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Board of Trustees Regular Meeting

December 17, 2019 4:00 p.m. **Argonne Library** Public Meeting Room

AGENDA

- I. CALL TO ORDER**
- II. AGENDA APPROVAL [4:00]**
- III. ACTION ITEMS**
 - A. Approval of November 19, Regular, and December 2, 2019, Special Meeting Minutes [4:00-4:03]
 - B. Approval of November 2019 Payment Vouchers [4:03-4:05]
 - C. Unfinished Business [4:05-4:20]
 1. 2020 Final Budget
 - a. Adopting a 2020 Final Budget (Resolution No. 19-08): Approval Recommendation.
 2. 2019 Budget
 - a. Authorizing the Transfer of Funds from the General Fund to the Capital Projects Fund (Resolution No. 19-09): Approval recommendation.
 3. 2020 Board Meeting Schedule and Locations (Resolution No. 19-10): Approval Recommendation.
 4. 2019 Work Plan—Year in Review
 - D. New Business [4:20-5:00]
 1. 2020 Work Plan
 2. Fixed Assets Policy: Approval Recommendation.
 3. Award HVAC Maintenance Services Contract: Approval Recommendation.
 4. Board of Trustees Bylaws Review: Approval Recommendation.
 5. 2020 Board Meeting Policy Reviews, Overviews and Spotlights: Approval Recommendation.
 6. 2020 Board of Trustees' Officers Election: Action required.
 7. Recognition of Retiring Trustee Sonja Carlson (Resolution No. 19-11): Approval Recommendation.
- IV. HOLIDAY REFRESHMENTS BREAK [5:00-5:25]**
- V. DISCUSSION ITEMS, POSSIBLE ACTION [5:25-5:30]**
 - A. Future Board Meeting Agenda Items
- VI. REPORTS**
 - A. Trustees [5:30-5:35]
 - B. Executive Director [5:35-5:40]
 - Administrative
 - Community Activities
 - C. Operations [5:40-5:45]
 - D. Communication & Development [5:45-5:50]
 - E. Fiscal [5:50-5:55]
- VI. PUBLIC COMMENT**
- VII. ADJOURNMENT**

[Estimated meeting length: One hour and 55 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. 12/17/19

**SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: NOVEMBER 19, 2019**

The Board of Trustees of Spokane County Library District met in regular session in the public meeting room at Argonne Library, 4322 N. Argonne Rd., Spokane, WA, at 4:00 p.m., Tuesday, November 19, 2019.

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

Excused: Kristin Thompson - Trustee

Also Present: Jane Baker, Communication & Development Director; Kristy Bateman, Library Operations Manager; Toni Costa, Human Resources Director; Pat Davis, Library Supervisor; Stacey Goddard, Public Services Manager; Patrick Hakes, IT Manager; Carlie Hoffman, Public Services Manager; Rick Knorr, Finance Director; Aileen Luppert, Managing Librarian; Danielle Milton, Librarian; Teresa Nelson, ILS Administrator; Jill Nunemaker, Development Manager; Andrea Sharps, Collection Services Director; Doug Stumbough, Operations Director; and Patty Franz, Executive Assistant.

Guests: None.

Call to Order (Item I.) Chair John Craig called the meeting to order at 4:01 p.m., and welcomed everyone in attendance.

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

Approval of Oct. 15, 2019, Regular Meeting Minutes (Item III.A.) Mr. Craig called for corrections to the October 15, 2019, regular meeting minutes. There were no corrections; the minutes stand approved as written.

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

Fund	Voucher/Payroll Numbers	Subtotal	Total
Oct. - L01	56388-56573 and W00729-W00744	\$777,279.48	\$777,279.48
	10102019PR and 10252019PR	\$390,373.30	\$390,373.30
L01		Total	\$1,167,652.78

There was no discussion.

The motion was approved.

Unfinished Business
2020 Preliminary
Budget Update
(Items III.C.2.a-e)

2020 PRELIMINARY BUDGET UPDATE.

Via PowerPoint, Finance Director Rick Knorr summarized changes and provided expanded details involving development of the 2020 budget since the last meeting. There was no further discussion.

COST OF LIVING ADJUSTMENT (COLA) FOR 2020. Mr. Teterud moved and Mr. Johnson seconded to approve a Cost of Living Adjustment (COLA) of two percent for eligible District staff in 2020. The budget presented for approval included the recommendation by staff for a COLA of 1.53 percent, to align with the CPI-W computation. However, as stipulated in the District Personnel Policy, the Board of Trustees has sole approval authority for any such adjustment between zero and four percent, and may alter the percentage amount accordingly. Discussion ensued among Trustees and staff regarding the variance and additional cost among three percentage points: 1.53, 1.75, and 2.00. Following discussion among Trustees and staff, it was determined the contingency fund would be reduced by \$29,263 with a commensurate increase in the salary budget to accommodate a two percent COLA for eligible staff. Mr. Craig noted that although he personally would have liked to approve a higher COLA for staff, he chose to align his vote in support of the Leadership Team's recommendation.

There was no further discussion.

The motion passed with Vice Chair Johnson and Trustees Carlson and Teterud voting in favor, and Chair Craig voting against.

ADOPTING A 2020 PRELIMINARY BUDGET AND CERTIFYING IT TO THE BOARD OF COUNTY COMMISSIONERS (RESOLUTION No. 19-05). Mr. Johnson moved and Ms. Carlson seconded that Resolution No. 19-05, Adopting a 2020 Preliminary Budget and Certifying it to the Board of County Commissioners, be adopted.

RESOLUTION No. 19-05

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, ADOPTING A 2020 PRELIMINARY BUDGET; CERTIFYING TO THE BOARD OF COUNTY COMMISSIONERS OF SPOKANE COUNTY THE DISTRICT'S 2020 PRELIMINARY BUDGET; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

There was no discussion.

The motion was approved.

AUTHORIZING 2019 PROPERTY TAX LEVY INCREASE FOR COLLECTION IN 2020 (RESOLUTION No. 19-06). Ms. Carlson moved and Mr. Teterud seconded that Resolution No. 19-06, Authorizing a 2019 Property Tax

Unfinished Business Levy Increase for Collection in 2020, be adopted. The resolution
2020 Preliminary authorizes an increase in the regular property tax levy to be collected in
Budget Update 2020 in the amount of \$3,359,276, which is a percentage increase of
(Items III.C.2.a-e) 27.720% from the previous year.

RESOLUTION No. 19-06

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, AUTHORIZING A 2019 PROPERTY TAX LEVY INCREASE FOR COLLECTION IN 2020; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO.

There was no discussion.

The motion was approved.

LEVYING THE REGULAR PROPERTY TAXES FOR SCLD FOR COLLECTION IN 2020 (RESOLUTION No. 19-07). Mr. Johnson moved and Ms. Carlson seconded that Resolution No. 19-07, Levying the Regular Property Taxes for SCLD for Collection in 2020, be adopted.

RESOLUTION No. 19-07

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, LEVYING THE REGULAR PROPERTY TAXES FOR SPOKANE COUNTY LIBRARY DISTRICT FOR COLLECTION IN 2020 TO DISCHARGE ANTICIPATED DISTRICT EXPENSES AND OBLIGATIONS FOR THE 2020 CALENDAR YEAR; CERTIFYING SAID AMOUNT TO THE BOARD OF COUNTY COMMISSIONERS OF SPOKANE COUNTY; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

There was no discussion.

The motion was approved.

Unfinished Business BOARD DIRECTION TO STAFF. Trustees indicated they were satisfied with the
2019 Preliminary balanced budget for 2020, and directed staff to prepare the final budget
Budget Update resolution for approval in December. Mr. Roewe expressed thanks to
(Items III.C.2.a-e) Mr. Knorr for his work in putting the budget together. There was no further
discussion.

New Business 2020 BOARD MEETING SCHEDULE AND LOCATIONS DISCUSSION.
2020 Board Meeting Mr. Roewe said in the course of review with District legal counsel over the
Schedule and Board of Trustees bylaws, it was recommended the board establish the
Locations annual regular meeting schedule via resolution rather than motion. Trustees
Discussion conducted a preliminary review of meeting dates and locations for 2020
(Item III.D.1.)

and directed staff to prepare a resolution for final action at the December meeting. There was no further discussion.

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

PERSONNEL POLICY. Mr. Teterud moved and Mr. Johnson seconded approval of Personnel Policy changes, as revised. Suggested changes were made to HR02 - Hiring and Employment, HR05 - Leave, and HR07 - Grievance. Recommended changes were intended mostly to document, clarify or expand on current practice and to further separate District policies from procedures. Regarding HR02 - Hiring and Employment, Section 2.18 Performance Evaluation was added per recommendation of District legal counsel. Annual performance evaluations will be conducted for all staff, and the Board of Trustees will evaluate the executive director and concur in the setting of yearly goals in an executive session per RCW 42.30.110. Ms. Costa pointed out the most significant suggested revisions involved revised criteria for use of vacation, sick, shared, and bereavement leave. In the future, employees can use vacation hours for whatever purpose they choose, and sick, shared and bereavement leave will be expanded to include care for an employee's family or household member. Ms. Costa noted a requirement of the four days paid bereavement leave will no longer need to be consecutive.

There was no further discussion.

The motion was approved.

**New Business
Library Meeting
Room Use Policy
(Item III.D.3.)**

LIBRARY MEETING ROOM USE POLICY. Mr. Johnson moved and Ms. Carlson seconded approval of suggested changes to the Library Meeting Room Use policy. Mr. Roewe said the most significant suggested revisions were for members of the public to include a disclaimer that use of library facilities does not constitute endorsement by the District, and that use of District images in event promotion or advertisement were prohibited. Mr. Roewe said the recommended revisions were also reviewed by District legal counsel.

There was no further discussion.

The motion was approved.

**New Business
Catholic Charities of
Spokane Proposal
(Item III.D.4.)**

CATHOLIC CHARITIES SPOKANE PROPOSAL. Mr. Roewe opened discussion among the Board and staff by reiterating Catholic Charities of Spokane contacted District staff regarding potential temporary use of a portion of the Conklin Road property. The area would be used for a playground for the residents of Pope Francis Haven, a property of Catholic Charities that sits adjacent to the District's property. Mr. Roewe noted that given the likelihood of the District's property to remain empty for the next three to five years while funding options for new District libraries were finalized, District staff were supportive of the potential arrangement pending Board discussion and direction, as it represents a positive partnership opportunity in the community. Mr. Teterud expressed concern about language for playground and park used interchangeably throughout the Memorandum of Understanding (MOU) draft. He also had concerns regarding District liability involving use of the playground by non-residents, or the playground attracting potentially unlawful activity on District-owned property.

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New Business Catholic Charities of Spokane Proposal (Item III.D.4.)

Mr. Craig said he would prefer more specific language in the draft MOU, and that he has concerns about future removal of the playground equipment and the impact on residents. Mr. Roewe said he would invite Catholic Charities staff to a future board meeting if Trustees would like to discuss the idea further. By consensus, Trustees said they were interested in more information about the proposal if there was statutory authority for a public entity to enter into a land use agreement with a private entity that gives exclusive, non-public use of a portion of public property to that private entity. Mr. Roewe will follow up with District legal counsel and report back next month. There was no further discussion.

New Business Trustee Interviews Process Review (Item III.D.5.)

TRUSTEE INTERVIEW PROCESS REVIEW. Mr. Craig reported nine applications were received to fill the vacancy that will be left by retiring trustee Sonja Carlson. In response to direction from the Spokane County Board of Commissioners, three applicants will be notified they were ineligible for appointment because they did not reside in the District's service area. Interviews will be conducted of the remaining six candidates at a special meeting on Monday, December 2, from 4-7 p.m., at Argonne Library. Mr. Craig asked for feedback on the draft list of interview questions that he and Mr. Roewe developed. Mr. Craig also suggested a process for asking questions of candidates involving all trustees, with an allotment of 20 minutes per interview. Copies of the applications provided to District staff by the Board of County Commissioners Office will be provided to each trustee following adjournment of this meeting. There was no further discussion.

Overview – SCLD Mobile App (Item III.E.)

SPOKANE COUNTY LIBRARIES MOBILE APP. Public Services Manager Carlie Hoffman and ILS Administrator Teresa Nelson presented an overview of the recently launched SCLD Mobile App. Ms. Hoffman and Ms. Nelson visually demonstrated the app, which enables access to all library locations, hours, services, resources, and individual accounts via mobile device. Library fines can be paid, and individuals can link with family members' accounts for added convenience. Catalog searches can be conducted and holds placed. Ms. Nelson noted filters can be adjusted, and additional filters will be available in the future. The app can also be scanned at the library self-check machines. In response to queries, Ms. Hoffman said the app will work with student library cards and will remember an individual's login. In response to Mr. Roewe, Ms. Nelson provided recent statistics for searches conducted, 13,293, and number of unique devices, 3,214. Although the former app BookMyne will not be discontinued until December 20, activity has already significantly decreased. Ms. Hoffman said staff has interacted with customers for feedback about app use and suggested improvements. There was no further discussion.

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

Chair Craig reviewed forthcoming agenda items for the December meeting at Argonne Library. Among other items, the agenda will include a 2020 final budget and resolution, 2019 Work Plan review, and preview of the 2020 Work Plan, Board of Trustees' election of officers, and resolution with approval of the 2020 meeting and locations schedule. Also for next year, Mr. Teterud requested a spotlight presentation from the District facilities

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staff, for which all Trustees expressed interest. Mr. Knorr will follow up. There was no further discussion.

Trustees' Reports (Item V.A.)

There were no reports.

Executive Director's Report, Oct. 2019 (Item V.B.)

The Executive Director's written report for October 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 comparative analysis of election costs of 2015 and 2019 provided by Mr. Knorr, noting the figures do not include the staff time that went into the election. Mr. Craig said the election costs appear large because the county has begun to charge constituents for ancillary costs of the election. Mr. Roewe said addition of the Spokane County sales tax proposition on the ballot likely lowered the District's election costs. There was no further discussion.

Operations Report, Oct. 2019 (Item V.C.)

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

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

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

Revenue and Expenditure Statement through October 31, 2019.

<u>Fund 001</u>	
Revenues	\$ 12,396,476
Expenditures	\$ 10,815,034
Ending Fund Balance	\$ 6,613,575
Fund Budget Expended	83.41%

Mr. Knorr had nothing further to add, and there was no discussion.

Spotlight Argonne Library (Item V.F.)

Library Supervisor Pat Davis and Community Librarian Danielle Milton provided recent highlights of Argonne Library. Ms. Davis reported the Millwood Washington History Enthusiasts celebrated the city's history by displaying historic photos at the library during the entire month of March. Staff participated in West Valley Community Appreciation Night, a large community block party and spaghetti feed hosted by the school district at the end of each year. Staff brought giant blocks, Connect 4, and had much opportunity to talk library services, programs, and events. In June, Pasadena Park Elementary School students walk to the library for Storytime, new library cards, and a tour. Ms. Davis noted the students were particularly

**Spotlight
Argonne Library
(Item V.F.)**

fascinated by the book drop. Also in June, staff participated in the West Valley SCOPE Parade as it has for years, with the District Book Cart Drill Team participating this year as well. Ms. Milton reported on the recent cryptozoology program by Kelly Milner Halls, which thrilled both kids and adults, and the still popular LEGO program. Ms. Davis highlighted the knitting circle that meets regularly at the library and last year knitted over a hundred caps, scarves, and mittens as a donation for those in need. The group began meeting as a result of a knitting class held a couple years ago. Every summer staff participates in Millwood Daze, a community festival. The giant blocks were a hit this year with people of all ages. The Friends of Argonne Library had a booth and promoted their upcoming book sale by giving away free books. Fall library activities included a Slightly Spooky Celebration, an all-ages event with games, stories, blind taste test of Oreos, and more. Ms. Davis reported a delegation from Millwood Masonic Lodge presented a check to the library for \$500, to support development of more STEM bags. The group also provides space for the well-attended Gingerbread House Build held in conjunction with the holiday tree lighting at Inland Empire Paper Company. Ms. Milton reported the library will again participate in Small Business Saturday, along with three other District libraries, to help encourage participants to shop small at local businesses. This year the Communication Department designed a Bingo card for participants to redeem for prizes donated by Friends of the Library. There was no further discussion.

**Public Comment
(Item VI.)**

There was no public comment.

**Adjournment
(Item VII.)**

Chair Craig adjourned the meeting at 6:23 p.m. The next Board Meeting is scheduled for Tuesday, December 17, 2019, at 4:00 p.m., in the public meeting room at Argonne Library.

John Craig, Chair

Patrick Roewe, Secretary to the Board of Trustees

SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES SPECIAL MEETING MINUTES: DECEMBER 2, 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, December 2, 2019.

Present: John Craig - Chair
 Mark Johnson - Vice Chair
 Sonja Carlson - Trustee
 Kristin Thompson- Trustee
 Wes Teterud - Trustee

Excused: None.

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

Board of Trustees Position Vacancy Applicant Interviews (Item II.A.) The Board of Trustees conducted interviews of four of the six eligible candidates to replace retiring trustee Sonja Carlson. Two of the six candidates withdrew their applications prior to the meeting. There were a total of nine applicants for the position. Three were ineligible for appointment because their residency was not within the District's service area.

Appointment Recommendation to Board of County Commissioners (Item II.B.) Following interviews and discussion among Trustees, Mr. Teterud moved that Ami Calvert be recommended to the Board of County Commissioners for appointment to the SCLD Board of Trustees. Ms. Calvert was recommended because of her previous fiscal and management experience, her history with libraries across the country, her excellent speaking ability, and her balanced approach to providing library services, including traditional and digital materials and a wide variety of programs. Ms. Thompson seconded the motion.

The motion was unanimously approved.

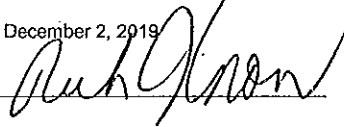
Adjournment (Item III.) Chair Craig adjourned the meeting at 6:34 p.m.

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 November 30, 2019 and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$942,463.23 for the general fund and \$0.00 for the capital projects fund and are authorized to authenticate and certify these claims.

DATE: December 2, 2019
 SIGNED: 
 TITLE: Finance Director

SIGNED: 
 TITLE: Executive Director

VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
056574	ALLSTREAM	MONTHLY DID, PRI AND LONG DISTANCE PHONE SVC	\$ 520.81
056575	ASSOC OF WASHINGTON CITIES-NWA	MEDICAL, DENTAL, VISION & LIFE INS.	728.41
056576	BRAINFUSE, INC.	ONLINE TUTORING/CAREER SOFTWARE RENEWAL	22,500.00
056577	CONSOLIDATED IRRIGATION DIST19	WATER - OTIS ORCHARDS	43.58
056578	CITY OF AIRWAY HEIGHTS	WATER & SEWER - AIRWAY HEIGHTS	206.48
056579	CITY OF CHENEY	WATER, SEWER, ELEC. - CHENEY	702.64
056580	CITY OF DEER PARK	WATER & SEWER - DEER PARK	90.76
056581	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CH	48.70
056582	DELL MARKETING L.P.%DELL USA LP	PRINTER SUPPLIES/IT EQUIPMENT	2,782.12
056583	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE	6,288.00
056584	EMPIRE DISPOSAL INC.	SOLID WASTE - FAIRFIELD	42.62
056585	FATBEAM, LLC	MONTHLY INTERNET SERVICE, NET OF ERATE DISC	4,130.04
056586	GALE/CENAGE LEARNING	LIBRARY MATERIALS	260.59
056587	GLOBAL KNOWLEDGE TRAINING LLC	IT TRAINING FOR MICROSOFT AND SHAREPOINT	10,825.99
056588	H&H BUSINESS SYSTEMS, INC.	QTRLY COPIER MAINTENANCE & TONER	1,094.62
056589	HAMMOND FACILITY CONSULTING	FACILITY MAINTENANCE PLAN CONSULTING	330.00
056590	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	2,820.24
056591	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	10,959.47
056592	LAWTON PRINTING	PRINTING FOR LIBRARY PROGRAMS	1,060.69
056593	MIDWEST TAPE	LIBRARY MATERIALS	5,467.15
056594	MODERN ELECTRIC WATER COMPANY	WATER, ELEC. - SV	1,952.07
056595	MONTGOMERY HARDWARE	MAINTENANCE SUPPLIES	14.69
056596	MOVVO MEDIA MARKETING	SEMI-MONTHLY SOCIAL MEDIA PLATFORM MGMT	750.00
056597	MRSC	MRSC ROSTERS MEMBERSHIP RENEWAL	135.00
056598	NATIONWIDE INSURANCE	EMPLOYEE DEDUCTIONS FOR PET INSURANCE	213.96
056599	EMMA NOYES	LIBRARY PROGRAM	50.00
056600	OTIS HARDWARE	MAINTENANCE SUPPLIES	31.34
056601	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	7,325.29
056602	PASADENA PARK IRR. DIST. 17	WATER - ARGONNE LIBRARY	851.97
056603	TRISHA PRITIKIN	LIBRARY PROGRAM	75.00
056604	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	626.55
056605	RECORDED BOOKS, LLC	LIBRARY MATERIALS	496.56
056606	SHI INTERNATIONAL CORP	IT HARDWARE & SOFTWARE	64.90
056607	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	296.93
056608	TOWN OF FAIRFIELD	WATER, SEWER - FAIRFIELD	195.27
056609	VERIZON WIRELESS	MONTHLY CELL PHONES (20)	435.25
056610	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	911.01
056611	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE	1,213.16
056612	WEST COAST CASH REGISTER, INC.	OFFICE/LIBRARY SUPPLIES	108.15
056613	WEST PLAINS CHAM. OF COMMERCE	ANNUAL DUES	400.00
056614	WHITWORTH WATER DISTRICT	WATER - NORTH SPOKANE	71.17
056615	WITHERSPOON BRAJCICH MCPHEE, PLLC	LEGAL SERVICES, GENERAL COUNSEL	2,848.00
056616	ARGUS JANITORIAL	MONTHLY CUSTODIAL SERVICES	16,285.07
056617	BRENDA BEAULIEU	LIBRARY PROGRAM	50.00
056618	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	54.98
056619	CENTURYLINK	ANALOG TELEPHONE LINE SV ELEVATOR	58.87
056620	CITY OF MEDICAL LAKE	WATER, SEWER, REFUSE - ML	164.54
056621	DEER PARK CHAMBER OF COMMERCE	MEMBERSHIP DUES	50.00

056622	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	1,496.27
056623	DYMAXION RESEARCH LTD.	SCHEDULING SOFTWARE ANNUAL LICENSE RENEWAL	1,188.00
056624	EARTHWORKS RECYCLING,INC	RECYCLING: AR, NS, SV	155.00
056625	FATBEAM, LLC	MONTHLY INTERNET SERVICE, NET OF ERATE DISC	748.00
056626	FREE PRESS PUBLISHING, INC	LIBRARY MATERIALS	33.15
056627	GALE/CENAGE LEARNING	LIBRARY MATERIALS	147.80
056628	GREATER SPOKANE VALLEY CHAMBER	TABLE REGISTRATION FOR ANNUAL MEETING	400.00
056629	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	14,257.43
056630	INLAND POWER AND LIGHT	ELECTRIC UTILITIES - AH, DP	563.13
056631	KENT ADHESIVE PRODUCTS CO.	OFFICE/LIBRARY SUPPLIES	496.75
056632	KIDS NEWSPAPER	ADVERTISING	800.00
056633	KREM.COM	ADVERTISING	500.00
056634	AMY LUKE	LIBRARY PROGRAM: PRIME TIME CATERING	1,500.00
056635	MIDWEST TAPE	LIBRARY MATERIALS	8,459.05
056636	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	4,251.53
056637	PUBLIC LIBRARIES OF WASHINGTON	ANNUAL DUES	2,410.69
056638	RECORDED BOOKS, LLC	LIBRARY MATERIALS	432.50
056639	THE SPOKESMAN- REVIEW	LIBRARY MATERIALS	100.00
056640	SPOKANE COUNTY ENVIRONMENTAL SERVICES	MONTHLY SEWER - AR, NS, SV	599.74
056641	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	1,322.99
056642	ST. LOUIS COUNTY LIBRARY-ILL	INTERLIBRARY LOAN FEES	5.98
056643	UPS	SHIPPING	30.89
056644	WICK ENTERPRIZES, LLC	ADVERTISING	312.37
056645	B & K ENTERPRISES	OUTREACH VAN STORAGE: 6 MONTHS RENTAL	360.00
056646	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	43.11
056647	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	459.67
056648	DEMCO SOFTWARE	SPACES ANNUAL SOFTWARE SUPPORT	918.38
056649	FRIENDS OF THE ARGONNE LIBRARY	PARTIAL RETURN OF DONATION	200.00
056650	GALE/CENAGE LEARNING	LIBRARY MATERIALS	944.58
056651	W.W. GRAINGER, INC.	MAINTENANCE SUPPLIES	11.80
056652	GREATER SPOKANE INCORPORATED	ANNUAL DUES AND MEMBERSHIP	550.00
056653	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	4,310.90
056654	H&H BUSINESS SYSTEMS, INC.	QTRLY COPIER MAINTENANCE & TONER	2,178.00
056655	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	7,979.65
056656	INLAND POWER AND LIGHT	ELECTRIC UTILITIES - AH, DP	304.09
056657	JAN WAY COMPANY USA, INC.	PROMOTIONAL ITEMS	3,929.34
056658	MIDWEST TAPE	LIBRARY MATERIALS	13,605.61
056659	MOVO MEDIA MARKETING	SEMI-MONTHLY SOCIAL MEDIA PLATFORM MGMT	750.00
056660	JAMES MURRAY	REFUND OF LOST/PAID FEES	6.00
056661	NEXUS TRANSLATION SERVICES LLC	TRANSLATOR FOR LIBRARY PROGRAM	30.00
056662	OPTUM	MONTHLY HSA ACCOUNT FEES	63.00
056663	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	6,233.44
056664	PACIFIC NORTHWEST BOOKSELLERS ASSOC	ANNUAL DUES	150.00
056665	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	1,344.34
056666	RECORDED BOOKS, LLC	LIBRARY MATERIALS	1,688.37
056667	SNAP FINANCIAL ACCESS	LIBRARY PROGRAMS	675.00
056668	SCORE	LIBRARY PROGRAMS	600.00
056669	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	564.74
056670	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	25,137.16
W00745	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	62,705.54
W00746	US BANK - HEALTH - OPTUM	H S A CONTRIBUTIONS	1,696.75
W00747	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	54,615.89
W00748	ASSOC OF WASHINGTON CITIES-NWA	MEDICAL, DENTAL, VISION & LIFE INS.	89,656.72
W00749	US BANK - HEALTH - OPTUM	H S A CONTRIBUTIONS	1,596.75
W00750	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	60,323.77
W00751	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	53,206.86
Total Non-Payroll General Operating Fund			\$ 543,683.37

PAYROLL VOUCHERS

11082019PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS	\$ 202,057.34
11252019PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS	196,722.52
Total Payroll General Operating Fund			\$ 398,779.86
TOTAL GENERAL OPERATING FUND			\$ 942,463.23

October/November
Paid in November, 2019
Voucher #056670

<u>Card Category</u>	<u>Amount</u>
General Purchases	\$17,097.83
Maintenance	731.31
Travel	1,296.21
Acquisitions	2,553.86
Information Technology	3,356.28
Outreach	101.67
General Fund Purchases	<u><u>\$25,137.16</u></u>

2020 Budget - Adopting a 2020 Final Budget (Resolution No. 19-08)

Background

Resolution No. 19-08 is presented for approval to adopt the final annual operating budgets for the District's General and Capital Project Funds for 2020.

The 2020 General Fund Budget, Exhibit A, was amended during the November meeting, increasing the salaries budget by \$30,000 and decreasing the contingencies budget by \$30,000, the effect of which is repeated in the following table.

	As Presented	As Amended at Nov Meeting	Change
SALARIES	6,955,400	6,985,400	30,000
OPERATIONAL CONTINGENCIES	100,000	70,000	(30,000)

In addition, there have been a few additional minor changes to the general fund budget since the November meeting, based on newly acquired information and summarized as follows:

	Additional 2020 Budget Changes		
	November Preliminary	December Final	Change
FRINGE BENEFITS	2,441,000	2,451,300	10,300
SUPPLIES	150,200	165,700	15,500
SERVICES	1,454,700	1,448,900	(5,800)
OPERATIONAL CONTINGENCIES	70,000	50,000	(20,000)

- Total fringe benefits have been increased by \$10,300, for comparable increases in payroll taxes accompanying the increase in salaries, plus an amount for employee tuition reimbursement that was inadvertently omitted in earlier versions of the budget.
- Total supplies have been increased by \$15,300, for public and staff computer workstations and other technology device parts and repairs, also inadvertently omitted from previous versions.
- Total services has been decreased by \$5,800, for a reduction in the HVAC maintenance services budget due to final bids received on the preventative maintenance contract.
- Total operational contingencies have been reduced further from \$70,000 to \$50,000, to offset the net effect of the additional changes.
- The total expenditure budget, including operating transfers of \$16,252,100, has not changed from the November preliminary budget.

The 2020 Capital Projects Fund budget, Exhibit B, has not changed from Resolution No. 19-05 approved at the November meeting.

Recommended Action: Board motion to approve Resolution No. 19-08, adopting a 2020 Final Budget.

RESOLUTION NO. 19-08

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, ADOPTING A 2020 FINAL BUDGET; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO.

**SPOKANE COUNTY LIBRARY DISTRICT
Spokane, Washington**

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, as follows:

WHEREAS, Spokane County Library District, Spokane County, Washington (the “District”) is a rural county library district duly organized and existing under and by virtue of the Constitution and the laws of the State of Washington;

WHEREAS, RCW 27.12.210(4) requires that the Board of Trustees (the “Board”) submit annually to the legislative body of the county a budget containing estimates in detail of the amount of money necessary for the District for the ensuing year;

WHEREAS, RCW 84.52.070 requires the Board to certify to the county legislative authority budgets or estimates of the amounts to be raised by taxation and to file such certified budget or estimates with the county legislative authority on or before the thirtieth (30th) day of November;

WHEREAS, RCW 84.52.025 requires that such budgets or estimates clearly indicate an estimate of cash balance at the beginning and ending of each budget period;

WHEREAS, the Board adopted a 2020 Preliminary Budget with Resolution No. 19-05 on November 19, 2019, and certified same to the Board of County Commissioners of Spokane County;

WHEREAS, there have been changes to certain expense categories in the General Operating Fund, with no changes to the final budget amount, subsequent to the adoption of the 2020 Preliminary Budget;

WHEREAS, the Board has determined it necessary to adopt a 2020 Final Budget.

NOW THEREFORE, IT IS HEREBY FOUND, DETERMINED AND ORDERED as follows:

Section 1: ADOPTION OF 2020 FINAL BUDGET

The Board hereby adopts a 2020 Final Budget (attached hereto as Exhibit A and Exhibit B and incorporated herein by reference), in the amount of:

General Operating Fund (001-661):	\$16,252,100
Capital Projects Fund (008-661):	\$ 0

Section 2: EFFECTIVE DATE

This resolution shall be effective immediately upon its adoption and approval.

ADOPTED by the Board of Trustees of Spokane County Library District, Spokane County, Washington, at a regular meeting thereof, held this 17th day of December 2019.

SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

John Craig, Chair
Board of Trustees

ATTEST

Patrick Roewe
Secretary to the Board of Trustees

**Spokane County Library District
2020 General Operating Fund Budget
FINAL**

REVENUES

PROPERTY TAXES	\$ 15,478,000
LESS: TAX INCREMENT FINANCING AREAS (TIF'S)	(163,000)
CONTRACT CITIES - AIRWAY HEIGHTS	339,000
CONTRACT CITIES - SPOKANE	100,000
FINES & FEES	155,000
E-RATE REIMBURSEMENTS	198,000
GRANTS & DONATIONS	39,000
INTEREST REVENUES AND OTHER	106,100
TOTAL REVENUES BEFORE TRANSFERS	<u>16,252,100</u>

TRANSFERS IN

TOTAL REVENUES & TRANSFERS IN	<u>\$ 16,252,100</u>
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EXPENSES

SALARIES	6,985,400
FRINGE BENEFITS	2,451,300
SUPPLIES	165,700
UTILITIES, INTERNET & BROADBAND	480,900
SERVICES	1,448,900
LIBRARY MATERIALS	2,057,000
ELECTRONIC LIBRARY MATERIALS	250,000
LIBRARY PROGRAMS	112,900
CAPITAL EXPENDITURES	1,490,000
OPERATIONAL CONTINGENCIES	50,000
TOTAL EXPENSES BEFORE TRANSFERS	<u>15,492,100</u>

TRANSFERS TO CAPITAL PROJECTS FUND

TOTAL EXPENSES & TRANSFERS OUT	<u>\$ 16,252,100</u>
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NET EXCESS OF REVENUES OVER (UNDER) EXPENSES

Estimated Beginning Fund Balance: January 1, 2020	\$ 5,043,000
Net Excess of Revenues over Expenses	<u>-</u>
Estimated Ending Fund Balance: December 31, 2020	<u>\$ 5,043,000</u>

EXHIBIT B

**Spokane County Library District
2020 Capital Projects Fund Budget
FINAL**

REVENUES

Interest Earnings	\$ 32,000
Transfers in From General Fund	<u>760,000</u>
TOTAL REVENUES	<u><u>\$ 792,000</u></u>

EXPENSES

Capital Projects for 2020	<u>-</u>
TOTAL EXPENSES	<u><u>\$ -</u></u>

NET EXCESS OF REVENUES OVER (UNDER) EXPENSES	<u><u>\$ 792,000</u></u>
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Estimated Beginning Fund Balance: January 1, 2020	\$ 2,048,000
Net Excess of Revenues over (under) Expenses	<u>792,000</u>
Estimated Ending Fund Balance: December 31, 2020	<u><u>\$ 2,840,000</u></u>

**Capital Projects Fund Transfer from the General Fund and
2019 Budget Amendment (Resolution No. 19-09)**

Background

General Fund operations for 2019 through November supports the expectation that the District will end the year with total revenues exceeding total expenditures. Since the District continues to strive to increase the Capital Projects Fund for future projects, staff recommends an additional \$200,000 be transferred from the General Fund to the Capital Projects Fund in December 2019. This would be the second such transfer following Resolution No. 19-01, which was approved in February 2019 and authorized a transfer of \$200,000 to the Capital Projects Fund.

An operating transfer from the General Fund to the Capital Projects Fund needs to be accomplished via resolution. Therefore, Resolution No. 19-09 is presented to authorize a \$200,000 transfer from the General Fund to the Capital Projects Fund. Although the exact general fund surplus for 2019 is yet to be finalized, it is preferable to make this transfer in 2019, if possible.

Fund balances as of November 30, 2019, before and after this transfer, if approved, are illustrated as follows:

	Capital Projects Fund	General Fund	Months Cash on Hand (GF)
Current Fund Balance	1,843,718	6,319,225	5.9
Recommended Transfer to Capital Projects	200,000	(200,000)	
Fund Balance After Rcommended Transfer	2,043,718	6,119,225	5.7

The post-transfer General Fund cash on hand will still be 5.7 months at the end of November and should be no lower than 4.9 months at the end of December, well above our financial policy required minimum of 15% of total operating expenses, and safely above the District's preferred cash on hand benchmark of 4.0 months.

The General Fund 2019 budget total operating expenditures, including transfers out, should be amended for this additional transfer, and will stand, if approved, as follows:

	2019 Budget Per Resolution 19-01	Recommended Transfer	2019 Budget As Amended By Resolution 19-09
TOTAL EXPENSES BEFORE TRANSFERS	12,766,500		12,766,500
TRANSFERS OUT	200,000	200,000	400,000
TOTAL EXPENSES & TRANSFERS OUT	12,966,500	200,000	13,166,500

Recommendation: Board motion to approve Resolution No. 19-09, authorizing the transfer of \$200,000 from the General Fund to the Capital Projects Fund and amending the 2019 Budget by the same amount.

RESOLUTION NO. 19-09

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, AUTHORIZING THE TRANSFER OF FUNDS FROM THE GENERAL FUND TO THE CAPITAL PROJECTS FUND; ADOPTING AN AMENDMENT TO THE 2019 BUDGET; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO.

**SPOKANE COUNTY LIBRARY DISTRICT
Spokane, Washington**

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, as follows:

WHEREAS, Spokane County Library District, Spokane County, Washington (the "District") is a rural library district duly organized and existing under and by virtue of the Constitution and the laws of the State of Washington;

WHEREAS, RCW 27.12.210 (5) provides the Board of Trustees (the "Board") with exclusive control of the finances of the District;

WHEREAS, the Board adopted the final expenditure budget for 2019 through Resolution 18-08 for the General Fund and the Capital Projects Fund;

WHEREAS, the Board amended the final expenditure budget for 2019 through Resolution 19-01 for the General Fund and the Capital Projects Fund;

WHEREAS, the actual operating results for the General Fund for 2019 are nearly complete and are forecast to have an excess of revenues over expenditures of more than \$400,000 prior to any operating transfers to the Capital Projects Fund.

WHEREAS, the excess of revenues over expenses for 2019 remain in the General Fund unless otherwise ordered by the Board;

WHEREAS, the Board has determined it is necessary to use a portion of the 2019 excess of revenues over expenses to increase the Capital Projects Fund for use in future capital expenditures related to library facilities;

NOW THEREFORE, IT IS HEREBY FOUND, DETERMINED AND ORDERED as follows:

Section 1: TRANSFER OF FUNDS FROM THE GENERAL FUND TO THE CAPITAL PROJECTS FUND

The Board hereby authorizes and directs that \$200,000 of the General Fund balance be transferred to the Capital Projects Fund in December of 2019.

Section 2: AMENDMENT OF 2019 BUDGET

The Board hereby amends the 2019 Budget (attached hereto as Exhibits A and B) for the operating transfer in Section 1, resulting in the amount of:

General Operating Fund (001-661):	\$13,166,500
Capital Projects Fund (008-661):	0

Section 3: EFFECTIVE DATE

This resolution shall be effective immediately upon its adoption and approval.

ADOPTED by the Board of Trustees of Spokane County Library District, Spokane County, Washington, at a regular meeting thereof, held this 17th day of December 2019.

SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

John Craig, Chair
Board of Trustees

ATTEST

Patrick Roewe
Secretary to the Board of Trustees

Exhibit A

Spokane County Library District
2019 General Operating Fund Budget
As Amended by Resolution 19-09

	<u>Current</u>
REVENUES	
PROPERTY TAXES	\$ 12,044,000
LESS: TAX INCREMENT FINANCING AREAS (TIF'S)	(102,000)
CONTRACT CITIES - AIRWAY HEIGHTS	261,000
CONTRACT CITIES - SPOKANE	80,000
FINES & FEES	171,500
E-RATE REIMBURSEMENTS	150,000
GRANTS & DONATIONS	33,000
INTEREST REVENUES AND OTHER	129,000
TOTAL REVENUES BEFORE TRANSFERS	<u>12,766,500</u>
 TRANSFERS IN	 -
TOTAL REVENUES & TRANSFERS IN	<u><u>\$ 12,766,500</u></u>
 EXPENSES	
SALARIES	6,422,000
FRINGE BENEFITS	2,323,300
SUPPLIES	150,200
SERVICES	1,852,700
LIBRARY MATERIALS	1,512,600
ELECTRONIC LIBRARY MATERIALS	205,000
LIBRARY PROGRAMS (INCL GRANT SUPPORTED PROGRAMS)	89,700
CAPITAL EXPENDITURES	161,000
OPERATIONAL CONTINGENCIES	50,000
TOTAL EXPENSES BEFORE TRANSFERS	<u>12,766,500</u>
 TRANSFERS OUT	 <u>400,000</u>
TOTAL EXPENSES & TRANSFERS OUT	<u><u>\$ 13,166,500</u></u>
 NET EXCESS OF REVENUES OVER (UNDER) EXPENSES	 <u><u>(400,000)</u></u>

EXHIBIT B

**Spokane County Library District
2019 Capital Projects Fund Budget
As Amended by Resolution 19-09**

REVENUES

Interest Earnings	\$ 33,500
TOTAL REVENUES BEFORE TRANSFERS	<u>33,500</u>

TRANSFERS IN	<u>400,000</u>
TOTAL REVENUES & TRANSFERS IN	<u><u>\$ 433,500</u></u>

EXPENSES

Capital Projects for 2019	<u>-</u>
TOTAL EXPENSES	<u><u>\$ -</u></u>

NET EXCESS OF REVENUES OVER (UNDER) EXPENSES	<u><u>\$ 433,500</u></u>
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2020 BOARD MEETING SCHEDULE AND LOCATIONS – RESOLUTION No. 19-10

Background

As discussed at the November 2019 meeting, the Board has historically established the regular meetings schedule for the following year via a motion and voice vote.

In the course of reviewing the Board of Trustees bylaws with the District's general legal counsel, it was recommended that the Board establish the annual schedule (date, time, location) of its regular meetings via a resolution.

Based upon Board direction at the November meeting, the following resolution includes a schedule for 2020 with regular meetings at all libraries that have meeting room spaces (the exception being The BookEnd). For reference, this schedule mirrors that of the 2019 regular meetings.

Recommended Action: Board motion to approve Resolution No. 19-10, setting the Spokane County Library District Board of Trustees regular meetings schedule for 2020.

RESOLUTION NO. 19-10

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, ON THE SUBJECT OF PROVIDING THE DATE, TIME, AND LOCATION OF THE REGULAR MEETINGS OF THE SPOKANE COUNTY LIBRARY DISTRICT BOARD OF TRUSTEES FOR THE FOLLOWING CALENDAR YEAR; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO.

**SPOKANE COUNTY LIBRARY DISTRICT
Spokane, Washington**

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, as follows:

WHEREAS, Spokane County Library District, Spokane County, Washington (the "District") is a rural county library district duly organized and existing under and by virtue of the Constitution and the laws of the State of Washington; and

WHEREAS, the Board of Trustees (the "Board") of the Spokane County Library District is authorized under RCW 27.12.210(1) to adopt such bylaws, rules, and regulations for its own guidance and for the governance of the library as they deem expedient; and

WHEREAS, the Open Public Meetings Act, RCW 42.30, requires that the governing body of a public agency shall provide the time for holding regular meetings by ordinance, resolution, bylaws, or by whatever other rule is required for the conduct of business by that body; and

WHEREAS, the Board has adopted bylaws requiring that monthly regular meetings be held on a day and time established by resolution of the Board; and

WHEREAS, Resolution No. 99-11 established the date and time of the Board's regular meetings as 4:00 p.m. on the third Tuesday of every month; and

WHEREAS, the Board has determined that conducting regular meetings at different library locations provides the Board with the opportunity to visit as many libraries as possible and to interact with constituents throughout the District.

NOW, THEREFORE, IT IS HEREBY FOUND, DETERMINED AND ORDERED as follows:

Section 1: BOARD OF TRUSTEES 2020 REGULAR MEETING SCHEDULE.

The Spokane County Library District Board of Trustees regular meetings begin at 4:00 p.m. The 2020 schedule is as follows:

DATE	LOCATION
January 21, 2020	Argonne Library, 4322 N. Argonne Rd., Spokane
February 18, 2020	North Spokane Library, 44 E. Hawthorne Rd., Spokane
March 17, 2020	Airway Heights Library, 1213 S. Lundstrom St., Airway Heights
April 21, 2020	Moran Prairie Library, 6004 S. Regal St., Spokane
May 19, 2020	Deer Park, 208 S. Forest Ave., Deer Park
June 16, 2020	Otis Orchards Library, 22324 E. Wellesley Ave., Otis Orchards
July 21, 2020	Cheney Library, 610 1 st St., Cheney
August 18, 2020	Medical Lake Library, 321 E. Herb St., Medical Lake
September 15, 2020	Fairfield Library, 305 E. Main St., Fairfield
October 20, 2020	Spokane Valley Library, 12004 E. Main Ave., Spokane Valley
November 17, 2020	Argonne Library, 4322 N. Argonne Rd., Spokane
December 15, 2020	Argonne Library, 4322 N. Argonne Rd., Spokane

Section 2: EFFECTIVE DATE.

This resolution shall be effective immediately upon its adoption and approval.

ADOPTED by the Board of Trustees of Spokane County Library District, Spokane County, Washington, at a regular meeting thereof, held this 17th day of December 2019.

SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

John Craig, Chair
Board of Trustees

ATTEST

Patrick Roewe, Secretary to the Board of Trustees

2019 WORK PLAN – YEAR IN REVIEW

Background

While the Community Engagement Plan guides the external focus of the District, the annual work plan guides the internal focus and functions that support the work of the District in serving our communities. Though both are intended to be mutually supportive, the 2019 work plan places greater emphasis on internal functions to better bring internal and external functions into alignment. The work plan is divided into four areas:

- **Strategic Initiatives:** Key organizational priorities focused on the future stability and success of the District in executing its mission.
- **Operational Safety and Continuity:** Ensuring that the library environment is safe and welcoming for staff and customers and that the impact of unforeseen emergencies causes as minimal disruption to library functions as possible.
- **Process Evaluation and Improvement:** Exploring and implementing changes to long-held processes in an effort to ultimately improve the customer experience by improving internal workflows.
- **Updates and Upgrades:** A general category of projects that will benefit the customer experience and/or make internal functions more efficient by updating tools and resources.

With these priorities in mind, the Leadership Team focused resources on the following efforts in 2019. Those objectives not achieved due to competing emergent priorities or other factors may be carried forward to the 2020 work plan.

Strategic Initiatives:

- **Potential Levy Lid Lift 2019:** The District placed a levy lid lift election on the August 2019 ballot and executed the associated public information campaign. The proposition passed 55%-45% and will provide the funding necessary to support the present level of services and available materials provided by the Library and to meet the demand for services and materials in the future.
- **Interlocal agreement review and analysis:** Staff conducted a comprehensive interlocal agreement review and analysis and presented it to the Board of Trustees to establish an up-to-date understanding of the District's obligations therein.
- **Capital campaign:** The Development Department began the preliminary work for developing a capital campaign for the District, including new procedures for soliciting and accepting donations. A feasibility study for the campaign was completed in summer 2019.
- **Community Engagement Plan for 2019-2022:** Staff planned, developed and implemented a process for engaging stakeholders to determine needs and aspirations to which the District could respond. Common themes that emerged from those conversations, along with organizational knowledge regarding service needs and opportunities, informed the strategic direction for the District. With Board approval at its April meeting, the plan was finalized and has been implemented.

Operational Safety and Continuity:

- **Crisis communication plan:** Staff are in the process of developing a crisis communication plan that will provide effective guidelines for communicating to the public,

media, and staff in the event of an emergency situation that significantly disrupts library operations. Draft work has begun on a formal plan with anticipated completion in 2020.

- **Disaster recovery plan:** Related to the crisis communication plan above, staff are in the process of developing a disaster recovery plan that will provide guidelines for resuming library functions as quickly and effectively as possible in the unlikely event of an emergency situation that significantly disrupts library operations. Draft work has begun on a formal plan with anticipated completion in 2020.

Process Evaluation and Improvement:

- **Active User Analysis:** Staff extracted and analyzed data to determine a truer sense of how library cards are actually used while registered in the library database. The results of this analysis were presented to the Board at its May meeting and will help make more informed choices regarding collection development and service planning.
- **Library card renewal process:** The renewal process for library accounts was evaluated with an emphasis on eliminating barriers and maximizing convenience for customers. Along with some improvements already initiated, the results will also inform reviews of customer profiles and fines slated for 2020.
- **Staff Intranet:** The staff intranet is an essential tool for sharing information and conducting internal business. Options were evaluated to determine the best product for the District and its internal communication needs and a staff task force identified the needs and options, selected a platform, worked with departments to consolidate content for transition, setup and tested a new platform. Due to staffing and priority changes, full transition to the new platform has been delayed until 2020.
- **Online facilities work requests:** The District transitioned to an online process for submitting work orders related to physical plant issues. This process now provides a more efficient means of communicating facility issues and allows both the Facilities team and other staff to track and respond to emergent building issues.

Updates and Upgrades:

- **Website and catalog refresh:** Staff work continued on a refresh of the website and catalog interface although staffing and priority impacts postponed completion. The new website is now anticipated to be completed in 2020 in conjunction with a District Rebrand.

Recommended Action: This item is for your information and discussion, with no formal action required at this time.

2020 WORK PLAN

Background

The annual work plan guides the internal focus and functions that support the work of the District in serving our communities. The primary focus of the 2020 work plan is to launch the first phase of the maintenance and operational needs to which the Board of Trustees has designated levy. The work plan for 2020 is divided into three areas:

- **Strategic Initiatives:** Key organizational priorities focused on the future stability and success of the District in executing its mission.
- **Operational Safety and Continuity:** Ensuring that the library environment is safe and welcoming for staff and customers and that the impact of unforeseen emergencies causes as minimal disruption to library functions as possible.
- **Updates and Upgrades:** A general category of projects that will benefit the customer experience and/or make internal functions more efficient by updating facilities and resources.

Strategic Initiatives:

- **Mobile Library Services:** As part of the levy funding priorities, staff will replace the current outreach van with two new vehicles for 2020 service deployment, and begin planning of new mobile library services through the selection and purchase of the major components of a new mobile library vehicle, with an anticipated service start in 2021.
- **Digital Collection Boost:** As part of the levy funding priorities, the digital collection is receiving a boost of \$500,000. In 2020, Collection Services staff will use this funding boost to increase the District's digital collection of eBooks, eAudiobooks and streaming offerings. For OverDrive, the goals are to reduce hold wait times and to fulfill more customer requests. For hoopla, the goals are to restore the top tier content and increase the monthly checkout cap by at least one. We will monitor hoopla spending in 2020 and potentially increase the number of monthly checkouts and/or the monthly budget cap in order to add new users and increase circulation.
- **Capital campaign:** The Development Department will continue developing a capital campaign for the District, focusing on creating private and corporate donation opportunities for new Spokane Valley libraries.
- **District Rebrand:** The Communication Department will create and implement a new Library District brand, including a new logo, color, and font package. Brand is the sum total of customer's perceptions and experience, along with being the face, personality, and values of the District. The current brand is outdated and does not reflect the District's current mission. This multi-step process will include soliciting feedback from stakeholders.
- **Explore eliminating overdue fines:** Staff will analyze the impact of eliminating overdue fines on both the District and customers. Results of that analysis will be presented to the Board for discussion and potential direction.
- **Valley libraries: Funding, priority, design:** A continuing focus of the District is for addition and replacement of the Spokane Valley Library building and the addition of a new library in the city. Staff will develop and present options for Board discussion, direction, and any necessary final action regarding funding opportunities, prioritization of projects, and design approaches. Considering the scope of these issues, they will likely require a multi-step engagement process at the Board level.

Compensation review –steps and compression: The initial phase of the compensation plan was implemented in 2017 and was followed by an analysis of job descriptions. For the next phase, it is the appropriate time to review those job descriptions against the banding definitions to ensure proper placement, as well as to evaluate recommendations from the plan that were not implemented in the first phase regarding salary scale steps.

Operational Safety and Continuity:

- **Keyless Entry and Alarm System Updates:** As part of the levy funding priorities, access control and alarm systems will be upgraded as part of security enhancements for the District. Keyless entry will allow better control of building access without relying on physical keys that can be lost or insufficiently distributed. An updated alarm system will replace outmoded hardware and software to better safeguard facilities and assets during closed hours. The intent of these projects is to provide the District with greater environmental control of its facilities in order to better maintain safe and welcoming places for customers, staff and volunteers. The preliminary plan is for the alarm system upgrade to be the first phase and access control second phase of security enhancements.
- **Security Camera Installation:** As part of the levy funding priorities, security cameras will be installed in parking lots and entrances. Along with the project above, the intent of this project is to provide the District with greater environmental control of its facilities in order to better maintain safe and welcoming places for customers, staff and volunteers. This project will likely be the final phase of security enhancements.
- **Crisis communication plan:** Staff are in the process of developing and implementing a crisis communication plan that will provide effective guidelines for communicating to the public, media, and staff in the event of an emergency situation that significantly disrupts library operations. Draft work has begun on a formal plan with anticipated completion in 2020.
- **Disaster recovery:** Related to the crisis communication plan above, a disaster recovery plan will provide guidelines for resuming library functions as quickly and effectively as possible in the unlikely event of an emergency situation that significantly disrupts library operations. Draft work has begun on a formal plan with anticipated completion in 2020.

Updates and Upgrades:

- **Meeting room technology updates:** As part of the levy funding priorities, staff will begin modernizing meeting and conference technology rooms with installation of updated audio-visual equipment and connectivity options for District programs and public use.
- **Final Phase, North Spokane Remodel:** As part of the levy funding priorities, the District will complete the final phase of the North Spokane Library project. Public and staff restrooms will be remodeled. The facility's HVAC (heating, ventilation, and air conditioning) system will be replaced after evaluation by a mechanical engineer. In addition, exterior siding replacement will be evaluated for potential replacement.
- **Website and catalog refresh:** In conjunction with the District Rebrand, staff will work on a refresh of the website and catalog interface that enhances customer experience and improves resource discovery.

Recommended Action: This item is for your information and discussion, with no formal action required at this time.

FIXED ASSETS

BACKGROUND

The purpose of these limited revisions is to update the policy to reflect that the District transitioned back to selling discarded library materials in the libraries, a change that was initiated in July 2019.

The updated language in the recommended draft is drawn from the 2013 version of the policy when that practice was last in place.

This policy will undergo a more comprehensive review later in 2020.

Following are an edited copy of the current policy, with revisions indicated by strikethrough (removal) or underline (addition), as well as a clean copy of the recommended policy.

Recommended Action: Motion to approve the revised Fixed Assets policy.

SPOKANE COUNTY LIBRARY DISTRICT

Current/Existing Policy

POLICY: FIXED ASSETS

APPROVAL DATE: 6/16/2014

REVISION DATE: ~~7/17/2018~~ 12/17/2019

PREVIOUS POLICY TITLES:

Disposal of Surplus Property and
Capital and Controlled Assets

RELATED POLICIES

Collection Development

~~Friends of the Library~~

Procurement

Gifts

STATUTORY REFERENCES: RCW 27.12.210, RCW 39.33.020 and RCW 39.33.070

Purpose

To provide criteria for the identification, inventory, safeguarding and disposition of the District's fixed and controlled assets.

Fixed Assets

Fixed assets (or capital assets) shall include all real property or personal property with an individual, per-unit cost of \$5,000 or more (including installation, accessories, sales tax, and shipping), with an estimated useful life of one (1) year or longer. Fixed assets may be purchased by the District or received as a gift.

Controlled Assets

Susceptible to loss, controlled assets have an estimated useful life of one (1) year or longer, and have a per-unit cost of:

- Between \$300 and \$5,000 for computer laptops, notebooks, and mobile devices
- Between \$1,000 and \$5,000 for all other controlled assets

Examples of controlled assets include, but are not limited to, desktop computers, printers, laptops, monitors, televisions, photography equipment, mobile devices, and server room equipment (servers, switches, routers and uninterruptable power supplies).

Assets acquired by grant funds from other governmental agencies will be identified based on the requirements of the grantor. The Business Office is responsible for meeting all requirements of grantors and bond covenants in regard to the purchase, use and disposition of assets purchased with these funding sources.

Inventory

All fixed and controlled assets will be assigned a District property tag upon acquisition and listed in the District fixed and controlled assets inventory. A physical inventory of all fixed and controlled assets will be conducted by the Business Office a minimum of once per year.

Protection, Safeguarding and Maintenance

The District is responsible for the safeguarding, custody, insurance, and maintenance of fixed and controlled assets. Responsibility for safeguarding and maintenance are assigned as follows:

- The manager of the location in which fixed assets and/or controlled assets reside is responsible for the maintenance and security of those assets.
- Information Technology (IT) is responsible for the protection, maintenance and security of controlled assets such as computers, monitors, laptops and all server room equipment.

Disposition

When it is determined that the District no longer needs an asset(s), it will declare those assets to be surplus. Items with a value less than \$5,000 may be removed from the inventory list upon the request of the responsible manager. Items with a value between \$5,000 and \$49,999 may only be removed from the inventory list upon authorization of the Executive Director. Items with a value exceeding \$50,000 may only be declared surplus by resolution of the Board of Trustees, following a public hearing as set forth in RCW 39.33.020. Prior to disposal, items listed on the District assets inventory shall be removed from inventory and property tags shall be removed.

Only property having more than a nominal monetary value will be formally declared surplus. Property that is obsolete, broken, and/or is of nominal or no value may be disposed of by the most appropriate and cost-effective method with the approval of the responsible manager.

~~Library materials that are no longer of use to the District shall be given to the Friends of the Spokane County Library District (Friends) in accordance with the Interlocal Agreement between the District and the Friends. Proceeds from the sale of library materials shall be used by the Friends to further the mission and goals of the District.~~

Surplus library materials whose estimated value is \$1,000 or less shall normally be sold by the method that will most efficiently provide the District with greatest net monetary return.

Surplus library materials whose estimated value is in excess of \$1,000 shall be disposed of at a public auction as set forth in RCW 39.33.070.

The donation of surplus equipment to other governmental entities, local educational institutions, charitable non-profits, social services or other libraries is encouraged. The Executive Director is authorized to approve such donations on a case-by-case basis.

Surplus items that can neither be sold nor donated will be recycled, if possible and economically feasible.

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

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

SPOKANE COUNTY LIBRARY DISTRICT

Draft Policy

POLICY: FIXED ASSETS

APPROVAL DATE: 6/16/2014

REVISION DATE: 12/17/2019

PREVIOUS POLICY TITLES:

Disposal of Surplus Property and
Capital and Controlled Assets

RELATED POLICIES

Collection Development

Procurement

Gifts

STATUTORY REFERENCES: RCW 27.12.210, RCW 39.33.020 and RCW 39.33.070

Purpose

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Only property having more than a nominal monetary value will be formally declared surplus. Property that is obsolete, broken, and/or is of nominal or no value may be disposed of by the most appropriate and cost-effective method with the approval of the responsible manager.

Surplus library materials whose estimated value is \$1,000 or less shall normally be sold by the method that will most efficiently provide the District with greatest net monetary return.

Surplus library materials whose estimated value is in excess of \$1,000 shall be disposed of at a public auction as set forth in RCW 39.33.070.

The donation of surplus equipment to other governmental entities, local educational institutions, charitable non-profits, social services or other libraries is encouraged. The Executive Director is authorized to approve such donations on a case-by-case basis.

Surplus items that can neither be sold nor donated will be recycled, if possible and economically feasible.

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

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

HVAC PREVENTATIVE MAINTENANCE SERVICES CONTRACT AWARD

BACKGROUND

It has been five years since the District solicited proposals for the HVAC (Heating, Ventilation, and Air Conditioning) preventative maintenance services. Thus, it was again time to solicit proposals for this needed service.

BID SOLICITATION AND RESULTS

A Request for Proposal for HVAC preventative maintenance services for the District was issued Nov. 8, 2019. The District published a legal notice as required, and posted the solicitation document on the District's website. All bids were due on Dec. 5, 2019, with one bid received from the District's current HVAC services provider, Divco, Inc. The District received interest from one other potential services provider who completed a full tour of all District facilities but did not submit a response.

The bid amount was \$61,521 for the calendar year, which is typically invoiced in quarterly amounts. This bid represents a 5.4% decrease 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.

Divco has been the District's HVAC maintenance services provider for more than 10 years, and we have been satisfied with its service as well as the condition of the mechanical systems in all District facilities.

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

Recommended Action: Motion to award the contract for HVAC preventative maintenance services to Divco, Inc.

Board of Trustees Bylaws Review

Background

The Revised Code of Washington (RCW) 27.12.210 states that library trustees shall adopt bylaws for guidance and governance. The current iteration of bylaws was first adopted in 1993, and last amended in 2006.

Given that 13 years have passed since the bylaws were last amended, staff asked the District's general counsel, Attorney Brian Werst of Witherspoon Brajcich McPhee, PLLC, to review and recommend revisions.

The overall structure of the bylaws and/or functions outlined therein remain unchanged for the vast majority of the document. Some minor edits were made to reflect current preferred nomenclature or practice, or for general clarity. The more substantive revisions were recommendations by District legal counsel to ensure that the bylaws maintain compliance with applicable provisions of the RCW.

What follows is an edited copy of the current bylaws, with revisions indicated by strikethrough (removal) or underline (addition), as well as a clean copy of the recommended bylaws.

For reference, this list outlines the sections of the bylaws with more substantive edits and a brief rationale for each revision:

- **Section 4.1 Duties of the Board:** Revised so that any future amendments by the Washington State Legislature to RCW 27.12.210 do not immediately require amending these bylaws.
- **Section 4.2 Committees:** Revised to be consistent with *Roberts Rules of Order, Newly Revised, 10th edition*, cited in Section 5.10 as the guide for parliamentary procedure.
- **Section 5.2 Regular meetings:** Revised to reflect current practice of varied meeting locations.
- **Section 5.3 Regular meeting changes:** Revised to comply with RCW 42.30.080 (any change to a regular meeting date, time or place constitutes a special meeting) and RCW 42.30.090 (meeting adjournment).
- **Section 5.6 Meeting notification:**
 - **c:** Added to comply with RCW 42.30.077 (Agendas of regular meetings—Online availability)
 - **d:** Revised to comply with RCW 42.30.080 (1)(a) (notification requirements for special meetings)
- **Section 5.13 Absences:** Revised to reflect current practice of including the Executive Director in notification of trustee absence.
- **Section 6.2 Duties (Executive Director):** Revised to comply with RCW 42.30.110 (Executive Sessions).
- **Section 6.3 Performance Evaluation (Executive Director):** Struck from bylaws and moved to Personnel Policy 2.18, which was approved by the Board of Trustees at its Nov. 2019 meeting.

Please note that in compliance with Article IX of the bylaws, the edited and clean copy of the amended bylaws, along with this background document, were sent to the Trustees one week in advance of the December 17 meeting.

Executive Director Patrick Roewe will be available to answer any questions about the revisions.

Recommended Action: Motion to approve the Board of Trustee Bylaws as amended.

Spokane County Library District

BOARD OF TRUSTEES BYLAWS

ARTICLE I. POWERS, PURPOSE, AND RESPONSIBILITIES

- Section 1.1** *Name.* The name of the municipal corporation duly established pursuant to Chapter 27.12 of the Revised Code of the State of Washington shall be Spokane County Library District, hereinafter referred to as the District.
- Section 1.2** *Purpose.* The purpose of the District is to provide free public library services to the residents of unincorporated Spokane County, annexed cities and towns, and cities and town that contract for services.
- Section 1.3** *Legal basis.* By and in the corporate name, the District shall have and exercise all powers, functions, rights, and privileges now and hereafter given or granted to, and shall be subject to all the duties, obligations, liabilities, and limitations now and hereafter imposed upon municipal corporations of the same class, by the Constitution and laws of the State of Washington, and shall have and exercise all other powers, functions, rights and privileges usually exercised by, or which are incidental to, or inherent in, municipal corporations of like character and degree.
- Section 1.4** *Governing body.* The governing body of Spokane County Library District shall be a Board of Trustees, hereinafter referred to as the Board (RCW 27.12.190).

ARTICLE II. MEMBERSHIP

- Section 2.1** *Governing statute.* The appointment, compensation, and removal of trustees is governed by RCW 27.12.190.
- Section 2.2** *Appointments.* A Board of five (5) members shall be appointed by the Board of Spokane County Commissioners. Any resident of Spokane County Library District shall be eligible for membership.
- Section 2.3** *Term.* One Trustee shall be appointed annually to serve a five year term. No Trustee may serve more than two consecutive terms.
- Section 2.4** *Vacancies.* Vacancies shall be filled for unexpired terms as soon as possible in the manner in which members of the Board are regularly chosen. A Trustee appointed to fill a vacancy shall serve the remainder of the term of the Trustee replaced. The Board shall adopt a process for recommending candidates to fill vacancies.
- Section 2.5** *Compensation.* A Trustee shall not receive a salary or other compensation for services as a Trustee, but necessary expenses actually incurred shall be paid from District funds.
- Section 2.6** *Removal.* If a Trustee misses three or more meetings during a 12 (twelve) month period, the Board may vote to recommend to the Board of Spokane County Commissioners that the trustee be removed from the Board. A Trustee may be removed for just cause by the Spokane County Commissioners after a public hearing upon a written complaint stating the grounds for removal, which complaint, with a notice of the time and place of the hearing, shall have been served upon the Trustee at least fifteen days before the hearing.

ARTICLE III. OFFICERS

Section 3.1 Election. The Board shall elect from its members a Chair and Vice-Chair, who shall be voting members, at its regular December meeting. These officers shall serve a one-year term, January 1 through December 31, of the year following their election, or until successors are duly elected. Officers may serve for more than one consecutive term.

Section 3.2 Duties of Chair and Vice-Chair.

- a. The Chair shall preside at all meetings of the Board; plan each meeting agenda with the ~~Director~~ Executive Director; authorize special meetings; appoint committees, serving as an ex-officio member of each; execute authorized documents; and perform all other duties associated with that office. The Chair shall act as spokesperson for the Board and act as its representative with other organizations and activities unless another representative shall otherwise be authorized by the Board; however, the Chair may delegate to any Trustee these duties and such person shall make no statements that will obligate or commit the District except pursuant to prior authorization of the Board.
- b. In the event of the Chair's absence or inability to act, the Vice-Chair shall assume the Chair's duties.

Section 3.3 Vacancies. Vacancies in either office shall be filled at the next regular meeting of the Board. Any officer elected shall fill the entire unexpired term.

Section 3.4 Secretary of the Board. The ~~Director~~ Executive Director or his/her designee, as provided for in Article VI, shall serve as secretary to the Board. The secretary shall insure that a true and accurate record is maintained of all meetings of the Board, cosign approved minutes and all copies of acts and resolutions of the Board, and perform such other acts as generally pertain to the office of Secretary.

ARTICLE IV. DUTIES OF THE BOARD

Section 4.1 Duties of the Board. The Board of the District shall provide the policy and legislative direction for the District and its administrator.

Pursuant to RCW 27.12.210, the The Board shall have all powers and duties provided by law, and specifically pursuant to RCW 27.12.210, as amended, which shall include:

- a. Adopt such bylaws, rules, and regulations for its own guidance and for the government of the District as it deems expedient.
- b. Have the supervision, care, and custody of all property.
- c. Employ an Director ~~Executive Director~~.
- d. Annually submit a budget to the Board of County Commissioners in ample time for it to make the tax levies for District purposes.
- e. Have exclusive control of District finances.
- f. Accept such gifts of money or property for District purposes as it deems expedient.
- g. Lease or purchase land for library buildings.
- h. Lease, purchase, or erect buildings for library purposes, and acquire such other property as may be needed for that purpose.
- i. Purchase library materials and supplies for the District.
- j. Do all other acts necessary for the orderly and efficient management and control of the District.

Section 4.2 Committees. ~~The Chair~~ Upon motion and Board approval, the Board may form standing or special committees and may appoint Trustees and others to serve on the committees. At the time a committee is formed, the Chair shall specify its objective and duration. Committee recommendations shall be presented to the Board for consideration.

Section 4.3 Appeals of administrative decisions. The Board shall serve in a quasi-judicial capacity in hearing appeals of administrative decisions and shall adopt and make available procedures governing the appeal process.

Section 4.4 Policies. The Board may adopt policies that provide direction for specific activities of the District. Each policy shall be reviewed by the Board and revised as necessary no less than every three years. No less than three (3) affirmative votes (a majority of the full Board) shall be required for policy adoption or revision.

ARTICLE V. MEETINGS

Section 5.1 Open Public Meetings Act. All Board meetings are governed by the provisions of the Open Public Meetings Act, Chapter 42.30 RCW.

Section 5.2 Regular meetings. Regular meetings shall be held monthly on a day and time and at a location established by a resolution of the Board. If the day falls on a holiday, such regular meeting shall be held on the next business day, unless otherwise determined by the Chair. ~~Regular Mmeetings shall normally be held at the District's Administrative Offices, unless otherwise specified by the Chair. A tentative schedule for the following year shall be adopted at the December meeting any of the District libraries or facilities.~~

Section 5.3 Regular meeting changes. The regular meeting location, date, and/or time may be changed to another specified location, date, and/or time by the Chair due to anticipated or actual absence of a quorum of the Board. Any change to the location, date, and/or time of a regular Mmeetings held on the changed date shall constitute a regular special meeting of the Board and all regular business may be transacted at the meeting. If a quorum is not present for a regular meeting, the presiding officer may continue adjourn the meeting to another time and place specified in the order of continuance notice of adjournment.

Section 5.4 Special meetings. Special meetings may be called at any time by the Chair or by a majority of the whole Board, for the transaction of only that business stated in the Notice of Special Meeting.

Section 5.5 Emergency meetings. Emergency meetings may be called as provided for in RCW 42.30.070.

Section 5.6 Meeting notification.

- a. The Secretary shall give notice of all meetings.
- b. Written notification of any regular meeting shall be delivered to each Trustee not less than seventy-two (72) hours prior to the meeting time. Written notification of a special meeting, meeting continuation, or change of meeting place or time shall be delivered to each Trustee at least twenty-four (24) hours prior to the meeting time. A Trustee may waive the notification requirement.
- c. Written notification of the agenda of each regular meeting will be posted to the District's website no later than twenty-four hours in advance of the published start time of the meeting.

ed. Each local newspaper of general circulation and each local broadcast station which has filed with the District a written request to be notified of ~~regular or any~~ special meetings shall be notified of such meetings by a written notice delivered at least twenty-four (24) hours prior to the meeting time.

Section 5.7 Quorum. Three members of the Board (a majority) shall constitute a quorum for the transaction of business.

Section 5.8 Form of action. The Board, by motion or resolution, determines all actions and decisions. Motions and seconds to motions shall be made orally and decided by voice vote. The Chair may move, second, or vote upon action before the Board. A simple majority is needed to pass a motion or adopt a resolution unless otherwise specified or required by the laws of the State of Washington. The Chair may call the roll on any vote when considered necessary for clarification.

Section 5.9 Agenda. The agenda for each Board meeting shall be determined by the Chair in consultation with the ~~Director~~Executive Director. The written agenda shall be prepared by the ~~Director~~Executive Director and delivered to each Trustee, with pertinent information and documents related to the items of business, not less than seventy-two (72) hours prior to a regular meeting and with the notification of any special meeting.

Section 5.10 Parliamentary procedure. Unless otherwise governed by the provisions of these bylaws or laws of the State of Washington, *Roberts Rules of Order, Newly Revised, 10th edition* shall govern the conduct of all Board meetings. The Chair or his/her designee shall serve as Parliamentarian.

Section 5.11 Board acting as a body. The Board shall act as a body in making its decisions and announcing them. No Trustee shall speak or act for the Board without prior authorization of the Board, except as otherwise provided for in these By-laws.

Section 5.12 Records of Board meetings. The proceedings of Board meetings shall be recorded in minutes, maintained in the Administrative Offices of the District. The minutes shall consist primarily of a record of the action taken, including members' votes. Minutes of each meeting shall be provided to all Trustees prior to the next regular meeting for their reference and correction. At the next regular meeting, the Board shall consider the minutes for adoption or necessary corrections.

Section 5.13 Absences. It is the intention of the Board to maintain full representation of the members in all policy-making decisions; therefore, regular attendance of Trustees at meetings is encouraged. If unable to attend a meeting, each Trustee is responsible for notifying the Chair and the Executive Director in advance of the pending absence.

ARTICLE VI. ~~DIRECTOR~~ EXECUTIVE DIRECTOR

Section 6.1 Appointment and removal of ~~Director~~Executive Director. The Board shall appoint a qualified library ~~Director~~Executive Director, who shall serve at its pleasure.

Section 6.2 Duties. The ~~Director~~Executive Director shall be considered the executive officer of the Board and shall administer all District operations on behalf of the Board under its review and direction, including employment and supervision of all staff. As provided for in Article IV, the ~~Director~~Executive Director shall also serve as Board Secretary and shall attend all Board and committee meetings, except ~~those at which performance and salary are discussed~~ when otherwise dismissed by the

Board for the purposes of an executive session. The Board shall specify the ~~Director~~Executive Director's responsibilities in a written position description.

~~**Section 6.3**~~ ~~**Performance evaluation.**~~ The Board shall evaluate the Director's job performance annually and concur in the setting of yearly goals for the Director.

~~**Section 6.43**~~ ~~**Acting Director**~~**Executive Director.** During a short-term absence, the ~~Director~~Executive Director may appoint a qualified staff member to carry out the duties of that position. During a period when the position is vacant or during a long-term absence, the Board shall appoint an Acting ~~Director~~Executive Director.

ARTICLE VII. SEVERABILITY

If any provision of these bylaws, or its application to any person or circumstance is held invalid, the remainder of these bylaws, or the application of the provisions to other persons or circumstances, is not affected.

ARTICLE VIII. INDEMNIFICATION

Spokane County Library District shall be responsible for all acts and omissions of individual Trustees in the good faith performance of their duties as Trustees.

ARTICLE IX. AMENDMENTS

These bylaws may be revised or amended at any regular or special meeting of the Board upon approval of four (4) members (two thirds (2/3) of its total membership), provided that Trustees receive copies of the proposed change(s) at least one week prior to that meeting.

Adopted by the Spokane County Library District Board of Trustees: December 16, 1993.
Amended January 18, 1996; July 17, 2001; February 21, 2006; December 17, 2019.

Spokane County Library District

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- Section 1.3** *Legal basis.* By and in the corporate name, the District shall have and exercise all powers, functions, rights, and privileges now and hereafter given or granted to, and shall be subject to all the duties, obligations, liabilities, and limitations now and hereafter imposed upon municipal corporations of the same class, by the Constitution and laws of the State of Washington, and shall have and exercise all other powers, functions, rights and privileges usually exercised by, or which are incidental to, or inherent in, municipal corporations of like character and degree.
- Section 1.4** *Governing body.* The governing body of Spokane County Library District shall be a Board of Trustees, hereinafter referred to as the Board (RCW 27.12.190).

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- Section 2.1** *Governing statute.* The appointment, compensation, and removal of trustees is governed by RCW 27.12.190.
- Section 2.2** *Appointments.* A board of five (5) members shall be appointed by the Board of Spokane County Commissioners. Any resident of Spokane County Library District shall be eligible for membership.
- Section 2.3** *Term.* One Trustee shall be appointed annually to serve a five-year term. No Trustee may serve more than two consecutive terms.
- Section 2.4** *Vacancies.* Vacancies shall be filled for unexpired terms as soon as possible in the manner in which members of the Board are regularly chosen. A Trustee appointed to fill a vacancy shall serve the remainder of the term of the Trustee replaced. The Board shall adopt a process for recommending candidates to fill vacancies.
- Section 2.5** *Compensation.* A Trustee shall not receive a salary or other compensation for services as a Trustee, but necessary expenses actually incurred shall be paid from District funds.
- Section 2.6** *Removal.* If a Trustee misses three or more meetings during a 12 (twelve) month period, the Board may vote to recommend to the Board of Spokane County Commissioners that the trustee be removed from the Board. A Trustee may be removed for just cause by the Spokane County Commissioners after a public hearing upon a written complaint stating the grounds for removal, which complaint, with a notice of the time and place of the hearing, shall have been served upon the Trustee at least fifteen days before the hearing.

ARTICLE III. OFFICERS

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Section 3.2 Duties of Chair and Vice Chair.

- a. The Chair shall preside at all meetings of the Board; plan each meeting agenda with the Executive Director; authorize special meetings; appoint committees, serving as an ex-officio member of each; execute authorized documents; and perform all other duties associated with that office. The Chair shall act as spokesperson for the Board and act as its representative with other organizations and activities unless another representative shall otherwise be authorized by the Board; however, the Chair may delegate to any Trustee these duties and such person shall make no statements that will obligate or commit the District except pursuant to prior authorization of the Board.
- b. In the event of the Chair's absence or inability to act, the Vice Chair shall assume the Chair's duties.

Section 3.3 Vacancies. Vacancies in either office shall be filled at the next regular meeting of the Board. Any officer elected shall fill the entire unexpired term.

Section 3.4 Secretary of the Board. The Executive Director or his/her designee, as provided for in Article VI, shall serve as secretary to the Board. The secretary shall ensure that a true and accurate record is maintained of all meetings of the Board, cosign approved minutes and all copies of acts and resolutions of the Board, and perform such other acts as generally pertain to the office of Secretary.

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- a. Adopt such bylaws, rules, and regulations for its own guidance and for the government of the District as it deems expedient.
- b. Have the supervision, care, and custody of all property.
- c. Employ an Executive Director.
- d. Annually submit a budget to the Board of County Commissioners in ample time for it to make the tax levies for District purposes.
- e. Have exclusive control of District finances.
- f. Accept such gifts of money or property for District purposes as it deems expedient.
- g. Lease or purchase land for library buildings.
- h. Lease, purchase, or erect buildings for library purposes, and acquire such other property as may be needed for that purpose.
- i. Purchase library materials and supplies for the District.
- j. Do all other acts necessary for the orderly and efficient management and control of the District.

Section 4.2 Committees. Upon motion and Board approval, the Board may form standing or special committees and may appoint Trustees and others to serve on the committees. At the time a committee is formed, the Chair shall specify its objective and duration. Committee recommendations shall be presented to the Board for consideration.

Section 4.3 Appeals of administrative decisions. The Board shall serve in a quasi-judicial capacity in hearing appeals of administrative decisions and shall adopt and make available procedures governing the appeal process.

Section 4.4 Policies. The Board may adopt policies that provide direction for specific activities of the District. Each policy shall be reviewed by the Board and revised as necessary no less than every three years. No less than three (3) affirmative votes (a majority of the full Board) shall be required for policy adoption or revision.

ARTICLE V. MEETINGS

Section 5.1 Open Public Meetings Act. All board meetings are governed by the provisions of the Open Public Meetings Act, Chapter 42.30 RCW.

Section 5.2 Regular meetings. Regular meetings shall be held monthly on a day and time and at a location established by a resolution of the Board. If the day falls on a holiday, such regular meeting shall be held on the next business day, unless otherwise determined by the Chair. Regular meetings shall be held at any of the District libraries or facilities.

Section 5.3 Regular meeting changes. The regular meeting location, date, and/or time may be changed to another specified location, date, and/or time by the Chair, due to anticipated or actual absence of a quorum of the Board. Any change to the location, date, and/or time of a regular meeting shall constitute a special meeting of the Board. If a quorum is not present for a regular meeting, the presiding officer may adjourn the meeting to another time and place specified in the notice of adjournment.

Section 5.4 Special meetings. Special meetings may be called at any time by the Chair or by a majority of the whole Board, for the transaction of only that business stated in the Notice of Special Meeting.

Section 5.5 Emergency meetings. Emergency meetings may be called as provided for in RCW 42.30.070.

Section 5.6 Meeting notification.

- a. The Secretary shall give notice of all meetings.
- b. Written notification of any regular meeting shall be delivered to each Trustee not less than seventy-two (72) hours prior to the meeting time. Written notification of a special meeting, meeting continuation, or change of meeting place or time shall be delivered to each Trustee at least twenty-four (24) hours prior to the meeting time. A Trustee may waive the notification requirement.
- c. Written notification of the agenda of each regular meeting will be posted to the District's website no later than twenty-four hours in advance of the published start time of the meeting.
- d. Each local newspaper of general circulation and each local broadcast station, which has filed with the District a written request to be notified of any special meetings, shall be notified of such meetings by a written notice delivered at least twenty-four (24) hours prior to the meeting time.

- Section 5.7 Quorum.** Three members of the Board (a majority) shall constitute a quorum for the transaction of business.
- Section 5.8 Form of action.** The Board, by motion or resolution, determines all actions and decisions. Motions and seconds to motions shall be made orally and decided by voice vote. The Chair may move, second, or vote upon action before the Board. A simple majority is needed to pass a motion or adopt a resolution unless otherwise specified or required by the laws of the State of Washington. The Chair may call the roll on any vote when considered necessary for clarification.
- Section 5.9 Agenda.** The agenda for each board meeting shall be determined by the Chair in consultation with the Executive Director. The written agenda shall be prepared by the Executive Director and delivered to each Trustee, with pertinent information and documents related to the items of business, not less than seventy-two (72) hours prior to a regular meeting and with the notification of any special meeting.
- Section 5.10 Parliamentary procedure.** Unless otherwise governed by the provisions of these bylaws or laws of the State of Washington, *Robert's Rules of Order, Newly Revised, 10th edition* shall govern the conduct of all board meetings. The Chair or his/her designee shall serve as Parliamentarian.
- Section 5.11 Board acting as a body.** The Board shall act as a body in making its decisions and announcing them. No Trustee shall speak or act for the Board without prior authorization of the Board, except as otherwise provided for in these bylaws.
- Section 5.12 Records of Board meetings.** The proceedings of Board meetings shall be recorded in minutes, maintained in the Administrative Offices of the District. The minutes shall consist primarily of a record of the action taken, including members' votes. Minutes of each meeting shall be provided to all Trustees prior to the next regular meeting for their reference and correction. At the next regular meeting, the Board shall consider the minutes for adoption or necessary corrections.
- Section 5.13 Absences.** It is the intention of the Board to maintain full representation of the members in all policy-making decisions; therefore, regular attendance of Trustees at meetings is encouraged. If unable to attend a meeting, each Trustee is responsible for notifying the Chair and the Executive Director in advance of the pending absence.

ARTICLE VI. EXECUTIVE DIRECTOR

- Section 6.1 Appointment and removal of the Executive Director.** The Board shall appoint a qualified library Executive Director, who shall serve at its pleasure.
- Section 6.2 Duties.** The Executive Director shall be considered the executive officer of the Board and shall administer all District operations on behalf of the Board under its review and direction, including employment and supervision of all staff. As provided for in Article IV, the Executive Director shall also serve as Board Secretary and shall attend all board and committee meetings, except when otherwise dismissed by the Board for the purposes of an executive session. The Board shall specify the Executive Director's responsibilities in a written position description.
- Section 6.3 Acting Executive Director.** During a short-term absence, the Executive Director may appoint a qualified staff member to carry out the duties of that position. During a period when the position is vacant or during a long-term absence, the Board shall appoint an Acting Executive Director.

ARTICLE VII. SEVERABILITY

If any provision of these bylaws, or its application to any person or circumstance is held invalid, the remainder of these bylaws, or the application of the provisions to other persons or circumstances, is not affected.

ARTICLE VIII. INDEMNIFICATION

Spokane County Library District shall be responsible for all acts and omissions of individual Trustees in the good faith performance of their duties as Trustees.

ARTICLE IX. AMENDMENTS

These bylaws may be revised or amended at any regular or special meeting of the Board upon approval of four (4) members (two thirds (2/3) of its total membership), provided that Trustees receive copies of the proposed change(s) at least one week prior to that meeting.

Adopted by the Spokane County Library District Board of Trustees: December 16, 1993.
Amended January 18, 1996; July 17, 2001; February 21, 2006; December 17, 2019.

2020 BOARD OF TRUSTEES' MEETINGS—LOCATION AND CONTENT SCHEDULE

Background

The following schedule approved by the Board of Trustees in December provides the policy review, spotlight and overview schedule for regular meetings in 2020.

As per District practice, policy reviews typically occur on a biennial schedule.

As directed by the Board in 2017, the library spotlights will continue on a biennial schedule. The overviews will focus on library services or organizational initiatives that haven't otherwise been covered in detail in recent history.

The suggested overview topics include recommendations from Leadership Team on topics of potential informational value, as well as requests from Trustees.

The Board of Trustees is encouraged to provide direction for meeting content or future topics of interest at any time. Requests to cover specific topics are welcome. Two overviews have intentionally been left blank to accommodate Board requests, or to respond to emergent topics.

Recommended Action: Motion to approve the recommended Board of Trustees meetings content schedule for 2020.

2020 Board of Trustees' Meeting Schedule
(includes Location, Spotlight, Policy, and Overview for each meeting)

Month	Location	Spotlight	Policy Review	Overview
January 21	Argonne	Open	Friends of the Library	Open
February 18	North Spokane	Open	Facility Use for Political Purposes Public Records	Open Public Meetings Act
March 17	Airway Heights	Airway Heights	Access to Library Services Financial Management	Internet Use, Children's Internet Protection Act (CIPA) compliance
April 21	Moran Prairie	Moran Prairie	Partnership and Sponsorship Memberships in Organizations	Collection Development
May 19	Deer Park	Deer Park	Personnel Policy Annexation of Cities & Towns to Library District	Facilities Overview
June 16	Otis Orchards	Otis Orchards	Customer Privileges and Responsibilities	Library Programs
July 21	Cheney	Open	Fixed Assets	Cultural Passes
August 18	Medical Lake	Open	Gifts Naming and Recognition	Open
September 15	Fairfield	Open	Social Media	Engage
October 20	Spokane Valley	The BookEnd	Personnel Policy Public Art in District Facilities	Hiring Practices and Procedures
November 17	Argonne	None	Volunteer Program	None
December 15 (Holiday break included)	Argonne	None	None	None

2020 Library Spotlights

Airway Heights

Deer Park

Moran Prairie

North Spokane

Otis Orchards

The BookEnd

2021 Library Spotlights

Argonne

Cheney

Fairfield

Medical Lake

Spokane Valley

Important Dates for 2020:

Feb 5 WLA Library Legislative Day, Olympia

Oct 12 All Staff Day, CenterPlace, Spokane Valley

2020 BOARD OF TRUSTEES' OFFICERS ELECTION

Background:

The Board of Trustees bylaws specify that officers for the following year be elected at the December regular meeting. Elected officers are Chair and Vice Chair. The Executive Director serves ex-officio as Board Secretary.

Nominations are opened at the meeting and approval of a motion is required for election. Newly-elected officers assume their duties January 1 of the following year and serve through December 31.

Officer elections require a nomination, motion, second, and vote.

Required Action: A nomination, motion, second, and vote for Chair and Vice Chair officers to serve January 1 through December 31, 2020.

RECOGNITION OF RETIRING TRUSTEE SONJA CARLSON (RESOLUTION No. 19-11)

Background

Sonja Carlson has served two terms or five years and four months of community volunteer service as Spokane County Library District Trustee, beginning September 8, 2014. Trustees will recognize her contributions to the Board and Library District at the meeting.

Recommended Action: Board motion to approve Resolution No. 19-11, “Recognizing Retiring Trustee Sonja Carlson’s Service to Spokane County Library District and its Residents.”

FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: JANUARY - FEBRUARY 2020***January 21, 2020: Argonne Library (location tentative until approved) - (4:00 p.m.)***

- Welcome Incoming Trustee (tentative)
- Friends of the Library Policy: Approval recommendation.
- Overview (tentative)

Please send requests for agenda additions or changes to the Board Chair or Administrative Assistant no later than Tuesday, January 7, for inclusion in the preliminary agenda to be sent Jan. 8. Meeting packets will be mailed Jan. 15.

February 21, 2020: North Spokane Library (location tentative until approved) - (4:00 p.m.)

- Facility Use for Political Purposes: Approval recommendation.
- Public Records Policy: Approval recommendation.
- 2019 Reciprocal Use of Libraries Report (tentative)
- Overview Open Public Meetings Act

SPECIAL MEETINGS/ACTIVITIES2020

Feb5 WLA Library Legislative Day (All day, Olympia, WA)
Oct12 Staff Day (8:30am-5pm, CenterPlace)

EXECUTIVE DIRECTOR'S REPORT NOVEMBER 2019

Business Office, Finance and Facilities – Rick Knorr

Finance Report

General Fund

- Included is the district financial report as of November 30, 2019. Total revenues have now exceeded budget, reported at 102.5%, as expected due to property tax collections and the additional E-rate receipts discussed in previous meetings. Total tax collections are at 100.83% of budget, as expected due to the refund levy amounts collected and lower TIF reductions previously discussed. These additional revenues are the primary source of the projected surplus available for transfer to the Capital Projects Fund.

Expenses

- Total expenses are exactly 91% of budget after including transfers to the capital fund, slightly below but close to target with only one month of 2019 remaining.

Facilities Report

Nighttime Mobile Security Patrol

- The nighttime mobile security patrol began for the Spokane Valley and North Spokane libraries on November 1, 2019. These patrols occur twice during overnight hours. The District has been receiving daily reports of these individual patrols and through the first month we are satisfied with this service.

North Spokane Restroom Remodel

- I am pleased to report the District initiated and a team of staff participated in the kickoff meeting with a representative from Bernardo Wills Architects (BWA) on Dec. 3, 2019. This meeting reviewed all details of the already existing construction drawings for the remodeled restrooms and concluded with selected changes for certain fixtures and features, and confirmation of all others, plus the addition of a remodel of the staff restroom.

Human Resources – Toni Costa

Staff Training:

- Several online training sessions were held for supervisors, giving them an overview of our new performance management software.
- 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 four new staff in October; two Public Services Associates at BE, and two Library Pages, at MP and AR. There were no transfers for October. One employee promoted from Public Services Associate to Library Supervisor (AH) in November. One employee separated from service, a Public Services Associate at BE.

Operations – Doug Stumbough

Along with several other staff members, I attended a workshop this month that focused on preventing harassment and bullying in libraries. This training was sponsored by the Inland Northwest Council of Libraries (INCOL).

One suggestion from the presenter that was relevant was to have a system in place to capture and report instances where there have been violations of library rules of conduct. The system described was similar to the Security Incident Reporting system the District has already implemented. Those events, which are summarized in the monthly Operations Report, help staff track issues that may span across several locations and/or periods of time, and provide support for staff actions. Since 2013, there have been 2,102 incidents reported using that tool. It is important to provide some context for that number by noting that during that same time period, we have had 7,744,623 visitors to District libraries, or one incident report for every 3,684 visits (0.0003%).

The biggest take away from the training was that the District has already implemented most of the recommended practices, including updated and accurate policies, training and support for staff, and consistent enforcement of the Code of Conduct. Those, along with ongoing review of procedures and practices, help us to maintain library spaces that are safe, clean, and comfortable, always with the goal of full access to material and services.

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 November 2019:
 - Checkouts:
 - *Winter in Paradise: A Novel* by Elin Hilderbrand (53)
 - *A Spark of Light: A Novel* by Jodi Picoult (51)
 - *Nine Perfect Strangers* by Liane Moriarty (50)
 - Holds:
 - *Blue Moon: A Jack Reacher Novel* by Lee Child (60)
 - *The Night Fire* by Michael Connelly (57)
 - *The Guardians* by John Grisham (42)
 -

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 Mix Book Bags

The new Baby Mix Book Bags for public checkout were released in early November. Each of these book bags contains a variety of board book titles as well as a booklet containing poems and rhymes in the public domain. Every book bag includes a high contrast title with black and white illustrations, a popular

nursery rhyme, and a sensory book with tactile elements, a book of shapes, one with colors, and a book with either photographs of babies or one with a mirror so babies can see themselves. These board book bags are intended for babies 0-18 months and their parents and caregivers. There are a total of 20 of these Baby Mix Book Bags—18 currently in circulation and two in development.

**COLLECTION MONTHLY REPORT
NOVEMBER 2019**

	Select Transaction Count		
Physical Collection	YTD 2019	YTD 2018	CHANGE
Items Processed	62,049	62,134	0%
Interlibrary Loan Total	11,171	10,863	3%
Overdrive			
Total Checkouts	564,710	481,157	17%
Total Holds	170,995	167,483	2%
hoopla			
Total Checkouts	22,447	30,285	-26%
	Total Items in Collection		
Material Type	YTD 2019	YTD 2018	CHANGE
Print	314,389	313,375	0%
Nonprint	84,710	87,648	-3%
Overdrive	91,297	83,825	9%
Grand Total	490,396	484,848	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 majority of actions taken by the Leadership Team this month are addressed in other agenda items, so no supplementary updates are necessary this month.

Catholic Charities of Spokane Proposal: Status Update

As requested at the November meeting, I asked the District’s general counsel, Brian Werst, to review the feasibility of the proposal to use a portion of the Conklin property for a playground for Pope Francis Haven. To summarize: Mr. Werst’s recommendation would be to enter into a short-term lease for use of the Conklin property, with a lease rate at fair market value as appraised by a third party real estate professional.

In addition, Mr. Werst recommends that the District conducts a public hearing to declare the property surplus to the District's needs on a short-term basis.

This recommendation was shared with Catholic Charities, with further discussion ensuing. I am consequently awaiting further clarification from District counsel regarding a specific element of the gift of public funds doctrine in state law as of the writing of this report.

Board of Trustees Bylaw Revisions

As reported previously, revisions to the Board of Trustees Bylaws resulted in one item of note regarding the bylaws:

- As part of the review process, the question of a conflict of interest statement applicable to the Trustees was discussed. Counsel recommends a separate policy rather than inclusion in the bylaws of this statement. The Board has options for how to approach this question, including forming a committee to draft the policy, or directing staff to revise the existing Employee Conduct policy (HR6) to be applicable to Trustees, for review and discussion by the Board at a future date.

Community Engagement

I attended the following community meetings and events:

- Greater Spokane Incorporated's Economic Forecast.
- Partners Advancing Character Education board meeting. This organization promotes the importance of good character through partnerships with schools, businesses, public agencies and community groups.
- Spokane is Reading: planning meeting.

Operations Report November 2019

Doug Stumbough and Kristy Bateman

Service Priority Teams

Business and Career Development (Stacey Goddard)

- November's focus was *Small Business Saturday*. This is our fourth year acting as a Neighborhood Champion, and we worked with 43 businesses in four communities: Cheney, Medical Lake, Argonne (Millwood), and Deer Park. We had a bingo card activity this year for which participants completed by visiting different businesses. Finishers received a gift card to one of the participating businesses provided by the Friends of the Library. There were 184 participants in our Small Business Saturday activity.
- Public Services Specialist Sarah and I gave four WorkSource staff a tour of the Studio space and an overview of the available equipment and software. WorkSource is interested in recording some of their workshops, as well as creating "preview" videos about their services. They were very impressed with the space and options.

Early Learning (Mary Ellen Braks)

- We provided 100 Storytimes to 2,676 children, parents, and caregivers. Average attendance per Storytime was 27.
- We provided 72 Storytimes to 1,132 children at 33 child care centers.
- We had one STARS class this month for child care providers, *Toddler Math and Early Literacy*. We had 36 attend the class.

Education and Enrichment (Gwendolyn Haley)

- 816 people participated in programs this month. Highlights included the Hanford exhibit at North Spokane and speakers including Journalist Karen Dorn Steele and local author Sharma Shields. Visitors to the exhibit shared their memories of Hanford and the Manhattan project in the Civic Lab.
- Author Kelly Milner Halls delighted children and their families with her presentation on Cryptids.
- Humanities WA speaker Travis Ridout spoke on the topic, *Hacking Democracy*, to engaged audiences at North Spokane and Spokane Valley.
- 3D printing drop-in lessons continue to draw community members to learn more about the technology. 26 people participated this month.

Digital Projects and Resources (Carlie Hoffman)

- I conducted user-experience sessions with customers to evaluate the Spokane County Libraries app.
- I worked with the Communication department to plan for continued promotion for the Spokane Creators website. The Spokane Creators team is growing. We are adding team members to help with getting the word out and informing the team of arts and creative events and organizations.
- Staff participated in an online trial of Value Line Online.
- In January, Rbdigital Magazines will be discontinued. Flipster, a digital magazine service, will be added as a new service in our Digital Library.

Information Technology (Patrick Hakes)

- We finished up the deployment of the E-rate equipment to all of the libraries. Part of this deployment involved documentation and inventory tracking for District and USAC requirements.
- The training on phishing attempts resulted in all employees correctly identifying suspicious emails in a November test.
- Work continues on one of our current high priority projects involving hardening (making more secure) District servers and retiring servers that have passed or are nearing their end of operational life.

Library Reports

Airway Heights: Jennie Anderson

- Older kids had a blast at the *Cryptozoology: Magic or Myth* program where they were able to try on masks and test their skills by answering trivia at the end of the program.
- Younger kids had fun with a theme by Eric Carle, making collages and tossing bean bags into the Very Hungry Caterpillar's mouth.

Argonne: Pat Davis

- In honor of Hutton Settlement's 100th Anniversary, we hosted *History of the Hutton Settlement*, 24 people learned more about this unique home for children in our area.
- This was the second year Millwood businesses participated in *Small Business Saturday*; 38 people returned their business bingo cards to claim prizes.

BookEnd: Caitlin Wheeler

- The BookEnd installed a new display unit to offer more visibility to new and topical books.
- New library users are especially common right now, as customers enter the mall for holiday shopping and are delighted to discover free items.

Cheney: Catherine Nero Lowry

- *Small Business Saturday* encouraged shoppers to stop in at local businesses and the opportunity to win gift cards. Cheney had over 50 participants.
- The Slightly West of Spokane 10th Annual Artists Studio Tour displayed their art.

Deer Park: Kris Barnes

- Librarian Ree West reports, "Deer Park's first *Small Business Saturday* event was a success, with nine businesses on board and enthusiastic community participation. Being able to use money donated by the Deer Park Friends of the Library to purchase \$5 gift cards from participating businesses to use as prizes garnered the library a lot of goodwill and attracted 43 participants.
- Children and their parents thoroughly enjoyed the program, *Create Art Inspired by Eric Carle*, during our after school program. Preschoolers enjoyed making and displaying their art in the library that they crafted at *Storytime Celebration: Eric Carle's The Very Hungry Caterpillar*.

Fairfield: Kristy Bateman

- Kids had fun at the *Create Art Inspired by Eric Carle*, where they made collages and tossed bean bags into the Very Hungry Caterpillar's mouth.

Medical Lake: Cecelia McMullen

- Eric Carle and the Very Hungry Caterpillar were celebrated with stories and art during *Family Play and Learn Storytime*. Girl Scout Troop 1942 earned a library merit badge after hearing the story and learning about Eric Carle art techniques.
- Enthusiastic participants described *Small Business Saturday* as fun and strategic. Many people came specifically for this event, after looking up our library on their GPS.

Moran Prairie: Danielle Marcy

- All attendees, including the adults, were engaged at the program *Cryptozoology: Magic or Myth*. Kelly Milner Halls ended with a trivia game with prizes. Danielle received numerous verbal compliments on the quality of the program.
- Librarian Corinne Wilson noted at the *Hanford-Inspired Literature and Journalism* program many people expressed an interest to be more responsible on how our society uses radiation, and they enjoyed the perspectives of the three different writers.

North Spokane: Brian Vander Veen

- North Spokane Library hosted an exhibit on the Hanford Nuclear Site in partnership with The REACH Museum, B Reactor Museum Association, and Hanford History Project. Librarian Corinne Wilson,

organizer of the exhibit, was interviewed about the exhibit by the Inlander for its Oct 31 – Nov 6 issue on the Hanford Site.

- The Lab at North Spokane held workshops and drop-in sessions in which attendees could learn to use the Lab’s Glowforge, a tabletop laser cutter and engraver that allows users to design and create objects from wood and other materials.
- North Spokane Library hosted several sessions of the Fiction Writing Learning Circle, part of a District partnership with Peer to Peer University. Learning Circles combine online learning with in-person group collaboration and discussion.

Otis Orchards: Caitlin Wheeler

- Toddlers and preschoolers loved our Eric Carle *Family Play and Learn Storytimes*, in which children used contact sheets and tissue paper to create collages in imitation of Carle’s art style. During the art portion, one parent pulled me aside and said “you all have such good ideas”.
- Middle graders loved *Cryptozoology: Magic or Myth*, with Kelly Milner Halls. We had middle graders asking for help to find the cryptozoology section for weeks after.

Spokane Valley: Aileen Luppert

- Librarian Danielle Milton did a presentation to all Opportunity Elementary 2nd graders (110 of them). She talked about how the library is an important part of the community and what the library has to offer, and read *Do Not Bring Your Dragon to the Library*. One of the classes created and mailed a sweet “Thank You Book” to Danielle. It was filled with drawings and each student wrote a sentence about what they learned from the presentation.
- This year we were lucky enough to be invited to celebrate Dia de los Muertos at the 5th annual celebration event sponsored by the Hispanic Business/Profession Association of Spokane. The Spokane Valley Friends donated money for us to purchase books in Spanish that were given out. The books were deeply appreciated by the families and children who received them.

Security Incident Reports

For November 2019, there were 25 Security Incident reports filed, 14 less than last month (39) and three less than November 2018 (28). Spokane Valley had the most incidents reported with 11. The most frequently reported incidents related to General Code of Conduct violations (6). To further put all of these numbers in perspective, the total door count District-wide in November 2019 was 87,575.

Public Use Measures

November 2019

Measure	This year	Last year	YTD	Last YTD
	This Month	This Month	This year	Comparison
Cardholders	110,974	112,862		-2%
Door count	87,575	103,390	1,115,726	-12%
Items Borrowed	208,092	211,715	2,453,636	0%
• Airway Heights	5,614	5,543	58,838	-7.13%
• Argonne	10,503	12,394	132,858	-6.82%
• Cheney	12,280	12,261	139,378	-4.52%
• Deer Park	11,930	12,689	137,962	-6.57%
• Fairfield	1,124	1,195	12,751	-14.69%
• Medical Lake	4,034	3,867	46,116	-9.20%
• Moran Prairie	15,964	16,137	187,438	0.21%
• North Spokane	42,797	45,106	495,245	-6.27%
• Otis Orchards	5,160	5,532	58,171	-9.90%
• Spokane Valley	43,219	46,647	525,159	-3.51%
• The BookEnd	3,548	3,397	41,471	15.52%
• Digital	51,515	46,661	587,137	15%
Programs				

• Number	311	275	3,444	8%
• Attendance	5,548	5,173	85,582	10%
Internet Station Use (%)	44.6%	47.9%	46.6%	
Meeting room bookings	593	532	6,126	14%
Digital Resource Use	70,355	82,706	936,935	2%

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 November 2019

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


News Coverage

- November 1 – *The Spokesman-Review* – Storied Paints: John Thamm’s presidential portraits are on display at county libraries
- November 1 – *Kids Newspaper* – Celebrate The Very Hungry Caterpillar’s 50th birthday!
- November 1 – *The Current* – Citizenship on display at your local library
- November 1 – *The Current* – Hanford Nuclear Site focus of exhibit, literature, ecology programs
- November 1 – *The Current* – Shop local, support your community on Small Business Saturday
- November 1 – *The Current* – Hacking Democracy: What Social Media is Doing to US Politics
- November 6 – *The Spokesman Review* – The Hanford Site
- November 11 – *The Journal of Business* – Journal’s Pick: Hacking Democracy
- November 14 – *The Spokesman-Review* – Hacking Democracy: What Social Media Is Doing to U.S. Politics
- November 14 – *The Spokesman-Review* – Week Ahead: Prevent Fraud and Identity Theft
- November 14 – *The Spokesman-Review* – Week Ahead: Dollars and Sense: Give Yourself a Raise
- November 21 – *Cheney Free Press* – Book club meets Nov. 25
- November 24 – *The Spokesman-Review* – Week Ahead: Dollars and Sense: Navigating Your Credit
- November 27 – *Deer Park Tribune* – Deer Park championing Small Business Saturday
- November 27 – *KREM* – Spokane’s Small Business win prizes
- November 28 – *Deer Park Gazette* – Small Business Saturday 2019
- November 28 – *Capital Press* – Small-scale farmers find big success

Highlights from the Development Department

1. A solicitation package was created along with an ask letter, list of select local businesses, and calendar timeline in regard to soliciting funding for sponsorship of the Check Out Washington program and prizes for the summer reading program.
2. In conjunction with leadership, a Friends Handbook and Memorandum of Understanding was finalized, and the latter approved by District legal counsel to be disseminated in December.
3. Attention was given to the District’s nonprofit wing. Third-party input was sought in regard to next steps.


E-Marketing (Website, Social Media, Email)

 **Spokane County Library District** ⋮
Published by Mo Regalado [?] · November 20 at 12:38 PM · 🌐


#wednesdaywisdom - So cool, literally! It should be in the low 30's tonight, however if you bundle up nicely, this would be a lot of fun to share with the kids!

So, grab the hot cocoa, the blankets, and the gloves because this could be an amazing experience for the whole family.


And, don't forget! Our Library of Things has three Orion telescopes donated by the Spokane Astronomical Society that you can borrow. Explore the moon, planets, and stars. Place a hold for a telescope online at: www.sclد.org/telescope.







KREM.COM
Look up! Northern Lights may be visible in Washington Wednesday night

 **Get More Likes, Comments and Shares**
Boost this post for \$20 to reach up to 3,200 people.

2,859 People Reached	467 Engagements	Boost Post
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 Darcey Byrne, Hope Friese and 39 others 28 Shares

 Like  Comment  Share 

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

	Y-T-D Actual	Annual Budget	Percent Used	Balance Remaining
			Target 91.7%	
REVENUES				
PROPERTY TAXES	\$ 12,041,111	\$ 11,942,000	100.83%	\$ (99,111)
CONTRACT CITIES - AIRWAY HEIGHTS	263,495	261,000	100.96%	(2,495)
CONTRACT CITIES - SPOKANE	82,748	80,000	103.43%	(2,748)
FINES & FEES	156,680	171,500	91.36%	14,820
GRANTS & DONATIONS	51,408	33,000	155.78%	(18,408)
E-RATE REIMBURSEMENTS	361,980	150,000	241.32%	(211,980)
LEASEHOLD & TIMBER TAX, REBATES, OTH	49,250	22,000	223.86%	(27,250)
INTEREST REVENUES	79,432	107,000	74.24%	27,568
TOTAL REVENUES	\$ 13,086,103	\$ 12,766,500	102.50%	\$ (319,603)
TRANSFERS IN	-	-	0.00%	-
TOTAL REVENUES & TRANSFERS IN	\$ 13,086,103	\$ 12,766,500	102.50%	\$ (319,603)
EXPENSES				
SALARIES	\$ 5,809,986	\$ 6,422,000	90.47%	\$ 612,014
FRINGE BENEFITS	2,076,975	2,323,300	89.40%	246,325
SUPPLIES	145,675	150,200	96.99%	4,525
UTILITIES	450,988	351,000	128.49%	(99,988)
SERVICES	1,321,622	1,435,700	92.05%	114,078
INSURANCE	60,094	66,000	91.05%	5,906
EQUIPMENT & SOFTWARE	111,727	161,000	69.40%	49,273
LIBRARY MATERIALS	1,374,556	1,512,600	90.87%	138,044
ELECTRONIC LIBRARY MATERIALS	151,948	205,000	74.12%	53,052
LIBRARY PROGRAMS	95,439	89,700	106.40%	(5,739)
OPERATIONAL CONTINGENCIES	0	50,000	0.00%	50,000
TOTAL EXPENSES	\$ 11,599,010	\$ 12,766,500	90.86%	\$ 1,167,490
TRANSFERS OUT	200,000	200,000	100.00%	-
TOTAL EXPENSES & TRANSFERS OUT	\$ 11,799,010	\$ 12,966,500	91.00%	\$ 1,167,490
Net Excess of Revenues Over/(Under) Expenses	\$ 1,287,092	\$ (200,000)		
BEGINNING CASH	5,032,133			
NET FROM ABOVE	1,287,092			
ENDING CASH	\$ 6,319,225			

Number of months cash on hand 5.9

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

	<u>Y-T-D Actual</u>	<u>Annual Budget</u>	<u>Balance Remaining</u>
REVENUES			
Interest Earnings	34,749	33,500	1,249
TOTAL REVENUES	<u>34,749</u>	<u>33,500</u>	
TRANSFERS IN	200,000	200,000	
TOTAL REVENUES & TRANSFERS IN	<u>234,749</u>	<u>233,500</u>	
EXPENSES			
TOTAL EXPENSES	<u>0</u>	<u>0</u>	-
NET EXCESS OF REVENUES OVER (UNDER) EXPENSES	<u>234,749</u>		
BEGINNING CASH	1,608,969		
NET FROM ABOVE	<u>234,749</u>		
ENDING CASH	<u>1,843,718</u>		