

MISSION

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

Board of Trustees Regular Meeting

April 17, 2018 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 March 20, 2018, Regular and Special Meeting Minutes [4:00-4:03]
 - B. Approval of March 2018 Payment Vouchers [4:03-4:05]
 - C. Unfinished Business
None.
 - D. New Business [4:05-4:25]
 - 1. Financial Management Policy: Approval recommendation.
 - 2. Memberships in Organizations Policy: Approval recommendation.
 - 3. Friends of the Library Recognition (Resolution No. 18-01): Approval recommendation.
 - E. Overview – Friends of the Spokane County Library District [4:25-4:45]
- IV. DISCUSSION ITEMS, POSSIBLE ACTION** [4:45-4:50]
 - A. Summer 2018 Meeting Schedule
 - B. Future Board Meeting Agenda Items
- V. REPORTS**
 - A. Trustees [4:50-4:55]
 - B. Executive Director [4:55-5:00]
 - Administrative
 - Community Activities
 - C. Operations [5:00-5:05]
 - D. Communication [5:05-5:10]
 - E. Fiscal [5:10-5:15]
 - F. Spotlight – Book a Librarian [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.

04/17/18

**SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: MARCH 20, 2018**

The Board of Trustees of Spokane County Library District met in regular session in the public meeting room at North Spokane Library, 44 E. Hawthorne St., Spokane, WA, at 4:00 p.m., on Tuesday, March 20, 2018.

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

Excused: None.

Also Present: Jane Baker, Communication & Development Director; Kristy Bateman, Library Operations Manager; Rachel Edmondson, Librarian; Erin Haight, Public Services Specialist-Lab Tech; Patrick Hakes, IT Manager; Rick Knorr, Finance Director; Aileen Luppert, Managing Librarian; Andrea Sharps, Collection Services Director; Doug Stumbough, Operations Director; Brian Vander Veen, Managing Librarian; Amber Williams, Managing Librarian-Strategic Initiatives; and Patty Franz, Executive Assistant.

Guests: None.

Call to Order (Item I.) Chair John Craig called the meeting to order at 4:06 p.m., and welcomed everyone in attendance.

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

Approval of Feb. 20, 2018, Regular Meeting Minutes, (Item III.A.) Mr. Craig called for corrections to the February 20, 2018, regular meeting minutes. There were no corrections; the minutes stand approved as written.

Approval of Payment Vouchers, February 2018 (Item III.B.) Mr. Teterud moved and Mr. Johnson seconded approval of the February 2018 bill payment vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal	Total
Feb - L01	53527-53630 and W00529-W00537	\$516,464.29	\$516,464.29
	01102018PR and 01252018PR	\$366,963.60	\$366,963.60
L01		Total	\$883,427.89

In response to a query from Mr. Teterud, Financial Director Rick Knorr

said the annual payment to Philadelphia Insurance Company, an insurance provider for employment practices liability insurance, was \$4,000 less than the District's previous provider. There were no further questions.

The motion was approved.

Unfinished Business
(Item III.C.1.)

GOALS AND REVIEW PROCESS FOR EXECUTIVE DIRECTOR. Discussion and Q&A ensued in preparation to conduct the first annual performance review of new executive director Patrick Roewe. Mr. Craig pointed out two documents prepared by Human Resources Director Toni Costa. First, a proposed evaluation sheet. Second, supplemental material that covered aspects of performance to consider in preparation for the September review. Trustees decided to use the evaluation form and asked Leadership Team members to provide the form along with their feedback regarding Mr. Roewe's performance in advance to allow adequate preparation time. Staff agreed to include and send the requested materials with the August meeting packet. In response to Chair Craig's request, Trustees made a commitment to provide their feedback regarding Mr. Roewe to him as well, which would thereby also ensure their participation in the written evaluation. Trustees expressed to staff the significance of their recommendations toward a more effective future review process. Trustees also asked staff to not repeat the process used last year, as they found they were unable to address some of its elements. Mr. Teterud asked if it would be possible to use an online survey, so employees could also evaluate performance. Based on conversations previously held with Ms. Costa, Mr. Craig said it would be appropriate to ask only the Leadership Team for evaluation of Mr. Roewe. Mr. Johnson asked if Mr. Roewe receives feedback throughout the year, to which Mr. Roewe said he holds monthly meetings with his direct reports where those discussions can occur. Mr. Roewe stated he will share the Trustees' discussion with Ms. Costa, who may provide additional recommendations. Mr. Roewe commented that although Ms. Costa stands ready to facilitate, he prefers that her involvement be limited, as she is one of his direct reports. There was no further discussion.

New Business
None.
(Item III.D.1.)

None.

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 April meeting will be held at Medical Lake Library. Regarding upcoming agenda items, Mr. Roewe defined pop-up libraries in response to Mr. Craig's request, and said one will be set up on District property at Balfour Park in June. Mr. Roewe further reported he plans to meet with attorney Cindy McMullen, legal counsel for the District, to review the Financial Management policy as related to the SAO exit conference

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

comments. Regarding use of District revenues, Mr. Teterud asked if a bookmobile could potentially and effectively expand services to Fairfield, Freeman and Rockford, as opposed to current centrally-located services. Mr. Roewe stated Fairfield was cost effective to operate and well used by the surrounding community, yet suggested a comprehensive report on Fairfield be provided in the March Operations report to provide more context for this idea. There was no further discussion.

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

There were no reports.

**Executive Director's
Report, Feb. 2018
(Item V.B.)**

The Executive Director's written report for February 2018 provided prior to the meeting included information on the Business Office, Finance and Facilities, Collection Services, Human Resources, Information Technology, and Community Activities. Regarding the Facilities report, Mr. Roewe further explained the concrete Jersey barriers were placed on the Conklin property in response to complaints about use of unauthorized ATVs on the open and accessible space. Mr. Roewe also reported he has not as yet received an updated insurance certificate from the Shriners. Receipt of the certificate was requested in advance of the circus scheduled for the last weekend of April. Communication & Development Director Jane Baker responded to a query from Mr. Craig about the generational communication training course offered to District staff. As the course instructor, Ms. Baker said basic communication theory was introduced, as well as tips for how to bridge the gap among the nearly five generations of communication styles in the workplace today. There was no further discussion.

**Operations Report,
Feb. 2018
(Item V.C.)**

Operations Director Doug Stumbough and Library Operations Manager Kristy Bateman provided a written report prior to the meeting for February 2018, with data for customer use measures, programming and library activities. Regarding a recent staff transfer from The BookEnd, Mr. Stumbough said position vacancies at all libraries are reviewed to determine need, and in this case it was an opportunity for more effective use of hours. Mr. Stumbough, along with managing librarians Aileen Luppert and Brian Vander Veen, responded to questions about two recent security incidents involving criminal trespass and member exclusion at Spokane Valley and North Spokane libraries. Mr. Roewe reiterated that staff handled the trespass situation swiftly and correctly, and Managing Librarian Aileen Luppert said staff commented they felt supported by other staff during the incident. Chair Craig said staff has the Board of Trustees' support to do whatever is necessary to create a safe environment for staff. On another subject, Mr. Teterud commented it was nice to read additional laptops were ordered to meet demand for GED classes. Also, in response to Mr. Teterud, Ms. Luppert said in her opinion, 3D printer use has increased because of increased visibility through school visits and the weekly drop-in

**Operations Report,
Feb. 2018
(Item V.C.)**

program at The Studio. There was no further discussion.

**Communication
Report, Feb. 2018
(Item V.D.)**

Communication & Development Director Jane Baker provided a written report prior to the meeting for February 2018 communication activities. There was no discussion.

**Fiscal Report,
Feb. 2018
(Item V.E.)**

Final Revenue and Expenditure Statement through February 28, 2018.

<u>Fund 001</u>	
Revenues	\$ 142,883
Expenditures	\$ 2,188,566
Ending Fund Balance	\$ 3,133,940
Fund Budget Expended	17.61%

Mr. Knorr reported effective this year, the District has volunteered to act as the fiscal agent for the Inland Northwest Council of Libraries (INCOL). Therefore, an amount of \$11,800 was added to the District's General Fund balance as "other" revenue. Mr. Knorr noted the continuing education fund for INCOL programs is intended to be self-sustaining and breakeven year over year. Mr. Knorr also reported the final check on the North Spokane Library remodel was remitted today. Thus, the project is now officially completed. There was no further discussion.

**Spotlight
North Spokane
Library
(Item V.F.)**

Managing Librarian Brian Vander Veen and Librarian Rachel Edmondson presented highlights of North Spokane Library (NS) over the past year. Via PowerPoint, Mr. Vander Veen presented photos of the results of the NS remodeling project, and noted library customers have responded favorably to the new spaces. Large print and periodicals were consolidated into one space along with computers, enabling a staff member to float and assist customers. The remodel also reduced noise levels and made for a quieter reading area. Mr. Vander Veen also commented that the Lab provided flexible programming space that could be set up to meet a variety of uses. A review of data before the remodel and after demonstrates door count increased by 23 percent over the last six months of 2017, and reservations for meeting rooms doubled, with more than 100 reservations per month. Ms. Edmondson reviewed activities and programs in The Lab since its inception. There were four consecutive artists in residence as part of the monthly series that started last September. Starting this fall the program will transition from artist to creator in residence to broaden the scope of artisans. Ms. Edmondson further reported that VISTA volunteers held STEM and other programs for school children in The Lab simultaneous to Storytime, which enabled families with different aged children to enjoy library programming together. The Take it Apart program continues to grow with

Minutes - Board of Trustees' Meeting

March 20, 2018

Page 5

**Spotlight
North Spokane
Library
(Item V.F.)**

50 or more participants and a wider variety of items to explore. It will be offered again this fall. LEGO Days will be offered throughout Spring Break, so participants can keep their creations going all week long. Activities as part of the KERNEL program will be offered again to connect with the hundreds of regular participants at Fairwood Farmers' Market. A summer concert and games will be held at Holmberg Park, and Disney is the theme for the summer party, which typically also draws hundreds of participants. Trustees expressed appreciation for the informative report. Additionally, Mr. Teterud asked what the Board of Trustees can do to support individual libraries and staff. In response, Ms. Edmondson said ongoing advocacy by the Trustees is highly appreciated. Mr. Vander Veen said Mr. Craig's request to include quiet reading spaces during the NS remodel, as well as other such suggestions from Trustees, were really useful and helpful to staff. There was no further discussion.

**Public
Comment
(Item VI.)**

There was no public comment.

**Adjournment
(Item VII.)**

Chair Craig adjourned the meeting at 5:09 p.m. The next Board Meeting is scheduled for Tuesday, April 17, 2018, at 4:00 p.m., in the public meeting room at Medical Lake Library.

John Craig, Chair

Patrick Roewe, Secretary to the Board of Trustees

**SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES SPECIAL MEETING MINUTES: MARCH 20, 2018**

The Board of Trustees of Spokane County Library District met in special session in the public meeting room at North Spokane Library, 44 E. Hawthorne Rd., Spokane, WA, at 5:30 p.m., Tuesday, March 20, 2018.

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

Excused: None.

Also Present: Jane Baker, Communication & Development Director; Rick Knorr, Finance Director; Andrea Sharps, Collection Services Director; and Doug Stumbough, Operations Director.

Guests: None.

Call to Order Chair John Craig convened the meeting at 5:32 p.m., following adjournment of the regular meeting and a brief break.

**Agenda
(Item I)** **Future Levy Lid Lift and Bond Election Options.** Executive Director Patrick Roewe provided an overview of levy lid lift and bond election options, including key assumptions for the elections, a proposed election timetable, pros and cons of election order, and levy rate projections.

**Agenda
(Item II)** **Options for 2017 Budget Surplus.** Finance Director Rick Knorr provided an overview of fund options for the 2017 budget surplus. The surplus could remain in the General Fund or be transferred to the Capital Fund for future capital expenditures. He also provided a comparison of general fund balances for other library districts in Washington state.

**Agenda
(Item III)** **Discussion/Board Direction to Staff.** Staff asked for further direction on any of the items that had been discussed during the special meeting. Trustees directed staff to begin the planning process for a levy lid lift election in 2019. Trustees requested that staff develop a preliminary plan for the election, to include a finalized election date and communication plan, for further discussion and final action at a future Board of Trustees meeting. They also directed staff to begin the long-term planning process for a bond election for new Spokane Valley libraries in either 2021 or 2022.

Regarding options for the 2017 budget surplus, Trustees directed staff to develop a proposal to transfer the 2017 budget surplus into the Capital Fund for further discussion and final action at a future Board of Trustees meeting.

Agenda
(Item IV)

Adjournment. Chair Craig adjourned the meeting at 7:07 p.m.

John Craig, Chair

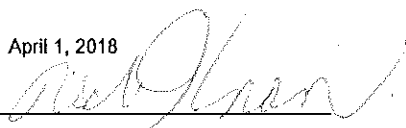
Patrick Roewe, Secretary to the Board of Trustees

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 March 31, 2018 and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$1,028,373.50 for the general fund and \$14,063.27 for the capital projects fund and are authorized to authenticate and certify these claims.

DATE: April 1, 2018

SIGNED



SIGNED



TITLE: Finance Director

TITLE: Executive Director

VOUCHER NUMBER		DESCRIPTION	VOUCHER AMOUNT
053631	AVISTA UTILITIES	MONTHLY UTILITIES	\$ 10,849.42
053632	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	42.62
053633	BOOKLIST	LIBRARY MATERIALS	279.50
053634	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	76.10
053635	CENTURYLINK	ANALOG TELEPHONE LINES	39.93
053636	CONSOLIDATED IRRIGATION DIST19	WATER - OTIS ORCHARDS	21.00
053637	CITY OF SPOKANE	WATER & SEWER - MORAN PRAIRIE	292.37
053638	US POSTAL SERVICE	POSTAGE FOR POSTAGE MACHINE	8,000.00
053639	CITY OF DEER PARK	WATER & SEWER - DEER PARK	72.92
053640	GALE/CENAGE LEARNING	LIBRARY MATERIALS	580.98
053641	GARY L. GODDARD	LOCK AND KEY REPAIR	7.34
053642	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	15,259.92
053643	MIDWEST TAPE	LIBRARY MATERIALS	3,990.62
053644	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	6,132.56
053645	RECORDED BOOKS, LLC	LIBRARY MATERIALS	1,091.17
053646	SAGE SOFTWARE, INC	ESS MODULE INSTALLATION - SECOND HALF PMT	2,000.00
053647	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	16.30
053648	RICHARD TURNER	LIBRARY PROGRAMS - HANDS ON SCIENCE	1,560.00
053649	UNIQUE MANAGEMENT SERVICES	COLLECTION AGENCY & NOTICE FEES	1,213.10
053650	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	14,535.20
053651	MEEGAN WARE	LIBRARY PROGRAMS - MEAL PLANNING	450.00
053652	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE	1,202.66
053653	VOID CHECK	VOID CHECK	-
053654	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	10,657.06
053655	ABM JANITORIAL SERVICES - NW	MONTHLY CUSTODIAL SERVICES	13,937.42
053656	CLASSIC VENTURES LTD	LIBRARY MATERIALS	45.96
053657	CAPITAL COMMUNICATIONS, INC	CS OFFICE SUPPLIES	591.71
053658	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	68.87
053659	CENTURYLINK	ANALOG TELEPHONE LINES	39.62
053660	CENTURYLINK	ANALOG TELEPHONE LINES	76.60
053661	CHEVRON U.S.A. INC.	VEHICLE FUEL	398.06
053662	CITY OF AIRWAY HEIGHTS	WATER & SEWER - AIRWAY HEIGHTS	130.49
053663	CITY OF CHENEY	WATER, SEWER, ELEC. - CHENEY	709.57
053664	CITY OF MEDICAL LAKE	WATER, SEWER, REFUSE - ML	169.68
053665	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	557.58
053666	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE	4,644.00
053667	DIRECTIONS on MICROSOFT	IT TRAINING	3,190.00
053668	DIVCO INCORPORATED	QTRLY BUILDING REPAIR & MAINT - HVAC	1,551.93
053669	EBSCO INDUSTRIES, INC.	LIBRARY MATERIALS - SUBSCRIPTIONS	34,967.00
053670	GALE/CENAGE LEARNING	LIBRARY MATERIALS	672.87
053671	GAYLORD BROTHERS INC.	LIBRARY SUPPLIES	25.60
053672	GREENLEAF LANDSCAPING, INC.	GROUPS MAINTENANCE	4,394.26
053673	H&H BUSINESS SYSTEMS, INC.	QTRLY COPIER MAINTENANCE & TONER	267.00
053674	MICHELLE HART	LOST/PAID BOOK REFUND	5.00
053675	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	3,478.26

053676	JAN WAY COMPANY USA, INC.	PROMOTIONAL ITEMS	5,927.48
053677	CAITLIN LABAR	LIBRARY MATERIALS	179.56
053678	WICK ENTERPRIZES, LLC	ADVERTISING	312.37
053679	REBECCA MACIAS	LOST/PAID BOOK REFUND	3.00
053680	MIDWEST TAPE	LIBRARY MATERIALS	13,301.21
053681	MODERN ELECTRIC WATER COMPANY	WATER, ELEC. - SV	2,068.26
053682	CHAILA MONTGOMERY	LOST/PAID BOOK REFUND	12.00
053683	MOVO MEDIA MARKETING	SEMI-MONTHLY SOCIAL MEDIA PLATFORM MGT	750.00
053684	DVM INSURANCE AGENCY dba NATIONWIDE	EMPLOYEE DEDUCTIONS FOR PET INSURANCE	61.76
053685	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	7,307.87
053686	DANIEL OYEBANJI	LOST/PAID BOOK REFUND	10.00
053687	PERIDOT PUBLISHING	ADVERTISING	140.00
053688	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	718.14
053689	RECORDED BOOKS, LLC	LIBRARY MATERIALS	161.46
053690	SPOKANE COUNTY ENVIRONMENTAL SERVICES	MONTHLY SEWER - AR, NS, SV	462.36
053691	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	469.29
053692	TOWN OF FAIRFIELD	WATER, SEWER - FAIRFIELD	185.80
053693	UPS	SHIPPING	28.85
053694	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	124.50
053695	VERIZON WIRELESS	CELL PHONES (20)	450.21
053696	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	1,183.58
053697	WESTERN STATES EQUIPMENT	BUILDING REPAIR & MAINTENANCE	794.00
053698	WHITWORTH WATER DISTRICT #2	WATER - NORTH SPOKANE	32.73
053699	SPOKANE COUNTY	LIBRARY PROGRAM - MASTER GARDENERS	55.62
053700-053732	VOID CHECKS	VOID CHECKS	-
053733	ART CHOWDER MAGAZINE LLC	LIBRARY MATERIALS	95.00
053734	VOID CHECK	VOID CHECK	-
053735	HAMISH R BASTOW	LOST/PAID BOOK REFUND	11.00
053736	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	123.75
053737	CENTURYLINK	ANALOG TELEPHONE LINES	39.87
053738	CENTURYLINK	ANALOG TELEPHONE LINES	59.91
053739	CENTURYLINK	ANALOG TELEPHONE LINES	79.75
053740	CENTURYLINK	ANALOG TELEPHONE LINES	76.60
053741	CITY OF SPOKANE VALLEY	LIBRARY PROGRAMS	210.00
053742	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CHENEY	38.64
053743	TAMARA R. CULLEN	LOST/PAID BOOK REFUND	19.60
053744	EARTHWORKS RECYCLING, INC	RECYCLING	170.00
053745	EBSCO INDUSTRIES, INC.	LIBRARY MATERIALS - SUBSCRIPTIONS	687.76
053746	EMPIRE DISPOSAL INC.	SOLID WASTE - FAIRFIELD	37.41
053747	GALE/CENAGE LEARNING	LIBRARY MATERIALS	308.00
053748	GREATER SPOKANE INCORPORATED	ANNUAL DUES AND MEMBERSHIP	425.00
053749	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	11,032.19
053750	INLAND POWER AND LIGHT	ELECTRIC UTILITIES - AH, DP	652.03
053751	INTEGRA TELECOM HOLDINGS, INC	BROADBAND AND INTERNET	2,325.05
053752	INTEGRA TELECOM HOLDINGS, INC	BROADBAND AND INTERNET	16,446.51
053753	GROUP W MARKETING	ADVERTISING - KIDS NEWSPAPER	800.00
053754	VIKTORIYA KUKHARSKAYA	LIBRARY PROGRAM - PHOTOGRAPHY WORKSHOP	600.00
053755	STACY ANN KVAMME	LOST/PAID BOOK REFUND	16.00
053756	SARAH MENCK	LOST/PAID BOOK REFUND	7.40
053757	MIDWEST TAPE	LIBRARY MATERIALS	4,927.82
053758	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	68.76
053759	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	6,703.82
053760	RECORDED BOOKS, LLC	LIBRARY MATERIALS	215.42
053761	SQUARE PEG MULTIMEDIA	LIBRARY MATERIALS	90.00
053762	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	227.24
053763	ULVERSCROFT LARGE PRINT BOOKS	LIBRARY MATERIALS	498.71
053764	UPS	SHIPPING	16.90
053765	WEST PLAINS CHAM. OF COMMERCE	DUES AND MEMBERSHIPS	25.00
053766	ADAM BOYD	LIBRARY PROGRAM - INTRO TO WORLD OF BEER	450.00
053767	BROKEN WHISTLE LLC	LIBRARY PROGRAMS - CELTIC MUSIC	1,200.00
053768	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	11.62
053769	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	499.14
053770	CENTURYLINK	ANALOG TELEPHONE LINES	38.31

053771	CENTURYLINK	ANALOG TELEPHONE LINES	38.07
053772	DELL MARKETING L.P.%DELL USA LP	PRINTER SUPPLIES/IT EQUIPMENT	13,083.69
053773	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	489.08
053774	FLOATING CROWBAR	LIBRARY PROGRAMS - IRISH MUSIC	1,000.00
053775	FREE PRESS PUBLISHING, INC	LIBRARY MATERIALS	30.00
053776	FRONTIER COMMUNICATION	TELEPHONE & BROADBAND - FF	120.10
053777	GALE/CENAGE LEARNING	LIBRARY MATERIALS	353.35
053778	GUITAR PLAYER	LIBRARY MATERIALS	14.99
053779	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	3,478.26
053780	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	8,129.19
053781	INLAND POWER AND LIGHT	ELECTRIC UTILITIES - AH, DP	331.68
053782	KREM.COM	ADVERTISING	1,500.00
053783	MIDWEST TAPE	LIBRARY MATERIALS	1,298.11
053784	MOVO MEDIA MARKETING	SEMI-MONTHLY SOCIAL MEDIA PLATFORM MGT	750.00
053785	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	117.47
053786	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	9,040.79
053787	RECORDED BOOKS, LLC	LIBRARY MATERIALS	1,307.77
053788	RPC,LLC Rock Placing Co	INSTALL BARRIER BLOCKS - CONKLIN	1,387.20
053789	DARRELL G SHOQUIST	LOST/PAID BOOK REFUND	12.20
053790	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	463.37
053791	ELISA M STAPP	LOST/PAID BOOK REFUND	7.00
053792	TARGET SYSTEM TECHNOLOGY, INC	SOFTWARE SUPPORT	30.00
053793	UPS	SHIPPING	15.51
053794	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	16,957.89
053795	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	124.50
053796	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	926.58
053797	BRENDA L WOOD	LOST/PAID BOOK REFUND	1.00
053798	ASSOC OF WASHINGTON CITIES-NWA	LIFE INSURANCE PREMIUM PAYMENT	721.61
053799	BRILLIANCE PUBLISHING, INC.	LIBRARY MATERIALS	13.04
053800	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	163.62
053801	FREE PRESS PUBLISHING, INC	LIBRARY MATERIALS	24.00
053802	GALE/CENAGE LEARNING	LIBRARY MATERIALS	896.25
053803	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	10,235.02
053804	MIDWEST TAPE	LIBRARY MATERIALS	5,134.18
053805	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	6,475.55
053806	COWLES PUBLISHING CO	SUBSCRIPTIONS	130.00
053807	STOURWATER PICTURES	LIBRARY MATERIALS	323.73
053808	VALUE LINE PUB., INC.	LIBRARY MATERIALS	10,776.00
053809	AT&T MOBILITY	TELEPHONE & BROADBAND - BOOKEND	105.28
053810	AVISTA UTILITIES	MONTHLY UTILITIES	10,557.38
053811	CENTURYLINK	ANALOG TELEPHONE LINES	104.55
053812	CENTURYLINK	ANALOG TELEPHONE LINES	39.93
053813	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	702.47
053814	IMWRF-Joint Base Lewis McCord Library System	INTERLIBRARY LOAN FEES	14.94
053815	KENT ADHESIVE PRODUCTS CO.	OFFICE/LIBRARY SUPPLIES	76.76
053816	KING COUNTY LIBRARY SYSTEM	INTERLIBRARY LOAN FEES	24.99
053817	MICRO AGE	IT HARDWARE & SOFTWARE	208.90
053818	OPTUM	MONTHLY HSA ACCOUNT FEES	84.00
053819	OTIS ELEVATOR COMPANY	QTRLY ELEVATOR MAINTENANCE	471.58
053820	PERRINE PROPERTIES, LLC	MONTHLY PARKING LOT LEASE, SV	300.00
053821	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	36.04
053822	ORKIN, LLC	BUILDING REPAIR & MAINTENANCE	3,808.00
053823	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	1,641.49
053824	SPOKANE MALL LLC	MONTHLY LEASE PAYMENT, BOOKEND	3,000.00
053825	STANDARD DIGITAL PRINT	ADVERTISING	339.46
053826	ANUPAMA TARANATH	LIBRARY PROGRAMS - NOT JUST FOR KIDS	1,100.00
053827	VALLEYFEST	BOOTH REGISTRATION 2018	35.00
053828	BATTERIES PLUS BULBS	BATTERIES	21.11
053829	BUDGET-RENT-A-CAR	CAR RENTAL	60.28
053830	CENTURYLINK	ANALOG TELEPHONE LINES	76.60
053831	CONSOLIDATED IRRIGATION DIST19	WATER - OTIS ORCHARDS	21.00
053832	CITY OF SPOKANE	WATER & SEWER - MORAN PRAIRIE	292.37
053833	CITY OF AIRWAY HEIGHTS	WATER & SEWER - AIRWAY HEIGHTS	140.49

053834	CITY OF CHENEY	WATER, SEWER, ELEC. - CHENEY	669.43
053835	CITY OF DEER PARK	WATER & SEWER - DEER PARK	75.50
053836	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE	5,400.00
053837	EXECUTIVE WOMEN INTERNAT'L	ANNUAL LOCAL AND NAT'L DUES	345.00
053838	GALE/CENAGE LEARNING	LIBRARY MATERIALS	890.50
053839	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	6,485.76
053840	MARIANNE LANGLEY	LOST/PAID BOOK REFUND	3.20
053841	McMULLEN & McMULLEN, P.S.	GENERAL LEGAL SERVICES	180.00
053842	MIDWEST TAPE	LIBRARY MATERIALS	6,202.96
053843	MODERN ELECTRIC WATER COMPANY	WATER, ELEC. - SV	1,854.26
053844	MOVO MEDIA MARKETING	SEMI-MONTHLY SOCIAL MEDIA PLATFORM MGT	750.00
053845	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	115.65
053846	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	8,950.71
053847	PERRINE PROPERTIES, LLC	MONTHLY PARKING LOT LEASE, SV	1,851.78
053848	PRESSWORKS	PRINTING	165.38
053849	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	663.68
053850	SPOKANE COUNTY TREASURER	IRRIGATION, STORMWATER, AQUIFER	4,324.69
053851	COWLES PUBLISHING CO	SUBSCRIPTIONS	291.20
053852	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	16.30
053853	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	252.85
053854	DIANE STOHLER	LOST/PAID BOOK REFUND	28.00
053855	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	586.94
053856	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE	1,210.68
053857	BROOKE WATTS	LOST/PAID BOOK REFUND	18.20
W00538	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	42,914.98
W00539	US BANK - HEALTH - OPTUM	H S A CONTRIBUTIONS	1,794.25
W00540	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	53,408.12
W00541	ASSOC OF WASHINGTON CITIES	MEDICAL, DENTAL, VISION & LIFE INS.	83,019.44
W00542	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	60,541.98
W00543	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	47,544.89
W00544	US BANK - HEALTH - OPTUM	H S A CONTRIBUTIONS	<u>1,819.25</u>

Total Non-Payroll General Operating Fund	\$ 683,796.31
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PAYROLL VOUCHERS

03092018PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL	\$ 163,169.30
03232018PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL	<u>181,407.89</u>

Total Payroll General Operating Fund	\$ 344,677.19
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TOTAL GENERAL OPERATING FUND	<u>\$ 1,028,373.50</u>
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CAPITAL PROJECTS FUND

VOUCHER NUMBER		DESCRIPTION	VOUCHER AMOUNT
009591	M.E. UPHUS CONSTRUCTIONS	FINAL PMT FOR NS REMODEL + RETAINAGE	<u>\$ 14,063.27</u>
Total Capital Projects Fund			<u>\$ 14,063.27</u>

Spokane County Library District
February 2018/March 2018 Credit Card Activity
Paid in March 2018
Voucher # 053794

<u>Card Category</u>	<u>Amount</u>
General Purchases	\$10,519.54
Maintenance	183.57
Travel	1,654.27
Acquisitions	3,958.89
Information Technology	562.16
Outreach	79.46
General Fund Purchases	<u>\$16,957.89</u>

FINANCIAL MANAGEMENT**BACKGROUND**

The primary focus of revisions to the Financial Management policy was to respond to exit conference recommendations from the Washington State Auditor's Office (SAO), as part of the District's most recent audit. These recommendations were initially discussed at the November 2017 Board of Trustees Meeting. The revisions specifically address recommendations regarding food and refreshments and the deposit of cash receipts.

Regarding the deposit of cash receipts, the District now operates under a signed agreement/waiver issued by the Spokane County Treasurer's Office to grant an exception to the 24-hour deposit rule, and allow for weekly deposits. This agreement "Request for Exception to the 24-Hour Deposit Rule," was discussed, agreed to, signed by the Board Chair and the Finance Director at the December 2017 Board of Trustees meeting, and returned to the Spokane County Treasurer.

In addition to the SAO recommendations, staff recommend the inclusion of paragraphs addressing District-branded promotional items distributed to the public and District-branded items distributed to staff and volunteers. These type of purchases have been a regular part of District operations, but would benefit from inclusion in the policy.

Additional revisions were made for clarification purposes and to update preferred nomenclature.

The District's legal counsel, attorney Cindy McMullen, reviewed the draft policy and recommended changes to the statutory references that were incorporated into the suggested draft.

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 revised Financial Management policy.

SPOKANE COUNTY LIBRARY DISTRICT

Current/Existing Policy**POLICY: FINANCIAL MANAGEMENT**

APPROVAL DATE: NOVEMBER 21, 2000

REVISION DATE: ~~AUGUST 15, 2017~~ April 17, 2018

PREVIOUS POLICY TITLE: Fund Balance Management

RELATED POLICY

Purchasing

STATUTORY REFERENCES: RCW 27.12.050, 27.12.210 ~~(5) and (10)~~, 43.09.240, 84.52.010, 84.52.020, ~~84.55.020~~84.55.120**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.

General Policy:

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.

Spokane County Treasurer will serve as District's treasurer and fiscal agent per RCW 27.12.070. The District will participate in the Spokane County Investment Pool and adopts the Spokane County Investment Policy as its investment policy.

The District's financial reporting will be on a cash basis and will follow the prescribed Budget, Accounting, and Reporting System (BARS) for cash basis entities as prescribed by the Washington State Auditor's Office.

Required Board of Trustees 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 as required by State Law (RCW 27.12.050 & 27.12.210 (4)). ~~[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, shall be transmitted to the County Assessor 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.ⁱ

~~[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 Bonds 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.ⁱⁱ ~~(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.ⁱⁱⁱ ~~(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~~ Finance Director 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.

Cash Deposit Frequency – The District will make cash deposits at least once a week, maintaining appropriate safeguards, via an agreement with the Spokane County Treasurer.

Budget Limitations and Restrictions – General Operating FundEmployee 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.

Food Purchases

The District may purchase food and beverages and serve them in connection with District-sponsored activities, events, and meetings. Purchases shall be inexpensive and the effort necessary to purchase, prepare, and present them shall be minimal in nature. Purchase of alcoholic beverages with District funds is prohibited.

District-Branded Promotional Items

The District may purchase District-branded items and distribute them to the public in order to promote District services. Purchases shall be inexpensive and the effort necessary to purchase and distribute them shall be minimal in nature.

District-Branded Items for Staff and Volunteers

The District may purchase clothing and/or other District-branded items and provide them to employees as a provision of employment and/or to volunteers as a provision of volunteer service. Purchases shall be inexpensive and the effort necessary to purchase and distribute them shall be minimal in nature.

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.

¹ 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.

² Necessary only if District General Obligation Bonds are outstanding.

³ Necessary only if the projected fund balances are insufficient to provide sufficient cash flow for District operations.

SPOKANE COUNTY LIBRARY DISTRICT

Draft Policy**POLICY: FINANCIAL MANAGEMENT**

APPROVAL DATE: NOVEMBER 21, 2000

REVISION DATE: April 17, 2018

PREVIOUS POLICY TITLE: Fund Balance Management

RELATED POLICY

Purchasing

STATUTORY REFERENCES: RCW 27.12.050, 27.12.210, 43.09.240, 84.52.010, 84.52.020, 84.55.010, 84.55.120

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.

General Policy:

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.

Spokane County Treasurer will serve as District's treasurer and fiscal agent per RCW 27.12.070. The District will participate in the Spokane County Investment Pool and adopts the Spokane County Investment Policy as its investment policy.

The District's financial reporting will be on a cash basis and will follow the prescribed Budget, Accounting, and Reporting System (BARS) for cash basis entities as prescribed by the Washington State Auditor's Office.

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- 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.¹

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 Bonds 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.²
- 2) A Resolution approving the sale of Tax Anticipation Notes (TANS) for the upcoming budget year.³

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 Finance Director 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.

Cash Deposit Frequency – The District will make cash deposits at least once a week, maintaining appropriate safeguards, via an agreement with the Spokane County Treasurer.

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

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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.

Food Purchases

The District may purchase food and beverages and serve them in connection with District-sponsored activities, events, and meetings. Purchases shall be inexpensive and the effort necessary to purchase, prepare, and present them shall be minimal in nature. Purchase of alcoholic beverages with District funds is prohibited.

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The District may purchase clothing and/or other District-branded items and provide them to employees as a provision of employment and/or to volunteers as a provision of volunteer service. Purchases shall be inexpensive and the effort necessary to purchase and distribute them shall be minimal in nature.

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.

¹ 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.

² Necessary only if District General Obligation Bonds are outstanding.

³ Necessary only if the projected fund balances are insufficient to provide sufficient cash flow for District operations.

MEMBERSHIPS IN ORGANIZATIONS**BACKGROUND**

The minor revisions to the Memberships in Organizations policy are for clarification purposes.

Please note that the Board of Trustees reviews and approves all District organizational memberships as part of District's annual budget process held in the fall of each year.

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 revised Memberships in Organizations policy.

SPOKANE COUNTY LIBRARY DISTRICT

Current/Existing Policy**POLICY: MEMBERSHIPS IN ORGANIZATIONS**

APPROVAL DATE: FEBRUARY 19, 1998

REVIEW DATE: ~~APRIL 15, 2014~~ APRIL 17, 2018

RELATED POLICIES:

None

General Policy:

It is the policy of Spokane County Library District (~~District~~) to support through ~~memberships, and through staff and trustee participation in their activities,~~ active membership and participation selected civic, business and library organizations whose purposes are consistent with the District's mission, values, and goals.

The District benefits from such memberships through increased awareness of community issues and needs, increased opportunities to provide its constituents with information about its services and activities, participation in activities that help meet District goals and objectives, and access to information that assists the Board of Trustees and staff in providing effective and efficient services and programs.

The Board of Trustees shall approve all organizational memberships paid by the District and review them annually.

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**POLICY: MEMBERSHIPS IN ORGANIZATIONS**

APPROVAL DATE: FEBRUARY 19, 1998

REVIEW DATE: APRIL 17, 2018

RELATED POLICIES:

None

General Policy:

It is the policy of Spokane County Library District (District) to support through active membership and participation selected civic, business and library organizations whose purposes are consistent with the District's mission, values, and goals.

The District benefits from such memberships through increased awareness of community issues and needs, increased opportunities to provide its constituents with information about its services and activities, participation in activities that help meet District goals and objectives, and access to information that assists the Board of Trustees and staff in providing effective and efficient services and programs.

The Board of Trustees shall approve all organizational memberships paid by the District and review them annually.

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.

FRIENDS OF THE LIBRARY RECOGNITION (RESOLUTION NO. 18-01)**Background**

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

In appreciation for the support provided by the Friends, the Board annually acknowledges the Friends through a resolution. It is also customary for the Executive Director and Trustee(s) to attend an upcoming meeting of each Friends group to personally express the District's appreciation for its efforts. On Saturday, April 28, Friends of the District will hold its annual meeting for election of officers during "Friends Helping Friends." This event fosters collaboration and sharing of best practices among all Friends of the Library.

Following is a report listing Friends of the Library contributions to the District in 2017, as well as the proposed resolution.

Recommended Action: Board motion to approve Resolution 18-01, recognizing the Friends of the Library.

Airway Heights

Provided funding for:

- New Play & Learn music CD
- Airway Heights library magnets
- Bead Maze for children's area
- New Play & Learn Toys
- Sponsored professional face painter for Airway Heights Winter Festival
- Airway Heights Watermelon Race supplies
- \$50 for Summer Reading programming
- Bookmarks for customers and Trunk or Treat
- \$100 for Spokane is Reading
- \$200 for tablecloth and SCLD logo table runner
- Hosted book sale at the Airway Heights Festival

Argonne

- Provided refreshments for Millwood history programs
- Provided snacks for Storytime in the Park
- Supported the children's Summer Reading program
- Provided funding for Spokane Is Reading
- Sponsored the Duffels for Darlings program at Argonne
- Purchased a new activity table for the children's area
- Provided funds for educational toys for Play and Learn
- Hosted a booth and book giveaway at Millwood Daze
- Held a successful book sale
- Held a spaghetti feed for book sale volunteers
- Sponsored the music program "Unstrung"

Cheney Library

- Three successful book sales
- Purchased toys for Storytime
- Purchased four additional tables for the meeting room
- Sponsored
 - Summer Reading
 - Spokane is reading
 - Reading Buddies program at Salnave
 - Summer concerts
 - Mayfest
 - Artists Alley
 - Duffles for Darlings program

Deer Park Library

- Decorated the library for December holidays
- Provided funding for Spokane Is Reading
- Purchased treats for use in adult programs
- Provided funds to pay for various craft material for children's programs
- Provided funds to pay for Summer Reading program presenters
- Held six successful book sale fundraisers
- Provided funds to pay for treats for the Deer Park Library 19-year Anniversary Celebration
- Sponsored a music concert at Deer Park Mix Park

- Sponsored Family LEGO Contest at Deer Park WinterFest
- Sponsored Northern Slam, a multi high school poetry slam at Deer Park High School
- Provided funds to help support the after school and summer snack program
- Provided support and funding for the Library Park cleanup
- Provided funding and support for Pumpkin Lane community event
- Sponsored Duffels for Darlings program
- Purchased a new wagon for transporting materials to community events
- Purchased an SCLD banner and table runner for community events

Fairfield

- Supported the Summer Reading program
- Provided funding for Spokane Is Reading

Medical Lake

- Held two book sales
- Sponsored concert in Waterfront Park
- Contributed money for Summer Reading programming
- Purchased LEGOs for Pirate Day
- Purchased craft supplies for Winterfest
- Purchased food/snacks for multiple Medical Lake Library/community events
- Assisted with Solar Eclipse Day

Moran Prairie

- Increased number of book sales annually to three
- Increased amount raised at book sales; one sale raised \$1,600 for the group
- Increased active membership
- Staffed booth at Poetry Picnic to recruit new members
- Staffed booth at National Night Out event hosted at the Moran Prairie Library to raise awareness of Friends group and recruit new members
- Promoted Spring 2018 gardening series by handing out fresh sheet with seeds attached at November book sale
- Donated
 - \$200 toward snacks for the Reading Buddies program
 - \$200 toward books to give to students completing Reading Buddies program
 - \$200 toward Spokane is Reading event
 - \$300 toward Summer Reading events and supplies
 - \$625 toward annual Poetry Picnic
 - \$260 toward shelving unit to organize Storytime closet
 - \$330 toward Early Learning toys (A thank-you poster to the Friends from the Play and Learn Storytimes was displayed in the meeting room.)

North Spokane

- \$2,000 for Summer Reading programs
- \$2,500 for Spokane is Reading
- Stipends and supplies for the four-month-long artist in residence program
- Hanging fixtures for the art display wall
- Refreshments for the 75th Anniversary Anthology Release Party
- Plant starters for the library's plant starter exchange
- Twenty duffel bags and art supplies for the Duffels for Darlings program

Otis Orchards

- Provided decorations and crafts for
 - Valentines
 - Easter
 - Spring
 - Halloween
 - Christmas
- Donated 30 books for Read Across America event at Otis Orchards Elementary
- Purchased Experiment Central for collection
- Purchased District-branded tablecloth and runner set for staff use in the community
- Refreshments
- Staff Valentines cookies
- Flying Crowbar concert
- Halloween treats
- Staff holiday thank-you breakfast
- Donated funds
 - \$200 for Reading Buddy books
 - \$125 for Summer Reading
 - \$50 for Spokane is Reading

Spokane Valley

- Held three successful book sales
- Maintained Little Free Libraries on Conklin Road and Sprague Avenue
- Sponsored three teen interns to work in The Studio
- Honorarium to quilter Candy Huddleston for the Tree of Life Quilt
- Generously provided funds for
 - Hairstyle Basics supplies
 - 75th Anniversary Party refreshments
 - McDonald Elementary's Trunk-Or-Treat event
 - Increased the amount donated for Summer Reading programs
 - Increased the amount donated to Spokane Is Reading
 - Second Saturday Art Walk refreshments

Friends of the Spokane County Library District

- 75th Anniversary Celebration events and advertising
- Publishing of *Spokane Writes: A Poetry and Prose Anthology*
- An Evening with author J. A. Jance
- An Evening with author Lisa Napoli
- *BookPage* publication distributed at select libraries
- Spokane Is Reading featuring author Wiley Cash
- 3rd Annual Writing Conference
- Summer Programming promotion
- National Library Workers Day
- Staff Training Day
- Christmas Bureau bookmarks

Resolution 18-01

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

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

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

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

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

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

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

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

Section 1: RECOGNITION AND THANKS

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

Section 2: NOTIFICATION OF RESOLUTION

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

Section 3: EFFECTIVE DATE

This resolution shall be effective immediately upon its adoption and approval.

ADOPTED by the Board of Trustees of Spokane County Library District, Spokane County, Washington, at a regular meeting thereof, held this 17th day of April 2018.

SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

John Craig, Chair
Board of Trustees

ATTEST

Patrick Roewe, Secretary to the Board of Trustees

OVERVIEW FRIENDS OF THE SPOKANE COUNTY LIBRARY DISTRICT

Communication & Development Director Jane Baker will provide an overview of the Friends of the Spokane County Library District.

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

SUMMER MEETING SCHEDULE

Background

Traditionally, the summer meeting schedule is planned in advance to ensure a quorum is available for regular meetings held June through August. Should the Board of Trustees choose to cancel one of its three summer meetings, upcoming tentative agendas will be adjusted accordingly.

Recommended Action: The Board of Trustees may decide by consensus to cancel one of its regularly scheduled summer meetings.

FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: MAY – JUNE 2018***May 15, 2018: Fairfield - (4:00 p.m.)***

- Personnel Policy
- Overview – Pop-Up Libraries
- Spotlight Homebound and Outreach Services

Please send requests for agenda additions or changes to the Board Chair or Administrative Assistant no later than Tuesday, May 1, for inclusion in the preliminary agenda to be sent May 2. Meeting packets will be mailed May 9.

June 19, 2018: Deer Park - (4:00 p.m.)

- Annexation of Cities and Towns to the Library District
- Overview – Media Training
- Spotlight Deer Park

SPECIAL MEETINGS/ACTIVITIES2018**Apr 28 (Sat)** Friends Helping Friends Annual Meeting, 9-Noon, North Spokane Library

EXECUTIVE DIRECTOR'S REPORT MARCH 2018

Business Office, Finance and Facilities – Rick Knorr

Financial Report

General Fund

The first quarter of operations for 2018 is complete. The finance report will include a Capital Projects Fund report and a rolling five-quarter trend report along with the standard General Fund revenue and expense report.

Revenues:

- The District has received \$24,007 in grant and donation revenue through the first three months, which is near half of what we anticipated. The Friends of the Library made its first-half donation of approximately \$18,000 based on District requests, generally for summer programs. The rest of the grant and donation revenues are the smaller, more routine receipts, including the ongoing grant support for the after school snack program still operating at Deer Park.

Expenses:

- Grand total general fund expenses after three months are \$3,115,016, or almost exactly 25% of the budget. As usual, this overall 25% of total is the offsetting effect of services and insurance expenses exceeding the three-month budget target, while salaries and benefits are slightly under the 25% target amount. There has been almost no equipment expenditures yet, and no need for the contingency. More detail follows.
 - Total salaries at 24% of the total annual budget was expected, as there are still a couple vacant positions yet to be filled.
 - The District's property, casualty, and general liability insurance policy is purchased in January and thus reported as being over 90% spent now, and for the remainder of the year.
 - The services category includes the full annual ILS (integrated library system) software support paid to SirsiDynix in the amount of \$148,696, along with \$45,000 of other annual software support paid in January or February, resulting in total services expenses exceeding the target at this point.

Cash on Hand:

- As of March 31, total cash on hand, typically our low point of the first half of the year, is three (3) months, which is sufficient to get us through April until the first-half collections are received.

2017 Budget Surplus:

- In response to Board of Trustees' direction at the March special meeting, we took another look at the options for the 2017 budget surplus of \$604,000, currently in the General Fund. Staff recommends placing this topic on a Board Meeting agenda for either July or August, which would allow for a solid half-year of operations before bringing it to the Board for further discussion and potential action.

Capital Projects Fund

The North Spokane Library remodel project has been officially completed, with the distribution of the final payment for the retainage to Uphus Construction.

Facilities

As spring weather arrived, a few more facility activities have been planned or completed:

- Spring carpet deep-cleaning at all libraries
- Parking lot striping is scheduled, weather permitting
- Spring grounds cleanups have been conducted at all libraries

Human Resources – Toni CostaDepartment Activities

- Training
 - New Employee Orientation
 - Supervisor Academy – Session 3
- Attended AWC Healthy Worksite Summit

Volunteers

Jamie Van Wormer received a Meritorious Award from Central Valley School District for volunteering in the community with our Reading Buddy Program. Congratulations, Jamie!

Volunteer Program Activities:

- Conducted a Volunteer Orientation and Reading Buddy training.
- Recruited fifteen new volunteers for community and library programs.
- Recruited three new members for the Friends of the Spokane County Library District Executive Board.
- Coordinated a Numerica Credit Union Reading Rally at Broadway Elementary School.
- Coordinated a Larry H. Miller Charities Reading Rally at Mullan Road Elementary School.
- Horizon Credit Union donated \$1,000 for literacy games at North Spokane, Spokane Valley and for the schools that offer the Reading Buddy program.
- With Communication & Development Director, met with Kattera to develop a partnership.

Recruitment and Selection:

- a. New Hires
 - Finance Office Assistant
 - Digitization Intern
 - Administrative Assistant
- b. Terminations
 - Library Page
 - Technical Services Assistant
 - Public Services Assistant

- c. Reclassifications
 - n/a
- d. Transfers
 - n/a

Operations – Doug Stumbough

Fairfield Usage Analysis

In response to Board of Trustees' discussion at the March meeting, we took a look at how library services are both provided and used throughout the Fairfield Library. The service area of the Fairfield Library is roughly 275 square miles in the southeast corner of the county. Its approximate boundaries are Elder Road on the north, the state line on the east, the county line on the south and Highway 195 on the west. District library services to Fairfield were initiated in January 1946 with a deposit station, making Fairfield the District's first contracting town. Additional deposit stations were established in Waverly & Rockford through contracts with those communities, but by 1970 those contracts had been cancelled, leaving Fairfield as the only service outlet in the southeast county. A citizens committee consisting of area-wide residents began fund raising in the late 1960s, with the goal of constructing a permanent library building. Their efforts were reinforced by a 1967 District Board of Trustees resolution encouraging the goal, and after raising \$20,000 and many hours of volunteer labor, a new building was completed and opened in 1970. The building was formally donated to Town of Fairfield who in turn leased the building to the District, without cost, to provide library services to the residents of the town and the surrounding area.

There are currently 627 customers who identify Fairfield as their home library, with 17,790 visits to the location in 2017, checking out 12,452 items. The cardholders represent 320 households, most living within 12 miles of the library, and include 74% adult, 18% teen and 8% children. Fairfield's predominant demographic segments include a mix of older middle-class couples, lower middle-class baby boomers, rural families with children and singles living in remote homes, enjoying simple pleasures with home activities and hobbies such as cooking, woodworking, reading, watching TV, gardening and doing crafts. While Fairfield use as measured by circulation, door count, program attendance & internet station data is low compared to the other District libraries, its total units of service per capita in those areas are more than double the District average and almost quadruple those at Spokane Valley.

Utilizing only 1.2 FTE (at the Library Assistant and Public Services Associate levels) to provide 26 hours per week of direct service, the estimated cost of operating the Fairfield Library is by far the lowest for a service point in the District. This includes direct costs such as salaries, benefits, supplies, materials, etc., and costs for the portion of District overhead attributable to Fairfield for items such as material selection, ordering, accounting, payroll, technology and administration. The distributed costs coupled with favorable lease terms and materials and programming budgets that remain a constant proportion of the total District budget, Fairfield Library requires minimal resources to operate.

Conklin Property Analysis

Finally, as a brief follow up to information given at the Board meeting in March, we also reviewed data and past support from the area surrounding the Conklin property, which is roughly defined on the west by Adams, north by Interstate 90, and on the east and south by the city of Spokane Valley boundary. There are approximately 10,800 people living in 3,900 residences in this area, and it includes three elementary, two middle, and one public high school.

Past District bond measures that included funding for construction of a library on the Conklin property were found to be very strong in that area, with 63.57% and 64.3% approval for the 2014 and 2015 bond issues, respectively. In fact, without that area as part of the 2015 LCFA, overall support for the bond would have dropped from 54.86% to 53.23% in 2014 and 57.57% to 56.57% in 2015.

Collection Services – Andrea Sharps

- We ordered 1,658 titles and 5,718 copies in March. The number of titles ordered is down from last month as is the number of copies ordered.
- With 25% of the year done, total library materials expended stands at 27.54%.
- We processed, added to the system, and sent out to the libraries 5,845 items in March. This is up from last month.
- Downloadable lending through OverDrive was up in March from February. A total of 43,404 items circulated in March, including audiobooks (17,947) and eBooks (25,457). Customers placed a total of 14,516 holds on audiobooks (6,164) and eBooks (8,352), and there were 6,026 unique users with titles checked out.
- Midwest Tape's *hoopla*, a streaming media service, saw an increase in circulation in March over February. A total of 3,548 titles including audiobooks (1,681), comics/graphic novels (201), eBooks (675), movies (481), full-length albums (317) and television shows (193) circulated in March for a combined cost of \$7,446.62 and an average cost per circulation of \$2.10. A total of 153 new users registered in the month, and there were 1,072 active users and 6,838 total users recorded.
- Youth Collection Development Librarian Sheri Boggs finalized preparations for the three *Consent: It's As Simple As Tea* programs occurring in April at the Moran Prairie, North Spokane, and Cheney libraries. In collaboration with Lutheran Community Services Northwest, the District is hosting this workshop for parents, counselors, teachers, and other adults who work with teens that introduces the issue of consent and explores ways to discuss it with young people.
- We loaned 266 items to other libraries and borrowed 697 items from other libraries for 963 total Interlibrary Loan transactions processed in March.

Executive Director Report & Community Engagement Activities

District Activities

Leadership Team Updates

The following are actions taken by the Leadership Team this month that aren't otherwise covered in agenda items.

Positive customer feedback: The District will be developing a way to consistently track and report positive interactions and comments from our library customers via a submission form and online database that will help us recognize those positive interactions that occur.

Code of Conduct enforcement: We also discussed the idea of graduated privilege reinstatement for excluded customers—the idea that, based upon behavior or circumstance, a library customer who returns to the library may not have full access to all library privileges. (For example, a customer who damaged a computer may not have their internet privileges reinstated for a certain amount of time). The Code of Conduct policy allows for this type of action, and we will develop a more coordinated approach in the near future. On a case-by-case basis, a building supervisor can recommend a customer's

privileges be restricted upon return to the library, with the Operations Director or designee having final approval.

2018 Work Plan: As part of the security audit discussed in the work plan, the District will issue new security codes for arming and disarming the building alarms at all applicable facilities.

Electric Vehicle Charging: The District will apply for a program through Avista that could potentially result in an electric vehicle charging station installed at NS. Other locations may be an option in the future.

Strategic Initiatives: Based upon the direction from Trustees at the March 2018 special meeting, staff have begun the process of developing plans for a levy lid lift in 2019 and a bond election in 2021 or 2022. Several initiatives are underway in support of that process:

- Communication & Development Director Jane Baker and I met with the District's legal counsel, Cindy McMullen, to brief her on the upcoming plans, particularly in regard to the election timeline, capital campaign for new Spokane Valley libraries, and the potential therein for naming and sponsorship opportunities.
- Jane and her team are also planning on conducting several focus groups to better gauge initial public awareness of the District and its programs and services.

Shrine Circus

As of the writing of this report, the District has not yet received an updated certificate of liability insurance.

Community Engagement

Communication & Development Director Jane Baker and I attended Library Legislative Day at the Washington State Capitol in Olympia. This annual event hosted by the Washington Library Association provides us the opportunity to connect with the legislators and their staff in the four legislative districts that the Spokane County Library District serves. Jane and I provided information on our programs and services, and welcomed them to visit the libraries and learn more about how we serve their communities. I was also able to meet briefly with the other officers in the Public Libraries of Washington organization while on the Capitol campus.

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

I attended the Spokane is Reading meeting in which we continued planning for the September event.

I attended the Greater Spokane Incorporated "State of the County" presentation. County Commissioner Josh Kerns shared information on innovations at the county and how they are responding to ongoing fiscal challenges.

I attended weekly meetings for Spokane Rotary Club 21.

I attended the Spokane Area Workforce Development Council's meeting on the Infrastructure Funding Agreement. The District is participating in the partnership in support of the region's economic and

workforce development efforts. The District's libraries are serving as partner sites where WorkSource clients can get access to resources and information.

ITEM AND TITLE MONTHLY REPORT

March 2018

	<u>ITEMS</u>				<u>TITLES</u>		
	ADULT	YOUTH	TOTAL		ADULT	YOUTH	TOTAL
Total Materials							
Print	159758	150153	309911		84202	49781	133983
Nonprint	64066	23167	87233		26360	7499	33859
Subtotal	223824	173320	397144		110562	57280	167842
Periodicals	5518	843	6361		275	31	306
Total	229342	174163	403505		110837	57311	168148

	<u>ITEMS</u>				<u>TITLES</u>		
OverDrive: Audiobooks			26489				22046
eBOOKS			38476				33152
Licensed eBOOKS			11815				7334
OverDrive: Total			76780				62532
GRAND TOTAL			480285				230680

Print & Nonprint	(Totals year-to-date)		
ADDITIONS	ADULT	YOUTH	TOTAL
Print	6669	6230	12899
Nonprint	3028	874	3902
TOTAL	9697	7104	16801
DELETIONS			
Print	9076	6334	15410
Nonprint	3535	1153	4688
TOTAL	12611	7487	20098

	<u>NET CHANGE YTD</u>		
	ADULT	YOUTH	TOTAL
Print	-2407	-104	-2511
Nonprint	-507	-279	-786
Periodicals	-257	-9	-266

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

Operations Report March 2018

Doug Stumbough and Kristy Bateman

Service Priority Teams

Business and Career Development (Stacey Goddard)

- We presented a SCORE workshop in support of business development this month.
- We spent time this month working with Spokane Community College to finalize details to expand our high school completion classes. Starting next month, we will offer High School 21+ classes once a week at Spokane Valley, North Spokane, and Airway Heights. This program hopes to attract individuals who need just a few credits to obtain their high school diploma. Much of the classwork can be completed online, so students need to check in only once a week with their instructor.
- We presented 14 programs in support of financial literacy education, including offerings from SNAP and STCU as well as the last three weeks of the *Legal Voices for Seniors* series at Argonne and Moran Prairie.
- We represented the District at the Next Generation Zone Job Fair and the Hiring Heroes Job Fair. Between the two events we talked with 131 individuals about employment and volunteer opportunities.
- In Washington Rural Heritage grant news, Sheree along with the two interns attended the monthly Moran Prairie Grange meeting. While there, they photographed a number of larger items and did intake on dozens of documents and photographs they took away for further processing.
- Requests for proctoring skyrocketed this month, with 63 exams proctored. Of particular note is the fact that Cheney accounted for two-thirds of those exams. EWU recently instituted a proctoring fee, so students have been flocking to the library to take advantage of this free service.

Early Learning (Mary Ellen Braks)

- We provided 118 Storytimes to 3,525 children, parents, and caregivers.
- We provided 52 Storytimes to 1,184 children at 31 child care centers.
- The *Ready for School with STEM* grant ended in March. We created 225 STEM kits for Eastern Washington and added 45 kits to the District's collection. We created four math kits and a robotics kit. Each kit contains books, manipulatives, and lesson plans. We also provided training to librarians, child care providers, and preschool teachers. We also presented *Math Play and Learn* Storytimes. KSPS created two commercials about the kits to air and for us to use on our website and social media.

Education and Enrichment (Gwendolyn Haley)

1,969 community members participated in library programs in March.

- 942 children attended programs in and out of the library, while 44 Teens/Tweens participated in library programs in March.
- Music reigned supreme for adults this month. We hosted Broken Whistle, Floating Crowbar, and Howling Gaels at our libraries, drawing 430 people in attendance.
- The MAC procured additional funding and we were able to add 11 more museum passes to the District. On average, the passes are checked out and returned at a rate of 1.5 times a week.

Digital Interaction and Sharing (Carlie Hoffman)

- We posted a job for a temporary special projects librarian to work on the local creators' website. Librarian Ree West will begin working on this project in June.
- The program contract was updated and posted for staff.
- I prepared the website for replacement of Auto Repair Reference Center with AutoMate on April 1.
- I introduced Librarian Tami Chapman as the new INCOL Continuing Education Committee representative to the INCOL group. I updated the website and the contact lists.

Book a Librarian highlights

- A few library customers have recently updated their computers and need help with their new hardware and software. We assisted with navigating the software, file management, and other basics.

- We assisted a customer who wanted to retrieve and print out full text articles from nursing journals.
- We helped a customer renew his food service handlers' permit. He was not a native English speaker and was having difficulty navigating the website and the test instructions. We were able to get him to the correct language settings, and he successfully completed his required test.
- We helped a customer adjust her resume to better capture her career goals and incorporate prior management experiences.

Information Technology (Patrick Hakes)

- Network Administrator Aaron Grider has installed the two Power Distribution Units (PDU) we ordered to be able to connect a server array to an alternate backup power source. This was due to an issue we discovered on Wednesday, March 14, when our three-phase uninterruptible power supply (UPS) started causing our server chassis to cycle power. We cut this backup power unit out of the loop to resolve it, but then had to perform troubleshooting steps in order to restore our virtual servers, resulting in four hours of downtime for the District while Aaron worked to restore operation of our customer server applications. The following week on March 22, Spokane Valley experienced a power outage that affected the whole block. Once again our primary UPS did not provide the backup power it was designed to do, resulting in seven hours of downtime. As a result, our server chassis was not able to bridge the gap between main power and our generator. We are in the process of redesigning the power grid in our SV server room. The two PDUs Aaron installed are configured to supply power from our other backup power supply that has been operating as designed. Once installed, the new power distribution design will have all of our Valley network equipment on redundant backup power, providing enough power to either bridge the gap between the loss of main power and the generator or allow us to perform a controlled shutdown of our server environment should the generator not kick in.
- During the two power challenges and the move toward virtual servers, we have made the move away from blade chassis servers to three rack servers. This will allow us to replace individual servers without impacting the other physical servers, and allow us to configure external switches that can also be replaced without affecting the rest of the network.
- We have selected a vendor for our SharePoint upgrade. The vendor will assist the District's Design Task Force in laying out a SharePoint environment that will take the strengths and address the weaknesses of our current environment. The task force is comprised of SharePoint experts from the various areas in the District. Once the design is settled upon, the consultant will work with me to install and configure the District's new SharePoint environment. Once that phase is completed and the data has been migrated, the Design Task Force will meet and review the new environment to identify any areas that need to be revised and/or tweaked. Upon completion of that task, the SharePoint environment will be published for the District staff to start using. The consultant will then work with experts in each department to develop "champions" to assist in implementing the new SharePoint environment. The expected completion date is the end of the fourth quarter.

Library Reports

Airway Heights: Stacy Kvamme

- Librarian Corinne Wilson and I participated in Sunset Elementary's Reading Celebration Day, sharing some of our favorite books with over 180 students.
- An all-ages crowd of 32 people enjoyed toe tapping tunes from Floating Crowbar, a local Celtic band.
- Librarian Tami Chapman participated in Sunset Elementary's Career Rodeo event, sharing information about library careers as well as career resources available at the library, connecting with more than 70 students and parents.

Argonne: Pat Davis

- Our *Dr. Seuss Celebration* was popular with 49 in attendance. Crafts, games and a scavenger hunt were enjoyed by children and parents as well as the Cat in the Hat reading *One Fish, Two Fish...* Several parents stopped to thank me for the fun event.
- Irish music by the Howling Gaels attracted 38 listeners. The audience was invited to join in on a song and many people did, which added to the fun.
- Twenty parents and children from West Valley Co-op Preschool came for a story and a tour. Several remained for Toddler Storytime.

BookEnd: David Wyatt

- Our March artist on display was Tatiana Siegel.
- Foot traffic has continued to grow and circulation was again higher than most months in 2017.

Cheney: Catherine Nero Lowry

- The District's proctoring service has seen a dramatic increase in popularity this year. In March, we proctored 42 tests—a huge increase from the two tests proctored in the library last March.
- 40 community members joined us for the *Dr. Seuss Celebration*. We had a great time reading, playing games, and enjoying Seuss-themed snacks.
- Staff enjoyed engaging with Girl Scouts and their families when they toured Cheney on March 9.

Deer Park: Kris Barnes

- I presented a fantasy genre overview and booktalking to two fifth-grade classes from Deer Park Arcadia Elementary School.
- We attended the Deer Park Senior Resource Fair at the Deer Park Eagles. We distributed Engage and shared formation about our seed library, meeting rooms, and programs.
- I spoke to the Deer Park Elk Homemakers. Attendees asked questions about Homeschool cards, MAC and Mobius passes, seed library, and programs.

Fairfield: Kristy Bateman

- 15 community members joined us for the *Dr. Seuss Celebration* where they enjoyed games, a scavenger hunt, and crafts.
- Local members enjoyed listening to the music of Broken Whistle and expressed their appreciation for the District in hosting a concert in Fairfield.
- Staff enjoyed connecting with students and teachers at an outreach visit to Liberty Preschool.

Medical Lake: Cecelia McMullen

- Floating Crowbar was a toe tapping event for 50 customers who heartily enjoyed the high energy mix of Irish instrumental music.
- Girl Scout troops appreciated the opportunity to display their *World Thinking Day* projects about Kenya, Mexico, and India. They used the meeting room and other library resources to prepare.
- Computer availability continues to be a valuable resource. We assisted customers needing food handler cards and other employment certifications. Finding information in multiple languages was especially appreciated.
- Librarian Christie Onzay participated in a pirate-themed Hallett Literacy Night and Book Fair.

Moran Prairie: Danielle Marcy

- We had a steady increase of attendees to each of the *Legal Voices for Seniors* series, culminating in 28 at the last session.
- Music programs continue to be well attended at Moran Prairie. Floating Crowbar had 33 attendees.

North Spokane: Brian Vander Veen

- Librarian Rachel Edmondson promoted library programs and services at Evergreen Elementary's Books and Bingo Night.
- North Spokane's *Take It Apart* program continued to grow, with 55 attendees in March.
- 16 community members turned out to decorate duffel bags, provided by the Friends of North Spokane Library, for the *Duffels for Darlings* program coordinated by the non-profit Embrace Washington.

Otis Orchards: David Wyatt

- The expanded *Play and Learn Storytime* offerings drew an average of 56 children and parents per week. This is a decent increase over last year's average of 43 per week.
- 48 community members enjoyed the music of Broken Whistle.
- 25 children and parents participated in *Green Thumb Thursday* activities, a gardening-focused variation on our weekly *Thumbs Up Thursday* activities.

Spokane Valley: Aileen Luppert

- Trivia for adults was a hit again this month. The Harry Potter extravaganza attracted 61 people. Enthusiastic attendees came from all over the area, including Post Falls.
- Three librarians and two Spokane Valley Friends judged the *University High School Ram Slam*. The poetry slam featured 22 brave poets who recited their original works in front of a crowd of over 150 peers. The top five move on to the upcoming *Spokane Valley Slam* on April 13. The Spokane Valley Slam showcases poets from University, Central Valley, and Mica Peak high schools.
- Librarian Danielle Milton kicked off Valley's community conversations by meeting with and leading her Greater Spokane Valley Chamber of Commerce Ambassadors through an Ask Exercise.

March Security Incident Report

For March, there were 27 Security Incident reports filed, 14 less than last month (41) and three more than March 2017 (24). North Spokane had the most incidents reported with six. The most frequently reported incidents related to Potential Problems (10). There was one customer exclusion from Moran Prairie Library due to attempted assault and code of conduct violations. To further put all of these numbers in perspective, the total door count District-wide in the month of March was 124,083.

PLA Conference Report

Two District staff members had the opportunity to attend the 2018 Public Library Association Conference, March 20-24, in Philadelphia, PA. A summary of highlights and key takeaways for each attendee are below.

Corinne Wilson

Take Summer Reading To The Streets gave me some strategies for reaching populations that can't get to the library, such as families living in target areas of Airway Heights. *Refuting The Idea of Neutral* reviewed ways to get community members involved in both active and passive civil discourse without issues getting too heated, and how to provide tools for the community to choose more informed and balanced news sources. I would like to try their passive suggestions for both children and adults, especially during voting season.

A series of five-minute sessions gave me fresh ideas for adult crafts, resources for customers seeking complex medical information, and STEM activities for school visits. I also attended sessions on making our programming more accessible and more relevant to minority groups.

Gwendolyn Haley

PLA is always one of the best continuing education opportunities, and this year in Philadelphia was no exception. I attended a pre-conference about *Social Workers in Libraries*. DC, San Francisco, Denver and Georgetown libraries have social workers on staff and are leveraging that resource to address community needs. Salt Lake City Library utilizes Fandoms (particularly Harry Potter) to create super-engaging STEAM summer camps in their community. We are thinking about how we might utilize fandoms to make Teen programs on less fun topics like personal finance and the like more appealing. *Library Cards* for all provided some helpful road-maps to increase our ability to collaborate with school districts and put a library card in every student's hand. *Libraries aren't Neutral* provided many applicable ideas in creating spaces for civil and civic conversations, as well as building a community of engaged and informed citizens. I was intrigued by a session on *Agile in the Library*, how the computer software development philosophy can help make work more visible and productive.

Public Use Measures

March 2018

Measure	This year	Last year	YTD	Last YTD
	This Month	This Month	This year	Comparison
Cardholders	113,855	118,498		-4%
Door count	124,083	110,569	348,281	15%
Items Borrowed	232,064	228,629	673,155	4%
• Airway Heights	5,641	7,478	16,846	20,850
• Argonne	13,696	14,410	39,670	40,351
• Cheney	13,769	14,617	39,652	40,613
• Deer Park	14,394	16,210	42,555	44,229
• Fairfield	1,309	1,409	3,886	4,039

SPOKANE COUNTY LIBRARY DISTRICT

BOARD OF TRUSTEES REGULAR MEETING

APRIL 17, 2018

PAGE 4 OF 5

• Medical Lake	5,070	5,046	15,582	15,104
• Moran Prairie	18,488	19,482	53,187	54,019
• North Spokane	50,011	45,591	145,962	136,605
• Otis Orchards	6,234	6,362	18,275	17,955
• Spokane Valley	51,120	55,448	149,215	150,847
• Digital	3,547	N/A	10,097	n/a
Programs				
• Number	337	333	902	2%
• Attendance	7,687	8,046	20,372	11%
Internet Station Use (%)	45.3%	54.8%	48.2%	
Meeting room bookings	526	321	1,552	51%
Digital Resource Use	86,691	97,720	277,153	-4%

Public Use Measure Definitions

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

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

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

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

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

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

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

Communication Report March 2018

The following report is a summary of the Communication Department activities for the month of March 2018.

- Mar 1 – *The Inlander* – Library events featured in event section
- Mar 2 – *Spokane Valley Herald* – SCLD streaming services
- Mar 7 – *The Deer Park Tribune* – Storytimes at Deer Park Library
- Mar 8 – *The Inlander* – Library events feature in events
- Mar 8 – *Cheney Free Press* – County library offers to show the science and art of craft beers
- Mar 8 – *Cheney Free Press* – Library events happening on the West Plains
- Mar 7 – *KXLY* - Check out a family museum pass at a Spokane library
- Mar 12 – *Deer Park Gazette* – Birthday Palooza
- Mar 12 – *Deer Park Gazette* – Cupcake Creations
- Mar 14 – *Deer Park Tribune* – Storytimes at Deer Park Library
- Mar 15 – *Cheney Free Press* – Biodegradable Seed Pots and Kaleidoscope Play and Learn programs in events section
- Mar 16 – *Spokane Valley Herald* – SCLD streaming services, Board meeting date, and a reference to ballot defeats 10 years ago for the Spokane County Library District
- Mar 21 – *Deer Park Tribune* – There's plenty of passion when it comes to creating a good beer
- Mar 22 – *Cheney Free Press* – Free tax assistance and e-file now available on West Plains
- Mar 22 – *Cheney Free Press* – Cheney book club discusses "Little Women"
- Mar 28 – *Deer Park Tribune* – Storytimes at Deer Park Library
- Mar 29 – *Cheney Free Press* – Local libraries 'Food for Fines' week begins April 8
- Mar 29 – *Cheney Free Press* – Art: What's Pointillism? events at community libraries

Press Releases

- Mar 1 – Kids Vote For Their Favorite Book
- Mar 13 – Spring Break
- Mar 20 – Community Reading of Spokane Writes
- Mar 27 – Food for Fines
- Mar 29 – Tea and Consent Programs

E-Marketing (Website, Social Media, Email)

This month's featured post from Facebook follows:

Spokane County Library District
March 4 at 9:25am · 🌐

#ICYMI - Family Museum Passes now available!

The family museum pass allows you to explore the world around you! You can either go to the The Northwest Museum of Arts & Culture or to the Mobius Kids Children's Museum or Mobius Science Center.

Each of our 11 libraries has one pass available for check out on a first-come, first-served basis. Each pass has a 7-day check out and can be used once during that period for a single -day admission to the partner museum for a family of 2... See More



Check out a Family Museum Pass at the library - Spokane County Library District

If you are looking for fun and educational activities this winter and spring, you're in luck. Fantastic destinations exist nearby—the Northwest Museum of Arts and...

SCLD.ORG

6,600 people reached

Boost Post

81 Reactions 16 Comments 63 Shares

Like Comment Share

Performance for Your Post

6,600 People Reached

291 Reactions, Comments & Shares ⓘ

130 Like	62 On Post	68 On Shares
35 Love	17 On Post	18 On Shares
7 Wow	4 On Post	3 On Shares
55 Comments	17 On Post	38 On Shares
64 Shares	63 On Post	1 On Shares

656 Post Clicks

0 Photo Views	118 Link Clicks	538 Other Clicks ⓘ
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NEGATIVE FEEDBACK

4 Hide Post	0 Hide All Posts
0 Report as Spam	0 Unlike Page

Reported stats may be delayed from what appears on posts

Library District News

- Mar 1 – It's Time for Research Papers & Science Fair Projects!
- Mar 8 – Spring Break at the Library
- Mar 14 – Now Accepting Applications for Creators in Residence
- Mar 16 – Spotlight on Local Authors: Community Readings of Spokane Writes
- Mar 20 – In Our Community: Discussions About Sexual Consent and Bystander Accountability
- Mar 22 – Feel Their Truth: Teens Compete in Local Poetry Slams
- Mar 27 – Food for Fines for the Win!
- Mar 29 – Life & Limb: The Toll of the Civil War & Long Lasting Effects on Victims

Blog Posts

- Mar 6 – How's That Resolution Treating You?
- Mar 13 – Resolving to Read Diversely

E-newsletter Email

- 93,620 sent on Thursday March 15, 2018
- Open rate: 11.2% (10,473)
- Clicked: 1,017
- Unsubscribed: 76

Podcast

A weekly podcast titled, Library Out Loud on SpokaneTalksOnline.com. Podcasts are aired live on Facebook and are recorded to be made available online. Podcasts recorded in March:

Mar 8 – Library Out Loud: 3rd Annual Poetry Slam and Valley Slam with Amber Williams

Mar 8 – Library Out Loud: Artist and Creator in Residence with Amber Williams

Mar 22 – Library Out Loud: Smart Money Week/ Food for Fines with Stacey Goddard

Mar 22 – Library Out Loud: Together with Dia with Tami Chapman

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

Community Calendars

Library event information submitted to area community calendar websites, including Inlander.com, Spokane7.com & our Facebook page.

Mar 1 – Homebuying 101

Mar 1 & 2 – Dr. Seuss Celebration

Mar 3 – Extreme Science with Radical Rick: Forces

Mar 3 – Howling Gaels

Mar 3, 7, 10, 14, & 17 – Photography Drop-in Hours at The Lab

Mar 4, 10, 13, & 15 – Broken Whistle

Mar 4-24 –Hand-painted Duffels for Darlings

Mar 5 & 6 – Probate & Funeral Planning

Mar 5, 6, 7, 8, & 12 – Floating Crowbar

Mar 6 – Smartphone Product Photography

Mar 6, 11, 13, 20, & 22 – Science & History of Craft Beer

Mar 7, 14, 21, & 28 – Millwood History Enthusiasts Gathering

Mar 8 – Green Thumb Thursday

Mar 8 – See Your Business through the Eyes of Your Customer

Mar 8 & 14 – Hairstyle Basics

Mar 10, 19 & 20 – Homebuyer Education Seminar

Mar 12 & 13 – Estate Planning & Legal Resources

Mar 13 – Even More iPhone Camera Tips & Tricks

Mar 13 & 20 – Stop-Motion Movie Making

Mar 14 – Royalty Free Music & Images

Mar 15 – Protect Your Credit Score

Mar 17 – Math: More Than Counting

Mar 19 & 20 – Medicaid & Long-term Care

Mar 21 – Biodegradable Seed Pots

Mar 21, 24, 28 & 31 – Video Drop-in Hours at The Lab

Mar 22 – Green Screen for Video

Mar 23 – Random Fandom Trivia Nights: Harry Potter

Mar 23 & 24 – Friends of the North Spokane Library Book Sale

Mar 26 & 30 – Community Reading of Spokane Writes Anthology

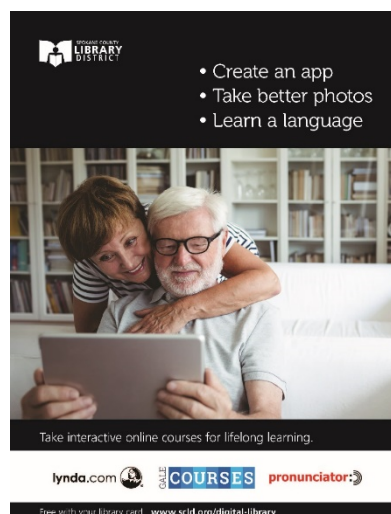
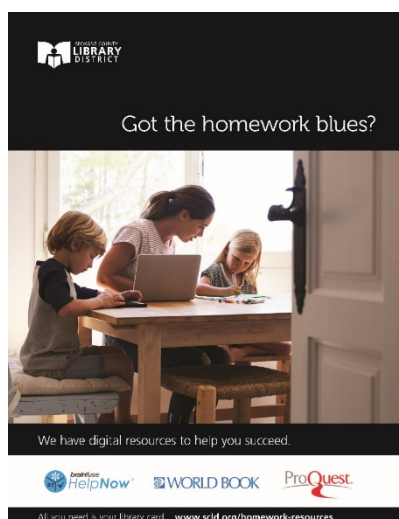
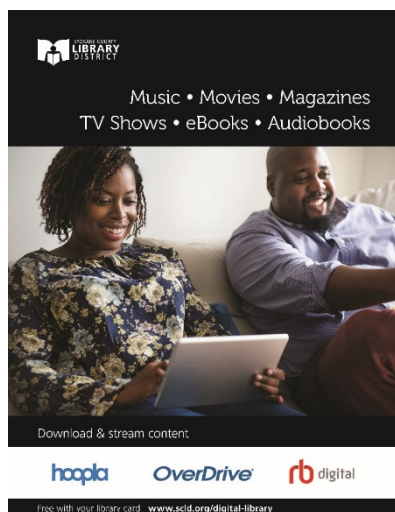
Mar 27 – Dollars & Sense: Give Yourself a Raise

Mar 29 – Understanding Social Security

Other Communication & Development Activities

- Mar 1 – Participated in Library Legislative Day in Olympia, WA
- Mar 7 – Interview with journalist for an upcoming paid STCU article in *The Inlander* on library services
- Mar 12 – Friends of the Spokane County Library District meeting, created agenda and treasurer's report
- Mar 15 – Held Public Speaking refresher session for staff

The following are posters designed for the YMCA to be put in all four locations around Spokane.



**Spokane County Library District
Summary of Revenues & Expenses - (Cash Basis)
For the Three Months Ended March 31, 2018**

			Target 25.0%	
	Y-T-D Actual	Annual Budget	Percent Used	Balance Remaining
REVENUES				
PROPERTY TAXES	\$ 851,664	\$ 11,576,000	7.36%	\$ 10,724,336
CONTRACT CITIES - AIRWAY HEIGHTS	66,635	264,000	25.24%	197,365
CONTRACT CITIES - SPOKANE	0	80,800	0.00%	80,800
FINES & FEES	47,553	209,000	22.75%	161,447
GRANTS & DONATIONS	24,007	53,000	45.30%	28,993
E-RATE REIMBURSEMENTS	15,977	167,000	9.57%	151,023
OTHER	28,388	19,500	145.58%	(8,888)
INTEREST REVENUES	10,024	62,000	16.17%	51,976
TOTAL REVENUES	\$ 1,044,247	\$ 12,431,300	8.40%	\$ 11,387,053
TRANSFERS IN	-	-	0.00%	-
TOTAL REVENUES & TRANSFERS IN	\$ 1,044,247	\$ 12,431,300	8.40%	\$ 11,387,053
EXPENSES				
SALARIES	\$ 1,474,955	\$ 6,137,000	24.03%	\$ 4,662,045
FRINGE BENEFITS	514,841	2,202,950	23.37%	1,688,109
SUPPLIES	37,550	190,100	19.75%	152,550
UTILITIES	111,807	442,400	25.27%	330,593
SERVICES	430,787	1,307,750	32.94%	876,963
INSURANCE	62,794	69,000	91.01%	6,206
EQUIPMENT & SOFTWARE	5,041	230,000	2.19%	224,959
LIBRARY MATERIALS	388,359	1,460,000	26.60%	1,071,641
ELECTRONIC LIBRARY MATERIALS	63,547	205,000	31.00%	141,453
LIBRARY PROGRAMS	25,336	109,800	23.08%	84,464
OPERATIONAL CONTINGENCIES	0	77,300	0.00%	77,300
TOTAL EXPENSES	\$ 3,115,016	\$ 12,431,300	25.06%	\$ 9,316,284
TRANSFERS OUT	-	-	0.00%	-
TOTAL EXPENSES & TRANSFERS OUT	\$ 3,115,016	\$ 12,431,300	25.06%	\$ 9,316,284
Net Excess of Revenues Over/(Under) Expenses	\$ (2,070,769)	\$ -		
BEGINNING CASH	5,179,623			
NET FROM ABOVE	(2,070,769)			
ENDING CASH	\$ 3,108,854			
Number of months cash on hand	3.0			

Capital Projects Fund
Statement of Revenues and Expenses
For the Three Months Ended March 31, 2018

	Y-T-D Actual	Annual Budget	Balance Remaining
REVENUES			
Interest Earnings	3,490	14,000	(10,510)
TOTAL REVENUES	<u>3,490</u>	<u>14,000</u>	
EXPENSES			
North Spokane Remodel Project Retainage	14,063	19,000	
TOTAL EXPENSES	<u>14,063</u>	<u>19,000</u>	(4,937)
NET EXCESS OF REVENUES OVER (UNDER) EXPENSES	(10,573)		
Beginning Fund Balance: January 1, 2018	1,201,018		
Net From Above	(10,573)		
Ending Fund Balance	<u>1,190,445</u>		

Spokane County Library District
Quarterly Trend Report of Revenues & Expenses
Rolling 5 Quarters

	3/31/2017	6/30/2017	9/30/2017	12/31/2017	3/31/2018
REVENUES					
PROPERTY TAXES	875,555	5,398,299	362,957	4,677,029	851,664
CONTRACT CITIES - AIRWAY HEIGHTS	61,146	61,146	61,146	61,147	66,635
CONTRACT CITIES - SPOKANE	-	38,661	-	38,661	-
			-	-	-
FINES & FEES	57,950	50,696	56,003	48,497	47,553
GRANTS & DONATIONS	31,155	25,961	15,163	26,946	24,007
E-RATE REIMBURSEMENTS	-	77,744	289	76,561	15,977
OTHER	15,987	1,377	10,639	2,431	28,388
INTEREST REVENUES	5,685	10,329	9,437	12,078	10,024
TOTAL REVENUES	1,047,477	5,664,214	515,634	4,943,350	1,044,247
EXPENSES					
SALARIES	1,454,923	1,541,105	1,545,057	1,487,150	1,474,955
FRINGE BENEFITS	479,081	494,389	513,420	511,330	514,841
SUPPLIES	40,246	47,235	39,302	30,448	37,550
UTILITIES	113,669	104,425	113,742	106,750	111,807
SERVICES	326,349	247,076	232,221	196,061	430,787
INSURANCE	67,105	175	35	-	62,794
EQUIPMENT & SOFTWARE	17,973	21,891	29,273	83,032	5,041
LIBRARY MATERIALS	404,129	396,834	348,513	269,672	388,359
ELECTRONIC LIBRARY MATERIALS	61,892	32,461	52,611	47,237	63,547
LIBRARY PROGRAMS	10,856	25,410	35,810	37,998	25,336
OPERATIONAL CONTINGENCIES	-	-	-	-	-
TOTAL EXPENSES	2,976,224	2,911,001	2,909,984	2,769,679	3,115,016
Fringe Benefits as % of Salaries	32.9%	32.1%	33.2%	34.4%	34.9%

Spotlight Book a Librarian

Librarian Diane Brown and Public Services Specialist-Lab Tech Sarah Rooney will share information about the District Book a Librarian appointment services.

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