

MISSION

We build community by connecting people to educational, economic, and recreational opportunities.

Board of Trustees Regular Meeting

January 19, 2016 4:00 p.m. Airway Heights Library Public Meeting Room

AGENDA

- I. CALL TO ORDER**
- II. AGENDA APPROVAL [4:00]**
- III. ACTION ITEMS**
 - A. Approval of December 15, 2015, Regular Meeting Minutes [4:00-4:03]
 - B. Approval of December 2015 Payment Vouchers [4:03-4:05]
 - C. Unfinished Business [4:05-4:25]
 1. Amendment No. 1 to Community Revitalization Financing and Tax Increment Area Agreement (Resolution No. 16-01): Approval recommendation.
 2. 2016 Budget
 - a. Authorizing the Transfer of Funds from the General Fund to the Capital Projects Fund (Resolution No. 16-02): Approval recommendation.
 - D. New Business [4:25-4:40]
 1. Welcome Incoming Trustee
 2. Friends of the Library Recognition (Resolution No. 16-03): Approval recommendation.
 3. WLA Library Legislative Day Briefing/Key Issues
- IV. DISCUSSION ITEMS, POSSIBLE ACTION [4:40-4:45]**
 - A. Future Board Meeting Agenda Items
- V. REPORTS**
 - A. Trustees [4:45-4:50]
 - B. Executive Director [4:50-4:55]
 - Administrative
 - Community Activities
 - C. Public Services [4:55-5:00]
 - D. Communication [5:00-5:05]
 - E. Fiscal [5:05-5:10]
 - F. Spotlight – Airway Heights Library [5:10-5:20]
 - G. Overview – Wellness [5:20-5:40]
- VI. PUBLIC COMMENT**
- VII. ADJOURNMENT**

[Estimated meeting length: One hour and 40 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.

SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: DECEMBER 15, 2015

CALL TO ORDER

The regular monthly meeting of the Spokane County Library District Board of Trustees was held Tuesday, December 15, 2015, in the public meeting room at Argonne Library, 4322 N. Argonne Rd., Spokane, WA. Chair Mark Johnson called the meeting to order at 4:00 p.m. and welcomed those in attendance.

PRESENT:

Mark Johnson - Chair
Tim Hattenburg - Vice Chair
John Craig - Trustee
Kristin Thompson - Trustee
Nancy Ledeboer - Executive Director and Secretary

EXCUSED:

Sonja Carlson - Trustee

GUEST:

Becky Hattenburg

Also Present: Jane Baker, Communication & Development Officer; Paul Eichenberg, Chief Human Resources Officer; Stacey Goddard, Library Services Manager; Rick Knorr, Chief Financial Officer; Patrick Roewe, Deputy Director Library Services; Andrea Sharps, Deputy Director Collection Services; Doug Stumbough, Deputy Director Library Operations; Patty Franz, Administrative Assistant.

AGENDA APPROVAL

Mr. Hattenburg moved and Ms. Thompson seconded to approve the agenda.

The motion carried unanimously.

ACTION ITEMS

**APPROVAL OF NOVEMBER 24 REGULAR MEETING AND DECEMBER 1, 2015,
SPECIAL MEETING MINUTES**

Mr. Johnson called for corrections to the November 24 and December 1, 2015, regular and special meeting minutes. There were no corrections; the minutes stand approved as written.

Trustee Hattenburg shared his support for the open invitation extended by Chair Mark Johnson to the Citizens for Responsible Governance as recorded in the Nov. 24 regular meeting minutes. Mr. Hattenburg would encourage anyone interested in the operations of the District to attend a meeting.

APPROVAL OF NOVEMBER 2015 BILL PAYMENT VOUCHERS

Mr. Hattenburg moved and Ms. Thompson seconded approval of bill payment vouchers for November 2015.

Fund

L01	Voucher numbers: 49082 through 49226 and W00281-W002187 totaling	\$ 445,256.25
	Payroll numbers: 11102015PR and 11252015PR totaling	\$ 360,104.32
	Total	\$ 805,360.57

The motion was unanimously approved.

UNFINISHED BUSINESS

AMENDMENT NO. 1 TO COMMUNITY REVITALIZATION FINANCING AND TAX INCREMENT AREA AGREEMENT (RESOLUTION NO. 15-08). Following background information regarding the Medical Lake TIF provided by Dennis Hession, attorney for Kutak Rock, LLP, at the November 24 regular meeting, Trustees requested additional information prior to their vote to amend and extend the TIF agreement from 20 to 30 years.

Trustees agreed to again postpone this resolution until January. Ms. Ledebor indicated that Kutak Rock attorneys were in the process of securing an agreement between the local fire district and developers that will address concerns raised by Trustees regarding the possibility of future annexations within the area covered by the TIF.

NOTE: Because of the postponement of Resolution 15-08, subsequent resolutions for December will be renumbered accordingly.

COMMUNITY ENGAGEMENT PLAN (CEP) 2016-2018. Ms. Thompson moved and Mr. Hattenburg seconded to adopt the Community Engagement Plan (CEP) 2016-2018, as revised. Mr. Roewe pointed out the revised plan combined all elements of the plan previously reviewed and discussed by the Board, and noted community narratives for all 10 libraries have been added, along with a section on measuring engagement. Implementation of the CEP will be reviewed annually for effectiveness. Suggested revisions to the plan will be recommended to the Board of Trustees. Mr. Hattenburg complimented the entire staff for its hard work toward a plan that was very well done. There was no further discussion.

The motion was unanimously approved.

2016 BUDGET

ADOPTING A 2016 FINAL BUDGET (RESOLUTION NO. 15-08). Mr. Hattenburg moved and Mr. Craig seconded that Resolution No. 15-08, Adopting a 2016 Final Budget, be adopted.

RESOLUTION NO. 15-08

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, ADOPTING A 2016 FINAL BUDGET; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

2016 General Operating Fund Budget revenues total \$11,898,100; Operating Expenses are budgeted at \$11,506,580 and Grants and Capital expenditures of \$391,520 for a total expenditure for 2016 of \$11,898,100. The estimated unassigned ending fund balance is \$4,431,000. The Capital Projects Fund includes a proposed expenditure of \$325,000 with

an estimated beginning assigned fund balance of \$1,244,200; the estimated ending assigned fund balance for 12/31/16 is \$924,200. Discussion briefly ensued regarding the Board's decision to include an across-the-board cost of living increase of 0.05% for 2016, contingent upon a balanced budget. Ms. Ledeboer indicated that the increase was calculated in compliance with current policy, and applied to all positions. Trustees have the option to direct staff to apply the increase in another manner, or to change the policy. In response to Mr. Craig's request, Ms. Ledeboer said an informational report will be prepared to highlight the breakdown of staff between part- and full-time positions across the classification system. Mr. Johnson indicated that he supported the proposed decrease in the contingency fund to cover the salary adjustment and additional funds for library materials and programs. There was no further discussion.

The motion was unanimously approved.

2015 WORK PLAN—YEAR IN REVIEW. In addition to the report provided in advance of the meeting, Ms. Ledeboer pointed out the highlights of accomplishments for 2015, and indicated the security audit which was not done will be conducted next year. Trustees asked about the percentage of members who pay fines online (40%), and the status of the 3D printer (currently delayed because of technical errors).

NEW BUSINESS

2016 WORK PLAN. Ms. Ledeboer reviewed projects for next year. The approved budget includes normal facility maintenance and IT updates. Capital funds will be used to refresh Spokane Valley and North Spokane libraries. Floor plans have been posted on the Intranet for input by staff, and ultimately, an architect will be selected to create plans. Other notable projects include the District's collaboration with Community-Minded Enterprises to build a media lab at Spokane Valley; training for staff to implement aspects of the CEP, as well as Safety, Customer Service, and Leadership training. Interviews of candidates for the new Volunteer Coordinator were held today, with plans to cultivate a volunteer program throughout the District in 2016. In response to Mr. Craig's query about the siding at North Spokane, Mr. Knorr said there has been some wear and corner caps have fallen off, yet needs at Otis Orchards have become more of a priority. There was no further discussion.

2016 BOARD OF TRUSTEES' OFFICERS ELECTION. Mr. Hattenburg motioned the nominations of Mr. Johnson to serve as chair and Mr. Craig to serve as vice chair for the 2016 calendar year. Ms. Thompson seconded the motion. The elected officers will serve from January 1 through December 31, 2016. There were no questions or public comments.

The motion was unanimously approved.

RECOGNITION OF RETIRING TRUSTEE TIM HATTENBURG (RESOLUTION 15-09). Mr. Johnson moved and Mr. Craig seconded that Resolution No. 15-09, Recognition of Retiring Trustee Tim Hattenburg, be adopted.

RESOLUTION NO. 15-09

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

Mr. Johnson read the resolution aloud to Mr. Hattenburg and those in attendance.

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

Abstentions: Tim Hattenburg.

Motion passed.

Following the vote, Mr. Hattenburg was presented with a framed original of the resolution, along with expressions of thanks and best wishes. Mr. Hattenburg expressed his sincere appreciation for the staff and his fellow Trustees.

DISCUSSION ITEMS, POSSIBLE ACTION

FUTURE BOARD MEETING AGENDA ITEMS

Mr. Johnson reviewed the list of tentative agenda items and activities scheduled for the next two months. Trustees will meet at Airway Heights and Argonne libraries in January and February respectively. Wes Teterud will be welcomed to the Board of Trustees in January. He was appointed to the SCLD Board of Trustees by the Spokane County Board of County Commissioners on December 8, and will begin a five-year term starting January 1, 2016, and ending December 31, 2020.

REPORTS

TRUSTEES

Mr. Hattenburg expressed gratitude for the wonderful opportunities he's had for 10 years as Trustee, which enabled him to work with diverse members of the Board. He noted throughout the years Trustees have always been able to talk through challenges. He also expressed appreciation for advisement from the District's capable and talented staff.

Mr. Johnson expressed thanks to Mr. Hattenburg for his mentorship and leadership, and in particular, his chairmanship during the Internet-use policy revision in 2012.

There were no other reports.

EXECUTIVE DIRECTOR

The Executive Director's written report provided prior to the meeting included information on the Business Office, Finance and Facilities, Collection Services, Human Resources, Information Technology, and Community Activities. In addition, at Ms. Ledeboer's request, the District's land purchase will be on the Spokane Valley City Council's meeting agenda for December 29. Ms. Ledeboer and Mr. Hattenburg will be in attendance. Staff reviewed the Public Art in District Facilities policy and have no suggested changes at this time. Mr. Stumbough and the IT staff are reviewing emergency notification software as an outcome of the November 17 windstorm, and have found two products for consideration, which are also used successfully by area school districts. There was no further discussion.

PUBLIC SERVICES

Deputy Directors Patrick Roewe and Doug Stumbough provided written reports prior to the meeting for November 2015, with data for customer use measures, programming and library activities. Mr. Roewe pointed out the windstorm's impact on statistics, and expressed thanks to Mr. Stumbough for taking charge of operations during and after the

storm. He also notified trustees that the Public Services report format will be changed in 2016, and asked for their feedback regarding content. There was no further discussion.

COMMUNICATION

Communication & Development Officer Jane Baker provided a written report prior to the meeting for November 2015 communication activities. Ms. Ledeboer pointed out the Exploring Human Origins program guide provided to Trustees, and as a promotion of library resources, a fun take on the classic poem, 'Twas the Night before Christmas, posted on the District's blog. There was no discussion.

FISCAL

Revenue and Expenditure Statement through November 30, 2015.

<u>Fund 001</u>	
Revenues	\$ 11,564,759
Expenditures	\$ 10,127,578
Ending Fund Balance	\$ 5,838,444
Fund Budget Expended	97.37%

Chief Financial Officer Rick Knorr provided an update on the SAO's Entrance Conference held December 1. Auditors will return Thursday, Dec. 17, and would like to ask internal controls questions of a Trustee, for which Chair Johnson agreed to be available. Mr. Knorr will summarize 2015 at the January meeting. There was no further discussion.

PUBLIC COMMENT

There were no other public comments.

ADJOURNMENT

The meeting adjourned at 4:47 p.m.

Mark Johnson, Chair

Nancy Ledeboer, Secretary of 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, 2015 and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$935,167.23 and that we are authorized to authenticate and certify these claims.

DATE: January 1, 2016

SIGNED: *Aut Knorr*

TITLE: CHIEF FINANCE OFFICER

SIGNED: *Nancy Ledwos*

TITLE: Executive Director

VOUCHER NUMBER	DESCRIPTION	VOUCHER AMOUNT
049227	AMERICAN LIBRARY ASSOCIATION	DUES AND MEMBERSHIPS 75.80
049228	AVISTA UTILITIES	UTILITIES 2,925.27
049229	BAKER AND TAYLOR INC.	LIBRARY MATERIALS 58.26
049230	CAPITAL COMMUNICATIONS, INC	OFFICE/LIBRARY SUPPLIES 650.21
049231	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE 137.61
049232	CENTURYLINK	ANALOG TELEPHONE LINES 85.27
049233	CENTURYLINK	ANALOG TELEPHONE LINES 44.62
049234	US POSTAL SERVICE	POSTAGE FOR POSTAGE MACHINE 3,000.00
049235	DELL MARKETING L.P.%DELL USA LP	PRINTER SUPPLIES/IT EQUIPMENT 805.42
049236	DIVCO INCORPORATED	BUILDING REPAIR & MAINT - HVAC 4,221.88
049237	EVANCED SOLUTIONS, LLC	ELECTRONIC LIBRARY SERVICES 833.00
049238	FRONTIER COMMUNICATION	TELEPHONE & BROADBAND - FF 117.33
049239	GALE/CENAGE LEARNING	LIBRARY MATERIALS 1,569.88
049240	H&H BUSINESS SYSTEMS, INC.	COPIER MAINTENANCE 1,557.19
049241	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS 11,632.60
049242	INTEGRA TELECOM HOLDINGS, INC	BROADBAND 15,630.49
049243	MIDWEST TAPE	LIBRARY MATERIALS 7,354.58
049244	MODERN ELECTRIC WATER COMPANY	WATER, ELEC. - SV 1,592.63
049245	OTIS ELEVATOR COMPANY	ELEVATOR MAINTENANCE 1,187.00
049246	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books 9,899.66
049247	RECORDED BOOKS, LLC	LIBRARY MATERIALS 1,831.05
049248	RISK MGMT ASSOCIATION	LIBRARY MATERIALS 824.25
049249	SOFTWARE.HARDWARE.INTEGRATION	IT HARDWARE & SOFTWARE 263.06
049250	SPOKANE HARDWARE SUPPLY	BUILDING REPAIR & MAINTENANCE 16.65
049251	COWLES PUBLISHING CO	SUBSCRIPTIONS 208.00
049252	SPOKANE CO. WATER DISTRICT #3	UTILITY FEE - HASTINGS PROPERTY 14.25
049253	U.S. BANK	H S A CONTRIBUTIONS 87.00
049254	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES 901.70
049255	WASTE MANAGEMENT OF SPOKANE	REFUSE 1,139.03
049256	WESTERN STATES EQUIPMENT	BUILDING REPAIR & MAINTENANCE 236.80
049257	ABM JANITORIAL SERVICES - NW	CUSTODIAL SERVICES 15,223.60
049258	ALLIED SAFE & VAULT CO, INC.	SAFETY & SECURITY SERVICES 225.82
049259	ASSOC OF WASHINGTON CITIES	MEDICAL, DENTAL, VISION & LIFE INS. 698.30

049260	ASSOC OF WASHINGTON CITIES	MEDICAL, DENTAL, VISION & LIFE INS.	67,140.45
049261	AVISTA UTILITIES	UTILITIES	4,691.91
049262	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	27.30
049263	CENTURYLINK	ANALOG TELEPHONE LINES	96.88
049264	MEAGAN CIESLA	PROGRAMMING - PRIME TIME	875.00
049265	CITY OF SPOKANE	WATER & SEWER - MORAN PRAIRIE	268.34
049266	CITY OF AIRWAY HEIGHTS	WATER & SEWER - AIRWAY HEIGHTS	128.17
049267	CITY OF CHENEY	WATER, SEWER, ELEC. - CHENEY	730.71
049268	CITY OF DEER PARK	WATER & SEWER - DEER PARK	68.71
049269	CITY OF MEDICAL LAKE	WATER, SEWER, REFUSE - ML	165.82
049270	CAPITAL ONE NAT'L ASSOC	OFFICE/LIBRARY SUPPLIES/COSTCO	2,173.99
049271	DEVRIES INFORMATION MGMT	COURIER SERVICE	4,014.00
049272	DEANNA DIERKS	LOST/PAID BOOK REFUND	43.80
049273	EMPIRE DISPOSAL INC.	SOLID WASTE - FAIRFIELD	18.75
049274	GALE/CENAGE LEARNING	LIBRARY MATERIALS	795.84
049275	GARRIN HERTEL	PROGRAMMING - WWII	1,600.00
049276	CINDY S. HVAL	PROGRAMMING - WWII	200.00
049277	VANTAGEPOINT TRNSFR %M&T BANK	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,190.90
049278	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	12,434.89
049279	JEFFREY KARP	LOST/PAID BOOK REFUND	28.00
049280	HEATHER LAWSON	LOST/PAID BOOK REFUND	2.00
049281	ALISA LIND	PROGRAMMING - PRIME TIME	500.00
049282	NAOMI LONG	LOST/PAID BOOK REFUND	8.00
049283	HEATHER MATTHIAS	LOST/PAID BOOK REFUND	3.40
049284	MULTNOMAH COUNTY LIBRARY	ILL LOAN FEE	50.00
049285	McMULLEN & McMULLEN, P.S.	GENERAL LEGAL SERVICES	198.00
049286	MIDWEST TAPE	LIBRARY MATERIALS	428.17
049287	REBECCA MOFFITT	LOST/PAID BOOK REFUND	18.00
049288	MONTGOMERY HARDWARE	MAINTENANCE SUPPLIES	19.73
049289	NEW YORK TIMES	LIBRARY MATERIALS	36.00
049290	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	186.06
049291	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	306.61
049292	CITY DIRECTORIES	LIBRARY MATERIALS	1,965.00
049293	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	1,201.40
049294	RECORDED BOOKS, LLC	LIBRARY MATERIALS	563.57
049295	SOFTWARE.HARDWARE.INTEGRATION	IT HARDWARE & SOFTWARE	367.41
049296	SHOWCASES	OFFICE/LIBRARY SUPPLIES	214.08
049297	SPOKANE COUNTY UTILITIES	SEWER - AR, NS, SV	471.13
049298	COWLES PUBLISHING CO	SUBSCRIPTIONS	104.00
049299	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	230.54
049300	TACOMA PUBLIC LIBRARY - TAW	ILL LOAN FEE	7.99
049301	ULVERSCROFT LARGE PRINT BOOKS	LIBRARY MATERIALS	72.00
049302	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	325.17
049303	WHITWORTH WATER DISTRICT #2	WATER - NORTH SPOKANE	32.73
049304	MEILI'S TRUCK TOPS	CANOPY FOR NEW MAINT VEHICLE	2,368.57
049305	WENDLE MOTORS, INC.	NEW MAINTENANCE VEHICLE	29,392.11
049306	ABM JANITORIAL SERVICES - NW	CUSTODIAL SERVICES	9,232.40
049307	ALL SURFACE ROOFING & WATERPROOFING, INC	ROOF REPAIRS	380.45
049308	AVISTA UTILITIES	UTILITIES	1,540.10
049309	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	48.87
049310	A+ PRINTING, INC	PRINTING	352.19

049311	CLASSIC VENTURES LTD	LIBRARY MATERIALS	38.03
049312	BRILLIANCE PUBLISHING, INC.	LIBRARY MATERIALS	13.02
049313	CENTURYLINK	ANALOG TELEPHONE LINES	96.19
049314	CENTURYLINK	ANALOG TELEPHONE LINES	92.52
049315	CENTURYLINK	ANALOG TELEPHONE LINES	38.88
049316	CRAIG BARNETT	LIBRARY MATERIALS	98.51
049317	DELL MARKETING L.P%DELL USA LP	PRINTER SUPPLIES/IT EQUIPMENT	3,839.60
049318	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	441.81
049319	DIVCO INCORPORATED	BUILDING REPAIR & MAINT - HVAC	1,288.39
049320	EARTHWORKS RECYCLING,INC	RECYCLING	300.00
049321	FINDAWAY WORLD, LLC	LIBRARY MATERIALS	770.23
049322	GALE/CENAGE LEARNING	LIBRARY MATERIALS	1,029.39
049323	GREENLEAF LANDSCAPING, INC.	SNOW REMOVAL	363.35
049324	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	14,139.89
049325	INLAND NW BUSINESS ALLIANCE	LUNCH MEETING	30.00
049326	INLAND POWER AND LIGHT	UTILITIES - AH, DP	885.61
049327	JAN WAY COMPANY USA, INC.	OFFICE/LIBRARY SUPPLIES	2,389.48
049328	GROUP W MARKETING	ADVERTISING - KIDS NEWSPAPER	500.00
049329	PERIDOT PUBLISHING LLC	ADVERTISING, SPLASH/CURRENT	297.50
049330	MARY LYLE	LOST/PAID BOOK REFUND	10.00
049331	MICRO AGE	IT HARDWARE & SOFTWARE	21.05
049332	MIDWEST TAPE	LIBRARY MATERIALS	6,744.66
049333	NEW YORK TIMES	LIBRARY MATERIALS	36.00
049334	OCLC, INC.	CATALOGING & ILL SUBSCRIPTION SVCS	3,244.15
049335	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	13,764.93
049336	PRESSWORKS	PRINTING	1,110.52
049337	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	335.46
049338	PENGUIN RANDOM HOUSE LLC	LIBRARY MATERIALS	78.26
049339	RAPID LEARNING INSTITUTE	MGT TRAINING PROGRAM ANNUAL FEE	8,699.25
049340	DONALD READ	TRAINER, NEW MANAGER TRAINING	1,923.18
049341	RECORDED BOOKS, LLC	LIBRARY MATERIALS	407.65
049342	RIVER CITY GLASS	WINDOW REPAIR	1,855.57
049343	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	135.22
049344	STATE AUDITOR'S OFFICE	ANNUAL AUDIT	5,551.85
049345	VERIZON WIRELESS	CELL PHONES	198.75
049346	WORLD BOOK , INC.	ELECTRONIC LIBRARY MATERIALS	10,645.00
049347	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	49.85
049348	LINDSAY BEAL	LOST/PAID BOOK REFUND	2.40
049349	BRILLIANCE PUBLISHING, INC.	LIBRARY MATERIALS	68.46
049350	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	754.27
049351	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	474.54
049352	CENTURYLINK	ANALOG TELEPHONE LINES	44.86
049353	CENTURYLINK	ANALOG TELEPHONE LINES	44.62
049354	CENTURYLINK	ANALOG TELEPHONE LINES	59.85
049355	CENTURYLINK	ANALOG TELEPHONE LINES	96.71
049356	CENTURYLINK	ANALOG TELEPHONE LINES	138.80
049357	DIVCO INCORPORATED	BUILDING REPAIR & MAINT - HVAC	6,511.23
049358	GREGORY EWING	LOST/PAID BOOK REFUND	16.00
049359	FED EX OFFICE	PRINTING	82.88
049360	CASSIDY FISCHER	LOST/PAID BOOK REFUND	8.00
049361	GALE/CENAGE LEARNING	LIBRARY MATERIALS	482.33

049362	LAURA GATEWOOD	LOST/PAID BOOK REFUND	7.85
049363	VANTAGEPOINT TRNSFR %M&T BANK	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,190.90
049364	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	7,834.36
049365	INTEGRA TELECOM HOLDINGS, INC	BROADBAND	15,630.49
049366	INTEGRA TELECOM HOLDINGS, INC	INTERNET	2,277.46
049367	LISA JONES	LOST/PAID BOOK REFUND	16.00
049368	JOYCE JORDAN	LOST/PAID BOOK REFUND	9.80
049369	KHQ Q6 - SPOKANE	ADVERTISING	750.00
049370	SUZANNE LUCAS	LOST/PAID BOOK REFUND	8.40
049371	MEGAN M MANEY	LOST/PAID BOOK REFUND	18.50
049372	NORM MCPHEE	LOST/PAID BOOK REFUND	3.00
049373	MetaGeek, Inc.	IT HARDWARE & SOFTWARE	2,518.86
049374	MICRO AGE	IT HARDWARE & SOFTWARE	10,355.85
049375	MIDWEST TAPE	LIBRARY MATERIALS	5,386.02
049376	OTIS ELEVATOR COMPANY	ELEVATOR MAINTENANCE	440.24
049377	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	4,468.59
049378	PAPERJACK.com	OFFICE/LIBRARY SUPPLIES	419.92
049379	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	1,131.14
049380	RECORDED BOOKS, LLC	LIBRARY MATERIALS	242.13
049381	PAULA REUM	LOST/PAID BOOK REFUND	6.00
049382	SOFTWARE.HARDWARE.INTEGRATION	IT HARDWARE & SOFTWARE	131.53
049383	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	76.39
049384	UPS	FREIGHT	14.37
049385	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	8,703.73
049386	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	325.17
049387	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	628.47
049388	WASHINGTON ST HISTORICAL SOC	LIBRARY MATERIALS	35.00
049389	LORETTA A. WEST	PROGRAMMING - ZENTANGLE	1,155.00
W00288	US BANK - HEALTH	H S A CONTRIBUTIONS	1,522.50
W00289	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	57,039.35
W00290	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	38,930.79
W00291	STATE OF WASHINGTON	MONTHLY EXCISE/SALES TAXES	1,145.60
W00292	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	57,911.07
W00293	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	39,532.46
W00294	US BANK - HEALTH	H S A CONTRIBUTIONS	1,522.50

Total Non-Payroll General Operating Fund \$ 590,005.49

PAYROLL VOUCHERS

12102015PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	\$ 171,884.23
12232015PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	<u>173,277.51</u>

Total Payroll General Operating Fund \$ 345,161.74

TOTAL GENERAL OPERATING FUND \$ 935,167.23

Spokane County Library District
Monthly Credit Card Activity
For the Month of December, 2015

<u>Card Category</u>	<u>Amount</u>
General Purchases	\$ 2,779.53
Maintenance	767.11
Travel	45.00
Acquisitions	3,074.24
Information Technolgy	1,997.66
Outreach	40.19
Total Purchases	<u>\$ 8,703.73</u>

Amendment No. 1 to Community Revitalization Financing and Tax Increment Area Agreement (Resolution No. 16-01)

Background:

At the November 24 regular meeting, Trustees asked for additional information prior to voting on the resolution to amend the Medical Lake TIF agreement. Attorneys from Kutak Rock LLP entered into discussions with Spokane County Fire District No. 3 and developers regarding a consent agreement that would provide some protection against future annexation by the City of Spokane. Representatives will present their findings at the meeting.

Recommended Action: Board motion to approve Resolution No. 16-01, Amendment No. 1 to Community Revitalization Financing and Tax Increment Area Agreement.

RESOLUTION NO. 16-01

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, APPROVING AMENDMENT NO. 1 TO THE COMMUNITY REVITALIZATION FINANCING AND TAX INCREMENT AREA AGREEMENT; AUTHORIZING THE EXECUTION OF SUCH AMENDMENT NO. 1; APPROVING A CONSENT AGREEMENT FOR TAX INCREMENT FINANCING; AUTHORIZING THE EXECUTION OF SUCH CONSENT AGREEMENT; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO.

**SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington**

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

WHEREAS, the Spokane County Library District, Spokane County, Washington (the “Library 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, Spokane County, Washington (the “County”) has created an increment area known as Spokane County Increment Area No. 2006-01 (“IA No. 2006-01”) to acquire, construct and install certain public improvements within the boundaries of IA No. 2006-01;

WHEREAS, pursuant to RCW 27.12.212, the Library District entered into a Community Revitalization Financing and Tax Increment Area Agreement (the “Agreement”) with the County, dated on or about July 18, 2006, in connection with IA No. 2006-01;

WHEREAS, the Board of Trustees of the Library District (the “Board”) has agreed with the County to extend the term of the Agreement and to execute and deliver an amendment to the Agreement to memorialize the foregoing; and

WHEREAS, the Library District and Spokane Fire District No. 3 have negotiated a Consent Agreement for Tax Increment Financing, with the owner of the property comprising IA No. 2006-01, establishing certain conditions required by the Library District as a condition of its consent to the extension of the term of the Agreement;

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

Section 1: Approval of Amendment No. 1 to the Agreement

The Amendment No. 1 to Community Revitalization Financing and Tax Increment Area Agreement attached hereto as Exhibit “A” (“Amendment No. 1”) is hereby approved.

Section 2: Approval of Consent Agreement

The Consent Agreement for Tax Increment Financing attached hereto as Exhibit “B” (the “Consent Agreement”) is hereby approved.

Section 3: Execution

The Executive Director of the Library District is authorized to execute Amendment No. 1 and the Consent Agreement on behalf of the Library District.

Section 4: Miscellaneous

The Chair of the Board and the Executive Director of the Library District are each further authorized to execute such other documents and take such actions as are necessary to further accomplish the purposes of Amendment No. 1 and the Consent Agreement.

Section 5: Repealer

All resolutions or parts thereof in conflict herewith are, to the extent of such conflict, repealed, and shall have no further force or effect.

Section 6: Effective Date

Effective Date

This Resolution shall be effective immediately upon its adoption.

ADOPTED by the Board of Trustees of Spokane County Library District, Spokane County, Washington, at a regular meeting thereof, held this 19th day of January 2016.

SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

Mark Johnson, Chair

ATTEST

Nancy Ledebauer, Executive Director and
Secretary to the Board of Trustees

(S E A L)

EXHIBIT “A”
AMENDMENT NO. 1 TO COMMUNITY REVITALIZATION FINANCING AND TAX
INCREMENT AREA AGREEMENT

THIS AMENDMENT NO. 1 TO COMMUNITY REVITALIZATION FINANCING AND TAX INCREMENT AREA AGREEMENT (this “Amendment No. 1”), dated as of _____, 2016, is entered into by and between the Spokane County Library District, Spokane County, Washington (the “Library District”) and Spokane County, Washington (the “County”).

WITNESSETH:

WHEREAS, the Library District and the County have previously entered into the Community Revitalization Financing And Tax Increment Area Agreement dated on or about July 18, 2006 (the “Agreement”); and

WHEREAS, the Library District and the County have agreed to extend the term of the Agreement and to execute and deliver this Amendment No. 1 to memorialize the foregoing.

NOW, THEREFORE, in consideration of the foregoing and other valuable consideration, the receipt and sufficiency of which are hereby acknowledged, each of the Library District and the County agree as follows:

Section 1. Definitions

All capitalized terms used herein and not defined shall have the meaning assigned to such terms in the Agreement.

Section 2. Amendment to Section 1 of the Agreement

Section 1 of the Agreement is hereby amended as follows (stricken words denote deletions and double-underlined words denote additions):

“*Section 1.* The term of this Agreement (the “Term”) shall be for a period of ~~20~~ 30 years from the date the tax allocation revenues generated from the Increment Area are first collected.”

Section 3. Full Force and Effect

The Agreement is hereby amended to the extent provided in this Amendment No. 1 and, except as specifically provided herein, the Agreement shall remain in full force and effect in accordance with its terms.

Section 4. Counterparts

This Amendment No. 1 may be executed in any number of counterparts, each of which, when so executed and delivered, shall be an original, but such counterparts shall together constitute one Amendment No. 1.

Section 5. This Amendment No. 1 will be effective only when signed by each of the Library District and the County and then only as of the last date of execution.

IN WITNESS WHEREOF, the Spokane County Library District and Spokane County have each executed this Amendment No. 1 as of the date(s) set forth below.

SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

Mark Johnson, Chair

ATTEST

Nancy Ledeboer, Executive Director and
Secretary to the Board of Trustees

(S E A L)

Dated: January 19, 2016.

SPOKANE COUNTY, WASHINGTON

Shelly O'Quinn, Chair

Al French, Vice Chair

Todd Mielke, Commissioner

Date: _____, 2016.

ATTEST:

Ginna Vasquez, Clerk of
the Board of County Commissioners

(S E A L)

**EXHIBIT B”
CONSENT AGREEMENT**

When Recorded Return to:

Roy J. Koegen
Kutak Rock LLP
510 West Riverside Avenue, Suite 800
Spokane, WA 99201

Document Title: Consent Agreement for Tax Increment Financing

Reference Numbers(s) of Related Documents: None

Grantor(s)/Fire District and Library District: Spokane County Fire Protection District No. 3 and
Spokane County Library District

Grantee(s)/Developer: Big Cigar, LLC

Legal Description: See attached as Exhibit C.

Assessor’s Property Tax Parcel or Account Number: _____

**CONSENT AGREEMENT
FOR TAX INCREMENT FINANCING**

This Consent Agreement for Tax Increment Financing (this “Agreement”) is by and among SPOKANE COUNTY FIRE PROTECTION DISTRICT NO. 3, Spokane County, Washington (the “Fire District”), SPOKANE COUNTY LIBRARY DISTRICT, Spokane County, Washington (the “Library District”), and BIG CIGAR, LLC (the “Developer”).

WHEREAS, the Board of County Commissioners (the “Board”) of Spokane County (the “County”), by the adoption of Resolution No. 6-0629, adopted by the Board on July 18, 2006, as amended by Resolution No. 6-0910, adopted by the Board on October 31, 2006, as further amended by Resolution No.7-0873, adopted by the Board on October 16, 2007, and as further amended by Resolution No. 8-0715, adopted by the Board on July 22, 2008, and as further amended by Resolution No. 11-0581, adopted by the Board on June 28, 2011, (as so amended, “Resolution No. 6-0629”), created an increment area known as Spokane County Increment Area No. 2006-01 (“IA No. 2006-01”) to acquire, construct and install certain public improvements within the boundaries of IA No. 2006-01;

WHEREAS, the Fire District provides fire protection and emergency medical services to persons and property located within an area of the County that is located within the boundaries of IA No. 2006-01;

WHEREAS, RCW 39.89.050 requires that fire protection districts consent to the formation of a tax increment area within their boundaries;

WHEREAS, pursuant to RCW 52.12.036, the Fire District entered into a Community Revitalization Financing and Tax Increment Area Agreement (the “2006 Fire District TIF Agreement”) with the County, dated on or about July 18, 2006, in connection with IA No. 2006-01;

WHEREAS, the Library District provides library services to persons located within an area of the County that is located within the boundaries of IA No. 2006-01;

WHEREAS, pursuant to RCW 27.12.212, the Library District entered into a Community Revitalization Financing and Tax Increment Area Agreement (the “2006 Library District TIF Agreement”) with the County, dated on or about July 18, 2006, in connection with IA No. 2006-01;

WHEREAS, the Developer owns property within IA No. 2006-01, and proposes to facilitate and/or participate in the construction of public improvements within IA No. 2006-01, which may be financed in whole or in part from the apportionment of regular property taxes pursuant to chapter 39.89 RCW (“Tax Increment Financing”);

WHEREAS, the Board anticipates amending Resolution No. 6-0629 to provide that the estimate of the time during which regular property taxes are to be apportioned to pay for the costs of public improvements to be made within IA No. 2006-01 shall not exceed 30 years (Resolution No. 6-0629 and the form of such amending resolution are attached to this Agreement as Exhibit A, and together are defined as the “County Resolution”);

WHEREAS, the Fire District has agreed with the County to extend the term of the 2006 Fire District TIF Agreement to 30 years and to execute and deliver Amendment No. 1 to Community Revitalization Financing and Tax Increment Area Agreement (such Amendment No. 1 and the 2006 Fire District TIF Agreement are attached to this Agreement as Exhibit B-1, and together are defined as the “Fire District TIF Agreement”);

WHEREAS, the Library District has agreed with the County to extend the term of the 2006 Library District TIF Agreement to 30 years and to execute and deliver Amendment No. 1 to Community Revitalization Financing and Tax Increment Area Agreement (such Amendment No. 1 and the 2006 Library District TIF Agreement are attached to this Agreement as Exhibit B-2 and together are defined as the “Library District TIF Agreement”); and

WHEREAS, as consideration for consenting to the extension of the term of the 2006 Fire District TIF Agreement and the term of the 2006 Library District TIF Agreement, the Developer will agree not to consent to annexation or to petition for or sign a covenant consenting to annexation or to amend the water service area for the purpose of receiving water from the City of Spokane;

NOW, THEREFORE, the Fire District, the Library District and the Developer agree as follows:

1. Definitions. Words and terms which are not defined herein or in the County Resolution shall have the meanings set forth in chapter 39.89 RCW, as amended.

2. Consent to Extension of Term of the 2006 Fire District TIF Agreement. The Fire District hereby consents to amending the term of the 2006 Fire District TIF Agreement from 20 years from the date the Tax Allocation Revenue generated from IA No. 2006-01 is first collected, to 30 years from such date. It is further agreed that, consistent with the Fire District TIF Agreement, Tax Allocation Revenue apportionment, as set forth in RCW 39.89.070, shall be modified to provide that regular property taxes levied by the Fire District shall not be subject to Tax Revenue Allocation as set forth in the County Resolution. It is the intent of this paragraph that regular property taxes which are levied by the Fire District shall not be part of Tax Increment Financing. Pursuant to RCW 39.89.020(6) the Tax Increment Financing does not affect the Fire District's excess tax levies.

3. Consent to Extension of Term of the 2006 Library District TIF Agreement. The Library District hereby consents to amending the term of the 2006 Library District TIF Agreement from 20 years from the date the Tax Allocation Revenue generated from IA No. 2006-01 is first collected, to 30 years from such date.

Note: Kutak Rock LLP provided the bold and underlined edited version of the paragraph below at the SCLD Board of Trustees meeting on Jan. 19, 2016.

4. Covenant by the Developer. In consideration for the Fire District consenting to the extension of the term of the 2006 Fire District TIF Agreement as set forth in Section 2 and for the Library District consenting to the extension of the term of the 2006 Library District TIF Agreement as set forth in Section 3, the Developer hereby agrees and covenants that during the period **beginning on the date of this agreement and ending on January 1, 2047**, ~~during the period that Tax Allocation Revenue is used to finance the indebtedness of public improvements within IA No. 2006-01 approved through the County Resolution~~ (the "Term"), the Developer will not, for the property described on Exhibit C (the "Property"), consent to annexation, petition for annexation, nor sign a covenant consenting to annexation of the Property by the City of Spokane, Washington (the "City"). This Agreement shall bind purchasers, successors and assigns of the Property, or any part thereof. The Developer further represents that it will not: (a) seek to amend the water service area under the Coordinated Water Services Act for the purpose of receiving City water or (b) request the extension of water or sewer utilities from the City for the Property.

5. Default and Injunction. The Fire District, the Library District and the Developer understand and agree that a material and substantial part of the consideration for this Agreement is the promise and warranty of the Developer and its successors and assigns that during the Term, it will not petition the City to annex the Property, nor will it support any action by third parties to do so. Any breach of that promise and warranty shall be deemed a default of this Agreement, and the Fire District or the Library District may seek specific performance, injunctive relief and/or damages. The Developer stipulates that its consent to annexation by the City during the Term shall be null and void and without legal authority. The waiver of this right is part of the consideration herein.

6. Attorney Fees and Costs. In the event of a breach of this Agreement or a dispute regarding the terms of the Agreement, in addition to the remedies stated in Section 5, the nonbreaching or prevailing party shall be entitled to recover its costs including but not limited to court costs, attorneys' fees and other expenses.

7. Covenant. This Agreement constitutes a covenant running with the Property and shall be binding upon the heirs, successors and assigns of each of the Developer, the Fire District and the Library District and may be recorded with the County Auditor by the Developer, the Fire District or the Library District.

8. Severability. If any section, sentence, clause or phrase of this Agreement should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Agreement.

EFFECTIVE: January ____, 2016.

SPOKANE COUNTY FIRE PROTECTION
DISTRICT NO. 3, Spokane County,
Washington

Chair

ATTEST:

Debra Arnold, District Secretary

State of Washington)

: ss.

County of Spokane)

I certify that I know or have satisfactory evidence that _____ is the person who appeared before me, and said person acknowledged that (he/she) signed this instrument, on oath stated that (he/she) was authorized to execute the instrument and acknowledged it as the Chair of the Spokane County Fire Protection District No. 3, to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

Dated: January ____, 2016.

Name: _____
Notary Public in and for the State of
Washington, residing at Spokane.



Expires: _____

SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

Mark Johnson, Chair

ATTEST

Nancy Ledebor, Executive Director and
Secretary to the Board of Trustees

(S E A L)

State of Washington)

: ss.

County of Spokane)

I certify that I know or have satisfactory evidence that _____ is the person who appeared before me, and said person acknowledged that (he/she) signed this instrument, on oath stated that (he/she) was authorized to execute the instrument and acknowledged it as the Chair of the Spokane County Library District, to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

Dated: January _____, 2016.

Name: _____

Notary Public in and for the State of
Washington, residing at Spokane.

Expires: _____

DEVELOPER: BIG CIGAR, LLC

By: _____

Name: Richard S. Edwards

Title: Member

State of Washington)

: ss.

County of Spokane)

I certify that I know or have satisfactory evidence that _____ is the person who appeared before me, and said person acknowledged that (he/she) signed this instrument, on oath stated that (he/she) was authorized to execute the instrument and acknowledged it as the _____ of Big Cigar, LLC, to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

Dated: January _____, 2016.

Name: _____
Notary Public in and for the State of
Washington, residing at Spokane.
Expires: _____

EXHIBIT A Spokane County Resolution; EXHIBIT B-1 Community Revitalization Financing and Tax Increment Area Agreement (Fire District); EXHIBIT B-2 Community Revitalization Financing and Tax Increment Area Agreement (Library District); and

**EXHIBIT C
Legal Description**

24052.9062: 05 24 42 L12 OF N1/2 EXC E620' & VAC 5' STP LYG ADJ FROM THOMAS MALLEN RD; **and**

24052.9024: 05-24-42 PTN OF E 620 FT GOVT LT 12 DAF: BEG AT THE SW COR OF SD NW1/4; TH N 01DEG05MIN10SEC W ALG THE W LN OF SD NW1/4 723.38 FT TO A PT ON THE CL OF GEIGER BLVD; TH N 57DEG26MIN30SEC E ALG SD CL1616.6 FT; TH N32DEG33MIN30 SEC W 30 FT TO THE TPOB BEING A PT ON THE NWLY ROW OF GEIGER BLVD; TH CONT N32DEG33MIN30SEC W 317.67 FT; TH N57DEG26MIN30SEC E 154.17 FT TO A PT ON THE E LN OF SD GOVT LT12; TH N00DEG52MIN53SEC W ALG SD E LN 842.54 FT TO THE NE COR OF SD GOVT LT 12; TH S87DEG36MIN04SEC W ALG THE N LN OF SD GOVT LT 12 620.22 FT TO THE NW COR OF SD E 620 FT OF GOVT LT 12; TH S00DEG52MIN53SEC E ALG W LN OF SD E 620 FT 1370.41 FT TO THE SW COR OF SD E 620 FT; TH N 86DEG57MIN33SEC E ALG THE S LN OF SD GOVT LT 12 365.45 FT TO A PT ON SD NWLY ROW LN OF GEIGER BLVD THE N57DEG26MIN30SEC E ALG SD NWLY ROW LN 341.27 FT TO THE TPOB & PTN VAC HOLLY RD LYG ELY & ADJ; **and**

24052.9017: 05 24 42 PT L11 OF N1/2; BEG AT NWCOR OF LT TH E100FT THS59FT TH W100FT TH N65FT TO POB; **and**

24052.0215: JAMIESON PARK LT20 BLK4 & INC PTN VAC HOLLY AVE LYG WLY & ADJ & INC PTN VAC 49TH AVE LYG NLY & ADJ; **and**

24052.0201: JAMIESON PARK LT1 BLK4 & INC PTN VAC 49TH AVE LYG N OF & ADJ & INC PTN VAC SPRING AVE LYG E OF & ADJ; **and**

24052.0223: JAMIESON PARK ALL OF LTS 2-4 BLK 4 TOG W/ PTN LTS 17-19 BLK 4 AND LTS 5, 15, & 16 BLK 4 AND PTN OF VACATED ROW FOR SPRING ROSD AND TEH VACATED ROW OF HOLLY RD ADJ SD LTS DAF: BEG AT SW COR OF SDNW1/4 ; TH N01DEG05FMIN10SEC W ALG THE W LN OF SD NW1/4 723.38 FT TO A PT ON THE CL OF GEIGER BLVD; TH 57DEG26MIN30SEC E ALG SD CL1616.60 FT; TH N32DEG33MIN30SEC W 347.67 FT; TH N 57DEG26MIN30SEC E154.17 FT TO THE TPOB BEING A PT ON THE W LN OF SD GOVT LT 11;

TH N00DEG52MIN53SEC W ALG SD W LN 603.15 FT TO A PT ON THE EXT N LN OF SD LT 19; TH N86DEG06MIN20SEC E ALG THE N LN OF LTS 19 AND 2 ANDSD LN EXT 672.22 FT TO A PT ON THE CL OF VACATED SPRING RD; TH S00DEG40MIN33SEC E ALG SD CL 383.75 FT TO A PT ON THE EXT S LN OF SD LT 4; TH S86DEG08MIN20SEC W ALG SD EXT S LN 281.15 FT; TH S57DEG26MIN30SEC W 457.27 FT TO THE TPOB; **and**

24052.0221: JAMIESON PARK PTN OF LTS 15 & 16 AND LTS 5-8 AND LTS 12-16 BLK 4 DAF: BEG AT THE SW COR OF SD NW1/4; TH N01DEG05MIN10SEC W ALG THE W LN OF SD NW1/4 723.38 FT TO A PT ON THE CL OF GEIGER BLVD; THN57DEG26MIN30SEC E ALG SD CL 1616.60 FT; TH N32DEG33MIN30SEC W 30 FT TO THE TPOB, BEG A PT ON THE NWLY ROW LN OF GEIGER BLVD; TH CONT N32DEG33MIN30SEC W 317.67 FT; TH N57DEG26MIN30SEC E 611.44 FT TO A PT ON THE N LN OF SD LT 5 BLK 4; TH N86DEG08MIN20SEC E ALG SD N LN AND SD N LN EXT 279.66 FT TO A PT ON A 435 FT RADUS NONTANGENT CURVE TO THE LEFT THE CENTER OF CIRCLE OF WHICH BEARSN72DEG33MIN03SEC E; TH SELY ALG THE ARC OF SD CURVE THROUGH A CENTRAL ANGLE OF 15DEG06MIN33SEC 114.71 FT TO THE PT OF TANGENT; TH S32DEG33MIN30SEC E 70 FT TO A PT ON SD NWLY ROW LN OF GEIGER BLVD; THS57DEG26MIN30SEC W ALG SD NWLY ROW LN 841.71 FT TO THE TPOB INC VAC HOLLY & SPRING AVES LYG WITHIN ABOVE LAND DESC; **and**

24052.9063: 05 24 42 E620' OF L13 NLY OF PSH #11 EXC CO RD.; **and**

24052.9064: 05 24 42 L13 OF N1/2 LYG N OF PSH #11 EXC BEG AT INT OF E L OF MALLON RD WITH NL OF PSH #11 TH NELY ALG HWY600' FOR TRUE POB TH NWLY AT R/A TO HWY200' TH NELY PAR WITH HWY204' TH SELY200' TH SWLY204' TO TRUE POB & EXC E620' AND EXC CO RD & INC VAC 5' STP FROM THOMAS MALLEN ROW; **and**

24052.9019: 05 24 42 PT L13 OF N1/2; BEG AT INT OF EL OF MALLON RD&NL OFPSH11 TH NELY ALG HWY 700FT FOR TRUE POB TH AT R/A TO SDHWY 200FT TH NELY 104FT PAR WITH HWY TH SELY 200FT TO SD HWYTH S WLY 104FT TO TRUE POB; **and**

24052.9020: 05 24 42 PT L13 OF N1/2; BEG AT INT OF EL OF MALLON RD&NL OFPSH11 TH NELY ALG HWY 700FT FOR TRUE POB TH AT R/A TO SDHWY 200FT TH NELY 104FT PAR WITH HWY TH SELY 200FT TO SD HWYTH S WLY 104FT TO TRUE POB

2016 Budget

a. Authorizing the Transfer of Funds from the General Fund to the Capital Projects Fund (Resolution No. 16-02)

Background:

As part of the adopted 2016 budget, it was proposed and presented that we would transfer \$300,000 of the ending fund balance of the 2015 General Fund to the Capital Projects Fund. These funds are ultimately to be used to finance upwards of \$325,000 in capital improvements for the Spokane Valley and North Spokane libraries.

Although the financial report for 2015 is not quite final, it is apparent the excess of revenues over expenditures for 2015 will sufficiently exceed \$300,000. As such, we recommend approval of this resolution to transfer funds in January 2016 to help facilitate a timely closing of 2015.

Recommended Action: Board motion to approve Resolution No. 16-02, Authorizing the Transfer of Funds from the General Fund to the Capital Projects Fund.

RESOLUTION NO. 16-02

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; 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 budget for 2016 through Resolution 15-08 for the General Fund and the Capital Projects Fund.

WHEREAS, part of the budget formulation for the Capital Projects Fund was the projected transfer of \$300,000 of ending fund balance from General Fund operations for 2015.

WHEREAS, the actual operating results for the General Fund for 2015 are near final and will result in an excess of revenues over expenditures equal to or exceeding the amount anticipated in the adopted 2016 budget.

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 \$300,000 of General Fund balance be transferred to the Capital Projects Fund, as of the end of the 2015 calendar year.

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 19th day of January 2016.

SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

Mark Johnson, Chair
Board of Trustees

ATTEST

Nancy Ledeboer
Secretary to the Board of Trustees

WELCOME INCOMING TRUSTEE

Background

The Board of Trustees conducted interviews on Tuesday, Oct. 20, 2015, of four of the five candidates to replace retiring trustee Tim Hattenburg. A motion to recommend Wesley Teterud for appointment to the Board of Trustees was passed and forwarded to the Board of County Commissioners. Mr. Teterud was recommended because of his commitment to the Library District, tireless work on the recent library bond election, previous board experience, and passion for a level playing field—with books as the great equalizer.

On December 8, 2015, the Board of County Commissioners appointed Mr. Teterud to serve on the SCLD Board of Trustees, effective January 1, 2016, through December 31, 2020.

Recommended Action: No further action is necessary.

FRIENDS OF THE LIBRARY RECOGNITION (RESOLUTION No. 16-03)

Background:

There are 11 Friends groups that support the 10 libraries of the Spokane County Library District. The Friends raise funds through book sales held throughout the year. Each of the groups operates independently with volunteer members. In the past year, Friends groups have supported their local library in a variety of activities, such as

- Providing equipment, furnishings, and supplies for Library District programs.
- Providing refreshments and snacks for Library District programs and activities.
- Participating in community events and promoting the Library District and Friends of the Library.
- Providing funding to enhance Summer Reading programs.
- Providing funding for Spokane Is Reading.

Through their successful book sales, Friends support the goals of their local library and assist the District in achieving its mission and goals. Support from volunteers raises public awareness of the vital services offered by the library.

In appreciation for the support provided by the Friends groups, the Board acknowledges the Friends annually through a resolution. It is also customary for the Executive Director and Trustee(s) to attend an upcoming meeting of each Friends group to personally express the District's appreciation for its efforts. On April 23 we will host a "Friends Helping Friends" event to foster collaboration and sharing of best practices with all the Friends.

Following is a report listing Friends of the Library contributions to the District over the past year, as well as the proposed resolution.

Recommended Action: Move to approve Resolution 16-03.

Airway Heights Library

- Provided funding for the following:
- Blocks for children's area and toys for Play and Learn
- Children's bookmarkers for *Airway Heights Trunk or Treat* and for Airway Heights Library
- Refreshments for Airway Heights Community Conversations
- Bottled water at Airway Heights Festival
- Snacks for *Tea Time* library program
- Airway Heights Library Magnets
- Summer Reading
- Spokane Is Reading

Argonne Library

- Hosted a booth/book giveaway at Millwood Daze to promote the library and Friends of the Library
- Donated money for children's items and LEGOs
- Supported the children's Summer Reading program
- Supported Spokane Is Reading
- Purchased two high back lounge chairs for adult reading areas
- Purchased two bean bag chairs for the teen area
- Purchased four tables for the meeting room
- Held a successful book sale

Cheney Library

- Purchased books for the Cheney Book Discussion Group
- Held three successful book sales
- Provided funding for Spokane Is Reading
- Provided funding for Summer Youth and Adult programming
- Provided funding for bilingual books to be given to the children participating in Dia de los Libros / National Day, Children's Day/ Book Day event that the library presents annually partnering with EWU's MEChA (Movimiento Estudiantil Chicano de Aztlan Students)
- Provided funds for the purchase of educational toys for Toddler Play and Learn
- Provided funds for the purchase of educational toys for Baby Play and Learn
- Provided funds for the purchase of educational toys for Preschool Play and Learn
- Provided funds for the purchase of a media cart for the meeting room
- Sponsored and participated in Mayfest 2015
- Provided funds to sponsor the Rodeo Roundup event in town on Jubilee weekend
- Provided funds to purchase a digital microscope, the wall unit to support the pac and monitor the microscope is attached to, slides for the microscope, and stools so students can sit and use the microscope
- Sponsored a WWII holiday music program combined with author Cindy Hval reading from her recently published book *War Bonds*, and music by The Hot Club of Spokane
- Approved funding for feather banners and signage to display the day of programming events, to remind our community there is a program happening that day

Deer Park Library

- Decorated the library for the Winter Holiday
- Provided funding for Spokane Is Reading
- Provided funding and partnered with the Deer Park Chamber to support the Pumpkin Lane event
- Purchased treats for use in adult programs
- Provided funds to pay for various craft material for children's programs
- Provided funds to pay for Summer Reading program presenters
- Held six successful book sale fundraisers throughout the year
- Provided funds to help pay for treats for the Library District holiday party
- Sponsored two local authors and provided treats for two "Meet the Author" programs
- Provided funds to pay for treats for the Deer Park Library's 17-year anniversary celebration
- Provided funds to pay for treats and supplies for the Library Park clean up
- Provided funding and sponsored the "War Bonds" WWII program
- Packed 116 boxes of books and arranged Thrift Books to pick up
- Purchased the used meeting room tables from the Library District
- Purchased a children's mailbox to be used for the "Dear Library" display
- Purchased Duplo LEGOs for younger children to use at LEGO events and Storytime Play and Learn programs
- Purchased a quilt hanger/press for the quilt donated to the library by the Fat Quarter Quilters
- Awarded the WLFFTA distinguished service award from the Washington Library Association
- Sponsored a music concert at Deer Park's Mix Park as part of the summer concert series
- Sponsored the Finish folk band, Velamo, at the Deer Park Library

Fairfield Library

- Provided coffee and tea for members
- Purchased a mailbox for the children's writing table
- Donated funds to Summer Reading (\$25)
- Donated \$30 to WALE for prizes
- Supported Spokane Is Reading (\$30)

Medical Lake Library

- Ran two book sales totaling over \$2,000 for the Medical Lake Library
- Check-in weekly at the Library to go through donations and discard unwanted materials
- Routinely police Library grounds for trash
- Purchased all equipment for the Medical Lake Coffee Service:
 - Initial investment for Keurig Professional Coffee Maker, locking cart, coffee & supplies (approximately \$700)
 - Monthly supply replenishment, roughly \$20 per month
- Provided funding for the following:
 - Refreshments for monthly book clubs
 - Special coffee for staff
 - Goodies for staff during holidays

Moran Prairie Library

- Purchased magnets (twice) in 2015 for promotion
- Sponsored the Library District booth at the Strawberry Festival
- Purchased gelato for the Poetry Picnic event
- Purchased refreshments for Jonathan Melcher's Congratulations Party
- Earned \$1,180 at its October Book Sale
- Donated \$500 for *Bonds of Love and Remembrance* program
- Purchased refreshments for Tim and Becky Hattenburg's author visit at the December Book Club
- Donated \$300 to Summer Reading
- Donated \$50 to WALE for raffle baskets as the scholarship fundraiser
- Donated \$100 to Spokane Is Reading

North Spokane Library

- Held its annual spring and fall book sales, as well as 3 summer sidewalk sales this year
- Supplied the funds for refreshments at NS Community Conversations
- Purchased all coffee supplies for the NS staff for the year
- Provided funds for food and drinks at the North Spokane Book Club monthly meetings
- Purchased new toys for Baby Play and Learn Storytimes
- Purchased supplies for all Play and Learn Storytimes
- Donated funds to purchase supplies for Pokémon programs
- Funded the purchase of LEGOs for programs
- Donated to the Youth Summer Reading program
- Donated to Spokane Is Reading

Otis Orchards Library

- Purchased Seed Library storage bins
- Held a successful spring book sale
- Purchased spring potted flower for circulation area
- Valentine's Day craft
- Valentine's Day pencils
- Refreshments for Seed Library kickoff
- Purchased 2015 calendars for office
- Purchased a mailbox for children's writing table
- Donated funds to Summer Reading (\$100)
- Donated \$30 to WALE for prizes
- Contributed to Spokane Is Reading (\$50)
- Purchased kitchen and food/pots and pans/dishes for interactive play station
- Halloween decorations
- Provided funds for craft supplies
- Purchased bean bag activity kit
- Purchased poinsettia for front counter
- Treated staff to breakfast at the Otis Grill
- Purchased holiday pencils and treats for member giveaway
- Purchased supplies for reindeer craft

Spokane Valley Library

- Held three successful book sales
- Made contributions of funds and time to library bond Political Action Committee
- Provided funds for Spokane Is Reading
- Provided a new Little Free Library on Conklin Road
- Maintained Little Free Library on Conklin Road and on Sprague Avenue
- Provided funds for LEGO Program supplies

Friends of the Spokane County Library District

- Held Night at the Library author event/membership drive
- Recruited members for executive board
- Purchased donor software
- Created Friends' website
- Created recruitment/informational brochures for the Friends
- Paid for book sale eBlasts for all Friends groups requesting them
- Coordinated Thrift Book shipments and tracking
- Created/printed donation envelopes
- Purchased ad in the Inlander's annual Give Guide

Resolution 16-03

**A RESOLUTION OF THE BOARD OF TRUSTEES OF
SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE
COUNTY, WASHINGTON, RECOGNIZING DISTRICT
FRIENDS OF THE LIBRARY SUPPORT.**

**SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington**

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

WHEREAS, Friends of the Library organizations are community-based groups of volunteers who enhance the work of their local library, raising public awareness regarding library services and assisting Spokane County Library District in carrying out its Mission;

WHEREAS, Spokane County Library District is fortunate to have Friends of the Library organizations supporting the Airway Heights, Argonne, Cheney, Deer Park, Fairfield, Medical Lake, Moran Prairie, North Spokane, Otis Orchards and Spokane Valley libraries;

WHEREAS, Friends of the Library volunteer their time to raise funds, carry out special projects, and otherwise work to enhance library services;

WHEREAS, the Board of Trustees wants to recognize and thank all Spokane County Library District's Friends of the Library organizations for their service and dedication;

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

Section 1: RECOGNITION AND THANKS

The Board of Trustees hereby recognizes and sincerely thanks the Friends of the Library affiliated with the Airway Heights, Argonne, Cheney, Deer Park, Fairfield, Medical Lake, Moran Prairie, North Spokane, Otis Orchards and Spokane Valley libraries.

Section 2: NOTIFICATION OF RESOLUTION

The Board hereby directs its chair to share this resolution with each District Friends of the Library organization, with a letter of thanks acknowledging its ongoing support.

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 19th day of January 2016.

SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

Mark Johnson, Chair
Board of Trustees

ATTEST

Nancy Ledebor, Secretary to the Board of Trustees

WLA LIBRARY LEGISLATIVE DAY

Background:

The Washington Library Association (WLA) hosts a Legislative Day in Olympia each year and invites libraries to send delegates to speak with legislators. On Thursday, January 21, the following staff will attend: Executive Director Nancy Ledeboer, Library Supervisor Kris Barnes, Librarian Brian Van der Veen, Librarian Sheree West, and Librarian Amber Williams.

The Washington Library Association works with Steve Duncan to follow bills throughout the legislative session. In addition, Carolyn Logue follows the education field and keeps our teacher librarian members informed of bills that impact school libraries. This year we anticipate that a bill will be introduced to allow rural county library districts serving a population over one million to increase the size of their Board of Trustees to seven. Currently, regional or intercounty library districts may have five or seven trustees. The proposed bill extends this option to King County, which is the only county with over a million at this time.

As in previous years, a small committee of library members will review bills and provide input to Mr. Duncan on whether the bill may have an impact on libraries. WLA chooses to focus on bills that have an immediate impact and where libraries may have a unique or important point of view to share with legislators.

At this time there are no requests to be made on behalf of the State Library or school libraries. WLA published a photo essay that captures what goes on in libraries across Washington State that will be given to each legislator. SCLD staff will use this opportunity to invite legislators to visit their home library and share information about programs and services offered at SCLD libraries.

Recommended Action: This is provided as information, with no further action needed at this time.

FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: FEBRUARY/MARCH 2016

February 16, 2016: Argonne Library (4:00 p.m.)

- Facility Use for Political Purposes Policy
- WLA Library Legislative Day Report
- Library Spotlight – Argonne Library
- Overview – Human Origins Exhibit

Please send requests for agenda additions or changes to the Board Chair or Patty no later than Monday, Feb. 1, for inclusion in the preliminary agenda to be sent Feb. 3. Meeting packets will be mailed Feb. 10.

March 15, 2016: Cheney Library (4:00 p.m.)

- Partnership and Sponsorship Policy
- Code of Conduct Policy
- Library Spotlight – Cheney Library
- Overview – Friends of the SCLD

SPECIAL MEETINGS AND ACTIVITIES

- | | |
|------------------|---|
| Jan 21 | WLA Library Legislative Day (Olympia, WA) |
| Apr 23 | Friends Helping Friends (Moran Prairie, Saturday, 9am-noon) |
| Apr 27-29 | WLA Annual Conference (The Davenport Hotel, Spokane) |

EXECUTIVE DIRECTOR'S REPORT DECEMBER 2015

Administration

Business Office, Finance and Facilities (Rick Knorr) Year End Financial Report

The fiscal report is the initial report for the full year, 2015. Since it is only mid-January, is not quite a final report for the year, as we have allowed a grace period of several weeks to gather the late-arriving expenditures for 2015. We expect to present a final report next month. A separate financial report is included this month to address the initial 2015 results in more detail.

On January 6, the State Auditor's Office conducted its last day of fieldwork and has since wrapped up the audit work. The Exit Conference has been scheduled for Jan. 19 at 2 p.m., one hour before the board meeting. Separate communications regarding that meeting have been sent. We have not yet received from the Spokane County Assessor's Office the final certified assessed property values that will become the base for 2016 levy, yet should have that information by the February meeting.

Medical Lake TIF

The resolution extending the term of the Medical Lake Tax Increment Financing area (TIF) for another 10 years is on this month's meeting agenda. There will be additional information and further discussion of this issue at the meeting. Kutak Rock representatives will facilitate the discussion.

Facilities

The main focus of our facilities group this time of year is to keep ahead of the snow and other winter weather concerns. We were fortunate last winter that we had not spent any funds on snow removal through mid-November, but not so fortunate this year. Our snow removal contractor has mobilized quite a few times since then. However, we are still under budget for snow removal in 2015. New carpet was installed in meeting rooms at Argonne and North Spokane in December. Spokane Valley is scheduled for carpet replacement in its meeting room on January 15.

Human Resources (Paul Eichenberg)

- Jamie Van Wormer was selected to be the new Volunteer Coordinator, effective Feb. 1, 2016.
- Mamatha Kundur, Materials Processing Clerk, was promoted to Library Assistant, and Katie Hannan, Library Assistant, was promoted to Public Services Associate.
- Laura Johnson, Library Assistant at Spokane Valley, transferred to North Spokane.

Information Technology (Doug Stumbough)

- The search for new software station reservation and print management systems continues, as we received presentations from five different vendors in December. The selection team identified two vendors for follow-up demonstrations and potential testing. We are still looking at selection and implementation in early 2016.
- In response to a recommendation of an idea submitted to the Innovation Team, we began the process of transitioning our receipt printers to quicker and quieter thermal printers. After some research, we identified a model that should fit our needs and ordered 48 printers for the first wave of replacements. Testing and configuration will begin in January and the initial rollout will follow later in early 2016.

- In preparation for the Exploring Human Origins exhibit taking place in early January, we researched, selected and ordered a couple of all-in-one TV/DVD units. These will be installed on stands at North Spokane and play informational videos provided for the exhibit. Once the Exploring Human Origins exhibit concludes, the TV/DVD units can be used by District staff for their work in the community.
- A dedicated (virtual) Minecraft server was created and configured to support programming in 2016. In addition to the backend hardware that will host and manage worlds for the game, IT staff are working to prepare laptops from the mobile labs for utilization in the programs.
- After some updating to the position description, the Web and Database Specialist position was posted. Applications will be accepted through January 15, with interviews and selection to follow.
- Finally, Aaron Miller, current Public Services Specialist at Spokane Valley was selected as the new IT Technician and will start February 1.

Collection Services (Andrea Sharps)

- We ordered 1,649 titles and 7,568 copies in December. The number of titles ordered is down from last month and the number of copies ordered is up from last month.
- With 100% of the year done, total library materials expended stands at 98.01%. We will work closely with Rick and Janelle to track year-end expenditures for materials.
- We processed, added to the system, and sent out to the libraries 5,606 items in December. This is back up quite a bit from last month's low due to various reasons.
- Downloadable lending through OverDrive was up in December from November. A total of 32,624 audiobook and eBook items circulated in December. Members placed a total of 9,731 holds, and there were 4,645 unique users with titles checked out.
- Midwest Tape's *hoopla*, a streaming media service, saw an increase in circulation in December over November. A total of 1,348 titles including audiobooks (256), comics/graphic novels (79), eBooks (89), movies (522), full-length albums (314) and television shows (88) circulated in December for a combined cost of \$2,656 and an average cost per circulation of \$1.97. A total of 49 new patrons registered in the month, and there were 322 active users recorded.
- We loaned 242 items to other libraries and borrowed 410 items from other libraries for 652 total interlibrary loan transactions processed in December.
- On 12/29, we received a *Request for Review of Library Materials* form from a District resident about a book in the teen collection. I sent the written response to the member on 12/31.

Executive Director Report & Community Activities (Nancy Ledeboer)

On December 29, I attended the City of Spokane Valley City Council meeting along with Tim Hattenburg to update council members on plans for libraries in Spokane Valley. I briefed the council members, some who are new since our initial agreement with the City, regarding the agreement to purchase land for the purpose of building a library within a park on Sprague Avenue near the current Balfour Park. Based upon input from the community, plans were developed and voters were asked to create a Library Capital Facilities Area with funding to build new libraries. The Spokane Valley Library Capital Facilities Area (SVLCFA) was approved in April 2014; however, the second ballot question regarding funding did not receive the super-majority required for bond issues. In 2015, a second attempt to garner voter support for funding received 57.5% approval, still short of the 60% needed. Having failed twice, the SVLCFA has been dissolved. Mr. Hattenburg thanked members of the council for their unwavering support and indicated that Library Trustees feel it is time to move on. Based upon the two failed attempts, we do not anticipate meeting the 2017 deadline to break ground on building a new library on the property that was purchased.

Several council members expressed their deepest sorrow about the failed election attempts. They would like to see the Library Board continue to pursue funding. They understand that this requires asking voters to form a new Library Capital Facilities Area. In response, I indicated that current plans are to repurpose space in the existing library. Subsequently, I received calls from two council members who would like to meet with staff to explore options. They believe that citizens are expecting a library and that creating a new park and library combination are an important step for the entire community. City Manager Mike Jackson would like the Board to consider exploring all options before withdrawing from the agreement.

Deputy Director Patrick Roewe and I met with three concerned citizens who had questions about the current library policy that prohibits petitioners from gathering signatures on library property. They presented a compelling case for reviewing the current policy. Cindy McMullen of McMullen Law Office is reviewing case law and the Revised Code of Washington. She will prepare a brief for Trustees' consideration when the policy regarding Use of Library Facilities for Political Purposes is reviewed in February. We will notify the citizens we met with when this policy is reviewed.

Auditors held a somewhat belated entrance meeting. The auditor assigned to us would be out on leave for several weeks and a new auditor was assigned. With the windstorm followed by holidays, the audit has been slow to progress. Trustees will be notified when the exit meeting is scheduled.

Prior to the December Board meeting, Trustee Craig and I met with Roy Koegen and Dennis Hession of Kutak Rock LLP to discuss the proposed extension of the Medical Lake Tax Increment Financing District. Subsequently, Mr. Koegen and Mr. Hession met with major developers working within the proposed area to discuss an agreement that would minimize the risk of the area being annexed to the City of Spokane. Should such an annexation occur, the Library District could lose out on the benefits of the long-term investments to increase property values and attract new businesses to the area. Kutak Rock attorneys are working with the Fire District and the developer to craft an agreement that will provide some protection against future annexation, although it is not a firm guarantee.

Staff reviewed the Volunteer Program policy, as scheduled for Board review in January, and recommended no changes at this time.

The Washington Library Association held a meeting in Burien on Dec. 4 to kick off the legislative session. Deputy Director Patrick Roewe and I were scheduled to fly over for the meeting, yet flight delays that morning prevented us from attending in person. The session will begin January 11 and is scheduled to end in March. However, with funding for education still a large issue, along with wildfires and other issues that were not addressed in the Budget, it may go longer. WLA Legislative Lobbyist Steve Duncan will watch issues and keep members informed if legislation impacting libraries arises. Patrick and I will once again participate in the bill reading, along with a small cadre of WLA members who assist Mr. Duncan.

On that same day after the flight delay and missing the legislative meeting, I gave in to a head cold and stayed home, which caused me to also miss the Holiday Party arranged by staff as well as the KSPS Pledge Drive. Thanks to Gwendolyn Haley, the library provided a team of volunteers who participated in the KSPS drive on Saturday evening.

Ms. Haley also pitched in at the last minute to make a presentation to the GSI K-12 Roundtable. I had been scheduled to make the presentation and when I became ill, Gwendolyn made the presentation with only a few hours' notice. She was able to share the many programs and services that the library provides to support early readers. I heard many positive comments from superintendents following Ms. Haley's presentation.

I was able to attend the assembly at Shiloh Hills Elementary School, sponsored by Excelerate Success and Guardian Life. Ms. Haley has been co-chairing the Excelerate Success Committee, which is focused on helping youth read at grade level. One of the first initiatives was to provide children at this school in kindergarten and 1st and 2nd grade with backpacks filled with books to read over the winter break. The special part was that the children had selected books they would like to read, thinking these books would be added to their classroom libraries. Instead they were presented with the books they chose and were invited to take them home to read!

Other community activities in December included attending the EWI Scholarship Committee meeting, Board, and monthly meeting. I participated in the KSPS Development Committee and attended the Inland Northwest Early Learning Coalition to hear a report on the current state of Home Visiting services in Spokane and surrounding counties. The Greater Spokane Valley Chamber hosted a special meeting to gather ideas for implementing the BIG 5. The Chamber's Government Action Committee brought together representatives from Avista, Inland Power, Vera Light and Power and Modern Electric to share how the recent windstorm impacted our region. A representative from Spokane County Emergency Management talked about how to stay informed during future events. The monthly Chamber luncheon provided an opportunity for several local social services/non-profit agencies to share information about their services. It was nice to see so many programs active in our region providing much needed services. I attended the Spokane Valley Partners Finance Committee Meeting and the monthly board meeting. In January, I will begin my year as chair of SVP. I met with Alisha Benson and Meg Lindsay of GSI to discuss the role of community organizations in the Spokane STEM Network. They view the library district's participation as a sign of success and we talked about working with the other community organizations to develop goals and strategies that provide clearer direction for our ongoing participation.

I enjoyed attending the author program at Moran Prairie where Tim and Becky Hattenburg shared their experience in writing and researching their book. Members of the Moran Prairie Book Club were in attendance, as well as former Trustees and other members of the public.

Between Christmas and New Year's, I took three days of vacation to enjoy the holidays with family and friends.

ITEM AND TITLE MONTHLY REPORT
December 2015

	<u>ITEMS</u>				<u>TITLES</u>		
	ADULT	YOUTH	TOTAL		ADULT	YOUTH	TOTAL
Total Materials							
Print	168757	150901	319658		84141	50152	134293
Nonprint	61906	24012	85918		25581	7217	32798
Subtotal	230663	174913	405576		109722	57369	167091
Periodicals	11337	1929	13266		311	38	349
Total	242000	176842	418842		110033	57407	167440

	<u>ITEMS</u>			<u>TITLES</u>		
OverDrive: eBOOKS			20639			25035
Licensed eBOOKS			29196			6613
Audiobooks			6613			17149
Digital music			1708			1708
OverDrive: Total			58156			50505
GRAND TOTAL			476998			217945

Print & Nonprint	(Totals year-to-date)		
ADDITIONS	ADULT	YOUTH	TOTAL
Print	27881	18105	45986
Nonprint	10316	2720	13036
TOTAL	38197	20825	59022
DELETIONS			
Print	44448	26591	71039
Nonprint	8861	4043	12904
TOTAL	53309	30634	83943

	<u>NET CHANGE</u>		
	<u>YTD</u>		
	ADULT	YOUTH	TOTAL
Print	-16567	-8486	-25053
Nonprint	1455	-1323	132
Periodicals	-334	-56	-390

NONPRINT = Cassbook, Cassette, CD, Cdbook, CDrom, DVD, Multimedia,
MultCass, MultCD, VHSVideo, Playaway
PERIODICALS = Magazine, Microform, Newspaper, and Pamphlet

TITLE = Each distinct bibliographic record in the database; there can be several records for one actual title (e.g. regular print, large type, various formats of audiobooks, videorecordings)

ITEM = Individual copies of a title or volumes of a set that are barcoded separately.

EXCLUSIONS Total Materials do not include: Discards;ILL;location ZSUPPORT (items on-order or in process)

NET CHANGE YTD: Equals total number of items as of 01/01/2XXX compared to total items (materials) reported as of the end of the current month. Does not use monthly IT deletion reports.

OverDrive: Statistics changed beginning with 6/2011. Not broken out by Adult/Youth
Further statistical changes and adjustments in 9 and 10/11

Public Services Report December 2015

Introduction

As mentioned in last month's Board of Trustees' meeting, Public Services is evaluating the information presented in the monthly report, as well as the format in which it's presented. This change is driven primarily by the desire to be responsive to the new Community Engagement Plan in what and how we report on a prior month's activities. As the Board of Trustees is the primary audience for the report, we want to make sure that the report is providing you with the information in which you are interested. We would like to hear any feedback or recommendations regarding both content and format that we can look to incorporate into subsequent months' reports. We're hoping to have the revisions to the monthly report finalized by the end of the first quarter of 2016.

Customer Use Analysis

In-Library Circulation

Circulation at the libraries in December was down from the same month in 2014 (-11%). Most locations experienced a drop compared to December 2014, with two exceptions: Airway Heights (+9%) and Fairfield (+17%).

Use of the checkout stations accounted for 49% of all circulation in the libraries. More than half of in-library circulation at North Spokane (56%), and Spokane Valley (66%) came through the self-checkout stations, while members at Cheney (24%) and Deer Park (17%) show a preference for staff-assisted checkout.

2015 Measures at a Glance

- Door count for 2015 (1,333,909) was down (-2%) compared to 2014 (1,370,167).
- Programming attendance (79,392) finished up (3%) compared to 2014 (77,347), and the number of programs offered has increased by 11% (3,218 in 2015 vs. 2,891 in 2014).
- Internet station bookings were down (-2%) in 2015 when compared to 2014.

Selected Self-Service Activity

	2015			2014			1-year change		
	Month	% of total	Y-T-D	Month	% of total	Y-T-D	Month	% of total	Y-T-D
Total Circulation	198,689		2,436,420	207,914		2,473,717	-9,225		-37,297
Self-Check	64,824	39%		75,038	42%		-10,214	-3%	
Digital Collection	33,972	17%	391,062	29,797	14%	333,048	4,175	3%	58,014
Total Holds	45,201		576,582	46,561		589,027	-1,360		-12,445
By Customer	27,142	60%	374,852	28,944	62%	396,288	-1,802	-2%	-21,436
Digital Collection	9,731	22%	116,211	8,703	19%	103,028	1,028	3%	13,183
Total Payments	\$18,377.68		\$258,229.08	\$19,492.88		\$266,930.18	-\$1,115.20		-\$8,701.10
Online	\$8,064.83	44%	\$ 110,034.96	\$ 7,841.84	40%	\$107,752.38	\$222.99	4%	\$2,282.58

Security Incident Reports

There were 23 Security Incident reports filed this month, two more than last month (21), and 6 more than December 2014 (17). Spokane Valley had the most incidents reported with 11. The most frequently reported incidents related to general Code of Conduct violations (9) and disruptive behavior (10). Two library members were excluded this month: one at Spokane Valley for initially one week, and subsequently one month, for two successive incidents of escalating behavior in which the member was disruptive to others using the library and

failed to comply with reasonable staff requests to curtail the behavior. The other exclusion was at Airway Heights for a period of one year, in response to an incident in which the member kicked out one of the glass panes in the front door of the library after an interaction with staff, and the police were called.

Internet Filtering Update

There were four requests to review blocked websites received by staff this month. Three were found to be correctly classified—two at the enhanced level, one at all the levels. The other was found to be incorrectly filtered and a change request was made to our filter software vendor.

Support Job Seekers and Local Business (Stacey Goddard)

- We had 13 individuals register as new IT Academy users in December, up from ten in November. During the month, users enrolled in 43 new classes, up from 36 in November.
- We did 63 Book-a-Librarian (BaL) sessions this month throughout the District, up from November's 49 sessions.
 - In one session, Danielle worked with a woman who needed help with her resume and cover letter.
 - In another, Brian helped someone who is interested in opening a tea shop, and needed market research. (This was a referral from SNAP.)
 - Danielle worked with another woman who requested resume help, and also wanted to learn more about Lynda.com and Gale courses. Danielle worked with her to update and print out her resume for an interview the following day.
 - The woman contacted Danielle about a week later, to tell her that she got the job, and that her new employers had been impressed with her resume!
- We proctored 16 exams this month throughout the District, up from November's 14 proctoring sessions.
- Sheree and SV Tech intern Zach Windhorst spent six hours over two days filming at Heritage Home Loans, the next local business to be featured in our video series.
- Sheree and Aileen attended several WorkSource training sessions this month, to help them be better prepared to open a weekly Career Lab at Spokane Valley during the second quarter of 2016.
- Sheree attended a meeting with Jesse Swanson of the *Hatch: Creative Business Incubator*, to see about working together on a "Second Friday" arts event for Spokane Valley. This would be part of the *Love Your Neighborhood* program series Ree and the other SV librarians are working on.
 - Ree also met with and lined up Deputy Chris Johnston to present a workshop on neighborhood safety as part of the series.

Connect Communities:

- SCLD navigator staff completed 28 appointments where they helped individuals enroll in Apple Health (Medicaid). This is up from 17 appointments in November.
- Brian attended the bi-monthly BizBuzz meetings at WorkSource.
- Brian attended the monthly SCORE meeting.
- Sheree attended the monthly Greater Spokane Valley Chamber of Commerce (GSVCC) Ambassadors meeting.
- Sheree attended the monthly Greater Valley Support Network meeting.
- Brian attended the Inland Northwest Business Alliance monthly luncheon.
- Sheree and Aileen attended the GSVCC Big 5 Planning Summit at Centerplace on December 3.
- *Aileen and Sheree, along with other SCLD staff, attended the monthly GSVCC membership meeting.*
- Ree attended an informational webinar on the ALA/FINRA *Thinking Money* traveling exhibition, and began working on SCLD's application to host it.
- I attended the monthly WorkSource meeting, where it was confirmed that SCLD's Connection Site application had been approved. We are official for another three years now.

Develop Young Learners (Mary Ellen Braks)

- We provided 119 Storytimes to 2,315 children, parents and children. Average attendance per Storytime was 19.
- We provided 41 Storytimes to 545 children at 20 child care centers.
- We had one Early Learning workshop this month. It was a STARS class, called New Picture Books of 2015 and had an attendance of 35.
- I completed the STARS schedule of classes for 2016 and sent in a Communication Request.

- The Develop Young Learners team worked on activities for our kindergarten registration kick-off programs that will be held in March.

Connect Communities:

- Work on the STEM grant continues. Most of the STEM kits were delivered to the participating childcare facilities. The kits are going out to libraries and child care centers throughout Eastern Washington. We have scheduled STEM trainings for January through March with a total of 12 trainings scheduled. I plan to have the kits that are for SCLD ready for checkout once all the training is finished.
- Thrive Washington was giving away one of its big programming structures, the Uni. The Uni is a structure of cubbies that holds STEM and Literacy activities for children aged 2-8 years old, and we had the opportunity to use it for Unity in the Community a few years ago. Thrive offered the program to be picked up by ELPLP libraries, and we were one of two happy recipients. Gwendolyn and I have some plans in the works for using the Uni at community events during the spring and summer months.

Explore and Discover (Gwendolyn Haley)

School Aged Programs (Grades K-12)

- 213 children of all ages built with LEGOs in November at our regularly scheduled LEGO clubs and the All Day Build at Spokane Valley.
- North Spokane and Spokane Valley continue to offer regular programs on Monday and Tuesday afternoons, respectively. 124 school-aged children participated in November.
- 70 local students visited their libraries for a group tour in December. This included groups from Arcadia Elementary in Deer Park and some local Boy Scouts.
- We hosted two snap-circuit programs that were rescheduled after the November's windstorm. 16 attended.

Adult Programs:

- Book Clubs: 41 members participated in one of six book clubs this month.
- SNAP provided two financial workshops with nine in attendance.
- We hosted four programs with Cindy Hval and Hot Club of Spokane around Pearl Harbor Day. Cindy read excerpts from her book *War Bonds* while Hot Club played love songs from the era. Despite inclement weather, 62 members attended.

Virtual Services (Carlie Hoffman)

- I served on the team to help select a new platform for Internet station reservations. Five companies were evaluated, and two were selected for further review.
- The Library Card Renewal web page was updated to improve the language and make it clearer to members how to use the web form to update their contact information.
- World Book and Common Craft online resource subscriptions were renewed.
- I created two web pages to post video tutorials related to 3D printing. The videos will be linked to the Get Help and 3D printing pages.
- I worked with Stacey to create a planning document for our next Ready for Work series designed to help rural residents' access to job seeking information.
- Unique visitors to the website decreased by 5% from 30,317 visitors to 28,740. Total views of all pages of the website decreased by 5% from 105,620 to 99,863.
- Use of digital resources increased 8% from 60,862 to 65,862 uses.
 - The digital resources with the largest increases in use were: Culture Grams up 1180%, Opposing Viewpoints in Context up 258%, Home Improvement Reference Center up 132%, Small Engine Repair Reference Center up 75%, and NoveList up 68%.
 - The digital resources with the largest decreases in use were: Biography in Context -46%, HelpNow -39%, HeritageQuest -38%, Tumblebook Cloud Jr. -30%, and JobNow -28%.

Connect Communities:

I attended the INCOL Continuing Education Committee meeting to follow up on the Fall Workshop and discuss how the INCOL deans and directors could help the committee going forward.

Library Operations (Georgina Rice)

IN-LIBRARY CIRC								
	This Month		This month compared to same month			Year – to – Date		
	2015	2014	1-yr ago	3-yrs ago	5-yrs ago	2015	2014	Diff
AH	5095	4674	9.01%	9.15%	19.63%	68566	73167	-6.29%
AR	10049	12202	-17.64%	-20.15%	-22.70%	144942	160297	-9.58%
CH	9860	11684	-15.61%	-15.43%	-28.09%	142546	155438	-8.29%
DP	10527	12190	-13.64%	-6.70%	-14.18%	146240	152302	-3.98%
FF	1129	1035	9.08%	16.87%	-5.44%	14754	16039	-8.01%
ML	3511	3895	-9.86%	-20.60%	-21.66%	48702	53270	-8.58%
MP	12555	13363	-6.05%	-15.43%	-12.84%	173493	181865	-4.60%
NS	35457	40518	-12.49%	-16.99%	-21.12%	525583	557428	-5.71%
OT	4377	4488	-2.47%	-23.41%	-28.52%	59357	63759	-6.90%
SV	38639	44551	-13.27%	-13.65%	-16.47%	557077	595667	-6.48%
TOT	131199	148600	-11.71%	-14.59%	-18.33%	1881260	2009232	-6.37%

BREAKOUT BY CHECKOUT METHOD							
This table highlights how members are choosing to checkout and/or renew items at each library							
	Staff assisted stations		Self-Check stations		Total in-library circulation	Renewals online	Total in-library + online renewals
	Checkouts	Renewals	Checkouts	Renewals			
AH	3155	532	1379	29	5095	850	5945
AR	5204	532	4288	25	10049	2730	12779
CH	6876	666	2312	6	9860	2476	12336
DP	7811	897	1816	3	10527	2249	12776
FF	578	89	460	2	1129	219	1348
ML	1829	241	1426	15	3511	823	4334
MP	6550	763	5228	14	12555	3787	16342
NS	13321	2067	19735	334	35457	10348	45805
OT	2041	219	2062	55	4377	1077	5454
SV	10740	2264	25395	240	38639	9118	47757
TOT	58105	8270	64101	723	131199	33677	164876

	This Year This Month		Last Year This Month		
	Checkout Station Circulation	% of total circulation	Checkout Station Circulation	% of total circulation	Difference
AH	1408	27.63%	1810	38.72%	-11.09%
AR	4313	42.92%	4289	35.15%	7.77%
CH	2318	23.51%	2964	25.37%	-1.86%
DP	1819	17.28%	2847	23.36%	-6.08%
FF	462	40.92%	405	39.13%	1.79%
ML	1441	41.04%	2008	51.55%	-10.51%
MP	5242	41.75%	4798	35.91%	5.85%
NS	20069	56.60%	23320	57.55%	-0.95%
OT	2117	48.37%	2151	47.93%	0.44%
SV	25635	66.34%	30446	68.34%	-1.99%
TOTAL	64824	49.41%	75038	50.50%	-1.09%

Holds	Holds filled Nov 15	% of circulation	Holds filled Nov 14	% of circulation	Difference 2014 to 2015
AH	1049	20.59%	1147	24.54%	-3.95%
AR	2295	22.84%	2907	23.82%	-0.99%
CH	2259	22.91%	3004	25.71%	-2.80%
DP	2076	19.72%	2896	23.76%	-4.04%
FF	312	27.64%	296	28.60%	-0.96%
ML	729	20.76%	1154	29.63%	-8.86%
MP	2964	23.61%	3845	28.77%	-5.17%
NS	7239	20.42%	9280	22.90%	-2.49%
OT	1211	27.67%	1657	36.92%	-9.25%
SV	7955	20.59%	10211	22.92%	-2.33%
Zsupport	207		1282		
Total	37679	25.36%	29767	21.49%	3.86%

October Cash Collection				
Payments received	2014	2015	Difference 2014 to 2015	%change 2014 to 2015
CASH	\$9168.19	\$8017.1	-\$1,151.09	-12.56%
CHECK	\$2482.85	\$2295.75	-\$187.10	-7.54%
CREDIT	\$7841.84	\$8064.83	\$222.99	2.84%
TOTAL	\$19492.88	\$18377.68	-\$1,115.20	-5.72%

Library Reports

Airway Heights: Stacy Ann Kvamme

Develop Young Learners:

- Play & Learn Storytime averaged an attendance of 12.5 on Thursdays in December, a decrease compared to the previous month (18.3 in November 2015) and also a decrease compared to the same month last year (14.7 in December 2014). Saturday Storytime was attended by seven people in December, which is similar to the yearly average of six people in attendance after a total of four Saturday Storytimes in 2015.
- A total of 27 students and teachers were served during two preschool outreach Storytimes at Sunset Elementary.

Explore and Discover:

- The Airway Heights Book Club selected Skipping Christmas by John Grisham for its December book selection; however, only one person was in attendance.
- LEGO Club averaged a weekly attendance of 2.75 during the month of December, ranging from 0 to 5 people at the weekly program.

Connect Communities:

- Great Northern Elementary's 5th / 6th grade class visited the Airway Heights Library to check out books, with a specific focus on children's classic novels.
- Corinne Wilson (Airway Heights Community Librarian) and I presented information at Airway Heights Parks and Recreation's *Senior SAIL* program (a fitness class for seniors). We shared information about health and wellness resources available from the library.
- As part of Airway Heights' annual Winter Festival, Corinne and I hosted a special Storytime and craft event at the library, which was attended by a total of 60 people.
- I attended an Airway Heights Friends of the Library meeting. Friends successfully renewed its non-profit status with Washington State for another year.
- I attended two Airway Heights Kiwanis meetings in December. Our primary focus was preparing for the Kiwanis pancake breakfast as part of the Airway Heights Winter Festival, which drew one of our largest audiences to date. I also helped organize a Club fundraiser, hosting a gift wrapping table at River Park Square.
- The display case featured historical information about Fairchild Air Force Base provided by a Fairchild historian.
- There were a total of nine Spaces reservations for the Airway Heights meeting room in December, an increase of three reservations compared to the same month last year (six bookings Dec 2015).

Argonne: Pat Davis

Develop Young Learners:

- *Toddler Play and Learn Storytime* had an increase in attendance from 106 last December to 127 this December, with an average weekly attendance of 25.2.
- *Preschool Play and Learn Storytime* had a significant decrease from 106 last December to 24; probably due in part to the holidays.
- An Outreach Storytime at West Valley Co-Op Preschool had 13 participants.
- Kelsey Hudson provided a special Storytime in the library for West Valley Co-Op Preschool students and parents. They also had a brief library tour and the opportunity to get library cards. 16 attended.
- Thirty-five attended the *STARS Early Learning Workshop, Best Books of 2015*.

Explore and Discover:

- *It's Electrifying Snap Circuits*, rescheduled from November to December because of the windstorm closure, had no attendees.

Support Job Seekers and Local Businesses:

- Pat Davis attended the SFCC Library and Information Services Advisory Committee Meeting. Curriculum changes were discussed. Also, because of the success of SCLD's ACA navigators the Social Services department and Library programs are considering the possibility of adding a training program for navigators to its curriculum.

Connect Communities:

- 52 groups or individuals booked our conference and meeting rooms in December, including a wedding on New Year's Eve.
- Each year since 1945, the Christmas Bureau has offered help and hope to thousands of needy families. Beginning after Thanksgiving, The Spokesman-Review accepts donations and publishes articles listing everyone who participates. The money buys thousands of high-quality toys and books and a holiday meal for needy families. The Bureau is run jointly by Volunteers of America and Catholic Charities and the Review. Last year SCLD had an information table. We had conversations ranging from what programs were available for specific ages, how to apply for a library card, what library was closest to them, and how to take care of their accounts. Many were very grateful to receive our color changing pencils which they planned to use as stocking stuffers for their children. This year we added library card registration to our participation. This year, the Bureau served 8,142 households, 14,683 children received books and toys, and 27,410 people were served. Over the nine days the Bureau was open, SCLD staff talked with 2,224 people and assisted them with program information, updated library cards and answered questions. We issued 170 new library cards! Spokane Public

Library accepted our invitation to participate and shared the District's table. SCLD was featured in one of the front-page stories about the Bureau, and the topic of library cards was mentioned in two other stories.

Cheney: Catherine Nero Lowry

Develop Young Learners:

- Baby Play and Learn attendance stayed the same this month, with an average of eight in both December of 2015 and December of 2014.
- Toddler Play and Learn attendance decreased with an average attendance of 20.8 in December of 2015 compared to 30.75 in December of 2014.
- Preschool Play and Learn attendance increased, with an average attendance of 21.25 compared to 14.6 in December 2014.
- Giggling Guest outreach Storytime had an attendance of 14.

Explore and Discover:

- Kids Explore and Discover Club Miniature Playgrounds welcomed 12 participants.
- Adult Programs:
 - *SNAP – Give Yourself a Raise* had four in attendance.
 - *SNAP – Navigating Your Credit* had five participants.
 - *Bonds of Love and Remembrance* had 14 in attendance.
- The children/family program, *Its Electrifying*, had 16 in attendance
- The all ages Zentangle program had five in attendance. This program was great, yet was delayed because of the windstorm closing.
- 31 kids and parents participated in the LEGO Club.

Support Job Seekers and Local Businesses:

- We proctored three exams during the month of December.

Connect Communities:

- Lori took library outreach services to Cheney Sessions Village, Cheney Assisted and Cheney Care facilities this month, providing over 182 library items for the residents.
- 14 groups used the meeting room this month, in comparison to 19 in Dec. 2014. This variance in use is reflective of the increased programs and services offered in Cheney.
- Cheney staff provided five Book a Librarian's sessions in December, four walk in and one scheduled.
- December 3 was the annual Cheney tree lighting ceremony. We partnered with the City of Cheney for this annual event, and extended library hours until 7:00 p.m. There was live music, hot chocolate, and cookies for those willing to brave the icy evening. Once the tree was aglow, a merry policeman sat down and mesmerized the children with "Twas the Night before Christmas."
- Work has begun on the annual Mayfest community event. As a co-chair of the board I find it refreshing to see this team embrace the community. We worked with the Cheney middle schools in December and had the contest for the 2016 Mayfest artwork design. We have chosen the winner. Additionally, Mayfest is now a registered 501(c)3 organization.

Deer Park: Kris Barnes

Develop Young Learners:

- Our *Play and Learn Storytime* attendance experienced a slight increase in attendance. This month, the average Storytime attendance was 18 compared to last December's average of 15.
- Library staff visited three separate ECEAP classrooms this month and presented Storytimes to a total of 45 teachers and students.

Support Job Seekers and Local Businesses:

- We proctored two exams this month compared to last December's total of three.
- I attended a Deer Park Chamber board meeting. My nomination as secretary was approved, and I will begin my new duties as secretary this month.

Explore and Discover:

- Five members gathered at the *Adult Book Club* to discuss a children's book they had read. Last December's total attendance was four.
- *LEGO Club* averaged 10 participants. That's a fair attendance average considering that the last two *LEGO Club* programs scheduled during the holidays had 0 attendance.
- The program *War Bonds: Love Stories from the Greatest Generation* attracted 16 participants.

Connect Communities:

- Our conference and meeting rooms were used by a total of 26 groups this December compared to last December's total of 25. The rooms were used for a variety of purposes such a church holiday party, tutoring, and a 4-H meeting.
- Community Librarian Amber Williams and I attended a Deer Park City Council meeting this month. The meeting and agenda was fairly brief, as the Mayor and two council members were not in attendance.
- The Deer Park Friends of the Library met on a Saturday, prior to the library opening to decorate the library for the holidays.
- Two 5th grade classes visited to browse our collection. I did a book-talking presentation about how to choose a historical fiction novel to both groups in attendance.

Fairfield: Kathy Allen

Develop Young Learners:

- *Play and Learn Storytime* for the month consisted of the Fairfield Community Church Preschool with 13 in attendance. This was down from last year's total of 16 when the preschool visited. Several children have advanced to Kindergarten. In addition, last year we had four Family Storytimes with a total of 24 attending with an average of 6.

Support Job Seekers and Local Businesses:

- Several members visited the library to use the WI-FI and search for jobs this month. Staff were able to introduce them to digital resources for job seekers.

Explore and Discover:

- *Thursday Night Thing (TNT)* at the Fairfield Community Center had a large group of 20. This was up from last year's total of 14 for the month.
- *LEGO Club* was down with only three this month. Last month 19 participated.

Connect Communities:

- I attended the Town Hall Open House in Rockford to meet the new Mayor and City Clerk. I met several local business owners and the new pastor of the Rockford United Methodist Church.
- The Bank of Fairfield was recently purchased by INB Bank. I attended the open house where I was able to meet the INB staff and connect with the local bank employees.

Medical Lake: Theresa Stephenson

Develop Young Learners:

- Storytime attendance averaged six people this December, down from 15 in December 2014.
- Outreach Storytime was held at Medical Lake ECEAP on December 16. There were 11 attendees.
- Library Supervisor Theresa Stephenson attended the Hallett Elementary School *Before School* program to oversee the children with LEGOs. There were 18 attendees.

Explore and Discover:

- The Explore and Discover Family Program "*LEGO Club*" averaged nine participants.

Connect Communities:

- The *Medical Lake Book Club* had its Christmas Party this month on the 14th. There were 22 participants.
- The Medical Lake Tree Lighting Ceremony was held Dec. 4. Librarian Christie Onzay and I attended. 28 people stopped by our tables to do crafts.
- I attended the Reimagine Medical Lake Fundraising meeting on Thursday, Dec. 17. It was held here in the library.

Moran Prairie: Danielle Marcy

Develop Young Learners:

- All the Storytimes experienced a decrease this month.
- *Toddler Play and Learn Storytime* averaged 21 attendees this month, a significant decrease from last month's 47 and last December's 33.
- *Preschool Play and Learn Storytime* had an average attendance of 11, a decrease from last month's 21 and last December's 20.
- *Baby Play and Learn Storytime* averaged 29, a decrease from last month's 35 and last December's 33.

- Attendance at our new *Family Story Evening Play and Learn* also decreased from last month's 11 to an average of nine this month. The Pajama Storytime event had an attendance of 26 and was averaged into the month total for the *Family Story Evening Play and Learn*.

Explore and Discover:

- Tim and Becky Hattenburg presented their book, *Death Ride: A Child's Night of Terror* at the *Moran Prairie Book Club*; seven attended. The Moran Prairie Friends provided refreshments.
- The weekly *LEGO Club* averaged five attendees, a significant decrease from last month's 15.
- 22 attended the *Bonds of Love and Remembrance* program. The Moran Prairie Friends sponsored this event.

Support Job Seekers and Local Businesses:

- We proctored one exam this month.

Connect Communities:

- We had 52 meeting room bookings, a decrease over last month's 64.
- I attended the Mullan Road PTG meeting. As a follow up to interest in using cards in the classroom, we brought teacher applications and 80922 cards for classrooms to access homework databases.
- I continue to regularly attend Lions meetings.
- Kim Loberg displayed her drawings in the display case.

North Spokane: Jason Johnson

Develop Young Learners:

- 742 children and their parents and caregivers attended early learning programs this month. This is a 13% decrease from last month and a 1% increase from December 2014.
- Baby Play and Learn Storytime averaged 20 attendees. This is the down 11 from last month's average and down 4 from December 2014.
- Preschool Play and Learn Storytime averaged 30 attendees. This is down 11 from last month and down 12 from December 2014.
- Toddler Play and Learn Storytime attracted an average attendance of 37. This is down eight from last month and up eight from December 2014.
- Family Play and Learn Storytime averaged 18 attendees. This is down one from last month and up six from December 2014.
- Staff provided Storytime for 186 attendees at outreach facilities.

Explore and Discover:

- 72 members of all ages attended seven Explore and Discover events this month.
 - Nine adult members attended *North Spokane Book Club*.
 - Five teen/tween members attended *Tween Club: Shrinky Dinks*.
 - 36 children and their families attended four programs: 10 for *Monday Funday: LEGOs*, 10 for *Monday Funday: Games*, nine for *Monday Funday: Pokémon*, and seven for *Monday Funday: Art*
 - 22 members attended *Zentangle*.

Connect Communities:

- Local Artist, Susan Rohrback, continued to display a selection of her paintings in the library.

Otis Orchards: Kathy Allen

Develop Young Learners:

- *Play and Learn Storytime* had 66 participants this month, with an average of 16.5. This was up from last month's average of 15.3.
- We presented six Outreach Storytimes visiting Otis Orchards ECEAP, East Farms ECEAP and Little Explorers. Total attendance was 104 with an average of 17.3. This was up from last December when we visited 5 facilities for a total of 73, with an average of 14.6.
- Three boys from Cub Scout Troop 325 visited the library for a tour and help for finding information on the history of Otis Orchards, then and now.
- Monthly *LEGO Club* had 14 attend, up from last month's total of 11.
- We conducted one Book-a-Librarian session.

Connect Communities:

- Tammy Henry attended the monthly meeting of the Newman Lake Ladies Aid and Civic Society.

Spokane Valley: Aileen Luppert

Develop Young Learners:

- 597 children and their parents and caregivers attended 33 early learning programs this month. This is a 35% decrease from last month, but not surprising given the holidays.
- *Baby Play and Learn Storytime* averaged 19. This is up one since last month and up five from December 2014.
 - *Toddler Play and Learn Storytime* averaged 22. This is down eight from last month and down six from December 2014.
 - *Preschool Play and Learn Storytime* averaged 21 attendees. This is down nine from last month and down eight from December 2014.
 - *Evening Family Storytime* averaged 15 attendees. This is up four from last month and up two from December 2014.
 - Staff provided Storytime for 76 attendees at seven outreach facilities. This is a decrease from last month, which had 348 attendees at 27 facilities.

Explore and Discover:

- 186 members attended 13 Explore and Discover events this month.
 - Adult Programs:
 - Book Clubs at SV and Broadway Court Estate (15)
 - Tween/Teen Programs:
 - Two Mica Peak HS Thursday Thing (average of four)
 - *Tween Club* (18)
 - *Random Fandom* (five)
 - Children/Family:
 - *Too Fun Tuesdays* (Average is 17. This is an increase. LEGOs remains most popular.)

Family All Ages Programs:

- *Let There be LEGOs* (42)
- *War Bonds: Love Songs from the Greatest Generation* (10)

Support Job Seekers and Local Businesses:

- Staff proctored 10 exams.

Connect Communities:

- Diane Brown, Sheree West and I attended the SV Chamber Big 5 Planning Summit at Center Place.
- *Pajama Storytime* with local authors had 43 attendees. There was a small attendance bump the following week at regular *Evening Family Storytime*.
- I attended Central Valley School District's Truancy Board Hearing.
- I presented at Centennial Middle School Career Day to three classes about my former career as a paralegal and current career as a librarian.

Public Use Measures

DECEMBER 2015

Measure	This year	Last year	YTD	Last YTD	Rolling YTD
	This Month	This Month	This year	Comparison	Comparison
Registered borrowers	116,003	117,177		-1%	
Door count	91,848	99,043	1,336,909	-2%	-2%
Circulation	199,172	207,443	2,635,592	-2%	-2%
Digital Media Catalog	33,972	29,797	391,062	17%	17%
Programs					
Number	242	252	3,218	11%	11%
Attendance	5,863	7,887	79,392	3%	3%
Group Visits					
Number	4	4	49	-8%	-8%
Attendance	70	105	1,467	-10%	-10%
Software Station bookings	16,445	19,017	245,083	-2%	-2%
Meeting room bookings	256	287	3,854	11%	11%
Holds placed					
By customers	27,142	28,944	374,852	-5%	-5%
By staff	6,313	6,900	85,519	-5%	-5%
Digital Media Catalog	9,731	8,703	116,211	13%	13%
Database use					
Searches	138,390	88,387	1,429,429	11%	11%
Retrievals	33,110	22,591	368,694	-19%	-19%
Website use (Remote)					
User sessions	117,877	92,802	1,518,438	32%	32%
Page views	274,516	206,876	3,012,721	22%	22%
Catalog	40,745	43,347	527,011	-9%	-9%
Database Access	4,740	5,061	54,548	-7%	-7%
Interlibrary loans					
Loaned	242	254	3,873	14%	14%
Borrowed	410	495	6,206	3%	3%

Public Use Measure Definitions

Registered borrowers: 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.*

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

Reference inquiries: Number of customer questions, other than directional. *Data collection method: Monthly sampling hand tally and spreadsheet entry.*

Programs: Programs presented by the District. *Data collection method: Hand tally and spreadsheet entry.*

Group visits: Visits to a library by groups for reasons other than program attendance. *Data collection method: Hand tally and spreadsheet entry.*

Software Station bookings: Number of sessions booked by customers on software stations (Internet, office and educational software applications). *Data collection method: Actual computer system count.*

Meeting room bookings: Number of times meeting rooms used by outside groups. *Data collection method: Hand tally and spreadsheet entry.*

Holds placed: Requests for specific titles in any format. *Data collection method: Actual computer system count.*

By customers: Placed online by customer, whether from library or remotely.

By staff: Placed for customers, usually as part of a reference transaction.

Database use: Use of online databases licensed by SCLD. *Data collection method: reports from database vendors.*

Searches: Number of database searches.

Retrievals: Number of search result documents retrieved.

Web site use: "Hits" on SCLD website. *Data collection method: Actual computer system count of activity initiated outside the network.*

User sessions: Number of times website is accessed by individual IP address.

Page views: Number of times each page is accessed.

Catalog: Subset of page views; shows the number of times customers enter the catalog through the website.

Database access: Subset of page views; shows the number of times customers enter a subscription database from the website.

Interlibrary loans: Items borrowed from or loaned to from another library system. *Data collection method: Computer system count.*

Communication Report December 2015

Marketing Activities

- Christmas Bureau Bookmarks
 - Designed and had printed bookmarks with Spokane County Library District hours and locations on one side and Spokane Public Library hours and locations on the other
- Airway Heights Winterfest
 - Flyers, digital displays, calendar listings, social media
- Pajama Storytime
 - News item, flyers, digital displays, calendar listings, social media
- Bonds of love and remembrance
 - News item, flyers, digital displays, calendar listings, social media
- January Current ad
 - Edited article written by Gwendolyn Haley, designed ad promoting Exploring Human Origins, pitched story to Current staff writers
- January Kids Newspaper
 - Wrote and designed advertorial and ad promoting Exploring Human Origins: Discover your inner caveman
- Winter Large Print booklist
 - Edited the booklist, designed layout, and facilitated printing and mailing of the booklist
- STARS class reschedule
 - Updated calendar and shared reschedule on social media
- Update to renew your card page
 - Edited verbiage update
- Coming Soon Human Origins Signs
 - Created additional “coming soon” signage for Exploring Human Origins
- Exploring Human Origins Reception invite
 - Wrote and designed invites and envelopes for the EHO reception
- Washington Wildfires: Local Conversations
 - News item, press release, poster board sign, digital displays, social media, flyers
- Alzheimer's Programs
 - News item, press release, digital displays, social media
- Night Out at the Library (Otis Orchards open house with Otis Orchards Elementary)
 - Flyers, digital displays, calendar listings, social media
- Exploring Human Origins (work started in November, to continue into January)
 - Wrote and designed reception invite, PDF invite for educators, physical invite for clergy, teaser ad in the Inlander, program brochure – still to be completed in December and January: keyword paragraphs, press release, digital signage, ad in the Current, ad in Kids newspaper, banner ad with KHQ, radio ads, landing page, calendar listings, social media
- Just Play
 - News item, flyer, digital displays, social media, calendar listings
- Meet the author: Tim Hattenburg
 - News item, flyers, social media, calendar listings
- SCLD Navigators & Open Enrollment
 - News item, press release, digital displays, and social media

News coverage

- Dec 1 – Spokesman Review – Library cards a new offering at Christmas Bureau
- Dec 11 – Spokesman Review – The line formed early for the Christmas Bureau’s opening day
- Dec 16 – Spokesman Review – Spokane County Library District won’t try again on new Valley library
- Dec 18 – Spokane Valley News Herald – “Exploring Human Origins” coming
- Dec 27 – Spokesman Review – Inland Northwest residents share their New Year’s resolutions for region

Press Releases

- Dec 15 – Exploring Human Origins, A Smithsonian traveling exhibit, coming to Spokane
 - Dec 18 – Spokane Valley News Herald – ‘Exploring Human Origins’ coming
 - Dec 30 – Spokesman Review – North Spokane Library to host Smithsonian exhibit
 - Dec 31 – Spokesman Review – Smithsonian traveling exhibit explores human origins
 - Dec 31 – Inlander – Community events: Being Human at North Spokane Library
- Dec 17 – SCLD Holiday Closure (Christmas and New Year’s Day)
 - Dec 24 – Cheney Free Press – Holiday closures Dec. 24-25
- Dec 21 – North Spokane Library closed on January 4 to prepare for Human Origins exhibit
- Dec 29 – Community conversations examine impact of Washington wildfires
 - Dec 30 –Journal of Business eBlast – Meetings on Washington wildfires planned

E-Marketing (Website, Social Media, Email)

Social Media:

- Facebook: # of fans: 2,628
- Twitter: # of followers: 1,746
- Pinterest: followers: 1,501

Library District Blog:

The most viewed blog post during the month of December was actually a post we originally published in June of 2015 with 585 views: *16 Best Audiobooks for Family Road Trips*. The most viewed posts that were published last month were *Just Play (news item)* with 516 views, *‘Twas the night before Christmas...* with 362 views, and *If you can design it, we can print it* with 324 views.

Blog posts:

- Dec 1 – Holiday gift guide: Uncle’s Games recommends games to give
- Dec 2 – The best sci-fi graphic novels of 2015
- Dec 3 – The Force Awakens: A reading list for the Star Wars novel nerd
- Dec 4 – Pajama Storytime and Zentangle programs rescheduled
- Dec 7 – Meet the Author: Tim Hattenburg
- Dec 8 – Holiday gift guide: Meaningful alternatives to traditional Christmas presents
- Dec 9 – If you can design it, we can print it
- Dec 10 – Library Hack: Around Town
- Dec 11 – From the director...
- Dec 14 – Just Play
- Dec 15 – ‘Twas the night before Christmas...
- Dec 15 – Guilty Pleasures: Self-help books
- Dec 16 – Holiday Blitz! Big Table invites you to give back this Christmas
- Dec 17 – Library Hack: hoopla digital comics

- Dec 18 – Holiday closure
- Dec 21 – North Spokane Library closed on January 4 to prepare for Human Origins exhibit
- Dec 22 – Mixtape: Festive holiday albums
- Dec 23 – Library Hack: Hidden gems of the Digital Library
- Dec 28 – Washington wildfires: Is this the new normal?
- Dec 29 – Library Hack: Resources for New Year's resolutions
- Dec 30 – Reading resolutions: Up your reading game in 2016

eNewsletter email:

- 75,983 sent on December 15, 2015
- Open rate: 23.1% (17,515)
- Clicked: 1,610 (2.1% click rate)
- Unsubscribed: 199

Community Events (Around Town):

The Communication Department made edits to 48 librarian submitted Community Events, which are posted in the Around Town sections of the Hours and Locations pages.

Community Calendars

Library event information submitted to area community calendar websites, including KREM.com, Inlander.com, Spokane7.com, KPBX.org, KXLY.com, Fox28.com, and VisitSpokane.org

Results – Information and descriptions on the following were included in print publications (Spokesman, Cheney Free Press, Spokane Valley News Herald) and on the respective websites:

- SCLD streaming services (4)
- Spokane County Library Board (meeting date)
- Author Tim Hattenburg
- West Plains tree lighting

Reprints of previously created work & order fulfillment

- War bonds flyers for Airway Heights
- Pencils for Airway Heights
- Pens for Fairfield
- ELS Tablet sign for Argonne

Communication Display Kits provided for community events

- Medical Lake Christmas Tree Lighting
- Christmas Bureau
- Cindy Hval author program

Current & Upcoming Projects & Event Promotion

- January
 - Exploring Human Origins: What Does It Mean To Be Human?
 - Alzheimer's Association Programs
 - Business Resources Promo Piece
 - Deer Park Friends of the Library Winter Fest book sale
 - eNewsletter
 - Night out at the Library (Otis Orchards)
 - Don't Fear the FAFSA
 - 3D Printing FAQs Flyer

- Washington Wildfires: Local Conversations
- Selling Online series
- STCU Workshops
- Argonne Friends of the Library Meeting
- Friends Quarterly Newsletter
- February Kids Newspaper
- Seed Library Envelope
- Library Legislative Day Materials
- February
 - North Spokane Friends of the Library Meetings
 - Spokane Valley Tween Club
 - North Spokane Tween Club
 - Spokane Valley Random Fandom
 - North Spokane Friends of the Library Meetings
 - Learning trail sign
 - When a Parent Can No Longer Manage Money
 - Otis Orchards Seed Library Gardening Series
 - Medical Lake Seed Library
 - Deer Park Seed Library
 - ProCitizen
 - 2016 Free AARP Tax Aide
 - Dr. Seuss Celebration
 - Online Investing for Beginners
 - Estate Planning Workshops
 - 3D Printing Web Page
 - March Kids newspaper
 - Kindergarten Registration Kick-Off
 - February - National Heart Month
- March
 - Deer Park Friends of the Library meeting
 - North Spokane Friends of the Library Book Sale
 - Spring Cleaning
 - Bedtime Math: March of the Stuffed Animals
 - Come Code!
- April
 - SCORE Workshops
 - Genealogy classes
 - Harry Potter Parties

Financial Report Year Ended December 31, 2015

Revenues in total are \$234,000 less than budget, further explained as follows:

- Property tax revenue is approximately \$30,000 lower than budget due to capacity built in at budget time to allow for late assessed property valuations changes. These occasionally affect the final levy to the positive, although that wasn't the case in 2015. The actual collections of \$10,706,000 did exceed the actual levy of \$10,674,186.
- Grant and donation revenues are \$52,000 lower than budget as there was \$50,000 in capacity for future grants in the budget. We did not receive any such new grants.
- Other revenues were \$139,257 under budget. The proceeds of the sale of the Upriver Drive house was included in this budget line. Although we did sell the house late in the year, we chose to deposit the proceeds of this sale directly to the Capital Projects Fund, which was where the property was originally purchased. As evidenced by the results reported, we no longer needed this revenue in the general fund.

Expenses

Expenses in total in this month's report are approximately \$700,000 less than budget, further explained as follows:

- Total salaries are \$73,000 below budget. Since we have paid the final paychecks for December, the salary and benefit amounts in this report are final. Total salaries are below budget predominantly because two positions were not filled for nearly the entire year. Otherwise, total salaries coming in at 99% of budget demonstrates very accurate budgeting.
- Total benefits are \$111,000 under budget. Along with the normal amount of payroll taxes not spent proportional to the salary amount under budget, we budgeted \$23,000 for long-term disability benefit, only to find out in January that the Association of Washington Cities (AWC) declared a premium holiday for all of 2015. Medical insurance came in more than \$40,000 under budget due to employee turnover. Along with the two positions mentioned above, we had other retirements and vacancies where the positions were left vacant for the appropriate number of months to cover earned leave. Medical premiums were not paid for these vacant months.
- Library programs are under budget \$38,000. There was the matching \$50,000 in capacity for future grant-supported library programs in the budget that was not received in 2015, offset partially by local Friends supported program costs that were not budgeted.
- The operational contingency was not needed in 2015, thus the entire \$104,000 is now considered under budget.
- The rest of the variance, over \$200,000 in the equipment and software line, and over \$100,000 in the services line, is explained by our capital expenditures coming in well below budget. As we have reported throughout the year, we deferred many capital items for various reasons into 2016.

Even though the District uses cash basis, the rules allow for a short, two to three week grace period to allow all expenditures to be captured for 2015. Thus, a final report will be reported next month.

**Spokane County Library District
Summary of Revenues & Expenses - (Cash Basis)
For the Twelve Months Ended December 31, 2015**

	Y-T-D Actual	Annual Budget	Target 100.0% Percent Used	Balance Remaining
REVENUES				
PROPERTY TAXES	\$ 10,706,318	\$ 10,740,000	99.69%	\$ 33,682
CONTRACT CITIES - AIRWAY HEIGHTS	234,371	234,272	100.04%	(99)
CONTRACT CITIES - SPOKANE	132,574	149,643	88.59%	17,069
FINES & FEES	262,119	282,100	92.92%	19,981
GRANTS & DONATIONS	94,881	147,475	64.34%	52,594
E-RATE REIMBURSEMENTS	146,178	120,000	121.81%	(26,178)
OTHER	40,083	179,340	22.35%	139,257
INTEREST REVENUES	26,230	24,000	109.29%	(2,230)
TOTAL REVENUES	\$ 11,642,753	\$ 11,876,830	98.03%	\$ 234,077
TRANSFERS IN	-	-	0.00%	-
TOTAL REVENUES & TRANSFERS IN	\$ 11,642,753	\$ 11,876,830	98.03%	\$ 234,077
EXPENSES				
SALARIES	\$ 5,921,904	\$ 5,995,339	98.78%	\$ 73,435
FRINGE BENEFITS	1,722,620	1,834,205	93.92%	111,585
SUPPLIES	150,643	177,180	85.02%	26,537
UTILITIES	431,742	420,120	102.77%	(11,622)
SERVICES	1,043,854	1,195,815	87.29%	151,961
INSURANCE	65,185	66,885	97.46%	1,700
EQUIPMENT & SOFTWARE	130,637	363,000	35.99%	232,363
LIBRARY MATERIALS	1,418,357	1,403,229	101.08%	(15,128)
ELECTRONIC LIBRARY MATERIALS	171,131	160,000	106.96%	(11,131)
LIBRARY PROGRAMS	118,541	156,883	75.56%	38,342
OPERATIONAL CONTINGENCIES	0	104,174	0.00%	104,174
TOTAL EXPENSES	\$ 11,174,614	\$ 11,876,830	94.09%	\$ 702,216
TRANSFERS OUT	-	-	0.00%	-
TOTAL EXPENSES & TRANSFERS OUT	\$ 11,174,614	\$ 11,876,830	94.09%	\$ 702,216
Net Excess of Revenues Over/(Under) Expenses	\$ 468,140	\$ -		
BEGINNING CASH	4,406,754			
NET FROM ABOVE	468,140			
ENDING CASH	\$ 4,874,893			
Number of months cash on hand	4.9			
Capital Project Fund Balance	1,044,650			

Spotlight Airway Heights Library

Library Supervisor Stacy Ann Kvamme and Community Librarian Corinne Wilson will share highlights of Airway Heights Library and the community it serves.

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

OVERVIEW SCLD WELLNESS PROGRAM

Library Supervisor Catherine Nero Lowry and Librarian Diane Brown will provide an overview of the District Wellness Program, 2015 and 2016.

Recommended Action: This item is for your information/discussion only.