane County Library District met in regular session in the public meeting room at Fairfield Library, 305 E. Main St., Fairfield, WA, at 4:00 p.m., Tuesday, September 17, 2019.

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

Excused: Sonja Carlson - Trustee

Also Present: Jane Baker, Communication & Development Director; Kristy Bateman, Operations Manager; Toni Costa, Human Resources Director; Rick Knorr, Finance Director; Aileen Luppert, Managing Librarian; Charlie Salt, Public Services Associate; Cindy Ulrey, Librarian; Andrea Sharps, Collection Services Director; Doug Stumbough, Operations Director; Amber Williams, Managing Librarian-Strategic Initiatives; and Patty Franz, Executive Assistant.

Guests: None.

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

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

Approval of Mr. Craig called for corrections to the August 20, 2019, regular meeting
August 20, 2019, minutes. The minutes stand approved as written.
Regular Meeting
Minutes
(Item III.A.)

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

Fund	Voucher/Payroll Numbers	Subtotal	Total
August - L01	56074-56270 and W00695-W00719	\$644,497.29	\$644,497.29
	08092019PR and 08232019PR	\$405,217.84	\$405,217.84
L01		Total	\$1,049,715.13

Mr. Knorr provided explanation regarding 13 payments to the Department of Licensing to acquire new business licenses. Mr. Knorr recently learned the Unified Business Identifier (UBI) numbers for the District were under the umbrella of the Spokane County Auditor's Office, so the Business Office filed for new UBI numbers that are now wholly owned by the District. This

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

was necessary in order to meet reporting requirements for the Washington state Paid Family and Medical Leave program.

There was no further discussion.

The motion was approved.

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

LEVY ELECTION FINAL UPDATE. Mr. Roewe reported the Spokane County Canvassing Board certified the successful results of the August 6 election on August 20. Soon after, the District received a request from the Assessor's Office to complete a provided form to certify those election results. Mr. Roewe noted that although this was the first time the District was asked to certify an election on its own behalf, it was an effective method to verify and confirm with the Assessor's Office that the restored levy rate of \$.50 per \$1,000 assessed valuation would be used for 2020 calculations.

There was no further discussion.

**New Business
Emergency Closure
of Facilities Policy
(Item III.D.1.)**

EMERGENCY CLOSURE OF FACILITIES POLICY. Ms. Thompson moved and Mr. Teterud seconded approval of the Emergency Closure of Facilities policy, as revised. In response to Mr. Johnson's query, Mr. Roewe said library closures are communicated to the public via the District's website, social media, news media, and door signage.

There was no further discussion.

The motion was approved.

**New Business
Use of 3D Printing
and Cutting Equip-
ment Policy
(Item III.D.2.)**

USE OF 3D PRINTING AND CUTTING EQUIPMENT. Mr. Johnson moved and Ms. Thompson seconded approval of the Use of 3D Printing and Cutting Equipment policy, as revised. Operations Director Doug Stumbough reported the policy was updated and renamed because of the addition of a new Glowforge laser cutter/printer. Mr. Stumbough explained the difference of this technology, and said suggested policy changes were based on successful implementation of the District's current 3D printing policy, as well as examples from other public library policies that include 3D cutting technology. He noted the policy was written broadly for the benefit of public use. Mr. Stumbough said staff at North Spokane had tested the new printer in various formats, and passed around samples of printed items. Mr. Roewe further said the policy was reviewed by legal counsel because printing can be considered a form of speech; therefore, First Amendment considerations might be applicable.

There was no further 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 October will include a preliminary 2020 budget presentation, courier services contract award, Personnel policy, overview of preschool and toddler book bags, and spotlight on Spokane Valley Library. Ms. Thompson was pre-excused from the October and November meetings. There was no further discussion.

Trustees' Reports
(Item VI.A.)

Mr. Craig shared photos from his recent visit to Amsterdam Central Library. Among other highlights, he noted the spectacular panoramic view from top floors. There were no other trustee reports.

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

The Executive Director's written report for August 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 additional mapping of election results by Mr. Stumbough for the August report, and noted jurisdictional results for the cities and towns served. Mr. Roewe also reported the Washington Library Association selected Aileen Luppert for the Advances in Library Services award, one of eleven merit awards for outstanding service in 2019. Ms. Luppert is managing librarian for Spokane Valley Library. There was no further discussion.

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

Operations Director Doug Stumbough and Operations Manager Kristy Bateman provided a written report prior to the meeting for August 2019, with data for customer use measures, programming, and library activities. Mr. Stumbough had nothing further to add, and there was no discussion.

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

Communication & Development Director Jane Baker provided a written report prior to the meeting for August 2019 communication and development activities. Ms. Baker pointed out the Oct. 2019—Jan. 2020 issue of Engage magazine distributed to Trustees. There was no further discussion.

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

Revenue and Expenditure Statement through August 31, 2019.

<u>Fund 001</u>	
Revenues	\$ 7,638,976
Expenditures	\$ 8,309,513
Ending Fund Balance	\$ 4,161,597
Fund Budget Expended	65.63%

Mr. Knorr further reported on the table of assessed valuation provided in the August finance report, noting the increase of existing real property by 7.9 percent and its future impact on the levy lid lift and the District. Mr. Knorr also noted the budget for 2020 scheduled for presentation next month could be more preliminary than usual because of the early October board meeting date. There was no further discussion.

Spotlight
Fairfield Library
(Item V.F.)

FAIRFIELD LIBRARY SPOTLIGHT. Librarian Cindy Ulrey presented recent highlights of Fairfield Library. She introduced library staff via PowerPoint and called out a positive comment from a visiting grandparent, noting how it exemplified the level of service that staff aspires to provide to customers each day. Ms. Ulrey reported statistics for library operations, and said last winter's snowfall impacted the number of library visitors and attendance at preschool Storytimes. However, the library has increased the number of

**Spotlight
Fairfield Library,
(Item V.F.)**

early learning programs for kids and parents. And Ms. Ulrey commented the more activities the library offers to appeal to families, the better. Programs such as Movement & Music and Family Painting Party were especially popular. Decorating piggy banks for the Swanky Swine Showdown contest as part of a financial literacy program was another well-attended success. Community interest and engagement in programming also increases when library activities coincide with town-wide events, such as ornament-making during Fairfield's An Old Fashioned Christmas or Slightly Spooky celebrations during the Harvest Fall Festival. Staff often goes to where the community has gathered for the opportunity to sign families up for library cards and share information about library services. Ms. Ulrey further reported the Seed Library is in its third year and doing well. Adult attendance at master gardener programs exceeds adult attendance at other programs. As for what lies ahead, Ms. Ulrey said Banner Bank of Rockford approached the library to do a scam prevention series next spring. As part of Business and Career Development, the library plans to host a table at the North Palouse Chamber of Commerce Business Fair this fall. Friends of the Fairfield Library Book Sale and cookie decorating will be held December 7 in conjunction with An Old Fashioned Christmas and Christmas on the Palouse Celebration along Highway 27. There was no further discussion.

Mr. Craig called for a brief recess at 4:34 p.m. Trustee Teterud was excused from the meeting at this time to attend a previously scheduled engagement.

**Executive Session
August 2019
(Item VI.A.)**

REVIEW THE PERFORMANCE OF A PUBLIC EMPLOYEE. Mr. Craig moved and Mr. Johnson seconded for the Board to commence an executive session at 4:40 p.m. to discuss the Executive Director's second annual performance evaluation. The Board returned from executive session at 5:51 p.m. Chair Craig will complete a summary of Mr. Roewe's evaluation to submit for District personnel files.

**Public Comment
(Item VI.)**

There was no public comment.

**Adjournment
(Item VII.)**

Chair Craig adjourned the meeting at 5:51 p.m. The next Board Meeting is scheduled for Tuesday, October 15, 2019, at 4:00 p.m., in the public meeting room at Spokane Valley Library.

John Craig, Chair

Patrick Roewe, Secretary to the Board of Trustees

SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES SPECIAL MEETING MINUTES: SEPTEMBER 30, 2019

The Board of Trustees of Spokane County Library District met in special session in the public meeting room at Argonne Library, 4322 N. Argonne Rd., Spokane, WA, at 4:00 p.m., Monday, September 30, 2019.

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

Excused: None.

Also Present: Jane Baker, Communication & Development Director; Toni Costa, Human Resources Director; Rick Knorr, Finance Director; Andrea Sharps, Collection Development Director; and Doug Stumbough, Operations Director.

Guests: None.

Call to Order (Item I.) Chair John Craig called the meeting to order at 4:04 p.m., and welcomed everyone in attendance.

Trustee Appointment Process Overview (Item II.A.) Executive Director Patrick Roewe provided an overview of the process in which the Spokane County Board of Commissioners will appoint a new Spokane County Library District Trustee to replace outgoing Trustee Sonja Carlson. Trustees directed staff to contact the Board of Commissioners to initiate that process.

Budget 2020 Preview (Item II.B.) Finance Director Rick Knorr provided a preliminary draft of the District's 2020 budget based upon the information provided to date by the Spokane County Assessor's Office. The preliminary budget will be further refined as more information is made available and the District proceeds through its annual budget process.

Levy Funding Priorities—Phase 1, 2020 (Item II.C.) Staff provided an overview of recommended funding priorities resulting from the successful Maintenance and Operations Levy that passed in the August 6, 2019, election. The primary focus of those funds is to maintain core library services at existing levels throughout Spokane County. Additional priorities presented included updating and expanding mobile library services, increasing the District's digital collection, updating safety and security in all District facilities, replacing HVAC systems and other maintenance needs, starting with the North Spokane Library, and other operational needs and strategic priorities. Trustees directed staff to continue planning for the identified Phase 1 priorities, and to return to future Board of Trustees meetings for further discussion and final action on those priorities.

Minutes - Board of Trustees' Special Meeting
September 30, 2019
Page 2

Adjournment
(Item III.)

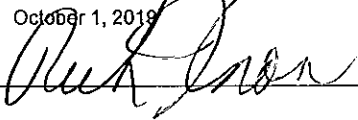
Chair Craig adjourned the meeting at 6:42 p.m.

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 September 30, 2019 and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$1,032,734.20 for the general fund and \$0.00 for the capital projects fund and are authorized to authenticate and certify these claims.

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

SIGNED: 
 TITLE: Executive Director

VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
056271	ACCURATE STRIPING	RE-STRIPED PARKING LOT: SV, AR	\$ 9,659.75
056272	CITY OF AIRWAY HEIGHTS	WATER & SEWER - AIRWAY HEIGHTS	741.80
056273	CITY OF CHENEY	WATER, SEWER, ELEC. - CHENEY	1,122.36
056274	CITY OF DEER PARK	WATER & SEWER - DEER PARK	245.20
056275	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	938.03
056276	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE	5,310.00
056277	EARTHWORKS RECYCLING, INC.	RECYCLING: AR, NS, SV	157.50
056278	E-RATE EXPERTISE, INC.	E-RATE CONSULTING SERVICES	3,150.00
056279	EWU SAIL OFFICE	NEIGHBORFEST REGISTRATION FOR TABLE	25.00
056280	FP MAILING SOLUTIONS	POSTAGE MACHINE SUPPLIES	704.36
056281	GALE/CENAGE LEARNING	LIBRARY MATERIALS	516.16
056282	HORIZON ROOFING & SHEETMETAL, LLC	NEW SIDING FOR OTIS ORCHARDS	56,385.48
056283	VANTAGEPOINT TRANSFER %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	2,820.13
056284	INGRAM DISTRIBUTION GROUP, INC.	LIBRARY MATERIALS	14,506.41
056285	JAN WAY COMPANY USA, INC.	PROMOTIONAL ITEMS	960.31
056286	MIDWEST TAPE	LIBRARY MATERIALS	5,037.37
056287	NATIONWIDE INSURANCE	EMPLOYEE DEDUCTIONS FOR PET INSURANCE	213.96
056288	VOID CHECK	INVOICE ERROR, NW GENERATORS	(592.50)
056289	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	6,446.41
056290	RECORDED BOOKS, LLC	LIBRARY MATERIALS	697.37
056291	SEATTLE PUBLIC LIBRARY	LOST INTERLIBRARY LOAN ITEM	17.95
056292	STANDARD PRINTWORKS	ADVERTISING/PRINTING	539.06
056293	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	355.12
056294	VERIZON WIRELESS	MONTHLY CELL PHONES (20)	436.03
056295	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	1,398.95
056296	WEST SLOPE COMMUNITY LIBRARY - ILL	INTERLIBRARY LOAN FEES/CHARGES	39.99
056299	ALLSTREAM	MONTHLY DID, PRI AND LONG DISTANCE PHONE SVC	518.94
056300	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	104.88
056301	CENTURYLINK	ANALOG TELEPHONE LINES	60.93
056302	CITY OF MEDICAL LAKE	WATER, SEWER, REFUSE - ML	285.52
056303	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CH	40.10
056304	EMPIRE DISPOSAL INC.	SOLID WASTE - FAIRFIELD	42.62
056305	FREE PRESS PUBLISHING, INC.	LIBRARY MATERIALS	29.75
056306	GALE/CENAGE LEARNING	LIBRARY MATERIALS	458.10
056307	INGRAM DISTRIBUTION GROUP, INC.	LIBRARY MATERIALS	8,660.90
056308	INLAND POWER AND LIGHT	ELECTRIC UTILITIES - AH, DP	958.03
056309	KIDS NEWSPAPER	ADVERTISING	800.00
056310	MIDWEST TAPE	LIBRARY MATERIALS	4,168.25
056311	MOVO MEDIA MARKETING	SEMI-MONTHLY SOCIAL MEDIA PLATFORM MGMT	750.00
056312	OCLC, INC.	SEMI-ANNUAL CATALOGING & ILL SUBSCRIPTION	662.11
056313	OTIS HARDWARE	MAINTENANCE SUPPLIES	63.04
056314	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	6,826.01
056315	PROQUEST LLC	ELECTRONIC LIBRARY SERVICES	7,460.00
056316	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	1,223.72

056317	RECORDED BOOKS, LLC	LIBRARY MATERIALS	1,394.37
056318	SCHOLASTIC LIBRARY PUBLISHING	LIBRARY MATERIALS	475.68
056319	THE SPOKESMAN- REVIEW	LIBRARY MATERIALS	838.82
056320	SPOKANE COUNTY ENVIRONMENTAL SERVICES	MONTHLY SEWER - AR, NS, SV	599.74
056321	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	1,000.29
056322	TOWN OF FAIRFIELD	WATER, SEWER - FAIRFIELD	304.05
056323	UPS	SHIPPING	17.37
056324	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE	1,213.16
056325	WHITWORTH WATER DISTRICT	WATER - NORTH SPOKANE	279.13
056326	WICK ENTERPRIZES, LLC	ADVERTISING	312.37
056327	WITHERSPOON BRAJCICH MCPHEE, PLLC	LEGAL SERVICES, GENERAL COUNSEL	848.00
056328-056329	VOID CHECKS	PRINTER ERROR	-
056330	ACCURATE STRIPING	ADA SIGNS: NS	95.83
056331	ASSOC OF WASHINGTON CITIES-NWA	MEDICAL, DENTAL, VISION & LIFE INS.	728.41
056332	BETTER IMPACT USA INC.	SOFTWARE SUBSCRIPTION VOLUNTEER DATABASE	355.00
056333	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	501.54
056334	CRAIG BARNETT	LIBRARY MATERIALS	386.48
056335	EDNETICS	WIRELESS ACCESS POINT DEVICES, LICENSES, NET	6,209.55
056336	THE FIG TREE	LIBRARY MATERIALS	44.00
056337	FREE PRESS PUBLISHING, INC	LIBRARY MATERIALS	32.30
056338	FRONTIER COMMUNICATION	TELEPHONE & BROADBAND - FF	126.35
056339	GALE/CENAGE LEARNING	LIBRARY MATERIALS	367.97
056340	GENERAL FIRE EXTINGUISHER SERV	BUILDING REPAIR & MAINTENANCE	27.88
056341	GREENLEAF LANDSCAPING, INC.	MONTHLY GROUNDS MAINT, HEDGE REMOVAL-OT	12,502.95
056342	GUIDEPOSTS	LIBRARY MATERIALS	17.94
056343	H&H BUSINESS SYSTEMS, INC.	NEW COLOR PRINTER: COMMUNICATIONS	3,953.11
056344	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	8,986.86
056345	INLAND POWER AND LIGHT	ELECTRIC UTILITIES - AH, DP	431.51
056346	KANSAS CITY, KANSAS PUBLIC LIBRARY - ILL	INTERLIBRARY LOAN FEES/CHARGES	8.78
056347	MIDWEST TAPE	LIBRARY MATERIALS	6,163.11
056348	MONTGOMERY HARDWARE	MAINTENANCE SUPPLIES	12.51
056349	MOVO MEDIA MARKETING	SEMI-MONTHLY SOCIAL MEDIA PLATFORM MGMT	750.00
056350	NORTHWEST GENERATORS	DIESEL GENERATOR MAINTENANCE	450.00
056351	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	178.71
056352	OPTUM	MONTHLY HSA ACCOUNT FEES	69.00
056353	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	13,049.97
056354	PAESSLER AG	ROUTER TRAFFIC MAINTENANCE RENEWAL	1,635.19
056355	PERRINE PROPERTIES, LLC	MONTHLY PARKING LOT LEASE, SV	300.00
056356	SPOKANE ASTRONOMICAL SOCIETY	LIBRARY PROGRAMS	500.00
056357	SPOKANE MALL LLC	MONTHLY LEASE PAYMENT, BOOKEND	3,120.00
056358	SPOKANE SYMPHONY	SYMPHONY TICKETS FOR PUBLIC CHECKOUT	3,432.00
056359	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	466.20
056360	DIANE STUTZMAN	LIBRARY PROGRAMS	520.29
056361	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	9,324.28
056362	AGER CONSULTING, LLC	FEASIBILITY STUDY CONSULTANT	17,177.86
056363	ARGUS JANITORIAL	MONTHLY CUSTODIAL SERVICES	16,285.07
056364	BOOKS IN MOTION	LIBRARY MATERIALS	76.20
056365	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	104.88
056366	STATE OF WASHINGTON	ANNUAL UNCLAIMED PROPERTY TRANSFERS	228.69
056367	FATBEAM, LLC	MONTHLY INTERNET SERVICE, NET OF ERATE DISC	9,419.70
056368	GALE/CENAGE LEARNING	LIBRARY MATERIALS	1,369.47
056369	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	2,830.59
056370	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	11,248.85
056371	INLAND PUBLICATIONS	LIBRARY PROGRAMS	432.00
056372	AMY LUKE	CATERING FOR PRIME TIME PROGRAM	1,500.00
056373	MASTER GARDENER FOUNDATION	LIBRARY PROGRAMS	150.00
056374	MIDWEST TAPE	LIBRARY MATERIALS	3,218.20
056375	NATIONAL COLOR GRAPHICS	PRINTING - ENGAGE MAGAZINE	11,922.37
056376	STEVE NOKES	LIBRARY PROGRAMS	115.42
056377	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	30.35
056378	OTIS ELEVATOR COMPANY	QTRLY ELEVATOR MAINTENANCE	503.51
056379	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	5,730.68

056380	RECORDED BOOKS, LLC	LIBRARY MATERIALS	342.38
056381	ROSEN PUBLISHING GROUP, INC	TEEN WELLNESS DATABASE FOR NNLM GRANT	2,495.00
056382	SLATER PAINTING CO., INC	EXTERIOR PAINTING: OTIS OPRCHARDS	10,913.95
056383	SOLARWINDS, INC.	ANNUAL SOFTWARE SUPPORT	1,440.75
056384	SPOKANE REGIONAL HEALTH DIST	PERMIT TO SERVE AFTER SCHOOL SNACKS/DP	60.00
056385	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	598.21
056386	UNIQUE MANAGEMENT SERVICES	MONTHLY COLLECTION AGENCY & NOTICE FEES	1,757.10
056387	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	1,488.17
W00720	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	52,339.62
W00721	US BANK - HEALTH - OPTUM	H S A CONTRIBUTIONS	1,759.25
W00722	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	59,554.66
W00723	STATE OF WASHINGTON	MONTHLY EXCISE/SALES TAXES	469.47
W00724	ASSOC OF WASHINGTON CITIES-NWA	MEDICAL, DENTAL, VISION & LIFE INS.	88,779.39
W00725	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	50,074.29
W00726	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	56,104.38
W00727	US BANK - HEALTH - OPTUM	H S A CONTRIBUTIONS	1,759.25
W00728	STATE OF WASHINGTON	PAID FAMILY AND MEDICAL LEAVE, Q1 AND Q2 PMTS	12,606.79

Total Non-Payroll General Operating Fund	\$ 651,862.30
---	----------------------

PAYROLL VOUCHERS

09102019PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	\$ 196,263.95
09252019PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	184,015.45

Total Payroll General Operating Fund	\$ 380,279.40
---	----------------------

TOTAL GENERAL OPERATING FUND	\$ 1,032,141.70
-------------------------------------	------------------------

August/September
Paid in September 2019
Voucher #056361

<u>Card Category</u>	<u>Amount</u>
General Purchases	\$3,932.22
Maintenance	886.91
Travel	375.00
Acquisitions	2,932.32
Information Technology	1,140.31
Outreach	57.52
General Fund Purchases	<u>\$9,324.28</u>

Preliminary Budget 2020

- a. Public Hearing on Authorized Revenue Sources**
- b. 2020 Preliminary Budget Presentation**
- c. Organizational Memberships Review**
- d. Board Action and Direction to Staff**

Background

RCW 84.55.120 requires taxing districts to hold a public hearing on revenue sources prior to submitting the request to have property tax levied. The deadline for property tax certification is November 30. The District will submit a proposed budget for formal adoption at the November board meeting along with all resolutions required for proper establishment.

A recap of the preliminary budget and related significant budget assumptions are provided below. The variances noted are from the 2019 budget as adopted. The current budget formulation process used both the 2019 budget as adopted and the expected final results for 2019 and years prior.

a. Public Hearing on Authorized Revenue Sources

The Board Chair will lead the Public Hearing on Authorized Revenue Sources required by Washington state law.

Recommended Action (repeated on last page):

- 1.) Motion to approve funds in the 2020 General Operating Fund for organizational memberships as proposed.
- 2.) Direction to staff to budget for an annual cost of living salary adjustment of 1.53%, based upon the August 2019 CPI-W.
- 3.) Direction to staff toward completion of the final 2020 General Operating and Capital Projects fund budgets.

b. 2020 Preliminary Budget

Revenues

	2019 Approved Budget	2020 Preliminary Budget	\$ \$ change	% change
Property Taxes (net of TIFs)	11,942,000	15,350,000	3,408,000	28.5%
Contract Cities	341,000	420,000	79,000	23.2%
Fines and Fees	171,500	155,000	(16,500)	-9.6%
E-Rate, Interest Earnings and Other	279,000	301,000	22,000	7.9%
Grants and Donations	33,000	33,000	-	0.0%
Total General Fund Revenues	12,766,500	16,259,000	3,492,500	27.4%

Property Tax Revenues - change of \$3,408,000

- Tax revenue for 2020 as presented is \$3,408,000 higher than 2019.
 - Approximately \$2,000,000 is due to the increase from .4318 to .50, as a result of the levy lid lift approved on August 6, 2019.
 - Approximately \$1,000,000 is due to the assessed valuation increase in all existing property of nearly 8%.
 - Approximately \$355,000 is due to reported new construction valuation of \$709 million, the largest annual new construction amount since 2008.
 - The remaining is due to the elimination of the Kaiser tax increment financing (TIF) area and rounding. The 2019 budget for TIF reduction was \$102,000 versus the current estimate of \$72,000.

Contract Cities - change of \$79,000

- Budgeted revenue from the interlocal agreement with Airway Heights is budgeted to increase from \$261,000 to \$325,000. Preliminary assessed valuation for the city of Airway Heights increased 8% from 2019. The interlocal agreement with Airway Heights uses the current levy rate, now .50, and the current assessed valuation within the city of Airway Heights.
- Budgeted revenue from the District's agreement with the city of Spokane for the portion of the Moran Prairie Library Capital Facilities Area (MPLCFA) now annexed is budgeted to increase from \$80,000 to \$95,000, also due to the levy increase.

Fines and Fees - change of (\$16,500)

- Total fines and fees revenue has been declining over several years. Another reduction in the budgeted amount is warranted for 2020.

E-rate, Interest and Other Revenues - change of \$22,000

The interest rate earned on District funds invested in the Spokane Public Investment Fund (SPIF) reached the two percent mark in 2019, yet has stabilized and is forecasted to decrease to 1.6% for 2020. The budget for E-rate reimbursements continues to be 80% of the total paid for District internet services and wide area network (WAN) connectivity.

Grants and Donations – no change

Grants and donations expected for 2020 are forecasted to remain the same.
The District

- Will continue to operate the after-school snack program at Deer Park;
- Will provide at least one Humanities Washington Prime Time Family Reading program;
- Has been awarded a new National Network of Libraries of Medicine (NNLM) grant, most of which will occur in 2020;
- Will expect less from all its Friends of the Library groups, collectively.

Expenses

	2019 Approved Budget	2020 Preliminary Budget	\$ \$ change	% change
Salaries	6,422,000	7,082,400	660,400	10.3%
Benefits	2,323,300	2,405,000	81,700	3.5%
Total Personnel Costs	8,745,300	9,487,400	742,100	8.5%
Supplies	150,200	150,700	500	0.3%
Services	1,852,700	1,919,100	66,400	3.6%
Library Materials	1,717,600	2,307,800	590,200	34.4%
Capital	161,000	1,490,000	1,329,000	825.5%
Library Programs incl Grant Supported Progr	89,700	106,850	17,150	19.1%
Contingency	50,000	50,000	-	0.0%
Operating Transfer to Capital Projects Fur	200,000	747,150	547,150	273.6%
Total General Fund Expenditures	12,966,500	16,259,000	3,292,500	25.4%

Salaries - change of \$660,400

- An annual cost of living salary adjustment of 1.53% is included in this preliminary budget. Inflation, as defined by the August 2019 CPI-W, is 1.53%. As per policy, the August CPI-W is used to determine cost of living adjustments (COLA). In addition, the state minimum wage will increase from \$12.00 to \$13.50, effective January 1, 2020.

- New positions are preliminarily included in the Public Services budget for 2020: 1.75 FTE for librarians, and 4.0 FTE for public services associates and specialists. These positions respond to current operational needs and future mobile services provision plans.
- The District will continue to practice prudent position management, evaluating all vacant positions as they occur and replacing employees only after accumulated leave has run out.

Payroll Taxes and Employee Benefits - change of \$81,750

- Comprehensive Employee Medical (Medical, Dental, Vision) Coverage
 - The District plans to continue to offer the same four comprehensive employee medical options:
 - Two by Kaiser Permanente, one a high-deductible health plan (HDHP)
 - Two by Asuris Northwest Health, one a high-deductible health plan (HDHP)
 - AWC recently announced 2019 rate increases:
 - 1.9% for Kaiser plans
 - 0% for Asuris Northwest Health plans
- Public Employees' Retirement System (PERS) employer contribution rate is legislated to be 12.86% for the full calendar year of 2020. This rate was implemented in July 2019.
- The new Washington state Paid Family and Medical Leave program begin levying premiums in 2019 and is scheduled to commence providing benefits to eligible employees beginning January 1, 2020. The premium remains unchanged at 0.4% of paid salaries. The preliminary budget includes the District paying the full amount of this premium rather than passing on the allowable portion to employees.
- All other payroll taxes and employee benefits have minimal changes.

Services - change of \$66,400

Total services include all utilities, broadband, telecom, facility and grounds maintenance, equipment and space rentals, property and liability insurance, software maintenance and support, travel, and other professional services.

- Property and liability insurance is expected to increase 2-3%.
- Utilities are budgeted to remain similar to prior years. Rate changes remain intermittent and small and the District has seen modest savings due to LED lighting changes.
- Collection agency costs remain at a new lower baseline since the District increased the threshold for an account to be turned to collection from \$25 to \$50.
- The District has four significant contracts for facility and grounds maintenance:
 - Courier Services: No rate change, new contract to be signed pending Board approval at the October meeting.
 - Grounds Maintenance: 25% rate change, new contract to be signed pending Board approval at the October meeting. Minimum wage increases and related prevailing wage rate increases have impacted this service area the most.

- HVAC Maintenance: Modest rate change expected; new contract to be signed pending Board approval at the December meeting.
- Janitorial Services, 2.4% rate increase. Contract was signed January 1, 2019.
- All other services are budgeted for little or no changes.

Library Materials - change of \$590,200

- Library materials continue to be funded at 14% of total revenues from tax levy and contracted cities, per policy. In addition, an additional \$100,000 has been added to the budget over and above the 14% total, dedicated to digital materials such as Overdrive and Hoopla.

Capital Equipment - total of \$1,490,000

As a result of the levy increase passed this year, a number of capital projects will be completed in 2020. A preliminary list of items presented at the September board retreat will be provided at the meeting.

Library Programs - change of \$17,150

- Library programs are budgeted at 0.5% of total revenues and will increase in proportion to the levy increase, plus amounts received from grants and donations specifically for programming.

Contingency Funds - no change

- 2020 provides for an operating contingency of \$50,000, unchanged from prior years.

Transfers to the Capital Projects Fund

- The levy increase will allow the District to transfer approximately \$750,000 or more to the Capital Projects Fund to be used for new facility construction and continuing major capital projects identified as a priority.

c. Organizational Memberships Review

Below is a list of the memberships that have been included in the proposed 2020 budget.

Professional Organizations:

- Washington Library Association (WLA) – Institutional membership that includes personal memberships for each Trustee
- Public Libraries of Washington (PLW)
- OCLC – nationwide cooperative providing cataloging and interlibrary loan services
- Inland Northwest Council of Libraries (INCOL)
- Association of County and City Information Systems (ACCIS)
- COSUGI – user group for our integrated library system platform (SirsiDynix)
- Association of Washington Cities (AWC)
- American Library Association (ALA) – Includes personal membership for each of five Trustees in ALA and two Divisions: United for Libraries and Public Library Association

Community & Business Organizations:

- Deer Park Chamber of Commerce
- Greater Spokane, Inc. (GSI)
- Greater Spokane Valley Chamber of Commerce
- Hispanic Business/Professional Association of Spokane
- Inland Northwest Business Alliance
- Inland Northwest Early Learning Alliance
- Inland Northwest Planned Giving Council
- Moran Prairie Grange
- North Palouse Chamber of Commerce
- Pacific Northwest Booksellers
- West Plains Chamber of Commerce

The District encourages staff to be individual members of professional organizations that align with their job duties and professional development goals. Staff are responsible for individual membership fees for these professional organizations

e. Board Action and Direction to Staff

At the conclusion of the budget presentation, staff recommend that the Board take the following actions:

Final Action

1.) Motion to approve funds in the 2020 General Operating Fund for organizational memberships as proposed.

Board Direction

2.) Direction to staff to budget for an annual cost of living salary adjustment of 1.53%, based upon the August 2019 CPI-W.

- The District's current policy, Section 3.13 cited below, provides for a salary adjustment between 0% and 4%:

The District will comply with federal and state law regarding minimum wage rates.

The District may consider a number of economic factors, including the August CPI-W, when determining any annual cost of living adjustment (COLA) amount. The Board of Trustees has sole approval authority for any such adjustment. Such an adjustment may range from a minimum of 0% to a maximum of 4%.

3.) Direction to staff toward completion of the final 2020 General Operating and Capital Projects fund budgets.

- Based on the discussions and decisions from this meeting, a preliminary budget will be presented for formal adoption at the regularly scheduled November board meeting. A final 2020 budget will be presented at the December meeting.

COURIER SERVICES CONTRACT AWARD**BACKGROUND**

It has been five years since the District solicited proposals for the Districtwide courier services, and thus it was time to solicit proposals for these services.

The primary role of the courier is to transport District library materials and interoffice mail among the District's 11 locations on a regular schedule.

BID SOLICITATION PROCESS AND RESULTS

A Request for Proposal for Courier Services (RFP) for the District was issued on August 30, 2019. The District published a legal notice as required, and posted a solicitation document on the District's website. All bids were due on September 25, 2019, and the District received one bid from its current courier service provider, DeVries Business Services.

The bid amount was \$1,008 per week, or \$52,416 for a year (52 weeks). This bid represents no increase from our current cost of services. The District intends to enter into a contract for one year beginning January 1, 2020, based on the RFP and proposal received, with a District option of up to four (4) one-year extensions for a maximum duration of five (5) years.

DeVries Business Services has met all expectations during the previous contract period and staff have no reservations in awarding them the new contract.

Pending contract award approval, staff will negotiate a contract with DeVries Business Services in accordance with the terms of the RFP and the pricing contained in the response.

Recommended Action: Motion to award the contract for courier services to DeVries Business Services.

GROUNDS MAINTENANCE AND SNOW REMOVAL SERVICES CONTRACT AWARD**BACKGROUND**

It has been five years since the District solicited proposals for the Districtwide grounds maintenance and snow removal services; thus was time to solicit proposals for these services.

The grounds maintenance and snow removal services contract is for services provided to libraries at Airway Heights (grounds maintenance only), Argonne, Deer Park, Moran Prairie, North Spokane, Otis Orchards, and Spokane Valley. Services at Cheney, Fairfield, and Medical Lake, as well as snow removal services at Airway Heights, are provided by those respective cities/towns as per interlocal agreements. As for The BookEnd, Spokane Valley Mall provides those services for its facility.

The grounds maintenance and snow removal services contract is based on a per service, per library pricing model. The frequency and extent of the needs for those services can be dependent on weather and other environmental factors. For example, the amount of snow removal services needed are likely to vary from season to season.

BID SOLICITATION PROCESS AND RESULTS

A Request for Proposal for Grounds Maintenance and Snow Removal Services for the District was issued on September 13, 2019. The District published a legal notice as required, and posted the document on the District's website. All bids were due October 3, 2019, with one bid received from Greenleaf Landscaping, Inc., the District's current service provider.

The prices listed in the bid are approximately 25% higher than our current pricing, which following a detailed review, was comprised of a 15% increase for everything, along with higher increases for labor-intensive clean-up and pruning services. The estimated total for the grounds maintenance portion of the contract for 2020 will be \$41,625, compared to \$33,306 for 2019.

Based on follow-up discussions, the vendor's justification for the increases are:

- The current prevailing wage for a landscape maintenance groundskeeper, the applicable category for grounds maintenance, is \$12.00 per hour. Minimum wage will increase to \$13.50 per hour effective January 1, 2020, a 12.5% increase, thereby the prevailing wage must go up to at least that level and will more likely be closer to \$14.00. A minimum increase of 15% for everything does appear to be reasonably justified.
- The majority of services with higher than 15% increases are spring clean-up, fall clean-up and spring pruning, which are labor-intensive and have been historically underpriced.

District analysis confirms the impact of minimum and prevailing wages increases, and a detailed analysis of historical rates for the more labor-intensive clean-up and other services with large price increases, do reveal inconsistencies in pricing among library facilities and likely undervaluation of those services for some locations.

Snow removal services are dependent on the duration and severity of our winter weather, although the per-occurrence prices for services, such as plowing and de-icing of the sidewalks increased by 15%.

The District intends to enter into a contract for one year, beginning November 1, 2019, based on the RFP and proposal received, with a District option of up to four (4) one-year extensions for a maximum duration of five (5) years.

Greenleaf Landscaping, Inc., has met all expectations during the previous contract period and staff have no reservations in awarding Greenleaf the new contract.

Pending contract award approval, staff will negotiate a contract with Greenleaf Landscaping, Inc., in accordance with the terms of the RFP as well as elements of the pricing model contained in the response.

Recommended Action: Motion to award the contract for grounds maintenance and snow removal services to Greenleaf Landscaping, Inc.

Overview Preschool and Toddler Book Bags

Public Services Manager Mary Ellen Braks and Youth Collection Development Librarian Sheri Boggs will provide an overview of preschool and toddler book bags.

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

FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: NOV – DEC 2019***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.
- Personnel Policy: Approval Recommendation.
- Customer Privileges and Responsibilities Policy: Approval Recommendation.
- Overview BLUEcloud Mobile App
- Spotlight Argonne Library

Please send requests for agenda additions or changes to the Board Chair or Administrative Assistant no later than Tuesday, Nov. 5, for inclusion in the preliminary agenda to be sent Nov. 6. Meeting packets will be mailed Nov. 13.

December 17, 2019: Argonne Library - (4:00 p.m.)

- 2020 Budget
 - Adopting a 2020 Final Budget (Resolution No. 19-08): Approval Recommendation.
- Award HVAC Maintenance Services Contract: Approval Recommendation.
- 2019 Work Plan—Year in Review
- 2020 Work Plan
- Holiday Refreshments Break
- Board of Trustees Bylaws Review: Approval Recommendation.
- 2020 Meeting Schedule/Locations and Policies Review: Approval Recommendation.
- 2020 Board of Trustees' Officers Election: Action Required.
- Recognition of Retiring Trustee Sonja Carlson (Resolution No. 19-09): Approval Recommendation.

SPECIAL MEETINGS/ACTIVITIES

Oct 14 All Staff Day, CenterPlace, Spokane Valley, 8:30am-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 SEPTEMBER 2019

Business Office, Finance and Facilities – Rick Knorr

Finance Report

General Fund

Included is the District financial report as of September 30, 2019, now three-quarters complete for the fiscal and calendar year. Total revenues are 63% of total budget and total expenses are 74% of total budget, results which continue to be closely in line with expectations. Total tax collections continue to arrive on schedule as do our payments from our contract cities. E-rate reimbursements are outpacing budget, primarily due to a \$79,840 catch-up amount received early this year that was due in 2018, but budgeted for in 2019 due to a delay.

Regarding expenses, salaries and benefits are remaining slightly below budget due to a few vacancies that have not yet been filled at quarter-end.

County Assessor's Office Report on Assessed Valuation

The District was notified of the current year's new construction amount to be used in the 2020 levy calculation. Total new construction within the District was reported to be \$709,383,702, the largest annual amount since 2008. We continue to wait for notification on new personal property valuations, state assessed property valuations, and TIF (Tax Increment Financing) area reduction amounts.

Facilities Report

The Otis Orchards Library exterior finishing project is complete. The new metal siding, and the painting of the entire remaining exterior portion, including the rooftop heating and cooling unit enclosure, has now been completed.

Human Resources – Toni Costa

Staff Training:

The Leadership Academy held its second session, focusing on Emotional Intelligence. 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:

The District welcomed two new staff in September, one to a Library Page position and one as a Materials Processing Assistant. There were no promotions or transfers for September. Four employees separated from service: two Library Pages and two Public Services Assistants.

Operations – Doug Stumbough

Positive Interaction Reports

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

A customer at Medical Lake came in to share how much he appreciated the library researching and finding a unique book through Inter-Library Loan. He said "For someone who was stationed in Japan, it brought back flashbacks" of those years. He was excited to find that he could still understand the Japanese snippets in the book.

A young child from a family that visits the Airway Heights Library almost every day, and are always very polite and eager to use the computers and check out books, came up to the desk and handed staff this note:

DEAR LIBRARY THANK YOU FOR HAVING ME ,HALEY,GAMBLE HERE WE LOVE IT HERE

THANK YOU

CORTNEY

At Millwood Daze, a mother whose children were playing with the Big Blocks, said they hadn't made it to as many summer programs this year and they were really sorry to have missed The Traveling Lantern Theater. She went on to say her son had loved the Mozart program last year, talking about it for weeks and has developed a great love of the music and continues to listen to Mozart often.

A Spokane Valley customer checked out the Nikon DSLR camera and took it to Manito Park with her great-granddaughter who is interested in photography. She said the two of them really enjoyed using the equipment together.

A customer called North Spokane needing assistance in placing an interlibrary loan. When told it was placed for her, she said, "Every time the library calls it's like Christmas."

We received a submission to the "Tell Us Your Story" form: "The county library is such a blessing. I home school. Having access to the great selection of books that the county libraries have to offer enriches each subject that I teach! I am so grateful for the time and effort that the librarians put in and the service the library provides. Thank you!"

Spokane Valley received an email from the mother of a teen that participated in the Teen Video Camera Crew: "Dillon had a blast at the event on July 12. I am surprised you were able to chase him and his new friends out of there that night 😊 Thank you for putting on a great event for the teens. It's hard to find activities that are fun and challenging and you and your team definitely delivered on this event."

"This was an absolute smash at my book club Saturday night" proclaimed a customer at Medical Lake as she thanked staff for a beautiful children's book of Sir Walter Scott's Ivanhoe complete with incredible art, a map, cast of characters, and "everything else they needed to understand and analyze the book."

A woman asked to speak to the manager at North Spokane because she wanted to express "how patient and kind the staff always are, and how generous the printing and photocopying policies are." She said she hasn't had a great experience moving to Spokane, but that our library system is the best she's ever seen and she will continue to be back.

A Moran Prairie customer gave a tearful thanks when we forgave part of her fines so she would be able to pick up the telescope on hold. She said it meant so much to her to be able to get the telescope now rather than be put back on the long waitlist.

A parent at Medical Lake told staff how excited she was about STEM bags. She particularly liked that the lesson was written out and easy to do. She said for her child it is just nice one-on-one playtime, but for her she knows she is teaching her child.

Finally, a frequent user of the Studio in Spokane Valley throughout the last two years divulged that she had finished a project, and although unsuccessful in getting the scholarship she had hoped for, she had submitted it to another scholarship program and won a trip to India to learn Hindi.

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 September 2019:
 - Checkouts:
 - *Circe: A Novel* by Madeline Miller (77)
 - *The Witch Elm* by Tana French (52)
 - *The Clockmaker's Daughter: A Novel* by Kate Morton (47)
 - Holds:
 - *Where the Crawdads Sing* by Delia Owens (50)
 - *The Testaments* by Margaret Atwood (36)
 - *The Institute: A Novel* by Stephen King (33)

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

New Baby Play and Learn Book Bags for Storytime Use

New Baby Play and Learn Book Bags were distributed to four libraries—CH, MP, NS and SV—in September for use by library staff presenting Baby Play & Learn Storytimes. A total of 16 bags—four for each of the four libraries—with each bag including 20 copies of the same board book title were sent to the libraries for use in the Storytimes intended for babies 0-18 months and their parents and caregivers. Board book titles include Eric Carle's *The Very Hungry Caterpillar* and Tana Hoban's *White on Black*.

Baby Play and Learn Book Bags for public checkout will be released within the next couple of months and will contain a variety of board book titles in each bag as well as poems and rhymes.

**COLLECTION MONTHLY REPORT
SEPTEMBER 2019**

Select Transaction Count			
Physical Collection	YTD 2019	YTD 2018	CHANGE
Items Processed	51,386	50,915	1%
Interlibrary Loan Total	9,417	9,139	3%
Overdrive			
Total Checkouts	464,495	391,422	19%
Total Holds	142,442	135,410	5%
hoopla			
Total Checkouts	18,028	26,072	-31%
Total Items in Collection			
Material Type	YTD 2019	YTD 2018	CHANGE
Print	314,448	313,536	0%
Nonprint	85,085	87,147	-2%
Overdrive	90,719	81,749	11%
Grand Total	490,252	482,432	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:

Policy Updates

- We are updating Human Resources policies that will come before the Board in November.

Leadership Team Retreat

- Leadership Team conducted an all-day retreat on September 16 that focused on budget and project preparations for 2020, as well as time spent on team dynamics and culture building.
- The work of this retreat developed the recommended funding priority list that was discussed at the September 30 Board of Trustees Special Meeting.

Overnight security patrols of North Spokane and Spokane Valley

As discussed at the Board of Trustees Special Meeting on Sept. 30, staff are investigating the potential for hiring a third-party private security company to perform overnight patrols of North Spokane and Spokane Valley. The District is at a point where it's necessary to exercise greater environmental control over its two largest facilities during overnight hours. It is anticipated that the contract will not meet the threshold to require Board approval as per policy. Prior to signing a contract, Leadership Team will consult with the District's insurance carrier and legal counsel, and meet with prospective vendors to understand the training and approach utilized by their employees.

Community Engagement

I attended the following community meetings and events:

- Excelerate Success Leadership Team meeting
- Partners Advancing Character Education (PACE) board meeting

Other Items of Note

- I attended the Washington State Library's "Beyond Our Doors" Symposium in Wenatchee, WA. Topics included community engagement, open data, and broadband internet connectivity.
- With Finance Director Rick Knorr, I attended a meeting on the Spokane Public Investment Fund presented by the Spokane County Treasurer's Office. As participants in the county investment pool, the District is eligible to secure financing for items such as capital projects at competitive interest rates through the fund.

Operations Report September 2019

Doug Stumbough and Kristy Bateman

Service Priority Teams

Business and Career Development (Stacey Goddard)

- The start of fall quarter brought 14 new enrollments in Cheney's GED classes. We haven't had this many students registered since the first quarter of the program three years ago. Enrollment numbers for Deer Park's GED and ESL classes remain steady at 4-6 per program.
- We're gearing up to register businesses in Cheney, Deer Park, Medical Lake, and Millwood to participate in our Small Business Saturday event on November 30. This year we have a bingo card event for individuals to complete as they shop and support their community's small businesses.

Early Learning (Mary Ellen Braks)

- We provided 107 Storytimes to 3,127 children, parents, and caregivers. Our average attendance per Storytime was 29.
- We provided 36 Storytimes to 515 children at 10 child care centers.
- We held the STARS class, *Science and Early Literacy*, for child care providers. We had 27 attend.
- The early learning team had an additional program this month called Curiosity Day. This was a STEM program for ages 4-8 and their families. It was a great way to get families in to celebrate Curious George's birthday and do science-related activities. We had nine programs with an attendance of 148.

Education and Enrichment (Gwendolyn Haley)

- 1,186 people participated in library programs in August. Highlights included a chance to meet James Lowe, the new music director of the Spokane Symphony, and hear highlights of the upcoming season.
- SCLD staff participated in multiple community events, from Valleyfest to a retirees club in Millwood, and connected with 2,496 people.
- We participated in Voter Registration Day on Sept. 24, with in-library voter drives (registering ~32 people) and also at the STA bus plaza.

Digital Projects and Resources (Carlie Hoffman)

- The final changes were made to the new app, Spokane County Libraries, and were submitted to the app stores. Links to the app on the app stores was added to the SCLD apps web page. With the release of the new issue of Engage, the Spokane County Libraries app has launched to the public. I requested staff to contact me to if they would like to participate in a testing and feedback session.
- We are trialing an early learning product by World Book.
- SpokaneCreators.org, a new SCLD service to connect local creators with the community, was launched to the public. Submissions from creators have been coming in steadily. I am working with Ree and Diane to fine tune a process for intake and maintenance of the website.

Information Technology (Patrick Hakes)

- Aaron Miller started installing monitor arms for Public Service's customer facing workstations to assist in customer service through enabling the monitors to swivel around to the customer. While a seemingly minor item, it provides an easier process to show customers information, especially customers who have decreased mobility.
- Testing has begun for transitioning public Internet stations from Windows 7 to Windows 10. Windows 7 support ends in January 2020.
- David Vestal has accepted the offer for the Systems Administrator position. He starts October 28.

Library Reports

Airway Heights: Crystal Miller

- Librarian Alison Johnson attended the Sunset Elementary Open House, where she had great interactions with the kids while they picked up free school supplies.
- Our *Family Storytime* has seen an increase in visitors, our largest group this month had 53 attendees.
- Great Northern Elementary has added a second classroom to its monthly visit of the library.

Argonne: Pat Davis

- A youth group toured Argonne this month and were interested in the digital resources available for homework help.
- We were invited to table at the West Valley High School Open House and Resource Fair. I spoke with parents new to the area who were excited to learn about library resources as well as our location.

BookEnd: Caitlin Wheeler

- Visitors to the BookEnd library got a special opportunity to learn about their role in our government through *National Voter Registration Day*.

Cheney: Catherine Nero Lowry

- Melanie Boerner, PSA Chris, and I talked to over 500 students during EWU's Neighbor Fest.
- Our local artist this month was photographer Gunther Zarth.

Deer Park: Kris Barnes

- Our *Curiosity Day* program was attended by 13 curious kids and parents. The chemical chain reaction and magnetic cars were family favorites. Children in attendance ranged in age from preschool to 4th grade. The older children in particular seemed to really enjoy this hands-on program.

Fairfield: Kristy Bateman

- *Curiosity Day* was a hit with the younger members. 12 customers participated in the activities.
- With the kids back in preschool, we had 22 customers attend our September Storytime.

Medical Lake: Cecelia McMullen

- 32 community members participated in *National Voter Registration Day* at the library, where local volunteers were available to answer questions.
- Teen and tweens enjoyed the *Stranger Things Gathering* with guessing games, slime making, and Perler bead crafts.

Moran Prairie: Danielle Marcy

- Librarian Corinne Wilson made connections with people who attended the *Regal Street Fair*.
- After *Curiosity Day*, Corinne had several parents comment they planned on replicating some of the activities at home.

North Spokane: Brian Vander Veen

- We had a packed room of attendees for *Lowe Down on the New Symphony Season*, an introduction to the Spokane Symphony's new music director, James Lowe.
- North Spokane displayed art from the artists featured in the Little Spokane River Artist Studios Tour.

Otis Orchards: Caitlin Wheeler

- Otis residents gave high praises to Steve Nokes, who presented *Saving Seeds from Your Garden*. Several participants announced intentions to harvest seeds to donate to the thriving seed library.
- At *Curiosity Day*, children explored magnets, shadows, chemical reactions, floatation, and the senses. The senses activity involved describing a banana – how did it look, feel, sound, smell, and, finally, taste? One girl described her banana as looking like a smile and smelling like a flower. When asked how it tasted, her face lit up: "GOOD!"

Spokane Valley: Aileen Luppert

- Once again Valleyfest marked the end of summer and beginning of fall. This year saw a massive increase in attendance. Staff entertained children with snap circuits and a craft, and spoke to 1,346 people over the course of two days.
- The 2nd Annual Spokane Valley Connect also had an increase in attendance. In one afternoon, 351 guests came through the doors and were served by 63 on-site service providers. New services this year included a clothing bank, warrant quashing, and haircuts. The library signed guests up for new library cards and forgave outstanding fines.

Security Incident Reports

For September 2019, there were 24 Security Incident reports filed, 17 less than last month (41) and four less than September 2018 (28). Spokane Valley had the most incidents reported with nine. The most frequently reported incidents related to General Code of Conduct violations (9). There was a one year exclusion due to loud, hostile and threatening language followed by refusal to leave the premises. To further put all of these numbers in perspective, the total door count District-wide in September 2019 was 101,141.

Public Use Measures

September 2019

Measure	This year	Last year	YTD	Last YTD
	This Month	This Month	This year	Comparison
Cardholders	107,776	113,134		-5%
Door count	101,141	105,779	926,622	-12%
Items Borrowed	213,561	212,816	2,022,898	0%
• Airway Heights	5,124	5,726	47,040	-9.20%
• Argonne	11,462	12,364	110,479	-6.56%
• Cheney	12,861	12,697	114,021	-5.98%
• Deer Park	11,684	12,133	113,520	-6.76%
• Fairfield	1,015	1,318	10,515	-13.96%
• Medical Lake	3,780	4,177	38,106	-10.46%
• Moran Prairie	16,603	15,222	153,415	-1.07%
• North Spokane	43,366	44,539	409,195	-6.34%
• Otis Orchards	4,941	5,465	47,278	-10.96%
• Spokane Valley	45,048	46,229	435,416	-2.96%
• The BookEnd	3,958	2,898	34,191	17.18%
• Digital	53,205	46,417	482,523	16%
Programs				
• Number	256	253	2,810	8%
• Attendance	8,350	6,187	68,763	7%
Internet Station Use (%)	45.8%	51.2%	47.0%	
Meeting room bookings	522	444	4,964	16%
Digital Resource Use	79,290	79,657	786,408	-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 September 2019

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

News Coverage

- September 1 – *The Current* – Civic learning at the library
- September 1 – *The Current* – Apps for back to school success
- September 1 – *The Current* – Curiosity Day
- September 1 – *Kids Newspaper* – Apps for back to school
- September 1 – *Kids Newspaper* – Curiosity Day
- September 1 – *Valleyfest Event Guide* – Engage
- September 1 – *The Spokesman-Review* – Week Ahead: Homebuying 101
- September 6 – *The Spokesman-Review* – Family Fun: Libraries use Curious George to spark interest in science
- September 8 – *The Spokesman-Review* – Week Ahead: Marketing Plans for Entrepreneurs
- September 13 – *KXLY* – Spokane Valley Connect resource fair happens Friday
- September 15 – *The Spokesman-Review* – Week Ahead: Dollars and Sense: Navigating Your Credit World
- September 15 – *The Spokesman-Review* – Week Ahead: Investment Terminology Demystified
- September 19 – *Cheney Free Press* – Get help on National Voter Registration Day at local libraries, STA Plaza
- September 19 – *Cheney Free Press* – Fifth annual Spokane Writers Conference coming to library district's North Spokane branch Oct. 26-27
- September 20 – *Deer Park Gazette* – Finding Your Roots
- September 26 – *Cheney Free Press* – City planning, development, infrastructure focus of Spokane County Library District Valley program
- September 27 – *Spokane Valley News Herald* – Planning, development of infrastructure focus of library
-

Highlights from the Development Department

- Donations for Staff Day prizes were received from seven businesses totaling approximately \$1,000 worth of merchandise.
- External documents began to be drafted for the Library District's nonprofit wing.
- Jill-Lynn was recently elected to serve as the Communication Chair for the Inland Northwest Planned Giving Council and began her term in September. She also attended the Leadership Spokane retreat this month and will be a part of the Class of 2020.

E-Marketing (Website, Social Media, Email)

Spokane County Library District
Published by Mo Regalado [?] · September 20 at 4:05 PM · 🌐

#fridayfunny - 🧐 Still creepy. 🧐
Happy Friday!

THAT MOMENT WHEN
YOU REALIZE STING
HAS BEEN IN TO
RETURN HIS BOOKS.



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

23,419 People Reached **3,224** Engagements [Boost Post](#)

👍❤️👍 295 8 Comments · 183 Shares

👍 Love 💬 Comment ➦ Share 🌐

Top media Tweet earned 941 impressions

#spokane #fridayfeeling
#spokanesymphony

Woohoo! @SpokaneSymphony Passes will be BACK at the Library starting in October!

Masterworks 2: Garden Romance
Conductor James Lowe with guest artist
Robert Belinić, guitar
Sunday, Oct 6, 3pm

sclcd.org/meet-spokane-s...
pic.twitter.com/eKRVZ75jBT



🔄 4 ❤️ 4

**Spokane County Library District
Summary of Revenues & Expenses - (Cash Basis)
For the Nine Months Ended September 30, 2019**

			Target 75.0%	
	Y-T-D Actual	Annual Budget	Percent Used	Balance Remaining
REVENUES				
PROPERTY TAXES	\$ 7,203,806	\$ 11,942,000	60.32%	\$ 4,738,194
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	130,432	171,500	76.05%	41,068
GRANTS & DONATIONS	41,368	33,000	125.36%	(8,368)
E-RATE REIMBURSEMENTS	300,886	150,000	200.59%	(150,886)
LEASEHOLD & TIMBER TAX, REBATES, OTH	32,239	22,000	146.54%	(10,239)
INTEREST REVENUES	64,372	107,000	60.16%	42,628
TOTAL REVENUES	\$ 8,012,099	\$ 12,766,500	62.76%	\$ 4,754,401
TRANSFERS IN	-	-	0.00%	-
TOTAL REVENUES & TRANSFERS IN	\$ 8,012,099	\$ 12,766,500	62.76%	\$ 4,754,401
EXPENSES				
SALARIES	\$ 4,737,367	\$ 6,422,000	73.77%	\$ 1,684,633
FRINGE BENEFITS	1,699,092	2,323,300	73.13%	624,208
SUPPLIES	107,383	150,200	71.49%	42,817
UTILITIES	365,290	351,000	104.07%	(14,290)
SERVICES	1,040,626	1,435,700	72.48%	395,074
INSURANCE	60,094	66,000	91.05%	5,906
EQUIPMENT & SOFTWARE	68,761	161,000	42.71%	92,239
LIBRARY MATERIALS	1,164,267	1,512,600	76.97%	348,333
ELECTRONIC LIBRARY MATERIALS	122,435	205,000	59.72%	82,565
LIBRARY PROGRAMS	76,069	89,700	84.80%	13,631
OPERATIONAL CONTINGENCIES	0	50,000	0.00%	50,000
TOTAL EXPENSES	\$ 9,441,384	\$ 12,766,500	73.95%	\$ 3,325,116
TRANSFERS OUT	200,000	200,000	100.00%	-
TOTAL EXPENSES & TRANSFERS OUT	\$ 9,641,384	\$ 12,966,500	74.36%	\$ 3,325,116
Net Excess of Revenues Over/(Under) Expenses	\$ (1,629,286)	\$ (200,000)		
BEGINNING CASH	5,032,133			
NET FROM ABOVE	(1,629,286)			
ENDING CASH	\$ 3,402,848			

Number of months cash on hand 3.2

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

	Y-T-D Actual	Annual Budget	Balance Remaining
REVENUES			
Interest Earnings	28,186	33,500	(5,314)
TOTAL REVENUES	28,186	33,500	
TRANSFERS IN	200,000	200,000	
TOTAL REVENUES & TRANSFERS IN	228,186	233,500	
EXPENSES			
	0	0	
TOTAL EXPENSES	0	0	-
NET EXCESS OF REVENUES OVER (UNDER) EXPENSES	228,186		
BEGINNING CASH	1,608,969		
NET FROM ABOVE	228,186		
ENDING CASH	1,837,155		

Spokane County Library District
Quarterly Trend Report of Revenues & Expenses (excluding transfers)
Rolling 5 Quarters

	9/30/2018	12/31/2018	3/31/2019	6/30/2019	9/30/2019
REVENUES					
PROPERTY TAXES	337,863	4,764,106	836,243	5,925,873	441,691
CONTRACT CITIES - AIRWAY HEIGHTS	66,635	66,635	65,874	65,874	65,874
CONTRACT CITIES - SPOKANE	-	38,983	-	41,374	-
	-	-	-	-	-
FINES & FEES	46,454	40,059	46,533	41,282	42,617
GRANTS & DONATIONS	8,245	23,047	4,007	10,437	26,924
E-RATE REIMBURSEMENTS	1,164	29,887	94,337	68,823	137,726
MISC TAX COLLECTIONS & OTHER	11,831	887	22,001	133	10,105
INTEREST REVENUES	17,334	21,424	16,285	25,654	22,433
TOTAL REVENUES	489,525	4,985,029	1,085,280	6,179,451	747,369
EXPENSES					
SALARIES	1,545,323	1,537,735	1,549,300	1,602,397	1,585,670
FRINGE BENEFITS	545,314	533,756	571,415	568,107	559,570
SUPPLIES	39,823	57,761	31,514	37,668	38,201
UTILITIES	110,159	102,376	111,891	107,895	145,503
SERVICES	239,216	233,098	236,233	443,348	361,045
INSURANCE	95	-	59,919	175	-
EQUIPMENT & SOFTWARE	11,801	114,733	15,828	14,681	38,251
LIBRARY MATERIALS	349,446	399,485	403,952	417,230	343,086
ELECTRONIC LIBRARY MATERIALS	52,075	47,237	42,107	45,365	34,963
LIBRARY PROGRAMS	45,567	22,761	13,284	26,335	36,450
OPERATIONAL CONTINGENCIES	-	-	-	-	-
TOTAL EXPENSES	2,938,817	3,048,942	3,035,444	3,263,202	3,142,739
Fringe Benefits as % of Total Compensation	26.1%	25.8%	26.9%	26.2%	26.1%
Fringe Benefits as % of Salaries	35.3%	34.7%	36.9%	35.5%	35.3%

Spotlight Spokane Valley Library

Managing Librarian Aileen Luppert and librarians Diane Brown and Dana Mannino will share recent highlights of Spokane Valley Library and the community it serves.

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