

MISSION

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

Board of Trustees Regular Meeting

January 15, 2019 4:00 p.m. Argonne Library Public Meeting Room

AGENDA

- I. CALL TO ORDER**
- II. AGENDA APPROVAL** [4:00]
- III. ACTION ITEMS**
 - A. Approval of December 18, 2018, Regular Meeting Minutes [4:00-4:02]
 - B. Approval of December 2018 Payment Vouchers [4:02-4:05]
 - C. Unfinished Business [4:05-4:15]
 - 1. Potential Levy Lid Lift Update
 - D. New Business [4:15-4:20]
 - 1. Library Meeting Room Use Policy: Approval recommendation.
 - E. Overview District Staff Profile: Who we are [4:20-4:40]
- IV. DISCUSSION ITEMS, POSSIBLE ACTION** [4:40-4:45]
 - A. Future Board Meeting Agenda Items
- V. REPORTS**
 - A. Trustees [4:45-4:55]
 - B. Executive Director [4:55-5:00]
 - Administrative
 - Community Activities
 - C. Operations [5:00-5:05]
 - D. Communication & Development [5:05-5:10]
 - E. Fiscal [5:10-5:15]
- VI. PUBLIC COMMENT**
- VII. ADJOURNMENT**

[Estimated meeting length: One hour and 15 minutes, plus public comment.]

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

01/15/19

**SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: DECEMBER 18, 2018**

The Board of Trustees of Spokane County Library District met in regular session in the public meeting room at Argonne Library, 4322 N. Argonne Rd., Spokane, WA, at 4:00 p.m., Tuesday, December 18, 2018.

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

Excused: Sonja Carlson - Trustee

Also Present: Jane Baker, Communication & Development Director; Kristy Bateman, Library Operations Manager; Toni Costa, Human Resources Director; Rick Knorr, Finance Director; Stacey Goddard, Library Services Manager; Aileen Luppert, Managing Librarian; Andrea Sharps, Collection Development Director; Doug Stumbough, Operations Director; Amber Williams, Managing Librarian-Strategic Initiatives; and Patty Franz, Executive Assistant.

Guests: Jewell Smith, Spokane.

Call to Order Chair John Craig called the meeting to order at 4:04 p.m., and welcomed
(Item I.) everyone in attendance.

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

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

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

Fund	Voucher/Payroll Numbers	Subtotal	Total
Nov. - L01	54868-54985 and W00609-W00610 & W00612-W00619	\$552,333.22	\$552,333.22
	11092018PR and 11212018PR	\$391,691.85	\$391,691.85
L01		Total	\$944,025.07

There was no discussion.

The motion was approved.

Unfinished Business
Levy Lid Lift Update
(Item III.C.1)

POTENTIAL LEVY LID LIFT UPDATE. Mr. Roewe said planning continues toward a potential levy lid lift election in 2019. The District was informed that a political action committee has been established and work is underway. There was no further discussion.

Unfinished Business
2019 Final Budget
(Items III.C.2.a)

2019 FINAL BUDGET (RESOLUTION NO. 18-08). Finance Director Rick Knorr pointed out there were no changes to the final General Fund or Capital Projects Fund budgets since approval of the preliminary budget in November. Mr. Knorr additionally reported he was informed by the Spokane County Treasurer's Office that an additional property tax refund of approximately \$74,000 was calculated for 2018 and is now available. As is common practice, Mr. Knorr requested that the refund amount be added to the District's 2019 levy. Regarding future capital expenses, next month Mr. Knorr will provide further information regarding potential roof replacement at Argonne Library. He said with Board approval, funds from the anticipated budget surplus for this year could be transferred and set aside to go toward the roofing project. Chair Craig said the District is fortunate to have surplus funds to cover the cost. Trustees directed staff to prepare a resolution to move the funds at Mr. Knorr's convenience. Mr. Roewe said staff will know more about the 2018 surplus in January and will follow through thereafter.

ADOPTING A 2019 FINAL BUDGET (RESOLUTION NO. 18-08). Mr. Johnson moved and Mr. Teterud seconded that Resolution 18-08, Adopting a 2019 Final Budget, be adopted.

RESOLUTION NO. 18-08

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, ADOPTING A 2019 FINAL BUDGET; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

There was no further discussion.

The motion was approved.

Unfinished Business
2018 Work Plan
(Items III.C.3)

2018 WORK PLAN – YEAR IN REVIEW. Mr. Roewe said resources were put toward completion of critical objectives, and objectives with less urgency will be carried forward into 2019. In response to Mr. Teterud's query, Mr. Roewe said August ballot returns demonstrate the timing of an election is less important now than in the past. In 2019, voters would have a 19-day window to return ballots, with pre-paid postage now included. There was no further discussion.

Mr. Craig called for a brief recess at 4:15 p.m. The meeting resumed at 4:22 p.m.

Public Comment
(Moved from
Agenda Item VI.)

Spokane resident Jewell Smith introduced herself and her dog, Jay, a service animal. Ms. Smith said Jay is obedient and provides a vital service in regard to her health and well-being. She asked the Board of Trustees if something

**Public Comment
(Moved from
Agenda Item VI.)**

could be done to help convey the importance of service animals to the public, so as to not be prevented from entering area businesses. Mr. Roewe asked if she had experienced such issues at any District libraries, to which Ms. Smith said she had not. In response, Mr. Roewe said District staff has been trained to accommodate service animals, and verbal confirmation serves as adequate proof of service animal status. He said Ms. Smith and Jay are welcome in all District libraries. There was no further discussion.

The meeting agenda resumed at 4:29 p.m.

**New Business
2019 Work Plan
(Item III.D.1.)**

2019 WORK PLAN. Mr. Roewe said a potential levy lid lift and capital campaign are two main initiatives for next year. In response to Mr. Craig's request, Mr. Roewe reported a feasibility study will begin in January to assess fundraising potential of the District and will be the basis for a subsequent capital campaign. There was no further discussion.

**New Business
Bulletin Boards and
Community Interest
Publications Policy
(Item III.D.2.)**

BULLETIN BOARDS AND COMMUNITY INTEREST PUBLICATIONS POLICY. Ms. Thompson moved and Mr. Johnson seconded approval of the Bulletin Boards and Community Interest Publications policy, as revised. Ms. Baker said residents have been pleased with materials distribution provided by the District, so there were no procedural changes to the policy.

There was no further discussion.

The motion was approved.

**New Business
2019 Meeting
Schedule
(Item III.D.3.)**

2019 MEETING SCHEDULE/LOCATIONS AND POLICIES REVIEW. MR. Teterud moved and Ms. Thompson seconded approval of the 2019 Board of Trustees' meeting schedule. Mr. Craig noted future openings are available for additional spotlight content to be determined throughout the year as needed. Mr. Roewe pointed out that 10 libraries will be meeting venues again next year, with spotlights continued biannually. Ms. Thompson was pre-excused from the February meeting.

There was no further discussion.

The motion was approved.

**New Business
2019 Board of
Trustees' Officers
Election
(Item III.D.4.)**

2019 BOARD OF TRUSTEES' OFFICERS ELECTION. Mr. Johnson motioned to nominate Mr. Craig to serve as chair for the 2019 calendar year, and Ms. Thompson seconded the motion.

There was no further discussion.

The motion was approved, with the abstention of Mr. Craig.

Mr. Teterud motioned to nominate Mr. Johnson to serve as vice chair, and Ms. Thompson seconded the motion.

There was no further discussion.

The motion was approved.

Minutes - Board of Trustees' Meeting

December 18, 2018

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New Business 2019 Board of Trustees' Officers Election (Item III.D.4.)

Messrs. Craig and Johnson expressed their willingness to serve as officers of the Board of Trustees from January 1 through December 31, 2019. There were no questions or comments.

There was no further discussion.

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

Chair Craig reviewed forthcoming agenda items for the next two months. Among other items, the agenda for January will include a potential levy lid lift update, review of the Library Meeting Room Use policy, and an overview profile of District staff. He pointed out WLA Library Legislative Day will be held February 6 in Olympia, for which Trustees were invited to attend. There was no further discussion.

Holiday Refreshments Break (Item V.)

Mr. Craig called for a recess at 4:36 p.m. Trustees, guest, members of the District Leadership Team, and a number of staff gathered for fellowship and light refreshments in celebration of the holiday season. The meeting resumed at 5:07 p.m.

Trustees' Reports (Item VI.A.)

There were no reports.

Executive Director's Report, Nov. 2018 (Item VI.B.)

The Executive Director's written report for November 2018 provided prior to the meeting, included information on the Business Office, Finance and Facilities, Collection Services, Human Resources, Information Technology, and Community Activities. Mr. Roewe expressed thanks to Trustees and staff who work each day to provide the District's mission to customers. He also reported the District is close to securing new legal counsel. Following completion of the meeting agenda, Ms. Thompson, also an attorney, will review the engagement letter recently sent to the District by the potential firm. There was no further discussion.

Operations Report, Nov. 2018 (Item VI.C.)

Operations Director Doug Stumbough and Library Operations Manager Kristy Bateman provided a written report prior to the meeting for November 2018, with data for customer use measures, programming, and library activities. Mr. Stumbough had nothing further to report. There was no further discussion.

Communication Report, Nov. 2018 (Item VI.D.)

Communication & Development Director Jane Baker provided a written report prior to the meeting for November 2018 communication activities. Ms. Baker pointed out the humorous Facebook post provided in the Department's monthly report. Ms. Baker had nothing further to add, and there was no discussion.

Fiscal Report, Nov. 2018 (Item V.E.)

Revenue and Expenditure Statement through November 30, 2018.

Fund 001

Revenues	\$ 12,234,186
Expenditures	\$ 11,370,677
Ending Fund Balance	\$ 6,043,131
Fund Budget Expended	91.47%

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

In response to Mr. Johnson regarding the reduction in property tax revenue, Finance Director Rick Knorr confirmed this was an anomaly, and could have resulted from increased valuations and applications for exemptions. Mr. Roewe further pointed out fines and fees are not producing revenue as in the past and will likely not be a source of revenue in the future. There was no further discussion.

**Public Comment
(Item VI.)**

There was no additional public comment.

**Adjournment
(Item VII.)**

Chair Craig adjourned the meeting at 5:13 p.m. The next Board Meeting is scheduled for Tuesday, January 15, 2019, at 4:00 p.m., in the public meeting room at Argonne Library.

John Craig, Chair

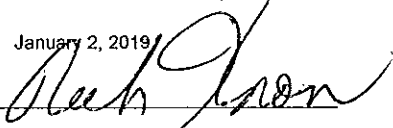
Patrick Roewe, Secretary to the Board of Trustees

PAYMENT VOUCHER APPROVAL

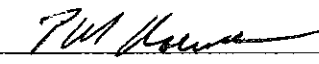
Pursuant to RCW 42.24.180 and Spokane County Library District Resolution # 94-03, we, the undersigned, do hereby certify that the merchandise and services hereinafter specified have been received as of December 31, 2018 and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$1,074,329.37 for the general fund and \$0.00 for the capital projects fund and are authorized to authenticate and certify these claims.

DATE: January 2, 2019

SIGNED



SIGNED



TITLE: Finance Director

TITLE: Executive Director

VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
054986	VOID VOUCHER	VOID VOUCHER	\$ -
054987	B & K ENTERPRISES	OUTREACH VAN STORAGE: 6 MONTHS RENTAL	360.00
054988	SONDRA BARRINGTON	CREATOR IN RESIDENCE/NS LAB	336.00
054989	BUDGET-RENT-A-CAR	CAR RENTAL	110.65
054990	CITY OF SPOKANE	WATER & SEWER - MORAN PRAIRIE	338.25
054991	CITY OF AIRWAY HEIGHTS	WATER & SEWER - AIRWAY HEIGHTS	130.49
054992	CITY OF CHENEY	WATER, SEWER, ELEC. - CHENEY	719.81
054993	CITY OF DEER PARK	WATER & SEWER - DEER PARK	74.21
054994	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE	4,644.00
054995	EARTHWORKS RECYCLING, INC	RECYCLING	170.00
054996	EDNETICS	IT HARDWARE & SOFTWARE	65,279.59
054997	FATBEAM, LLC	MONTHLY INTERNET SERVICE, NET OF ERATE DISC	498.00
054998	GALE/CENAGE LEARNING	LIBRARY MATERIALS	1,753.37
054999	GARY'S KEY & LOCK	LOCK AND KEY REPAIR	19.58
055000	G.S.I. COMPLETE GLASS INC.	BUILDING REPAIR & MAINTENANCE	943.71
055001	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	4,277.66
055002	McMULLEN & McMULLEN, P.S.	GENERAL LEGAL SERVICES	54.00
055003	MIDWEST TAPE	LIBRARY MATERIALS	6,976.52
055004	MODERN ELECTRIC WATER COMPANY	WATER, ELEC. - SV	1,797.20
055005	MONTGOMERY HARDWARE	MAINTENANCE SUPPLIES	160.92
055006	MOVO MEDIA MARKETING	SEMI-MONTHLY SOCIAL MEDIA PLATFORM MGMT	750.00
055007	MORAN PRAIRIE GRANGE	ANNUAL MEMBERSHIP	46.00
055008	NATIONWIDE INSURANCE	EMPLOYEE DEDUCTIONS FOR PET INSURANCE	141.74
055009	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	67.17
055010	ORBIS CASCADE ALLIANCE	COURIER SERVICE	6,378.00
055011	OTIS HARDWARE	MAINTENANCE SUPPLIES	16.22
055012	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	646.95
055013	PRIME PEST CONTROL	BUILDING REPAIR & MAINTENANCE	2,883.20
055014	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	130.25
055015	RECORDED BOOKS, LLC	LIBRARY MATERIALS	1,399.82
055016	RISK MGMT ASSOCIATION	LIBRARY MATERIALS	422.60
055017	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	17.30
055018	TRENTWOOD ELEMENTARY	PRIME TIME GRANT EVENT COORDINATOR STIPEND	500.00
055019	VERIZON WIRELESS	MONTHLY CELL PHONES (20)	333.55
055020	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	662.09
055021	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE	1,202.27
055022	ZOOBEAN, INC.	ANNUAL SOFTWARE SUPPORT	4,495.00
055023	ABM INDUSTRIES, INC.	MONTHLY CUSTODIAL SERVICES	4,402.71
055024	SONJA CARLSON	TRAVEL REIMBURSEMENT	10.00
055025	SHERE STAPISH	LOST/PAID BOOK REIMBURSEMENT	10.00
055026	CYNTHIA ULREY	LOST/PAID BOOK REIMBURSEMENT	16.00
055027	ABM INDUSTRIES, INC.	MONTHLY CUSTODIAL SERVICES	13,937.42
055028	ALLSTREAM	MONTHLY DID, PRI AND LONG DISTANCE PHONE SVC	451.94
055029	CHARLES ANDREWS	PROGRAM PRESENTER AT CHENEY LIBRARY	600.00
055030	ASSOC OF WASHINGTON CITIES-NWA	MEDICAL, DENTAL, VISION & LIFE INS.	818.21
055031	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	172.27
055032	CAL'S UPHOLSTERY	REUPHOLSTER LIBRARY FURNITURE	2,937.60

055033	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	123.76
055034	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	606.36
055035	CENTURYLINK	ANALOG TELEPHONE LINES	41.31
055036	CENTURYLINK	ANALOG TELEPHONE LINES	59.91
055037	CENTURYLINK	ANALOG TELEPHONE LINES	82.60
055038	CENTURYLINK	ANALOG TELEPHONE LINES	39.75
055039	CITY DIRECTORIES	LIBRARY MATERIALS	2,040.00
055040	US POSTAL SERVICE	POSTAGE FOR POSTAGE MACHINE	5,000.00
055041	CITY OF MEDICAL LAKE	WATER, SEWER, REFUSE - ML	160.68
055042	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CH	30.54
055043	DELL MARKETING L.P.%DELL USA LP	PRINTER SUPPLIES/IT EQUIPMENT	5,386.43
055044	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	781.58
055045	JEFFREY GLENN DODD	PRIME TIME GRANT SCHOLAR STIPEND	875.00
055046	EMPIRE DISPOSAL INC.	SOLID WASTE - FAIRFIELD	42.57
055047	FREE PRESS PUBLISHING, INC	LIBRARY MATERIALS	158.00
055048	GALE/CENAGE LEARNING	LIBRARY MATERIALS	10,066.53
055049	GARY'S KEY & LOCK	LOCK AND KEY REPAIR	66.09
055050	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	97.92
055051	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	3,117.09
055052	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	18,917.38
055053	INLAND POWER AND LIGHT	ELECTRIC UTILITIES - AH, DP	637.48
055054	KIDS NEWSPAPER	ADVERTISING	800.00
055055	MIDWEST TAPE	LIBRARY MATERIALS	12,283.60
055056	KATHLENE MOORE	PROGRAM PRESENTER AT AIRWAY HEIGHTS LIBRARY	149.60
055057	NEW YORK TIMES	LIBRARY MATERIALS	533.00
055058	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	91.84
055059	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	40,546.25
055060	PENGUIN RANDOM HOUSE LLC	LIBRARY MATERIALS	76.16
055061	PERRINE PROPERTIES, LLC	MONTHLY PARKING LOT LEASE, SV	300.00
055062	PRIME PEST CONTROL	BUILDING REPAIR & MAINTENANCE	761.60
055063	RECORDED BOOKS, LLC	LIBRARY MATERIALS	215.42
055064	SHI INTERNATIONAL CORP	IT HARDWARE & SOFTWARE	18,116.02
055065	SPOKANE MALL LLC	MONTHLY LEASE PAYMENT, BOOKEND	3,120.00
055066	SPOKANE COUNTY ENVIRONMENTAL SERVICES	MONTHLY SEWER - AR, NS, SV	537.79
055067	JOHN SPRACKLEN	REIMBURSE OVERPAYMENT OF DENTAL INSURANCE	28.05
055068	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	671.73
055069	UPS	SHIPPING	17.34
055070	U.S. DEPT. OF EDUCATION	PAYROLL GARNISHMENT	78.69
055071	SPOKANE COUNTY UNITED WAY	EMPLOYEE DEDUCTIONS FOR UNITED WAY	119.50
055072	VALUE LINE PUB., INC.	LIBRARY MATERIALS	900.00
055073	WHITWORTH WATER DISTRICT #2	WATER - NORTH SPOKANE	28.57
055074	ZAYO GROUP, LLC	MONTHLY BROADBAND SERVICE	16,190.23
055075	CAMERON STARKEL	LOST/PAID BOOK REIMBURSEMENT	10.00
055076	AT&T MOBILITY	TELEPHONE & BROADBAND - BOOKEND	106.51
055077	CONTRACT DESIGN ASSOCIATES	OFFICE FURNITURE	623.86
055078	CDW GOVERNMENT, INC.	IT HARDWARE & SOFTWARE	175.34
055079	DELL MARKETING L.P.%DELL USA LP	PRINTER SUPPLIES/IT EQUIPMENT	540.71
055080	GARY'S KEY & LOCK	LOCK AND KEY REPAIR	73.98
055081	H&H BUSINESS SYSTEMS, INC.	QTRLY COPIER MAINTENANCE & TONER	3,173.97
055082	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	3,117.09
055083	INLAND POWER AND LIGHT	ELECTRIC UTILITIES - AH, DP	355.82
055084	MOVO MEDIA MARKETING	SEMI-MONTHLY SOCIAL MEDIA PLATFORM MGMT	750.00
055085	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	75.01
055086	OPTUM	MONTHLY HSA ACCOUNT FEES	81.00
055087	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	235.54
055088	SOLUTIONS NORTHWEST, INC.	HR CONSULTANT SERVICES	350.00
055089	THE SPOKESMAN- REVIEW	PROGRAM ADVERTISING	361.32
055090	SCORE	LIBRARY PROGRAMS	600.00
055091	SPOKANE HARDWARE SUPPLY	BUILDING REPAIR & MAINTENANCE	5.16
055092	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	1,607.15
055093	SUPPLYWORKS	MAINTENANCE SUPPLIES	54.94
055094	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	22,182.08
055095	U.S. DEPT. OF EDUCATION	PAYROLL GARNISHMENT	72.97
055096	SPOKANE COUNTY UNITED WAY	EMPLOYEE DEDUCTIONS FOR UNITED WAY	119.50
055097	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	536.45

055098	WICK ENTERPRIZES, LLC	ADVERTISING	312.37
055099	AVISTA UTILITIES	MONTHLY UTILITIES	9,775.35
055100	BEACON HILL	BOARD SUPPLIES	163.20
055101	BOOKS IN MOTION	LIBRARY MATERIALS	69.61
055102	CAVENDISH SQUARE	LIBRARY MATERIALS	711.72
055103	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	129.79
055104	CONSOLIDATED IRRIGATION DIST19	WATER - OTIS ORCHARDS	21.00
055105	DELL MARKETING L.P.%DELL USA LP	PRINTER SUPPLIES/IT EQUIPMENT	438.22
055106	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	862.16
055107	FATBEAM, LLC	MONTHLY INTERNET SERVICE, NET OF ERATE DISC	498.00
055108	FRONTIER COMMUNICATION	TELEPHONE & BROADBAND - FF	121.67
055109	GALE/CENAGE LEARNING	LIBRARY MATERIALS	601.06
055110	GARY'S KEY & LOCK	LOCK AND KEY REPAIR	64.46
055111	INFOGROUP LIBRARY DIVISION	ELECTRONIC LIBRARY SERVICES	8,918.00
055112	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	11,438.03
055113	KENT ADHESIVE PRODUCTS CO.	OFFICE/LIBRARY SUPPLIES	210.47
055114	MIDWEST TAPE	LIBRARY MATERIALS	5,136.08
055115	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	27,506.40
055116	PRESSWORKS	PRINTING	190.40
055117	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	203.41
055118	RECORDED BOOKS, LLC	LIBRARY MATERIALS	135.35
055119	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	769.90
055120	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	78.27
055121	UNIQUE MANAGEMENT SERVICES	MONTHLY COLLECTION AGENCY & NOTICE FEES	1,549.57
055122	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	646.32
055123	WEST PLAINS CHAM. OF COMMERCE	ANNUAL DUES	25.00
055124	WALT'S MAILING SERVICE	ADVERTISING	65.05
055125	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	206.61
055126	CITY OF SPOKANE	WATER & SEWER - MORAN PRAIRIE	292.37
055127	GALE/CENAGE LEARNING	LIBRARY MATERIALS	455.66
055128	GREENLEAF LANDSCAPING, INC.	GROUPS MAINTENANCE	2,502.44
055129	H&H BUSINESS SYSTEMS, INC.	QTRLY COPIER MAINTENANCE & TONER	3,934.97
055130	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	190.36
055131	VOID VOUCHER	VOID VOUCHER	-
055132	VOID VOUCHER	VOID VOUCHER	-
055133	VOID VOUCHER	VOID VOUCHER	-
055134	VOID VOUCHER	VOID VOUCHER	-
055135	VOID VOUCHER	VOID VOUCHER	-
055136	VOID VOUCHER	VOID VOUCHER	-
055137	MODERN ELECTRIC WATER COMPANY	WATER, ELEC. - SV	1,952.11
055138	DEBRA MORGAN	LOST/PAID BOOK REIMBURSEMENT	12.00
055139	CATHERINE J NG	CREATOR IN RESIDENCE/NS LAB	400.00
055140	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	19.98
055141	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	17.30
055142	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	119.61
055143	CITY OF AIRWAY HEIGHTS	WATER & SEWER - AIRWAY HEIGHTS	130.49
055144	CITY OF CHENEY	WATER, SEWER, ELEC. - CHENEY	694.02
055145	CITY OF DEER PARK	WATER & SEWER - DEER PARK	72.92
055146	NATIONWIDE INSURANCE	EMPLOYEE DEDUCTIONS FOR PET INSURANCE	141.74
W00620	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	57,183.28
W00621	US BANK - HEALTH - OPTUM	H S A CONTRIBUTIONS	1,658.00
W00622	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	48,993.24
W00623	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	65.00
W00624	ASSOC OF WASHINGTON CITIES-NWA	MEDICAL, DENTAL, VISION & LIFE INS.	86,855.66
W00625	STATE OF WASHINGTON	MONTHLY EXCISE/SALES TAXES	739.47
W00626	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	56,881.86
W00627	US BANK - HEALTH - OPTUM	H S A CONTRIBUTIONS	1,658.00
W00628	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	48,658.26
W00632	STATE OF WASHINGTON	MONTHLY EXCISE/SALES TAXES	482.62

Total Non-Payroll General Operating Fund

\$ 696,155.87

PAYROLL VOUCHERS

12102018PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS	\$ 190,241.78
12232018PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS	<u>187,931.72</u>
Total Payroll General Operating Fund			\$ 378,173.50
TOTAL GENERAL OPERATING FUND			<u>\$ 1,074,329.37</u>

November/December 2018 Credit Card Activity
Pair in December 2018
Voucher #055094

<u>Card Category</u>	<u>Amount</u>
General Purchases	\$11,787.70
Maintenance	949.28
Travel	257.41
Acquisitions	2,346.30
Information Technology	6,759.38
Outreach	82.01
General Fund Purchases	<u>\$22,182.08</u>

POTENTIAL LEVY LID LIFT UPDATE**Background:**

Executive Director Patrick Roewe will provide brief comments and be available for questions.

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

Overview District Staff Profile: Who We Are

Human Resources Director Toni Costa will provide a snapshot of District staff demographics, turnover, and training statistics.

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

FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: FEBRUARY-MARCH 2019***February 19, 2019: North Spokane Library - (4:00 p.m.)***

- Potential Levy Lid Lift Update
- Exhibits and Displays Policy: Approval recommendation.
- 2018 Reciprocal Use of Libraries Report (tentative)
- Overview Library Giving Day
- Spotlight TBD/Tentative

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

March 19, 2019: Airway Heights Library - (4:00 p.m.)

- Potential Levy Lid Lift Update
- Children's Safety in Libraries Policy: Approval recommendation.
- Resolution for Recognition of Friends of the Library: Approval recommendation.
- Resolution for SCLD Volunteers: Approval recommendation.
- Overview District Customer Profile: Who We Serve
- Spotlight TBD/Tentative

SPECIAL MEETINGS/ACTIVITIES2019

Feb 6 Library Legislative Day, Olympia, WA

Apr 11 Friends of the Library Annual Meeting and Volunteer Appreciation Reception, CenterPlace, Spokane Valley, 5:30-8pm

Aug 6 Potential Levy Lid Lift Election

Oct 14 All Staff Day, CenterPlace, Spokane Valley, 9am-5pm

EXECUTIVE DIRECTOR'S REPORT DECEMBER 2018

Business Office, Finance and Facilities – Rick Knorr

Finance Report

2018 Budget and Year-End Discussion

Because year-end financials were not yet available from the Spokane County Treasurer's Office, the preliminary financial report for the year ended December 31, 2018, will be distributed at the January board meeting.

Revenues

Capital Projects Fund

Approval for a resolution to transfer year-end revenue surplus to the Capital Projects Fund is tentatively planned for the February meeting agenda, based on direction by the Board of Trustees.

Facilities Report

Argus Janitorial, the District's new janitorial contractor for all libraries, began January 2. The janitorial staff is still learning the particulars of the District's facilities, yet overall the results are very positive.

Human Resources – Toni Costa

Department Activities

- Training
 - New Employee Orientation
 - Staff completed 162 courses in TalentLMS

Recruitment and Selection:

- a. New Hires
 - N/A
- b. Reclassifications
 - N/A
- c. Transfers
 - N/A
- d. Promotions
 - N/A
- e. Terminations
 - Purchasing Specialist/Supply Tech – Finance Office

Operations – Doug Stumbough

There are many instances where District staff, services, and programs impact our customers in sometimes small, yet encouraging ways. Following are a few examples that have been shared through the Positive Interaction reports this fall.

At Spokane Valley, a mother with three kids under the age of six wanted to say thank you to the library and those who select materials (Cheryl and Sheri in Collection Services) for the diverse books in the collection and on display, especially those offered to kids.

A preschooler and her grandpa stopped by to "trick or treat" the library booth at Deer Park's Pumpkin Lane celebration and the grandpa praised the Deer Park staff and library for helping the girl be a "shining star" since she started preschool. He credited her success to attending our toddler and preschool Play and Learn Storytimes and all the great things that we do.

A customer at Moran Prairie went out of her way to let us know "what a treasure Stacy is, how she had great customer service skills, and helped to resolve [the customer's] situation."

A five-year-old came into Spokane Valley to get her first library card and then captured the event with a selfie with her mom in front of the "I Love My Library" poster, grinning ear to ear through the entire process.

Due to some last minute cancellations that left The BookEnd with one lone Symphony ticket on the last day it could be picked up, Rachel, Emily, and Ariel were able offer it to a customer who used it to enjoy his first performance and said in a note to staff that he had a fantastic time and thanked them for giving him the opportunity.

Finally, a customer wanted to let us know she had a very positive experience and was appreciative for the help with STEM bags she received from the staff at Spokane Valley. She said that Amanda was very patient, pleasant and helpful over the phone and that other staff helped her understand the STEM bag and how it worked when she came into the library to pick it up.

Collection Services – Andrea Sharps

As a new feature, we will highlight popular book titles, as evidenced by the number of checkouts and holds placed for the month:

- Popular Adult Book Titles December 2018:
 - Checkouts:
 - *The Tattooist of Auschwitz: A Novel* by Heather Morris (62)
 - *Sold on a Monday: A Novel* by Kristina McMorris (51)
 - *Fear: Trump in the White House* by Bob Woodward (43)
 - Holds:
 - *Becoming* by Michelle Obama (84)
 - *The Reckoning* by John Grisham (72)
 - *Past Tense: A Jack Reacher Novel* by Lee Child (46)

To ensure that we have a sufficient number of copies to meet the number of holds, we regularly run "holds ratio reports" to capture this data. For physical items, our holds ratio is 4:1 which means that we should have one copy for every four holds. Holds ratio reports are run on a regular schedule and additional items purchased to meet the holds ratio are marked as rush and given priority in cataloging, processing, and adding.

Youth Collection Development Librarian Sheri Boggs led a 'STARS Training: New Picture Books of 2018' with Library Services Manager Mary Ellen Braks on Dec. 8. They shared their favorite new books from 2018 to use with babies, toddlers, and preschoolers for fun, and to also help develop early literacy, language, and STEM skills.

Also as a new feature, we have redesigned the presentation of selected collection usage data into a spreadsheet format, and have included data from the same month in the previous year to provide a point of comparison:

COLLECTION MONTHLY REPORT			
DECEMBER 2018			
	Select Transaction Count		
Physical Collection	YTD 2018	YTD 2017	CHANGE
Items Processed	67,546	69,311	-3%
Interlibrary Loan Total	11,650	10,912	7%
Overdrive			
Total Checkouts	527,570	459,363	15%
Total Holds	183,227	147,575	24%
hoopla			
Total Checkouts	32,384	32,743	-1%
	Item Count		
Material Type	YTD 2018	YTD 2017	CHANGE
Print	312,942	319,049	-2%
Nonprint	88,020	88,019	0%
Overdrive	83,325	74,486	12%
Grand Total	484,287	481,554	1%
NOTES: PRINT = Books and Periodicals			
NONPRINT = DVDs, CDs, Books on CD, and other media			
OVERDRIVE = Downloadable eBooks and Audiobooks			

Executive Director – Patrick Roewe
District Activities

Leadership Team Updates

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

Innovation Team: The Innovation Team has provided staff an opportunity to submit process and service improvement ideas that ultimately benefit the customer experience. The team has been made up of staff

volunteers from all departments who are charged with reviewing ideas submitted by their peers and making recommendations on the ideas to management. After five years of operating under its current model, the District will review and re-launch the program. The Leadership Team has valued the work of the team, and is looking forward to working with them in this re-launch effort.

Donation procedures: With the Development Manager role now in place, we have revised our process for receiving donations so that tracking donations and communicating with donors will be done through a formal, consistent process.

Strategic Initiatives:

Potential levy lid lift election in 2019:

- Staff work remains focused in large part on effectively communicating the District's message via the public information campaign once the Board of Trustees has made a final determination. To that end, the Leadership Team will conduct a retreat in early January to map out a timeline and identify and assign related tasks.

Community Engagement Plan (CEP) process:

- The initial draft of the plan reported last month is still in the review process, with the intent that a second draft be completed after the first of the year.

Legal Counsel Update:

The District has selected Brian Werst of the firm Witherspoon Brajcich McPhee, PLLC, as its new general legal counsel. Mr. Werst's experience and expertise in working with local government entities in areas such as municipal law, employment and labor, and public finance proved most responsive to the District's varied legal support needs. Special thanks to Trustee Thompson for facilitating recommendations and for reviewing the letter of engagement as part of the search process.

Community Engagement

End of the year visits: In regard to our District community, I visited all eleven of our library locations this month, bringing holiday treats and season's greetings to all of our staff throughout the District. I enjoy this opportunity to share some fellowship with our staff and thank them for the hard work they do in putting our mission to work every day.

I attended the following community meetings:

- Greater Spokane Incorporated (GSI) K-12 Roundtable meeting. Topics included a presentation on "Career Connect Washington," which is a public-private partnership to accelerate career connected learning.
- Two meetings for Spokane Rotary Club 21.
- The Partners Advancing Character Education board and committee meetings. This organization promotes the importance of good character through partnerships with schools, businesses, public agencies and community groups.

Mike Stone, director of Parks and Recreation for the city of Spokane Valley, contacted me about the local El Katif Shrine Center using the District's property on Sprague Ave. and Herald Rd. (and the adjacent city-owned parcels) for a presentation of the Shrine Circus in April 2019. They used the property for the same purpose last year. We've again requested a certificate of liability insurance naming Spokane County Library District as an additional insured party (along with the City), prior to granting final approval.

Operations Report December 2018

Doug Stumbough and Kristy Bateman

Service Priority Teams

Business and Career Development (Stacey Goddard)

- We presented five programs in support of financial literacy education, including programs from SNAP and STCU. Although this is typically a slower time of year, it is worth noting the three Homebuyer Education seminars averaged 30 attendees each.
- The end of fall quarter meant a flurry of test proctoring around the District, with staff proctoring 38 exams.

Early Learning (Mary Ellen Braks)

- We provided 102 Storytimes to 1,996 children, parents, and caregivers. Our average attendance was 19, which was lower than last month. It's not unusual for our attendance to go down in December.
- We provided 46 Storytimes to 796 children at 22 child care centers.
- We offered a Best Picture Books of 2018 STARS training, with 33 child care providers in attendance.

Education and Enrichment (Gwendolyn Haley)

- We are finalizing the shift to a new online Museum Pass system that will allow District customers to reserve museum passes for a specific date and print them.
- We are developing STEM kits for families with older children to check out, since the preschool *Ready for School with STEM* kits and the circulating SNAP circuits have proven so popular.
- We are working with the Washington State Library and Washington State Parks on a pilot project to circulate Discovery Passes.

Digital Projects and Resources (Carlie Hoffman)

- Librarian Ree West created a spreadsheet to help track and engage with creators when the new creators website project is launched.
- Work continued on setting up TixKeeper, the software that will soon launch for customers to reserve Symphony, Mobius, and MAC tickets.

Book a Librarian highlights

- We helped a customer with calculating taxes collected by quarter using Excel formulas. We also suggested some Lynda.com courses that could further assist with his goals.
- A number of customers were helped with resumes and with computer basics.
- A customer who is not a native English speaker received help with her Chromebook. She also wanted to practice English, so we created a Pronunciator account for her.

Information Technology (Patrick Hakes)

- We have submitted requests for proposals and prepared filings for E-Rate funding for our Wide Area Network and a variety of network infrastructure projects throughout the District. The District has the opportunity to obtain up to 80% of funding and reimbursements toward certain hardware and services that meet eligibility requirements.
- The new network storage disks were installed and the process of migrating data has begun.
- Spokane Valley Tech had five students job shadow the District's IT staff. Drew Leiser, Aaron Miller, and Giang Bui were phenomenal in providing the students with tasks and challenges that introduced them to the IT career field.
- Work continues with representatives from the various departments on the new District SharePoint environment. Teresa Nelson has taken the lead on assisting the site administrators in setting up their particular sites. The completion of a large part of this project is expected by the end of the first quarter, with adjustments and tweaks being performed throughout the rest of the year.

Library Reports

Airway Heights: Alison Johnson

- The *Airway Heights Winter Festival Storytime* was a huge success. Many families came for our winter-themed Storytime. The children especially enjoyed ringing jingle bells with songs and stories.
- The *Ornament Making & Decorating* program filled the library and meeting room with children making ornaments. We also had children lining up across the library to get their face painted like Santa, Rudolph the Red Nosed Reindeer and other characters, courtesy of our Friends of the Library who sponsored the face painter.

Argonne: Pat Davis

- As part of the Millwood Tree Lighting Celebration, we hosted a *Gingerbread Build* at the Millwood Masonic Center. Many stopped to thank us for the event and to show us their creations.
- *Ornament Making and Decorating* was another popular program. Customers of all ages tried their hand at making an ornament for their trees.

BookEnd: Caitlin Wheeler

- Customers enjoyed making forts, obstacle courses, boats, castles, and more with the Imagination Playground blocks.

Cheney: Catherine Nero Lowry

- Cheney partnered with the Cheney Merchant Association for the Holiday Hoopla celebration. The library provided crafts and wrapping supplies for gifts. Kids and their families packed the meeting room to create personalized tea towels, magnets, and cards for family and friends.
- Cheney proctored exams for 24 students.

Deer Park: Kris Barnes

- I presented a book talk and genre presentation to two Arcadia Elementary classes. My presentation helped them identify and choose something in the historical fiction genre.
- Riverside School District's Independent Scholar Program produced "Kindness Bookmarks." The bookmarks were strategically placed inside library books and helped spread the message of kindness.

Fairfield: Kristy Bateman

- Customers of all ages enjoyed the *Ornament Making and Decorating* program in conjunction with Fairfield's Old Fashioned Christmas.
- Friends of the Fairfield Library took advantage of the celebration and held a successful book sale inside the library.

Medical Lake: Cecelia McMullen

- All ages enjoyed *Whoville*-themed activities in conjunction with *Winterfest*, a city wide event. Parents happily wore child-created headgear made of twisted pipe cleaners, colorful pompoms and glitter.
- The gingerbread event at *Medical Lake Monday* maximized incorporating great quantities of candy into the graham cracker structures. The urge to eat the trimmings was only deflected by the pride each person had in their creations and the desire to get a photograph before consuming the evidence.

Moran Prairie: Danielle Marcy

- The proctoring service was used heavily this month as multiple students completed their final exams.
- Librarian Sheree West reported that whole family groups turned out to participate in the *Ornament Making and Decorating* program. It was clear from the amount of time and attention they gave to their projects that this event provided lots of opportunities to spend quality time together as a family.

North Spokane: Brian Vander Veen

- Staff provided a tour of the library for Northwest Parent Cooperative Preschool. The group stayed for *Play and Learn Storytime*, making it one of the most attended preschool Storytimes on record at North Spokane with 80 parents, caregivers, and children.

- Our December *Creator in Residence*, Catee Ng, led a workshop on basic cupcake decorating and another on creating edible cake decorations from chocolate and fondant.

Otis Orchards: Caitlin Wheeler

- Kids and parents got sticky together as they helped each other make ornaments in our *Ornament Making and Decorating* program.
- Children in our *Preschool Play and Learn* giggled over a “snowball fight” starring our colorful Storytime scarves as the snowballs.

Spokane Valley: Aileen Luppert

- December's *Random Fandom Trivia Night* was particularly fun and attracted 21 adults. Customers came in their finest, and ugliest, holiday sweaters. They brought cookies to share and sang carols between rounds of trivia based on holiday movies and TV specials.
- An enthusiastic group of teens joined us for *Winter Break Video Camera Crew* in the Studio. For two days they created library themed infomercials as a way to learn to plan, film, and edit video. Several of the teens had been in previous Studio programs and expressed excitement for the next one.

District-wide Information

Security Incident Report

There were 22 Security Incident reports filed, six less last month (28) and four less than December 2017 (26). Spokane Valley had the most incidents reported with 10. The most frequently reported incidents related to General Code of Conduct violations (10). There was a one-year exclusion related to selling controlled substances on District property. To further put all of these numbers in perspective, the total door count District-wide in the month of December was 86,864.

Public Use Measures

December 2018

Measure	This year	Last year	YTD	Last YTD
	This Month	This Month	This year	Comparison
Cardholders	112,580	117,880		-4%
Door count	87,155	98,021	1,353,581	3%
Items Borrowed	205,159	197,897	2,664,567	2%
• Airway Heights	4,815	4,902	68,168	-11.47%
• Argonne	10,807	11,985	153,394	-3.09%
• Cheney	11,903	12,122	157,886	-1.43%
• Deer Park	12,158	12,367	159,819	-7.47%
• Fairfield	1,370	1,221	16,316	10.39%
• Medical Lake	3,987	4,858	54,774	-9.94%
• Moran Prairie	15,757	15,631	202,799	-6.04%
• North Spokane	42,366	40,939	570,763	1.77%
• Otis Orchards	5,115	5,340	69,680	-0.10%
• Spokane Valley	44,556	44,470	588,803	-2.29%
• The BookEnd	3,463	2,975	39,362	77.89%
• Digital	48,512	40,770	559,954	14%
Programs				
• Number	255	277	3,432	-3%
• Attendance	6,260	7,717	84,390	-4%
Internet Station Use (%)	46.2%	45.4%	49.7%	
Meeting room bookings	502	448	5,865	20%
Digital Resource Use	73,481	72,983	993,760	-3%

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 & Development Report December 2018

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

News Coverage

- December 1 – *The Current* – STARS shine for early learning training at library
- December 1 – *The Current* – The art of cake decorating with Cate Ng
- December 1 – *The Current* – Random Fandom Trivia Night
- December 1 – *Kids Newspaper* – Ornaments, Festivals, Stories, and Good Cheer!
- December 5 – *Deer Park Tribune* – Storytimes at Deer Park Library
- December 6 – *Cheney Free Press* – Holiday Hoopla Happiness
- December 6 – *Cheney Free Press* – What's Happening on the West Plains
- December 6 – *Cheney Free Press* – Airway Heights Winter Festival draws crowd
- December 7 – *The Spokesman-Review* – Millwood Christmas tree lighting set for Friday
- December 7 – *Spokane Valley Herald* – SCLD streaming services
- December 12 – *Deer Park Tribune* – Storytimes at the Deer Park Library
- December 13 – *Cheney Free Press* – What's Happening on the West Plains
- December 14 – *Spokane Valley Herald* – SCLD streaming services
- December 14 – *Spokane Valley Herald* – Spokane County Library Board Meeting Date
- December 15 – *The Spokesman-Review* – Local libraries forgive fines for Christmas Bureau recipients
- December 18 – *Deer Park Gazette* – December Community Event Calendar
- December 19 – *The Spokesman-Review* – Parents grateful for Christmas toys for their children
- December 19 – *Deer Park Tribune* – Storytimes at the Deer Park Library
- December 20 – *Cheney Free Press* – Spokane County Library District holiday closure
- December 21 – *Spokane Valley Herald* – Spokane County Library Board Meeting Date
- December 21 – *Spokane Valley Herald* – SCLD streaming services
- December 26 – *Deer Park Tribune* – Storytimes at the Deer Park Library
- December 27 – *Cheney Free Press* – County libraries closures for New Year's
- December 28 – *Spokane Valley Herald* – Libraries closed
- December 28 – *Spokane Valley Herald* – SCLD streaming services
- December 31 – *The Columbian* – Library workers get pay increase

E-newsletter Email

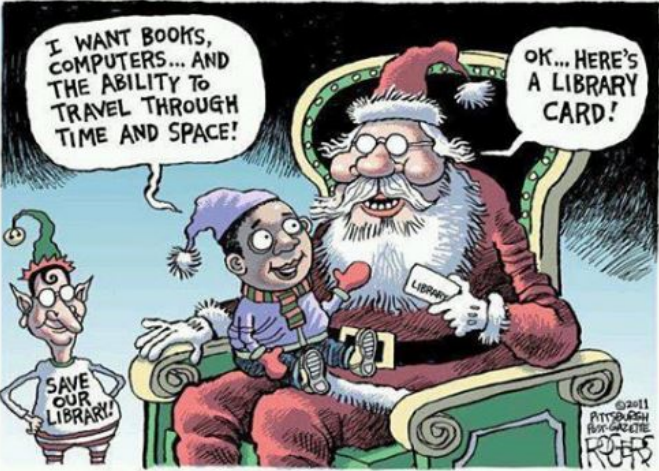
- Sent on December 13, 2018 (100,071)
- Open rate: 10.8% (10,794)
- Clicked: 1,211
- Unsubscribed: 92

E-Marketing (Website, Social Media, Email)

Post Details

Spokane County Library District
Published by Erin Dodge [?] · December 12 at 4:08 PM · 🌐

#HumpDayHumor - So true! A library card is a perfect fit!
via FabulousFifties



Get More Likes, Comments and Shares
Boost this post for \$20 to reach up to 4,400 people.

6,291 People Reached 783 Engagements [Boost Post](#)

Teah Clark, Jennifer Erickson and 172 others 85 Shares

Like Comment Share

Performance for Your Post

6,291 People Reached

554 Reactions, Comments & Shares ⓘ

348 Like	127 On Post	221 On Shares
97 Love	44 On Post	53 On Shares
14 Haha	4 On Post	10 On Shares
1 Wow	0 On Post	1 On Shares
9 Comments	0 On Post	9 On Shares
85 Shares	85 On Post	0 On Shares

243 Post Clicks

52 Photo Views	1 Link Clicks ⓘ	190 Other Clicks ⓘ
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NEGATIVE FEEDBACK

5 Hide Post	1 Hide All Posts
0 Report as Spam	0 Unlike Page

Reported stats may be delayed from what appears on posts

Podcast

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

A break in podcasts for December due to holiday scheduling.

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

Ad created this month

This ad (*right*) was featured in the December issue of The Current.

Development Activities

Solicitation of bids, hiring of consulting firm, and creation of a robust and comprehensive list of potential donors for a feasibility study. As of Monday, January 7, Ager Consulting of Spokane has been contracted to perform the feasibility study, which will assess the fundraising potential of the District and serve to set a monetary goal for an upcoming capital campaign.

2018 End-of-Year Appeal, which went from November 27 (also known as "Giving Tuesday") to December 31. During this appeal, the Friends of the Spokane County Library District grossed \$2,385 in restricted and unrestricted donations. The District grossed \$1,000 in donation(s) during this time as well.



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

	Y-T-D Actual	Annual Budget	Target 100.0% Percent Used	Balance Remaining
REVENUES				
PROPERTY TAXES	\$ 11,495,883	\$ 11,576,000	99.31%	\$ 80,117
CONTRACT CITIES - AIRWAY HEIGHTS	266,539	264,000	100.96%	(2,539)
CONTRACT CITIES - SPOKANE	83,137	80,800	102.89%	(2,337)
FINES & FEES	177,172	209,000	84.77%	31,828
GRANTS & DONATIONS	73,501	53,000	138.68%	(20,501)
E-RATE REIMBURSEMENTS	107,649	167,000	64.46%	59,351
OTHER	45,196	19,500	231.78%	(25,696)
INTEREST REVENUES	65,545	62,000	105.72%	(3,545)
TOTAL REVENUES	\$ 12,314,623	\$ 12,431,300	99.06%	\$ 116,677
TRANSFERS IN	-	-	0.00%	-
TOTAL REVENUES & TRANSFERS IN	\$ 12,314,623	\$ 12,431,300	99.06%	\$ 116,677
EXPENSES				
SALARIES	\$ 6,102,244	\$ 6,137,000	99.43%	\$ 34,756
FRINGE BENEFITS	2,131,010	2,202,950	96.73%	71,940
SUPPLIES	182,148	190,100	95.82%	7,952
UTILITIES	422,662	442,400	95.54%	19,738
SERVICES	1,145,861	1,307,750	87.62%	161,889
INSURANCE	63,064	69,000	91.40%	5,936
EQUIPMENT & SOFTWARE	197,494	230,000	85.87%	32,506
LIBRARY MATERIALS	1,499,010	1,460,000	102.67%	(39,010)
ELECTRONIC LIBRARY MATERIALS	196,699	205,000	95.95%	8,301
LIBRARY PROGRAMS	119,419	109,800	108.76%	(9,619)
OPERATIONAL CONTINGENCIES	0	77,300	0.00%	77,300
TOTAL EXPENSES	\$ 12,059,612	\$ 12,431,300	97.01%	\$ 371,688
TRANSFERS OUT	400,000	-	0.00%	(400,000)
TOTAL EXPENSES & TRANSFERS OUT	\$ 12,459,612	\$ 12,431,300	100.23%	\$ (28,312)
Net Excess of Revenues Over/(Under) Expenses	\$ (144,990)	\$ -		
BEGINNING CASH	5,179,623			
NET FROM ABOVE	(144,990)			
ENDING CASH	\$ 5,034,633			

Number of months cash on hand 4.9

**Spokane County Library District
Capital Projects Fund
Statement of Revenues and Expenses
For the Year Ended December 31, 2018**

	Y-T-D Actual	Annual Budget	Balance Remaining
REVENUES			
Interest Earnings	22,015	14,000	8,015
TOTAL REVENUES	22,015	14,000	
 TRANSFERS IN	400,000		
TOTAL REVENUES & TRANSFERS IN	422,015		
 EXPENSES			
North Spokane Remodel Project Retainage	14,063	19,000	
TOTAL EXPENSES	14,063	19,000	(4,937)
 NET EXCESS OF REVENUES OVER (UNDER) EXPENSES	407,952		
 Beginning Fund Balance: January 1, 2018	1,201,018		
Net From Above	407,952		
Ending Fund Balance	1,608,970		

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

	12/31/2017	3/31/2018	6/30/2018	9/30/2018	12/31/2018
REVENUES					
PROPERTY TAXES	4,677,029	851,664	5,542,250	337,863	4,764,106
CONTRACT CITIES - AIRWAY HEIGHTS	61,147	66,635	66,634	66,635	66,635
CONTRACT CITIES - SPOKANE	38,661	-	44,154	-	38,983
	-	-	-	-	-
FINES & FEES	48,497	47,553	43,106	46,454	40,059
GRANTS & DONATIONS	26,946	24,007	18,202	8,245	23,047
E-RATE REIMBURSEMENTS	76,561	15,977	74,565	1,164	15,943
MISC TAX COLLECTIONS & OTHER	2,431	28,388	4,091	11,831	887
INTEREST REVENUES	12,078	10,024	16,764	17,334	21,424
TOTAL REVENUES	4,943,350	1,044,248	5,809,765	489,525	4,971,084
EXPENSES					
SALARIES	1,487,150	1,474,955	1,544,232	1,545,323	1,537,735
FRINGE BENEFITS	511,330	514,841	537,099	545,314	533,756
SUPPLIES	30,448	37,550	47,014	39,823	57,761
UTILITIES	106,750	111,806	112,265	110,159	88,432
SERVICES	196,061	430,787	242,760	239,216	233,098
INSURANCE	-	62,794	175	95	-
EQUIPMENT & SOFTWARE	83,032	5,041	65,920	11,801	114,733
LIBRARY MATERIALS	269,672	388,359	361,721	349,446	399,485
ELECTRONIC LIBRARY MATERIALS	47,237	63,547	33,840	52,075	47,237
LIBRARY PROGRAMS	37,998	25,336	25,755	45,567	22,761
OPERATIONAL CONTINGENCIES	-	-	-	-	-
TOTAL EXPENSES	2,769,679	3,115,016	2,970,781	2,938,817	3,034,998
Fringe Benefits as % of Salaries	34.4%	34.9%	34.8%	35.3%	34.7%