

MISSION

We inspire learning, advance knowledge, and connect communities.

Board of Trustees Regular Meeting

December 16, 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 November 18, 2014, Regular Meeting Minutes [4:00-4:03]
 - B. Approval of November 2014 Payment Vouchers [4:03-4:05]
 - C. Unfinished Business [4:05-4:10]
 1. Libraries Transforming Communities Project Update
 2. 2015 Budget [4:10-4:20]
 - a. Authorizing 2014 Property Tax Levy Increase for Collection in 2015 (Resolution No. 14-10 to Amend Resolution No. 14-08): Approval recommendation.
 - b. Adopting a 2015 Final Budget (Resolution No. 14-11): Approval recommendation.
 3. 2014 Work Plan-Year in Review
 - D. New Business [4:20-4:30]
 1. 2015 Work Plan
 2. 2015 Board of Trustees' Officers Election: Approval recommendation.
- IV. DISCUSSION ITEMS, POSSIBLE ACTION [4:30-4:35]**
 - A. Future Board Meeting Agenda Items
- V. REPORTS**
 - A. Trustees [4:35-4:40]
 - B. Executive Director [4:40-4:45]
 - Administrative
 - Community Activities
 - C. Public Services [4:45-4:50]
 - D. Communication [4:50-4:55]
 - E. Fiscal [4:55-5:00]
 - F. Overview – Community Partnerships [5:00-5:20]
- VI. PUBLIC COMMENT**
- VII. ADJOURNMENT**

Following the meeting, a holiday reception for the Board of Trustees and District Leadership Team will be held in the foyer of the Administrative Offices. No further business will be conducted.

[Estimated meeting length: One hour and 20 minutes, plus public comment.]

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

SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: NOVEMBER 18, 2014

CALL TO ORDER

The regular monthly meeting of the Spokane County Library District Board of Trustees was held Tuesday, November 18, 2014, in the public meeting room at Argonne Library, 4322 N. Argonne Rd., Spokane, WA. Chair Tim Hattenburg called the meeting to order at 4:00 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: Lori Burns; Debra Shumway.

Also Present: Jane Baker, Communication & Development Officer; Kris Barnes, Library Supervisor; Mary Ellen Braks, Library Services Manager; Paul Eichenberg, Chief Human Resources Officer; Stacey Goddard, Library Services Manager; Priscilla Ice, Chief Information Officer; Patrick Roewe, Deputy Director, Library Services; Bill Sargent, Chief Financial Officer; Andrea Sharps, Deputy Director, Collection Services; Doug Stumbough, Deputy Director, Library Operations; Brian Vander Veen, Librarian; Amber Williams, Librarian; Patty Franz, Administrative Assistant.

AGENDA APPROVAL

Mr. Hattenburg motioned and Mr. Craig seconded to amend the agenda. In the interest of a lengthy agenda, Public Comment was moved from VII on the agenda to III.C.2.

The motion carried unanimously.

ACTION ITEMS

APPROVAL OF OCTOBER 21, 2014, REGULAR MEETING MINUTES

Mr. Hattenburg called for corrections to the October 21 regular meeting minutes. There were no corrections; the minutes stand approved as written.

APPROVAL OF OCTOBER 2014 BILL PAYMENT VOUCHERS

Mr. Hattenburg moved and Mr. Johnson seconded approval of bill payment vouchers for October 2014.

Fund

L01	Voucher numbers: 46897 through 47035 and W00205-W00209 totaling	\$ 501,455.08
	Payroll numbers: 10102014PR and 10242014PR totaling	\$ 363,713.26
	Total	\$ 865,168.34

The motion was unanimously approved.

UNFINISHED BUSINESS

LIBRARIES TRANSFORMING COMMUNITIES (LTC) PROJECT UPDATE. Mr. Roewe had nothing further to add to the written report provided in advance of the meeting. In response to Mr. Hattenburg, Mr. Roewe said staff has achieved nearly a quarter of its goal toward 100 community conversations by June 2015. There was no further discussion.

PUBLIC COMMENT

Guest Ms. Burns explained she had expressed her concerns at the October meeting, and she hoped the Board of Trustees would give serious consideration to placement of materials, to make libraries safe for all concerned.

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS APPEAL PROCESS. Mr. Hattenburg moved and Mr. Craig seconded to approve the addition of a new explanatory paragraph to the Collection Development and all other District policies regarding an appeals process for members. In response to public comments presented to the Board of Trustees by Ms. Burns and other guests at its meeting, October 21, 2014, Mr. Craig explained that he traveled to Moran Prairie Library to assess the layout of the library and its magazine collection. He found the library's collection of magazines to be quite diverse, offering a range of subject matter, and found staff had followed the Collection Development policy in its selection process. He examined a year's worth of GQ, and while he did not find the content particularly interesting, he felt it fit within the scope of the library's role of a popular collection. He found GQ located in an area separated from the children's area at the eye level of an adult. Mr. Hattenburg said after nine years on the Board, he has found that almost everyone could find something offensive in the wide range of materials in the collection. He felt it would place a tremendous onus on staff to police or sequester materials. He indicated that he thought staff followed procedures well, and that the appeals process was important. Ms. Thompson and Mr. Johnson also reported they too had separately traveled to Moran Prairie to assess the situation and came to the same conclusion.

The motion was unanimously approved.

DISPOSAL OF SURPLUS PROPERTY AT 9220 EAST UPRIVER DRIVE (RESOLUTION 14-06). Mr. Hattenburg moved and Ms. Thompson seconded that Resolution 14-06, Authorizing the Sale of Certain Surplus Real Property Located at 9220 East Upriver Drive, Spokane 99212, be adopted as presented.

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.

In response to Mr. Craig's question, Ms. Ledebouer said counsel has advised use of a realtor to sell the property as more cost beneficial to the District than an auction. Two real estate brokers recommended the same, as it would bring higher sales exposure and profit, and the District wouldn't incur additional expenses related to an auction. It was advised to add a clause to the contract that if we bring a buyer to the table, the transaction would be conducted with a lower commission fee. There was no further discussion.

The motion was unanimously approved.

2015 BUDGET

ADOPTING A 2015 PRELIMINARY BUDGET (RESOLUTION NO. 14-07). Mr. Hattenburg moved and Mr. Johnson seconded that Resolution No. 14-07, Adopting a 2015 Preliminary Budget and Certifying It to the Board of County Commissioners, be adopted.

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.

2015 General Operating Fund Budget revenues total \$11,831,505; expenditures total \$11,464,553. The estimated unassigned ending fund balance is \$4,121,995. The Capital Projects Fund estimated beginning assigned fund balance is \$848,249; the estimated ending assigned fund balance for 12/31/15 is \$760,249.

Mr. Sargent explained in response to the Board's direction to staff, the goal was to present a balanced General Operating Fund preliminary budget for 2015. Mr. Sargent visually reviewed a budget form required by the state, which outlined net increase or decreased operating expenditures compared to last year. The District's plan for 2015 is to fund durable goods expenditures with excess operating funds. He also reviewed overall changes amounting to \$82,367 since the budget presentation last month. The most significant change involved future funds from the sale of property at 9220 East Upriver Drive, which were moved back to the revenue side of the General Operating Fund. On the expense side, position vacancy management will be used to reduce expenditures. Salaries, benefits, services, and contingencies all decreased. Library materials increased minimally. Mr. Sargent said he doesn't see a levy lid lift override in the near future. Ms. Ledebouer noted this budget includes capacity for grants and contingency funds, to eliminate the need for a mid-year review. There was no further discussion.

The motion was unanimously approved.

AUTHORIZING A 2014 PROPERTY TAX LEVY INCREASE FOR COLLECTION IN 2015 (RESOLUTION No. 14-08). Mr. Johnson moved and Mr. Hattenburg seconded that Resolution No. 14-08, Authorizing a 2014 Property Tax Levy Increase for Collection in 2015, be adopted.

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.

The resolution authorizes an increase in the regular property tax levy to be collected in 2015 in the amount of \$191,342.43, which is a percentage increase of 1.9% from the previous year. There were no questions or comments.

The motion was unanimously approved.

LEVYING THE REGULAR PROPERTY TAXES FOR SPOKANE COUNTY LIBRARY DISTRICT FOR COLLECTION IN 2015 (RESOLUTION No. 14-09). Mr. Hattenburg moved and Mr. Johnson seconded that Resolution No. 14-09, Levying the Regular Property Taxes for SCLD for Collection in 2015, be adopted.

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.

The resolution uses the estimate of \$10,694,786 for collection in 2015. The amount the Assessor's Office ultimately certifies will be a function of final property and state assessed valuations. There was no further discussion.

The motion was unanimously approved.

BOARD DIRECTION TO STAFF. Trustees provided no additional direction to staff regarding the 2015 budget process.

NEW BUSINESS

COMPUTER, WIRELESS NETWORK AND INTERNET USE POLICY. Mr. Hattenburg moved and Ms. Thompson seconded to approve the Computer, Wireless Network, and Internet Use policy.

Mr. Roewe noted 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 a closing paragraph with the new explanatory statement regarding appeals. Other small scale revisions intended for general clarification were suggested. In response to Mr. Hattenburg’s query, Mr. Roewe said the District receives about three requests to review and unblock websites each month. In response to Mr. Craig, Mr. Roewe said people using personal devices on the District’s Wi-Fi are filtered at the basic level. Ms. Ledebouer pointed out this policy has been in place for two years and we respond to requests in a timely manner. There was no further discussion.

The motion was unanimously approved.

2015 MEETING SCHEDULE/LOCATIONS/OVERVIEWS AND POLICIES REVIEW SCHEDULE 2015/2016. Mr. Hattenburg noted the meeting schedule for next year includes the location, policy, spotlight and overview for each meeting. Ms. Ledebouer pointed out the meeting date for May is schedule for the fourth instead of the typical third Tuesday of the month. The Board will determine its summer schedule for July and August at a later date. Mr. Hattenburg reiterated WLA Library Legislative Day is scheduled for Friday, January 30, in Olympia, to which Trustees are invited to participate. Two trustees and three staff attended last year.

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. He pointed out a final budget will be adopted for 2015, and an election for board chair and vice chair will be held in December. A holiday gathering for Trustees and the District Leadership Team will be held in the Administrative Offices foyer after the meeting. The January meeting will be held at Otis Orchards Library.

REPORTS

TRUSTEES

Ms. Carlson expressed appreciation and thanks to everyone for taking the time out to meet with her to provide District orientation.

Mr. Hattenburg said while present for a permitting process in Spokane Valley, he ran into an attorney who was excited about the Library District making plans for another bond issue election. He has experienced a groundswell of support from people who were disappointed that the bond issue failed and are eager to offer support for a renewed effort.

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. Ledebouer reiterated Mr. Hattenburg’s report about the great community effort toward development of the 2015 bond issue. Spokane is Reading held two successful public presentations last month.

Lobbyist Steve Duncan visited Spokane, and following his visit, she and Mr. Roewe traveled to a Legislative Planning Committee Meeting held at Burien Library where Mr. Duncan suggested the message of libraries helping out in the downturn has outlived its usefulness. The current focus will be on libraries supporting early learning and economic growth. Ms. Ledebor reported the IT Academy will need funding to continue, as Washington State Library has announced it will not be able to take the lead in requesting continued funding from the Legislature. The State Library is seeking 2.4 million from the general fund to support its operations and they do not want to distract from this priority by seeking another 1.5 million to fund the IT Academy.

PUBLIC SERVICES

Deputy Directors Patrick Roewe and Doug Stumbough provided written reports prior to the meeting for October 2014, with data for customer use measures, programming and library activities. In addition, Mr. Roewe announced the District staff holiday party will be held Friday, December 12, for which trustees are invited to join the fun starting at 6:30 p.m., with dinner at 7. A collection of unwrapped gifts for Toys for Tots will be part of the festivities. Ms. Ledebor reported the Creativity program series showcasing local talent at each library has had strong participation. She also pointed out reports from the WALE Conference held in Chelan, October 27-29, were included in the Public Services report, noting staff came back with renewed appreciation and pride for what has already been implemented throughout the District. There was no further discussion.

COMMUNICATION

Communication & Development Officer Jane Baker provided a written report prior to the meeting for October 2014 communication activities. In addition, Ms. Baker reported the first foundation meeting of the Friends of the Spokane County Library District will be held at the Argonne Library Public Meeting Room tomorrow evening, November 19, at 6:30 p.m. Eleven members have been recruited thus far. There was no discussion.

FISCAL

Revenue and Expenditure Statement through October 31, 2014.

<u>Fund 001</u>	
Revenues	\$ 10,600,805
Expenditures	\$ 9,229,437
Ending Fund Balance	\$ 5,496,511
Fund Budget Expended	81.98%

Chief Financial Officer Bill Sargent officially announced his retirement from the Library District, effective January 15, 2015. Congratulatory remarks were expressed all around. There was no further discussion.

SPOTLIGHT DEER PARK LIBRARY

Library Supervisor Kris Barnes and Community Librarian Amber Williams reported on Deer Park Library, its history and the community it serves, and shared how the library supports the four established objectives of the Community Impact Plan (CIP).

Ms. Barnes shared library use statistics and CommunityConnect data for Deer Park and the surrounding service area. This rural library, open 58 hours over seven days a week, has the highest percentage of cardholders per libraries.

To Develop Young Learners, weekly toddler, preschool, and outreach Storytimes are held. Interactive Discovery Stations are provided in the library, with additional plays bins in the children's area, and iPads preloaded with interactive early learning apps have become popular for in-library check out.

Explore and Discover offerings include concerts that draw members of all ages. Summer Reading numbers climbed this year. The traveling LEGO program drew over 100 participants and because of its success will be held monthly next year. Adult Book Club meetings are held monthly, and several author visits are scheduled. Student library cards for both Riverside and Deer Park offer equal access to print and online resources, regardless of which county the school is located. To celebrate Deer Park Library's sixteen years (in its current building), Art Night was held Friday, November 14. Deer Park's active Friends group provided refreshments for an evening filled with photography, face painting, quilts, stained glass (of which an artful nuthatch, designed by local expert glass artist Monte Moore, now adorns the library; a donation by Ms. Barnes), watercolors, and the opportunity for members to mingle with artists and musicians from the community. This was one of the many programs the Friends support.

In Support Job Seekers and Local Businesses, Ms. Williams noted she had just attended the Deer Park Chamber Meeting in advance of her presentation, where the relationship among the Chamber, Library, and community is strong. Exams are proctored, and practical tools such as resume software, JobNow, powered by Brainfuse, help members find employment, the SNAP Prime Grant courses and library cards for businesses, which offer immediate access to many online resources, have been recently showcased and met with much interest.

Connect Communities is an area where Deer Park shines, as the community and library share its commitment of support. The library participates in events such as the Settlers Day Parade, Senior Day celebration, We Love Deer Park, and supports school district programs for Deer Park and the Riverside High School Work Program. Food is donated to the Greenhouse Community Center, and the library instrumentally helps connect members to the food bank, clothing bank, CHAS clinic and the DSHS mobile lab for health care, and church for social services.

Ms. Williams visually introduced the park cleanup, a project spurred by the District's Innovative Initiative. She enumerated the array of groups that came together on September 13 to clean up the area behind the library, where in three and a half hours more than 150 thirty-nine-gallon garbage bags and fallen trees from windstorms were hauled away from the area. When the work was done, the Riverside LDS church hosted a potluck for all to attend. In 2015, a ribbon-cutting ceremony will be held, and it is rumored the City Council is in favor of naming the area The Library Park. Ms. Williams noted the fallen logs will be seasoned for firewood and donated to families in need. Trustees expressed appreciation for the report and said coordination of the park project was impressive. Ms. Ledeboer said it was a good example of how connecting with community helped create a center of community pride. Vandalism had

previously been an issue at the library, yet has decreased in recent months. Ms. Williams added that anymore, there is no garbage to be seen!

OVERVIEW SUPPORT JOB SEEKERS AND LOCAL BUSINESSES

Library Services Manager Stacey Goddard and Librarian Brian Vander Veen provided an overview of programming for the service priority, Support Job Seekers and Local Businesses.

Ms. Goddard opened the presentation, noting recently retired former team members were replaced by Mr. Vander Veen and Librarian Sheree West, who joined the Library District in July and September, respectively.

Mr. Vander Veen reviewed the goals of the Community Impact Plan, noting much synergy for this segment is shared with the other three CIP areas. One of the challenges in meeting the first goal, “teens and adults will have the resources and opportunities they need to attain meaningful employment,” was figuring out which programs people would attend. The library has responded to members turning to online resources to apply for jobs, and an online course was offered twice, yet when one was canceled to low enrollment, Book a Librarian appointments were scheduled to work with individuals one on one. Mr. Vander Veen noted it became necessary to re-evaluate those seeking work, which included developing new programs to meet the needs of “encore” careers and those looking to advance their established careers.

Ms. Goddard reported we were notified in September that SNAP was awarded the PRIME grant of which we had worked with them on. This grant provides technology training to entrepreneurs and support to disadvantaged entrepreneurs in rural and/or low-income communities. The grant is focused on four communities: Cheney, Deer Park, Spokane Valley, and the East Central area, where SNAP has its Women’s Business Center. The content District staff committed to providing will allow us to offer a greater range of employment-related tech programs for our job-seeking members. It will also be featured in a Digital Skills Training grant that Library Services Manager Carlie Hoffman applied for through the Washington State Library and was recently awarded. In response to another goal of this segment, “at least 90% of people surveyed will indicate that the library provided the resources and opportunity they were looking for in regard to higher education, job skills, and career preparedness,” to gauge success a five question survey went live on our website last month for a week. Out of 251 responses, 14% (35) indicated they had been looking for career or business info/resources, and another 36% (72) of respondents said they were aware we had these resources on our website. This was a baseline survey that will be repeated next April and October. Also, over 65% (142) of respondents indicated it was either extremely easy or quite easy to find the information they searched for on our site, with another 27% (60) indicating it was moderately easy. Staff is 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.

Mr. Vander Veen reported team members have been attending local business community meetings and events to learn about communities, collaborate, and develop supportive library programming. Recently, he and Ms. West attended the monthly GSVCC Business and Education meeting held at Spokane Valley Tech. As a result, they had the opportunity to hold four Community Conversations with students from the school, which offered an interesting and different perspective of community aspirations. Ms. Goddard continued the presentation by discussing future plans for this CIP segment. To help us better meet the goal of our job seeking members, in June, Librarian Aileen Luppert applied for and was awarded an ALA grant on behalf of WLA. The Career Development Facilitator Program grant will provide training to 25 state chapter librarians in a dozen different

areas, including career resources and labor market information, diversity and specific population needs, and cutting-edge job searching. WLA was awarded the grant, and Ms. Luppert will be the state representative.

The District is also working on becoming an MOS (Microsoft Office Specialist) testing site. The WA State library is giving participating institutions testing vouchers to pass on to their members at a reduced price. The proctoring rules and the tech requirements/restrictions are different from what we currently provide, yet we plan to have this up by the end of this year. Mr. Vander Veen has also arranged for a FAFSA workshop in January, where teens and their parents will learn what they need to do to successfully apply for financial aid, as the process has changed significantly. Ms. Hoffman is working with WorkSource and the District Tech Class Team to offer a variety of classes at our more rural locations, Deer Park, Fairfield, Medical Lake, and Otis Orchards, from February through May 2015, where child care will be available while parents attend classes. Content from the PRIME grant can be utilized in these classes. The Ready for Work series is being funded by a grant from the Bill and Melinda Gates program.

Collaboration with various groups has been the key to providing support and programming. In partnership with the Greater Spokane Valley Chamber of Commerce, who relies on us as part of its curriculum for this program, we assisted with two NxLevel classes. Ms. West is an ambassador of the GSVCC, and presents at business openings and other events. Being part of the ambassador program enables us to work closely with local businesses. John Pederson's recent series on business ethics, Draw the Line, is a good example. This program gave local business owners an opportunity to increase their skills and awareness, and allowed us to partner with a local business owner to provide collaborative programming. Avista, Banner Furnace and Peter's Hardware shared expertise at Winterizing 101 in October. And Revel 77 Coffee, Chocolate Apothecary, and Moran Prairie Library, partnered for a Sip and Savor program at Revel 77. Maximum participation was exceeded at the latter.

Mr. Vander Veen distributed SCLD Business library cards to Trustees. This card allows instant access to library digital resources, so business owners can immediately use Demographics Now, Reference USA and more without having to come into the library and activate the card. We've had the chance to hand out several dozen at different events, and have also been able to introduce the card and library services to different groups, such as Hangman Creek Chamber of Commerce. Response has been favorable, and we can gauge success of the cards. We're also looking outward to determine how to help connect business owners with the resources they need. For example, this was our first year participating in Startup Weekend Spokane, a competition for aspiring entrepreneurs in the greater Spokane area. Each of the 120 participants received an SCLD business library card. A total of 59 participants had contact with our team of librarians, including the nine-member team launching the adventure travel website, Go-KEFI, which won first place in the competition. Financial classes, SCORE workshops, and business plan competition are all anticipated for 2015. Mr. Craig suggested the need for a new Spokane Valley Library with more parking is clear. Mr. Hattenburg commented from his years in education that schools were limited in what they could provide. It is amazing what the library is able to collaboratively provide. Trustees expressed appreciation for the information report.

PUBLIC COMMENT

Ms. Burns expressed appreciation for the Trustees' review of the physical environment of Moran Prairie Library, yet expressed concern that they had perhaps missed her point. She hadn't requested censorship, nor did she indicate the policy hadn't been followed. She asked

for the policy to be amended, and out of respect for library members of all ages, for magazines considered an “exception” to have a half-cover. Mr. Hattenburg expressed appreciation to Ms. Burns for her comments to the Board.

There were no other public comments.

Mr. Hattenburg called for a recess at 5:37 p.m. The meeting reconvened for trustee applicant interviews and correlated executive session at 6:00 p.m.

TRUSTEE APPLICANT INTERVIEWS/EXECUTIVE SESSION

Four trustee applicant interviews were held to fill one five-year term on the Board of Trustees. After interviews and a discussion held in an executive session, Mr. Hattenburg moved and Mr. Craig seconded that Sonja Carlson be recommended to the Board of County Commissioners for appointment to SCLD’s Board of Trustees, effective, January 1, 2015, and ending December 31, 2019. Ms. Carlson fulfilled the remaining months of Dan Davis’ first term, which will end December 31 of this year. Therefore, if appointed, it would be for a second five-year term. Ms. Carlson was recommended for her recent experience as a trustee, professional administrative background, conflict resolution experience, awareness of library programs, and dynamic speaking skills.

In Favor: Tim Hattenburg, Mark Johnson, John Craig

Absent: Sonja Carlson, Kristin Thompson

Motion passed.

ADJOURNMENT

The meeting adjourned at 7:47 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 November 30, 2014 and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$981,771.46 and that we are authorized to authenticate and certify these claims.

DATE: December 1, 2014

SIGNED: *William Hayer*

SIGNED: *Nancy Leadbow*

TITLE: *Chief Financial Officer*

TITLE: *Library Director*

VOUCHER NUMBER	DESCRIPTION	VOUCHER AMOUNT
047036	ABM JANITORIAL SERVICES - NW	CUSTODIAL SERVICES \$ 1,200.00
047037	ARC ELECTRIC	BUILDING REPAIR & MAINTENANCE 601.17
047038	AVISTA UTILITIES	UTILITIES 2,618.34
047039	BAKER AND TAYLOR INC.	LIBRARY MATERIALS 54.35
047040	CLASSIC VENTURES LTD	LIBRARY MATERIALS 69.74
047041	BLACKSTONE AUDIO BOOKS	LIBRARY MATERIALS 31.17
047042	BRILLIANCE PUBLISHING, INC.	LIBRARY MATERIALS 35.83
047043	BRODART CO.	OFFICE/LIBRARY SUPPLIES 239.14
047044	CALL REALTY, INC.	BUILDING REPAIR & MAINTENANCE 86.91
047045	CAPITAL COMMUNICATIONS, INC	OFFICE/LIBRARY SUPPLIES 182.82
047046	CONSOLIDATED ELECTRICAL DIST.	MAINTENANCE SUPPLIES 1,020.80
047047	CENTURYLINK	TELEPHONE 81.92
047048	CENTURYLINK	TELEPHONE 42.62
047049	CENTURYLINK	TELEPHONE 42.70
047050	JOURNAL NEWS PUB., INC. D.B.A.	LIBRARY MATERIALS 24.00
047051	CITY OF SPOKANE VALLEY	UTILITIES 484.00
047052	DIVCO INCORPORATED	BUILDING REPAIR & MAINTENANCE 721.03
047053	FINDAWAY WORLD, LLC	LIBRARY MATERIALS 945.56
047054	ANDREA A. FITZSIMMONS	CUSTODIAL SERVICES 170.00
047055	FREE PRESS PUBLISHING, INC	LIBRARY MATERIALS 24.00
047056	FRONTIER COMMUNICATION	TELEPHONE 115.32
047057	GALE/CENAGE LEARNING	LIBRARY MATERIALS 317.34
047058	H&H BUSINESS SYSTEMS, INC.	EQUIPMENT REPAIR & MAINTENANCE 1,343.12
047059	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS 4,272.32
047060	JAN WAY COMPANY USA, INC.	OFFICE/LIBRARY SUPPLIES 772.00
047061	MIDWEST TAPE	LIBRARY MATERIALS 3,979.76
047062	NEW YORK TIMES	LIBRARY MATERIALS 68.80
047063	OVERDRIVE, INC.	LIBRARY MATERIALS 9,149.50
047064	PATRIOT FIRE PROTECTION	SECURITY AND SAFETY SERVICES 391.32
047065	PERRINE PROPERTIES, LLC	PARKING LOT LEASE 200.00
047066	PLUNKETT RESEARCH LTD.	LIBRARY MATERIALS 649.00
047067	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES 458.65
047068	PENGUIN RANDOM HOUSE LLC	LIBRARY MATERIALS 48.92

047069	RECORDED BOOKS, LLC	LIBRARY MATERIALS	606.87
047070	RUBENSTEIN'S CONTRACT CARPET	MEDICAL LAKE REMODEL	3,152.30
047071	TANTOR MEDIA	LIBRARY MATERIALS	38.98
047072	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	39.05
047073	UNIQUE MANAGEMENT SERVICES	COLLECTION AGENCY FEES & NOTICES	3,081.32
047074	UPS	FREIGHT	27.73
047075	U.S. BANK CORP. PAYMENT SYSTEM	CHARGE CARD PAYMENT	22,052.77
047076	ABM JANITORIAL SERVICES - NW	CUSTODIAL SERVICES	11,751.38
047077	ALIBRIS, INC.	LIBRARY MATERIALS	12.94
047078	APS, INC.	POSTAGE METER LEASE	159.79
047079	ASSOC OF WASHINGTON CITIES	LIFE INSURANCE	921.20
047080	ASSOC OF WASHINGTON CITIES	MEDICAL, DENTAL, VISION & LIFE INS.	63,635.90
047081	AVISTA UTILITIES	UTILITIES	3,915.88
047082	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	31.83
047083	ADAM BOYD	LIBRARY PROGRAMS	225.00
047084	CENTURYLINK	TELEPHONE	92.13
047085	CITY OF SPOKANE	UTILITIES	419.99
047086	CITY OF AIRWAY HEIGHTS	UTILITIES	234.22
047087	COBRA BEC, Inc	BUILDING REPAIR & MAINTENANCE	391.32
047088	CITY OF CHENEY	UTILITIES	844.37
047089	CITY OF DEER PARK	UTILITIES	108.58
047090	CAPITAL ONE NAT'L ASSOC	OFFICE/LIBRARY SUPPLIES	51.53
047091	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	309.08
047092	DEVRIES INFORMATION MGMT	COURIER SERVICES	4,608.00
047093	EMPIRE DISPOSAL INC.	UTILITIES	18.81
047094	EXECUTIVE WOMEN INTERNAT'L	ADVERTISING	15.00
047095	FAUCETS 'N STUFF PLUMBING	BUILDING REPAIR & MAINTENANCE	228.27
047096	GALE/CENAGE LEARNING	LIBRARY MATERIALS	696.84
047097	GREATER SPOKANE VALLEY CHAMBER	TRAINING & TRAVEL	75.00
047098	VANTAGEPOINT TRNSFR AGENTS-457	EMPLOYEE CONTRIBUTIONS	7,149.55
047099	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	10,442.59
047100	PERIDOT PUBLISHING LLC	ADVERTISING	490.00
047101	MATTHEW L. DONEEN	FURNITURE, FIXTURES & EQUIPMENT	2,233.79
047102	MIDWEST TAPE	LIBRARY MATERIALS	4,607.39
047103	MODERN ELECTRIC WATER COMPANY	UTILITIES	1,768.48
047104	MONTGOMERY HARDWARE	OFFICE/LIBRARY SUPPLIES	60.01
047105	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	75.81
047106	OVERDRIVE, INC.	LIBRARY MATERIALS	7,754.48
047107	PASADENA PARK IRR. DIST. 17	UTILITIES	784.71
047108	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	34,955.41
047109	QUALITY MASONRY RESTORATION	BUILDING REPAIR & MAINTENANCE	4,595.00
047110	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	1,656.85
047111	RECORDED BOOKS, LLC	LIBRARY MATERIALS	291.48
047112	JANELLE KRUM, CUSTODIAN	REIMBURSE PETTY CASH FUND	63.45
047113	SPOKANE COUNTY LIBRARY DIST	REIMBURSE REVOLVING FUND	433.69
047114	MARIANNA L. SENEY	LIBRARY PROGRAMS	1,500.00
047115	COWLES PUBLISHING CO	LIBRARY MATERIALS	104.00
047116	SPOKANE CO. WATER DISTRICT #3	UTILITIES	14.25
047117	SPOKANE SYMPHONY SOCIETY	LIBRARY PROGRAMS	460.00
047118	TARGET SYSTEM TECHNOLOGY, INC	SOFTWARE MAINTENANCE	57.50
047119	U.S. BANK	H S A ACCOUNT FEES	81.00

047120	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	402.35
047121	VIC B. LINDEN & SONS	FURNITURE, FIXTURES & EQUIPMENT	190.23
047122	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	555.20
047123	WASTE MANAGEMENT OF SPOKANE	UTILITIES	1,113.00
047124	WEST PLAINS CHAM. OF COMMERCE	LIBRARY PROGRAMS	300.00
047125	AUDIOFILE PUBLICATIONS	LIBRARY MATERIALS	34.95
047126	AVISTA UTILITIES	UTILITIES	686.11
047127	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	23.68
047128	BLACKSTONE AUDIO BOOKS	LIBRARY MATERIALS	19.47
047129	CAMI BRADLEY	LIBRARY PROGRAMS	40.00
047130	CDW GOVERNMENT, INC.	IT HARDWARE & SOFTWARE	3,016.43
047131	CENTURYLINK	DATA COMMUNICATIONS	1,999.14
047132	CENTURYLINK	TELEPHONE	88.05
047133	CHEVRON U.S.A. INC.	VEHICLE FUEL	75.12
047134	CITY OF MEDICAL LAKE	UTILITIES	271.48
047135	KAREN DeCRISTOFORO	LIBRARY PROGRAMS	110.00
047136	DELL MARKETING L.P.	IT HARDWARE & SOFTWARE	179.96
047137	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	564.60
047138	DIVCO INCORPORATED	BUILDING REPAIR & MAINTENANCE	174.46
047139	GREATAMERICA FINANCIAL SVCS.	POSTAGE METER LEASE	159.95
047140	GALE/CENAGE LEARNING	LIBRARY MATERIALS	89.96
047141	GONZAGA UNIVERSITY	LIBRARY PROGRAMS	1,400.00
047142	GUIDEPOSTS	LIBRARY MATERIALS	17.74
047143	H&H BUSINESS SYSTEMS, INC.	EQUIPMENT REPAIR & MAINTENANCE	192.67
047144	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	14,601.25
047145	INLAND POWER AND LIGHT	UTILITIES	841.50
047146	JAN WAY COMPANY USA, INC.	OFFICE/LIBRARY SUPPLIES	1,930.00
047147	PERIDOT PUBLISHING LLC	ADVERTISING	297.50
047148	MIDWEST TAPE	LIBRARY MATERIALS	4,310.39
047149	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	96.59
047150	OPTO INTERNATIONAL, INC	FURNITURE, FIXTURES & EQUIPMENT	8,767.00
047151	OTIS ELEVATOR COMPANY	BUILDING REPAIR & MAINTENANCE	1,369.62
047152	OVERDRIVE, INC.	LIBRARY MATERIALS	11,640.08
047153	PRIME PEST CONTROL	BUILDING REPAIR & MAINTENANCE	543.50
047154	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	1,673.15
047155	QWEST CORPORATION	DATA COMMUNICATIONS	153.57
047156	RECORDED BOOKS, LLC	LIBRARY MATERIALS	641.54
047157	SPOKANE COUNTY UTILITIES	UTILITIES	471.13
047158	COWLES PUBLISHING CO	ADVERTISING	469.16
047159	TOWN OF FAIRFIELD	UTILITIES	201.36
047160	VERIZON WIRELESS	TELEPHONE	276.80
047161	WHITWORTH WATER DISTRICT #2	UTILITIES	68.02
047162	DEER PARK GOLF CLUB	LIBRARY PROGRAMS	240.00
047163	ABM JANITORIAL SERVICES - NW	CUSTODIAL SERVICES	370.00
047164	AMSAN CUSTODIAL SUPPLY	CLEANING & SANITATION SUPPLIES	16.26
047165	B & C TELEPHONE, INC.	IT HARDWARE & SOFTWARE	245.03
047166	BRAINFUSE, INC.	ELECTRONIC LIBRARY SERVICES	23,000.00
047167	iHeartMEDIA-SPOKANE	ADVERTISING	976.00
047168	CONSOLIDATED ELECTRICAL DIST.	MAINTENANCE SUPPLIES	185.26
047169	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	476.94
047170	CENTURYLINK	TELEPHONE	91.47

047171	CENTURYLINK	TELEPHONE	37.38
047172	CENTURYLINK	TELEPHONE	59.85
047173	CENTURYLINK	TELEPHONE	91.96
047174	CENTURYLINK	TELEPHONE	132.51
047175	JACKIE CHURCHILL	LIBRARY PROGRAMS	50.00
047176	CONSOLIDATED IRRIGATION DIST19	UTILITIES	113.23
047177	COBRA BEC, Inc	BUILDING REPAIR & MAINTENANCE	741.33
047178	DELL MARKETING L.P.	IT HARDWARE & SOFTWARE	6,306.80
047179	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	1,038.28
047180	DYMAXION COMPUTER SALES	IT HARDWARE & SOFTWARE	1,123.20
047181	EARTHWORKS RECYCLING,INC	UTILITIES	229.90
047182	FARCOUNTRY PRESS	LIBRARY MATERIALS	177.04
047183	GALE/CENAGE LEARNING	LIBRARY MATERIALS	970.29
047184	GREENLEAF LANDSCAPING, INC.	GROUNDS SERVICE	3,244.35
047185	THE HARWOOD INSTITUTE	TRAINING & TRAVEL	3,120.82
047186	VANTAGEPOINT TRNSFR AGENTS-457	EMPLOYEE CONTRIBUTIONS	6,673.48
047187	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	6,592.12
047188	INTEGRA	DATA COMMUNICATIONS	2,277.93
047189	INTEGRA	DATA COMMUNICATIONS	18,896.42
047190	INLAND POWER AND LIGHT	UTILITIES	307.02
047191	THE LIBRARY STORE, INC.	OFFICE/LIBRARY SUPPLIES	989.35
047192	MIDWEST TAPE	LIBRARY MATERIALS	5,144.10
047193	OCLC, INC.	CATALOGING & SUPPORT SERVICES	3,136.14
047194	PERRINE PROPERTIES, LLC	PARKING LOT LEASE	200.00
047195	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	32,813.46
047196	PRESSWORKS	PRINTING	247.84
047197	RECORDED BOOKS, LLC	LIBRARY MATERIALS	223.48
047198	SPOKANE ART SCHOOL	LIBRARY PROGRAMS	300.00
047199	TARGET SYSTEM TECHNOLOGY, INC	SOFTWARE MAINTENANCE	1,062.55
047200	RACHEL TUPPER	LIBRARY PROGRAMS	2,000.00
047201	UPS	FREIGHT	13.44
047202	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	402.35
047203	CRJW ENTERPRISES INC.	BUILDING REPAIR & MAINTENANCE	108.70
047204	AMERICAN LIBRARY ASSOCIATION	LIBRARY MATERIALS	274.20
047205	AVISTA UTILITIES	UTILITIES	3,277.83
047206	CALL REALTY, INC.	BUILDING REPAIR & MAINTENANCE	52.72
047207	CAPITAL COMMUNICATIONS, INC	OFFICE/LIBRARY SUPPLIES	111.30
047208	CDW GOVERNMENT, INC.	IT HARDWARE & SOFTWARE	173.92
047209	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	50.69
047210	CENTURYLINK	TELEPHONE	42.62
047211	CENTURYLINK	TELEPHONE	42.39
047212	CRAIG BARNETT	LIBRARY MATERIALS	197.74
047213	CRITERION PICTURES	LIBRARY PROGRAMS	150.00
047214	KAREN DeCRISTOFORO	LIBRARY PROGRAMS	110.00
047215	DIVCO INCORPORATED	BUILDING REPAIR & MAINTENANCE	11,779.14
047216	EBSCO INDUSTRIES, INC.	LIBRARY MATERIALS	4.19
047217	EVANCED SOLUTIONS, LLC	SOFTWARE MAINTENANCE	793.80
047218	FINDAWAY WORLD, LLC	LIBRARY MATERIALS	163.02
047219	FRANCOTYP- POSTALIA, INC	OFFICE/LIBRARY SUPPLIES	129.20
047220	GALE/CENAGE LEARNING	LIBRARY MATERIALS	561.47
047221	GREATER SPOKANE VALLEY CHAMBER	TRAINING & TRAVEL	75.00

047222	H&H BUSINESS SYSTEMS, INC.	EQUIPMENT REPAIR & MAINTENANCE	1,415.78
047223	INFOGROUP	LIBRARY MATERIALS	1,950.00
047224	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	6,912.09
047225	MIDWEST TAPE	LIBRARY MATERIALS	3,768.66
047226	MD VENTURES/REVEL COFFEE 77	LIBRARY PROGRAMS	200.00
047227	NEW YORK TIMES	LIBRARY MATERIALS	68.80
047228	NORTH PALOUSE CHAMBER/COMM	DUES & MEMBERSHIPS	55.00
047229	OVERDRIVE, INC.	LIBRARY MATERIALS	12,089.98
047230	PAPERJACK.com	OFFICE/LIBRARY SUPPLIES	252.16
047231	RECORDED BOOKS, LLC	LIBRARY MATERIALS	63.92
047232	COWLES PUBLISHING CO	LIBRARY MATERIALS	104.00
047233	TODD COMMUNICATIONS	LIBRARY MATERIALS	375.45
047234	UNIQUE MANAGEMENT SERVICES	COLLECTION AGENCY FEES & NOTICES	3,215.59
047235	U.S. BANK CORP. PAYMENT SYSTEM	CHARGE CARD PAYMENT	14,717.28
047236	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	594.55
047237	WASTE MANAGEMENT OF SPOKANE	UTILITIES	1,113.00
W00210	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	70,857.21
W00211	US BANK - HEALTH	H S A CONTRIBUTIONS	1,666.22
W00212	STATE OF WASHINGTON	MONTHLY EXCISE/SALES TAXES	1,552.20
W00213	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	57,930.46
W00214	US BANK - HEALTH	H S A CONTRIBUTIONS	<u>1,666.22</u>

Total Non-Payroll General Operating Fund \$ **610,808.46**

PAYROLL VOUCHERS

11102014PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	\$ 197,335.80
11252014PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	<u>173,627.20</u>

Total Payroll General Operating Fund \$ **370,963.00**

TOTAL GENERAL OPERATING FUND \$ 981,771.46

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

<u>Card Category</u>	<u>Amount</u>
General Purchases	\$ 19,822.74
Maintenance	2,252.01
Travel	9,557.74
Acquisitions	3,464.79
Information Technolgy	1,632.53
Outreach	40.24
Total Purchases	<u>\$ 36,770.05</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:

Librarians conducted five community conversations this month throughout the District: two book groups, a Friends group, a group of high school students, and a group of SCLD vendors. Generally speaking, aspirational themes from these conversations included economic development, safety, inter-connectedness among community members, improved transportation, and more opportunities for recreation, personal enrichment, and jobs.

Next Steps:

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

The LTC team has also scheduled two conversations in each library for spring 2015.

Additionally, the LTC team will be working over the next two months on developing an initial iteration of our Community Engagement Plan, with a particular focus of moving from aspirations to action. One important element of that effort will be determining the "Stage of Community Life" for the communities in which we are working, as that can have implications for the approach our plan takes. Following is information on those stages, provided in the LTC Public Innovators Lab Workbook.

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

THE STAGES OF COMMUNITY LIFE

THE WAITING PLACE

- In the Waiting Place, people sense that things are not working right in their community, but they are unable to clearly define the problem; the feeling could be described as a “felt unknown.”
- People feel disconnected from leaders and from different processes within the community for making decisions; the community itself is fragmented; discussion about common challenges is infrequent and/or highly divisive.
- Community discussion about challenges is infrequent and/or highly divisive. People want to create change, but negative norms for public life keep them locked into old patterns.
- People often are waiting—for issues to become clearer, for someone else to “solve” their problems. People in this stage often say, “Everything will be better when we get the right mayor to save the community!” So people just wait.

IMPASSE

- At Impasse, the community has hit rock bottom, and people can be heard saying, “Enough is enough! It can’t go on like this any longer!”
- In this stage, unlike in the Waiting Place, there is a sense of urgency in people’s voices; people are tired of “waiting.” But while people want change, they lack clarity about what to do.
- The community’s norms and ways of working together keep the community stuck in an undesirable status quo. The community is mired in turf wars; it lacks leadership at different levels of the community; and people seem fixated on their own individual interests.
- People’s frustrations have hit the boiling point but the community lacks the capacity to act.

CATALYTIC

- The Catalytic stage starts with small steps that are often imperceptible to the vast majority of people in the community.
- Small numbers of people and organizations begin to emerge, taking risks and experimenting in ways that challenge existing norms in how the community works.
- The size of their actions is not the vital gauge. Their actions produce some semblance of results that give people a sense of hope.
- As this stage unfolds, the number of people and organizations stepping forward increases, and links and networks are built between and among them.
- A key challenge in this stage is the emerging conflict between a nascent story of hope and the ingrained narrative that “nothing can change.” Even as change appears, the old narrative will still dominate people’s communication and outlook until more progress is made and trust builds.

GROWTH

- During the Growth stage, people begin to see clearer and more pervasive signs of how the community is moving forward.
- People in the community are able to name leadership at all levels and where such leadership is expanding and deepening—from the official level to neighborhoods, within civic organizations and nonprofits. Networks are growing and a sense of common purpose and direction are taking deep root.
- People feel a renewed spirit of community. More people are working together. Efforts are taking place across the community and are targeted to more concerns.
- A feature of this stage is that you can randomly ask people on the street what kind of community they live in, and they provide similar answers. A common story has emerged about the community.

SUSTAIN AND RENEW

- In Sustain and Renew, the community is ready to take on, in a deeper and more sustained way, the tough, nagging issues that may have been tackled before but were not adequately addressed.
- Such issues might include the public schools, racism and race relations, and economic growth in all neighborhoods; change on these concerns typically requires sustained, long-term effort.
- Lessons and insights and new norms that have emerged over time now pervade the community.
- But the community may be struggling to maintain its momentum. It must find new ways to bring along a new cadre of leaders, civic groups, and active citizens, as others tire or move on.
- There is a danger that the community will fall into a new Waiting Place as it comes to rest on its laurels.



#librariestransform 5.5

2015 Budget

- a. **Authorizing 2014 Property Tax Levy Increase for Collection in 2015
(Resolution No. 14-10 to Amend Resolution No. 14-08)**
- b. **Adopting a 2015 Final Budget (Resolution No. 14-11)**

Background:

The Final Budget message presents a balanced budget where the total Revenues match the total Expenditures. In this situation, the 2014 Ending Fund Balance is neither added to nor subtracted from because of 2015 operations. There are only a few changes from the preliminary budget adopted at the Board of Trustee's November 18 regular meeting. These changes include:

- ✓ Property Taxes + \$ 22,986 due to increase in state-assessed valuations
- ✓ Property Taxes + \$ 22,228 to allow for further increases in property taxes
- ✓ Contract City Airway Heights + \$ 111 due to increase in state-assessed valuations
- ✓ Salaries + \$ 1,583 for final adjustments
- ✓ Benefits - \$ 381 due to reduced rate increases to L&I
- ✓ Benefits - \$ 2,226 due Open Enrollment changes
- ✓ Benefits + \$ 186 for final adjustments
- ✓ Other Professional Services + \$12,000 for short platting Upriver Drive property
- ✓ Rental Leases + \$ 600 for increased rent costs for Spokane Valley parking annex
- ✓ Library Programs + \$ 115 final adjustment to meet + .5% budget goal
- ✓ Library Materials + \$ 3,226 final adjustment to meet + 14% budget goal
- ✓ Operational Contingencies + \$ 44,174, moves additional funding to contingencies and allows for a balanced budget

Resolution Nos. 14-10 and 14-11 follow.

Recommended Action: Motion to approve the following budget resolutions for 2015.

- Resolution No. 14-10 - Authorizing Property Tax Levy Increase for Collection in 2015
- Resolution No. 14-11 - Adopting a 2015 Final Budget and Certifying It to the Board of County Commissioners.

RESOLUTION NO. 14-10

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, TO AMEND RESOLUTION NO. 14-08, AUTHORIZING THE 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, for ~~\$388,159.50~~, **\$236,476**, (Trustees apprised of revision in advance of the Board meeting on 12/15/14), which is a percentage increase of 2.2844% 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 16th day of December, 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. 14-11

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, ADOPTING A 2015 FINAL BUDGET; SUPERCEDING THE 2015 PRELIMINARY BUDGET ADOPTED ON NOVEMBER 18, 2014, WITH RESOLUTION NO. 14-07; CERTIFYING 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, 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, the Board adopted a 2015 Preliminary Budget with Resolution No. 14-07 on November 18, 2014;

WHEREAS, there has been a change in estimated revenue subsequent to the adoption of the 2015 Preliminary Budget;

WHEREAS, pursuant to RCW 27.12.210(4) and RCW 84.52.020, the Board has determined to certify said 2014 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 FINAL BUDGET

The Board adopts a 2015 Final Budget as follows:

General Operating Fund (001-661): \$ 11,523,830
Capital Projects Fund (008-661): \$ 100,000

Section 2: CERTIFICATION OF 2015 FINAL BUDGET

The Board hereby certifies to the Board of County Commissioners of Spokane County the 2015 Final Budget (a copy of which is attached hereto as Exhibit A-1 and Exhibit A-2, 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 16th day of December, 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-1

**Spokane County Library District
Final 2015 Budget (December 16, 2014)
General Operating Fund (001-661)
Summary**

ESTIMATED BEGINNING FUND BALANCE JANUARY 1, 2015		\$ 4,118,676
 OPERATING REVENUES		
Property Tax	\$ 10,740,000	
Contracted Cities, Services & Fees	666,015	
Miscellaneous Revenues	446,775	
Other Receipts	40	
Interest Earnings	24,000	
	<hr/>	
Total Operating Revenues		\$ 11,876,830
 OPERATING EXPENSES		
Salaries	\$ 5,995,339	
Fringe Benefits	1,834,205	
Supplies	167,540	
Services	1,849,703	
Library Materials	1,554,229	
Short Term Debt	100	
Other Expenditures	18,540	
Operational Contingencies	104,174	
	<hr/>	
Total Operating Expenses		(\$ 11,523,830)
Net Operating Increase/(Decrease)		\$ 353,000
Total Non-Operating Revenues & Expenses		(353,000)
Increase/(Decrease) In Cash & Investments		\$ 0
Total Budgeted Expenditures	\$ 11,876,830	
Subtotal – Beginning Cash Balance & Net Increase/Decrease (Less)		\$ 4,118,676
Assigned for Irving Special Program Fund		(5,644)
Assigned for Diane Zahand Memorial Fund		(4,989)
Estimated Unassigned Ending Fund Balance – 12/31/15		\$ 4,108,043

Exhibit A-2

**Spokane County Library District
Final 2015 Budget (December 16, 2014)
Capital Projects Fund (008-661)**

REVENUES

Interest Earnings	\$ 12,000
Total Revenues	\$ 12,000

EXPENSES

Election Costs & Other Services for SVLCFA	\$ 100,000
Total Expenses	\$ 100,000

Revenues Over (Under) Expenses	\$ (88,000)
Estimated Beginning Committed Fund Balance 01/01/15	848,249
Estimated Ending Committed Fund Balance 12/31/15	\$ 760,249

Spokane County Library District

2015 General Operating Fund Budget

December 16, 2014

Supplementary Budget Data

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

	2015 Baseline Budget	2015 October Adjustments	Notes	2015 Budget	2015 November Adjustments	Notes	2015 Budget	2015 December Adjustments	Notes	2015 Budget
PROPERTY TAX -- CURRENT YEAR	\$10,319,212	\$434,329	R1	\$10,753,541	(\$58,755)	R15	\$10,694,786	\$45,214	R18	\$10,740,000
TOTAL PROPERTY TAX	\$10,319,212	\$434,329		\$10,753,541	(\$58,755)		\$10,694,786	\$45,214		\$10,740,000
CONTRACT CITY - AIRWAY H.	\$227,944	\$5,376	R2	\$233,320	\$841	R16	\$234,161	\$111	R19	\$234,272
CONTRACT CITY - SPOKANE	153,090	(3,728)	R3	149,362	281	R16	149,643	0		149,643
TOTAL CONTRACTED CITIES	\$381,034	\$1,648		\$382,682	\$1,122		\$383,804	\$111		\$383,915
INTERLIBRARY LOANS	\$200	\$0		\$200	\$0		\$200	\$0		\$200
COPYING & PRINTING	6,000	0		6,000	0		6,000	0		6,000
NONRESIDENT FEES	9,900	(3,100)	R4	6,800	0		6,800	0		6,800
FINES & CHARGES	143,000	0		143,000	0		143,000	0		143,000
WEB BASED LIBRARY FEES & CHARGES	72,200	27,800	R4	100,000	0		100,000	0		100,000
LOST & DAMAGED	24,100	0		24,100	0		24,100	0		24,100
RENTALS	8,300	(8,300)	R5	0	0		0	0		0
RETAIL SALES	2,000	0		2,000	0		2,000	0		2,000
TOTAL SERVICES & FEES	\$265,700	\$16,400		\$282,100	\$0		\$282,100	\$0		\$282,100
TOTAL CONTRACT CITIES, SERVICES & FEES	\$646,734	\$18,048		\$664,782	\$1,122		\$665,904	\$111		\$666,015
LEASEHOLD EXCISE TAX	\$18,000	\$0		\$18,000	\$0		\$18,000	\$0		\$18,000
TIMBER TAX	14,000	0		14,000	0		14,000	0		14,000
EMPLOYEE PROGRAMS -	3,527	(127)	R6	3,400	0		3,400	0		3,400
PURCHASE DISCOUNTS	0	0		0	0		0	0		0
GRANTS - GOVERNMENTAL	23,261	(6,386)	R7	16,875	0		16,875	0		16,875
GRANT - CORPORATE & PRIVATE	13,675	16,325	R8	30,000	0		30,000	0		30,000
GRANT - SCLD FOUNDATION	0	0		0	0		0	0		0
SCLD FRIENDS FOUNDATION - UNDER DEVELOPMENT	0	30,000	R9	30,000	0		30,000	0		30,000
GRANT - UNDER DEVELOPMENT	0	50,000	R10	50,000	0		50,000	0		50,000
PROCEED FROM SCLD FOUNDATION	0	0		0	0		0	0		0
WELLNESS GRANTS	0	0		0	0		0	0		0
MISCELLANEOUS	6,000	0		6,000	0		6,000	0		6,000
GIFTS & DONATIONS	18,000	0		18,000	0		18,000	0		18,000
GIFTS & DONATIONS -- FRIENDS FOUNDATION	0	0		0	0		0	0		0
CASHIERS OVER/(SHORT)	0	0		0	0		0	0		0
SALE OF LIBRARY MATERIALS	26,000	(25,500)	R11	500	0		500	0		500
SALE OF REAL PROPERTY	0	0	0	0	140,000	R17	140,000	0		140,000
E-RATE REIMBURSEMENT	137,000	(17,000)	R12	120,000	0		120,000	0		120,000
TOTAL MISCELLANEOUS REVENUES	\$259,463	\$47,312		\$306,775	\$140,000		\$446,775	\$0		\$446,775
OTHER RECEIPTS										
SALES TAX COLLECTED	\$3,500	(\$3,460)	R13	\$40	\$0		\$40	\$0		\$40
LEASEHOLD EXCISE TAX COLLECTED	1,500	(1,500)	R14	0	0		0	0		0
INSURANCE CLAIMS PROCEEDS	0	0		0	0		0	0		0
TOTAL OTHER RECEIPTS	\$5,000	(\$4,960)		\$40	\$-		\$40	\$-		\$40

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

	2015 Baseline Budget	2015 October Adjustments	Notes	2015 Budget	2015 November Adjustments	Notes	2015 Budget	2015 December Adjustments	Notes	2015 Budget
TOTAL INTEREST REVENUES	\$24,000	\$0		\$ 24,000	\$ -		\$ 24,000	\$ -		\$24,000
TOTAL OPERATING REVENUES	\$11,254,409	\$494,729		\$ 11,749,138	\$ 82,367		\$ 11,831,505	\$ 45,325		\$ 11,876,830
OPERATING EXPENSES										
SALARIES: REGULAR HOURS WORKED	\$4,886,070	\$98,247	E1	\$ 4,984,317	\$ (80,186)	E26	\$ 4,904,131	\$ 1,346	E31	\$4,905,477
SALARIES: TEMPORARY HOURS WORKED	105,808	(\$5,808)	E1	100,000	0		100,000	0		100,000
SALARIES: PAID TIME OFF	893,457	106,183	E1	999,640	(12,515)	E26	987,125	237	E31	987,362
SALARIES: OVERTIME HOURS WORKED	2,500	0		2,500	0		2,500	0		2,500
TOTAL SALARIES	\$5,887,835	\$198,622		\$6,086,457	(\$92,701)		\$5,993,756	\$1,583		\$5,995,339
FICA-SOCIAL SECURITY	\$365,063	\$11,413	E2	\$376,476	(\$5,747)	E26	\$370,729	\$97	E31	\$370,826
FICA - MEDICARE	85,320	2,934	E2	88,254	(1,344)	E26	86,910	23	E31	86,933
RETIREMENT CONTRIBUTIONS	507,024	61,346	E2	568,370	0		568,370	66	E31	568,436
UNEMPLOYMENT INSURANCE	4,653	0		4,653	0		4,653	0	E31	4,653
HEALTH SAVINGS ACCOUNT CONTRIBUTIONS	19,378	(73)	E2	19,305	0		19,305	743	E31	20,048
HEALTH BENEFITS ADMINISTRATIVE FEE	6,017	(193)	E2	5,824	0		5,824	(16)	E31	5,808
MEDICAL INSURANCE	554,364	57,945	E2	612,309	0		612,309	(2,878)	E31	609,431
VISION INSURANCE	27,276	(14,512)	E2	12,764	0		12,764	2	E31	12,766
DENTAL INSURANCE	87,794	(71)	E2	87,723	0		87,723	(99)	E31	87,624
LIFE & DISABILITY INSURANCE	3,611	35	E2	3,646	0		3,646	0		3,646
STATE INDUSTRIAL INSURANCE	37,729	1,129	E2	38,858	0		38,858	(381)	E31	38,477
LONG TERM DISABILITY INSURANCE	21,924	551	E2	22,475	0		22,475	3	E31	22,478
EMPLOYEE ASSISTANCE PROGRAM	3,450	(390)	E2	3,060	0		3,060	19	E31	3,079
TOTAL FRINGE BENEFITS	\$1,723,603	\$120,114		\$1,843,717	(\$7,091)		\$1,836,626	(\$2,421)		\$1,834,205
CLEANING & SANITATION SUPPLIES	\$18,000	\$0		\$18,000	\$0		\$18,000	\$0		\$18,000
VEHICLE FUEL	11,000	0		11,000	0		11,000	0		11,000
OTHER SUPPLIES	100	0		100	0		100	0		100
MAINTENANCE SUPPLIES	3,000	0		3,000	0		3,000	0		3,000
EMPLOYEE AWARDS & RECOGNITION	1,700	0		1,700	0		1,700	0		1,700
SMALL TOOLS	800	0		800	0		800	0		800
OFFICE & LIBRARY SUPPLIES	135,740	(2,800)	E3	132,940	0		132,940	0		132,940
TOTAL SUPPLIES	\$170,340	(\$2,800)		\$167,540	\$0		\$167,540	\$0		\$167,540
ACCOUNTING & AUDITING SERVICES	\$10,000	\$0		\$10,000	\$0		\$10,000	\$0		\$10,000
LEGAL SERVICES	5,000	10,000	E4	15,000	0		15,000	0		15,000
OTHER PROFESSIONAL SERVICES	48,275	54,000	E5	102,275	(30,000)	E27	72,275	12,000	E32	84,275
SCLD FOUNDATION SUPPORT	6,560	0		6,560	0		6,560	0		6,560
BANK & POSTAL CHARGES	6,000	0		6,000	0		6,000	0		6,000
SOFTWARE SUPPORT & CONSULTING	249,360	(2,500)	E6	246,860	0		246,860	0		246,860
WEB CATALOG CONTENT SERVICES	13,600	(1,100)	E7	12,500	0		12,500	0		12,500
COLLECTION AGENCY & NOTICE FEES	57,600	0		57,600	0		57,600	0		57,600
DATA COMMUNICATIONS: WAN	187,620	0		187,620	0		187,620	0		187,620
DATA COMMUNICATIONS: INTERNET	21,000	0		21,000	0		21,000	0		21,000
TELEPHONE	21,500	0		21,500	0		21,500	0		21,500
POSTAGE	16,500	0		16,500	0		16,500	0		16,500

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

	2015 Baseline Budget	2015 October Adjustments	Notes	2015 Budget	2015 November Adjustments	Notes	2015 Budget	2015 December Adjustments	Notes	2015 Budget
FREIGHT CHARGES	1,000	0		1,000	0		1,000	0		1,000
COURIER SERVICES	61,000	0		61,000	0		61,000	0		61,000
MILEAGE	16,000	0		16,000	0		16,000	0		16,000
TRAINING & TRAVEL	89,700	6,900	E8	96,600	0		96,600	0		96,600
BOARD TRAINING & TRAVEL	4,000	0		4,000	0		4,000	0		4,000
ADVERTISING & PROMOTION	25,500	0		25,500	0		25,500	0		25,500
RECRUITMENT	5,000	0		5,000	0		5,000	0		5,000
RENTALS & LEASES: OTHER	4,700	0		4,700	0		4,700	600	E33	5,300
RENTAL & LEASES: EQUIPMENT	6,500	0		6,500	0		6,500	0		6,500
INSURANCE	63,700	3,185	E9	66,885	0		66,885	0		66,885
PUBLIC RELATIONS	9,500	0		9,500	0		9,500	0		9,500
PRINTING	16,000	0		16,000	0		16,000	0		16,000
HEAT, LIGHT & POWER	145,000	0		145,000	0		145,000	0		145,000
WATER, REFUSE & SEWER	45,000	0		45,000	0		45,000	0		45,000
REPAIR & MAINTENANCE: MISCELLANEOUS	4,000	0		4,000	0		4,000	0		4,000
REPAIR & MAINTENANCE: DATA PROCESSING EQUIPMENT	41,700	0		41,700	0		41,700	0		41,700
REPAIR & MAINTENANCE: VEHICLES	4,000	0		4,000	0		4,000	0		4,000
REPAIR & MAINTENANCE: BUILDINGS	105,500	56,000	E10	161,500	0		161,500	0		161,500
REPAIR & MAINTENANCE: UPRIVER DRIVE PROPERTY	1,000	(1,000)	E11	0	0		0	0		0
GROUNDS MAINTENANCE SERVICES	21,300	5,500	E12	26,800	0		26,800	0		26,800
SECURITY ALARM MONITORING	11,700	0		11,700	0		11,700	0		11,700
SNOW REMOVAL	24,000	0		24,000	0		24,000	0		24,000
CUSTODIAL SERVICES	164,500	0		164,500	0		164,500	0		164,500
DUES & MEMBERSHIPS	10,200	1,800	E13	12,000	0		12,000	0		12,000
WELLNESS SERVICES & PROGRAMS	3,200	0		3,200	0		3,200	0		3,200
LIBRARY PROGRAMS	72,108	(16,427)	E14	55,681	(288)	E28	55,393	115	E34	55,508
LIBRARY PROGRAM: IRVING FUND	500	0		500	0		500	0		500
LIBRARY PROGRAM: DIANE ZAHAND MEMORIAL FUND	4,000	0		4,000	0		4,000	0		4,000
LIBRARY PROGRAMS - FEDERAL GRANTS	16,314	561	E15	16,875	0		16,875	0		16,875
LIBRARY PROGRAMS - NON-GOVERNMENTAL GRANTS	0	0		0	0		0	0		0
LIBRARY PROGRAMS -- UNDERDEVELOPMENT	0	50,000	E16	50,000	0		50,000	0		50,000
LIBRARY PROGRAMS -- FRIENDS FOUNDATION -- UNDERDEVEL	0	30,000	E17	30,000	0		30,000	0		30,000
LIBRARY PROGRAMS -- FRIENDS FOUNDATION -- FINALIZED	0	0		0	0		0	0		0
CATALOGING & AUTHORITY SERVICES	33,700	0		33,700	0		33,700	0		33,700
LOST BOOKS REFUNDS	3,000	0		3,000	0		3,000	0		3,000
BINDING SERVICES	250	0		250	0		250	0		250
INTERLIBRARY LOAN SERVICES	13,770	0		13,770	0		13,770	0		13,770
TOTAL SERVICES	\$1,670,357	\$196,919		\$1,867,276	(\$30,288)		\$1,836,988	\$12,715		\$1,849,703
LIBRARY MATERIALS	\$1,258,046	\$132,625	E21	\$1,390,671	\$332	E29	\$1,391,003	\$3,226	E35	\$1,394,229
LIBRARY MATERIALS - ELECTRONIC LIBRARY SERVICES	156,000	4,000	E21	160,000	0		160,000	0		160,000
TOTAL LIBRARY MATERIALS	\$1,414,046	\$136,625		\$1,550,671	\$332		\$1,551,003	\$3,226		\$1,554,229
SHORT TERM INTEREST EXPENSE	\$500	(\$400)	E22	\$100	\$0		\$100	\$0		\$100
OTHER EXPENDITURES										

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

	2015 Baseline Budget	2015 October Adjustments	Notes	2015 Budget	2015 November Adjustments	Notes	2015 Budget	2015 December Adjustments	Notes	2015 Budget
SALES TAX PAID	\$3,500	(\$3,460)	E23	\$40	\$0		\$40	\$0		\$40
USE TAX PAID - LIBRARY MATERIALS	9,000	0		9,000	0		9,000	0		9,000
USE TAX PAID - OTHER	9,500	0		9,500	0		9,500	0		9,500
LEASEHOLD EXCISE TAX PAID	1,500	(1,500)	E24	0	0		0	0		0
TOTAL OTHER EXPENDITURES	\$23,500	(\$4,960)		\$18,540	\$0		\$18,540	\$0		\$18,540
OPERATIONAL CONTINGENCIES	\$40,000	\$60,000	E25	\$100,000	(\$40,000)	E30	\$60,000	\$44,174	E36	\$104,174
TOTAL OPERATING EXPENSES	\$10,930,181	\$704,120		\$11,634,301	(\$169,748)		\$11,464,553	\$59,277		\$11,523,830
NET OPERATING INCREASE/(DECREASE)	\$324,228	(\$209,391)		\$114,837	\$252,115		\$366,952	(\$13,952)		\$353,000
NONOPERATING REVENUES & EXPENDITURES										
INFORMATION TECHNOLOGY HARDWARE & SOFTWARE	\$200,000	-\$10,000	E18	\$190,000	\$0		\$190,000	\$0		\$190,000
FURNITURE, FIXTURES & EQUIPMENT	0	148,000	E19	148,000	0		148,000	0		148,000
VEHICLES	0	15,000	E20	15,000	0		15,000	0		15,000
ADD TRANSFER IN - CAPITAL PROJECTS	0	0		0	0		0	0		0
DEDUCT TRANSFER OUT - CAPITAL PROJECTS FUND	0	0		0	0		0	0		0
TOTAL NONOPERATING REVENUES & EXPENDITURES	\$200,000	\$153,000		\$353,000	\$0		\$353,000	\$0		\$353,000
INCREASE/(DECREASE) IN CASH & INVESTMENTS	\$124,228	(\$362,391)		(\$238,163)	\$252,115		\$13,952	(\$13,952)		(\$0)
ESTIMATED BEGINNING FUND BALANCE JANUARY 1, 2015	\$4,118,676	\$0		\$4,118,676			\$4,118,676			\$4,118,676
LESS:										
ASSIGNED FOR IRVING SPECIAL PROGRAM FUND	(6,144)	500	B1	(5,644)	0		(5,644)	0		(5,644)
ASSIGNED FOR DIANE ZAHAND MEMORIAL FUND	(8,126)	3,137	B2	(4,989)	0		(4,989)	0		(4,989)
ESTIMATED ENDING FUND BALANCE DECEMBER 31, 2015	\$4,228,634	(\$358,754)		\$3,869,880			\$4,121,995			\$4,108,043

**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
R18	PROPERTY TAX -- CURRENT YEAR	Nov/Dec Adjusts. 2015 Levy Data provided by County Assessor (Approx. \$22K for increase in State Assed & \$43K to allow for potential further increases	45,214
R19	CONTRACT CITY - AIRWAY HEIGHTS	Nov/Dec Adjustments 2015 Levy Data provided by County Assessor	111
	TOTAL REVENUES		<u>\$622,421</u>
EXPENSES:			
E1	SALARIES: REGULAR HOURS WORKED	See attached Worksheet for Details	\$98,247
E1	SALARIES: TEMPORARY HOURS WORKED	See attached Worksheet for Details	(5,808)
E1	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)

**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	MEDICAL INSURANCE	See attached Worksheet for Details	57,945
E2	VISION INSURANCE	See attached Worksheet for Details	(14,512)
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	GROUND 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)
E31	SALARIES: REGULAR HOURS WORKED	See attached Worksheet for Details	1,346
E31	SALARIES: PAID TIME OFF	See attached Worksheet for Details	237
E31	FICA-SOCIAL SECURITY	See attached Worksheet for Details	97
E31	FICA - MEDICARE	See attached Worksheet for Details	23
E31	RETIREMENT CONTRIBUTIONS	See attached Worksheet for Details	66
E31	HEALTH SAVINGS ACCOUNT CONTRIBUTIONS	See attached Worksheet for Details	(16)
E31	HEALTH BENEFITS ADMINISTRATIVE FEE	See attached Worksheet for Details	743
E31	MEDICAL INSURANCE	See attached Worksheet for Details	(2,878)
E31	VISION INSURANCE	See attached Worksheet for Details	2
E31	DENTAL INSURANCE	See attached Worksheet for Details	(99)
E31	LIFE & DISABILITY INSURANCE	See attached Worksheet for Details	0
E31	STATE INDUSTRIAL INSURANCE	See attached Worksheet for Details	(381)
E31	LONG TERM DISABILITY INSURANCE	See attached Worksheet for Details	3
E31	EMPLOYEE ASSISTANCE PROGRAM	See attached Worksheet for Details	19
E32	OTHER PROFESSIONAL SERVICES	Provides for Short Platting of Updriver Drive Propeprty	12,000
E33	RENTALS & LEASES: OTHER	Increase in Monthly Rental of Spokane Valley Parking Annex	600
E34	LIBRARY PROGRAMS	Adjusts Library Programs to 0.5% of Property Taxes and Contracted City Revenues	115
E35	LIBRARY MATERIALS	Sets Library Materials at 14% of Property Taxes and Contracted City Revenues	3,226
E36	OPERATIONAL CONTINGENCIES	Excess Revenues Over Expenses added to Contingency - allows for balanced budget	44,174
	TOTAL EXPENSES		<u>\$746,649</u>
TOTAL BALANCE OF ADJUSTMENTS -- REVENUES OVER/(UNDER) EXPENSES			
FUND BALANCES:			<u>\$ (124,228)</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 Baseline	2015 Step Increase	1.590% COLA Increase	2015 L&I/PERS Rate Increase	2015 Medical 30+ HPW	2015 Additional P/S Hours	AWC 2015 Benefit Rate Increase	Final Adj. L&I Rates Open Enrollment	General 1% Decrease	Total Increase
Salaries	\$14,881	\$49,930	\$90,736	\$0	\$0	\$11,854	\$0	\$1,583	(\$61,480)	\$107,504
Hours Worked (Salaries X 86.5%)	\$12,872	\$43,189	\$78,487	\$0	\$0	\$11,854	\$0	\$1,369	(\$53,180)	\$94,591
Temporary Hours	0	0	0	0	0	0	0	0	0	0
Overtime										
Paid Time Off (Salaries x 13.5%)	2,009	6,741	12,249	0	0	0	0	214	(8,299)	12,914
Total Salaries	\$14,881	\$49,930	\$90,736	\$0	\$0	\$11,854	\$0	\$1,583	(\$61,480)	\$107,504
Social Security	\$499	\$2,733	\$5,501	\$0	\$0	\$735	\$0	\$97	(\$3,802)	\$5,763
Medicare	354	639	1,316	0	0	172	0	23	(891)	1,613
Labor & Industries	746	0	0	693	0	83	0	(381)	(393)	748
Retirement Contributions	3,471	3,777	7,898	50,743	0	1,198	0	66	(5,741)	61,412
Medical Insurance	(50,543)	0	0	0	77,182	2,929	34,562	(2,878)	(6,185)	55,067
Health Savings Account	122	0	0	0	0	0	750	743	(196)	1,420
Vision Insurance	(28)	0	0	0	0	0	(14,355)	2	(131)	(14,512)
Dental Insurance	(4,215)	0	0	0	0	0	5,030	(99)	(886)	(170)
Life Insurance	72	0	0	0	0	0	0	0	(37)	35
Long Term Disability	219	166	345	0	0	48	0	3	(227)	554
Employee Assistance	(359)	0	0	0	0	0	0	19	(32)	(372)
State Unemployment	47	0	0	0	0	0	0	0	(47)	0
Benefit Administration Fees	(876)	4	0	0	540	21	177	(16)	(59)	(209)
Total Benefits	(\$50,491)	\$7,319	\$15,060	\$51,436	\$77,722	\$5,186	\$26,164	(\$2,519)	(\$18,625)	\$111,350
Total Compensation	(\$35,610)	\$57,249	\$105,796	\$51,436	\$77,722	\$17,040	\$26,164	(\$936)	(\$80,105)	\$218,854

2014 WORK PLAN – YEAR IN REVIEW

Background:

Based upon the adopted 2014 Budget, a Work Plan was developed outlining major projects that fall outside of the goals identified in the Community Impact Plan (CIP). The following is an update on progress made to complete major projects undertaken in the past 12 months.

As outlined in Work Plan 2014, we worked with the City of Spokane Valley to transfer the title of the 3.32 acres purchased for the purpose of building a new library on Sprague Avenue. This was the final step in the process to purchase this property from the City of Spokane Valley.

In anticipation of the election held April 22, 2014, a Communication Plan was developed. Trustees and staff were informed about state laws governing sharing information on a tax issue on the ballot. The Library District provided information about the proposed formation of a Spokane Valley Library Capital Facilities Area (SVLCFA) and how funds would be spent. Resolutions were passed by cities within the proposed SVLCFA and Trustees also passed a resolution requesting that the issues be placed before the voters. A website was developed along with brochures. Residents living within the SVLCFA were invited to attend informational meetings and staff talked to community groups. Citizens for Valley Libraries, a political action committee, registered with the state and worked on a separate campaign to inform voters.

The bond election was held April 22, 2014, and the SVLCFA was formed with 59% approval of the voters. However, the funding of \$22 million, which required 60% approval to pass, only received 54.9%. Therefore the Capital Facilities Area is established without funding. This provides an opportunity to go back to voters and ask for funding without asking voters to form the SVLCFA. An analysis of the election was presented to Trustees showing that in 24 of the 89 precincts the funding request passed by 60% or more. In 41 precincts there was approval between 50-59%. These precincts are critical to the success of a future bond election.

Efforts to take library services out into the community meant shifting staff responsibilities within the library. Community Librarians were assigned to every library with the goal of becoming familiar with community businesses, schools, and organizations. Librarians were trained to use CommunityConnect data to gain insights about the population within each service area. Furniture was reconfigured at North Spokane Library to consolidate service points and provide better customer service by allowing staff to provide a wide range of services from one service point. The service desk at Medical Lake was also reconfigured to increase display of new materials and make better use of limited space.

Maintaining library facilities is always a high priority. We invest in buildings to maintain clean, well lit, and safe environments. As part of the reconfiguration of desks at Spokane Valley, worn carpet was replaced, with similar work done at Medical Lake. Windows were sealed at Airway Heights and Otis Orchards. Additionally, Deer Park had three large windows that were vandalized, which will be replaced in December. In addition to planned projects, Facilities oversaw repairs to the exterior of Spokane Valley Library caused by a car accident. The Business Office solicited Requests for Proposal and subsequently entered into contracts for janitorial and courier services. After 25 years of service to the District, Dave Johnson retired and was replaced by Dave Rennick, the current Maintenance Assistant. Matt Doneen was hired as the new Maintenance Assistant.

One of the carryover goals from 2013 was to establish a 501(c)(3) non-profit organization to support the library through fund-raising efforts. The second annual *Friends Helping Friends* was held in the spring and we talked with all the groups about how a Friends Foundation could provide support for their groups. Subsequently, Moran Prairie Friends agreed to amend its Bylaws and Articles of Incorporation to encompass all of Spokane County Library District. Therefore the Friends of the Spokane County Library District was formed. Time was spent with each library Friends group to explain the purpose of the new organization and its relationship to existing Friends. The new Friends Foundation will promote the book sales and other events held by Friends groups through a newly created website and a quarterly eNewsletter in 2015. The Library District entered into an agreement with the Friends Foundation outlining the level of support that SCLD will provide in exchange for fund raising support of the Friends. The Board of Directors for the Friends Foundation met for the first time in November and they are off to an excellent start with enthusiastic members. One of the first efforts was the transitioning the operation and handling of in-house book sales to the Foundation in December.

Building upon the redesigned website, we continued to add new content in 2014. Each library has a community library page featuring events offered at that library as well as community events. After careful review, we've dropped expensive and/or underperforming resources and found cost-effective replacements that offer better services, such as BrainFuse (online tutoring) and Pronunciator (online language learning). In addition, Evanced—a meeting room and event management platform—was added, which allowed for more dynamic display of library events and included features that allowed library members to register for events without staff intermediation. Enhancements to the catalog allow members to limit searches to available items and view and manage their digital holds and checkouts. This improvement is limited to Overdrive content at this time, but other vendors might be added in the future. Blogs were introduced with staff writing on topics of interest related to library services, collections, and community interests. We participated in a Crowd Course pilot project to promote online learning using locally-created educational content. Through this project we gained experience in using grant-funded recording equipment to present instructional content. While the project ultimately failed, the experience was valuable in making contact with local experts and in understanding how people use online learning tools.

In partnership with Spokane Public Library, a business resource page, spokanebusiness.org, was developed to provide resources to support business decisions throughout Spokane County. This partnership has led to additional efforts under the Community Impact Plan's goal of supporting local businesses and job seekers.

Another carryover from 2013 was the completion of the Innovation Training. Thirty-five staff participated in an eight-month training program combining in-person and online learning. The second half of the training involved staff working in teams to apply what they learned about innovation to SCLD. Each team identified a project that would support the Community Impact Plan, serve an audience identified in CommunityConnect data, and involve at least one community partner. Projects were to be implemented during the latter half of the year. While not all of the projects have been implemented, teams are working with new partners to meet a community need or interest. An outcome of the Innovation projects was the development of a new policy on Partnerships and Sponsorships, subsequently approved by the Board.

As the Innovation Training came to an end, the District learned that we were selected as one of 10 libraries to participate in Libraries Transforming Communities (LTC). This unique training

opportunity was offered by the American Library Association in partnership with the Harwood Institute with funding from the Bill and Melinda Gates Foundation. This opportunity builds upon the Innovation Training by providing new tools that help Community Librarians engage with their community and identify activities that will advance the aspirations of each community into meaningful activities. This was not a planned activity for 2014, and yet it was the right opportunity at the right time for SCLD. A team of five, including former Trustee Ann Apperson, attended the extensive training in Denver and subsequently offered training to all Community Librarians. The LTC training is an 18-month program and we will use information gathered to inform our future strategic planning as well as to identify and build new community partnerships.

Staff Day featured information about the LTC project so that all staff members have some familiarity with the Harwood practice. In addition, each Innovation Team presented information about their project, including what they learned, what they would do differently, and how they see it moving forward in the future. As part of the Leadership Retreat, a communication audit was completed with the majority of staff submitting surveys. The Leadership Retreat included all Library Supervisors, Community Librarians and Department Heads, with improving communication to support organizational goals as prime importance.

Other Activities completed in 2014 include:

The Business Office completed the 2011-12 Audit and met with state auditors to discuss recommendations. The public accounting firm, Dingus, Zarecor & Associates, was hired to review the methodology regarding the conversion of District financial statements from the modified accrual basis to cash-basis accounting. The 2013 year-end financial statements were filed under the cash basis of financial accounting. Policies impacted by the change to cash-basis were revised and presented to the Board for approval. This included a new Fixed Assets Policy, which replaced the Disposal of Surplus Property and Capital and Controlled Assets policies.

Human Resources converted eligible employees to the Association of Washington Cities (AWC) health plans. There were a few slight issues at the start of the year when insurance cards did not arrive as expected. However, this was corrected quickly and working with AWC has become routine. Wellness was a focus throughout the year and staff was encouraged to participate in several wellness programs.

To ensure new employees have a clear picture of Spokane County Library District, and its vision, mission and goals, the District's Onboarding Program was expanded. The purpose was twofold: to give new employees the opportunity to experience the District's culture, values, challenges, and opportunities as they affect them as employees, and the members we serve. In addition, the expanded timeframe allows the new hire to learn, not only their tasks, but their role within the District's structure, understand how it interacts with other positions, and appreciate its importance to the success of the whole organization.

Human Resources, along with the Business Office, continued to monitor the ever-changing ACA requirements for 2015, notably the employer Pay or Play mandate. Postponed from implementation in 2014, effective January 1, 2015, all District employees working 30 or more hours per week, or 130 hours per month, will be entitled to receive full-time medical benefits. Those employees were identified and notified of their eligibility for full-time medical benefits during the District's just completed Open Enrollment period.

Information Technology implemented new security measures on the SCLD website using SSL certificates. A new contract was approved for Integra to provide the District's Wide Area Network. The transition from CenturyLink to Integra was completed in the fall of 2014, offering significant improvements in Internet speed for Medical Lake, Deer Park, and Fairfield. Upgrades were completed for several enterprise-wide software tools, including the Business Office MAS 90 and EmpowerTime. The library system database was moved to a new database platform and server. The public catalogs were updated to Windows 7 so that they can keep up with new requirements for the catalog and to improve security by eliminating Windows XP from the network. New maintenance schedules were developed to make monthly software updates and maintenance activities for desktop computers more predictable and transparent.

The Early Literacy Stations came to the end of their life span and were replaced with iPads designed to be used by parents and children together while in the library. The target audience is three to eight year olds. IT staff worked with Public Services staff to plan and implement the program that launched in November.

Collection Services introduced *hoopla*, another vendor offering downloadable content. This vendor has a different pricing model based upon cost per use. Initially only music, television shows and movies were available, but audio books were recently included. A *Buy it Now* feature was added to OverDrive which gives SCLD access to purchase Simon & Schuster eBook content. SCLD agreed to loan and borrow audiovisual materials and as a result we are now able to borrow DVDs, audiobooks, and spoken word and music CDs through interlibrary loan. This has increased the number of items borrowed and loaned each month significantly.

Communication & Development is coordinating the editorial content for the website, monthly newsletters, and ongoing blogs on a variety of topics written by a staff blogging team and guest writers. Social media is also used in concert with the website to engage a larger audience in promoting library programs and services. The first District-wide mailing of the CREATE series programs resulted in increased awareness and attendance at the programs, filling classes so quickly that additional sessions were scheduled. The Communication & Development Department also supports the Friends Foundation by purchasing and maintaining donor management software, developing the Friends website, and producing collateral materials.

Public Services will provide an annual update on the Community Impact Plan in February. However, it should be noted that several major initiatives were undertaken in response to opportunities that met community needs. In response to the local effort to help community members sign up on the Washington Health Exchange, staff took the initiative to be trained as ACA Navigators. SCLD was one of only two libraries in the country that took this active role in offering one-on-one assistance. SCLD staff conducted 443 appointments for the 2013-2014 open enrollment period in which they assisted people in signing up for health insurance. For their leadership efforts, staff were recognized by a visit from Susan Johnson, the Region 10 Director of the US Department of Health and Human Services, and an invitation to Governor Inslee's special press conference with the Health Benefit Exchange. SCLD developed several new partnerships within the health community that continued beyond the open enrollment period.

Another opportunity that benefitted community members was IT Academy. State funding made this online learning resource available to all Washington residents. SCLD promoted the use of this resource to job seekers and worked with partner agencies to reach job seekers. Staff were

trained to provide one-on-one assistance and over the year 400 library members signed up for IT Academy accounts. Moving forward we are not sure if the legislature will continue funding for IT Academy. However, we offer other online learning for job seekers.

An outcome of the Innovation Initiative Training was the formation of an Innovation Team. Staff are encouraged to follow trends, look for efficiencies and submit new ideas to benefit SCLD. Suggestions such as eliminating date due stamping and offering Books to Go for youth have been considered. All ideas are reviewed by the Team and responses are provided on why an idea is rejected or accepted.

While we had applied to be considered for Libraries Transforming Communities, we only learned of our acceptance to this 18-month program in 2014. We are taking advantage of the extensive training by sharing it broadly with staff and engaging all the Community Librarians in conducting Community Conversations. By the end of the program, we will have a Community Engagement Plan with action steps for every community district-wide, which will be used to inform the next phase of the Community Impact Plan beyond 2015.

More in-depth analysis of Public Services' initiatives that support the Community Impact Plan will be provided in February with the Year 2 CIP Report.

Recommended Action: This item is for your information and discussion, with no formal action required at this time.

2015 WORK PLAN

Background:

The 2015 Budget includes funding for several major projects to be completed in the coming year. This will be the third and final year of the Community Impact Plan 2013-2015. We will continue to prioritize resources to support activities that fulfill goals and objectives established in the CIP. In addition, there are specific projects and activities that the Leadership Team will lead to completion.

Strategic Planning – 2015 will bring closure to a three-year Community Impact Plan. The next planning cycle will incorporate findings from Libraries Transforming Communities and CommunityConnect data. One of the outcomes of the LTC training is to develop a **Community Engagement Plan**. We anticipate having a plan that will include activities for every library community as well as a District-wide plan. As we move toward completion of the CIP, we will reconvene a **Strategic Planning Team** to determine whether we need a new approach or a refresh of the current CIP.

The newly formed **Friends of the Spokane County Library District** will require support as it launches fund raising efforts including book sales, a membership drive, and other activities. The newly formed board will establish its own operating procedures and policies based upon the terms of the inter-local agreement between the Friends and SCLD. The 2015 adopted budget includes funding from the Friends to support programming, and it is important for the Friends to get off to a good start with its fund raising efforts. We will continue to encourage a positive relationship between the community library Friends as “chapters” of the Friends of SCLD.

The **Spokane Valley Library Capital Facilities Area** (SVLCFA) exists for one more vote by area residents. The Board has indicated that an election in August 2015 would provide adequate time to inform voters and ask for bond funding to build two new libraries and renovate the existing Argonne and Spokane Valley libraries. This will require a revised Communication Plan, updated website and new collateral materials to inform voters. If the request is approved, staff will set to work immediately on the development of building plans and fulfilling the promise of new libraries to serve Spokane Valley residents.

To support CIP goals and objectives, Public Services staff have applied for several **grants** that are included in the 2015 Budget. We will be developing STEM kits and training for early childhood providers and working with the State Library to pilot a program to prepare pre-schoolers for kindergarten. Funding for a special month-long *Big Read* series was provided by the National Endowment for the Arts. We are in the process of implementing several other grants for digital skills, digital archives and job-skills training. Staff will continue to seek out and apply for grants that advance CIP goals.

Communication & Development has already introduced monthly online newsletters and completed a mailing to all card holders. In 2015 we will continue to **expand efforts** to reach existing and potential library members through direct mail and social media. At least two direct mailing efforts will be sent to all cardholders with information about District programs and services

The Business Office and Human Resources will implement appropriate tracking information to fulfill the new **requirements of the Affordable Health Care Act (ACA)**. All employees working between 30-40 hours per week on a regular basis are eligible for full health insurance coverage paid by the District. We will monitor all employee work hours to ensure that ACA requirements are met.

Human Resources will form a **Wellness Task Force** to review the Association of Washington Cities Wellness program requirements. The Task Force will recommend whether the District will participate in the AWC Wellness program to the extent needed to receive discounts on health insurance premiums in 2017 or future years. Nevertheless, the District will form a Wellness Committee, as required of our membership in the AWC Employee Benefit Trust, tasked with planning and implementing a voluntary wellness program to meet the needs and interests of our employees.

In 2015 Human Resources and Business Office will continue monitoring mandates of the ACA that will necessitate new reporting requirements to the IRS on all medical plan offerings, and District employees (and their dependents) enrolled in those plans.

Human Resources and Information Technology will develop and implement an electronic application process allowing interested candidates to submit an employment application (and other application materials) electronically, or manually, using the method most convenient to them.

Information Technology will be testing new options from the District's library system vendor, SirsiDynix. MobileCirc allows staff to check out books, work with member records and do collection maintenance tasks using an iPad. MobileCirc is mainly used for outreach visits to adult care facilities. New features, slated to be delivered in 2015, will make this tool more useful in the libraries. A new tool for the Collection Services staff will make cataloging more flexible and easier to access. We expect to see a replacement for Director's Station, a statistical analysis tool we've been using for about 10 years. We will work with Public Services staff to evaluate new services such as the IT Academy and the early literacy iPads. We will also explore the possibility of providing laptops for public use in the libraries.

Information Technology staff plans to seek a vendor to provide network security testing. Network security is always a high priority. With the new network in place it is time to verify that network equipment is configured as well as it can be and provides high levels of network security. Work will also be done to add more redundancy to our backup system, with two levels of off-site backup.

Collection Services staff will work with Public Services staff to provide collection support for the grants that the District received and are included in the 2015 budget. These grants include the Big Read, STEM kits, and digital skills training, and all contain money for the purchase of library materials which will need to be selected and ordered. An ongoing project with Public Services staff to identify and feature content created by local authors, performers and producers will continue in 2015. The local content collection contains only material for the adult audience at this time, but will be expanded to include material for children and teens in 2015.

Additionally, Collection Services, Public Services and the Communication Department will be working to introduce additional ways for members to track due dates and return date-due slips. Collection Services staff will work with Information Technology staff on testing new cloud-based options from SirsiDynix, particularly in the areas of cataloging and statistical analysis.

Public Services, Communication, and Information Technology departments will be collaborating on three new features for the website: a revised and expanded location page that provides a greater depth of information regarding community happenings, a “ready for kindergarten” page that provides parents with resources intended to augment at-home preparation for school, and a “local content” page that features multi-media resources made in conjunction with local creators.

Recommended Action: This item is for your information and discussion, with no formal action required at this time.

2015 BOARD OF TRUSTEES' OFFICERS ELECTION

Background:

The Board of Trustees bylaws specify that officers for the following year be elected at the December regular meeting. Officers to be elected are Chair and Vice Chair. The Executive Director serves ex-officio as Board Secretary.

Nominations are opened at the meeting and approval of a motion is required for election. Newly-elected officers assume their duties January 1 of the following year and serve through December 31.

Officer elections require a nomination, motion, second and vote.

Recommended Action: A nomination, motion, second and vote for Chair and Vice Chair officers.

FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: JANUARY /FEBRUARY 2015

January 20, 2014: Otis Orchards 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 January regular Board of Trustees' meeting.

- Libraries Transforming Communities Update
- Recognition of Friends Resolution
- Gifts Policy
- Library Meeting Room Use Policy
- Innovation Team Report
- WLA Library Legislative Day, Key Issues
- Library Spotlight – Virtual Library
- Overview – Wellness

Please send requests for agenda additions or changes to the Board Chair or Patty no later than Tuesday, January 6, for inclusion in the preliminary agenda to be sent January 7. Meeting packets will be mailed January 14.

February 17, 2015: Airway Heights Library (4:00 p.m.)

- Libraries Transforming Communities Update
- Exhibits and Displays Policy
- Personnel Policy—Wellness
- Wellness Resolution
- WLA Library Legislative Day Report
- Library Spotlight – Airway Heights Library
- Overview – Community Impact Plan, Year 2

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 NOVEMBER 2014

Administration

Business Office, Finance and Facilities (Bill Sargent)

- In 2011 when the Upriver Drive property was purchased steps were taken to aggregate this property with the Argonne Library property; thus, removing it from the Spokane County tax rolls. The aggregation process required minimal paperwork, one trip to the Courthouse and a \$332.50 fee. After the November Board Meeting where the vote was made to surplus the Upriver Drive property, the County Planning Department was contacted to reverse the aggregation so that the property could be sold. The County Planning Department is requiring a "Short Plat." The short plat process requires the services of a professional surveyor or engineering firm to conduct a new survey, research the property, and meet with the Planning Department to review the request to separate the property. The estimated County fees are \$6,400. The District has secured the services of Whipple Consulting Engineers, INC., (WCE), to perform the survey, complete the necessary research and documentation, and meet with the Planning Department. The WCE fees are estimated to be \$4,000-\$5,500. Potentially, this project could be completed by the end of December. However, in consideration of the holiday season and associated office closures, the completion date could be in January.
- Open Enrollment is completed for 2015 and the budget impact has been calculated. While there were decreases of (\$2,878) Medical and (\$99) Dental, these were slightly offset by an increase of + \$743 for Health Savings Accounts.
- Three deteriorating windows at Otis Orchards were replaced with new double-paned, sealed units for just under \$2,000.
- Three vandalized windows and an exterior light at Deer Park were replaced. The District's insurance will reimburse the costs, less the \$1,000 deductible for approximately \$3,100.
- Facilities Maintenance contributed to the successful completion of the interior update and renovation project at Medical Lake.
- The State Auditor's Office advised that the Financial Audit of 2013 would start in early December.
- The Chief Financial Officer formally submitted notice of retirement from the District. After 19 years and 10 months, his last day at work will be January 15, 2015.

Human Resources (Paul Eichenberg)

- Two employees were promoted in November: Dave Rennick, Maintenance Assistant, promoted to Facilities Manager, and Mikayla Rahn, Page, promoted to Library Assistant.
- Open Enrollment is completed for 2015. Four employees who had been without medical insurance enrolled in a medical plan; two employees changed from the High Deductible Health Plan to a traditional plan; and one employee changed from a traditional plan to a HDHP. In addition, we prepared 26 PAFs for those eligible employees working 30-39 hours per week to receive full-time medical benefits.

Information Technology (Priscilla Ice)

- Business Office accounting software was updated to the latest version on Veterans Day. Business Office staff now log on to the program (MAS 90) via a virtual desktop to improve performance.

- The Early Literacy Computers were collected from all buildings and donated to the Libraries of Stevens County for its use.
- IT Staff assisted in the Medical Lake rearrangement project by uninstalling all of the affected computers and reinstalling them in their new places after the carpet and furniture were replaced or moved. More work will be needed when the permanent furniture arrives.
- We purchased four new laptops and began preparing them for use. Two of the new laptops will be used for the IT Academy testing. The other two will be used by staff at North Spokane and Spokane Valley to create “how-to” screen casts for the website.
- Older, repurposed laptops were readied to assign to the libraries so that each library will have a staff laptop and projector to use for programs and traveling staff. This will reduce some of the equipment transporting we’ve been doing.
- We worked with Public Services and Administration staff to prepare a new equipment-booking calendar. This calendar will reside on SharePoint, but will be used in coordination with the new meeting room booking software we’re using on the website through Evanced.
- I attended my last Library Council of Washington meeting in Tacoma. I served six years on the council, an advisory group to the State Library on matters related to Federal funding for libraries that are administered by that agency.
- The Enterprise catalog had some serious performance problems during the month. These have been resolved. We also had problems with an internal statistical analysis program (Director’s Station). These problems stemmed from the platform migration in September and were finally resolved.
- The Desktop Administrator updated several of her management tools. This is a complex process, but is critical to our ability to manage over 300 computers and keep them updated and secure for members and staff.

Collection Services (Andrea Sharps)

- We ordered 1,246 titles and 4,144 copies in November. This is down from last month.
- We processed, added to the system, and sent out to the libraries 4,139 items in November. This is down from last month.
- Downloadable lending through OverDrive was down a little in November from October. A total of 26,929 audiobook, eBook and music items circulated in November. Members placed a total of 8,068 holds, and there were 4,038 unique users with titles checked out.
- Midwest Tape’s *hoopla*, a streaming media service, saw a dramatic 50% increase in circulation in November over October which has to be attributable in part to the addition of streaming audiobooks on 10/31. A total of 1,481 titles including audiobooks (158), movies (708), full-length albums (434) and television shows (181) circulated in November for a combined cost of \$2,897 and an average cost per circulation of \$1.96. A total of 160 new patrons registered in the month, twice the number of new patrons that registered in October.
- We loaned 250 items to other libraries and borrowed 419 items from other libraries for 669 total interlibrary loan transactions processed in November.
- Youth Collection Development Librarian Sheri Boggs was interviewed by Mary Kate Koch of *The Current* for an article about NaNoWriMo ‘Get Writing This November: SCLD Offers Resources to Pen Your Novel,’ which appeared in the November 2014 issue.

Executive Director Report & Community Activities (Nancy Ledeboer)

Steps were taken following the November meeting to separate the parcel with the house on Upriver Drive from the Argonne Library property. To complete this process we must hire a surveyor and file revised

forms with Spokane County. Bill Sargent is taking the lead on completing this in order to list the property for sale.

Trustee Sonja Carlson spent a day with Leadership Team members as part of her orientation to the District. We received notice that the Board of County Commissioners would appoint Ms. Carlson to the vacant position at its meeting, December 2. Ms. Carlson's term will run from 2015 to 2019.

In November I had the honor of awarding years of service pins to Teresa Anderson (30), Mike King (15) and Regina Ross (15). I enjoy visiting with staff in their home libraries and learning more about their years with SCLD. I visited with Ms. Anderson in Collection Services, Mr. King at Spokane Valley and Ms. Ross at Cheney.

The inaugural meeting of the Friends of the Spokane County Library District was held Wednesday, November 19. Communication and Development Officer Jane Baker and her staff prepared the agenda based around the District's Community Impact Plan. The meeting introduced members of the newly formed board to one another, and to the District's four service priorities. The members are eager to begin working to raise awareness and funds to support programs and services. The District has had Friends groups at each of the 10 community libraries that raise funds through book sales. Each of these groups focus primarily on the library they use. The newly formed Friends of the SCLD will support all 10 of these groups and raise funds to support district-wide programs and services.

Deputy Director Patrick Roewe and I attended the Washington Library Association's (WLA) Legislative Planning Meeting in Burien. Patty Reyes, Legislative Planning Chair, and Steve Duncan, WLA's lobbyist, briefed those present on what we might expect from the upcoming legislative session. State Librarian Rand Simmons talked about the State Library's budget. He is hoping the Legislature will support an increase to the State Library budget to make up for the shortfall that resulted in moving funding to the Heritage Fund. There was a brief discussion of IT Academy funding. The State Library cannot take the lead in requesting this funding. There is hope that a coalition will emerge with voices from WorkSource and Libraries to request funding for another two years of IT Academy.

We received the final Communication Report summarizing findings of the surveys conducted with staff this past summer. Jeff Stafford's team interviewed staff, held focus groups and sent a survey to all staff. The report identifies areas for improving communication throughout the organization. The Leadership Team members are reviewing the report and identifying strategies that we each can employ to increase communication at all levels.

Several members of the Business Team and Leadership Team attended the GSI Economic Forecast breakfast meeting. This annual event is an opportunity to hear about the past year as well as what we might anticipate for the coming year. The speakers were highly engaging and knowledgeable. On the national level, the economy is improving and unemployment is down. In the coming year there may be an increase in interest rates that may have a local impact. On the local level, we experienced a 2% increase in the local economy, about what was expected. The local unemployment has dropped mostly due to people leaving the job market. More people are retiring and many younger people are staying in school longer until job prospects are better. This has an impact on how we provide services to support job seekers. We may see more people looking for scholarships and educational training opportunities, as well as retirees exploring encore careers. Much of the growth in our region is coming from Northern Idaho, specifically Kootenai County. Economists also warned local governments not to expect sales tax revenue to increase. There has been a minor increase that may not continue. Housing starts will be

fewer next year based on permits from 2014. Housing prices have stabilized and we have experienced a slow and stable increase that may change if interest rates go up.

I attended an open house at Ponderosa School. Central Valley School Superintendent Ben Small talked about plans for a bond issue to renovate existing schools and increase capacity for more students. The bond will be on the ballot in February 2015. Students and faculty from the school spoke about their music and physical education programs. Students demonstrated how they use iPad minis to learn math concepts.

I attended the Spokane STEM Network meeting. The Network is planning to expand the board. There are many exciting STEM-related activities happening around the region and the Network hopes to highlight those efforts. There are efforts underway to provide training to teachers so that new science standards are met and students in all local districts have opportunities to learn about STEM careers and educational programs beyond high school.

The K-12 Roundtable hosted by GSI is another forum where businesses and educators come together to discuss local educational opportunities. Businesses want educated workers, and schools want to prepare students for the jobs that will be available to them in the future. GSI shared its plans to support the upcoming bond issue with a campaign that will focus on the link between education and economic development.

The Citizens for Valley Libraries met to discuss a time frame and identify committees that will be needed when their efforts get underway next year. Members were asked to recruit other members with the goal of sharing the workload with many involved citizens. Their next meeting will be January 10.

The Steering Committee of the Early Learning Public Library Partnership (ELPLP) held a phone meeting to discuss the survey that was completed by Thrive by Five. The Steering Committee will revise the work plan to include actions to support the BUILD grant, the OCLC VIEWS project in Washington and the Get Ready for Kindergarten effort. We would also like to focus the symposium on early learning and STEM. These are major initiatives happening in Washington and ELPLP would like to be actively engaged in supporting all three early learning projects. In addition, Susan Yang will work with the board to ensure that newly appointed library directors in Washington know and understand the purpose of ELPLP so that they will continue to participate and support the work through their membership dues.

Other community meetings I attended include the annual meeting of the Greater Spokane Valley Chamber and the Spokane Valley Partners board meeting.

Public Services staff reviewed the Bulletin Boards and Community Interest Publications Policy and has no changes to recommend at this time. The current policy covers both posting information for outside groups on public bulletin boards, as well as provision of space to display community-interest publications.

ITEM AND TITLE MONTHLY REPORT
November 2014

	<u>ITEMS</u>				<u>TITLES</u>		
	ADULT	YOUTH	TOTAL		ADULT	YOUTH	TOTAL
Total Materials							
Print	185529	160244	345773		86377	50386	136763
Nonprint	60057	25312	85369		24860	7160	32020
Subtotal	245586	185556	431142		111237	57546	168783
Periodicals	12955	2316	15271		315	40	355
Total	258541	187872	446413		111552	57586	169138

	<u>ITEMS</u>			<u>TITLES</u>		
OverDrive: eBOOKS			23829			20379
Licensed eBOOKS			4579			4579
Audiobooks			17071			14219
Digital music			1708			1708
OverDrive: Total			47187			40885
GRAND TOTAL			493600			210023

Print & Nonprint	(Totals year-to-date)		
ADDITIONS	ADULT	YOUTH	TOTAL
Print	15759	11147	26906
Nonprint	4881	1772	6653
TOTAL	20640	12919	33559
DELETIONS			
Print	18172	12158	30330
Nonprint	1481	1321	2802
TOTAL	19653	13479	33132

	<u>NET CHANGE</u>		
	<u>YTD</u>		
	ADULT	YOUTH	TOTAL
Print	-2413	-1011	-3424
Nonprint	3400	451	3851
Periodicals	190	99	289

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 November 2014

In-Library Circulation

Circulation at the libraries in November was down from the same month in 2013 (-6.1%). Fairfield (-39%) experienced the most significant decrease compared to last November, while Spokane Valley (+12.37%) was the only library to experience an increase.

Use of the self-checkout stations accounted for 51% of all circulation in the libraries. More than half of in-library circulation at Medical Lake (55%), North Spokane (56%), and Spokane Valley (69%) 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 eleven months of 2014 (1,271,124) is down slightly compared to the same period in 2013 (1,289,871; -1%).
- Programming attendance (69,515) is up (5%) compared to last year (66,080), and the number of programs offered has increased by 4% (2,646 in 2014 vs. 2,536 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	207,914		2,473,717	211,600		2,542,951	-3,686		-69,234
Self-Check	77,998	43%		75,537	40%		2,461	4%	0
Digital Collection	28,410	14%	303,251	21,055	10%	223,124	7,355	4%	80,127
Total Holds	46,526		544,480	48,589		542,942	-2,063		1,538
By Customer	30,436	65%	367,344	35,388	73%	401,804	-4,952	-7%	-34,460
Digital Collection	8,068	17%	94,325	7,271	15%	67,861	797	2%	26,464
Total Payments	\$21,068.64		\$249,091.80	\$21,038.05		\$235,115.80	\$30.59		\$13,976.00
Online	\$8,518.36	40%	\$97,683.74	\$7,753.53	37%	\$71,891.85	\$764.83	4%	\$25,791.89

Security Incident Reports

There were 32 Security Incident reports filed this month, three more than last month (29), and 13 more than November 2013 (19). Airway Heights had the most incidents reported with 10. The most frequently reported incidents related to disruptive behavior (13) and potential problems (18).

Internet Filtering Update

As per the Computer, Wireless Network, and Internet Use policy, eight requests to review blocked websites were received by staff, twice the number from October 2014. We requested that six 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)

- Programming for the Access IT Grant (the SNAP grant mentioned in previous reports) continued in November:
 - SCLD staff presented a series of four "Basics" classes, each with a different topic, at SNAP's Women's Business Center (in the East Central Community Center) for the small business owners participating in this grant. Topics offered were File Management, Email, Word/Publisher, and

Excel. Class size was limited to 10 per session, and the combined attendance for the four classes was 35.

- We were hoping to repeat the series at Spokane Valley, but unfortunately no one showed up for the first session. We (SCLD and SNAP) decided to cancel the rest of the Spokane Valley series this time, but expect to offer it at that location in the spring.
- We had 12 individuals register as new IT Academy users in November, the same number as October's total. During the month, users enrolled in 18 new classes, up from 11 in October.
- We did 46 Book-a-Librarian (BaL) sessions this month throughout the district, down significantly from October's 64 sessions.
- We proctored 26 exams this month throughout the district, down from October's 29 proctoring sessions.

Connect Communities:

- This year's open enrollment period kicked off November 15; unfortunately, the wahealthplanfinder.org site was down for much of the first couple of days. Despite the technical issues, SCLD Navigator staff completed 20 individual appointments where they helped individuals enroll in either Apple Health (Medicaid) or a Qualified Health Plan. This is up from four appointments in October.
- In other open enrollment news, Librarian Michelle Booth completed the Navigator training and passed the certification test. She's been shadowing appointments with our more seasoned navigators in advance of going solo. Michelle is one of four new staff who has been trained to assist with ACA appointments.
- Brian Vander Veen, Michelle Booth, and Sheree West attended the weekly WorkSource Biz Buzz meetings in November.
- Spokane Public Library's Mark Pond attended our team meeting on November 14. We shared ideas and Mark intends to attend future meetings, schedule permitting.
- Brian, Michelle, and Sheree, along with SPL's Mark Pond, participated in Startup Weekend Spokane. This competition event allows entrepreneurs to pitch their business ideas to a panel of judges. The winning idea receives resources and support to further develop their concept/product. Sheree worked with event organizers to include our new business library cards in the 120 participant packets, and our staff interacted with 59 individuals during the event.
- Sheree attended the North Palouse Chamber of Commerce Meeting, and gave a presentation on the new business library cards to the nine members in attendance.
- Brian attended the monthly SCORE meeting.
- Brian, Sheree, and I, along with other SCLD staff, attended the annual GSI Economic Forecast breakfast meeting on November 18.
- Michelle and Sheree, along with other SCLD staff, attended the annual Greater Spokane Valley Chamber of Commerce meeting on November 21.
- Sheree attended the GSI Member orientation meeting on November 25.
- Brian and I presented a team overview to the Board of Trustees at its November meeting. It was exciting to share what we've done and planned with them.

Develop Young Learners (Mary Ellen Braks)

- We provided 87 Play and Learn Storytimes to 2,302 children and caregivers. Our average attendance per Play and Learn was 26.
- We provided 53 Storytimes to 650 children at 21 child care centers.
- We had one STARS training this month for teachers, childcare providers and parents called "Love Talk Play". We had an attendance of 21 for this workshop.
- We held the first two *Family Construction Zone* programs this month. Spokane Valley had 30 attend and North Spokane had 73. We are looking at doing more of this building program at our libraries in February. Several families that attended commented on the program evaluation how much they enjoyed the program.
- I've been working on the STEM grant from Thrive by Five this month. We are in the initial planning stages of the grant. We had two meetings this month and are so far following the timeline we have set in the grant has gone well.
- The Early Learning tablets are now in the libraries, though checking out hasn't been overwhelming. Moran had the most checkouts this month at 24, while Fairfield had the least at one checkout. Sonia mentioned to me that the Early Learning Stations tables have worked well for Spokane Valley as a

writing station. They are getting letters from the kids in a little mailbox they have set up.

Connect Communities:

- Gwendolyn and I attended the Cleary Libraries meeting and Spencer Shaw Lecture at UW this month. The author for the Spencer Shaw lecture was Grace Lin who was delightful. We had the opportunity to eat lunch with her before the Cleary meeting. At the meeting, we talked about who to select for the Spencer Shaw lecture next year, the selection process for the new Cleary professor, and updates from the Cleary Libraries.
- I had a meeting for the Young Child and Expo Conference that Gonzaga is organizing. The conference is planned for October 2015.
- I attended the INWELA action team meeting. This meeting was more of an update on what we have been working on, getting caught up on the State Early Learning Advisory Committee (ELAC), and fine tuning the agenda for the Leadership Team meeting.
- I attended a meeting for Excelerate Success Ready for Kindergarten this month. We focus on fine tuning our strategies and are looking at implementing some activities at the schools in January.

Explore and Discover (Gwendolyn Haley)

Elementary (K-5) programs:

- Kids Explore and Discover Club this month continues to focus on STEM learning opportunities and creative play with a program called "Converted Creatures." 113 children in grades K-5 participated in one of the seven programs. (Spokane Valley did not have a program this month due to the Veterans Day Holiday, and Medical Lake was closed for remodeling.)
- North Spokane extended the fun with a new "Monday Funday" program, and 88 school-aged kids participated. These programs include monthly Lego programs, Pokémon days, and Art days.
- School Visits/Programs:
 - 18 Great Northern School 5th and 6th grade students visited Airway Heights Library.

Tween/Teen Programs:

- 79 tweens and teens participated in programming this month.
 - 6 teens participated in Tween Club. Low attendance can be attributed to the holidays this month. (North Spokane and Spokane Valley)
 - 21 teens attended Anime at Spokane Valley and North Spokane libraries this month.
 - 1 teen writer attended T.W.I.N.E. Sheri Boggs plans to wrap up this writing program at the end of the year and transition into something new.
 - 14 tweens/teens participated in the Fairfield Community Center's Thursday Night Thing, and 43 participated in the programs we offered at Cheney Middle Schools Summit program.

Adult Programs:

- 284 participated in Create programs in November. Highlights included:
 - 42 aspiring novelists began their 50,000 word novel in our 25 Hour NaNoWriMo (National Novel Writing Month) at North Spokane, and we were able to leverage an extra hour of writing time at the start of Daylight Saving Time on November 1.
 - 75 people attended one musical program with Gonzaga's Big Bing Theory.
 - We also offered Zentangle drawing classes, wrapped up the dance and drawing series, and offered programs in recycled book art, digital photography and photo editing for an additional 167 members.
- Book Clubs: 70 people attended one of the seven book club programs this month in our libraries.

Connect Communities:

- We hosted 13 different community experts at library programs in October.
- I met with Lisa Love, Library Director at Fairchild Air Force Base, about collaborating on programs for February's Big Read.
- I met with Shamerica Daniels at the Mead Boys and Girls Club about providing some library services or programs to students in their summer program.
- I attended a community meeting about Preparing Students to Meet Common Core Standards with representatives from other community agencies.
- I attended the first Friends Foundation meeting.

Virtual Services (Carlie Hoffman)

- I completed the staff training in using the Evanced software for room booking for events and members. I also created a reference document for staff to help with issues and questions that might arise.
- The website’s FAQ page was revised and reformatted to improve ease of use.
- The Virtual Services team evaluated Britannica and compared this product to World Book. We opted to renew our World Book subscription.
- Use of digital resources was down .42% in November from 38,456 to 38,293 uses.
 - Culture Grams increased by 665%, Opposing Viewpoints increased by 393%, ProQuest increased by 114%, and Business Source Complete increased by 88%.
 - Tumblebookcloud decreased by 73%, Tumblebookcloud Jr. decreased by 72%, Science in Context decreased by 66%, and Washington State Legal Forms decreased by 56%.

Connect Communities:

- I attended an INCOL meeting to follow up on the Fall Workshop and begin planning for the Spring Workshop.

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	6585	6944	-5.17%	34.55%	70.73%	68493	71018	-3.56%
AR	12249	14710	-16.73%	-10.92%	-5.62%	148095	163866	-9.62%
CH	11726	12531	-6.42%	-23.19%	-8.28%	143754	149634	-3.93%
DP	11967	12868	-7.00%	0.06%	-0.38%	140112	149566	-6.32%
FF	1001	1666	-39.92%	-18.88%	-37.32%	15004	15790	-4.98%
ML	4080	4454	-8.40%	-17.31%	-5.27%	49375	52647	-6.21%
MP	14311	15082	-5.11%	-9.35%	-11.25%	168502	184778	-8.81%
NS	41814	49277	-15.14%	-11.16%	-6.16%	516910	575381	-10.16%
OT	4721	5993	-21.22%	-34.28%	-32.98%	59271	74518	-20.46%
SV	45634	40611	12.37%	-7.82%	-3.32%	551116	569263	-3.19%
TOT	154088	164136	-6.12%	-4.34%	-5.16%	1861035	2006835	-7.27%

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	3739	428	2401	17	6585	756	7341
AR	7041	585	4599	24	12249	1894	14143
CH	8228	610	2874	14	11726	1951	13677
DP	8788	533	2611	35	11967	1908	13875
FF	592	89	317	3	1001	123	1124
ML	1604	221	2239	16	4080	606	4686
MP	8154	582	5553	22	14311	2742	17053
NS	16305	1923	23224	362	41814	8090	49904
OT	2344	187	2163	27	4721	954	5675
SV	12402	1735	31216	281	45634	7373	53007
TOT*	69197	6893	77197	801	154088	26397	180485

	This Year This Month		Last Year This Month	
	Self-Check Circulation	% of total circulation	Self-Check Circulation	% of total circulation
AH	2418	36.72%	2597	37.40%
AR	4623	37.74%	5084	34.56%
CH	2888	24.63%	3023	24.12%
DP	2646	22.11%	3213	24.97%
FF	320	31.97%	673	40.40%
ML	2255	55.27%	2088	46.88%
MP	5575	38.96%	5927	39.30%
NS	23586	56.41%	25563	51.88%
OT	2190	46.39%	2319	38.70%
SV	31497	69.02%	25050	61.68%
TOTAL	77998	50.62%	75537	46.02%

	Books to Go	% of circulation	DVD	% of circulation	New Books
AH	86	1.31%	2507	38.07%	228
AR	313	2.56%	3932	32.10%	926
CH	207	1.77%	4402	37.54%	611
DP	220	1.84%	4923	41.14%	483
FF	52	5.19%	390	38.96%	66
ML	46	1.13%	1757	43.06%	169
MP	274	1.91%	4288	29.96%	934
NS	750	1.79%	12214	29.21%	2388
OT	116	2.46%	1526	32.32%	327
SV	742	1.63%	14981	32.83%	3515
TOTAL	2806	1.82%	10899	33.05%	9646

Holds	Holds filled NOV-14	% of circulation	Holds filled NOV -13	% of circulation	% Difference 2013 to 2014
AH	1039	15.78%	1658	23.88%	-8.10%
AR	2139	17.46%	2528	17.19%	0.28%
CH	2439	20.80%	2667	21.28%	-0.48%
DP	2127	17.77%	2406	18.70%	-0.92%
FF	318	31.77%	508	30.49%	1.28%
ML	793	19.44%	1150	25.82%	-6.38%
MP	3136	21.91%	3403	22.56%	-0.65%
NS	7727	18.48%	9359	18.99%	-0.51%
OT	1312	27.79%	1594	26.60%	1.19%
SV	7751	16.99%	8011	19.73%	-2.74%
Zsupprt	986		1197		
Total	29767	19.32%	34481	21.01%	-1.69%

New customer registrations			
	Nov 2014	Nov 2013	% Difference
AH	55	58	-5.17%
AR	105	100	5.00%

CH	76	109	-30.28%
DP	64	67	-4.48%
FF	8	2	300.00%
ML	28	30	-6.67%
MP	114	87	31.03%
NS	290	285	1.75%
OT	40	30	33.33%
SV	354	305	16.07%
TOTAL	1134	1073	5.68%

November Cash Collection: Symphony-Workflows				
	2013	2014	Diff.	%change
CASH	\$9,274.77	\$9,093.93	-\$180.84	1.99%
CHECK	\$4,009.75	\$3,456.35	-\$553.40	16.01%
CREDIT	\$7,753.53	\$8,518.36	\$764.83	-8.98%
TOTAL	\$21,038.05	\$21,068.64	\$30.59	-0.15%

Library Reports

Airway Heights: Stacy Hartkorn

Develop Young Learners:

- Attendance for Play & Learn Storytime averaged 22 people, a decrease compared to the same month last year (32.25); however, an increase compared the previous month (17.25).

Explore and Discover:

- The Airway Heights Book Club, facilitated by community members, attracted a total of 5 participants for their book discussion about *Wicked Appetite* by Janet Evanovich.
- The *Big Bing Theory* concert drew an all-ages audience of 12 people.
- The second Explore and Discover Club of the school year, *Converted Creatures* was attended by 6, double the previous month's attendance, but a significant reduction compared to the same month last year (15).

Support Job Seekers and Local Businesses:

- I assisted a member with accessing Microsoft IT Academy during a Book-A-Librarian appointment. When scheduling her appointment, the member said WorkSource had recommended the library as a good place to learn about computer classes she could take to help boost her resume.
- I attended the November West Plains Chamber breakfast with Catherine Lowry. The guest speaker from Fairchild Air Force Base, Colonel Brian McDaniel, Commander, 92nd Air Refueling Wing, shared an optimistic outlook for FAFB. He also congratulated the Spokane community for receiving the 2013 Abilene Trophy, awarded annually to the community in Air Mobility Command that is most supportive of its local Air Force base.
- Ellen Peters contacted the Human Resources Manager at Zak Designs (a local Airway Heights business) to coordinate the placement of SCLD brochures about upcoming programming in the company's employee lounge.

Connect Communities:

- Great Northern Elementary's 5th/6th grade class visited the Airway Heights Library and students selected a fiction book to use during their literature unit about character development.
- I attended an Airway Heights Kiwanis meeting where members organized a gift basket for a Ronald McDonald House family, and coordinated plans to host a table at the West Plains Charitable Nonprofit showcase in December.
- I attended the monthly Friends meeting. Topics of discussion included approval of funding for snacks at the Airway Heights LTC Community Conversations and continued discussion to finalize plans for organizing a knitting group. The first knitting meeting is scheduled for Thursday, December 11, from 1-3pm. Participants will learn to make cowls using yarn and needles purchased with a grant from Thrivent, and the finished products will be donated to charitable organizations within the community.

- Ellen Peters facilitated two Community Conversations during the month of November (Airway Heights Book Club and the Airway Heights Friends of the Library) and she is in the process of coordinating additional conversations.
- The display case featured art from a variety of local artists to help promote the Slightly West of Spokane Art Tour.
- The meeting room was booked a total of five times in November compared to four times during the same month last year.

Argonne: Pat Davis

Develop Young Learners:

- Toddler Play and Learn attendance averaged 26 this month.
- Preschool Play and Learn attendance averaged 22.25.
- Attendance for both totaled 167 compared to 145 for last year's Play and Learn Storytime.
- Three Outreach Storytimes at Loving Hearts Preschool were heard by 35.

Explore and Discover:

- Our final *Drawing Fundamentals* classes had an attendance of seven and five. Evaluations were very positive about the class, with desire expressed for more of these types of programs.
- 34 people attended the *Big Bing!* music program
- The Kids Explore and Discover club program, *Converted Creatures*, attracted 9 participants.

Support Job Seekers and Local Businesses:

- Kelsey Hudson and I took the new business cards to two Millwood churches, some businesses and a fire station. We took the opportunity to invite the people we met to participate in a community conversation.

Connect Communities:

- 55 groups or individuals booked our meeting room this month.
- Ness Elementary provided art work created in story form to illustrate book reports.
- Our display case featured hand painted china by Patty Luce.

Cheney: Catherine Nero Lowry

Develop Young Learners:

- Baby Play and Learn attendance decreased this month with an average of 12 in November 2014 from an average of 17.25 in November 2013.
- Toddler Play and Learn attendance decreased with an average attendance of 35.25 in November of 2014 compared to 41.25 in November 2013.
- Preschool Play and Learn attendance decreased in November 2014, with an average attendance of 26.3 compared to 35.67 in November 2013.
- Lori provided to group visits/tours for the ABC Preschool with attendance of 13 & 17.
- EWU Outreach Storytime attendance increased this year with an average attendance of 22 in November 2014 from 15.2 in November 2013.

Explore and Discover:

- The Cheney Book Discussion Group reviewed *Short Nights of the Shadow Catcher* by Tim Egan, with 12 in attendance.
- We offered the creative book program, *Not Just for Reading: Book Art*, and had 18 in attendance.
- NaNoWriMo continues as we participated with this event for one weekend and had 9 writers in attendance. The local NaNoWriMo group also met every weekend in November.
- Christie held two Cheney Middle School Summit programs in November, with a total of 43 youth participants.
- Kids Explore and Discover Club, *Converted Creatures*, welcomed 19 participants.

Support Job Seekers and Local Businesses:

- I attended the WorkSource orientation. It was good to learn about the services they provide and from that know what services we offer that would enhance the job seekers opportunities.
- We proctored 3 exams during the month of November.

Connect Communities:

- Lori and Scott took our library outreach services to Cheney Sessions Village, Cheney Assisted and Cheney Care facilities this month providing over 122 library items for the residents.

- The Cheney Friends held a one-day, four-hour book sale and raised \$700; they partnered with the Deer Park Friends and gave all remaining books from the sale to Deer Park.
- 56 groups used our meeting room this month, in comparison to 34 in 2013.
- Our art wall and display case were filled with the history of the Slightly West of Spokane Artist Studio. The group had us as the last stop on their 5th Annual Artists Studio Tour. Jeanie Wolen, our contact for this group, said they had between 150 – 200 people come through on the tour. Not only people who were taking the whole tour but members who were here at the library and checked out what was going on in the meeting room. The group was delighted with the space and room lighting, and couldn't say enough how great their interaction was with our staff. They said they were excited to see the Library so involved in the community and have already booked for next year.

Deer Park: Kris Barnes

Develop Young Learners:

- We experienced a slight increase in Storytime attendance. Our average Storytime attendance was 23 compared to last November's average of 18.

Support Job Seekers and Local Businesses:

- We proctored 1 exam this month compared to last year's total of 2.

Explore and Discover:

- 14 members gathered at the adult book club to discuss *Homer's Odyssey* by Gwen Cooper. Last year's total attendance was 9.
- 2 classes from Arcadia Elementary visited this month.
- Our Kid's Club attendance was 19 compared to last November's total of 29.

Connect Communities:

- Our conference and meeting rooms were used by 32 groups compared to last November's total of 24. Some groups who used our meeting room were the Deer Park School District bond levy organizers, 4H group, Girl Scouts, and a meditation club.
- Our display case featured an artistic display of handmade snowflakes by former graphic artist and library member Rosemary Soehner.
- The Deer Park Friends of the Library sponsored an open house and art evening that attracted approximately 74 attendees. This event took place after hours with the Brad Keeler Quartet providing "old time" music and local artists networking, as well as providing examples of their artwork. Some artists who attended were face painters, soap carvers, plastic canvas creations, as well as an artist who painted scenic vistas onto turkey feathers.
- Amber Williams and I attended a meeting of the Deer Park Chamber. The Chamber's luncheon this month gave us the opportunity to stand up and talk a bit about ourselves. Amber Williams spoke about our business cards and I fielded a couple of questions regarding the Stevens County and Spokane County library services area boundaries.

Fairfield: Kathy Allen

Develop Young Learners:

- Family Story Evening did not have anyone attend for the month of November. This is down from last November's average of 9, including the Preschool visit.
- The in-house Play and Learn Storytime for the Fairfield Community Church Preschool had 12 attending.
- *Thursday Night Thing* at the Community Center had 14 attend compared to 16 from last November.

Support Job Seekers and Local Businesses:

- I was able to help a member prepare for a job application by printing and scanning transcripts.

Explore and Discover:

- A family from the Tekoa area stopped by to check out the library. They were following the story, *Hanford's Secret Clouds of Despair*, by author Claudia Hagen. Claudia grew up in the Fairfield area and they were visiting the towns she mentions in her book. Their comment was "Fairfield has a wonderful library, but no restaurants; Tekoa has restaurants but a not so great small library."
- I introduced the digital resources available to a homeschool family. The daughter will be graduating early and preparing for college so I walked her through the Test and Education resource. She thought it would be very helpful in her preparation for college.
- *Create: Digital Photograph for Beginners* program had only one in attendance who discovered the class on our website but does not reside in Fairfield.

Medical Lake: Laura Baird

Develop Young Learners:

- Storytime attendance averaged 19, down from 21 in November 2013. The total average attendance for 2013 and 2014 is the same, 21 people.
- I presented outreach Storytimes to 16 people at Eastlake Childcare Center and to 27 at Cela's Creative Learning Center.

Explore and Discover:

- Six people attended the *Zentangle* program.
- Local author Esther Stradling was guest speaker at the book discussion group luncheon. She talked about her book, *American Fever: a biography of Ole Ruud, pioneer of the Washington Territory*. 15 people were in attendance.
- The Explore and Discover Club program was cancelled this month due to the library renovation project.

Connect Communities:

- This month's display showcased the Medical Lake Historical Society ephemera, all of which has been identified for digitizing in the coming months. A total of 100 items will eventually be included in this project.
- Joyce Callaway, member of the Medical Lake Historical Society, and I met for two hours in order to identify persons and locations in the pictures that will be digitized. She and I plan to meet with the other member of the Historical Society as well in hopes that she will be able to add to the information we already have.
- Nine groups used the meeting room this month, down from 12 in November 2013. The total average usage for 2014 is 8.7 bookings compared to 6.5 bookings in 2013.
- The circulation area renovation project that was done this month has been an opportunity for staff to connect more personally with our members. Having the entryway more open and inviting has sparked lots of conversation about how much floor space the library has now. Our self-checkout statistics have also increased just in this last month. Staff is acclimating to the changes, as are the majority of our members.

Moran Prairie: Danielle Marcy

Develop Young Learners:

- *Toddler Play and Learn Storytime* averaged 29 attendees this month, a decrease from last month's average of 40 and last November's 41.
- *Preschool Play and Learn Storytime* had an average attendance of 25, a steady increase from last month's 23 and a slight increase from 24 in November 2013.
- *Baby Play and Learn Storytime* averaged 32, a decrease from last month's 34 but an increase over last November's 19.

Explore and Discover:

- The *Moran Prairie Book Club* had 5 attendees this month for the *Snow Child* by Eowyn Ivey.
- The *CREATE: Waltz! Salsa! Swing!* program had an average attendance of 8.
- STCU had 6 at its *Become Debt Free* program.
- Kids Explore and Discover program had 17 attendees.
- Due to the popularity of the *Sip and Savor* program, an additional program date was added. The first day the registration was open the event filled, registration was limited to 40 and a waiting list of 30 attendees. The average attendance was 32 participants. *Sip and Savor* was Moran Prairie's Innovation program. Based on feedback and attendance this program was very successful. The Moran team will be looking toward recruiting other local partners to host similar programming.
- The *CREATE: Come Write In* had 5 attendees.
- The two digital photography classes in the *CREATE* series had five attend each program.

Support Job Seekers and Local Businesses:

- We proctored 3 exams this month.
- Two local businesses participated as partners in the *Sip and Savor* program.

Connect Communities:

- We had 47 community bookings of the meeting room, a significant decrease from last month's 73. The library hosted a variety of program and events, which may have contributed to the lower usage statistic.
- The Moran Prairie Friends hosted a book sale.
- Artist Katheryn Lindquist has paintings on display from November until the end of January.
- Artist Steven Sattler displayed his surreal bird houses in the display case this month.

North Spokane: Jason Johnson

Develop Young Learners:

- 672 children and their parents and caregivers attended early learning programs this month. This is a 21% decrease from November 2013.
- Baby Play and Learn Storytime averaged 19 attendees. This is the down 4 from last month's average and down 19 from November 2013.
- Preschool Play and Learn Storytime averaged 41 attendees. This is down 4 from last month and down 9 from November 2013.
- Toddler Play and Learn Storytime attracted an average attendance of 33. This is down 6 from last month and down 6 from November 2013.
- Family Play and Learn Storytime averaged 25 attendees, down 6 from last month and up 6 from November 2013.
- Staff provided Storytime for 63 attendees at outreach facilities.
- 6 Pre-K children attended Storytimes as part of the Prime Time Reading program.
- 73 members attended *Family Construction Zone*.

Explore and Discover:

- 689 members of all ages attended Explore and Discover events this month.
- 85 adult members attended 4 programs: 40 for *Zentangle*, 26 for *STCU: Prevent Fraud and Identity Theft*, 18 for the *Create: Lights Camera Action*, and 1 for *Buying Online*.
- 3 tween/teen members attended *Tween Club: Magnets*.
- 209 children and their families attended 6 programs: 43 for *Lego Club*, 43 for *Explore and Discover Club: Converted Creatures*, 78 for two sessions of *Prime Time Reading*, 33 for *Art Club*, and 12 for *Pokémon Club*.
- 343 members of all ages attended *Lego Build Day*.
- 42 members attended *1 Day, 25-Hours NaNoWriMo Kick-Off*.
- 7 members attended *Come Write In*.

Connect Communities:

- 56 members attended *Cat's Come Back*.
- We have scheduled community conversations with Fairwood Village and contacted Rockwood Village about setting one up.

Otis Orchards: Kathy Allen

Develop Young Learners:

- Play and Learn Storytime averaged 10.6, down from last year's average of 16.3.
- *Kids Club: Converted Creatures* did not have anyone again this month. Last year we had an average of 16.3.
- Several members have commented positively on the removal of the ELS stations. They like not having the computer distracting their children from finding books.

Support Job Seekers and Local Businesses:

- We had one Book-A-Librarian appointment to review the available Digital Resources. This member has an online business that is changing and she wanted to create a new business plan. She was thrilled to learn about the Gale Courses offered. She plans to take a business plan course and utilize the Demographic Now to create a business target area. Her husband will be applying for citizenship and she found the Testing and Education resource for US Citizenship a great help.

Explore and Discover:

- We had a Seed Sorting Party with 12 eager volunteers sorting seeds for the upcoming Seed Lending Library. They are excited about the project and can't wait to come back to check out seeds. One

volunteer actually grows 80% of her food for the year and was eager to try some of the varieties of heirloom seeds we will be offering.

- 32 created a fall wreath at our Fall Craft table.
- Melissa Hammond, one of our Public Services Associates, gave a mini tour to 6 boy scouts and 2 leaders where she promoted the Kids Explore and Discover Club, showed them how to find things in the children's area and talked about getting a library card.

Connect Communities:

- Melissa connected with The Pottery Barn, a local business. It will be supplying creations for the December display case.
- We showed a member how to look up movies and place holds on our catalog. The member thought it was a fast and great way to look up what was available, and expressed "this is a wonderful library."

Spokane Valley: Sonia Gustafson

Develop Young Learners:

- Baby Play and Learn averaged 25, compared to last November's 53.
- Toddler Play and Learn averaged 38 compared to last November's 51.
- Preschool Play and Learn averaged 37, up from last November's 30.
- Family Play and Learn averaged 19, up from last November's 15.
- We presented outreach Storytimes to 421 children in 38 classrooms.

Explore and Discover:

- The Sunday craft activity continues to be lots of fun for all; 105 people participated, including 37 who made holiday cards with help and materials provided from a local quilting club. The volunteers who came had a lot of fun and look forward to participating next year.
- We wrapped up the Prime Time Family Reading event in conjunction with Humanities Washington. We averaged 10 families each week and we all (participants and staff) had a rewarding experience. Some comments:
 - "We learned new ways to read books to our children. We apply the books in reality and see how they reply to it."
 - "The kids talk about what they think will happen in the story. We ask them questions more. We talk more about what we learned from the story. Currently we come to the library once a month but would like to come more."
 - "Enjoyed meeting new families and groups of different people with different ideas."
- SV's book club had an attendance of 13.

Support Job Seekers and Local Businesses:

- We proctored 19 exams.

Connect Communities:

- I visited 24 classes at Sunrise Elementary during their usual school library hour. I gave them information about the public library, Overdrive, databases, and fun upcoming events.
- School for Little People came to the library for a tour and Storytime.
- We had a donation of \$100 for the library.

Public Use Measures

November 2014

Measure	This year	Last year	YTD	Last YTD	Rolling YTD
	This Month	This Month	This year	Comparison	Comparison
Registered borrowers	117,852	118,673		-1%	
Door count	102,431	104,129	1,271,124	-1%	-1%
Circulation	207,914	211,600	2,473,717	-3%	-2%
Digital Media Catalog	28,410	21,055	303,251	36%	35%
Programs					
Number	270	205	2,646	4%	4%
Attendance	5,277	4,630	69,515	5%	6%
Group Visits					
Number	4	3	49	14%	13%
Attendance	65	185	1,518	25%	31%
Software Station bookings	18,940	17,869	230,966	8%	8%
Meeting room bookings	290	322	3,175	-6%	-5%
Holds placed					
By customers	30,436	35,388	367,344	-9%	-7%
By staff	6,008	3,917	82,811	13%	11%
Digital Media Catalog	8,068	7,271	94,325	39%	40%
Database use					
Searches	96,694	103,702	1,201,059	17%	25%
Retrievals	27,649	30,427	434,744	8%	15%
Website use (Remote)					
User sessions	90,930	91,661	1,053,817	16%	15%
Page views	210,507	199,294	2,268,811	-2%	-4%
Catalog	43,837	51,593	536,022	-14%	-14%
Database Access	5,769	5,571	53,818	-2%	1%
Interlibrary loans					
Loaned	250	226	3,149	2%	1%
Borrowed	419	384	5,515	22%	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 November 2014

Traditional Media

SCLD in the news:

- Nov 2 – Spokesman.com: Week Ahead: Protect Your Credit Score
- Nov 2 – Spokesman.com: Literary Calendar: One Day, 25-Hour NaNoWriMo Kick-Off; Poetry Scribes of Spokane; National Novel Writing Month Write-In
- Nov 3 -14 – IHeartRadio – commercial run: Library Business Card*
- Nov 4 – Spokesman.com: Spokane Clubs: Poetry Scribes of Spokane
- Nov 6 – Spokesman.com: Family calendar: Converted Creatures – Moran Prairie
- Nov 7 – Spokesman.com: What’s happening: Deer Park Celebrates with Art
- Nov 7 – Spokesman.com: Kids and families: Big Bing Theory; Converted Creatures; Tween Club: Marvelous Magnets
- Nov 13 – Spokesman.com: Family Calendar: Converted Creatures; Family Construction Zone; Big Bing Theory at Airway Heights Library
- Nov 14 – Spokesman.com: Kids and families: Family Construction Zone; Big Bing Theory at Airway Heights Library; Art Club; Not Just For Reading: Book Art at Cheney Library; Tween Club: Magnets; Converted Creatures; Watch Anime in the Valley
- Nov 14 – Spokesman.com: What’s happening: Deer Park Celebrates with Art
- Nov 16 – Spokesman.com: Home calendar: 3-D Printing Cookie Cutters
- Nov 16 – Spokesman.com: Week ahead: Become Debt Free; Prevent Fraud & Identity Theft
- Nov 16 – Spokesman.com: Literary Calendar: NaNoWriMo Write-In
- Nov 20 – Spokesman.com: Slightly West of Spokane event features potter who honors an unhurried pace (Cheney library)
- Nov 20 – Spokesman.com: Family Calendar: Converted Creatures – Otis Orchards; Watch Anime in the Valley
- Nov 21 – Spokane Valley News Herald: Regionally: SCLD streaming services
- Nov 26 – Spokesman.com: Culinary calendar: 3-D Printing Cookie Cutters
- Nov 27 – Cheney Free Press: Slightly West of Spokane art tour brings three artists to Cheney (art to be displayed at the Cheney Library)
- Nov 28 – Spokesman.com: Kids and families: Lego Club; Miniature Playgrounds
- Nov 28 – Spokane Valley News Herald: Regionally: SCLD streaming services
- Nov 30 – Spokesman.com: Literary Calendar: Poetry Scribes of Spokane; After NaNoWriMo Editing Workshop

Press Releases

- Nov 4 – SCLD facilities close in observance of Veterans Day, Nov 11
- Nov 20 – SCLD facilities close in observance of Thanksgiving Day, Nov 27 and Nov 28

Estimated media value:

Approximate media value for SCLD in the news: \$1,000

*Not included in estimate

E-Marketing (Website, Social Media, Email)

Social Media:

- Facebook: # of fans: 2,239
- Twitter: # of followers: 1,096
- Pinterest: followers: 1,112

Our blogs were viewed 4,202 times in November, down from 5,497 times in October (our all-time record).

We partnered with Uncle's Games in Spokane Valley for a post recommending games to give as gifts during the holidays, and we hosted Karen DeCristoforo (of the Chocolate Apothecary) for a Q&A about chocolate to go along with the program she did in concert with Revel 77 and the Moran Prairie Innovation team.

Our most popular blog for November was "Whose Library Is It Anyway," our latest library hack, which addresses the difference between the library systems in the greater Spokane area.

Blog posts:

- Nov 4 – From Scratch
- Nov 5 – Captivating Chocolate (Q&A with Karen DeCristoforo of the Chocolate Apothecary)
- Nov 6 – Dealing With Creative Block
- Nov 7 – Holiday Closure (News item)
- Nov 8 – From The Director
- Nov 10 – There's An App For That (News item)
- Nov 12 – Library Hack: Whose Library Is It Anyway?
- Nov 13 – Supporting Your Local NaNoWriMo Writer
- Nov 17 – We've Got You Covered (News item)
- Nov 18 – Game On! Games to Give and Receive
- Nov 19 – Classic Tales with a Modern Twist
- Nov 20 – Like A (Culinary) Boss
- Nov 21 – Scheduled Website Maintenance (News item)
- Nov 24 – Pinterest Essentials (News item)
- Nov 25 – The Romance and Rewards of NaNoWriMo
- Nov 26 – Holiday Gift Guide for Tinkerers, Makers, and DIYers

eNewsletter email:

- 69,314 sent on November 13, 2014
- Open rate: 25.2% (17,399)

- Clicked: 2,393 (3.5% click rate)
- Unsubscribed: 199

Friends of the Library Book Sales:

- Moran Prairie – Sun, Nov 9 – sent to 4,625

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

- Nov 1 – Cheney Friends of the Library Book Sale
- Nov 4 – Affordable Care Act (ACA) Navigator Form
- Nov 6 – Business library card landing page
- Nov 6 – Spokane Teachers Credit Union (STCU) Workshops – Protect Your Credit Score
- Nov 7 – Ad for the Current promoting There's An App For That
- Nov 8 – West Plains ECEAP Storytime
- Nov 10 – Fall Early Learning Handout
- Nov 10 – Medical Lake Library Book Discussion Group
- Nov 10 – Winter 2015 Early Learning Handout
- Nov 13 – November Newsletter
- Nov 14 – Ad space in the One Valley 2015 Business & Community Directory
- Nov 14 – Deer Park Friends of the Library Open House and Art Night
- Nov 14 – Hours & Locations bookmarks
- Nov 15 – Family Construction Zone – Part 2
- Nov 15 – Moran Prairie Library Friends of the Library Book Sale
- Nov 15 – Otis Orchards Library Friends of the Library Book Sale
- Nov 17 – Creative Writing Online In-person Hybrid
- Nov 19 – Friends Foundation Inaugural Meeting
- Nov 19 – STCU Workshops – Adults Needing Financial Help And Advice
- Nov 22 – Coffee and Chocolate (Sip and Savor)
- Nov 24 – Clear Channel Radio Ad
- Nov 25 – Cats Come Back Mount Spokane High School
- Nov 26 – New Music Guide Signs

Reprints of previously created work & order fulfillment

- Nov 5 – Materials Order – Pencils/Pens for North Spokane Library
- Nov 6 – Materials Order – Pencils/Pens for Moran Prairie Library
- Nov 8 – Materials Order – Thumb Drives for Airway Heights Library
- Nov 12 – Materials Order – Business Cards for the Business Office (x2)
- Nov 17 – Materials Order – Brochures (Kids Explore and Discover; Storytime) for Airway Heights Library
- Nov 17 – Materials Order – Pencils/Pens for Airway Heights Library (x2)
- Nov 19 – Materials Order – Thumb Drives for Deer Park Library

- Nov 24 – Materials Order – Thumb Drives for Spokane Valley Library
- Nov 25 – Materials Order – Thumb Drives for Spokane Valley Library
- Nov 26 – Materials Order – Flyers (Storytime) for North Spokane Library

Community Involvement

- Nov 7 – Leadership Spokane: Governance Day
- Nov 18 – GSI Economic Forecast
- Nov 19 – First meeting of the Friends of the Spokane County Library District

Current & Upcoming Projects

- Dec 1 – Local Music Cataloging Form
- Dec 1 – T.W.I.N.E.
- Dec 1 – Medical Lake Meet the Author - Christel Decker Bresko
- Dec 1 – Local Materials Sign
- Dec 2 – Large Print Booklist
- Dec 3 – Materials Order - All Returns Sign for Medical Lake Library
- Dec 3 – Book Discussion Bag Checklist
- Dec 3 – West Plains Chamber of Commerce Luncheon
- Dec 4 – Materials Order – Flyers (Monday Funday) for North Spokane Library
- Dec 5 – The Big Read: Call of the Wild
- Dec 5 – Materials Order - Thumb Drives for Cheney Library
- Dec 5 – Medical Lake Christmas Tree Lighting
- Dec 8 – Jenny Elliott: The Publishing Journey
- Dec 8 – Jenny Elliott Author Program
- Dec 8 – Book your own meeting room
- Dec 9 – Christmas Bureau
- Dec 10 – Ad for the Current
- Dec 12 – FAFSA Program
- Dec 12 – SCORE Workshops
- Dec 12 – 2015 Tax-Aide Information
- Dec 12 – Spokane Valley Too Fun Tuesdays
- Dec 15 – Tween Club (North Spokane)
- Dec 16 – December Newsletter
- Dec 16 – Airway Heights New Hours signage
- Dec 17 – Star Financial Series
- Dec 19 – Ready for Work
- Dec 19 – Holiday Closure Signs – 2015
- Dec 19 – Spokane Valley Tween Club
- Dec 21 – Materials Order – Signs ("90 Minute Basic Filter" Internet Station sign) for North Spokane Library
- Dec 29 – Seed Library

- Dec 31 – Deer Park Friends of the Library Book Sale
- Dec 31 – Materials Order – Libraries Transforming Communities info cards for Spokane Valley Library
- Dec 31 – Materials Order – Magnets for Argonne, Cheney, Airway Heights, Deer Park, Moran Prairie, Otis Orchards, and Medical Lake
- Jan 1 – North Spokane Friends of the Library Book Sale
- Jan 1 – North Spokane Friends of the Library Meeting
- Jan 1 – North Spokane Friends of the Library Meeting
- Jan 5 – Materials Order - Business Matters promo piece
- Jan 10 – Ad for the Current
- Jan 15 – January Newsletter
- Jan 23 – Library Legislative Day materials packets
- Jan 30 – Learn About Dementia
- Feb 2 – SCLD Staff T-Shirts
- Feb 2 – In-Library Community Conversations
- Feb 2 – Medical Lake Friends Book Sale
- Feb 2 – New title for Hours & Locations webpage
- Feb 12 – February Newsletter
- Feb 15 – February Friends Foundation Newsletter
- Feb 23 – Deer Park Friends of the Library meeting
- Feb 28 – District-wide Promotional Brochure
- Mar 17 – March Newsletter
- Mar 28 – STCU: Money Camp

Upcoming events:

- Jan (TBD) – Friends Foundation Meeting

Spokane County Library District		
Balance Sheet - (Cash Basis)		
November 30, 2014		
		12/9/2014 8:31
ASSETS		
CASH		\$ 5,184,652
TOTAL ASSETS		\$ 5,184,652
CURRENT LIABILITIES		\$ 11,941
TOTAL LIABILITIES		\$ 11,941
FUND BALANCES		
ASSIGNED FOR DEER PARK LIBRARY PROGRAM		\$ 6,144
ASSIGNED FOR DIANE ZAHAND MEMORIAL FUND		8,126
UNASSIGNED FUND BALANCES		5,158,440
TOTAL FUND BALANCES		\$ 5,172,710
TOTAL LIABILITIES & FUND BALANCES		\$ 5,184,652
CONSTRUCTION FUND CASH BALANCE -- 11/30/2014		\$ 894,013

Spokane County Library District
Summary of Revenues & Expenses - (Cash Basis)
For the Eleven Months Ended November 30, 2014

12/9/2014 9:37

	Y-T-D Actual	Annual Budget	Percent Used	Balance Remaining
REVENUES				
PROPERTY TAXES	\$ 10,294,646	\$ 10,319,212	99.76%	\$ 24,566
CITIES, SERVICES & FEES	634,674	646,734	98.14%	12,060
MISCELLANEOUS	237,511	259,463	91.54%	21,952
OTHER RECEIPTS	15,780	17,000	92.82%	1,220
INTEREST REVENUES	22,080	24,000	92.00%	1,920
TOTAL REVENUES	\$ 11,204,691	\$ 11,266,409	99.45%	\$ 61,718
TRANSFERS IN	\$ -	\$ -	0.00%	\$ -
TOTAL REVENUES & TRANSFERS IN	\$ 11,204,691	\$ 11,266,409	99.45%	\$ 61,718
EXPENSES				
SALARIES	\$ 5,405,177	\$ 5,887,835	91.80%	\$ 482,658
FRINGE BENEFITS	1,580,566	1,723,603	91.70%	143,037
SUPPLIES	154,299	170,340	90.58%	16,041
SERVICES	1,564,289	1,737,657	90.02%	173,368
EQUIPMENT & SOFTWARE	123,103	301,225	40.87%	178,122
LIBRARY MATERIALS	1,310,380	1,414,046	92.67%	103,666
OTHER EXPENDITURES	19,297	23,500	82.11%	4,203
INTEREST EXPENSE	13	500	2.54%	487
OPERATIONAL CONTINGENCIES	0	0	0.00%	0
TOTAL EXPENSES	\$ 10,157,123	\$ 11,258,706	90.22%	\$ 1,101,583
TRANSFERS OUT	\$ -	\$ -	0.00%	\$ -
TOTAL EXPENSES & TRANSFERS OUT	\$ 10,157,123	\$ 11,258,706	90.22%	\$ 1,101,583
Net Excess of Revenues Over/(Under) Expenses	\$ 1,047,567	\$ 7,703		\$ (1,039,864)

OVERVIEW COMMUNITY PARTNERSHIPS

Deputy Director Patrick Roewe and Library Services Manager Gwendolyn Haley will provide an overview of the community partnerships and how they support the District's Community Impact Plan. The four levels of strategic partnerships—networking, cooperation, collaboration, and integration—will be discussed, and applicable examples will be provided.

Recommended Action: This item is for your information/discussion only.