MISSION
Providing resources, experiences, and places that empower people to learn, explore and succeed.

Board of Trustees Special Meeting
March 17, 2020   4:00 p.m.   Argonne Library Public Meeting Room

AGENDA

I. CALL TO ORDER

II. AGENDA APPROVAL [4:00]

III. PUBLIC COMMENT

IV. ACTION ITEMS
   A. Approval of February 18, Regular, and February 25 Special Meeting Minutes [4:00-4:02]
   B. Approval of February 2020 Payment Vouchers [4:02-4:05]
   C. Unfinished Business
      None.
   D. New Business
      2. Coronavirus/COVID-19 Response [4:15-4:45]

V. REPORTS
   A. Trustees [4:45-4:50]
   B. Executive Director [4:50-4:55]
      • Administrative
      • Community Activities
   C. Operations [4:55-5:00]
   D. Fiscal [5:00-5:05]

VI. ADJOURNMENT
   [Estimated meeting length: One hour and five 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).

   3/17/2020
The Board of Trustees of Spokane County Library District met in regular session in the public meeting room at North Spokane Library, 44 E. Hawthorne Rd., Spokane, WA, at 4:00 p.m., Tuesday, February 18, 2020.

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

Excused: Kristin Thompson - Trustee

Also Present: Jennie Anderson, Library Supervisor; Jane Baker, Communication & Development Director; Toni Costa, Human Resources Director; Rachel Edmonson, Librarian; Patrick Hakes, IT Manager; Carlie Hoffman; Digital Services Manager; Alison Johnson, Librarian; Rick Knorr, Finance Director; Aileen Luppert, Managing Librarian; Jill Nunemaker, Development Manager; Andrea Sharps, Collection Services Director; Brian Vander Veen, Managing Librarian; Amber Williams, Managing Librarian-Strategic Initiatives; and Patty Franz, Executive Assistant.

Guests: None.

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

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

Approval of Jan. 21, 2020, Regular Meeting Minutes (Item III.A.)  
Mr. Craig called for corrections to the January 21, 2020, regular meeting minutes. The minutes stand approved as written.

Approval of Jan. 2020, Payment Vouchers (Item III.B.)  
Mr. Johnson moved and Ms. Calvert seconded approval of the January 2020 bill payment vouchers as follows:

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In response to queries from Mr. Teterud, Mr. Knorr said payments issued to Great American Insurance Company for property, casualty, auto, and liability insurance, and SirsiDynix for software maintenance and support were both annual payments.
Approval of Jan. 2020, Payment Vouchers (Item III.B.)

There was no further discussion.

The motion was approved.

Unfinished Business None (Item III.C.1)

New Business

Facility Use for Political Purposes Policy (Item III.D.1.)

There was no further discussion.

The motion was approved.

New Business

Public Records Policy and Res. No. 20-01 (Item III.D.2.)

Facility Use for Political Purposes Policy. Mr. Teterud moved and Mr. Johnson seconded approval of the Facility Use for Political Purposes policy, as revised. Mr. Roewe said the primary purpose of the suggested revisions was to improve organization of the policy and update the standard boilerplate regarding procedures and appeals, noting legal counsel reviewed the policy as well. He further said the District follows state law to the extent necessary to prevent unreasonable interference with the public’s use of libraries as public spaces.

There was no further discussion.

The motion was approved.

New Business

Personnel Policy (Item III.D.3.)

Public Records Policy (Resolution No. 20-01). Mr. Johnson moved and Mr. Teterud seconded approval of Resolution No. 20-01, to adopt a revised Public Records policy. Mr. Roewe said District legal counsel recommended the policy be expanded to become procedure-like for compliance with the state Public Records Act, RCW 42.56. Upon approval, a fee structure for requesters will also be implemented to assess the cost of all future print or digital copies. Historically, the District has not charged for digital copies, yet this change will become consistent with state law. Mr. Roewe said the revised policy was adopted via a resolution to establish a formal order to specify the reasons why maintaining a records index would unduly burden or interfere with library operations. In response to Mr. Teterud’s query, Mr. Roewe said examples of public records created daily by the District are payment vouchers issued, emails and correspondence sent, and signed contracts. Mr. Roewe also noted that for training, he and other staff will attend a Public Records Act Basics & More workshop offered by Municipal Research and Services Center (MRSC) on March 9 in Spokane.

There was no further discussion.

The motion was approved.

Personnel Policy HR05—Leave. Ms. Calvert moved and Mr. Teterud seconded approval of Personnel Policy Section HR05—Leave, as revised. Ms. Costa presented via PowerPoint and a handout on myriad aspects of state and District-paid and unpaid leave for employees. The handout demonstrated the necessary criteria for consideration when leave is requested by an employee, and via PowerPoint, Ms. Costa explained how the new state Paid Family and Medical Leave (PFML) program interfaces
with other categories of paid state or District leave. Ms. Costa noted the District cannot mandate use of District leave prior to other leave options, nor would it be responsible for reconciling employee benefits received from the state. In response to Mr. Teterud’s query, Ms. Costa said the advantage of an employee using the new state paid leave program could be to fill a gap prior to eligibility for District leave, or before adequate leave accrual, as every District employee can access PFML. Ms. Costa also pointed out care of a sibling does not qualify under Family and Medical Leave (FMLA), yet does under PFML and District leave, noting criteria for household structure has recently changed. In response to Mr. Roewe’s request, Ms. Costa reported on the recommendation by legal counsel for the revised Leave policy to contain language stating employee benefits would be continued in the event of serious health situations. In response to Mr. Craig’s query regarding the potential for combining District and state benefits to ease administration of coverage, Ms. Costa said not enough is known about the administration of a voluntary plan at present, but there may come a point where it would make financial sense to do so.

There was no further discussion.

The motion was approved.

**NORTH SPOKANE LIBRARY REMODEL CONTRACT AWARD: DISCUSSION.**

Mr. Knorr reviewed a total of three bids received by deadline on Feb. 14, and explained why staff was unable to make a recommendation at this meeting for the contract award. The bid submitted by Modern Construction and Consulting Services, the lowest bidder, was reviewed in further detail for full compliance with the bid document because of its differential cost between it and the other two higher bidders. Bernardo Wills Architects (BWA) recommended a meeting among BWA, the District, and Modern Construction to review, discuss, and clarify specifics of the restroom remodel project. In response to queries from Trustees, Mr. Knorr said District staff had not prepared an estimate in advance of the Invitation to Bid because of the relatively small scope of the job, yet $80,000 was budgeted. Mr. Knorr said the regional construction climate had changed considerably; thus, bids came in higher than those received in 2017 for other remodeling conducted at North Spokane. Mr. Roewe said he and staff were pleased to receive three bids and will move forward with its goal to have remodeled restrooms open before summer. A special meeting will be scheduled in the near future, with intent to make a recommendation to the Board to award the remodel contract. Trustees will have the option to attend the meeting in person or by teleconference. There was no further discussion.

Chair Craig reviewed forthcoming agenda items for the next two months. Among other items, the agenda for March at Airway Heights Library will include Access to Library Services and Financial Management policies, Public Records and Open Public Meetings Act(s) training, overview of Internet Use, Children’s Internet Protection Act (CIPA) compliance, and a spotlight on Airway Heights Library. There was no further discussion.
Trustees’ Reports (Item V.A.)

There were no reports.

Executive Director’s Report, Jan. 2020 (Item V.B.)

The Executive Director’s written report for January 2020 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 further reported on the Library Capital Improvement Program workshop he attended in Wenatchee, WA, on February 12. The improvement program was created by the Legislature in its 2019 Regular Session to assist libraries operated by governmental units to acquire, construct, or rehabilitate their facilities. Opening late March, the Department of Commerce in consultation with the Library Capital Improvement Program Committee will conduct a statewide competitive grant process to award up to $10 million, yet no more than $2 million to any single entity will be awarded. Mr. Roewe noted this program could be beneficial toward future library buildings in Spokane Valley. There was no further discussion.

Operations Report, Jan. 2020 (Item V.C.)

Operations Director Doug Stumbough and Library Operations Manager Kristy Bateman provided a written report prior to the meeting for January 2020, with data for customer use measures, programming, and library activities. In their stead, Mr. Roewe said he had nothing further to report, yet could field questions. There was no further discussion.

Communication & Development Report, Jan. 2020 (Item V.D.)

Communication & Development Director Jane Baker provided a written report prior to the meeting for January 2020 communication and development activities. Ms. Baker had nothing further to report, and there was no further discussion.

Fiscal Report, Final Dec. 2019 (Item V.E.)

Revenue and Expenditure Statement through December 31, 2019.

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Fund Budget Expended 99.38%

Regarding final budget figures for 2019, Mr. Knorr said year-end results were positive for the District going forward into 2020. There was no further discussion.

Spotlight North Spokane Library (Item V.F.)

Managing Librarian Brian Vander Veen and Librarian Rachel Edmondson presented highlights of events at North Spokane Library since their last spotlight report in March 2018. Ms. Edmondson reported on successful early learning programs, such as Family Painting Party geared toward ages four to eight. Ms. Edmondson said during a recent snowstorm a group of 20 kids alongside their adults, explored colors and shapes and worked on their literacy skills in this guided art experience. Offered during the summer from
9am to noon at The Lab, Camp Read-a-Rama has a theme each week based on a children’s book, crafts, music and games. A morning snack and lunch were also provided as part of the Spokane Public Schools Summer Meals program. A STEM program, Take it Apart, enables participants to satisfy their curiosity by taking apart electronics, small appliances and other no-longer-useful devices donated by Goodwill Industries of the Inland Northwest. Mr. Vander Veen reported on programming offered by library staff and Farmers’ Market volunteers as part of KERNEL, a program that Catholic Charities Food For All developed to reach out to families at farmers' markets to introduce children to healthy eating habits by engaging them in educational activities. Each of the 138 kids received a $2 coupon to spend at the market for completing activities each week. Mr. Vander Veen expressed appreciation for the District’s partnership with Catholic Charities and the opportunity for community connection at a location this far north of downtown. The Creator in Residence program had five visiting artisans in The Lab for one month each from September 2018 through January 2019, whose range of talents included an independent publisher, bookbinder, jewelry maker, baker and cake decorator, and medieval book illuminator. Artists work on their creations in The Lab, hold hands-on workshops for participants, and respond to customers’ questions. Applications will soon again be accepted for four resident artists from October to January 2021. Ms. Edmondson said staff noticed programming attendance increased when August skies filled with smoke, which held true for registration of two blacksmithing courses that filled in 10 minutes. The library partnered with Columbia Fire & Iron to teach participants the basics and art of blacksmithing in the library parking lot. Painting with Bob Ross was also a well-attended August program. Mr. Vander Veen noted the Jigsaw Puzzle Swap held last fall filled a niche for puzzle aficionados to exchange their puzzles for something new. The program also drew residents from Rockwood Retirement Community located across the street. Although Librarian Corinne Wilson was unable to join the meeting today, she organized the Hanford Anniversary Exhibit and special events to mark the 75th anniversary of the establishment of the Hanford Nuclear Site. Participants who had worked at Hanford or were downwinders expressed appreciation for programming of this type. Ms. Edmondson reported on the standing Civic Lab exhibit for which topics invite customers to engage with their neighbors and community on controversial subjects. The topic for this month was redlining in Spokane, in observance of Black History Month. To wrap up, Mr. Vander Veen shared an interesting statistic: During the first week following closure of the Spokane Public Library’s Shadle branch, new library card registrations at North Spokane Library increased by 29 percent and Storytime attendance increased as well. In response to Mr. Craig’s query about Instant Pot cooking programs, Mr. Vander Veen said the programs have been in high demand. To respond, the library has planned more programs and added the relatively new kitchen gadget to the Library of Things for checkout. There was no further discussion.
Public Comment (Item VI.)

There was no public comment.

Adjournment (Item VII.)

Chair Craig adjourned the meeting at 5:03 p.m. The next Board Meeting is scheduled for Tuesday, March 17, 2020, at 4:00 p.m., in the public meeting room at Airway Heights Library.

________________________________________
John Craig, Chair

________________________________________
Patrick Roewe, Secretary to the Board of Trustees
Chair John Craig convened the special meeting/teleconference at 4:00 p.m.

**Agenda (Item I)**

North Spokane Library Restroom Remodel Contract Award.
Ms. Thompson motioned and Mr. Teterud seconded approval of the North Spokane Library restroom remodel contract award to the lowest bidder, Modern Construction & Consulting Services, LLC, located in Spokane Valley, WA. As discussed at the Board of Trustees regular meeting held Tuesday, February 18, Mr. Knorr reiterated three (3) bids for the remodel project were received before deadline on February 14. However, because of the differential cost between the lowest and next highest bidder, the architect for the project, Bernardo Wills Architects (BWA), suggested an informational follow-up meeting with Modern Construction, the District, and BWA, prior to issuing the contract award. The follow-up meeting was held February 19 to review the request for proposal and discuss two inconsistencies in the project drawings involving District preferences for sinks and installation of toilet partitions. Although Modern Construction confirmed its bid price and interest in the project, depending on the outcome of the structural engineer’s plans, an industry standard change order might become necessary. With the total project cost estimated at $99,310, the District procurement policy requires Board approval to award the contract, which was the purpose of this special meeting. Mr. Roewe noted any costs above the estimated project cost would involve a change order, for which the Board can provide direction, yet staff intend to keep the project as close to the original bid as possible. Mr. Knorr said he anticipates additional costs of $5,000-$10,000, yet will inform the Board if projected costs reach the estimated amount of the next highest bidder.

There was no further discussion.

The motion was unanimously approved.
Chair Craig adjourned the meeting at 4:22 p.m.

John Craig, Chair

Patrick Roewe, Secretary of 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 February 26, 2020 and that payment vouchers listed on this and the following pages are approved for payment in the total amount of $1,151,316.04 for the general fund and $0.00 for the capital projects fund and are authorized to authenticate and certify these claims.

DATE: March 2, 2020

SIGNED: [Signature]

TITLE: Finance Director

SIGNED: [Signature]

TITLE: Executive Director

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January/February, 2020  
Paid in February, 2020  
Voucher #057023

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<td>General Fund Purchases</td>
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*Top Individual Charge*

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FINANCIAL MANAGEMENT

BACKGROUND:
The primary purpose of the Financial Management policy is to acknowledge that the Board of Trustees has exclusive control of District finances, pursuant to RCW 27.12, and to establish certain basic financial requirements and guidelines.

The changes proposed are primarily for clarification and presentation purposes. The timeline of required meetings and actions needed for the annual budget adoption process have been better separated into those required every year and those required only if applicable or necessary.

The following key limitations or minimums remain unchanged.

1. Minimum budget for library materials will be not less than 14% of property tax revenue, including revenues from contracted cities.
2. Minimum budget for library programs will be not less than 0.5% of property tax revenue, including revenues from contracted cities.
3. Minimum unassigned General Fund balance shall not be less than 15% of total general fund operating expenditures, excluding operating transfers.

The policy addressing the inexpensive purchase of food and District-branded promotional items has been further emphasized that they shall be “commensurate to the consideration or return to the District as a result of such purchase,” to further document these inexpensive purchases are not gifts, yet provide value to the District.

The recommended revisions have been reviewed by the District’s legal counsel.

Finance Director Rick Knorr will be available to answer any questions about the proposed policy.

Following are the edited copy of the current policy, with revisions indicated by strikethrough (removal) or underline (addition), as well as a clean copy of the recommended policy.

Recommended Action: Board motion to approve the revised Financial Management policy.
POLICY: FINANCIAL MANAGEMENT
APPROVAL DATE: NOVEMBER 21, 2000
REVISION DATE: April 17, 2018 March 17, 2020

PREVIOUS POLICY TITLE: Fund Balance Management

RELATED POLICY
Purchasing

STATUTORY REFERENCES: RCW 27.12.050, 27.12.210, 43.09.240, 84.52.010, 84.52.020, 84.52.070, 84.55.010, 84.55.120

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

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

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

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

Required Board of Trustees Actions

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

November of each calendar year
The Board of Trustees reviews and approves:

1.) A Resolution adopting a preliminary budget for the following year that shall be transmitted to the Clerk of the Board of County Commissioners as required by State Law in ample time for Spokane County to make the tax levies for the purpose of the District (RCW 27.12.050, & 27.12.210(4), & 84.52.020).

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

3.) A Resolution certifying the estimated property tax levy for the following year, in dollars, that shall be transmitted to the Clerk of the Board of County Commissioners and the County Assessor, as required
by State Law (RCW 84.52.020070).

4) A Resolution establishing a levy limit factor in excess of the limit factor defined by RCW 84.55.0101 for property taxes shall be transmitted to the County Assessor.

December of each calendar year
The Board of Trustees reviews and approves:

1.) A Resolution adopting the final budget as required by State Law (RCW 27.12.050) shall be transmitted to the Board of County Commissioners. If necessary, a resolution adopting an amended budget for the following year, based upon new information or revised estimates of sufficient importance to budget formulation.

Other The following resolutions needed are required only if applicable or necessary:

1.) A Resolution establishing a levy limit factor in excess of the limit factor defined by RCW 84.55.0101 for property taxes that shall be transmitted to the County Assessor only when the inflation factor as defined by RCW 84.55.0101 is less than 1% and the Board finds a substantial need to exceed the property tax limit factor.

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

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

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

General Operating Fund – This fund is used to carry out the District's normal operations and maintenance activities. The following are important components of the General Operating Fund:

1.) Minimum Unassigned Fund Balance
The minimum unassigned general operating fund balance should be at least 15% of total annual expenditures excluding inter-fund transfers. The unassigned general operating fund balance in excess of the minimum may be used for current-year expenditures or may be transferred to the Capital Projects Fund to meet future capital needs. Any year-end general operating fund surplus will be considered unassigned.

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

Capital Projects Fund – This fund is used to accumulate financial resources for potential future capital investments. Consequently, the unassigned Capital Projects Fund balance has no minimum.
Inter-Fund Loans – The Finance Director is authorized to make short-term (i.e., not to exceed 90 days) inter-fund loans between the General Operating Fund and the Capital Projects Fund. All inter-fund loan activity shall be reported to the Board of Trustees on a monthly basis.

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

Budget Limitations and Restrictions – General Operating Fund
The following are limitations and restrictions on the General Operating Fund:

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

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

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

4.) Food Purchases
   The District may purchase food and beverages and serve them in connection with District-sponsored activities, events, and meetings. Purchases shall be inexpensive and the effort necessary to purchase, prepare, and present them shall be minimal in nature but commensurate to the consideration or return to the District as a result of such purchase. Purchase of alcoholic beverages with District funds is prohibited.

5.) District-Branded Promotional Items
   The District may purchase District-branded items and distribute them to the public in order to promote District services. Purchases shall be inexpensive and the effort necessary to purchase, prepare, and present them shall be minimal in nature but commensurate to the consideration or return to the District as a result of such purchase.

6.) District-Branded Items for Staff and Volunteers
   The District may purchase clothing and/or other District-branded items and provide them to employees as a provision of employment and/or to volunteers as a provision of volunteer service. Purchases shall be inexpensive and the effort necessary to purchase, prepare, and present them shall be minimal in nature but commensurate to the consideration or return to the District as a result of such purchase.

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 Executive Director will establish administrative procedures necessary to implement this policy. In accordance with the administrative procedures, any appeal of an administrative action under this policy will first be made in writing to the Executive Director. Any subsequent appeal of Executive Director action and/or decision will 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.

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1. Necessary only when the inflation factor as defined by RCW 84.55.0101 is less than 1% and the Board wants to exceed the property tax limit factor.
2. Necessary only if District General Obligation Bonds are outstanding.
3. Necessary only if the projected fund balances are insufficient to provide sufficient cash flow for District operations.
POLICY: FINANCIAL MANAGEMENT
APPROVAL DATE: NOVEMBER 21, 2000
REVISION DATE: March 17, 2020

PREVIOUS POLICY TITLE: Fund Balance Management

RELATED POLICY
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The Executive Director will establish administrative procedures necessary to implement this policy. In accordance with the administrative procedures, any appeal of an administrative action under this policy will first be made in writing to the Executive Director. Any subsequent appeal of Executive Director action and/or decision will 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.
Coronavirus/COVID-19 Response

Background
The District is continuing to monitor the developing situation with Novel Coronavirus/COVID-19 and is following guidance provided by Spokane Regional Health District (SRHD), Washington State Department of Health (DOH) and Centers for Disease Control and Prevention (CDC).

Infectious Disease Response Plan
Following recommendations of those agencies, the District has established a new Infectious Disease Response Plan procedure, which outlines operational responses for topics such as:

- Library closures and reductions in services.
- Minimum staffing levels.
- External and internal communication.
- Prioritization of services and business operations.
- Alternative work assignments (locations and duties).

The procedure also contains guidelines specific to COVID-19 derived from those same public health agencies that include directives for staff regarding topics such as:

- Staying home when sick.
- Cough and sneeze etiquette.
- Handwashing and hand sanitizer use.
- Routine cleaning of frequently touched surfaces.

Additional Actions
In addition, the District has taken the following steps in response to the situation:

- Distributed CDC public health posters to all facilities for posting.
- Posted an informational item on the website that provides a brief statement regarding our response to the outbreak and refers customers to credible public health agencies.
- Ordered freestanding hand sanitizer dispensers for all facilities that are scheduled to be received by the middle of the March.
- Purchased Zoom, a web-based communications platform for online staff and team meetings. This platform provides a call-in feature and could be used for remote attendance to a Board of Trustees meeting for Trustees, staff, and the public if necessary.

Library Closures and/or Reduction in Services
The District will follow the Board-approved Emergency Closure of Facilities policy if a closure is necessary. It is important to note that such closure or a significant reduction in services would more than likely be in response to an order from a public health and/or government agency, such as SRHD or DOH.

The District is also prepared that a closure or a significant reduction in services might be necessary if, due to a variety of factors, we are not able to sustain minimum staffing levels.

Reduction in Services: Actions Taken
In response to new restrictions issued by the Washington State Governor’s Office regarding visits to nursing homes and assisted living facilities throughout Washington state, the District has suspended library outreach services to adult care facilities in our service area as of March 10, 2020. This suspension of services will be through at least April 9, 2020, as per the directive.
Executive Director Patrick Roewe will be available to answer any questions.

Recommended Action: This item is for discussion only, with no action required.
EXECUTIVE DIRECTOR’S REPORT FEBRUARY 2020

Business Office, Finance and Facilities – Rick Knorr

Revenues
Initial report for 2020: Total revenues through February are only 1.5% of budget, as no substantial tax revenues have yet been collected. We will see the first tax revenues in April, which is standard. Fines and fees revenue are on schedule through the first two months of the year.

Expenses
Total expenses before transfers to the Capital Projects Fund are 15.7% of budget. At this time of year, it is typically expected to be a little over budget due to annual payments that have been made for big ticket items like insurance coverage and SirsiDynix software support. The 2020 year, however, will be more influenced by the timing of the capital equipment budget of $1,490,000, which through February is only 2% expended.

Property Tax Levy
The following illustrates the 2020 District levy amount, as reported by the Spokane County Treasurer’s Office.

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<tbody>
<tr>
<td>Total Levy Submitted by the County Assessor</td>
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<tr>
<td>Refund Levy</td>
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<td>TIF Allocations</td>
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<tr>
<td>Net Levy to be Collected by County Treasurer</td>
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<td>Amount Budgeted</td>
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Facilities Report
North Spokane Restroom Remodel
- The construction contract was signed on February 27, 2020, and the Notice to Proceed was issued to the contractor on March 2, 2020. Based on post-bid discussion with our architects and other advisors on this project, it was decided to remove the requirement in the remodel plans for ceiling anchored toilet partitions, and instead specify floor-mounted overhead braced partitions that were recommended by the architect. Consequently, there is no longer potential for a change order for the partitions.

Human Resources – Toni Costa

Staff Training:
- A number of webinars and self-paced trainings were added to the learning management system for staff to access during their dedicated monthly training time.

Staffing Changes:
The District welcomed two new staff in February, a Librarian on the Education and Enrichment team and a Library Assistant at Argonne. There were no transfers, promotions or demotions for February. Three
employees separated from service, two Library Pages, one from North Spokane and one from Spokane Valley, and a Public Services Associate from The BookEnd.

Communication and Development – Jane Baker

Communication

- The Spokesman-Review featured an article on Thursday, February 13, on the District’s latest digital resource, Flipster. Communication Specialist Erin Dodge demonstrated how online magazines can be accessed on the website.
- Announcing the opening of two new seed libraries and the beginning of a spring full of gardening programs, Master Gardener Marilyn Lloyd and Librarian Tammy Henry joined in a discussion on the Library Out Loud podcast on Thursday, February 20.
- In recognition of February as Black History Month, KREM-TV featured a story on the Civic Lab at North Spokane on February 21, as a result of the District’s Twitter post. Librarian Corinne Wilson gave an informative interview.
- KXLY-TV featured a story on Kindergarten Readiness as a result of a press release sent on Tuesday, February 25. The reporter interviewed Public Services Manager Mary Ellen Braks and parents attending Storytime at Spokane Valley, which was also one of the special “Leap into Science” programs offered that week.
- In a separate story by another KXLY reporter, the Reading Buddy program was featured on Friday, February 28, highlighting the need for volunteers for the program.

Development

The Development Team is reaching out to potential sponsors for the cultural pass program. This includes letters, phone calls, and in-person visits to different businesses to match up the sponsor’s organizational values, priorities, and timetables with Districts programs and services. These meetings are the beginning of relationships for future fundraising.

Operations – Doug Stumbough

Positive Interaction Reports

There are many instances where District staff, services, and programs impact on our customers in sometimes small but encouraging ways. Following are examples of those that have been shared through the Positive Interaction reports throughout winter.

A young man came into Airway Heights Library to print off a job application that he initially thought could be filled out online, yet he actually needed to print it. He was very appreciative that not only was the library open on a Saturday, but there was no charge for his five-page document. As he was leaving, he came back up to the desk to say we were all so extremely helpful and "saved his life and that he hopes to give back" in the future.

A Cheney customer came to the front desk saying that it was "so nice and quiet in [the library] compared to all of the Tax-Aide hubbub in the meeting room." Staff was prepared for a complaint about the noise level, but instead he pulled out $50 from his wallet and continued by saying, "for which we are so thankful. We are so happy the library lets the AARP people use its space, so we wanted to give our yearly donation."
On the 2nd floor at Spokane Valley, a staff member overheard two young adult men talking about their resumes. Another customer jumped in and started telling them about WorkSource and all of the tools and resources available through the District’s role as a WorkSource Connections site. They continued talking and sharing about the resources when a fourth customer jumped in and started talking about Next Generation Zone. The two young guys were impressed and surprised that the resources were all free. Staff was amazed at the people helping the guys and sharing information about one of our services and partners.

After taking part in an Instant Pot class at Medical Lake, one customer said that it "expanded her horizons." Before the class, she had just taken hers out of the box and put it on her counter. Since the class, she has been using it constantly with total success. She said the teacher was wonderful, positive, and helpful to a visual learner like herself.

A customer came to North Spokane Library to use one of the meeting rooms for an interview held over a conference call. While we were not able to accommodate his need because the rooms was reserved during the time of his call, when he left he told staff that the library is "a hidden gem" and "such a value to our community."

A customer's caretaker came to the desk at Medical Lake to make a special thank you. She said that whenever they come to the library, staff treats her client with kindness and respect.

Finally, a happy customer at Cheney commented to staff on the speed of the library's Internet connection. He's noticed a huge improvement and was very pleased. Whatever [our IT Department] is doing, he encouraged us to keep it up.

Collection Services – Andrea Sharps

Top Checkouts and Holds
Titles with the most checkouts occurring during the month and titles with the most holds placed during the month:

- Popular Adult Book Titles February 2020:
  - Checkouts:
    - *Blue Moon: A Jack Reacher Novel* by Lee Child (58)
    - *A Minute to Midnight* by David Baldacci (48)
    - *Twisted Twenty-Six: A Stephanie Plum Novel* by Janet Evanovich (42)

- Holds:
  - *Where the Crawdads Sing* by Delia Owens (36)
  - *Open Book* by Jessica Simpson with Kevin Carr O'Leary (34)
  - *American Dirt* by Jeanine Cummins (26)

Conference Reports
This month, Adult Collection Development Librarian Cheryl Zobel had the opportunity to attend the Public Library Association 2020 Conference in Nashville, Tennessee. Her summary of highlights and select key takeaways follow.

PLA was an energizing, engaging experience for me. A favorite moment for me was the dynamic Spoken Word poetry performances by Southern Word. They illustrated their lives and struggles – some similar to, most different from my own. My big takeaways were gaining an even clearer understanding that we need
to let marginalized communities (and individuals) speak for themselves. In one library system, they are recataloging all items in Dewey’s biased “Indians” categories. The (white) cataloger shared that the (Canadian) indigenous librarian community was working to develop new controlled vocabulary for indigenous peoples and works. Almost every session discussed ‘diversity’ within that session’s own context. Most sessions also discussed the vital importance of Census 2020 for all communities, future funding and services, and history. I attended sessions about creating a diverse collection, new authors in classic genres, how to share data clearly, addressing bias in the catalog, the dark side of the Internet, addressing the unique needs of Baby Boomers and older adults in libraries, and more. I really appreciated the experience and investment in my professional development.

This month, Youth Collection Development Librarian Sheri Boggs had the opportunity to attend the 2020 WWU Children’s Literature Conference in Bellingham, Washington. Her summary of highlights and select key takeaways are below:

I attended the 17th annual Western Washington University Children’s Literature Conference in Bellingham, WA, on Feb. 29. This small, one-day conference featured Jason Chin (Grand Canyon, Nine Months), Mac Barnett (President Taft Is Stuck in the Bath, Sam and Dave Dig a Hole), LeUyen Pham (illustrator of the Princess in Black series) and Ruta Sepetys (Out of the Easy, Salt to the Sea). Each person spoke for only an hour, yet their presentations were so significant, covering such topics as diversity and representation in picture book art, the merits of imperfect main characters, telling stories that are not your own, and conveying scientific information accurately and engagingly.

Request for Review of Library Materials
The District received one Request for Review of Library Materials form in February regarding an adult audiovisual item. It was determined that the DVD met the collection criteria and was appropriately cataloged and shelved in the adult area. No change was made in the item’s status, and a written response was sent to the District resident within 14 days of receiving the request, as per policy.

Request for Proposal (RFP)
The District invited interested library materials suppliers to submit proposals for a non-exclusive supplier contract for provision primarily of District physical print materials. The RFP informational package is available at the District’s website, www.scld.org/about/request-for-proposals, from February 28 through March 27, with all proposals due by 2:00 p.m. PST on March 27. The contract will be awarded to the vendor most responsive to the selection criteria at the April 21 Board of Trustees meeting.
COLLECTION MONTHLY REPORT

FEBRUARY 2020

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<th>Physical Collection</th>
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</tbody>
</table>

| Overdrive           |          |          |        |
|                     |          |          |        |
| Total Checkouts     | 108,890  | 98,256   | 11%    |
| Total Holds         | 37,986   | 35,543   | 7%     |

| hoopla              |          |          |        |
|                     |          |          |        |
| Total Checkouts     | 4,921    | 4,200    | 17%    |

<table>
<thead>
<tr>
<th>Material Type</th>
<th>YTD 2020</th>
<th>YTD 2019</th>
<th>CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print</td>
<td>316,288</td>
<td>312,824</td>
<td>1%</td>
</tr>
<tr>
<td>Nonprint</td>
<td>86,122</td>
<td>87,287</td>
<td>-1%</td>
</tr>
<tr>
<td>Overdrive</td>
<td>94,779</td>
<td>86,036</td>
<td>10%</td>
</tr>
<tr>
<td>Grand Total</td>
<td>497,189</td>
<td>486,147</td>
<td>2%</td>
</tr>
</tbody>
</table>

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 majority of actions taken by the Leadership Team this month are addressed in other agenda items, so no supplementary updates are necessary this month.

2020 Legislative Session
As reported last month, 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:

- Extend the maximum term of nonvoter-approved general obligation bonds for library districts from six to 20 years.
- Combine the establishment of an LCFA (library capital facilities area) and the authority to finance the LCFA in a single ballot proposition approved by a supermajority vote.
• Require that special purpose districts (including library districts) post the agenda for every regular and special meeting of its governing body online at least 72 hours prior to the meeting.
• Require Washington State Parks to provide at least two library Discover Passes (passes needed to access state parks), once each calendar year, to any library that submits a request.

As of the end of February, the items above are proceeding through the legislative process. The session is set to end in mid-March, so I hope to be able to report on their final dispositions in next month’s report.

Community Engagement
I attended the following community meetings and events:
• Partners Advancing Character Education board meeting. This organization promotes the importance of good character through partnerships with schools, businesses, public agencies, and community groups.
• Innovia: Public Services Manager Gwendolyn Haley and I met with a representative from the Innovia Foundation, the community foundation for Eastern Washington and North Idaho, about the “Say Yes to Education” initiative.
Operations Report February 2020
Doug Stumbough and Kristy Bateman

Service Priority Teams
Business and Career Development (Stacey Goddard)
- Librarian Danielle Milton and PSS Renee finished a four-week Resume Class series with students at Mica Peak High School. The final session, which focuses on interviewing, is always the highlight of the series. In addition to holding up various clothing items and asking the students whether or not each item was appropriate for a job interview (spoiler alert: pajama pants are never okay), Danielle and Renee made each student shake hands with them and introduce themselves, and make eye contact. It was great practice for their future job hunting.
- Canopy Credit Union’s Money and Relationships workshop ended up being our first zero-attendance program in a while, thanks to the snowstorm on February 4. The presenter was understanding, and we plan to schedule another session for early fall.
- Spokane Community College notified me that Deer Park’s GED classes will end next month when winter quarter wraps up. Sessions have been averaging two-four students, which is substantially lower than SCC’s minimum threshold for enrollments. The college is open to resuming classes in the future if there is a demonstrated need.

Early Learning (Mary Ellen Braks)
- We provided 108 Storytimes to 3,187 children, parents, and caregivers. Our average attendance per Storytime was 29.
- We provided 51 Storytimes to 826 children at 19 child care centers.
- We had one STARS class this month for child care providers, New Picture Books of 2019, which was held at the Gift of Childhood conference at SFCC.
- This month we had six Dance Party programs. This was a movement class designed to incorporate gross motor activities that can be done inside during the cold weather. We had an attendance of 80.

Education and Enrichment (Gwendolyn Haley)
- 1,050 people participated in Education and Enrichment programs this month.
- February marks the beginning of Gardening season, and 197 people attended workshops on gardening topics such as seed propagation, Mason Bees, and Vertical Gardening. North Spokane and Spokane Valley Libraries launched their Seed Libraries.
- SCLD hosted Leap into Science Week activities at our libraries. Each library hosted at least one Preschool workshop on either wind or balance during regular preschool Storytimes, and then we also held three Wind Family Workshop(s) for school-aged children.
- We are partnering with Progress Elementary and hosting Prime Time Family Reading at Spokane Valley Library for 14 families.

Digital Projects and Resources (Carlie Hoffman)
- I worked with EBSCO to discuss pricing options for a digital resource focused on entrepreneurial training. Stacey included this product in a grant application.
- I am auditing our SIP2 authenticated digital resources. This is part of a larger project to audit our library card profiles to ensure proper access to digital resources.
- We began two digital resources trials: Creative Bug contains online courses focused on hobbies and crafts and Mometrix Test Preparation contains study guides on a variety of topics.
- My position title has changed to Digital Services Manager to better reflect my job duties.
Information Technology (Patrick Hakes)
- Work has been scheduled to migrate the SirsiDynix ILS system to the new servers on March 31 and April 1. This will result in limited services interruptions, as the work is necessary in order to migrate data over to the new servers.
- Planning and site review has begun for the Argonne Library and Administrative Offices network wiring upgrades. This work is being funded at 80% by E-Rate funds. The wiring work is scheduled to take place over four days later this spring, yet we are working with vendors to minimize impact on customers.
- A tentative schedule has been reached for the network security audit for the week of April 20. The purpose of the audit is to help identify areas in which the District IT staff can focus on in order to help mitigate any breach of network security. This is to complement the ongoing education program that is periodically conducted to provide District staff with skillsets to combat cybercrimes directed at the District.

Library Reports

Airway Heights: Jennie Anderson
- Our Leap into Science: Balance Family Workshop had 31 children with their adults learn about what balance is and were able to practice their skills on a balance beam!
- Families enjoyed a Saturday Dance Party, where they danced and got to make colorful shakers to take home.

Argonne: Pat Davis
- 18 people attended the Genealogy: Researching your Family History program. It was very popular and many participants stayed after to ask questions. Several folks were excited to learn how to get started.
- Our Dance Party had families up and dancing with their little ones.
- Danielle Milton attended Seth Woodard Elementary’s Book Bingo night to share information about our services with the 142 attendees.

BookEnd: Caitlin Wheeler
- BookEnd continues to see families, couples, friend groups, and individuals seeking out the library and, increasingly, choosing to stay to enjoy the quiet retreat it provides. Children and adults alike are drawn in by the Giant Chess set, and lessons from more experienced players to their novitiate companions can be observed almost daily.

Cheney: Catherine Nero Lowry
- We had 23 in attendance for the Vertical Gardening program. Master Gardner Marilyn Lloyd shared the ease of maintaining and harvesting vertical gardens.
- We had 16 attend our February Lego Club.

Deer Park: Kris Barnes
- Our Dance Party program was attended by 11 participants who danced, sang, and thoroughly enjoyed making their musical shakers! Librarian Crystal Miller supplied the musical talent for the program.
- The Mason Bee program was attended by 26 folks making their very own mason bee house. Participants learned about these beneficial creatures and how to make their garden a friendly habitat for them.

Fairfield: Kristy Bateman
- Librarian Cindy Ulrey visited Freeman Early Learning Center and presented Storytimes to students and teachers.
- PSA Charlie presented Leap into Science: Balance Family Workshop during the monthly Storytime. Attendees had fun exploring with all the experiments related to balancing objects and themselves.
Medical Lake: Cecelia McMullen
- “Leap into Science Week” produced discovery and giggles as babies and toddlers explored wind. They used wind to send bubbles flying all over the room and readily agreed that being a scientist was fun.
- Children, teens, and senior citizens used engineering skills to build catapults and sent marshmallows and pompoms leaping through the air during the Medical Lake Monday leap year celebration.

Moran Prairie: Danielle Marcy
- Librarian Cindy Ulrey represented the District at the Moran Prairie Elementary STEAM Fair. Cindy had some attendees excited about any STARS classes upcoming at the Moran Prairie Library location.
- Participants from Genealogy: Researching your Family History were impressed by the quality of the presenter and intend to follow up with genealogical research.

North Spokane: Brian Vander Veen
- I participated in a discussion at Gonzaga University, along with Karol Widmer from the Fairwood Farmers’ Market and Doug Phelps from the Spokane Conservation District, for a senior capstone class on the topic of farmers markets and community partnerships.
- The North Spokane Library launched its seed lending library in time for the program Plant Propagation from Seeds and Cuttings, taught by Washington State Master Gardener Steve Nokes.
- North Spokane also hosted a panel discussion entitled Vendor Success at Farmers Markets organized by Librarian Ree West. Eight farmers and artisans attended the program to learn how to sell and market their products through local farmers markets.

Otis Orchards: Caitlin Wheeler
- Gardening programs have been a hit this month, with 25 attendees at our Vertical Gardening program and 35 at Mason Bees, where customers got to build homes for bees to keep in their yards. These programs help supplement and promote our Seed Library, which is seeing a lot of attention as the weather starts to warm up.
- Preschoolers exercised their science skills with PSA Wyatt during our Leap Into Science: Balance Storytime. Attendees got to explore the concept of balance and counterweight using egg cartons, paper puppets, and even their own bodies.

Spokane Valley: Aileen Luppert
- We are off to a great start with the newest District Seed Library and related programming, Propagations from Seeds and Cuttings attracted 35 people, and the display books around the Seed Library have been popular.
- This month’s live art demonstration featured relief printing with Lindsay Merrell. Around 25 people enjoyed Linda’s art on a Saturday afternoon.

Security Incident Reports
For February 2020, there were 25 Security Incident reports filed, two more than last month (23) and five more than January 2019 (20). Spokane Valley had the most incidents reported with 16. The most frequently reported incidents related to Potential problems with nine incidents. There was one six-month exclusion due to escalating hostile behavior and threatening language. To further put all of these numbers in perspective, the total door count District-wide in February 2020 was 97,771.

Public Use Measures

<table>
<thead>
<tr>
<th>Measure</th>
<th>This year</th>
<th>Last year</th>
<th>YTD</th>
<th>Last YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>This Month</td>
<td>This Month</td>
<td>This year</td>
<td>Comparison</td>
</tr>
<tr>
<td>Cardholders</td>
<td>111,555</td>
<td>112,760</td>
<td>116,265</td>
<td>-1%</td>
</tr>
<tr>
<td>Door count</td>
<td>97,771</td>
<td>90,626</td>
<td>196,253</td>
<td>0%</td>
</tr>
<tr>
<td>Items Borrowed</td>
<td>217,124</td>
<td>207,633</td>
<td>441,037</td>
<td>0%</td>
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<tr>
<td>Airway Heights</td>
<td>5,633</td>
<td>4,541</td>
<td>11,484</td>
<td>13.57%</td>
</tr>
<tr>
<td>Argonne</td>
<td>10,855</td>
<td>10,944</td>
<td>22,555</td>
<td>-3.02%</td>
</tr>
<tr>
<td>Cheney</td>
<td>12,101</td>
<td>11,575</td>
<td>24,895</td>
<td>4.02%</td>
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</table>

SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES REGULAR MEETING
MARCH 17, 2020

PAGE 3 OF 4
<table>
<thead>
<tr>
<th>Location</th>
<th>Last Year</th>
<th>Last Year Decrease</th>
<th>This Year</th>
<th>Increase/Decrease</th>
</tr>
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<tbody>
<tr>
<td>Deer Park</td>
<td>12,422</td>
<td>12,127</td>
<td>25,446</td>
<td>-0.86%</td>
</tr>
<tr>
<td>Fairfield</td>
<td>1,362</td>
<td>1,017</td>
<td>2,283</td>
<td>-1.72%</td>
</tr>
<tr>
<td>Medical Lake</td>
<td>3,419</td>
<td>3,945</td>
<td>6,991</td>
<td>-12.73%</td>
</tr>
<tr>
<td>Moran Prairie</td>
<td>16,119</td>
<td>15,260</td>
<td>33,292</td>
<td>2.68%</td>
</tr>
<tr>
<td>North Spokane</td>
<td>44,725</td>
<td>40,538</td>
<td>90,750</td>
<td>5.87%</td>
</tr>
<tr>
<td>Otis Orchards</td>
<td>5,545</td>
<td>4,971</td>
<td>10,872</td>
<td>0.17%</td>
</tr>
<tr>
<td>Spokane Valley</td>
<td>43,453</td>
<td>44,245</td>
<td>89,250</td>
<td>-6.12%</td>
</tr>
<tr>
<td>The BookEnd</td>
<td>4,011</td>
<td>3,710</td>
<td>8,427</td>
<td>10.36%</td>
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<tr>
<td>Digital</td>
<td>57,017</td>
<td>48,585</td>
<td>113,901</td>
<td>11%</td>
</tr>
<tr>
<td>Programs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number</td>
<td>314</td>
<td>287</td>
<td>607</td>
<td>7%</td>
</tr>
<tr>
<td>Attendance</td>
<td>5,797</td>
<td>5,162</td>
<td>12,056</td>
<td>11%</td>
</tr>
<tr>
<td>Internet Station Use (%)</td>
<td>46.3%</td>
<td>45.2%</td>
<td>47.4%</td>
<td>11%</td>
</tr>
<tr>
<td>Meeting room bookings</td>
<td>572</td>
<td>528</td>
<td>1,129</td>
<td>2%</td>
</tr>
<tr>
<td>Digital Resource Use</td>
<td>84,349</td>
<td>88,748</td>
<td>173,547</td>
<td>-8%</td>
</tr>
</tbody>
</table>

**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.*
Spokane County Library District
Summary of Revenues & Expenses - (Cash Basis)
For the Two Months Ended February 29, 2020

<table>
<thead>
<tr>
<th>REVENUES</th>
<th>Y-T-D Actual</th>
<th>Annual Budget</th>
<th>Percent Used</th>
<th>Balance Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROPERTY TAXES</td>
<td>$75,689</td>
<td>$15,315,000</td>
<td>0.49%</td>
<td>$15,239,311</td>
</tr>
<tr>
<td>CONTRACT CITIES - AIRWAY HEIGHTS</td>
<td>84,781</td>
<td>339,000</td>
<td>25.01%</td>
<td>254,219</td>
</tr>
<tr>
<td>CONTRACT CITIES - SPOKANE</td>
<td>0</td>
<td>100,000</td>
<td>0.00%</td>
<td>100,000</td>
</tr>
<tr>
<td>FINES &amp; FEES</td>
<td>27,553</td>
<td>155,000</td>
<td>17.78%</td>
<td>127,447</td>
</tr>
<tr>
<td>GRANTS &amp; DONATIONS</td>
<td>8,703</td>
<td>39,000</td>
<td>22.32%</td>
<td>30,297</td>
</tr>
<tr>
<td>E-RATE REIMBURSEMENTS</td>
<td>33,040</td>
<td>198,000</td>
<td>16.69%</td>
<td>164,960</td>
</tr>
<tr>
<td>LEASEHOLD &amp; TIMBER TAX, REBATES, OT</td>
<td>4,174</td>
<td>26,100</td>
<td>15.99%</td>
<td>21,926</td>
</tr>
<tr>
<td>INTEREST REVENUES</td>
<td>13,678</td>
<td>80,000</td>
<td>17.10%</td>
<td>66,322</td>
</tr>
<tr>
<td>TOTAL REVENUES</td>
<td>$247,619</td>
<td>$16,252,100</td>
<td>1.52%</td>
<td>$16,004,481</td>
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<tr>
<td>TRANSFERS IN</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
<td>-</td>
</tr>
<tr>
<td>TOTAL REVENUES &amp; TRANSFERS IN</td>
<td>$247,619</td>
<td>$16,252,100</td>
<td>1.52%</td>
<td>$16,004,481</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EXPENSES</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARIES</td>
<td>$1,124,888</td>
<td>$6,985,400</td>
<td>16.10%</td>
<td>$5,860,512</td>
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<tr>
<td>FRINGE BENEFITS</td>
<td>407,301</td>
<td>2,451,300</td>
<td>16.62%</td>
<td>2,043,999</td>
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<td>SUPPLIES</td>
<td>19,378</td>
<td>165,700</td>
<td>11.69%</td>
<td>146,322</td>
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<td>UTILITIES</td>
<td>82,676</td>
<td>480,900</td>
<td>17.19%</td>
<td>398,224</td>
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<td>SERVICES</td>
<td>359,020</td>
<td>1,386,900</td>
<td>25.89%</td>
<td>1,027,880</td>
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<td>60,553</td>
<td>62,000</td>
<td>97.67%</td>
<td>1,447</td>
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<td>EQUIPMENT &amp; SOFTWARE</td>
<td>29,284</td>
<td>1,490,000</td>
<td>1.97%</td>
<td>1,460,716</td>
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<tr>
<td>LIBRARY MATERIALS</td>
<td>283,017</td>
<td>2,057,000</td>
<td>13.76%</td>
<td>1,773,983</td>
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<td>ELECTRONIC LIBRARY MATERIALS</td>
<td>49,609</td>
<td>250,000</td>
<td>19.84%</td>
<td>200,391</td>
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<td>LIBRARY PROGRAMS</td>
<td>16,930</td>
<td>112,900</td>
<td>15.00%</td>
<td>95,970</td>
</tr>
<tr>
<td>OPERATIONAL CONTINGENCIES</td>
<td>0</td>
<td>50,000</td>
<td>0.00%</td>
<td>50,000</td>
</tr>
<tr>
<td>TOTAL EXPENSES</td>
<td>$2,432,655</td>
<td>$15,492,100</td>
<td>15.70%</td>
<td>$13,059,445</td>
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<td>TRANSFERS OUT</td>
<td>-</td>
<td>760,000</td>
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<td>760,000</td>
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<tr>
<td>TOTAL EXPENSES &amp; TRANSFERS OUT</td>
<td>$2,432,655</td>
<td>$16,252,100</td>
<td>14.97%</td>
<td>$13,819,445</td>
</tr>
</tbody>
</table>

Net Excess of Revenues Over/(Under) Expenses $ (2,185,036) -

BEGINNING CASH 5,137,427
NET FROM ABOVE (2,185,036)
ENDING CASH $ 2,952,392

Number of months cash on hand 2.3