

MISSION

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

Board of Trustees Regular Meeting

February 19, 2019 4:00 p.m. North Spokane Library Public Meeting Room

AGENDA

I. CALL TO ORDER

II. AGENDA APPROVAL [4:00]

III. ACTION ITEMS

- A. Approval of January 15, 2019, Regular Meeting Minutes [4:00-4:02]
- B. Approval of January 2019 Payment Vouchers [4:02-4:05]
- C. Unfinished Business [4:05-4:15]
 - 1. Potential Levy Lid Lift Update
 - 2. 2019 Budget
 - Authorizing the Transfer of Funds from the General Fund to the Capital Projects Fund (Resolution No. 19-01): Approval recommendation.
- D. New Business [4:15-4:30]
 - 1. Network Services Contract Awards: Approval recommendations.
 - 2. Exhibits and Displays Policy: Approval recommendation.
 - 3. Reciprocal Use of Libraries Report 2018
- E. Overview Library Giving Day [4:30-4:50]

IV. DISCUSSION ITEMS, POSSIBLE ACTION [4:50-4:55]

- A. Future Board Meeting Agenda Items

V. REPORTS

- A. Trustees [4:55-5:00]
- B. Executive Director [5:00-5:05]
 - Administrative
 - Community Activities
- C. Operations [5:05-5:10]
- D. Communication & Development [5:10-5:15]
- E. Fiscal [5:15-5:20]

VI. PUBLIC COMMENT

VII. ADJOURNMENT

[Estimated meeting length: One hour and 20 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.

02/19/19

**SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: JANUARY 15, 2019**

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, January 15, 2019.

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; Rose Guegel, Administrative Assistant; Carlie Hoffman, Library Services Manager; Rick Knorr, Finance Director; Aileen Luppert, Managing Librarian; Andrea Sharps, Collection Development Director; Doug Stumbough, Operations Director; and Patty Franz, Executive Assistant.

Guests: None.

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

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

Approval of Dec. 18, 2018, Regular Meeting Minutes (Item III.A.) Mr. Craig called for corrections to the December 18, 2018, regular meeting minutes. Mr. Roewe pointed out two clarifying corrections made to the minutes in advance of the meeting. The minutes stand approved as amended.

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

Fund	Voucher/Payroll Numbers	Subtotal	Total
Dec. - L01	54986-55146 and W00620-W00628 & W00632	\$696,155.87	\$696,155.87
	12102018PR and 12232018PR	\$378,173.50	\$378,173.50
L01		Total	\$1,074,329.37

In response to Mr. Johnson's query, Operations Director Doug Stumbough said Ednetics provides some network service to the District. He further explained the payment issued was for replacement of an array of network hard drives to enable faster accessibility should there be a hardware failure. There was no further discussion.

The motion was approved.

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

POTENTIAL LEVY LID LIFT UPDATE. Mr. Roewe said the Leadership Team held a retreat this month to map out the coming months in preparation toward a potential levy lid lift election in 2019. He said a resolution will likely be presented to the Board of Trustees at its April meeting, following preliminary discussion in March. There was no further discussion.

New Business
Library Meeting
Room Use Policy
(Item III.D.1.)

LIBRARY MEETING ROOM USE POLICY. Mr. Johnson moved and Ms. Thompson seconded approval of the Library Meeting Room Use policy, as revised. Discussion ensued among Trustees and staff about the policy. Mr. Roewe said the District's Code of Conduct policy addresses appropriate activities and behavior in libraries and was cross-referenced, yet purposely not repeated in the Library Meeting Room Use policy. In response to Mr. Johnson, Mr. Roewe confirmed meeting rooms can be used for political purposes. Mr. Stumbough reiterated there were three suggested changes to the policy, which included an increase in the minimum cleaning/maintenance fee from \$50 to \$100. In response to a Trustee's query regarding collection of the cleaning fee in advance, Mr. Stumbough said collection issues have been rare, only three over the past six years, and noted meeting room users agree in advance by signature to pay the cleaning fee, if necessary. Mr. Roewe said overall the public is respectful of library meeting rooms, yet a cleaning fee increase has become an operational reality to cover actual costs. Given the infrequency of having to assess the cleaning fee, it was determined unnecessary at this time to request payment in advance.

There was no further discussion.

The motion was approved.

Overview District
Staff Profile
(Item IV.E.)

OVERVIEW DISTRICT STAFF PROFILE. Ms. Costa addressed length of service, turnover, and anonymous exit survey results for 2018, among other aspects of the staff profile. She noted most former employees terminated for reasons unrelated to District operations, policy, or compensation, and cited statistics for those who left for other employment, promotion in their career fields, further education, relocation or retirement. Staff demographics has remained consistent over several years, equally divided among three generations until last year, when the first Generation Z employee became part of District staff. She noted boomers now comprise only 28% of staff. Ms. Costa further reported an online Learning Management System, TalentLMS, was implemented mid-2018. The new platform enables the District to replace manual tracking and paper forms with online automation. It is also used to share updated policies and procedures and implement training courses, with 100 percent staff participation. Ms. Costa thanked Trustees for their support of staff and the District. Trustees thanked Ms. Costa for the informative report. 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 February will include a potential levy lid lift update, review of the Exhibits and Displays policy, and an overview of Library Giving Day. A Reciprocal Use of Libraries report for 2018 is also

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

tentatively scheduled. In regard to upcoming events, Ms. Thompson will join Mr. Roewe in Olympia, February 6, for WLA Library Legislative Day. In response to Mr. Teterud's query, Mr. Roewe said District Leadership Team members will coordinate the Friends of the Library and Volunteer Reception planned for April. There was no further discussion.

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

There were no reports.

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

The Executive Director's written report for December 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. Johnson commented how nice it was to read the recently implemented positive incident reports from Public Services. There was no further discussion.

**Operations Report,
Dec. 2018
(Item VI.C.)**

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

**Communication &
Development
Report, Dec. 2018
(Item VI.D.)**

Communication & Development Director Jane Baker provided a written report prior to the meeting for December 2018 communication and development activities. Mr. Teterud congratulated Ms. Baker and the Communication Department on production of another successful edition of Engage magazine. Mr. Craig commented how well Mr. Roewe represented the library district in the January edition of The Current. There was no further discussion.

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

Revenue and Expenditure Statement through December 31, 2018.

<u>Fund 001</u>	
Revenues	\$ 12,314,623
Expenditures	\$ 12,459,612
Ending Fund Balance	\$ 5,034,633
Fund Budget Expended	100.23%

Mr. Knorr said the final budget figures for 2018 will be presented next month, and discussion of the surplus will be added to the agenda as well. In response to Mr. Craig's query about the future roof project at Argonne Library, Mr. Knorr said he had no updates at this time, nor have there been problems. In reference to recent news, Mr. Teterud said the Idaho Commission of Libraries would see a decreased budget next year, and commented how fortunate the District is to be independent of state funding.

There was no further discussion.

**Public Comment
(Item VI.)**

There was no public comment.

Adjournment
(Item VII.)

Chair Craig adjourned the meeting at 4:32 p.m. The next Board Meeting is scheduled for Tuesday, February 19, 2019, at 4:00 p.m., in the public meeting room at North Spokane Library.

John Craig, Chair

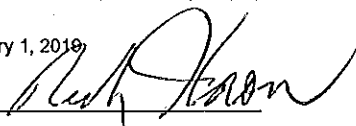
Patrick Roewe, Secretary to the Board of Trustees

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 January 31, 2019 and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$ 1,097,751.70 for the general fund and \$0.00 for the capital projects fund and are authorized to authenticate and certify these claims.

DATE: February 1, 2019

SIGNED



SIGNED



TITLE:

Finance Director

TITLE:

Executive Director

VOUCHER NUMBER	VENDOR NAME	DESCRIPTION	VOUCHER AMOUNT
055147	ALLIED FIRE & SECURITY	QUARTERLY ALARM MONITORING	\$ 1,748.24
055148	ASSOC. OF WASHINGTON CITIES	ANNUAL ASSESSMENT FEES AND DUES	7,303.31
055149	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	27.99
055150	CAL'S UPHOLSTERY	REUPHOLSTER CHAIRS	2,937.60
055151	CITY OF MEDICAL LAKE	WATER, SEWER, REFUSE - ML	159.39
055152	CITY OF SPOKANE VALLEY	LIBRARY PROGRAMS	633.50
055153	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CH	30.54
055154	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	959.61
055155	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE	4,788.00
055156	DIVCO INCORPORATED	QTRLY BUILDING REPAIR & MAINT - HVAC	17,669.44
055157	EARTHWORKS RECYCLING, INC	RECYCLING	235.00
055158	EMPIRE DISPOSAL INC.	SOLID WASTE - FAIRFIELD	42.57
055159	E-RATE EXPERTISE, INC.	E-RATE CONSULTING SERVICES	2,962.50
055160	GALE/CENAGE LEARNING	LIBRARY MATERIALS	62.24
055161	GARY'S KEY & LOCK	LOCK AND KEY REPAIR	39.16
055162	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	3,944.82
055163	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	3,137.92
055164	KANTOLA PRODUCTIONS, LP	VIDEO TRAINING LIBRARY FOR STAFF TRAINING	4,190.50
055165	KIDS NEWSPAPER	ADVERTISING	800.00
055166	McMULLEN & McMULLEN, P.S.	GENERAL LEGAL SERVICES	180.00
055167	MIDWEST TAPE	LIBRARY MATERIALS	3,394.43
055168	MOVO MEDIA MARKETING	SEMI-MONTHLY SOCIAL MEDIA PLATFORM MGMT	750.00
055169	NEW YORK TIMES	LIBRARY MATERIALS	533.00
055170	OTIS HARDWARE	MAINTENANCE SUPPLIES	9.73
055171	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	62.99
055172	PUBLIC LIBRARIES OF WASHINGTON	ANNUAL DUES	2,306.08
055173	ROBERT J SAVAGE - PRONUNCIATOR LLC	ELECTRONIC LIBRARY SERVICES	3,995.00
055174	PROQUEST LLC	ELECTRONIC LIBRARY SERVICES	7,354.00
055175	SHI INTERNATIONAL CORP	IT HARDWARE & SOFTWARE	1,797.26
055176	SPICEWORKS, INC	SOFTWARE SUPPORT	495.00
055177	SPOKANE COUNTY ENVIRONMENTAL SERVICES	MONTHLY SEWER - AR, NS, SV	537.79
055178	TOWN OF FAIRFIELD	WATER, SEWER - FAIRFIELD	185.80
055179	UPS	SHIPPING	19.31
055180	U.S. DEPT. OF EDUCATION	PAYROLL GARNISHMENT	122.59
055181	VERIZON WIRELESS	MONTHLY CELL PHONES (20)	432.18
055182	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE	1,207.08
055183	WHITWORTH WATER DISTRICT #2	WATER - NORTH SPOKANE	24.79
055184	WICK ENTERPRIZES, LLC	ADVERTISING	312.37
055185	A+ PRINTING, INC	PRINTING	126.48
055186	ALLSTREAM	MONTHLY DID, PRI AND LONG DISTANCE PHONE SVC	447.69
055187	JAN BAKER	LOST/PAID BOOK REIMBURSEMENT	24.36
055188	KARLY BOWEN	LOST/PAID BOOK REIMBURSEMENT	10.00
055189	CENTURYLINK	ANALOG TELEPHONE LINES	41.30
055190	CENTURYLINK	ANALOG TELEPHONE LINES	59.91
055191	CENTURYLINK	ANALOG TELEPHONE LINES	82.58
055192	CENTURYLINK	ANALOG TELEPHONE LINES	39.74
055193	GREATER SPOKANE VALLEY CHAMBER	DUES AND MEMBERSHIPS	479.00

055194	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	12,801.10
055195	MIDWEST TAPE	LIBRARY MATERIALS	1,607.27
055196	NATIONAL BARRICADE OF SPOKANE	BUILDING REPAIR & MAINTENANCE	94.71
055197	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	84.54
055198	OTIS ELEVATOR COMPANY	QTRLY ELEVATOR MAINTENANCE	487.06
055199	OTIS FITNESS, LLC	LIBRARY PROGRAM	50.00
055200	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	12,275.11
055201	PERRINE PROPERTIES, LLC	MONTHLY PARKING LOT LEASE, SV	300.00
055202	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	193.64
055203	RECORDED BOOKS, LLC	LIBRARY MATERIALS	18,859.75
055204	THE SPOKESMAN- REVIEW	LIBRARY MATERIALS	155.48
055205	SPOKANE MALL LLC	MONTHLY LEASE PAYMENT, BOOKEND	3,120.00
055206	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	863.98
055207	TUMBLEWEED PRESS INC.	ELECTRONIC LIBRARY SERVICES	7,816.38
055208	SPOKANE COUNTY	LIBRARY PROGRAMS	50.00
055209	ZAYO GROUP, LLC	MONTHLY BROADBAND SERVICE	16,190.23
055210	ASSOC OF WASHINGTON CITIES-NWA	MEDICAL, DENTAL, VISION & LIFE INS.	849.21
055211	AT&T MOBILITY	TELEPHONE & BROADBAND - BOOKEND	106.51
055212	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	491.34
055213	CAL'S UPHOLSTERY	REUPHOLSTER CHAIRS	1,468.80
055214	CCI SOLUTIONS	OFFICE/LIBRARY SUPPLIES	359.66
055215	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	501.54
055216	CHENEY MERCHANTS ASSOCIATION	MEMBERSHIP DUES	15.00
055217	DEPARTMENT OF LABOR & IND.	BUILDING REPAIR & MAINTENANCE	145.38
055218	FRONTIER COMMUNICATION	TELEPHONE & BROADBAND - FF	121.65
055219	GALE/CENAGE LEARNING	LIBRARY MATERIALS	11,350.18
055220	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	308.66
055221	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	2,895.13
055222	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	8,374.60
055223	INLAND POWER AND LIGHT	ELECTRIC UTILITIES - AH, DP	1,012.60
055224	LA CONNER LIBRARY FOUNDATION	INTERLIBRARY LOAN FEES	110.00
055225	ANGELA MCMANIGAL	LOST/PAID BOOK REIMBURSEMENT	6.00
055226	MIDWEST TAPE	LIBRARY MATERIALS	67,343.74
055227	MOVO MEDIA MARKETING	SEMI-MONTHLY SOCIAL MEDIA PLATFORM MGMT	750.00
055228	NATIONAL COLOR GRAPHICS	PRINTING - ENGAGE MAGAZINE	9,941.06
055229	OPTUM	MONTHLY HSA ACCOUNT FEES	81.00
055230	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	19,031.71
055231	PRESSWORKS	PRINTING	1,596.10
055232	RECORDED BOOKS, LLC	LIBRARY MATERIALS	1,037.04
055233	ROGUE HEART MEDIA, INC	ADVERTISING	195.00
055234	SPOKANE TALKS ONLINE, LLC	ADVERTISING	600.00
055235	USB TREASURY MANAGEMENT SVCS	ANNUAL BANK ACCOUNT ANALYSIS FEES	3,312.68
055236	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	1,563.06
055237	UNIQUE MANAGEMENT SERVICES	MONTHLY COLLECTION AGENCY & NOTICE FEES	1,743.54
055238	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	14,827.85
055239	U.S. DEPT. OF EDUCATION	PAYROLL GARNISHMENT	10.98
055240	VERNON LIBRARY SUPPLIES, INC.	OFFICE/LIBRARY SUPPLIES	122.47
055241	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	443.82
055242	THE WEEK	LIBRARY MATERIALS	51.00
055243	WICK ENTERPRIZES, LLC	ADVERTISING	312.37
055244	AVISTA UTILITIES	MONTHLY UTILITIES	10,204.14
055245	BERKLEY NORTH PACIFIC	ANNUAL LIABILITY & PROPERTY INSURANCE	45,132.00
055246	BLACKSTONE PUBLISHING	LIBRARY MATERIALS	19.34
055247	CDW GOVERNMENT, INC.	IT HARDWARE & SOFTWARE	932.96
055248	CONSOLIDATED IRRIGATION DIST19	WATER - OTIS ORCHARDS	22.00
055249	CITY OF SPOKANE	WATER & SEWER - MORAN PRAIRIE	294.36
055250	DELL MARKETING L.P.%DELL USA LP	PRINTER SUPPLIES/IT EQUIPMENT	2,344.95
055251	KAREN DISBROW	LOST/PAID BOOK REIMBURSEMENT	19.00
055252	MARTIN FLATTER	LIBRARY PROGRAMS	250.00
055253	GALE/CENAGE LEARNING	LIBRARY MATERIALS	217.24
055254	GRAYBAR	IT HARDWARE	37.94
055255	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	7,486.73
055256	BRAD KEELER	LIBRARY PROGRAMS	500.00
055257	MIDWEST TAPE	LIBRARY MATERIALS	6,662.42
055258	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	10,473.84

055259	LINDA K. PARMAN	LIBRARY PROGRAMS	500.00
055260	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	600.38
055261	SPO. NEIGHBORHOOD ACTION PLAN	LIBRARY PROGRAMS	450.00
055262	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	17.30
055263	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	175.66
055264	HANNAH TEGROTENHUIS	LIBRARY PROGRAMS	400.00
055265	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	391.29
055266	WEST PLAINS CHAM. OF COMMERCE	ANNUAL DUES	35.00
W00629	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	57,203.28
W00630	US BANK - HEALTH - OPTUM	H S A CONTRIBUTIONS	1,633.00
W00631	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	49,524.68
W00633	DEPT. OF LABOR & INDUSTRIES	QUARTERLY WORKMAN'S COMP.	14,923.42
W00634	ASSOC OF WASHINGTON CITIES-NWA	MEDICAL, DENTAL, VISION & LIFE INS.	91,981.32
W00635	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	58,358.46
W00636	US BANK - HEALTH - OPTUM	H S A CONTRIBUTIONS	1,564.25
W00637	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	50,500.22

Total Non-Payroll General Operating Fund	\$ 715,586.90
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PAYROLL VOUCHERS

01102019PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	\$ 189,829.34
01252019PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	192,335.46

Total Payroll General Operating Fund	\$ 382,164.80
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TOTAL GENERAL OPERATING FUND	\$ 1,097,751.70
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December 2018/January 2019 Credit Card Activity
Paid in January 2019
Voucher #055238

<u>Card Category</u>	<u>Amount</u>
General Purchases	\$6,583.59
Maintenance	1,438.75
Travel	655.48
Acquisitions	4,570.15
Information Technology	1,538.24
Outreach	41.64
General Fund Purchases	<u>\$14,827.85</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.

Capital Projects Fund Transfer from the General Fund and 2019 Budget Amendment

Background:

General Fund operations for 2018 ended with an excess of revenue over expenses of \$255,010, and this excess will remain in the General Fund in the absence of Board action. An operating transfer from the General Fund to the Capital Projects Fund needs to be accomplished via resolution.

Discussions at the previous two meetings resulted in direction to staff to bring forth a proposal to transfer \$200,000 of the 2018 budget surplus to the Capital Projects Fund, and District leadership has created such a transfer resolution for contemplated action. While \$200,000 does not represent the full 2018 budget surplus before operating transfers, the amount is substantial enough to both bolster the Capital Projects Fund and maintain sufficient cash in the General Fund.

Year-end fund balances before and after this transfer are illustrated as follows:

	Capital Projects Fund	General Fund	Months Cash on Hand (GF)
Current Fund Balance: Dec 31, 2018	1,608,970	5,034,633	4.9
Recommended Transfer to Capital Projects Fund	200,000	(200,000)	
	<u>1,808,970</u>	<u>4,834,633</u>	4.7

The post-transfer General Fund cash on hand is still 4.7 months, which is well above our financial policy minimum of 15% of total operating expenses, and safely above the District's preferred cash on hand benchmark of four months. This recommended transfer, although formally undesignated and unrestricted, will supplement the ability of the Capital Projects Fund to provide support for otherwise unbudgeted costs of a replacement roof for the Argonne Library should such need arise, or any other unanticipated major facility need.

The General Fund 2019 budget total operating expenditures, including transfers out, will stand amended as follows.

	2019 Budget Per Resolution 18-08	Operating Transfer Per Resolution 19-01	2019 Budget After Operating Transfers
TOTAL EXPENSES BEFORE TRANSFERS	12,766,500		12,766,500
TRANSFERS OUT	-	200,000	200,000
TOTAL EXPENSES & TRANSFERS OUT	<u>12,766,500</u>	<u>200,000</u>	<u>12,966,500</u>

Recommendation: Board motion to approve Resolution 19-01, authorizing the transfer of \$200,000 from the General Fund to the Capital Projects Fund and amending the 2019 Budget by the same amount.

RESOLUTION NO. 19-01

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, AUTHORIZING THE TRANSFER OF FUNDS FROM THE GENERAL FUND TO THE CAPITAL PROJECTS FUND; ADOPTING AN AMENDMENT TO THE 2019 BUDGET; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO.

**SPOKANE COUNTY LIBRARY DISTRICT
Spokane, Washington**

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

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

WHEREAS, RCW 27.12.210 (5) provides the Board of Trustees (the "Board") with exclusive control of the finances of the District;

WHEREAS, the Board adopted the final expenditure budget for 2019 through Resolution 18-08 for the General Fund and the Capital Projects Fund;

WHEREAS, the actual operating results for the General Fund for 2018 are complete and resulted in an excess of revenues over expenses equal to \$255,010;

WHEREAS, the excess of revenues over expenses for 2018 remain in the General Fund unless otherwise ordered by the Board;

WHEREAS, the Board has determined it is necessary to use a portion of the 2018 excess of revenues over expenses to increase the Capital Projects Fund for use in future capital expenditures related to library facilities;

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

**Section 1: TRANSFER OF FUNDS FROM THE GENERAL FUND TO THE
CAPITAL PROJECTS FUND.**

The Board hereby authorizes and directs that \$200,000 of the General Fund balance be transferred to the Capital Projects Fund.

Section 2: AMENDMENT OF 2019 BUDGET

The Board hereby amends the 2019 Budget (attached hereto as Exhibits A and B) for the operating transfer in Section 1, resulting in the amount of:

General Operating Fund (001-661):	\$12,966,500
Capital Projects Fund (008-661):	0

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 19th day of February 2019.

SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

John Craig, Chair
Board of Trustees

ATTEST

Patrick Roewe
Secretary to the Board of Trustees

(S E A L)

Exhibit A**Spokane County Library District
2019 General Operating Fund Budget
As Amended by Resolution 19-01****REVENUES**

PROPERTY TAXES	\$ 12,044,000
LESS: TAX INCREMENT FINANCING AREAS (TIF'S)	(102,000)
CONTRACT CITIES - AIRWAY HEIGHTS	261,000
CONTRACT CITIES - SPOKANE	80,000
FINES & FEES	171,500
E-RATE REIMBURSEMENTS	150,000
GRANTS & DONATIONS	33,000
INTEREST REVENUES AND OTHER	129,000
TOTAL REVENUES BEFORE TRANSFERS	<u>12,766,500</u>

TRANSFERS IN	-
TOTAL REVENUES & TRANSFERS IN	<u><u>\$ 12,766,500</u></u>

EXPENSES

SALARIES	6,422,000
FRINGE BENEFITS	2,323,300
SUPPLIES	150,200
SERVICES	1,852,700
LIBRARY MATERIALS	1,512,600
ELECTRONIC LIBRARY MATERIALS	205,000
LIBRARY PROGRAMS (INCL GRANT SUPPORTED PROGRAMS)	89,700
CAPITAL EXPENDITURES	161,000
OPERATIONAL CONTINGENCIES	50,000
TOTAL EXPENSES BEFORE TRANSFERS	<u>12,766,500</u>

TRANSFERS OUT	200,000
TOTAL EXPENSES & TRANSFERS OUT	<u><u>\$ 12,966,500</u></u>

NET EXCESS OF REVENUES OVER (UNDER) EXPENSES	<u><u>(200,000)</u></u>
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EXHIBIT B**Spokane County Library District
2019 Capital Projects Fund Budget
As Amended by Resolution 19-01****REVENUES**

Interest Earnings	\$ 33,500
TOTAL REVENUES BEFORE TRANSFERS	<u>33,500</u>

TRANSFERS IN	200,000
TOTAL REVENUES & TRANSFERS IN	<u><u>\$ 233,500</u></u>

EXPENSES

Capital Projects for 2019	-
TOTAL EXPENSES	<u><u>\$ -</u></u>

NET EXCESS OF REVENUES OVER (UNDER) EXPENSES	<u><u>\$ 233,500</u></u>
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NETWORK SERVICES CONTRACTS AWARDS**Background:**

The District submitted to Universal Service Administrative Company (USAC) forms related to funding communication and infrastructure equipment and services through the E-rate program. Part of this process involved a request for proposal (RFP) to obtain and evaluate a list of bidders for the following services and/or equipment related to providing Internet access:

- Internet and wide area network (WAN) connectivity between all our library locations
- Core communication equipment upgrade
- Wireless access point (WAP) upgrade
- Network wire replacement and/or reconfigure at three buildings

The various RFPs were issued at the end of December and beginning of January, following the official USAC requirements, as well as publishing a legal notice as required and posting an announcement on the District's website.

Once the minimum 28-day open bidding period required by USAC was reached, we began review and evaluation of the submitted proposals.

With approval of the contracts, the District would now move forward to have the following equipment and services funded at 80 percent.

Recommended Action: District staff are negotiating contract details and will provide recommendations at the meeting.

EXHIBITS AND DISPLAYS**BACKGROUND:**

The Replaces statement has been removed, as this is a revision rather than a replacement.

Language has been added to clarify that only the Executive Director or their designee can make exceptions to assuming any legal or financial responsibility for items loaned for display or exhibit. The recently updated boilerplate has also been added.

Operations Director Doug Stumbough will be available to answer questions on the proposed revisions.

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 proposed draft policy.

Recommended Action: Board motion to approve the revised Exhibits and Displays policy.

SPOKANE COUNTY LIBRARY DISTRICT

Current/Existing Policy**POLICY: EXHIBITS AND DISPLAYS**

Approval Date: February 19, 2013

Review Date: February 17⁹, 2015⁹**Related Policies**

Facility Use for Political Purposes

Code of Conduct

Replaces~~Public Bulletin Boards, Display and Exhibit Areas Policy~~**Purpose**

To provide guidelines for the display of artwork, cultural and educational displays and private collections in District libraries.

General Policy

The District encourages displays and exhibits of art work, photography or other articles subject to the following conditions:

- All displays and exhibits must be approved by designated District staff. The District may establish criteria regarding the nature and duration of the display or exhibit. Preference may be given to identified partner organizations.
- The District assumes no legal or financial responsibility for loss or damage to items loaned for display and/or exhibit. Any exceptions to this condition must be in writing and agreed to by the Executive Director or designee prior to the exhibit or display.
- Art works on exhibit may be offered for sale; however, prices may not be posted.
- Items may be refused for display if, in the judgment of the District, they would detract from the appearance of the facility, are poorly executed, or may violate any applicable provisions of law or other District policy.
- The physical characteristics of the display or exhibit will not interfere with normal library operations.
- Approval of items for display and exhibition does not constitute or imply District endorsement of the individual or organization submitting the item(s), or their content.

The Executive Director will establish administrative procedures necessary to implement this policy. Any appeal of an administrative action under this policy will first be made in writing to the Executive Director and then to the Board of Trustees.

~~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: EXHIBITS AND DISPLAYS**

Approval Date: February 19, 2013

Review Date: February 19, 2019

Related Policies

Facility Use for Political Purposes

Code of Conduct

Purpose

To provide guidelines for the display of artwork, cultural and educational displays and private collections in District libraries.

General Policy

The District encourages displays and exhibits of art work, photography or other articles subject to the following conditions:

- All displays and exhibits must be approved by designated District staff. The District may establish criteria regarding the nature and duration of the display or exhibit. Preference may be given to identified partner organizations.
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- The physical characteristics of the display or exhibit will not interfere with normal library operations.
- Approval of items for display and exhibition does not constitute or imply District endorsement of the individual or organization submitting the item(s), or their content.

The Executive Director will establish administrative procedures necessary to implement this policy. Any appeal of an administrative action under this policy will first be made in writing to the Executive Director and then to the Board of Trustees.

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

2018 Reciprocal Use Report

Background:


The following statistics detail reciprocal use for 2018 between 1.) Spokane County Library District and Spokane Public Library, and 2.) Spokane County Library District and Liberty Lake Municipal Library. As per a requirement in the interlocal agreements with both libraries, reciprocal use statistics are to be reported on an annual basis to each respective partner.

Please note the reciprocal agreements do not include digital circulation, as the contracts with our various digital content providers generally do not permit shared use. Thus, the circulation numbers in this report are for the checkout of physical items only.


Operations Director Doug Stumbough will be available to answer questions about the report.

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

1) Spokane County Library District: Reciprocal use with Spokane Public Library

	SPOKANE COUNTY LIBRARY DISTRICT							
	CARDHOLDERS							
	TOTAL			SPOKANE CITY RESIDENTS			% SPOKANE RES	
	2017	2018	change %	2017	2018	change %	2017	2018
SCLD Total	112,030	111,010	-0.91%	17,100	16,948	-0.89%	15.3%	15.3%
Airway Heights	4,517	4,576	1.31%	308	304	-1.30%	6.8%	6.6%
Argonne	10,065	9,889	-1.75%	1,239	1,201	-3.07%	12.3%	12.1%
Cheney	8,420	8,303	-1.39%	245	230	-6.12%	2.9%	2.8%
Deer Park	6,442	6,353	-1.38%	143	133	-6.99%	2.2%	2.1%
Fairfield	638	640	0.31%	12	10	-16.67%	1.9%	1.6%
Medical Lake	2,789	2,781	-0.29%	60	70	16.67%	2.2%	2.5%
Moran Prairie	11,374	11,320	-0.47%	4,779	4,748	-0.65%	42.0%	41.9%
North Spokane	28,910	28,515	-1.37%	8,354	8,250	-1.24%	28.9%	28.9%
Otis Orchards	4,081	3,956	-3.06%	56	56	0.00%	1.4%	1.4%
Spokane Valley	34,363	33,932	-1.25%	1,856	1,859	0.16%	5.4%	5.5%
The BookEnd	431	745	72.85%	48	87	81.25%	11.1%	11.7%
CIRCULATION*								
	TOTAL			SPOKANE CITY RESIDENTS			% SPOKANE RES	
	2017	2018	change %	2017	2018	change %	2017	2018
SCLD Total	2,115,584	2,099,494	-0.76%	261,813	257,006	-1.84%	12.4%	12.2%
Airway Heights	76,910	69,130	-10.12%	5,285	4,069	-23.01%	6.9%	5.9%
Argonne	158,285	154,744	-2.24%	11,445	10,713	-6.40%	7.2%	6.9%
Cheney	160,181	159,903	-0.17%	2,203	1,910	-13.30%	1.4%	1.2%
Deer Park	172,717	160,969	-6.80%	1,897	1,910	0.69%	1.1%	1.2%
Fairfield	14,780	16,479	11.50%	6	78	1200.00%	0.0%	0.5%
Medical Lake	60,798	55,192	-9.22%	727	833	14.58%	1.2%	1.5%
Moran Prairie	215,840	204,518	-5.25%	80,082	75,984	-5.12%	37.1%	37.2%
North Spokane	560,847	575,100	2.54%	138,715	141,531	2.03%	24.73%	24.61%
Otis Orchards	70,383	70,425	0.06%	886	567	-36.00%	1.26%	0.81%
Spokane Valley	602,632	593,384	-1.53%	19,005	16,624	-12.53%	3.15%	2.80%
The BookEnd	22,211	39,650	78.52%	1,561	2,787	78.54%	7.03%	7.03%

*Excludes digital circulation

	SPOKANE PUBLIC LIBRARY							
	CARDHOLDERS							
	TOTAL			DISTRICT RESIDENTS			% DISTRICT	
	2017	2018	change %	2017	2018	change %	2017	2018
SPL Total	164,700	221,844	34.70%	27,671	30,540	10.37%	16.8%	13.8%
Downtown	58,114	102,852	76.98%	11,959	13,091	9.47%	20.6%	12.7%
East Side	6,489	7,532	16.07%	1,336	1,600	19.76%	20.6%	21.2%
Hillyard	15,087	16,797	11.33%	1,668	1,854	11.15%	11.1%	11.0%
Indian Trail	7,936	8,971	13.04%	1,193	1,369	14.75%	15.0%	15.3%
Outreach	936	1,089	16.35%	6	8	33.33%	0.6%	0.7%
Shadle	43,178	47,417	9.82%	6,323	6,905	9.20%	14.6%	14.6%
South Hill	32,960	37,186	12.82%	5,187	5,713	10.14%	15.7%	15.4%
CIRCULATION*								
	TOTAL			DISTRICT RESIDENTS			% DISTRICT	
	2017	2018	change %	2017	2018	change %	2017	2018
SPL Total	1,659,637	1,589,842	-4.21%	159,266	136,994	-13.98%	9.6%	8.6%
Downtown	288,083	220,332	-23.52%	31,059	23,259	-25.11%	10.8%	10.6%
East Side	82,937	72,815	-12.20%	11,043	8,613	-22.00%	13.3%	11.8%
Hillyard	139,544	136,612	-2.10%	9,324	7,554	-18.98%	6.7%	5.5%
Indian Trail	121,334	128,544	5.94%	14,657	14,615	-0.29%	12.1%	11.4%
Outreach	64,094	72,669	13.38%	173	9	-94.80%	0.3%	0.0%
Shadle	458,002	438,425	-4.27%	42,942	39,700	-7.55%	9.4%	9.1%
South Hill	505,643	519,823	2.80%	50,068	43,183	-13.75%	9.9%	8.3%
West Central Kiosk	0	622	N/A	0	61	N/A	N/A	0.0%

*Excludes digital circulation

Comparison and analysis:

Overall, the District's total percentage of SPL resident cardholders (15.3%) and SPL resident checkouts (12.2%) for 2018 are fairly balanced when compared to each other, and are stable when compared to 2017 (15.3% and 12.4%, respectively). SPL's total percentage of District resident cardholders (13.8%) and District resident checkouts (8.6%) for 2018 are fairly balanced as well. When compared to 2017 (16.8% and 9.6%, respectively) we see a moderate change in cardholder percentage. This is most likely due to the fact that SPL created cards for all Spokane Public School students in 2018 as part of a promotional partnership, thus increasing the total number of SPL cardholders.

It is noteworthy that while SPL reports the total number of District residents holding an SPL library card has increased 10.37% from 2017 to 2018 (2,869 more cards), overall circulation by District residents of SPL materials decreased by 13.98% (22,272 fewer items). On the other side, the total SPL residents holding a District library card decreased 0.89% from 2017 to 2018 (152 fewer cards), and overall circulation by SPL residents of District materials decreased by 1.84% (4,807 fewer items).


Also of note is the fact that the District checked out 257,006 total items to SPL cardholders, while SPL checked out 136,994 total items to District cardholders—a difference of 120,012 items, or a ratio of 1.9 SCLD items checked out to SPL residents for every 1 item SPL checked out to SCLD residents (2017 ratio: 1.6 to 1). On average, each SPL resident cardholder checked out 15 items at District libraries in 2018 (15 items in 2017). To compare, each District resident cardholder checked out an average of 4 items at SPL libraries in 2018 (6 items in 2017).

Similar to years past, Moran Prairie (37.2%) and North Spokane (24.6%) are carrying the largest percentage of reciprocal checkouts in 2018, which is not surprising given the geographic proximity of those libraries to city of Spokane boundaries.

The first full year of service at The BookEnd saw SPL residents account for 11.7% of the cardholders and 7% of the circulation, third largest with respect to percentage of reciprocal checkouts, reflecting the regional popularity of the mall with its visitors.

The fluctuation of changes in 2018 circulation to SPL residents in outlying District locations—from -36% at Otis Orchards (-321 items) to +1,200% at Fairfield (+72 items)—is of interest, as those locations don't border city of Spokane boundaries and seem to underscore the impact of small changes in use at those locations and the transitory nature of where residents in greater Spokane County live, work, and travel.

2) Spokane County Library District: Reciprocal use with Liberty Lake Municipal Library

	SPOKANE COUNTY LIBRARY DISTRICT							
	CARDHOLDERS							
	TOTAL			LIBERTY LAKE RESIDENTS			% LL RES	
	2017	2018	change %	2017	2018	change %	2017	2018
SCLD Total	113,496	112,437	-0.93%	573	658	14.83%	0.50%	0.59%
Airway Heights	4,517	4,576	1.31%	3	3	0.00%	0.07%	0.07%
Argonne	10,065	9,889	-1.75%	22	25	13.64%	0.22%	0.25%
Cheney	8,420	8,303	-1.39%	0	1	N/A	0.00%	0.01%
Deer Park	6,442	6,353	-1.38%	0	0	0.00%	0.00%	0.00%
Fairfield	638	640	0.31%	0	0	0.00%	0.00%	0.00%
Medical Lake	2,789	2,781	-0.29%	1	2	100.00%	0.04%	0.07%
Moran Prairie	11,374	11,320	-0.47%	13	12	-7.69%	0.11%	0.11%
North Spokane	28,910	28,515	-1.37%	14	17	21.43%	0.05%	0.06%
Otis Orchards	4,081	3,956	-3.06%	169	182	7.69%	4.14%	4.60%
Spokane Valley	34,363	33,932	-1.25%	307	346	12.70%	0.89%	1.02%
The BookEnd	431	745	72.85%	44	70	59.09%	10.21%	9.40%
CIRCULATION*								
	TOTAL			LIBERTY LAKE RESIDENTS			% LL RES	
	2017	2018	change %	2017	2018	change %	2017	2018
SCLD Total	2,120,536	2,099,494	-0.99%	12,513	13,325	6.49%	0.6%	0.6%
Airway Heights	76,910	69,130	-10.12%	0	9		0.0%	0.0%
Argonne	158,285	154,744	-2.24%	51	88	72.5%	0.0%	0.1%
Cheney	160,181	159,903	-0.17%	0	10		0.0%	0.0%
Deer Park	172,717	160,969	-6.80%	0	0	0.0%	0.0%	0.0%
Fairfield	14,780	16,479	11.50%	0	0	0.0%	0.0%	0.0%
Medical Lake	60,798	55,192	-9.22%	10	10	0.0%	0.0%	0.0%
Moran Prairie	215,840	204,518	-5.25%	45	68	51.1%	0.0%	0.0%
North Spokane	560,847	575,100	2.54%	28	305	989.3%	0.00%	0.05%
Otis Orchards	70,383	70,425	0.06%	4,888	3,401	-30.4%	6.94%	4.83%
Spokane Valley	602,632	593,384	-1.53%	6,842	8,234	20.3%	1.14%	1.39%
The BookEnd	22,211	39,650	78.52%	649	1,200	84.9%	2.92%	3.03%
*Excludes digital circulation								

Comparison and analysis:

As anticipated, over 90% of Liberty Lake city residents holding District cards were concentrated between Otis Orchards (28%), Spokane Valley (53%), and The BookEnd (11%). It is also no surprise that Otis Orchards (26%), Spokane Valley (62%), and The BookEnd (9%) accounted for 97% of the total checkouts by Liberty Lake residents. On average, each Liberty Lake resident cardholder checked out 20 items in 2018, a small decrease from 22 items in 2017.

With only 0.6% of total District cardholders and checkouts, the overall impact of the reciprocal-use agreement with Liberty Lake Municipal Library (LLML) on District usage continues to be minor.

As of the writing of this report, LLML is not able to provide complete reciprocal use statistics (they have not been able to provide complete statistics since the inception of the agreement). They did report that 2,689 of their 7,746 registered cardholders live outside of Liberty Lake; however, their ILS (Integrated Library System) is not set up to provide how many of those cardholders specifically reside in the District's service area or the actual number of items District residents have checked out.

Overview Library Giving Day

Development Manager Jill-Lynn Nunemaker will discuss the upcoming Library Giving Day campaign, including what it is and how it will be implemented throughout the District.

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

FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: MARCH -APRIL 2019***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 Friends of the Library Recognition: Approval recommendation.
- Resolution for SCLD Volunteers Recognition: Approval recommendation.
- Overview District Customer Profile: Who We Serve
- Spotlight CEP 2016-2018 Wrap-up

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

April 16, 2019: Moran Prairie Library - (4:00 p.m.)

- Potential Levy Lid Lift Update
- Confidentiality of Library Records Policy: Approval recommendation.
- Code of Conduct Policy: Approval recommendation.
- Overview District Customer Profile: Resource Use Analysis
- Spotlight TBD/Tentative

SPECIAL MEETINGS/ACTIVITIES2019

Apr 11 Friends of the Library Annual Meeting and Volunteer Appreciation Reception, CenterPlace, Spokane Valley, 5:30-7:30pm

Aug 6 Potential Levy Lid Lift Election

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

Oct 24 Spokane is Reading, SV Event Center, 10514 E. Sprague Ave., 1pm, and
Downtown Spokane Public Library, 906 W. Main Ave., 7pm

EXECUTIVE DIRECTOR'S REPORT JANUARY 2019

Business Office, Finance and Facilities – Rick Knorr

Finance Report

This month's report will be primarily devoted to a more in-depth discussion of final results for 2018.

Final Analysis: 2018 Budget

Revenues

The following table summarizes total revenues for the year and their respective variances from the 2018 budget.

	Actual Revenues	Budget	Amounts under (over) budget
Tax Revenues	11,495,883	11,576,000	80,117
Fines & Fees	177,172	209,000	31,828
Grants and Donations	73,501	53,000	(20,501)
E-Rate Reimbursements	121,593	167,000	45,407
Interest Revenue	65,545	62,000	(3,545)
Contract City & Other	394,872	364,300	(30,572)
			102,733

Further discussion of the above follows:

- Tax Revenue: Total tax revenue fell below budget by \$80,000, which is the result of deductions from the large number of exemptions and adjustments processed throughout 2018. As mentioned below in the discussion of the current tax levy, these 2018 adjustments have transformed into a refund levy amount in 2019.
- Fines & Fees: Total fines and fees revenue fell below expectations again in 2018, which is a continuing trend from previous years.
- Grants and Donations: The District received the following grant and donation support. The District is conservative in budgeting for grants and included only those that were awarded by the time the budget was adopted.

Grants	
Moran Prairie Grange Project	6,969
Prime Time Program	4,375
After School Snack Program	5,072
Reading Buddy Program	5,000
Donations	
All Library Friends Groups	35,218
Individual Donors	16,867
	73,501

- **E-Rate Reimbursements:** The reimbursements from the E-Rate program are usually solicited semi-annually. The reimbursement request completed and submitted in the second half of 2018, which was based on amounts paid for eligible wide area network (WAN) services for January through June 2018, was delayed due to internal activities by our service provider Zayo. And because of additional administrative requirements necessary for E-Rate reimbursement, the second-half payment of \$79,840 wasn't received until January 29, 2019.
- **Interest Revenue:** The interest rate of the Spokane County Investment Pool began the year at 1.1% and ended the year at 2.05%, an increase that exceeded expectations.
- **All Other Revenues:** Timber tax and leasehold tax revenues are included in the Other category. We received total timber tax payments of \$20,958 in 2018, much more than the \$7,000 budgeted.

Expenses

The following table summarizes total expenses for the year and their respective variances from the 2018 budget.

	Actual Expenses	Budget	Amounts under (over) budget
Contingency	0	77,300	77,300
Equipment	197,494	230,000	32,506
Major Maintenance	83,489	145,000	61,511
Other Services	1,062,372	1,162,750	100,378
Salaries	6,102,244	6,137,000	34,756
Benefits	2,131,010	2,202,950	71,940
Materials & Programs	1,815,129	1,774,800	(40,329)
All Other Expenses	681,818	701,500	19,682
			357,744

Further discussion of the above follows:

- **Contingency:** The operating contingency was not needed in 2018.
- **Equipment:** As planned, the District updated its main array of servers early in the year, its storage area network near the end of the year, and acquired new employee workstations throughout. The District also acquired additional items for the Lab, highlighted by the Glowforge 3D laser printer. The remainder of the budget was intended for contingency and was not needed.
- **Major maintenance:** Similar to equipment, major maintenance included planned amounts for routine repairs and maintenance, along with \$75,000 for contingency. North Spokane received new painting on all of the interior window frames, and a minor repair was needed to the roof at Argonne.
- **Services:** Total services was \$100,378, or less than 10%, below budget, attributable largely to savings in District-wide training and professional fees. The District emphasized in-house training in 2018; thus, total training was \$44,700 under budget. Total legal, auditing, and other professional fees were under budget by nearly \$34,100. The District had low use of legal services, as 2018 was an off-year for audit, and other consulting needs were modest.
- **Salaries:** Salaries were close to budget. Normal turnover, as it turned out, was budgeted accurately.

- Payroll Taxes and Employee Benefits: Total taxes and benefits were under budget by \$71,940, due to conservatively high budgeting for employee medical insurance provided for eligible staff. The budget was developed without a reduction for vacant periods due to turnover.
- Materials and Programs: Both materials and programs are a policy-authorized minimum percentage of total tax revenue, and as such always end the year close to budget. The \$40,000 amount over is due to grants and donations received for materials and programming purposes.


2019 Operations:

With only one month of 2019 complete, a 2019 financial report is not included this month. The regular report will resume next month.

2019 Property Tax Levy

Final assessed values and levy amounts were transferred from the Assessor's Office to the Treasurer's Office in late January, and the District received the following final report from the Assessor's Office:

Library

1) 101% Highest Lawful limit (Page 1, Line G)	\$	12,048,197.47
2) Statutory Levy Limit (Page 1, Line H)	\$	14,033,225.79
3) Levy Limit as controlled by Resolution (Page 2, Line G)	\$	12,057,167.70
4) Levy Certification (Page 2, Line I)	\$	12,044,000.00
		
Lesser of Lines 1-4 above	\$	12,044,000.00
Plus Refund	\$	74,724.00
2019 REGULAR LEVY (not to exceed line #2)	\$	12,118,724.00
<hr/>		
Assessed Value	\$	28,066,451,577
Levy Rate		0.4318

Please note the \$74,724 of refunds. Paraphrased from the Department of Revenue Property Tax Manual, refunds are "comprised of those judgments allowed within the previous 12 months." In the District's case, we are able to levy in 2019 for most adjustments and exemptions awarded that reduced 2018 tax collections.

Tax Increment Financing Areas (TIF)

The initial report from the Treasurer's Office revealed the Kaiser TIF was dissolved in December 2018. Further discussion revealed that debt for the cost of improvements contained within the TIF agreement were paid off in full and the TIF could be and was therefore closed. The total TIF reduction for 2019 will be less than budgeted due to this dissolution, as illustrated below.

Tax Increment Financing Areas (TIF)		
2019 Budget		
	Current	Budget
Medical Lake (TCA 1881)	47,985	67,000
Kaiser (TCA 521 & 1281)		40,000
Liberty Lake	2,767	2,000
	50,752	109,000

Facilities Report

Facilities focus for January was largely divided between monitoring snow and ice removal and maintaining access to facilities, and training and monitoring the District's new janitorial services provider, Argus Janitorial. Overall results are positive.

Human Resources – Toni Costa

Department Activities

- Trainings held
 - Bloodborne Pathogen annual training webinars (9 sessions)
- Position description updates

Position descriptions were reviewed and revised to include updated position titles and consistent language across all descriptions in areas where that was possible. No substantive changes were made to position duties. The core change is in the *Required Knowledge, Skills & Abilities* section, where standard language regarding customer service, teamwork and confidentiality has been added to all positions. All position descriptions are now in an updated design with a uniform layout.

Position titles were updated for several positions to reflect uniform titles between Public Services and Support Services, a number of those are in the Collection Services Department.

Staff received copies of their position descriptions for review and electronic acknowledgement, using the TalentLMS software.

Recruitment and Selection:

- a. New Hires
 - N/A
- b. Reclassifications
 - N/A
- c. Transfers
 - N/A
- d. Promotions
 - N/A
- e. Terminations
 - Public Services Specialist (NS, SV, AR, BE)

Operations – Doug Stumbough

District staff had the opportunity to attend the 2019 American Library Association (ALA) Mid-Winter Conference, January 25-29 in Seattle. A summary of highlights and select key takeaways for each attendee follow.

Aileen Luppert – Managing Librarian, Spokane Valley

I was honored to be invited to be a presenter for a pre-conference for this year's ALA Mid-Winter Meeting. The session, sponsored by ALA, Public Library Association (PLA), and National Network of Libraries of Medicine (NNLM), was titled Implicit Bias, Health Disparities and Health Literacy: Intersections in Health Equity. My portion of the presentation explored library partnerships as a means to address community health needs. It was a pleasant surprise that registration reached the 100-person capacity, and additional people were turned away at the door. While I was disappointed that my schedule didn't enable me to stay for the rest of conference, I thoroughly enjoyed working with the regional coordinator for NNLM. We are eager to continue to work together on two potential projects.

Stacey Goddard – Public Services Manager, Business and Career Development

My first time attending an ALA Conference was short but sweet, as I was there only to participate in a pre-conference panel discussion, Financial Literacy: Free Resources for Librarians. The goal of the session was to raise awareness among public librarians of the wide range of resources available on various financial literacy/empowerment topics. Topics included fraud prevention, student loans, credit, improving financial decision-making, and financial literacy for kids. My panel discussion, along with a librarian from Seattle Public and the Oregon State Librarian, shared what we do at our libraries (or to support libraries, in the case of the OSL representative) in support of financial literacy programming. I believe those who attended went away with great information.

Collection Services – Andrea Sharps

As a new feature, we are highlighting popular book titles as evidenced by the titles with the most checkouts occurring during the month and the titles with the most holds placed during the month:

- Popular Adult Book Titles January 2019:
 - Checkouts:
 - *The Tattooist of Auschwitz: A Novel* by Heather Morris (63)
 - *Bird Box* by Josh Malerman (58)
 - *One Day in December: A Novel* by Josie Silver (56)
 - Holds:
 - *Educated: A Memoir* by Tara Westover (62)
 - *Where the Crawdads Sing* by Delia Owens (49)
 - *Becoming* by Michelle Obama (43)

In order to ensure 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 we should have one copy for every four holds. Holds ratio reports are run twice a month for adult items and twice a month for youth items. Additional items purchased to meet the holds ratio are marked as rush and given priority in cataloging, processing and adding.

The department recently completed a project to move easy reader nonfiction items out of the regular children's nonfiction area and into the easy reader section. This change makes it easy for children to

browse these factual titles alongside the fiction ones. Like the rest of the easy readers, the nonfiction readers will be leveled on the four-step continuum from easiest to hardest. The collection will be launched in early February.

COLLECTION MONTHLY REPORT			
JANUARY 2019			
	Select Transaction Count		
Physical Collection	YTD 2019	YTD 2018	CHANGE
Items Processed	6,696	6,231	7%
Interlibrary Loan Total	1,141	1,065	7%
Overdrive			
Total Checkouts	51,663	42,804	21%
Total Holds	19,277	15,389	25%
hoopla			
Total Checkouts	2,208	3,179	-31%
	Total Items in Collection		
Material Type	YTD 2019	YTD 2018	CHANGE
Print	313,554	318,905	-2%
Nonprint	88,007	87,997	0%
Overdrive	85,150	75,391	13%
Grand Total	486,711	482,293	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 weren't covered in other agenda items.

District Standards and Expectations:

The Leadership Team approved the employee standards and expectations document that addresses professional conduct expectations for all District staff, such as customer service behaviors, that weren't covered by other District policies. The content of this document is not new and has existed in prior iterations, yet this codified and updated version is intended to reflect our existing culture of service-oriented professionals.

Strategic Initiatives:**Potential levy lid lift election in 2019:**

- The Leadership Team conducted a retreat to map out the timeline and identify and assign tasks related to effectively communicating the District's message via the public information campaign once the Board of Trustees has made a final determination.

Community Engagement Plan (CEP) process:

- The initial draft of the plan reported on in December is still in the review process, with intent that a second draft be completed in February.

Spokane County Commissioners

- Board Chair John Craig and I presented the annual update on the District to the county commissioners. The overview included a recap of the District's community impact in 2018, as well as future initiatives such as the potential levy lid lift.

Other Items:

- I had a follow-up meeting with representatives from the National Network of Libraries of Medicine Pacific Northwest Region to discuss potential partnership in the area of health literacy. The District will be exploring grant opportunities in this area.

2019 Legislative Session:

With the commencement of the Washington state legislative session this year, Public Libraries of Washington is tracking several pieces of legislation that have the potential to impact the efficient conduct of the public business of the District. There is proposed legislation that would impose state-level requirements on internet filtering for public libraries, as well as a bill that would include public libraries (among other locations) in the list of locations where the possession of weapons is restricted. As January is still early in the session, outcomes for these bills are yet to be determined.

Community Engagement**I attended the following community meetings:**

- Greater Spokane Incorporated (GSI) STEM Executive Committee.
- Friends of the Spokane County Library District.
- Partners Advancing Character Education (PACE) Board. This organization promotes the importance of good character through partnerships with schools, businesses, public agencies and community groups.

The District was contacted by Charity Bagatsing of *The Family Guide* (a local publication) about using the District's property on Sprague Ave. and Herald Rd. (and the adjacent city-owned parcels) for an Earth Day event. Working with Mike Stone, director of Parks and Recreation for the city of Spokane Valley, the District has received a certificate of liability insurance naming Spokane County Library District as an additional insured party (along with the City). As of the writing of this report, final approval of the event is contingent on securing a permit from the City.

Operations Report January 2019

Doug Stumbough and Kristy Bateman

Service Priority Teams

Business and Career Development (Stacey Goddard)

- The start of winter quarter brought new enrollments to the GED classes at Deer Park and Cheney, and the ESL classes at Deer Park.
- The monthly SCORE workshop for small business owners, *Simple Steps for Starting Your Business*, attracted eight attendees.
- Librarian Tami Chapman presented an overview of Foundation Directory Online to the 25 students in an EWU Grant Writing class. This is something she does annually, at the request of the instructor.
- Tami also provided a job shadowing experience to a Running Start student at EWU who is interested in becoming a librarian.

Early Learning (Mary Ellen Braks)

- We provided 117 Storytimes to 3,381 children and caregivers. The average attendance was 29.
- We provided 72 Storytimes to 1,106 children at 35 child care centers.
- We had one STARS training this month, *More Than Counting*, that had 41 child care providers attend.

Education and Enrichment (Gwendolyn Haley)

- We provided 57 programs for school-aged children and adults this month, with 955 in attendance. The offerings ranged from the *Art of Illuminated Manuscripts*, *Embroidery and Leatherwork*, to *Forensic Science for Kids*.
- We successfully transitioned from physical passes for the Museums and Symphony to a new, online cultural-pass platform.
- The *Reading Buddy* program has relaunched. Eight schools are set to participate from Mead, Central Valley, West Valley, East Valley and Cheney School districts. Melanie Boerner, the District's new Literacy Program Coordinator, is working to expand the program.

Digital Projects and Resources (Carlie Hoffman)

- Diane is working on a project of digitizing photographs in our archive that will highlight the history of SCLD using the online platform, BiblioBoard.
- I have continued to work with IT in updating the Innovation Team database and submission form.

Book a Librarian highlights

- As is usual in January, we had an uptick in customers requesting assistance in using their new devices and with OverDrive apps.
- We had many appointments at the Studio, both learning the equipment and with Final Cut Pro.
- We assisted a customer with finding grants for a nonprofit using Foundation Directory Online, as well as learning tips to write grants using Gale Courses and Lynda.com.
- Customers also received help with some computer basics topics, such as Facebook and file management and organization.

Information Technology (Patrick Hakes)

- We purchased and are going forward on a pilot program using Chromebooks for library customers who simply desire to gain access to the District's public Internet services. This program will evaluate the feasibility and demand for a more mobile Internet service for our customers. With the Chromebook alternative, customers will not be tethered to a desk, but rather will have the freedom to sit anywhere within the library. At the conclusion of the pilot program, the District will evaluate whether to move forward with this option for all of the libraries.

Library Reports

Airway Heights: Alison Johnson

- A customer came to the service desk to show off the leather braided keychain she made in our program, *Leather Crafts: Four-Strand Round Braid*. She enjoyed the program and praised the teaching skills of the program presenter.
- The *Forensic Science Mysteries* brought in families who were excited about strawberry DNA. After the program, the children showed off inked-stained fingertips from the fingerprint analyzing activity.

Argonne: Pat Davis

- Our teen/tween program *Forensic Science Mysteries* was a big hit with 24 in attendance.
- After a mention of the *LEGO Club* on a local news station events calendar, we had 47 people attend. Families worked on creations that were on display in the library the following week.

BookEnd: Caitlin Wheeler

- Children loved constructing fortresses, obstacle courses, and more with our giant blocks.
- We're still growing! The number of card users who claim BE as their home library has nearly doubled since this time last year.

Cheney: Catherine Nero Lowry

- *Leather Crafts: Four-Strand Round Braid* had positive feedback from attendees and many requested more leather-working classes.
- We have partnered with the Cheney Fire Department and have copies available of the Firefighter Study Guide and practice tests.

Deer Park: Kris Barnes

- Librarians Amber Williams, Ree West and I organized the LEGO competition at Deer Park's Winterfest celebration. We saw 194 participants who registered creations to be judged.
- The Friends of the Deer Park Library held a successful a book sale at the Winterfest celebration.

Fairfield: Kristy Bateman

- A dedicated group of detectives enjoyed the *Forensic Science Mysteries* and used science to solve the crime at the library.
- Librarian Cindy Ulrey attended a community conversation hosted by Town Hall that focused on the future of healthcare services in Fairfield.

Medical Lake: Cecelia McMullen

- The *Medical Lake Monday* brought tweens, seniors, and everyone in-between to a cozy creative evening of teaching and learning to crochet.
- We helped grandparents navigate through paperwork necessary for a new role as custodial parents. They walked out of the library with fresh confidence after learning internet skills, filling out immunization forms, and discovering the joys of reading out-loud together with their grandchildren.

Moran Prairie: Danielle Marcy

- The passive craft gave families the opportunity to make a Thank-You card. The craft was heavily used throughout the month.
- I observed collaboration between friends and families at the *Forensic Science Mysteries*. Several adults complimented the library for the quality of the program.

North Spokane: Brian Vander Veen

- We hosted two workshops, one for adults and one for children, on medieval-inspired manuscript illumination, led by our January creator in residence, Hannah Charlton. Hannah's artwork was on display in the library, and the program was featured in a Spokesman-Review article.
- Librarian Corinne Wilson led a tour of the library for a group of Whitworth University students enrolled in a children's literature class, describing the resources in our collection and the role of the library in promoting children's literacy.

Otis Orchards: Caitlin Wheeler

- Preschoolers enjoyed learning about balance, onomatopoeia, and opera. One preschooler enjoyed the opera lesson so much, she continued singing on into play time.

Spokane Valley: Aileen Luppert

- *Forensic Science Mysteries* was a big hit with 24 teens and tweens attending the program.
- For the second year in a row, SCLD participated in the Salvation Army's Homeless Connect. As part of the planning committee, I am proud to share that 540 community members were served that day with everything from a haircut, to help with a warrant, to veterinarian services for pets, to housing assistance, and a hot meal. SCLD talked to 163 people to forgive fines and signed 21 guests up with a new library card.

District-wide Information

Security Incident Report

For January 2019, there were 26 Security Incident reports filed, four more than last month (22) and 18 less than January 2018 (44). North Spokane and Spokane Valley had the most incidents reported with seven each. The most frequently reported incidents related to Potential Problems (12). To further put all of these numbers in perspective, the total door count District-wide in the month of December was 105,297.

Public Use Measures

January 2019

Measure	This year	Last year	YTD	Last YTD
	This Month	This Month	This year	Comparison
Cardholders	113,356	118,608		-4%
Door count	105,297	116,401	105,297	-10%
Items Borrowed	232,337	230,327	232,337	1%
• Airway Heights	5,571	5,641	5,571	-1.24%
• Argonne	12,313	13,696	12,313	-10.10%
• Cheney	12,357	13,769	12,357	-10.25%
• Deer Park	13,539	14,575	13,539	-7.11%
• Fairfield	1,306	1,218	1,306	7.22%
• Medical Lake	4,066	5,623	4,066	-27.69%
• Moran Prairie	17,163	18,619	17,163	-7.82%
• North Spokane	45,182	49,977	45,182	-9.59%
• Otis Orchards	5,883	6,224	5,883	-5.48%
• Spokane Valley	50,825	51,017	50,825	-0.38%
• The BookEnd	3,926	3,439	3,926	14.16%
• Digital	53,871	45,983	53,871	17%
Programs				
• Number	277	282	277	-2%
• Attendance	5,726	6,688	5,726	-14%
Internet Station Use (%)	50.2%	49.0%	50.2%	
Meeting room bookings	576	550	576	5%
Digital Resource Use	100,265	105,474	100,265	-5%

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 January 2019

The following report is a summary of the Communication Department activities for the month of January 2019.

News Coverage

- January 1 – *The Current* – Library Lead – Roewe in second year as SCLD director
- January 1 – *The Current* – Save money and get help with digital devices
- January 1 – *The Current* – cozy up to slow reading this winter
- January 1 – *The Current* – Spokane Symphony Passes
- January 1 – *Kids Newspaper* – Experience science, art, and culture with museum and symphony passes
- January 2 – *The Deer Park Tribune* – Storytimes at Deer Park Library
- January 4 – *Spokane Valley Herald* – SCLD streaming services
- January 4 – *Spokane Valley Herald* – Spokane County Library Board Meeting
- January 10 – *The Spokesman-Review* – Artist – a Whitworth graduate – illuminates medieval-style art form as creator in residence at North Spokane Library
- January 10 – *Cheney Free Press* – Annual AARP free tax assistance program begins Jan. 28 at West Plains locations
- January 10 – *The Spokesman-Review* – Learning forensic science at cellular level; Spokane County Library District offers classes for all ages
- January 11 – *Spokane Valley Herald* – SCLD streaming services
- January 11 – *Spokane Valley Herald* – Spokane County Library Board Meeting
- January 12 – *The Spokesman-Review* – Week ahead: Lectures and Seminars
- January 16 – *The Deer Park Tribune* – Storytimes at the Deer Park Library
- January 17 – *Cheney Free Press* – Libraries close to honor Martin Luther King Jr.
- January 17 – *Cheney Free Press* – Cheney book club meets Jan. 22 for discussion
- January 18 – *Spokane Valley Herald* – SCLD streaming
- January 18 – *Spokane Valley Herald* – Libraries closed
- January 23 – *The Deer Park Tribune* – Storytimes at the Deer Park Library
- January 23 – *The Deer Park Gazette* – February Community Events Calendar
- January 24 – *Cheney Free Press* – Using pen or paintbrush to tell your story
- January 24 – *The Spokesman-Review* – Friends of the Spokane County Library District continue Spokane Symphony Pass program
- January 24 – *The Spokesman-Review* – Spokane County libraries offering free help with tax filings
- January 25 – *Spokane Valley Herald* – SCLD streaming services
- January 30 – *Deer Park Tribune* – Library offering symphony passes
- January 30 – *Deer Park Tribune* – Storytimes at the Deer Park Library
- January 31 – *Cheney Free Press* – Friends of the Library supports Spokane Symphony pass program through April
- January 31 – *The Spokesman-Review* – Library series explores music of 'Great Folk Scare: The American Folk Music Revival, 1958-1965'

E-newsletter Email

- Sent on January 17, 2019 (101,047)
- Open rate: 11.9% (12,031)
- Clicked: 1,757
- Unsubscribed: 110
- Sent on January 31, 2019 (100,772)
- Open rate: 9.8% (9,816)
- Clicked: 699
- Unsubscribed: 67

E-Marketing (Website, Social Media, Email)

To the right is one of the high performing posts from Facebook in January. The high number of social shares, 367, translates to the post showing up in over 34,000 Facebook timelines.



Podcast

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

January 10: The Great Folk Scare with Brad Keeler and Linda Parman

January 24: Oral Storytelling with Jenna Berlin and Joe Albert
<http://www.spokanetalksonline.com/category/podcasts/library-out-loud/>


Highlights from the Development Department

- 1) First meeting of the Feasibility Study Committee will be held on Wednesday, February 13. Approximately 30 invitations were sent to active and engaged members of the Spokane Valley community.
- 2) Organizing details and logistics for the Northwest Passages Book Club event featuring Sharma Shields and Nancy Pearl, which will be held on Wednesday, March 13. This event is directly billed as a fundraiser for the Friends of the Spokane County Library District.
- 3) Preparing for Library Giving Day, which will be held on Wednesday, April 10. This is a statewide fundraising campaign held during ALA Library Week. The focus of the campaign is library fundraising, engagement, and awareness. Funds received during this campaign will go toward supporting and broadening the museum and cultural pass program.

Ad created this month

The ad to the right will be featured in the February issue of The Current.

Imaginations soar
Literacy skills
grow stronger
When we
share stories!




**Storytime
AT THE BOOKEND**

Saturday, Feb 9
10:30-11am

Families are invited to
come listen to entertaining
stories from some of our
favorite books.

Event is for all ages.

THE BOOKEND
Spokane Valley Mall
2nd floor, next to Macy's



**SPokane County
LIBRARY
DISTRICT**

www.sclcd.org

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

			Target 100.0%	
	Y-T-D Actual	Annual Budget	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	121,593	167,000	72.81%	45,407
OTHER	45,196	19,500	231.78%	(25,696)
INTEREST REVENUES	65,545	62,000	105.72%	(3,545)
TOTAL REVENUES	\$ 12,328,567	\$ 12,431,300	99.17%	\$ 102,733
TRANSFERS IN	-	-	0.00%	-
TOTAL REVENUES & TRANSFERS IN	\$ 12,328,567	\$ 12,431,300	99.17%	\$ 102,733
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	436,606	442,400	98.69%	5,794
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	\$ 12,073,556	\$ 12,431,300	97.12%	\$ 357,744
TRANSFERS OUT	400,000	400,000	0.00%	-
TOTAL EXPENSES & TRANSFERS OUT	\$ 12,473,556	\$ 12,831,300	100.34%	\$ 357,744
Net Excess of Revenues Over/(Under) Expenses	\$ (144,990)	\$ (400,000)		\$ (255,010)
BEGINNING CASH	5,179,623			
NET FROM ABOVE	(144,990)			
ENDING CASH	\$ 5,034,633			

Number of months cash on hand 4.9

**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	<u>22,015</u>	<u>14,000</u>	
 TRANSFERS IN	 400,000		
TOTAL REVENUES & TRANSFERS IN	<u>422,015</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	 407,952		
 Beginning Fund Balance: January 1, 2018	 1,201,018		
Net From Above	<u>407,952</u>		
Ending Fund Balance	<u>1,608,970</u>		

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	29,887
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	4,985,029
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	102,376
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	3,048,942
Fringe Benefits as % of Salaries	34.4%	34.9%	34.8%	35.3%	34.7%