

MISSION

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

Board of Trustees Regular Meeting

Tuesday, August 15, 2017 4:00 p.m. Medical Lake Library Public Meeting Room

AGENDA

- I. CALL TO ORDER**
- II. AGENDA APPROVAL [4:00]**
- III. ACTION ITEMS**
 - A. Approval of July 18 Regular and Special Meeting Minutes [4:00-4:03]
 - B. Approval of July 2017 Payment Vouchers [4:03-4:05]
 - C. Unfinished Business [4:05-4:45]
 1. Compensation Study Presentation
 2. Spokane Valley Library Update/Exploring Options with City of Spokane Valley
 - D. New Business [4:45-5:00]
 1. Financial Management Policy: Approval recommendation.
 2. Recognition of Retiring Executive Director Nancy Ledebor (Resolution 17-04): Motion consideration.
 - E. Overview IT Security [5:00-5:15]
- IV. DISCUSSION ITEMS, POSSIBLE ACTION [5:15-5:20]**
 - A. Future Board Meeting Agenda Items
- V. REPORTS FOR JULY**
 - A. Trustees [5:20-5:25]
 - B. Executive Director [5:25-5:30]
 - Administrative
 - Community Activities
 - C. Public Services [5:30-5:35]
 - D. Communication [5:35-5:40]
 - E. Fiscal [5:40-5:45]
 - F. Spotlight – Medical Lake Library [5:45-5:55]
- VI. PUBLIC COMMENT**
- VII. ADJOURNMENT**

[Estimated meeting length: One hour and 55 minutes, plus public comment.]

This meeting location is barrier-free. If you require accommodation to participate in this meeting, please notify Spokane County Library District Administrative Offices (509/893-8200) at least 48 hours prior.

08/15/17

**SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: JULY 18, 2017**

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, July 18, 2017.

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

Excused: None.

Also Present: Jane Baker, Communication & Development Officer; Kristy Bateman, Library Services Manager; Tami Chapman, Librarian; Toni Costa, Chief Human Resources Officer; Rick Knorr, Chief Financial Officer; Aileen Luppert, Managing Librarian; Catherine Nero Lowry, Library Supervisor; Patrick Roewe, Deputy Director; Andrea Sharps, Collection Services Director; Vanessa Strange, Librarian; Doug Stumbough, IT Director; Amber Williams, Strategic Initiative Librarian; and Patty Franz, Administrative Assistant.

Guests: Attorney Cynthia McMullen, Legal Counsel for the District; Spokane Valley Residents Tom Towey and Ben Wick.

Call to Order (Item I.) Chair John Craig called the meeting to order at 4:03 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 Regular and Special Meeting Minutes, May 16, and June 9 & 13, 2017 (Item III.A.) Mr. Craig called for corrections to the May 16 regular, and June 9 and 13 special meeting minutes. There was a correction noted and approved for June 9; all minutes stand approved as corrected.

Approval of Payment Vouchers, May and June 2017 (Item III.B.) Mr. Teterud moved and Mr. Johnson seconded approval of the May and June 2017 bill payment vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal	Total
May - L01	52132-52321 and W00440-W00451	\$659,111.58	\$659,111.58
	05102017PR and 05252017PR	\$361,661.67	\$361,661.67
		Total	\$1,020,773.25

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**Approval of
Payment Vouchers,
May and June 2017
(Item III.B.)**

Fund	Capital Projects Fund	Subtotal	Total	
May-L08	9570– B&C Telephone (BE wiring)	\$3,552.90	\$3,552.90	
	9571– Contract Design Assoc. (NS furniture)	\$38,698.94	\$38,698.94	
	9572 – Graybar (NS)	\$539.11	\$539.11	
	9573 – Human Solution (NS furniture)	\$6,580.00	\$6,580.00	
	9574 – Allied Security (NS)	\$396.03	\$396.03	
	9575 – Chipman Moving (NS)	\$2,376.00	\$2,376.00	
	9576 – Gary’s Key & Lock (NS)	\$100.96	\$100.96	
	9577– Hammond Facility Consulting Services (NS)	\$700.66	\$700.66	
	9578 – M. E. Uphus Construction – 4th Contractor Payment (NS)	\$89,749.53	\$89,749.53	
	9579 – River City Painting (BE)	\$6,330.15	\$6,330.15	
	9580– Graybar (NS)	\$60.41	\$60.41	
	9581– Today’s Business Solutions (BE)	\$940.00	\$940.00	
	9582– US Bank– (NS & BE)	\$4,484.79	\$4,484.79	
	9583– Wholesale Floors (NS carpeting)	\$58,855.62	\$58,855.62	
	9584– Wholesale Floors (BE carpeting)	\$10,154.75	\$10,154.75	
	L08		Total	\$223,519.85

**Approval of
Payment Vouchers,
May and June 2017
(Item III.B.)**

Fund	Voucher/Payroll Numbers	Subtotal	Total
June - L01	52322-52463 and W00452-W00461	\$514,863.90	\$514,863.90
	06092017PR and 06232017PR	\$388,244.88	\$388,244.88
		Total	\$903,108.78

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**Approval of
Payment Vouchers,
May and June 2017
(Item III.B.)**

Fund	Capital Projects Fund	Subtotal	Total
June- L08	9585– Bulk Office Supply (NS)	\$2,238.16	\$2,238.16
	9586 – BWA (NS)	\$4,950.00	\$4,950.00
	9587 – Hammond Facility Consulting Services (NS)	\$367.67	\$367.67
L08		Total	\$7,555.83

There were no questions. The motion was unanimously approved.

**Unfinished Business
(Item III.C.1)**

CITY OF SPOKANE VALLEY/SCLD INTERLOCAL AGREEMENT AMENDMENT. Chair Craig acknowledged there were members of the public present who would like to speak in public comment. Therefore, he invited the Executive Director to first provide background prior to asking for a motion on this topic.

Ms. Ledebor reviewed the background information related to this topic. The city of Spokane Valley approached the District with an invitation to form an ad hoc task force to explore options to work toward building a library on the Sprague Avenue property that was purchased by the District for that purpose in 2012. Over the past six months, the task force has met five times to look at how to reduce building costs in a manner that is consistent with the need to expand library services to Spokane Valley residents. Attorney Cindy McMullen reviewed the amendment, covering the major points of the original interlocal agreement that will be changed if the amendment is approved. The amendment allows the District more flexibility in determining the size of the future library and limits the District from paying for the land from a future voter initiative. It commits the city of Spokane Valley to contribute \$1.3 million toward site development costs on the land owned by the District. These two efforts will reduce the cost of the total projects, allowing the District to reduce the amount that voters will need to approve to build new libraries. The City Council will review the amendment to the interlocal agreement at its meeting on Tuesday, July 25.

Chair John Craig acknowledged guests who signed in prior to the meeting, and opened the meeting for public comment so that those wishing to speak could do so before the Board of Trustees entered into discussion.

Spokane Valley resident Tom Towey thanked the board for its service to community and for his opportunity to speak. After introducing himself and noting that he had served on the City Council that approved the original

interlocal agreement, he proceeded to state that the voters do not support building a new library. Voters failed to pass the bond in 2014 and 2015, and if you count the failed bond attempt in 2008, voters have turned the issue down three times. He encouraged the board to use the funds on a sure thing—library services—over the unknown —asking voters to again support funding to build a new library.

Spokane Valley resident Ben Wick introduced himself and read a statement on behalf of Chuck Hafner who was unable to attend the meeting. Mr. Hafner's statement focused on the failure of past bond issues to support funding for new libraries. He felt that another request to the voters would not succeed and he urged the board to ask for community input before moving ahead to extend the agreement.

Chair Craig asked trustees if they had questions for Ms. McMullen, legal counsel for the District. Mr. Teterud asked if Ms. McMullen had reviewed the entire 2012 agreement. Ms. McMullen replied that she was familiar with the agreement and said it was used as the basis for development of the amendment. Mr. Teterud asked if the original agreement could be amended and whether statements in the original would still hold. Ms. McMullen explained that the original agreement could be changed by mutual agreement in writing. The proposed amendment included the points that the task force had determined needed to be changed to extend the date for the District to build on the land. If desired by both parties, additional points could be included.

Mr. Teterud indicated he would have preferred a new agreement rather than an amendment, as he felt the original agreement from 2012 was now outdated. Ms. McMullen indicated that many of the terms of the initial agreement had been fulfilled and the amendment focused on new terms that would allow the District to extend the deadline for building on the site by five to seven years. Executive Director Nancy Ledeboer indicated that the amendment was less specific about the size of the library to allow for greater flexibility as the District pursues future plans. Chair Craig indicated that the intent of the task force was to build upon the prior agreement to pave a way forward.

Ms. Thompson expressed concern about support from the Spokane Valley City Council. She felt the amendment met legal standards; however, she was concerned about a perceived lack of support from the City Council. Executive Director Ledeboer noted that the city would contribute \$1.3 million as a show of its support for the future library. Ms. Thompson referred to statements reported in The Spokesman-Review that demonstrated some council members did not consider a new library a priority.

In response to the inquiry about the level of city support, Ms. McMullen indicated that a simple majority of council members were needed to approve the amendment to the agreement. If the council approved the amendment, it would commit future councils to contribute funds for the new library.

Mr. Teterud raised the issue of public engagement and expressed disappointment that the public was not invited to comment before taking another issue before the voters. Ms. Ledeboer responded that if the amendment was approved there would be a process of public engagement before the board put a future proposal before the voters.

Mr. Teterud made a motion to the board to postpone voting on the amendment until September 2017, which would allow more time for public input and discussion. The motion failed for lack of a second.

Mr. Johnson expressed concern about voting before the City Council approved the amendment. He was pleased to see the commitment to invest \$1.3 million in a future library; however, he was concerned about waiting five years for the City to repurchase the land if a future bond effort failed.

Chair Craig, who served on the ad hoc task force, stated that the District has a unique opportunity to work with the city of Spokane Valley. He was concerned that if the District failed to approve the amendment now, the partnership would collapse and the District would lose the opportunity to reduce the cost of a new library by \$1.3 million.

After considerable discussion by all members, Ms. Carlson moved and Mr. Craig seconded to accept the proposed amendment to the 2012 interlocal agreement. The motion failed with two votes in favor and three against.

Ms. McMullen asked Chair Craig if there was anything the board would ask staff to negotiate with the city of Spokane Valley to make the agreement more acceptable. Ms. Thompson motioned and Mr. Teterud seconded to authorize the Executive Director to inform the City Manager of Spokane Valley that the board did not pass the interlocal agreement amendment. However, trustees will remain open to conversation and would be willing to revisit the amendment should new circumstances warrant reopening the issue. There was no further discussion.

The motion was unanimously approved.

Trustee Craig called for a recess from 5:18 to 5:25 p.m. Ms. McMullen was excused from the meeting.

**New Business
Travel Policy (Item
III.D.1.)**

TRAVEL POLICY. Ms. Thompson moved and Ms. Carlson seconded to approve the Travel policy as revised and presented. CHRO Toni Costa briefly reviewed the recommended revisions to the policy, which simplified language, removed procedural items, and added a section regarding ADA compliance. In response to Mr. Craig's query, Ms. Costa confirmed the use of per diem guidelines for expense reimbursement was not a change to District policy.

There was no further discussion.

The motion was unanimously approved.

**New Business
Reappointment of
Trustee Discussion
(Item III.D.2.)**

REAPPOINTMENT OF TRUSTEE. Mr. Teterud moved and Mr. Johnson seconded to approve the Board of Trustees' request and recommendation to the Spokane County Board of Commissioners to reappoint Trustee Thompson to a second five-year term, effective January 1, 2018.

AYES, and in favor thereof, Trustees: John Craig, Mark Johnson, Sonja Carlson, and Wesley Teterud.

NAYS, Trustees: None.

ABSENT, Trustees: None.

ABSTAIN, Trustees: Kristin Thompson.

Mr. Craig pointed out Ms. Thompson's first term will end December 31 and proposed that the Board make a written recommendation to the Board of County Commissioners in support of Ms. Thompson's reappointment. Ms. Thompson expressed interest in a second term as well, and will also write a letter to the County Commissioners to state her interest. There was no further discussion.

The motion was approved.

**Overview
SV The Studio and
NS The Lab
(Item V.E.)**

OVERVIEW THE STUDIO AND THE LAB. Strategic Initiative Librarian Amber Williams provided an overview of two new library spaces that opened this year: The Studio at Spokane Valley and The Lab at North Spokane. The Studio offers video, photo, audio recording and software editing, and instructional programs in support of the technology. Located on the second floor of the library, The Studio was made possible by the District's partnership with Community-Minded Enterprises (CME and CMTV). With use of PEG funds approved by the city of Spokane Valley, CME provided equipment selected by CMTV for the space. In addition, the District provided a third computer and editing software for all three computers, as well as space, staff time, and 60 minutes of video a month for CMTV Channel 14. Ms. Williams noted SCLD staff developed the first tutorial available on how to use the professional-grade camera. The launch of this space was so successful, the District intends to find more

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filmmaking opportunities for Tweens, as all available time slots were filled within nine minutes. The Lab at North Spokane is devoted to engaging hands-on learning opportunities that will change throughout the year. Programs such as Finch Robots, various gardening, home repair, and textile creations, will showcase local experts, artists, and enthusiasts who will share their crafts and talents. Microsoft Imagine Academy testing will be conducted in The Lab, and a rotating Artist in Residence series will also be held there. The Lab and its programs are supported in part by a grant from the Washington State Library. There was no further discussion.

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

Chair Craig reviewed forthcoming agenda items for the next two months. The August meeting will be held at Medical Lake Library. Among other agenda items, the Financial Management policy will be reviewed and representatives from Pontifex Consulting Group will present the compensation study results.

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

There were no reports.

**Executive Director's
Report, May and
June 2017
(Item V.B.)**

The Executive Director's written reports for May and June 2017 provided prior to the meeting included information on the Business Office, Finance and Facilities, Collection Services, Human Resources, Information Technology, and Community Activities. Ms. Ledeboer extended kudos to Mr. Roewe for speaking about library services at the recent EWI meeting held at Argonne Library. She also congratulated North Spokane Managing Librarian Brian Vander Veen who graduated from Leadership Spokane. Regarding The BookEnd, full internet has now been established. In response to Mr. Teterud regarding The BookEnd, Ms. Ledeboer said the District is following Spokane Valley Mall criteria for how best to identify the mall library when its doors are open. There was no further discussion.

**Public Services
Report, May and
June 2017
(Item V.C.)**

Deputy Director Patrick Roewe and Library Services Manager Kristy Bateman provided written reports prior to the meeting for May and June 2017, with data for customer use measures, programming and library activities. In reference to the security incident assault reported in June, Mr. Roewe further explained the library member was excluded from all libraries for six months for throwing a lighter at a staff member. There was no further discussion.

**Communication
Report, May and
June 2017
(Item V.D.)**

Communication & Development Officer Jane Baker provided written reports prior to the meeting for May and June 2017 communication activities. Ms. Baker had nothing further to add, and there was no further discussion.

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**Fiscal Report,
May and June 2017
(Item V.E.)**

Revenue and Expenditure Statement through May 31, 2017.

<u>Fund 001</u>	
Revenues	\$ 6,619,196
Expenditures	\$ 5,014,975
Ending Fund Balance	\$ 6,186,056
Fund Budget Expended	41.21%

**Fiscal Report,
May and June 2017
(Item V.E.)**

Revenue and Expenditure Statement through June 30, 2017.

<u>Fund 001</u>	
Revenues	\$ 6,711,691
Expenditures	\$ 5,887,225
Ending Fund Balance	\$ 5,400,302
Fund Budget Expended	48.37%

Chief Financial Officer Rick Knorr had nothing further to add, and there was no further discussion.

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

Library Supervisor Catherine Nero Lowry and Community Librarian Tami Chapman provided highlights of Cheney Library and the community it serves. Ms. Nero Lowry reported on extensive community engagement at Cheney. Each year staff participates in the EWU Neighbor Fest, Mayfest, and Rodeo Days. These well attended events provide opportunities for staff to interact with hundreds of Cheney residents, students, teachers, and area businesses. Staff also offers LEGO Club, Storytimes, exam proctoring and Book a Librarian appointments. The library meeting room is used by businesses and community groups throughout the year. Ms. Chapman reported on the popular addition of a Seed Library that opened in the spring, with Master Gardener programs offered in conjunction and support. A teacher in the area even utilized the seed library to start a classroom garden. In addition to library tours, Cheney has an active collaboration with EWU and area schools. STEM and Reading Buddy programs are offered for after-school groups, with plans to offer more. Friends of the Library help to fund some of these programs. Ms. Nero Lowry reported on the successful GED and high school completion classes offered by SCC at the library. The first graduate of the program was selected to speak at the SCC commencement ceremony. Ms. Chapman reported on this year's library exhibits held in celebration of the anniversaries of the Bill of Rights and Washington Clean Air Act. For the latter, Ms. Chapman noted the Spokane Regional Clean Air Agency sponsored a poster contest and the library displayed the creative efforts of artists from grades K-6. The opportunity to exhibit these posters came from a connection made at the Foundation Directory Online (FDO) class held at the library. Cheney is one of only three county libraries where grant seekers can access the FDO. Cheney will also host a Shakespeare exhibition and programs developed and produced by the National Library

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of Medicine, National Institutes of Health and the Folger Shakespeare Library. The library actively connects with community by participating in and supporting events of importance to the area, such as Small Business Saturday, Slightly Southwest of Spokane Artists Tour, Summer Concert Series, Save our Station—the historic train depot, and more. Library Friends help to sponsor some of these events by holding three successful book sales a year. Ms. Nero Lowry gave a shout-out to the Friends of Cheney Library for their dedication and annual support of the library and community. There was no further discussion. Trustees expressed appreciation for the informative report.

**Public
Comment
(Item VI.)**

There was no additional public comment.

**Adjournment
(Item VII.)**

Chair Craig adjourned the meeting at 6:04 p.m. The next Board Meeting is scheduled for Tuesday, August 15, 2017, at 4:00 p.m., in the public meeting room at Medical Lake Library.

John Craig, Chair

Nancy Ledeboer, Secretary of the Board of Trustees

**SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES SPECIAL MEETING MINUTES: JULY 18, 2017**

The Board of Trustees of Spokane County Library District met in special session in the public meeting room at Argonne Library, 4322 N. Argonne Rd., Spokane, WA, at 6:25 p.m., Tuesday, July 18, 2017.

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

Excused: None.

Also Present: Jane Baker, Communication & Development Officer; Toni Costa, Chief Human Resources Officer; Rick Knorr, Chief Financial Officer; Patrick Roewe, Deputy Director; Andrea Sharps, Collection Services Director; and Doug Stumbough, IT Director.

Guests: None.

Call to Order Chair John Craig convened the meeting at 6:25 p.m., following adjournment of the regular meeting and a brief break.

**Agenda
(Item I)**

Facilities Review. Chief Financial Officer Rick Knorr provided an overview of District facilities and the cost to maintain ongoing annual maintenance and scheduled updates to refresh buildings. He also provided information about the age of roofs and other systems that are replaced only when necessary.

**Agenda
(Item II)**

Financial Forecast and 2018 Budget Direction. Chief Financial Officer Rick Knorr provided a financial forecast for 2018-2020. District leadership anticipates revenues for the next few years will be based upon the last highest levy rate, plus 1%, plus new construction. Therefore, increases in new construction will be the driving factor for increases in revenue. Expenditures are anticipated to increase primarily due to inflation and salary/benefits cost increases. A conservative view of revenues indicates that by 2019, expenditures may exceed revenues. Based on current trends, total assessed value of the property served by the District is increasing and will push the levy rate down. One option for closing the gap between expenditures and revenues is to present voters with a request to lift the levy.

**Agenda
(Item III)**

Levy Lid Lift Options. Deputy Director Patrick Roewe provided an overview of how the District's property tax is calculated, as well as information about options for levy lid lifts. This information was provided

for information only and the Board of Trustees was not asked to make any formal decisions regarding levy rate adjustments at this time.

**Agenda
(Item IV)**

Orientation, Goals, and Review Process for New Executive Director. CHRO Toni Costa and Trustee Sonja Carlson shared a form that described the areas of performance that will be used to evaluate the Executive Director. Trustees agreed to modify this form to also gather input from Leadership Team members. It was agreed to conduct a mid-year evaluation next summer, and the first annual review of the new director in Dec. 2018. This schedule provides time to set goals for the next year and give the new director time to orient to his new role. Informal feedback will be provided on an ongoing basis.

**Agenda
(Item V)**

Discussion/Board Direction to Staff. Staff asked for further direction on any of the items that had been discussed during the regular or special meetings. Executive Director Nancy Ledebauer indicated she would contact the Spokane Valley City Manager to convey the reservations of the Board regarding the proposed amendment to the inter-local agreement. Trustees noted they were open to further conversations and would be willing to revisit the issue under new circumstances.

**Agenda
(Item VI)**

Adjournment. Chair Craig adjourned the meeting at 8:10 p.m.

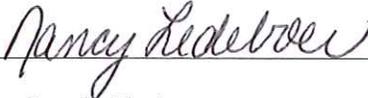
John Craig, Chair

Nancy Ledebauer, Secretary to the Board of Trustees

PAYMENT VOUCHER APPROVAL

Pursuant to RCW 42.24.180 and Spokane County Library District Resolution # 94-03, we, the undersigned, do hereby certify that the merchandise and services hereinafter specified have been received as of July 31, 2017, and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$927,880.00 for the general fund and \$2,509.28 for the capital projects fund and are authorized to authenticate and certify these claims.

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

SIGNED: 
 TITLE: Executive Director

VOUCHER NUMBER	DESCRIPTION	VOUCHER AMOUNT
052464	ABM JANITORIAL SERVICES - NW	MONTHLY CUSTODIAL SERVICES \$ 3,098.10
052465	SANDRA ADDISON	LOST/PAID REFUND 20.00
052466	AVISTA UTILITIES	MONTHLY UTILITIES 7,266.63
052467	BLACKSTONE AUDIO BOOKS	LIBRARY MATERIALS 139.20
052468	CINDY MARIE BOND	LOST/PAID REFUND 15.00
052469	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE 30.31
052470	CENTURYLINK	ANALOG TELEPHONE LINES 75.38
052471	CITY OF SPOKANE	WATER & SEWER - MORAN PRAIRIE 626.68
052472	CITY OF AIRWAY HEIGHTS	WATER & SEWER - AIRWAY HEIGHTS 583.14
052473	CITY OF CHENEY	WATER, SEWER, ELEC. - CHENEY 907.49
052474	CITY OF DEER PARK	WATER & SEWER - DEER PARK 166.95
052475	CAPITAL ONE NAT'L ASSOC	OFFICE/LIBRARY SUPPLIES/COSTCO 260.14
052476	DELL MARKETING L.P.%DELL USA LP	PRINTER SUPPLIES/IT EQUIPMENT 299.72
052477	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES 837.81
052478	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE 5,202.00
052479	DIVCO INCORPORATED	QTRLY BUILDING REPAIR & MAINT - HVAC 662.11
052480	EARTHWORKS RECYCLING,INC	RECYCLING 172.80
052481	GALE/CENAGE LEARNING	LIBRARY MATERIALS 4,304.37
052482	H&H BUSINESS SYSTEMS, INC.	COPIER MAINTENANCE & TONER 3,373.22
052483	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS 3,977.16
052484	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS 10,311.11
052485	FRANCIS KRESS	LOST/PAID REFUND 7.00
052486	STEVEN ROBERT MCKEE	LOST/PAID REFUND 13.00
052487	McMULLEN & McMULLEN, P.S.	GENERAL LEGAL SERVICES 36.00
052488	MIDWEST TAPE	LIBRARY MATERIALS 5,059.43
052489	MODERN ELECTRIC WATER COMPANY	WATER, ELEC. - SV 1,865.41
052490	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES 109.43
052491	OTIS HARDWARE	MAINTENANCE SUPPLIES 16.17
052492	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books 8,401.10
052493	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES 440.42
052494	RECORDED BOOKS, LLC	LIBRARY MATERIALS 350.77
052495	ALAN EUGENE SHADOWEN	LOST/PAID REFUND 20.80
052496	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY 16.30
052497	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES 1,176.28
052498	INTERLINE BRANDS, INC.	MAINTENANCE SUPPLIES 43.41
052499	UNIQUE MANAGEMENT SERVICES	COLLECTION AGENCY & NOTICE FEES 2,565.02
052500	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS 272.62
052501	ANDREA W. VAUGHN	LIBRARY PROGRAMS 950.00
052502	VERIZON WIRELESS	CELL PHONES (6) 217.66
052503	CHRISTINE VERHEUL	LOST/PAID REFUND 3.00
052504	WASTE MANAGEMENT OF SPOKANE	REFUSE 1,158.74
052505	ABM JANITORIAL SERVICES - NW	MONTHLY CUSTODIAL SERVICES 14,569.97
052506	ASSOC OF WASHINGTON CITIES	MEDICAL, DENTAL, VISION & LIFE INS. 745.00
052507	CDW GOVERNMENT, INC.	IT HARDWARE & SOFTWARE 299.92
052508	CENTER POINT LARGE PRINT	LIBRARY MATERIALS 29.40
052509	CENTURYLINK	ANALOG TELEPHONE LINES 78.03
052510	COLE INFORMATION	LIBRARY MATERIALS 2,179.93

052511	CITY OF MEDICAL LAKE	WATER, SEWER, REFUSE - ML	211.81
052512	CULLIGAN SPOKANE WA	OFFICE/LIBRARY SUPPLIES	25.65
052513	BRANDY DARLING	LOST/PAID REFUND	10.20
052514	EMPIRE DISPOSAL INC.	SOLID WASTE - FAIRFIELD	37.50
052515	MELISSA SELENA ESTRADA	LOST/PAID REFUND	26.00
052516	FINDAWAY WORLD, LLC	LIBRARY MATERIALS	1,647.96
052517	GALE/CENAGE LEARNING	LIBRARY MATERIALS	53.94
052518	iHEARTMEDIA-SPOKANE	ADVERTISING	599.00
052519	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	10,441.84
052520	INK ART SPACE	LIBRARY PROGRAMS	400.00
052521	INTEGRA TELECOM HOLDINGS, INC	BROADBAND AND INTERNET	2,313.42
052522	INTEGRA TELECOM HOLDINGS, INC	BROADBAND AND INTERNET	17,498.68
052523	INLAND POWER AND LIGHT	ELECTRIC UTILITIES - AH, DP	830.49
052524	LEADERSHIP SPOKANE	SUPERVISOR TRAINING - AILEEN LUPPERT	2,975.00
052525	WICK ENTERPRIZES, LLC	ADVERTISING	312.37
052526	MADHOUSE CREATIVE LLC	WEBSITE DESIGN	7,987.50
052527	MIDWEST TAPE	LIBRARY MATERIALS	4,088.87
052528	MOBIUS SCIENCE CENTER	LIBRARY PROGRAMS	3,000.00
052529	DVM INSURANCE AGENCY dba NATIONWIDE	EMPLOYEE DEDUCTIONS FOR PET INSURANCE	315.63
052530	ORBIS CASCADE ALLIANCE	COURIER SERVICE	6,152.00
052531	CLIFFORD EUGENE OSGOOD	LOST/PAID REFUND	60.00
052532	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	7,964.87
052533	RECORDED BOOKS, LLC	LIBRARY MATERIALS	87.88
052534	SPOKANE COUNTY ENVIRONMENTAL SERVICES	SEWER - AR, NS, SV	437.83
052535	STANDARD DIGITAL PRINT	ADVERTISING	779.01
052536	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	383.52
052537	UPS	SHIPPING	20.90
052538	VOID VOUCHER	VOID	
052539	WHITWORTH WATER DISTRICT #2	WATER - NORTH SPOKANE	198.88
052540	GREY HOUSE PUBLISHING	LIBRARY MATERIALS	237.05
052541	NIKKI MYERS	LOST/PAID REFUND	19.00
052542	59:ESCAPE ADVENTURES, LLC	LIBRARY PROGRAMS	500.00
052543	ABM JANITORIAL SERVICES - NW	MONTHLY CUSTODIAL SERVICES	175.00
052544	ALLIED SAFE & VAULT CO, INC.	MONTHLY ALARM MONITORING & REPAIR	1,403.15
052545	AT&T MOBILITY	TELEPHONE & BROADBAND - BOOKEND	246.38
052546	BERKLEY NORTH PACIFIC	ANNUAL LIABILITY & PROPERTY INSURANCE	35.00
052547	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	499.14
052548	CENTURYLINK	ANALOG TELEPHONE LINES	38.19
052549	CENTURYLINK	ANALOG TELEPHONE LINES	39.23
052550	CENTURYLINK	ANALOG TELEPHONE LINES	59.91
052551	CENTURYLINK	ANALOG TELEPHONE LINES	78.48
052552	CENTURYLINK	ANALOG TELEPHONE LINES	113.00
052553	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	357.00
052554	ERIC HERMAN ENDRES	LIBRARY PROGRAMS	4,750.00
052555	EXECUTIVE WOMEN INTERNAT'L	ADVERTISING	105.00
052556	GALE/CENAGE LEARNING	LIBRARY MATERIALS	496.19
052557	HAMMOND FACILITY CONSULTING	VALLEY SKYLIGHT REPAIR EVALUATION	562.84
052558	GONZAGA UNIVERSITY	LIBRARY PROGRAMS	533.88
052559	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	9,308.83
052560	INLAND POWER AND LIGHT	ELECTRIC UTILITIES - AH, DP	377.02
052561	NORTHWEST BUSINESS PRESS INC	LIBRARY MATERIALS	79.95
052562	MIDWEST TAPE	LIBRARY MATERIALS	8,088.48
052563	MILLWOOD DAZE	LIBRARY PROGRAMS	25.00
052564	ANN K NAGAIRO	LOST/PAID REFUND	10.00
052565	NATIONAL BARRICADE OF SPOKANE	BUILDING REPAIR & MAINTENANCE	47.43
052566	LAURIE NESSELRODE	LOST/PAID REFUND	3.60
052567	OCLC, INC.	CATALOGING & ILL SUBSCRIPTION SVCS	3,355.40
052568	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	131.81
052569	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	5,106.85
052570	PERRINE PROPERTIES, LLC	MONTHLY PARKING LOT LEASE, SV	300.00
052571	POLICYPAK SOFTWARE/GPanswers	SOFTWARE SUPPORT	3,080.00
052572	PRESSWORKS	PRINTING	528.77
052573	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	90.56
052574	RECORDED BOOKS, LLC	LIBRARY MATERIALS	394.29
052575	SOFTWARE.HARDWARE.INTEGRATION	IT HARDWARE & SOFTWARE	8,192.80

052576	SPO. NEIGHBORHOOD ACTION PLAN	LIBRARY PROGRAMS	450.00
052577	SPOKANE MALL LLC	MONTHLY LEASE PAYMENT	3,000.00
052578	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	478.47
052579	TODAY'S BUSINESS SOLUTIONS	PRINT MGMT SOFTWARE ANNUAL SUPPORT	3,056.00
052580	TOWN OF FAIRFIELD	WATER, SEWER - FAIRFIELD	177.80
052581	UNIQUE MANAGEMENT SERVICES	COLLECTION AGENCY & NOTICE FEES	2,718.11
052582	UPS	SHIPPING	14.32
052583	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	11,113.22
052584	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	1,896.35
052585	RHONDA WEAVER	LOST/PAID REFUND	9.00
052586	CARLA CARNEGIE, MT-BC	LIBRARY MATERIALS	103.78
052587	ALLIED SAFE & VAULT CO, INC.	MONTHLY ALARM MONITORING & REPAIR	196.08
052588	BLACKSTONE AUDIO BOOKS	LIBRARY MATERIALS	109.90
052589	CDW GOVERNMENT, INC.	IT HARDWARE & SOFTWARE	29.31
052590	CENTURYLINK	ANALOG TELEPHONE LINES	37.97
052591	CENTURYLINK	ANALOG TELEPHONE LINES	79.89
052592	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	313.58
052593	EMPLOYMENT SECURITY DEPARTMENT	UNEMPLOYMENT INSURANCE	1,874.88
052594	JEFFREY B. EVANS	LIBRARY MATERIALS	89.60
052595	FAUCETS 'N STUFF PLUMBING	PLUMBING REPAIRS	157.76
052596	FRONTIER COMMUNICATION	TELEPHONE & BROADBAND - FF	119.46
052597	GALE/CENAGE LEARNING	LIBRARY MATERIALS	1,147.02
052598	GARY L. GODDARD	LOCK AND KEY REPAIR	14.68
052599	GREY HOUSE PUBLISHING	LIBRARY MATERIALS	237.05
052600	H&H BUSINESS SYSTEMS, INC.	COPIER MAINTENANCE & TONER	456.15
052601	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	3,977.16
052602	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	7,562.13
052603	MIDWEST TAPE	LIBRARY MATERIALS	5,446.84
052604	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	295.35
052605	OPTUM	MONTHLY HSA ACCOUNT FEES	84.00
052606	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	7,501.25
052607	TYREIL POOSRI	LIBRARY PROGRAMS	100.00
052608	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	332.97
052609	RECORDED BOOKS, LLC	LIBRARY MATERIALS	722.39
052610	WANDA LUCILLE REYNOLDS	LOST/PAID REFUND	30.00
052611	SPOKANE VALLEY FRIENDS	RETURN OF DONATION	400.00
052612	SPOKANE TALKS ONLINE	ADVERTISING	600.00
052613	STANDARD DIGITAL PRINT	ADVERTISING	39.17
052614	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	370.45
052615	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	272.62
052616	BREANNA WHITE	LIBRARY PROGRAMS	400.00
052617	ZACK LACY	LIBRARY PROGRAMS	27.82
W00462	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	61,030.88
W00463	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	41,695.48
W00464	US BANK - HEALTH - OPTUM	H S A CONTRIBUTIONS	1,754.25
W00465	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	2,492.79
W00466	STATE OF WASHINGTON	MONTHLY EXCISE/SALES TAXES	516.00
W00467	DEPT. OF LABOR & INDUSTRIES	QUARTERLY WORKMAN'S COMP.	16,966.15
W00468	US BANK - HEALTH - OPTUM	H S A CONTRIBUTIONS	1,754.25
W00469	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	46,869.29
W00470	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	58,864.68
W00472	ASSOC OF WASHINGTON CITIES	MEDICAL, DENTAL, VISION & LIFE INS.	79,278.47

Total Non-Payroll General Operating Fund **\$ 568,448.88**

PAYROLL VOUCHERS

07102017PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	\$ 183,278.23
07252017PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	176,152.89

Total Payroll General Operating Fund **\$ 359,431.12**

TOTAL GENERAL OPERATING FUND **\$ 927,880.00**

CAPITAL PROJECTS FUND

VOUCHER NUMBER		DESCRIPTION	VOUCHER AMOUNT
009588	BALDWIN SIGNS	SIGNAGE FOR THE BOOKEND	\$ 2,509.28
Total Capital Projects Fund			<u>\$ 2,509.28</u>

Spokane County Library District
June 2017/July 2017 Credit Card Activity
Paid in July, 2017
Voucher # 052583

<u>Card Category</u>	<u>Amount</u>
General Purchases	\$3,872.64
Maintenance	661.99
Travel	2,710.15
Acquisitions	3,569.75
Information Technology	218.95
Outreach	79.74
General Fund Purchases	<u><u>\$11,113.22</u></u>

COMPENSATION STUDY PRESENTATION**Background:**

In December of 2016, the Board of Trustees approved a contract with Pontifex Consulting Group (PCG) to conduct a compensation study for the District. PCG analyzed existing position descriptions for the work being performed, collected and analyzed competitive labor market data, and developed recommendations for new salary ranges and structure that combine positions of similar duties, responsibilities, knowledge, skills, education and experience.

For the compensation analysis, PCG provided recommendations for new salary ranges that align jobs to the market, while avoiding pay compression within and among occupational groups. These recommendations do not take into account individual value to the District or employee performance.

The study took into account the District's compensation philosophy, which is designed to support the organizational culture, address internal and external realities, and attract, retain and motivate staff. In order to minimize any fiscal impact to the District, its Leadership Team ranges and salaries will not be adjusted.

The Leadership Team also wanted to ensure that compensation was equitable and transparent across job classes. This included a realignment to provide equity between Public Services and Administrative Services (which includes Support Services). This restructure of the compensation system aligns positions with the business of the business, which is Public Services. The new structure gives staff more opportunities for transfers, as it has no more ranges with only one job classification. It establishes a clearer career path for staff wanting to promote and provides more opportunities for transfers between Public Services and Administrative Services.

The Leadership Team reviewed potential implications of creating a new classification structure. Our intent was to recruit and retain staff while not sacrificing the total FTE needed to effectively serve the public, while continuing to be good stewards of District fiscal resources. The resulting recommendations are realistic given the District's economic situation.

The final report and compensation plan recommendations result in a balanced internal hierarchy of work, competitiveness in the relevant labor market, and a compensation plan that has the ability to be maintained and updated as necessary.

Peter Ronza and Robert Greene, PCG consultants, will review their findings and recommendations. Chief Financial Officer Rick Knorr and Chief Human Resources Officer Toni Costa will then present an implementation plan for Board of Trustees' discussion and/or approval.

Recommended action: Board motion to adopt the classification system and corresponding salary grid, as shown in the completed compensation study, with an effective date of January 1, 2018, after any approved COLA has been applied.

Compensation Study

Spokane County Library District

Final Report

July 2017

Pontifex Consulting Group LLC



PONTIFEX
CONSULTING GROUP, LLC

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Introduction

What was the Pontifex Consulting Group (PCG) asked to do?

The objectives of the study were to:

- Validate the compensation philosophy and its alignment to the Spokane County Library District's (District) strategy and direction.
- Review job content information for all District jobs.
- Examine current compensation programs and structures for District jobs.
- Analyze current competitive labor market compensation and benefits practices.
- Provide recommendations for classification structures (internal equity).
- Provide recommendations for compensation structures (labor market equity).
- Provide recommendations for maintenance of classification and compensation systems.
- Prepare a written report of our findings and comparisons.

This report covers all of these objectives.

II. Human Capital Issues and Compensation Philosophy

Human Resources Issues

For the District to achieve its mission of providing service to the public requires the attraction and retention of key talent to fill staff jobs. These are jobs that have a significant depth in customer service, technical and professional competencies, while at the same time possessing advanced skills in project coordination and team-building. These unique skills are essential for staff to be successful at carrying-out the District's mission in an effective and efficient manner.

Specifically, the District intends to:

- Be an outstanding employer that attracts and retains staff necessary to accomplish its core mission of engaging communities.
- Maintain a fair, equitable and transparent compensation and benefits system.
- Engage in succession planning efforts for staff and management positions.

Compensation Strategy

The District currently compensates its staff in accordance with a classification and compensation system that was last updated over a decade ago. The system is internally focused with rules that are oriented towards the composition of a significantly changed workforce and competitive labor market. Responsibilities in serving the public are evolving and thus the District's workforce will need to adapt to meet those needs.

The compensation of an organization's staff normally follows an established compensation philosophy and strategy. Such strategic documents are critical towards alignment of the organization's largest budgetary expenditure towards organizational needs and fiscal resources, while providing predictability and stability in budgeting and staffing.

A survey of 2,025 organizations across the United States shows that a majority of respondents have a stated compensation strategy of paying at or above the labor market rate for their jobs:

Employee Group	Pay Below Market Rate	Pay Equal to Market Rate	Pay Above Market Rate	Other Percentile or No Strategy
Hourly Employees	1.7%	85.0%	5.5%	8.8%
Salaried Employees	2.3%	86.5%	7.1%	4.1%
Management/Executive Employees	1.7%	76.5%	9.7%	11.1%

SOURCE: World-at-Work (American Compensation Association) 2016/2017 Salary Budget Survey.

Compensation Strategy

The “Employer Costs for Employee Compensation” survey is produced by the Bureau of Labor Statistics of the U.S. Department of Labor to show what employer’s average hourly costs are for compensation and its components. Listed below are comparative figures for wages (no benefits data included) between 2009 and 2015:

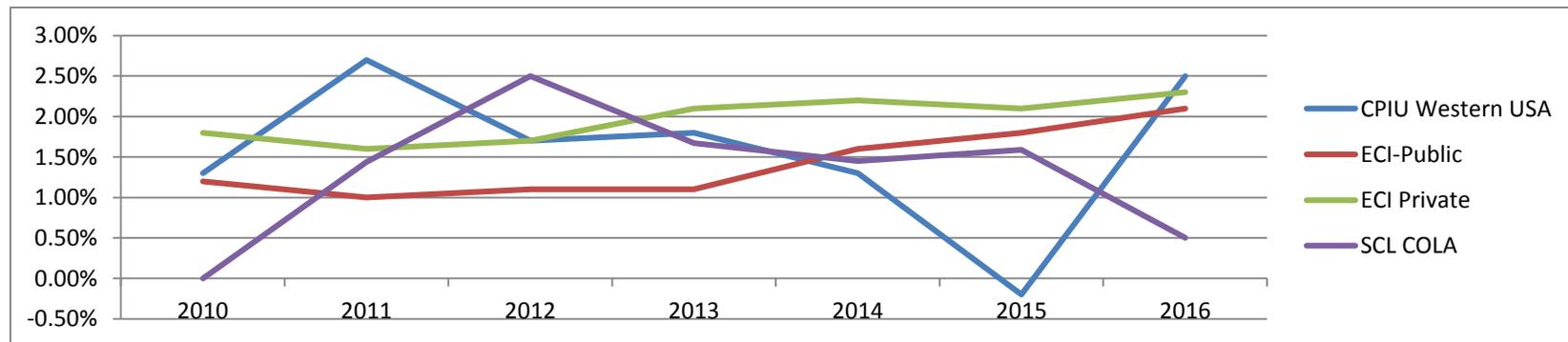
<i>Private Sector Employers</i>	<i>Cost Compensation 2009</i>	<i>Cost Compensation 2015</i>	<i>% Increase</i>
All Private Employers	\$19.41	\$22.14	+14.1%
- Management/Professionals	\$32.16	\$38.75	+20.5%
- Office & Administrative Support	\$15.65	\$16.54	+5.7%
- Service Occupations	\$10.32	\$11.27	+9.2%

<i>State & Government Employers</i>	<i>Cost Compensation 2009</i>	<i>Cost Compensation 2015</i>	<i>% Increase</i>
All State & Local Government Employers	\$26.11	\$28.63	+9.7%
- Management/Professionals	\$32.54	\$35.87	+10.2%
- Office & Administrative Support	\$17.02	\$18.52	+8.9%
- Service Occupations	\$17.72	\$19.73	+11.3%

Compensation Strategy

The following chart shows the percentage changes in the Consumer Price Index for Urban Consumers (CPI-U) for the Western United States and the Employment Cost Index (ECI) for private and public sector employers wages and salaries between 2010 and 2016 as reported by the Bureau of Labor Statistics of the U.S. Department of Labor:

Year	CPI-U Western USA	ECI Public Sector	ECI Private Sector	District COLA History
2010	1.3%	1.2%	1.8%	0.0%
2011	2.7%	1.0%	1.1%	1.44%
2012	1.7%	1.1%	1.7%	2.5%
2013	1.8%	1.1%	2.1%	1.67%
2014	1.3%	1.6%	2.2%	1.45%
2015	-0.2%	1.8%	2.1%	1.59%
2016	2.5%	2.1%	2.3%	0.5%
Average 2010-2016	1.6%	1.4%	2.0%	1.31%



III. Classification Study

Classification Study

Methodology

Pete Ronza of the Pontifex Consulting Group (PCG), met with Toni Costa, Chief Human Resources Officer to discuss the project work plan, deliverables, and the District's issues/concerns with their classification and compensation programs.

The District supplied PCG with organization charts, compensation program information and current job descriptions. The job descriptions provided critical information that described:

- Duties and Responsibilities;
- Knowledge and Skills required to perform those responsibilities and duties;
- Education and/or Experience levels required to perform duties and responsibilities;
- Supervisory responsibilities;
- Scope of Decision-making;
- Delegation of Authority;
- Physical Demands; and,
- Environmental and Working Conditions.

Methodology (continued)

PCG reviewed the job descriptions and performed any necessary follow-up questions or clarifications with District Human Resources staff by phone and email.

PCG then developed a recommendation for new classification structures that combine jobs of similar levels of duties, responsibilities, knowledge, skills, education and experience. This new structure also creates appropriate career ladders and job families in accordance with the existing mix of jobs, the mission and strategy of the District.

The recommendations were discussed with the District's management. The District reviewed the recommendations, provided revisions, and a final structure was presented to PCG. PCG then created compensation recommendations based upon the population of classifications in the structures and their competitive labor market data. The classification structure and methodology can be found in Appendix A.

IV. Compensation & Benefits Analysis

Competitive Compensation Analysis

Methodology

PCG discussed and received direction to provide a compensation study based upon two (2) labor market comparator groups:

- All employers (public and private sector) in Spokane Metropolitan Statistical Area and the State of Washington area.
- Selected public libraries in State of Washington.

The compensation analysis was conducted in January of 2017.

For those non-executive jobs that are recruited from the overall labor market (public and private), PCG obtained comparable information from the general labor market. Examples of jobs that are recruited and retained from the overall market sectors would be occupations in the areas of finance, facilities, maintenance and information technology. Salary information for the overall labor market was obtained from:

- Towers Watson Data Services, United States employer surveys.

Only salary range midpoint data is available for the overall labor market occupations. The survey does not collect minimum and maximum salary range rate information. More information on the survey methodology can be found in Appendix B.

A majority of the District's jobs only exist in public libraries. Therefore, the public library sector is one of the District's primary competitors for talent. The District reviewed and approved a list of public sector libraries in the State of Washington to survey for the purpose of obtaining compensation and benefits data for this sector. A list of the agencies who responded can be found in Appendix B.

Overall responsibilities, specific duties and education and experience requirements for District job classifications were referenced to provide accurate matching.

Competitive Compensation Analysis

Methodology (continued)

Data reflect market pay levels updated to January 1, 2017.

Survey data provide critical competitive salary information; however, compensation of individual positions may differ from the target labor market for many reasons, including stage of organizational growth, organizational performance and the qualifications, specific responsibilities and performance of the individual position incumbents.

Jobs were matched based on content, responsibilities, level and qualifications and not on title alone. For this reason, the titles in the market will not necessarily be the same titles as those employed by the District.

Benchmarks with fewer than three (3) data points were excluded from any analyses because fewer than three (3) data points matched to a given benchmark are considered an insufficient sample size for drawing conclusions.

Due to Sherman Antitrust Act consent decrees, only summary (aggregate) data are shown for each benchmark.

Since the District is a unique organization, a comparison with other similar organizations and similar positions needs to be viewed as a reference point. It would be an error to directly adopt the compensation levels of other organizations without carefully analyzing the factors that make the District unique, and which make each job valuable to the District.

For example, there is a legitimate organizational reason for paying some District jobs more or less than market due to the difference in scope, services, organizational priorities, and population with services provided by other agencies.

To maintain data integrity, we can only use valid data provided to us through our survey process in order to conduct a professional and objective analysis of the information.

Competitive Compensation Analysis

Salary Range Minimum Rate

The minimum salary range rate represents the minimum rate of pay that an employer will pay for a job/skill set. This is usually understood to be where the organization would set the pay rate for an incumbent who has the minimal level of education and experience required for a job (attraction rate).

The charts on pages 16-17 show the overall comparison of the competitive labor market minimum salary range averages and the District's salary range minimum rates.

Competitive Compensation Analysis

Salary Range Minimum Rates

Job Title	District Minimum Salary Range Rate	Market Average Minimum Salary Range Rate	District as a Percent of Market Average Rate
Accounting Assistant	\$28,101	\$34,628	-18.8%
Administrative Assistant	\$37,440	\$41,679	-10.2%
Cataloging Technician	\$37,440	\$35,265	+6.2%
Chief Financial Officer	\$75,442	\$80,088	-5.8%
Chief Human Resources Officer	\$75,442	\$74,512	+1.2%
Collection Development Librarian	\$55,952	\$53,083	+5.4%
Collection Services Director	\$75,442	\$74,380	+1.4%
Collection Services Specialist	\$35,194	\$40,720	-13.6%
Communications & Development Director	\$75,442	\$73,817	+2.2%
Communications Specialist	\$35,194	\$46,031	-23.5%
Deputy Director	\$81,598	\$87,687	-6.9%
Desktop Administrator	\$52,125	\$51,332	+1.5%
Facilities Manager	\$52,125	\$60,448	-13.8%
Finance & Accounting Manager	\$48,651	\$55,555	-12.4%
Graphic Designer	\$42,578	\$37,957	+12.2%
Human Resources Specialist	\$37,440	\$46,145	-18.9%
IT Operations Assistant	\$45,490	\$43,224	+5.2%
IT Director	\$75,442	\$71,890	+4.9%
Librarian	\$48,651	\$49,119	-1.0%
Library Assistant	\$26,645	\$28,407	-6.2%
Library Operations Supervisor	\$39,850	\$43,392	-8.2%
Library Services Manager	\$60,133	\$70,377	-14.6%
Library Page	\$22,880	\$23,053	-0.8%
Maintenance Assistant	\$45,490	\$37,217	+22.2%
Managing Librarian	\$52,125	\$58,163	-10.4%

Competitive Compensation Analysis

Salary Range Minimum Rates

Job Title	District Minimum Salary Range Rate	Market Average Minimum Salary Range Rate	District as a Percent of Market Average Rate
Materials Processing Assistant	\$25,438	\$29,465	-13.7%
Public Services Associate	\$31,346	\$32,181	-2.6%
Public Services Specialist	\$35,194	\$34,612	+1.7%
Systems Administrator	\$60,133	\$56,966	+5.6%
Technical Services Assistant	\$28,101	\$28,258	-0.6%
Volunteer Coordinator	\$42,578	\$41,329	+3.0%

Competitive Compensation Analysis

Salary Range Midpoint Rate

The midpoint of the salary range represents the midpoint of the range of pay that an employer will pay for a job/skill set. This is usually understood to be where the organization would set the pay rate for an incumbent who has a journey-level education and experience. From an experience level this is generally understood to be 4-5 years.

The charts on pages 19-20 show the overall comparison of the competitive labor market midpoint salary range averages and the District's salary range midpoint rates.

Competitive Compensation Analysis

Salary Range Midpoint Rates

Job Title	District Midpoint Salary Range Rate	Market Average Midpoint Salary Range Rate	District as a Percent of Market Average Rate
Accounting Assistant	\$31,616	\$41,267	-23.4%
Administrative Assistant	\$42,110	\$50,573	-16.7%
Cataloging Technician	\$42,110	\$42,006	+0.2%
Chief Financial Officer	\$84,864	\$97,046	-12.6%
Chief Human Resources Officer	\$84,864	\$89,634	-5.3%
Collection Development Librarian	\$62,962	\$64,650	-2.6%
Collection Services Director	\$84,864	\$91,072	-6.8%
Collection Services Specialist	\$39,572	\$48,937	-19.1%
Communications & Development Director	\$84,864	\$89,047	-4.7%
Communications Specialist	\$39,572	\$55,021	-28.1%
Deputy Director	\$99,393	\$106,972	-7.1%
Desktop Administrator	\$58,636	\$62,328	-5.9%
Facilities Manager	\$58,636	\$67,986	-13.8%
Finance & Accounting Manager	\$54,725	\$67,230	-18.6%
Graphic Designer	\$47,903	\$45,134	+6.1%
Human Resources Specialist	\$42,110	\$55,446	-24.1%
IT Director	\$84,864	\$87,410	-2.9%
IT Operations Assistant	\$51,200	\$52,102	-1.7%
Librarian	\$54,725	\$59,654	-8.3%
Library Assistant	\$29,973	\$33,389	-10.2%
Library Operations Supervisor	\$42,110	\$53,120	-20.7%
Library Page	N/A	\$26,362	
Library Services Manager	\$67,663	\$86,073	-21.4%
Maintenance Assistant	\$51,200	\$43,419	+17.9%
Managing Librarian	\$58,636	\$69,861	-16.1%

Competitive Compensation Analysis

Salary Range Midpoint Rates

Job Title	District Midpoint Salary Range Rate	Market Average Midpoint Salary Range Rate	District as a Percent of Market Average Rate
Materials Processing Assistant	\$28,610	\$34,697	-17.5%
Public Services Associate	\$35,267	\$38,399	-8.2%
Public Services Specialist	\$39,572	\$39,561	0.0%
Systems Administrator	\$67,663	\$68,155	-0.7%
Technical Services Assistant	\$31,616	\$33,224	-4.8%
Volunteer Coordinator	\$47,903	\$50,018	-4.2%

Competitive Compensation Analysis

Salary Range Maximum Rate

The maximum salary range rate represents the maximum rate of pay that an employer will pay for a job/skill set. This is usually understood to be where the organization would set the pay rate for an incumbent who has an above average level of education and experience (retention rate).

The charts on pages 22-23 show the overall comparison of the competitive labor market maximum salary range averages and the District's salary range maximum rates.

Competitive Compensation Analysis

Salary Range Maximum Rates

Job Title	District Maximum Salary Range Rate	Market Average Maximum Salary Range Rate	District as a Percent of Market Average Rate
Accounting Assistant	\$35,131	\$47,607	-26.2%
Administrative Assistant	\$46,779	\$59,962	-22.0%
Cataloging Technician	\$46,779	\$48,747	-4.0%
Chief Financial Officer	\$94,286	\$114,003	-17.3%
Chief Human Resources Officer	\$94,286	\$105,167	-10.3%
Collection Development Librarian	\$69,971	\$76,213	-8.2%
Collection Services Director	\$94,286	\$106,364	-11.4%
Collection Services Specialist	\$35,194	\$57,154	-38.4%
Communications & Development Director	\$94,286	\$104,276	-9.6%
Communications Specialist	\$43,950	\$64,012	-31.3%
Deputy Director	\$102,003	\$124,527	-18.1%
Desktop Administrator	\$65,146	\$72,689	-10.4%
Facilities Manager	\$65,146	\$88,742	-26.6%
Finance & Accounting Manager	\$60,798	\$78,905	-22.9%
Graphic Designer	\$53,227	\$52,336	+1.7%
Human Resources Specialist	\$46,779	\$64,303	-27.3%
IT Director	\$94,286	\$101,706	-7.3%
IT Operations Assistant	\$56,909	\$60,371	-5.7%
Librarian	\$60,798	\$69,769	-12.9%
Library Assistant	\$33,301	\$38,373	-13.2%
Library Operations Supervisor	\$46,779	\$63,168	-25.9%
Library Page	N/A	\$29,514	
Library Services Manager	\$75,192	\$101,769	-26.1%
Maintenance Assistant	\$56,909	\$50,807	+12.0%
Managing Librarian	\$65,146	\$82,304	-20.8%

Competitive Compensation Analysis

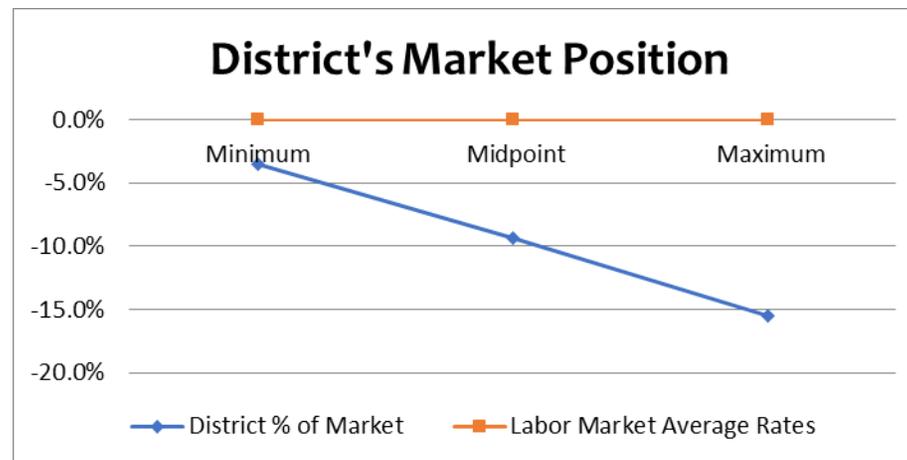
Salary Range Maximum Rates

Job Title	District Maximum Salary Range Rate	Market Average Maximum Salary Range Rate	District as a Percent of Market Average Rate
Materials Processing Assistant	\$31,782	\$39,929	-20.4%
Public Services Associate	\$39,187	\$44,999	-12.9%
Public Services Specialist	\$35,194	\$47,412	-25.8%
Systems Administrator	\$75,192	\$79,222	-5.1%
Technical Services Assistant	\$35,131	\$38,194	-8.0%
Volunteer Coordinator	\$53,227	\$58,708	-9.3%

Competitive Compensation Analysis

District in comparison to market segment averages

District as a Percent of Public Library Sector		
Minimum Rate	Midpoint Rate	Maximum Rate
-3.5%	-9.4%	-15.5%



Competitive Benefits Analysis

Medical Benefits

Comparisons of medical contribution rates are appropriate at the local level since healthcare markets vary significantly amongst regional areas due to a variety of supply, regulations and competitive demographics.

Comparisons were made to organization's most expensive plans and benchmarked to the District's Asuris500 Plan.

Medical Plan Premiums:

The following data is sourced from the 2016 Kaiser/HRET Survey of Employer-Sponsored Health Benefits:

- Nationally, 88% of employees with employee only coverage contribute towards their premiums.
- Medical premium inflation has averaged 5% annually since 2011.

In Washington:

- Employees with Employee Only coverage pay an average of 12.2 % of the total premium cost for their medical insurance.
- Employees with Employee+1 coverage pay an average of 24.1% of the total premium cost for their medical insurance.
- Employees with Family coverage pay an average of 25.7% of the total premium cost for their medical insurance.

District employees pay*:

- 0% of the total premium cost for Employee Only coverage
- 100% of the total premium cost for One Dependent coverage
- 100% of the total premium cost for Two + Dependent coverage.

**Note: Full-time staff figures. Part-time staff pay a pro-rated amount for their coverage.*

Competitive Benefits Analysis

Holidays Paid

District Paid Days per Year	Library Employers Average Paid Days per Year
11	11

Vacation Leave – Exempt Staff

Years of Service	District Paid Hours per Year	Library Employers Average Paid Hours per Year
0 < 1	128	127
1 < 5	144	141
5 < 10	164	154
10 < 15	184	171
15+	192	192

Vacation Leave – Non-Exempt Staff

Years of Service	District Paid Hours per Year	Library Employers Average Paid Hours per Year
0 < 1	116	93
1 < 5	132	111
5 < 10	152	142
10 < 15	172	158
15+	180	183

Competitive Benefits Analysis

Vacation Leave – Maximum Accrual Balance (Hours)

District	Library Employers
240	240

Sick Leave

District Paid Hours per Year	Library Employers Average Paid Hours per Year
96	97

V. Summary and Recommendations

Classification Structure

Methodology

PCG was tasked with provision of a recommendation on a new classification and compensation structure for the District to consider that would provide a balance between internal equity and external competitiveness. It would also need to be constructed in a way that would allow internal Human Resources staff the means to be able to maintain in a viable and equitable manner.

The recommended structure mirrors the ten (10) job categories used by the Equal Employment Opportunity Commission (EEOC) to classify employees at all employer and industry groupings in the United States. The classification plan is included in Appendix A of this report. The District classification structure grades and corresponding EEOC job categories definitions are listed as follows:

Grades A1 – A4

Administrative Support – Occupations in which employees are responsible for internal and external communications, retrieval and recording of data and/or information required in an office.

Service/Maintenance – Occupations in which employees perform duties which result in or contribute to the comfort, convenience, hygiene, or safety of the general public or contribute to the upkeep and care of buildings, facilities or grounds of public properties. Employees in this group may operate machinery.

Classification Structure

Methodology (continued)

Grades M1 – M5, D1, D2, E1

Professionals – Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides considerable knowledge.

Supervisors, Managers, Directors and Executives – Occupations that are designated by the organization for responsibility over staff in a unit/division and has the authority to discipline, hire and terminate.

Compensation Structure

Base Salaries

PCG has recommended compensation structures that take into account labor market trends and avoid compression with among occupational groups. It is critical that appropriate spacing is maintained so as to enable promotion opportunities and retention of internal talent.

The District will develop solutions to transition issues from the existing to the new system, such as classification seniority, red circles and green circles (over range maximum and under range minimum rates), pay placement, etc.

NOTE: When setting entry salary, actual incumbent employee pay level and position within the range is determined by years of service, performance and the individual's knowledge, skills and experience.

Compensation Structure

Cost-of-Living Differentials

PCG recognizes that there is a difference in Cost-of-Living (COLA) between the Eastern and Western portions of the State of Washington. Cost of living is a macro-economic measure and is out of the control of individual organizations. It is influenced by the state of the economy and by local conditions. During the recent economic downturn housing costs fell precipitously in some cities, due to supply – demand imbalance. Since housing is a large component of cost of living indices this caused the cost of living to drop where this occurred. But the cost of labor did not drop proportionately. And some cities have historically high cost of living but a lower cost of labor, while others have the reverse. The difference between cost of living and cost of labor also varies over time. This raises the question: which of the two measures are appropriate for administering compensation?

So how is cost of living considered? It will be an issue for people moving across locations when the relative costs differ significantly. In order to attract and retain talent it is necessary to offer employees what they view to be competitive compensation. The relative cost of living between where an individual came from/might go to and the location of the job will certainly be considered by a candidate. If taxation, housing and living costs are 15% higher in one city than in another city but average compensation levels are similar is it appropriate to set the compensation structure 15% higher? Or at the same level? The answer is to set it at the same level according to sound compensation management principles.

But what impact will cost of living have when attempting to attract a candidate? If the person is moving from one job to a similar job (i.e., a Librarian) in a location with a significantly higher cost of living (s)he will likely be reluctant to move at the same salary, since this might result in a lower standard of living. If the salary structures for the two organizations are set at the same level a salary adjustment would result in the person's salary moving higher in the established salary range. Since displacing people who are content where they are involves both an economic and an emotional impact it may be necessary to provide a salary increase just to offset that. And things like the relative desirability of the location must be considered as well. If the person moves to a location with a lower cost of living it is likely that a salary reduction will not be viewed positively. People view their current salary rates as a career annuity, never to go down.

Compensation Structure

Cost-of-Living Differentials (continued)

Empirically the national cost of labor has over the last 40 years moved about 40% more than the cost of living, which suggests overall real wages have gone up. But if an organization falls prey to responding to the higher of the two each year they will ratchet labor costs to unsustainable levels. During the last decade inflation had dropped virtually to zero for a few years while labor costs also moved at a historically low rate but more than inflation. Failing to stick with the cost of labor as the basis for administering salary structures and salary increase budgets each year exposes an organization to having a debate each year about how much compensation rates should increase. In high inflation years employees will argue for cost of living adjustments. When inflation is low and cost of labor is rising more quickly it would be the reverse.

Our recommendation is that the District should rely on cost of labor as the basis for administering compensation structures and subsequent annual adjustment budgets. We do not believe it is appropriate to create individual differentials for your competitors to then justify a “norming” of data.

Compensation Structure

Salary Ranges

PCG has utilized labor market salary range midpoint rates to construct and benchmark the District's recommended compensation ranges. This is based upon:

- Average base salary rates reflect wages currently being paid to an organization's incumbents. It carries a bias in that an organization could be paying high or low rates due to a variety of factors. Example: With recent downsizing in local public sector agencies, the higher seniority (higher paid) incumbents remain employed. This drives up the salary rate and does not reflect the reality of the worth of the job.
- Pay structure rates reflect what value the organization has determined for a particular skill set (job). This provides an objective and measurable indicator of how other organizations value a job/skill set.
- The midpoint rate reflects pay at the journey-level of a particular job. This is a professionally accepted data point used to construct a pay range that reflects the breadth of skill sets within a particular job and allows for valid pay range construction.
- District staff will be able to obtain pay range information more readily in order that they can benchmark and maintain the system in the future.

Summary and Recommendations

System Maintenance:

The market positioning of the District's jobs should be reviewed at a minimum every twenty-four (24) months. This will provide needed data necessary for use in calculating adjustments to the wage structure based upon labor market movement.

There should be an established policy to ensure that a journey-level employee's base compensation be $\pm 10\%$ of the comparable labor market average midpoint rate for their particular classification.

New jobs should be benched to the market to provide relevant salary data that will assist in recruitment and retention. It will also be of importance in the maintenance of the compensation system.

New jobs and reclassifications can be classified by District Human Resources staff using the classification system template developed by the PCG. The measures that were developed for the new system should make it easier to process these requests and ensure internal equity within the existing system.

Appendix A

Compensation Plan

SPOKANE COUNTY LIBRARY DISTRICT COMPENSATION PLAN

<u>Grade A1</u>	\$23,920	\$11.50
Collection Services Page		
Library Page		
Materials Processing Assistant		
 <u>Grade A2</u>	 \$27,186 - \$35,776	 \$13.07 - \$17.20
Accounting Assistant		
Communications Assistant		
IT Assistant		
Library Assistant		
Purchasing Assistant		
Technical Services Assistant		
 <u>Grade A3</u>	 \$31,970 - \$42,058	 \$15.37 - \$20.22
Administrative Assistant		
Cataloging Technician		
Collection Services Specialist		
Human Resources Generalist		
Interlibrary Assistant		
IT Technician		
Library Services Assistant		
Library Operations Assistant		
Public Services Associate		
 <u>Grade A4</u>	 \$35,901 - \$47,258	 \$17.26 - \$22.72
IT Operations Assistant		
Public Services Specialist		



SPOKANE COUNTY LIBRARY DISTRICT COMPENSATION PLAN

<u>Grade MP1</u> Library Supervisor Library Operations Supervisor Maintenance Assistant	\$40,643 - \$53,477
<u>Grade MP2</u> Communications Specialist Finance Manager Graphic Designer Volunteer Coordinator Web & Database Specialist	\$46,426 - \$61,090
<u>Grade MP3</u> Customer Experience Manager Desktop Administrator Facilities Manager Librarian	\$49,629 - \$65,291
<u>Grade MP4</u> Collection Services Librarian Managing Librarian Network Administrator Systems Administrator Technical Services Manager	\$53,165 - \$69,950
<u>Grade MP5</u> Library Services Manager	\$61,339 - \$80,746

SPOKANE COUNTY LIBRARY DISTRICT COMPENSATION PLAN

<u>Grade D1</u>	\$76,960 - \$96,179
Chief Financial Officer	
Chief Human Resources Officer	
Collection Services Director	
Communications & Development Director	
Information Technology Director	
<u>Grade D2</u>	\$83,221 - \$104,042
Deputy Director	
<u>Grade E1</u>	\$108,846 - \$136,074
Executive Director	

Appendix B

Compensation Survey Participants

Public Libraries in the State of Washington

- City Spokane Public Library
- Fort Vancouver Regional Library District
- Kitsap Regional Library
- Mid-Columbia Libraries
- Pierce County Library
- Sno-Isle Regional Library
- Timberland Regional Library
- Whatcom County Library
- Yakima Valley Libraries

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

Following the July board meeting, Patrick Roewe and I met with staff at the city of Spokane Valley to inform them of the Board of Trustees' vote not to approve the amendment to the 2012 interlocal agreement. We indicated that Trustees had concerns about the lack of public hearings and were concerned about tying up the funds for another five years. To address these concerns, City staff offered to assist the District in holding a planning workshop for the public to review the earlier planning process and bring the public up-to-date on discussions to extend the agreement in order to keep the door open for bringing a revised proposal to the voters. This workshop would be used as a kickoff to re-engage the public in discussions about new libraries.

During the following week on July 25, the Spokane Valley City Council heard a presentation by City staff regarding the amendment that would extend the amount of time the District has to secure funding to build a library on the Sprague Avenue property across from the new City Hall. Several members of the community spoke during public comment to encourage council members to approve the amendment. Members of the public spoke to the importance of having new libraries as the community grows, and several noted the library is not just a place to check out books; it is a place to learn, connect, and participate in community life. The council voted to approve the amendment 5-1, (with one member absent).

Trustees were sent a link to the story published in The Spokesman-Review about the City Council meeting, as well as a link to the video of the meeting. As Trustees indicated they would be open to revisit the amendment if there was sufficient support from the City and the community, staff are looking for direction on how to proceed. Staff are prepared to begin working with city staff to plan a public planning workshop for the end of September. The purpose of the workshop is to bring the community up-to-date on discussions between the District and the City to extend the amount of time the District has to secure funding for a new library on the Sprague Avenue property. This workshop will provide a forum for input from the community regarding future libraries.

Recommended Action: This item is informational and no formal action is required at this time. However, Trustees may wish to provide direction to staff regarding holding public meetings related to the Sprague Avenue property and the possibility of new libraries.

Financial Management

Background:

The SCLD Financial Management policy documents and governs three key aspects of District financial management.

- The policy specifies the annual budget adoption and property tax levy request and process.
- The policy describes the general purpose of the District's two funds: the General Fund and Capital Projects Fund.
- The policy also states board-level restrictions or minimums placed on significant components within the annual budget, currently for the purchase of library materials and library program expenditures.

The proposed policy revisions involves the reordering of certain clauses and general clarifications. There are no significant policy changes; however, changes are underlined or indicated by strikethrough.

Recommended Action: Board motion to approve the general revisions to the Financial Management policy.

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: FINANCIAL MANAGEMENT

APPROVAL DATE: NOVEMBER 21, 2000

REVISION DATE: ~~AUGUST 18, 2015~~ AUGUST 15, 2017

RELATED POLICY

Purchasing

STATUTORY REFERENCES: RCW 27.12.210, 27.12.050, 84.52.010, 84.52.020, 84.55.120, 27.12.050, 84.55.020

Purpose:

The Spokane County Library District Board of Trustees, pursuant to RCW 27.12.210, has exclusive control of its finances and may conduct acts necessary for the orderly and efficient management and control of the library.

The District will comply with all statutory budget, property tax and financial reporting requirements and due dates established by both Washington State and Spokane County.

Required Board of Trustee Actions

October

The Board of Trustees conducts a public hearing on Library District revenue sources as required by State Law (RCW 84.55.120).

November

The Board of Trustees reviews and adopts:

1) A Resolution adopting a preliminary budget as required by State Law (RCW 27.12.050 & 27.12.210 (4)), shall be transmitted to the Clerk of the Board of County Commissioners. [Note: This provides justification for the levies to be requested.]

2) A Resolution authorizing property tax levy increases, in terms of both dollars and percentage, as required by State Law (RCW 84.55.120(3)), shall be transmitted to the County Assessor.

3) A Resolution certifying the estimated property tax levy, in dollars, shall be transmitted to the Clerk of the Board of County Commissioners and the County Assessor, as required by State Law (RCW 84.52.020).

4) A Resolution establishing a levy limit factor in excess of the limit factor defined by RCW 84.55.0101 for property taxes shall be transmitted to the County Assessor. [Note: Necessary only when the inflation factor as defined by RCW 84.55.0101 is less than 1% and the Board wants to exceed the property tax limit factor].

December

The Board of Trustees reviews and approves:

1) A Resolution adopting the final budget as required by State Law (RCW 27.12.050) shall be transmitted to the Board of County Commissioners.

Other resolutions needed only if applicable or necessary:

1) A Resolution certifying an excess levy for General Obligation bond redemption as required by State Law (RCW 84.52.056), shall be transmitted to the Clerk of the Board of County Commissioners and Spokane County Assessor. (Necessary only if District General Obligation Bonds are outstanding).

2) A Resolution approving the sale of Tax Anticipation Notes (TANS) for the upcoming budget year. (Necessary only if the projected fund balances are insufficient to provide sufficient cash flow for District operations.)

Financial Management Requirements

The District's General Operating Fund and Capital Projects Fund shall be managed as follows:

General Operating Fund - This fund is used to carry out the District's normal operations and maintenance activities.

Minimum Unassigned Fund Balance

The minimum unassigned fund balance should be at least 15% of total annual expenditures excluding inter-fund transfers. The unassigned fund balance in excess of the minimum may be used for current-year expenditures or may be transferred to the Capital Projects Fund to meet future capital needs.

Expenditure Control

The critical budgetary authorization amount is the "Total Expenses and Transfers Out" in the final adopted District budget. This amount is the District's overall expenditure control and cannot be exceeded without Board of Trustees' approval.

Capital Projects Fund – This fund is used to accumulate financial resources for potential future capital investments. Consequently, the unassigned Capital Projects Fund balance has no minimum.

Inter-Fund Loans – The Chief Financial Officer is authorized to make short-term (i.e., not to exceed 90 days) inter-fund loans between the General Operating Fund and the Capital Projects Fund. All inter-fund loan activity shall be reported to the Board of Trustees on a monthly basis.

Budget Limitations and Restrictions – General Operating fund

Employee Compensation

The budget for all compensation-related items (salaries and employee benefits) will be in accordance with the provisions of the District's Personnel Policy.

Library Materials

The annual minimum budget for library materials will be not less than 14% of the District's operating revenues from the District's property tax levy, plus revenues from contracted cities.

Library Programs

The annual minimum budget for library programs will be not less than 0.5% of the District's operating revenues from the District's property tax levy, plus revenues from contracted cities.

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

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

RECOGNITION OF RETIRING EXECUTIVE DIRECTOR NANCY LEDEBOER**Background:**

Nancy Ledeboer has served as the District's executive director since March 2012. She will retire from District employment on September 1, 2017.

Under Ms. Ledeboer's leadership, the District has increased community engagement through quality programming and partnerships responsive to the needs of the community; opened The BookEnd, the District's library in the Spokane Valley Mall; remodeled the North Spokane Library to create new public spaces for learning and collaboration; and increased open hours at the Airway Heights and Medical Lake libraries.

In recognition of her years of innovative leadership and service to the District and its residents, Board of Trustees Chair John Craig proposes that the Board grant Ms. Ledeboer lifetime eligibility for a Spokane County Library District resident library card following her retirement, regardless of her place of residence, which would allow her access to online services and downloadable library materials otherwise not available to non-residents. She would be subject to the same terms and conditions applicable to District residents, including any applicable fees and overdue charges.

The authorizing resolution follows.

Recommended Action: Board motion to approve Resolution No. 17-04, Authorizing Lifetime Resident Library Card Privileges for Retiring Executive Director Nancy Ledeboer.

RESOLUTION NO. 17-04

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, AUTHORIZING LIFETIME RESIDENT LIBRARY CARD PRIVILEGES FOR NANCY LEDEBOER, RETIRING DISTRICT EXECUTIVE DIRECTOR; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

**SPOKANE COUNTY LIBRARY DISTRICT
Spokane, Washington**

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

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

WHEREAS, the Board of Trustees (the "Board") of the District has the authority, pursuant to RCW 27.12.210 to adopt such bylaws, rules, and regulations for their own guidance and for the government of the library as they deem expedient and to employ an executive director;

WHEREAS, the Board has employed Nancy Ledebuer as the District's executive director since March 1, 2012;

WHEREAS, under Ms. Ledebuer's leadership, the District increased community engagement through quality programming and partnerships responsive to the needs of the community; opened The BookEnd, the District's library in the Spokane Valley Mall; remodeled the North Spokane Library to create new public spaces for learning and collaboration; and increased open hours at the Airway Heights and Medical Lake libraries.

WHEREAS, Ms. Ledebuer is retiring from District employment on September 1, 2017;

WHEREAS, the Board wishes to ensure that after her retirement, Ms. Ledebuer is able to enjoy full District resident library card privileges regardless of where she resides in recognition of her outstanding service to the District and its residents.

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

Section 1: RESIDENT LIBRARY CARD PRIVILEGES

The Board hereby determines that Nancy Ledebuer shall remain eligible for a Spokane County Library District resident library card in perpetuity following her retirement regardless of her place of residence, subject to the same terms and conditions applicable to District residents.

Section 2: NON-TRANSFERABILITY

The Board further determines that these privileges cannot be transferred to another party.

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 15th day of August, 2017.

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 15th day of August, 2017.

SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

John Craig, Chair
Board of Trustees

ATTEST

Nancy Ledebouer, Secretary to the Board of Trustees

OVERVIEW IT SECURITY

IT Director Doug Stumbough will provide an overview of IT security for the District.

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

FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: SEPTEMBER-OCTOBER 2017

September 19, 2017: Spokane Valley (4:00 p.m.)

- SV Planning - Tentative
- Emergency Closure of Facilities Policy
- Overview Digital Interaction and Sharing
- Spotlight Spokane Valley

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

October 17, 2017: Argonne (4:00 p.m.)

- Personnel Policy
- 2018 Budget
 - a. Public Hearing on Authorized Revenue Sources
 - b. Organizational Memberships Review
 - c. 2018 Preliminary Budget Presentation
 - d. Board Direction to Staff
- Overview Business and Career Development
- Spotlight Argonne Library

SPECIAL MEETINGS/ACTIVITIES

2017

- Sep 27** Greater Spokane Inc., Annual Meeting (Spokane Convention Center, 11:30-1:30)
Sep 29 Staff Day (8am-4:30pm, Northern Quest Casino)

EXECUTIVE DIRECTOR'S REPORT JULY 2017

Administration

Business Office, Finance and Facilities (Rick Knorr)

Finance

Capital Projects Fund

The remaining payment for the lighted sign for The BookEnd was received this month. The BookEnd tenant improvement and equipment total of \$48,439 should now be final.

As for the North Spokane remodel, the District is still waiting for closing documentation before releasing the retainage.

General Fund

Results through July are included in the finance report and there were no surprises. Total actual expenses are 55.9% of the annual budget, compared to a target of 58.3%.

Consistent with previous messages, with The BookEnd fully operational for the latter half of the year and the new, higher PERS (state retirement) contribution rate now in effect, the actual expenses total will be close to target through the remainder of the year.

Human Resources (Toni Costa)

Department Activities

Recruitment and Selection:

- a. New Hires
 - n/a
- b. Terminations
 - Public Services Associate - CH
- c. Promotions/Demotions
 - n/a
- d. Reclassifications
 - n/a
- e. Transfers
 - n/a

Information Technology (Doug Stumbough)

- After responding to a final inquiry, our E-rate Funding Commitment Decision Letter for 2017-18 was received this month, about four months earlier than last year. The District will receive just over \$167,000 in reimbursement for internet, wide area network, and telecommunication costs.
- Several IT staff were reconfigured software used to lock down checkout and catalog stations this month. Changes to related resources had been causing issues with the underlying browser, making access to some databases and account functions inconsistent. Catalogs should be updated in early
-

August and although most account functions are still working, the checkout stations will have to wait for a patch from the vendor to address formatting issues with printing.

- A couple of outstanding matters with holds notification for BookEnd members were resolved. Teresa worked with the Business Office and Public Services staff on a higher than usual number of issues with the online payment system, which resulted in our vendor discovering a bug in its product and including a fix for all of their clients in a future patch.
- Other projects that staff have been working on this month include: enabling the LibraryThing scripts on our catalogs after a vendor update; configuration research on our proxy software as the formerly free product moves to an annual subscription service; Overdrive API testing; research on cell phone plans for power out phone replacement; investigating new folder access bugs discovered in SharePoint; answering various questions to helpdesk about passwords, storage quota, phone ring, money reconciliation issues, catalog display questions, and holds and holding policy; researched cost of iPads and headphones for possible grant application; exploring ILS options for circulating the telescopes; purchase and testing of a Chromebook and Chrome OS Management License; and created hunt groups to improve telephone services.

Collection Services (Andrea Sharps)

- We ordered 1,876 titles and 6,093 copies in July. The number of titles ordered is up from last month while the number of copies ordered is down from last month.
- With 58.33% of the year done, total library materials expended stands at 66.24%.
- We processed, added to the system, and sent out to the libraries 5,593 items in July. This is down from last month due to the fact there were only 20 workdays (22 in June).
- Downloadable lending through OverDrive was up in July from June. A total of 40,362 items circulated in July, including audiobooks (16,517) and eBooks (23,845). Members placed a total of 13,296 holds; and, there were 5,436 unique users with titles checked out.
- Midwest Tape's *hoopla*, a streaming media service, saw an increase in circulation in July over June. A total of 2,931 titles including audiobooks (1,295), comics/graphic novels (188), eBooks (473), movies (495), full-length albums (359) and television shows (121) circulated in July for a combined cost of \$6,249.59 and an average cost per circulation of \$2.13. A total of 175 new users registered in the month and there were 885 active users recorded.
- We loaned 328 items to other libraries and borrowed 491 items from other libraries for 819 total Interlibrary Loan transactions processed in July.
- Youth Collection Development Librarian Sheri Boggs attended a judging meeting for the Washington State Books Awards on July 25 in Seattle. The Washington State Book Awards are given for outstanding books published by Washington authors the previous year. Sheri is one of three jury members for the youth books, determining finalists and winners in four categories: picture book, early readers, middle grade readers, and young adults. The winners and finalists will be celebrated at Seattle Public Library's Central Library on Oct. 14.
- The Autism Society of WA—Spokane Chapter has given the District \$250 to purchase materials about autism for all ages. Adult Collection Development Librarian Cheryl Zobel worked with the group's representative, providing her with information about the titles selected and sending images of the covers and bookplates for potential use in the group's newsletter. The Autism Society has donated money for the last several years.

Executive Director Report & Community Activities (Nancy Ledeboer)

Earlier in the month Rick Knorr and I attended the Valley Chamber's Government Action Committee meeting. Superintendents from Central Valley and East Valley school districts shared information about how new legislation to fund education will impact local school districts. The legislation was passed during the second special session and replaces local funding with an increase in statewide property tax. Districts will have a \$1.50 cap on local levies for enhanced educational programs and these funds will not be used to fund core programs. In 2018, taxpayers will pay the current levy rate for schools and the newly increased state property tax. However, in 2019, local levies will be lowered to the new rate that voters will be asked to approve in 2018. In most areas served by SCLD, property owners will see a decrease in property tax in 2019.

Patrick Roewe and I attended the Washington State Public Library Directors' meeting. Topics on the agenda included a report from the lobbyist representing public libraries, a discussion of how to fund the lobbyist in the future, a report from the Washington Library Association Executive Director and President. Pierce County staff shared its experience using LEAN management practices to resolve problems and plan new initiatives. Jefferson County Library District introduced a consultant who has been working with that county on initiatives to create community destination points. Using concepts from the book "Blue Zones", the speaker talked about how to activate areas where people will gather, interact, and create a sense of community.

Patrick Roewe and I attended the Spokane STEM Executive Committee meeting. Mr. Roewe will be joining the committee representing community organizations engaged in STEM activities. STEM Director Meg Lindsay shared information from meetings with other STEM networks. There may be funding available to assist the network in implementing goals in the area of career-connected learning. Eastern Washington University, a partner agency, presented information on its three-year grant to engage more girls in STEM. In addition to working to attract more women into current computer science college courses, the grant provided funding for summer computer camps for girls. One of the major learning experiences came from engaging college students as instructors and mentors for the younger girls. While funding is no longer available for summer camps, EWU hopes to find new ways for young women enrolled in STEM programs to interact, teach, mentor and inspire younger students in the community.

In anticipation of our continued partnership with Workforce Development Council (WDC), Patrick Roewe and I attended the first of two meetings to discuss how agencies that provide workforce training will work together in the future. The newly approved guidelines require all agencies receiving workforce funds to share in the infrastructure costs associated with operating the WDC in each region. As a Connection-site partner, libraries will not be expected to contribute financially; however we are asked to submit a budget showing our contribution to the total effort. The second meeting will be in August, as partners finalize this agreement.

On July 31, Patrick Roewe and I met with Spokane County Auditor Vicky Dalton and Assistant Superintendent of Elections Mike McLaughlin. The District has ballot boxes at all ten community libraries and we value our partnership with the Elections Department. Ms. Dalton gave us a tour of the facility where we observed the election process in action as primary ballots were being counted.

In other community activities, I attended the going-away party for Jennifer Schlenske at Spokane Valley

Partners, as Ms. Schlenske plans to move to Kirkland. I met the new Executive Director who was hired to take over as Jennifer wraps up at the end of the month. I have been serving as a loaned executive for United Way, accompanying Dane Lawson on visits with other executives to share information about United Way's 2018 campaign. We met with Julie Oliver at Spokane County Regional Clean Air, Greg Repetti at Valley Hospital, and Gary Stokes at KSPS. The District partners with United Way on a number of initiatives around early learning and workforce readiness and it is an honor to help United Way share information about how it encourages collaboration among businesses, nonprofits and other agencies in order to leverage resources and create greater community outcomes.

ITEM AND TITLE MONTHLY REPORT
July 2017

	<u>ITEMS</u>			<u>TITLES</u>		
	ADULT	YOUTH	TOTAL	ADULT	YOUTH	TOTAL
Total Materials						
Print	166773	152571	319344	85915	49958	135873
Nonprint	66569	24266	90835	26860	7480	34340
Subtotal	233342	176837	410179	112775	57438	170213
Periodicals	6031	984	7015	291	31	322
Total	239373	177821	417194	113066	57469	170535

	<u>ITEMS</u>	<u>TITLES</u>
OverDrive: Audiobooks	24778	20712
eBOOKS	36267	31322
Licensed eBOOKS	10576	6727
OverDrive: Total	71621	58761
GRAND TOTAL	488815	229296

<u>Print & Nonprint</u>	(Totals year-to-date)		
<u>ADDITIONS</u>	ADULT	YOUTH	TOTAL
Print	18264	12982	31246
Nonprint	7970	2118	10088
TOTAL	26234	15100	41334
<u>DELETIONS</u>			
Print	17840	10969	28809
Nonprint	6318	1724	8042
TOTAL	24158	12693	36851

	<u>NET CHANGE YTD</u>		
	ADULT	YOUTH	TOTAL
Print	424	2013	2437
Nonprint	1652	394	2046
Periodicals	-183	-37	-220

PRINT = Book, Bkbagbag, Largetype, Paperback
NOTES: NONPRINT = Cassbook, Cassette, CD, Cdbook, CDrom, DVD, MP3CDbook, Multimedia, Playaway, ROM, VHSVideo

PERIODICALS = Magazine, 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 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 July 2017

Patrick Roewe and Kristy Bateman

Service Priority Teams

Business and Career Development (Stacey Goddard)

- We presented one program in support of business development this month, the monthly SCORE workshop. One person attended.
- We offered 14 programs in support of job seekers and career development this month with the GED classes at Cheney.
- We presented seven programs in support of financial literacy education in July, including offerings from STCU and SNAP, as well as the return of Junior Achievement classes for kids. Combined attendance for these programs was 99.
 - Of particular note: Cheney Parks and Recreation's Camp Caslo, its summer childcare program, approached us about again offering Junior Achievement classes to their kids. Junior Achievement teaches kids about saving, spending, and interest (both earning and paying). 22 kids participated in the first session.
- We had eight individuals register as new Microsoft Imagine Academy users in July, up from six in June. During the month, users enrolled in 18 new classes.
- We did 59 Book-a-Librarian (BaL) sessions this month throughout the District.
 - In one session, Danielle helped a man with a grant proposal.
 - In another, Tami helped a man use Foundation Directory Online to research grant opportunities.
 - Tami also worked with a young woman who had immigrated to Washington State. Her initial question was about SCLD job openings, yet as Tami was showing her the employment section of the District website, the woman shared she was looking for a part-time job so that she could go back to school. The woman was having difficulty transferring her degree between two countries. Tami helped her with the Testing and Education Reference Center resource, showing her how to search doctorate programs and access GRE practice exams.
- We proctored five exams this month throughout the District.
- There were 18 items submitted for 3D printing in July, down from 43 in June.

Community Connections:

- Ree and I attended a meeting with Dawn Karber and others at the Spokane Area Workforce Development Council to discuss what goes into planning a youth job fair. We're hoping to partner with them on a youth fair next year.
- Tami presented an overview of our business resources as part of a SCORE workshop held at its downtown office.
- Ree taught a business resources workshop at Spokane Valley Tech for a group of 14 students enrolled in its summer Entrepreneurship Class.
- Tami attended the monthly West Plains Chamber of Commerce meeting.

Early Learning (Mary Ellen Braks)

- We provided 91 Storytimes to 2,627 children, parents, and caregivers. Average attendance per Storytime was 28, up a bit from last July.
- We provided 23 Storytimes to 335 children at 13 child care centers.
- STA came to two of our Storytimes for a *Touch-a-Bus* event. STA bus drivers read a book during Storytime and then let the families board the bus and honk the horn. The families then got a bus ride around the block. The families had a great time. Cheney had 29 attend and North Spokane had 101 attend.

Community Connections:

- I attended two Inland Northwest Early Learning Alliance meetings this month. Our focus this month was on Standards Alignment for Child Care, Advocacy for Child Care, the Frontiers of Innovation First

1,000 Days event in Seattle, and a possible research project on Kindergarten readiness in Spokane County with Eastern Washington University.

- I participated in the regional advisor call for the early learning coalitions. We picked who was going to be taking the official seats on the Early Learning Advisory Council (ELAC).
- I continue to work on the Thrive STEM grant. We are in the third and final phase of the grant. I met with community members this month who are working on the grant with us to start working on creating additional STEM kits during this phase.

Education and Enrichment (Gwendolyn Haley)

Elementary (K-5) programs:

- 2,258 attended weekly school-aged library programs that included Mobius Science Center, musician Eric Herman, and KCPuppetree.
- *LEGO Clubs* brought 370 kids to the library and the *Late Night* at North Spokane Library hosted 43.

Tween/Teen Programs:

- 178 Teens and Tweens participated in library programs this month, including *LEGO Movie Making*, *A Cooking Challenge*, *Stamp Making*, and *Film Boot Camp*.

Adult Programs:

315 members attended adult programs this month. Highlights include:

- 27 members participated in one of four regular book clubs.
- 171 members attended concerts either at the library or in their communities, and 40 attended a Poetry Picnic at Moran Prairie.
- Other workshops for adults included *Green Home and Beauty*, *Tiling a Backsplash*, *Installing a Faucet*, *3-D Printing*, *Adobe Premier Basics*, and a *Writing Workshop*.

Community Connections:

- We have five AmeriCorps Vista Volunteers working with us this summer to provide outreach and extended learning activities to children in the community. They are serving at Airway Heights, Argonne and North Spokane libraries. Every week they can be found running drop-in programs for kids in the library or at meal sites, serving as Reading Buddies, and helping with library programs.
- Community festivals continue in July, with the Cherry Picker's Trot in Green Bluff and the Fairwood Farmers' Market in North Spokane, where we provide an activity each week for children and their families.

Digital Interaction and Sharing (Carlie Hoffman)

- The Digital Interaction and Sharing team began entering and publishing events on the calendar for the September-December 2017 period.
- I met with Gale representative twice to discuss a new tool available in the Analytics on Demand product. This tool uses Power BI software and Tableau software to more easily enable library member data manipulation and visualization.
- The team submitted and edited information for the next issue of Engage.
- The website team received the finalized website files from Madhouse. The team will be meeting regularly in the next few months to work on deadlines, deliverables, testing, and analytics.
- I contacted Gale to begin a trial for a new product they are offering for small businesses and entrepreneurs.

Volunteer Program (Jamie Van Wormer)

Development of the Reading Buddy program continues. This month I met with families and spent time coordinating schedules for volunteers and their students at Argonne, Airway Heights, Cheney, Medical Lake, Moran Prairie, Otis Orchards, North Spokane, and Spokane Valley libraries. I continued to recruit volunteers for programs and library staff support. I created a pre- and post-reading assessment for the Reading Buddy program and trained the volunteers to give the reading assessment. Through July, the volunteer program has 5,325 service hours and 260 active volunteers.

Community Connections:

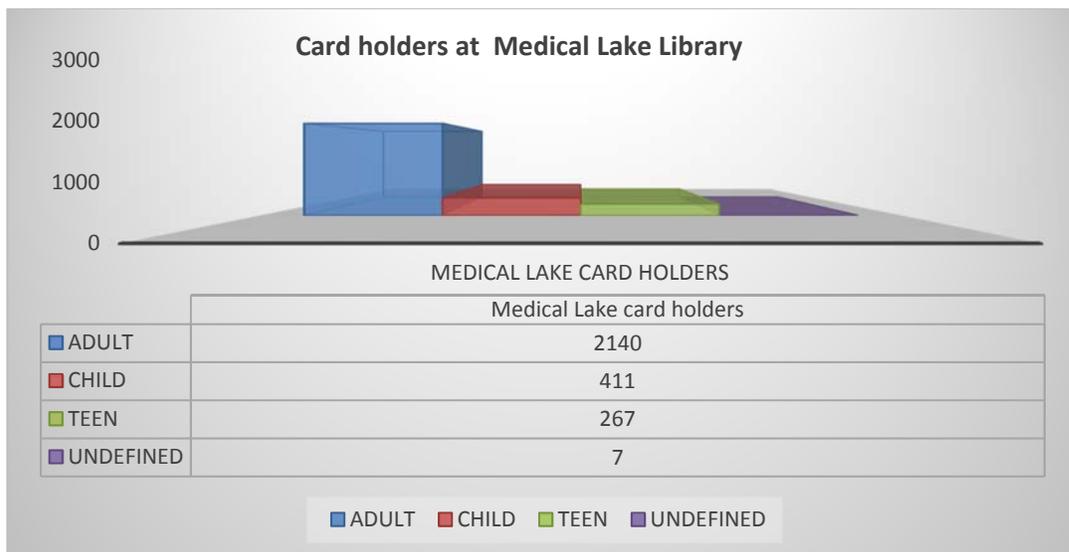
- This month was our first *Starbucks Storytime* at the Broadway and Argonne location. We had 31 attendees.

Library Operations Spotlight: (Georgina Rice)

This month's featured statistic spotlights the Medical Lake Library. There are 2,825 members that identify Medical Lake as their home library. 97% of Medical Lake's card holders live inside our District service area.

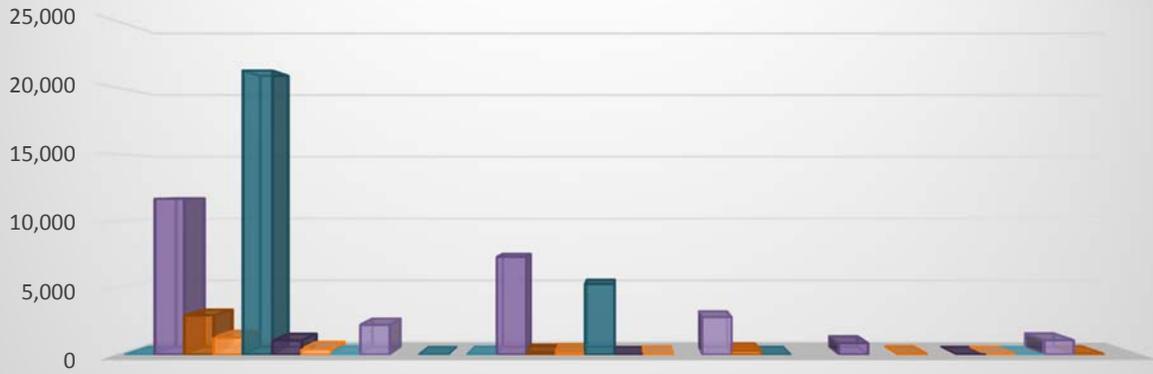
Analytics on Demand (AOD) gathers general information on demographic and household makeup, library use, member interests, and preferred recreational activities. Medical Lake's predominant race/ethnicity category is White, with over 96% of the population speaking only English at home. Based on addresses, demographics, and household makeup, members are divided into segments with similar characteristics. The top three segments for Medical Lake are Thriving Boomers, Singles and Starters, and Family Union. Family Union accounts for 9.1% of Medical Lake's population and are defined as middle income and middle-aged families that live in homes supported by blue-collar occupations. 13.6 % of the population falls in the Singles and Starters and are identified as singles and some young families just starting out. The largest at 18.2% of the population are Thriving Boomers and are defined as upper-middle-class baby boomer-age couples living comfortable lifestyles settled in city and suburban homes. Understanding the makeup of the population helps the Library Supervisor and Community Librarian plan which programs and events to have in Medical Lake.

The first chart below breaks down those users by age range.



The statistics below represent physical items checked out at the Medical Lake Library in 2016. Digital checkouts by Medical Lake Library card holders are not reflected in these statistics.

Medical Lake checkouts 2016



	ADULT	CHILDREN	TEEN
BKBAGBAG	1	22	
BOOK	11,697	7,332	855
CD	2,946	172	
CDBOOK	1,274	228	60
DVD	21,274	5,298	
LARGETYPE	1,052	3	14
MAGAZINE	418	68	14
MP3CDBOOK	82		2
PAPERBACK	2,234	2,811	1,077
PLAYAWAY		293	68
ROM	1	11	



Library Operations Snapshot: This table provides a snapshot of library materials checked out for the current month compared to the same month last year:

	Staff assisted checkouts and renewals July 2017	Self-service checkout and renewals July 2017	In-library checkout total July 2017	Percent of checkouts at the self-service kiosks July 2017	Online renewals July 2017	Total Circulation per Library July 2017	Total Circulation per Library July 2016	Total Circulation July 2017 compared to July 2016
Airway Heights	757	4377	5134	85.26%	1226	6360	5975	6.44%
Argonne	1515	10127	11642	86.99%	2574	14216	14562	-2.38%
Cheney	3107	8159	11266	72.42%	2762	14028	14841	-5.48%
Deer Park	2812	8712	11524	75.60%	2537	14061	14094	-0.23%
Fairfield	461	615	1076	57.16%	187	1263	1306	-3.29%
Medical Lake	563	3932	4495	87.47%	801	5296	4982	6.30%
Moran Prairie	1641	14237	15878	89.66%	4348	20226	19442	4.03%
North Spokane	9945	31499	41444	76.00%	11947	53391	52300	2.09%
Otis Orchards	555	3902	4457	87.55%	1340	5797	6213	-6.70%
Spokane Valley	12858	31533	44391	71.03%	8934	53325	53853	-0.98%
The BookEnd	748	2147	2895	74.16%	57	2952	N/A	N/A
Totals	34962	119240	154202	77.33%	36713	190915	187568	1.78%
Support/LL	420	0	420			420	472	-11.02%
Grand Totals	35382	119240	154622		32894	191335	188040	1.75%

Library Reports

Airway Heights: Stacy Kvamme

Program Highlights

- As part of SCLD's volunteer program, Jamie Van Wormer paired three students with Reading Buddies at the Airway Heights Library.
- Six adults participated in the program *Green Home and Beauty*, creating their own lip balm, sugar scrub, and deodorant using natural ingredients.
- Two AmeriCorps Vista Volunteers have provided programming for children at the Airway Heights Library. During the month of July, more than 100 children have participated in a range of activities, including exploring electrical circuits, creating short animated videos, and making homemade playdough.

Community Connections:

- Community Librarian Corinne Wilson attended the July *Community Café* meeting, part of Spokane Regional Health District's *Neighborhoods Matter* program.
- Corinne shared STEM activities with 21 children as part of Sunset Elementary's summer *Trailblazer* program.
- There were 14 meeting room reservations in July.

Argonne: Pat DavisProgram Highlights

- Community Librarian Melanie Boerner and I presented the second *Storytime in the Park*. Forty children, parents and caregivers attended. After stories and songs, we played with the parachute, which was a big hit with the children. They also had time to play on the swings and several stayed to enjoy the park's splash pad.
- Our summer programs continued to be a big draw. *Eric Herman's Cool Tunes* had an audience of 77 and *Re-Build it Town* had 67.

Community Connections:

- Melanie and I provided an update on library services to the Millwood City Council.
- Our meeting and conference rooms were booked by 50 groups or individuals.
- Our AmeriCorps Vista Volunteer provided activities at Centennial Middle School's meal program.
- Melanie and a volunteer provided a program at West Valley Summer School at Ness Elementary, and 113 students participated in Newspaper Engineering.
- Argonne Friends of the Library met to plan for Millwood Daze and the fall book sale.

BookEnd: David WyattProgram Highlights

- Weekly crafts were provided by our AmeriCorps Vista volunteers.

Community Connections:

- Work from two local artists was swapped into our display, and shared through the District's social media.

Cheney: Catherine Nero LowryProgram Highlights

- 29 members attended the *Touch-a-Bus* Storytime. They enjoyed honking the horn, sitting in the driver's seat and going for a ride on the bus.
- The "*And there's the humor of it*" *Shakespeare and the four humors* display has gained much attention.
- The *Hot Peppers Monologues* was well attended and a great opportunity to partner with the Mason Jar Bistro. The performances around the Scoville scale heat of the peppers was contagious, humorous, and outstanding.
- Cheney staff and a volunteer provided a STEM activity every Tuesday for 3rd-5th grade students attending Camp Caslo.

Community Connections:

- GED & High School Completion classes were held in the meeting room Monday through Thursday.
- The meeting room and alternative spaces in the library were used by our community 14 times.
- Community Librarian Tami Chapman attended the West Plains Chamber meeting.
- PSAs Jeremy and Douglas provided outreach services to the Cheney Sessions, Care, and Assisted Living facilities.
- Tami and I represented the District at the Cheney Rodeo Days Parade.
- Students from Cheney Middle School displayed "Courage is Cool!" biographical panoramas on the art wall.
- In the display case beautifully knitted creations from the Knotty Knitters were showcased.
- Camp Caslo kids visit the library every Monday and Friday for their reading fieldtrip. Each group averages about 20 students.

Deer Park: Kris BarnesProgram Highlights

- Our partnership with the Deer Park School District continued this month with most of our summer reading programs continuing to be in the triple digits. Since our summer reading programs are held at the Deer Park Arcadia Elementary school gymnasium, we were able to accommodate the large groups that attended.

Community Connections:

- Friends of the Deer Park Library conducted a very successful three-day book sale and held an appreciation potluck for all of their book-sale volunteers.

- I attended a Deer Park Chamber of Commerce Board meeting.
- I attended a Deer Park Chamber of Commerce general membership luncheon that was held at the Deer Park City Council Chambers. Washington State Probation Officers who have an office at Deer Park City Hall presented and gave a fascinating account of what they do on a day-to-day basis.
- Community Librarian Amber Williams and I presented the Deer Park Library “year in review” at a Deer Park City Council meeting. Amber and I presented highlights and our extensive community participation to four city Councilmen, the Mayor, and the council audience. At one point, one of the audience participants spoke up and complimented us on all the great work we do.
- We served summer snacks to 281 children.
- Our meeting and conference rooms were used by 16 groups this month.
- Our display case featured a display from the local “Fat Quarter” quilting group. The display also served to advertise its annual quilt show in August.
- Library staff made an appearance in the Deer Park Settler’s Day parade. This year members waved and fielded a few questions out the window of the SCLD van. Library Assistant Christina reported that she was asked “Where is the Library?” and “Are children welcome there?” Christina did her best to answer questions while the van was progressing through the parade.

Fairfield: Kristy Bateman

Program Highlights:

- Cindy Ulrey hosted the first *Storytime in the Park* event at Fairfield. Members enjoyed listening to stories, participating in STEM activities and playing at the park.
- Tweens and Teens thoroughly enjoyed the *Cooking Challenge* and the *Make a Mini LEGO Movie*.
- The *Summer Reading* children’s programs continue to draw in members, with *Exploring Chemistry with Mobius Science* having the highest attendance.

Medical Lake: Cecelia McMullen

Program Highlights

- *Summer Storytime Mash-ups* continue to be appreciated by both children and adults. Everyone enjoyed introducing their plastic dinosaurs to the cornstarch slime during the STEM mash-up. Parents expressed appreciation for the number of activities available for their babies, toddlers, and preschoolers.
- Children attending *Exploring Chemistry with Mobius Science* took a pledge that they would not attempt to do the experiments at home.
- The *Green Home and Beauty* event included bringing home samples of homemade skin care products. A mother and tween daughter called it a serendipity evening. They were taking a walk to spend some time together and just happened to come into the library as the program was beginning.

Community Connections:

- Friends of the Library sponsored singer-songwriter Bill Price for a folksy concert at Medical Lake Waterfront Park. Members commented on the “perfect summer evening experience” of music, a beautiful lake, and delightful weather.
- “I LOVE checking out books” said a 2nd grade girl who had never been in a library before. She originally came with friends to play computer games. When she found out that she could borrow books, she literally ran home to get parents to authorize a card and then listened with rapture as I explained all the types of books available. She keeps coming back for more and proudly tells us about what she has read and how her parents read with her.
- Members at Medical Lake love their library. The passion is evident in one of our volunteers who goes throughout the town weekly posting Fresh Sheets of weekly events. She said that wherever she goes she can’t stop talking about the library and all it has to offer.

Moran Prairie: Danielle Marcy

Program Highlights

- We observed families making connections at the *Hands on Building* program, we saw children making new friends, families who had not seen each other in years reconnecting, and strangers working together on a construction project.

- We received multiple compliments from audience members on the quality of poetry at the *Poetry Picnic*.

Community Connections:

- Artist Penny Cannon displayed her paintings through July.
- Community Librarian Ree West attended the monthly Grange meeting.
- The Friends donated money for the *Poetry Picnic* and met to discuss their recent book sale.
- Ree and I attended a planning meeting with Bill Newman from SCOPE for National Night Out.
- Ree, Danielle, and SCOPE contacted local businesses and agencies to participate in the National Night Out.

North Spokane: Brian Vander Veen

Program Highlights

- We've experienced significant growth in our Baby Play and Learn Storytime this summer, with an average of 39 attendees for the month of July, a 42% increase compared to the same month last year, mostly from families who have recently relocated to the area. Our other Storytimes have experienced more moderate growth, with preschool up by 21% and toddler up by 14%.
- The *Happy Birthday, Harry!* party to celebrate the 20th anniversary of *Harry Potter and the Sorcerer's Stone* proved to be a huge success, with over 300 in attendance for an evening of costumes, crafts, games, and trivia.
- At our *Touch-a-Bus* Storytime, over a hundred children, parents, and caregivers got the chance to honk the horn, ride around the block, and listen to a book read by an STA bus driver.
- *Exploring Chemistry with Mobius Science* was also a hit, with a total attendance of over 200.
- Our AmeriCorps Vista volunteers served a total of 598 free lunches to children during the month of July in partnership with Spokane Public Schools and the USDA.

Community Connections:

- Our table at the Fairwood Farmers' Market has continued to be popular, with an average of 94 children each week in the month of July completing an educational activity and receiving a voucher worth \$2 for fruits and veggies at the market.
- North Spokane community librarian Vanessa Strange talked to 52 people at our table at Green Bluff's Annual Cherry Picker's Trot.

Otis Orchards: David Wyatt

Program Highlights

- *Exploring Chemistry with Mobius Science* was our best attended summer program for July; 42 children and parents attended.
- Our weekly all ages *Play and Learn Storytime* has had steady attendance through July, and many new faces joined us.

Community Connections:

- Community Librarian Tammy Henry and I attended the 2nd Annual Ice Cream Social at Newman Lake. We connected with several local vendors, and promoted library programs and events.
- Tammy Henry continued to promote summer reading this month at Trentwood Elementary.
- I attended my first meeting of SCOPE East.

Spokane Valley: Aileen Luppert

Program Highlights

- Teen and tween programs were notably successful again this month. *Cooking Challenge*, a take-off of the TV show *Chopped*, brought out 46 attendees. Along with PSS Morgan, I judged salad dressings and desserts made by teams competing for the best dish using ingredients provided by the library. They were surprisingly palatable—some even downright tasty. It was a festive and fun event, and we hope to repeat it next year.
- 36 teens and tweens came to our *Mystery Puzzle Room Escape*. For this program, the participants had to use clues to stop the time-traveling thief Rhet Wallace or risk being trapped in time forever.
- In partnership with East Valley School District and Spokane Valley Parks and Rec, we provided Storytime in the park at two free Summer Meals sites again this month. We had 58 attendees between two locations.

Community Connections

- Librarians Danielle Milton, Diane Brown, and I co-hosted the Hearth Homes Picnic and Concert with The Finns. For the event we partnered with Christ Kitchen Catering and Hearth Homes, which provides transitional housing for mothers and their children who have experienced homelessness. Christ Kitchen brought its food truck for the picnic. Hearth Homes’ residents provided free Italian Sodas, and the facility’s large back yard with a garden, play structure, and stage, created a lovely setting for a summer evening concert. Nearly 100 people attended and we are already working on the doing it again next year.
- This month Diane Brown and I attended two Spokane Valley City Council meetings.
- Diane Brown and I also attended the Spokane Valley Chamber Business Connections Breakfast with local chef Adam Hegsted. The chef shared his story as a kid from Spokane Valley who went on to become a semifinalist for the prestigious James Beard Best Chef Award. He returned to his roots to open The Wandering Table and other successful Spokane restaurants. His biggest piece of advice for success was simply “be kind.”

District-wide Information

July Security Incident Report

For July, there were 20 Security Incident reports filed, 10 less than last month (30) and five less than July 2016 (25). Spokane Valley had the most incidents reported with eight. The most frequently reported incidents related to Disruptive Behavior (8). To further put all of these numbers in perspective, the total door count District-wide in the month of July was 121,427.

One library member was excluded from all 11 libraries for the period of a year for incidents at Spokane Valley and North Spokane involving intimidating and assaulting library staff.

The Medical Lake Security Incidents are highlighted this month and the library reported one incident for July. A member needed assistance contacting crime check regarding an injured animal in the road. The total door count for Medical Lake in the month of July was 6,426.

Public Use Measures

July 2017

Measure	This year	Last year	YTD	Last YTD
	This Month	This Month	This year	Comparison
Cardholders	120,680	116,981		3%
Door count	121,427	114,655	755,800	-3%
Items Borrowed	234,609	226,944	1,533,421	1%
• Digital	43,293	38,904	288,224	12%
Programs				
• Number	270	311	2,107	-3%
• Attendance	7,593	8,199	52,525	-5%
Internet Station Use (%)	53.4%	51.6%	52.8%	
Meeting room bookings	352	263	2,514	12%
Holds placed				
• By customers	28,725	28,928	208,193	-1%
• By staff	7,396	7,162	50,062	-3%
• Digital	13,296	10,866	85,676	22%
Digital Resource Use	79,331	68,509	618,625	-7%
Website use				
• User sessions	0	107,879	536,864	-31%
• Page views	0	342,877	6,096,331	185%
• Catalog	0	42,488	211,291	-30%
• Digital Resource Access	0	3,261	23,020	-29%

Interlibrary loans				
• Loaned	328	391	2,410	-6%
• Borrowed	491	536	3,708	2%

Public Use Measure Definitions

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

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

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

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

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

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

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

By customers: Placed online by customer.

By staff: Placed for customers.

Digital: Placed in *OverDrive*.

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

Web site use: Access and use of WWW.SCLD.ORG. *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.

Digital Resource access: Subset of page views; shows the number of times customers enter an online learning resource from the website.

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

Communication Report July 2017

Marketing Activities

- Allergy sign
 - Wrote, designed, printed, and laminated signs
- Auto Repair Signs
 - Designed and printed signs
- Easy Reader bookmarks
 - Updated design, sent to printer
- July enews
 - Wrote, designed, sent
- LEGO mini-movie release form
 - Wrote and designed release form
- Poetry Picnic at Moran Prairie
 - Wrote and designed poster/flyer, calendar listing, social media
- August Current
 - Edited article promoting produce swaps, wrote article promoting solar eclipse programs, wrote and designed ad promoting solar eclipse programs
- Studio Use Agreement
 - Wrote and designed the use agreement
- Summer Exhibit ads for Cheney Free Press
 - Wrote and designed ads promoting summer exhibits
- Overflow parking sign for Moran Prairie
 - Wrote and designed sign for overflow parking at Moran Prairie (for use at Moran Prairie's National Night Out event)
- Artist Plaque/The Studio
 - Wrote, printed, laminated sign/plaque
- Valleyfest ad
 - Wrote and designed ad to go in the Valleyfest publication, promoting the 75th anniversary and the 75th anniversary anthology
- Staff Picnic
 - Wrote, designed, and printed poster (for posting in staff breakrooms)
- Starbucks Story time
 - Wrote, designed and printed flyer, social media, calendar listing
- Engage (May-Aug issue)
 - Digital displays, news items, calendar listings, press releases, and social media for upcoming events/programs
- Engage (Sep-Dec issue)
 - Writing and editing copy, designing, will be sending to print in early August

News coverage

- Jul 7 – Spokesman Review – Spokane County Library District chief Nancy Ledebauer to retire; worked to 'turn libraries outward'
- Jul 12 – Spokesman Review – Spokane Valley Library may become a reality
- Jul 14 – Spokane Valley News Herald – Efforts continue to build new library
- Jul 19 – Spokesman Review – Touch-a-bus storytime lets kids experience mass transit

- Jul 25 – Spokesman Review – Spokane Valley is pushing Spokane County Library District toward another bond
- Jul 27 – Spokesman Review – Touch-a-Bus Storytime
- Jul 27 – Deer Park Tribune – Looking Back (there’s a photo of a ‘many-legged Bookworm’ from the 1979 Settlers Day Parade)
- Jul 28 – Spokane Valley News Herald – Library gets renewed push by city

Press Releases

- Jul 11 – Out of This World: The solar eclipse, 360° virtual tour of our solar system, and more
 - Jul 20 – Cheney Free Press – Library hosts eclipse activities
- Jul 13 – Deadline extended of poetry & prose submissions
- Jul 18 – Author and Journalist Lisa Napoli stops in Spokane to talk about latest book
 - Jul 20 – Cheney Free Press – Author and journalist Lisa Napoli makes Spokane appearance
- July 27 – Vietnam War Project – Forums/Music

E-Marketing (Website, Social Media, Email)

Social Media:

- Facebook: # of fans: 3,374
- Twitter: # of followers: 2,286
- Pinterest: # of followers: 1,681
- Instagram: # of followers: 1,103

Library District Blog:

Our most viewed post during July was the news item *Out of This World: Solar Eclipse Day, Mobius Science Planetarium & more celestial events* with 728 views. Coming in second was a news item published in June, *Build a Better World: Summer programs for kids and families*, with 604 views in July.

Blog posts:

- Jul 6 – Beyond dorks & wimps: Graphic novel hybrids after Diary of a Wimpy Kid and Dork Diaries
- Jul 10 – Out of This World: Solar Eclipse Day, Mobius Science Planetarium & more celestial events
- Jul 11 – Mystery reads for tweens & investigative adventures at the library
- Jul 13 – Reading & Discussion with Lisa Napoli
- Jul 17 – National Night Out Against Crime Community Block Parties
- Jul 18 – Love on the open road: Motorcycle club romances to fire up your summer
- Jul 25 – My journey in downsizing & killing the clutter
- Jul 31 – Digital magazines at your fingertips: Zinio for Libraries is now RBDigital

eNewsletter email:

- 88,619 sent on July 13, 2017
- Open rate: 14.2% (12,536)
- Clicked: 1,656 (1.9% click rate)
- Unsubscribed: 186

Podcast:

A weekly podcast titled, Library Out Loud, on SpokaneTalksOnline.com. Podcasts are recorded and aired at a later time and are available online. Podcasts recorded in July:

Library Out Loud: Library partners with STA
Library Out Loud: Volunteer Programs at the Library
Library Out Loud: The Wall That Heals
Library Out Loud: Hosting Night Out Against Crime

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

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 (0)
- Build a Better World (3)
- Storytime (6)
- Touch-a-bus Storytime (2)
- Hands-on Building (1)
- Handmade Greeting Cards (1)
- LEGO Club (5)
- Exploring Chemistry (3)
- GED and High School Completion classes (1)
- DIY Stamp Making (1)
- Eric Herman's Cool Tunes (2)
- Spokane Writes (2)
- Produce Swaps (2)
- Make a Mini LEGO Movie (1)
- Cooking Challenge (1)
- Stargazing (1)

Reprints of previously created work & order fulfillment

- Business cards for Public Services
- Hobbies and Crafts flyers for Public Services

Communication Display Kits provided for community events

- Cheney Rodeo Days
- Poetry Picnic at Moran Prairie
- Storytime in the Park
- Cherry Picker's Trot
- Hot Pepper Monologues
- Deer Park Settler's Day parade
- Newman Lake Property Owners Ice Cream Social
- The Finns SV
- Bill Price ML

Current & Upcoming Projects & Event Promotion

- August
 - Airway Heights Friends of the Library book sale
 - Moran Prairie Friends August book sale
 - Digital Drip Campaign

- Read & Ride Campaign
- Staff Picnic
- New Homework Help resources - SIRS Discoverer and eLibrary
- Deer Park Friends of the Library book sale
- Lab Fresh Sheet
- Studio Fresh Sheet
- Moran Prairie National Night Out
- North Spokane National Night Out
- Spokane Valley National Night Out
- Airway Heights Days
- Millwood Daze
- Airway Heights National Night Out
- Riverside School District health and wellness fair
- Spokesman Summer Stories ads
- GED flyer for Deer Park Tribune
- Reading Buddy Sponsorship Proposal
- We "Heart" Deer Park Event
- Small Business Saturday Web Form
- Neighbor Fest
- September Current
- September Kids Newspaper
- August eNewsletter
- Sep-Dec Engage
- September
 - Valleyfest
 - Deer Park Friends of the Library book sale
 - Argonne Friends of the Library book sale
 - MP Friends Book Sale September 2
 - JA Jance
 - LEGO Wall Thank You
 - October Current
 - October Kids Newspaper
- October
 - Spokane Valley Friends book sale - Oct 2017
 - Friends of the Medical Lake Library book sale
 - Friends of the Otis Orchards Library book sale
 - Deer Park Friends of the Library meeting

Meetings Attended

- July 5, 12, 18 – Web Team meetings on new website
- July 7 – New Employee Orientation
- July 13 – Sponsorships meeting
- July 25 – STA/Library partnership meeting

Friends of the Spokane County Library District

- Friends Quarterly Newsletter sent
 - Wrote, designed, and sent the Friends quarterly eNewsletter
- Moran Prairie Friends Meeting - July 5
 - Digital display, calendar, website listing
- Cheney Friends Rodeo Days book sale
 - Digital display, eblast (sent June 29), calendar listing, website listing

- Deer Park Friends of the Library book sale
 - Digital display, eblast, calendar listing, website listing
- North Spokane Friends Sidewalk sale
 - Digital display, eblast, calendar listing, website listing
- Argonne Friends of the Library Meeting
 - Digital display, calendar, website listing

Friends' Quarterly eNewsletter

- 408 sent on July 11, 2017
- Open rate: 30.6%
- Clicks: 2.0%

Friends of the Library Book Sales eBlast notices:

- North Spokane – Mon, Jul 10 – sent to 10,275
- Deer Park – Sun, Jul 30 – sent to 3,015

**Spokane County Library District
Summary of Revenues & Expenses - (Cash Basis)
For the Seven Months Ended July 31, 2017**

	Y-T-D Actual	Annual Budget	Target 58.3% Percent Used	Balance Remaining
REVENUES				
PROPERTY TAXES	\$ 6,312,212	\$ 11,308,000	55.82%	\$ 4,995,788
CONTRACT CITIES - AIRWAY HEIGHTS	122,293	247,143	49.48%	124,850
CONTRACT CITIES - SPOKANE	38,661	72,996	52.96%	34,335
FINES & FEES	126,705	240,500	52.68%	113,795
GRANTS & DONATIONS	60,590	68,000	89.10%	7,411
E-RATE REIMBURSEMENTS	77,744	169,000	46.00%	91,256
OTHER	21,072	31,000	67.98%	9,928
INTEREST REVENUES	16,014	34,000	47.10%	17,986
TOTAL REVENUES	\$ 6,775,290	\$ 12,170,639	55.67%	\$ 5,395,349
TRANSFERS IN	-	-	0.00%	-
TOTAL REVENUES & TRANSFERS IN	\$ 6,775,290	\$ 12,170,639	55.67%	\$ 5,395,349
EXPENSES				
SALARIES	\$ 3,493,244	\$ 6,082,000	57.44%	\$ 2,588,756
FRINGE BENEFITS	1,135,858	2,061,300	55.10%	925,442
SUPPLIES	96,315	189,459	50.84%	93,144
UTILITIES	255,916	429,700	59.56%	173,784
SERVICES	650,243	1,233,780	52.70%	583,537
INSURANCE	67,315	69,000	97.56%	1,685
EQUIPMENT & SOFTWARE	49,622	270,000	18.38%	220,378
LIBRARY MATERIALS	903,823	1,433,500	63.05%	529,677
ELECTRONIC LIBRARY MATERIALS	97,621	200,000	48.81%	102,380
LIBRARY PROGRAMS	50,486	121,200	41.65%	70,714
OPERATIONAL CONTINGENCIES	0	80,700	0.00%	80,700
TOTAL EXPENSES	\$ 6,800,443	\$ 12,170,639	55.88%	\$ 5,370,196
TRANSFERS OUT	-	-	0.00%	-
TOTAL EXPENSES & TRANSFERS OUT	\$ 6,800,443	\$ 12,170,639	55.88%	\$ 5,370,196
Net Excess of Revenues Over/(Under) Expenses	\$ (25,153)	\$ -		
BEGINNING CASH	4,575,836			
NET FROM ABOVE	(25,153)			
ENDING CASH	\$ 4,550,683			

Number of months cash on hand 4.5

Capital Project Fund Balance	1,200,339
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Spotlight Medical Lake Library

Library Supervisor Cecelia McMullen and Community Librarian Christie Onzay will share highlights of Medical Lake Library and the community it serves.

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