

MISSION

We inspire learning, advance knowledge, and connect communities.

Board of Trustees Regular Meeting

February 17, 2015 4:00 p.m. Airway Heights Library Public Meeting Room

AGENDA

- I. CALL TO ORDER**
- II. AGENDA APPROVAL [4:00]**
- III. ACTION ITEMS**
 - A. Approval of January 20, 2015, Regular Meeting Minutes [4:00-4:03]
 - B. Approval of January 2015 Payment Vouchers [4:03-4:05]
 - C. Unfinished Business [4:05-4:10]
 1. Libraries Transforming Communities Project Update
 - D. New Business [4:10-4:30]
 1. Personnel Policy - Wellness: Approval recommendation.
 2. District Wellness (Resolution No. 15-03): Approval recommendation.
 3. Bond Communication Plan
 4. WLA Library Legislative Day Report
 5. ALA Midwinter Conference Report
- 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. Spotlight – Airway Heights Library [5:00-5:10]
 - G. Overview – Community Impact Plan, Year 2 [5:10-5:30]
- VI. PUBLIC COMMENT**
- VII. ADJOURNMENT**

[Estimated meeting length: One hour and 30 minutes, plus public comment.]

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

02/17/15

SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: JANUARY 20, 2015

CALL TO ORDER

The regular monthly meeting of the Spokane County Library District Board of Trustees was held Tuesday, January 20, 2015, in the public meeting room at Otis Orchards Library, 22324 E. Wellesley Ave., Otis Orchards, WA. Chair Mark Johnson called the meeting to order at 4:01 p.m. and welcomed those in attendance.

PRESENT:

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

EXCUSED:

Sonja Carlson - Trustee

GUESTS: Attorney Roy Koegen, and Paralegal Debbi Haskins, Kutak Rock, LLC.

Also Present: Kathy Allen, Library Supervisor; Diane Brown, Librarian; Paul Eichenberg, Chief Human Resources Officer; Sonia Gustafson, Managing Librarian; Carlie Hoffman, Library Services Manager; Cindy Ulrey, Librarian; Debbie Rhodes, HR Analyst; Patrick Roewe, Deputy Director, Library Services; Andrea Sharps, Deputy Director, Collection Services; Doug Stumbough, Deputy Director, Library Operations; and Patty Franz, Administrative Assistant.

AGENDA APPROVAL

Mr. Hattenburg moved and Ms. Thompson seconded to approve the agenda.

The motion carried unanimously.

ACTION ITEMS

APPROVAL OF DECEMBER 16, 2014, REGULAR MEETING MINUTES

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

APPROVAL OF DECEMBER 2014, BILL PAYMENT VOUCHERS

Mr. Hattenburg moved and Mr. Craig seconded approval of the December 2014 bill payment vouchers as follows:

Fund

| | | |
|-----|--|---------------|
| L01 | Voucher numbers: 47238 through 47410 and W00215-W00219 totaling | \$ 562,231.60 |
| | Payroll numbers: 12102014PR and 12232014PR totaling | \$ 349,720.84 |
| | Total | \$ 911,952.44 |

There were no questions.

The motion was unanimously approved.

UNFINISHED BUSINESS

LIBRARIES TRANSFORMING COMMUNITIES PROJECT UPDATE. Mr. Roewe pointed out in his written report the first draft of the community narrative, which was prepared in advance of travel next week to Chicago for training, for him and other members of the District Libraries Transforming Communities Cohort.

NEW BUSINESS

FRIENDS OF THE LIBRARY RECOGNITION (RESOLUTION NO. 15-01). Mr. Johnson moved and Mr. Hattenburg seconded approval of Resolution No. 15-01, Recognizing District Friends of the Library Support. Mr. Johnson read aloud the resolution for everyone present to hear, and subsequently expressed appreciation for all of the wonderful library volunteers.

RESOLUTION NO. 15-01

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, RECOGNIZING DISTRICT FRIENDS OF THE LIBRARY SUPPORT.

The motion was unanimously approved.

REQUESTING APPROVAL OF FUNDING FOR SPOKANE VALLEY LIBRARY CAPITAL FACILITIES AREA (RESOLUTION NO. 15-02). Mr. Hattenburg moved and Mr. Johnson seconded approval of Resolution No. 15-02, Requesting Approval of a Plan of Finance for the Spokane Valley Library Capital Facilities Area in order to fund a New Spokane Valley Library, A New Veradale/Greenacres Library, Repurpose the Existing Spokane Valley Library, and Expand the Argonne Library in order to Increase the Available Library Services, and Approve an Interlocal Agreement with Respect thereto.

RESOLUTION NO. 15-02

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, REQUESTING THE APPROVAL OF A PLAN OF FINANCE FOR THE SPOKANE VALLEY LIBRARY CAPITAL FACILITIES AREA IN ORDER TO FUND A NEW SPOKANE VALLEY LIBRARY, A NEW VERADALE/GREENACRES LIBRARY, REPURPOSING OF THE EXISTING SPOKANE VALLEY LIBRARY AND THE EXPANSION OF THE ARGONNE LIBRARY IN ORDER TO INCREASE THE AVAILABLE LIBRARY SERVICES; APPROVING AN INTERLOCAL AGREEMENT WITH RESPECT THERETO; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

Attorney Roy Koegen of Kutak Rock, LLC, presented Resolution No. 15-02 and reviewed actions taken in 2013 toward the 2014 Bond Election. Resolution No. 15-02 reflects the outcome of 2014 in which voters approved the SVLCFA, and updates the proposed projects in response to community input for the 2015 Bond Election. Ms. Ledebouer said the interlocal agreement states the District is responsible for the budget and implementing plans, which

includes the selection of architects. She also noted that the interlocal agreement has been updated to acknowledge that bond funds will be used to repurpose the Spokane Valley Library. This will clarify questions raised by the public regarding the current Spokane Valley Library. The amount of funding, \$22 million, doesn't change; it remains the same as 2014. Richard Schober, managing director of Piper Jaffray, has agreed to serve as bond underwriter, yet Mr. Koegen noted this does not commit us to work with him. With Board of Trustees' approval, Mr. Koegen will submit the interlocal agreement to the Board of Spokane County Commissioners along with the request to place a proposition before voters residing within the boundaries of the SVLCFA on the August 4 ballot requesting funding for four library projects. Since this is a primary election, the cost would be shared by other entities placing issues before the voters.

There was no further discussion.

The motion was unanimously approved.

GIFTS POLICY

Mr. Johnson motioned and Mr. Hattenburg seconded to approve the Gifts policy. The Gifts policy defines what constitutes a gift to the District and provides a method for handling such gifts. The policy does not apply to items or funds specifically solicited by the District. Suggested changes included an added RCW, the appeals process statement approved by the Board of Trustees last fall, and other clarifying language. In response to Mr. Johnson, Ms. Ledebor provided examples of gifts with a value greater than \$5,000, and scenarios in which the Board of Trustees would determine whether to accept the gift. There was no further discussion.

The motion was unanimously approved.

LIBRARY MEETING ROOM USE POLICY

Mr. Hattenburg moved and Ms. Thompson seconded to approve the Library Meeting Room Use policy. In response to questions from Trustees Hattenburg and Thompson, Mr. Roewe said functionality of the new Evanced scheduling software was the impetus for most changes. The new software allows members to reserve meeting rooms online, effective Feb. 1. The room cleaning fee, charged only when necessary, was increased to better reflect current costs of services. Ms. Ledebor clarified meeting rooms can be reserved by the public in advance up to 60 days. There was no further discussion.

The motion was unanimously approved.

INNOVATION TEAM REPORT

In advance of the meeting, Deputy Director Patrick Roewe provided a written report on the results of the first full year of an established District Innovation Team, which became a venue for staff to submit suggestions and ideas for improving operations and services. In response to Trustee Craig, Mr. Roewe responded about the removal of departmental fax machines, which were a method of staff communication between departments. That communication has been replaced by email. In response to Trustee Hattenburg, Chief Human Resources Officer Paul Eichenberg said online applications will be made available in February. Ms. Ledebor

pointed out these ideas came from staff and were posted on the Intranet for all staff to read. Staff members submitting ideas are involved in the research and review of the idea. Mr. Roewe went on to explain the Innovation Team works as a clearing house; it doesn't own the ideas. Mr. Johnson expressed enthusiasm for the SCLD branded t-shirt idea. Mr. Roewe said t-shirts will be available for staff to purchase and wear for community events—just in time for parade season. There was no further discussion.

WLA LIBRARY LEGISLATIVE DAY KEY ISSUES.

Ms. Ledeboer reported Trustees Carlson and Craig will attend Library Legislative Day this year with Deputy Director Doug Stumbough, and Library Services Managers Mary Ellen Braks and Gwendolyn Haley. The agenda for the day in Olympia includes a short briefing in the morning, followed by visits with our legislators. This year's focus is on how libraries support early learning and extended learning. Ms. Haley and Ms. Braks are both well versed in these areas and can help tell the story of how SCLD supports learning for all ages. Appointments with legislators are scheduled, and packets with information about current library programming will be offered to our representatives. There was no further discussion.

DISCUSSION ITEMS, POSSIBLE ACTION

FUTURE BOARD MEETING AGENDA ITEMS

Mr. Johnson reviewed the list of tentative agenda items for the next two months. The February meeting will be held at Airway Heights Library. Agenda items include Libraries Transforming Communities Update, Wellness, and the 2015 Bond Communication Plan. There will also be reports for Legislative Day and the second year of the Community Impact Plan. Trustees are invited to attend the WLA Annual Conference will be held April 15-17 at Tulalip Resort.

REPORTS

TRUSTEES

Mr. Johnson expressed appreciation to Mr. Hattenburg for his years as Board of Trustees Chair and ongoing mentorship.

EXECUTIVE DIRECTOR

The Executive Director's written report provided prior to the meeting included information on the Business Office, Finance and Facilities, Collection Services, Human Resources, Information Technology, and Community Activities. Ms. Ledeboer announced that the 2013 SAO Audit Exit Conference is Wednesday, January 28, at 3:30 p.m., at the Administrative Offices. Regarding the Upriver Drive property, the short plat process will be completed in March. Realtors were notified that the District postponed listing until this process is complete. Regarding the surplus vehicle/facilities truck, we are following state procurement guidelines, as outlined in District financial policies. In response to Trustee Craig's question, Mr. Stumbough responded that there is no longer a dedicated machine for every server; thus, servers can move to a virtual environment with the power of a single machine.

PUBLIC SERVICES

Deputy Directors Patrick Roewe and Doug Stumbough provided a written report prior to the meeting for December 2014, with data for customer use measures, programming and library activities. Ms. Ledebouer noted that District participation in the Christmas Bureau was initiated by staff, resulting in outreach to thousands of community residents. She pointed out additional Create programs were held to meet demand, and libraries have added displays of books and musical recordings produced locally. There were no questions.

COMMUNICATION

Communication & Development Officer Jane Baker provided a written report prior to the meeting for December 2014 communication activities. In Ms. Baker's stead, Ms. Ledebouer reported Matt Rogers of KHQ will feature the Lego Build Day at Argonne Library, accompanied by Gwendolyn Haley, and the Business Library Card will be featured in an interview of Aileen Luppert by Dave Cotton, also of KHQ.

FISCAL

Revenue and Expenditure Statement through December 31, 2014.

Fund 001

| | |
|----------------------|---------------|
| Revenues | \$ 11,319,194 |
| Expenditures | \$ 11,057,134 |
| Ending Fund Balance | \$ 4,387,203 |
| Fund Budget Expended | 98.21% |

Ms. Ledebouer reported that Mr. Sargent closed 2014 prior to his retirement last week, and noted the move to cash basis accounting positively and significantly affected year-end fund balances.

SPOTLIGHT VIRTUAL LIBRARY SERVICES

Library Services Manager Carlie Hoffman, and Librarians Diane Brown and Cindy Ulrey reported on District Virtual Library Services. Ms. Hoffman opened the presentation with a demonstration of the SCLD website location pages, which features upcoming library and community events curated by Library Supervisors.

Ms. Ulrey reviewed meeting room requests by members. Starting February 2, the functionality of the new Evanced scheduling software will allow members to reserve meeting rooms online. The new software also prevents double-booking of meeting rooms.

Last October, Ms. Hoffman applied for and received the Ready for Work Digital Skills for Employment & Workforce Development Training Grant from Washington State Library. The Ready for Work workshop series involves a partnership between SCLD and WorkSource, and childcare will be provided to families attending. A printed postcard will be sent by mail to announce this opportunity to 20,000 residents.

Ms. Brown reported on the collaboration among Spokane Public Library, EWU, and SCLD to share a "business resources page." SLCD has issued new business library cards allowing

businesses to access online resources. Ms. Brown reviewed eight resources, offering a brief description of how a business might use each resource.

Ms. Hoffman reported that the City of Spokane Valley's mobile app, which encourages residents and visitors to eat, play, shop, and stay in Spokane Valley, includes the Argonne, Otis Orchards, and Spokane Valley libraries.

Trustees expressed thanks for the informative report.

OVERVIEW WELLNESS

HR Analyst Debbie Rhodes provided an overview —past and present—of District Wellness. The District has had an informal wellness program since 2006. Through Washington Counties Insurance Fund (WCIF), the District applied for and received grants for programs designed to improve the overall health and well-being of SCLD employees. WCIF encouraged member employers to offer Wellness programs, yet it wasn't a requirement. In 2014, sponsored by the City of Spokane Valley, the District joined the Association of Washington Cities (AWC) Employee Benefit Trust. AWC encourages members to have an active and formal Wellness program, and if criteria are met, the District could qualify for a discount in future premiums. One of the next steps in meeting the criteria is for the Board to approve a Wellness Resolution.

Ms. Rhodes reviewed programs, classes, and services offered by the District in the past. She introduced the Wellness Committee and announced the plans for 2015. To reach all 10 District libraries, a Wellness Library via the staff Intranet offers informational seminars to all staff.

Trustees expressed appreciation for the informative report. Ms. Rhodes invited Trustees to participate, noting a nominal fee is required, with those funds used for incentives, as public resources cannot be used.

PUBLIC COMMENT

There were no public comments.

ADJOURNMENT

The meeting adjourned at 5:11 p.m.

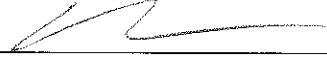
Mark Johnson, Chair

Nancy Ledebor, Secretary of the Board of Trustees

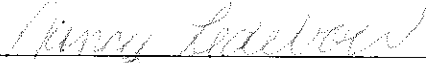
PAYMENT VOUCHER APPROVAL

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 January 31, 2015 and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$1,132,953.04 and that we are authorized to authenticate and certify these claims.

DATE: February 1, 2015

SIGNED 

TITLE: Deputy Director

SIGNED 

TITLE: Executive Director

| VOUCHER NUMBER | DESCRIPTION | VOUCHER AMOUNT |
|----------------|---|----------------|
| 047411 | ALLIED SAFE & VAULT CO, INC. SAFETY & SECURITY SERVICES | \$ 1,284.60 |
| 047412 | AVISTA UTILITIES UTILITIES | 5,189.56 |
| 047413 | BAKER AND TAYLOR INC. LIBRARY MATERIALS | 60.43 |
| 047414 | BOOKPAL LIBRARY MATERIALS | 2,500.00 |
| 047415 | JAMIESON ENTERPRISES, LLC PARKING SPACE LEASE | 360.00 |
| 047416 | BUDGET-RENT-A-CAR CAR RENTAL | 96.80 |
| 047417 | CAVENDISH SQUARE LIBRARY MATERIALS | 775.77 |
| 047418 | CHEVRON U.S.A. INC. VEHICLE FUEL | 73.27 |
| 047419 | CITY OF SPOKANE UTILITIES | 251.82 |
| 047420 | CITY OF AIRWAY HEIGHTS UTILITIES | 128.17 |
| 047421 | CITY OF CHENEY UTILITIES | 634.47 |
| 047422 | CITY OF DEER PARK UTILITIES | 67.37 |
| 047423 | CITY OF SPOKANE VALLEY LIBRARY PROGRAMS | 615.00 |
| 047424 | DELL MARKETING L.P.%DELL USA LP OFFICE/LIBRARY SUPPLIES | 402.71 |
| 047425 | DEMCO, INC. OFFICE/LIBRARY SUPPLIES | 143.62 |
| 047426 | DEVRIES INFORMATION MGMT COURIER SERVICE | 4,374.00 |
| 047427 | DIVCO INCORPORATED BUILDING REPAIR & MAINTENANCE | 605.90 |
| 047428 | STATE OF WASHINGTON QTRLY LEASEHOLD TAXES | 193.44 |
| 047429 | EMPIRE DISPOSAL INC. UTILITIES | 18.81 |
| 047430 | FINDAWAY WORLD, LLC LIBRARY MATERIALS | 410.98 |
| 047431 | GREATAMERICA FINANCIAL SVCS. POSTAGE METER LEASE | 159.95 |
| 047432 | GALE/CENAGE LEARNING LIBRARY MATERIALS | 968.89 |
| 047433 | GONZAGA UNIVERSITY LIBRARY PROGRAMS | 350.00 |
| 047434 | GREENLEAF LANDSCAPING, INC. SNOW REMOVAL | 1,602.25 |
| 047435 | VANTAGEPOINT TRNSFR %M&T BANK EMPLOYEE CONTRIBUTIONS | 5,921.47 |
| 047436 | INGRAM DISTRIBUTION GROUP, INC LIBRARY MATERIALS | 4,274.66 |
| 047437 | LOVE AND LOGIC LIBRARY MATERIALS | 22.42 |
| 047438 | MIDWEST TAPE LIBRARY MATERIALS | 5,639.86 |
| 047439 | MODERN ELECTRIC WATER COMPANY UTILITIES | 1,867.15 |
| 047440 | MICHAEL OAKES LIBRARY PROGRAMS | 2,097.50 |
| 047441 | OVERDRIVE, INC. LIBRARY MATERIALS | 12,021.54 |
| 047442 | PayneWest INSURANCE INSURANCE | 1,750.00 |
| 047443 | DEPT OF RETIREMENT SYSTEMS RETIREMENT CONTRIBUTIONS | 34,786.14 |
| 047444 | INDEPENDENCE ENTERPRISES, INC BUILDING REPAIR & MAINTENANCE | 271.75 |

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|--------|--------------------------------|--|------------|
| 047445 | RECORDED BOOKS, LLC | LIBRARY MATERIALS | 215.23 |
| 047446 | JANELLE KRUM, CUSTODIAN | REIMBURSE PETTY CASH FUND | 110.87 |
| 047447 | SPOKANE COUNTY LIBRARY DIST | REIMBURSE REVOLVING FUND | 470.90 |
| 047448 | STAPLES ADVANTAGE | OFFICE/LIBRARY SUPPLIES | 66.59 |
| 047449 | UPS | FREIGHT | 23.52 |
| 047450 | U.S. BANK | H S A ACCOUNT FEES | 78.00 |
| 047451 | SPOKANE COUNTY UNITED WAY | EMPLOYEE CONTRIBUTIONS | 414.06 |
| 047452 | WESTERN STATES EQUIPMENT | BUILDING REPAIR & MAINTENANCE | 157.87 |
| 047453 | WHIPPLE CONSULTING ENGINEERS, | LAND SURVEY FEES | 730.00 |
| 047454 | AMERICAN LIBRARY ASSOCIATION | DUES AND MEMBERSHIPS | 125.00 |
| 047455 | AVISTA UTILITIES | UTILITIES | 3,062.69 |
| 047456 | BAKER AND TAYLOR INC. | LIBRARY MATERIALS | 61.54 |
| 047457 | CONSOLIDATED ELECTRICAL DIST. | BUILDING REPAIR & MAINTENANCE | 50.70 |
| 047458 | CENTURYLINK | TELEPHONE | 92.12 |
| 047459 | CENTURYLINK | TELEPHONE | 88.03 |
| 047460 | COLE INFORMATION | LIBRARY MATERIALS | 1,954.40 |
| 047461 | CITY OF MEDICAL LAKE | UTILITIES | 160.68 |
| 047462 | DEPT. OF LABOR & INDUSTRIES | QUARTERLY WORKMAN'S COMP. | 14,040.64 |
| 047463 | EARTHWORKS RECYCLING,INC | UTILITIES | 303.10 |
| 047464 | FINDAWAY WORLD, LLC | LIBRARY MATERIALS | 97.81 |
| 047465 | GALE/CENAGE LEARNING | LIBRARY MATERIALS | 383.54 |
| 047466 | GREATER SPOKANE VALLEY CHAMBER | DUES AND MEMBERSHIPS | 450.00 |
| 047467 | H&H BUSINESS SYSTEMS, INC. | EQUIPMENT REPAIR & MAINTENANCE | 151.21 |
| 047468 | INLAND PUBLICATIONS | LIBRARY PROGRAMS | 331.00 |
| 047469 | GROUP W MARKETING | LIBRARY PROGRAMS | 500.00 |
| 047470 | PERIDOT PUBLISHING LLC | ADVERTISING | 297.50 |
| 047471 | MIDWEST TAPE | LIBRARY MATERIALS | 2,845.60 |
| 047472 | NORTHWEST BEST DIRECT, INC. | OFFICE/LIBRARY SUPPLIES | 280.00 |
| 047473 | OVERDRIVE, INC. | LIBRARY MATERIALS | 2,388.86 |
| 047474 | PAPERJACK.com | OFFICE/LIBRARY SUPPLIES | 315.20 |
| 047475 | PayneWest INSURANCE | INSURANCE | 15,413.00 |
| 047476 | QUILL CORPORATION | OFFICE/LIBRARY SUPPLIES | 440.02 |
| 047477 | RECORDED BOOKS, LLC | LIBRARY MATERIALS | 7.55 |
| 047478 | SIRSIDYNIX | SOFTWARE SUPPORT & WEB CONTENT | 132,092.23 |
| 047479 | SPOKANE COUNTY UTILITIES | UTILITIES | 517.04 |
| 047480 | TOWN OF FAIRFIELD | UTILITIES | 153.80 |
| 047481 | UPS | FREIGHT | 12.89 |
| 047482 | VERIZON WIRELESS | TELEPHONE | 240.84 |
| 047483 | VIC B. LINDEN & SONS | BUILDING REPAIR & MAINTENANCE | 179.69 |
| 047484 | WALTER E. NELSON CO. | CLEANING & SANITATION SUPPLIES | 690.22 |
| 047485 | WHITWORTH WATER DISTRICT #2 | UTILITIES | 24.79 |
| 047486 | WASHINGTON LIBRARY ASSOCIATION | SOFTWARE SUPPORT | 378.00 |
| 047487 | ABM JANITORIAL SERVICES - NW | CUSTODIAL SERVICES | 345.00 |
| 047488 | ASSOC OF WASHINGTON CITIES | LIFE INSURANCE | 836.04 |
| 047489 | ASSOC OF WASHINGTON CITIES | MEDICAL, DENTAL, VISION & LIFE INSURANCE | 64,559.42 |
| 047490 | AVISTA UTILITIES | UTILITIES | 1,653.56 |
| 047491 | BAKER AND TAYLOR INC. | LIBRARY MATERIALS | 68.92 |
| 047492 | BERKLEY NORTH PACIFIC | INSURANCE | 43,316.00 |
| 047493 | BANK OF NEW YORK MELLON | ADMINISTRATIVE FEES | 53.64 |
| 047494 | BOOKLIST | LIBRARY MATERIALS | 295.00 |
| 047495 | BRODART CO. | OFFICE/LIBRARY SUPPLIES | 161.96 |
| 047496 | CENTER POINT LARGE PRINT | LIBRARY MATERIALS | 529.12 |

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| 047497 | CENTURYLINK | TELEPHONE | 92.06 |
| 047498 | CENTURYLINK | TELEPHONE | 91.57 |
| 047499 | CENTURYLINK | TELEPHONE | 37.43 |
| 047500 | CENTURYLINK | TELEPHONE | 59.85 |
| 047501 | CENTURYLINK | TELEPHONE | 132.22 |
| 047502 | HIP OF SPOKANE COUNTY | LIBRARY PROGRAMS | 3,000.00 |
| 047503 | DEMCO, INC. | OFFICE/LIBRARY SUPPLIES | 462.38 |
| 047504 | DEPARTMENT OF LABOR & IND. | BUILDING REPAIR & MAINTENANCE | 21.50 |
| 047505 | EBSCO INDUSTRIES, INC. | LIBRARY MATERIALS | 5.98 |
| 047506 | GALE/CENAGE LEARNING | LIBRARY MATERIALS/ELECTRONIC LIB MAT | 10,596.33 |
| 047507 | GARY L. GODDARD | BUILDING REPAIR & MAINTENANCE | 4.89 |
| 047508 | GREENLEAF LANDSCAPING, INC. | SNOW REMOVAL | 3,732.84 |
| 047509 | HER INTERACTIVE, INC. | LIBRARY MATERIALS | 37.46 |
| 047510 | VANTAGEPOINT TRNSFR %M&T BANK | EMPLOYEE CONTRIBUTIONS | 5,878.08 |
| 047511 | INGRAM DISTRIBUTION GROUP, INC | LIBRARY MATERIALS | 13,857.73 |
| 047512 | INLAND PUBLICATIONS | LIBRARY PROGRAMS | 331.00 |
| 047513 | INTEGRA | DATA COMMUNICATIONS | 15,864.95 |
| 047514 | INTEGRA | DATA COMMUNICATIONS | 2,312.06 |
| 047515 | INLAND POWER AND LIGHT | UTILITIES | 924.19 |
| 047516 | JAN WAY COMPANY USA, INC. | OFFICE/LIBRARY SUPPLIES | 1,960.00 |
| 047517 | MATTHEW LANGFORD | LIBRARY PROGRAMS | 200.00 |
| 047518 | MIDWEST TAPE | LIBRARY MATERIALS | 2,181.62 |
| 047519 | NORTHWEST NONPROFIT RESOURCES | LIBRARY PROGRAMS | 3,000.00 |
| 047520 | OCLC, INC. | LIBRARY MATERIALS | 3,136.14 |
| 047521 | OFFICE DEPOT | OFFICE/LIBRARY SUPPLIES | 82.74 |
| 047522 | OVERDRIVE, INC. | LIBRARY MATERIALS | 24,579.65 |
| 047523 | DEPT OF RETIREMENT SYSTEMS | RETIREMENT CONTRIBUTIONS | 33,335.58 |
| 047524 | PHILADELPHIA INSURANCE CO | INSURANCE | 5,344.00 |
| 047525 | RECORDED BOOKS, LLC | LIBRARY MATERIALS | 8,500.00 |
| 047526 | R.R. BOWKER LLC | SOFTWARE SUPPORT | 10,395.00 |
| 047527 | SPOKANE HARDWARE SUPPLY | BUILDING REPAIR & MAINTENANCE | 23.65 |
| 047528 | JEFFREY L. STAFFORD | COMMUNICATION AUDIT | 3,540.00 |
| 047529 | STATE AUDITOR'S OFFICE | ANNUAL AUDIT | 4,190.64 |
| 047530 | TARGET SYSTEM TECHNOLOGY, INC | SOFTWARE SUPPORT | 57.50 |
| 047531 | ULINE SHIPPING SPECIALISTS | OFFICE/LIBRARY SUPPLIES | 30.10 |
| 047532 | SPOKANE COUNTY UNITED WAY | EMPLOYEE CONTRIBUTIONS | 346.06 |
| 047533 | WASHINGTON ST HISTORICAL SOC | LIBRARY MATERIALS | 35.00 |
| 047534 | AVISTA UTILITIES | UTILITIES | 1,146.06 |
| 047535 | BAKER AND TAYLOR INC. | LIBRARY MATERIALS | 71.79 |
| 047536 | BLACKSTONE AUDIO BOOKS | LIBRARY MATERIALS | 32.69 |
| 047537 | CAPITAL COMMUNICATIONS, INC | OFFICE/LIBRARY SUPPLIES | 335.26 |
| 047538 | CDW GOVERNMENT, INC. | IT HARDWARE & SOFTWARE | 4,837.15 |
| 047539 | CONSOLIDATED ELECTRICAL DIST. | BUILDING REPAIR & MAINTENANCE | 19.57 |
| 047540 | DELL MARKETING L.P.%DELL USA LP | OFFICE/LIBRARY SUPPLIES | 659.23 |
| 047541 | EBSCO INDUSTRIES, INC. | LIBRARY MATERIALS | 50.81 |
| 047542 | ELM USA, INC. | OFFICE/LIBRARY SUPPLIES | 197.45 |
| 047543 | FINDAWAY WORLD, LLC | LIBRARY MATERIALS | 81.50 |
| 047544 | FREE PRESS PUBLISHING, INC | LIBRARY MATERIALS | 24.00 |
| 047545 | GALE/CENAGE LEARNING | LIBRARY MATERIALS | 80.84 |
| 047546 | INLAND EMPIRE SLED DOG ASSOC | LIBRARY PROGRAMS | 500.00 |
| 047547 | INGRAM DISTRIBUTION GROUP, INC | LIBRARY MATERIALS | 10,297.37 |
| 047548 | LIBRARY ADMINISTRATOR'S DIGEST | LIBRARY MATERIALS | 85.00 |

| | | | |
|--------|--------------------------------|---------------------------------|------------------|
| 047549 | MIDWEST TAPE | LIBRARY MATERIALS | 6,288.93 |
| 047550 | NEW YORK TIMES | LIBRARY MATERIALS | 72.00 |
| 047551 | OVERDRIVE, INC. | LIBRARY MATERIALS | 5,989.62 |
| 047552 | PERRINE PROPERTIES, LLC | PARKING LOT LEASE | 250.00 |
| 047553 | QUILL CORPORATION | OFFICE/LIBRARY SUPPLIES | 1,046.45 |
| 047554 | RECORDED BOOKS, LLC | LIBRARY MATERIALS | 215.23 |
| 047555 | SPOKANE COUNTY LIBRARY DIST | REIMBURSE REVOLVING FUND | 4,168.47 |
| 047556 | UNIQUE MANAGEMENT SERVICES | COLLECTION AGENCY & NOTICE FEES | 3,670.74 |
| 047557 | U.S. BANK CORP. PAYMENT SYSTEM | CREDIT CARD PAYMENT | 12,134.40 |
| 047558 | WALTER E. NELSON CO. | CLEANING & SANITATION SUPPLIES | 571.34 |
| W00220 | ELEC FEDERAL TAX PAYMENT SYS | NET PAYROLL TAXES | 68,658.72 |
| W00221 | US BANK - HEALTH | H S A CONTRIBUTIONS | 1,670.40 |
| W00222 | STATE OF WASHINGTON | MONTHLY EXCISE/SALES TAXES | 628.32 |
| W00223 | US BANK - HEALTH | H S A CONTRIBUTIONS | 1,701.65 |
| W00224 | ELEC FEDERAL TAX PAYMENT SYS | NET PAYROLL TAXES | <u>74,797.30</u> |

Total Non-Payroll General Operating Fund **\$ 740,798.18**

PAYROLL VOUCHERS

| | | | |
|------------|---------------------------------|----------------|-------------------|
| 01092015PR | SPOKANE COUNTY LIBRARY DISTRICT | NET PAY CHECKS | \$ 197,710.29 |
| 01232015PR | SPOKANE COUNTY LIBRARY DISTRICT | NET PAY CHECKS | <u>194,444.57</u> |

Total Payroll General Operating Fund **\$ 392,154.86**

TOTAL GENERAL OPERATING FUND **\$ 1,132,953.04**

Spokane County Library District
Monthly Credit Card Activity
For the Month of January, 2015

| | <u>Card Category</u> | <u>Amount</u> |
|-----------------------|----------------------|---------------------|
| General Purchases | | \$ 6,782.59 |
| Maintenance | | 988.56 |
| Travel | | 1,254.20 |
| Acquisitions | | 1,705.74 |
| Information Technolgy | | 1,367.70 |
| Outreasch | | 35.61 |
| Total Purchases | | <u>\$ 12,134.40</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 of 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 six community conversations this month throughout the District, including in Cheney, Deer Park, Medical Lake, North Spokane, Otis Orchards, and with one boundary-spanning organization.

Theming Public Knowledge, Take 2:

Here's the first draft of the community narrative that was in our January report:

We want a caring and supportive community with a thriving economy, a relevant education system and a vibrant arts culture. We want safe and diverse neighborhoods where we connect with one another. However people are concerned about the slow recovery of the economy and a disconnected community. People miss having a stronger sense of community and they are looking for ways to connect. Some people are waiting for someone else to take action while others are willing to take small steps to create the community they want. There are a lot of trusted groups and organizations engaged in splintered effort to support economic growth and create arts and cultural activities. By creating a shared vision and collaborative effort, we could build momentum towards a stronger, more interconnected community.

We submitted that first draft of the community narrative in advance of our trip to the ALA Midwinter meeting, and received some feedback from our coach. Essentially speaking, he liked the ideas presented, but was concerned that, in our effort to synthesize all of the public knowledge we'd gathered, we weren't using the language we actually heard in the conversations. Going back through the notes, we made some changes—semantically in order to represent actual words we heard (e.g., the phrase "vibrant economy" was actually used), as well as some content changes. We took our compiled notes and did basic word searches (e.g., how many times did the words "education," "jobs," "arts", etc., come up?), and made the content edits based on that. The arts were really only mentioned by three groups, with only one talking about them at length. Given the number of conversations that didn't talk about the arts, we diminished its prominence and wrapped it into recreation and culture. Another idea that surfaced frequently was wanting to know what was going on, so we incorporated that into this revised narrative:

We want a caring and supportive community with a vibrant economy, a quality education system, and recreational and cultural opportunities for all ages. We want safe and diverse neighborhoods where people know and talk to one another. However, people are concerned about the businesses and jobs that have been lost and the feeling that people don't know their neighbors or what's going on in their community. People don't feel safe and miss having a stronger sense of community and they are looking for places and ways to connect with each other and with information about events and

services. Some people are waiting for someone else to take action while others are willing to take small steps to create the community they want. There are a lot of trusted groups and organizations engaged in splintered effort to support economic growth and community building. By creating a shared vision and collaborative effort we could build momentum towards stronger towns and neighborhoods where people feel welcomed and a part of the community.

Our coach liked the revised version such that they ended up using it as a sample in an LTC Aspirations training session they facilitated at ALA Midwinter, which was good confirmation of our efforts to this point. However, it's important to keep in mind that this narrative will continue to evolve as we conduct more conversations and weave in additional elements of public knowledge.

LTC In-person Work Space at ALA Midwinter

More details about our experiences at Midwinter are shared in the ALA Midwinter Report.

Next Steps:

Thus far, eight community conversations have been planned for February, with two for March. In addition, the open invitation conversations at each library begin in March. We'll also be working on revising and expanding our community engagement plan.

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

PERSONNEL POLICY ADDITIONS

BACKGROUND:

The District's Personnel Policy serves as its personnel manual, covering virtually every aspect of employment. Unlike other Board-adopted policies that are general in nature, for legal reasons the Personnel Policy must be specific in its application and also technical. It is the practice of the District to review portions of the Personnel Policy at least twice a year.

Chief Human Resources Manager Paul Eichenberg recommends additions of sections **11.8 Employee Wellness** (new); **11.9 Wellness Committee** (new); ~~11.8~~**10 Inspections and Searches** (section sequence change); ~~11.9~~**11 Safety Committee – General Duties and Responsibilities** (section sequence change).

Please note:

Underlined content = addition, clarification or revised.

Strikeout = removed.

CHAPTER 11: SAFETY AND HEALTH POLICIES

It is the intent of Spokane County Library District (the District) to comply with all applicable federal, state, and local health and safety regulations, and provide a work environment as free as practicable from recognized health and safety hazards. The Board of Trustees and the administration of Spokane County Library District recognize their duty to provide a safe and healthy work environment for employees, library members, and visitors to District facilities.

Every employee is responsible for maintaining a safe work environment and following the District's safety protocols. Managers and supervisors are responsible for ensuring their employees understand and comply with the District's safety rules and are trained in safety matters related to their position. Employees are responsible for promptly reporting any observed safety and health violations, unsafe or potentially hazardous conditions, and any accidents/incidents resulting in personal injury/illness or property damage to their supervisor or manager. The District shall make a good faith effort to remedy hazardous conditions as quickly as possible.

The District has established and will maintain a safety program that emphasizes the importance of practicing proper safety and health techniques for each job assignment. The District's objective is to have a safety and health program that serves to minimize the number of on-the-job employee injuries and illness. The District's goal is zero accidents, injuries and health hazards. The District aims to achieve this goal through the cooperative efforts of the Board, Executive Director, Managers, Safety Committee, and employees who, by working together, will proactively minimize work-related accidents.

The District safety program includes procedures related to safety and health, blood-borne pathogen exposure control, and accident prevention. Safety orientation of new and transferred employees, timely and appropriate education and training, an employer/employee safety committee, an active self-inspection program, proper mechanical guards, and personal awareness of one's work environment are key components of the health, safety, and accident prevention program.

11.1 Accident/Incident Reporting

In case of an accident or incident occurring on District-owned or operated property, or while traveling on library business, which results in personal injury or illness, and/or property damage, regardless of the nature or severity of the injury, illness, or property damage, the employee must promptly (within 24 hours) notify his/her immediate supervisor or manager and complete the District's accident/incident/exposure report form. An accident or incident involving a member, visitor, or volunteer should also be reported to the appropriate supervisor as soon as possible.

11.2 Distracted Driving

The District is committed to promoting safe work practices. In order to increase employee safety and reduce risks behind the wheel, Spokane County Library District employees may not use a handheld cell phone or other electronic device while operating a vehicle, whether the vehicle is in motion or stationary at a traffic light or stop sign. This includes, but is not limited to, making or receiving phone calls and/or engaging in phone conversations, reading or responding to emails, instant messages, texts, or voice mail. If an employee needs to use his/her handheld cell phone or other device, he/she must safely pull over to the side of the road or use another safe location. This policy applies to any employee using a handheld cell phone, or other device, while operating a District or personal vehicle during their scheduled work shift, or non-work hours if conducting District business. Failure to abide by this policy may result in disciplinary action up to and including termination.

11.3 Annual Facility Inspection/Fire Drill

To ensure the safety and well-being of District employees and customers, each facility is inspected by the appropriate manager/supervisor along with the Facilities Manager and/or Maintenance Assistant on a continuous basis. The purpose of the inspection is to identify and correct any real or potential problems that may impact the safety and well-being of District staff, library members, and visitors. Nonetheless, all employees are expected to promptly report any health or safety concerns, hazards, or problems they become aware of to their supervisor or manager. The supervisor or manager is responsible for taking appropriate action to eliminate any real or potential health or safety hazard.

Fire extinguishers, alarms, and emergency lighting for each facility are inspected annually. Fire drills are also conducted annually in each District-operated facility to ensure staff is fully able to carry out the facility's evacuation plan.

11.4 Bloodborne Pathogen Exposure Policy

The employees of Spokane County Library District provide library services and materials to District library members and visitors. Part of this obligation may require employees to come into contact with bodily fluids, such as blood or other potentially infectious materials (OPIM). This is most likely to occur as a result of performing first aid/CPR to another employee, member, or visitor. Being exposed to a blood-borne pathogen may lead to sicknesses such as hepatitis, AIDS, or malaria. In order to minimize exposure and protect the health of our employees, it is the policy of the District to comply with all statutory obligations for the prevention of exposure to blood-borne pathogens. Therefore, employees who come in contact with potentially infectious

materials must promptly notify their immediate supervisor or manager and complete the District's accident/incident/exposure report form.

11.5 *Hazardous Materials Communication Program Policy*

In the rare event that employees may be exposed to hazardous chemicals used by a contractor or vendor providing general cleaning or landscaping services to the District, or in the course of building maintenance activities such as replacing carpets or painting walls, the District will maintain the appropriate Material Safety Data Sheets provided by the service provider and make them available to employees upon request.

11.6 *Smoking Policy*

To promote the health and well-being of our employees, SCLD is committed to maintaining a smoke and tobacco-free environment. Smoking, and the use of all tobacco products, including smokeless tobacco products and unregulated nicotine products (e.g., "e-cigarettes" or similar devices) is prohibited in all District buildings and vehicles. Employees may smoke only in outside areas complying with the Smoking in Public Places Act, RCW 70.160, which requires smoking no closer than 25 feet from doors, windows, air ducts, etc.

11.7 *Weapons in the Workplace*

To assure a safe environment for employees, members, and other visitors, the District prohibits the wearing, transporting, storage, or presence of firearms or other dangerous weapons in its facilities or on its property by its employees or volunteers. Any employee or volunteer in possession of a firearm or other dangerous weapon while present on District property, and/or performing job-related functions, is subject to disciplinary action up to and including termination. Employees or volunteers in possession of a valid concealed weapons permit are not exempt from this policy.

11.8 Employee Wellness

Spokane County Library District encourages all employees to participate in its wellness programs and activities. Participation is always voluntary. Nevertheless, SCLD recognizes that good health and well-being are key elements in maximizing the quality of life for all staff members. An employee's overall good health plays a major role in preventing illness and injury, improving and maintaining morale, and can directly influence the quality of service staff provides library members.

11.9 Wellness Committee

In order to create an environment that supports healthy lifestyle choices and promotes opportunities for employees to maximize their health and well-being, SCLD's Wellness Committee is committed to providing ongoing wellness programs and activities designed to meet the needs and interests of all employees. The committee meets as needed to plan, promote, execute, monitor, and evaluate wellness programs and activities.

11.8 11.10 *Inspections and Searches*

In order to promote the health and safety of employees and maintain an alcohol and drug-free workplace, every employee of the District will be required, upon the District's request, at its discretion, at any time with or without advance notice or consent, to submit to a search of any package, purse, brief case, lunchbox or other container brought onto the District's premises, and to submit to a search of any desk, file, locker, closet or other stationary container provided by the District, as well as any contents, files, or documents they contain to ensure compliance with District policies, including but not limited to its substance abuse policy. Voice- and e-mail messages stored on any of the District's computers or other telecommunications systems are likewise subject to monitoring, review and search at any time, with or without notice. The inspections may be conducted before, during, or after working hours by any supervisor, manager, or security personnel as directed by the District Executive Director.

11.9 11.11 *Safety Committee – General Duties and Responsibilities*

The District's Safety Officer (i.e., Chief Human Resources Officer) and Safety Committee are responsible for developing, implementing, and/or coordinating safety programs that promote safe working conditions, as well as safe working practices. In addition, the Executive Director, managers, supervisors, Safety Officer, and/or the Facilities Manager may investigate workplace practices or conditions that have caused, or may cause, accidents resulting in personal injury or property damage, and recommend corrective or preventive measures.

The District's approach to workplace safety and health is intended to be proactive and all inclusive. Employee safety depends on the safety consciousness of everyone. Employees and volunteers are responsible for following District safety guidelines and procedures, while members and visitors who use our facilities are expected to act in a safe and responsible manner.

Additional Policies and Procedures are located in the District's Safety & Health Manual.

Recommended Action: Board motion to approve Personnel Policy additions or section sequence renumbering of 11.8, 11.9, 11.10, and 11.11.

DISTRICT WELLNESS (RESOLUTION NO. 15-03)

Background

The District has had an informal wellness program since 2006. Through Washington Counties Insurance Fund (WCIF), the District applied for and received grants for programs designed to improve the overall health and well-being of SCLD employees. WCIF encouraged member employers to offer Wellness programs, yet it wasn't a requirement. In 2014, the District joined the Association of Washington Cities (AWC) Employee Benefit Trust. As a participating member, AWC requires members to have an active Wellness program. As such, they want to ensure participation is encouraged by the governing body by resolution and the employer by policy.

Attached is a resolution formalizing the District's long-standing commitment to providing wellness programs and activities, to coincide with the new policy encouraging employee participation in those programs.

The District's Wellness Program will continue to be administered through the Human Resources Department. Paul Eichenberg, Chief Human Resources Officer, recommends approval of Resolution 15-03.

Recommended Action: Board motion to approve Resolution 15-03.

Resolution 15-03

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, FORMALIZING THE DISTRICT'S WELLNESS PROGRAM.

**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 county library district duly organized and existing under and by virtue of the Constitution and the laws of the State of Washington;

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

WHEREAS, the Board is authorized under RCW 27.12.210(10) to do acts necessary for the orderly and efficient management and control of the library;

WHEREAS, since 2006, the District has offered voluntary wellness programs and activities that benefit its participants by promoting health and wellness through information, services, and programs; and

WHEREAS, the District recognizes that employee health is related to lifestyle choices, and many illnesses and injuries can be prevented by positive individual health practices; and

WHEREAS, the District further recognizes that improvements to employee health, achievable through active workplace health promotion programs and activities, can result in better morale, reduced absenteeism, and enhanced productivity and performance; and

WHEREAS, the improved fitness and good health of the District's employees is a benefit to our members through more productive employees, and as a prudent strategy for controlling healthcare expenditures;

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Trustees of Spokane County Library District supports formalizing the "District's Employee Wellness Program," and provides that the program be sustained indefinitely unless cancelled by action of the Board of Trustees;

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 17th day of February, 2015.

SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

Mark Johnson, Chair
Board of Trustees

ATTEST

Nancy Ledeboer, Secretary to the Board of Trustees

Bond Election Communication Plan 2015

Background:

Communication & Development Officer Jane Baker will provide the District communication plan developed to inform and educate the Board of Trustees and District staff about how and what information may be presented to the public regarding the upcoming bond election.

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

2015 Bond Communication Plan

Introduction

In April 2014, the Spokane County Library District placed two issues concerning Valley Libraries before the voters. The first asked for approval to form a Spokane Valley Library Capital Facility Area (SVLCFA), and the second was to fund the SVLCFA by approving a bond.

The first issue passed and created the SVLCFA, which encompasses the Central Valley, West Valley, and East Valley School Districts to create a Library Capital Facility Area. The SVLCFA remains in effect through one more bond election. In August 2015, the Spokane County Library District will ask voters to approve a \$22 million bond to fund four projects in the Spokane Valley.

After the 2014 bond attempt, the Library District revised the key messages for the bond based on community feedback. These revised messages demonstrate the District's realistic responsiveness to community desires. Library use in Spokane County has continued to rise. To address increased demand for services the proposal includes:

- A new 30,000 sq. ft. Spokane Valley Library on Sprague Avenue adjacent to the property where with City of Spokane Valley has plans to expand Balfour Park, creating a library/park combination. This library construction is estimated at \$14.5 million;
- A 10,000 sq. ft. library in Veradale/Greenacres on Conklin Road one-half block south of Sprague, estimated at \$5 million;
- A 6,000 sq. ft. expansion of the Argonne Library, estimated at \$1.5 million; and
- A repurposing of the existing 60-year-old Spokane Valley Library, estimated at \$1 million.

April 2014 Bond Election Results:

Propositions one and two were on the ballot as follows: Prop One: Seeking approval for the formation of the Spokane Valley Library Capital Facility Area (SVLCFA); Prop Two: Seeking approval to fund the SVLCFA.

Proposition 1, establishing the SVLCFA, passed with 59.28% approval and is good for one more funding vote. Proposition 2 received 54.86% approval, failing to meet the required supermajority of 60% +1 vote to pass. Voters in 24 precincts approved the funding with over 60%. Another 42 precincts had between 50-60% approval. By building on the momentum of the 2014 election we will focus on these precincts to inform voters about the proposed projects.

This election presents opportunities for the District to provide more information about library services and the impact of these services on the community.

A **new Spokane Valley Library** is proposed for the vacant land north of Sprague Avenue at the intersection of Herald Road. The City of Spokane Valley is considering an expansion of Balfour Park to create a library/park destination for community gather.

The proposed library will be a 30,000 square foot, accessible, one-story building with a collection of 80,000 to 100,000 items. It will provide space for large community events, as well as study rooms and conference rooms for smaller group meetings. The single-story structure will be efficient to operate and its open, flexible floor plan will meet current and future needs.

The **library at Pines and Sprague will become a technology learning center** featuring state of the art technology and resources to support entrepreneurs and small businesses. The main floor will contain a career center and a select collection of popular materials. Community meeting rooms and conference space will be available. Administrative offices will occupy the second floor.

A **Greenacres/Veradale Library** will service the southeastern portion of the greater Spokane Valley. With seven schools within a two-mile radius, this library will be an educational resource for students as well as a gathering place for community members. The 10,000 square foot library will include study and meeting rooms, along with a collection of 30,000 to 40,000 items. The building will have an open floor plan that will be flexible to meet future needs.

The **Argonne Library** serves the growing population of residents living in Millwood and north of the Spokane River from Argonne to Sullivan. Conveniently located along a major north-south route and Upriver Drive with easy access to the I-90 corridor, library meeting rooms are heavily used by the entire community. By relocating Administrative Offices, the public space will double from 6,000 square feet to 12,000 square feet. The modernization of this library, originally built in 1990, will provide more public space for computers, classes, and community gathering spaces.

Goals & Objectives

1. Inform the voters about how bond funds will be used, if approved by 60% of voters.
2. Increase awareness about library services and resources available to the citizens of the Spokane Valley.
3. Establish stronger relationships with area businesses and promote the mutual benefits of partnering with the Library District.

Key message

An investment in new Spokane Valley area libraries today will serve our community for decades to come.

Key audiences

Internally:

Staff/Board are library ambassadors and prepared to provide factual information to the public about the bond issue while at work.

Externally:

Members of the community registered to vote in the SVLCFA have the facts needed to make an informed decision.

Strategies, tactics, and tools

1. Conduct a staff briefing session on the major points of the bond and a refresher on what information staff is allowed to share with the public. These sessions will be held at Spokane Valley, Argonne, and Otis Orchards libraries.
2. Engage in 30+ speaking engagements with community service groups/clubs informing them of the bond issue.
3. Communicate information on the bond issue with card holders through eNewsletters in March, April, May, June, and July 2015.
4. Produce an informational brochure about library services along with the bond issue insert. The informational brochure will continue to be useful as a promotional piece after the bond election, whether or not it passes.

5. Hold at least one public open house at Spokane Valley Library and Argonne Library to demonstrate library services and resources, as well as provide bond information.
6. Create a display for Spokane Valley, Argonne, and Otis Orchards libraries about the bond and invites members to engage staff with questions.
7. Create an informational web page on the library's website regarding the bond projects.
8. Meet with appropriate members of the media and provide factual information.
9. Feature a Q&A session about the bond on Facebook and Twitter.
10. Feature a series of "Did you know" facts about the library on social media.
11. Sponsor an informational table at the Spokane Valley Chamber of Commerce meeting.
12. Mail informational mailers/invites to open house to SVLCFA.
13. Meet with Friends of the Library groups to provide information.
14. Meet with the Citizen's PAC and provide information about proposed projects.

Evaluation measures

Passing of the bond issue will demonstrate the success of this communication plan. Increased use of the Valley and Argonne library facilities and resources, along with an overall greater awareness of the Library District is a secondary benefit.

SPOKANE COUNTY LIBRARY DISTRICT COMMUNICATION

Basic Principles

1. Preparation and distribution of information is **not for the purpose of influencing** the outcome of an election.
2. Public officials and employees should make it clear that any **participation is personal** rather than officially sponsored.
3. Managers/supervisors have a duty to **know, apply, and communicate to their staffs** the difference between acceptable information activities and inappropriate promotional activities.
4. Activities **must not use** District facilities, time or resources to support ballot issues.
5. Factors considered by the PDC when analyzing activities engaged in by public offices include normal and regular conduct and the **timing, tone, and tenor** of activities in relation to ballot measure elections.

Public Disclosure Commission Guidelines

Executive Director

- **Communicate to staff** the difference between acceptable and unacceptable activities related to a ballot measure.
- In the course of a normal publication, may **distribute one objective and fair presentation** of the facts.
- May speak at community forums and clubs to **present factual and objective information on a ballot measure during regular work hours.**

Board of Trustees (Appointed Officials)

- May engage in political activities on his or her **own time**, if no public equipment, vehicle or facility is used. Board members may use his or her title, but should **clarify that he/she is speaking on his/her own behalf**, and not on behalf of the agency.
- May attend any function or event at any time during the day and voice his or her opinion about a candidate or ballot proposition as long as they are **not being compensated and are not using any public equipment, vehicle or other facility.**

Management Staff

- May speak at community forums and clubs to present an **objective and fair presentation of the facts** on a ballot measure during regular work hours.
- May participate in campaign activities, including meeting with citizens' campaign committees to plan strategies, during **non-work hours** and without the use of public resources.
- Inform staff during **non-work hours** of opportunities to participate in campaign activities.
- Respond to questions regarding a ballot measure if such activity is consistent with his or her **normal and regular duties.**
- May place **window signs or bumper stickers** on privately-owned cars, even if those cars are parked on District property during working hours.
- Encouraged to **communicate to staff** the difference between acceptable and unacceptable activities related to a ballot measure.
- May encourage staff and members of the public **to vote**, as long as such encouragement routinely occurs for other elections.
- No political buttons

Employees

- May **speak** at community forums and clubs to present an objective and fair presentation of the facts on a ballot measure **during regular work hours**.
- Inform staff during **non-work hours** of opportunities to participate in campaign activities.
- Respond to questions regarding a ballot measure if such activity is consistent with his or her **normal and regular duties**.
- Engage in campaign activities on their own time, during **non-work hours** and without using public resources.
- May **respond to questions** regarding a ballot measure if such activity is consistent with his or her **normal and regular duties**.
- During **non-work hours**, make available campaign materials to employees in lunchrooms and break rooms that are used only by staff or other authorized individuals.
- May place **window signs or bumper stickers** on privately-owned cars, even if those cars are parked on government property during working hours.
- May encourage staff and members of the public to **vote**, as long as such encouragement routinely occurs for other elections.
- No political buttons

Regular communication channels to be used for bond election information

15. Conduct a **staff briefing session** on the major points of the bond and a refresher on what information staff is allowed to share with the public. These sessions will be held at Spokane Valley, Argonne, and Otis Orchards libraries.
16. Engage in 30+ **speaking engagements** with community service groups/clubs informing them of the bond issue.
17. Communicate information on the bond issue with card holders through **eNewsletters** in March, April, May, June, and July 2015.
18. Produce an **informational brochure** about library services along with the bond issue insert. The informational brochure will continue to be useful as a promotional piece after the bond election, whether or not it passes.
19. Hold at least one **public open house** at Spokane Valley Library and Argonne Library to demonstrate library services and resources, as well as provide bond information.
20. Create a **display** for Spokane Valley, Argonne, and Otis Orchards libraries about the bond and invites members to engage staff with questions.
21. Create an **informational web page** on the library's website regarding the bond projects.
22. Meet with appropriate members of the **media** and provide factual information.
23. Feature a **Q&A session** about the bond on Facebook and Twitter.
24. Feature a series of "Did you know" facts about the library on **social media**.
25. Sponsor an **informational table** at the Spokane Valley Chamber of Commerce meeting.
26. Mail **informational mailers/invites** to open house to SVLCFA.
27. **Meet** with Friends of the Library groups to provide information.
28. **Meet** with the Citizen's PAC and provide information about proposed projects.

WLA Library Legislative Day Report

Background

Each year the Washington Library Association (WLA) hosts Library Legislative Day where library staff and supporters visit the capital to talk with legislators about how libraries across the state are serving residents. On behalf of the District, Doug Stumbough, Mary Ellen Braks, and Gwendolyn Haley joined Trustees John Craig and Sonja Carlson to visit with legislators from the 4th, 6th, 7th and 9th Districts.

Secretary of State Kim Wyman provided a briefing about the partnership of the State Library with the libraries of Washington State. She stressed that the State Library touches everyone in the room through opportunities provided by LSTA funds and urged the crowd to speak to their legislator about the State Library and how it impacts their community in a very tangible way.

State Librarian Rand Simmons and ALA Lobbyist Steve Duncan informed the group that the Washington State Library is facing a \$2.4 million shortfall in its budget, and highlighted some of the services that would be impacted if the legislature doesn't provide backfill during this session. Among the services mentioned were those in institutions and the Washington Talking Book and Braille Library which helps bring reading to the blind and others who cannot read traditional print material. There was also some discussion about the impact of funds for school libraries and librarians.

During our visits with legislators, we shared information about many of the services we offer as well as our involvement in Libraries Transforming Communities. Although we did not get to meet with every legislator, those that we did were verbally supportive of libraries, seemed impressed by our efforts to connect with our community and respond to community needs, and particularly by our efforts to develop young learners in Spokane County. Representative Joel Kretz talked about how much his family uses the mailing service offered by his local library system, North Central Regional Library (he lives in Wauconda). Senator Mike Padden and Representative Bob McCaslin both expressed interest in our upcoming bond issue and how we were planning to proceed. We invited the legislators to visit their library when they are back home and to use our meeting rooms when they want to meet with constituents locally.

WLA Library Legislative Day is an opportunity to network with colleagues from across the state and connect with policymakers whose decisions impact the way libraries are governed and funded.

Recommended Action: This information is for your review and discussion, with no action required.

ALA MIDWINTER CONFERENCE REPORT

BACKGROUND:

Four staff attended the American Library Association Midwinter 2015 meeting in Chicago, IL, at the end of January. Nancy Ledeboer, Patrick Roewe, and Amber Williams attended as part of their ongoing work with the Libraries Transforming Communities (LTC) Public Innovators Cohort training. Travel funds were provided in part from the grant that accompanied our selection in the Cohort group. Aileen Luppert attended as a participant in the Career Development Facilitator (CDF) training for ALA Chapters, which focuses on the role of the librarian in helping patrons and job seekers, with the intent that participants will be able to assist their peers as well as the numerous patrons at their local libraries. Individual reports on highlights from the meeting follow.

Aileen Luppert

I spent the first two days in Chicago attending the training for the Career Development Facilitator Program. This training continues through early May. The time was focused on getting to know the rest of the cohort and learning how to create relationships to begin working with CDF clients. I was impressed by the instructor and caliber of my classmates. When I was first interested in applying for this program, I thought it would be focused on skills to teach members—like job searching techniques and resume building. The program will include that, but it will also have a bigger picture approach to help members set and obtain career objectives and goals.

The conference had several big highlights. It was fun to attend and participate in a LTC workshop focused on the “Turning Outward Quiz.” While it was interesting to hear where other libraries are coming from who are outside of our Cohort, it was also an important reminder that turning outward isn’t a one-time exercise. Instead, it should be a question the library, and I, ask every time a decision is made.

I attended two sessions featuring speakers who were fun and inspiring. LeVar Burton, of *Reading Rainbow* and *Star Trek* fame, was as entertaining as you’d expect. He read his new children’s book and talked about the important storytellers in his life. His message included a reminder that parents need to read with their kids and in front of their kids. He also discussed technology and books, and how there is room for both.

The second speaker was Scott Bonner who is the Director of the Ferguson Public Library. He had been on the job just one month when the riots began after the death of Michael Brown. The Ferguson Library posted a sign in the library window stating that it is and should be “an oasis.” The sign, and the decision to remain open when the public schools were closed, led to Internet fame and public appreciation (and \$400,000 in donations). He talked about key moments and decisions he had to make and believed he did not do anything extraordinary. He felt he stayed true to library principles and missions— be welcoming to everyone, keep confidentiality, and meet the needs of the community. I loved his parting advice: “Be true to yourself and to your profession. In other words, just be a normal librarian.” The session was a wonderful reflection of how a library that is “turned outward” can make an amazing difference to its members and its community.

Patrick Roewe

My primary purpose for the Midwinter meeting was to attend the Libraries Transforming Communities Public Innovator Cohort In-person Work Space, an all-day, intensive session focused on creating and refining the District's Taking Effective Civic Action working document, and using it to inform our Community Engagement Plan. A secondary focus for the session was on stewarding public knowledge—communicating with our board, community partners, and the public once we have a Take Effective Civic Action working document. This training marked an important transition for us. We've devoted our efforts up to this point in gathering public knowledge. Now we'll begin the work of using that public knowledge to inform how we engage and share what we've learned with the public. Internally, it will be using the collected public knowledge as the foundation for the next iteration of the Community Impact Plan (or more likely, Community Engagement Plan). Externally, it will be finding an effective means of sharing what we've learned with both the general public, and with community partners and community organizations that would both benefit from the public knowledge and be best positioned to potentially respond to the community needs and aspirations therein. I walked away from the session with a new appreciation for the amount of work ahead of us, but also a renewed sense of purpose in engaging in that work.

As part of our participation in the Cohort, Aileen and I were interviewed by New Knowledge Organization, a third party group that is evaluating the training and experiences of the cohort. It was a good reminder that this Library Transforming Communities initiative is still being developed by ALA for broader use by libraries, and that, as part of the Cohort, we are helping to shape what that future training looks like through our present experiences.

My time at the meeting was cut short in order to beat the impending blizzard, so I was not able to attend as many conference sessions as I had hoped. One that was of particular interest: "Start a Revolution: Stop Acting Like a Library." While I would regard an actual revolution to be about a fundamental shift in the how, what, and why of the services and programs that a library delivers to its constituents, this session's revolution focused on how the Craighead County Jonesboro Public Library marketed and promoted its library. They have put particular emphasis on social media engagement, and have successfully tapped into emerging pop culture/internet culture memes and trends. Consequently, they have experienced positive results in terms of program attendance and general community awareness. The presentation was informative and there were a few elements that might be applicable to SCLD.

Amber Williams

Friday was an all-day intensive workshop about the next steps we will take as part of the grant process for the ALA Libraries Transforming Communities. Our team has been given the next set of tools to bring back, share, and use in SCLD's turning outward process.

I took advantage of getting to be at Midwinter and filled the rest of my weekend with more Harwood, LTC, and conference sessions that I thought were applicable to SCLD's direction. On Saturday I helped facilitate a session about the "Turn Quiz" tool with conference attendees wanting to learn more about the LTC. After identifying myself as part of the cohort, I stayed after answering questions about what SCLD had done, where we are going and what I thought of the Harwood process. Attendees were very interested.

In the afternoon I sat in on the panel discussion, *The Everyday Importance of STEM*, which gave great ideas of STEM activities, yet mostly confirmed that SCLD is on the right track. We

are already doing more than either of the featured libraries to support STEM in our community. I think Washington State overall has been quick to action and we are ahead of the curve.

That evening Aileen and I attended the ALA LTC reception along with many other Cohort members. It was a great time to brainstorm with one another without an agenda. We have a lot to learn from one another, and I will make the effort to find time to share more. The Cohort benefits from all of our experiences. This event led to my participation the following morning at the *Libraries Fostering Community Engagement Member Initiative Group*, where I participated and heard about how other libraries (outside the Cohort) are turning outward. Then the 5th worst blizzard in Chicago history hit.

The highlight of Midwinter came on Monday. After watching the Youth Media Awards and enjoying the reaction of the audience (and confirming with Sheri Boggs in SCLD Collections that we already owned *every* award winner), I finished the day by hearing Scott Bonner, director of the Ferguson Public Library, speak. What a wonderful session it was. He was outstanding. A self-proclaimed “poor public speaker,” he was anything but. His overall message came down to: libraries do good. He was open about his mistakes, his thought process, and being lucky that the media was kind. He kept coming back to how we already do good and we just have to keep at it.

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

FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: MARCH/APRIL 2015

March 17, 2015: Argonne Library (4:00 p.m.)

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

- Libraries Transforming Communities Update
- Children's Safety in Libraries Policy
- Reciprocal Use of Libraries Report
- Library Spotlight – Argonne Library
- Overview – Friends of the SCLD

Please send requests for agenda additions or changes to the Board Chair or Patty no later than Tuesday, March 3, for inclusion in the preliminary agenda to be sent March 4. Meeting packets will be mailed March 11.

April 21, 2015: Moran Prairie Library (4:00 p.m.)

- Libraries Transforming Communities Update
- Confidentiality of Library Records Policy
- Library Spotlight – Moran Prairie Library
- Overview – The Big Read

SPECIAL MEETINGS AND ACTIVITIES

April 15-17 WLA Annual Conference, Tulalip, WA

April 25 (Sat) Friends Helping Friends, North Spokane Library, 9am-noon

July 17-Aug 4 Primary Election Important Dates

EXECUTIVE DIRECTOR'S REPORT JANUARY 2015

Administration

Business Office, Finance and Facilities (Nancy Ledebor)

Chief Financial Officer Bill Sargent's last day was January 15. Prior to his retirement, Mr. Sargent prepared closing statements for the 2014 fiscal year. Janelle Krum has taken over preparation of reports and handling of District funds until a new CFO is hired. I will provide oversight for Ms. Krum during the interim. Deputy Director Patrick Roewe is signing off on all checks and Deputy Director Doug Stumbough is supervising Facilities Maintenance staff. Chief Human Resources Officer Paul Eichenberg has taken over Risk Management responsibilities. As of February 3, we have received five applications for the CFO position and interviews have been scheduled for the week of February 23.

Audit Supervisor Brad White and Audit Lead Jennifer Seeman scheduled an Exit Conference on January 28. Janelle Krum and I met with the Auditors along with Trustees Craig and Carlson. The report noted that the District switched to the cash basis of accounting and stated that issues identified in the last audit had been resolved. Copies of the report were sent to all Trustees and will be posted on the State Auditor's site in the near future. No other recommendations or findings were noted.

Human Resources (Paul Eichenberg)

HR Analyst Debbie Rhodes reported that 2015 Open Enrollment was smooth as ice, which should have been a sign that January would find all the bumps in the road. We have had a couple of employees who didn't read the "fine" print that VSP premiums were changing from a composite rate to a tiered rate, thus the employee would be responsible for dependent coverage. One employee lost VSP coverage altogether and it had to be reinstated. Three employees were told when they picked up their prescriptions that there was no copay. In researching copays, we found that because employees were issued new cards with new numbers, employees were treated as if they had double coverage. The carrier has agreed to absorb the cost of the co-payment errors. One employee was told they did not have dental; however, the employee had simply changed from Willamette to Washington Dental. Our bill for EAP reflected a reduction in cost from \$1.65 for Group Health enrollees and 16 cents for Asuris enrollees, to 16 cents for all benefited employees, and \$1.65 for non-benefited employees for the 2015 plan year.

Applicants for SCLD employment may now mail, drop-off, or submit their application online.

Information Technology (Priscilla Ice)

- System Administrator Jim Pflapsen retired at the end of the month after 16 years with the District. This retirement triggered two staff promotions and one reclassification, as his duties were redistributed. As a trial, the department will run with one fewer staff member. We think new tools and efficiencies may make this possible.
- The new back-up system and server room hardware mentioned last month were installed. Both have complex set-up requirements. Configuration work will continue into February.
- SirsiDynix installed a new cloud-based service called Blue Cloud Cataloging. Collection Services staff will experiment with this new interface and will do most of the configuration. They'll be testing usability and to see how workflow might be affected by the new software. Blue Cloud is a new

- cloud-based initiative. BLUE stands for Best Library User Experience. The circulation module is due sometime in 2015.
- Work continued on the equipment-booking calendar mentioned last month. It is due to be launched in early February.
- Work was nearly completed on an upgrade to the employment section of our website. As of early February, job applicants will be able to submit job applications, resumes and other documents electronically.
- Clean-up kits and other safety equipment for use with UPS batteries were purchased.
- January was the start of the E-rate filing period. There are some major changes this year requiring some extra reading and research to make sure our filing is done correctly.

Collection Services (Andrea Sharps)

- We ordered 2,136 titles and 7,396 copies in January. This is up from last month.
- We processed, added to the system, and sent out to the libraries 4,761 items in January. This is down a little from last month.
- Downloadable lending through OverDrive was up in January from December. A total of 30,825 audiobook, eBook and music items circulated in January. Members placed a total of 9,702 holds, and there were 4,474 unique users with titles checked out.
- Midwest Tape's *hoopla*, a streaming media service, saw a modest increase in circulation in January over December. A total of 1,525 titles including audiobooks (261), movies (676), full-length albums (386) and television shows (202) circulated in January for a combined cost of \$3,027 and an average cost per circulation of \$1.99. A total of 104 new patrons registered in the month.
- Adult Collection Development Librarian Debra Park was invited—and accepted—to serve on the OverDrive Partner Advisors (OPA) group, a new initiative for 2015 providing a formal opportunity for OverDrive's library and school partners to give input and feedback on OverDrive's products and services. Participation on projects may be requested via email, conference call, webinar, or product pilot. Some of the information may need to be kept confidential.
- We loaned 342 items to other libraries and borrowed 464 items from other libraries for 806 total interlibrary loan transactions processed in January.

Executive Director Report & Community Activities (Nancy Ledeboer)

In preparation for the Libraries Transforming Communities training that was offered in conjunction with the American Library Association's Midwinter meeting in Chicago, I completed a webinar and met with team members to complete an assessment of our progress. The workday session was highly valuable as we move to the next phase of turning aspirations into an action plan.

The Legislature is in session and Deputy Director Patrick Roewe and I are serving on a committee to review bills and provide feedback to Steve Duncan, lobbyist for the Washington Library Association. Mr. Duncan hosts weekly legislative calls with library directors from across the state to keep us informed of bills that may impact libraries.

Trustees Craig and Carlson attended the Washington Library Association Legislative Day in Olympia, along with Deputy Director Doug Stumbough and Library Service Managers Mary Ellen Braks and Gwendolyn Haley. They attended the WLA briefing and visited with legislators from Districts 4, 6, 7 and 9. The message this year was to thank our legislators for their service and share information on library services that develop young learners and extend informal learning. We will be inviting legislators to visit libraries during the summer.

Mr. Duncan attended the Public Library Directors' Meeting in Federal Way and briefed the group on the session to date. The major issues are funding for education and transportation. Mr. Duncan looks for bills that relate specifically to libraries in the area— intellectual freedom, governance and taxation. There is a news item in King County building around filtering. Mr. Duncan encouraged libraries to handle these issues locally so that they do not rise to a legislative level.

At the Directors' Meeting, Sno-Isle Library District shared research conducted by a consulting firm, Orange Boy, on behalf of the library. The library's concern is for young adults, ages 13-29, to become library supporters of the future. They wanted to know what can be done now to attract more of this age group to the library. The research looked at the percentage of millennials currently using the library and broke them down into different segments. The library is now looking at ways to communicate with this audience and to tailor services to their interests and needs.

The State Library Advisory Council gave a brief report on its purpose, and the State Librarian provided a brief overview of the budget for the coming year. Attorneys who are familiar with library issues provided a presentation on how to select and when to call an attorney, and they addressed some specific issues such as security cameras, alcohol at library events, and cloud storage of library records. There was a lively discussion about filtering practices followed by libraries around the state. These meetings are an effective way to share and learn from other libraries in the state.

Staff reviewed the policy on Exhibits and Displays. Other than a minor grammatical correction there are no recommendations to bring forward to the Board for approval at this time. With one minor grammatical correction, the policy will stand as previously approved on February 19, 2013.

The Friends of the Spokane County Library District held its first business meeting on January 28. They elected officers and reviewed the interlocal agreement with SCLD that outlines the relationship between the Foundation and the District. Four committees were formed and its board established a goal to recruit additional board members as well as additional committee members. Their two areas of focus will be to raise awareness and support library programs.

The Foundation board members were impressed by the variety of programs offered as part of The Big Read; this is the type of programming they would like to support in the future.

The City of Spokane Valley passed a Resolution proclaiming February as The Big Read Month. They urged everyone to participate in programs and start a conversation about The Call of the Wild.

Citizens for Valley Libraries met to discuss plans for building new libraries and renovating existing libraries in the future. They are looking for a name that will reflect their commitment to libraries. There is some feeling that "valley" libraries may be perceived as only the City of Spokane Valley and they want to support libraries beyond one city's boundaries.

Other community activities for January included attending a planning retreat for Spokane Valley Partners and the monthly Marketing Committee. I attended the Executive Women International monthly dinner meeting and hosted the EWI Scholarship Committee meeting. I attended the Greater Spokane Valley Chamber Government Legislative Committee and the Business Education morning meeting. The Greater Spokane Valley Chamber, the West Plains Chamber and Greater Spokane, Inc., worked to develop a regional legislative platform and a group of 81 community leaders went to Olympia to present this request on behalf of our region.

ITEM AND TITLE MONTHLY REPORT
January 2015

| | <u>ITEMS</u> | | | | <u>TITLES</u> | | |
|------------------------|---------------|---------------|---------------|--|---------------|--------------|---------------|
| | ADULT | YOUTH | TOTAL | | ADULT | YOUTH | TOTAL |
| Total Materials | | | | | | | |
| Print | 185377 | 158926 | 344303 | | 87010 | 50472 | 137482 |
| Nonprint | 60764 | 25248 | 86012 | | 25201 | 7201 | 32402 |
| Subtotal | 246141 | 184174 | 430315 | | 112211 | 57673 | 169884 |
| Periodicals | 12011 | 2022 | 14033 | | 313 | 40 | 353 |
| Total | 258152 | 186196 | 444348 | | 112524 | 57713 | 170237 |

| | <u>ITEMS</u> | | | <u>TITLES</u> | | |
|--------------------------|--------------|--|---------------|---------------|--|---------------|
| OverDrive: eBOOKS | | | 24584 | | | 21021 |
| Licensed eBOOKS | | | 4914 | | | 4914 |
| Audiobooks | | | 17538 | | | 14576 |
| Digital music | | | 1708 | | | 1708 |
| OverDrive: Total | | | 48744 | | | 42219 |
| GRAND TOTAL | | | 493092 | | | 212456 |

| Print & Nonprint | (Totals year-to-date) | | |
|-----------------------------|-----------------------|-------------|-------------|
| ADDITIONS | ADULT | YOUTH | TOTAL |
| Print | 2483 | 1183 | 3666 |
| Nonprint | 850 | 242 | 1092 |
| TOTAL | 3333 | 1425 | 4758 |
| DELETIONS | | | |
| Print | 2430 | 1644 | 4074 |
| Nonprint | 537 | 329 | 866 |
| TOTAL | 2967 | 1973 | 4940 |

| | <u>NET CHANGE</u> <u>YTD</u> | | |
|-------------|---------------------------------|-------|-------------|
| | ADULT | YOUTH | TOTAL |
| Print | 53 | -461 | -408 |
| Nonprint | 313 | -87 | 226 |
| Periodicals | 340 | 37 | 377 |

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 January 2015

In-Library Circulation

Circulation at the libraries in January was down from the same month in 2014 (-5.67%). All libraries experienced decreases compared to January 2014, with Fairfield (-24%), Otis Orchards (-15%) and Medical Lake (-12%) seeing the most significant decreases.

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 (55%), and Spokane Valley (70%) came through the self-checkout stations, while members at Cheney (26%) and Deer Park (20%) show a preference for staff-assisted checkout.

2015 Measures at a Glance

- Door count for the first month of 2015 (113,118) was up compared to 2014 (109,970 +3%).
- Programming attendance (4,984) was up (9%) compared to last January (4,559), and the number of programs offered has increased by 3% (208 in 2015 vs. 201 in 2014).
- Internet station bookings were up in January 2015 when compared to the same month in 2014 (+9%).

Selected Self-Service Activity

| | 2015 | | | 2014 | | | 1-year change | | |
|--------------------------|-------------|------------|-------------|-------------|------------|-------------|---------------|------------|------------|
| | Month | % of total | Y-T-D | Month | % of total | Y-T-D | Month | % of total | Y-T-D |
| Total Circulation | 224,277 | | 224,277 | 232,224 | | 232,224 | -7,947 | | -7,947 |
| Self-Check | 85,013 | 44% | | 90,405 | 44% | 90,405 | -5,392 | 0% | -90,405 |
| Digital Collection | 32,350 | 14% | 32,350 | 28,586 | 12% | 28,586 | 3,764 | 2% | 3,764 |
| Total Holds | 55,646 | | 53,631 | 59,679 | | 53,631 | -4,033 | | 0 |
| By Customer | 36,560 | 66% | 36,560 | 39,935 | 67% | 36,560 | -3,375 | -1% | 0 |
| Digital Collection | 9,702 | 17% | 9,702 | 9,593 | 16% | 9,702 | 109 | 1% | 0 |
| Total Payments | \$26,269.38 | | \$26,269.38 | \$26,400.32 | | \$26,400.32 | -\$130.94 | | -\$130.94 |
| Online | \$11,819.66 | 45% | \$11,819.66 | \$10,438.38 | 40% | \$10,438.39 | \$1,381.28 | 5% | \$1,381.27 |

Security Incident Reports

There were 10 Security Incident reports filed this month, seven fewer than last month (17), and nine fewer than January 2014 (19). Spokane Valley had the most incidents reported with three. The most frequently reported incidents related to general Code of Conduct violations (5), disruptive behavior, and threat/intimidation/harassment (3).

Internet Filtering Update

As per the Computer, Wireless Network, and Internet Use policy, two requests to review blocked websites were received by staff, half the number from December 2014. We requested that one site be reclassified to allow access at all levels. The remaining site was determined to be accurately filtered at all levels.

Support Job Seekers and Local Business (Stacey Goddard)

- Programming for the Access IT Grant (the SNAP grant mentioned in previous reports) continued in January:
 - Deer Park hosted a five-part class, *Social Media and Web Design*, which had a combined attendance of 15. The class instructor is a Deer Park resident who came to the grant orientation program in the fall, and then submitted an RFP to teach this series.

- Spokane Valley is also hosting a four-part class on the same topic. The instructor is compressing the content into four sessions, since we weren't able to secure five dates for them (due to Tax-Aide and Big Read programming). The first two classes in this series had a combined attendance of 13.
- Aside from providing meeting room space and the mobile lab laptops for participants, SCLD is also providing financial support by paying these and other instructors in this Grant series.
- Our *Don't Fear the FAFSA* program had 24 people in attendance. In the week after the program, we received several questions about the possibility of another program. Since this is a timely topic, we won't be able to fit in another session right now, but Brian will look at additional locations (and possibly a second round with earlier dates) to help families planning for the 2016-17 school year.
- SCORE presented abbreviated versions of two of its workshops, *Simple Steps for Starting Your Business* and *Getting Started with Social Media*, at the Spokane Valley Library. The workshops had a combined attendance of 18. SCORE was pleased with the response, and is already working with Brian to schedule additional workshops. He'll also be talking with them about hosting at other locations in addition to Spokane Valley.
- We had 22 individuals register as new IT Academy users in January, up from 14 in December. During the month, users enrolled in 22 new classes, up from 14 in December.
- We did 94 Book-a-Librarian (BaL) sessions this month throughout the District, up from December's 72 sessions.
- We proctored three exams this month throughout the District, down markedly from December's 34 proctoring sessions. January is typically our slowest month for proctoring requests. Last January, for example, we had just eight requests.

Connect Communities:

- SCLD Navigator staff completed 23 appointments where they helped individuals enroll in either Apple Health (Medicaid) or a Qualified Health Plan. This is down from 39 appointments in December. We expect February's numbers to be even lower, since open enrollment closes on February 15.
- Due to its ongoing remodeling, WorkSource again canceled its monthly system and affiliate meetings. They hope to resume again in March. WorkSource also scaled back its once weekly BizBuzz meetings to the second and fourth weeks. Sheree and Brian each attended one of those sessions.
- Brian attended the monthly SCORE meeting.
- Sheree and I attended the B2B (Business 2 Business) Tradeshow on January 15, where we talked with 27 individuals about library services, with an emphasis on our new business library cards and the business resources they can access.
- Sheree attended the monthly Greater Spokane Valley Chamber of Commerce meeting, as well as the January Ambassador meeting.
- Sheree and Sonia attended the City of Spokane Valley's visioning meeting.

Develop Young Learners (Mary Ellen Braks)

- We provided 103 Play & Learn Storytimes to 2,867 children. Our average attendance per Storytime was 36.
- We provided 47 Storytimes to 887 children at 25 child care centers.
- We had one STARS training this month for teachers and child care providers, and one for parents called *Storytime Bootcamp*. We had 26 attendees.
- The Develop Young Learners team has started to work on a "Getting Ready for Kindergarten" section on our webpage. The goal is to have a resource for parents and caregivers on what children need to know to be ready for kindergarten.
- The Develop Young Learners team has also been working on scheduling more *Family Construction Zone* and *One Stop Childcare* programs for the spring.

Connect Communities:

- The STEM grant continues and I led another meeting with all the partners this month as we start to plan what we would like to use for curriculum, what to include in trainings for teachers and what we would like the STEM units to contain. This month we were narrowing down topics for our STEM units.

- I had an Excelerate Success Ready for Kindergarten meeting this month. We are working on what activities we can do in the spring with the schools and families in our target areas.
- Diane Hutchins from the State Library and I are continuing to work on the All Aboard for Kindergarten grant. We are working on a meeting of all the partners that will be held here in Spokane in March at the Airway Heights Library.
- I met with Rowena Pineda and Heather Wallace about doing some programs with our Play & Learn Storytimes and the *Raising of America* series. We will be showing the DVDs that are available to the parents during the Preschool Play & Learn Storytime at Spokane Valley and have a discussion on Early Learning in Spokane after the viewing of the DVD. We have them scheduled for February 4, March 4, and April 15.
- We had 2 INWELA meetings this month. We are working on the grant from Thrive by Five for the Early Learning Coalitions and working on topics for our leadership meetings for 2015.
- NEWESD 101 had a meeting to get feedback on the Kindergarten Transition form for WaKIDS. The transition form is for parents, childcare providers, and preschool teachers to fill out and share with the kindergarten teachers. They hope to pilot the form in a couple of school districts this spring.

Explore and Discover (Gwendolyn Haley)

Elementary (K-5) programs:

- Kids Explore and Discover Club focused on the natural world, specifically sharks. 115 children in grades K-5 participated in eight programs. Moran Prairie had a holiday closure and did not host a program this month.
- North Spokane continued the *Monday Funday* program, and 74 school-aged kids participated. Spokane Valley began its *Too Terrific Tuesday* programs this month, with 65 participants. These programs include the monthly LEGO programs, Pokémon days, and Art days.
- Cheney kicked off another year of *LEGO Build Days*, with 92. These are the days where we haul out much of the collection (estimated at 300,000 individual pieces).
- Because the LEGO programs are so popular, we have over 68 bins (15 quart size) and every library is now able to hold a monthly *LEGO Club*. These started in January; 119 kids attended.
- School Visits/Programs:
 - 48 students from Orchard Prairie visited Argonne Library.
 - Librarian Amber Williams visited six different Riverside High School classes, and talked about our databases. Clearly the 136 students have paid attention, since the Digital Resources display has changed, with ProQuest moving higher on the list.
 - Librarian Kelsey Hudson spent the evening promoting SCLD resources at the West Valley School District Scholarship night.
 - Librarian Vanessa Strange participated in Windsor Elementary School's Literacy Night.
 - Staff presented an Elephant and Piggy party at McDonald Elementary's Literacy Night, with 49 in attendance.

Tween/Teen Programs:

- 55 tweens and teens participated in programming this month.
 - 24 tweens participated in Tween Club. At North Spokane and Spokane Valley.
 - 18 teens attended Anime at Spokane Valley and North Spokane libraries this month.
 - 13 tweens/teens participated in the Fairfield Community Center's Thursday Night Thing.

Adult Programs:

- We started two additional Create series classes in January. Both the Dance and Drawing classes filled up so quickly that we added another session of each. 29 participated in the drawing class at Argonne, and 38 in the dance class at Moran Prairie.
- 31 people attended one of two presentations by local debut author Jenny Elliot.
- 14 people learned how to prepare an "Income for Life" at the 2 STAR financial presentations.
- Book Clubs: 82 people attended one of the eight book club programs this month in our libraries.

Connect Communities:

- I gave a guest lecture on censorship for a Children's Literature class of 30 at Whitworth University.
- Librarian Amber Williams gave two staff presentations about SCLD resources at Riverside School District, with a total of 32 teachers.

Virtual Services (Carlie Hoffman)

- I completed the preliminary work to execute the Digital Skills Training Grant, Ready for Work. Workshop materials were finished, evaluations were written, and the contract with WorkSource was signed.
- I met with a representative from Mergent to discuss their private company digital resource, which also includes a job search function.
- Ready for Work promotional materials were sent to residences around the four libraries where these workshops will be presented – Deer Park, Fairfield, Medical Lake, and Otis Orchards.
- I met with the World Book representative to discuss their eBooks product.
- Use of digital resources was up 11% in January from 38,678 to 43,415 uses.
 - ProQuest increased by 457%, Biography in Context increased by 214%, JobNow increased by 203%, and GrantStation increased by 200%.
 - Opposing Viewpoints in Context decreased by 59%, Washington State Legal Forms decreased by 47%, Business Source Complete and Reference USA both decreased by 25%, and DemographicsNow decreased by 23%.

Library Operations (Gina Rice)

IN-LIBRARY CIRC

| | This Month | | This month compared to | | | Year – to – Date | | |
|-----|------------|--------|------------------------|-----------|-----------|------------------|--------|---------|
| | 2015 | 2014 | 1-yr ago | 3-yrs ago | 5-yrs ago | 2015 | 2014 | Diff |
| AH | 5889 | 6338 | -7.08% | 13.95% | 29.94% | 5889 | 6338 | -7.08% |
| AR | 13913 | 14665 | -5.13% | -6.99% | -4.78% | 13913 | 14665 | -5.13% |
| CH | 13124 | 13616 | -3.61% | -15.15% | -10.76% | 13124 | 13616 | -3.61% |
| DP | 13125 | 13623 | -3.66% | -12.77% | -1.13% | 13125 | 13623 | -3.66% |
| FF | 1220 | 1598 | -23.65% | -16.89% | -29.11% | 1220 | 1598 | -23.65% |
| ML | 4018 | 4575 | -12.17% | -9.46% | -16.71% | 4018 | 4575 | -12.17% |
| MP | 14912 | 16343 | -8.76% | -10.98% | -15.54% | 14912 | 16343 | -8.76% |
| NS | 45813 | 50121 | -8.60% | -10.49% | -10.76% | 45813 | 50121 | -8.60% |
| OT | 5057 | 5978 | -15.41% | -18.22% | -34.23% | 5057 | 5978 | -15.41% |
| SV | 50846 | 51153 | -0.60% | -7.01% | -0.74% | 50846 | 51153 | -0.60% |
| TOT | 167917 | 178010 | -5.67% | -9.40% | -7.53% | 167917 | 178010 | -5.67% |

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 | 3118 | 428 | 2330 | 13 | 5889 | 529 | 6418 |
| AR | 8349 | 450 | 5080 | 34 | 13913 | 1993 | 15906 |
| CH | 8923 | 677 | 3516 | 8 | 13124 | 1814 | 14938 |
| DP | 9888 | 602 | 2608 | 27 | 13125 | 1586 | 14711 |
| FF | 584 | 156 | 474 | 6 | 1220 | 56 | 1276 |
| ML | 1613 | 194 | 2187 | 24 | 4018 | 554 | 4572 |
| MP | 8593 | 542 | 5756 | 21 | 14912 | 2434 | 17346 |
| NS | 18891 | 1618 | 24922 | 382 | 45813 | 7260 | 53073 |
| OT | 2597 | 226 | 2214 | 20 | 5057 | 912 | 5969 |
| SV | 13667 | 1788 | 35166 | 225 | 50846 | 6478 | 57324 |
| TOT* | 76223 | 6681 | 84253 | 760 | 167917 | 23616 | 191533 |

| | This Year This Month | | Last Year This Month | | Difference |
|-------|------------------------|------------------------|------------------------|------------------------|------------|
| | Self-Check Circulation | % of total circulation | Self-Check Circulation | % of total circulation | |
| AH | 2343 | 39.79% | 3020 | 47.65% | -7.86% |
| AR | 5114 | 36.76% | 5354 | 36.51% | 0.25% |
| CH | 3524 | 26.85% | 3521 | 25.86% | 0.99% |
| DP | 2635 | 20.08% | 3435 | 25.21% | -5.14% |
| FF | 480 | 39.34% | 683 | 42.74% | -3.40% |
| ML | 2211 | 55.03% | 2327 | 50.86% | 4.16% |
| MP | 5777 | 38.74% | 6551 | 40.08% | -1.34% |
| NS | 25304 | 55.23% | 26127 | 52.13% | 3.11% |
| OT | 2234 | 44.18% | 2312 | 38.68% | 5.50% |
| SV | 35391 | 69.60% | 37075 | 72.48% | -2.87% |
| TOTAL | 85013 | 50.63% | 90405 | 50.79% | -0.16% |

| | Books to Go | % of circulation | DVD | % of circulation | New Books | % of circulation |
|-------|-------------|------------------|-------|------------------|-----------|------------------|
| AH | 137 | 2.33% | 2731 | 46.37% | 262 | 4.45% |
| AR | 402 | 2.89% | 4381 | 31.49% | 1025 | 7.37% |
| CH | 237 | 1.81% | 4923 | 37.51% | 681 | 5.19% |
| DP | 228 | 1.74% | 5071 | 38.64% | 598 | 4.56% |
| FF | 60 | 4.92% | 420 | 34.43% | 59 | 4.84% |
| ML | 63 | 1.57% | 1675 | 41.69% | 192 | 4.78% |
| MP | 284 | 1.90% | 4181 | 28.04% | 949 | 6.36% |
| NS | 869 | 1.90% | 13550 | 29.58% | 2647 | 5.78% |
| OT | 145 | 2.87% | 1618 | 32.00% | 376 | 7.44% |
| SV | 774 | 1.52% | 15878 | 31.23% | 3517 | 6.92% |
| TOTAL | 3199 | 1.91% | 54428 | 32.41% | 10306 | 6.14% |

| Holds | Holds filled Jan-15 | % of circulation | Holds filled Jan-14 | % of circulation | % Difference 2014 to 2015 |
|----------|---------------------|------------------|---------------------|------------------|---------------------------|
| AH | 1154 | 19.60% | 1609 | 25.39% | -5.79% |
| AR | 2578 | 18.53% | 2865 | 19.54% | -1.01% |
| CH | 2937 | 22.38% | 3382 | 24.84% | -2.46% |
| DP | 2376 | 18.10% | 2810 | 20.63% | -2.52% |
| FF | 327 | 26.80% | 420 | 26.28% | 0.52% |
| ML | 986 | 24.54% | 1223 | 26.73% | -2.19% |
| MP | 3719 | 24.94% | 3712 | 22.71% | 2.23% |
| NS | 9262 | 20.22% | 10461 | 20.87% | -0.65% |
| OT | 1513 | 29.92% | 1823 | 30.50% | -0.58% |
| SV | 9729 | 19.13% | 9376 | 18.33% | 0.80% |
| Zsupport | 1287 | | 1306 | | |
| Total | 35868 | 21.36% | 38987 | 21.90% | -0.54% |

| New customer registrations | | | |
|----------------------------|--------------|--------------|--------------|
| | January 2015 | January 2014 | % Difference |
| AH | 61 | 66 | -7.58% |
| AR | 143 | 155 | -7.74% |
| CH | 74 | 131 | -43.51% |
| DP | 85 | 101 | -15.84% |
| FF | 6 | 8 | -25.00% |
| ML | 23 | 27 | -14.81% |
| MP | 124 | 157 | -21.02% |
| NS | 340 | 379 | -10.29% |
| OT | 51 | 44 | 15.91% |
| SV | 438 | 523 | -16.25% |
| TOTAL | 1345 | 1591 | -15.46% |

| January Cash Collection: Symphony-Workflows | | | | |
|---|-------------|----------|--------------------|----------------------|
| Payments received | 2014 | 2015 | Diff. 2014 to 2015 | %change 2014 to 2015 |
| CASH | \$11,282.13 | 10173.82 | -\$1,108.31 | -9.82% |
| CHECK | \$4,679.80 | 4275.9 | -\$403.90 | -8.63% |
| CREDIT | \$10,438.39 | 11819.66 | \$1,381.27 | 13.23% |
| TOTAL | \$26,400.32 | 26269.38 | -\$130.94 | -0.50% |

Library Reports

Airway Heights: Stacy Hartkorn

Develop Young Learners:

- Attendance for Play & Learn Storytime averaged 13.75 people, a slight decrease from the previous month and compared to the same month last year (18).
- The morning and afternoon West Plains ECEAP visited the library for a Storytime (combined attendance of 21).
- I shared information about upcoming library programming and resources at Snowdon and Sunset Elementary's *READY! For Kindergarten* programs, reaching a combined audience of 92 parents.

Explore and Discover:

- The Airway Heights Book Club, facilitated by community members, attracted a total of 4 participants for its book discussion about *Artifacts* by Mary Anna Evan.
- Explore and Discover Club, *Shark Month*, drew an audience of approximately 12 people; an increase compared to the previous month and a new attendance record for the current school year.
- Our first *LEGO Club* of the year drew an audience of 3 participants. We are hopeful for a larger audience as more members learn about our additional open day on Sundays.

Support Job Seekers and Local Businesses:

- Staff assisted a member with reformatting a resume, including saving it as a PDF document.

Connect Communities:

- I attended two Airway Heights Kiwanis meetings, one of which featured guest speaker Dena Chappell from *Our Kids: Our Business* campaign.
- I attended the West Plains Chamber breakfast with Christie Onzay, which included keynote speakers from the local community related to the topic of *State of the Cities, School, and Chamber*.
- The display case featured a variety of paintings and drawings, primarily portraits, from a local Airway Heights artist.
- The meeting room was booked a total of 6 times (including two bookings for the West Plains Yarners' Club); this is the same number of bookings compared to January 2014.

Argonne: Pat Davis

Develop Young Learners:

- We had a total attendance of 231 for our Storytimes this month, compared to 156 last year. Toddler Play & Learn weekly attendance averaged 30 and Preschool Play & Learn averaged 27.75.
- We provided two Outreach Storytimes at the Millwood ECEAP, with attendance of 57 and 65.

Explore and Discover:

- 21 students from Orchard Prairie 3rd and 4th grades toured and selected materials for school projects and 5th through 7th graders came to tour and work on History Month projects.
- Our Kids Explore and Discover program – *Sharks* had 19 participants including a couple of families from Moran. They came to Argonne because their Kids Club fell on a holiday and they didn't want to miss *Sharks*.
- The high demand for the Create series *Drawing Fundamentals* class prompted the scheduling of a second series of classes starting mid-December. Attendance at the first three classes was 13, 10 and 6. We received calls from three participants saying they couldn't attend due to illness.
- Our new monthly LEGO Club attracted 34 participants.

Support Job Seekers and Local Businesses:

- We provided six Book a Librarian sessions including two ACA and two email/resume help.
- Pat attended the SFCC Library and Information Services class Advisory Committee, where the committee was informed about proposed adjustments to the curriculum.

Connect Communities:

- 74 groups or individuals booked our meeting and conference rooms in January.
- We featured art work from Orchard Center 4th graders.
- Jeanne and a Spokane Valley staff person did an Outreach visit to Riverwalk Apartments and 93 items were borrowed by residents.

Cheney: Catherine Nero Lowry

Develop Young Learners:

- Baby Play & Learn attendance was down this month with an average of 16.6, compared to 26 in January of 2014.
- Toddler Play & Learn attendance decreased with an average attendance of 32.25 in January, compared to 38.25 in January of 2014.
- Preschool Play & Learn attendance decreased in January of 2015, with an average attendance of 28 compared to 38.2 in January 2014.

Explore and Discover:

- Windsor Literacy Night had 24 in attendance.
- Kids Explore and Discover Club *Shark Month* had 10 participants.
- The Cheney Book Discussion group reading of *Spymistress* by Jennifer Chiaverini had nine in attendance.
- *Let There Be LEGOs*, an all-day LEGO build event, had 92 in attendance.
- Our monthly Tuesday *LEGO Club* had 16 happy LEGO builders in attendance.

Support Job Seekers and Local Businesses:

- Working in conjunction with the Cheney Mayfest Association, I met with local business owners as well as representatives from EWU to discuss how we can help them participate in the upcoming Mayfest Event.

Connect Communities:

- Lori and Gina took our library outreach services to Cheney Sessions Village, Cheney Assisted and Cheney Care facilities this month providing over 100 library items for the residents.
- 37 groups used our meeting room this month in 2015, in comparison to 41 in January 2014.
- Cheney staff provided two walk in BaL sessions in January.
- Outreach Storytime was provided to the Windsor ECEAP, 18 were in attendance.
- Our AARP Tax-Aide providers settled right in in January training up for the rigorous tax season.
- Mayfest is quickly becoming a city event. Planning is underway as we meet weekly and are corresponding with multiple groups that are sponsoring, supporting and participating in this event. We discussed the live art portion of Mayfest and are planning to adopt an alley that will be dedicated year round for artists and displays of their art. Save the date: Mayfest will be held May 29-30.

Deer Park: Kris Barnes

Develop Young Learners:

- We experienced a slight decrease in Storytime attendance. Our average Storytime attendance was 18 compared to last January's average of 26.
- We visited Riverside ECEAP where we presented two Storytimes to a total of 28 as well as Deer Park ECEAP for two Storytimes to a total of 67.
- During its remodeling, Countryside Coop Preschool moved its preschool to our meeting room. We provided a tour and Q&A session to 24 parents, teachers, and students.

Support Job Seekers and Local Businesses:

- Community Librarian Amber Williams and I attended the Deer Park Chamber of Commerce luncheon. We were presented with a historical prospective from Avista Corporation that was both entertaining and educational.
- Our partnership with SNAP for classes geared toward business-minded entrepreneurs continued this month. The classes focused on technology and social media. The 5 classes attracted a total of three participants per month for a total of 15 participants.

Explore and Discover:

- 14 members gathered at the *Adult Book Club* to discuss the book *Mrs. Lincoln's Dressmaker* by Jennifer Chiaverini, compared to last January's total of 12.
- Four classes from Arcadia Elementary visited for an opportunity to hear presentations about historical, contemporary and realistic fiction.
- A total of 12 classes visited from Arcadia Elementary School to browse our collection and check materials out. We were somewhat surprised to discover that six of the classes all chose the same day to visit. Staff was able to rise to the occasion even considering that four of the classes all arrived at the same time. To say that the library was bustling during that time period was a huge understatement.
- Our Kid's Club attendance was 15 compared to last January's total of 12.

Connect Communities:

- Our conference and meeting rooms were used by 24 groups this year, compared to last January's total of 12. We had a variety of groups using our room. AARP Tax-Aide used our meeting room to complete its training and certification process prior to the actual Tax-Aide sessions that begin next month. Several tutoring sessions occurred at the library, both private as well as offered by the Deer Park School District staff. I am aware of at least 10 tutoring sessions that occurred in our meeting room and/or conference room this month.
- The Friends of the Library had its annual book sale that coincided with the Deer Park Winterfest event.
- Community Librarian Amber Williams was invited to speak to eight Riverside High School classes regarding databases available with use of student cards. She also spoke to 11 primary educators and 21 secondary educators about SCLD's services at their professional development day.
- We received and completed two ACA requests for help on the Washington Healthplanfinder website.

Fairfield: Kathy Allen

Develop Young Learners:

- Family Story Evening averaged 3.5, down from last month's 4.8. There does not appear to be a consistent core group attending, but rather a different family attending each week.
- The monthly field trip made by the Fairfield Community Church Preschool was attended by 12.
- We presented three Outreach Storytimes to the Freeman Early Learning Center at the Freeman Elementary with a total of 50 children in attendance.

Explore and Discover:

- *Thursday Night Thing* continues to have a stable group of 13.
- *LEGO Club* had 11 in attendance, a notable start for Fairfield.
- We had two Book-a-Librarian appointments and were able to help members download materials from Overdrive.

Connect Communities:

- Cindy Ulrey and I attended the monthly meeting of the North Palouse Chamber of Commerce held this month at Fredneck's, a local business in Rockford.

Medical Lake: Jennifer Fuher

Develop Young Learners:

- Storytime average attendance was 20, down just a bit from 22 in January of last year.

Support Job Seekers and Local Businesses:

- Staff helped a member polish up a resume during a Book-a-Librarian session.

Explore and Discover:

- Staff helped a member with iPad questions during a Book-a-Librarian session.
- The Explore and Discover Club program, *Shark Month*, had eight in attendance, down from nine in January of 2014.
- The *LEGO Club* had 12 in attendance.

Connect Communities:

- This month's display case had abstract art bird house pieces by artist Steven Sattler.
- Local author Christel Decker Bresko presented her book *Mother, If In Heaven There Are No Apples, I Don't Want to Go There* with the Friends Book Club with 22 in attendance.
- Seven groups used the meeting room this month, including the Medical Lake School administrators, local Boy Scouts, and Girl Scouts troops. This is down from eight this time last year.

Moran Prairie: Danielle Marcy

Develop Young Learners:

- Toddler Play & Learn Storytime averaged 42 attendees this month, an increase from last month's average of 33 and a decrease from last January's 54.
- Preschool Play & Learn Storytime had an average attendance of 28, an increase from last month's 20 and 24 in January 2014.
- Baby Play & Learn Storytime averaged 29, a decrease of 33 from last month's. The trend of a steady increase over last year's continues, comparing last year's average of 16 to this year's 29.
- Miss Bridget's Preschool visited the library for its annual Dinosaur-themed Storytime and tour. Last year's group came for a Pacific Northwest animal-themed Storytime with another tour. We received two thank-you letters later that same day dictated by each class to Miss Bridget. We have posted the letters on a display board for library members to see.

Explore and Discover:

- The Moran Prairie Book Club had eight attendees this month for *Brain on Fire* by Susannah Cahalan.
- The *LEGO Club* had 25 attend. The January display case was booked by a young library member who wanted to display his creations—it was the perfect lead into talking about our *LEGO Club*. We also displayed the LEGO creations from the attendees—they were so proud of their art they wanted to have it displayed in the library. This is a service I plan to offer to participants each month to advertise the next month's program and allow the artists to showcase their work.
- We have started a monthly craft program targeting interests of adults. This month we had supplies to make vision magnets—visual goals to put on your fridge. We had 12 people participate and increase from last month's six and a steady increase from the average of the previous incarnation of informal family crafts at the library.
- Due to the registration for the *Waltz! Salsa! Swing!* filling up so quickly, another session of classes were scheduled. These started in January. The attendance has increased to an average of 19 attendees per session.
- The Star Financial Services program *Income For Life* had 10 attendees.

Connect Communities:

- We had 67 bookings of the meeting room, an increase from last month's 54.
- Kathryn Lindquist continued to display her fine art. Her daughter let us know how grateful they are to give Kathryn an opportunity to display. With her permission, Kathryn's contact information was shared with Revel 77, another local venue that displays local artists' work.
- Danielle attended the Manito Lions Club meeting and has been invited to join as a member in March.
- The Moran Prairie Friends agreed to purchase library magnets to facilitate options for the upcoming changes in materials processing. Magnets are an option to help members keep track of their check-out receipts and due dates by posting in a prominent place.

North Spokane: Jason Johnson

Develop Young Learners:

- 790 children and their parents and caregivers attended early learning programs this month. This is a 7% increase from last month.
- Baby Play & Learn Storytime averaged 26 attendees. This is up two from last month's average and down 11 from January 2014.
- Preschool Play & Learn Storytime averaged 48 attendees. This is up six from last month and up five from January 2014.
- Toddler Play & Learn Storytime attracted an average attendance of 32. This is up three from last month and down seven from January 2014.
- Family Play & Learn Storytime averaged 25 attendees, up 13 from last month and up seven from January 2014.
- Staff provided Storytime for 111 attendees at outreach facilities.

Explore and Discover:

- 178 members of all ages attended Explore and Discover events this month.
- 69 adult members attended 4 programs: 30 for *Whitworth Children's Lit Class Lecture*, 22 for *Meet the Author: Jenny Elliot*, 13 for *Book Club*, and four for *Star Financial: Income for Life*.
- 20 tween/teen members attended two programs: 12 for *Tween Club* and eight for *Anime Club*.

- 89 children and their families attended three programs: 45 for *LEGO Club*, 29 for *Pokémon Club*, and 15 for *Kid's Club: Shark Month*.

Support Job Seekers and Local Businesses:

- 24 members attended *Don't Fear the FAFSA*.
- Staff proctored two exams.

Connect Communities:

- Jason filmed the band Blackwater Prophet for the upcoming Live at the Library website feature.
- Local photographer, Jim Heywood, displayed his photos in the library this month.
- 59 groups used the meeting rooms this month, up from 54 last January.

Otis Orchards: Kathy Allen

Develop Young Learners:

- Play & Learn Storytime averaged 16, up from last January's average of 12.8.
- 105 attended seven Outreach Storytimes provided at EV ECEAP, Trent ECEAP, Trentwood ECEAP and Doodle Bug Preschool.

Support Job Seekers and Local Businesses:

- We were able to help several members print certificates that were required when applying for employment.

Explore and Discover:

- *Kids Explore and Discover Club: Shark Month*, had 16 attend, up from last January's total of nine.
- *LEGO Club* started this month with six in attendance.
- In anticipation of the Seed Library kickoff next month, we held two more seed-sorting events. We had help sorting packages of seeds from nine enthusiastic volunteers for each event.
- We had one Book-A-Librarian to help a member discover how to download eBooks.

Connect Communities:

- The meeting room was used 13 times, up from last month.

Spokane Valley: Sonia Gustafson

Develop Young Learners:

- Baby Play & Learn averaged 23, down from last January's 35.
- Toddler Play & Learn averaged 42, down from last January's 49.
- Preschool Play & Learn averaged 34, close to last January's 36.
- Family Play & Learn held steady at 17, exactly the same average as last January's 17.
- We presented Storytimes to 363 children at 21 daycare and childcare centers.

Explore and Discover:

- 47 children participated in the weekly Sunday craft activity.
- We toured several groups of Cub Scouts around the library.
- We presented an Elephant and Piggy reading program to McDonald Elementary kindergarteners and their families. Many of them came up and got library cards after the program.

Support Job Seekers and Local Businesses:

- We held three classes on small business support; 28 people attended.
- We proctored three exams.

Connect Communities:

- We have new art displayed from the Spokane Valley Arts Council.
- I presented a program on library services to the Spokane Valley Kiwanis group, and a 55+ luncheon at the SV United Methodist Church. I heard from several people who are very grateful for our services (Book-A-Librarian, downloadable books, and friendly staff, to name a few).

Public Use Measures

January 2015

| Measure | This year | Last year | YTD | Last YTD | Rolling YTD |
|---------------------------|------------|------------|-----------|------------|-------------|
| | This Month | This Month | This year | Comparison | Comparison |
| Registered borrowers | 117333 | 118,740 | | -1% | |
| Door count | 110162 | 113,188 | 110,162 | -3% | -2% |
| Circulation | 224277 | 232,224 | 224,277 | -3% | -3% |
| Digital Media Catalog | 32350 | 28,586 | 32,350 | 13% | 33% |
| Programs | | | | | |
| Number | 228 | 208 | 228 | 10% | 6% |
| Attendance | 5130 | 4,984 | 5,130 | 3% | 10% |
| Group Visits | | | | | |
| Number | 3 | 6 | 3 | -50% | 11% |
| Attendance | 136 | 208 | 136 | -35% | 8% |
| Software Station bookings | 20580 | 20,299 | 20,580 | 1% | 7% |
| Meeting room bookings | 382 | 303 | 382 | 26% | -3% |
| Holds placed | | | | | |
| By customers | 36,560 | 39,935 | 36,560 | -8% | -10% |
| By staff | 7,369 | 8,137 | 7,369 | -9% | 14% |
| Digital Media Catalog | 9,702 | 9,593 | 9,702 | 1% | 31% |
| Database use | | | | | |
| Searches | 109,312 | 122,898 | 109,312 | -11% | 5% |
| Retrievals | 35,396 | 84,700 | 35,396 | -58% | -12% |
| Website use (Remote) | | | | | |
| User sessions | 105,279 | 105,236 | 105,279 | 0% | 13% |
| Page views | 217,600 | 285,103 | 217,600 | -24% | -4% |
| Catalog | 47,162 | 59,833 | 47,162 | -21% | -17% |
| Database Access | 5,806 | 7,090 | 5,806 | -18% | -9% |
| Interlibrary loans | | | | | |
| Loaned | 342 | 294 | 342 | 16% | 8% |
| Borrowed | 464 | 376 | 464 | 23% | 24% |

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 January 2015

Community Calendars

Library event information submitted to area community calendar websites, including KREM.com, Inlander.com, Spokane7.com, KPBX.org, KXLY.com, and Fox28.com

Results – Information and descriptions on the following were included in print publications (Spokesman, Cheney Free Press, Spokane Valley News Herald) and on the respective websites:

- Let There Be Legos (2)
- Lego Club (5)
- Shark Month (5)
- SCLD streaming services (5)
- Poetry Scribes of Spokane
- Conversations About Dementia: Tips to Help with Family Conversations (2)
- The Basics: Memory Loss, Dementia and Alzheimer's Disease
- Too Fun Tuesday (3)
- Tween Club
- Don't Fear the FAFSA (2)
- Art Club
- Income for Life (2)
- Pokémon Club
- Build Your Business
- Can You Believe Your Eyes? (2)

News coverage

- The Friends of the Deer Park Library
- New hours for Airway Heights Library in 2015
- Greater Spokane Democratic Women's Club (meets at Spokane Valley Library)
- ML book club meets Jan. 12
- 'Call of the Wild' tabbed as this year's Big Read (4)
- Free 2014 tax help available to some

Press Releases

- Jan 6 – Deadline is Feb 15 for Healthplanfinder's Open Enrollment
- Jan 13 – Build Your Business: Two free classes at Spokane Valley Library this month
- Jan 14 – Holiday Closure in observance of Martin Luther King Jr. Day
- Jan 20 – The Big Read

Estimated media value:

Approximate media value for SCLD in the news: \$ 1400

*Not included in estimate

E-Marketing (Website, Social Media, Email)

Electronic Advertising

- Jan 26 - Get critical business resources & job seeking materials at the Spokane County Library (sponsored) – Online interview on Khq.com about our business resources.*

Social Media:

- Facebook: # of fans: 2,308
- Twitter: # of followers: 1,181
- Pinterest: followers: 1,152

A paid (\$20) promoted post for The Big Read was done on Facebook on January 12, 2015. The post reached 4636 people, accumulated 111 likes, comments and shares, and there were 93 click-throughs to the website.

Library District Blog:

Our website was viewed 169,193 times during the month of January, up from 145,162 times in December.

Our most popular blog post was Meal Planning for Busy Families, which garnered 205 views alone on the first day it was posted (out of 380 total views throughout the month).

Blog posts:

- Jan 2 – Expanded hours for Airway Heights Library
- Jan 5 – Take Control of Your Financial Literacy
- Jan 6 – Beat the (Post) Holiday Blues
- Jan 7 – Library Hack: Book a Librarian
- Jan 8 – The Big Read Is Almost Here
- Jan 8 – The Educational Merits of Minecraft
- Jan 9 – Don't Tax Your Sanity
- Jan 10 – Martin Luther King Jr. Day Holiday Closure
- Jan 11 – From The Director...
- Jan 12 – Ready For Work
- Jan 13 – A Bit of Wizardry
- Jan 14 – Library Hack: What's a Teen To Do?
- Jan 15 – Meal Planning For Busy Families
- Jan 16 – Take and Give: Seed Library
- Jan 20 – Becoming Nontraditional: Books & resources for returning to school
- Jan 21 – Resolving on Health
- Jan 22 – Hunting For Sasquatch: a conversation with Sharma Shields
- Jan 27 – My Office Yogi (a Q&A and Office Yoga Session with Erin Wert)
- Jan 28 – Finding Free Music Without Getting Sued
- Jan 29 – Libraries Are Transforming Communities
- Jan 30 – Let There Be Music: Jim Gill's Family Room Tour Returns to CenterPlace

3eNewsletter email:

- 70,196 sent on January 15, 2015
- Open rate: 19.4% (13,578)
- Clicked: 2,591 (3.7% click rate)
- Unsubscribed: 154

Friends of the Library Book Sales:

- Spokane Valley – Sun, Jan 18 – sent to 12,063

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

- Deer Park Friends of the Library Book Sale
- Holiday Closure Signs – 2015
- “These doors will not open until 1pm” sign for Airway Heights
- Spokane County Voter Service Center
- ALKI Business Article
- Fairfield Scavenger Hunt invite letter
- Big Read Ad for the Current
- Jenny Elliott: The Publishing Journey
- Jenny Elliott Author Program
- Meet the Author - Christel Decker Bresko
- Access to Library Services Poster
- Microsoft Office Specialist Proctor Guidelines
- FAFSA Program
- Hours Magnets for Cheney, Medical Lake, Argonne, Airway Heights, Deer Park, Moran Prairie, and Otis Orchards (paid for by the Friends)
- Spokane Valley Friends Book Sale

Reprints of previously created work & order fulfillment

- Business Matters promo piece re-order
- SCLD Address labels for Supply
- Pencils/Pens for Argonne
- Lego Club flyers for Moran Prairie
- Lego Build Day flyers for Airway Heights
- Lego Build Day flyers for North Spokane
- Lego Club flyers for Airway Heights
- Pencils/Pens for Otis Orchards
- Lego Club for Cheney
- Pencils/Pens for Airway Heights

Community Involvement

- Jane attended Leadership Spokane Diversity Day on Friday, Jan 9.

Current & Upcoming Projects

- Nourish Series of program – April
- Food for Fines – April

| Spokane County Library District | | |
|---|--|-------------------------|
| Balance Sheet - (Cash Basis) | | |
| January 31, 2015 | | |
| | | 2/11/2015 8:08 |
| ASSETS | | |
| CASH | | \$ 3,512,403 |
| TOTAL ASSETS | | \$ 14,156,916.73 |
| | | |
| | | |
| CURRENT LIABILITIES | | \$ 202,059 |
| TOTAL LIABILITIES | | \$ 168,972 |
| FUND BALANCES | | |
| ASSIGNED FOR DEER PARK LIBRARY PROGRAM | | \$ 6,182 |
| ASSIGNED FOR DIANE ZAHAND MEMORIAL FUND | | 11,274 |
| UNASSIGNED FUND BALANCES | | 13,970,489 |
| TOTAL FUND BALANCES | | \$ 13,987,945 |
| | | |
| TOTAL LIABILITIES & FUND BALANCES | | \$ 14,156,917 |
| | | |
| CONSTRUCTION FUND CASH BALANCE -- 01/01/2015 | | \$ 900,318 |

Spokane County Library District
Summary of Revenues & Expenses - (Cash Basis)
For the One Months Ended January 31, 2015

2/11/2015 8:24

| | Y-T-D Actual | Annual Budget | Percent Used | Balance Remaining |
|---|-------------------------|----------------------|-----------------|-----------------------|
| REVENUES | | | | |
| PROPERTY TAXES | \$ 10,710,692 | \$ 10,740,000 | 99.73% | \$ 29,308 |
| CITIES, SERVICES & FEES | 22,385 | 666,015 | 3.36% | 643,630 |
| MISCELLANEOUS | 5,292 | 446,775 | 1.18% | 441,483 |
| OTHER RECEIPTS | 43 | 40 | 107.48% | (3) |
| INTEREST REVENUES | 2,903 | 24,000 | 12.10% | 21,097 |
| TOTAL REVENUES | \$ 10,741,316 | \$ 11,876,830 | 90.44% | \$ 1,135,514 |
| TRANSFERS IN | \$ - | \$ - | 0.00% | \$ - |
| TOTAL REVENUES & TRANSFERS IN | \$ 10,741,316.29 | \$ 11,876,830 | 90.44% | \$ 1,135,514 |
| EXPENSES | | | | |
| SALARIES | \$ 557,675 | \$ 5,995,339 | 9.30% | \$ 5,437,664 |
| FRINGE BENEFITS | 145,145 | 1,834,205 | 7.91% | 1,689,060 |
| SUPPLIES | 11,268 | 167,540 | 6.73% | 156,272 |
| SERVICES | 309,006 | 1,869,703 | 16.53% | 1,560,697 |
| EQUIPMENT & SOFTWARE | 6,031 | 363,000 | 1.66% | 356,969 |
| LIBRARY MATERIALS | 105,998 | 1,554,229 | 6.82% | 1,448,231 |
| OTHER EXPENDITURES | 2,951 | 18,540 | 15.92% | 15,589 |
| INTEREST EXPENSE | 0 | 100 | 0.00% | 100 |
| OPERATIONAL CONTINGENCIES | 0 | 104,174 | 0.00% | 104,174 |
| TOTAL EXPENSES | \$ 1,138,074 | \$ 11,906,830 | 9.56% | \$ 10,768,756 |
| TRANSFERS OUT | \$ - | \$ - | 0.00% | \$ - |
| TOTAL EXPENSES & TRANSFERS OUT | \$ 1,138,074 | \$ 11,906,830 | 9.56% | \$ 10,768,756 |
| Net Excess of Revenues Over/(Under) Expenses | \$ 9,603,242 | \$ (30,000) | | \$ (9,633,242) |

Spotlight Airway Heights Library

Library Supervisor Stacy Hartkorn and Librarian Ellen Peters will share highlights of Airway Heights Library and the community serves.

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

OVERVIEW COMMUNITY IMPACT PLAN, YEAR 2

Deputy Director Patrick Roewe will provide an overview report of the second year of the District Community Impact Plan (CIP).

Background

Having completed the second year of the Community Impact Plan (CIP), we are continuing to learn how to direct our resources and programs to best meet our goals and objectives. What has been most beneficial about the CIP is that it has provided a framework within which we can plan and execute our programs and services with greater intentionality.

Much like last year, the District met or exceeded the anticipated numbers for some objectives, came close while not quite reaching others, and yet still has more work to do in order to reach the rest. The objectives were written with a certain degree of ambition and a willingness to take risks. Those that we have yet to meet provide additional impetus to pursue them with greater focus. Those that we've met—and in some cases eclipsed—demonstrate that we've hit our stride in those areas. Those in which we've seen some decline when compared to the previous year suggest capacity issues and other tension points we need to investigate further for potential solutions.

We're recommending several small scale revisions to the plan, which are detailed below.

The following report is broken down by service priority, goal, and objective, and, where applicable, includes definitions for how that objective was measured. For objectives with a cumulative timeline, 2012 statistics are used as the baseline. To better track year to year progress, the 2013 report numbers are included for each objective as applicable. Note that the objectives in this report have been numbered for ease of reference, though no such numbering exists in the official plan. An appendix in the back of the report provides more detailed information for each corresponding objective as applicable, using the numbering system.

Develop Young Learners

Goal: Parents, teachers, and caregivers will have programs and services designed to help them prepare their children to start school.

Objectives:

1.) Each year, parents, teachers, and caregivers will have an opportunity to participate in at least 50 programs or resource-sharing activities.

- **This objective has been met. 61 programs were offered in 2014.**
 - *2013: 55 programs*

(Early learning programs are defined as programs for children birth to five years old in the CIP. Resource-sharing activities are programs or events that involve giving out materials or sharing ideas about early learning. There is some cross-over into K-3 for early learning and some family oriented programs.)

2.) Each year, at least 90% of parents, teachers, and caregivers surveyed will indicate that they're more aware of the importance of reading, talking, playing, singing, and writing with their children.

- **This objective has been met for 2014. 100% of parents surveyed indicated that they are more aware of the importance of reading, talking, playing, singing and writing with their children. This survey was distributed in May and October 2014.**

- *2013: Survey not distributed.*

3.) By the end of 2015, collaborative efforts with early learning agencies will be increased by 50%.

- **This goal has been met. In 2014, collaborative efforts have increased by 56% compared to 2012.**

- *2012-2013 increase: 44%.*

(Defined as SCLD working with early learning community partners on projects, grants, programming or committees.)

Goal: Children birth to five will have the services and programs they need to enter school ready to learn.

Objectives:

4.) Each year, 70,000 young children and their parents and caregivers will attend an early learning program presented by the library.

- **In process. 43,901 young children and their parents and caregivers attended an early learning program presented in 2014—63% of the goal.**

- *2013: 60,066.*

(Early learning programs are defined as programs for children birth to five years old in the CIP. There is some cross-over into K-3 for early learning and some family oriented programs.)

5.) By the end of 2015, community libraries will have at least 5, and resource libraries will have at least 8, interactive discovery stations.

- **This objective has been met. All community libraries now have 5-7 interactive discovery stations. For the resource libraries, Spokane Valley has 8 interactive discovery stations and North Spokane has 11 interactive discovery stations.**

- *2013: All community libraries—3; Spokane Valley—4; North Spokane—9.*

(Defined as technology resources, displays, and activity stations that encourage interactive play that promotes early learning goals.)

Support Job Seekers and Local Businesses

Goal: Teens and adults will have the resources and opportunities they need to attain meaningful employment.

Objectives:

~~By the end of 2014:~~

Recommended revised timeframes: “By the end of 2015” or “Each Year”:

Rationale: While we’ve made significant progress in meeting these objectives, we’re recommending clarifying what was intended as an annual or cumulative objective, as well as extending the deadline to 2015 in order to provide additional opportunities to meet #7 and #8.

~~6.) Teen and adult use and awareness of career, test preparation, and higher education resources will increase by 20%.~~

Recommended Revised Objective: By the end of 2015, teen and adult use and awareness of career, test preparation, and higher education resources will increase by 100%.

- Rationale: While initially conceived as an annual objective, given the increase in the resources we now offer, an increased cumulative objective better represents our intent.

- **In process. Instances of use increased from 4047 in 2012 to 7856 in 2014—a 94% increase.**

- *2012-2013 increase: 53%.*

7.) Each year, teens and adults will have the opportunity to attend at least 100 career-related programs.

- **In process: In 2014, 74 career-related programs were offered—74% of the objective.**

- *2013: 39 programs.*

(Defined as those programs in which a person presently engaged in the profession is presenting program content that includes information related to their career. We count each instance of a program as an “opportunity to attend.”)

8.) By the end of 2015, at least 90% of people surveyed will indicate the library provided the resources and opportunity they were looking for in regard to higher education, job skills, and career preparedness.

- **In process. An initial survey was distributed via our website in October 2014, but provided insufficient data. We’ll be revising the survey and distributing it in April and October 2015.**

- *2013: Survey not distributed.*

9.) Each year, at least 1,000 people will participate in job skill and career development activities.

- **This objective has been met. In 2014, 1193 people attended job skill and career development activities—119% of the objective.**
 - *2013: 475 people participated.*

(Defined as those activities in which members can increase their job/career skill sets. In addition to specific programming, we're also counting usage of IT Academy e-learning, and internships with the Next Generation Zone. We are counting each instance of an activity as an "opportunity to participate.")

Goal: Local businesses and non-profits will have the tools they need to develop and maintain successful and viable enterprises.

Objectives:

10.) Each year, local businesses and non-profits will have the opportunity to participate in at least 25 local business support programs.

- **This objective has been met. In 2014, we provided 37 business support programs—148% of the objective.**
 - *2013: 13 programs.*

(Defined as those programs where local employers can increase work-related skill sets. We are counting each instance of a program as an "opportunity to participate.")

11.) Each year, we will partner with 50 local businesses or non-profits to provide collaborative programming with the library.

- **This objective has been met. In 2014, we offered 343 collaborative programs with 53 different local businesses and non-profits.**
 - *2013: 26 local businesses or non-profits.*

(Defined as those programs where a local business/non-profit or other regional employer presents content of interest to our members.)

12.) By the end of 2015, at least 50 local businesses and non-profits will have used library resources to advance their business goals.

- **In process. In 2014, we fulfilled 15 Book a Librarian requests for business-specific assistance. We've distributed approximately 250 business library cards since their October 2014 launch, and will be able to track their use in 2015.**
 - *2013: Services were not fully established yet.*

Explore and Discover

Goal: Everyone will have the resources they need to explore topics of interest and the support to share knowledge with others.

Objectives:

13.) Each year, at least 75 community experts will share their knowledge in a library program.

- **This objective has been met. In 2014, 105 community experts shared their knowledge in a program—140% of the current objective.**
 - *2013: 72 community experts.*

(Defined as someone from the greater Spokane County/Kootenai County area with expertise in a given field. We are counting each individual expert once, regardless of how many programs they present.)

14.) Each year, people will have at least 100 opportunities to attend community interest-driven programs.

- **This objective has been met. In 2014, we offered 131 programs that met the minimal attendance requirements—131% of the current objective.**
 - *2013: 85 community interest-driven programs.*

(Defined as programs that our communities have demonstrated interest in, through attendance at similar programs, requests from community groups, Friends' group sponsorships, or comments and suggestions from program evaluations. We are also counting each instance of a program as an "opportunity to attend." We do not count any programs that have an attendance of less than 10 towards the goal [Fairfield is potentially an exception due to low population in that service area].)

15.) Each year, items in the library will check out an average of 6 times.

(For the purposes of the CIP, we are counting Annual Cumulative Circulation Totals, divided by the total number of physical items in the collection as of December 31st.)

- **In process: items check out an average of 5.3 times in 2014—88% of the goal.**
 - *2013: 5.8 average check-outs.*

16.) ~~By the end of 2015, use of digital resources will increase by 30%.~~

Recommended Revised Objective: By the end of 2015, use of digital resources will increase by 50%.

- Rationale: Given our cumulative increase compared to the 2012 baseline, we are recommending the change.

- **In process. Instances of use of digital resources increased from 309,324 in 2012 to 450,019 in 2014 – a 45% increase.**
 - *2012 to 2013 increase: 23%.*

(Digital resources include items in the Digital Library portion of the website [e.g. OverDrive, Zinio, Hoopla, ProQuest, HelpNow, Gale Courses, Consumer Reports, Microsoft IT Academy], and the LibraryThing for Libraries portion the catalog. Usage is: enrollments for Gale Courses and Microsoft IT Academy; checkouts for Hoopla, OverDrive, and Zinio; tutoring and database sessions for HelpNow and JobNow [and Tutor.com, our previous tutoring service]; emails sent for Online Book Clubs; click-throughs and reviews submitted for LibraryThing for Libraries; and click-throughs for all other digital resources.)

- 17.) Each year, at least 15,000 school-age children will attend a library program.
- **This objective has been met. 15,264 school aged children attended or participated in library programs, both in and outside the library.**
 - *2013: 11,393 school-age children will attend a library program.*

(School-age is defined as the range between K-12th grade, which includes Children's, Tween, and Teen programs. Some Early Learning, or family oriented all ages programs [such as the Jim Gill Concert, and the Jenks Family concerts in the summer] cross over in the K-3 and so may count in more than one category. Summer Reading programs are included.)

Connect Communities

Goal: Community members will connect with each other and engage in local activities.

Objectives:

18.) By the end of 2015, the number of visits to the community-specific sections of the SCLD website will increase by 20%.

- **Forthcoming. There were 106,787 visits to the community-specific sections of the SCLD website in 2014. We will compare the 2015 numbers to this baseline.**

19.) By the end of 2015, the number of community blog contributions and comments on SCLD.org will increase by 20%.

- **Forthcoming. There were 17 blog posts with community contributions in 2014. There were 171 community comments in 2014. We will compare the 2015 numbers to this baseline.**

20.) By the end of 2015, at least 90% of people surveyed will indicate the library helped them know what is happening in their community.

- **Forthcoming. The survey will be designed and distributed in 2015.**

21.) By the end of 2015, community use of library meeting spaces will increase by 10%.

- **In process. Meeting room reservations increased 1% between 2012 and 2014.**

- *2012 to 2013 increase: 7%.*

22.) Each year, every library will showcase local authors and/or artists at least 5 times.

("Local" is defined as coming from the greater Spokane County/Kootenai County area. "Author" is defined as a writer of original published work(s). "Artist" is defined as a person or group of persons creating original works of art in a visual medium. Student artwork presentations displayed in partnership with area schools are not included.)

- **In process. On average, each library has provided 12 showcases. Individual library tallies for 2014:**

| Library | Visual arts | Authors | Total |
|-----------------------|--------------------|----------------|--------------|
| Airway Heights | 10 | 3 | 13 |
| Argonne | 5 | 2 | 7 |
| Cheney | 7 | 6 | 13 |
| Deer Park | 10 | 3 | 13 |
| Fairfield | 2 | 2 | 4 |
| Medical Lake | 5 | 4 | 9 |
| Moran Prairie | 12 | 8 | 20 |
| North Spokane | 13 | 7 | 20 |
| Otis Orchards | 5 | 1 | 6 |
| Spokane Valley | 7 | 4 | 11 |

- *2013: On average, each library has provided 7 showcases. Individual library tallies:*

| <i>Library</i> | <i>Visual arts</i> | <i>Authors</i> | <i>Total</i> |
|-----------------------|--------------------|----------------|--------------|
| <i>Airway Heights</i> | <i>6</i> | <i>2</i> | <i>8</i> |
| <i>Argonne</i> | <i>4</i> | <i>5</i> | <i>9</i> |
| <i>Cheney</i> | <i>5</i> | <i>3</i> | <i>8</i> |
| <i>Deer Park</i> | <i>3</i> | <i>2</i> | <i>5</i> |
| <i>Fairfield</i> | <i>2</i> | <i>0</i> | <i>2</i> |
| <i>Medical Lake</i> | <i>2</i> | <i>1</i> | <i>3</i> |
| <i>Moran Prairie</i> | <i>1</i> | <i>3</i> | <i>4</i> |
| <i>North Spokane</i> | <i>7</i> | <i>6</i> | <i>13</i> |
| <i>Otis Orchards</i> | <i>4</i> | <i>1</i> | <i>5</i> |
| <i>Spokane Valley</i> | <i>8</i> | <i>5</i> | <i>13</i> |

Appendix

This appendix provides more detailed information for each objective above, using the corresponding numbering system.

1.)

- Uni at Unity in the Community event which included activities for children, parents, and caregivers – 1
- STARS (State Training and Registry System) classes for childcare providers and parents – 11 were offered in 2014
- Baby Fair geared for expectant or new parents – Love Talk Play program – 1
- Love Talk Play for Teen Parents – 4
- Ready for Kindergarten aimed at parents for children birth-5 at local schools – 9
- Engaging Fatherhood Conference and Resource Fair – 1
- EWAEYC (Eastern Washington Association for the Education of Young Children) Gift of Childhood Conference – STARS Classes – 2
- Prime Time Family Reading Program which has a preschool element and shows families how to discuss books – 6 sessions in January to March 2014, 12 sessions in October to November 2014
- Parent Workshops – 4
- Apps and Your Preschooler – 1
- Cheney Moms Group Literacy Presentation – 1
- Early Literacy Presentation Children's Home Society – 1
- One Stop Child Care – 1
- Guardians of Childhood Event – 1
- Early Achievers Conference – 1
- Family Construction Zone – 1
- East Valley ECEAP Resource Fair – 1
- KSPS Thomas the Tank -1
- Our Kids, Our Business Resource Table – 1
- Valleyfest - 1

2.)

We received a combined 146 survey responses from the two survey distributions. 9 responses were online; the other 137 were filled out in Storytime on paper.

3.)

Early Learning Agencies we collaborated with prior to the CIP:

- Inland Northwest Early Learning Alliance (INWELA) – Mary Ellen has served on the action team and the Executive Director has served on the Leadership team for 5 years.

- United Way of Spokane – We work together on the INWELA action team.
- NEWESD (Northeast Washington's Educational Service District) 101 – We have worked together on grants such as the Culture of Literacy Grant, as well as worked together on the INWELA action team.
- Early Childhood Educational Assistance Program (ECEAP) – We provide Storytimes to the ECEAPS in Spokane County and have worked with teachers with STARS trainings and family nights.
- Eastern Washington Association for the Education of Young Children (EWAEYC)
- Spokane Regional Health District – We have collaborated on Community Cafes and forming Play and Learn groups. We also work together on the INWELA action team.
- Children's Home Society – We have collaborated on grants, done programming for, and work together on the INWELA action teams.
- Community Minded Enterprises – We have collaborated on a number of projects such as Play and Learn Storytimes and worked together on the INWELA action team.
- Child Care Aware – We have served on the Seeds to Success/Early Achiever community engagement committee and are working together to provide Love Talk Play training for Early Achiever coaches and child care providers.
- Reach Out and Read – We work with the CHAS (Community Health Association of Spokane) clinics here in Spokane providing resources (Storytime flyers, book recommendations) for the physicians participating in the program.
- Early Achievers - We have served together on the Seeds to Success/Early Achieve committee and are working together to provide Love Talk Play training for Early Achiever coaches and child care providers.
- Early Learning Public Library Partnership (ELPLP) – We were one of the early joiners to the ELPLP. We have worked on the committee for their annual symposium and been awarded several grants.
- Foundation of Early Learning – (FEL) FEL is the supporting agency for the ELPLP. We have been awarded several grants and have worked together at events such as fundraising events in Spokane and Unity in the Community with the Uni (STEM activity center for children 0-5 and their caregivers).
- Spokane Public Schools – We work together on the INWELA action team.
- West Valley School District – We have worked with the Early Learning Center providing Storytimes and doing programs at their family programs.
- West Valley School District – We have been on the Community Engagement Committee for their Strategic Planning Process.
- East Valley School District – We have helped with the Ready for Kindergarten program and provide Storytimes for their ECEAP programs.
- Cheney School District - We have helped with the Ready for Kindergarten program and provide Storytimes for their ECEAP programs.

- Central Valley School District - We have helped with the Ready for Kindergarten program and provide Storytimes for their ECEAP programs and Early Learning Center.
- Freeman School District – We have worked with their Early Learning Center on Storytimes and family programs.
- Mead School District - We have helped with the Ready for Kindergarten program and provide Storytimes for their ECEAP programs.
- Riverside School District - We have helped with the Ready for Kindergarten program and provide Storytimes for their ECEAP programs.
- Success by Six – We serve on the Success by Six board and have done TV spots on reading and Storytimes and have created booklists for the website.
- Strengthening Families – We have worked on Community Cafes for families in the Spokane area.
- University of Washington iSchool - Cleary Libraries in support of the Cleary Library Position at UW; they ask for what support the libraries need from UW and Project VIEWS (Valuable Initiatives in Early Literacy that Work Successfully), which studied the effect Storytime has on early learning in children birth - five. We had two Storytimes that were studied over 2 years by doctoral students in the MLIS program (Now we are into Project VIEWS2).

New Collaborations 2013:

- Department of Early Learning (DEL) – We were awarded 10 Early Achiever Outreach Partnership grants by DEL and the Washington State Library. In addition to reporting in regards to the grants, we have been working with DEL on making resources available to parents. The grants were awarded to each of our libraries; Airway Heights, Argonne, Cheney, Deer Park, Fairfield, Medical Lake, Moran Prairie, North Spokane, Otis Orchards, and Spokane Valley.
- Head Start – Community Colleges of Spokane – We work together on the INWELA action team. This has been a great opportunity to share information and offer STARS trainings to their teachers. They were a big help in getting out information to teachers and families about the Jim Gill concert we provided in the spring of 2013.
- Thrive by Five – Love Talk Play – This year we have worked closely with Thrive on a Teen parent engagement grant promoting Love Talk Play. We brought teen parents together to have a conversation about how the Love Talk Play program can support them as Teen Parents.
- Teen Parent Engagement Meeting in Seattle
- Teen Parent Engagement Meeting in Spokane
- Catholic Charities (St. Anne’s Child Care) – We have served on the INWELA action team together. This year is the first time we have collaborated on a grant from FEL, “Discoveries from the Field”. This grant focused on establishing a

positive STEM (Science, Technology, Engineering and Math) experience for parents and children. The grant was submitted in August 2013. Unfortunately, our grant was not selected to be funded.

- Humanities Washington– Prime Time Family Reading – We were approached by Humanities Washington to provide a family reading program for families that are non-library users. We are worked through Opportunity Elementary School in the Central Valley School District to identify families that would benefit from the program. We had a total of 6 programs from October 14, 2013 – November 25, 2015. This program also gave us the opportunity to collaborate with Gonzaga University with one of their English professors joining the program as the scholar leading the families in the discussions of the books.
- Inland Northwest Early Learning Alliance (INWELA) Action Team – We worked on a grant from Thrive by Five to present Love Talk Play to teen parents. We worked with three organizations over the year (Young Lives Medical Lake, Young Lives Spokane and Volunteer of America) providing a total of 9 programs.
- Start Healthy Start Now Community Momentum Grant. This grant was awarded to the Spokane Regional Health District to improve the health of our families in Spokane County. We attended two trainings to learn about incorporating movement into our Storytimes: “I am Moving, I am Learning” and “Let’s Move”.
- NEWESD 101 – We collaborated on developing a block program for the County. Two sets of blocks were put together for our organizations to use in presenting block programs to children and their families.
- Child Care Aware – We provided training for childcare providers in the Early Achiever Program on Love Talk Play.

New collaborations 2013: 11 / Existing collaborations 2012: 25 = 44% increase

New Collaborations 2014:

- Gonzaga University - Collaborating on a new Early Learning Conference called Young Child Expo & Conference
- BUILD Initiative – Collaborated on a session for their annual conference looping in libraries and museums into Early Learning Systems
- Excelerate Success (Ready for Kindergarten R4K) – Collective Impact in Spokane County to help get children ready for kindergarten

New collaborations 2013-2014: 14 / Existing collaborations 2012: 25 = 56% increase

4.)

- Storytime – 43,194 (in library + outreach)
- Prime Time Family Reading program; total attendance for 18 programs – 594
- Family Construction Zone – 103

- One Stop Child Care - 10
- Total = 43,901 – 63% of goal reached

5.)

Community Libraries:

- OT – Early Learning Tablet (ELT), puppets, car, and Love Talk Play display, writing station (5)
- AR – 2 ELT, writing station, block table, and Love Talk Play display (6)
- FF – ELT, writing station, flannel board, puzzles, and Love Talk Play display (5)
- MP – 2 ELT, writing station, puppets/puppet theater and Love Talk Play display (5)
- AH – ELT, writing station, block table, puzzle table and Love Talk Play display (5)
- ML – ELT, writing station, Block table, puzzle table, puppets, and Love Talk Play display (6)
- CH – 2 ELT, writing station, train table, puzzle table and Love Talk Play display (7)
- DP – 2 ELT, writing station, block table, puzzle table and Love Talk Play display (7)

Resource Libraries:

- SV – 3 ELT, writing station, magnet wall, castle, block table and Love Talk Play display (8)
- NS – 3 ELT, writing station, castle, block table, 2 end panel activities, book drop, puzzle table and Love Talk Play display (11)

6.)

Iterations of use:

- 2012: 4047
- 2013: 6207
- 2014: 7855

Breakdown by resource:

- *CAREER and TESTBOOK items checked out 2934 times in 2013, and 2425 times in 2014. This is a -17% decrease in circulation.*
- *Library members enrolled in 1164 courses on Gale Courses in 2013 and enrolled in 992 courses on Gale Courses in 2014. This is a decrease in enrollments by -15%.*
- *Library members accessed 505 tutoring and database sessions in JobNow in 2013 and 2935 tutoring and database sessions in 2014. This is an increase of 481%.*

- *Library members accessed Testing and Education Reference Center 1062 times in 2012, 1362 times in 2013, and 1223 times in 2014. This is an overall increase of 15%*
- *Library members enrolled in 129 Microsoft IT Academy courses in 2013 and 281 Microsoft IT Academy courses in 2014. This is an increase in usage by 118%.*
- *Library members accessed the SkillsCenter module in Tutor.com 113 times in 2013. This resource was discontinued in 2013.*

7.)

- Backyard Bounty – Beekeeping (3)
- WSU Extension – Gardening/Landscaping/Food Preservation (21)
- Dry Fly Distilling (1)
- Brew Your Own Beer (5)
- SNAP Access IT Grant Classes (16)
- Selling items online classes (8)
- Digital photo editing classes (4)
- Video filming and editing classes (3)
- Sip and Savor (2)
- Writing and publishing workshops (11)

9.)

- STARS trainings—307 attend the 10 sessions.
- Whitworth Children’s Lit Class Lecture—30 attended the 1 session.
- Applying for Jobs Online Classes—7 attended the two sessions.
- SNAP Access IT Grant Classes—95 attended the 16 sessions.
- Next Generation Zone interns—2 successful intern experiences
- UW MLIS fieldwork student—1 successful fieldwork experience.
- 248 members created individual IT Academy accounts, and enrolled in 281 classes (enrollments are counted for this objective).
- 470 members accessed JobNow 2935 times, including 25 tutoring sessions (individual members are counted for this objective).

10.)

442 individuals attended the 37 programs for an average of 12 per program. Specific programs offered:

- STARS training (10)
- Greater Spokane Valley Chamber of Commerce NxLevel Business Resources Class (2)
- Business Resources Class for Fairchild AFB (1)
- Washington Health Benefit Exchange information meeting (3)
- No Small Change: Bitcoin for Beginners (4)
- Your Line in the Sand: Ethics Series (4)

- Access IT Grant: Orientation/Overview (3)
- Access IT Grant: Computer Basics Series (8)
- Access IT Grant: WAVE Accounting Series (5)

11.)

- Milonga (10)
- Mobius Science Center (12)
- PastPrimitive (5)
- WSU Extension (21)
- Spokane Teacher's Credit Union 7
- Avista (1)
- Banner Furnace (1)
- Peter's Hardware (1)
- Bernie Duenwald (1)
- Big Bing Theory (Gonzaga University) (7)
- Small Business Agent from WA Health Benefits Exchange (1)
- Brent Sears (CFP) (2)
- Worthington Estate Sales (1)
- Cecil's Magic (12)
- Whitworth University (2)
- Dry Fly Distilling (1)
- Computer Commandos (4)
- Dr. Kirk Anders (Gonzaga University) (3)
- Early Achievers (Preschool Fair) (1)
- Harvard Park (Preschool Fair) (1)
- Whitworth EC3 (Preschool Fair) (1)
- Northwest Christian (Preschool Fair) (1)
- Northview Bible Christian School (Preschool Fair) (1)
- St. Thomas More (Preschool Fair) (1)
- West Plains Beekeeper's Association (3)
- Thrivent Financial (6)
- Spokane Storyteller's Guild (12)
- Spokane Art School (6)
- Ethics Talks, LLC (4)
- Spokane Community College (INCA) (2)
- Revel 77 Coffee (2)
- Chocolate Apothecary (2)
- The Retro Vixen (4)
- Color Garden Studio, Soul Garden (Loretta West) (6)

- Simply Dance Studio (6)
- Soccer Tots (4)
- Spokane Public Library (2)
- Mukogawa Fort Wright University (1)
- Orilison Brewing Co. (5)
- Argonne Cycle (1)
- Dept. of Fish and Wildlife (1)
- Spokane Flyfishers (1)
- Audubon Society (1)
- Fairways Golf Course (1)
- Spokane Symphony (4)
- Spokane Taiko Drummers (12)
- Hangman Valley Golf Course (1)
- Deer Park Golf Club (1)
- West Valley Outdoor Learning Center (12)
- Yokes Bakery (3)
- Rachel's Catering (18)
- Cara Weipert, SNAP (3)
- Matt Langford, WAVE instructor (5)

13.)

We had had 105 community experts share their knowledge:

- Milonga (Local music group)
- Adam Boyd (EWU)
- Alex Helmke (Mobius Science Center)
- Andrew Jorgenson (PastPrimitive)
- Anna Kestell (Food Safety/Preservation Specialist)
- Anne Hagman (STCU)
- Annette Drake (Local Author)
- Beth Camp (Local Author)
- Frank Zafiro (Local Author)
- Annette Long (Avista)
- Dean Dunn (Banner Furnace)
- Thomas Hammer (Peter's Hardware)
- Bernie Duenwald
- Big Bing Theory (Local Music Group)
- Brad Keeler (Local Musician)
- Linda Parman (Local Musician)
- Brandon Larson (Small Business Agent from WA Health Benefits Exchange)

- Brent Sears (CFP)
- Cara Weipert
- Carol Worthington (Estate Auction)
- Cecil Lewis (Local Magician)
- Chris Cook (Local Author)
- Kevin Taylor (Local Author)
- Sheri Boggs (Local Author)
- Sharma Mills (Local Author)
- Kris Dinnison (Local Author)
- Leah Sottile (Local Author)
- Chris Nurvic
- Claudia Hagen (Local Author)
- Dale Soden (Whitworth University)
- Don Poffenroth (Dry Fly Distilling)
- Doug Slaton (Bit Coin expert)
- Dr. Kirk Anders (Gonzaga University)
- Early Achievers (Preschool Fair)
- Harvard Park (Preschool Fair)
- Whitworth EC3 (Preschool Fair)
- Northwest Christian (Preschool Fair)
- Northview Bible Christina School (Preschool Fair)
- St. Thomas More (Preschool Fair)
- Ellen Miller (West Plains Beekeeper's Association)
- Jack Miller (West Plains Beekeeper's Association)
- STCU community education instructor
- Erin Toungate
- Esther Ruud Stradling
- Eufemia Munn
- Jackie Churchill
- Jeff Works (Thrivent Financial)
- Jennilyn Weight (Spokane Storyteller's Guild)
- Herb Bradshaw (Spokane Storyteller's Guild)
- Andy Shields (Spokane Storyteller's Guild)
- Roy Colver (Spokane Storyteller's Guild)?
- Jery Haworth (Spokane Art School)
- Jim Kershner (Local Author)
- Jim Roloff
- John Pederson (Local Businessman)

- Josh Martin (Local Chef)
- Joyce Calloway
- Kaiti Blom (Revel 77 Coffee)
- Karen DeChristoforo (Chocolate Apothecary)
- Keith Appleton (STCU)
- Kelley Milner Halls (Local Author)
- Kelly Lynch Chevalier (Retro Vixen)
- Kim Harshberger
- Linda Elston
- Elizabeth Rubasky Roewe (Gonzaga University, Primetime Scholar)
- Loretta West (Local Artist, Zentangle program)
- Marci Dayton (Local science teacher)
- Margaret Verhoef
- Rita Seedorf
- Marianna di Lorenzo (Simply Dance Studio)
- Mario DeLeon
- Mark Pond (SPL Business Librarian)
- Matthew Langford
- Michael Koep (Local Author)
- Mukogawa Fort Wright University students
- Nicolas Vigil
- Orison Brewing Co.
- Paul Edwards (Argonne Cycle)
- Randy Osborne (Dept. of Fish and Wildlife)
- Dan Wells (Spokane Flyfishers)
- Fran Haywood (Audubon Society)
- Rich Landers (Local Author, outdoor columnist)
- Rita Gard Seedorf & M.A. Verhoef
- Ron and Don from Fairways Golf
- Sara Edlin-Marlowe (SFCC)
- Seth Weber
- Spokane Symphony
- Spokane Taiko Drummers
- Stan McConnell
- Steve Nelke PGA Professional
- Steve Nokes (Master Gardener)
- Stewart Mackey (Local Author)
- TC Boyden
- Terry Perry and Eva
- Thom Caraway (Local Poet, editor of Railtown Almanac)

- Viza Arlington
- West Valley Outdoor Learning Center
- Yoke's Bakery

14.)

- At Airway Heights, Fairfield, Otis Orchards, and Medical Lake, people will each have 5 opportunities to attend community interest-driven programs. (20 total)
 - AH – 4 (out of 11 total programs)
 - FF – 0 (out of 8 total programs)
 - ML – 15 (out of 21 total programs)
 - OT – 8 (out of 13 total programs)
 -
- At Cheney, Argonne, and Deer Park, people will each have 10 opportunities to attend community interest driven programs (30 total)
 - AR – 11 (out of 26 total programs offered)
 - CH – 9 (out of 15 total programs offered)
 - DP – 9 (out of 13 total programs offered)
- At North Spokane, Spokane Valley, and Moran Prairie, people will each have 16-17 opportunities to attend community interest driven programs (50)
 - NS – 34 (out of 56 total programs offered)
 - SV – 31 (out of 57 total programs offered)
 - MP – 13 (out of 34 total programs offered)

15.)

- 2014 total physical item checkouts 2,348,112/ 444,153 total physical items in the collection = 5.3x average checkouts per item. (2013 total physical item checkouts 2,503,012 / 445,697 total physical items in the collection = 5.6x average checkouts per item)

16.)

- Considering the number of resources included in this count, the data is too lengthy to be presented here. Specific data broken down by resource can be provided upon request.

21.)

| Library | Meeting Room Reservations | | | |
|-----------------------|---------------------------|------|------|-------------------|
| | 2012 | 2013 | 2014 | '12-14' change |
| Airway Heights | 59 | 87 | 104 | 76% |
| Argonne | 690 | 714 | 610 | -12% |
| Cheney | 185 | 220 | 277 | 50% |
| Deer Park | 340 | 282 | 257 | -24% |
| Fairfield | 12 | 7 | 8 | -33% |
| Medical Lake | 69 | 106 | 91 | 32% |
| Moran Prairie | 680 | 676 | 754 | 11% |
| North Spokane | 588 | 700 | 582 | -1% |
| Otis Orchards | 79 | 126 | 139 | 76% |
| Spokane Valley | 709 | 735 | 640 | -10% |
| DISTRICT TOTAL | 3411 | 3653 | 3462 | 1% |

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