

MISSION

We inspire learning, advance knowledge, and connect communities.

Board of Trustees Regular Meeting

November 18, 2014 4:00 p.m. Argonne Library Public Meeting Room

AGENDA

- I. **CALL TO ORDER**
- II. **AGENDA APPROVAL** [4:00]
- III. **ACTION ITEMS**
 - A. Approval of October 21, 2014, Regular Meeting Minutes [4:00-4:03]
 - B. Approval of October 2014 Payment Vouchers [4:03-4:05]
 - C. Unfinished Business [4:05-4:30]
 1. Libraries Transforming Communities Project Update
 2. Request for Reconsideration of Library Materials Appeal Discussion
 3. Disposal of Surplus Property (Resolution No. 14-06): Approval Recommendation.
 4. 2015 Budget [4:30-4:45]
 - a. 2015 Revenue and Expenses: Preliminary Budget Message Update
 - b. Adopting a 2015 Preliminary Budget and Certifying It to the Board of County Commissioners (Resolution No. 14-07): Approval recommendation.
 - c. Authorizing 2015 Property Tax Levy Increase for Collection in 2015 (Resolution No. 14-08): Approval recommendation.
 - d. Levying the Regular Property Taxes for SCLD for Collection in 2015 (Resolution No. 14-09): Approval recommendation.
 - e. Board Direction to Staff
 - D. New Business [4:45-4:55]
 1. Computer, Wireless Network and Internet Use Policy: Approval Recommendation.
 2. 2015 Meeting Schedule/Locations/Overviews and Policies Review Schedule 2015-2016
- IV. **DISCUSSION ITEMS, POSSIBLE ACTION** [4:55-5:00]
 - A. Future Board Meeting Agenda Items
- V. **REPORTS**
 - A. Trustees [5:00-5:05]
 - B. Executive Director [5:05-5:10]
 - Administrative
 - Community Activities
 - C. Public Services [5:10-5:15]
 - D. Communication [5:15-5:20]
 - E. Fiscal [5:20-5:25]
 - F. Spotlight – Deer Park Library [5:25-5:35]
 - G. Overview – Support Job Seekers and Local Businesses [5:35-5:55]

BREAK

- VI. **EXECUTIVE SESSION FOR TRUSTEE INTERVIEWS** [6:15-8:00]

- VII. **PUBLIC COMMENT**

- VIII. **ADJOURNMENT**

[Estimated meeting length: Four hours, 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. 11/18/14

SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: OCTOBER 21, 2014

CALL TO ORDER

The regular monthly meeting of the Spokane County Library District Board of Trustees was held Tuesday, October 21, 2014, in the public meeting room at Argonne Library, 4322 N. Argonne Rd., Spokane, WA. Chair Tim Hattenburg called the meeting to order at 4:01 p.m. and welcomed those in attendance.

PRESENT:

Tim Hattenburg - Chair
Mark Johnson - Vice Chair
Sonja Carlson - Trustee
John Craig - Trustee
Kristin Thompson - Trustee
Nancy Ledeboer - Executive Director and Secretary

EXCUSED:

None.

Guests: Roy Koegen, Attorney, and Debbi Haskins, Paralegal, of Kutak Rock LLP, Carol Lawson, Lori Burns, Vanessa Judd, and Barbara Lund.

Also Present: Kathy Allen, Library Supervisor; Jane Baker, Communication & Development Officer; Mary Ellen Braks, Library Services Manager; Rachel Edmondson, Librarian; Paul Eichenberg, Chief Human Resources Officer; Tammy Henry, Librarian; Patrick Roewe, Deputy Director, Library Services; Bill Sargent, Chief Financial Officer; Andrea Sharps, Deputy Director, Collection Services; Doug Stumbough, Deputy Director, Library Operations; Cindy Ulrey, Librarian; Patty Franz, Administrative Assistant.

AGENDA APPROVAL

Mr. Hattenburg moved and Mr. Johnson seconded to approve the agenda.

The motion carried unanimously.

ACTION ITEMS

APPROVAL OF SEPTEMBER 16, 2014, REGULAR MEETING MINUTES

Mr. Hattenburg called for corrections to the September 16 regular meeting minutes. There were no corrections; the minutes stand approved as written.

APPROVAL OF SEPTEMBER 30, 2014, SPECIAL MEETING MINUTES

Mr. Hattenburg called for corrections to the September 30 special meeting minutes. There were no corrections; the minutes stand approved as written.

APPROVAL OF SEPTEMBER 2014 BILL PAYMENT VOUCHERS

Mr. Hattenburg moved and Mr. Craig seconded approval of bill payment vouchers for September 2014.

Fund

L01	Voucher numbers: 46749 through 46896 and W00200-W00204 totaling	\$ 528,302.72
	Payroll numbers: 09102014PR and 09252014PR totaling	\$ 356,940.72
	Total	\$ 885,243.44

In response to Trustee Craig's question about collection agency services payments, Ms. Ledeboer explained that we pay a flat fee for every account referred to the Collection Agency service. We receive an accounting of the amount recovered, which includes the value of materials returned. Overall this service is revenue neutral.

The motion was unanimously approved.

UNFINISHED BUSINESS

LIBRARIES TRANSFORMING COMMUNITIES (LTC) PROJECT UPDATE. Along with a written report provided in advance of the meeting, Mr. Roewe provided a handout on narratives from community conversations held at Staff Day, September 26, and the Board of Trustees and Leadership Team Retreat, September 30. The LTC Team has a goal of conducting 100 conversations by June 2015. There was no further discussion.

BUY IT NOW UPDATE. Following the September 16 Board of Trustees meeting, Deputy Director Andrea Sharps asked OverDrive to add the "Buy It Now" or BIN option to the District's OverDrive site. The BIN feature went live September 19 and gave us the rights to purchase Simon and Schuster eBook content for members. Ms. Sharps said the District has purchased quite a lot of materials, yet no member comments or credits toward future content purchases have been received. Ms. Ledeboer noted although librarians were concerned about the change, it does not appear to be a concern for members. There was no further discussion.

NEW BUSINESS

COMMUNITY REVITALIZATION FINANCING AND TAX INCREMENT AREA AGREEMENT (RESOLUTION 14-05). Mr. Hattenburg moved and Mr. Craig seconded to approve the Community Revitalization Financing and Tax Increment Area Agreement.

RESOLUTION NO. 14-05

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, APPROVING A COMMUNITY REVITALIZATION FINANCING AND TAX INCREMENT AREA AGREEMENT; AUTHORIZING THE EXECUTION OF SUCH AGREEMENT; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO.

Roy Koegen, of Kutak Rock LLP, provided information about a proposed agreement between Spokane County, the Library District and Fire District concerning the creation of a new tax increment area in North Spokane. Debbi Haskins, paralegal, distributed copies of a boundary description map of the tax increment area.

The County has been working with businesses to promote development of this area. There currently is a tax increment area; however, it has not generated enough revenue to make the necessary public improvements to attract business investments. The new tax increment area is larger, with a potential value that will allow the county to sell bonds to invest in public improvements. By signing the agreement the District agrees to the creation of the tax increment district. The District continues to collect property tax based upon the current assessed value of the property within the District. As values increase, a portion of the taxes above the current base value will go into a fund to pay off bonds and/or to invest in public improvements in the area.

Trustee Hattenburg asked if the tax increment area and outstanding debt on bonds will prevent the City of Spokane from annexing the area once improvements are complete. Mr. Koegen responded that while there can be no guarantee that the city won't attempt annexation, the intent of parties to the agreement is to maintain the area as unincorporated. The major businesses currently in the area have agreed not to support annexation efforts. Mr. Craig asked if such agreements with businesses could prevent annexation. Mr. Koegen responded that it would make it more difficult for the City of Spokane; however, there are no guarantees regarding future annexation.

Ms. Thompson asked what would happen if the Board didn't take action on the resolution. Mr. Koegen responded that the county could move forward without the District's participation; however, in the past, the Library District has consented to similar requests to support tax increment areas. Ms. Ledebor indicated that the District supported the formation of the current tax increment area. Growth in the assessed valuation of this area has been minimal. By supporting the tax increment area, there is a greater chance that property values will increase. The District will continue to collect taxes on the current assessed value plus 25% of future growth. Once the tax increment area ceases, the District will benefit from the entire increase in assessed value within the area.

Mr. Koegen indicated that the agreement is for the tax increment area to last for 30 years; however, it is possible it would cease once bonds were retired. The agreement stipulates that the county would consult with the Library District prior to any secondary bond issue within the area.

Mr. Craig asked about prospects for development in this area. Mr. Koegen indicated the county is in discussion with several businesses and anticipates future growth in the area. There is need to enhance roads, sidewalks, traffic controls and other public improvements such as sewers to entice future development.

Mr. Johnson asked about environmental cleanup of the area. Mr. Koegen indicated that clean up at the Kaiser plant has been completed. There was no further discussion.

The motion was unanimously approved.

COLLECTION DEVELOPMENT POLICY. Mr. Hattenburg moved and Ms. Thompson seconded approval of the Collection Development policy. Suggested revisions added clarifying language that only District residents, as defined in the Member Privileges and

Responsibilities policy, may submit a formal Request for Review of Library Materials form when questioning materials in the collection. This addition codifies existing District procedure and practice.

The motion was unanimously approved.

PERSONNEL POLICY. Mr. Johnson moved and Mr. Craig seconded that revisions to the following Personnel Policy sections be approved as presented: 4.1 Eligibility (for District Benefits); 4.2 Medical (incorporates ACA requirement that 30 hours per week employees are eligible for full-time benefits, effective 1/1/2015; 4.3 Dental, Vision, and Life (Clarification); 4.7 Other Benefits (3) Expands eligibility and criteria for Tuition Reimbursement Assistance; 4.10 Pretax Medical Benefit Plans (clarification); 6.8 District Expectations, sub-section, Electronic Communication Equipment and Computer Systems (updates section to reflect current practices, incorporates the District's Software Control policy, and adds a section on public records retention); Chapter 1: Safety and Health (clarification); sections 11.1 Accident/Incident Reporting (clarification); 11.2 Distracted Driving (new); 11.3 Annual Facility Inspection/Fire Drill (clarification); 11. 4 Bloodborne Pathogen Exposure Policy (clarification); 11. 7 Weapons in the Workplace (clarification); 11. 8 Inspections and Searches (clarification); 11. 9 Safety Committee, General Duties and Responsibilities (clarification).

In response to Trustee Johnson's question regarding the new Distracted Driving policy and District handling of texting, Chief Human Resources Officer Eichenberg said texting is against the law and is handled accordingly should an employee be involved in an accident while on the job. In response to Trustee Craig's question, Mr. Eichenberg said like all policies or agreements, District insurance policies could potentially be vulnerable to claims should a District employee be involved in an accident on personal time. Discussion ensued regarding Section 11.8, Inspections and Searches. Ms. Ledebor said this policy has been in place and procedurally applies to everyone, both professional and non-professional staff. When it comes to safety, she would like to have a measure in place to enable searches. Mr. Eichenberg confirmed the policy is consistent with state law. There was no further discussion.

The motion was unanimously approved.

JANITORIAL SERVICES CONTRACT. Mr. Hattenburg moved and Mr. Johnson seconded approval of the Janitorial Services contract award. Chief Financial Officer Bill Sargent recommended the District's current contractor, American Building Maintenance, which proposed the best price structure of all submitted proposals, and therefore did not require a budget adjustment for 2015. Mr. Sargent explained the Washington State Prevailing Wage Law, noting contractors with whom we work are required to pay prevailing wage and file with the IRS as well. There was no further discussion.

The motion was unanimously approved.

COURIER SERVICES CONTRACT. Ms. Thompson moved and Mr. Johnson seconded approval of the Courier Services contract award. DeVries Moving and Storage is the District's current provider and the only contractor to submit a proposal. DeVries will continue to

provide services at its current rate, requiring no budget adjustment needed for 2015. There was no further discussion.

The motion was unanimously approved.

DISPOSAL OF SURPLUS PROPERTY HEARING FOR 9220 EAST UPRIVER DRIVE. Mr. Hattenburg called the Public Hearing for Disposal of Surplus Property to order at 4:44 p.m. and called for public testimony. There was none; the hearing closed at 4:45 p.m.

2015 BUDGET

PUBLIC HEARING ON AUTHORIZED REVENUE SOURCES. Mr. Hattenburg called the Public Hearing on Authorized 2015 Property Tax Revenue and Other Revenues to order at 4:45 p.m. and called for public testimony. There was none; the hearing closed at 4:46 p.m.

ORGANIZATIONAL MEMBERSHIPS REVIEW. Mr. Johnson moved and Mr. Hattenburg seconded that organizational memberships be approved for inclusion in the 2015 General Operating Fund. Ms. Ledebouer pointed out that the list of memberships was provided in advance to Trustees; therefore, if the 2015 is approved, these various memberships will also be approved, as dues are included in the budget. There were no questions or discussion.

2015 PRELIMINARY BUDGET PRESENTATION. Chief Financial Officer Bill Sargent reviewed line item budget information including preliminary revenue and expenditure changes for the 2015 budget, using comparisons to 2014. Mr. Sargent said as in the past, the budget was built on a baseline, plus any one-time additions or deletions. With support of a PowerPoint presentation, Mr. Sargent reviewed details for potential revenues and expenses in 2015. Although there remain the usual unknown items, such as fluctuating property tax revenues and the outcome of staff's health benefits open enrollment, Mr. Sargent relayed known expense increases for salaries, benefits, services, equipment and software, library materials and other, for a total of \$728,595. He noted minimum wage will increase 1.59%, from \$9.32 to \$9.47 per hour, effective January 1. Overall, salaries and materials amount to 80% of budgeted expenses and will increase 4.4%, to include step increases and realignment of resources related to the Community Impact Plan. Health benefits costs increased and the number of employees eligible for full District coverage also increased. Contract fees will decrease next year because of mitigation agreements, and based on the District's five-year plan, building repairs and maintenance will decrease \$5,000, along with non-Capital technical equipment. Mr. Sargent noted anticipated bond election costs have been added to the Capital Projects Fund, as well as interest earnings and potential sale of the Upriver Drive property. He does not anticipate significant additional changes before the final budget is presented in December.

In response to Mr. Johnson's question about a planned expense to conduct a Districtwide salary review, Ms. Ledebouer said the District has outsourced a review every five years to help ensure it remains competitive with other libraries. Also in response to Mr. Johnson regarding another expense included in the category of Professional Services, Ms. Ledebouer indicated the increase would fund a second mailing to library members. In the fall of this year, we increased public awareness of library programming as a result of the direct print mailing for the Creativity series.

Discussion ensued regarding the preliminary budget shortfall for 2015, which would require drawing upon reserves to meet expenditures. Trustees suggested the District could potentially send the wrong message to the community by going into the New Year with a budget shortfall. Board direction to staff was for the District Leadership Team to consider items that could potentially be taken off the table for 2015 and, if possible, to bring back a balanced preliminary budget for review at the November meeting.

BOARD DIRECTION TO STAFF. Trustees provided no additional direction to staff regarding the 2015 budget process. There was consensus for the Leadership Team to proceed as determined.

DISCUSSION ITEMS, POSSIBLE ACTION

FUTURE BOARD MEETING AGENDA ITEMS

Mr. Hattenburg reviewed the list of tentative agenda items and activities scheduled over the next two months. Mr. Hattenburg pointed out the November agenda will include a resolution for surplus of property. In response to Trustee Craig, a reserve amount will be set for the property at 9220 East Upriver Drive. In December the budget for 2015 will be finalized, and among other agenda items, the District Leadership Team will hold a holiday gathering in the Administrative Offices reception area. Ms. Ledeboer pointed out the GSI Economic Forecast will be held November 18. Trustees are invited to attend.

REPORTS

TRUSTEES

Ms. Thompson noted she will return to the Dominican Republic at the end of the month. There were no other reports.

EXECUTIVE DIRECTOR

The Executive Director's written report provided prior to the meeting included information on the Business Office, Finance and Facilities, Collection Services, Human Resources, Information Technology, and Community Activities. Ms. Ledeboer reported that a Citizens Advisory Group will meet at the Administrative Offices tomorrow to begin work toward a 2015 bond election campaign. Ms. Ledeboer acknowledged library supervisors and librarians Districtwide, who have been presenting information about library services and programs at various City Council meetings. She also corrected her August report regarding the Transportation Committee Meeting that featured Karl Otterstrom, CEO of Spokane Transit Authority. The potential request by STA to increase sales tax was off by one-tenth of a percent and should have read \$.002 or .003.

PUBLIC SERVICES

Deputy Directors Patrick Roewe and Doug Stumbough provided written reports prior to the meeting for September 2014, with data for customer use measures, programming and library activities. Mr. Roewe explained statistics for library circulation were not yet available because of a database switchover. Mr. Johnson remarked that the announcement of SNAP being awarded the PRIME grant was great news. Mr. Roewe pointed out the grant period began October 1 and runs for a year, thus staff have moved into high gear to achieve the compressed timeline. There was no further discussion.

COMMUNICATION

Communication & Development Officer Jane Baker provided a written report prior to the meeting for September 2014 communication activities. There was no discussion.

FISCAL

Revenue and Expenditure Statement through September 30, 2014.

<u>Fund 001</u>	
Revenues	\$ 6,679,873
Expenditures	\$ 8,313,912
Ending Fund Balance	\$ 2,506,526
Fund Budget Expended	73.84%

There was no discussion.

SPOTLIGHT OTIS ORCHARDS LIBRARY

Library Supervisor Kathy Allen and Community Librarian Tammy Henry reported on Otis Orchards Library, its history and the community it serves. Ms. Henry, who joined the District in June, introduced herself and opened the presentation. Ms. Allen has been with the District over 17 years, yet is relatively new in her supervisory position for Otis Orchards and Fairfield. She noted, therefore, that she and Ms. Henry are exploring the community, members, and organizations with new eyes.

The Otis Orchards Library was built in 1991. Currently it is open four days and 36 hours per week to serve residents of Otis Orchards, Newman Lake, Greenacres, along with Liberty Lake thanks to a reciprocal agreement. DVDs, Books-to-go, mysteries, romances and picture books are the most popular checkouts. With supportive PowerPoint and photographs, Ms. Allen introduced the Otis staff and noted how well they work together with great efficiency. Ms. Allen shared a brief history of Otis Orchards, which was originally established after 1880 as a railroad stop known as Otis. In the 1890's the first dry-land apple orchard was established. The first Apple Blossom Day Festival was held in 1919, where 5,000 participants consumed 1,000 apple pies. After Valley fruit growers' field were devastated by an infestation of apple-leaf rollers, tree were removed and the open fields were planted with vegetables, wheat, alfalfa, and corn for feeding livestock. The first fire station was built in 1945 and is still next door. Ms. Allen noted it as a potentially excellent partner to build a Fire Awareness program into Play and Learn Storytime.

To support the first focus area of the Community Impact Plan (CIP), Develop Young Learners, the library hosts Storytimes. Attendance at Play and Learn, for children ages 2 to 5, averages

about 19 per week. Ms. Allen shared that Ms. Henry's enthusiasm has been well received by the Storytime community. Outreach visits include Doodle Bug Child Care, East Valley Enrichment Center and ECEAP, Otis Orchards Elementary School and Little Explorers Daycare. Total attendance for outreach groups so far this year has been 461. Library Interactive Discovery stations include a round table where children color, play, and read. The Love Talk Play shelving offers a variety of discovery activities, and toys stimulate imagination and creativity or just provide a comforting friend. In addition, iPads will soon be introduced and made available for check out. To Support Job Seekers and Local Businesses, the second focus area, library staff supports those seeking employment, proctor exams, and offer meeting rooms for free. A goal is to increase partnerships with local businesses for future programming. Through the Innovation Initiative, the library recycles its unused surplus rubber bands through the local Post Office. In support of the third focus area, Explore and Discover, a number of programs help to inspire members to tap into their creativity: book art, digital photography, Zentangle, and the Spokane Symphony ensembles are some of the upcoming programs. So far this year, some of the most well attended programs were Lego Day, with 163 in attendance, Secrets of Sauerkraut had 25 participants, and music programs featuring Milonga and Taiko Drummers. To Connect with Communities, the fourth focus area, the library participates in the Otis Orchards Day Parade, Food for Fines, and supports development of the new Friends Foundation. Library goals include continuing to seek connections and develop relationships with local organizations, businesses, and local schools—East Valley School District, East Farms, STEAM Magnet School, and INTEC, the new career and technical education center for 9th graders, and remaining relevant and a place of learning into the future.

Ms. Allen shared the CommunityConnect data with Trustees. The Otis service area population is 12,702; about 40% are card holders, which is a higher than national average. Three of its demographic segments share many of the same interests, such as DIY activities, healthy lifestyles, outdoor activities, gardening, and finances. Its thematic statement is Self-sufficient Country Living Growing in Knowledge.

As part of the library's Innovation Initiative, a Seed Lending Library pilot program will kick off in January/February of 2015. Members will be able to check out seed packages to grow in their own gardens. Programing will be developed to expand upon this interest during spring and fall of next year.

In response to Trustee Hattenburg, Ms. Allen said there are many members from Liberty Lake who utilize library resources through the reciprocal agreement. Trustees expressed appreciation for the informative report.

OVERVIEW DEVELOP YOUNG LEARNERS

Library Services Manager Mary Ellen Braks and Librarian Rachel Edmondson provided an overview of one of the four Community Impact Plan objectives, Develop Young Learners, and its goals, noting how they are having a lot of fun this year. One of the annual goals of this service priority is for parents, teachers and caregivers to have the opportunity to participate in at least 50 programs or resource sharing activities. As of October 6, Ms. Edmondson shared the District has offered 42 opportunities, and fully anticipates achieving its goal of 50. These opportunities include Love Talk Play, Prime Time Family Reading and dinner program, Baby

Fair, Ready for K programs, ECEAP Fair, a library Child Care Fair, and STARS classes (credited classes for those who work in day care), with additional programming still to come. Ms. Braks noted she was filmed last night as part of The Raising of America (KSPS, November 11), and discussed Say it with Flannel and Prime Time Family Reading programming. Another goal was by 2015 to increase collaborative efforts with early learning agencies by 50%. This goal has already been exceeded through the BUILD Initiative, a national organization that BUILDS Early Learning Systems, for which Washington State was selected to participate in a pilot project. BUILD and the Institute for Museums and Libraries (IMLS) are working together to loop Museums and Libraries into Early Learning Systems. Ms. Braks was asked to present about including libraries when talking about early learning at a BUILD conference held this past summer in Denver. Also, through Gonzaga University, she is part of a committee developing an Early Learning Conference schedule for October 2015. Another goal is for 70,000 young children and their parents and caregivers each year to attend an early learning program presented by the library. Ms. Edmondson said with 12 weeks to go and about 1,000 children and caregivers attending Storytime each week, at 33,792, the District is well on its way to achieving this goal. Ms. Braks described the new program, Family Construction Zone, which will be offered in November, where kids and their grown-ups can literally build the day away with five stations of architectural block activities designed to foster critical thinking skills and engagement with STEM. The District has two complete sets of blocks that will be made available to ESD 101 as well for family engagement programs. Another goal is by the end of 2015, libraries will have at least five or eight interactive discovery stations. These goals have been achieved or exceeded, except for Spokane Valley. Regarding “screen time,” new this year iPads will be made available for check out, which will allow parent and child to stay together for more interaction in the library. Parents have control over screen time, and it has been determined that kids get more out of their computer time. Regarding Play and Learn Storytime, Ms. Edmondson described recent Storytime skills training offered to librarians as a refresher, to conduct sessions with intention. As for what’s coming up, Ms. Braks said she will attend the first STEM grant meeting this week in Seattle, All Aboard for Kindergarten, BUILD Initiative, and Jim Gill, whose concert was a huge draw for families last year. Trustee Hattenburg commented on the wonderful variety of programming offered. Ms. Ledebouer pointed out a recent blog post by Ms. Edmondson’s on Internet security for kids. There was no further discussion.

PUBLIC COMMENT

Three guests, Lori Burns, Vanessa Judd, and Barbara Lund joined the meeting to voice their concerns to the Board about the physical placement of magazines at Moran Prairie Library. Ms. Burns had placed a Request for Review of Library Materials form in August, for which she was not satisfied with the outcome or action taken by the District.

Chair Hattenburg explained the process for public comment. Advance public notice of 24 hours is required for any items taken up for discussion at the meeting. Thus, this topic will be added to the November 18 agenda.

Ms. Burns provided a written copy of her remarks in response to the request of Trustees.

There were no other public comments.

ADJOURNMENT

The meeting adjourned at 6:14 p.m.

Tim Hattenburg, Chair

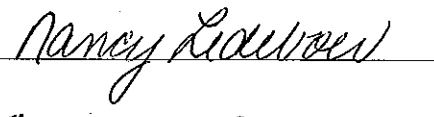
Nancy Ledeboer, Secretary of the Board of Trustees

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 October 31, 2014 and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$865,168.34 and that we are authorized to authenticate and certify these claims.

DATE: November 1, 2014

SIGNED: 

SIGNED: 

TITLE: CHIEF FINANCIAL OFFICER

TITLE: Executive Director

VOUCHER NUMBER	GENERAL OPERATING FUND	DESCRIPTION	VOUCHER AMOUNT
046897	ARC ELECTRIC	BUILDING REPAIR & MAINTENANCE	\$ 740.04
046898	AVISTA UTILITIES	UTILITIES	3,991.02
046899	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	31.80
046900	CONSOLIDATED ELECTRICAL DIST.	MAINTENANCE SUPPLIES	83.78
046901	CENTURYLINK	TELEPHONE	81.82
046902	CENTURYLINK	TELEPHONE	92.00
046903	THE FIG TREE	LIBRARY MATERIALS	60.00
046904	GALE/CENAGE LEARNING	LIBRARY MATERIALS	234.07
046905	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	4,024.41
046906	MIDWEST TAPE	LIBRARY MATERIALS	3,223.79
046907	SWANK MOTION PICTURES, INC.	LIBRARY PROGRAMS	100.00
046908	NEW YORK TIMES	LIBRARY MATERIALS	68.80
046909	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	202.03
046910	OVERDRIVE, INC.	LIBRARY MATERIALS	9,288.34
046911	PERRINE PROPERTIES, LLC	PARKING LOT LEASE	200.00
046912	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	595.07
046913	RECORDED BOOKS, LLC	LIBRARY MATERIALS	90.44
046914	SPOKANE COUNTY LIBRARY DIST	REIMBURSE REVOLVING FUND	595.49
046915	SPOKANE HARDWARE SUPPLY	MAINTENANCE SUPPLIES	13.13
046916	WASTE MANAGEMENT OF SPOKANE	UTILITIES	1,113.00
046917	ABM JANITORIAL SERVICES - NW	CUSTODIAL SERVICES	14,874.07
046918	ALLIED SAFE & VAULT CO, INC.	SECURITY & SAFETY SERVICES	1,971.61
046919	ARC ELECTRIC	BUILDING REPAIR & MAINTENANCE	486.43
046920	ASSOC OF WASHINGTON CITIES	LIFE INSURANCE	998.20
046921	ASSOC OF WASHINGTON CITIES	MEDICAL, DENTAL, VISION & LIFE INS.	63,458.54
046922	AVISTA UTILITIES	UTILITIES	2,817.23
046923	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	26.66
046924	CENTURYLINK	TELEPHONE	42.34
046925	CENTURYLINK	DATA COMMUNICATIONS	1,999.20
046926	CITY OF SPOKANE	UTILITIES	833.94
046927	CITY OF AIRWAY HEIGHTS	UTILITIES	506.21
046928	CITY OF CHENEY	UTILITIES	985.14
046929	CITY OF DEER PARK	UTILITIES	154.96
046930	CITY OF MEDICAL LAKE	UTILITIES	269.72
046931	CAPITAL ONE NAT'L ASSOC	OFFICE/LIBRARY SUPPLIES	9.39
046932	CITY OF SPOKANE VALLEY	STAFF DAY TRAINING	2,873.48
046933	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	161.62
046934	DEVRIES INFORMATION MGMT	COURIER SERVICES	4,608.00
046935	KRIS DINNISON	LIBRARY PROGRAMS	100.00
046936	STATE OF WASHINGTON	LEASEHOLD EXCISE TAXES	290.16
046937	EMPIRE DISPOSAL INC.	UTILITIES	18.81

046938	CLEM J. PEDERSON, JR.	LIBRARY PROGRAMS	200.00
046939	FINDAWAY WORLD, LLC	LIBRARY MATERIALS	297.48
046940	ANDREA A. FITZSIMMONS	CUSTODIAL SERVICES	170.00
046941	FRONTIER COMMUNICATION	TELEPHONE	115.20
046942	GREATAMERICA FINANCIAL SVCS.	POSTAGE METER LEASE	159.95
046943	GALE/CENAGE LEARNING	LIBRARY MATERIALS	612.25
046944	GUIDEPOSTS	LIBRARY MATERIALS	17.74
046945	H&H BUSINESS SYSTEMS, INC.	EQUIPMENT REPAIR & MAINTENANCE	2,262.91
046946	HER INTERACTIVE, INC.	LIBRARY MATERIALS	74.95
046947	VANTAGEPOINT TRNSFR AGENTS-457	EMPLOYEE CONTRIBUTIONS	7,138.90
046948	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	7,715.59
046949	KENT ADHESIVE PRODUCTS CO.	OFFICE/LIBRARY SUPPLIES	395.91
046950	KUTAK ROCK LLP	LEGAL SERVICES	444.30
046951	PERIDOT PUBLISHING LLC	ADVERTISING	297.50
046952	MIDWEST TAPE	LIBRARY MATERIALS	3,740.65
046953	MODERN ELECTRIC WATER COMPANY	UTILITIES	1,857.41
046954	OVERDRIVE, INC.	LIBRARY MATERIALS	10,281.38
046955	PAESSLER AG	SOFTWARE SUPPORT AND CONSULTING	675.00
046956	PAINE, HAMBLIN, LLP	LEGAL SERVICES	125.00
046957	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	34,268.92
046958	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	4,155.63
046959	QWEST CORPORATION	DATA COMMUNICATIONS	1,912.54
046960	JANELLE KRUM, CUSTODIAN	REIMBURSE PETTY CASH FUND	290.51
046961	SIRSIDYNIX	IT HARDWARE & SOFTWARE	13,991.86
046962	SPOKANE CO. WATER DISTRICT #3	UTILITIES	14.25
046963	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	109.62
046964	RACHEL TUPPER	LIBRARY PROGRAMS	4,000.00
046965	U.S. BANK	H S A ACCOUNT FEES	81.00
046966	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	402.35
046967	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	499.07
046968	WHITWORTH WATER DISTRICT #2	UTILITIES	235.43
046969	ABM JANITORIAL SERVICES - NW	CUSTODIAL SERVICES	5,391.37
046970	AVISTA UTILITIES	UTILITIES	537.85
046971	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	77.82
046972	BLACKSTONE AUDIO BOOKS	LIBRARY MATERIALS	45.47
046973	BRILLIANCE PUBLISHING, INC.	LIBRARY MATERIALS	35.82
046974	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	26.71
046975	CENTURYLINK	TELEPHONE	91.42
046976	CENTURYLINK	TELEPHONE	87.92
046977	CENTURYLINK	TELEPHONE	37.36
046978	DINGUS,ZARECOR & ASSOC PLLC	ACCOUNTING & AUDITING	1,725.00
046979	DEPT. OF LABOR & INDUSTRIES	QUARTERLY WORKMAN'S COMP.	14,446.82
046980	DOWN TO EARTH SPRINKLER SERV	GROUPS SERVICES	690.25
046981	EARTHWORKS RECYCLING,INC	UTILITIES	166.00
046982	EXECUTIVE WOMEN INTERNAT'L	ADVERTISING	365.00
046983	FAUCETS 'N STUFF PLUMBING	BUILDING REPAIR & MAINTENANCE	524.47
046984	FIBERLINK	SOFTWARE SUPPORT AND CONSULTING	1,950.00
046985	FINDAWAY WORLD, LLC	LIBRARY MATERIALS	122.27
046986	GALE/CENAGE LEARNING	LIBRARY MATERIALS	21.73
046987	GREENLEAF LANDSCAPING, INC.	GROUPS SERVICES	3,614.14
046988	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	15,988.60
046989	INTEGRA	DATA COMMUNICATIONS	2,299.62
046990	INLAND POWER AND LIGHT	UTILITIES	761.49
046991	GROUP W MARKETING	ADVERTISING	500.00
046992	MIDWEST TAPE	LIBRARY MATERIALS	5,746.20
046993	OCLC, INC.	CATALOGING & AUTHORITY SERVICES	3,151.39
046994	OFFICE OF THE CODE REVISER	LIBRARY MATERIALS	250.01
046995	PRESSWORKS	PRINTING	166.31
046996	RECORDED BOOKS, LLC	LIBRARY MATERIALS	959.62

046997	SPOKANE COUNTY UTILITIES	UTILITIES	443.41
046998	COWLES PUBLISHING CO	RECRUITING & LIBRARY MATERIALS	583.22
046999	COSUGI	DUES & MEMBERSHIPS	100.00
047000	VERIZON WIRELESS	TELEPHONE	276.80
047001	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	482.10
047002	WINTERSOWN GROUP REQUESTS	LIBRARY PROGRAMS	20.00
047003	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	45.38
047004	BLACK BOX NETWORK SERVICES	EQUIPMENT REPAIR & MAINTENANCE	1,368.23
047005	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	503.54
047006	CENTURYLINK	TELEPHONE	59.85
047007	CENTURYLINK	TELEPHONE	91.91
047008	CENTURYLINK	DATA COMMUNICATIONS	134.86
047009	CENTURYLINK	DATA COMMUNICATIONS	333.82
047010	COUNCIL FOR COMMUNITY AND	LIBRARY MATERIALS	165.00
047011	CHARLES T. WILLIAMS	LIBRARY MATERIALS	85.60
047012	DELL MARKETING L.P.	IT HARDWARE & SOFTWARE	322.58
047013	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	1,201.44
047014	GALE/CENAGE LEARNING	LIBRARY MATERIALS	873.75
047015	GARY L. GODDARD	MAINTENANCE SUPPLIES	4.89
047016	GREENLEAF LANDSCAPING, INC.	GROUNDS SERVICES	183.71
047017	H&H BUSINESS SYSTEMS, INC.	EQUIPMENT REPAIR & MAINTENANCE	126.63
047018	KELLY MILNER HALLS	LIBRARY PROGRAMS	100.00
047019	VANTAGEPOINT TRNSFR AGENTS-457	EMPLOYEE CONTRIBUTIONS	7,138.90
047020	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	9,647.89
047021	INTEGRA	DATA COMMUNICATIONS	11,375.12
047022	INLAND POWER AND LIGHT	UTILITIES	311.31
047023	STAN McCONNELL	LIBRARY PROGRAMS	300.00
047024	MIDWEST TAPE	LIBRARY MATERIALS	2,365.57
047025	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	139.87
047026	OVERDRIVE, INC.	LIBRARY MATERIALS	20,443.40
047027	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	33,889.95
047028	PRESSWORKS	PRINTING	78.26
047029	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	1,025.34
047030	RECORDED BOOKS, LLC	LIBRARY MATERIALS	1,135.72
047031	SHARMA KAY SHIELDS MILLS	LIBRARY PROGRAMS	100.00
047032	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	307.04
047033	UPS	FREIGHT	14.07
047034	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	402.35
047035	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	794.10
W00205	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	61,401.60
W00206	US BANK - HEALTH	H S A CONTRIBUTIONS	1,666.22
W00207	STATE OF WASHINGTON	MONTHLY EXCISE/SALES TAXES	909.66
W00208	US BANK - HEALTH	H S A CONTRIBUTIONS	1,666.22
W00209	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	<u>60,197.07</u>

Total Non-Payroll General Operating Fund \$ **501,455.08**

PAYROLL VOUCHERS

10102014PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	\$ 185,095.96
10242014PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	<u>178,617.30</u>

Total Payroll General Operating Fund \$ **363,713.26**

TOTAL GENERAL OPERATING FUND \$ 865,168.34

Spokane County Library District
Monthly Credit Card Activity
For the Month of October 2014

<u>Card Category</u>	<u>Amount</u>
General Purchases	\$ 12,514.74
Maintenance	856.86
Travel	6,151.28
Acquisitions	1,286.73
Information Technolgy	1,243.16
Outreascch	-
Total Purchases	<u>\$ 22,052.77</u>

Libraries Transforming Communities Public Innovators Cohort Report

Background:

As part of the Libraries Transforming Communities (LTC) Public Innovators Cohort training, we'll be reporting on our progress as we continue gathering public information regarding the aspirations for the communities we serve. The public knowledge gathered through these efforts will be curated and shared with both the community at large and the organizations, non-profits, and government entities that might be better positioned to act upon those aspirations.

Team members include Trustee Emeritus Ann Apperson, Executive Director Nancy Ledeboer, Librarians Aileen Luppert, Amber Williams, Kelsey Hudson, Cindy Ulrey and Brian Vander Veen, Managing Librarians Kristy Bateman, Sonia Gustafson, and Jason Johnson, and Deputy Director Patrick Roewe.

Community Conversations:

Six community conversations this month throughout the District were held at Community-Minded Enterprises, a young artists group on the South Hill, and four at Spokane Valley Tech. Generally speaking, aspirational themes from these conversations included safety, interconnectedness between community members, improved transportation, and more opportunities for recreation, personal enrichment, and jobs.

Strategic Partners:

Amber and Patrick met with representatives from Spokane County United Way and Spokane Public Library about potential collaboration opportunities, since all three organizations are engaged in these efforts to some degree. Dubbed the "Greater Spokane County Public Innovators" group, we're planning to share information about the groups we've contacted and the results we're finding, and to collaborate where possible. For example, United Way is planning to do some community conversations with Sunset Elementary in Airway Heights as part of the *Excelerate Success* project, and we're hoping to facilitate those together.

Staff Engagement:

The LTC team has established an internal website for tracking conversations and their results. Several resources for both approaching groups and facilitating conversations have been made available to the librarians.

Next Steps:

In the community, we have four Community Conversations scheduled for November, one for December, and one for January, with leads on several potential conversations as well.

The LTC team has opted to postpone hosting two community conversations at each location until spring 2015, in order to concentrate on conversations outside the library with external partners.

Recommended Action: This information is for your review and discussion. There is no recommended action at this time.

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS - APPEAL

BACKGROUND:

The Board of Trustees adopted a Collection Development policy to guide the selection of library materials. In accordance with policy, staff selects materials in a variety of formats to meet “diverse interests, backgrounds, ages, and needs.” Materials are organized to facilitate access. There are three general areas established within the library based upon the intended audience: children, teens and adults.

The Board assigns responsibility for developing procedures to implement policies to the Executive Director. District Procedure 200.100, Handling Member Complaints About Library Materials (**Exhibit A**), guides staff in addressing concerns about the collection. The first step is for staff to listen and address questions or concerns informally. If a library member wishes to submit a formal complaint to request the reconsideration of materials, they are provided a Request for Review of Library Materials form (**Exhibit B**), of which a printed copy of the Collection Development policy is included. The Deputy Director for Collection Services will respond to all written requests in a timely manner.

When responding to a request, the Deputy Director will review the item/s in question. This may entail reviewing the physical copy, researching reviews, searching out holdings in public libraries of similar size, and evaluating whether the item meets the criteria outlined in the Collection Development Policy.

District Procedure 100.015, Appeals of Administrative Decisions (**Exhibit C**), outlines the process to be followed when the Board is considering an appeal of an administrative decision or action. When considering an appeal, the Board will review the record of administrative action to determine compliance with established District policies and procedures.

In comments presented to the Board of Trustees at its meeting, October 21, 2014, Ms. Burns acknowledged that the staff at the Moran Prairie Library listened to her concerns and provided her the Request for Review of Library Materials form. Deputy Director for Collection Services Andrea Sharps received the request, reviewed the magazine in question and in a timely manner provided a written response to Ms. Burns. Ms. Sharps determined that the magazine falls within the scope of a popular materials library.

If the Board determines that the actions taken were in compliance with District policy and procedures, then no action is required. If the Board determines that District policy or procedures were not followed, it may take action by referring the issue to the Executive Director for a recommendation consistent with policies and procedures.

Staff Recommendation:

The Collection Development Policy states that SCLD is a popular materials library and as such provides access to a wide variety of magazines to meet the diverse interests of the community. Adult magazines are shelved in the adult reading area. In accordance with policy, we do not sequester materials.

In recognition that procedures are internal and the general public may not be aware of the appeals process, staff recommends that all policies adopted by the board be amended to include the following paragraph:

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 these procedures. Any appeal of Executive Director' action and/or decision may be made in writing to the Board of Trustees.

Recommended Action: If the Board determines that staff has acted in compliance with policy and procedures, no further action is required. If the Board determines that policy and/or procedures were not followed, the Executive Director may be asked to bring back a recommendation consistent with policy. The Board may consider adopting an amendment to all policies to provide public clarification regarding the appeals process.

Exhibit A

SPOKANE COUNTY LIBRARY DISTRICT

PROCEDURESUBJECT: HANDLING MEMBER COMPLAINTS ABOUT
LIBRARY MATERIALS

NUMBER: 200.100

COVERAGE: Libraries

AUTHORIZED BY: Deputy Director, Collection Services

SOURCE: Collection Services

AUTHOR: Sharps/Roewe/Stumbough

ORIGINATION DATE: 11/19/82

REVIEW/REVISION DATE: 06/19/14

Purpose

This procedure covers situations in which a member wishes to formalize a concern or complaint about library materials.

Summary of 06/19/14 revision

Reflects changes in Public Services structure and updates position titles.

Background

Many members comment or voice concerns about library materials, but it is not always necessary to do anything more than listen. Follow this procedure when the comment becomes a serious concern and/or the member indicates that s/he would like some action taken. The most constructive thing that a library employee can do, at any point in the process, is to respect the member's need and right to voice his or her opinion.

Procedure**Informal response to materials complaints**

1. The designated Person in Charge (PIC) on duty in a library as defined in Procedure 500.100 should be the primary respondents to member complaints about library materials. Refer the member to the appropriate individual as soon as possible to minimize member confusion and frustration. The *Request for Review of Library Materials Form* may be offered to a member at any time, provided s/he is a District resident.
2. Speak to the member in private, if possible. Let the member do the talking and listen objectively to the concerns. Remain calm, courteous and neutral. Do not attempt to defend the merits of the item in question. Explain the District's policy of selecting materials, which represents many viewpoints and values. Refer to the District's Collection Development Policy and give a copy to the member, if appropriate.

Written response to materials complaints

1. If the member is not satisfied with simply voicing the comment and is a District resident as defined in the Member Privileges and Responsibilities Policy ("Persons who reside in unincorporated Spokane County or an annexed or contracting city or town."), offer the option of completing a *Request for Review of Library Materials Form*. A written response to a complaint about library materials is not available to non-residents.
 - Tell the member that the form will be forwarded to the Deputy Director, Collection Services, and that the member will be mailed a written response within fourteen (14)

days. Do not give the impression that filling out the form will result in removal of the material in question.

- The form may either be mailed directly to the Deputy Director, Collection Services or returned to the library to be sent to Collection Services through interoffice mail. Inform the Deputy Director, Collection Services by phone or email that a form has been completed and returned. Send the original, along with your comments on the discussion with the member, to the Deputy Director, Collection Services. The Deputy Director, Collection Services will send the written response for all forms received.
 - Submission of a *Request for Review of Library Materials Form* is the only option available to a member who asks that materials be moved to another location, removed from the collection, or otherwise restricted.
- 2. If after receiving the response from the Deputy Director, Collection Services, the member wants an additional review of the material, a letter should be written to the Executive Director, who will provide a written response within thirty (30) days of the letter's receipt. If dissatisfied with this response, an appeal may be made to the Board of Trustees.
- 3. The Board of Trustees will follow Procedure 100.015, Appeals of Administrative Decisions, for any appeal. When considering an appeal, the Board will review the record of administrative action to determine compliance with established District policies and procedures. If the District's Collection Development Policy and its related procedures, as well as this procedure were followed, the Board will take no action on the appeal. If those policies and procedures were not followed, the Board will refer the issue to the Executive Director for a recommendation consistent with applicable policies and procedures.

See Request for Review of Library Materials Form

See also:

Collection Development Policy
Member Privileges and Responsibilities Policy
Procedure 500.100 Person in Charge

Exhibit B

Request for Review of Library Materials Form

Are you a Spokane County Library District resident (live within Spokane County but outside the cities of Liberty Lake and Spokane)?

Yes No (If you answered no, you aren't eligible to submit this Request for Review.)

Name _____ Date _____

Address _____ Phone _____

City _____ State _____ Zip _____

1. Item(s) on which you are commenting:

book newspaper magazine audiovisual material other

Title _____

Author / Producer _____

2. Have you examined this item in its entirety? Yes No

3. What brought this item to your attention?

4. Please state your specific concern(s) about this material as well as how they relate to the District's Collection Development Policy (on reverse). Use an additional sheet, if needed.

5. Do you have suggestions for library materials that would provide other viewpoints on the subject?

Signature _____

Return completed form to your library or mail to Deputy Director, Collection Services, Spokane County Library District, 4322 N. Argonne Rd., Spokane WA, 99212. You will receive a written response.

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: COLLECTION DEVELOPMENT

APPROVAL DATE: 6/14/1986

REVISION DATE: 10/21/14

RELATED POLICIES:

Computer, Wireless Network and Internet Use; Fixed Assets; Gifts; Member Privileges and Responsibilities

STATUTORY REFERENCE: RCW 27.12.210(9)

Purpose:

Defines Spokane County Library District's responsibility to establish and maintain a collection of works that meet the cultural, informational, educational and recreational needs of the District residents.

POLICY:

Spokane County Library District's (the District) Board of Trustees recognizes that within the District there are individuals and groups with diverse interests, backgrounds, ages, and needs, and the library was created to serve all of the people within the District's service area.

The Collection Development Policy is based on and reflects the District's mission, vision, and strategic goals.

The District is a popular materials library. Library materials will be selected and retained in a variety of formats and comprehension levels, including digital content, to serve cultural, informational, educational, and recreational interests.

Some of the factors which will be considered in adding to or removing materials from the library collection shall include: present collection composition, current and anticipated community needs, public interest, demand, timeliness, audience, current or historical significance of author or subject, diversity of viewpoint, community relevance, effective expression, cost and funding, and shelf space.

The District neither encourages nor discourages any particular viewpoint. No library materials that meet the District's selection criteria shall be excluded because of the origin, background, or views of the author or those contributing to its creation. Selection of materials by the District does not mean endorsement of the contents or the views expressed in those materials. Not all materials will be suitable for all members of the community.

The District shall be responsive to public suggestion of titles and subjects to be included in the library collection when these requests meet selection criteria. Remaining requests may be met through resource sharing with other libraries (interlibrary loan), electronic retrieval, or other means when feasible.

Gifts of materials may be accepted with the understanding that the same standards of selection are applied to gifts as to materials acquired by purchase, and that any gifts may be discarded at the District's discretion.

As a popular materials library, the systematic removal of materials is critical for maintenance of the collection. An item will be transferred or removed from the collection for any of the following reasons: poor physical condition, obsolete information, insufficient public use, number of copies exceeds demand, availability of similar or more recently published materials in the subject area, and prohibitive cost of maintaining the material.

The library collection shall be organized and maintained to facilitate access. There shall be no prejudicial labeling, sequestering, or alteration of materials because of controversy surrounding the author or the subject matter.

The Board of Trustees delegates its authority to purchase library materials to the District's Executive Director and under his or her direction to qualified library staff.

The Board believes that reading, listening to, and viewing library materials are individual, private matters. Individuals are free to select or reject materials based on personal values; however, they cannot restrict the freedom of others to read, view or inquire. Only parents or guardians have the right and responsibility to guide and direct the reading, listening, and viewing of their own minor children. While available to provide guidance on selections, library staff members are not responsible for monitoring a child's use of and selection from library collections.

The Board of Trustees recognizes the right of individuals to question the inclusion of materials in the District collection. A library member questioning material in the collection is encouraged to talk with designated members of the staff concerning such material. If a library member wishes to formally state his/her opinion and is a District resident as defined in the Member Privileges and Responsibilities Policy ("Persons who reside in unincorporated Spokane County or an annexed or contracting city or town."), he or she may complete a formal *Request for Review of Library Materials* Form. Only District residents will receive a written response to a *Request for Review of Library Materials* Form. An initial response will be sent within 14 days of receiving the request. Material that has been questioned will remain in the active collection until the District has made a determination of its status.

The District's Executive Director is responsible for establishing and administering procedures to carry out this policy.

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

Exhibit C

SPOKANE COUNTY LIBRARY DISTRICT

PROCEDURE

SUBJECT: APPEALS OF ADMINISTRATIVE DECISIONS

NUMBER: 100.015

COVERAGE: Libraries and Departments

SOURCE: Board of Trustees

AUTHORIZED BY: Board of Trustees Action

ORIGINATION DATE: 03/18/93

REVIEW/REVISION DATE: 02/21/06

Purpose

To provide a process for Board of Trustees consideration of appeals of administrative actions or decisions.

Summary of 02/21/06 revision

Removal of examples in Number 2; two of them are now within another procedure and the list isn't meant to be inclusive.

Procedure

1. No appeals of administrative actions or decisions will be considered by the Board of Trustees until all applicable administrative procedures are first followed.
2. If the appeal process set forth in a specific policy or procedure conflicts with this procedure, that process takes precedence.
3. Any appeal directed to the Board of Trustees must be written. It must state the specific complaint and the action requested of the Board.
4. Requests for appeals will be placed on the agenda of the next regular Board of Trustees meeting, following applicable By-Law provisions for meeting agendas and public comment during the meeting. Appeals of personnel-related decisions will be considered in executive session to the extent allowed by the Open Public Meetings Act to protect employee confidentiality. Consideration of the appeal may be delayed to a future meeting if sufficient background information about the issue is not yet available.
5. When considering an appeal, the Board will review the record of administrative action to determine compliance with established District policies and procedures. If District policies and procedures were followed, the Board will take no action on the appeal. If District policies and procedures were not followed, the Board will refer the issue to the Executive Director for a recommendation that is consistent with policies and procedures.
6. The Board of Trustees chair will provide anyone making an appeal with a written response that includes the decision of the Board on the appeal and the reasons that decision was made.

DISPOSAL OF SURPLUS PROPERTY (RESOLUTION NO. 14-06)**Background:**

In accordance with RCW 39.33.020, a public hearing was held for District property determined surplus by the Board of Trustees at a special meeting held September 30 at Moran Prairie Library. Announcements for the hearing were published in the legal notices section of The Spokesman-Review, Saturday and Sunday, October 11 and 12, in display format as required, setting forth the date, time, and place of the hearing, which was held October 21 during the regular monthly meeting of the Board of Trustees. A news release was also distributed among electronic media, which also identified and described the property. For more information, interested persons were referred to the District website, scl.d.org/about/board-of-trustees.

Resolution No. 14-06 follows, for which with Board of Trustees' approval, is another step toward the surplus of District property at 9220 East Upriver Drive, Spokane, WA 99212. The resolution was prepared by District Counsel, James Sloan, with his recommendation to proceed with the sale through a real estate broker.

Recommended Action: Board motion to approve Resolution 14-06 authorizing the sale of certain surplus real property located at 9220 East Upriver Drive, Spokane, WA 99212.

RESOLUTION NO. 14-06

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, AUTHORIZING THE SALE OF CERTAIN SURPLUS REAL PROPERTY LOCATED AT 9220 EAST UPRIVER DRIVE, SPOKANE 99212; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO.

**SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington**

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

WHEREAS, Spokane County Library District, Spokane County, Washington (the “District”) is a rural county 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 is authorized under RCW 27.12.210(10) to do acts necessary for the orderly and efficient management and control of the library;

WHEREAS, pursuant to RCW 39.33.020, before disposing of surplus property with an estimated value of more than fifty thousand dollars (\$50,000) the District must hold a public hearing in the county where the property or the greatest portion thereof is located, following public notice published in a newspaper of general circulation;

WHEREAS, the District has complied with the requirements of RCW 39.33.020;

WHEREAS, the District is the owner of certain real property (“Property”) located at 9220 EAST UPRIVER DRIVE, SPOKANE, WA 99212; and more specifically described below in “Exhibit A;”

WHEREAS, the described Property was initially purchased by the District in 2011 with intention for expansion. That expansion is not going to occur, and therefore the Property is no longer needed for the District and is therefore surplus.

NOW THEREFORE, BE IT RESOLVED by the District Board that:

- (1) The Property located at 9220 EAST UPRIVER DRIVE, SPOKANE 99212, more specifically described in Exhibit "A", is declared to be surplus District property no longer needed for the present and foreseeable uses of the District;
- (2) The District shall determine the assessed valuation of the Property and make an estimate of the fair market value of the Property using commercially reasonable means;
- (3) The District is authorized to employ a licensed real estate broker to seek a qualified buyer or buyers for the Property and to negotiate the terms of a purchase and sale agreement with said buyer(s), subject to final approval by the District Board;
- (4) The purchaser of the Property will be put on notice that the sale of the Property shall be "as is," and the District makes no representations or warranties with respect to the condition of or any other matter concerning the Property; and
- (5) Title to the Property shall be conveyed by Special Warranty Deed. The District shall not warrant the condition of the title to the Property and any purchaser shall be responsible for investigation and satisfying him or herself as to the condition of title.

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 18th day of November, 2014.

SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

Tim Hattenburg, Chair

ATTEST

Nancy Ledeboer
Secretary to the Board of Trustees

James C. Sloane
Special Counsel

EXHIBIT "A"

County Assessor Parcel #45052.0765

The West half of Tracts 56 and 57, PASADENA PARK, as per plat recorded in Volume "L" of Plats, page 13, records of Spokane County;

EXCEPT the West 62 feet thereof;

Situate in the City of Spokane Valley, County of Spokane, State of Washington.

A 2-bedroom, 2-bath, 2,228 sq. ft. brick Rancher on .56 acre lot. Built in 1947, the house features 2 fireplaces (one wood, one gas), forced air heat, central AC, vinyl windows, appliances, and carpeting. This property includes a detached 2-car garage w/opener, workshop, sprinkler system, and RV parking on the 24,552 sq. ft. lot.

I:\SPODOCS\26321\00004\AGREE\1349888v3

Preliminary Budget 2015

- a. Revenue and Expenses: Preliminary Budget Message Update**
- b. Adopting a 2015 Preliminary Budget and Certifying It to the Board of County Commissioners (Resolution No. 14-07)**
- c. Authorizing 2015 Property Tax Levy Increase for Collection in 2015 (Resolution No. 14-08)**
- d. Levying the Regular Property Taxes for SCLD for Collection in 2015 (Resolution No. 14-09)**
- e. Board Direction to Staff**

Background:

In October the Public Hearing of revenues for 2015 was held and a preliminary budget was presented to the Board. Taking into consideration all potential increases in expenditures, the preliminary budget showed expenditures in excess of revenues. Based upon direction from the Board, the Leadership Team reviewed the budget and identified areas that could be reduced resulting in a balanced budget for 2015.

Recommended Action: Motion to approve the following budget resolutions

- Resolution No. 14-07 - Adopting a 2015 Preliminary Budget and Certifying It to the Board of County Commissioners.
- Resolution No. 14-08 - Authorizing Property Tax Levy Increase for Collection in 2015
- Resolution No 14-09 - Levying the Regular Property Taxes for SCLD for Collection in 2015.

2015 Preliminary Budget Presentation

General Operating Fund: \$11,817,553

(\$558,847 Increase from 2014)

BUDGET GOALS

To prepare a General Operating Fund Budget where the total operating Revenues exceed total operating Expenses. Use excess 2015 operating funds to minimize the need to use the District's fund balance for one-time, non-operational expenses.

SUMMARY

The Preliminary 2015 Budget presented to the Board in October, anticipated a deficit of revenues under expenses of (\$238,163). Based upon input from the Board, the proposed 2015 now has revenues in excess of expenses by \$13,952.

The following actions were taken to balance the 2015 Budget.

The 2015 Budget follows the State Auditing Office (SAO) mandated format for reporting the District's financial operations under the "cash basis" of accounting. The major difference from the Preliminary Budget presented in October is that the revenues and expenses are now allocated between "operational" and "non-operational" categories. All revenues are considered "operational." Under expenditures salaries, benefits, supplies, services, library materials, interest expense, other expenditures and operational contingencies are considered "operational". "Non-operating" expenses are non-reoccurring or one-time expenditures. These expenses are normally for the purchase of durable assets. These items can be procured using current revenues if available, or by using the retained fund balance. For this purpose, current revenues could be considered the "check book" and the retained fund balance is the "savings account". In years when all of the revenues are not required for ongoing operations, excess funds may be saved or if needed used for the purchase of durable goods on a one-time basis.

A summary of the 2015 Budget additions or deletions is provided below. Detailed changes within the General Operating Fund, along with explanatory footnotes are in Supplementary Budget Data.

ESTIMATED 2015 REVENUE: \$11,831,505

REVENUE CHANGES FROM THE 2015 BUDGET PRESENTED AT THE OCTOBER BOARD MEETING.

The 2015 revenue projection is \$82,367 more than what was shown in the October budget. Overall, the 2015-budgeted revenue is \$565,096 more than the final 2014 budget.

Property taxes: On October 30, the Spokane County Assessor's Office provided its latest preliminary estimate of SCLD's 2014 assessed valuation (AV) to be used to determine the property tax levy for collection in 2015. In 2015, the District's levy is again limited to the statutory maximum of 50¢ per \$1,000 of AV. Applying the full 50¢, levy rate to \$21,389,572,681, the assessed valuation—which includes new construction and changes in personal property values—the estimated levy to be certified for collection in 2015 will be \$10,694,786. The 101% levy lid limit is \$10,997,011.

Updated information from the Spokane County Assessor's office indicates an increase of projected property taxes of \$ 1,245. This increase is countered with the elimination of the earlier adjustment of (\$60,000), which allowed for potential increases to the District's assessed valuations. The net effect of these two changes is a **(\$58,755) reduction in Property Tax revenues.**

City contract fees: Updated information from the Spokane County Assessor's Office indicates an increase of projected property taxes, and thus **contract fees of \$1,122** over the Preliminary 2015 Budget. This includes \$841 from the city of Airway Heights and \$281 from the City of Spokane. This includes.

Sale of Real Property: The original purchase of the Upriver Drive property was achieved with funds originating from the General Operating Fund revenues. It is anticipated that the net proceeds of selling this property will be **\$140,000**. At the conclusion of the sale, the proceeds will be added to 2015 General Fund revenues.

ESTIMATED 2015 EXPENSES: \$11,817,553

EXPENSE CHANGES FROM THE 2015 BUDGET PRESENTED AT THE OCTOBER BOARD MEETING.

The 2015 operating expense were reduced by (\$169,748) following the October Board Meeting. There is no change to non-operating expenses. The proposed expenditures in the 2015 Budget exceed 2014 budgeted expenses by \$828,847.

Salaries: There is a (\$92,701) reduction attributed to the elimination of funding to pay vacation & sick leave for retiring employees. The District will implement a position management program where positions will not be filled until payments for outstanding leaves are complete. The 2015 salaries expenditure exceeds 2014 budgeted expense by \$105,921.

Benefits: Eliminating funding to pay vacation and sick leave for retiring employees results in a (\$7,091) reduction in employee benefits. The current budget does not reflect the results of the District's "Open Enrollment" for the 2015 Health Care Plans which will close at the end of November. The actual expense for benefits will be included in the Final 2015 Budget to be presented to the Board. Currently, the 2015 benefit costs of \$1,836,626 are \$113,023 higher than the 2014 budget.

Supplies: There is no change since the Preliminary October Budget. The 2015 expenditure for supplies of \$167,400 is (\$2,800) less than the 2014 budget.

Services: A reduction of (\$30,288) in services expenditures was achieved by eliminating funding for a Pay Classification & Compensation Study (\$30,000) and reducing Library Programs by (\$288). The District has kept up with annual salary increases and rising costs of benefits. Thus a compensation study at this time is not warranted. The Library Programs Budget is equal to 0.5% of the District's 2015 Property Tax and Contracted City revenues. The \$1,836,988 services budget exceeds the 2014 budgeted expenditure by \$99,331.

Library Materials: The 2015 expenditure of \$1,551,003 for library materials is based upon 14% of the District's 2015 Property Tax and Contracted City revenues resulting in an increase in Library Materials expenditures of \$ 136,957 above the 2014 budget.

Operational Contingencies: The Preliminary 2015 Budget included \$100,000 for operational contingencies and has been reduced to \$60,000.

Non-Operating Capital Expenses: There are no changes in the Preliminary 2015 Budget for Capital expenditures. Non-Operating Expenditures for 2015 exceed 2014 budgeted expenditures by \$51,775. Increases over 2014 are attributed to:

- IT Hardware & Software -- \$26,600
- Furniture Fixtures & Equipment -- \$10,175
- Vehicles -- \$15,000

Transfers out: No Transfer Out is planned for 2015.

Capital Projects Fund: \$100,000

The intent of the Capital Projects Fund is to accumulate a reserve that can be used to accommodate unanticipated Capital expenses, support the District's infrastructure plans, and for Capital projects beyond the scope of the General Operating Fund. Revenue for this fund comes from General Operating Fund transfers-in and investment interest.

Revenues & Transfers In: \$10,000

- Interest Earnings: \$10,000
- Transfer In from General Operating Fund: \$ -0-

Expenses & Transfers Out: \$100,000

- **Professional Services & Land: \$100,000**
 - **Projected Election Costs**
 - **Other potential costs arising from successful SVLCFA bond levy**
- **Transfer Out to General Operating Fund: \$ -0-**

Fund Balance

The estimated ending, unassigned fund balance for 2015 is \$760,249.

Exhibit A
Spokane County Library District
2015 General Operating Fund Budget
General Operating Fund (001-861)
Summary

ESTIMATED BEGINNING FUND BALANCE JANUARY 1, 2015		\$	<u>4,118,676</u>
OPERATING REVENUES			
TOTAL PROPERTY TAX	\$		10,694,786
TOTAL CONTRACT CITIES, SERVICES & FEES			665,904
TOTAL MISCELLANEOUS REVENUES			446,775
TOTAL OTHER RECEIPTS			40
TOTAL INTEREST REVENUES			<u>24,000</u>
TOTAL OPERATING REVENUES		\$	11,831,505
TOTAL OPERATING EXPENSES			
TOTAL SALARIES	\$		5,993,756
TOTAL FRINGE BENEFITS			1,836,626
TOTAL SUPPLIES			167,540
TOTAL SERVICES			1,836,988
TOTAL LIBRARY MATERIALS			1,551,003
SHORT TERM INTEREST EXPENSE			100
TOTAL OTHER EXPENDITURES			18,540
OPERATIONAL CONTINGENCIES			<u>60,000</u>
TOTAL OPERATING EXPENSES		\$	<u>(11,464,553)</u>
NET OPERATING INCREASE/(DECREASE)			\$366,952
TOTAL NONOPERATING REVENUES & EXPENDITURES			<u>(\$353,000)</u>
TOTAL BUDGETED EXPENDITURES		\$11,817,553	
INCREASE/(DECREASE) IN CASH & INVESTMENTS		\$	13,952
SUBTOTAL -- BEGINNING CASH BALANCE & NET INCREASE/(DECREASE)		\$	4,132,628
LESS:			
ASSIGNED FOR IRVING SPECIAL PROGRAM FUND			(5,644)
ASSIGNED FOR DIANE ZAHAND MEMORIAL FUND			<u>(4,989)</u>
ESTIMATED UNASSIGNED ENDING FUND BALANCE DECEMBER 31, 2015		\$	<u>4,121,995</u>

**Exhibit B
Spokane County Library District
2015 Budget
Capital Projects Fund (008-661)
Summary**

Revenues		
Interest Earnings		\$ 12,000
	Total Revenues & Transfers In	\$ 12,000
Expenses		
Election Costs & Other Services - Proposed Spokane Valley LCFA		\$ 100,000
	Total Expenses	\$ 100,000
Excess of Revenues Over (Under) Expenses		\$ (88,000)
Estimated Beginning Assigned Fund Balance 1/1/15		\$ 848,249
Estimated Ending Assigned Fund Balance 12/31/15		\$ 760,249

RESOLUTION NO. 14-07

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, ADOPTING A 2015 PRELIMINARY BUDGET; CERTIFYING TO THE BOARD OF COUNTY COMMISSIONERS OF SPOKANE COUNTY THE DISTRICT'S 2015 PRELIMINARY BUDGET; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

**SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington**

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

WHEREAS, 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(4) requires that the Board of Trustees (the "Board") submit annually to the legislative body of the county a budget containing estimates in detail of the amount of money necessary for the District for the ensuing year;

WHEREAS, RCW 84.52.070 requires the Board to certify to the county legislative authority budgets or estimates of the amounts to be raised by taxation and to file such certified budget or estimates with the county legislative authority on or before the thirtieth (30th) day of November;

WHEREAS, RCW 84.52.025 requires that such budgets or estimates clearly indicate an estimate of cash balance at the beginning and ending of each budget period;

WHEREAS, a preliminary budget forms the basis for Board action required prior to November 30th pursuant to RCW 84.55.0101 and RCW 84.55.120, to authorize a property tax levy increase and to establish a levy limit factor for taxes to be collected;

WHEREAS, the Board has made a preliminary determination of funding necessary for normal 2015 maintenance and operation of the District, which is reflected in a 2015 Preliminary Budget;

WHEREAS, pursuant to RCW 27.12.210(4) and RCW 84.52.020, the Board has determined to certify said 2015 Preliminary Budget to the Board of County Commissioners of Spokane County.

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

Section 1: ADOPTION OF 2015 PRELIMINARY BUDGET

The Board adopts a 2015 Preliminary Budget as follows:

General Operating Fund (001-661): \$ 11,817,553
Capital Projects Fund (008-661): \$ 100,000

Section 2: CERTIFICATION OF 2015 PRELIMINARY BUDGET

The Board hereby certifies to the Board of County Commissioners of Spokane County the 2015 Preliminary Budget (a copy of which is attached hereto as Exhibit A and incorporated herein by reference), which includes estimates of the 2015 beginning and ending cash balances.

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, notice of which was given as required by law, held on this 18th day of November 2014.

SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

Tim Hattenburg, Chair
Board of Trustees

ATTEST

Nancy Ledeboer
Secretary to the Board of Trustees

Exhibit A
Spokane County Library District
2015 General Operating Fund Budget
General Operating Fund (001-861)

Summary

ESTIMATED BEGINNING FUND BALANCE JANUARY 1, 2015		<u>\$ 4,118,676</u>
OPERATING REVENUES		
TOTAL PROPERTY TAX	\$ 10,694,786	
TOTAL CONTRACT CITIES, SERVICES & FEES	665,904	
TOTAL MISCELLANEOUS REVENUES	446,775	
TOTAL OTHER RECEIPTS	40	
TOTAL INTEREST REVENUES	<u>24,000</u>	
TOTAL OPERATING REVENUES		\$ 11,831,505
TOTAL OPERATING EXPENSES		
TOTAL SALARIES	\$ 5,993,756	
TOTAL FRINGE BENEFITS	1,836,626	
TOTAL SUPPLIES	167,540	
TOTAL SERVICES	1,836,988	
TOTAL LIBRARY MATERIALS	1,551,003	
SHORT TERM INTEREST EXPENSE	100	
TOTAL OTHER EXPENDITURES	18,540	
OPERATIONAL CONTINGENCIES	<u>60,000</u>	
TOTAL OPERATING EXPENSES		<u>\$ (11,464,553)</u>
NET OPERATING INCREASE/(DECREASE)		\$366,952
TOTAL NONOPERATING REVENUES & EXPENDITURES		<u>(\$353,000)</u>
TOTAL BUDGETED EXPENDITURES	\$11,817,553	
INCREASE/(DECREASE) IN CASH & INVESTMENTS		\$ 13,952
SUBTOTAL -- BEGINNING CASH BALANCE & NET INCREASE/(DECREASE)		\$ 4,132,628
LESS:		
ASSIGNED FOR IRVING SPECIAL PROGRAM FUND		(5,644)
ASSIGNED FOR DIANE ZAHAND MEMORIAL FUND		<u>(4,989)</u>
ESTIMATED UNASSIGNED ENDING FUND BALANCE DECEMBER 31, 2015		<u>\$ 4,121,995</u>

Exhibit B
Spokane County Library District
2015 Budget
Capital Projects Fund (008-661)
Summary

Revenues	Interest Earnings	\$ 12,000
	Total Revenues & Transfers In	<u>\$ 12,000</u>
Expenses	Election Costs & Other Services - Proposed Spokane Valley LCFA	\$ 100,000
	Total Expenses	<u>\$ 100,000</u>
Excess of Revenues Over (Under) Expenses		<u>\$ (88,000)</u>
Estimated Beginning Assigned Fund Balance 1/1/15		<u>\$ 848,249</u>
Estimated Ending Assigned Fund Balance 12/31/15		<u>\$ 760,249</u>

RESOLUTION NO. 14-08

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, AUTHORIZING A 2014 PROPERTY TAX LEVY INCREASE FOR COLLECTION IN 2015 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 county library district duly organized and existing under and by virtue of the Constitution and the laws of the State of Washington; and

WHEREAS, the District actual property tax levy amount from the previous year was \$10,351,840.50; and

WHEREAS, the population of the District is more than 10,000; and

WHEREAS, the Board of Trustees (the "Board") gave proper notice of the public hearing held October 21, 2014, to consider the District's current expense budget for the 2015 fiscal year, pursuant to RCW 84.55.120; and

WHEREAS, the Board, after hearing, and after duly considering all relevant evidence and testimony presented, has determined the District requires an increase in property tax revenue from the previous year, in addition to the increase resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, in order to discharge the expected expenses and obligations of the District and in its best interest;

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

Section 1: DETERMINATION OF PROPERTY TAX LEVY INCREASE

The Board hereby determines that an increase in the regular property tax levy is hereby authorized for the 2014 levy to be collected in 2015 in the amount of \$191,342.43, which is a percentage increase of one point nine percent (1.9%) from the previous year.

This increase is exclusive of additional revenue resulting from the addition of new construction and improvements to property, newly constructed wind turbines, any increase in the value of state-assessed property, any annexations that have occurred and any refunds made.

Section 2: 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 18th day of November 2014.

SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

Tim Hattenburg, Chair
Board of Trustees

ATTEST

Nancy Ledeboer
Secretary to the Board of Trustees

RESOLUTION NO. 14-09

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, LEVYING THE REGULAR PROPERTY TAXES FOR SPOKANE COUNTY LIBRARY DISTRICT FOR COLLECTION IN 2015 TO DISCHARGE ANTICIPATED DISTRICT EXPENSES AND OBLIGATIONS FOR THE 2015 CALENDAR YEAR; CERTIFYING SAID AMOUNT TO THE BOARD OF COUNTY COMMISSIONERS OF SPOKANE COUNTY; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

**SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington**

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

WHEREAS, 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, the District is authorized to levy \$0.50 per thousand dollars of assessed valuation within limitations set forth in RCW Chapter 84.55;

WHEREAS, RCW 27.12.210(4) requires that the Board of Trustees (the “Board”) submit annually to the legislative body of the county a budget containing estimates in detail of the amount of money necessary for the District for the ensuing year;

WHEREAS, RCW 84.52.020 requires the Board to certify to the county legislative authority, for the purposes of levying district taxes, budgets or estimates of the amounts to be raised by taxation on the assessed valuation of the property in the District and to make and file such certified budget or estimates with the clerk of the county legislative authority on or before the thirtieth (30th) day of November;

WHEREAS, the Board has determined an estimate of the amount of property tax funding necessary for normal 2015 maintenance and operation of the District, which is reflected in the 2015 Preliminary General Operating Fund budget adopted by Resolution No. 14-07;

WHEREAS, pursuant to RCW 27.12.210(4) and RCW 84.52.020, the Board has determined to certify said estimate of the necessary property tax levy amount to the Board of County Commissioners of Spokane County;

WHEREAS, the Board of Trustees (the “Board”) gave proper notice of the public hearing held October 21, 2014, to consider the District’s current expense budget for the 2015 fiscal year, pursuant to RCW 84.55.120;

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

Section 1: LEVY AMOUNT TO BE RAISED BY PROPERTY TAXES FOR THE 2014 GENERAL OPERATING FUND BUDGET

The Board hereby adopts a 2014 property tax levy for collection in 2015 in the amount of \$10,694,786.

Section 2: CERTIFICATION OF 2015 PROPERTY TAX LEVY

The Board hereby certifies to the Board of County Commissioners of Spokane County the 2014 property tax levy for collection in 2015.

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, notice of which was given as required by law, held on this 18th day of November 2014.

SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

Tim Hattenburg, Chair
Board of Trustees

ATTEST

Nancy Ledeboer
Secretary to the Board of Trustees

Spokane County Library District

2015 General Operating Fund Budget

November 18, 2014

Supplementary Budget Data

Spokane County Library District
2015 General Operating Fund Budget
General Operating Fund (001-861)

	2014 Final Budget Budget	Eliminate '14 One-Time Adjustments	2015 Baseline Budget	2015 October Adjustments	Notes	2015 Budget	2015 November Adjustments	Notes	2015 Budget	
10	PROPERTY TAX -- CURRENT YEAR	\$10,319,212	\$0	\$10,319,212	\$434,329	R1	\$10,753,541	(\$58,755)	R15	\$10,694,786
11	TOTAL PROPERTY TAX	\$10,319,212	\$0	\$10,319,212	\$434,329		\$10,753,541	(\$58,755)		\$10,694,786
12										
13	CONTRACT CITY - AIRWAY H.	\$227,944	\$0	\$227,944	\$5,376	R2	\$233,320	\$841	R16	\$234,161
14	CONTRACT CITY - SPOKANE	153,090	0	153,090	(3,728)	R3	149,362	281	R16	149,643
15	TOTAL CONTRACTED CITIES	\$381,034	\$0	\$381,034	\$1,648		\$382,682	\$1,122		\$383,804
16										
17	INTERLIBRARY LOANS	\$200	\$0	\$200	\$0		\$200	\$0		\$200
18	COPYING & PRINTING	6,000	0	6,000	0		6,000	0		6,000
19	NONRESIDENT FEES	9,900	0	9,900	(3,100)	R4	6,800	0		6,800
20	FINES & CHARGES	143,000	0	143,000	0		143,000	0		143,000
21	WEB BASED LIBRARY FEES & CHARGES	72,200	0	72,200	27,800	R4	100,000	0		100,000
22	LOST & DAMAGED	24,100	0	24,100	0		24,100	0		24,100
23	RENTALS	8,300	0	8,300	(8,300)	R5	0	0		0
24	RETAIL SALES	2,000	0	2,000	0		2,000	0		2,000
25	TOTAL SERVICES & FEES	\$265,700	\$0	\$265,700	\$16,400		\$282,100	\$0		\$282,100
26										
27										
28	TOTAL CONTRACT CITIES, SERVICES & FEES	\$646,734	\$0	\$646,734	\$18,048		\$664,782	\$1,122		\$665,904
29										
30	LEASEHOLD EXCISE TAX	\$18,000	\$0	\$18,000	\$0		\$18,000	\$0		\$18,000
31	TIMBER TAX	14,000	0	14,000	0		14,000	0		14,000
32	EMPLOYEE PROGRAMS -	3,527	0	3,527	(127)	R6	3,400	0		3,400
33	PURCHASE DISCOUNTS	0	0	0	0		0	0		0
34	GRANTS - GOVERNMENTAL	23,261	0	23,261	(6,386)	R7	16,875	0		16,875
35	GRANT - CORPORATE & PRIVATE	13,675	0	13,675	16,325	R8	30,000	0		30,000
36	GRANT - SCLD FOUNDATION	0	0	0	0		0	0		0
37	SCLD FRIENDS FOUNDATION - UNDER DEVELOPMENT	0	0	0	30,000	R9	30,000	0		30,000
38	GRANT - UNDER DEVELOPMENT	0	0	0	50,000	R10	50,000	0		50,000
39	PROCEED FROM SCLD FOUNDATION	0	0	0	0		0	0		0
40	WELLNESS GRANTS	0	0	0	0		0	0		0
41	MISCELLANEOUS	6,000	0	6,000	0		6,000	0		6,000
42	GIFTS & DONATIONS	18,000	0	18,000	0		18,000	0		18,000
43	GIFTS & DONATIONS -- FRIENDS FOUNDATION	0	0	0	0		0	0		0
44	CASHIERS OVER/(SHORT)	0	0	0	0		0	0		0
45	SALE OF LIBRARY MATERIALS	26,000	0	26,000	(25,500)	R11	500	0		500
46	SALE OF REAL PROPERTY	0	0	0	0	0	0	140,000	R17	140,000
47	E-RATE REIMBURSEMENT	137,000	0	137,000	(17,000)	R12	120,000	0		120,000
48	TOTAL MISCELLANEOUS REVENUES	\$259,463	\$0	\$259,463	\$47,312		\$306,775	\$140,000		\$446,775
49										
50	OTHER RECEIPTS									
51	SALES TAX COLLECTED	\$3,500	\$0	\$3,500	(\$3,460)	R13	\$40	\$0		\$40
52	LEASEHOLD EXCISE TAX COLLECTED	1,500	0	1,500	(1,500)	R14	0	0		0
53	INSURANCE CLAIMS PROCEEDS	12,000	(12,000)	0	0		0	0		0
54	TOTAL OTHER RECEIPTS	\$17,000	(\$12,000)	\$5,000	(\$4,960)		\$ 40	\$ -		\$ 40
55										
56	TOTAL INTEREST REVENUES	\$24,000	\$0	\$24,000	\$0		\$ 24,000	\$ -		\$ 24,000
57										
58	TOTAL OPERATING REVENUES	\$11,266,409	(\$12,000)	\$11,254,409	\$494,729		\$ 11,749,138	\$ 82,367		\$ 11,831,505

Spokane County Library District
2015 General Operating Fund Budget
General Operating Fund (001-861)

	2014 Final Budget Budget	Eliminate '14 One-Time Adjustments	2015 Baseline Budget	2015 October Adjustments	Notes	2015 Budget	2015 November Adjustments	Notes	2015 Budget	
59										
60	OPERATING EXPENSES									
61	SALARIES: REGULAR HOURS WORKED	\$4,886,070	\$0	\$4,886,070	\$98,247	E1	\$ 4,984,317	\$ (80,186)	E26	\$ 4,904,131
62	SALARIES: TEMPORARY HOURS WORKED	105,808	0	105,808	(\$5,808)	E1	100,000	0		100,000
63	SALARIES: PAID TIME OFF	893,457	0	893,457	106,183	E1	999,640	(12,515)	E26	987,125
64	SALARIES: OVERTIME HOURS WORKED	2,500	0	2,500	0		2,500	0		2,500
65	TOTAL SALARIES	\$5,887,835	\$0	\$5,887,835	\$198,622		\$6,086,457	(\$92,701)		\$5,993,756
66										
67	FICA-SOCIAL SECURITY	\$365,063	\$0	\$365,063	\$11,413	E2	\$376,476	(\$5,747)	E26	\$370,729
68	FICA - MEDICARE	85,320	0	85,320	2,934	E2	88,254	(1,344)	E26	86,910
69	RETIREMENT CONTRIBUTIONS	507,024	0	507,024	61,346	E2	568,370	0		568,370
70	UNEMPLOYMENT INSURANCE	4,653	0	4,653	0		4,653	0		4,653
71	HEALTH SAVINGS ACCOUNT CONTRIBUTIONS	19,378	0	19,378	(73)	E2	19,305	0		19,305
72	HEALTH BENEFITS ADMINISTRATIVE FEE	6,017	0	6,017	(193)	E2	5,824	0		5,824
73	MEDICAL INSURANCE	554,364	0	554,364	57,945	E2	612,309	0		612,309
74	VISION INSURANCE	27,276	0	27,276	(14,512)	E2	12,764	0		12,764
75	DENTAL INSURANCE	87,794	0	87,794	(71)	E2	87,723	0		87,723
76	LIFE & DISABILITY INSURANCE	3,611	0	3,611	35	E2	3,646	0		3,646
77	STATE INDUSTRIAL INSURANCE	37,729	0	37,729	1,129	E2	38,858	0		38,858
78	LONG TERM DISABILITY INSURANCE	21,924	0	21,924	551	E2	22,475	0		22,475
79	EMPLOYEE ASSISTANCE PROGRAM	3,450	0	3,450	(390)	E2	3,060	0		3,060
80	TOTAL FRINGE BENEFITS	\$1,723,603	\$0	\$1,723,603	\$120,114		\$1,843,717	(\$7,091)		\$1,836,626
81										
82	CLEANING & SANITATION SUPPLIES	\$18,000	\$0	\$18,000	\$0		\$18,000	\$0		\$18,000
83	VEHICLE FUEL	11,000	0	11,000	0		11,000	0		11,000
84	OTHER SUPPLIES	100	0	100	0		100	0		100
85	MAINTENANCE SUPPLIES	3,000	0	3,000	0		3,000	0		3,000
86	EMPLOYEE AWARDS & RECOGNITION	1,700	0	1,700	0		1,700	0		1,700
87	SMALL TOOLS	800	0	800	0		800	0		800
89	OFFICE & LIBRARY SUPPLIES	135,740	0	135,740	(2,800)	E3	132,940	0		132,940
90	TOTAL SUPPLIES	\$170,340	\$0	\$170,340	(\$2,800)		\$167,540	\$0		\$167,540
91										
92	ACCOUNTING & AUDITING SERVICES	\$20,000	(\$10,000)	\$10,000	\$0		\$10,000	\$0		\$10,000
93	LEGAL SERVICES	5,000	0	5,000	10,000	E4	15,000	0		15,000
94	OTHER PROFESSIONAL SERVICES	48,275	0	48,275	54,000	E5	102,275	(30,000)	E27	72,275
96	SCLD FOUNDATION SUPPORT	6,560	0	6,560	0		6,560	0		6,560
97	BANK & POSTAL CHARGES	6,000	0	6,000	0		6,000	0		6,000
98	SOFTWARE SUPPORT & CONSULTING	250,760	(1,400)	249,360	(2,500)	E6	246,860	0		246,860
99	WEB CATALOG CONTENT SERVICES	13,600	0	13,600	(1,100)	E7	12,500	0		12,500
100	COLLECTION AGENCY & NOTICE FEES	57,600	0	57,600	0		57,600	0		57,600
101	DATA COMMUNICATIONS: WAN	187,620	0	187,620	0		187,620	0		187,620
102	DATA COMMUNICATIONS: INTERNET	21,000	0	21,000	0		21,000	0		21,000
103	TELEPHONE	22,900	(1,400)	21,500	0		21,500	0		21,500
104	POSTAGE	16,500	0	16,500	0		16,500	0		16,500
105	FREIGHT CHARGES	1,000	0	1,000	0		1,000	0		1,000
106	COURIER SERVICES	61,000	0	61,000	0		61,000	0		61,000
107	MILEAGE	16,000	0	16,000	0		16,000	0		16,000
108	TRAINING & TRAVEL	112,700	(23,000)	89,700	6,900	E8	96,600	0		96,600
109	BOARD TRAINING & TRAVEL	4,000	0	4,000	0		4,000	0		4,000

Spokane County Library District
2015 General Operating Fund Budget
General Operating Fund (001-861)

	2014	Eliminate '14	2015	2015	Notes	2015	2015	Notes	2015
	Final Budget	One-Time	Baseline	October		Budget	November		Budget
	Budget	Adjustments	Budget	Adjustments		Budget	Adjustments		Budget
110 ADVERTISING & PROMOTION	25,500	0	25,500	0		25,500	0		25,500
111 RECRUITMENT	5,000	0	5,000	0		5,000	0		5,000
112 RENTALS & LEASES: OTHER	4,700	0	4,700	0		4,700	0		4,700
113 RENTAL & LEASES: EQUIPMENT	6,500	0	6,500	0		6,500	0		6,500
114 INSURANCE	63,700	0	63,700	3,185	E9	66,885	0		66,885
115 PUBLIC RELATIONS	9,500	0	9,500	0		9,500	0		9,500
116 PRINTING	16,000	0	16,000	0		16,000	0		16,000
117 HEAT, LIGHT & POWER	145,000	0	145,000	0		145,000	0		145,000
118 WATER, REFUSE & SEWER	45,000	0	45,000	0		45,000	0		45,000
119 REPAIR & MAINTENANCE: MISCELLANEOUS	4,000	0	4,000	0		4,000	0		4,000
120 REPAIR & MAINTENANCE: DATA PROCESSING EQUIPMENT	30,000	11,700	41,700	0		41,700	0		41,700
121 REPAIR & MAINTENANCE: VEHICLES	4,000	0	4,000	0		4,000	0		4,000
122 REPAIR & MAINTENANCE: BUILDINGS	135,000	(29,500)	105,500	56,000	E10	161,500	0		161,500
123 REPAIR & MAINTENANCE: UPRIVER DRIVE PROPERTY	1,000	0	1,000	(1,000)	E11	0	0		0
124 GROUNDS MAINTENANCE SERVICES	35,000	(13,700)	21,300	5,500	E12	26,800	0		26,800
125 SECURITY ALARM MONITORING	11,700	0	11,700	0		11,700	0		11,700
126 SNOW REMOVAL	24,000	0	24,000	0		24,000	0		24,000
127 CUSTODIAL SERVICES	164,500	0	164,500	0		164,500	0		164,500
128 DUES & MEMBERSHIPS	10,200	0	10,200	1,800	E13	12,000	0		12,000
129 WELLNESS SERVICES & PROGRAMS	3,200	0	3,200	0		3,200	0		3,200
130 LIBRARY PROGRAMS	72,108	0	72,108	(16,427)	E14	55,681	(288)	E28	55,393
131 LIBRARY PROGRAM: IRVING FUND	500	0	500	0		500	0		500
132 LIBRARY PROGRAM: DIANE ZAHAND MEMORIAL FUND	4,000	0	4,000	0		4,000	0		4,000
133 LIBRARY PROGRAMS - FEDERAL GRANTS	16,314	0	16,314	561	E15	16,875	0		16,875
134 LIBRARY PROGRAMS - NON-GOVERNMENTAL GRANTS	0	0	0	0		0	0		0
135 LIBRARY PROGRAMS --UNDERDEVELOPMENT	0	0	0	50,000	E16	50,000	0		50,000
136 LIBRARY PROGRAMS -- FRIENDS FOUNDATION -- UNDERDEVEI	0	0	0	30,000	E17	30,000	0		30,000
137 LIBRARY PROGRAMS -- FRIENDS FOUNDATION -- FINALIZED	0	0	0	0		0	0		0
138 CATALOGING & AUTHORITY SERVICES	33,700	0	33,700	0		33,700	0		33,700
139 LOST BOOKS REFUNDS	3,000	0	3,000	0		3,000	0		3,000
140 BINDING SERVICES	250	0	250	0		250	0		250
141 INTERLIBRARY LOAN SERVICES	13,770	0	13,770	0		13,770	0		13,770
142 TOTAL SERVICES	\$1,737,657	(\$67,300)	\$1,670,357	\$196,919		\$1,867,276	(\$30,288)		\$1,836,988
143									
144									
145 LIBRARY MATERIALS	\$1,258,046	\$0	\$1,258,046	\$132,625	E21	\$1,390,671	\$332	E29	\$1,391,003
146 LIBRARY MATERIALS - ELECTRONIC LIBRARY SERVICES	156,000	0	156,000	4,000	E21	160,000	0		160,000
147 TOTAL LIBRARY MATERIALS	\$1,414,046	\$0	\$1,414,046	\$136,625		\$1,550,671	\$332		\$1,551,003
148									
149 SHORT TERM INTEREST EXPENSE	\$500	\$0	\$500	(\$400)	E22	\$100	\$0		\$100
150									
151 OTHER EXPENDITURES									
152 SALES TAX PAID	\$3,500	\$0	\$3,500	(\$3,460)	E23	\$40	\$0		\$40
153 USE TAX PAID - LIBRARY MATERIALS	9,000	0	9,000	0		9,000	0		9,000
154 USE TAX PAID - OTHER	9,500	0	9,500	0		9,500	0		9,500
155 LEASEHOLD EXCISE TAX PAID	1,500	0	1,500	(1,500)	E24	0	0		0
156 TOTAL OTHER EXPENDITURES	\$23,500	\$0	\$23,500	(\$4,960)		\$18,540	\$0		\$18,540
157									
158 OPERATIONAL CONTINGENCIES	\$0	\$40,000	\$40,000	\$60,000	E25	\$100,000	(\$40,000)	E30	\$60,000

Spokane County Library District
2015 General Operating Fund Budget
General Operating Fund (001-861)

	2014 Final Budget Budget	Eliminate '14 One-Time Adjustments	2015 Baseline Budget	2015 October Adjustments	Notes	2015 Budget	2015 November Adjustments	Notes	2015 Budget
160 TOTAL OPERATING EXPENSES	\$10,957,481	(\$27,300)	\$10,930,181	\$704,120		\$11,634,301	(\$169,748)		\$11,464,553
161									
162 NET OPERATING INCREASE/(DECREASE)	\$308,928	\$15,300	\$324,228	(\$209,391)		\$114,837	\$252,115		\$366,952
163									
164 NONOPERATING REVENUES & EXPENDITURES									
165 INFORMATION TECHNOLOGY HARDWARE & SOFTWARE	\$163,400	\$36,600	\$200,000	-\$10,000	E18	\$190,000	\$0		\$190,000
166 FURNITURE, FIXTURES & EQUIPMENT	137,825	-137,825	0	148,000	E19	148,000	0		148,000
167 VEHICLES	0	0	0	15,000	E20	15,000	0		15,000
168 ADD TRANSFER IN - CAPITAL PROJECTS	0	0	0	0		0	0		0
169 DEDUCT TRANSFER OUT - CAPITAL PROJECTS FUND	0	0	0	0		0	0		0
170 TOTAL NONOPERATING REVENUES & EXPENDITURES	\$301,225	-\$101,225	\$200,000	\$153,000		\$353,000	\$0		\$353,000
171									
172 INCREASE/(DECREASE) IN CASH & INVESTMENTS	\$7,703	\$116,525	\$124,228	(\$362,391)		(\$238,163)	\$252,115		\$13,952
173									
174									
175 ESTIMATED BEGINNING FUND BALANCE JANUARY 1, 2015	\$4,118,676	\$4,118,676	\$4,118,676	\$0		\$4,118,676			\$4,118,676
176 LESS:									
177 ASSIGNED FOR IRVING SPECIAL PROGRAM FUND	(6,144)	(500)	(6,144)	500	B1	(5,644)			(5,644)
178 ASSIGNED FOR DIANE ZAHAND MEMORIAL FUND	(8,126)	(3,137)	(8,126)	3,137	B2	(4,989)			(4,989)
179 ESTIMATED ENDING FUND BALANCE DECEMBER 31, 2015	\$4,112,109	\$4,231,564	\$4,228,634	(\$358,754)		\$3,869,880			\$4,121,995
180									

**SPOKANE COUNTY LIBRARY DISTRICT
FOOTNOTES TO 2015 GENERAL OPERATING FUND (L01) BUDGET
GENERAL OPERATING FUND (001-861)**

<u>NOTE</u>	<u>COST ACCOUNT</u>	<u>EXPLANATION</u>	<u>Increase/ (Decrease)</u>
REVENUES:			
R1	PROPERTY TAX -- CURRENT YEAR	Property Taxes based on data provided by County Assessor on 9/16/14	\$374,329
R1	PROPERTY TAX -- CURRENT YEAR	Includes a \$60K place holder to accommodate future additions to Property Taxes	60,000
R2	CONTRACT CITY - AIRWAY HEIGHTS	Contract services based on data provided by County Assessor	5,376
R3	CONTRACT CITY - CITY OF SPOKANE	Contract services based on data provided by County Assessor and decline in annexation mitigation fees	(3,728)
R4	NONRESIDENT FEES	Projected revenue decrease per Public Services	(3,100)
R4	WEB BASED LIBRARY FEES & CHARGES	Projected revenue increase per Public Services	27,800
R5	RENTALS	With Sale of Updriver Drive Property, the rental revenues will stop	(8,300)
R6	EMPLOYEE PROGRAMS	Projected revenue decrease per Public Services	(127)
R7	GRANTS - GOVERNMENTAL	Projected revenue decrease per Public Services	(6,386)
R8	GRANT - CORPORATE & PRIVATE	Projected revenue increase per Public Services	16,325
R9	SCLD FRIENDS FOUNDATION - UNDER DEVELOPMENT	Establishes capacity for funds to be provided by various donors	30,000
R10	GRANT - UNDER DEVELOPMENT	Establishes capacity for funds to be provided by the SCLD Friends Foundation	50,000
R11	SALE OF LIBRARY MATERIALS	With book sales being processed the Friends Foundation, book sales will decline	(25,500)
R12	E-RATE REIMBURSEMENT	Projected decrease per IT	(17,000)
R13	SALES TAX COLLECTED	With the Friends Foundation doing the used book sales, the sales tax receipts will decline	(3,460)
R14	LEASEHOLD EXCISE TAX COLLECTED	With Sale of Upriver Drive Property, the rental revenues will stop	(1,500)
R15	PROPERTY TAX -- CURRENT YEAR	Adjusts Property Tax to 2015 Levy Data provided by County Assessor	(58,755)
R16	CONTRACT CITY - AIRWAY HEIGHTS	Adjusts Property Tax to 2015 Levy Data provided by County Assessor	841
R16	CONTRACT CITY - CITY OF SPOKANE	Adjusts Property Tax to 2015 Levy Data provided by County Assessor	281
R17	SALE OF REAL PROPERTY	Net Proceeds from Sale of Upriver Drive Property	140,000
	TOTAL REVENUES		<u>\$577,096</u>
EXPENSES:			
E1	SALARIES: REGULAR HOURS WORKED	See attached Worksheet for Details	\$98,247
E2	SALARIES: TEMPORARY HOURS WORKED	See attached Worksheet for Details	(5,808)
E3	SALARIES: PAID TIME OFF	See attached Worksheet for Details	106,183
E2	FICA-SOCIAL SECURITY	See attached Worksheet for Details	11,413
E2	FICA - MEDICARE	See attached Worksheet for Details	2,934
E2	RETIREMENT CONTRIBUTIONS	See attached Worksheet for Details	61,346
E2	HEALTH SAVINGS ACCOUNT CONTRIBUTIONS	See attached Worksheet for Details	(73)
E2	HEALTH BENEFITS ADMINISTRATIVE FEE	See attached Worksheet for Details	(193)
E2	MEDICAL INSURANCE	See attached Worksheet for Details	57,945
E2	VISION INSURANCE	See attached Worksheet for Details	(14,512)

**SPOKANE COUNTY LIBRARY DISTRICT
 FOOTNOTES TO 2015 GENERAL OPERATING FUND (LO1) BUDGET
 GENERAL OPERATING FUND (001-861)**

<u>NOTE</u>	<u>COST ACCOUNT</u>	<u>EXPLANATION</u>	<u>Increase/ (Decrease)</u>
E2	DENTAL INSURANCE	See attached Worksheet for Details	(71)
E2	LIFE & DISABILITY INSURANCE	See attached Worksheet for Details	35
E2	STATE INDUSTRIAL INSURANCE	See attached Worksheet for Details	1,129
E2	LONG TERM DISABILITY INSURANCE	See attached Worksheet for Details	551
E2	EMPLOYEE ASSISTANCE PROGRAM	See attached Worksheet for Details	(390)
E3	OFFICE & LIBRARY SUPPLIES	General Budget decrease recommend by IT	(800)
E3	OFFICE & LIBRARY SUPPLIES	General Budget decrease recommend by HR	(1,000)
E3	OFFICE & LIBRARY SUPPLIES	General Budget decrease recommend by CS	(1,000)
E4	LEGAL SERVICES	Restores prior reductions for legal services	10,000
E5	OTHER PROFESSIONAL SERVICES	Allows for Second District-wide informational mailing in Fall of 2015	24,000
E5	OTHER PROFESSIONAL SERVICES	Estimated cost for 2015 Compensation & Classification Study	30,000
E6	SOFTWARE SUPPORT & CONSULTING	General Budget decrease recommend by IT	(2,500)
E7	WEB CATALOG CONTENT SERVICES	General Budget decrease recommend by IT	(1,100)
E8	TRAINING & TRAVEL	4 LTC team members to Chicago & San Francisco	8,100
E8	TRAINING & TRAVEL	Increased Travel & Training requested by IT	2,600
E8	TRAINING & TRAVEL	General Budget decrease recommend by Communications	(3,000)
E8	TRAINING & TRAVEL	General Budget decrease recommend by CS	(800)
E9	INSURANCE	Projected 5% Rate increase for 2015	3,185
E10	REPAIR & MAINTENANCE: BUILDINGS	2015 Planned Maintenance Project -- Major projects are exterior siding maintenance & painting at N. Spokane and Entrance way repairs at Deer Park	56,000
E11	REPAIR & MAINTENANCE: UPRIVER DRIVE PROPERTY	With Sale of Upriver Drive Property, the repair costs will be eliminated	(1,000)
E12	GROUNDS MAINTENANCE SERVICES	2015 Planned Landscaping projects for SV, Argonne & Otis Orchard	5,500
E13	DUES & MEMBERSHIPS	Adjusts annual Dues & Membership costs to current identified requirements	1,800
E14	LIBRARY PROGRAMS	Adjusts Library Programs to 0.5% of Property Taxes and Contracted City Revenues	(16,427)
E15	LIBRARY PROGRAMS - FEDERAL GRANTS	Establishes expenses equal to revenue	561
E16	LIBRARY PROGRAMS --UNDERDEVELOPMENT	Establishes capacity for funds to be provided by various donors	50,000
E17	LIBRARY PROGRAMS -- FRIENDS FOUNDATION -- UNDERDEVELOPMENT	Establishes capacity for funds to be provided by the SCLD Friends Foundation	30,000
E18	INFORMATION TECHNOLOGY HARDWARE & SOFTWARE	General Budget decrease recommend by IT	(10,000)
E18	FURNITURE, FIXTURES & EQUIPMENT	2015 Public Services FF&E Plan	143,000
E19	FURNITURE, FIXTURES & EQUIPMENT	Allows for reconfiguration of work spaces in Collection Services	5,000
E20	VEHICLES	Planned replacement of 2010 Ford F-150 maintenance truck	15,000
E20	LIBRARY MATERIALS	Sets Library Materials at 14% of Property Taxes and Contracted City Revenues	132,625
E21	LIBRARY MATERIALS - ELECTRONIC LIBRARY SERVICES	Requested increase for expanded Electronic Library Services	4,000
E22	SHORT TERM INTEREST EXPENSE	Interest expense paid has declined in recent years	(400)

**SPOKANE COUNTY LIBRARY DISTRICT
 FOOTNOTES TO 2015 GENERAL OPERATING FUND (L01) BUDGET
 GENERAL OPERATING FUND (001-861)**

<u>NOTE</u>	<u>COST ACCOUNT</u>	<u>EXPLANATION</u>	<u>Increase / (Decrease)</u>
E23	SALES TAX PAID	With the Friends Foundation doing the used book sales, the sales tax payments will decline	(3,460)
E24	LEASEHOLD EXCISE TAX PAID	With Sale of Upriver Drive Property, the leasehold excise payments will stop	(1,500)
E25	OPERATIONAL CONTINGENCIES	Includes a \$60K place holder to accommodate future additions to Property Taxes	60,000
E26	SALARIES	Eliminates funding for "Retirement Payout for Vacation & Sick Hours"	(92,701)
E26	BENEFITS	Eliminates funding for "Retirement Payout for Vacation & Sick Hours"	(7,091)
E27	OTHER PROFESSIONAL SERVICES	Eliminates funding for "Compensation & Classification Study"	(30,000)
E28	LIBRARY PROGRAMS	Adjusts Library Programs to 0.5% of Property Taxes and Contracted City Revenues	(288)
E29	LIBRARY MATERIALS	Sets Library Materials at 14% of Property Taxes and Contracted City Revenues	332
E30	OPERATIONAL CONTINGENCIES	The \$60K place holder is eliminated and the contingency budget is increase by \$20K	(40,000)
TOTAL EXPENSES			<u>\$ 687,372</u>
 TOTAL BALANCE OF ADJUSTMENTS -- REVENUES OVER/(UNDER) EXPENSES			
FUND BALANCES:			<u>\$ (110,276)</u>
B1	ASSIGNED FOR IRVING SPECIAL PROGRAM FUND	Adjusts Irving Fund to estimated 12/31/14 Balance	(\$500)
B2	ASSIGNED FOR DIANE ZAHAND MEMORIAL FUND	Adjusts Zahand Fund to estimated 12/31/14 Balance	(3,137)
Total Changes to Estimated End of Year Fund Balances			<u>\$ (3,637)</u>

Spokane County Library District
Worksheet
2015 Composite Salary & Benefit Changes

	2014 Changes Annualized into 2015 <u>Baseline</u>	2015 Step <u>Increase</u>	1.590% COLA <u>Increase</u>	2015 L&I/PERS <u>Rate Increase</u>	2015 Medical 30+ HPW	2015 Additional P/S Hours	Increased Leave Pay-Off	AWC 2015 Benefit <u>Rate Increase</u>	2015 Open <u>Enrollment</u>	General 1% <u>Decrease</u>	Total <u>Increase</u>
Salaries	\$14,881	\$49,930	\$90,736	\$0	\$0	\$11,854	\$0	\$0	\$0	(\$61,480)	\$105,921
Hours Worked (Salaries X 86.5%)	\$12,872	\$43,189	\$78,487	\$0	\$0	\$11,854	\$0	\$0	\$0	(\$53,180)	\$93,222
Temporary Hours	0	0	0	0	0	0	0	0	0	0	0
Overtime										0	0
Paid Time Off (Salaries x 13.5%)	2,009	6,741	12,249	0	0	0	0	0	0	(8,300)	12,699
Total Salaries	\$14,881	\$49,930	\$90,736	\$0	\$0	\$11,854	\$0	\$0	\$0	(\$61,480)	\$105,921
Social Security	\$499	\$2,733	\$5,501	\$0	\$0	\$735	\$0	\$0	\$0	(\$3,802)	\$5,666
Medicare	354	639	1,316	0	0	172	0	0	0	(891)	1,590
Labor & Industries	746	0	0	693	0	83	0	0	0	(393)	1,129
Retirement Contributions	3,471	3,777	7,898	50,743	0	1,198	0	0	0	(5,741)	61,346
Medical Insurance	(50,543)	0	0	0	77,182	2,929	0	34,562	0	(6,185)	57,945
Health Savings Account	122	0	0	0	0	0	0	0	0	(195)	(73)
Vision Insurance	(28)	0	0	0	0	0	0	(14,355)	0	(129)	(14,512)
Dental Insurance	(4,215)	0	0	0	0	0	0	5,030	0	(886)	(71)
Life Insurance	72	0	0	0	0	0	0	0	0	(37)	35
Long Term Disability	219	166	345	0	0	48	0	0	0	(227)	551
Employee Assistance	(359)	0	0	0	0	0	0	0	0	(31)	(390)
State Unemployment	47	0	0	0	0	0	0	0	0	(47)	0
Benefit Administration Fees	(876)	4	0	0	540	21	0	177	0	(59)	(193)
Total Benefits	(\$50,491)	\$7,319	\$15,060	\$51,436	\$77,722	\$5,186	\$0	\$25,414	\$0	(\$18,623)	\$113,023
Total Compensation	(\$35,610)	\$57,249	\$105,796	\$51,436	\$77,722	\$17,040	\$0	\$25,414	\$0	(\$80,103)	\$218,944

COMPUTER, WIRELESS NETWORK AND INTERNET USE POLICY

BACKGROUND:

Internet filtering in libraries is a complex issue. This background intends to provide a very general overview of some of the more significant elements of the internet filtering question as they pertain to Spokane County Library District.

The *Children's Internet Protection Act (CIPA)* was signed into law in 2000. The law stipulated that in order to receive discounts for Internet access through the E-rate program—a program that makes certain communications services and products more affordable for eligible schools and libraries—libraries had to certify that they had in place an Internet safety policy that includes technology protection measures. The protection measures must block or filter Internet access to pictures that are: (a) obscene; (b) child pornography; or (c) harmful to minors (for computers that are accessed by minors).¹

Libraries had significant concerns that Internet filtering software of the time lacked technological sophistication and would prevent access to legitimate online information resources. Libraries also had significant concerns that CIPA's requirements would potentially prevent access to constitutionally protected speech.

Those 1st Amendment concerns culminated in *United States v. American Library Association (2003)*². The law was challenged on the grounds that its requirement for libraries to block access to protected speech on the Internet was unconstitutional. The United States Supreme Court ultimately upheld the statute, with the caveat that adults would still be able to access constitutionally protected material.

Libraries' subsequent implementation of CIPA involved a variety of methods by which adults could bypass the filter in order to access constitutionally protected material. In compliance with the ruling, SCLD provided adults the option to turn off the filter at the time of log-in, as that was the most expedient method.

The most recent court decision regarding internet filtering culminated in *Bradburn et al v. North Central Regional Library District (2012)*³ from the United States District Court, Eastern District of Washington. The ruling essentially affirmed the library's ability to filter (i.e., block) access to certain categories of internet sites using guidelines similar to how the collection development policy is applied to acquisitions for the library's physical collection. The decision followed a Washington State Supreme Court ruling from 2010 that also supported a library's right to filter the Internet.⁴

The *Bradburn* case took six years to work through the courts, and libraries in Washington State in particular were cognizant of the case and followed it as it had significant potential impact for policies. SCLD 's previous filtering policy was up for review in late 2012, so the timing of the District Court's decision coincided with the policy review schedule. At the same time, we

¹ The Children's Internet Protection Act (CIPA) provides United States Code citations for the definitions of "obscene" (18 U.S.C. § 1460) and "child pornography" (18 U.S.C. § 2256). The Act itself defines "harmful to minors" in Section 1703 (b)(2). Full text of CIPA (starting pg. 337) from US Government Printing Office: <http://www.gpo.gov/fdsys/pkg/PLAW-106publ554/pdf/PLAW-106publ554.pdf>

² Full text from Cornell University Law School:

http://www.law.cornell.edu/supct/search/display.html?terms=american%20library%20association&url=/supct/html/02-361_ZO.html

³ Full text from Justia.com: <http://docs.justia.com/cases/federal/district-courts/washington/waedce/2:2006cv00327/41160/120>

⁴ Full text of Washington State Supreme Court decision from Justia.com <http://caselaw.findlaw.com/wa-supreme-court/1523482.html>

received some public comment advocating for a change in filtering. Additionally, significant advances in internet filtering software had improved overall technical sophistication, and there was an emerging trend towards expanded internet filtering by other libraries throughout the state.

After significant evaluation by SCLD administration and comprehensive review by SCLD's legal counsel, the Board of Trustees approved the current filtering policy in September 2012.

From September 2012 through February 2013, SCLD received 67 requests to review blocked websites (an average of 11 per month), of which 23 (42%) resulted in action. A number early requests were related to coupon sites that were identified by the filter software as "spam", a security related category defined as "delivering unsolicited or unwanted emails". After determining that "spam" sites did not pose a threat to network security, the category was removed from the Basic filtering level in February 2013. From March 2013 - September 2014, SCLD has received 61 requests (average of 3 per month) and acted on 31 (51%).

Revisions

The most significant revisions are the inclusion of language clarifying that the categories at the "enhanced" filter level are informed by CIPA and SCLD's Collection Development Policy, and the inclusion of closing paragraph with the new statement regarding appeals. Other small scale revisions intended for general clarification are included.

For comparison, the suggested draft policy is followed by the current existing policy, with suggested revisions marked by underscore and/or strikethrough.

Recommended Action: Board motion to approve the revised Computer, Wireless Network and Internet Use Policy.

SPOKANE COUNTY LIBRARY DISTRICT

DRAFT

POLICY: Computer, Wireless Network and Internet Use

APPROVAL DATE: November 18, 2014

PREVIOUS POLICY TITLE: Customer Use of Internet Resources

RELATED POLICIES:

Children's Safety in Libraries

Collection Development

Code of Conduct

Social Media

STATUTORY REFERENCE: RCW 9.68.130

Purpose:

To define the conditions and responsibilities associated with using public access computers and accessing the Internet in Spokane County Library District facilities.

Definitions:

Compromising Computer or Network Security: Conducting activities that will alter, damage, disable, vandalize or otherwise harm computer equipment, hardware, software or networks.

Filter Categories: Groupings of online information to which access can be blocked.

Terminology used to describe filter categories are set by the provider(s) of filtering software.

Illegal Activities: Activities in violation of federal, state or local law.

Sexually Explicit Material: Images which fall under the definitions of sexually explicit material as stated in Washington Statute, RCW 9.68.130(2).

Background:

Spokane County Library District (the District) makes Internet resources, together with a collection of physical library materials and access to licensed electronic resources, available to library members in support of the District's mission.

The District offers materials and information in a variety of formats and media, with selection guided by the Collection Development Policy. Internet resources enhance the collection in size, depth and breadth. The District provides public computers with standard computer software that can be used to access the Internet. In addition, members may use their own devices to access the Internet on the library's public wireless (Wi-Fi) network. In compliance with the Children's Internet Protection Act (CIPA) and subsequent court rulings, the District employs Internet filtering software and other technology protection measures on all public computers and Wi-Fi network.

GENERAL POLICY:

Filtering

The District prohibits the following while using any District resource: engaging in illegal activities; accessing, viewing, or printing any illegal, obscene or sexually explicit material, or engaging in activities that compromise computer or network security.

The District utilizes filtering technology as required by the Children’s Internet Protection Act (CIPA) which mandates that any public library using federal funding must filter Internet access to visual depictions that are (a) obscene; (b) child pornography; or (c) harmful to minors (as defined in the United States Code⁵ and case law) for any person under the age of 17 years. Just as with the physical collection, not all Internet sites are suitable for all ages. Therefore, the District provides two levels of filtering: “basic” and “enhanced.”

All library member accounts, all library computers, and the Wi-Fi network are filtered at the “basic” level. The following categories of information are blocked with “basic” filtering: Illegal, Compromising Computer or Network Security, Sexually Explicit Material.

Additionally, all accounts for members under the age of 13, and library computers located in the children’s area, are set to the “enhanced” filtering level. In compliance with CIPA, and guided by the Collection Development Policy and related procedures, the “enhanced” filtering level blocks all of the same categories of information that are blocked with “basic” filtering, as well as other categories, as determined by District staff, to be for adult audiences only.

For both the “basic” and “enhanced” filtering levels, the District will utilize categories provided by the filtering software provider that best match the District’s intentions.

Requests to “block” or “unblock” an Internet site

No filter or technology is 100% effective and may still allow access to information or sites that are objectionable or potentially harmful. Conversely, filters may inadvertently block sites that do not fall within the categories defined above.

A library member may request that an Internet site be blocked, or unblocked for “bona fide research or other lawful purposes”⁶, by completing an Internet site review form or by contacting library staff. The site will be reviewed in a timely manner. Decisions about whether to block or unblock a site will be made in accordance with District guidelines within 72 hours, excluding holidays.

Computer and Internet Safety

The District respects the rights and responsibilities of parents or guardians in determining and monitoring the use of the Internet by their children under the age of 18. Parents who do not want their minor children to have access to the Internet may request that their child be blocked from Internet access on library computers. The District advises parents/guardians that it cannot

⁵ The Children’s Internet Protection Act (CIPA) provides United States Code citations for the definitions of “obscene” (18 U.S.C. § 1460) and “child pornography” (18 U.S.C. § 2256). The Act itself defines “harmful to minors” in Section 1703 (b)(2). Full text of CIPA from US Government Printing Office: <http://www.gpo.gov/fdsys/pkg/PLAW-106publ554/pdf/PLAW-106publ554.pdf>

⁶ Federal Communications Commission’s Children’s Internet Protection Act (CIPA) Guide: <http://www.fcc.gov/guides/childrens-internet-protection-act>

assure children's safety and security while using the Internet in the library. When children use social networks, electronic mail, chat and other forms of direct electronic communication, the District cannot protect against unauthorized access, including "hacking," and other unlawful online activities. Furthermore, the District cannot protect against unauthorized disclosure, use and dissemination of personal identification information regarding children if children provide such information while using the Internet.

It is the responsibility of parents or legal guardians to monitor Internet use of their minor children.

Network and Computer Security

The District employs measures designed to prevent access to sites or functions that would compromise District computer or network security or would alter, damage, disable, vandalize or otherwise harm computer equipment, hardware, software or networks.

District computers provide basic software and the ability to transfer content to mobile storage. The District is not responsible for data that may be lost or damaged while using library computers.

The District's Wi-Fi is an open, unsecured public access network. The District advises users not to transmit personal information (e.g., credit card numbers, passwords and any other sensitive information) while using any wireless access point. Furthermore, the District advises Wi-Fi users to take appropriate precautions when using this service, and to have up-to-date virus protection on their devices.

The District is not responsible for any information that is compromised or for any damage caused to hardware or software due to security issues.

For security and network maintenance purposes, the District may monitor individual equipment or Wi-Fi network traffic at any time. The District has the authority to disconnect any device from the Wi-Fi network that violates the practices set forth in this policy or any other related policy.

When using library computers or accessing the Wi-Fi network, individuals are expected to use the Internet in a manner consistent with the purpose of the library and with respect and consideration for other library members.

Violation of this or any related policy may be cause for a temporary or permanent prohibition from future use of library equipment or facilities. Illegal activities can be reported to law enforcement.

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

CURRENT POLICY

POLICY: Computer, Wireless Network and Internet Use

APPROVAL DATE: ~~September 18, 2012~~ November 18, 2014

PREVIOUS POLICY TITLE: Customer Use of Internet Resources

RELATED POLICIES:

Children's Safety in Libraries

Collection Development ~~Policy~~

Code of Conduct

Social Media ~~Policy/Guidelines~~—TBD

STATUTORY REFERENCE: RCW 9.68.130

Purpose:

To define the conditions and responsibilities associated with using public access computers and accessing the Internet in Spokane County Library District facilities.

Definitions:

Compromising Computer or Network Security: Conducting activities that will alter, damage, disable, vandalize or otherwise harm computer equipment, hardware, software or networks.

Filter Categories: Groupings of online information to which access can be blocked.

Terminology used to describe filter categories are set by the provider(s) of filtering software.

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GENERAL POLICY:

Filtering

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For both the “basic” and “enhanced” filtering levels, the District will utilize categories provided by the filtering system software provider that best match the District’s intentions.

Requests to “block” or “unblock” an Internet site

No filter or technology is 100% effective and may still allow access to information or sites that are objectionable or potentially harmful. Conversely, filters may inadvertently block sites that do not fall within the categories defined above.

A library member may request that an Internet site be blocked, or unblocked for “bona fide research or other lawful purposes”⁸, by completing an Internet site review form or by contacting library staff. The site will be reviewed in a timely manner. Decisions about whether to block or unblock a site will be made in accordance with District guidelines, within 72 hours, excluding holidays.

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assure children's safety and security while using the Internet in the library. When children use social networks, electronic mail, chat and other forms of direct electronic communication, the District cannot protect against unauthorized access, including "hacking," and other unlawful online activities. Furthermore, the District cannot protect against unauthorized disclosure, use and dissemination of personal identification information regarding children if children provide such information while using the Internet.

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Network and Computer Security

The District employs measures designed to prevent access to sites or functions that would compromise District computer or network security or would alter, damage, disable, vandalize or otherwise harm computer equipment, hardware, software or networks.

District computers provide basic software and the ability to transfer content to mobile storage. The District is not responsible for data that may be lost or damaged while using library computers.

The District's Wi-Fi is an open, unsecured public access network. The District advises users not to transmit personal information (e.g., credit card numbers, passwords and any other sensitive information) while using any wireless "~~hot spot.~~" access point. Furthermore, the District advises Wi-Fi users to take appropriate precautions when using this service, and to have up-to-date virus protection on their devices.

The District is not responsible for any information that is compromised or for any damage caused to hardware or software due to security issues.

For security and network maintenance purposes, the District may monitor individual equipment or Wi-Fi network traffic at any time. The District has the authority to disconnect any device from the Wi-Fi network that violates the practices set forth in this policy or any other related policy.

When using library computers or accessing the Wi-Fi network, individuals are expected to use the Internet in a manner consistent with the purpose of the library and with respect and consideration for other library members.

Violation of this or any related policy may be cause for a temporary or permanent prohibition from future use of library equipment or facilities. Illegal activities can be reported to law enforcement.

~~The District's Executive Director is responsible for establishing procedures to carry out this policy, which shall include the right of appeal for decisions regarding the blocking or unblocking of Internet sites.~~

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.

2015 BOARD OF TRUSTEES MEETINGS AND PRESENTATIONS

Background:

The following information provides the regular meeting schedule and locations for 2015. Also included are policies review and overviews by month, and a complete policy review schedule for 2015-2016.

Recommended Action: This item is for your information/discussion, with no action required at this time. The Board is encouraged to provide direction for content of meetings or future topics of interest at any time.

2015 Board of Trustees Meeting Schedule

Month	Location	Policy Review	Overview
January 20	Otis Orchards Library*	Gifts	Wellness
February 17	Airway Heights Library	Exhibits and Displays	CIP Year Two
March 17	Argonne Library	Children's Safety in Libraries	Friends of SCLD
April 21	Moran Prairie Library	Confidentiality of Library Records	Big Read
May 26*	Cheney Library	Personnel and Travel	Support Jobs Seekers and Small Businesses
June 16	Deer Park Library	Code of Conduct	InterLibrary Loan and Collection Services
July 21/August 18	Medical Lake Library	Purchasing	Develop Young Learners
September 15	Spokane Valley	Access to Library Services	Libraries Transforming Communities Action Plan
October 20	Argonne**	Personnel and Emergency Closure of Facilities	Explore and Discover
November 17	Argonne***	Public Records	Community Partnerships Strategic Planning 2015-2017
December 15 (Holiday gathering follows)	Argonne****	Public Art in District Facilities	

Spotlight

* Virtual Library
 ** North Spokane Library
 ***Fairfield Library
 ****Otis Orchards

Important Dates:

- January 30 Legislative Day
- April 15-17 WLA Annual Conference in Tulalip
- Primary Election Relevant Dates/July 17-August 4

SPOKANE COUNTY LIBRARY DISTRICT
2015-2016 POLICY REVIEW SCHEDULE
 BY BOARD OF TRUSTEES MONTHLY MEETINGS

Policies are reviewed each month by District staff on a rotation schedule. If a policy needs to be updated or revised, the DRAFT revision will be presented to the Board for consideration. If no changes are recommended, no action will be taken by the Board. Due to the length and complexity of the Personnel Policy it will be reviewed in parts and presented to the Board for consideration as needed.

<i>Review Date</i>	<i>Policy/Last Review Date</i>	<i>Responsible Manager</i>
01/15	Gifts (08/13)	Executive Director
02/15	Exhibits and Displays (02/13)	Public Services
03/15	Children's Safety in Libraries (03/13)	Public Services
04/15	Confidentiality of Library Records (04/13)	Executive Director
05/15	Personnel (various review dates)	HR
05/15	Travel (05/11)	HR/Executive Director
06/15	Code of Conduct (03/14)	Public Services
07or08/15	Purchasing (09/13)	Business Office
09/15	Access to Library Services (09/13)	Executive Director
10/15	Emergency Closure of Facilities (11/13)	Executive Director
10/15	Personnel (various review dates)	HR
11/15	Public Records (09/10)	Executive Director
12/15	Public Art in District Facilities (05/14)	Executive Director
01/16	Volunteer Program (01/14)	HR
02/16	Facility Use for Political Purposes (02/14)	Executive Director
02/16	Library Meeting Room Use (12/14)	Public Services
03/16	Partnership and Sponsorship (02/14)	Public Services
03/16	Code of Conduct (03/14)	Public Services
04/16	Memberships in Organizations (04/14)	Executive Director
05/16	Personnel (various review dates)	HR
05/16	Member Privileges and Responsibilities (09/14)	Public Services
06/16	Annexation of Cities & Towns to Library District (07/14)	Executive Director
07or08/16	Financial Management (09/14)	Business Office
07or08/16	Fixed Assets (09/14)	Business Office
09/16	Collection Development (09/14)	Collection Services
10/16	Social Media (09/14)	Communication
10/16	Personnel (various review dates)	HR
11/16	Computer, Wireless Network and Computer Use (11/14)	Executive Director
11/16	Friends of the Library (09/14)	Communication
12/16	Bulletin Boards & Community-Interest Publications (12/14)	Public Services

SPOKANE COUNTY LIBRARY DISTRICT
POLICY REVIEW SCHEDULE: ALPHABETICAL BY POLICY [2015-2016]

<i>Policy/Last Affirmation and or Revision Date</i>	<i>Responsible Manager</i>	<i>Next Review Date</i>
1. Access to Library Services (09/13)	Executive Director	09/15
2. Annexation of Cities & Towns to the Library District (07/14)	Executive Director	06/16
3. Bulletin Boards and Community-Interest Publications (12/14)	Public Services	12/16
4. Children's Safety in Libraries (3/13)	Public Services	03/15
5. Code of Conduct (03/14)	Public Services	06/15
6. Collection Development (10/14)	Collection Services	09/16
7. Computer, Wireless Network and Internet Use (11/14)	Executive Director	11/16
8. Confidentiality of Library Records (04/13)	Executive Director	04/15
9. Exhibits and Displays (02/13)	Public Services	02/15
10. Emergency Closure of Facilities (11/13)	Executive Director	10/15
11. Facility Use for Political Purposes (02/14)	Executive Director	02/16
12. Financial Management (09/14)	Business	07/16
13. Fixed Assets (09/14)	Business	07/16
14. Friends of the Library (09/14)	Communication	11/16
15. Gifts (08/13)	Executive Director	01/15
16. Library Meeting Room Use (09/14)	Public Services	02/16
17. Member Privileges and Responsibilities (09/14)	Public Services	05/16
18. Memberships in Organizations (04/14)	Executive Director	04/16
19. Personnel (<i>various dates</i>) (10/14)	HR	May/Oct
20. Partnership and Sponsorship (02/14)	Public Services	03/16
21. Public Art in District Facilities (05/14)	Executive Director	12/15
22. Public Records (09/10)	Executive Director	11/15
23. Purchasing (09/13)	Business	07or08/15
24. Social Media (09/14)	Communication	10/16
25. Travel (05/11)	Executive Director	05/15
26. Volunteer Program (01/14)	HR	01/16

FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: DECEMBER 2014/JANUARY 2015

December 16, 2014: Argonne Library (4:00 p.m.)

Besides the usual approval of minutes and bill payment vouchers, the following items are tentatively scheduled for action and/or discussion at the December regular Board of Trustees' meeting.

- Libraries Transforming Communities Update
- Library Meeting Room Use and Bulletin Boards and Community Interest Publications Policies
- 2015 Budget—final budget message and adopt final budget for 2015
- Nominate and elect board chair and vice chair for 2015
- Library Spotlight – None (Virtual Library moved to January)
- Overview – Community Partnerships
- BT/LT Holiday Gathering at Administrative Offices

Please send requests for agenda additions or changes to the Board Chair or Patty no later than Tuesday, December 2, for inclusion in the preliminary agenda to be sent December 3. Meeting packets will be mailed December 10.

January 20, 2015: Otis Orchards Library (4:00 p.m.)

- Welcome New Trustee (tentative)
- Libraries Transforming Communities Update
- Gifts Policy
- WLA Library Legislative Day, Key Issues
- Library Spotlight – Virtual Library
- Overview – Wellness

SPECIAL MEETINGS AND ACTIVITIES

January 30 WLA Library Legislative Day, Olympia, WA

April 15-17 WLA Annual Conference, Tulalip, WA

July 17-Aug 4 Primary Election Important Dates

EXECUTIVE DIRECTOR'S REPORT OCTOBER 2014

Administration

Business Office, Finance and Facilities (Bill Sargent)

On October 31, Dave Johnson retired from his position as District Facilities Manager after more than 25 years of service. Dave Rennick, who has been the District's Maintenance Assistant for almost seven years, assumed the position of Facilities Manager on November 1. On November 3, Matt Doneen was hired to fill the open Maintenance Assistant position. Over the past years, Mr. Doneen's company completed several projects for the District and he is familiar with District buildings and many of the staff.

The Preliminary 2015 Budget was presented to the Board of Trustees in October. Based upon Board input to reduce the deficit, a number of expenditures have been reduced resulting in a balanced budget.

Following Board action at the October meeting, contracts for both the Janitorial Services and Courier Services, were completed. Contracts are for 2015, with the potential for four one-year extensions. Potentially these service arrangements will be in place through the end of 2019.

The service agreements for Landscaping (Greenleaf Landscaping) and Elevator Maintenance (Otis Elevator) were extended for 2015. This is the first of four potential annual extensions. No Board action is required for this extension.

Human Resources (Paul Eichenberg)

The Association of Washington Cities (AWC) has offered a new wellness program, Red Light, Green Light, in which we are currently participating. For this program, participants select two unhealthy behaviors they would like to eliminate in favor of two healthy behaviors they would like to adopt. This six-week program wraps up November 16. AWC provided all the materials along with three incentive prizes for staff. Nevertheless, the program did not have the same appeal as other wellness programs we have offered. Our average number of participating staff in previous SCLD's wellness programs was 50-60. Only 20 staff members enrolled in the Red Light, Green Light program.

Information Technology (Priscilla Ice)

- Completed installation of the new network. Deer Park and Airway Heights are now connected. A CenturyLink hardware issue caused a significant outage for Moran Prairie and Argonne/Admin during the first week of the month. Even though we have moved to a new provider, Integra leases some circuits from CenturyLink.
- We received the last payments for the current year E-Rate cycle. Preparations began for the coming E-Rate year.
- October was a rough month for Symphony and the phone system. The phone issues and most of the Symphony issues were resolved by the end of the month.
- Most of the development work on the Friends/Foundation website was completed. The site became publicly available.
- Work began to provide job applicants a way to file applications online.

Collection Services (Andrea Sharps)

- We ordered 1,876 titles and 6,388 copies in October. This is up from last month.
- With 83.33% of the year done, total library materials expended stands at 82.73%.
- We processed, added to the system, and sent out to the libraries 5,192 items in October. This is up from last month.
- Downloadable lending through OverDrive was up in October from September. A total of 27,532 audiobook, eBook and music items circulated in October. Members placed a total of 8,324 holds, and there were 4,106 unique users with titles checked out.
- Midwest Tape's hoopla, a streaming media service, saw an increase in circulation in October over September. The District began offering streaming audiobooks to residents on Friday, 10/31, through a soft launch. The audiobooks check out for 21 days and have unlimited simultaneous access which should be popular with students and book groups. A total of 993 titles including audiobooks (5), movies (530), full-length albums (348) and television shows (110) circulated in October for a combined cost of \$1,937 and an average cost per circulation of \$1.96. A total of 83 new patrons registered in the month.
- We loaned 321 items to other libraries and borrowed 554 items from other libraries for 875 total interlibrary loan transactions processed in October.
- We received one *Request for Review of Library Materials* form in October for a children's nonfiction title. I replied to the member and informed him that we decided to remove the book from circulation because it contained dated information.
- On 10/16, Spokane Is Reading hosted two free events featuring author Karen Russell and her novel, *Swamplandia!* The 1:00pm event at the Spokane Valley Event Center saw 70 attendees, and 170 people attended the 7:00pm presentation at the Bing Crosby Theater.
- Starting in November 2014, the WMA format for most audiobooks and all music will no longer be offered for sale. At our OverDrive site, only MP3 audiobooks will be displayed unless there is a title that is only available in WMA format. This should simplify the download process because MP3 titles are compatible on all platforms running the OverDrive app and can be transferred to a wide variety of MP3 players and portable devices. In March 2015, the WMA format for both audiobooks and music will no longer be available. For any titles where an MP3 equivalent is not available, OverDrive will provide details to affected libraries at that time.
- With OverDrive announcing a partnership with NOOK by Barnes & Noble that will enable U.S. OverDrive partners to lend popular magazines and newspapers, we now have three options for digital magazines in 2015—Zinio, Flipster and OverDrive. We will review all three in preparation for the Zinio renewal decision in December 2014.

Executive Director Report & Community Activities (Nancy Ledeboer)

October is Spokane is Reading month. I attended the afternoon session with Karen Russell, author of *Swamplandia!* Ms. Russell is an enchanting speaker and stories of her youth in Florida provided background to her novel. The evening event was well attended. All in all, Spokane is Reading continues to be a successful collaboration among SCLD, SPL, and Auntie's Bookstore.

October was a good month for people who enjoy hearing authors in Spokane. Humanities Washington held its 3rd Bedtime Stories fundraiser to support programming at the Spokane Club. Over \$35,000 was raised, and several library staff enjoyed the evening of stories read by authors. Humanities Washington provides grants for Prime Time Family Reading, as well as underwriting for Humanities speakers that are available to libraries across the state.

Deputy Director Doug Stumbough, Communication & Development Officer Jane Baker, and I attended the Deer Park Friends' meeting. This is a very engaged group that eagerly contributes to programs and activities at the Deer Park Library. They had questions about the Friends of SCLD and were supportive of creating a foundation that will support all the Friends and recruit new members to support libraries.

I visited with Managing Librarian Jason Johnson along with North Spokane librarians Brian Vander Veen, Rachel Edmondson, and Kristy Bateman. We talked about strategies for connecting with the business community as well as their innovation project. North Spokane has been recording local bands to make these recordings available on our website, and they will be working toward offering more music programs in the library.

I met with Fairfield Library Supervisor Kathy Allen and Community Librarian Cindy Ulrey. We discussed the challenges of working within a large rural area with many different unique communities. The library serves the communities of Fairfield, Rockwood, Spangle, Waverly, and surrounding areas. Many residents also use Cheney, Moran Prairie or Spokane Valley libraries. Residents of Fairfield take pride in the library. Kathy and Cindy are active with schools, the local chamber and community center.

Collection Services Materials Processing Clerk Gloria Evans received her pin for 15 years of service. I visited with Ms. Evans and her colleagues, along with her supervisor Kim Kerlin and Deputy Director for Collection Services Andrea Sharps. Deputy Director Doug Stumbough and I held an early morning stand up meeting with staff at the Valley Library. In an effort to encourage communication, the entire Leadership Team is committed to being accessible and visiting with staff at their work locations.

The Libraries Transforming Communities team was expanded to include more librarians who can serve as support for the work being done at all 10 libraries. Each month the Harwood Institute offers a different webinar and coaching session by phone. These sessions are helpful as we hear how other libraries are implementing the training in their communities. It appears that SCLD is the only one of the systems with multiple libraries taking a district-wide approach. By expanding the LTC team, more staff will benefit from participating in the webinars and coaching calls.

Diane Hutchins of the State Library and Susan Yang from Thrive by Five were in Spokane for a visit. They met with Library Services Managers Mary Ellen Braks and Gwendolyn Haley to discuss our participation in several early learning initiatives. Ms. Hutchins and Ms. Yang will be attending a BUILD conference in New Orleans to represent Washington libraries. The BUILD initiative is sponsored by the Institute for Museums and Libraries to foster early learning systems that include libraries and museums.

We also discussed the Early Learning Public Library Partnership and results of a recent survey on services offered by libraries in Washington. We hope to identify strategic areas that public libraries can focus on together to increase the ability of parents and caregivers to prepare children for school.

State Librarian Rand Simmons, and Jeff Martin and Elizabeth Laukea, also of the State Library, visited to discuss the IT Academy. Funding for this two-year project was provided by the State Legislature and will run out in June 2014. Mr. Simmons is hopeful that the Washington Library Association will advocate on behalf of renewing the funding for two more years. I suggested that he should ask the WorkSource and Economic Development representatives to advocate for funding. Their clients have access to training materials and they could provide access and training. The Washington Council on Student Achievement might also be supportive. Mr. Simmons is working with Microsoft to schedule a meeting to discuss future options. Unfortunately, I will not be available to attend that meeting.

Steve Duncan, lobbyist for the Washington Library Association recently visited Spokane. He spent time with Deputy Director Patrick Roewe and me to review the process that goes into evaluating bills that have a potential impact on libraries. Both Mr. Roewe and I are serving on the Legislative Planning Committee to assist in reviewing bills for the coming session. We also discussed potential legislative issues related to early learning and school librarians. Mr. Duncan is aware of the IT Academy funding needs.

I attended several meetings with leaders of the Citizens for Valley Libraries. A group of active community members is emerging to lead the public campaign for a library bond issue next year. We shared information about the last election and discussed ways to communicate clearly how funds will be spent. While there is enthusiastic support, we know that voters are conservative and they want to have full disclosure of costs and how funds will be spent. There was also strong sentiment expressed to appeal to people's sense of community pride and investing in the future.

In my role as president of the Washington Library Association, I attended the conference of the Washington Library Media Association (WLMA) and shared information about WLA. Members voted to "merge" WLMA with WLA. Subsequently, I have been working with the WLMA leadership and the WLA Executive Director to work through questions related to the transition. I also attended the Washington Association of Library Employees (WALE) conference in Chelan. This is an Interest Group of WLA. The luncheon speaker was Secretary of State Kim Wyman who spoke about her priorities for the upcoming legislative session. Funding for State Library operations was moved to the Heritage Fund, which is not bringing in adequate revenue to cover operations. She would like to see funding for operations moved back to the General Fund. She also hopes to get approval for funding to design a new building that will house both the State Library and Archives off-site the Capitol campus. There are several potential locations to be considered.

Other community events that I attended included the annual fund-raising luncheon for the YWCA honoring *Women of Achievement* and the Transitions annual breakfast. I attended the planning retreat for the Spokane Chapter of Executive Women International and chaired the first meeting of the 2015 Scholarship Committee. The speaker at the EWI monthly meeting was the new CEO of Greater Spokane, Inc., Steve Stevens. He spoke about priorities for improving the economic climate in the region. Education is essential to providing the workforce that will attract new businesses and retain existing ones. Several library staff attended the welcome reception for Katherine Morgan, the new CEO of the Spokane Valley Chamber. Ms. Morgan spoke with passion about how businesses are essential to healthy communities and her commitment to supporting business and community.

ITEM AND TITLE MONTHLY REPORT
October 2014

	<u>ITEMS</u>				<u>TITLES</u>		
	ADULT	YOUTH	TOTAL		ADULT	YOUTH	TOTAL
Total Materials							
Print	186700	160395	347095	86537	50361	136898	
Nonprint	59867	25322	85189	24675	7148	31823	
Subtotal	246567	185717	432284	111212	57509	168721	
Periodicals	12559	2269	14828	315	40	355	
Total	259126	187986	447112	111527	57549	169076	

	<u>ITEMS</u>			<u>TITLES</u>		
OverDrive: eBOOKS			23569			20183
Licensed eBOOKS			4445			4445
Audiobooks			16884			14081
Digital music			1708			1708
OverDrive: Total			46606			40417
GRAND TOTAL			493718			209493

Print & Nonprint	(Totals year-to-date)		
ADDITIONS	ADULT	YOUTH	TOTAL
Print	13914	9603	23517
Nonprint	4318	1585	5903
TOTAL	18232	11188	29420
DELETIONS			
Print	15156	10463	25619
Nonprint	1108	1124	2232
TOTAL	16264	11587	27851

	<u>NET CHANGE</u>		
	<u>YTD</u>		
	ADULT	YOUTH	TOTAL
Print	-1242	-860	-2102
Nonprint	3210	461	3671
Periodicals	-206	52	-154

NOTES: PRINT = Book, Bkbagbag, Largetype, Paperback
 NONPRINT = Cassbook, Cassette, CD, Cdbook, CDrom, DVD, Multimedia,
 MultCass, MultCD, VHSVideo, Playaway
 PERIODICALS = Magazine, Microform, Newspaper, and Pamphlet

TITLE = Each distinct bibliographic record in the database; there can be several records for one actual title (e.g. regular print, large type, various formats of audiobooks, videorecordings)

ITEM = Individual copies of a title or volumes of a set that are barcoded separately.

EXCLUSIONS Total Materials do not include: Discards;ILL;location ZSUPPORT (items on-order or in process)

NET CHANGE YTD: Equals total number of items as of 01/01/2XXX compared to total items (materials) reported as of the end of the current month. Does not use monthly IT deletion reports.

OverDrive: Statistics changed beginning with 6/2011. Not broken out by Adult/Youth
Further statistical changes and adjustments in 9 and 10/11

Public Services Report October 2014

In-Library Circulation

Circulation at the libraries in October was down from the same month in 2013 (-8.5%). Fairfield (-34%) experienced the most significant decrease compared to last October, while Moran Prairie (+1.8%) and Cheney (+1.6%) experienced increases.

Use of the self-checkout stations accounted for 50% of all circulation in the libraries, up +5% from last October. More than half of in-library circulation at Medical Lake (52%), North Spokane (56%), and Spokane Valley (68%) came through the self-checkout stations, while most members at Cheney (25%) and Deer Park (22%) show a preference for staff-assisted checkout.

2014 Measures at a Glance

- Door count through the first ten months of 2014 (1,168,693) is slightly down compared to the same period in 2013 (1,185,742, -1%).
- Programming attendance (64,238) is up (5%) compared to last year (61,450), while the number of programs offered has been almost identical (2,376 in 2014 vs. 2,331 in 2013).
- Total software station bookings are up year-to-date when compared to 2013 (+8%).

Selected Self-Service Activity

	2014			2013			1-year change		
	Month	% of total	Y-T-D	Month	% of total	Y-T-D	Month	% of total	Y-T-D
Total Circulation	225,469		2,083,692	233,092		2,331,351	-7,623		-247,659
Self-Check	90,757	46%		82,133	39%		8,624	7%	
Digital Collection	28,525	13%	274,841	20,377	9%	202,069	8,148	4%	72,772
Total Holds	49,334		499,968	53,181		496,366	-3,847		3,602
By Customer	31,539	64%	336,908	38,285	72%	366,416	-6,746	-8%	-29,508
Digital Collection	8,324	17%	86,257	6,392	12%	60,590	1,932	5%	25,667
Total Payments	\$22,417.61		\$228,023.16	\$21,121.83		\$214,077.75	\$1,295.78		\$13,945.41
Online	\$9,106.30	41%	\$89,165.38	\$7,386.83	35%	\$64,138.32	\$1,719.47	6%	\$25,027.06

Security Incident Reports

There were 29 Security Incident reports filed this month, 16 more than last month (13), and three fewer than October 2013 (32). Spokane Valley had the most incidents reported with nine. The most frequently reported incidents related to disruptive behavior (13) and potential problems (10). One member was excluded for one year as a result of a consistent pattern of unacceptable behavior spanning the last six months.

Internet Filtering Update

As per the Computer, Wireless Network, and Internet Use policy, four requests to review blocked websites were received by staff, one more than September 2014. We requested that two sites be reclassified to allow access at all levels. The remaining two sites were determined to be accurately filtered at the enhanced level.

Support Job Seekers and Local Business (Stacey Goddard)

- Our series of four programs on business ethics, presented by local business owner John Pederson, had a combined attendance of 13.
- Spokane Valley's *Winterizing 101* program, presented in collaboration with local businesses including Peter's Hardware, had three attend.

- Programming for the Access IT Grant (the SNAP grant mentioned in last month's report) kicked off in October. We hosted three orientation sessions where small business owners could learn about the grant benefits and requirements, and apply to participate. These three sessions had a combined attendance of 11. Because of the quick turnaround in rolling things out (the grant period started October 1), SNAP is happy with the numbers thus far.
- We had 12 individuals register as new IT Academy users in October, the same number as September. During the month, users enrolled in 11 new classes; the same number as September.
- We did 64 Book-a-Librarian (BaL) sessions this month throughout the District, down from September's 70 sessions.
- We proctored 29 exams this month throughout the District, up from September's 18 proctoring sessions.
- Also in October, we had an online survey on the website for a week so we could gauge awareness of the business and job seeker resources available through our site. We received 251 responses. Only 14% of respondents said they'd visited sclid.org looking specifically for these resources, but 36% of respondents indicated they were aware we had the resources available. And over 65% indicated it was either extremely easy or quite easy to find the information they wanted on our site—with another 27% indicating it was moderately easy. We're in the process of following up with the few people who couldn't find what they wanted, and were willing to be contacted by staff.

Connect Communities:

- On October 1, Navigator Aaron Miller helped staff a Mobile CSO visit to Union Gospel Mission Crisis Shelter. He spoke with five individuals, but was unable to sign anyone up because the website was down.
- Although the next open enrollment period doesn't begin until mid-November, individuals are able to enroll in Apple Health (Medicaid) year round. Other events such as marriage or the birth/adoption of a child also allow people to enroll outside of the open enrollment period. In October, Navigator staff completed four individual appointments (the same number as September).
- Brian Vander Veen, Michelle Booth, and Sheree West attended the weekly WorkSource Biz Buzz meetings in October.
- Michelle and I represented SCLD at the Executive Women International "Firm Night" event, where we focused on the new business library card. We talked with 28 individuals and handed out about a dozen of the cards.
- Sheree gave a presentation on the new business library cards to her fellow Greater Spokane Valley Chamber of Commerce (GSVCC) Ambassadors at its monthly meeting.
- On October 9, Brian and Sheree attended the monthly GSVCC Business Education Committee meeting held at Spokane Valley Tech. While there, they asked director Scott Oakshott if he'd consider letting them conduct an LTC Community Conversations with his students. Mr. Oakshott gave permission, and Sheree and Sonia Gustafson went back on October 22 to conduct four conversations with different groups of students.
- This month Sheree also met with Spokane Public Library's Mark Pond to discuss collaboration opportunities, including the upcoming Startup Weekend Spokane event. This led to the two of them meeting with Connor Simpson (coordinator for Startup Weekend Spokane) to discuss business librarian support of the event. Sheree, Brian, and Michelle, along with Mark, will provide mentor support during the event. Sheree was also able to get our new business library cards included in the packets that will be handed out to the participants.
- Deputy Director Patrick Roewe participated in a panel discussion on career paths for English majors at Gonzaga University.
- Brian attended the monthly Good Morning Greater Spokane Incorporated breakfast meeting.
- Michelle and Sheree, along with Diane Brown, attended the monthly GSVCC Business Connections meeting, which featured a debate between the two candidates for County Sheriff.

Develop Young Learners (Mary Ellen Braks)

- We provided 120 Play and Learn Storytimes to 3,543 children and caregivers. Our average attendance per Play and Learn was 30.
- We provided 44 outreach Storytimes to 866 children at 27 centers.
- We offered five parent workshops this month, four were "Say it With Flannel." Parents made pizza box flannel boards and flannel cutouts to take home. Total attendance for the four workshops was 33. The comments were positive asking us to do more workshops like this for parents. The fifth workshop was

called “Apps for your Preschooler.” We had only two parents attend this workshop. We had a second workshop scheduled that was cancelled because no one registered.

- We had one STARS training this month for teachers, child care providers, and parents called “Movement and Learning.” We had an attendance of 40 for this workshop.
- We held training for staff on the Family Construction Zone block program. This program will be in November. The Family Construction Zone consists of 5 block stations that families can try and we have questions that caregivers can ask the children to promote STEM education.
- We did take the Family Construction Zone out to River Front Park this month for the Guardians of Childhood event. We had about 107 come through the area to play with the blocks. The families had a great time and are looking forward to our events in November.
- The Prime Time Family Reading program started this month at North Spokane and Spokane Valley. There is a preschool component to the program and we have a small group of toddlers and preschoolers at both locations. It’s nice to have a place for the preschoolers while the older kids and their parents are discussing books. We read a story and then have Play and Learn activities available for the kids until it’s time to leave.
- I went to the first meeting for the Thrive by Five STEM grant in Seattle this month. The contract has been signed and sent back.
- I also went to San Diego this month with the Excelerate Success group. This conference focused around collective impact. I was very impressed with the conference in general and came back with ideas not only for the Excelerate Success Ready for Kindergarten group but also for the library in regard to Early Learning.
- We did our Storytime survey this month. We had 144 surveys returned to us. 100% said that they are more aware of the importance of early literacy.

Connect Communities:

- Rachel Edmonson, Tammy Henry and I went to the *Thomas the Tank Engine* event at River Park Square this month. The estimate for people at the event was 2,000. SCLD showed up with a craft and our train sets for the kids to play with while they waited in line to see Thomas (the wait time was two hours). KSPS was very appreciative of the activities for the children to do and sent a nice thank-you note to Nancy and me. One of the workers at one of the stores said to me that this was “even bigger than the line for Santa.”
- I attended the INWELA (Inland Northwest Early Learning Alliance) leadership team meeting. Most of the meeting centered on the event, “The Raising of America,” and what would happen next. The hour-long documentary shown in September is still being edited, with hope it will be ready in the spring for broadcast. In the meantime, on Nov. 11th KSPS will be showing “Are We Crazy for Our Kids” at 7 pm, which is the third episode of the series. Following will be a local panel discussion at 7:30 with Dr. Bette Hyde, Washington State’s Department of Early Learning Director, District 3 Senator Andy Billig, Dr. Vincent Alfonso, Gonzaga University, Dean of the College of Education and Lee Williams, Director, Child Care Aware of Eastern Washington, Community-Minded Enterprises.
- I attended a meeting for the Start Healthy, Start Now grant that the Spokane Regional Health District and the Inland Northwest Health Services received for Spokane County. This grant is winding down and the next couple months will be spent on the evaluation. They will be producing an official report that will be sent out to interested organizations with their findings from the grant.
- October 18-25 was Teeth Week here in Spokane. The Washington Dental Service Foundation provided us with Tooth Brushing Puppets and model teeth sets so the families could practice tooth brushing during our Play and Learn Storytimes. They also sent us tooth brushes and pamphlets to hand out to the families on taking care of babies and children’s teeth. The families had a great time with the subject, thanks to our Storytime staff who came up with great stories, flannels and games based around oral health care.

Explore and Discover (Gwendolyn Haley)

Elementary (K-5) programs:

- We started our monthly Kids Explore and Discover Club with a combination building and catapult program called *Attack the Fort*. 143 children in grades K-5 learned about building design, projectiles, and trajectory, and had a blast trying to build and knock down structures.

- North Spokane extended the fun with a new *Monday Funday* program, and 91 school-aged kids participated. The library is becoming the place to be on Mondays, with different activities every Monday afternoon, including Kids Explore and Discover Club.
- School Visits/Programs:
 - 136 students from East Valley's INTEC, Cheney's Salnave, St Mary's and St. John Vianney visited their community libraries in October.

Tween/Teen Programs:

- 80 tweens and teens participated in programming this month.
 - 29 teens participated in Tween Club (North Spokane and Spokane Valley).
 - 21 teens attended Anime Club at Spokane Valley and North Spokane libraries.
 - 1 teen writer attended T.W.I.N.E. Sheri Boggs plans to wrap up this wiring program at the end of the year, and transition into something new.
 - 15 tweens/teens participated in the Fairfield Community Center's *Thursday Night Thing*, and 14 participated in the program Christie Onzay offered at Cheney Middle Schools Summit program.

Adult Programs:

- October was a month of Creativity across the Spokane area, and our library programs led the way. 473 participated in programs as part of this series.
 - 166 people attended one of six music programs we offered in October, featuring either the Spokane Symphony or The Big Bing Theory.
 - 301 people attended one of the other classes offered this month. These included dance, drawing, leatherworking, and writing.
- Book Clubs: 83 people attended one of the eight book club programs this month in our libraries.

Connect Communities:

- We hosted 15 different community experts at library programs in October.
- Librarian Amber Williams and I attended the Excelerate Success 3rd grade reading Community Action Network (CAN) meeting. This group is starting to identify its mission and action items.
- Student cards were distributed to all of the middle schools in our service area.

Virtual Services (Carlie Hoffman)

- Equipment for the Medical Lake Washington Rural Heritage digitization grant was purchased.
- I updated the training materials for the Evanced software, our event calendar and room booking software. I began training staff in using the software and will be finished training staff by November 30. The room booking software will be available to the public on February 2.
- Gale, a digital resource vendor, came to the Moran Prairie Library to conduct training. I worked with Gale and Kristy Bateman to schedule staff. 20 staff members attended the two sessions.
- Use of digital resources was up 5% in October, from 38,456 to 37,714 uses.
 - World Book increased by 634%, Tumblebookcloud Jr. increased by 592%, Tumblebookcloud increased by 439%, and Science in Context increased by 190%.
 - GrantStation decreased by 200%, JobNow decreased by 56%, Home Improvement Reference Center decreased by 39%, and Hobbies and Crafts Reference Center decreased by 32%.

Connect Communities:

- I attended the Fall INCOL workshop, Gadget Menagerie.
- I received approval for a Digital Skills Training grant and began scheduling sessions for this Winter/Spring.

Library Operations Managers (Judy Luck/Gina Rice)

IN-LIBRARY CIRC

	This Month		This month compared to			Year – to – Date		
	2014	2013	1-yr ago	3-yrs ago	5-yrs ago	2014	2013	Diff
AH	5943	7336	-18.99%	17.47%	27.83%	57906	64074	-9.63%
AR	13190	14831	-11.06%	-6.16%	-6.08%	129513	149156	-13.17%
CH	13709	13495	1.59%	-13.15%	-0.38%	124985	137103	-8.84%
DP	13501	14087	-4.16%	-7.37%	8.78%	122389	136698	-10.47%
FF	1235	1864	-33.74%	1.81%	-30.23%	13870	14124	-1.80%
ML	4338	4819	-9.98%	-16.75%	-1.39%	42567	48193	-11.67%
MP	15585	15308	1.81%	-4.95%	-6.94%	145718	169696	-14.13%
NS	45729	52173	-12.35%	-7.08%	-4.15%	453356	526104	-13.83%
OT	5060	6701	-24.49%	-29.62%	-32.14%	53294	68525	-22.23%
SV	49513	52733	-6.11%	-8.03%	-0.99%	479974	528652	-9.21%
TOT	167803	183347	-8.48%	-8.07	-4.09%	1623975	1842699	-11.87%

BREAKOUT BY CHECKOUT METHOD

This table highlights how members are choosing to checkout and/or renew items at each library

	Staff assisted stations		Self-Check stations		Total in-library circulation	Renewals online	Total in-library + online renewals
	Checkouts	Renewals	Checkouts	Renewals			
AH	3404	391	2134	14	5943	688	6631
AR	7592	727	4848	23	13190	2290	15480
CH	9583	679	3411	36	13709	2289	15998
DP	9897	627	2944	33	13501	1836	15337
FF	683	142	407	3	1235	158	1393
ML	1841	241	2225	31	4338	673	5011
MP	9100	726	5744	15	15585	2893	18478
NS	18150	2192	24912	475	45729	8940	54669
OT	2621	236	2166	37	5060	1222	6282
SV	13972	1903	33405	233	49513	7756	57269
TOT*	76843	7864	82196	900	167803	28745	196548

	This Year This Month		Last Year This Month		Difference
	Self-Check Circulation	% of total circulation	Self-Check Circulation	% of total circulation	
AH	2148	36.14%	2672	36.42%	-0.28%
AR	4871	36.93%	5441	36.69%	0.24%
CH	3447	25.14%	3408	25.25%	-0.11%
DP	2977	22.05%	3753	26.64%	-4.59%
FF	410	33.20%	645	34.60%	-1.40%
ML	2256	52.01%	2358	48.93%	3.07%
MP	5759	36.95%	6448	42.12%	-5.17%
NS	25387	55.52%	27227	52.19%	3.33%
OT	2203	43.54%	2578	38.47%	5.07%
SV	33638	67.94%	27603	52.34%	15.59%
TOTAL	83096	49.52%	82133	44.80%	4.72%

	Books to Go	% of circulation	DVD	% of circulation	New Books	% of circulation
AH	91	1.53%	2501	42.08%	260	4.37%
AR	363	2.75%	3871	29.35%	1066	8.08%
CH	194	1.42%	4463	32.56%	676	4.93%
DP	216	1.60%	5027	37.23%	503	3.73%
FF	47	3.81%	440	35.63%	74	5.99%
ML	65	1.50%	1749	40.32%	200	4.61%
MP	305	1.96%	4361	27.98%	989	6.35%
NS	826	1.81%	12844	28.09%	2644	5.78%
OT	119	2.35%	1551	30.65%	371	7.33%
SV	698	1.41%	15531	31.37%	3795	7.66%
TOTAL	2924	1.74%	56030	33.39%	10578	6.30%

Holds	Holds filled Oct-14	% of circulation	Holds filled Oct -13	% of circulation	% Difference 2013 to 2014	Note: Zsupport holds added in 2013. Total reflects all holds including those filled in Support Services.
AH	1313	22.09%	1823	24.85%	-27.98%	
AR	2717	20.60%	2842	19.16%	-4.40%	
CH	3265	23.82%	2989	22.15%	9.23%	
DP	2859	21.18%	2633	18.69%	8.58%	
FF	350	28.34%	527	28.27%	-33.59%	
ML	871	20.08%	1226	25.44%	-28.96%	
MP	3329	21.36%	3671	23.98%	-9.32%	
NS	8713	19.05%	10698	20.50%	-18.55%	
OT	1384	27.35%	1971	29.41%	-29.78%	
SV	9920	20.04%	9895	18.76%	0.25%	
Zsupport	290		1120			
Total	35011	20.86%	39395	20.88%	-9.29%	

New customer registrations			
	October 2014	October 2013	% Difference
AH	80	93	16.25%
AR	114	97	-14.91%
CH	131	116	-11.45%
DP	92	96	4.35%
FF	14	6	-57.14%
ML	43	39	-9.30%
MP	117	128	9.40%
NS	395	341	-13.67%
OT	68	42	-38.24%
SV	477	432	-9.43%
TOTAL	1531	1390	-9.21%

October Cash Collection: Symphony-Workflows				
Payments received	2013	2014	Diff. 2013 to 2014	%change 2013 to 2014
CASH	10584.59	10186.62	-397.97	-3.76%
CHECK	3150.41	3124.69	-25.72	-0.82%
CREDIT	7386.83	9106.3	1719.47	23.28%
TOTAL	21121.83	22417.61	1295.78	6.13%

Library Reports

Airway Heights: Stacy Hartkorn

Develop Young Learners:

- Attendance for Play & Learn Storytime averaged 17.35 people per Storytime, which is a decrease compared to the previous month (23.5 in September) as well as a decrease compared to the same month last year (43.5).
- An in-library Storytime was provided to both the morning and afternoon West Plains ECEAP classes, with a combined total attendance of 22.
- As part of Cheney School District's *READY! For Kindergarten* program I presented information about library services and programming to 38 parents at Snowdon Elementary and 17 parents at Sunset Elementary.

Explore and Discover:

- The Airway Heights Book Club, facilitated by Airway Heights community members, attracted a total of five participants for its book discussion about authors Michael Gear and Kathleen O'Neal Gear.
- The Zentangle program boasted an audience of 19 people. Aside from concerts, this was one of the largest audiences for an adult program in the past several years at Airway Heights.
- The first Explore and Discover Club of the school year, *Attack the Fort*, had three in attendance, a decrease compared to 2013's average attendance of approximately 11 people per event.

Support Job Seekers and Local Businesses:

- I attended the October West Plains Chamber Breakfast along with Librarian Sheree West. The meeting featured guest speaker Steve Stevens, CEO and President of Greater Spokane, Inc. Mr. Stevens shared an overview of GSI's impact within the region, focusing on the West Plains and what can be done to promote economic development.

Connect Communities:

- Community Librarian Ellen Peter and I presented information about Digital Library resources to a group of 25 teachers at Sunset Elementary during their morning staff meeting. As a direct result of our presentation, 22 classroom library cards were issued to Sunset teachers and 2 were renewed. Following this presentation, other schools in Cheney School District are also reaching out to SCLD requesting similar presentations for their staff.
- Sunset Elementary School invited SCLD to partner for a Family Tech Night. Ellen Peters and I presented to a group of 37 parents, students and teachers about Digital Library resources. Following our presentation, we helped individuals access SCLD's digital library resources on their personal technology devices.
- As part of Airway Heights Parks & Recreation's *Trunk or Treat* event at Sunset Elementary School, I helped distribute books to children donated from the Kiwanis Book Bank, along with a SCLD color change pencil. The Kiwanis booth distributed over 450 SCLD pencils and almost 600 books.
- Ellen Peters and I met with Samantha (Sam) Winchell, Sunset Elementary's School Counselor. During our meeting we compared Community Asset Inventories, and discussed ways SCLD could potentially partner with Sunset Elementary. One possible partnership identified is the potential for SCLD to facilitate STEM activities for *Trailblazers*, Sunset Elementary's after school program, which already has a STEM focus.
- I attend the monthly Airway Heights' Friends of the Library meeting. Topics of discussion included funding a series of beading classes lead by a community expert, and the Friends are also organizing a knitting group to make winter items to donate to local organizations in Airway Heights, such as Sunset Elementary and the local food bank.

- I attended two Airway Heights Kiwanis meetings, which focused primarily on organizing a booth for the *Trunk or Treat* event to distribute books from the Kiwanis Book Bank.
- The meeting room was booked a total of eight times in October compared to four bookings during the same month last year.

Argonne: Pat Davis

Develop Young Learners:

- Total Storytime attendance was down slightly, 190 this month compared to 198 last October.
- The Outreach Storytime at West Valley Co-op Preschool had an audience of 18.
- Outreach Storytimes at the Millwood ECEAP had 46 in the morning session and 52 in the afternoon session.

Explore and Discover:

- A group of Cub Scouts and parents toured the library and checked out books about tall tales. They dropped off a thank-you note and the Scouts each colored a picture based on the stories they checked out.
- The *CREATE: Drawing 101* program got off to a bumpy start when the instructor missed the first class. A make-up class was scheduled; however, attendance was down slightly from the sixteen who registered in advance.
- Our *CREATE: Leatherworking* basics class had an attendance of 19.
- The Good Guides (Goodwill) mentoring group scheduled a library tour and asked that Kelsey and I speak with the group about library services and careers.
- The Kids Explore and Discover Club program *Attack the Fort* had 8 participants.

Support Job Seekers and Local Businesses:

- We assisted a member with an online job application.
- We assisted a member to create a new resume using Winway resume software.

Connect Communities:

- Centennial Middle School artwork was featured in the library.
- Seventy-one individuals or groups booked our meeting room or conference room this month.

Cheney: Catherine Nero Lowry

Develop Young Learners:

- Baby Play and Learn attendance increased with an average of 18.6 in October 2014 from an average of 14.4 in October 2013.
- Toddler Play and Learn attendance decreased some with an average attendance of 45.8 in October of 2014 compared to 51 in October 2013.
- Preschool Play and Learn attendance decreased significantly in October 2014, with an average attendance of 24.6 compared to 42.6 in October 2013.
- Catherine participated in the Cheney School District Ready for Kindergarten program at Salnave Elementary and discussed programs and services SCLD offers to families here in their communities. There were 38 parents in attendance at this program.
- Christie presented an Early Learning Workshop, *Say it with Flannel*, a program designed to teach parents and care givers how to make flannel learning tools so they can share them at home or work.

Explore and Discover:

- The Cheney Book Discussion Group reviewed and discussed this year's Spokane is Reading selection *Swamplandia!* by Karen Russell. There were 10 in attendance.
- We offered two writing events to gear up for NaNoWriMo; the first was *Planning a Novel*, where local authors Kris Dinnison, Sharma Shields, and Kelly Milner Halls came in and shared their best tips on how to plan a novel. There were 19 in attendance. We also held the NaNoWriMo Writers roundtable where authors gathered to share experiences and ideas—6 people took advantage of this event.
- The *CREATE: Leatherworking Basics* class was a hit. Stan McConnell was a pleasure to work with our 11 members that attended the class would love to have more classes like this.
- We had 14 in attendance for the Cheney Middle School Summit program.
- The Kids Explore and Discover Club *Attack on the Fort* program was a huge success with 37 in attendance.
- The concert put on by the The Big Bing Theory was fabulous; their interaction with members was awesome. We had 21 in attendance.

- We hosted two group tours from Salnave Elementary 2nd graders. Each group had approximately 45 students.

Support Job Seekers and Local Businesses:

- We partnered with SNAP in supporting the Access IT Grant. We had our first public offering of the process with an orientation session; two attended.
- We proctored 4 exams during the month of October.

Connect Communities:

- Lori and Regina took our library outreach services to Cheney Sessions Village, Cheney Assisted and Cheney Care facilities this month, providing over 125 library items for the residents.
- We supported local service providers during Teeth Week focusing Storytime on the importance of brushing teeth. The children were able to interact with toys and large sets of teeth, and use tooth brushes to practice their brushing skills.
- 44 groups used our meeting room this month, two less than last October's total of 42.
- Our art wall displayed a series of Paper Sculptures from the Westwood Middle School 7th and 8th grade artists.

Deer Park: Kris Barnes

Develop Young Learners:

- We experienced a slight increase in Storytime attendance. Our average Storytime attendance was 29 compared to last October's average of 24.
- We provided outreach Storytimes to both the Deer Park and Riverside School Districts' Early Childhood, Education, and Parenting (ECEAP) classes this month.

Support Job Seekers and Local Businesses:

- We proctored 2 exams this month compared to last October's total of 11.
- I attended a meeting of the Deer Park Chamber Tourism Committee this month. Charles Wood submitted his official resignation as chairman. Some items discussed included placing information about Deer Park on the Selkirk Loop Map as well as the library reaching out to find local photographers to update the Deer Park Chamber website. I also offered to email my contacts at the local school districts to inquire about student photographers so that these two organizations can connect with one another.

Explore and Discover:

- 13 members gathered at the *Adult Book Club* to discuss *Cuckoo's Calling* by Robert Galbraith. Last October's total attendance was 6.
- 6 classes from Arcadia Elementary visited this month to browse our collection and make use of our biography sections for students to complete their "boo-ography" assignments that were to be completed by Halloween.
- The *CREATE* program series continued this month offering *Digital Photography*, *Leatherworking*, and a visit from the *Spokane Symphony Brass Quartet*. The attendance for these programs totaled 63.

Connect Communities:

- The Friends of the Library conducted its last book sale for the year at the Deer Park Auto Freight building.
- The Friends of the library met this month to discuss next year's book sales, Friends of the Library Foundation, and our upcoming *Open House & Art Night* event.
- Stained glass artist Monte Moore installed the memorial stained glass art piece for Friend of the Library member Ron Aubrey. Ron was a retired math teacher, member of the "Caterpillar Club" (Google it! It is a pretty cool membership), and a tireless Friend of the Library member. He will be missed very much. The memorial window is a lovely tribute to Ron's dedication to the library.
- Our display case was filled to the brim with small stained glass pieces of art by local artist Gayle Lee.
- Our meeting and conference rooms were used by 23 groups this month. This total is the same as the number of groups that used our meeting and conference rooms last October.

Fairfield: Kathy Allen

Develop Young Learners:

- Play and Learn Storytime remains in a transition period. A family of five attended one of the 4 scheduled Play and Learn Storytimes. The average attendance was 1.25 compared to 8.8 from last October, which includes the numbers for the once-a-month Preschool visit.

- *Thursday Night Thing* at the Fairfield Community Center continues to do well with an attendance of 15, compared to 16 from last October.
- We provided an in-house Play and Learn Storytime for the Fairfield Community Church Preschool with 13 attending.
- 28 participated in the two Outreach Storytimes provided for the Freeman Early Learning Center.

Explore and Discover:

- *Good Things in Small Packages: Spokane Symphony Ensembles* had 8 in attendance.
- *The CREATE: Leatherworking Basics* had 5 attend.

Connect Communities:

- The meeting room was used twice this month compared to none last October.

Medical Lake: Laura Baird

Develop Young Learners:

- Storytime attendance averaged 25, down from 26 in October 2013.
- Corrine Wilson presented the first ECEAP outreach Storytime to 14 preschoolers at Hallett Elementary School.

Support Job Seekers and Local Businesses:

- A member told staff that she found employment because of her having access to the library software stations and assistance from staff in resume writing.

Explore and Discover:

- *Let's Build Legos* day had 69 attend.
- 11 children attended the *Attack the Fort* program.
- 15 adults and children attended *The Big Bing Theory*.
- Ellen Peters led discussion of *Swamplandia!* at the book discussion group luncheon. 17 people were in attendance.

Connect Communities:

- This month's display showcased the Legos that were made during the *Let's Build Legos* program.
- 11 groups used the meeting room this month, up from seven in October 2013.
- Christie Onzay and Kristy Bateman presented an overview to the Medical Lake City Council on what the library has been doing in the last year, and talked about future plans that include the Community Conversations exercises to be held in the next several months.
- Christie and I met with Tim Ames, the new superintendent of Medical Lake schools, and Kim Headrick, Director of Teaching and Learning to discuss ongoing and future collaboration between the two organizations.
- Work on the digitization of the Historical Society artifacts and pictures is moving forward. Christie and I have identified and compiled a list of items in readiness for scanner training next month. Several people in the community have heard about the grant that's providing funding for this project and are very excited to view the results later next year on the library website.

Moran Prairie: Danielle Marcy

Develop Young Learners:

- Toddler Play and Learn Storytime averaged 40 attendees this month, an increase from last month's average of 33, yet a decrease from last October's 69.
- Preschool Play and Learn Storytime had an average attendance of 23, a slight increase from 22 last month, and a decrease from 29 in October 2013.
- Baby Play and Learn Storytime averaged 34, a decrease from last month's 40, yet an increase over last October's 24.

Explore and Discover:

- The *Moran Prairie Book Club* had nine attendees this month. Six Spokane authors, Kris Dinnison, Kevin Taylor, Sharma Shields, Leah Sottile, Chris Cook, and Sheri Boggs read their stories from *Spokane Shorties*. The book club had an opportunity to ask questions and comment on the collection.
- We discontinued to participating in a weekly self-directed craft program on Sundays. We are looking at changing the day of the program and target audience to more adult crafts rather than children's.

- The *CREATE: Waltz! Salsa! Swing!* program had an average attendance of 12. The class registration is capped at 20 people and has a waiting list. Gwendolyn is looking at moving people from the waiting list to the attendee list since attendance has not been at capacity.
- STCU had 12 at its *Protect Your Credit Score* program. Last year's attendance at *Becoming Debt Free* had 10 attendees.
- Kids Explore and Discover Club had 18 attendees, a slight increase from last year's 16. This year's program was *Attack the Fort!* which involved engineering forts and attacking them with projectiles.

Connect Communities:

- We had 73 bookings of the meeting room, an increase from last month's 57.
- The Friends sponsored the authors' visit to the *Moran Prairie Book Club* by providing a sound system and refreshments.
- Danielle was interviewed by a local elementary student for a school project.

North Spokane: Jason Johnson

Develop Young Learners:

- 1,002 children and their parents and caregivers attended early learning programs this month. This is a 33% increase from September.
- Baby Play and Learn Storytime averaged 23 attendees. This is the down three from last month's average and down 13 from October 2013.
- Preschool Play and Learn Storytime averaged 45 attendees. This is down three from last month and down three from October 2013.
- Toddler Play and Learn Storytime attracted an average attendance of 39. This is up three from last month, but down four from October 2013.
- Family Play and Learn Storytime averaged 31 attendees, up 13 from last month and up 13 from October 2013.
- Staff provided Storytime for 148 attendees at outreach facilities.
- 13 Pre-K children attended Storytimes as part of the Prime Time Reading program.
- 15 members attended *Say it With Flannel*.

Explore and Discover:

- 456 members of all ages attended Explore and Discover events this month.
- 117 adult members attended 6 programs: 53 for *CREATE: Planning Your Novel*, 40 for 2 sessions of *CREATE: Lights! Camera! Action!*, 14 for the *North Spokane Book Club*, 6 for *NaNoWriMo Writers Roundtable*, and 4 for *Create: Digital Photo Editing for Beginners*.
- 23 tween/teen members attended 2 programs: 12 for *Minecraft Unplugged*, and 11 for *Anime Club*.
- 120 children and their families attended our first 4 *Monday Funday* events: 23 for *Lego Club*, 29 for *Kids Club: Attack the Fort*, 56 for *Art Club*, and 12 for *Pokémon Club*.
- 196 children and their families attended 4 sessions of Prime Time Reading.

Support Job Seekers and Local Businesses:

- Five exams were proctored this month.
- Seven members attended two events: five for *Your Line in the Sand Ethics* and two for *Ethics, Pitfalls Excuses*.

Connect Communities:

- Local artist, Colleen Lake continued to display her art glass throughout the library.
- The Friends of the North Spokane Library conducted another successful book sale.
- Deputy Director Patrick Roewe gave a presentation on censorship issues in public libraries for a Whitworth University class.

Spokane Valley: Sonia Gustafson

Develop Young Learners:

- Baby Play and Learn averaged 28 this month, as opposed to last October's 39.
- Toddler Play and Learn averaged 39, compared to last October's 46.
- Preschool Play and Learn's average was up from last year—39 this month compared to 36 last October.
- Family Play and Learn was also up—an average of 15 attended this month, compared to last October's 10.

- Outreach Storytimes have started up again; we provided 16 Storytimes to 336 children at area daycares and preschools.

Explore and Discover:

- The Big Bing Theory's performance drew a crowd of 56. There were many positive comments afterwards. One comment on an evaluation shared that they'd like more programs that "showcase the talents among us."
- 60 people participated in the Sunday craft activity.
- STCU pulled in 12 and 15 for the two programs.
- Margy went to Orchard Crest to help seniors with their e-reading devices.

Support Job Seekers and Local Businesses:

- We proctored 19 exams.
- The *Winterize Your Home* program in partnership with Avista and Peter's Hardware drew only three attendees. We're looking at future partnership opportunities with the businesses.

Connect Communities:

- Prime Time Family Reading with families from Opportunity Elementary began on October 20. We've had several positive comments so far. The families are enjoying it, and we've seen two of the families in the library using our resources.
- Seven artists from the Spokane Valley Artists Council have art up around the library.
- We had 37 students from SV INTEC tour the library and learn about our databases. They all got cards.
- Sheree and I did 4 community conversations for the Libraries Transforming Communities initiative at Spokane Valley Tech and were incredibly impressed with the school and students.
- I got an incredible letter from a member expressing his appreciation for Salena and all the help she's provided on use of Kindle. Parts of the letter: "Salena helped me with my first book... and I took off. I think I have read about fifty or more books since that first one. When I get lost navigating the thing, the first thing I do is head for the library looking for Salena...But for her incredible knowledge and her patience with me, I would be missing out on one of the highlights of my present life."

WALE Conference

This month, several SCLD staff members attended the Washington Library Employees (WALE) annual conference in Chelan, which provides an opportunity to learn, share, and network with other library staff from similar library settings from all over Washington.

Stefani Miller - Public Services Specialist

I am fairly new to the Spokane County Library District. This was my first opportunity to attend a professional conference and represent the Library District outside of our community.

While at the conference I attended three presentations on different subjects relevant to my library area of service. The presentation that had the greatest impact on me was entitled *Supercharged Storytime*. The centerpiece of this presentation was a large colorful parachute which provided hands-on learning, as well as a bit of fun throughout the presentation. The parachute got us working together, providing an example of how it would work in our Storytimes. The presenter's main focus was on alphabetic awareness and how to incorporate the alphabet into Storytime. The presenters offered a blueprint for teaching kids individual letters over several Storytimes in a fun and effective way.

My favorite moment from that presentation was when one of the presenters read aloud. You wouldn't think listening to someone else read aloud would greatly impact the way you read aloud, but it did for me. The librarian used different voices, pointed to pictures and words as she read, and was completely engaging in a way I had not experienced before. It really is important to capture children's attention in Storytime, and this presenter gave me a few strategies that I can now use to supercharge my Storytime.

My WALE experience was entirely positive, and I was thankful that SCLD offered me the opportunity to attend. I would definitely attend in the future. I hope that other library staff got as much out of the conference as I did.

Alison Johnson - Public Services Associate

The 2014 WALE Conference had great keynote speakers and many interesting sessions for developing knowledge and skills. It created a great opportunity to create connections with colleagues that would not otherwise be available to us. I was excited about the opportunity to attend WALE, especially since it was my first conference. WALE met the expectations I arrived with and had a great atmosphere of camaraderie.

The first session I attended was *Now Hear This: Lessons in Music Advisory* presented by John Fossett and Kati Irons. This session was able to give context to music genres and highlight artists within the genres that could be recommended to a member. I will be using the information I received from this session often, particularly for outreach runs where I receive the majority of my requests for music. The information has already helped me tremendously with some requests I have received for music in the jazz genre, which I now have a better understanding of and artists to recommend.

The second session I attended was *ILL for the Rest of the Staff* presented by Lynne King. I have been asked many times when a book is ordered why it takes weeks for one to arrive and days for another. This session has answered this question. The session took us step by step through the process of ordering a book in Worldshare and what that meant for the timeline of the order. It was interesting to be able to see just how the order progressed through the list of libraries the request was sent to and how that list was made. This has given me confidence in answering questions about the timeline of orders for members.

The third session of the day for me was *It's Not Your Mother's Library: Strategies for Managing Patron Behavior*, presented by Melissa Munn and Angie Benedetti. This session had some great ideas for managing behavior in the library which would be simple to implement. I found their concept of a universal greeting very useful. In what may be a stressful situation, having an outline for a way to approach someone in a respectful but still authoritative way is very helpful for us and consistent for the member. There was also the idea of having a pamphlet with a condensed summary of the code of conduct for members. This would be very useful to have as an easy reference when talking to members.

The last session I attended was *Graphic Novels from the Inside* presented by Gene Ambaum. This was a great introduction to the types of graphic novels that are out there for both adults and children. The sheer

variety of different types of graphic novels that were referenced from board books to the more explicit adult books was astounding. I think it is also interesting how artistic some of the graphic novels are. We were given many good titles to recommend and I believe some good talking points.

All of the keynote speakers were wonderful and very interesting to listen to. The speaker that made me think the most though was the last speaker, Gene Ambaum. At libraries there is so much talk about advancing with technology and staying relevant. Ambaum proposed that the traditional library still has a vital place in our community. He seemed to believe libraries and librarians should take back their authority, over both the information offered and the member. Libraries should not just be a place to find all information but trustworthy reliable information.

I am grateful I had the chance to attend the 2014 WALE conference. I was able to meet colleagues from near and far creating connections that I hope to preserve in the years to come. I have already seen a colleague from a nearby college whom I met at WALE come into our library. Overall the conference has led to professional and personal connections, great information, thoughts on the future for libraries and for my own career.

Danielle Marcy – Library Supervisor

I attended 2014 WALE Conference which focuses its efforts to train and network staff across all levels. The training sessions provided me with valuable ideas to effect change in our organization and tools related to tasks of my position.

Washington Secretary of State, Kim Wyman spoke about the relevance of libraries and the support that the Washington State Library provides. The Microsoft IT Academy is one of those successful programs that is touching lives and has the ability to touch many more. She shared the current funding crisis and asked for local library support to help tell Washington State Library's story. Washington State Library provides a vast array of tools and support to local libraries and Washington residents, such as the Washington Talking Book and Braille Library, Rural Heritage Project, Statewide Database Licensing, training, Early Literacy support, collaborative Summer Reading program, and a plethora of other services that impact local libraries. Kim Wyman asked that we effectively share our story with the public to answer the question about the relevance of libraries in the future.

Christa Werle and Asheley Bryson shared the process and details of the Sno-Isle's systematic approach to handling ideas and to promote staff involvement and innovation. The process is very similar to what our Innovation Team is doing, however, their system has 86% employee participation. Sno-Isle uses software that creates a social media environment in which staff can submit ideas, view submitted ideas, comment on, and rate the idea. A team moderates the discussion and makes the final decision whether to forward the idea to the appropriate manager for implementation. The Sno-Isle team has implemented 26 ideas, approved and waiting for implementation for 26 ideas, and have rejected 74 ideas since October 2013—126 ideas submitted within a year. Our Innovation Team has had 41 ideas submitted since December 2013.

I also attended the session of *Hosting a Library Sleepover*, which gave practical tips for planning and hosting a sleepover. Currently the North Spokane and Spokane Valley libraries provide a late night program. With the increase in attendance to our Kids Explore and Discover programs, Moran Prairie Community Librarian Aileen and I have discussed whether we have an audience for a Late Night or Sleepover. I will work with Aileen and the Explore and Discover team to determine whether Moran Prairie could pilot this program.

Graphic Novels from the Inside presented by Gene Ambaum was a special treat; he is the writer for the comic strip Unshelved. Gene's expertise and love of comics gave me tools to better recommend graphic novels to library members, including talking about the quality of the art and coloring, a variety of titles to add to my repertoire, and interesting tidbits of history.

WALE as an organization also gives me opportunities to share my talents, knowledge, and passion for libraries. I am engaging in my library community by volunteering for the 2015 WALE Conference Committee and look forward to providing quality programming to the staff able to attend. I am fortunate to be employed by an organization who invests in my training and provides me opportunity for growth.

Megan Ritchie – Library Operations Assistant

I was very excited for the opportunity to attend WALE. I had never been before and the session options for this year were very appealing.

During my first session, *Turbo Charged Pages*, I discovered SCLD is ahead of the curve in implementing more efficient shelving techniques. Many of the suggestions provided in this session are already in use, and it was encouraging to see that other library systems have also found success with these techniques. I was very excited to attend this session, as I am still fairly new to page supervision and I was looking for suggestions on improving how I supervise the Spokane Valley pages. I learned some useful tools for measuring pages shelving efficiency. One example is taking a picture of the cart before a page takes it to shelve and then checking the accuracy from the photo, instead of trying to write down a few of the titles and call numbers. The presenter also shared some tips of what she looks for when interviewing for a new page position.

Other sessions I attended were *Not Your Mother's Library* and *How Do I Get Off this Sinking Ship*. *Not Your Mother's Library* was about strategies for managing member behavior. Again it was encouraging to see that many of the suggestions were already being implemented at SCLD. One suggestion I particularly liked was that their rules of conduct are presented to their members in a brochure form. It was also good to be reminded of how our body language and tone of voice has a lot of power to further instigate or work toward defusing an argument. *How Do I Get Off this Sinking Ship*, was about stress management, how to identify stressors, and how to work through stress and still provide "stellar" customer service. One of the points that stood out the most is, how we treat our internal customers when we are stressed is just as important as how we treat our external customers.

The final session I attended was titled *On Wednesdays We Wear Pink*. The presenter discussed the importance of using social media to promote your organization. It was interesting to hear about the "lifespan" of a post or tweet for the different social media platforms. For example, on Facebook, posting too frequently can kill your posts. In order to really get the most out of Facebook, it's better to let the post live a little first. Twitter, on the other hand, is a faster pace platform and requires a bit more consistent interaction. The presenter also featured a few websites that show what hashtags are currently in use in a particular area and how to search for specific hashtags.

I would like to thank the District for providing me with the opportunity to attend WALE.

Tami Chapman – Public Services Associate

Attending the WALE conference was a great experience. It provided the opportunity to meet and learn from my colleagues throughout Washington. I left the conference excited to return to work and build on what I had learned. I took something away from all the sessions, but three stood out to me.

The *Supercharged StoryTimes* session was based on the VIEWS2 (Valuable Initiatives in Early Learning that Work Successfully) research conducted by the University of Washington I School. This session focused on using intentionality and small changes to accelerate children's learning in Storytime. Dialectic reading is an example of one of these strategies. Dialectic reading introduces dialog or short discussions about the text through the reading of a book. This is a great way to help children think about the text being read and begin developing comprehension skills. The session presented various tweaks or additions to current practices to accelerate children's development of early literacy skills.

Kim Wyman, Washington's Secretary of State, spoke at WALE. Listening to her outline the importance of the services provided by the Washington State Library and all libraries reminded me of how proud I am to be part of the library. She also discussed the enormous fiscal challenges faced by the State Library for the last several years. Secretary Wyman's appeal to everyone at the conference to step up and actively promote the value of libraries inspired me. I left WALE motivated to become more actively involved in advocacy for the Washington State Library as well as well as local library systems.

Attending the *Idea Management for Purposeful Innovation* session encouraged me to record, refine and share my ideas. This session directed my attention to SCLD's innovation process. After returning from WALE, I spent some time exploring the innovations section of the Intranet. I also spoke with my supervisor, Gina Rice,

to gain a clearer understanding of how ideas are managed through SCLD's innovations process. The Idea Management session left me excited to begin developing ideas for submission to the Innovations Team.

Gina Rice – Library Operations Manager

This year's WALE conference theme was "Prisms of Possibilities, Lighting the Future." I served as the Facilities Coordinator on the conference committee, coordinating meeting room and catering arrangements for the conference. Our keynote presenters included Kim Wyman, Washington's Secretary of State; Rebecca Miller, Editorial Director of Library Journal and School Library Journal; and Gene Ambaum, author of *Unshelved*, a comic strip that puts an amusing, yet often thought provoking spin on public libraries. While each talked about their view of the future of libraries in a different way, there was a common thread. "Tell Your Story!!" emerged as a theme from each speaker.

Kim Wyman gave us insights into the work and dedication of the staff at the Washington State Library. She shared how telling the story, of how our libraries positively impact our communities and provide needed resources, will make a difference. Telling our story to our members and to our legislators will help them know more about us as they make tough budget decisions. The value of what the Washington State Library provides locally in the form of services, training and LSTA grants for our communities must be clearly and effectively communicated to positively impact the future of libraries in Washington State.

Rebecca Miller talked about the impact of libraries throughout the country and how the future of our libraries requires us to be an integral part of each community. She championed what Kim had said earlier in the day. Tell your story to everyone who will listen. She shared examples of how libraries are using innovative programs to reach the community around them, telling their story and making a difference in people's individual lives, enriching their communities.

Gene Ambaum's message was thought provoking. He also carried the theme of telling your story through his presentation. He talked about communicating the value of libraries and their resources. His presentation asked "Why are libraries trying to give members what they want instead of standing up for what a library should be?" He advocated for a "traditional" library model of books and high quality reference, a bit of a high brow approach that surprised me, considering his comic strip. While I value those things as well, I did not agree with many of his opinions. His words helped to motivate me to continue my support for the development of programs that bring people into the library who want more than books, to support libraries as a connecting portal to resources throughout the community, and to provide a gathering place for members of all ages, providing books and information in many formats, as well as a connection to the world around us.

Pat Davis – Library Supervisor

The WALE Conference is an opportunity to network with library staff from all across the state and an excellent way to step away from daily routine and think about libraries in broader terms. The breakout sessions are interesting and educational.

One of the sessions I attended, *Why Should Kids Have All The Fun?: Books Adults Will Enjoy Reading Right Alongside Their Kids* provided a bevy of books to recommend to both parents and children. Encompassing picture books through teen titles, I found some new recommendations and some old favorites along with some tips for helping younger readers find the right book. We also had a group discussion amongst attendees of titles they like to recommend and why they were favorites.

Another session, *Help! How Do I Get Off This Sinking Ship?* was an interactive session. Participants learned to identify stress in themselves and others. One widely accepted definition of stress is "Stress is a condition or feeling experienced when a person perceives that demands exceed the personal and social resources the individual is able to mobilize." A Life Stress Test identified events that cause stress and scores indicated susceptibility to stress-related illnesses. Exercises to reduce stress were discussed and handouts provided a quick guide to stretching exercises designed to reduce stress at work. Communication tips included phrases to use with members as well as phrases to avoid in stressful interactions. Handouts also included Rules of Customer Service and improving customer service skills.

I greatly appreciate the opportunity to attend the WALE Conference. I always learn something new and return feeling more energized about work.

Public Use Measures

October 2014

Measure	This year	Last year	YTD	Last YTD	Rolling YTD
	This Month	This Month	This year	Comparison	Comparison
Registered borrowers	118,245	118,941		-1%	
Door count	119,319	124,329	1,168,693	-1%	-1%
Circulation	225,469	233,092	2,083,692	-11%	-9%
Digital Media Catalog	28,525	20,377	274,841	36%	35%
Programs					
Number	254	279	1,676	-1%	0%
Attendance	8,973	8,453	45,202	3%	7%
Group Visits					
Number	5	5	45	13%	13%
Attendance	156	160	1,453	41%	62%
Software Station bookings	22,071	22,170	212,026	8%	8%
Meeting room bookings	316	360	2,885	-6%	-4%
Holds placed					
By customers	31,539	38,285	336,908	-8%	-5%
By staff	7,457	6,491	76,803	11%	5%
Digital Media Catalog	8,324	6,392	86,257	42%	44%
Database use					
Searches	106,827	110,992	1,104,365	20%	36%
Retrievals	69,368	28,286	407,095	10%	14%
Website use (Remote)					
User sessions	100,618	77,278	962,887	18%	16%
Page views	201,377	177,939	2,058,304	-2%	-7%
Catalog	46,049	52,023	492,185	-14%	-13%
Database Access	6,065	4,317	48,049	-3%	3%
Interlibrary loans					
Loaned	321	265	2,899	2%	1%
Borrowed	554	409	5,096	23%	19%

Public Use Measure Definitions

Registered borrowers: 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.*

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

Reference inquiries: Number of customer questions, other than directional. *Data collection method: Monthly sampling hand tally and spreadsheet entry.*

Programs: Programs presented by the District. *Data collection method: Hand tally and spreadsheet entry.*

Group visits: Visits to a library by groups for reasons other than program attendance. *Data collection method: Hand tally and spreadsheet entry.*

Software Station bookings: Number of sessions booked by customers on software stations (Internet, office and educational software applications). *Data collection method: Actual computer system count.*

Meeting room bookings: Number of times meeting rooms used by outside groups. *Data collection method: Hand tally and spreadsheet entry.*

Holds placed: Requests for specific titles in any format. *Data collection method: Actual computer system count.*

By customers: Placed online by customer, whether from library or remotely.

By staff: Placed for customers, usually as part of a reference transaction.

Database use: Use of online databases licensed by SCLD. *Data collection method: reports from database vendors.*

Searches: Number of database searches.

Retrievals: Number of search result documents retrieved.

Web site use: "Hits" on SCLD website. *Data collection method: Actual computer system count of activity initiated outside the network.*

User sessions: Number of times website is accessed by individual IP address.

Page views: Number of times each page is accessed.

Catalog: Subset of page views; shows the number of times customers enter the catalog through the website.

Database access: Subset of page views; shows the number of times customers enter a subscription database from the website.

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

Communication Report October 2014

Traditional Media

SCLD in the news:

- Oct 2 – Cheney Free Press: AH library gives council annual progress report
- Oct 3 – Spokesman.com: Kids and families: Lego Build Day at the Library; Kids Explore and Discover Club
- Oct 3 – Spokane Valley News Herald: Regionally: SCLD streaming services
- Oct 5 – Spokesman.com: Home calendar: Winterizing 101; Leatherworking Basics at Argonne Library
- Oct 6-17 – IHeartRadio commercial run: Create*
- Oct 7 – Spokesman.com: Health bulletin board: La Leche League (at Airway Heights Library)
- Oct 9 – Spokesman.com: Family calendar: Kids Explore & Discover Club – Argonne Library; Apps and Your Preschooler (North Spokane Library); Big Bing Theory; Kids Explore & Discover Club (North Spokane Library); Kids Explore & Discover Club at Spokane Valley Library
- Oct 9 – Cheney Free Press: West Plains Briefs: ML book club meets Oct. 13
- Oct 10 – Spokesman.com: Kids and family: Apps and Your Preschooler (North Spokane Library); Kids Explore & Discover Club
- Oct 10 – Spokesman.com: Arts calendar: Leatherworking Basics; Drawing Fundamentals
- Oct 10 – Spokane Valley News Herald: Regionally: SCLD streaming services
- Oct 10 – Spokesman.com: Arts calendar: Leatherworking Basics; Drawing Fundamentals
- Oct 12 – Spokesman.com: Home calendar: Leatherworking Basics at Deer Park Library; 3-D Printing Cookie Cutters
- Oct 12 – Spokesman.com: Literary calendar: Planning Your Novel; Friends of the Medical Lake Library Book Sale
- Oct 14 – Spokesman.com: Health bulletin: Multiple Sclerosis Support Group (Spokane Valley Library)
- Oct 16 – Spokesman.com: In Brief: SPOKANE VALLEY – The Spokane County Library District is auctioning off a home at 9220 E. Upriver Drive
- Oct 16 – Spokesman.com: Family calendar: Kids Explore & Discover Club at Otis Orchards Library; Friends of the Medical Lake Library Book Sale; Say It With Flannel; Big Bing Theory at Spokane Valley Library; Big Bing Theory at Moran Prairie Library
- Oct 17 – Spokesman.com: Kids and families: Friends of the Medical Lake Library Book Sale; Say It With Flannel; Art Club (at North Spokane Library);
- Oct 17 – Spokesman.com: Film events: Lights! Camera! Action!
- Oct 19 – Spokesman.com: Literary calendar: National Novel Writing Month (NaNoWriMo) Writers' Roundtable
- Oct 19 – Spokesman.com: Week Ahead: Protect Your Credit Score (STCU workshop at Spokane Valley Library)
- Oct 23 – Spokesman.com: Panels in county have openings for volunteers
- Oct 23 – Spokesman.com: In Brief: Free genealogy workshop at Spokane Valley Library
- Oct 23 – Cheney Free Press: West Plains Briefs: Cheney Book Club meeting
- Oct 24 – Spokesman.com: Features: Thomas gets young kids on learning track

- Oct 24 – Spokesman.com: Kids and Family: Apps and Your Preschooler; Say It With Flannel; Pokemon Club
- Oct 24 – Spokane Valley News Herald: Regionally: SCLD streaming services
- Oct 31 – Spokesman.com: Kids and families: Lego Build Day at the Library; Lego Club; Converted Creatures
- Oct 31 – Spokane Valley News Herald: Regionally: SCLD streaming services
- Oct 31 – Spokesman.com: Kids and families: Lego Build Day at the Library; Lego Club; Converted Creatures

Press Releases

- Oct 9 – Notice of Public Hearing for Disposal of Surplus Property
- Oct 9 – County Library District Welcomes New Board Member
- Oct 31 – Notice of Medical Lake Library closure for remodel

Estimated media value:

Approximate media value for SCLD in the news: \$ 1510

*Not included in estimate

E-Marketing (Website, Social Media, Email)

Social Media:

- Facebook: # of fans: 2,206
- Twitter: # of followers: 1,071
- Pinterest: followers: 1,077

Spokane County Library District blogs were viewed 5,497 times in October, *up from 2,741 times in September.*

We did an interview with Kaiti Blom of Revel 77 to coincide with her upcoming program in partnership with the Chocolate Apothecary and the Spokane County Library District. We also highlighted a project to clean up the park behind the Deer Park Library, in cooperation with several local organizations and individuals.

Blog Posts:

- Oct 1 – Learning the Cultural Ropes
- Oct 2 – Zipping the Light Fantastic
- Oct 6 – Short and Sweet (News item)
- Oct 7 – Put ‘Em Up: Small Batch Canning
- Oct 8 – Working the (Common) Core
- Oct 9 – Avoiding Pinterest Pitfalls
- Oct 10 – From the Director...
- Oct 13 – Sip and Savor (News item)
- Oct 14 – Picking up the Park
- Oct 15 – Life Lessons from Little Free Libraries
- Oct 16 – All Aboard the Fall Foliage Express
- Oct 20 – Meet the Author: Esther Stradling (News item)
- Oct 21 – Keeping Kids Safe Online

- Oct 22 – Zen Your Workspace
- Oct 23 – Specialty Coffee (Q&A With Kaiti Blom of Revel 77)
- Oct 24 – Online Purchasing Made Easy (News item)
- Oct 25 – Deer Park Celebrates Art (News item)
- Oct 27 – Family Construction Zone (News item)
- Oct 28 – Library Hack: Resources for Local Businesses
- Oct 29 – Easy Lunches for Busy People
- Oct 30 – Literary Lessons
- Oct 31 – Are You Our New Trustee? (News item)

eNewsletter email:

- 68,750 sent on October 14, 2014
- Open rate: 20.2% (13,792)
- Clicked: 2,128 (3.1% click rate)
- Unsubscribed: 173

Friends of the Library Book Sales:

- Cheney – Sun, Oct 26 – sent to 4,190

Marketing Activities (website entries, posters/flyers, digital signage)

- Oct 3 – Deer Park Friends of the Library Book sales Spring through Fall
- Oct 6 – Storytime Programs
- Oct 7 – Early Learning Tablets
- Oct 7 – Family Construction Zone Part 1
- Oct 8 – New Trustee Collateral
- Oct 9 – Ad for the Current promoting Digital Resources
- Oct 9 – Ethics Programs
- Oct 9 – Funday Monday
- Oct 11 – Tech–class using tablets with kids
- Oct 11 – Winterizing 101
- Oct 12 – CIP Storytime Survey
- Oct 13 – CIP Job Seeker/Career Survey
- Oct 13 – Create Series Additional Classes
- Oct 13 – No–Li invitation
- Oct 13 – OverDrive Big Library Read
- Oct 14 – October Newsletter
- Oct 17 – Early Learning iPad Registration Form
- Oct 18 – North Spokane Friends of the Library book sale
- Oct 18 – Medical Lake Friends of the Library book sale
- Oct 20 – SCLD Youtube Channel
- Oct 20 – Storytime Survey
- Oct 21 – SCLD/LTC More Info Cards
- Oct 21 – Toddler Book Bag template –update
- Oct 22 – Airway Heights Friends of the Library Meetings – Ongoing
- Oct 22 – Spokane Valley Friends of the Library Meetings
- Oct 23 – Deer Park Friends of the Library meeting
- Oct 23 – Moran Prairie book club – authors

- Oct 23 – Tech class–purchasing made easy
- Oct 26 – Flannel board Workshop
- Oct 27 – North Spokane Friends of the Library Meeting
- Oct 29 – Clear Channel Radio Ad promoting Business Library Card
- Oct 29 – Medical Lake Closure sign
- Oct 29 – Update Request for Review of Library Materials Form
- Oct 31 – Post–it notes for date due

Reprints of previously created work & order fulfillment

- Oct 1 – Materials Order – Pens for Moran Prairie Library
- Oct 2 – Materials Order – Brochures (Create, Let There Be Legos, Say It With Flannel, Brainfuse Job Now, Microsoft IT Academy, Award–Winning Books) for Airway Heights Library
- Oct 2 – Materials Order – Letterhead for the Business Office
- Oct 2 – Materials Order – Thumb Drives for Public Services
- Oct 3 – Materials Order – Pencils/Pens for Airway Heights Library
- Oct 7 – Materials Order – Flyers (Let There Be Legos) for North Spokane Library
- Oct 7 – Materials Order – Pencils/Pens for Deer Park Library
- Oct 7 – Materials Order – Signs (Employment Opportunities) for all libraries
- Oct 8 – Materials Order – Brochures/Flyers (Storytime, Monday Funday) for Airway Heights
- Oct 13 – Materials Order – Location Labels – "CAV" for Supply
- Oct 13 – Materials Order – Pencils/Pens for Spokane Valley Library
- Oct 15 – Materials Order – Flyers (Monday Funday) for North Spokane Library
- Oct 16 – Materials Order – Flyers (Tween Club) for Spokane Valley Library
- Oct 17 – Materials Order – Pencils/Pens for Airway Heights Library
- Oct 21 – Materials Order – Flyers (Tween Club) for Airway Heights Library
- Oct 24 – Materials Order – Brochures (Create) for Airway Heights Library
- Oct 30 – Materials Order – Other (Libraries Transforming Communities more info cards) for WP Chamber
- Oct 30 – Materials Order – Pencils/Pens for Spokane Valley Library
- Oct 30 – Materials Order – Thumb Drives for Argonne Library
- Oct 31 – Disc retrieval sign for Spokane Valley Library

Community Involvement

Materials and display prepared by Communication Department

- Oct 17 – Guardians of Childhood – Walk in the Park
- Oct 18 – Spokane Teeth Week
- Oct 21 – EWI of Spokane Trade Show
- Oct 25 – Thomas the Tank Engine with KSPS
- Oct 31 – Airway Heights Trunk or Treat

Current & Upcoming Projects

- Nov 3 – Ad space in the One Valley Business & Community Directory
- Nov 3 – Business cards for maintenance
- Nov 3 – Ad for the Current
- Nov 3 – Lego Club

- Nov 5 – Large Print Booklist
- Nov 6 – STCU Workshops
- Nov 7 – Lego Build Day
- Nov 9 – Tech class Pinterest Essentials
- Nov 10 – Fall Early Learning Handout
- Nov 10 – Cheney Annual Tree Lighting
- Nov 10 – Medical Lake Book Discussion Group
- Nov 11 – Friends Foundation Inaugural Meeting
- Nov 12 – Creative Writing Online In-person Hybrid
- Nov 13 – Meet Author Stewart Mackey
- Nov 13 – November Newsletter
- Nov 14 – Deer Park Friends of the Library Open House and Art Night
- Nov 14 – Qualified Health Plan Open Enrollment
- Nov 15 – Coffee and Chocolate – Moran Prairie
- Nov 15 – Family Construction Zone – Part 2
- Nov 15 – Moran Prairie Friends Book Sale
- Nov 15 – Otis Orchards Friends Book Sale
- Nov 18 – Local Materials Sign
- Nov 19 – Book Discussion Bag Checklist
- Nov 19 – Airway Heights New Hours signage
- Nov 24 – Clear Channel Radio Ad
- Nov 25 – New Music Guide Signs
- Nov 28 – Friends Foundation
- Nov 30 – Hours & Locations bookmarks
- Dec 1 – Jenny Elliott : The Publishing Journey
- Dec 1 – T.W.I.N.E.
- Dec 1 – Jenny Elliott Author Program
- Dec 5 – Railtown Almanac Reading
- Dec 6 – Airway Heights Winter Festival
- Dec 8 – Book your own meeting room
- Dec 10 – Ad for the Current
- Dec 10 – Medical Lake Book Discussion Titles
- Dec 11 – December Newsletter
- Dec 12 – Spokane Valley Too Fun Tuesdays
- Dec 19 – Spokane Valley Tween Club
- Dec 19 – Local Music Cataloging Form
- Dec 21 – Internet Station sign for North Spokane
- Dec 29 – Winter 2015 Early Learning Handout
- Jan 1 – North Spokane Friends of the Library Book Sale
- Jan 1 – North Spokane Friends of the Library Meeting (x2 – meetings in Apr and Mar)
- Jan 10 – Ad for the Current
- Jan 23 – Library Legislative Day materials packets

Upcoming events

- Nov 19 – The Inaugural Meeting of the Friends of Spokane County Library District

Spokane County Library District		
Balance Sheet - (Cash Basis)		
October 31, 2014		
		11/7/2014 15:20
ASSETS		
CASH		\$ 5,502,870
TOTAL ASSETS		\$ 5,502,870
CURRENT LIABILITIES		\$ 6,358
TOTAL LIABILITIES		\$ 6,358
FUND BALANCES		
ASSIGNED FOR DEER PARK LIBRARY PROGRAM		\$ 6,144
ASSIGNED FOR DIANE ZAHAND MEMORIAL FUND		8,126
UNASSIGNED FUND BALANCES		5,482,241
TOTAL FUND BALANCES		\$ 5,496,511
TOTAL LIABILITIES & FUND BALANCES		\$ 5,502,870
CONSTRUCTION FUND CASH BALANCE -- 10/31/2014		\$ 898,486

**Spokane County Library District
Summary of Revenues & Expenses - (Cash Basis)
For the Ten Months Ended October 31, 2014**

11/7/2014 15:23

	Y-T-D Actual	Annual Budget	Percent Used	Balance Remaining
REVENUES				
PROPERTY TAXES	\$ 9,850,788	\$ 10,319,212	95.46%	\$ 468,424
CITIES, SERVICES & FEES	479,435	646,734	74.13%	167,299
MISCELLANEOUS	235,668	259,463	90.83%	23,795
OTHER RECEIPTS	15,619	17,000	91.88%	1,381
INTEREST REVENUES	19,295	24,000	80.40%	4,705
TOTAL REVENUES	\$ 10,600,805	\$ 11,266,409	94.09%	\$ 665,604
TRANSFERS IN	\$ -	\$ -	0.00%	\$ -
TOTAL REVENUES & TRANSFERS IN	\$ 10,600,805	\$ 11,266,409	94.09%	\$ 665,604
EXPENSES				
SALARIES	\$ 4,893,633	\$ 5,887,835	83.11%	\$ 994,202
FRINGE BENEFITS	1,440,317	1,723,603	83.56%	283,286
SUPPLIES	141,558	170,340	83.10%	28,782
SERVICES	1,447,681	1,737,657	83.31%	289,976
EQUIPMENT & SOFTWARE	99,402	301,225	33.00%	201,823
LIBRARY MATERIALS	1,189,584	1,414,046	84.13%	224,462
OTHER EXPENDITURES	17,262	23,500	73.45%	6,238
INTEREST EXPENSE	0	500	0.00%	500
OPERATIONAL CONTINGENCIES	0	0	0.00%	0
TOTAL EXPENSES	\$ 9,229,437	\$ 11,258,706	81.98%	\$ 2,029,269
TRANSFERS OUT	\$ -	\$ -	0.00%	\$ -
TOTAL EXPENSES & TRANSFERS OUT	\$ 9,229,437	\$ 11,258,706	81.98%	\$ 2,029,269
Net Excess of Revenues Over/(Under) Expenses	\$ 1,371,368	\$ 7,703		\$ (1,363,665)

Spotlight Deer Park Library

Library Supervisor Kris Barnes and Community Librarian Amber Williams will share highlights of Deer Park Library and the community it serves.

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

OVERVIEW SUPPORT JOB SEEKERS AND LOCAL BUSINESSES

Library Services Manager Stacey Goddard and Librarian Brian Vander Veen will provide an overview of library programming to support one of the four Community Impact Plan goals, Support Job Seekers and Local Businesses.

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