

SPOKANE COUNTY LIBRARY DISTRICT

MISSION

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

Board of Trustees Regular Meeting

January 21, 2020 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 December 17, 2019, Regular Meeting Minutes [4:00-4:02]
 - B. Approval of December 2019 Payment Vouchers [4:02-4:05]
 - C. Unfinished Business
None.
 - D. New Business [4:05-4:30]
 1. Welcome Incoming Trustee
 2. Liberty Lake TIF: Potential Amendment to Community Revitalization Financing and Tax Increment Area Agreement: Discussion.
 3. Friends of the Library Policy: Approval Recommendation.
- IV. DISCUSSION ITEMS, POSSIBLE ACTION [4:30-4:35]**
 - A. Future Board Meeting Agenda Items
- V. REPORTS**
 - A. Trustees [4:35-4:40]
 - B. Executive Director [4:40-4:45]
 - Administrative
 - Community Activities
 - C. Operations [4:45-4:50]
 - D. Communication & Development [4:50-4:55]
 - E. Fiscal [4:55-5:00]
- VI. PUBLIC COMMENT**
- VII. ADJOURNMENT**

[Estimated meeting length: One hour, 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.

1/21/2020

**SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: DECEMBER 17, 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, December 17, 2019.

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

Excused: None.

Also Present: Jane Baker, Communication & Development Director; Kristy Bateman, Library Operations Manager; Stacey Goddard, Public Services Manager; Patrick Hakes, IT Manager; Rick Knorr, Finance Director; Aileen Luppert, Managing Librarian; Andrea Sharps, Collection Services Director; Doug Stumbough, Operations Director; Amber Williams, Managing Librarian-Strategic Initiatives; and Patty Franz, Executive Assistant.

Guests: Jo Straight, Spokane resident.

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

Agenda (Item II.) Mr. Johnson moved and Mr. Teterud seconded approval of the agenda, which included moving public comment to next on the agenda. The motion was approved.

Public Comment (Moved from Agenda Item VI.) Spokane resident Jo Straight introduced herself prior to addressing the Board of Trustees on the topic of prioritization of security camera installation at District libraries, as related to the 2020 Work Plan. She stated cameras in comparison to other security measures function 24 hours a day, and in her view based on experience, help keep people safe and calm. She asked that cameras planned for future installation at District properties become a priority rather than scheduled as the final phase of security enhancements for operational safety. Ms. Straight also shared with the Board that tires had been slashed on her vehicle while recently parked at the North Spokane Library during nighttime open hours, and expressed the need for better lighting as well. Additional Q&A and discussion ensued among Ms. Straight, staff, and the board. On behalf of the District, Mr. Roewe expressed his apologies to Ms. Straight on her unfortunate experience in the North Spokane Library parking lot. Mr. Craig said Ms. Straight would hear back from the District in the future. There was no further discussion.

The meeting agenda resumed at 4:08 p.m.

Approval of Nov. 19, Regular Meeting Minutes (Item III.A.) Mr. Craig called for corrections to the November 19, regular, and December 2, 2019, special meeting minutes. There were no corrections to minutes for either meeting. The minutes stand approved as written.

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

Mr. Teterud moved and Ms. Thompson seconded approval of the November 2019 bill payment vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal	Total
Nov. - L01	56574-56670 and W00745-W00751	\$543,683.37	\$543,683.37
	11082019PR and 11252019PR	\$398,779.86	\$398,779.86
L01		Total	\$942,463.23

In response to Mr. Johnson’s query about the voucher to Brainfuse, Inc., Mr. Roewe said payment was for the annual renewal of an online tutoring and career software, and was paid in full.

There was no further discussion.

The motion was approved.

**Unfinished Business
 2020 Final Budget
 (Items III.C.1.a-2.a)**

2020 FINAL BUDGET. Via PowerPoint, Finance Director Rick Knorr summarized changes and provided expanded details involving the last round of changes since November toward final development of the 2020 budget. The budget for 2020 remains balanced, with no changes in total revenues, expenses, or capital expenditures. Mr. Knorr then further discussed the GSI Economic Forecast attended by several staff and two trustees in November, and elaborated on how those forecasts could impact the District. Mr. Knorr noted results of 2021 will dictate the District’s resiliency to a potential recession. There was no further discussion.

ADOPTING A 2020 FINAL BUDGET (RESOLUTION No. 19-08).

Mr. Johnson moved and Ms. Thompson seconded that Resolution No. 19-08, Adopting a 2020 Final Budget, be adopted.

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 RELATING THERETO.

There was no further discussion.

The motion was approved.

Minutes - Board of Trustees' Meeting

December 17, 2019

Page 3

Unfinished Business (Items III.C.1.a-2.a) 2019 BUDGET. AUTHORIZING THE TRANSFER OF FUNDS FROM THE GENERAL FUND TO THE CAPITAL PROJECTS FUND; ADOPTING AN AMENDMENT TO THE 2019 BUDGET (RESOLUTION No. 19-09). Ms. Thompson moved and Ms. Carlson seconded that Resolution No. 19-09, Authorizing the Transfer of Funds from the General Fund to the Capital Projects Fund, and Adopting an Amendment to the 2019 Budget, be adopted. Mr. Knorr noted the amendment will increase the Capital Projects Fund by \$200,000.

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.

There was no discussion.

The motion was approved.

Unfinished Business (Item III.C.3.) 2020 BOARD MEETING SCHEDULE AND LOCATIONS (RESOLUTION No. 19-10). Mr. Teterud moved and Mr. Johnson seconded that Resolution No. 19-10, on the subject of providing the regular Board Meeting Schedule and Locations for 2020, be adopted. Mr. Roewe reiterated in the course of review with District legal counsel over the Board of Trustees bylaws, it was recommended the board establish its annual regular meeting schedule via resolution rather than motion. Last month, Trustees conducted a preliminary review of meeting dates and locations for 2020, and directed staff to prepare a resolution for final action at this meeting. Ms. Thompson expressed concern regarding day of the week, and week of the month, of the regular meetings schedule, and would like to discuss and propose a potential change for the future. The latter topic will be added to a future agenda.

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 RELATING THERETO.

There was no further discussion.

The motion was approved.

Unfinished Business 2019 Work Plan – Year in Review (Item III.C.4.) 2019 WORK PLAN – YEAR IN REVIEW. Mr. Roewe reviewed the strategic initiatives of 2019, noting resources were put toward completion of critical objectives during the year, and objectives with less urgency would be carried forward into 2020. There was no further discussion.

**New Business
2020 Work Plan
(Item III.D.1.)**

2020 Work Plan. Mr. Roewe reviewed the main initiatives for next year, of which the components of operational safety and continuity are key. In reference to public comment at the start of this meeting and the issue of security and future use of cameras on District properties, Mr. Roewe said due diligence will be required to effectively determine what is needed operationally for successful installation and launch of this project. Development of new policies, procedures, and infrastructure, as well as a vendor search and request for proposal process will be needed. In response to Mr. Johnson's query, Mr. Roewe said the District Leadership Team had projected a six-month time frame, and that installation at North Spokane and Spokane Valley libraries could be completed first. Q&A and discussion ensued among Trustees and staff. IT Manager Patrick Hakes commented that he and Systems Administrator David Vestal conducted a similar project while employed elsewhere, and briefly explained the complexity of a camera system necessitating the need for additional planning and time. In response to Mr. Roewe's request for general direction from the board, Mr. Johnson suggested to make the entire project a priority as a safety issue. Mr. Craig said to start a careful and deliberate process for the cameras, with North Spokane Library as priority. Mr. Roewe confirmed that staff could initiate this multiple-month project after the beginning of the year. Mr. Roewe further reviewed the 2020 Work Plan, noting a continuing focus of the District is for replacement and addition of the Spokane Valley Library building and a new library in the city. Funding options potentially include state level grants, loans, and bonds. Considering the scope of these projects, they will likely require a multi-step engagement process at the Board level. There was no further discussion.

**New Business
Fixed Assets Policy
(Item III.D.2.)**

FIXED ASSETS POLICY. Ms. Carlson moved and Mr. Johnson seconded approval of the Fixed Assets policy, as revised. Mr. Roewe reviewed suggested changes were to update the policy, which now reflects the District's transition back to selling discarded library materials in the libraries, effective July 2019. A further, comprehensive review of this policy is planned for 2020.

There was no further discussion.

The motion was approved.

**New Business
HVAC Contract
Award
(Item III.D.3.)**

HVAC CONTRACT AWARD. Ms. Carlson moved and Ms. Thompson seconded approval of the HVAC contract award to Divco, Inc., for one year, effective January 1, through December 31, 2020, with potential for four (4) additional one-year extensions. In response to a Request for Proposal published November 8, 2019, Mr. Knorr reported the only completed bid received was submitted by the District's current vendor, Divco, Inc. Mr. Knorr noted the District has been pleased with services provided by Divco, and noted its costs will decrease 5.4% for 2020, which includes HVAC maintenance of The BookEnd (BE). In response to Mr. Craig's query, Mr. Knorr said per our lease with Spokane Valley Mall, the District is responsible for maintenance of one roof-mounted HVAC unit that supports the BE.

Minutes - Board of Trustees' Meeting

December 17, 2019

Page 5

**New Business
HVAC Contract
Award
(Item III.D.3.)**

There was no further discussion.

The motion was approved.

**New Business
Bylaws Review
(Item III.D.4.)**

BOARD OF TRUSTEES BYLAWS REVIEW. Ms. Carlson moved and Mr. Teterud seconded approval of the Board of Trustees bylaws, as revised. Mr. Roewe noted the current iteration of bylaws was first adopted in 1993, and last amended in 2006. Thus, District legal counsel was asked to work with staff to conduct a formal review of the bylaws and recommend revisions. The more substantive recommendations were to ensure the bylaws maintain compliance with applicable provisions of the RCW. Subsequently, a requirement of the review process was to provide notice of the suggested changes to Trustees a week in advance of their meeting and approval recommendation, which was completed on Tuesday, December 10, 2019.

There was no further discussion.

The motion was approved.

**New Business
2020 Board Meeting
Content Review and
Approval
(Item III.D.5.)**

2020 BOARD MEETING POLICY REVIEWS, OVERVIEWS AND SPOTLIGHTS. Ms. Carlson moved and Ms. Thompson seconded approval of the 2020 Board Meeting Policy Reviews, Overviews, and Spotlights Schedule for 2020. Mr. Roewe pointed out an overview of work routinely conducted by Facilities was added for next year, as requested by the Board, with other subjects suggested with an eye toward education, particularly for an incoming trustee.

There was no further discussion.

The motion was approved.

**New Business
2020 Board of
Trustees' Officers
Election
(Item III.D.6.)**

2020 BOARD OF TRUSTEES OFFICERS' ELECTION. Mr. Johnson nominated Mr. Craig to serve as chair. Ms. Carlson moved to approve the nomination, and Mr. Teterud seconded the motion.

In Favor: Mark Johnson, Sonja Carlson, Wes Teterud, and Kristin Thompson.

Abstention: John Craig.

Motion passed.

Mr. Teterud nominated Mr. Johnson to serve as vice chair. Ms. Carlson moved to approve the nomination, and Ms. Thompson seconded the motion.

In Favor: John Craig, Mark Johnson, Sonja Carlson, Wes Teterud, and Kristin Thompson.

Abstentions: None.

Motion unanimously passed.

There was no further discussion.

Minutes - Board of Trustees' Meeting

December 17, 2019

Page 6

**New Business
Trustee Recognition
(Item III.D.7.)**

RECOGNITION OF RETIRING TRUSTEE SONJA CARLSON (RESOLUTION NO. 19-11). Mr. Johnson moved and Ms. Thompson seconded that Resolution No. 19-11, Recognition of Retiring Trustee Sonja Carlson, be adopted.

RESOLUTION NO. 19-11

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, RECOGNIZING RETIRING TRUSTEE SONJA CARLSON'S SERVICE TO SPOKANE COUNTY LIBRARY DISTRICT AND ITS RESIDENTS.

Mr. Craig read the resolution aloud to Ms. Carlson and those in attendance.

In Favor: Mark Johnson, John Craig, Wes Teterud, and Kristin Thompson.

Abstention: Sonja Carlson.

Motion passed.

Mr. Roewe expressed appreciation for Ms. Carlson's work and the value she places on libraries. Ms. Carlson said she will look forward to future developments at Spokane Valley, and expressed her appreciation for working with library staff and the board. She said it had been an honor and pleasure to serve as trustee.

There was no further discussion.

The motion was approved.

Holiday Break

Chair Craig called for a recess at 5:01 p.m. Trustees, along with the District Leadership Team and several staff gathered for fellowship and light refreshments in celebration of the holiday season. The meeting resumed at 5:32 p.m.

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

During the break, it was determined the February 2020 meeting date was incorrect, and the spotlight on North Spokane Library had been inadvertently omitted from the meeting agenda. Therefore, an amendment of the previously approved motion of the 2020 Meetings and Content Schedule became necessary. Ms. Carlson moved to approve the corrections for February 2020 as stated, and Ms. Thompson seconded the motion.

There was no further discussion.

The motion was approved.

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

There were no reports.

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

The Executive Director's written report for November 2019 provided prior to the meeting, included information on the Business Office, Finance and Facilities, Collection Services, Human Resources, Information Technology, and Community Activities. Mr. Roewe reported he consulted with District legal counsel about the proposal for temporary use of District-owned property from Catholic Charities of Eastern Washington, in response to direction provided by the Board at its November meeting. The follow up from legal counsel was that in order to comply with state statutes, the property would need to be leased to Catholic Charities at a lease rate equivalent to fair market value of the property. Thus, for the District to lease the property, an appraisal by a third-party real estate professional would be required. The District would also likely need to conduct a public hearing to declare the property surplus to its needs on a short-term basis. With the District obligated to follow its legal counsel's recommendation, Mr. Roewe shared these recommendations with Catholic Charities. Based upon further discussion with Catholic Charities, Mr. Roewe confirmed with District legal counsel that a potential exception outlined in Article 8, Section 7 of the Washington State Constitution would not be applicable, as the District's statutory purpose does not provide for the care of the poor and infirm.

Discussion ensued among Trustees and staff about potential return on investment, and if going forward with a real estate contract would align closely enough with the District's mission and statutorily-designated purpose. The Board of Trustees decided by consensus to not move forward on the proposal and MOU with Catholic Charities, and to thank them for reaching out to the District. Mr. Roewe stated he would inform Catholic Charities of the Board's decision. Regarding a conflict of interest policy for the board, Mr. Roewe said he would provide applicable language from the RCW at the January meeting for the Board to determine its handling going forward.

Finally, regarding a replacement for retiring Trustee Carlson, Mr. Roewe apprised the board that the Board of County Commissioners at present had not taken action on the Board of Trustees' submitted recommendation. There was no further discussion.

**Operations Report,
Nov. 2019
(Item V.C.)**

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

Communication & Development Director Jane Baker provided a written report prior to the meeting for November 2019 communication and development activities. Ms. Thompson commented on the great post included in the November report from the District's Facebook that promoted viewing of the Northern Lights over Eastern Washington. In response to Mr. Teterud's query, Ms. Baker said production of Engage magazine will continue through next year. There was no further discussion.

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

Revenue and Expenditure Statement through November 30, 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 said the budget was aligned favorably with expectations, with only month remaining before year-end. There was no further discussion.

**Public Comment
(Item VI.)**

There was no additional public comment.

**Adjournment
(Item VII.)**

Chair Craig adjourned the meeting at 5:45 p.m. The next Board Meeting is scheduled for Tuesday, January 21, 2019, at 4:00 p.m., in the public meeting room at Argonne Library.

John Craig, Chair

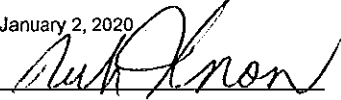
Patrick Roewe, Secretary to the Board of Trustees

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 December 31, 2019 and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$1,119,824.80 for the general fund and \$0.00 for the capital projects fund and are authorized to authenticate and certify these claims.

DATE: January 2, 2020

SIGNED



SIGNED



TITLE: Finance Director

TITLE: Executive Director

VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
056671	AVISTA UTILITIES	MONTHLY UTILITIES	\$ 8,337.89
056672	BLUE KNIFE COMPUTER LLC	REPLACEMENT PARTS FOR CISCO PHONES	18.96
056673	BUDGET-RENT-A-CAR	CAR RENTAL	89.09
056674	CCI SOLUTIONS	OFFICE/LIBRARY SUPPLIES	434.91
056675	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	527.41
056676	CONSOLIDATED IRRIGATION DIST19	WATER - OTIS ORCHARDS	22.00
056677	CITY OF SPOKANE	WATER & SEWER - MORAN PRAIRIE	348.06
056678	CITY OF AIRWAY HEIGHTS	WATER & SEWER - AIRWAY HEIGHTS	128.17
056679	CITY OF CHENEY	WATER, SEWER, ELEC. - CHENEY	672.95
056680	CITY OF DEER PARK	WATER & SEWER - DEER PARK	74.92
056681	CRAIG BARNETT	LIBRARY MATERIALS	280.83
056682	DEARREADER.com LLC	ELECTRONIC LIBRARY SERVICES	4,855.00
056683	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	394.41
056684	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE	4,543.50
056685	DIVCO INCORPORATED	HVAC EQUIPMENT REPAIR - BOOKEND	297.63
056686	EDNETICS	CISCO BACKUP APPLIANCE PHONE SYSTEM	14,570.34
056687	CARA ELSTON	REIMBURSEMENT FOR INCOL MEETING ITEMS	27.47
056688	E-RATE EXPERTISE, INC.	E-RATE CONSULTING SERVICES	562.50
056689	FATBEAM, LLC	MONTHLY INTERNET SERVICE, NET OF ERATE DISC	4,130.04
056690	KATHLEEN FLENNIKEN	LIBRARY PROGRAMS	250.00
056691	FRONTIER COMMUNICATION	TELEPHONE & BROADBAND - FF	127.34
056692	GALE/CENAGE LEARNING	LIBRARY MATERIALS	1,765.84
056693	W.W. GRAINGER, INC.	MAINTENANCE SUPPLIES	12.43
056694	H&H BUSINESS SYSTEMS, INC.	QTRLY COPIER MAINTENANCE & TONER	163.35
056695	KELLY MILNER HALLS	LIBRARY PROGRAMS	1,500.00
056696	THE HOME DEPOT PRO	BUILDING REPAIR & MAINTENANCE	54.99
056697	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	2,970.24
056698	INFOUSA MARKETING, INC.	LIBRARY MATERIALS	2,040.00
056699	INGRAM DISTRIBUTION GROUP, INC	WEEKLY LIBRARY MATERIALS	17,673.42
056700	KATIE KOHLSTEDT	LIBRARY PROGRAMS	215.00
056701	LAWTON PRINTING	SUPPLIES FOR LIBRARY PROGRAMS	596.77
056702	MIDWEST TAPE	WEEKLY LIBRARY MATERIALS	4,480.80
056703	MODERN ELECTRIC WATER COMPANY	WATER, ELEC. - SV	2,006.31
056704	MONTGOMERY HARDWARE	MAINTENANCE SUPPLIES	43.30
056705	MOVO MEDIA MARKETING	SEMI-MONTHLY SOCIAL MEDIA PLATFORM MGMT	750.00
056706	NATIONWIDE INSURANCE	EMPLOYEE DEDUCTIONS FOR PET INSURANCE	213.96
056707	NEXUS TRANSLATION SERVICES LLC	TRANSLATION SERVICES	60.00
056708	OPTO INTERNATIONAL, INC	SHELVING PARTS AND REPAIR - MP	621.50
056709	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	6,137.58
056710	PERRINE PROPERTIES, LLC	MONTHLY PARKING LOT LEASE, SV	300.00
056711	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	1,376.67
056712	RECORDED BOOKS, LLC	LIBRARY MATERIALS	402.22
056713	TRAVIS RIDOUT	LIBRARY PROGRAMS	87.00
056714	RISK MGMT ASSOCIATION	LIBRARY MATERIALS	414.60
056715	ROGUE HEART MEDIA, INC	ADVERTISING	163.35
056716	SHI INTERNATIONAL CORP	IT HARDWARE & SOFTWARE	64.90
056717	SHARMA KAY SHIELDS MILLS	LIBRARY PROGRAMS	225.00
056718	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	19.50

056719	SPOKANE MALL LLC	MONTHLY LEASE PAYMENT, BOOKEND	3,120.00
056720	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	1,071.36
056721	KAREN NELSA STEELE	LIBRARY PROGRAMS	225.00
056722	ARTIST TRUST	LIBRARY PROGRAMS	100.00
056723	UNIQUE MANAGEMENT SERVICES	MONTHLY COLLECTION AGENCY & NOTICE FEES	1,699.05
056724	UNIVERSAL PRINTING SOLUTIONS INC	OFFICE/LIBRARY SUPPLIES	7,338.00
056725	VERIZON WIRELESS	MONTHLY CELL PHONES (20)	434.46
056726	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	1,069.40
056727	WEST COAST CASH REGISTER, INC.	OFFICE/LIBRARY SUPPLIES	154.04
056728	WHATCOM COUNTY LIBRARY SYSTEM	INTERLIBRARY LOAN FEES	16.00
056729	WICK ENTERPRIZES, LLC	ADVERTISING	312.37
056730	WORLD BOOK, INC.	ELECTRONIC LIBRARY MATERIALS	10,964.35
056731	YOURMEMBERSHIP.COM, INC	JOB POSTING/RECRUITING	325.00
056732	ZOOBEAN, INC.	ANNUAL SOFTWARE SUPPORT	4,495.00
056733	E-RATE EXPERTISE, INC.	E-RATE CONSULTING SERVICES	862.50
056734	AMERICAN LIBRARY ASSOCIATION	DUES AND MEMBERSHIPS	125.00
056735	ALLSTREAM	MONTHLY DID, PRI AND LONG DISTANCE PHONE SVC	531.02
056736	ASSOC OF WASHINGTON CITIES-NWA	MEDICAL, DENTAL, VISION & LIFE INS.	728.41
056737	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	157.43
056738	CENTURYLINK	ANALOG TELEPHONE LINE SV ELEVATOR	58.58
056739	US POSTAL SERVICE	POSTAGE FOR POSTAGE MACHINE	4,000.00
056740	CITY OF MEDICAL LAKE	WATER, SEWER, REFUSE - ML	161.97
056741	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CH	31.50
056742	DELL MARKETING L.P.%DELL USA LP	PRINTER SUPPLIES/IT EQUIPMENT	80.83
056743	EARTHWORKS RECYCLING,INC	RECYCLING: AR, NS, SV	302.50
056744	EDNETICS	PHONE NETWORK SERVICES CHARGES	12,961.88
056745	MOLLY FITZPATRICK	LIBRARY PROGRAMS	150.00
056746	GALE/CENAGE LEARNING	LIBRARY MATERIALS	86.55
056747	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	2,970.24
056748	INGRAM DISTRIBUTION GROUP, INC	WEEKLY LIBRARY MATERIALS	4,099.19
056749	INLAND POWER AND LIGHT	ELECTRIC UTILITIES - AH, DP	682.00
056750	KIDS NEWSPAPER	ADVERTISING	800.00
056751	LATINOS EN SPOKANE	LIBRARY PROGRAMS	100.00
056752	MIDWEST TAPE	WEEKLY LIBRARY MATERIALS	6,223.45
056753	MORAN PRAIRIE GRANGE #161	ANNUAL MEMBERSHIP	46.00
056754	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	82.96
056755	PENWORTHY COMPANY	LIBRARY PROGRAM SUPPLIES	857.91
056756	CARLA PHILLIPS	REFUND OF LOST/PAID FEES	6.00
056757	RECORDED BOOKS, LLC	LIBRARY MATERIALS	535.08
056758	RISK MGMT ASSOCIATION	LIBRARY MATERIALS	36.90
056759	SAFEGUARD	OFFICE/LIBRARY SUPPLIES	57.56
056760	SIGNS FOR SUCCESS	SIGNAGE FOR CHANGING STATIONS	1,712.19
056761	THE SPOKESMAN- REVIEW	LIBRARY MATERIALS	748.05
056762	SPOKANE COUNTY ENVIRONMENTAL SERVICES	MONTHLY SEWER - AR, NS, SV	366.20
056763	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	466.20
056764	UPS	SHIPPING	26.14
056765	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE	1,221.18
056766	WHITWORTH WATER DISTRICT	WATER - NORTH SPOKANE	30.04
056767	WITHERSPOON BRAICICH MCPHEE, PLLC	LEGAL SERVICES, GENERAL COUNSEL	1,162.50
056768	509 PEST CONTROL	QUARTERLY SPRAY SERVICE	87.12
056769	ARGUS JANITORIAL	MONTHLY CUSTODIAL SERVICES	16,285.07
056770	BOOKS IN MOTION	LIBRARY MATERIALS	121.70
056771	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	1,641.96
056772	EMPIRE DISPOSAL INC.	MONTHLY SOLID WASTE - FAIRFIELD	42.62
056773	MOLLY FITZPATRICK	LIBRARY PROGRAMS	300.00
056774	GALE/CENAGE LEARNING	LIBRARY MATERIALS	806.56
056775	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	3,771.21
056776	INGRAM DISTRIBUTION GROUP, INC	WEEKLY LIBRARY MATERIALS	9,407.26
056777	INLAND POWER AND LIGHT	ELECTRIC UTILITIES - AH, DP	358.79
056778	MIDWEST TAPE	WEEKLY LIBRARY MATERIALS	3,716.08
056779	BETHANY MILES	REFUND OF LOST/PAID FEES	26.00
056780	MOBIUS SCIENCE CENTER	LIBRARY PROGRAMS	1,925.00
056781	MOVO MEDIA MARKETING	SEMI-MONTHLY SOCIAL MEDIA PLATFORM MGMT	750.00
056782	OPTUM	MONTHLY HSA ACCOUNT FEES	66.00
056783	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	4,429.66
056784	PERRINE PROPERTIES, LLC	MONTHLY PARKING LOT LEASE, SV	300.00

November/December
Paid in December, 2019
Voucher #056795

<u>Card Category</u>	<u>Amount</u>
General Purchases	\$5,959.13
Maintenance	638.81
Travel	2,928.16
Acquisitions	1,927.70
Information Technology	1,787.74
Outreach	116.46
General Fund Purchases	<u><u>\$13,358.00</u></u>

Top Individual Charge

MAILCHIMP/MONTHLY EMAIL BLAST TO CARD HOLDERS	587.08
PUBLIC LIBRARY ASSOCIATION/CONFERENCE REGISTRATION	630.00
GRAYBAR/IT HARDWARE FOR PROJECTS	687.38
LAKESHORE LEARNING/PROGRAM SUPPLIES	849.18
CUSTOMINK LLC/STAFF T-SHIRTS	1,424.96

WELCOME INCOMING TRUSTEE

Background

The Board of Trustees conducted interviews at a special meeting on Monday, Dec. 2, 2019, of four of the six eligible candidates to replace retiring trustee Sonja Carlson. A motion to recommend Ami Calvert for appointment to the Board of Trustees was unanimously passed and forwarded to the Board of County Commissioners. 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.

On January 14, 2020, the Board of County Commissioners appointed Ms. Calvert to serve on the SCLD Board of Trustees, effective January 14, 2020, through December 31, 2024.

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

LIBERTY LAKE TIF: Potential Amendment to Community Revitalization Financing and Tax Increment Area Agreement**Background:**

In 2005, Spokane County created Spokane County Increment Area No. 2005-01, commonly known as the Liberty Lake Tax Increment Finance Area (TIF). At the time, the District approved Resolution 2005-13 and the related agreement to become a participant in this TIF area, along with Spokane County, the city of Liberty Lake, and Spokane Valley Fire Department. The original duration of this area was to be 15 years.

The TIF agreement provides for 75% of the Library District's regular tax levy derived from the increase in real property assessed value within this TIF area to be allocated to the TIF for financing the area's public improvements.

Staff attended a meeting on December 20, 2019, with representatives from Spokane County, the city of Liberty Lake, and Spokane Valley Fire Department regarding a potential two to five year extension of the TIF agreement to fund some additional infrastructure improvements. The intent of this meeting was to raise awareness of this issue, with all the parties involved, with more information to be shared as the terms of the amendment are finalized.

Finance Director Rick Knorr and Executive Director Patrick Roewe will provide a brief overview of TIFs in general, as well as specific information on how this potential extension impacts the District.

Recommended Action: This item is for discussion, with no action required.

FRIENDS OF THE Library

BACKGROUND:

The Friends of the Library policy recognizes and endorses the Friends of the Library organizations as legally distinct entities that are not part of the Library District, but exist to support and promote District programs and services.

Due to the dissolution of the District Friends in 2019, this policy has been updated to establish criteria for Friends of the Library organizations at the individual libraries to be recognized by signing a Memorandum of Understanding, registering as a charity with the Washington Secretary of State, and if appropriate, secure and maintain a 501(c)(3) with the Internal Revenue Service. The recommended revisions have been reviewed by the District's legal counsel.

Communication and Development Director Jane Baker will be available to answer any questions on the proposed policy.

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: Board motion to approve the revised Friends of the Library policy.

SPOKANE COUNTY LIBRARY DISTRICT

Current/Existing Policy

POLICY: FRIENDS OF THE LIBRARY

APPROVAL DATE: JULY 20, 1988

REVISION DATE: ~~OCTOBER 16, 2018~~ JANUARY 21, 2020

Purpose: Declares recognition of the Friends of the ~~Spokane County Library District~~ (Friends) as a non-profit community organizations that supports and promotes the individual libraries that make up the Spokane County Library District (District).

Background:

The Friends' mission is to raise funds and public awareness in the community to support the library services and programs of the District. As a non-profit, volunteer community 501(c)(3) organizations, however, it is ~~a~~ they are legally distinct ~~entity~~-entities and is not a part of the District.

POLICY:

The District Board of Trustees recognizes and endorses the Friends ~~as a non-profit community group whose primary purpose is to support the District's mission and the programs and services offered at District libraries.~~

The District will provides official recognition of each individual Friends organization ~~the Friends as it meets based upon~~ the following criteria:

- 1) Each individual Friends organization enters into and acts in accordance with a Memorandum of Understanding (MOU) with the District.
- 2) ~~It is registered~~ Each individual Friends group registers as a nonprofit corporation with the Washington Secretary of State and maintains ~~its~~ that status in good standing.

~~The Friends has~~ Each individual Friends organization may have tax-exempt status from the Internal Revenue Service (IRS), and if so, maintains ~~this~~ that status in good standing. The District assumes no responsibility or liability for the Friends compliance with IRS regulations, or ~~its~~ their ability to maintain ~~its~~ tax-exempt status.

The purpose and goals of the Friends are to promote interest in the District libraries, ~~in its entirety;~~ support and promote awareness of the District's mission, goals, services, and resources; foster public support for the development of the District and raise funds so it may continue to serve the needs and interests of the communities in the District's service area.

~~Membership in the Friends is open to all residents of the community. General membership meetings are open to the public and~~ Friends meetings are attended by an assigned District liaison in accordance with the MOU.

The District encourages the Friends to sponsor programs and activities and raise funds for library support. Specific activities, including purchases such as library materials, furniture, and equipment, must have prior approval or be done at the request of the District.

The District will support activities of the Friends in accordance with the ~~Inter-local agreement MOU~~ between the organizations. ~~To foster communication and collaboration, the Executive Director, Chair of the Board of Trustees, and Development Director (or their designees) serve as ex-officio members of~~

~~the Friends Executive Committee.~~ District staff members and/or Trustees shall not hold elected offices with the Friends to avoid conflict of interest.

The Executive Director will establish administrative procedures necessary to implement this policy. Any appeal of an administrative action under this policy will first be made in writing to the Executive Director and then 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: FRIENDS OF THE LIBRARY

APPROVAL DATE: JULY 20, 1988

REVISION DATE: JANUARY 21, 2020

Purpose: Declares recognition of the Friends of the Library (Friends) as non-profit community organizations that support and promote the individual libraries that make up the Spokane County Library District (District).

Background:

The Friends' mission is to raise funds and public awareness in the community to support library services and programs. As non-profit, volunteer community organizations they are legally distinct entities and not part of the District.

POLICY:

The District Board of Trustees recognizes and endorses the Friends primary purpose to support the District's mission and the programs and services offered at District libraries.

The District will provide official recognition of each individual Friends organization based upon the following criteria:

- 1) Each individual Friends organization enters into and acts in accordance with a Memorandum of Understanding (MOU) with the District.
- 2) Each individual Friends group registers as a nonprofit corporation with the Washington Secretary of State and maintains that status in good standing.

Each individual Friends organization may have tax-exempt status from the Internal Revenue Service (IRS), and if so, maintain that status in good standing. The District assumes no responsibility or liability for the Friends compliance with IRS regulations, or their ability to maintain tax-exempt status.

The purpose and goals of the Friends are to promote interest in the District libraries; support and promote awareness of the District's mission, goals, services, and resources; foster public support for the development of the District and raise funds so it may continue to serve the needs and interests of the communities in the District's service area.

Friends meetings are attended by an assigned District liaison in accordance with the MOU.

The District encourages the Friends to sponsor programs and activities and raise funds for library support. Specific activities, including purchases such as library materials, furniture, and equipment, must have prior approval or be done at the request of the District.

The District will support activities of the Friends in accordance with the MOU between the organizations. District staff members and/or Trustees shall not hold elected offices with the Friends to avoid conflict of interest.

The Executive Director will establish administrative procedures necessary to implement this policy. Any appeal of an administrative action under this policy will first be made in writing to the Executive Director and then to the Board of Trustees.

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

FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: FEBRUARY - MARCH 2020***February 18, 2020: North Spokane Library - 4:00 p.m.***

- Facility Use for Political Purposes: Approval recommendation.
- Public Records Policy: Approval recommendation.
- Overview Open Public Meetings Act
- Spotlight North Spokane Library

Please send requests for agenda additions or changes to the Board Chair or Administrative Assistant no later than Tuesday, February 4, for inclusion in the preliminary agenda to be sent Feb. 5. Meeting packets will be mailed Feb. 12.

March 17, 2020: Airway Heights Library - 4:00 p.m.

- Access to Library Services: Approval recommendation.
- Financial Management Policy: Approval recommendation.
- 2019 Reciprocal Use of Libraries Report
- Overview Internet Use, Children's Internet Protection Act (CIPA) Compliance
- Spotlight Airway Heights Library

SPECIAL MEETINGS/ACTIVITIES2020

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

EXECUTIVE DIRECTOR'S REPORT DECEMBER 2019

Business Office, Finance and Facilities – Rick Knorr

Finance Report

General Fund

Another year is behind us. Included this month is the initial financial report for the full year. Comments and analysis on selected key line items are listed below.

Revenues

Total property tax collections ended the year \$160,370 higher than expected, further analyzed as follows:

- The refund levy for 2019 was \$74,724. Historically the District does not budget for refund levies.
- The Kaiser TIF was closed in December 2018. We budgeted \$50,000 to be allocated to this TIF in 2019.
- The District also received in December a return of approximately \$20,000 of prior years' Kaiser TIF funds from the ending Kaiser TIF fund balance.

Total grants and donations ended the year over by \$30,370. The District is conservative when budgeting for grants and donations. The budget is based only on known awards at the time.

- The District was funded \$8,425 for two Prime Time Family Reading programs: \$3,600 for sub-award for training from the Peer2Peer partnership, and \$3,563 from GSI, none of which was in the budget.
- The District received an unexpected \$7,000 in donations from STCU in December.
- The District received \$5,000 more than expected from all the Friends groups.

Total reimbursement ended the year \$214,972 over budget, primarily for the following reasons.

- The E-rate reimbursement for the period July through December 2017 of \$79,840 was received in January 2019. This was budgeted for in 2018, not 2019.
- E-rate reimbursement eligible "Category 2" equipment was purchased in the latter half of 2019, generating \$39,250 of E-rate reimbursement, which was not budgeted.
- E-Rate reimbursement for July through December 2019 of \$86,300 was not budgeted. The District pays for monthly WAN and internet service at the net amount after the E-rate reimbursement. However, the total cost of the WAN and internet services were recorded at the pre-discounted cost of the service and the E-rate reimbursement was recorded as revenue in accordance with E-rate eligibility regulations.

Expenses

Total expenses were reported at 99.4% of total budget. In dollar amounts, total expenditures were \$13,082,301, compared to the budget as amended of \$13,166,500.

Total salaries are at 98.8% of budget, or \$6,342,573, versus the budget of \$6,422,000. Only \$62,000 of the \$92,000 temporary hour budget was used in 2019, and the rest can be attributable to time gaps following vacancies.

Total benefits are at 97.2% of budget, for the same reasons as salaries, plus an average employee medical insurance enrollment of 116 employees versus the budgeted number of 122.

Total utilities expenses were \$479,181 compared to \$351,000 in the budget. The total cost of the WAN and internet services, before E-rate discount, was \$264,117 versus the budgeted net amount of \$127,000.

Total library materials of \$1.512M were exactly on budget at \$1.512M.

As expected, operational contingencies were not needed in 2019.

Operating transfers of \$400,000 were made from the General Fund to the Capital Projects Fund in accordance with resolutions adopted in 2019.

Capital Projects Fund

The Capital Projects fund ended the year at \$2,047,339, the result of interest earnings for the year of \$38,370, and transfers from the general fund of \$400,000.

District Liability and Property Insurance

Payne West, the District's broker, reported to us the result of quotes received from various insurance carriers for the upcoming year. The primary carrier for the general liability and property insurance will be changing from Berkley Insurance to Great American based on the quotes received. Total premium for this portion of the District's insurance will be \$45,416, compared to \$45,301 for the prior year, with an increase in umbrella coverage from \$8.0M to \$10.0M.

Facilities Report

North Spokane Phase II Remodel:

- The District project team met again with the representative from Bernardo Wills Architects (BWA) on January 17 to review and ratify the specifics of the restroom remodel. The next step is to generate and publish an RFP for this project sometime in early February.
- The project team's current goal remains to solicit bids during February and to bring the District's information and recommendation for the award to the March 2020 board meeting.

Human Resources – Toni Costa

Staff Training:

- Leadership Academy held a session on decision-making in December, with the final session to be held in January.
- A number of webinars and self-paced trainings were added to the learning management system for staff to access during their dedicated monthly training time.

Staffing Changes:

The District welcomed two new staff in December, both Public Services Associates, one at BE and CH. There were no transfers, promotions or demotions for December. One employee separated from service, a Library Assistant at AR.

Operations – Doug Stumbough

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

A customer at North Spokane loves our local artists' wall. She said she gets excited to come in every month to see the new artwork display and whoever handles the displays to be commended and to "keep up the good work."

After assisting others during a busy time at North Spokane, a staff member apologized to a waiting customer for not being able to help her sooner. The customer responded with, "oh no, that's ok. This library consistently has the best customer service in town - restaurants, grocery stores, doctor's offices- all across the board, this library is number one in customer service."

Following a presentation on cryptozoology at Moran Prairie, an attendee shared that he is a screenwriter and his movie of a Sasquatch will be made by a local company doing a monster movie series of the Pacific Northwest. The attendee went on to say that he used the presenter's book and other books he checked out at the Moran Prairie Library to inspire him.

The Presidential Portraits display at Spokane Valley sparked the intellectual curiosity in one visitor as they asked for a list of all the U.S. presidents. He shared that he had been contemplating the portraits and realized he didn't know all their names.

Every morning at Medical Lake, three gentlemen come in for coffee and to read the paper. One has a Kindle and often talks about how great they are. Not long after he began telling his companions about it, they also purchased them. They both then signed up for Book-A-Librarian sessions to show them how to use their new devices, all because of the library where they meet.

We received a couple of lovely 5-star ratings on Google for our libraries this fall. One reviewer even said "Wow! Cheney branch library is warm and welcoming, well run with great staff. I'm very impressed by the hours and open days. For comparison sake, I moved here recently from a Big City, where most of the branch libraries had more limited 'open' days than Cheney. Very grateful to live in Cheney! Spokane Valley: Perfect Storytime with toddlers!!!"

Following a writing conference at North Spokane, our staff received this commendation: "I came, attended workshops, and found amazing resources, professional-level workshops, and a welcoming community of writers. I hope this annual workshop continues! Thank you for nurturing writers in our area. Sincerely, Beth PS Yes, you already carry my books at [Spokane County Library District]. Thank you for supporting local authors as well. Beth Camp"

Spokane Valley received a wonderful letter from 2018 Summer Programming Assistant Ian. In his letter he states: "I knew quite a bit about editing and filming before my job at the library, but once you showed me the bells and whistles my eyes truly opened and I knew this was exactly what I wanted to do for my career in the future.... I will use what you have taught for the rest of my life."

The Studio and Project Memory equipment at Spokane Valley were used by one customer to make Christmas recordings for her grandchildren, so that they could hear her voice even though she lives far

away. She shared that she recorded herself reading her favorite books to them, and burned the recordings to CDs that she will send them as Christmas gifts.

Another couple used the Project Memory equipment to view baby videos of their now-grown-son that had never been viewed before as they didn't have a machine to play them back. Using project memory equipment, they were able to convert video to an MP4 file, and share it with their son digitally.

All of the adults who attended North Spokane's Mini Folding Photo Album program expressed thanks to the District for putting on great programs. It was a pleasant surprise to see that among the attendees there were four pairs of moms with teen daughters. The families shared that they had a great time doing the activity together, since "it's a relative rarity for teens and parents to find things they genuinely enjoy doing together."

Local author Brooke Moss was passing by the local collection section at Spokane Valley and saw her book "Baby & Bump." She was so excited! "This is my book! I wrote this! This is my book! I can't believe you have my book!" She then took a picture to send to her husband. She called her kids over and took a picture of them next to the books. When staff shared we had six of her books, more excitement! Her Mom had been a librarian, and Brooke's dream was to have her books in a library. "Barnes & Noble, the grocery store -- whatever. But the LIBRARY! This," she said, "is my Christmas present."

A customer at Argonne shared that she had been putting off using her new smartphone because it was such a new and unfamiliar technology and she didn't have anyone in the area who was able to help her with these things. Staff suggested setting up a Book-A-Librarian session. We helped her add contact information for family and sent off her first text to a granddaughter living in another state. At the end of our session she told us, "Your patience has been such a blessing" and said she would tell others about the Book-a-Librarian service we offer.

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 December 2019:
 - Checkouts:
 - *Blue Moon: A Jack Reacher Novel* by Lee Child (52)
 - *The Paris Orphan* by Natasha Lester (52)
 - *Nine Perfect Strangers* by Liane Moriarty (49)
 - Holds:
 - *Where the Crawdads Sing* by Delia Owens (41)
 - *A Minute to Midnight* by David Baldacci (31)
 - *How Not to Diet: The Groundbreaking Science of Healthy, Permanent Weight Loss* by Michael Greger (30)

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.

Interlibrary Loan Activity Increases

Interlibrary Loan (ILL) activity continued to grow with a record annual high of 11,992 total ILL transactions being processed in 2019. In 2019, the District loaned 4,591 items to other libraries and borrowed 7,401 items from other libraries. The total number of ILL transactions in 2018 was 11,650, which was the previous annual high.

End-of-Year Spending

Collection Services staff diligently monitored end-of-year spending and had a balance remaining of \$107 out of an annual library materials budget of \$1,512,600. This is an amazing accomplishment considering only 0.00707% of the materials budget was unspent!

COLLECTION MONTHLY REPORT

DECEMBER 2019

	Select Transaction Count		
Physical Collection	YTD 2019	YTD 2018	CHANGE
Items Processed	68,224	67,546	1%
Interlibrary Loan Total	11,992	11,650	3%
Overdrive			
Total Checkouts	613,549	527,570	16%
Total Holds	186,549	183,227	2%
hoopla			
Total Checkouts	24,741	32,384	-24%
	Total Items in Collection		
Material Type	YTD 2019	YTD 2018	CHANGE
Print	315,280	312,894	1%
Nonprint	85,516	88,020	-3%
Overdrive	92,033	83,325	10%
Grand Total	492,829	484,239	2%

NOTES: PRINT = Books and Periodicals
 NONPRINT = DVDs, CDs, Books on CD, and other media
 OVERDRIVE = Downloadable eBooks and Audiobooks

Executive Director – Patrick Roewe

District Activities

Leadership Team Updates:

The majority of actions taken by the Leadership Team this month were addressed in other agenda items, so no supplementary updates were necessary this month.

Board of Trustee Conflict of Interest Statement: Update

As reported previously, the question of a conflict of interest statement applicable to the Trustees was discussed as part of the Board of Trustees bylaws review process. District Counsel recommends a separate policy rather than inclusion of this statement in the bylaws. 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.

As requested at the December 2019 meeting, the following is from RCW 42.23 CODE OF ETHICS FOR MUNICIPAL OFFICERS—CONTRACT INTERESTS. Trustees qualify as municipal officers as per the definitions in the chapter:

RCW 42.23.070 Prohibited acts.

- (1) No municipal officer may use his or her position to secure special privileges or exemptions for himself, herself, or others.
- (2) No municipal officer may, directly or indirectly, give or receive or agree to receive any compensation, gift, reward, or gratuity from a source except the employing municipality, for a matter connected with or related to the officer's services as such an officer unless otherwise provided for by law.
- (3) No municipal officer may accept employment or engage in business or professional activity that the officer might reasonably expect would require or induce him or her by reason of his or her official position to disclose confidential information acquired by reason of his or her official position.
- (4) No municipal officer may disclose confidential information gained by reason of the officer's position, nor may the officer otherwise use such information for his or her personal gain or benefit.

One option would be to include a statement acknowledging the RCW and its applicability to Trustees in the next Personnel Policy update.

Community Engagement

End of the year visits: In regard to our District community, I visited all eleven of our library locations this month, bringing holiday treats and season's greetings to all of our staff throughout the District. I enjoy this opportunity to share some fellowship with our staff and thank them for the hard work they do in putting our mission to work every day.

I attended the following community meetings and events:

- Greater Spokane Valley Chamber of Commerce Government Action Committee meeting
- Partners Advancing Character Education board and committee meetings. This organization promotes the importance of good character through partnerships with schools, businesses, public agencies and community groups.
- With Finance Director Rick Knorr, attended a meeting with representatives from Spokane County, the City of Liberty Lake, and the Spokane Valley Fire Department regarding a potential 2-5 year extension of the Liberty Lake TIF agreement, as reported separately this month.

Operations Report December 2019

Doug Stumbough and Kristy Bateman

Service Priority Teams

Business and Career Development (Stacey Goddard)

- Homebuyer Education Seminars continue to draw consistent audiences, with a combined total of 67 people attending the three December sessions.
- I met with Alexandra Panagotacos, the Spokane County Complete Count Coordinator for the 2020 Census. Alex and her team will be doing staff training for us in January and February, so that our public services staff can better assist customers who have questions about completing the census questionnaire (which will arrive mid-March).

Early Learning (Mary Ellen Braks)

- We provided 102 Storytimes to 1,929 children, parents, and caregivers. Our average attendance per Storytime was 19.
- We provided 53 Storytimes to 925 children at 23 child care centers.
- We had one STARS class this month for child care providers, *New Picture Books of 2019*. We had 29 attend the class.

Education and Enrichment (Gwendolyn Haley)

- 1429 participated in library programs in December.
- We completed our first Learning Circle on fiction writing. The participants really liked the hybrid of online curriculum and in-person learning and expressed their eagerness for additional opportunities. Five additional staff have been trained as facilitators, and we will be training more. Learning Circles meets our community's desire for both lifelong learning and opportunities to connect with people in their communities.
- We hosted a Las Posadas program for 60 people, mostly bilingual families, in partnership with Latinos en Spokane. We are excited at the opportunity to connect with a previously underserved population.

Digital Projects and Resources (Carlie Hoffman)

- I was interviewed on Library Out Loud about the Spokane Creators website.
- We are trialing a few digital resources focused on history.
- With the IT Department now fully staffed, I worked with Drew to work through our backlog of requests for the website. We focused on updating the Digital Library.
- Diane and I analyzed the user experience interviews I conducted on the Spokane County Libraries app. I wrote a final report with recommendations for improvement.
- RBdigital Magazines was discontinued and links to this digital resource have been removed from the website. Our new service for online magazines, Flipster, is in the set up process.
- I am testing software to handle the inventory and checkout for the Library of Things.

Information Technology (Patrick Hakes)

- Reviewing the Data Incident Response Plan (DIRP) ahead of District-wide adoption. The DIRP provides for procedures and how to escalate data incidents. Examples of data incident includes data breaches, the directed corruption of data, or data encryption with the intent of extorting money in order to regain access to the data (ransomware).
- In addition to DIRP, the technology side of the District's Disaster Recovery Plan (DRP) has been written and is being reviewed.
- Work continues to upgrade the District's aging servers to the current versions. This is also in preparation for a network security audit tentatively schedule for the first part of March.
- Preliminary work has begun to determine the best path for the District to go in replacing/upgrading its current phone system.

- De and Teresa began work on upgrading Symphony in preparation for migrating the services to new servers.

Library Reports

Airway Heights: Jennie Anderson

- Having 54 in attendance, both children and adults were excited to listen to holiday stories, make fun ornaments and decorate sugar cones with green frosting and loading up their “trees” with tons of candies at *the Frosted Holiday Tree* event the library hosted during Airway Heights WinterFest.

Argonne: Pat Davis

- Following the Millwood Christmas Tree Lighting and Celebration, Danielle Milton, PSA Jean, and I hosted the 4th annual *Gingerbread Build* at the Millwood Masonic Center. This program was generously sponsored by the Friends of Argonne Library.
- The financial literacy program, *Homebuyer Education*, had 26 participants.

BookEnd: Caitlin Wheeler

- Holiday shopping drove a high volume of non-regulars into the mall during December, which led to a high influx of customers who were introduced either to The BookEnd and/or services of the library in general, as well as a number of adult customers who hadn’t been in a library since their youths.

Cheney: Catherine Nero Lowry

- Cheney had three awesome community holiday programs this year: *The Christmas Tree Lighting*, *Cheney Holiday Hoopla*, and *Frosted Holiday Tree* program with 78 trees decked for the holidays.
- Our featured artists this month were Scott Lytken’s stained glass art in our display case and Gunther Zarth on our art wall featuring selections from his Fotografik art collection.

Deer Park: Kris Barnes

- Librarian Ree West and I attended the city of Deer Park’s holiday tree lighting ceremony. Ree and I offered crafts and activities to the many participants. So many attended this revamped event that we lost count of the participants. Needless to say we were kept busy for several hours helping the children and their parents make holiday decorations for their own tree at home. In addition, the Deer Park Friends attended as judges for the Holiday Light Parade and handed off an awesome trophy to the winning entry.
- Our *Frosted Holiday Tree* program was well attended with 21 eager participants who enjoyed making frosted trees using an ice cream cone base and various frosted embellishments.

Fairfield: Kristy Bateman

- Families had fun at the Fairfield Old Fashioned Christmas by participating in *Frosted Holiday Trees* at the library. Kids especially enjoyed decorating edible trees.
- Librarian Cindy Ulrey presented an outreach Storytime to two classes at Freeman Early Learning Center.

Medical Lake: Cecelia McMullen

- Children proudly displayed their green tongues after eating heavily decorated creations at the *Frosted Holiday Tree* program.
- Librarian Christie Onzay promoted the District at the Medical Lake Winterfest. 200 people enjoyed a craft and learned about library services.

Moran Prairie: Danielle Marcy

- Cindy Ulrey was introduced as our new Moran community librarian at our *Frosted Holiday Tree* program. One family mentioned that they were so impressed with the programs always happening at the library, and left with some great reading recommendations from Cindy.
- A toddler at Storytime ran up to tell Miss Corinne all about his day and what animal was on his hand stamp. Six months ago he was too shy to talk to people outside his family, so they began bringing him to Storytimes and have loved the results.

North Spokane: Brian Vander Veen

- We held a Glowforge workshop in which participants created holiday ornaments with the Glowforge 3D laser printer.
- We wrapped up the final session of the *Fiction Writing Learning Circle*, an eight-week-long collaborative learning community formed as part of a District partnership with Peer to Peer University.
- On our wall space, we hosted a collection of photography from customer Carol Arndt.

Otis Orchards: Caitlin Wheeler

- Otis families used sugar cones, candy toppings, and frosting to create *Frosted Holiday Trees*.
- Children enjoyed creating their own foam ornaments in PSA Cindy’s self-directed programming table.

Spokane Valley: Aileen Luppert

- Librarian Dana Mannino’s efforts to coordinate and host our first “Family Las Posadas Workshop” paid off beyond expectations. In all, 60 people attended on a night after substantial snow, and with a competing event downtown. Latinos En Spokane sponsored the program by paying for colorful decorations, fun crafts, and delicious tamales.

Security Incident Reports

For December 2019, there were 15 Security Incident reports filed, nine less than last month (26) and seven less than December 2018 (22). Spokane Valley had the most incidents reported with six. The most frequently reported incidents related to General Code of Conduct violations and Disruptive Behavior, both with six incidents. Two customers were excluded for one year. One was excluded due to theft of library materials and the other due to harassing and threatening behavior. To further put all of these numbers in perspective, the total door count District-wide in December 2019 was 83,634.

Public Use Measures

December 2019

Measure	This year	Last year	YTD	Last YTD
	This Month	This Month	This year	Comparison
Cardholders	110,912	112,580		-1%
Door count	83,634	87,155	1,199,360	-11%
Items Borrowed	202,886	205,159	2,656,522	0%
• Airway Heights	5,434	4,815	64,272	-5.72%
• Argonne	10,721	10,807	143,579	-6.40%
• Cheney	12,118	11,903	151,496	-4.05%
• Deer Park	12,121	12,158	150,083	-6.09%
• Fairfield	995	1,370	13,746	-15.75%
• Medical Lake	3,733	3,987	49,849	-8.99%
• Moran Prairie	15,436	15,757	202,874	0.04%
• North Spokane	40,901	42,366	536,146	-6.07%
• Otis Orchards	4,641	5,115	62,812	-9.86%
• Spokane Valley	41,270	44,556	566,429	-3.80%
• The BookEnd	3,921	3,463	45,392	15.32%
• Digital	51,133	48,512	638,270	14%
Programs				
• Number	267	255	3,711	8%
• Attendance	6,968	6,260	92,550	10%
Internet Station Use (%)	46.1%	46.2%	46.5%	
Meeting room bookings	501	502	6,627	13%
Digital Resource Use	66,614	73,936	1,003,549	1%

Public Use Measure Definitions

Cardholders: Total number of library cards that have had any type of activity within the last three years. *Data collection method: Actual computer system count.*

Door count: Number of times libraries are entered through inside doors; doesn't include entries through outside doors to lobby, restrooms, or meeting rooms. *Data collection method: Actual "machine" count.*

Items Borrowed: Number of items checked out and renewed. *Data collection method: Actual computer system count. Digital: Number of downloads from OverDrive and Hoopla. Included in circulation total.*

Programs: Experiential learning programs presented by the District. *Data collection method: Hand tally and database entry.*

Internet Station Use (%): Percentage of available time utilized. *Data collection method: Actual reservation management system count.*

Meeting room bookings: Number of times meeting rooms used by outside groups. *Data collection method: Actual reservation management system count.*

Digital Resource Use: Use of online learning resources licensed by the District. *Data collection method: reports from resource vendors.*

Communication & Development Report December 2019

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

News Coverage

- December 1 – *The Current* – Project Memory helps you turn old photos, home movies into digital gifts
- December 1 – *The Current* – Call for keepsakes, memories of Mount St. Helens eruption for 40th anniversary exhibit
- December 1 – *The Current* – Celebrate winter with festive crafts & stories for all ages
- December 1 – *Kids Newspaper* – Celebrate winter with festive crafts & stories
- December 1 – *The Spokesman-Review* – Week Ahead: Dollars & Sense: Give Yourself a Raise
- December 2 – *The Inlander* – Spokane Health & Fitness Expo, Homebuyer Education Seminar, and other events
- December 6 – *Deer Park Gazette* – The Rich History of Deer Park City Hall
- December 8 – *The Spokesman-Review* – Week Ahead: Simple Steps for Starting Your Business
- December 8 – *The Spokesman-Review* – Week Ahead: Dollars and Sense: Navigating Your Credit
- December 10 – *KXLY* – Spokane Library passes connect customers to activities, culture and the outdoors
- December 15 – *The Spokesman-Review* – Week Ahead: Dollars & Sense: Give Yourself a Raise
- December 19 – *The Deer Park Gazette* – First Annual Small Business Bingo
- December 23 – *The Journal of Business* – Creating a Budget from Scratch
- December 26 – *The Spokesman-Review* – Top 10 art stories of 2019
- December 28 – *The Spokesman-Review* – Week Ahead: Creating a Budget from Scratch

eNews

Thursday, December 12, 2019, at 4pm

- Top link clicked: <https://www.sclld.org/volunteer/>
- # of times clicked: 3,140
- Top 3 links: Volunteer, Learning Circles, Mount St. Helens Memorabilia

Our Literacy Program Coordinator received 20 emails from customers who were interested in volunteering for the Reading Buddy program after our eNews went out.

Highlights from the Development Department

- 1) An initial consultation with the Innovia Foundation was conducted to learn more about the services they offer to the community, donors, and nonprofit organizations throughout the region and what the benefit of a potential partnership with Innovia would be for the District.

- 2) Solicitation packages were crafted, distributed, and continue to be marketed to local businesses in order to seek a sponsor for the Check Out Washington program and for summer reading prizes.
- 3) Assisted in coordinating the location, schedule, catering, and programming for the Inland Northwest Planned Giving and Development Council's annual joint meeting in March, as well as for the INWPGC meeting in January.

E-Marketing (Website, Social Media, Email)



Top Tweet earned 1,373 impressions

[#CallForSubmissions](#) [#thursdaythoughts](#)

The District is calling on fellow citizens for their stories about the eruption of Mount St. Helens. Stories, memorabilia, & pictures welcome!

Accepting items & stories through March 15, 2020.

scld.org/call-for-your-...
pic.twitter.com/XZLGwYnEs6



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

	Y-T-D Actual	Annual Budget	Target 100.0% Percent Used	Balance Remaining
REVENUES				
PROPERTY TAXES	\$ 12,102,370	\$ 11,942,000	101.34%	\$ (160,370)
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	169,045	171,500	98.57%	2,455
GRANTS & DONATIONS	63,370	33,000	192.03%	(30,370)
E-RATE REIMBURSEMENTS	364,972	150,000	243.31%	(214,972)
LEASEHOLD & TIMBER TAX, REBATES, OTH	51,996	22,000	236.34%	(29,996)
INTEREST REVENUES	89,574	107,000	83.71%	17,426
TOTAL REVENUES	\$ 13,187,569	\$ 12,766,500	103.30%	\$ (421,069)
TRANSFERS IN	-	-	0.00%	-
TOTAL REVENUES & TRANSFERS IN	\$ 13,187,569	\$ 12,766,500	103.30%	\$ (421,069)
EXPENSES				
SALARIES	\$ 6,342,573	\$ 6,422,000	98.76%	\$ 79,427
FRINGE BENEFITS	2,258,996	2,323,300	97.23%	64,304
SUPPLIES	165,230	150,200	110.01%	(15,030)
UTILITIES	479,181	351,000	136.52%	(128,181)
SERVICES	1,411,506	1,435,700	98.31%	24,194
INSURANCE	60,094	66,000	91.05%	5,906
EQUIPMENT & SOFTWARE	164,591	161,000	102.23%	(3,591)
LIBRARY MATERIALS	1,512,493	1,512,600	99.99%	107
ELECTRONIC LIBRARY MATERIALS	181,181	205,000	88.38%	23,819
LIBRARY PROGRAMS	106,456	89,700	118.68%	(16,756)
OPERATIONAL CONTINGENCIES	0	50,000	0.00%	50,000
TOTAL EXPENSES	\$ 12,682,301	\$ 12,766,500	99.34%	\$ 84,199
TRANSFERS OUT	400,000	400,000	100.00%	-
TOTAL EXPENSES & TRANSFERS OUT	\$ 13,082,301	\$ 13,166,500	99.36%	\$ 84,199
Net Excess of Revenues Over/(Under) Expenses	\$ 105,268	\$ (400,000)		
BEGINNING CASH	5,020,484			
NET FROM ABOVE	105,268			
ENDING CASH	\$ 5,125,752			

Number of months cash on hand 4.8

**Spokane County Library District
Capital Projects Fund
Statement of Revenues and Expenses
For the Year Ended December 31, 2019**

	Y-T-D Actual	Annual Budget	Balance Remaining
REVENUES			
Interest Earnings	38,370	33,500	4,870
TOTAL REVENUES	38,370	33,500	
TRANSFERS IN	400,000	200,000	
TOTAL REVENUES & TRANSFERS IN	438,370	233,500	
EXPENSES			
TOTAL EXPENSES	0	0	-
NET EXCESS OF REVENUES OVER (UNDER) EXPENSES	438,370		
BEGINNING CASH	1,608,969		
NET FROM ABOVE	438,370		
ENDING CASH	2,047,339		

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

	12/31/2018	3/31/2019	6/30/2019	9/30/2019	12/31/2019
REVENUES					
PROPERTY TAXES	4,764,106	836,243	5,925,873	441,691	4,898,564
CONTRACT CITIES - AIRWAY HEIGHTS	66,635	65,874	65,874	65,874	65,874
CONTRACT CITIES - SPOKANE	38,983	-	41,374	-	41,374
	-	-	-	-	-
FINES & FEES	40,059	46,533	41,282	42,617	38,613
GRANTS & DONATIONS	23,047	4,007	10,437	26,924	22,002
E-RATE REIMBURSEMENTS	29,887	94,337	68,823	137,726	64,086
MISC TAX COLLECTIONS & OTHER	887	22,001	133	10,105	19,756
INTEREST REVENUES	21,424	16,285	25,654	22,433	25,202
TOTAL REVENUES	4,985,029	1,085,280	6,179,451	747,369	5,175,470
EXPENSES					
SALARIES	1,537,735	1,549,300	1,602,397	1,585,670	1,605,206
FRINGE BENEFITS	533,756	571,415	568,107	559,570	559,904
SUPPLIES	57,761	31,514	37,668	38,201	57,847
UTILITIES	102,376	111,891	107,895	145,503	113,891
SERVICES	233,098	236,233	443,348	361,045	370,880
INSURANCE	-	59,919	175	-	-
EQUIPMENT & SOFTWARE	114,733	15,828	14,681	38,251	95,830
LIBRARY MATERIALS	399,485	403,952	417,230	343,086	348,226
ELECTRONIC LIBRARY MATERIALS	47,237	42,107	45,365	34,963	58,745
LIBRARY PROGRAMS	22,761	13,284	26,335	36,450	30,387
OPERATIONAL CONTINGENCIES	-	-	-	-	-
TOTAL EXPENSES	3,048,942	3,035,444	3,263,202	3,142,739	3,240,917
Fringe Benefits as % of Total Compensation	25.8%	26.9%	26.2%	26.1%	25.9%
Fringe Benefits as % of Salaries	34.7%	36.9%	35.5%	35.3%	34.9%