

MISSION

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

Board of Trustees Regular Meeting

January 16, 2018 4:00 p.m. Moran Prairie Library Public Meeting Room

AGENDA

- I. CALL TO ORDER**
- II. AGENDA APPROVAL [4:00]**
- III. ACTION ITEMS**
 - A. Approval of December 19, 2017, Regular Meeting Minutes [4:00-4:03]
 - B. Approval of December 2017 Payment Vouchers [4:03-4:05]
 - C. Unfinished Business [4:05-4:15]
 - 1. 2018 Meeting Spotlights and Overviews Schedule: Approval recommendation.
 - D. New Business [4:15-4:30]
 - 1. Public Records Policy: Approval recommendation.
 - 2. Volunteer Program Policy: Approval recommendation.
 - E. Overview – Public Employees’ Retirement System (PERS) [4:30-4:45]
- IV. DISCUSSION ITEMS, POSSIBLE ACTION [4:45-4:50]**
 - A. Future Board Meeting Agenda Items
- V. REPORTS**
 - A. Trustees [4:50-4:55]
 - B. Executive Director [4:55-5:00]
 - Administrative
 - Community Activities
 - C. Public Services [5:00-5:05]
 - D. Communication [5:05-5:10]
 - E. Fiscal [5:10-5:15]
 - F. Spotlight – Moran Prairie Library [5:15-5:25]
- VI. PUBLIC COMMENT**
- VII. ADJOURNMENT**

[Estimated meeting length: One hour and 25 minutes, plus public comment.]

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

01/16/18

SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: DECEMBER 19, 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., on Tuesday, December 19, 2017.

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

Excused: Sonja Carlson - Trustee

Also Present: Jane Baker, Communication & Development Officer; Kristy Bateman, Library Services Manager; Mary Ellen Braks, Library Services Manager; Toni Costa, Chief Human Resources Officer; Rachel Edmondson, Librarian; Tammy Henry, Librarian; Carlie Hoffman, Library Services Manager; Rick Knorr, Chief Financial Officer; Aileen Luppert, Managing Librarian; Christie Onzay, Librarian; Andrea Sharps, Collection Services Director; Doug Stumbough, IT Director; Amber Williams, Strategic Initiative Librarian; and Patty Franz, Administrative Assistant.

Guests: None.

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

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

Approval of Regular Mr. Craig called for corrections to the November 21 regular meeting
Meeting Minutes, minutes. There were no corrections; the minutes stand approved as
Nov. 21, 2017 written.
(Item III.A.)

Approval of Ms. Thompson moved and Mr. Johnson seconded approval of the
Payment Vouchers, November 2017 bill payment vouchers as follows:
Nov. 2017
(Item III.B.)

Fund	Voucher/Payroll Numbers	Subtotal	Total
Nov. - L01	53082-53233 and W00501-W00508	\$569,010.96	\$569,010.96
	11092017PR and 11222017PR	\$368,352.30	\$368,352.30
		Total	\$937,363.26

In response to Mr. Teterud's query last month about the higher than usual

**Approval of
Payment Vouchers,
Oct. 2017
(Item III.B.)**

credit card balance, following review, Mr. Knorr reported there were several non-routine purchases last month. These purchases included costs associated with the author event, An Evening with J. A. Jance, at Mirabeau Park Hotel in September, the purchase of VoIP phone accessories, and video and audio equipment for The Lab and The Studio. Mr. Roewe noted that use of the credit card made these purchases more expedient. Mr. Knorr further commented that use of the card is anticipated to increase, as more vendors prefer online payments.

There were no further questions.

The motion was approved.

**Unfinished Business
2018 Final Budget
(Item III.C.1.a.)**

2018 FINAL BUDGET. CFO Rick Knorr reviewed updates to the final budget for next year, noting the library materials budget increased by \$8,700, based on 14% of tax revenue per policy. Consequently, to maintain a balanced budget, the total operating contingency was reduced by the same amount, from \$86,000 to \$77,300. In response to a request from Mr. Craig, Mr. Knorr explained that \$19,000 remains in the 2018 Capital Projects Fund for retainage payments for renovation of the North Spokane Library completed earlier this year. Mr. Knorr noted the District submitted formal Notice of Completion documents to all applicable state agencies as required, yet to date, has not received any authorizations for release of retainage. It now appears the final payment will not be made until early next year. Thus, the anticipated payment amounts were appropriately included in next year's budget. Mr. Johnson commented that this is not unusual and can take six months or longer. Mr. Knorr additionally reported that he recently received an email from the Spokane County Treasurer's Office informing the District that a \$4,421 property tax refund was calculated for 2017. As is common practice, Mr. Knorr requested that the refund amount be added to the District's 2018 levy.

ADOPTING A 2018 PRELIMINARY BUDGET AND CERTIFYING IT TO THE BOARD OF COUNTY COMMISSIONERS (RESOLUTION NO. 17-08).

Mr. Teterud moved and Ms. Thompson seconded that Resolution No. 17-08, Adopting a 2018 Final Budget, be adopted.

RESOLUTION NO. 17-08

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, ADOPTING A 2018 FINAL BUDGET; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

There was no further discussion.

The motion was approved.

Unfinished Business
2017 Work Plan—
Year in Review
(Item III.C.2.)

2017 WORK PLAN—YEAR IN REVIEW. Mr. Roewe briefly reviewed the District work plan and accomplishments of 2017. Trustees expressed commendation to staff for a job well done. There was no further discussion.

New Business
24-Hour Deposit
Rule Waiver
Request (Items
III.D.1.)

24-HOUR DEPOSIT RULE WAIVER REQUEST. As follow-up to the Board of Trustees' discussion last month regarding the SAO exit conference held November 2, Mr. Craig briefly reviewed exit comments as related to the 24-Hour Deposit Rule per RCW 43.09.240. Mr. Knorr reported that in response to a recommendation from the Spokane County Treasurer's Office, he submitted a request for an exception to the 24-Hour Deposit Rule, in pursuit of more preferable weekly cash deposits. A waiver letter was subsequently received and will be granted pending District compliance with physical and procedural safeguards, and by providing authorized signatures. Mr. Knorr noted that other than frequency of deposits, safeguards outlined in the agreement are already in place. To that end, weekly cash deposits will commence subsequent to the signed and returned agreement to the Treasurer's Office. In response to Ms. Thompson's query, Mr. Knorr said to his knowledge there had been no history of cash theft at the District. In response to Mr. Teterud's query, Mr. Knorr reviewed how cash received at District libraries is handled, overseen and managed. Mr. Roewe stated that he and Mr. Knorr were comfortable with current cash management procedures. Mr. Knorr added that accuracy has been high and in his opinion the procedures in place are sufficient. Trustees agreed by consensus to authorize Chair Craig to sign the Request for Exception to the 24-Hour Deposit Rule waiver on behalf of the Board of Trustees. CFO Knorr will sign on behalf of the District. The signed document will be returned to Spokane County Treasurer Rob Chase. There was no further discussion.

New Business
2018 Work Plan
(Items III.D.2.)

2018 WORK PLAN. Mr. Roewe reviewed the four areas of focus that will guide the internal functions that support the work of the District in serving communities throughout the year. They are: Strategic Initiatives, Operational Safety and Continuity, Process Evaluation and Improvement, and Updates and Upgrades. Mr. Craig said he was pleased to see the plan for next year included levy lid lift and bond planning, as he would like to see development begin soon. Mr. Roewe also noted a facility naming policy will be coming to the board in the future as part of the bond planning process. Mr. Roewe reviewed small scale internal restructuring, and noted the addition of a development and fundraising position is planned for early next year. In response to Mr. Teterud's query, Mr. Roewe explained the IT Department will become a division of Public Services, and a new IT Manager has been hired and will begin January 2. Effective January 1, former IT Director Doug Stumbough will be promoted to Operations Director, and will oversee IT as part of his new responsibilities. The restructure added capacity to bring on a new staff member for a new initiative without additional salary costs. Trustees expressed congratulatory remarks to Mr. Stumbough, adding that they considered him an excellent

choice as the new Operations Director. There was no further discussion.

New Business
Customer Privileges
and Responsibilities
Policy
(Items III.D.3.)

CUSTOMER PRIVILEGES AND RESPONSIBILITIES POLICY. Mr. Johnson moved and Ms. Thompson seconded approval of the Customer Privileges and Responsibilities policy, effective January 1, 2018. Mr. Roewe reviewed two substantial suggested revisions. First, threshold amounts on several aspects of fines and fees will be increased, and fewer accounts will be referred to a collection agency. He noted both of the suggested changes are with intent to become more customer-friendly and accommodating. Second, the policy name will revert from member back to customer, as the preferred nomenclature for library users. Mr. Craig suggested adding an overview of the library fines structure and use of the collection agency to the meeting schedule for next year.

There was no further discussion.

The motion was approved.

New Business
2018 Meeting
Schedule and
Policies Review
(Items III.D.4.)

2018 MEETING SCHEDULE AND POLICIES REVIEW. Mr. Teterud moved and Mr. Johnson seconded approval of the 2018 meeting and policies review schedule, with an amendment to include all District libraries except The BookEnd as meeting venues. Mr. Roewe pointed out meeting overviews for next year are yet to be finalized to allow additional time for Trustees to submit suggestions. He further reported that staff proposed to change the content of meeting spotlights from highlights of library activities to service-based presentations. In response, Trustees said they enjoy learning about the libraries and hearing from staff, and requested that library highlights continue on an alternate schedule with new topics suggested for next year. Ms. Thompson commented that stepping back to review what the libraries or any business has accomplished over the past year is a good exercise. Regarding the suggested meeting locations, Mr. Teterud requested that meetings be held at all District libraries, with the exception of The Bookend because of inadequate space. There was no further discussion.

The motion was approved.

New Business
2018 Board of
Trustees' Officers
Election
(Items III.D.5.)

2018 BOARD OF TRUSTEES' OFFICERS ELECTION. Mr. Johnson motioned to nominate Mr. Craig to serve as chair for the 2018 calendar year, and Mr. Teterud seconded the motion. Mr. Craig motioned to nominate Mr. Johnson to serve as vice chair, and Mr. Teterud seconded the motion. Both Messrs. Craig and Johnson expressed their willingness to serve as officers of the Board of Trustees from January 1 through December 31, 2018. There were no questions or comments.

The motion was approved.

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

Chair Craig reviewed forthcoming agenda items for the next two months, noting the January meeting will be held at Moran Prairie Library. Among other agenda items, the January meeting will include review of two policies and an overview of the Public Employees' Retirement System. The completed spotlight and overview schedule for next year will also be presented to the Board for its approval. There was no further discussion.

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

Ms. Thompson wished everyone a happy holiday season, and noted it has been a great year. Mr. Johnson said he looks forward to working with the city of Spokane Valley as well as fundraising for new libraries. Mr. Craig said with recognition of the work ahead, he looks forward to getting started. Mr. Craig also reported about a recent visit to The Lab at North Spokane Library to use one of its new MacBook Pro laptops. By doing so, he found a newer computer made for better performance of Adobe Lightroom software. Additionally, Ms. Thompson reported she visited The BookEnd for the first time and found it a welcoming environment with nicely arranged displays. Mr. Roewe commented that he found The BookEnd busier than he had ever experienced during a visit earlier today. There was no further discussion.

**Executive Director's
Report, Nov. 2017
(Item V.B.)**

The Executive Director's written report provided prior to the meeting for November 2017 included information on the Business Office, Finance and Facilities, Collection Services, Human Resources, Information Technology, and Community Activities. Mr. Roewe reported further information regarding the incident of theft at North Spokane Library. His key message was that District staff reviewed the report and several notable changes have been implemented. The outcome of the incident was unfortunate, yet it was fortunate that no one was harmed, which was the primary concern. In response to Mr. Teterud's query, IT Director Doug Stumbough said the value of the stolen item was approximately \$600. There was no further discussion.

**Public Services
Report, Nov. 2017
(Item V.C.)**

Library Services Manager Kristy Bateman provided a written report prior to the meeting for November 2017 public services, with data for customer use measures, programming and library activities. Ms. Bateman had nothing further to add. Mr. Roewe pointed out the report size was significantly reduced to six pages, for which Mr. Craig congratulated staff, noting their efforts made the report more manageable to read. There was no further discussion.

**Communication
Report, Nov. 2017
(Item V.D.)**

Communication & Development Officer Jane Baker provided a written report prior to the meeting for November 2017 communication activities. In response to Mr. Teterud's query, Ms. Baker said the next edition of Engage magazine will announce programming events for January through May, and will be available Jan. 8. There was no further discussion.

**Fiscal Report,
Nov. 2017
(Item V.E.)**

Revenue and Expenditure Statement through November 30, 2017.

<u>Fund 001</u>	
Revenues	\$ 12,106,554
Expenditures	\$ 10,585,752
Ending Fund Balance	\$ 6,096,638
Fund Budget Expended	86.98%

Chief Financial Officer Rick Knorr pointed out that nearly 100% of the revenue for the year has been collected, and with one month remaining, a year-end surplus is anticipated. Mr. Roewe noted staff takes pride that startup and ongoing operational costs of The BookEnd were fully absorbed by the budget since it opened in May. There was no further discussion.

Mr. Johnson was excused from the meeting for a prior commitment at 4:45 p.m.

**Holiday
Refreshments Break
(Item VI.)**

Mr. Craig called for a recess at 4:45 p.m. Trustees, members of the District Leadership Team, and a number of staff gathered for fellowship and light refreshments in celebration of the holiday season. The meeting resumed at 5:20 p.m.

**Overview
Early Learning
(Item VII.)**

OVERVIEW EARLY LEARNING. Librarians Rachel Edmondson, Tammy Henry and Christie Onzay provided an overview of the Early Learning service priority and its goals. All team members, including Librarian Cindy Ulrey, who wasn't able to attend the meeting, are under the direction of Library Services Manager Mary Ellen Braks. Ms. Henry reported the goals of early learning focus on children, birth through third grade, as well as their parents and caregivers. Storytimes serve approximately 35,000 children per year, as there are 27 Storytimes per week, 1,300 per year, each with an average attendance of 25. The 53 staff trained to lead Storytimes focus on developmental skills to prepare children for kindergarten. Reading, singing, talking, writing, and playing are all encouraged. Over the past year, staff coordinated nine specific Storytimes, called mashups, that include an additional topic or activity related to art, STEM, building, or sensory play. Ms. Henry reported the early learning librarians also serve as mentors to train new staff to conduct Storytimes as well. Ms. Onzay reported that the early learning stations available inside each library will be updated in 2018. Staff conducted research to find durable, age-appropriate educational toys, such as blocks, that can be used simultaneously by multiple children throughout the week. Toys will be moved monthly on a rotation basis to maintain interest level and keep the stations refreshed. Ms. Onzay further reported that each early learning librarian created an additional STEM Bag for checkout in 2018, for a total of 16 bags complete with theme, books, and lesson plans,. Ms. Onzay noted this is the third and final year of the Getting Ready for School with STEM

**Overview
Early Learning
(Item VII.)**

grant. Preschool and toddler book bags are also available and are continually refreshed and updated to keep up with demand. Ms. Edmondson reported on State Training and Registry System (STARS) training offered for free by District staff. Classes are held on Saturdays for those who work in daycares and preschools and are required to have 10 credits of training per year. Mary Ellen Braks and Gwendolyn Haley are certified to conduct this training, with other team members planning to become certified in the near future. Ms. Edmondson further reported on training for District staff, all conducted with the intent to support parents, caregivers, and teachers to prepare children for success in school and life. In response to Mr. Teterud's query, Ms. Edmondson said only certified District staff can provide STARS training. Classes limited to 50 participants are open only to those who are caregivers of children, and are usually filled. Also in response to Mr. Teterud, Ms. Henry explained how librarians are taught to read to children. She added that parents can use the same instructional tips involving use of books at home. Regarding Storytimes, Ms. Braks added that only trained staff can lead Storytimes. Trustees expressed appreciation for the interesting report. There was no further discussion.

**Public
Comment
(Item VIII.)**

There was no public comment.

**Adjournment
(Item IX.)**

Chair Craig adjourned the meeting at 5:35 p.m. The next Board Meeting is scheduled for Tuesday, January 16, 2018, at 4:00 p.m., in the public meeting room at Moran Prairie Library.

John Craig, Chair

Patrick Roewe, Secretary to the Board of Trustees

PAYMENT VOUCHER APPROVAL

Pursuant to RCW 42.24.180 and Spokane County Library District Resolution # 94-03, we, the undersigned, do hereby certify that the merchandise and services hereinafter specified have been received as of December 31, 2017 and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$974,018.42 for the general fund and \$0.00 for the capital projects fund and are authorized to authenticate and certify these claims.

DATE: January 1, 2018

SIGNED



TITLE: Finance Director

SIGNED



TITLE: Executive Director

VOUCHER NUMBER	DESCRIPTION	VOUCHER AMOUNT
053234	ABM JANITORIAL SERVICES - NW	MONTHLY CUSTODIAL SERVICES 13,279.56
053235	ASSOC OF WASHINGTON CITIES	MEDICAL, DENTAL, VISION & LIFE INS. 710.60
053236	B & K ENTERPRISES	OUTREACH VAN STORAGE: 6 MONTHS RENTAL 360.00
053237	CENTURYLINK	ANALOG TELEPHONE LINES 61.10
053238	CENTURYLINK	ANALOG TELEPHONE LINES 76.46
053239	CITY OF SPOKANE	WATER & SEWER - MORAN PRAIRIE 284.12
053240	CITY OF AIRWAY HEIGHTS	WATER & SEWER - AIRWAY HEIGHTS 130.49
053241	CITY OF CHENEY	WATER, SEWER, ELEC. - CHENEY 721.91
053242	CITY OF DEER PARK	WATER & SEWER - DEER PARK 72.78
053243	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE 4,680.00
053244	DIVCO INCORPORATED	QTRLY BUILDING REPAIR & MAINT - HVAC 1,492.32
053245	EARTHWORKS RECYCLING, INC	RECYCLING 167.50
053246	FAUCETS 'N STUFF PLUMBING	PLUMBING REPAIRS 195.84
053247	FINDAWAY WORLD, LLC	LIBRARY MATERIALS 1,386.92
053248	GALE/CENAGE LEARNING	LIBRARY MATERIALS 450.30
053249	H&H BUSINESS SYSTEMS, INC.	QTRLY COPIER MAINTENANCE & TONER 48.54
053250	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS 3,211.55
053251	IHEARTMEDIA-SPOKANE	ADVERTISING 599.00
053252	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS 579.50
053253	KILBOURNE & KILBOURNE	OFFICE SUPPLIES 41.25
053254	ANTHONY LASOYA	TRAVEL REIMBURSEMENT FOR INTERVIEWEE 494.34
053255	AMERICAN LIBRARY ASSOCIATION	DUES AND MEMBERSHIPS 125.00
053256	MIDWEST TAPE	LIBRARY MATERIALS 540.80
053257	MODERN ELECTRIC WATER COMPANY	WATER, ELEC. - SV 1,932.93
053258	MONTGOMERY HARDWARE	MAINTENANCE SUPPLIES 364.23
053259	SWANK MOTION PICTURES, INC.	LIBRARY PROGRAMS 128.00
053260	DVM INSURANCE AGENCY dba NATIONWIDE	EMPLOYEE DEDUCTIONS FOR PET INSURANCE 253.87
053261	OTIS ELEVATOR COMPANY	QTRLY ELEVATOR MAINTENANCE 1,253.76
053262	OTIS HARDWARE	MAINTENANCE SUPPLIES 22.15
053263	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books 107.97
053264	PIKES PEAK LIBRARY DISTRICT	ILL FEE 20.00
053265	PACIFIC NORTHWEST BOOKSELLERS ASSOC	ANNUAL DUES 150.00
053266	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES 580.49
053267	RECORDED BOOKS, LLC	LIBRARY MATERIALS 48.71
053268	RISK MGMT ASSOCIATION	LIBRARY MATERIALS 422.60
053269	SAGE SOFTWARE, INC	PARTIAL PAYMENT NEW ESS MODULE 2,000.00
053270	SEATTLE PUBLIC LIBRARY	LOST INTERLIBRARY LOAN ITEM 18.00
053271	SPOKANE HARDWARE SUPPLY	BUILDING REPAIR & MAINTENANCE 29.25
053272	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY 16.30
053273	NEVA TALBET	LOST PAID REFUND 21.00
053274	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS 151.87
053275	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES 486.05
053276	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE 1,178.81
053277	EBSCO INDUSTRIES, INC.	LIBRARY MATERIALS - SUBSCRIPTIONS 42.43
053278	GALE/CENAGE LEARNING	LIBRARY MATERIALS 55.68

053279	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	7,241.75
053280	MIDWEST TAPE	LIBRARY MATERIALS	2,363.32
053281	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	7,286.07
053282	RECORDED BOOKS, LLC	LIBRARY MATERIALS	305.51
053283	.e4 TECHNOLOGIES	NEW VOIP PHONES	6,332.50
053284	ABM JANITORIAL SERVICES - NW	MONTHLY CUSTODIAL SERVICES	1,730.63
053285	APS, INC.	POSTAGE EQUIP. SUPPLIES	362.74
053286	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	13.10
053287	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	499.14
053288	CENTURYLINK	ANALOG TELEPHONE LINES	39.80
053289	CENTURYLINK	ANALOG TELEPHONE LINES	79.61
053290	CENTURYLINK	ANALOG TELEPHONE LINES	59.91
053291	CENTURYLINK	ANALOG TELEPHONE LINES	76.46
053292	CHEVRON U.S.A. INC.	VEHICLE FUEL	72.56
053293	US POSTAL SERVICE	POSTAGE FOR POSTAGE MACHINE	5,000.00
053294	CITY OF MEDICAL LAKE	WATER, SEWER, REFUSE - ML	159.39
053295	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CHENEY	30.54
053296	SUZANNE M DISTAD	LOST PAID REFUND	3.20
053297	EMPIRE DISPOSAL INC.	SOLID WASTE - FAIRFIELD	37.50
053298	GALE/CENAGE LEARNING	LIBRARY MATERIALS	983.82
053299	GREENLEAF LANDSCAPING, INC.	FALL CLEANUPS & SNOW REMOVAL	2,015.08
053300	HEARTLAND COMMUNICATIONS GROUP	LIBRARY MATERIALS	45.00
053301	IMWRF-Joint Base Lewis McCord Library System	ILL FEE	23.00
053302	INFOGROUP LIBRARY DIVISION	ELECTRONIC LIBRARY SERVICES	8,918.00
053303	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	9,839.02
053304	INTEGRA TELECOM HOLDINGS, INC	BROADBAND AND INTERNET	2,293.33
053305	INTEGRA TELECOM HOLDINGS, INC	BROADBAND AND INTERNET	16,681.48
053306	INLAND POWER AND LIGHT	ELECTRIC UTILITIES - AH, DP	628.62
053307	GROUP W MARKETING	ADVERTISING - KIDS NEWSPAPER	800.00
053308	KILBOURNE & KILBOURNE	OFFICE SUPPLIES	10.50
053309	KSPS PUBLIC TV	STEM GRANT PROGRAMMING	2,500.00
053310	WICK ENTERPRIZES, LLC	ADVERTISING	312.37
053311	THE LIBRARY CENTER	INTERLIBRARY LOAN FEES	12.99
053312	MARICELA LINDSEY	LOST PAID REFUND	17.00
053313	SHEILA K MARX	LOST PAID REFUND	42.20
053314	MIDWEST TAPE	LIBRARY MATERIALS	8,496.25
053315	SWANK MOTION PICTURES, INC.	LIBRARY PROGRAMS	128.00
053316	MORAN PRAIRIE GRANGE	ANNUAL MEMBERSHIP	46.00
053317	NEW YORK TIMES	LIBRARY MATERIALS	514.80
053318	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	29,055.24
053319	PERRINE PROPERTIES, LLC	MONTHLY PARKING LOT LEASE, SV	300.00
053320	PHASE 3 DIGITAL AGENCY	ONLINE ADVERTISING, KXLY SITES	900.00
053321	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	466.81
053322	RECORDED BOOKS, LLC	LIBRARY MATERIALS	684.12
053323	SOFTWARE ONE, INC	SOFTWARE SUPPORT	249.89
053324	SPOKANE COUNTY ENVIRONMENTAL SERVICES	SEWER - AR, NS, SV	464.73
053325	SPOKANE MALL LLC	MONTHLY LEASE PAYMENT, BOOKEND	3,000.00
053326	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	235.64
053327	TACOMA PUBLIC LIBRARY - ILL	ILL FEE	25.00
053328	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	86.22
053329	UNIQUE MANAGEMENT SERVICES	COLLECTION AGENCY & NOTICE FEES	2,520.93
053330	UPS	SHIPPING	11.56
053331	VERIZON WIRELESS	CELL PHONES (6)	357.29
053332	WHITWORTH WATER DISTRICT #2	WATER - NORTH SPOKANE	28.57
053333	CENTURYLINK	ANALOG TELEPHONE LINES	38.24
053334	CENTURYLINK	ANALOG TELEPHONE LINES	38.00
053335	HAMMOND FACILITY CONSULTING	FACILITY MAINTENANCE PLAN CONSULTING	1,384.42
053336	HORIZON ROOFING & SHEETMETAL, LLC	ROOF REPAIR IT ANNEX PORTION OF VALLEY BUILD	15,096.00
053337	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	3,086.55
053338	SWANK MOTION PICTURES, INC.	LIBRARY PROGRAMS	256.00
053339	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	151.87
053340	***Void Check***	***VOID CHECK***	0
053341	MYE CHILD INC	NEW CHILDREN AREA TABLES	2,486.08

053342	AT&T MOBILITY	TELEPHONE & BROADBAND - BOOKEND	105.28
053343	AVISTA UTILITIES	MONTHLY UTILITIES	10,790.43
053344	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	493.99
053345	SUSAN CAGLE	LOST PAID REFUND	4.00
053346	CDW GOVERNMENT, INC.	IT HARDWARE & SOFTWARE	46.20
053347	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	277.68
053348	CENTURYLINK	ANALOG TELEPHONE LINES	104.37
053349	CENTURYLINK	ANALOG TELEPHONE LINES	39.86
053350	CONSOLIDATED IRRIGATION DIST19	WATER - OTIS ORCHARDS	21.00
053351	CRAIG BARNETT	LIBRARY MATERIALS	556.86
053352	CURTIS J COOK	LOST PAID REFUND	19.20
053353	DELL MARKETING L.P.%DELL USA LP	PRINTER SUPPLIES/IT EQUIPMENT	1,412.22
053354	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	382.84
053355	JEANNIE DOWERS	LOST PAID REFUND	8.00
053356	FRONTIER COMMUNICATION	TELEPHONE & BROADBAND - FF	119.90
053357	GALE/CENAGE LEARNING	LIBRARY MATERIALS	686.24
053358	H&H BUSINESS SYSTEMS, INC.	QTRLY COPIER MAINTENANCE & TONER	216.81
053359	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	10,404.74
053360	INLAND POWER AND LIGHT	ELECTRIC UTILITIES - AH, DP	347.77
053361	BRUCE JOHNSON	LOST PAID REFUND	13.00
053362	MIDWEST TAPE	LIBRARY MATERIALS	4,137.02
053363	NORTHWEST MUSEUM OF ARTS & CULTURE FOUNDATION	MUSEUM FAMILY PASSES FOR CHECKOUT	5,000.00
053364	OPTUM	MONTHLY HSA ACCOUNT FEES	78.00
053365	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	21,059.17
053366	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	1,113.72
053367	RECORDED BOOKS, LLC	LIBRARY MATERIALS	215.42
053368	SOFTWARE.HARDWARE.INTEGRATION	NEW SURFACE PRO WORKSTATIONS FOR STAFF (14)	27,373.73
053369	SOFTWARE ONE, INC	WINDOWS 10 LICENSING	9,236.30
053370	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	313.11
053371	STATE AUDITOR'S OFFICE	ANNUAL AUDIT	977.55
053372	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	17,480.39
053373	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	608.25
053374	WASHINGTON ST HISTORICAL SOCIETY	ANNUAL RENEWAL	35.00
053375	WASHINGTON LIBRARY ASSOCIATION	ANNUAL DUES	3,417.00
053376	ABM JANITORIAL SERVICES - NW	MONTHLY CUSTODIAL SERVICES	3,025.50
053377	CITY OF SPOKANE	WATER & SEWER - MORAN PRAIRIE	284.12
053378	CITY OF AIRWAY HEIGHTS	WATER & SEWER - AIRWAY HEIGHTS	130.49
053379	CITY OF CHENEY	WATER, SEWER, ELEC. - CHENEY	684.97
053380	DIVCO INCORPORATED	QTRLY BUILDING REPAIR & MAINT - HVAC	531.68
053381	GREENLEAF LANDSCAPING, INC.	FALL CLEANUPS & SNOW REMOVAL	3,753.55
053382	MIDWEST TAPE	LIBRARY MATERIALS	4,086.19
053383	MODERN ELECTRIC WATER COMPANY	WATER, ELEC. - SV	2,009.34
053384	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	16.30
053385	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE	1,211.48
W00509	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	58,149.63
W00510	US BANK - HEALTH - OPTUM	H S A CONTRIBUTIONS	1,723.00
W00511	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	46,469.68
W00512	ASSOC OF WASHINGTON CITIES	MEDICAL, DENTAL, VISION & LIFE INS.	77,600.04
W00513	STATE OF WASHINGTON	MONTHLY EXCISE/SALES TAXES	869.88
W00514	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	61,639.64
W00515	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	46,309.12
W00516	US BANK - HEALTH - OPTUM	H S A CONTRIBUTIONS	1,723.00
W00517	GearBest	IT HARDWARE & SOFTWARE	244.77
Total Non-Payroll General Operating Fund			\$ 613,475.76
PAYROLL VOUCHERS			
12082017PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	\$ 177,484.92
12222017PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	183,057.74
Total Payroll General Operating Fund			\$ 360,542.66
TOTAL GENERAL OPERATING FUND			\$ 974,018.42

Spokane County Library District
November/December, 2017 Credit Card Activity
Paid in December, 2017
Voucher # 053372

<u>Card Category</u>	<u>Amount</u>
General Purchases	\$10,837.68
Maintenance	1,429.28
Travel	1,414.82
Acquisitions	2,371.78
Information Technology	1,368.86
Outreach	57.97
General Fund Purchases	<u><u>\$17,480.39</u></u>

2018 BOARD OF TRUSTEES' MEETINGS—SPOTLIGHT AND OVERVIEW SCHEDULE

Background:

The following schedule approved by the Board of Trustees in December provides the regular monthly meeting dates, locations, and policy reviews for 2018. Pending and added for Board review and approval are the suggested spotlights and overviews planned for this year.

As directed, the library spotlights will transition to a biennial schedule, details below. The remaining spotlights will focus on library services or initiatives that haven't otherwise been covered in detail in recent history.

In addition to the overview topics requested by Trustees, we've included training topics—for which we will engage staff—that are important for Trustees to be aware of as our governing body.

Recommended Action: Board motion to adopt the suggested spotlight and overview schedule for 2018. Trustees are encouraged to provide direction for meeting content or future topics of interest at any time.

2018 Board of Trustees' Meeting Schedule
(includes Location, Spotlight, Policy, and Overview for each meeting)

Month	Location	Spotlight	Policy Review	Overview
January 16	Moran Prairie	Moran Prairie	Volunteer Program Public Records	PERS - Public Employees' Retirement System
February 20	Airway Heights	Airway Heights	Facility Use for Political Purposes Public Art in District Facilities	Fines, Fees, and Use of Collection Agency
March 20 (+Retreat/Tentative)	North Spokane	North Spokane	Partnership and Sponsorship	None
April 17	Medical Lake	Book a Librarian	Memberships in Organizations	Friends of the Spokane County Library District
May 15	Fairfield	Homebound & Outreach	Personnel Policy	Pop-Up Libraries
June 19	Deer Park	Deer Park	Annexation of Cities & Towns to Library District	Media Training
July 17	Argonne	None	Fixed Assets	None
August 21	Otis Orchards	Community Engagement	Collection Development	Intellectual Freedom
September 18	Cheney	Stories Off the Page	Social Media Use of 3D Printing Services	Harassment-Free Workplace
October 16	Spokane Valley	Otis Orchards	Personnel Policy Friends of the Library	Guidelines for Local Government Agencies in Election Campaigns
November 20	Argonne	The BookEnd	Computer, Wireless Network and Computer Use	Staff training
December 18 (Holiday break included)	Argonne	None	Bulletin Boards and Community-Interest Publications	None

2018 Library Spotlights	2019 Library Spotlights
Airway Heights	Argonne
Deer Park	Cheney
Moran Prairie	Fairfield
North Spokane	Medical Lake
Otis Orchards	Spokane Valley
The BookEnd	

Important Dates for 2018:

March 1 WLA Library Legislative Day, Olympia
 April 28 Annual Friends Helping Friends Event, location TBD

PUBLIC RECORDS**BACKGROUND:**

The majority of the following policy revisions are for updating and clarification purposes. The most significant revision is the deletion of the definition of a public record. It was removed because the primary purpose of the policy is to affirm the District's commitment and obligation to follow state law, not to quote the referenced state law. Second, the language in the definitions has changed since the policy was last reaffirmed, rendering the language out of date. From a practical standpoint, removing a definition that is subject to change with greater frequency than the policy, these changes help ensure that the policy does not convey incorrect information.

Following are an edited copy of the current policy with the suggested revisions indicated by strikethrough or underline, as well as a clean copy of the revised/draft policy.

Recommended Action: Motion to approve the Public Records policy as revised.

SPOKANE COUNTY LIBRARY DISTRICT

Current/Existing Policy with Edits**POLICY: PUBLIC RECORDS**

APPROVAL DATE: July 15, 2008

REVISION DATE: JANUARY 16, 2018~~Latest Review and Reaffirmation Date: November 24, 2015~~

RELATED POLICIES:

Confidentiality of Library Records

STATUTORY REFERENCES: RCW 42.56; WAC 44-14

Purpose

To affirm Spokane County Library District's commitment to making public information available upon request as determined by law while maintaining confidentiality of ~~member~~ customer records.

Background

Spokane County Library District (SCLD) follows the requirements of the Washington State Public Records Act. A public record, as defined in state law, includes any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by any state or local agency regardless of form or characteristics, except as exempted in statute. A writing is further defined as every means of recording any form of communication or representation.

General Policy

The public may request access to District records in accordance with state law. Records pertaining to confidential ~~member~~ customer records are exempt by law and shall not be made available (RCW 42.56.310). The Public Records Act Model Rules shall serve as the basis for how the District responds to public records requests. The Executive Director shall designate a Public Records Officer to review requests.

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

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

SPOKANE COUNTY LIBRARY DISTRICT

DRAFT**POLICY: PUBLIC RECORDS**

APPROVAL DATE: July 15, 2008

REVISION DATE: January 16, 2018

RELATED POLICIES:

Confidentiality of Library Records

STATUTORY REFERENCES: RCW 42.56; WAC 44-14

Purpose

To affirm Spokane County Library District's commitment to making public information available upon request as determined by law while maintaining confidentiality of customer records.

Background

Spokane County Library District (District) follows the requirements of the Washington State Public Records Act.

General Policy

The public may request access to District records in accordance with state law. Records pertaining to confidential customer records are exempt by law and shall not be made available (RCW 42.56.310). The Public Records Act Model Rules shall serve as the basis for how the District responds to public records requests. The Executive Director shall designate a Public Records Officer to review requests.

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.

VOLUNTEER PROGRAM**BACKGROUND:**

The recommended updates to the Volunteer Program policy, last updated in 2014, expands the policy language to include definitions and general guidelines for volunteers. The changes to the structure and language were significant enough to warrant not providing a markup copy. Instead, a current version and proposed version are provided. A summary of changes to sections of note follow.

- Purpose
 - Adds language regarding the purpose of having a volunteer program.
- Scope
 - New section
- Definition of a volunteer
 - New section
- General Policy
 - Adds language regarding background checks (as per RCW) and general guidelines for staff and volunteers.

Following are a copy of the current policy, as well as a copy of the revised/draft policy.

Human Resources Director Toni Costa will provide a brief overview of suggested changes and be available to answer questions at the meeting.

Recommended Action: Board motion to approve the Volunteer Program policy as revised.

SPOKANE COUNTY LIBRARY DISTRICT

Current/Existing Policy**POLICY: Volunteer Program**

Approval Date: November 16, 1999

Latest Review and Reaffirmation Date: January 21, 2014

RELATED POLICIES:

None

STATUTORY REFERENCES:

None

General Policy

It is the policy of Spokane County Library District to encourage the use of volunteers to augment the work of paid staff, assisting the District in carrying out its mission, and provide an enriching community service opportunity.

Qualified volunteers will be recruited, trained and retained in a manner that provides an overall benefit to the District and makes effective use of District resources.

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

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

SPOKANE COUNTY LIBRARY DISTRICT

DRAFT**POLICY: Volunteer Program**

APPROVAL DATE: November 16, 1999

REVISION DATE: JANUARY 16, 2018

RELATED POLICIES:

Human Resources Policy 2.04

STATUTORY REFERENCES:

RCW 43.43.830

Purpose

To set forth a volunteer program that assists the Spokane County Library District (District) in carrying out its mission.

Scope

This policy applies to District staff and volunteers.

Definition of Volunteer

A volunteer is a person who performs a service for the District willingly and without pay, and who works under the direction and with the support of a staff member.

General Policy

Spokane County Library District engages the talents and energies of community members in order to enhance library services. Volunteers provide support for library events, projects, and activities. They complement rather than replace staff. Volunteers support the staff and mission of the library, strengthening the relationship between the community and the library.

District volunteers shall undergo background checks before being allowed to volunteer, as per Washington State law (RCW 43.43.830).

General guidelines include, but are not limited to:

- Paid staff may not work as volunteers for the District.
- The Volunteer Coordinator is responsible for recruiting and training volunteers.
- Assigned library staff are responsible for supervising volunteers at their location.

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.

OVERVIEW PUBLIC EMPLOYEES' RETIREMENT SYSTEM (PERS)

Human Resources Director Toni Costa and Finance Director Rick Knorr will provide an overview of the Washington State Public Employees' Retirement System.

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

FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: FEBRUARY - MARCH 2018***February 20, 2018: Airway Heights - (4:00 p.m.)***

- Facility Use for Political Purposes Policy
- Public Art in District Facilities Policy
- Reciprocal Use of Libraries Report 2017
- Overview – Fines, Fees and Use of Collection Agency
- Spotlight Airway Heights Library

Please send requests for agenda additions or changes to the Board Chair or Administrative Assistant no later than Tuesday, Feb. 6, for inclusion in the preliminary agenda to be sent Feb. 7. Meeting packets will be mailed Feb. 14.

March 20, 2018: North Spokane - (4:00 p.m.)

- Partnership and Sponsorship Policy
- Overview – None
- Spotlight North Spokane
- (Tentative) Retreat session to follow

SPECIAL MEETINGS/ACTIVITIES2018**Mar 1**

WLA Library Legislative Day, Olympia, WA

Apr 28 (Sat)

Friends Helping Friends Annual Meeting, 9-Noon, location TBD

EXECUTIVE DIRECTOR'S REPORT DECEMBER 2017

Business Office, Finance and Facilities – Rick Knorr

2017 Financial Report

Capital Projects Fund

The final architect payment was made in December 2017 and the year ended with \$427,900 spent toward the North Spokane remodel in 2017. The cumulative amount paid, including initial project costs expended in 2016, is \$454,400. As discussed at last month's meeting, the District is still holding the general contractor's final retainage of \$14,063, pending final approval and release authorization by all appropriate state agencies.

General Fund

Operations for the 2017 year are complete and the report as of December 31, 2017, is included in the packet. The District is not using an open period, as discussed at the December meeting. However, due to the compressed timeframe between the end of the year and the distribution of the board packet, the financial report is not quite final for 2017. A further discussion of year-end results will be presented at the meeting.

2018 Budget

Property Tax Levy

Final certified amounts for state assessed property values and available refunds we can levy for in 2018 were distributed to the District in December. The only remaining component of net tax revenue for 2018 is the amount of the TIF (tax increment financing) reduction. This reduction is calculated and communicated near the first of February. The net amount of \$11,576,000, approved in the final 2018 budget, remains close to what is ultimately expected.

District Property and Liability Insurance

Pricing for the 2018 insurance package was received with a net overall decrease of about 5%. All coverage amounts were unchanged. Below is a comparison of 2018 versus 2017.

Insurance Premium Summary				
	Type	Carrier	2017	2018
	Property	Berkley	29,670	30,741
	General Liability	Berkley	5,195	5,547
	Business Auto	Berkley	3,106	3,719
	Directors & Officers	USLI / Philly	14,964	9,256
	Cyber Liability	Philly	5,344	5,344
	Umbrella	Berkley	8,282	8,282
			66,561	62,889
			4.5%	-5.5%

Human Resources – Toni CostaDepartment ActivitiesRecruitment and Selection:

- a. New Hires
 - N/A
- b. Terminations
 - NS – Library Services Assistant & Librarian
 - Public Services – Public Services Associate (Float)
 - Communication – Communication Assistant
 - HR – Human Resources Generalist
- c. Promotions/Demotions
 - N/A
- d. Reclassifications
 - N/A
- e. Transfers
 - N/A

Information Technology – Doug Stumbough

- Via the E-rate program portal, we released a Request for Proposals for the provision of internet service. Our current contract runs through June 2018, so any vendor responding to the request must guarantee service will start July 1. Proposals will be accepted through January 26, with vendor selection coming after a review of all proposals. Once the selection is complete and a contract signed, the next step will be to apply for reimbursement, which must be done before March 22.
- Interviews for the IT Manager position were conducted at the beginning of the month. We had the opportunity to talk to several qualified candidates and from that group ultimately selected Patrick Hakes for the position. Patrick comes to us after several years with the technology department at Spokane Transit Authority and will begin his new duties on January 2.
- Two high school student interns from Spokane Valley Tech spent some time with us over their winter break. They were able to help us test and configure some new phone hardware as well as ask many questions of the IT staff about the tasks associated with working in a library technology department.
- Several pieces of presentation-related equipment were purchased, tested and configured as part of the upgrade to the North Spokane meeting room. The new setup will include a 75" wall-mounted display, speakers, Blu-Ray DVD player, lectern, and several easy-to-use connectivity options for a wide variety of audio and video needs.
- In addition to the North Spokane related items, we made several other year-end purchases to finish out 2017, including a new CCTV system for the delivery area at Administration, three refurbished PCs and miscellaneous motherboards for repair needs, extended hardware support contract for some network gear, a new label printer for the HR department, additional switches for the new phone system, 50 new phones, 165 Windows 10 Pro licenses, and 14 Surface Pro tablets.

Collection Services – Andrea Sharps

- We ordered 1,102 titles and 4,250 copies in December. The number of titles ordered is up from last month as is the number of copies ordered.

- With 100% of the year done, total library materials expended stands at 98.98%.
- We processed, added to the system, and sent out to the libraries 4,260 items in December. This is down from last month.
- Downloadable lending through OverDrive was up slightly in December from November. A total of 37,769 items circulated in December including audiobooks (15,180) and eBooks (22,589). Customers placed a total of 12,428 holds, and there were 5,529 unique users with titles checked out.
- Midwest Tape's *hoopla*, a streaming media service, saw a slight increase in circulation in December over November. A total of 3,001 titles including audiobooks (1,293), comics/graphic novels (169), eBooks (577), movies (501), full-length albums (289) and television shows (172) circulated in December for a combined cost of \$6,295.39 and an average cost per circulation of \$2.10. A total of 134 new users registered in the month, and there were 933 active users and 6,290 total users recorded.
- Youth Collection Development Librarian Sheri Boggs worked with Library Services Manager Mary Ellen Braks and her early learning team on a project for KSPS. Team members selected picture books to show in between episodes of KSPS's seventeen children's programs. Additionally, Sheri found and resized 340 high resolution images of the picture book covers which she saved to a thumb drive for Mary Ellen to deliver to KSPS. Mary Ellen reported that KSPS staff were "thrilled" with the submitted content.
- Technical Services Manager Sandy Orr and ILS Administrator Teresa Nelson will be presenting at the 2018 COSUGI Conference in Atlanta in April. They will be discussing the District's "Library of Things" collection and will each receive a \$50 registration discount for presenting.
- We loaned 253 items to other libraries and borrowed 635 items from other libraries for 888 total Interlibrary Loan transactions processed in December.

Executive Director Report & Community Engagement Activities

District Activities

Leadership Team Updates

The following are actions taken by the Leadership Team in December that weren't otherwise covered in other agenda items.

The Leadership Team will use the opportunity of a retreat in January to draft election timeline options for a future levy lid lift and bond issue, and to identify a limited number of key message ideas that can be further developed into a foundation for future cross-platform external communications. The goal is to identify those ideas that speak to our purpose and community impact in a way that resonates with the communities we serve. The timeline options will form the foundation for discussions at the proposed March 2018 Board of Trustees retreat.

As discussed at the December Board of Trustees meeting, effective 1/1/2018, Leadership Team level position titles will be standardized in a "director" format: Collection Services Director (Andrea Sharps), Communication & Development Director (Jane Baker), Finance Director (Rick Knorr), Human Resources Director (Toni Costa), Operations Director (Doug Stumbough), and Executive Director (Patrick Roewe). Previously there was a mix of "director" and "officer" job titles for these positions, and standardization will provide greater consistency. No other changes were made beyond the job titles.

The District will phase out the current reusable bags we sell in the libraries. Sales of the bags continue to be modest Districtwide, and the branding on the bag is a prior version. The majority of the stock was distributed at the Christmas Bureau so attendees could more easily carry their items. We will continue to sell them at the libraries until the remaining stock is depleted, and then evaluate any next steps.

Public Libraries of Washington

As discussed at the October 2017 Board of Trustees meeting, the Early Learning Public Library Partnership (ELPLP) will be dissolved and the new organization, Public Libraries of Washington (PLW), will take over as the entity advancing public library interests in Washington State. With several library directors from across the state, I worked to draft and finalize articles of incorporation and bylaws for the PLW organization, with the organization officially incorporating at the end of December. The next steps will be to officially dissolve ELPLP in January and to transfer any remaining assets to PLW, actions that I will approve on behalf of the District. PLW will hold its first official meeting at the January meeting of the Washington State public library directors.

Shrine Circus

I was contacted by the local El Katif Shrine Center about using the District's property on Sprague Ave. and Herald Rd. (and the adjacent city-owned parcels) for a presentation of the Shrine Circus in April 2018. They had received initial approval from my predecessor, Nancy Ledeboer, prior to her retirement. I've been in contact with Mike Stone, Director of Parks and Recreation for the City of Spokane Valley, regarding the use of the properties. Permission to use the District's property is contingent on two conditions: 1.) The District receive a certificate of liability insurance naming Spokane County Library District as an additional insured party (the City would be named as well), and 2.) The District's property be returned to its original condition at the end of the event. As of the writing of this report, a response to our request is yet to be received.

Community Engagement

I attended the Partners Advancing Character Education board meeting, which promotes the importance of good character through partnerships with schools, businesses, public agencies and community groups.

ITEM AND TITLE MONTHLY REPORT
December 2017

	<u>ITEMS</u>				<u>TITLES</u>		
	ADULT	YOUTH	TOTAL		ADULT	YOUTH	TOTAL
Total Materials							
Print	162165	150257	312422		84974	49987	134961
Nonprint	64573	23446	88019		27015	7566	34581
Subtotal	226738	173703	400441		111989	57553	169542
Periodicals	5775	852	6627		286	31	317
Total	232513	174555	407068		112275	57584	169859

<u>ITEMS</u>				<u>TITLES</u>			
OverDrive: Audiobooks			25750				21434
eBOOKS			37491				32285
Licensed eBOOKS			11245				7067
OverDrive: Total			74486				60786
GRAND TOTAL			481554				230645

Print & Nonprint	(Totals year-to-date)		
ADDITIONS	ADULT	YOUTH	TOTAL
Print	29533	21410	50943
Nonprint	12642	3801	16443
TOTAL	42175	25211	67386
DELETIONS			
Print	33717	21711	55428
Nonprint	12986	4227	17213
TOTAL	46703	25938	72641

	<u>NET CHANGE YTD</u>		
	ADULT	YOUTH	TOTAL
Print	-4184	-301	-4485
Nonprint	-344	-426	-770
Periodicals	-439	-169	-608

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 December 2017

Kristy Bateman

Service Priority Teams

Business and Career Development (Stacey Goddard)

- We presented one program in support of business development this month, the SCORE workshop.
- GED classes at Cheney and Deer Park, as well as ESL classes at Deer Park, concluded mid-month as fall quarter wrapped up.
- We presented seven programs in support of financial literacy education in December, including various offerings from SNAP. Combined attendance for these programs was 75.
- We did 49 Book-a-Librarian sessions this month throughout the District, down from November's 56 appointments.
- I presented an overview of our business resources for SNAP's Dreambuilder class, at its Business Center.
- Ree met with Evan Robb of the Washington State Library to receive training on scanning images for the Washington Rural Heritage project. We will do this project in early 2018 in partnership with the Moran Prairie Grange.

Early Learning (Mary Ellen Braks)

- We provided 111 Storytimes to 2,244 children, parents, and caregivers. Our average attendance per Storytime was 20.
- We provided 39 Storytimes to 714 children at 23 child care centers.
- We had one STARS training this month called *Best Picture Books of 2018* and 35 people attended.
- Math for early learning continued to be a focus. We had the final week of math activities for the STEM grant. We had 27 math-focused Storytimes with an attendance of 549.

Education and Enrichment (Gwendolyn Haley)

1,437 community members participated in library programs in December.

Youth (K-12) programs:

- 1,369 youth participated in library programs this month. Highlights included Hour of Code programs at several libraries, where kids of all ages learned some basic coding using resources from CODE.org and the iPad labs. Families turned out in large numbers to decorate cookies with us at various locations and to sing along with *Beauty and the Beast*.

Adult Programs:

- December is a quiet month for adult programs, as the holiday season keeps people busy. The Lab at North Spokane continued the very popular *Artist in Residence* with the final artist, Tom Quinn. Members have raved about the classes offered each month.

Community Connections:

- We finalized the *Museum Pass* program with Mobius and the Northwest Museum of Arts and Culture. The passes will be available to SCLD cardholders at all 11 locations beginning in January.

Digital Interaction and Sharing (Carlie Hoffman)

- I met with Amber to discuss the videos we have recorded and how some of these may fit in with the local creators' website.
- Testing the mobile printing software began. Staff feedback was requested and compiled.
- I worked with Collection Services to catalog our rural history projects for Medical Lake and Rockford. These collection may now be found by searching the library catalog.
- Book a Librarian highlights
 - A local business owner learned to use DemographicsNow and ReferenceUSA to discover more about local product demand and business expenditures.

- Assisted a customer in finding death/birth/marriage/legal notices, obituaries, and other local contacts regarding her step-mother's death
- Helped a customer log into a computer station to view medical images on a CD.
- Assisted a customer in formatting a letter in order to remain in an assistance program.
- Helped a woman who runs a child care facility with our online business resources. The woman was looking for ways to change her business model, or possibly branch out into something new.
- Worked with a woman who was interested in starting a Facebook page for her small business.

Volunteer Program (Jamie Van Wormer)

I recruited volunteers for the Christmas Bureau and other assignments. Staff participated in a new Storytime at the Hawthorne & Nevada Starbucks. Horizon Credit Union donated \$1,000 toward books for the Reading Buddy program. I attended a Development and Strategies meeting sponsored by Providence Healthcare to plan for future fundraising. In 2017, the volunteer program had 290 active volunteers with 8,775 service hours.

Library Operations: (Georgina Rice) This table provides a snapshot of in-library checkout use for the current month compared to the same month last year:

	Staff assisted checkouts and renewals December 2017	Self-service checkouts and renewals December 2017	In-library checkouts total December 2017	Percent of checkouts at the self-service kiosks December 2017	Online renewals December 2017	Total Circulation per Library December 2017	Total Circulation per Library December 2016	Total Circulation December 2017 compared to December 2016
Airway Heights	808	3268	4076	80.18%	839	4902	6314	-22.36%
Argonne	1514	7732	9246	83.63%	2281	11985	11902	0.70%
Cheney	2731	7040	9771	72.05%	2506	12122	12457	-2.69%
Deer Park	2623	7674	10297	74.53%	2509	12367	12422	-0.44%
Fairfield	398	640	1038	61.66%	203	1221	1224	-0.25%
Medical Lake	512	3418	3930	86.97%	699	4858	4454	9.07%
Moran Prairie	1610	10165	11775	86.33%	3657	15631	15641	-0.06%
North Spokane	7818	22267	30085	74.01%	10333	40939	43655	-6.22%
Otis Orchards	641	3422	4063	84.22%	551	5340	5004	6.71%
Spokane Valley	11863	23025	34888	66.00%	9505	44470	45877	-3.07%
The BookEnd	603	2101	2704	77.70%	191	2975		N/A
Totals	31121	90752	121873	74.46%	33274	156810	158950	-1.35%
Support/ILL	317	0	317			317	341	-7.04%
Grand Totals	31438	90752	122190		34937	157127	159291	-1.36%

Library staff and volunteers had the opportunity to serve at the Christmas Bureau. The nine-day event sponsored by Catholic Charities, Volunteers of America and The Spokesman-Review served 26,103 individuals. This year we waived fees for customers who had a balance of \$50 or less. Others were referred to the Customer Experience Manager to help them get their library access restored. The customers were very appreciative and excited that their library access had been restored.

- 3,100 customers interacted with library staff and volunteers
- 143 new library cards, in addition to updating many expired cards
- \$5,201.47 in fees waived

- 1,160 book bags distributed
- Thousands of children's bookmarks were shared, generously purchased by the Friends of the Spokane County Library District, as well as thousands of SCLD color-changing pencils.
- Engage magazines and other promotional materials were distributed.

Library Reports

Airway Heights: Stacy Kvamme

- As part of the annual Airway Heights Winter Festival the library hosted a Storytime followed by arts and crafts. The Airway Heights Friends of the Library sponsored a face painter, who was especially popular with the more than 70 people in attendance. As part of the Festival, books from the Kiwanis Book Bank were distributed to children who attended the pancake breakfast at the community center.
- Librarian Corinne Wilson and I attended the December *Community Café* meeting, which included a summary of projects completed in 2017 and a list of potential projects for 2018.
- Corinne attended the West Plains Support Network, which featured a guest presentation about ACEs (Adverse Childhood Experiences).

Argonne: Pat Davis

- We partnered with the Millwood Masonic Center for our *Cookie Decorating* program. The program was held after the Millwood Christmas Tree Lighting. We had 200 customers participate this year.
- Our weekly LEGO Club continues to be popular with 97 participants this month. We see a range of creations from space ships to pirate ships and castles to houses.

BookEnd: David Wyatt

- Our December artist on display was Holly D. Hyndman.
- PSA Nathaniel and David Wyatt presented a Storytime to families visiting Santa in the Spokane Valley Mall; 18 attended.
- Foot traffic has increased significantly during the holiday shopping season. It peaked the week of the Dec 17 with nearly 1,800 visitors, which is more than twice the average.

Cheney: Catherine Nero Lowry

- As a result of EWU charging students to proctor tests, the library has seen a significant increase in use of this service. In December 2016, we proctored one test; in December 2017 we proctored 12 tests.
- We continue to take programs out in the community. Librarian Tami Chapman took STEM activities to the Betz Elementary Trailblazers and worked with 36 students during the December program.
- We celebrated with the Cheney community and the City of Cheney by hosting the Cheney Christmas Tree Lighting. We had the local fire engine decorated with holiday lights, music, cocoa, cookies and storytelling. This year over 90 people were here to celebrate.

Deer Park: Kris Barnes

- We had 50 enthusiastic participants in the *Cookie Decorating* program. Our local reporter arrived and took photos of the event. One of the photos graced the front page of the Deer Park Tribune.
- Our *Hand-painted Duffels for Darlings* program was well attended with 14 customers decorating duffel bags for use by foster children. This program was a result of a partnership with Embrace Washington and sponsored by the Friends of the Deer Park Library.

Fairfield: Kristy Bateman

- *Cookie Decorating* was a success at Fairfield as 13 community members joined in the fun.
- The local preschool joined PSA Charlie for a *Family Play and Learn*, which resulted in the second highest attendance for the year.

Medical Lake: Cecelia McMullen

- Medical Lake Library actively participated in community events, which included being a stop for a "great race" birthday party and participants of all ages making headpieces for the City's winter celebration.
- LEGO Club celebrated winter by creating LEGO block snowflakes.

- Cookie decorating was a delicious holiday event. It was a delightful combination of frosting, candy, and finger-licking sticky fingers for 44 members.

Moran Prairie: Danielle Marcy

- A customer was happy about the resources provided at a Book a Librarian on reading recommendations for children who have recently immigrated. The customer also expressed interest in joining the Reading Buddies program and delighted in the variety of resources the library has to offer.
- 27 attended the *International Ninja Day*. Adults and kids participated in making candy sushi, creating ninja names for the headbands, and finding hidden ninjas around the library.

North Spokane: Brian Vander Veen

- Painter and muralist Tom Quinn was our artist in residence for the month of December. During his month, Tom taught well-attended workshops on basic color theory and the art of the Renaissance.
- Sixty adults and children turned out to decorate cookies at our *Cooking Decorating* program.
- At our local Starbucks, twenty-four parents and children enjoyed free hot chocolate and a Storytime provided by Librarian Corinne Wilson through a partnership arranged by Volunteer Coordinator Jamie Van Wormer.

Otis Orchards: David Wyatt

- Our recently expanded *Play and Learn Storytime* brought in an average of 37 children and parents per week. This is consistent with the modest increase we've seen as compared to last year.
- Librarian Tammy Henry and a volunteer hosted the most popular program of the month, *Cookie Decorating*, with 38 people of all ages attending.

Spokane Valley: Aileen Luppert

- We hosted two library tours this month. One for an energetic troop of Tiger Scouts, and the other for enthusiastic Girl Scout Troup 5120.
- Cookie decorating was our most popular (and delicious) program in December with 56 attendees.
- Over the holiday break, we helped Mica Peak High School throw a Harry Potter themed program. The Liberty Lake Kiwanis sponsored the program with pizza and photos.
- Spokane Valley staff couldn't help but get into the holiday spirit this year. Staff took turns hiding a ceramic statue of a Santa gnome around the library each day. When a child told us they spotted him, they received a pencil or sticker. We held an informal contest for kids to name the gnome, and are happy to welcome Gilbert to the team.

December Security Incident Report

For December, there were 26 Security Incident reports filed, the same as last month (26) and five more than December 2016 (21). Spokane Valley had the most incidents reported with 15. The most frequently reported incidents related to Potential Problem (8). To further put all of these numbers in perspective, the total door count District-wide in the month of December was 98,021.

Public Use Measures

December 2017

Measure	This year	Last year	YTD	Last YTD
	This Month	This Month	This year	Comparison
Cardholders	117,880	117,530		0%
Door count	98,021	85,433	1,319,412	3%
Items Borrowed	197,897	195,484	2,612,576	1%
• Digital	40,770	36,193	492,106	11%
Programs				
• Number	274	275	3,519	-5%
• Attendance	7,680	6,540	87,486	0%
Internet Station Use (%)	45.4%	46.6%	52.0%	

Meeting room bookings	448	307	4,870	27%
Holds placed				
• By customers	24,851	25,290	351,865	1%
• By staff	5,645	5,833	84,288	0%
• Digital	12,428	10,047	147,575	22%
Digital Resource Use	72,935	69,890	1,023,828	-2%
Interlibrary loans				
• Loaned	253	267	4,136	-3%
• Borrowed	635	456	6,776	9%

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.*

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

Communication Report December 2017

Marketing Activities – Promotion

- Point in time count “Everybody Counts”
- Medical Lake Winter Festival
- Spokesman-Review Christmas Bureau
- Public Services Associate opening
- Librarian opening
- Library Page opening
- Valley Current – January page: Museum passes & Radical Rick article; Radical Rick ad
- Kids Newspaper – January page: Museum passes; Radical Rick ad
- Flyers for Starbucks Storytime
- In-library signage for 2018 holidays & closures

News coverage

- Dec 13 – Spokesman-Review calendar – Stem Play and Learn Storytime
- Dec 15 – Spokesman-Review – Video Making 2-day workshop
- Dec 27 – The Independent – Upcoming events at the Deer Park Library
- Dec 28 – The Inlander – Drop in and Code for Kids
- Dec 29 – Spokane Valley News Herald – SCLD streaming services
- Dec 29 – Spokesman-Review – Augmented reality class at North Spokane Library
- Dec 29 – Spokesman-Review – Forensics Club

Press Releases

- Dec 21 – Trivia nights take on the biggest realms of fandom at Spokane Valley Library
- Dec 28 – Radical Rick science programs bring hands-on experiments to tweens

E-Marketing (Website, Social Media, Email)

- Facebook: # of fans: 3,375
- Twitter: # of followers: 2,364
- Pinterest: # of followers: 1,685
- Instagram: # of followers: 1,260

Library District News:

- Dec 19 – Everybody Counts: Donations help our most vulnerable population
- Dec 21 – Trivia buffs take on the biggest realms of fandom at Spokane Valley Library
- Dec 27 – Tweens explore extreme science with Radical Rick: Tornadoes, vortexes, and gyroscopes
- Dec 28 – At the library: GED & ESL classes taught by Spokane Community College Faculty

Blog posts:

- Dec 5 – Holiday gifts for expectant mothers
- Dec 7 – ‘Tis the season for mobile devices
- Dec 12 – Social-emotional picture books to help your kids get through the holidays
- Dec 26 – Do you Hygge? What it is and how to do it this winter

eNewsletter email:

- 92,671 sent on December 14, 2017
- Open rate: 12.2% (11,223)
- Clicked: 1,072 (1.2% click rate)
- Unsubscribed: 157

Podcast:

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

Library Out Loud: Spokesman's Northwest Passages w/guest Rob Curley

Library Out Loud: Facebook Marketing Library Program w/guest Mo Regalado

Library Out Loud: Commemorating 75th County Library District with *Spokane Writes* authors

<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:

- Dec 2 – Basic Color Theory class
- Dec 2 – Storytime Math Mash-up
- Dec 6 – Fun at the Library (ML)
- Dec 10 – Augmented Reality in Spokane
- Dec 13 – STEM Play & Learn Storytime
- Dec 14 – Storytime at Starbucks
- Dec 15 – Video making 2-day workshop
- Dec 24 – Homebuyer Education Seminar
- Dec 24 – LEGO Club
- Dec 24 – Six Marketing Must-haves for Small Business in Spokane
- Dec 24 – Math: More than counting
- Dec 24 – Kaleidoscope Play & Learn
- Dec 24 – Family Monday Evenings
- Dec 26 – Dollars & Sense
- Dec 26 – Upcoming Events for Dec 27 – Jan 12
- Dec 28 – Drop in and Code for Kids, plus cooking and homebuyer classes
- Dec 29 – Moran Prairie Book Club
- Dec 29 – Drop in forensics

Meetings Attended

- Dec 5 – Spokane Transit Authority partnership
- Dec 5 – Spokesman Review – Northwest Passages
- Dec 8 – Web Team
- Dec 27 – Social media team

Communication Support for the Friends

Friends of the Spokane County Library District

- Dec 14 – Year-end emailing to Friends
 - Donations tax deductible reminder
 - Anthology sales link

Right: Library District ad in January Kids Newspaper

**LET'S GIVE
IT A WHIRL!**

**EXPLORE
EXTREME
SCIENCE**
with
Radical Rick

**TORNADOES
VORTEXES
GYROSCOPES**


Tweens (grades 4+)
Sign up to attend
at www.sclld.org

SPOKANE VALLEY LIBRARY
Saturday, Jan 13
1–2pm & 3–4pm

ARGONNE LIBRARY
Saturday, Jan 27
11am–12pm

**OTIS ORCHARDS
LIBRARY**
Saturday, Jan 27
2–3pm

Plus additional dates
at our other locations



www.sclld.org

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

	Y-T-D Actual	Annual Budget	Target 100.0% Percent Used	Balance Remaining
REVENUES				
PROPERTY TAXES	\$ 11,313,839	\$ 11,308,000	100.05%	\$ (5,839)
CONTRACT CITIES - AIRWAY HEIGHTS	244,585	247,143	98.97%	2,558
CONTRACT CITIES - SPOKANE	77,322	72,996	105.93%	(4,326)
FINES & FEES	213,146	240,500	88.63%	27,354
GRANTS & DONATIONS	99,225	68,000	145.92%	(31,225)
E-RATE REIMBURSEMENTS	154,594	169,000	91.48%	14,406
OTHER	30,434	31,000	98.17%	566
INTEREST REVENUES	37,529	34,000	110.38%	(3,529)
TOTAL REVENUES	\$ 12,170,675	\$ 12,170,639	100.00%	\$ (36)
TRANSFERS IN	-	-	0.00%	-
TOTAL REVENUES & TRANSFERS IN	\$ 12,170,675	\$ 12,170,639	100.00%	\$ (36)
EXPENSES				
SALARIES	\$ 6,028,236	\$ 6,082,000	99.12%	\$ 53,764
FRINGE BENEFITS	1,998,220	2,061,300	96.94%	63,080
SUPPLIES	157,231	189,459	82.99%	32,228
UTILITIES	438,586	429,700	102.07%	(8,886)
SERVICES	1,001,708	1,233,780	81.19%	232,072
INSURANCE	67,315	69,000	97.56%	1,685
EQUIPMENT & SOFTWARE	152,169	270,000	56.36%	117,831
LIBRARY MATERIALS	1,419,148	1,433,500	99.00%	14,352
ELECTRONIC LIBRARY MATERIALS	194,202	200,000	97.10%	5,798
LIBRARY PROGRAMS	110,074	121,200	90.82%	11,126
OPERATIONAL CONTINGENCIES	0	80,700	0.00%	80,700
TOTAL EXPENSES	\$ 11,566,888	\$ 12,170,639	95.04%	\$ 603,751
TRANSFERS OUT	-	-	0.00%	-
TOTAL EXPENSES & TRANSFERS OUT	\$ 11,566,888	\$ 12,170,639	95.04%	\$ 603,751
Net Excess of Revenues Over/(Under) Expenses	\$ 603,787	\$ -		
BEGINNING CASH	4,575,836			
NET FROM ABOVE	603,787			
ENDING CASH	\$ 5,179,623			

Number of months cash on hand 5.1

Capital Project Fund Balance	1,201,018
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**Spokane County Library District
Capital Projects Fund Budget and Actual
For the Year Ended December 31, 2017**

	Y-T-D Actual	Annual Budget	Balance Remaining
REVENUES			
Proceeds of Sale of Land	\$ -	\$ 839,000	(839,000)
Interest Earnings	11,736	7,000	4,736
TOTAL REVENUES	<u>11,736</u>	<u>846,000</u>	
EXPENSES			
Capital Improvements: North Spokane	427,905		
Tenant Improvements and Equipment: BookEnd	49,920		
TOTAL EXPENSES	<u>477,825</u>	<u>500,000</u>	(22,175)
NET EXCESS OF REVENUES OVER (UNDER) EXPENSES	(466,089)		
 Beginning Fund Balance: January 1, 2017	 1,667,107		
Net From Above	<u>(466,089)</u>		
Ending Fund Balance	<u>1,201,018</u>		

Spotlight Moran Prairie Library

Library Supervisor Danielle Marcy and Librarian Sheree West will share highlights of Moran Prairie Library and the community it serves.

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