

**MISSION**

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

**Board of Trustees Regular Meeting**

January 17, 2017 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 20, 2016, Regular Meeting Minutes [4:00-4:03]
  - B. Approval of December 2016 Payment Vouchers [4:03-4:05]
  - C. Unfinished Business [4:05-4:25]
    1. North Spokane Library Renovation
    2. NS Construction Contract Award: Approval recommendation.
    3. Spokane Valley Library Update/Exploring Options with City of Spokane Valley
    4. Spokane Valley Mall Library Update
  - D. New Business [4:25-4:45]
    1. Friends of the Library Recognition (Resolution No. 17-01): Approval recommendation.
- IV. DISCUSSION ITEMS, POSSIBLE ACTION [4:45-4:50]**
  - A. Future Board Meeting Agenda Items
- V. REPORTS**
  - A. Trustees [4:50-4:55]
  - B. Executive Director [4:55-5:00]
    - Administrative
    - Community Activities
  - C. Public Services [5:00-5:05]
  - D. Communication [5:05-5:10]
  - E. Fiscal [5:10-5:15]
  - F. Spotlight – Airway Heights Library [5:15-5:25]
  - G. Overview – Program Marketing [5:25-5:45]
- VI. PUBLIC COMMENT**
- VII. ADJOURNMENT**

[Estimated meeting length: One hour and 45 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.***

01/17/17

**SPOKANE COUNTY LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING MINUTES: DECEMBER 20, 2016**

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The Board of Trustees of Spokane County Library District met in regular session in the public meeting room at Argonne Library, 4322 N. Argonne Rd., Spokane, WA, at 4:00 p.m., Tuesday, December 20, 2016.

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

**Excused:** None.

**Also Present:** Kristy Bateman, Library Services Manager; Toni Costa, Chief Human Resources Officer; Stacey Goddard, Library Services Manager; Rick Knorr, Chief Financial Officer; Patrick Roewe, Deputy Director; Andrea Sharps, Collection Services Director; Doug Stumbough, IT Director; Amber Williams, Strategic Initiatives Librarian; and Patty Franz, Administrative Assistant.

**Guests:** None.

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

**Agenda (Item II.)** Mr. Teterud moved and Ms. Thompson seconded to approve the agenda. The motion was approved.

**Approval of Nov. 15, 2016, Regular Meeting Minutes, (Item III.A.)** Mr. Johnson called for corrections to the November 15 regular meeting minutes. There were no corrections; the minutes stand approved as written.

**Approval of Payment Vouchers, November 2016 (Item III.B.)** Mr. Craig moved and Ms. Thompson seconded approval of the November 2016 bill payment vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal	Total
Nov - L01	51148-51309 and W00376-W00384	\$549,714.59	\$549,714.59
	11102016PR and 11232016PR	\$356,265.04	\$356,265.04
L01		Total	\$905,979.63

There were no questions. The motion was unanimously approved.

## Minutes - Board of Trustees' Meeting

December 20, 2016

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### **Unfinished Business North Spokane Library Renovation (Item III.C.1.)**

NORTH SPOKANE LIBRARY RENOVATION. Chief Financial Officer Rick Knorr reported a Request for Proposals (RFP) was announced and bid documents made available at Bernardo-Wills Architects and the Spokane Regional Plan Center. A non-mandatory walk-through for interested contractors is scheduled for Thursday, Dec. 29, at North Spokane Library. The bid process will close Jan. 11. Mr. Knorr anticipates being able to bring a construction contract award recommendation to Trustees at their January meeting. In response to Mr. Teterud's query, Ms. Ledebouer confirmed the Library District is obligated to take the lowest, responsive bid that meets minimum criteria. In response to queries from Messrs. Johnson and Teterud, Ms. Ledebouer said the Library District does not plan to utilize bid bonds, and in lieu of legal counsel review of the bids/contract, a project manager independent of BWA, will conduct review. As a safeguard, Ms. Ledebouer invited Mr. Johnson to be part of the process. In response to Mr. Craig, Ms. Ledebouer confirmed the District reserves the right to reject all bids. There was no further discussion.

### **Unfinished Business Spokane Valley Library Update/ Exploring Options with City of SV (Item III.C.2.)**

SPOKANE VALLEY LIBRARY UPDATE/EXPLORING OPTIONS WITH CITY OF SPOKANE VALLEY. Ms. Ledebouer updated Trustees regarding ongoing communications with the city of Spokane Valley. City Manager Mark Calhoun recently agreed to release a joint press release from both the Library District and the city of Spokane Valley. The purpose of the press release is to assure the public that the Library District and city of Spokane Valley will work collaboratively to explore options toward a future library in Spokane Valley. Also, if approved by City Council, it will announce the formation of a Library Ad Hoc Committee comprised of Library District and city of Spokane Valley staff, along with two library trustees and two council members. If approved, the Library Ad Hoc Committee appointments will be made Jan. 4, and discussions regarding potential plans for a new Spokane Valley Library will continue through 2017. Mr. Johnson expressed interest in a future meeting with the Spokane Valley mayor and city council. Mr. Craig expressed satisfaction for how communications with the city have taken place, thus far. There was no further discussion.

### **Unfinished Business Spokane Valley Mall Library Update (Item III.C.3.)**

SPOKANE VALLEY MALL LIBRARY UPDATE. Ms. Ledebouer reported at a recent meeting library staff expressed excitement about the mall library opportunity. Mr. Roewe reported the fundamental premise of the new space will be to operate as a transactional vs. experiential library. The mall library will be open 73 hours a week; more open hours than other District libraries. IT Director Doug Stumbough reported Integra Telecom will provide the Internet installation within a timeframe of 90-100 days at a generously discounted rate. In response to Mr. Johnson's query, Mr. Stumbough said a contingency plan is in place to have several wireless hot spots available through opening day, should the Integra timeframe not be met. Ms. Ledebouer noted opening day is planned for May, following

completion of renovations at North Spokane. She also reported mall management has expressed interest in enabling the library to stay in its initial space, which has a location and dimensions that fit well for a library. In response to Mr. Johnson's query, Mr. Roewe reported the mall library will be staffed by six FTEs, with two employees on the frontlines at all times. In response to Mr. Craig's request, staff will provide a service plan and budget overview for the mall library in advance of the January meeting materials packet to allow ample time for review. There was no further discussion.

**Unfinished Business**  
**Budget 2017 -**  
**Resolution 16-11**  
**(Item III.C.4.)**

**2017 BUDGET**

ADOPTING A 2017 FINAL BUDGET (RESOLUTION No. 16-11). Mr. Teterud moved and Mr. Craig seconded that Resolution No. 16-11, Adopting a 2017 Final Budget, be adopted.

**RESOLUTION NO. 16-11**

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, ADOPTING A 2017 FINAL BUDGET; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

Mr. Craig commented that he'd like to see the Capital Fund strengthened next year to prepare for potential collaboration with the city of Spokane Valley. Mr. Johnson asked if there were potential for renovations at NS to come in under budget. Ms. Ledebouer said the construction budget should be adequate with a minimal budget for furnishings. Mr. Craig said he supports funding new furniture for the reading area. There was no further discussion.

**Unfinished Business**  
**2016 Work Plan –**  
**Year in Review**  
**(Item III.C.5.)**

**2016 WORK PLAN – YEAR IN REVIEW.** Ms. Ledebouer highlighted the District's volunteer program, developed this year by new Volunteer Coordinator Jamie Van Wormer, who Ms. Ledebouer noted has done a great job. Ms. Ledebouer also highlighted the Friends of the SCLD program as another accomplishment to feel proud of this year. The groundwork for projects at North Spokane and Spokane Valley are underway, and successful programs will be carried over into next year. Mr. Teterud said he noticed the 3D printer is up and running. Ms. Ledebouer added the media lab will be geared up for interactive programming. There was no further discussion.

**New Business**  
**2017 Work Plan**  
**(Item III.D.1.)**

**2017 WORK PLAN.** Ms. Ledebouer pointed out the Community Engagement Plan (CEP) was not included in this plan, as the Work Plan for 2017 includes administrative activities in support of District operations that may indirectly impact the CEP. She also noted the purpose of the brand-new library event magazine, Engage, is to better communicate to the public about library programs and services and to help build community. There was no further discussion.

**New Business  
SV Mall Lease  
Agreement  
(Item III.D.2.)**

SPOKANE VALLEY MALL LIBRARY LEASE AGREEMENT. Discussion ensued among Trustees regarding review of the temporary tenant lease agreement with Spokane Valley Mall. Ms. Ledebouer pointed out the agreement is boilerplate and friendly toward the mall, yet management has been amenable to District concerns. In response to Ms. Thompson's queries, Ms. Ledebouer said at this time there is only one vacancy at the mall, and to date it has never been built out. The biggest unknown at this time, however, is if the mall library will be able to occupy its initial placement throughout the lease duration. Ms. Thompson expressed concern for how communications will be handled by the mall, should the library be asked to vacate premises for another establishment. Ms. Ledebouer noted a longer-term lease agreement could be negotiated upon success of the library. In response to Mr. Teterud's queries, Ms. Ledebouer said it is District staff's intent to negotiate a one-year lease, and mall management has increased its notification to move tenants from 5 to 45-days. In response to Mr. Teterud's suggestion to negotiate a three-year lease, Mr. Knorr said a temporary tenant lease is less costly, yet he will inquire if a 12-month lease would be negotiable. Ms. Ledebouer indicated that Trustees would need to name the new location prior to signing a lease for the mall library. Mr. Knorr further added the District's trade name is required within the signage. After brief discussion, the signage topic was tabled until January at the request of Mr. Johnson. Mr. Roewe apprised Trustees that the District's Code of Conduct policy may need to be adjusted to recognize additional rules applicable to the mall that would also apply to the library. Trustees asked staff to continue to communicate with mall management to determine the best terms for moving forward on a lease, for which Trustees plan to take further action early next year.

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

COMPENSATION STUDY. Ms. Thompson moved and Ms. Carlson seconded approval of granting the compensation study contract award to Pontifex Consulting Group, LLC. Chief Human Resources Officer Toni Costa reviewed the cost, general approach, and qualifications of a compensation study conducted by Pontifex. Ms. Costa commented the organization fits the District's culture and philosophy, and for a cost of \$19,500, was also the lowest of the three bidders. In response to Mr. Johnson's query, Ms. Costa said the total cost could be lowered through a mix of in-person and virtual meetings. In response to Ms. Thompson, Ms. Costa said the Consulting Group's references were excellent, and it brings both a data and real life approach to the review. In response to Mr. Teterud, Ms. Costa said it will take a full year to administer the review, put a new plan in place, and support Q & A. In response to Mr. Johnson, Ms. Ledebouer said the last compensation study was in 2009, with a more recent review postponed because of health insurance increases. Depending on the outcome of this study, recommendations can be addressed in 2018 or phased in over several years. Mr. Craig noted that he hoped staff salaries have been kept

at market level with increases motioned into effect over the years by the Board of Trustees. Mr. Teterud also asked if the consulting group will address staff benefits, particularly vacation time. He noted he has heard through conversations with staff that some find it impractical to schedule their vacation time in advance. Ms. Ledebouer responded that consultants will look at the overall policy related to vacation as part of the District's compensation package. She indicated that vacation schedules have more to do with District procedures. Mr. Roewe added scheduling vacation in advance has partly to do with District needs. Ms. Ledebouer said staff will prepare a report for Trustees to help provide assurance that the process is equitable. There was no further discussion.

The motion was unanimously approved.

**New Business  
2017 Meeting  
Schedule  
(Item III.D.4.)**

2017 MEETING SCHEDULE. Mr. Teterud moved and Ms. Carlson seconded approval of the 2017 meeting schedule, with amendments as discussed. Ms. Ledebouer proposed Trustees take off the June meeting. She explained the Argonne Library had been invited to host the monthly chapter meeting of Executive Women International (EWI) Spokane, which will offer positive exposure for the District. Ms. Thompson reported she is unable to attend the January and February meetings, in accordance with the regular schedule. Following discussion and agreement by consensus, the February meeting will move from Feb. 21 to Monday, Feb. 13, to facilitate Ms. Thompson's schedule. There was no further discussion.

The motion was unanimously approved.

**New Business  
2017 Board of  
Trustees Officers  
Election  
(Item III.D.4.)**

2017 BOARD OF TRUSTEES' OFFICERS ELECTION. Ms. Thompson motioned the nominations of Mr. Craig to serve as chair and Mr. Johnson to serve as vice chair for the 2017 calendar year. Mr. Teterud seconded the motion. The elected officers will serve from January 1 through December 31, 2017. It was necessary for Ms. Thompson to amend her original motion of Mr. Johnson as chair and Mr. Craig as vice chair, as it was Mr. Johnson's preference to serve as vice chair in 2017.

AYES, and in favor thereof, Trustees: Mark Johnson, Sonja Carlson, Kristin Thompson, and Wesley Teterud.

NAYS, Trustees: None.

ABSENT, Trustees: None.

ABSTAIN, Trustees: John Craig.

There were no questions or public comments.

The motion was approved.

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

Chair Johnson reviewed forthcoming agenda items for the next two months. The January meeting will be held at Airway Heights where the agenda is anticipated to include the NS construction contract award. The February meeting will be held at Moran Prairie. Ms. Ledebouer noted the

agenda will include a report on the Community Engagement Plan. Mr. Johnson pointed out Library Legislative Day is scheduled for Thursday, March 16, in Olympia. There was no further discussion.

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

Trustees Thompson and Craig reported on their experiences as part of a group of more than 80 who attended the Volunteer Appreciation Dinner held December 1 at Argonne Library. They commented that everyone in attendance seemed happy as volunteers for the library, and happy to be in attendance at the recognition event. Trustees commented on their enjoyment of the event, and the astonishing list of prizes that were generously donated by area businesses. They also complimented the delicious barbecue meal prepared by Toby's BBQ of Veradale, WA. There were no other reports.

**Executive Director's  
Report, Nov. 2016  
(Item V.B.)**

The Executive Director's written report for November provided prior to the meeting included information on the Business Office, Finance and Facilities, Collection Services, Human Resources, Information Technology, and Community Activities. Ms. Ledebauer additionally reported that Facilities staff is working diligently to upgrade building lighting to LED bulbs by the end of January. Mr. Knorr reported the entire project is subsidized by Avista. Ms. Ledebauer pointed out Active Shooter training was completed for all staff. Also, a change was implemented regarding hoopla. Staff debated metering a popular service, yet establishing a monthly cap per user allows new-user access without exhausting revenues. In response to Mr. Johnson's query, Collection Development Officer Andrea Sharps said the cap will affect some power users. Regarding city of Spokane Valley and the potential for a new library, Mr. Teterud raised discussion about the District exploring options with the City. Ms. Ledebauer said thus far, the City has attempted to be creative in looking for ways it can support building new libraries. There was no further discussion.

**Public Services  
Report, Nov. 2016  
(Item V.C.)**

Deputy Director Patrick Roewe and Library Services Manager Kristy Bateman provided a written report prior to the meeting for November 2016, with data for customer use measures, programming and library activities. Mr. Roewe pointed out the Bulletin Boards and Community Interest Publications policy was up for review this month, for which staff recommends no changes at this time. He noted District Words programming and the Thinking Money exhibition are now completed. There was no further discussion.

**Communication  
Report, Nov. 2016  
(Item V.D.)**

Communication & Development Officer Jane Baker provided a written report prior to the meeting for November 2016 communication activities. Mr. Teterud commented on the quality of Engage magazine, a new library

publication just off the press today. There was no further discussion.

**Fiscal Report,  
Nov. 2016  
(Item V.E.)**

Revenue and Expenditure Statement through November 30, 2016.

<u>Fund 001</u>	
Revenues	\$ 11,791,609
Expenditures	\$ 10,513,783
Ending Fund Balance	\$ 5,809,242
Fund Budget Expended	88.37%

Mr. Knorr pointed out the budget is ahead of forecast. The year is coming in as projected. Ms. Ledeboer said the transfer of surplus funds will likely be determined when all Trustees are available for discussion. She also noted the surplus has been helpful toward the mall library project. There was no further discussion.

**Public  
Comment  
(Item VI.)**

There was no public comment.

**Adjournment  
(Item VII.)**

Chair Johnson adjourned the meeting at 5:26 p.m. The next Board Meeting is scheduled for Tuesday, January 17, 2017, at 4:00 p.m., in the public meeting room at Airway Heights Library.

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John Craig, Chair 2017

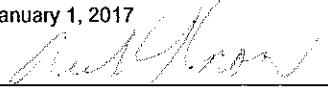
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Nancy Ledeboer, Secretary of the Board of Trustees



**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, 2016, and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$833,592.08 for the general fund and \$24,168.47 for the capital projects fund and are authorized to authenticate and certify these claims.

DATE: January 1, 2017  
 SIGNED:   
 TITLE: Chief Financial Officer

SIGNED:   
 TITLE: Executive Director

VOUCHER NUMBER	DESCRIPTION	VOUCHER AMOUNT
051310	ABM JANITORIAL SERVICES - NW CUSTODIAL SERVICES	\$ 12,833.38
051311	AMERICAN LIBRARY ASSOCIATION DUES AND MEMBERSHIPS	125.00
051312	CENTURYLINK ANALOG TELEPHONE LINES	72.66
051313	CENTURYLINK ANALOG TELEPHONE LINES	62.03
051314	CENTURYLINK ANALOG TELEPHONE LINES	61.71
051315	CENTURYLINK ANALOG TELEPHONE LINES	41.54
051316	CITY OF SPOKANE WATER & SEWER - MORAN PRAIRIE	276.13
051317	CITY OF AIRWAY HEIGHTS WATER & SEWER - AIRWAY HEIGHTS	130.49
051318	CITY OF CHENEY WATER, SEWER, ELEC. - CHENEY	720.57
051319	CITY OF DEER PARK WATER & SEWER - DEER PARK	72.67
051320	CAPITAL ONE NAT'L ASSOC OFFICE/LIBRARY SUPPLIES/COSTCO	240.58
051321	DEMCO, INC. OFFICE/LIBRARY SUPPLIES	604.75
051322	DEVRIES INFORMATION MGMT COURIER SERVICE	4,320.00
051323	EARTHWORKS RECYCLING, INC RECYCLING	155.00
051324	EMPIRE DISPOSAL INC. SOLID WASTE - FAIRFIELD	37.19
051325	FAUCETS 'N STUFF PLUMBING PLUMBING REPAIRS	195.60
051326	FREE PRESS PUBLISHING, INC LIBRARY MATERIALS	25.00
051327	GALE/CENAGE LEARNING LIBRARY MATERIALS	574.91
051328	GARY L. GODDARD LOCK AND KEY REPAIR	127.99
051329	VANTAGEPOINT TRNSFR %M&T BANK-302112 ICMA EMPLOYEE 457 CONTRIBUTIONS	4,197.95
051330	INGRAM DISTRIBUTION GROUP, INC LIBRARY MATERIALS	3,804.08
051331	INTEGRA TELECOM HOLDINGS, INC BROADBAND AND INTERNET	15,630.49
051332	INTEGRA TELECOM HOLDINGS, INC BROADBAND AND INTERNET	2,304.37
051333	INLAND POWER AND LIGHT UTILITIES - AH, DP	634.47
051334	KATIE LE BRUN LIBRARY PROGRAMS	125.00
051335	WICK ENTERPRIZES, LLC ADVERTISING	297.50
051336	TOD MARSHALL LIBRARY PROGRAMS	300.00
051337	McMULLEN & McMULLEN, P.S. GENERAL LEGAL SERVICES	432.00
051338	MODERN ELECTRIC WATER COMPANY WATER, ELEC. - SV	1,936.93
051339	MONTGOMERY HARDWARE MAINTENANCE SUPPLIES	15.75
051340	SWANK MOTION PICTURES, INC. LIBRARY PROGRAMS	256.00
051341	OFFICE DEPOT OFFICE/LIBRARY SUPPLIES	127.27
051342	OVERDRIVE, INC. LIBRARY MATERIALS e-Books	6,387.89
051343	JEFFREY PALMER LOST/PAID REFUND	24.00
051344	WENDY PELLICIO LOST/PAID REFUND	10.00
051345	QUILL CORPORATION OFFICE/LIBRARY SUPPLIES	113.59
051346	RECORDED BOOKS, LLC LIBRARY MATERIALS	384.55
051347	ROCKET BAKERY VOLUNTEER APPRECIATION PROGRAM	75.00
051348	COWLES PUBLISHING CO SUBSCRIPTIONS	147.64
051349	SPOKANE CO. WATER DISTRICT #3 UTILITY FEE - HASTINGS PROPERTY	15.30
051350	STAPLES ADVANTAGE OFFICE/LIBRARY SUPPLIES	488.12
051351	TOBY'S BBQ LLC VOLUNTEER APPRECIATION PROGRAM	1,129.38
051352	UPS SHIPPING	41.50

051353	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	305.71
051354	VERIZON WIRELESS	CELL PHONES (6)	217.51
051355	KAILEY WAGNER	LOST/PAID REFUND	8.00
051356	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	846.41
051357	ABM JANITORIAL SERVICES - NW	CUSTODIAL SERVICES	5,015.36
051358	BUDGET-RENT-A-CAR	CAR RENTAL	100.54
051359	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	27.86
051360	CENTURYLINK	ANALOG TELEPHONE LINES	59.85
051361	CENTURYLINK	ANALOG TELEPHONE LINES	59.83
051362	CENTURYLINK	ANALOG TELEPHONE LINES	85.41
051363	JOANN FARNSWORTH	LOST/PAID REFUND	4.00
051364	FINDAWAY WORLD, LLC	LIBRARY MATERIALS	839.53
051365	KAYLA GARIEPY	LOST/PAID REFUND	7.60
051366	GARY L. GODDARD	LOCK AND KEY REPAIR	219.57
051367	MELISSA GROSS	LOST/PAID REFUND	3.00
051368	HAILEY HOWARD	LOST/PAID REFUND	3.00
051369	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	5,533.30
051370	INLAND POWER AND LIGHT	UTILITIES - AH, DP	328.75
051371	SHANNAN MC INTYRE	LIBRARY PROGRAMS	200.00
051372	MIDWEST TAPE	LIBRARY MATERIALS	4,641.14
051373	LARRY NULL	LOST/PAID REFUND	13.00
051374	OCLC, INC.	CATALOGING & ILL SUBSCRIPTION SVCS	3,357.65
051375	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	70.84
051376	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	180.98
051377	PERRINE PROPERTIES, LLC	SV PARKING LOT LEASE	300.00
051378	PACIFIC NORTHWEST BOOKSELLERS ASSOC	DUES AND MEMBERSHIPS	175.00
051379	RISK MGMT ASSOCIATION	LIBRARY MATERIALS	783.49
051380	SEATTLE PUBLIC LIBRARY	LOST INTERLIBRARY LOAN ITEM	15.00
051381	SAORI SIMPSON	LOST/PAID REFUND	17.00
051382	SPOKANE COUNTY ENVIRONMENTAL SERVICES	SEWER - AR, NS, SV	411.41
051383	MARJORIE SPORN	LOST/PAID REFUND	2.00
051384	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	75.87
051385	TILLAMOOK COUNTY LIBRARY	INTERLIBRARY LOAN FEES	25.00
051386	UPS	SHIPPING	22.95
051387	VIC B. LINDEN & SONS	DEER PARK SIGN REPAIR	416.19
051388	WATERTOWN REGINAL LIBRARY	INTERLIBRARY LOAN FEES	9.00
051389	WHITWORTH WATER DISTRICT #2	WATER - NORTH SPOKANE	28.57
051390	ASSOC OF WASHINGTON CITIES	MEDICAL, DENTAL, VISION & LIFE INS.	767.70
051391	ABM JANITORIAL SERVICES - NW	CUSTODIAL SERVICES	580.05
051392	A+ PRINTING, INC	PRINTING	282.62
051393	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	298.47
051394	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	487.14
051395	CENTURYLINK	ANALOG TELEPHONE LINES	27.19
051396	CENTURYLINK	ANALOG TELEPHONE LINES	37.44
051397	SUSAN CHADDUCK	LOST/PAID REFUND	10.40
051398	CITY OF MEDICAL LAKE	WATER, SEWER, REFUSE - ML	161.97
051399	DEARREADER.com LLC	ELECTRONIC LIBRARY SERVICES	4,527.50
051400	DELL MARKETING L.P.%DELL USA LP	PRINTER SUPPLIES/IT EQUIPMENT	136.95
051401	GALE/CENAGE LEARNING	LIBRARY MATERIALS	1,207.03
051402	GREENLEAF LANDSCAPING, INC.	SNOW REMOVAL	2,397.27
051403	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,197.95
051404	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	7,373.16
051405	INLAND NW BUSINESS ALLIANCE	LUNCH MEETING	30.00
051406	NORTHWEST BUSINESS PRESS INC	LIBRARY MATERIALS	79.95
051407	MARY LYLE	LOST/PAID REFUND	1.80
051408	MICRO AGE	IT HARDWARE & SOFTWARE	341.32
051409	MIDWEST TAPE	LIBRARY MATERIALS	2,824.11
051410	NEW YORK TIMES	LIBRARY MATERIALS	488.80
051411	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	125.36
051412	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	2,460.00
051413	PRESSWORKS	PRINTING	1,344.62

051414	CARA QUIEN	LOST/PAID REFUND	2.20
051415	RECORDED BOOKS, LLC	LIBRARY MATERIALS	142.78
051416	SCHOOL OUTFITTERS	BUILDING REPAIR & MAINTENANCE	102.83
051417	SPOKANE NEIGHBORHOOD ACTION P	PROGRAMMING	675.00
051418	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	705.55
051419	INTERLINE BRANDS, INC.	MAINTENANCE SUPPLIES	16.26
051420	DEER PARK TRIBUNE	LIBRARY MATERIALS	43.00
051421	UNIQUE MANAGEMENT SERVICES	COLLECTION AGENCY & NOTICE FEES	2,909.35
051422	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	12,709.67
051423	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	305.71
051424	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	607.69
051425	WASHINGTON ST HISTORICAL SOC	LIBRARY MATERIALS	35.00
051426	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	14.49
051427	BLACKSTONE AUDIO BOOKS	LIBRARY MATERIALS	329.98
051428	BOOTS BAKERY LLC	LIBRARY PROGRAMS	500.00
051429	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	163.68
051430	CENTURYLINK	ANALOG TELEPHONE LINES	118.22
051431	CENTURYLINK	ANALOG TELEPHONE LINES	78.58
051432	CRAIG BARNETT	LIBRARY MATERIALS	284.91
051433	LILY DIETZEL	LOST/PAID REFUND	12.80
051434	FRONTIER COMMUNICATION	TELEPHONE & BROADBAND - FF	118.79
051435	GALE/CENAGE LEARNING	LIBRARY MATERIALS	8,100.00
051436	GREENLEAF LANDSCAPING, INC.	SNOW REMOVAL	1,554.47
051437	STEVE HILL	LOST/PAID REFUND	28.00
051438	SHENA HINDS	LOST/PAID REFUND	11.00
051439	INFO USA MARKETING, INC.	ELECTRONIC LIBRARY SERVICES	8,918.00
051440	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	6,276.44
051441	DAVE NAIL	ADVERTISING - BANNERS	486.98
051442	GROUP W MARKETING	ADVERTISING - KIDS NEWSPAPER	500.00
051443	ANZHELA MABRY	LOST/PAID REFUND	10.40
051444	MIDWEST TAPE	LIBRARY MATERIALS	2,201.51
051445	OPTUM	H S A ACCOUNT FEES	78.00
051446	OTIS ELEVATOR COMPANY	ELEVATOR MAINTENANCE	455.43
051447	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	4,639.12
051448	SAFEGUARD SOLUTIONS	OFFICE/LIBRARY SUPPLIES	162.97
051449	AMY SANTA	LOST/PAID REFUND	7.00
051450	SPOKANE CO. WATER DISTRICT #3	UTILITY FEE - HASTINGS PROPERTY	15.30
051451	GALE/CENAGE LEARNING	LIBRARY MATERIALS	318.16
051452	HEARTLAND COMMUNICATIONS GROUP	LIBRARY MATERIALS	45.00
051453	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	6,147.32
051454	MIDWEST TAPE	LIBRARY MATERIALS	5,260.50
051455	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	2,555.71
051482	DELL MARKETING L.P%DELL USA LP	TOUCHSCREEN MONITORS FOR SELF CHECK STATIONS	16,188.05
051483	GALE/CENAGE LEARNING	LIBRARY MATERIALS	86.93
051484	MICRO AGE	NEW SURFACE PRO COMPUTERS	9,935.65
W00385	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	39,604.89
W00386	US BANK - HEALTH - OPTUM	H S A CONTRIBUTIONS	1,912.50
W00387	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	58,646.81
W00388	STATE OF WASHINGTON	MONTHLY EXCISE/SALES TAXES	358.32
W00389	ASSOC OF WASHINGTON CITIES	MEDICAL, DENTAL, VISION & LIFE INS.	76,360.34
W00390	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	57,690.90
W00391	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	39,250.76
W00392	US BANK - HEALTH - OPTUM	H S A CONTRIBUTIONS	<u>1,762.50</u>

**Total Non-Payroll General Operating Fund**

**\$ 483,600.55**

**PAYROLL VOUCHERS**

12092016PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	\$ 176,754.15
12232016PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	<u>173,237.38</u>

Total Payroll General Operating Fund

\$ 349,991.53

**TOTAL GENERAL OPERATING FUND**

**\$ 833,592.08**

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**CAPITAL PROJECTS FUND**

<b>VOUCHER NUMBER</b>		<b>DESCRIPTION</b>	<b>VOUCHER AMOUNT</b>
009535	HAMMOND FACILITY CONSULTING SERVICES	OWNER'S REP. SERVICES / N SPOKANE PROJECT	\$ 1,248.84
009536	MOUNTAIN CONSULTING SERVICES LLC	ASBESTOS TESTING / N SPOKANE PROJECT	1,319.63
009537	BERNARDO WILLS ARCHITECTS, PC	ARCHITECTURAL SERVICES / N SPOKANE PROJECT	<u>21,600.00</u>
	<b>Total Capital Projects Fund</b>		<b><u>\$ 24,168.47</u></b>

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Spokane County Library District  
September/October Credit Card Activity  
Paid in December, 2016  
Voucher # 051422

<u>Card Category</u>	<u>Amount</u>
General Purchases	\$6,359.41
Maintenance	798.21
Travel	1,207.09
Acquisitions	3,453.55
Information Technology	830.07
Outreach	61.34
Total Purchases	<u><u>\$12,709.67</u></u>

## NORTH SPOKANE LIBRARY RENOVATION AND CONTRACT AWARD

### Background:

The North Spokane renovation project RFP was published Dec. 16, 2016. A pre-bid walkthrough for prospective contractors was held Dec. 29, and there were numerous contractors represented. Following the pre-bid session, the architect published Addendum #1 on January 5, adding additional detail and specifications as appropriate. Addendum #2 was published January 6, adding additional electrical detail, and Addendum #3 was published on January 9, which eliminated the need for enclosing financial statements in the bid package. We reserved the right to request financial information on a post-bid basis.

The bid due date and time was January 11 at 2 p.m. Five (5) bids were received:

North Spokane Library Remodel Project	
Public Bid Opening Summary of Respondents	
January 11, 2017 2PM	
<u>General Contractor (alphabetical order)</u>	
	<u>Base Bid</u>
Associated Construction	251,208
Darden Enterprises	278,396
Northcon	274,000
M.E. Uphus Construction	241,099
Western States	244,000

Staff will verify the bidding requirements and references of the apparent low bidder and will bring a recommendation to the meeting to approve selection and authorize the Executive Director to enter into the appropriate contract with the same.

CFO Rick Knorr will submit a revised remodel project budget based on the amounts above, and will provide copies at the board meeting. Based upon the bids received, there will not be sufficient funds to complete the alternate project, the restroom remodel.

**Recommended Action:** Board motion and approval to allow the Executive Director to award the contract for performing the North Spokane Library Renovation to the apparent low bidder as presented at the meeting.

**SPOKANE VALLEY LIBRARY UPDATE/  
EXPLORING OPTIONS WITH CITY OF SPOKANE VALLEY****Background:**

On January 5, 2017, a press release went out on behalf of SCLD and the city of Spokane Valley, stating our intent to work together to explore options for library services in the Valley.

Two City Council members were appointed to serve on the Library Ad Hoc Committee: Mayor Rod Higgins and Deputy Mayor Arne Woodard.

Commencement of the Library Ad Hoc Committee meetings is pending further communication from the city of Spokane Valley.

Recommended Action: Appoint two Trustees to serve on the Library Ad Hoc Committee.

## **SPOKANE VALLEY MALL LIBRARY UPDATE**

The mall library task force met twice in December and drafted initial plans for the service model, staffing, collection materials, and furniture, fixtures, and equipment. This plan is detailed in the Spokane Valley Mall Service Plan and Operating Budget Overview sent out in advance of the Board of Trustees' meeting packet for this month.

Based on the discussion and direction from last month's board meeting, CFO Rick Knorr had a more in-depth conversation with mall management. Specific points discussed were:

- How many other spaces would be available if the relocation clause was invoked?  
There are a couple of spaces management stated would be comparable and available if need arises. Mall management has verbally expressed it expects to see us in the initial location for two or three years.
- Can we get an initial no-relocation clause for the first year, before the standard relocation clause becomes effective?  
The mall may be willing to add this for six-months, yet has given no guarantee. Mall management has indicated a major tenant deal that would cause a relocation typically takes months to put together, and it would be rare to be asked to move with less than six months' notice.
- Is the monthly rental price high for a temporary tenant?  
The current rental price of \$36,000 per year for the 2,750 square foot space is roughly \$13 a square foot, and includes common services such as water, sewer, garbage, parking lot maintenance, and security.

Chief Financial Officer Rick Knorr and Deputy Director Patrick Roewe will present an overview of the plan and be available to answer questions.

**Recommended Action:** Board motion and approval to authorize the Executive Director to enter into an initial 13-month lease agreement with the Spokane Valley Mall beginning May 1, 2017, for the purposes of establishing a branch library location.



## **FRIENDS OF THE LIBRARY RECOGNITION (RESOLUTION NO. 17-01)**

### Background:

There are 11 Friends groups that support the 10 libraries of the Spokane County Library District. We are fortunate to have so many volunteers who support their individual library through book sales and their advocacy in the community. In addition, Friends of the SCLD support District-wide programming and awareness by raising funds that go directly to supplement the District's programming budget.

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 Saturday, April 29, Friends of the SCLD will hold its annual meeting for election of officers at the "Friends Helping Friends" event. This event is meant to foster collaboration and sharing of best practices among all Friends of the Library.

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: Board motion to approve Resolution 17-01.

### **Airway Heights**

- Provided funding for toys for Play and Learn
- Provided funding for Summer Reading
- Provided funding for Spokane Is Reading
- Hosted an ongoing weekend book sale throughout the year, including participation in the October District-wide sale

### **Argonne**

- Hosted a booth and book giveaway at Millwood Daze
- Provided funds for educational toys for Play and Learn
- Supported the children's Summer Reading program
- Provided funding for Spokane Is Reading
- Purchased two children's tables
- Held a successful book sale
- Purchased a new Storytime rug
- Provided refreshments for Millwood history programs
- Provided snacks for Storytime in the Park

### **Cheney Library**

- Purchased books for the Cheney Book Discussion Group
- Held three annual sales and participated in the District-wide book sale
- Provided funding for Spokane Is Reading
- Provided funding for summer youth and adult programming
- Provided funding for bilingual books for children participating in Dia de los Libros/National Day, Children's Day/Book Day event
- Provided funds for educational toys for Toddler Play and Learn
- Provided funds for educational toys for Baby Play and Learn
- Provided funds for educational toys for Preschool Play and Learn
- Provided funds for a sandwich board for additional advertising for events
- Provided funds for a hot glue gun and a laminator for Storytime projects
- Sponsored and participated in Mayfest 2016
- Provided funds for the Rodeo Roundup on Rodeo Days Weekend
- Sponsored a Hula Hoop program at Betz Elementary

### **Deer Park Library**

- Decorated the library for the winter holidays
- Provided funding for Spokane Is Reading
- Provided funding and partnered with Deer Park Chamber for Pumpkin Lane
- Purchased refreshments 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 sales throughout the year
- Provided refreshments for the Library's 18th Anniversary celebration
- Provided funds to pay for treats and supplies for the Library Park cleanup
- Provided funds to help pay for the Library Park signage
- Provided funds to dispose of slash from the Library Park cleanup
- Packed multiple boxes of books and arranged Thrift Books pick up

- Sponsored a concert at Deer Park's Mix Park as part of the summer series
- Sponsored the Family LEGO contest at the Deer Park Winterfest celebration
- Sponsored the first annual Poetry Slam at the Deer Park High School
- Provided funds to help support the after school and summer snack programs
- Provided funds for the Deer Park Chamber to pay for a digital sign on Hwy 395 to advertise community events

**Fairfield**

- Supported Spokane is Reading
- Provided coffee and tea for members
- Purchased a play kitchen for children's area
- Held an ongoing book sale in the library
- Participated in the District-wide book sale

**Medical Lake**

- Checked in weekly at the library to go through donations and discard unwanted materials
- Purchased holiday decorations for the outside of the building for the Re-Imagine Medical Lake Winter Festival
- Purchased toys for Play and Learn Storytime totaling about \$200
- Continued to provide coffee service supplies totaling about \$20 per month
- Sorted seeds for and set up the Seed Library
- Donated money for Summer Reading
- Provided funding for book club refreshments
- Provided goodies for the staff during the holidays
- Purchased display case
- Purchased "letters to the library" mailbox
- Held successful book sales totaling \$2,400

**Moran Prairie**

- Provided funds for toys for Toddler Play and Learn
- Provided funds for educational toys for Baby Play and Learn
- Provided funds for educational toys for Preschool Play and Learn
- Promoted Friends at Moran Prairie 10<sup>th</sup> Anniversary event
- Donated \$500 for Moran Prairie 10<sup>th</sup> Anniversary programs and refreshments
- Purchased refreshments for Harry Potter program
- Donated \$200 to Spokane Is Reading
- Donated \$300 for Summer Reading
- Donated \$300 for Poetry Picnic program
- Held spring and fall book sales

**North Spokane**

- Held annual spring and fall book sales
- Provided funds for refreshments at the Human Origins exhibit reception
- Donated \$1,500 to the Summer Reading program
- Donated \$2,500 to Spokane Is Reading
- Purchased coffee supplies for the North Spokane Library staff for the year

- Provided a new coffee maker for the North Spokane Library meeting room
- Provided new puppets for the children's area

#### **Otis Orchards**

- Participated in District-wide book sale
- Purchased poinsettias for front counter
- Purchased LEGO wall for children's area
- Donated \$125 toward Summer Reading programming
- Donated an Easter lily in March
- Donated \$35 for pumpkin seed planting supplies at Otis Days table
- Purchased Butterfly Garden caterpillars
- Donated to Spokane is Reading
- Sponsored a Christmas breakfast for staff

#### **Spokane Valley**

- Held three successful book sales
- Maintained Little Free Library on Conklin Road and on Sprague Avenue
- Provided funds for Mica Peak High School Great Stories Book Club
- Provided funds for Spokane Valley's Harry Potter Party
- Provided funds for Thinking Money Exhibit and related programming
- Provided funds for Spokane Is Reading
- Second Saturday Art Walk posters and refreshments
- Purchased Storytime flannel board
- Purchased new play kitchen for children's area
- Purchased new play kitchen toys and accessories

#### **Friends of the Spokane County Library District**

- Raised funds through online Thrift Book store sale of surplus and donated books
- Sponsored NaNoWriMo Readiness Conference
- Provided funds for Mica Peak High School Great Stories Book Club
- Provided funds for small business owners/employer workshop series
- Provided funds for Thinking Money Exhibit and related programming
- Provided funds for Spokane Is Reading
- Distributed eNewsletter to members highlighting book sales and activities
- Promoted individual libraries' Friends' book sales through email notifications
- Hosted a membership event featuring local authors

Resolution 17-01

**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, Spokane County Library District is also supported by the Friends of the SCLD, a 501(c)(3) tax-exempt organization that raises funds to support programming across the District;

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, Spokane Valley libraries and the Friends of the SCLD.

**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 17th day of January 2017.

SPOKANE COUNTY LIBRARY DISTRICT  
Spokane County, Washington

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John Craig, Chair  
Board of Trustees

ATTEST

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Nancy Ledeboer, Secretary to the Board of Trustees

**FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: FEBRUARY - MARCH 2017**

***February 13, 2017 (Monday): Moran Prairie (4:00 p.m.)***

- NS Renovations
- SV Planning
- Library Mall Update
- Budget 2017: Transfer of Funds Authorization
- Exhibits and Displays Policy
- CEP Report 2016
- Reciprocal Use of Libraries Report 2016
- WLA Legislative Day Key Issues/Preview
- Spotlight Moran Prairie Library
- Overview Employee/Workforce Profile

Please send requests for agenda additions or changes to the Board Chair or Patty no later than Tuesday, Jan. 31, for inclusion in the preliminary agenda to be sent Feb. 1. Meeting packets will be mailed Feb. 8.

***March 21, 2017: Otis Orchards (4:00 p.m.)***

- NS Renovations
- SV Planning
- Library Mall Update
- Compensation Study Report (Tentative)
- Children's Safety in Libraries Policy
- Scheduling and Vacation Practices Report
- Spotlight Otis Orchards Library
- Overview Internal Controls

**SPECIAL MEETINGS/ACTIVITIES**

2017

- Mar 16** WLA Library Legislative Day, Olympia, WA  
**Apr 29** Friends Helping Friends (tentative; location TBD)

## EXECUTIVE DIRECTOR'S REPORT DECEMBER 2016

### Administration

Business Office, Finance and Facilities (Rick Knorr)

### Finance

Cash-basis accounting allows a two- to three-week grace period to capture additional 2016 expenses that are invoiced after year-end. As such, the financial report is close, yet not final.

The following is a brief discussion of General Fund operating results. Using grand totals, revenues are 99.7% of total budget and expenditures are at 96% of budget, or 3.7% net excess of revenues over expenditures, which is approximately \$445,000. Final results should remain between \$425,000 and \$450,000. Additional analysis and commentary of key revenue and expenditure lines are as follows.

### Revenues

- Total property tax revenues are \$10,937,900, or 99.4% of the total budget or total levy. This is partially explained by \$20,000 of cumulative adjustments (reductions to individual taxpayer assessments due to appeals) throughout the year effectively reducing the levy, and the rest are late payments that historically correct itself in the following year.
- Total fines and fees ended the year at 93.5% of budget. Fines and fees revenues have been on a decline for the past few years and 2016 is no exception.
- Grants and donations include funds from Humanities Washington, Thrive by Five, after school snack programs and support from both the Friends of the SCLD and all 10 Friends groups, totaling more than \$25,000 over budget.
- Other revenue included the \$31,900 of insurance proceeds covering the damage done to the Argonne building. Governmental accounting rules require insurance payments be recorded as revenue and the related repair cost to be an operating expense.

### Expenses

- Salaries finished the year at 98.1% of budget. We were slightly below budget in 2016, as normal turnover resulted in less actual FTEs than budgeted. Final 2016 FTEs equaled 133, or 1% less than the budget of 134.5. The remaining 1% variance is also due to the lower overall average step of replacement staff that results from normal turnover
- Payroll taxes and benefits ended at 97.3% of budget, mirroring salaries combined with less medical months of coverage due to staff retirements.
- Total services were only 88% or \$110,000 below budget. A number of areas such as legal fees, general consulting fees, collection agency fees, custodial services, snow removal and District-wide training were each \$10,000 to \$20,000 under budget.



- Total equipment expenditures were \$90,000 under budget. Software upgrades and equipment purchases, such as the new print management system and improvements to the self-check environment were done under budget. The other portion of the budget, generally for unforeseen needs, was not needed.
- Library materials by policy are 14% of the total tax revenue, including revenue from contract cities. was almost exactly on budget. Collection Services intently monitors this budget and adjusts its spending in December to come on budget.

#### Facilities

Even with our snow removal partner (Greenleaf Landscaping) performing well and keeping up with demands, the severity of the winter weather has kept our two Facilities employees primarily focused on keeping the libraries open, accessible, and safe.

Between weather breaks, the Facilities team continues to take advantage of the LED lamp subsidy program through Avista. We have performed complete conversions at Moran Prairie, Otis Orchards, and Medical Lake, and Argonne will be completed by the end of January. The low ceiling tubes at North Spokane have been replaced, and the vaulted ceiling tubes may be changed out during construction.

Refer to Agenda Item V.E. for the December Financial Report.

#### Human Resources (Toni Costa)

##### Department Activities

- a. **Recruitment and Selection:**  
n/a
- b. **Terminations:**  
Public Services Specialist - SV
- c. **Promotions/Demotions:**  
Library Supervisor (OT) to Librarian (SV)  
Public Services Associate (AR) to Library Supervisor (OT)
- d. **Reclassifications:**  
n/a
- e. **Transfers:**  
n/a

#### Information Technology (Doug Stumbough)

- Planning for the upcoming changes at NS continued. In addition to reviewing the drafts of the RFP and related notes, Drew and I walked through the building with Facilities Manager Dave Rennick, Librarian Amber Williams and Managing Librarian Brian Vander Veen to make sure we were on the same page as we plan equipment and infrastructure needs. As a result of the effort, we submitted several items for the RFP addendum to be included in the project.
- Preparations also continue for the potential Spokane Valley Mall site, including outlining technology and infrastructure needs. Plans were created to utilize equipment already owned by the District for

most applications, however we will need to engage our internet provider quickly once a lease is signed, as they need up to four months to build out the high-speed connectivity to the site.

- We finally received our Erate Funding Commitment Decision Letter for 2016-17, about seven months later than previous years. The delay was due to widespread issues with the new online submission system at USAC, the Federal agency that oversees the program. Once we received the letter, however, we noticed they had overfunded us by almost \$150,000. We contacted USAC and determined the error was on their end. They were not sure if they would decertify/recertify or just make a change. We were advised that since we had the letter, go ahead with the post approval process.
- We did an initial test in the department of Office 365 as a potential replacement for our current Office suite (Office 2013), email client, staff intranet and phone system. While there were some promising indications as to its viability to meet our needs, full testing will be limited until some configuration and interoperability issues are can be addressed.
- Our kick off call with the company doing our network security assessment (RiskSense) took place this month. We discussed the timeline and scope of the testing and reporting. The assessment will take place in January, with summary and detailed results expected shortly after completion.
- Testing of touchscreen monitors and new scanners for the checkout stations concluded, with overwhelmingly positive response from staff and members, so we ordered sets for all stations. The monitor arrived at the end of the month, and once modifications are made to the mounting plate, they will be deployed. Upgraded scanners were also ordered and some arrived. They were put into immediate service at MP, ML, OT, and NS when a change in building lighting was found to interfere with the current scanners ability to read barcodes.
- Other projects that staff have been working on this month include the purchasing of four Surfaces for various District staff, review and installation of quarterly updates to several systems, research on alternative website analytics, and the reallocation of resources for the BO server to better handle payroll processing.

### Collection Services (Andrea Sharps)

- We ordered 780 titles and 2,175 copies in December. The number of titles ordered is down from last month as is the number of copies ordered.
- With 100% of the year done, total library materials expended stands at 99.87%. We had approximately \$3,000 remaining in the 2016 library materials budget which is almost a bullseye considering the target was \$1,393,900!
- We processed, added to the system, and sent out to the libraries 7,204 items in December. This is up quite a bit from last month (5,399).
- Downloadable lending through OverDrive was down a little in December from November. A total of 33,658 audiobook (12,877) and eBook (20,871) items circulated in December; members placed a total of 10,047 holds; and, there were 4,900 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 2,535 titles including audiobooks (859), comics/graphic novels (131), eBooks (407), movies (630), full-length albums (379) and television shows (129) circulated in December for a combined cost of \$5,255.35 and an average cost per circulation of \$2.07. A total of 134 new patrons registered in the month, and there were 779 active users recorded. We have \$727.80 remaining in our *hoopla* account at the end of December. Starting January 1, 2017, we instituted a monthly budget cap of \$6,000 which actually translates to a daily budget cap.
- We loaned 267 items to other libraries and borrowed 456 items from other libraries for 723 total interlibrary loan transactions processed in December.

- Youth Collection Development Librarian Sheri Boggs was invited by the Washington Center for the Book at The Seattle Public Library to be a judge for the Washington State Book Awards beginning with the 2017 book awards (for books published in 2016). Youth judges are responsible for picture books, early readers, middle grade and young adult categories.

### Executive Director Report & Community Activities (Nancy Ledeboer)

Staff reviewed the policies that were due for review in January and found no need to amend the Library Meeting Room Use or Gifts policies. The meeting room use policy guides staff in approving requests by the public to use meeting rooms. Most meeting room reservations are made online using calendar software. Supervisors may make exceptions to the number of times a group may reserve the room based upon availability. The current policy allows flexibility while ensuring fairness in making reservations. The Gifts policy governs the type of gifts the library accepts and the conditions under which gifts will be accepted.

Library directors from Eastern Washington gathered in Ritzville to discuss regional cooperation. Many of the libraries represented are standalone libraries serving large rural areas. We shared ideas for areas of cooperation and collaboration. Some of the directors from smaller libraries have been meeting monthly and this was the first meeting that included libraries of all sizes in Eastern Washington. We agreed to meet twice a year and alternate with the state-wide library director winter/summer meetings.

After returning from Ritzville, I attended the first annual Volunteer Appreciation Dinner at Argonne Library. About half of the active volunteers attended the dinner and there was a spirit of camaraderie among the volunteers, many who just met that evening. Jamie Van Wormer organized the event and thanked volunteers for their time and talent. Many local businesses donated door prizes that were awarded to the volunteers. It was a very well received event, with volunteers staying to help put away the tables and chairs. They just couldn't stand not being able to help.

There were several meetings with the architects to finalize the documents, furniture, and carpet selection for North Spokane. The documents were made public through the Spokane Regional Plan Center and BWA Architects. The optional bid walk-through was held December 29. Our goal is to have a list of furniture to purchase that so that we can place order as soon as the final bid is awarded.

Several meetings were held to discuss the service plans and associated furniture needs for the "express" library in the Valley Mall. A report was prepared for Trustees that included an outline of the services that will be provided, the associated staffing needs and a budget for operating this library outlet. This will be a pilot project for 2017 that we hope reaches people who may not be current library members. Based on reports from other libraries, we expect it to be a success, and we will want to continue operations beyond the initial pilot phase.

As we end the year, we are implementing a new performance management approach that will go into effect in 2017. All staff will set goals for the coming year that include goals related to the Community Engagement Plan as well as goals for personal professional development/learning and improved service to our members. I met individually with each Leadership Team member to set goals for the coming year. The Community Engagement Plan serves as a guide for all staff both individually and as teams. The Leadership Team Work Plan outlines initiatives that require coordination and collaboration across departments. In addition, each Leadership Team member established personal goals and professional development objectives.

One of the components of this new performance management approach is to encourage all staff to seek out learning opportunities. Training was provided for supervisors to assist with goal-setting. Each staff member is allowed up to one hour per month to pursue a learning objective. Human Resources is providing a variety of learning opportunities for staff to facilitate setting goals for professional and personal development.

As part of my community connections, I attended the GSI K-12 Roundtable. Deputy Director Patrick Roewe and I attended the GSI Legislative Forum and heard from several local legislators what they expect to be priorities addressed in the 2017 legislative session. Patrick and I participated in a preliminary phone meeting with our fellow Washington Library Association Legislative Committee to prepare for the upcoming session. As committee members we screen bills that have a potential impact on libraries and alert our legislative lobbyist about issues to monitor. We all anticipate the highest priority this session will be funding education.

I completed my year as Spokane Valley Partners Board Chair. I was pleased to attend the reception for Ken Briggs who retired as the Executive Director and introduced Jennifer Schlenke as the new ED. Jennifer has served as the Development Director for the past five years and is well suited to take over the leadership of the organization. As a follow up to the reception, I coordinated a meeting with Jennifer and Jason Clark from 2nd Harvest. SVP receives food from 2<sup>nd</sup> Harvest and we hope to enhance this relationship in the coming year. I shared SCLD's experience in partnering with community organizations to benefit the community and leverage resources in the hope that we can foster greater collaboration between these two important service providers who share the same goal.

As Treasurer for the Spokane Chapter of Executive Women International, I was pleased to work with Jillian Robison of Eide Bailly to complete year-end financial reports that were forwarded to EWI Corporate in Salt Lake City. I attended the Board, monthly Chapter, and Finance Investment Committee meetings. Serving on the board this year is providing me with professional development as I fulfill the duties of Treasurer along with Assistant Treasurer Patty Roll.

I took two days of vacation mid-month to visit family in the Bay Area. Having both Christmas Eve and Christmas Day holidays fall on the weekend meant that libraries were closed three days, with the official Christmas holiday being observed on Monday. Staff that normally have weekends off were able to take a holiday on another day during the pay period. I observed my holiday on Friday with the grandchildren. All administrative offices remained open on Friday, Dec 23.

ITEM AND TITLE MONTHLY REPORT  
**December 2016**

	<u>ITEMS</u>				<u>TITLES</u>		
	ADULT	YOUTH	TOTAL		ADULT	YOUTH	TOTAL
<b>Total Materials</b>							
Print	166349	150558	<b>316907</b>		85779	49902	<b>135681</b>
Nonprint	64917	23872	<b>88789</b>		25567	7379	<b>32946</b>
Subtotal	<b>231266</b>	<b>174430</b>	<b>405696</b>		<b>111346</b>	<b>57281</b>	<b>168627</b>
Periodicals	6214	1021	<b>7235</b>		298	30	<b>328</b>
Total	<b>237480</b>	<b>175451</b>	<b>412931</b>		<b>111644</b>	<b>57311</b>	<b>168955</b>

	<u>ITEMS</u>			<u>TITLES</u>		
<b>OverDrive: Audiobooks</b>			<b>20911</b>			<b>19351</b>
eBOOKS			<b>29806</b>			<b>28989</b>
Licensed eBOOKS			<b>8018</b>			<b>6099</b>
<b>OverDrive: Total</b>			<b>58735</b>			<b>54439</b>
<b>GRAND TOTAL</b>			<b>471666</b>			<b>223394</b>

<b>Print &amp; Nonprint</b>	(Totals year-to-date)		
<b>ADDITIONS</b>	ADULT	YOUTH	TOTAL
Print	35202	25554	60756
Nonprint	14582	3922	18504
<b>TOTAL</b>	<b>49784</b>	<b>29476</b>	<b>79260</b>
<b>DELETIONS</b>			
Print	37610	25897	63507
Nonprint	11571	4062	15633
<b>TOTAL</b>	<b>49181</b>	<b>29959</b>	<b>79140</b>

	<u>NET CHANGE</u> <u>YTD</u>		
	ADULT	YOUTH	TOTAL
Print	-2408	-343	<b>-2751</b>
Nonprint	3011	-140	<b>2871</b>
Periodicals	-5123	-908	<b>-6031</b>

**NOTES:**

PRINT = Book, Bkbagbag, Largetype, Paperback

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 2016

Patrick Roewe and Kristy Bateman

### Overview

With the close of 2016, we're able to reflect on some of the highlights of 2016. While customer use measurements such as door count (-4%), total circulation (-2%) and computer bookings (-10%) were down compared to 2015, both the number of programs (+16%) and program attendance (+11%) saw increases.

Special exhibits like *Human Origins*, *Thinking Money*, and *The Bill of Rights and You* provided opportunities for the District to share knowledge via a medium new to the library.

The successful launch of the Volunteer Program demonstrated an interest in and commitment to service shared throughout all 10 of the District's library communities.

In terms of service improvements, one noteworthy change involves how materials are checked out. Some small scale changes to the way we feature and facilitate use of self-check machines saw the percentage of check-outs done by members themselves go from 49.41% in 2015 to 71.43% in 2016.

In addition, we reviewed the Gifts and Library Meeting Room Use policies and are not recommending any revisions at this time.

### Service Priority Teams

#### Business and Career Development (Stacey Goddard)

- Although the *Thinking Money* exhibit left us at the end of November, we still had a few things to finish up this month:
  - Ree and I co-led our last Junior Achievement (JA) session at North Pines Middle School. All six students attended, and received their "graduation" certificates from JA.
  - Our *Couponing 101* class at Deer Park, the final program in our slate of *Thinking Money* offerings, had one person attend.
  - Ree completed the *Thinking Money* grant program final report, and submitted it to the American Library Association.
- *GED & High School Completion* classes wrapped for the quarter on December 8. This month's five sessions had a combined attendance of 27. Instructor Chris Brady shared with us that the twelve students he worked with during the first quarter logged a combined 656 hours of class time in the Cheney meeting room. Classes will resume on January 3.
- The six *Dollars and Sense* financial literacy workshops we offered this month, presented by SNAP, had a combined attendance of nine. This is down from 15 attendees for the six November workshops.
- Our *Drop-In Job and Career Help* service had one attendee for the three December sessions, up from November's zero attendance. We also began offering this service weekly instead of the previous twice-a-month schedule.
- We had nine individuals register as new Microsoft Imagine Academy users in December, up one from November's eight. During the month, users enrolled in 16 new classes, down from 23 in November.
- We did 41 Book-a-Librarian (BaL) sessions this month throughout the District, down from November's 51 sessions.
- We proctored 21 exams this month throughout the District, up from November's 13 proctoring sessions. Two of these sessions were MOS (Microsoft Office Specialist) tests.

#### Community Connections:

- Jamie Van Wormer and I toured the Junior Achievement Finance Park, which they had set up in the Shriner's event facility out in Geiger. The Finance Park gives high school students "real world"

financial experience, as they assume the role of adults with budgets and have to make decisions about things like rent, car insurance, child care, and more.

- Tami attended the Hispanic Business/Professional Association meeting, where she talked with members about having SCLD participate in its annual college fair.
- Ree, along with Aileen and Diane, met with a class of EWU Sociology students to hear their research project reports.
- Tami attended the monthly West Plains Support Network meeting, and helped the group by setting up a Dropbox account for the WPSN leadership team.
- Ree attended one of the bi-monthly WorkSource Biz Buzz meetings.
- Tami also attended the West Plains Chamber of Commerce Christmas party, as well as the Christmas Tree Lighting ceremony (which is held at the library).
- Ree attended the monthly Moran Prairie Grange meeting. Starting in January, Ree and Danielle will be trading their community librarian responsibilities. Ree will now be focusing on Moran Prairie, and Danielle will focus on Spokane Valley. Danielle will also be taking over ambassador duties with the Greater Spokane Valley Chamber of Commerce.

### **Early Learning (Mary Ellen Braks)**

- We provided 116 Storytimes to 2,037 children, parents, and caregivers. Our average attendance per Storytime was 17. This was lower than November, but we always have a smaller attendance in December due to the holidays and the weather.
- We provided 42 Storytimes to 500 children at 20 childcare centers.
- We provided one STARS workshop this month, called New Picture Books of 2016. We had 42 people attend.

### Community Connections:

- I attended the Early Learning Advisory Council Meeting in Tacoma. I am the Regional Advisor for our Early Learning Coalition, the Inland Northwest Early Learning Alliance.
- I attended the community event, SpoKids 2020, which is an effort to help children in Spokane County be kindergarten ready by 2020. This event was a joint effort between the Spokane Regional Health District and Excelerate Success.
- I had the opportunity to meet with the new CEO from Thrive Washington. He was in Spokane to talk about early learning in Eastern Washington and to find out our needs.

### **Education and Enrichment (Gwendolyn Haley)**

#### Elementary (K-5) programs:

December was a busy month, despite the snow and cold and competition from various holiday activities around town.

- 144 children and families played with LEGOs at the library this month. LEGO play encourages lateral thinking, problem-solving, organization and planning, as well as communication and social skills.
- Monday Funday and Too Fun Tuesday continued at North Spokane and Spokane Valley libraries this month, providing families with school-aged children a weekly activity at the library to explore art, LEGOs, and building challenges. 104 children participated.
- We planned our own special winter holiday themed events, with Gingerbread Building programs (755 people participated) and sing-along viewings of the movie Frozen (142 participated).
- 82 kids participated in our *Hour of Code* programs at all 10 libraries during Computer Science Education week held at the beginning of December.

#### Tween/Teen Programs:

- 149 Tweens and Teens participated in December programs, including an Ugly Sweater decorating party, Thursday Night Thing at Fairfield, and the Great Stories Club at Mica Peak High School.

#### Adult Programs:

- 37 members participated in one of eight regular book clubs.

#### Community Connections:

- Library staff completed the distribution of Student Cards to approximately 3,200 incoming middle school (6<sup>th</sup> or 7<sup>th</sup> grade) students in the 12 school districts we serve. Staff provided database presentations for 124 students at North Pines Middle School.



### **Digital Interaction and Sharing (Carlie Hoffman)**

- I attended meetings about the media lab at Spokane Valley and maker lab at North Spokane. We discussed equipment and branding for the spaces.
- The website team met to discuss our next tasks and set deadlines.
- I received training on a new product, SelectReads, that is focused on readers' advisory and promotion of new library materials. This will be launched to the public this winter.
- I am working on updating some settings in the calendar related to the event types and age groups that will more closely align with the Engage magazine. These updates will make it easier to create custom links.
- I researched some options for the libraries to include shelf markers for adult nonfiction in an effort to improve customer experience.
- I began researching our options for including digital resource vendor application program interface (API) that we may use to help power our website's search results.

### Community Connections:

- I attended an INCOL Continuing Education Committee meeting to discuss the fall workshop and the upcoming spring workshop. We brainstormed possible speakers for 2017.
- I updated the roster of current Continuing Education Committee members on the INCOL website.

### **Volunteer Program (Jamie Van Wormer)**

On December 1, we had our first Volunteer Appreciation Dinner at Argonne Library. We had approximately 85 guests, including 10 employees from the Spokane County Library District. Toby's BBQ catered the dinner and Rocket Bakery provided the brownies for the dessert, of which staff served to the volunteers. After dinner, we held a raffle where nearly twenty businesses donated a gift card or an item for the raffle. We had \$600 in donations. The volunteers appreciated the dinner very much. Volunteer Denise Blanchard and I wrote thank-you notes to all the participating businesses. The event brought a strong community among the SCLD volunteers, and we plan to make this an annual event.

During December I arranged a new session in January that will run through March for all of the elementary schools that are active in the after-school reading buddy programs. I met with volunteers to re-schedule our new sessions starting next month.

I attended an Inland Northwest Service Learning Partnership meeting and am now a member of INSLP, which stands for Inland Northwest Service Learning Partnership where Whitworth, Gonzaga, Eastern Washington University and Spokane Falls Community College all work together to create a network in our communities. We offer volunteer opportunities for both the students and non-profit organizations.

### Community Connections:

- Continued to coordinate all volunteer schedules for after-school programs at the elementary schools.
- Scheduled new meetings with new and current volunteers.
- Scheduled and recruited volunteers for the Christmas Bureau. I developed a partnership with Ecova's volunteer program and we were able to have their employees volunteer at our table.
- Opened a new after-school reading program at Hallett Elementary School in Medical Lake. I reached out to potential volunteers in Medical Lake such as the Kiwanis Club and Medical Lake High School in recruiting volunteers for the after-school program.
- Managed and attended numerous after-school programs to ensure a positive experience.
- Presented at the Eastside Kiwanis Club. I recruited two additional volunteers.
- Added two volunteers for the Pasadena Park reading program.
- Scheduled a training at Moran Prairie for the after school tutoring program.
- Set up a meeting with Numerica's Credit Unions to recruit volunteers.
- Met with David from Otis Orchards to plan volunteers for their library programs.
- Met with Kathleen from Horizon Credit Union in the Spokane Valley to add volunteers from that organization.
- Continue to build our volunteer program and reach out to our local community.

**Library Operations (Georgina Rice)**

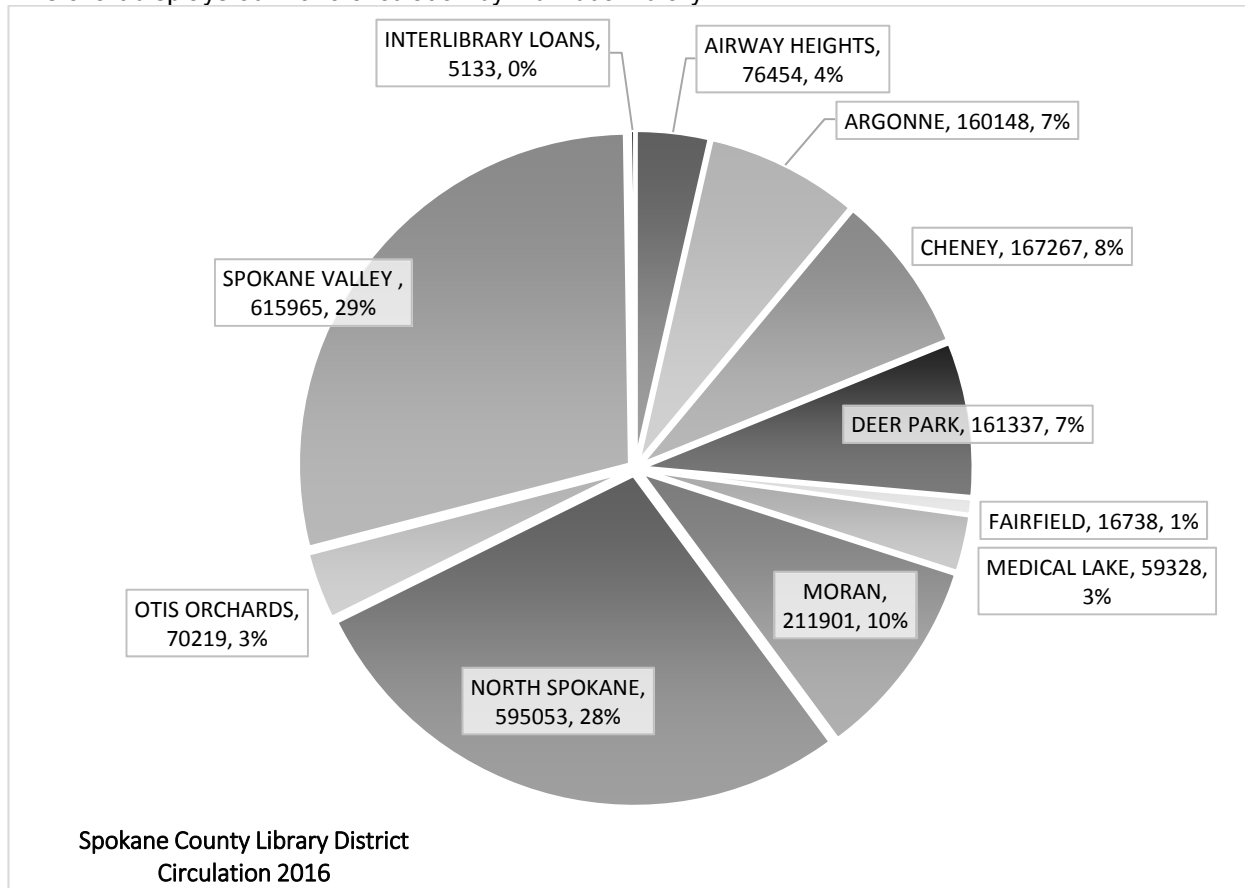
<b>BREAKOUT BY CHECKOUT METHOD</b>							
This table highlights how members are choosing to checkout and/or renew items at each library.							
	Staff assisted stations		Self-Check stations		Total in-library circulation	Renewals online	Total in-library + online renewals
	Checkouts	Renewals	Checkouts	Renewals			
AH	959	391	3850	58	5258	1056	6314
AR	1165	444	7532	86	9227	2675	11902
CH	3560	613	5610	28	9811	2646	12457
DP	3280	676	6368	56	10380	2042	12422
FF	372	84	505	4	965	259	1224
ML	1461	218	1921	11	3611	843	4454
MP	2051	548	9087	63	11749	3892	15641
NS	5073	1952	25611	379	33015	10640	43655
OT	634	179	2983	16	3812	1192	5004
SV	9694	2159	24328	273	36454	9423	45877
TOT*	28249	7264	87795	974	124282	34668	158950

This table tracks the percentage of checkouts library members do themselves.

	This Year This Month		Last Year This Month		Difference
	Self-Check Circulation	% of total circulation	Self-Check Circulation	% of total circulation	
AH	3908	74.32%	1408	27.63%	46.69%
AR	7618	82.56%	4313	42.92%	39.64%
CH	5638	57.47%	2318	23.51%	33.96%
DP	6424	61.89%	1819	17.28%	44.61%
FF	509	52.75%	462	40.92%	11.82%
ML	1932	53.50%	1441	41.04%	12.46%
MP	9150	77.88%	5242	41.75%	36.13%
NS	25990	78.72%	20069	56.60%	22.12%
OT	2999	78.67%	2117	48.37%	30.31%
SV	24601	67.49%	25635	66.34%	1.14%
<b>TOTAL</b>	<b>88769</b>	<b>71.43%</b>	<b>64824</b>	<b>49.41%</b>	<b>22.02%</b>

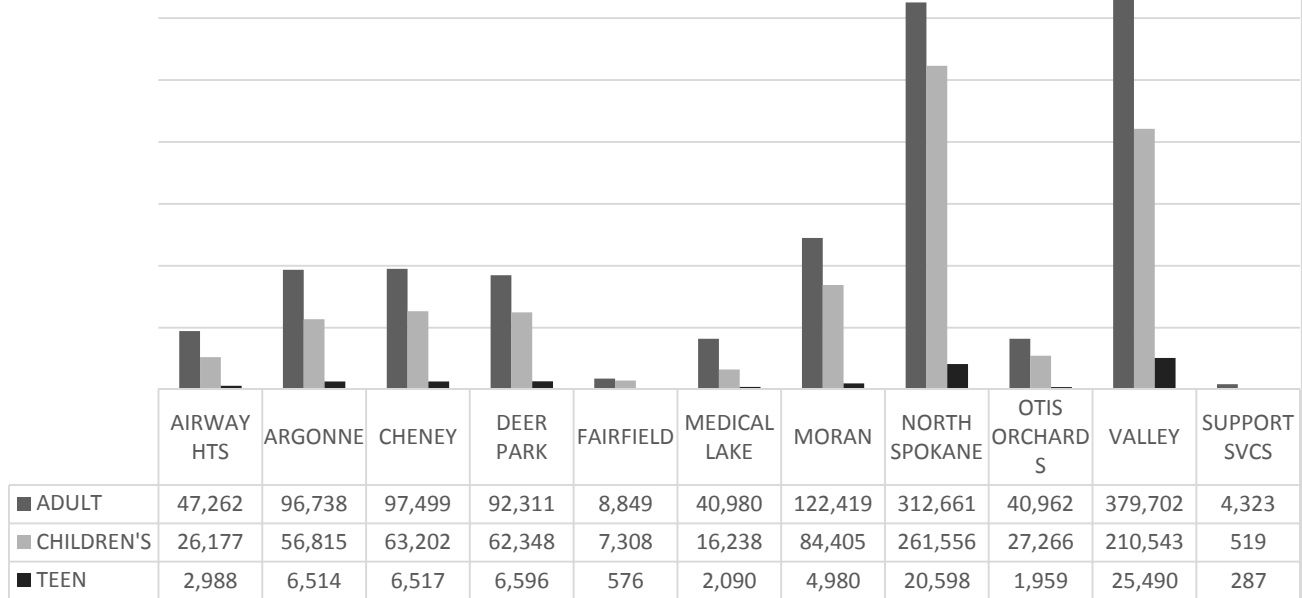
This month's statistical feature shares annual snapshots of customer use for 2016. The graphics are a representation of checkouts and holds from our physical collection and do not include our digital library.

This chart displays our 2016 circulation by individual library:

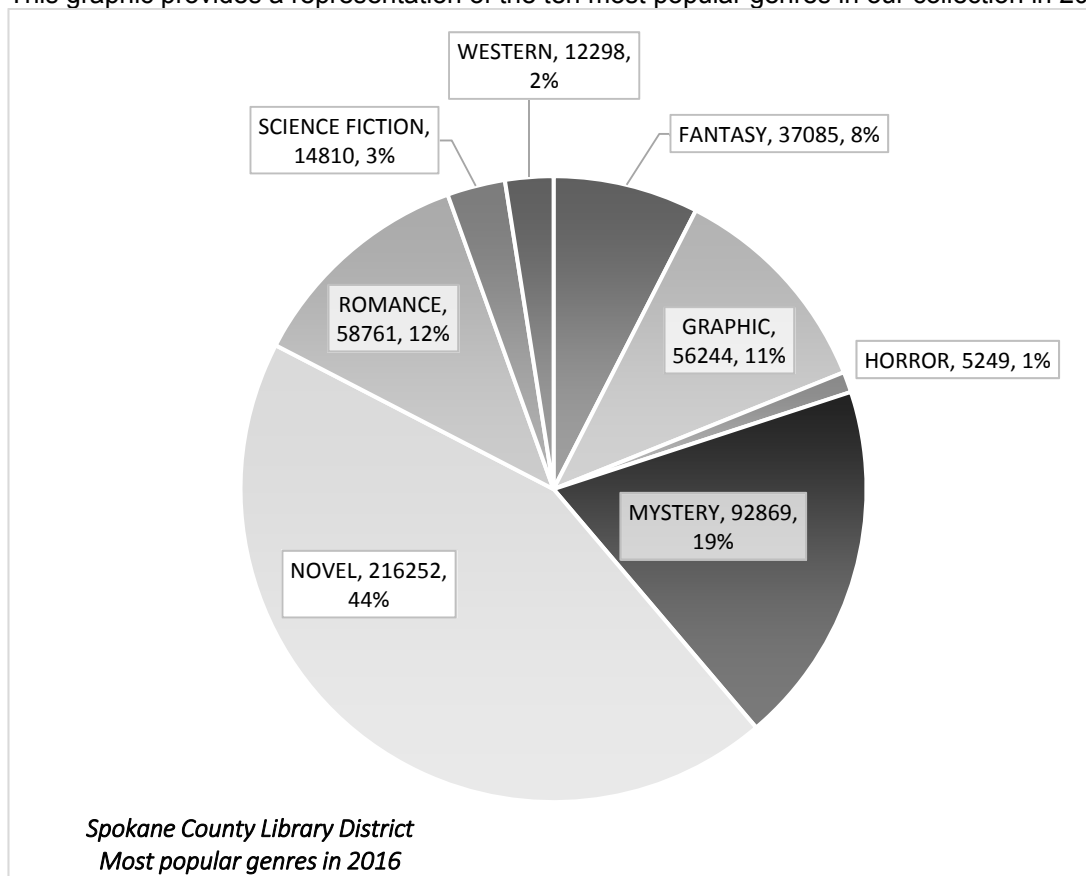


This chart represents the 2016 circulation by library with a breakout showing a comparison of the number of items checked out from our Adult, Teen and Children's collections in 2016.

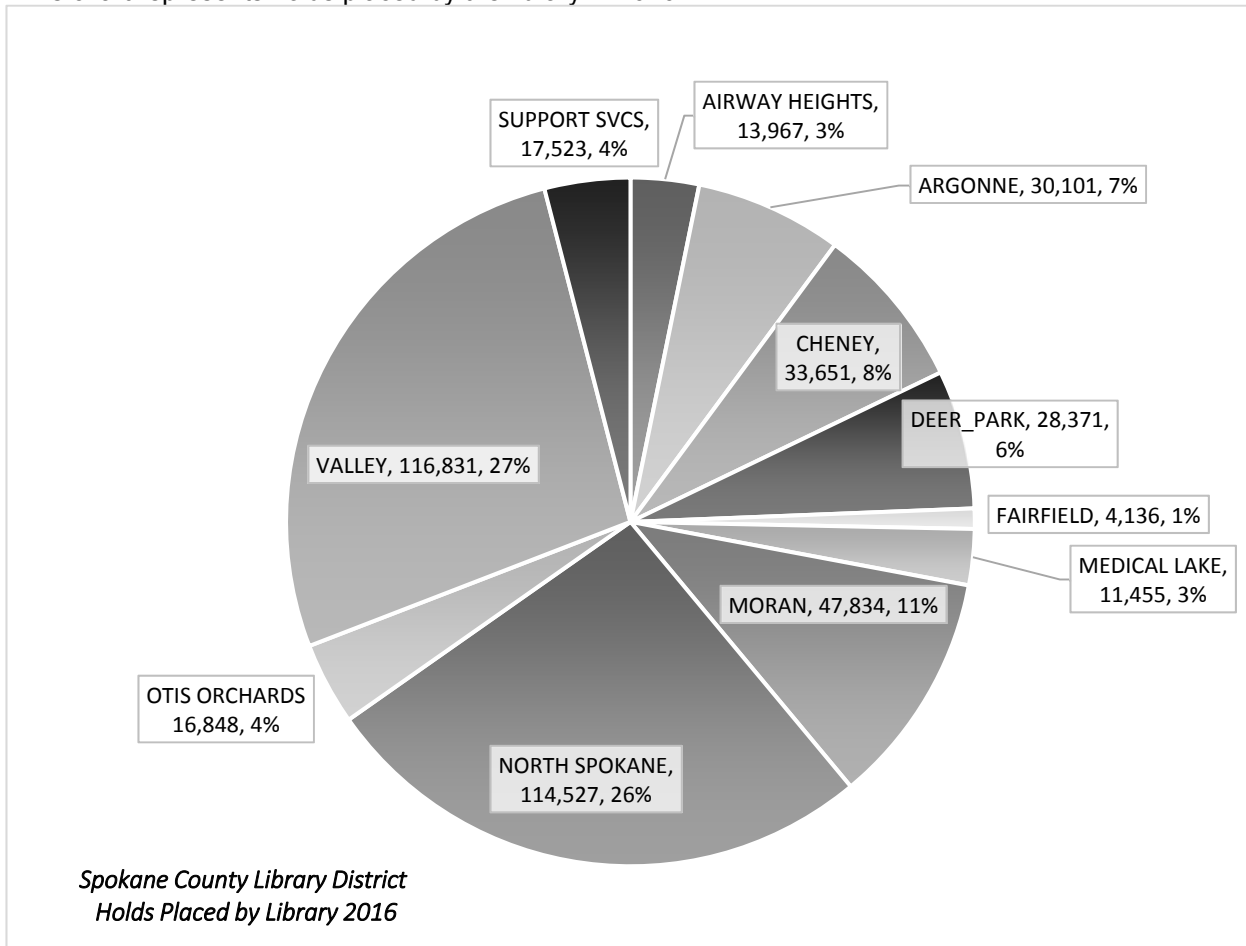
*SPOKANE COUNTY LIBRARY DISTRICT  
2016 CIRCULATION BY COLLECTION*



This graphic provides a representation of the ten most popular genres in our collection in 2016:



This chart represents holds placed by the library in 2016:



## Library Reports

### Airway Heights: Stacy Kvamme

#### Early Learning:

- Attendance *Play & Learn* averaged 15 people in December, a decrease compared to 33 in November. Attendance averaged 26 in 2016, an increase of 18% compared to 2015.
- Zero attended Saturday Play and Learn in December; attendance for 2016 averaged six, identical to last year.
- Two outreach Storytimes were provided to preschool classes at Sunset Elementary School; combined attendance was 27.

#### Education and Enrichment:

- *LEGO Club* had an attendance of 37 in December; weekly attendance averaged nine. Combined attendance for 2016 totaled 364, averaging seven each week, an increase compared to five weekly in 2015.
- As part of the annual *Airway Heights Winter Festival*, library staff provided a holiday Storytime and craft event at the library, which drew an audience of 53.
- Community Librarian Corinne Wilson shared STEM activities with 19 students at Sunset Elementary after school program, *Trailblazers*, and also with 49 students at Great Northern Elementary.
- *Frozen Sing-A-Long* had 21 in attendance.
- *Hour of Code* had nine in attendance.
- No students attended the December *Practice Speaking English* classes.

Business and Career Development:

- Two exams were proctored in December. 10 tests were proctored at the Airway Heights Library in 2016.

Community Connections:

- The *Airway Heights Book Club* discussed *The Christmas Train* by David Baldacci and five people attended.
- *West Plains ECEAP* morning and afternoon classes visited the library to checkout library books. This is part of a new collaboration between the Airway Heights Library and the *West Plains ECEAP* to provide students the opportunity to visit the library monthly.
- Great Northern Elementary's 5<sup>th</sup>/6<sup>th</sup> grade visited the Library, and students checked out biographies and chapter books.
- Corinne and Tami Chapman (Cheney Community Librarian) attended the West Plains Support Network, which featured a presentation by the Cheney Police Department about crime in the West Plains.
- Corinne met with members of Neighborhoods Matter (Spokane Regional Health District) to discuss an Inland Northwest Early Learning Association/Thrive grant for gathering parent input around the needs and gaps of early learning.
- I attended a meeting of the Airway Heights Kiwanis Club.
- The Sunset Elementary Art Wall in the children's area was refreshed with new student artwork.
- The display case featured a variety of model vehicles created by a local community member.
- There were 15 meeting room reservations in December 2016, an increase compared to nine the same month last year.

**Argonne: Pat Davis**

Early Learning:

- 120 parents, caregivers and children attended *Play and Learn Storytimes. Toddler Play and Learn* averaged 14 weekly compared to 25 last December. *Preschool Play and Learn* averaged 16 weekly compared to six last December.
- Outreach Storytime to Wishing Wells Daycare had 12 children.

Education and Enrichment:

- *Gingerbread House Building* was a huge success at the Masonic Temple with 280 people attending.
- *LEGO Club* averaged six people a week in December.
- Three people attended *Hour of Code*.

Community Connections:

- We handed out promotional materials and talked about SCLD programs and services to 2,122 people at the Christmas Bureau.
- Community member groups used our meeting and conference rooms 50 times.

**Cheney: Catherine Nero Lowry**

Early Learning:

- *Baby Play and Learn* attendance averaged eight in December of 2015 and seven in December of 2016.
- *Toddler Play and Learn* attendance averaged 21 in December of 2015 and 16 in December of 2016.
- *Preschool Play and Learn* attendance decreased this year with average of 17 in December of 2016, compared to 21 in December 2015.

Education and Enrichment:

- *LEGO Club* had four in attendance.
- 14 students from Cheney Parks & Rec visited the Library.
- *Children/Family/All Ages programs:*
  - *Gingerbread House Building*, 88 in attendance.
  - *Hour of Code* had two in attendance.
  - *Hula Hoops with Pinto Bella*, 53 in attendance. Christie Onzay partnered with Betz Elementary to bring the program to the school.

Business and Career Development:

- *GED & High School Completion Classes* continue with 12 currently enrolled in the program. The first semester of the GED program ended Dec. 9.

- *Financial Literacy programs:*
  - *Dollars and Sense: Give yourself a Raise;* zero attended.
  - *Dollars and Sense: Navigating your Credit;* two attended.

Community Connections:

- The annual Christmas Tree Lighting and Storytelling was held at the Library.
- Staff helped members with seven Book-a-Librarian requests.
- The meeting room was used 23 times in December.
- We proctored one exam this month.
- Douglas took library outreach services to Cheney Sessions Village, Cheney Assisted and Cheney Care facilities this month providing over 161 new and renewed library items.

**Deer Park: Kris Barnes**

Early Learning:

- Our *Play and Learn Storytime* average attendance experienced a slight decrease this month. Our average attendance was 13 compared to last December's average of 18.
- We delivered three outreach Storytimes to 30 students and teachers at Chattaroy Elementary School's Early Childhood and Education Assistance Preschool.

Education and Enrichment:

- Seven members gathered at the *Adult Book Club* to discuss a book they read by author Fannie Flagg. Last December's attendance was five.
- Our weekly *LEGO Club* attendance averaged eight participants compared to last December's average of ten.
- Our children's program *Hour of Code* attracted three participants.
- Our family program *Gingerbread House Building* attracted 61 participants.

Business and Career Development:

- We proctored zero tests this month compared to last December's total of three.
- I attended a Deer Park Chamber board meeting.
- Community Librarian Amber Williams and I attended a Deer Park Chamber luncheon meeting.
- Our adult program *Thinking Money: Couponing 101* attracted one participant.

Community Connections:

- Our display case featured holiday silk-screen t-shirts designed by a local member.
- We served after school snacks to 319 children this month.
- Our meeting and conference rooms were used by community member groups 34 times, compared to last December's total of 26. The rooms were used for a variety of reasons, such as a counselor working with local homeless families, a Christmas party, and a lawyer taking a deposition.
- Two classes from Arcadia Elementary visited and checked out biographies for a class assignment.
- A local Girl Scout troop presented us with a gingerbread house library, which they handcrafted at their monthly meeting. They made a formal presentation to the library and took the time to post pictures on Facebook.
- The Deer Park Friends of the Library decorated the library for the holidays.
- Community Librarian Amber Williams and I attended a Deer Park Kiwanis meeting.
- Amber Williams and I attended a Deer Park City Council meeting.
- Amber Williams and I attended a Deer Park Chamber luncheon meeting.

**Fairfield: Kristy Bateman**

Early Learning:

- *Play and Learn Storytime* averaged two attendees.

Education and Enrichment:

- *LEGO Club* had seven in attendance for the four sessions.
- *Thursday Night Thing* had eight students in the 6<sup>th</sup>-12<sup>th</sup> grade session, while six students attended the K-5<sup>th</sup> grade session.
- *Hour of Code* had two members attend.
- *Frozen Sing-A-Long* had seven members attend.

Community Connections:

- One community group used the meeting room in December.

## **Medical Lake: Kristy Bateman**

### Early Learning:

- *Play and Learn Storytime* averaged seven attendees, down three from November.

### Education and Enrichment:

- The *LEGO Club* averaged six attendees, up two from November.
- *Hour of Code* had seven members attend.
- *Gingerbread House Building* had 54 children and their families attend.
- 23 students participated in the Medical Lake Parks and Rec Before School Care

### Business and Career Development:

- *Dollars and Sense: Give Yourself a Raise* had zero in attendance.
- *Dollars and Sense: Navigating our Credit World* had zero in attendance.

### Community Connections:

- Three community groups used the meeting room in December.

## **Moran Prairie: Danielle Marcy**

### Early Learning:

- Average attendance for Storytimes for the month:
  - *Preschool Play and Learn* : 14
  - *Toddler Play and Learn* : 29
  - *Baby Play and Learn* : 36
  - *Family Play and Learn* : 6All Storytimes had a decrease this month, typical of December.

### Education and Enrichment:

- *Frozen Sing-A-Long* had 32 attend.
- We had five attend the *Fun STEM Activities*.
- *LEGO Club* had 13 attend.
- The *Moran Prairie Book Club* had three attend. We discussed the books about holidays as a Reader's Choice selection.
- We had six attend the *Hour of Code*.

### Business and Career Development:

- We had 53 bookings of the meeting room.
- We proctored four exams.

### Community Connections:

- Danielle Milton attended the Moran Prairie Grange meeting.
- Danielle Marcy attended the Manito Lions meeting.
- Artist Penny Cannon displayed her mixed-medium art.
- Don and Julia Photography displayed the Spaceman project photos in the display case.
- Displayed the Bill of Rights exhibit in partnership with Humanities Washington.

## **North Spokane: (Brian Vander Veen)**

### Early Learning:

- 582 children, parents, and caregivers attended early learning programs this month. This is down 32% from last month and down 22% from December 2015.
  - *Baby Play and Learn Storytime* averaged 18 attendees. This is the down 11 from last month's average and down two from December 2015.
  - *Preschool Play and Learn Storytime* averaged 20 attendees. This is down nine from last month and down 10 from December 2015.
  - *Toddler Play and Learn Storytime* attracted an average attendance of 31. This is down 16 from last month and down six from December 2015.
  - *Family Play and Learn Storytime* averaged 18 attendees, down 18 from last month but the same as December 2015.
- Staff provided outreach Storytime for 218 attendees at five early learning facilities.

### Education and Enrichment:

- 238 members of all ages attended seven Education and Enrichment events this month.
  - 97 members built gingerbread houses at *Gingerbread House Building*.



- An average of 29 members attended three *Monday Funday* events: 50 for LEGOs, 16 for games, and 12 for art.
- 27 members attended the *Frozen Sing-Along*.
- 25 attended *Hour of Code*.
- Two members discussed the book *The Beekeeper's Apprentice* at the North Spokane Book Club.

**Business and Career Development:**

- Seven members attended two financial literacy programs: three for *Navigating Your Credit* and four for *Give Yourself a Raise*.

**Community Connections:**

- We had flower and shell artwork on display from artist Linda Noel Schierman.
- We also had a bit of a surprise when a large dog dashed in through the front doors and briefly ran a circuit around the library before heading outside into the snow. Library Assistant Rosemarie and I were able to catch the dog (in large part, thanks to Public Services Specialist Don, who sacrificed his lunch toward the effort). While we were waiting for Spokane County animal protection to arrive, one of our teen volunteers, who lives in the neighborhood, spotted the owner looking for her dog and directed her to the library. Thanks to the team effort of our staff and our connections in the local neighborhood, we were able to reunite the dog with his worried owner!

**Otis Orchards: David Wyatt**

**Early Learning:**

- *Play and Learn Storytime* attendance averaged 28, up from last December's average of 17.
- Monthly *Family Play and Learn Evening* had four attend.
- Staff presented outreach Storytimes at three locations.
  - East Farms ECEAP: 31
  - Otis Orchards ECEAP: 36
  - Little Explorers Daycare: 13

**Education and Enrichment:**

- 21 children and parents attended *Ninja Day*.
- 13 teens attended *Hour of Code*.
- Zero attended *LEGO Club* this month.
- *Gingerbread House Building* was popular, with 60 children and parents.

**Community Connections:**

- Art from East Farms STEAM School was displayed in the library.
- Community Librarian Tammy Henry delivered student library cards to East Valley Middle School and Continuous Curriculum School.

**Spokane Valley: Aileen Luppert**

**Early Learning:**

577 children, their parents, and caregivers attended 36 early learning programs this month. This is down 444 attendees and 17 programs since last month.

- *Baby Play and Learn Storytime* averaged 20. This is up two from last month and the same as December 2015.
- *Toddler Play and Learn Storytime* averaged 25. This is down six from last month and down three from December 2015.
- *Preschool Play and Learn Storytime* averaged 21 attendees. This is down nine from last month and the same as December 2015.
- *Evening Family Storytime* averaged only one attendee. This is down 12 from last month and down 15 from December 2015.
- Staff provided Storytime to 99 attendees at 11 outreach facilities. Last month staff provided Storytimes to 401 attendees at 29 outreach facilities.

**Education and Enrichment:**

360 members attended 18 Education and Enrichment events this month.

- Adult Programs:
  - *SV Book Club* (10)
  - *Broadway Court Book Club* (4)
  - *Orchard Crest Book Club* (6)

- Tween/Teen Programs:
  - Database demonstration for five classes of 8<sup>th</sup> graders at North Pines (124)
  - Two sessions of *Great Stories Club: Mica Peak High School* (7)
  - *Random Fandom* (8)
  - *Ugly Sweater Decorating* (2)
- Children/Family:
  - Three sessions of *Too Fun Tuesday* (17)
  - *Frozen Sing-a-Long* (55)
  - *Gingerbread House Building* (115)
  - *Hour of Code* (12)

#### Business and Career Development:

- Financial Literacy:
  - *Thinking Money: Junior Achievement* with North Pines Middle School (6)
- Job Seeker and Career
  - Drop-In Career Help (1)
- Proctored 12 tests for 11 people

#### Community Connections

- 16 attendees enjoyed a special *Pajama Storytime* that featured local poets and authors reading their favorite picture books.
- Diane Brown, Sheree West, and I met with a small group of EWU Sociology students to hear their research project report on homelessness in Spokane Valley. Their research affirmed that the Valley lacks shelters and resources for individuals and families experiencing homelessness.
- This month staff delivered 610 Student Library Cards to Bowdish, North Pines and Greenacres Middles Schools.
- I attended a reception at Spokane Valley Partners to welcome their new Executive Director, Jennifer Schlenke, and to say goodbye to former Director Ken Briggs, who retired earlier this year.
- I also attended the Spokane Valley Chamber of Commerce's annual "Stories of Good Will Luncheon," which featured local non-profits and the work they do for our community.
- Staff celebrated the holiday season with a potluck, cookie exchange, and Ugly Sweater Day. It was fun and very ugly in all the best ways!

## **District-wide Information**

### December Security Incident Report

For December 2016, there were 21 Security Incident reports filed this month, six fewer than last month (27), and 2 fewer than December 2015 (23). Spokane Valley had the most incidents reported with seven. The most frequently reported incidents related to Potential Problems (12). To further put all of these numbers in perspective, the total door count District-wide in the month of December was 85,433.

The Medical Lake Security Incidents are highlighted this month and demonstrate the wide variety in the security incident reports as the library reported zero incidents for December. The total door count for Medical Lak in the month of December was 4,838.

### Year-to-Date Public Use Measures at a Glance

- Door count through December (1,285,660) was down (-4%) compared to the same time period in 2015—the continuation of a modest declining trend from last year.
- Programming attendance through December (87,693) increased 10% when compared to the same time period in 2015, while the number of programs offered has increased by 15% (3,715).
- Internet station bookings (220,274) were down (-10%) through December when compared to the same time period in 2015, which is a declining trend continuing from last year.

December 2016

Measure	This year	Last year	YTD	Last YTD	Rolling YTD
	This Month	This Month	This year	Comparison	Comparison
Registered borrowers	117,530	116,003	NA	1%	NA
Door count	85,433	91,848	1,285,660	-4%	-4%
Circulation	195,484	199,172	2,576,073	-2%	-2%
Digital Media Catalog	36,193	33,972	442,905	13%	13%
Programs					
Number	275	242	3,717	16%	16%
Attendance	6,540	5,863	87,765	11%	11%
Software Station bookings	12,496	16,445	220,274	-10%	-10%
Meeting room bookings	307	256	3,829	-1%	-1%
Holds placed					
By customers	25,290	27,142	348,696	-7%	-7%
By staff	5,833	6,313	84,477	-1%	-1%
Digital Media Catalog	10,047	9,731	120,679	4%	4%
Database use					
Searches	69,853	138,546	1,045,096	-27%	-27%
Website use (Remote)					
User sessions	82,614	117,877	1,278,175	-16%	-16%
Page views	235,500	274,516	3,718,648	23%	23%
Catalog	38,819	40,745	507,690	-4%	-4%
Database Access	4,520	4,740	56,392	3%	3%
Interlibrary loans					
Loaned	267	242	4,271	10%	10%
Borrowed	456	410	6,231	0%	0%

### 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.*

**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 2016

### Marketing Activities

- Cheney Christmas Tree Lighting
  - Social media, calendar listings
- Winterfest (Airway Heights)
  - Digital display, social media, calendar listings
- 3D printer web page/form
  - Edited webpage, news item, social media
- Update Request for Review of Library Materials Form
  - Edited and updated form
- Job Announcement (Medical Lake Library Supervisor)
  - Digital display, social media
- January Current
  - Edited Gwendolyn's article, wrote article (promoting Engage), designed ad promoting Engage
- January Kids newspaper
  - Edited article, designed ad promoting Engage
- Sign for Engage racks
  - Made signs for the in-library Engage magazine holders
- Library Card application
  - Made requested updates to the existing application
- Homeschool card application
  - Made updates and edits
- New standing banners
  - Designed and ordered new retractable standing banners
- Non-fiction tabs
  - Designed and ordered non-fiction shelf inserts
- Image for ThriftBooks link (Friends)
  - Designed image to be used on the Friends website, [www.scldfriends.org](http://www.scldfriends.org)
- New Signs
  - Made signs for "Program cancelled" and "Temporarily out-of-order"
- Job posting for media screens (Spokane Valley Page)
  - Digital display, social media
- Christmas/New Year's closure
  - Press release, news item, ribbon on scld.org, social media
- Online Book Clubs
  - News item, updated webpage, social media
- Engage
  - Digital displays, news items, calendar listings, and social media for upcoming events/programs

### News coverage

- Dec 14 – Deer Park Tribune – Moores named Winterfest's Honored Couple (mentions of the Friends of the library as Bill and Flo Moore are founding members of the Deer Park chapter and very active with the Friends)
- Dec 23 – Spokane Valley News Herald – Library will get new review in 2017

- Dec 28 – Spokesman-Review – Spokane Valley Library to open “express branch” at the Spokane Valley Mall

### **Press Releases**

- Dec 15 – Spokane County Library District Holiday Closures
  - Dec 22 – Cheney Free Press – Spokane County Library District holiday closures
- Dec 23 – SCORE Business Workshops: business matters at the library
- Dec 27 – Be savvy with consumer education workshops

### **E-Marketing (Website, Social Media, Email)**

#### **Social Media:**

- Facebook: # of fans: 3,104
- Twitter: # of followers: 2,121
- Pinterest: # of followers: 1,624
- Instagram: # of followers: 488

#### **Library District Blog:**

Our most viewed blog post during December was *3D printing: if you can design it, we can print it* with 404 views. *Romance families and their sagas* had 116 views, and *Christmas and New Year’s Day holiday closures* had 114 views.

#### **Blog posts:**

- Dec 6 – 3 Tips for selling your first article
- Dec 13 – Romance families and their sagas
- Dec 14 – 3D printing: if you can design it, we can print it
- Dec 15 – Celebrating the 225th anniversary of the Bill of Rights
- Dec 16 – Christmas and New Year’s Day holiday closures
- Dec 19 – STEM Play & Learn Storytimes
- Dec 20 – ‘Twas the night before... At the library
- Dec 22 – Engage: Our new library event magazine
- Dec 23 – GED & high school completion classes at Cheney Library continue in 2017
- Dec 27 – Broadway Court Estates Book Club (When the library comes to you)
- Dec 28 – BBB Consumer education workshops at the library
- Dec 29 – Score Business workshops at the library

#### **eNewsletter email:**

- 84,109 sent on December 16, 2016
- Open rate: 13.4% (11,257)
- Clicked: 1,619 (1.9% click rate)
- Unsubscribed: 116

#### **Podcast:**

A new weekly podcast titled, Library Out Loud, began on SpokaneTalksOnline. Podcasts are recorded and aired at a later time and are available online.

Week 15: Spokane Valley Library

Week 16: Early Learning at the Library

Week 17: Practical Parent Advice

Week 18: Reluctant Readers Getting Children Reading

<http://www.spokanetalksonline.com/category/podcasts/library-out-loud/>

### **Community Events (Around Town):**

The Communication Department made edits to eight 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, KHQ.com, and Fox28.com

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 (2)
- Practice Speaking English at the Library (5)
- Storytimes (6)
- GED & High School Completion Classes (3)
- Dollars and Sense (3)
- Gingerbread House Building (2)
- LEGO Club (3)

### **Reprints of previously created work & order fulfillment**

- Recovering the Classics poster for Moran Prairie
- Pens for Argonne, Spokane Valley, Otis Orchards, and North Spokane
- Read Away Fines Form for Supply
- Spokane Public Library/Spokane County Library District bookmarks for Deer Park
- Pencils for Airway Heights
- Seed Library flyers for Fairfield
- “T” labels for Supply

### **Communication Display Kits provided for community events**

- Volunteer Appreciation Dinner
- Christmas Bureau

### **Current & Upcoming Projects & Event Promotion**

- January
  - What is STEM for Preschoolers?
  - Argonne Friends of the Library Meeting
  - Computer Lab Sign
  - Deer Park Friends of the Library book sale
  - Reservation for Kits Webpage
  - Friends of the Library quarterly eNewsletter
  - Jeb Wyman Coming Home: How the Humanities Help Soldiers Find Meaning after War
  - Job posting for media screens
  - Preschool Book Bag
  - Library Closure signs for 2017
  - Student Card Redesign
  - ProQuest and Research Library digital resources
  - Writers Resist
  - "New" digital resources
  - North Spokane Construction Signage
  - Job Fair Brochure/Flyer
  - Feb Current
  - Feb Kids newspaper

- February
  - Blind Date With A Book Display
  - Valentine Display
  - Outreach Flyers
  - Spokane Valley Media Lab Info
  - UnSlut Posters
  - Updated 3D Printer FAQ Flyer
  - Moran Prairie Friends Meeting
- March
  - North Spokane Friends Meetings and Sales 2017
  - Spring Large Print newsletter
  - Deer Park Book discussion group welcomes the authors of the Moira Edwards Walker mysteries
  - Deer Park Friends of the Library meeting
  - Alzheimer's Basics
- April
  - NEW staff t-shirts
  - Spotlight Table at the April GSVCC meeting

**Meetings Attended**

- Dec 2 – Media lab promotion
- Dec 6 – Web team meeting
- Dec 9 – Supervisor meeting about *Engage*
- Dec 29 – Meeting with *Valley Current* publisher



**Spokane County Library District  
Summary of Revenues & Expenses - (Cash Basis)  
For the Twelve Months Ended December 31, 2016**

	Y-T-D Actual	Annual Budget	Target 100.0% Percent Used	Balance Remaining
<b>REVENUES</b>				
PROPERTY TAXES	\$ 10,937,940	\$ 11,003,000	99.41%	\$ 65,060
CONTRACT CITIES - AIRWAY HEIGHTS	244,443	246,000	99.37%	1,557
CONTRACT CITIES - SPOKANE	103,438	102,000	101.41%	(1,438)
FINES & FEES	240,188	256,900	93.49%	16,712
GRANTS & DONATIONS	80,533	55,000	146.42%	(25,533)
E-RATE REIMBURSEMENTS	173,408	173,000	100.24%	(408)
OTHER	55,443	34,000	163.07%	(21,443)
INTEREST REVENUES	27,745	28,200	98.39%	455
<b>TOTAL REVENUES</b>	<b>\$ 11,863,137</b>	<b>\$ 11,898,100</b>	<b>99.71%</b>	<b>\$ 34,963</b>
TRANSFERS IN	-	-		-
<b>TOTAL REVENUES &amp; TRANSFERS IN</b>	<b>\$ 11,863,137</b>	<b>\$ 11,898,100</b>	<b>99.71%</b>	<b>\$ 34,963</b>
<b>EXPENSES</b>				
SALARIES	\$ 5,878,555	\$ 5,993,523	98.08%	\$ 114,968
FRINGE BENEFITS	1,906,491	1,959,251	97.31%	52,760
SUPPLIES	153,992	179,001	86.03%	25,009
UTILITIES	423,295	424,570	99.70%	1,275
SERVICES	1,151,080	1,264,355	91.04%	113,275
INSURANCE	64,265	67,100	95.77%	2,835
EQUIPMENT & SOFTWARE	148,633	238,000	62.45%	89,367
LIBRARY MATERIALS	1,393,012	1,393,900	99.94%	888
ELECTRONIC LIBRARY MATERIALS	190,637	200,000	95.32%	9,363
LIBRARY PROGRAMS	108,007	106,700	101.22%	(1,307)
OPERATIONAL CONTINGENCIES	0	71,700	0.00%	71,700
<b>TOTAL EXPENSES</b>	<b>\$ 11,417,966</b>	<b>\$ 11,898,100</b>	<b>95.96%</b>	<b>\$ 480,134</b>
TRANSFERS OUT	-	-		-
<b>TOTAL EXPENSES &amp; TRANSFERS OUT</b>	<b>\$ 11,417,966</b>	<b>\$ 11,898,100</b>	<b>95.96%</b>	<b>\$ 480,134</b>
<b>Net Excess of Revenues Over/(Under) Expenses</b>	<b>\$ 445,171</b>	<b>\$ -</b>		
BEGINNING CASH	4,530,836			
NET FROM ABOVE	445,171			
ENDING CASH	<b>\$ 4,976,007</b>			
<b>Number of months cash on hand</b>	<b>5.1</b>			
<b>Capital Project Fund Balance</b>	<b>1,274,100</b>			

## **Spotlight Airway Heights Library**

Library Supervisor Stacy Ann Kvamme and 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 PROGRAM MARKETING**

Communication & Development Officer Jane Baker will provide an overview of program marketing for the Library District.

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