

MISSION

We inspire learning, advance knowledge, and connect communities.

Board of Trustees Regular Meeting

October 20, 2015 4:00 p.m. Argonne Library Public Meeting Room

AGENDA

- I. CALL TO ORDER**
- II. AGENDA APPROVAL [4:00]**
- III. ACTION ITEMS**
 - A. Approval of September 15 Regular Meeting and October 6, 2015, Special Meeting Minutes [4:00-4:03]
 - B. Approval of September 2015 Payment Vouchers [4:03-4:05]
 - C. Unfinished Business [4:05-4:10]
 1. Community Engagement Plan Update
 - D. New Business [4:10-4:20]
 1. Personnel Policy: Approval Recommendation.
 2. Access to Library Services Policy: Approval Recommendation.
 3. 2016 Budget [4:20-4:40]
 - a. Public Hearing on Authorized Revenue Sources
 - b. 2016 Preliminary Budget Presentation
 - c. Organizational Memberships Review
 - d. Board Direction to Staff
- IV. DISCUSSION ITEMS, POSSIBLE ACTION [4:40-4:45]**
 - A. Future Board Meeting Agenda Items
- V. REPORTS**
 - A. Trustees [4:45-4:50]
 - B. Executive Director [4:50-4:55]
 - Administrative
 - Community Activities
 - C. Public Services [4:55-5:00]
 - D. Communication [5:40-5:05]
 - E. Fiscal [5:05-5:10]
 - F. Spotlight North Spokane Library [5:10-5:20]
 - G. Overview – Explore and Discover [5:20-5:40]
- VI. PUBLIC COMMENT**
- VII. TRUSTEE APPLICANT INTERVIEWS [5:45-7:50]**
- VIII. ADJOURNMENT**

[Estimated meeting length: Four hours, plus public comment.]

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

SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: SEPTEMBER 15, 2015

CALL TO ORDER

The regular monthly meeting of the Spokane County Library District Board of Trustees was held Tuesday, September 15, 2015, in the public meeting room at Spokane Valley Library, 12004 E. Main St., Spokane Valley, WA. Chair Mark Johnson called the meeting to order at 4:03 p.m., and welcomed those in attendance.

PRESENT:

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

EXCUSED:

Kristin Thompson - Trustee

Also Present: Jane Baker, Communication & Development Officer; Diane Brown, Librarian; Gwendolyn Haley, Library Services Manager; Paul Eichenberg, Chief Human Resources Officer; Aileen Luppert, Managing Librarian; Aaron Miller, Public Services Specialist; Patrick Roewe, Deputy Director, Library Services; Andrea Sharps, Deputy Director Collection Services; and Patty Franz, Administrative Assistant.

AGENDA APPROVAL

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

The motion carried unanimously.

ACTION ITEMS

APPROVAL OF AUGUST 18, 2015, REGULAR AND SPECIAL MEETING MINUTES

Mr. Johnson called for corrections to the August 18 regular and special meeting minutes. There were no corrections; the minutes stand approved as written.

APPROVAL OF AUGUST 2015 BILL PAYMENT VOUCHERS

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

Fund

L01	Voucher numbers: 48541 through 48695 and W00259-W00265 totaling	\$ 501,972.34
	Payroll numbers: 08102015PR and 08252015PR totaling	\$ 355,571.67
	Total	\$ 857,544.01

There were no questions.

The motion was unanimously approved.

UNFINISHED BUSINESS

COMMUNITY ENGAGEMENT PLAN (CEP) UPDATE. Along with the written report provided in advance of the meeting, Mr. Roewe said staff will have the opportunity to provide input to the draft CEP at Staff Day, September 18. The subsequent draft with changes resulting from staff input will be provided to Trustees in November. There was no further discussion.

NEW BUSINESS

USE OF 3D PRINTERS POLICY. Mr. Craig moved and Mr. Hattenburg seconded approval of the new Use of 3D Printers policy. Ms. Ledeboer noted development of the new policy was necessary because of budget implications and cost recovery of materials and software. The policy also addressed standards and timelines for printing. In response to Trustee Craig's question, Deputy Director Patrick Roewe said printing is allowed only during library hours to ensure safety and to have staff available for troubleshooting when needed. In response to Trustee Johnson, Library Services Manager Gwendolyn Haley said although the cost of 3D printers has gone down dramatically, for now the District will have only one printer located at Spokane Valley Library. Time required by staff and member interest will be assessed during the pilot program. Mr. Roewe added that perhaps long-term, the unit could become a mobile makerspace. Printing projects will be accepted starting in October.

There were no further questions.

The motion was unanimously approved.

DISCUSSION ITEMS, POSSIBLE ACTION

FUTURE BOARD MEETING AGENDA ITEMS

Mr. Johnson reviewed the list of tentative agenda items for the next two months. Communication & Development Officer Jane Baker provided details and again welcomed Trustees to attend Night at the Library, the first Friends of the Spokane County Library District membership drive, held at Argonne Library, Sept. 17, 7-9 p.m. The event is open to the public. Ms. Ledeboer also reminded the board that Staff Day is Friday, Sept. 18, for which trustees are welcome to attend. Discussion ensued about interviews of applicants interested in the upcoming vacancy on the Board of Trustees. Ms. Ledeboer said in consideration of conducting background checks of applicants, we are currently reviewing forms/procedures used by other organizations.

REPORTS

TRUSTEES

Mr. Craig said he and his family had an enjoyable experience at the Floating Crowbar concert held at Spokane Valley Library last week. He also viewed on YouTube the exploding watermelon STEM experiment conducted by Library Services managers Mary Ellen Braks and Gwendolyn Haley. <https://www.youtube.com/watch?v=IlISA5W6fgQ>.

Mr. Johnson called attention to the resolution passed by the City of Deer Park in August to officially name and designate the park adjacent to the library as "Library Park." Mr. Johnson

commented on the instrumental role of library staff in the park clean up. Ms. Ledeboer pointed out the effort began as a library Innovation Project. The community has identified another park that will be added to their cleanup effort this year. There were no other reports.

EXECUTIVE DIRECTOR

The Executive Director's written monthly report provided prior to the meeting included information for the Business Office, Finance and Facilities, Collection Services, Human Resources, Information Technology, and Community Activities. In the absence of CFO Rick Knorr, who was attending a training workshop, Ms. Ledeboer gave a status report on upcoming projects for Spokane Valley, including masonry work and roof repair. Discussion ensued about the possibility for extending the life of the current SV roofing. In response to Trustee Craig, Ms. Ledeboer explained about E-Rate BEARs, Billed Entity Applicant Reimbursement, which is a competitive bid process and proof of eligibility for FCC funding of technology reimbursements to schools and libraries.

PUBLIC SERVICES

Deputy Directors Patrick Roewe and Doug Stumbough provided a written report in advance of the meeting for August 2015 Public Services, which included data for customer use measures, programming, and library activities. Mr. Roewe further reported on the library's participation at the 73rd World Science Fiction Convention, Sasquan, held in August at the Spokane Convention Center, and had the highest conference attendance in Spokane to date. In response to Trustee Hattenburg's inquiry, Ms. Haley said the federally funded Summer Meals program for children was provided at Spokane Valley and North Spokane in partnership with East Valley School District and the Mead School District respectively. We will evaluate results from this year, SCLD's first year of participation, to determine future involvement. There was no further discussion.

COMMUNICATION

Communication & Development Officer Jane Baker provided a written report in advance of the meeting for August 2015 communication activities. Ms. Baker pointed out copies of the brochure for library programming scheduled for fall. THRIVE programs are designed to help participants embrace art and culture. Program offerings are also based on themes found in Station Eleven, the award-winning novel by Emily St. John Mandel selected for Spokane is Reading. Ms. Baker noted KHQ-TV6 Dave Cotton conducted an interview with Gwendolyn Haley this morning about the upcoming series. There was no further discussion.

FISCAL

Revenue and Expenditure Statement through August 31, 2015.

Fund 001

Revenues	\$	6,626,055
Expenditures	\$	7,449,472
Ending Fund Balance	\$	3,607,981
Fund Budget Expended		62.72%

In the absence of CFO Rick Knorr, Ms. Ledeboer pointed out reports demonstrate, as anticipated, 3.6 months of cash available prior to the next influx of property tax payments.

SPOTLIGHT SPOKANE VALLEY LIBRARY

Managing Librarian Aileen Luppert welcomed the Board of Trustees to Spokane Valley Library and introduced Community Librarian Diane Brown. With support of PowerPoint, Ms. Luppert showed historic photos of the library. Established in 1955 as the first District library, it also housed the administrative offices. Ms. Luppert reviewed data for Spokane Valley, which has approximately 36,000 registered borrowers, 28,000 visitors per month, and has already had 52,348 Internet station bookings this year. The library offered 623 programs attended by 14,355 people, an attendance increase of 4 percent.

To Develop Young Learners, one of the four service priorities of the Community Impact Plan, 371 Storytimes attended by 9,177 participants have been offered. All Storytimes are of the Play and Learn variety. Popular play items include the new kitchen set added this year, a castle with puppets, a drawing station, and heavily used block table. A third session of Prime Time Family Reading will begin in October. Broadway Elementary is a partner for this family reading and dinner program that emphasizes the importance of families reading together. Explore and Discover programs include “Too Fun Tuesday” for all ages. Participants can build with blocks and other materials, create art, use LEGOs or attend LEGO Club, play cards and board games, or attend a Pokémon Tournament. Life-sized games are offered for teens. Book Club is held at the library and Broadway Court Estates Retirement Community. Staff also attends Orchard Crest Retirement Community to offer help with electronic devices. In support of Job Seekers and Local Business, staff attended the Hiring Heroes Job Fair and brought along a computer lab to enable participants to edit and print resumes. They also partnered with the local alternative Mica Peak (formerly Barker) High School to offer School to Life skill-building sessions to students. A second senior project via Spokane Valley Tech Business and Entrepreneurship program will be offered. Book a Librarian appointments are also offered for help with job searches. Ms. Brown shared a story about providing assistance with a job application for which the applicant was granted an interview. To Connect with Community, staff is involved with the Spokane Valley Chamber of Commerce—Sheree West is an ambassador and attends Business Education Committee meetings. Ms. Brown regularly attends City Council and Transportation Committee meetings, and Ms. Luppert recently participated in the Big Five Stakeholder meetings. Staff also connects through presentations about library services provided throughout the year to a variety of groups and service organizations. Other upcoming highlights to name only a few include a potential book club at Mica Peak, Thursday Night Thing (modeled after Fairfield), Pajama Storytime with local authors, Saturday Career Lab, and Love Your Neighborhood, with focus on Spokane Valley. Ms. Ledebauer noted that Ms. Luppert is scheduled to give a presentation on library services to Spokane Valley City Council on October 20. Trustees expressed appreciation for the informative report. There was no further discussion.

OVERVIEW USE OF 3D PRINTERS/PRINTING SERVICE

Library Services Manager Gwendolyn Haley, Librarian Diane Brown, and Public Services Specialist Aaron Miller provided an overview of a new library service, use of a 3D printer. Ms. Haley provided the genesis of this program, which included an inquiry, subsequent demo and scheduled classes taught by member Andrew Jorgenson, for which there was much interest. As part of our mission to inspire learning, advance knowledge, and connect communities, this new service provides opportunities to explore, learn, and create by using relevant technology and software tools for which 3D printing, considered the third industrial revolution, is part. The

District selected its vendor based on Hayden Community Library's experience. Initially printer prices were exorbitant, yet costs have come down significantly to allow us to purchase a printer near the top of the line for approximately \$2,000. Although many schools have printers, they are not widely accessible. The library's printer will be available to not only students and hobbyists, but also entrepreneurs for 25 cents per cubic centimeter. Several free CAD instructional programs are available for training. Mr. Miller made the printer available for demonstration and described what happens when a file is uploaded. The machine operates at 220 degrees Celsius, hence the reason for it being contained in a clear, yet locked container. For now the printer will be located at Spokane Valley Library in a public area to help raise awareness of the new service. Designated staff who are champions of the printer and service will be scheduled accordingly for someone to always be available to provide assistance. For 3D printer training, a new database offered by the library, lynda.com, has online tutorials, and classes are planned for 2016. Discussion ensued as various small 3D printouts were shared around the room. Trustees expressed appreciation for the informative report. There was no further discussion.

PUBLIC COMMENT

There were no public comments.

ADJOURNMENT

The meeting adjourned at 5:08 p.m.

Mark Johnson, Chair

Nancy Ledeboer, Secretary of the Board of Trustees

SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES SPECIAL MEETING MINUTES: October 6, 2015

CALL TO ORDER

A special meeting of the Spokane County Library District Board of Trustees was held by teleconference, Tuesday, October 6, 2015, from the District Administrative Offices Conference Room, 4322 N. Argonne Rd., Spokane, WA. Chair Mark Johnson convened the meeting at 1:30 p.m.

PRESENT: Mark Johnson - Chair
Tim Hattenburg - Vice Chair
Sonja Carlson - Trustee
John Craig - Trustee
Nancy Ledebøer - Executive Director and Secretary

EXCUSED: Kristin Thompson - Trustee

Also present: Rick Knorr, Chief Financial Officer; and Patty Franz, Administrative Assistant.

CONFIRMATION OF SALE OF SURPLUS PROPERTY LOCATED AT 9220 E. UPRIVER DRIVE, SPOKANE, WA Chief Financial Officer Rick Knorr was pleased to report an offer was made for the Upriver Drive property at the full listed price of \$149,900. In accordance with Resolution 14-06 that declared the property surplus and authorized the District to list and sell the property subject to final approval of the Board, he asked for approval of the sale of said property at the full listed price of \$149,900.

Mr. Hattenburg motioned and Mr. Craig seconded board approval of the sale of surplus property located at 9220 E. Upriver Drive, Spokane, WA.

In Favor: Sonja Carlson, John Craig, Tim Hattenburg, and Mark Johnson.

Abstentions: None.

Motion passed.

Following the vote, it was noted for the record that Trustee Kristin Thompson although unable to attend the meeting confirmed her support for sale of the property by email prior to the teleconference.

Trustee Craig commented that he was pleased with the sale of the property, as it accomplished what the board intended to do. There was no further discussion.

PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

Mr. Johnson adjourned the meeting at 1:35 p.m.

Mark Johnson, Chair

Nancy Ledebøer, 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 September 30, 2015 and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$903,404.53 and that we are authorized to authenticate and certify these claims.

DATE: October 1, 2015
 SIGNED: *Nick Hanson*
 TITLE: C.F.O.

SIGNED: *Nancy Rederow*
 TITLE: Executive Director

VOUCHER NUMBER	DESCRIPTION	VOUCHER AMOUNT
048696	NAHLAH ABDAL-WAHED	LOST/PAID BOOK REFUND \$ 20.50
048697	ALLIED SAFE & VAULT CO, INC.	SAFETY & SECURITY SERVICES 163.63
048698	CHEYENNE AMRINE	LOST/PAID BOOK REFUND 17.00
048699	AVERY ANDERSON	LOST/PAID BOOK REFUND 5.00
048700	AVISTA UTILITIES	UTILITIES 3,863.29
048701	BLACKSTONE AUDIO BOOKS	LIBRARY MATERIALS 50.00
048702	CAPITAL COMMUNICATIONS, INC	OFFICE/LIBRARY SUPPLIES 340.38
048703	CENTER POINT LARGE PRINT	LIBRARY MATERIALS 79.49
048704	CENTURYLINK	ANALOG TELEPHONE LINES 85.37
048705	CENTURYLINK	ANALOG TELEPHONE LINES 96.95
048706	CITY OF SPOKANE	WATER & SEWER - MORAN PRAIRIE 1,150.91
048707	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES 2,194.91
048708	EARTHWORKS RECYCLING,INC	RECYCLING 184.00
048709	EAST WASH FINANCE OFFICERS	WORKSHOP REGISTRATION 130.00
048710	FRONTIER COMMUNICATION	TELEPHONE & BROADBAND - FF 117.41
048711	GALE/CENAGE LEARNING	LIBRARY MATERIALS 930.35
048712	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS 9,556.96
048713	GILLIAN LEIGH	LOST/PAID BOOK REFUND 2.20
048714	MIDWEST TAPE	LIBRARY MATERIALS 4,112.62
048715	MODERN ELECTRIC WATER COMPANY	WATER, ELEC. - SV 1,915.37
048716	STEVE NOKES	LIBRARY PROGRAMS 25.30
048717	RAY NYMAN	LOST/PAID BOOK REFUND 15.80
048718	LYNN OLSON	LOST/PAID BOOK REFUND 23.00
048719	TAMARA O'MARRO	LOST/PAID BOOK REFUND 41.00
048720	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books 6,519.25
048721	JAN OWEN	LOST/PAID BOOK REFUND 3.00
048722	PAPERJACK.com	OFFICE/LIBRARY SUPPLIES 239.92
048723	PRESSWORKS	PRINTING 631.55
048724	RECORDED BOOKS, LLC	LIBRARY MATERIALS 307.03
048725	SPOKANE CO. WATER DISTRICT #3	UTILITY FEE - HASTINGS PROPERTY 14.25
048726	UPS	FREIGHT 19.70
048727	U.S. BANK	H S A CONTRIBUTIONS 87.00
048728	WASTE MANAGEMENT OF SPOKANE	REFUSE 1,139.03
048729	WASHINGTON FINANCE OFFICERS A	WORKSHOP REGISTRATION 125.00
048730	DOMINIQUE WHITAKER	LOST/PAID BOOK REFUND 5.00
048731	BRITNI WIDNER	LOST/PAID BOOK REFUND 10.00
048732	NICOLE WILLMS	LOST/PAID BOOK REFUND 17.00

048733	SPOKANE COUNTY	LIBRARY PROGRAMS	150.00
048734	ABM JANITORIAL SERVICES - NW	CUSTODIAL SERVICES	11,897.38
048735	ALLIED SAFE & VAULT CO, INC.	SAFETY & SECURITY SERVICES	358.18
048736	ASSOC OF WASHINGTON CITIES	MEDICAL, DENTAL, VISION & LIFE INS.	65,218.69
048737	ASSOC OF WASHINGTON CITIES	MEDICAL, DENTAL, VISION & LIFE INS.	698.30
048738	AVISTA UTILITIES	UTILITIES	2,966.09
048739	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	22.41
048740	BUDGET-RENT-A-CAR	CAR RENTAL	200.57
048741	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	139.54
048742	CITY OF AIRWAY HEIGHTS	WATER & SEWER - AIRWAY HEIGHTS	546.24
048743	CITY OF CHENEY	WATER, SEWER, ELEC. - CHENEY	1,031.58
048744	CITY OF DEER PARK	WATER & SEWER - DEER PARK	198.80
048745	DEVRIES INFORMATION MGMT	COURIER SERVICE	4,734.00
048746	DIVCO INCORPORATED	BUILDING REPAIR & MAINT - HVAC	3,713.02
048747	EARTHWORKS RECYCLING, INC	RECYCLING	206.07
048748	EMPIRE DISPOSAL INC.	UTILITIES	18.75
048749	FINDAWAY WORLD, LLC	LIBRARY MATERIALS	97.81
048750	FREE PRESS PUBLISHING, INC	LIBRARY MATERIALS	48.00
048751	GALE/CENAGE LEARNING	LIBRARY MATERIALS	7,266.90
048752	ROBERT M. ADOLFSON	SCLD FOUNDATION SUPPORT	1,957.93
048753	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	2,898.11
048754	H&H BUSINESS SYSTEMS, INC.	COPIER MAINTENANCE	1,387.90
048755	HAMMOND FACILITY CONSULTING	RFP CONSULTING	220.00
048756	VANTAGEPOINT TRNSFR %M&T BANK	ICMA EMPLOYEE 457 CONTRIBUTIONS	12,084.26
048757	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	9,288.93
048758	INLAND PUBLICATIONS	LIBRARY PROGRAMS	779.00
048759	INLAND POWER AND LIGHT	UTILITIES - AH, DP	935.81
048760	ANNA KESTELL	LIBRARY PROGRAMS	350.00
048761	SUSAN LEGGET	LOST/PAID BOOK REFUND	3.80
048762	LISTEN HERE! RECORDS, INC	LIBRARY PROGRAMS	500.00
048763	LYNDA.COM	ELECTRONIC LIBRARY SERVICES	17,000.00
048764	McMULLEN & McMULLEN, P.S.	GENERAL LEGAL SERVICES	180.00
048765	MIDWEST TAPE	LIBRARY MATERIALS	4,848.26
048766	MONTGOMERY HARDWARE	MAINTENANCE SUPPLIES	53.50
048767	NEW YORK TIMES	LIBRARY MATERIALS	36.00
048768	NEXUS INLAND NW	PROGRAM INTERPRETER	288.54
048769	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	185.42
048770	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	5,832.25
048771	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	787.15
048772	RECORDED BOOKS, LLC	LIBRARY MATERIALS	1,774.58
048773	LAUREN RICHESON	LOST/PAID BOOK REFUND	4.80
048774	ROWMAN & LITTLEFIELD PUB	LIBRARY MATERIALS	631.44
048775	SOLARWINDS, INC.	SOFTWARE SUPPORT	1,199.00
048776	SPOKANE COUNTY UTILITIES	SEWER - AR, NS, SV	517.04
048777	COWLES PUBLISHING CO	SUBSCRIPTIONS	1,188.84
048778	TOWN OF FAIRFIELD	UTILITIES	181.16
048779	US BANK	BOND ADMINISTRATIVE FEES	425.00
048780	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	330.06
048781	BRAD J VANDIVER	LOST/PAID BOOK REFUND	23.00
048782	VERIZON WIRELESS	CELL PHONES	197.08
048783	WHITWORTH WATER DISTRICT #2	WATER - NORTH SPOKANE	296.35
048784	WALT'S MAILING SERVICE	ADVERTISING	23,817.05
048786	ABM JANITORIAL SERVICES - NW	CUSTODIAL SERVICES	100.00
048787	CINDY ADAMS	LOST/PAID BOOK REFUND	1.00
048788	AVISTA UTILITIES	UTILITIES	701.81

048789	A+ PRINTING, INC	PRINTING	397.57
048790	BLR	HUMAN RESOURCES SUBSCRIPTION	397.00
048791	BRILLIANCE PUBLISHING, INC.	LIBRARY MATERIALS	29.30
048792	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	8.61
048793	CENTURYLINK	ANALOG TELEPHONE LINES	96.26
048794	CENTURYLINK	ANALOG TELEPHONE LINES	92.59
048795	CENTURYLINK	ANALOG TELEPHONE LINES	38.92
048796	CENTURYLINK	ANALOG TELEPHONE LINES	96.78
048797	US POSTAL SERVICE	REFILL POSTAGE BY PHONE ACCOUNT	3,000.00
048798	CITY OF MEDICAL LAKE	WATER, SEWER, REFUSE - ML	220.58
048799	EBSICO INDUSTRIES, INC.	LIBRARY MATERIALS - SUBSCRIPTIONS	10.72
048800	EWU SAIL OFFICE	LIBRARY PROGRAMS	25.00
048801	FINDAWAY WORLD, LLC	LIBRARY MATERIALS	652.08
048802	FREE PRESS PUBLISHING, INC	LIBRARY MATERIALS	24.00
048803	GALE/CENAGE LEARNING	LIBRARY MATERIALS	88.67
048804	ELLEN HEINEMAN	LOST/PAID BOOK REFUND	35.00
048805	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	4,365.68
048806	INTEGRA TELECOM HOLDINGS, INC	INTERNET	2,280.98
048807	INLAND POWER AND LIGHT	UTILITIES - AH, DP	387.03
048808	MARDELL JOYNES (BCE)_	LOST/PAID BOOK REFUND	28.00
048809	PERIDOT PUBLISHING LLC	ADVERTISING	297.50
048810	CRAIG FRANKLIN MIDDAUGH	LOST/PAID BOOK REFUND	13.00
048811	MIDWEST TAPE	LIBRARY MATERIALS	2,330.28
048812	TAMI M MORITZ	LOST/PAID BOOK REFUND	8.00
048813	JANET LYNN NEAD	LOST/PAID BOOK REFUND	33.00
048814	NEXUS INLAND NW	PROGRAM INTERPRETER	105.66
048815	STEVE NOKES	LIBRARY PROGRAMS	57.50
048816	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	10,213.29
048817	DEBBIE PAGE	LOST/PAID BOOK REFUND	12.00
048818	PRESSWORKS	PRINTING	283.71
048819	RECORDED BOOKS, LLC	LIBRARY MATERIALS	1,418.33
048820	JANELLE KRUM, CUSTODIAN	REIMBURSE PETTY CASH FUND	315.41
048821	INGRID SIEVERS	LOST/PAID BOOK REFUND	4.00
048822	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	275.74
048823	UPS	FREIGHT	29.42
048824	AMERICAN LIBRARY ASSOCIATION	DUES AND MEMBERSHIPS	125.00
048825	ALLIED SAFE & VAULT CO, INC.	SAFETY & SECURITY SERVICES	131.34
048826	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	99.54
048827	CLASSIC VENTURES LTD	LIBRARY MATERIALS	31.51
048828	BLR	HUMAN RESOURCES SUBSCRIPTION	210.00
048829	BRILLIANCE PUBLISHING, INC.	LIBRARY MATERIALS	32.60
048830	BRODART CO.	OFFICE/LIBRARY SUPPLIES	277.37
048831	CAVENDISH SQUARE	LIBRARY MATERIALS	773.64
048832	CDW GOVERNMENT, INC.	IT HARDWARE & SOFTWARE	8,168.81
048833	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	146.81
048834	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	474.54
048835	CENTURYLINK	ANALOG TELEPHONE LINES	59.85
048836	CENTURYLINK	ANALOG TELEPHONE LINES	138.91
048837	DELL MARKETING L.P.%DELL USA LP	PRINTER SUPPLIES/IT EQUIPMENT	372.77
048838	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	1,932.20
048839	GALE/CENAGE LEARNING	LIBRARY MATERIALS	977.10
048840	GARY L. GODDARD	BUILDING REPAIR & MAINTENANCE	65.50
048841	ROBERT M. ADOLFSON	SCLD FOUNDATION SUPPORT	194.03
048842	GREENLEAF LANDSCAPING, INC.	GROUPS MAINTENANCE	64.14
048843	H&H BUSINESS SYSTEMS, INC.	COPIER MAINTENANCE	10.49

048844	HAMERSLY LIBRARY - ILL	INTERLIBRARY LOAN FEES	95.00
048845	JAMES DUNCAN HUNTER	LIBRARY PROGRAMS	1,600.00
048846	VANTAGEPOINT TRNSFR %M&T BANK	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,084.75
048847	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	8,936.47
048848	INTEGRA TELECOM HOLDINGS, INC	WIDE AREA NETWORK	15,630.49
048849	KENT ADHESIVE PRODUCTS CO.	OFFICE/LIBRARY SUPPLIES	404.00
048850	GROUP W MARKETING	LIBRARY PROGRAMS	500.00
048851	KEVIN J MANNING	LIBRARY PROGRAMS	1,400.00
048852	MIDWEST TAPE	LIBRARY MATERIALS	4,611.18
048853	CLAIRE RUDOLF MURPHY	LIBRARY PROGRAMS	1,000.00
048854	NATIONAL BARRICADE OF SPOKANE	MAINTENANCE SUPPLIES	78.59
048855	NEW YORK TIMES	LIBRARY MATERIALS	36.00
048856	OCLC, INC.	CATALOGING & ILL SUBSCRIPTION SVCS	3,244.15
048857	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	854.08
048858	OTIS ELEVATOR COMPANY	ELEVATOR MAINTENANCE	440.24
048859	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	1,777.63
048860	PERRINE PROPERTIES, LLC	SV PARKING LOT LEASE	250.00
048861	PRESSWORKS	PRINTING	2,302.27
048862	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	322.62
048863	RECORDED BOOKS, LLC	LIBRARY MATERIALS	168.86
048864	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	219.15
048865	*U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	13,132.71
048866	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	330.06
048867	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	961.89
048868	WHIPPLE CONSULTING ENGINEERS,	LAND SURVEY FEES	1,135.00
W00266	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	39,894.36
W00267	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	70,147.76
W00268	US BANK - HEALTH	H S A CONTRIBUTIONS	1,735.00
W00269	STATE OF WASHINGTON	MONTHLY EXCISE/SALES TAXES	1,065.98
W00270	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	58,067.58
W00271	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	38,746.90
W00272	US BANK - HEALTH	H S A CONTRIBUTIONS	<u>1,553.75</u>

Total Non-Payroll General Operating Fund \$ **541,440.80**

PAYROLL VOUCHERS

09102015PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	\$ 190,235.38
09252015PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	<u>171,728.35</u>

Total Payroll General Operating Fund \$ **361,963.73**

TOTAL GENERAL OPERATING FUND \$ 903,404.53

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

<u>Card Category</u>	<u>Amount</u>
General Purchases	\$ 6,019.43
Maintenance	1,023.88
Travel	1,709.45
Acquisitions	2,907.08
Information Technolgy	1,409.74
Outreach	63.13
Total Purchases	<u>\$ 13,132.71</u>

Community Engagement Plan Report – October 2015

Background:

This report provides a brief update for the Community Engagement Plan for 2016-2018 (CEP). This plan, an evolution of the current Community Impact Plan, is based on an internally developed model that we are continuing to refine as the work progresses.

Strategic Planning Team members include Executive Director Nancy Ledeboer, Librarians Amber Williams, Kelsey Hudson, Cindy Ulrey and Brian Vander Veen, Managing Librarians Kristy Bateman, Aileen Luppert, and Jason Johnson, Chief Financial Officer Rick Knorr, Chief Human Resources Officer Paul Eichenberg, Communication & Development Officer Jane Baker, Cataloging Technician Kim Conatser, Data and Web Services Administrator Ven Kozubenko, Library Services Managers Mary Ellen Braks, Gwendolyn Haley, Carlie Hoffman and Stacey Goddard, Library Operations Manager Gina Rice, and Deputy Directors Doug Stumbough and Patrick Roewe.

LTC:

The public knowledge gathered through our community conversations is now serving as supporting documentation for the CEP. Our goals and action seek to respond to the aspirations of the communities we serve. The community narratives for each of our 10 communities, as well as the District-wide narrative, will be included in the plan as well. In regard to the ongoing LTC work, implementation of the TECA (Taking Effective Community Action) plan continues.

Staff Day Feedback:

Staff Day presented the opportunity for staff to provide feedback on the “preamble” to the plan: vision, mission, guiding principles, and core services, as well as to the goals and actions for each of the Service Priorities focused on the areas of early learning, education and enrichment, online learning and technology, and business and career support. Staff provided feedback via sticky notes that they attached to posters of each element of the plan (the preamble and the service priorities) at stations around the room. Overall, the response from staff was great, and we were pleased to see so many sticky notes at the end of the day.

Based upon some of the feedback received, we’re looking at adding an additional section to the strategic plan that focuses on internal system and process improvements. While this feedback didn’t necessarily respond to the strategic focus of the plan, it underscored areas of improvement for the District that will ultimately support the strategic work, such as in the areas of communication and training.

Ultimately, the feedback from Staff Day, as well as that from the Library Supervisors group, Librarians, staff Leadership Retreat, and the Board of Trustees and Leadership Team Retreat, will be used to create a revised version of the plan.

Next Steps:

Revised version of the plan based upon staff and Trustee feedback (November); Implementation of the TECA (Taking Effective Community Action) plan for the LTC.

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

PERSONNEL POLICY REVISIONS

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. For the most part, these recommended changes are intended to document, clarify or expand on current practice.

Chief Human Resources Officer Paul Eichenberg recommends revisions to Personnel Policy sections 1.3; 2.02; 2.05; 2.16; 3.2; 3.5; 3.9; 4.1; 4.2; 4.3; 5.2; 5.3; 5.6; 5.7; 5.8; 5.10; 5.11; 6.8; 6.9; 6.11; Chapter 8; 8.3; 9.1; and 10.05 be approved.

For the most part, all the recommended changes above are either edits or intended to document, clarify or expand on current practice. Most notable was the clarification that all employees are eligible for paid bereavement leave, court-related leave, and military leave, as well as tuition reimbursement (Section 4.1). Grandchildren were added to the sick leave and bereavement leave policies (Sections 5.3 and 5.8). In Section 6.9, Disciplinary Action, the notice requirement for intent to suspend or terminate employment was shortened from five (5) calendar days to two (2) business days. Revisions were made to Military Leave sections 5.10 and 5.11 to ensure compliance with state law. Chapter 8 was retitled, as was Chapter 10, and Section 10.05 was revised to include bullying in the workplace.

Please note:

Content listed in bold = new, or subject headings.

Content underlined = clarification or revised.

Strikeout = removed.

Recommended Action: Board motion to approve Personnel Policy revisions to sections 1.3; 2.02; 2.05; 2.16; 3.2; 3.5; 3.9; 4.1; 4.2; 4.3; 5.2; 5.3; 5.6; 5.7; 5.8; 5.10; 5.11; 6.8; 6.9; 6.11; Chapter 8; 8.3; 9.1; and 10.05.

CHAPTER 1: INTRODUCTION

Orig Date: 03/15/05

Latest Revision: 10/19/10

Purpose and Scope

1.3 Function

To provide quality service to our customers, the District is committed to ~~applying merit principles~~ **evaluating applicant knowledge, skill, and abilities** in the selection and retention of its employees. Toward that end, the District has developed:

1. Recruitment procedures to provide an applicant pool of ~~quality~~ **qualified** candidates without regard to race; color; religion; sex; sexual orientation; marital status; national origin; age; disability; honorably discharged veteran or military status; pregnancy; genetic information; or any other ~~unlawful basis~~ **protected class**;
2. Screening procedures to ~~provide~~ **ensure** candidates ~~who~~ meet or exceed minimum job requirements in terms of their knowledge, skills, abilities, or other relevant factors. ~~are referred for final interview and selection~~;
3. Classification and compensation systems to provide employees equitable and adequate compensation based on salary surveys, market forces, or individual qualifications;
4. Performance appraisal methods intended to ~~assure~~ **ensure** employees who perform their jobs in a manner fully satisfactory to management are retained, and/or ~~eligible for~~ **encouraged to seek** promotion; ~~and, employees whose job performance is unsatisfactory, are not retained~~;
5. Coaching, counseling, and disciplining methods to provide every employee an equal opportunity to succeed at his or her job, or when these methods are unsuccessful, to separate the employee from District service;
6. Training programs to provide employees the opportunity to maintain ~~or~~ enhance, **or acquire new** skills needed to perform their jobs in a satisfactory manner; ~~and~~
7. **A Tuition Assistance program to provide employees the opportunity to acquire an Associate, Bachelor, or MLIS or equivalent graduate degree to improve their opportunities for career advancement; and**
8. Safeguards intended to protect employees from potential workplace hazards, as well as providing ~~administrative mechanism~~ **remedies** for resolving workplace disputes or employee grievances.

CHAPTER 2: HIRING AND EMPLOYMENT POLICIES

Orig Date: 01/01/82

Latest Revision: 05/27/14

2.02 Prohibition of Discrimination

The Spokane County Library District is an Equal Opportunity Employer. All terms, conditions, and privileges of employment, including hiring, **termination**, promotions, **demotion**,

reclassification, transfers, compensation, benefits, layoff, discipline, and work assignments in the Library District shall be made without regard to race; color; religion; sex; sexual orientation; marital status; national origin; age; genetic information, disability; honorably discharged veteran or military status; or any other classification protected under federal, state, or local law.

2.05 Background Check

A mandatory disclosure form will be required from applicants and a Request for Criminal History information will be performed as required by state law (RCW 43.43.830-845) for positions that may require employees to have unsupervised access to children under 16 years of age, developmentally disabled persons, or vulnerable adults.

A credit check ~~may~~ **will** be conducted for positions having access to the District's finances. Credit checks must be performed in accordance with the requirements of state law. See RCW 19.182.020.

The Chief Human Resources Officer, Chief Financial Officer, and the appropriate Manager or Executive Director shall review information received as part of the background inquiry that is relevant to the position before making a recommendation to hire an applicant, **or if already hired, to terminate the employee.**

2.16 Transfers

If necessary for efficient operations, the District may involuntarily transfer an employee to the same position at a different location, or a different position within the same classification, at the same or different location. An employee so transferred may be required to serve a trial period as a condition of transfer. The employee's pay rate will remain the same; however, benefits may need to be adjusted.

An employee may request a transfer to a vacant position in the same classification and salary grade as that currently held; i.e., a lateral transfer. The employee must obtain approval for the lateral transfer from the vacant position's supervisor, **and, if he/she is less than six (6) months in their current position, approval from his/her immediate supervisor.** The supervisor **with the vacant position** may accept an employee's transfer request at his/her discretion.

C H A P T E R 3: C O M P E N S A T I O N : W A G E S A N D S A L A R Y

Orig Date: 01/01/82

Latest Revision: 05/26/15

Classification and Salary Plan

3.2 Administration: Classification and Salary Plan

The administration of the Employee Classification and Salary Plan is the responsibility of the Library Executive Director as established and authorized by action of the District Board of Trustees.

The Chief Human Resources ~~Manager~~ **Officer** has the authority to recommend to the Library Executive Director the actual salary to be paid an employee within the procedures, guidelines and plans set forth in this policy provided such recommendation is based on the actual job

responsibilities performed by the employee and on the individual's performance, ability, experience and other relevant qualifications.

Employee Classification: It is the Chief Human Resources ~~Manager's~~ Officer's responsibility to ensure each employee is properly classified, and receiving the proper salary for the position's assigned classification.

Position Description: **The position description is a formal document describing a position's essential duties and responsibilities, minimum qualifications, working conditions, physical requirements and other factors required for successful job performance.**

Position Description Changes: ~~The position description describes the essential duties and responsibilities of a job to include the knowledge, skills, abilities, and other factors required for successful job performance.~~ When the duties and responsibilities **of a position** change significantly, the position description shall be revised accordingly, and the position evaluated for reclassification into the appropriate salary grade—~~up or down~~.

When a position is reclassified, the salary is set pursuant to section 3.8.

It is the responsibility of the supervisor to contact the Chief Human Resources ~~Manager~~ Officer to request revision of the position description, and/or reclassification of the position.

The Executive Director must approve all reclassifications—~~up or down~~.

3.5 Specialty Pay

When an employee is required to supervise in a position that normally does not have supervisory responsibility, he/she shall receive an "extra-step" **in the salary grade**, or four (4) percent **whichever applies**, as specialty pay, **for the duration of the supervisory assignment**.

~~When an exempt employee, not currently employed as a librarian, has obtained a Professional Librarian's Certificate issued by the Washington State Library (or its predecessor), as required by RCW 27.04.055, and has been assigned to a long term special project requiring use of "librarian skill sets," he/she may be eligible to receive an "extra-step" or four (4) percent specialty pay. In this instance, specialty pay must be approved by the Executive Director.~~

An employee temporarily assigned additional duties or responsibilities outside the scope of their current job description may be entitled to specialty pay, as determined by the Executive Director, for the duration of the temporary assignment. **Specialty pay is not considered when computing salary adjustments for promotion, demotion, or reclassification.**

3.9 Acting Appointment

An employee accepting an acting appointment to a position within the same classification will not receive an increase in salary or benefits. An employee temporarily assigned to a position with a higher classification **for 30 days or longer**, shall be placed at the step of the corresponding salary grade which results in a salary increase of at least five (5) percent, or Step F, whichever applies. Benefits will be adjusted as appropriate.

CHAPTER 4: COMPENSATION: BENEFITS

Orig Date: 01/01/82
Latest Revision: 10/21/14

4.1 Eligibility

District employees are eligible for the following benefits as approved by the Board of Trustees based on their employment status and number of regularly-scheduled work hours as follows.

Note: An employee may not use one benefit to extend another unless otherwise permitted by this policy.

Benefit	Employment Status Needed for Eligibility	Min # of Scheduled Hours per Week Needed for Eligibility
Employee Assistance Program	Any	Any
Medical, Dental, Vision Insurance; Life & Long-Term Disability (LTD) Insurance	Benefit Eligible Employee	20
Vacation and Sick Leave	Benefit Eligible Employee	20
All Other Paid Leaves Bereavement Leave, Court-Related Leave, and Military Leave	Benefit Eligible Employee Any	20 Any
ICMA Retirement Corporation (Deferred Compensation Plan)	Benefit Eligible Employee	20
Retirement (P.E.R.S.)	Benefit Eligible Employee	Determined by Washington State Department of Retirement Systems Requirements
Tuition Assistance	Any, and Enrolled in an Accredited Post-Secondary Degree Program	Any Enrolled in an Accredited Post-Secondary Degree Program
Staff Library Cards with daily overdue fines waived	Any	Any

4.2 Medical

As required by the Affordable Care Act (ACA), effective January 1, 2015, employees regularly scheduled to work thirty (30) or more hours per week are eligible to receive full-time medical benefits. Employees regularly scheduled to work 20–29 hours per week will have their medical benefits pro-rated ~~per current practice; i.e.,~~ based on a forty (40) hour work week.

Annually, the District establishes a specific dollar amount that employees working thirty (30) or more hours per week may use to fund their medical plan choice. This amount is pro-rated for employees scheduled to work 20-29 hours per week based on a forty (40) hour work week. ~~Nevertheless,~~ This amount does not fully fund all the medical plans offered by the District. If the cost of the employee's medical plan choice exceeds the amount established by the District, the difference in cost is the employee's responsibility.

Employees who enroll in one of the District's High Deductible Health Plans (HDHP) are eligible to contribute to a qualified Health Savings Account (HSA) of their own. Moreover, each pay period the District ~~will~~ **may** contribute to the HSA of all eligible employees enrolled in a District High Deductible Health Plan, regardless of their scheduled work hours. An HSA allows employees to save tax-free dollars to pay for IRS-qualifying medical expenses for themselves and their families. The amount of the District's HSA contribution is determined annually, prior to open enrollment.

The cost of dependent medical coverage is ~~always~~ the employee's responsibility.

4.3 Dental, Vision, Life Insurance

Premiums for dental, vision, and life insurance plans approved by the Board are paid in full for employees who are normally scheduled to work 20 hours or more per week. Dependent coverage for dental, vision, and life insurance are ~~at~~ the employee's responsibility.

CHAPTER 5: LEAVE POLICIES

Orig Date: 01/01/82

Latest Revision: 07/15/14

5.2 Vacation Leave

Accrual – Full-Time: Benefit eligible employees who are in pay status for fifty percent or more of a payroll period shall be credited with the following vacation leave accruals:

Exempt employees begin accruing vacation at the rate of 128 hours per year prorated over all payroll periods to the nearest one-hundredth of an hour. An additional 4 hours of vacation leave per year shall be accrued for each full year of employment up to a maximum rate of 192 hours per year.

Nonexempt employees begin accruing vacation at the rate of 116 hours per year prorated over all payroll periods to the nearest one-hundredth of any hour. An additional 4 hours

of vacation leave per year shall be accrued for each year of employment, up to a maximum rate of 180 hours per year.

Accrual – Part-Time: Benefit eligible employees shall have their vacation leave accrued and computed to the nearest one-hundredth of an hour on a prorated basis based upon the weekly hours worked.

Non-accrual: Employees who regularly work less than 20 hours per week **or** have a temporary appointment of less than six (6) months; ~~or are taking terminal leave~~ are not eligible to accrue vacation leave.

Temporary employees appointed for six (6) or more months and working twenty (20) or more hours per week are eligible to accrue vacation leave.

Vacation Leave will be posted to an employee's account at the end of each payroll period in which the vacation hours are earned. Vacation leave may not be used before it is accrued and posted.

Vacation leave hours may continue to accrue while an employee is absent on paid leave, but shall not accrue while on ~~terminal leave~~ **or** leave without pay.

5.3 *Sick Leave*

Accrual - Benefit eligible employees are eligible to accrue and maintain up to 960 hours of sick leave. **Full-time employees** who are in pay status for the complete payroll period shall accrue 96 hours of sick leave per year, prorated over all payroll periods. **Part-time employees** working at least twenty (20) hours per week will have their sick leave prorated based on the actual number of hours in a pay status in the pay period. **Temporary employees** appointed for a period greater than three (3) months and working twenty (20) or more hours per week are eligible to accrue sick leave. Sick leave hours will continue to accrue when an employee is absent while on other paid leave.

Nonaccrual - Employees who work less than 20 hours per week, temporary employees appointed for less than three (3) months, and/or employees on leave without pay (LWOP) are not eligible for sick leave accrual.

Posting: Earned sick leave will be posted to an employee's account at the end of each payroll period. Employees are responsible for monitoring their leave accruals and ensuring they have the necessary leave accrual before using it. **If the employee uses sick leave in excess of their accrued and posted balance, the Business Office will charge the excess leave to vacation leave or leave without pay (LWOP).**

General Sick Leave Rules

Sick leave may be used after completion of the first payroll period when the accrued leave has been posted.

Sick leave with pay may be taken for the following reasons:

- Injury, illness, or medical care of the employee.
- Injury, illness, or medical care of the employee's immediate family members. For purpose of

this policy, immediate family members are spouses; state-registered domestic partners; parents; step-parents; grandparents; **grandchildren**, in-laws; siblings; step-siblings; children; step-children; or other members of an employee's immediate household related by blood, marriage, or adoption.

- Disability of the employee, including disability due to pregnancy or childbirth, or for a spouse or state-registered domestic partner to attend to his or her spouse or domestic partner, and/or children while the employee's spouse or domestic partner is disabled due to pregnancy or childbirth.

5.6 *Sick Leave Cash Out*

Accrued sick leave, up to a maximum of 960 hours, may be cashed out whenever an employee is either laid off, voluntarily resigns, or retires from the District. To be eligible for sick leave cash out, an employee must have a minimum of three (3) years paid Library District employment preceding such termination, or retirement, and meet the following conditions:

- The minimum employment period was continuous and unbroken by resignation or retirement.
- An unpaid leave of absence neither breaks the continuous employment period nor applies toward the minimum.
- The employee was regularly scheduled for twenty (20) hours, or more, of work per week during the entire three (3) year period.

With at least three (3) years, but less than fifteen (15) years' service, sick leave may be cashed out for 1/3 of up to 960 hours of accrued sick leave, or a maximum of 320 hours. With at least fifteen (15) years of unbroken continuous service, sick leave may be cashed out for 1/2 of up to 960 hours of accrued sick leave, or a maximum of 480 hours.

The lump sum payment shall be included in the employee's final paycheck.

Upon the death of an employee, unused sick leave ~~may~~ will be cashed out using the above ~~formula~~ criteria, and included in the employee's final paycheck.

5.7 *Administrative Leave*

Administrative Leave is paid leave authorized at the discretion of the Library Executive Director, **or designee**. It may be used in extraordinary circumstances not covered by other defined leave benefits.

5.8 *Bereavement Leave*

Paid bereavement leave may be taken by employees for the death of an immediate family member. Employees may be allowed up to four scheduled work days (maximum of thirty-two (32) hours), of bereavement leave per death, subject to the approval of their supervisor.

Bereavement Leave may be:

- used before an employee has attained regular employment status.
- taken in hourly increments.
- extended by use of accrued vacation or sick leave.

There is no limit on how frequently an employee may use Bereavement Leave.

For purpose of this policy, immediate family members include: spouses (including state registered domestic partners), parents; step-parents; grandparents; **grandchildren**; in-laws (including parents of state registered domestic partners); siblings; step-siblings; children; step-children; or other members of an employee's immediate household related by blood, marriage, or adoption.

5.10 Military Leave

Eligible employees required to take military leave because of their call to active duty or active duty training must provide at least 5 days' notice of their intent to take leave, as well as a copy of their official notice or order to report to active duty, or active duty training (RCW 38.40.060).

Employees serving in the National Guard, or the Army, Navy, Air Force, Coast Guard, or Marine Reserves of the United States, shall be granted up to twenty-one (21) days of paid military leave per year (e.g., October 1 through September 30) when ordered to active duty or active duty training.

Military Leave calculation is based on ~~business~~ **scheduled work** days rather than calendar days.

Employees should present a copy of their active duty orders to the appropriate supervisor or manager before commencing military leave.

The District will abide by the provisions of the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) for employees called to active duty for longer than twenty-one (21) days.

5.11 Washington State Family Military Leave

Employees working an average of 20 hours or more per week, who are spouses or state registered domestic partners of military personnel about to be deployed, or on leave from deployment, during times of military conflict as declared by the President or Congress, may take up to fifteen (15) days of unpaid leave to be with their spouse or state registered domestic partner.

Employees may substitute accrued vacation leave for unpaid leave if available.

During Family Military Leave, the District will continue to pay its portion of the employee's health insurance premiums. If needed, the employee is responsible for arranging payment of his/her portion of the health insurance premiums while on leave. Failure to do so may result in cancellation of the employee's health insurance benefits.

The employee must provide his/her supervisor notice of intent to take leave within five (5) business days of receiving official notice that the employee's spouse is about to deploy, or will be on leave from deployment.

~~Military Leave calculation is based on business days rather than calendar days.~~

~~Employees should present a copy of their active duty orders to the appropriate supervisor or manager before commencing military leave.~~

~~The District will abide by the provisions of the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) for employees called to active duty for longer than twenty-one (21) days.~~

CHAPTER 6: EMPLOYEE CONDUCT

Orig Date: 01/01/82

Latest Revision: 05/26/15

6.8 *District Aspirations*

Professional Conduct. Employees are expected to

1. Adhere to all District policies, procedures, safety rules and safe work practices;
2. Comply with the District's ethical rules, including the prohibition on conflicts of interest, and refrain from on and off-duty conduct that interferes with the employee's ability to do his or her job or reflects negatively on the District;
3. Treat co-workers, vendors, and members of the public in a professional and courteous manner, and refrain from behavior or conduct deemed offensive or undesirable;
4. Comply with **lawful** directions from supervisors and managers;
5. Report to work punctually, as scheduled, and be at the proper work station, ready for work, at the assigned starting time;
6. Give proper advance notice whenever unable to work, or report for work on time, or when leaving work unexpectedly;
7. Perform assigned tasks satisfactorily according to established performance standards;
8. Keep supervisors informed of intent to return to work whenever an unforeseeable absence exceeds two weeks, in a manner agreed to by the supervisor or manager;
9. Report any on-the-job injury or accident within twenty-four (24) hours of occurrence to the appropriate manager or supervisor;
10. Report any disability, ~~or~~ illness, **or other condition** that will adversely affect the employee's fitness for duty or that may create a direct threat to the employee, co-workers, or the public, within twenty-four (24) hours of occurrence or awareness of such condition;
11. For employees whose duties include operating a personal or District provided vehicle, report the suspension, revocation, or loss of driver's license and/or insurability within twenty-four (24) hours of occurrence;

12. ~~Report any disability or illness that will adversely affect the employee's fitness for duty or create a direct threat to the employee, co-workers, or the public;~~
13. ~~For employees who duties include operating a personal or District motor vehicle, report the suspension, revocation, or loss of driver's license and/or insurability ;~~
14. 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.

Electronic Communication Equipment and Computer Systems. It is the policy of Spokane County Library District that electronic communication equipment and computer systems (hardware, software, and network) provided to employees are intended **to be used for District business use only.**

The District reserves the right to monitor, review, audit, intercept, access, and disclose all messages and/or data created, received, or sent over any of its electronic systems for any purpose at any time. All messages or data created, sent, or received using any of the District's electronic communication or computer systems are considered property of the District. Only employees authorized by the Executive Director may research, retrieve, read, or copy messages and/or data stored on any of the District's electronic systems by another user.

When conducting District business, employees are expected to use District email accounts. To ensure compliance with RCW 42.56, any business-related email generated from an employee's personal account must be copied to the District's email account. **Failure to do so may result in disciplinary action up to and including termination.**

6.9 Disciplinary Action

Suspension: This may be used when the employee has been engaging in a pattern of poor performance or undesirable behavior, and prior warnings have failed to correct the employee's problem or when the misconduct rises to such a level of seriousness that suspension is warranted.

Prior to a final determination to suspend, a pre-disciplinary hearing shall be held. The hearing serves as a check against mistaken decisions and provides an opportunity for an employee to respond to the allegation(s) by providing information denying, explaining or mitigating the allegation(s) before a final decision to suspend is made. The reason(s) for pursuing the suspension shall be reviewed by the Chief Human Resources Officer and approved by the appropriate Manager and/or Executive Director prior to the hearing. **Only the Executive Director has the authority to suspend or dismiss an employee.**

At least ~~five~~ **two business** days prior to the hearing, the employee shall be given written notice of the ~~accusation~~ **allegation(s)**, a copy of supporting documentation, and notice of the anticipated duration of the suspension. The pre-disciplinary hearing is the employee's only opportunity to be heard prior to the District's final decision. Pre-disciplinary hearings shall take place with the Executive Director or his/her designee. If, following the hearing, the intent to

suspend is sustained, the employee will be relieved of his/her job assignment and placed on Leave without Pay (LWOP) status for a specified time. Suspensions will be documented and the consequences of further infractions set forth clearly in the suspension notice. The length of suspension may vary depending on the nature and severity of the offending behavior, and the exempt or non-exempt status of the employee. ~~The reason(s) for pursuing the suspension shall be reviewed by the Chief Human Resources Officer and approved by the appropriate Manager and/or Executive Director prior to the hearing.~~

Dismissal: This may be used when other disciplinary actions(s) have failed to correct the undesirable behavior or performance, or when the seriousness of the offense warrants such action.

Prior to a final determination to dismiss an employee, a pre-disciplinary hearing shall be held. The hearing serves as a check against mistaken decisions and provides an opportunity for an employee to respond to the allegation(s) by providing information denying, explaining or mitigating the allegation(s) before a decision to dismiss is made. **The reason(s) for pursuing dismissal of an employee must be reviewed by the Chief Human Resources Officer and approved by the appropriate Manager and/or Executive Director prior to the hearing. Only the Executive Director has the authority to suspend ~~and or~~ dismiss an employees.**

At least ~~five~~ **two business** days prior to the hearing, the employee must be given written notice of the ~~accusation~~ **allegation(s)** and a copy of supporting documentation. The pre-disciplinary hearing is the employee's only opportunity to be heard prior to the District's final decision. Pre-disciplinary hearings shall take place with the Executive Director or his/her designee. The employee will be placed on paid administrative leave pending the outcome of the hearing.

If, following the hearing, the intent to dismiss is sustained, then the employee will be dismissed. A Personnel Action Form (PAF) must be completed and forwarded with supporting documentation to the Human Resources Office to be placed in the employee's personnel file.

~~Reason(s) for pursuing dismissal of an employee must be reviewed by the Chief Human Resources Officer and approved by the appropriate Manager and/or Executive Director prior to the hearing. Only the Executive Director has the authority to suspend and dismiss employees.~~

6.11.1 Employee Misconduct

The following is a list of behavior that will subject employees to disciplinary action, up to and including termination. Along with the *District's Expectations*, above, this section is not intended to be all-inclusive, but rather serve as a guideline for employees, managers, and supervisors. The District reserves the right to take ~~any~~ appropriate disciplinary action, including termination, at its discretion, with respect to misconduct, whether or not the particular conduct is set forth in this policy.

Employee behaviors that will subject the employee to disciplinary action include, but are not limited to:

1. Unauthorized leave and/or excessive tardiness.
2. Misrepresentation of facts concerning absence from work.
3. Destruction, damage, or unauthorized possession of customer, co-worker, or Library District property.

4. Unauthorized, illegal, unethical, or inappropriate use or possession of Library District supplies, materials, or equipment, including computer hardware and software.
5. Falsification of employment application or other hiring documents; unauthorized alteration of an employee or member record, or any other record or report created or maintained by the Library District.
6. Insubordination: unwillingness to carry out a lawful directive from a manager or supervisor, and/or **threatening, intimidating, or** disrespectful behavior toward a manager or supervisor.
7. **Malfeasance or** misconduct: (e.g., any act or behavior that is wrong, improper, or unlawful).
8. Abuse of authority or position.
9. Working under the influence of alcohol or illegal drugs, or failing to report the use of legally prescribed or over the counter drugs that impair performance of essential job functions or create a direct threat.
10. Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, including District vehicles, while on or off duty.
11. Illegal acts.
12. Creating or contributing to unsanitary or unsafe working conditions.
13. Failure to report any work related personal injury, accident, or equipment damage to supervisor **within twenty-four (24) hours of occurrence**.
14. Neglect of duty (e.g., failure to perform, or careless disregard for the consequences of an act or behavior).
15. Inefficiency or incompetency.
16. Inability to perform essential job functions with or without reasonable accommodation.
17. Abandonment of position (e.g., employees who are absent from work without authorization for three (3) or more consecutive work days will be considered to have voluntarily resigned their position.)
18. Insulting, intimidating, threatening, abusive, **or assaultive**, behavior directed towards peers, co-workers, supervisors, or the general public.
19. Actions or statements which, in the District's opinion, reflect negatively on the Library District or conflict with the best interests of the Library District, unless protected by law.

20. Possession of **lethal weapons or** dangerous or ~~unauthorized~~ materials, such as explosives or firearms, in the workplace.
21. Retaliation directed against another employee, supervisor, or member of the general public for engaging in any protected activity.
22. Violation of any District rules, policies, and other work-related expectations.
23. Dishonesty;
24. Disclosing confidential information regarding the District, its employees, or its customers without authorization;
- ~~25. Engaging in any form of discrimination, including sexual harassment,~~ **harassing or bullying behavior.** ~~towards another employee, a member of the public, a vendor, or other person.~~

If, in the employee's opinion, the disciplinary action taken is arbitrary, capricious, or unwarranted, the employee is invited to utilize the steps outlined in the Grievance Procedure.

**CHAPTER 8: ~~NOTICE OF RESIGNATION, REDUCTION IN WORKFORCE,~~
~~EXIT INTERVIEW~~ SEPARATION FROM SERVICE**

Orig Date: 01/01/82

Latest Revision: 01/01/14

8.3 Exit Interview

All employees who separate from service with the District will be scheduled for an Exit Interview with the Chief Human Resources Officer, **or designee, schedule permitting.**

**CHAPTER 9: REPORTING IMPROPER GOVERNMENTAL ACTION
(WHISTLE BLOWER POLICY)**

Orig Date: 01/01/93

Latest Revision: 10/19/10

9.1 Reporting Procedure

District employees who become aware of improper governmental actions should raise the issue first with their supervisor. Where the employee reasonably believes that an improper governmental action involves his or her supervisor, the employee may raise the issue directly with the District's Chief Human Resources ~~Manager~~ Officer or Executive Director. The employee shall submit a written report to the **Chief Human Resources ~~Manager~~ Officer**, stating in detail the basis for the employee's belief that improper governmental action has occurred. ~~Where the employee reasonably believes that an improper governmental action involves his or her supervisor, the employee may raise the issue directly with the District's Chief Human~~

~~Resources Manager Officer or Executive Director.~~ If the report involves the Executive Director, it shall be submitted to the chairman of the District's Board of Trustees.

CHAPTER 10: ~~ANTI-DISCRIMINATION~~ EQUAL EMPLOYMENT POLICIES

Orig Date: 01/01/82

Latest Revision: 05/21/13

10.05 Anti-Harassment/Bullying Policy

It is the District's policy to foster and maintain a work environment free from discrimination, ~~and~~ harassment, **and bullying**. Consequently, the District will not tolerate harassment **or bullying** of any kind in its employees' day-to-day communication with co-workers, supervisors, or members of the public. Employees are expected to show respect for each other and the public at all times, despite individual differences.

Harassment is defined as verbal or physical conduct that demeans or shows hostility or aversion toward another employee or member of the public based on a classification protected by law.

Workplace bullying is defined as persistent, offensive, abusive, intimidating, malicious, or insulting behavior; or abuse of power; intended to upset, threaten, humiliate, or undermine the self-confidence or self-esteem of an individual or group.

Examples of prohibited conduct include threats or intimidations, slurs or demeaning comments to employees or members of the public **that may or may not be based upon** ~~relating to~~ race, color, religion, gender, sexual orientation, marital status; national origin, age, genetic information; disability, honorably discharged veteran, ~~or~~ military status; or any other ~~protected~~ characteristic.

Employees engaging in improper harassment **or bullying** are subject to disciplinary action, depending upon the circumstances, up to and including termination. Managers or supervisors who know, or should have known of such conduct, and who can be shown to have failed to take appropriate action to eliminate the conduct, may be subject to disciplinary action up to and including termination.

Access to Library Services

BACKGROUND:

Revisions were primarily focused on emphasizing the District's commitment to serving our diverse community via more accessible language. Specific language outlining the District's responsibilities in compliance with the Americans with Disabilities Act (ADA) was retained, though reorganized.

The existing policy with edits, as well as clean copy of the revised policy, follows.

Recommended Action: Board motion to approve suggested changes to the Access to Library Services policy.

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: ACCESS TO LIBRARY SERVICES

APPROVAL DATE: February 18, 1993

REVISION DATE: ~~May 21, 2013~~ October 20, 2015

CURRENT POLICY

(with suggested revisions)

Related Policies

Code of Conduct Policy

Member Privileges and Responsibilities Policy

Replaces

Valuing and Managing Diversity

Purpose

~~To affirm Spokane County Library District's commitment to serving a diverse community and providing facilities, programs, and services that are accessible to all. confirm the District's commitment to providing access to library buildings, services, materials and programs regardless of race, gender, ethnicity, age, religion, national origin, sexual orientation, or physical, mental or sensory disability, and to comply with Title II of the Americans with Disabilities Act of 1990 by ensuring our libraries and programs are accessible to and usable by individuals with disabilities. The District will provide a grievance process for individuals who feel they have been denied access to a program, service or activity due to their disability.~~

General Policy

~~The District is committed to providing equal and open access to library buildings, services, materials and programs regardless of race, gender, ethnicity, age, religion, national origin, sexual orientation, or physical, mental or sensory disability. In support of that commitment:~~

- ~~• Access to library services shall not be denied or abridged to any individual eligible for library services as defined in the District's Member Privileges and Responsibilities Policy other than due to a violation of the Code of Conduct.~~
- ~~• In compliance with Federal and State law and Title II of the Americans with Disabilities Act of 1990, Spokane County Library the District does not discriminate on the basis of disability in admission, access, and/or operation of its programs, services, or activities. The District monitors its compliance with Title II of the Americans with Disabilities Act of 1990 to ensure its libraries and programs are accessible to and usable by individuals with disabilities.~~
- ~~• Spokane County Library District is committed to serving all residents of the communities we serve. In accordance with Federal and State law, the District monitors its compliance with Title II of the Americans with Disabilities Act of 1990 to ensure its libraries and programs are accessible to and usable by individuals with disabilities.~~

- The District offers reasonable accommodations to persons with disabilities.
- The District provides a grievance procedure to ensure that if an individual believes he or she has been denied access to Library services or has been otherwise discriminated against ~~because of a disability~~, the issue can be resolved as promptly and harmoniously as possible.
- The District encourages community residents to informally engage their community library supervisor or manager in resolving access or usability issues before the program, service, or activity takes place. ~~Nevertheless, any unresolved issue should be submitted to the District's ADA Coordinator. The District designates the Human Resources Manager to coordinate its efforts to comply with and carry out its ADA responsibilities.~~
- Any unresolved ADA issue should be submitted to the Chief Human Resources Officer to coordinate efforts to comply with and carry out ADA responsibilities as the District's ADA Coordinator.

The Executive Director is responsible for establishing administrative procedures necessary to carry out this policy and will respond to appeals of District staff action and/or decision in the application of this policy and any related procedures. Any appeal of Executive Director' action and/or decision may be made in writing to the Board of Trustees.

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

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: ACCESS TO LIBRARY SERVICES

DRAFT

APPROVAL DATE: February 18, 1993

REVISION DATE: October 20, 2015

Related Policies

Code of Conduct Policy

Member Privileges and Responsibilities Policy

Replaces

Valuing and Managing Diversity

Purpose

To affirm Spokane County Library District's commitment to serving a diverse community and providing facilities, programs, and services that are accessible to all.

Policy

The District is committed to providing equal and open access to library buildings, services, materials and programs regardless of race, gender, ethnicity, age, religion, national origin, sexual orientation, or physical, mental or sensory disability. In support of that commitment:

- Access to library services shall not be denied or abridged to any individual eligible for library services as defined in the District's Member Privileges and Responsibilities Policy other than due to a violation of the Code of Conduct.
- In compliance with Federal and State law and Title II of the Americans with Disabilities Act of 1990, the District does not discriminate on the basis of disability in admission, access, and/or operation of its programs, services, or activities. The District monitors its compliance with Title II of the Americans with Disabilities Act of 1990 to ensure its libraries and programs are accessible to and usable by individuals with disabilities.
- The District offers reasonable accommodations to persons with disabilities.
- The District provides a grievance procedure to ensure that if an individual believes he or she has been denied access to Library services or has been otherwise discriminated against, the issue can be resolved as promptly and harmoniously as possible.
 - The District encourages community residents to informally engage their community library supervisor or manager in resolving access or usability issues before the program, service, or activity takes place.
 - Any unresolved ADA issue should be submitted to the Chief Human Resources Officer to coordinate efforts to comply with and carry out ADA responsibilities as the District's ADA Coordinator.

The Executive Director is responsible for establishing administrative procedures necessary to carry out this policy and will respond to appeals of District staff action and/or decision in the application of this policy and any related procedures. Any appeal of Executive Director' action and/or decision may be made in writing to the Board of Trustees.

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

Preliminary Budget 2016

- a. Public Hearing on Authorized Revenue Sources**
- b. 2016 Preliminary Budget Presentation**
- c. Organizational Memberships Review**
- d. Board Direction to Staff**

Background

RCW 84.55.210 requires taxing districts to hold a public hearing on revenue sources prior to submitting the request to have property tax levied. The deadline for property tax certification is November 30. We will submit a proposed budget for formal adoption at the November board meeting.

Recap of significant budget variances are provided below. The variances noted are from the 2015 budget as adopted. The current budget formulation used both the 2015 budget as adopted, and the mid-year revised amounts.

Recommended Action: Board motion to approve funds in the 2016 General Operating Fund for organizational memberships as proposed, and Board direction to staff toward completion of the final 2016 General Operating and Capital Plan budgets.

Revenue

Property tax revenues, change of \$233,000

- Tax revenue for 2016 as presented is \$233,000 higher than 2015.
 - Roughly half is due to the annual 1% increase allowed and half due to assessed valuation increases and new construction.
- Levy will be limited by the 101% of highest prior levy for the first time since 2011.
- Total assessed valuations increased 3.4% and 5.0% for the past two years respectively.
- The tax levy rate will drop to approximately \$0.49 per thousand.
- Inflation as defined by RCW 84.55.005 is less than 1%, requiring a Resolution at next month's board meeting to request the full 1% increase.
 - The last time this happened was in 2009, and the Board did adopt the Resolution to request the full 1% as required.

Contract Cities, change of (\$35,915)

- Airway Heights increased by \$11,629 as its assessed valuation increased 7%. The levy rate per thousand drops to \$0.49 to match the District-wide assessment.
- Contract with the City of Spokane for the portion of the Moran Prairie Library Capital Facilities Area (MPLCFA) now annexed decreased \$16,161.
- Contract for the West Plains annexation by City of Spokane four (4) years ago decreased \$31,481. 2016 is the final year for this annexation mitigation.

Fines and Fees, change of (\$25,200)

- The trend away from physical materials to digital resources is accompanied by proportional declines in customer fines.

All other revenues, change of \$51,860

- E-rate reimbursement for 2016 is \$173,000, versus \$120,000 in 2015.
 - E-rate rebate percentage rose to 80% for broadband expenses.
- All other remaining revenues are minimally changed from prior years.

Grants and donation, change of (\$92,475)

- Grants and donations for 2016 are \$55,000, compared to \$147,000.
 - 2015 included \$80,000 of "under-development" or capacity for potential new grants.
 - Based upon actual year-to-date activity, this capacity is not needed for 2016.

Expenses

Salaries, change of (\$31,816)

- An annual salary adjustment is not included at this time. Inflation, as defined by the August 2015 CPI-W, is negative (0.28%).
- All step increases are included for eligible employees.
- No change in the allotment of temporary hours.
- No change in the general reduction for normal turnover.
- Continued position management to evaluate all vacant positions and replace employees only after accumulated leave has “run out.”
- Total FTE’s (full-time equivalents) for 2016 are 135.7.

Payroll Taxes and Employee Benefits, change of \$125,046, as follows

<i>Benefits</i>			
	2015	2016	Change
FICA	457,759	460,035	2,276
Medical, Dental, Vision	729,869	785,358	55,489
Retirement	568,436	638,590	70,154
Long Term Disability	22,478	23,076	598
Worker Comp	38,477	40,930	2,453
All Other	17,186	11,262	(5,924)
	1,834,205	1,959,251	125,046

- Comprehensive Employee Medical (Medical, Dental, Vision) Coverage
 - The District joined the Association of Washington Cities Employee Benefit Trust (AWC) a few years ago for its comprehensive medical coverage.
 - Plan to offer the same 4 plans
 - Two by Group Health, one a high deductible health plan (HDHP)
 - Two by Regence, one also a HDHP
 - AWC recently announced 2016 rate increases
 - 9.5% for all Group Health plans
 - 5.0% for Regence standard plans and 9.1% for Regence HDHP
 - Result is a \$55,489 increase
 - Current and projected monthly premiums are listed below

<i>Projected Medical Insurance Rates</i>		
Insurance Carrier	2015	2016
Group Health	485	531
Regence	578	607
Group Health HDHP	403	441
Regence HDHP	374	408

- In July 2015, Public Employee Retirement System (PERS) increased the employer contribution rate from 9.21% to 11.18%
 - 2016 will be the first full year, a \$70,154 increase.
- All other payroll taxes and employee benefits are minimally changed.

Supplies expense, change of \$1,821

- Sufficient budget in place to absorb a modest increase in prices.

Services, change of (\$30,315)

Total services include all utilities, broadband and telecom, facility and grounds maintenance, property and liability insurance, software maintenance and support, travel and other professional services.

- Insurance is expected to increase 3-4%.
- No increases in utilities budgets. Like supplies, sufficient budget is in place to absorb modest rate increases.
- Collection agency costs have decreased \$7,600 due to higher usage of low-cost email and phone notices.
- Buildings and grounds maintenance
We have four significant contracts for facility and grounds maintenance.
 - Courier Service, no rate change. Contract signed in 2014.
 - HVAC Maintenance, no rate change. Contract signed in 2014.
 - Janitorial Contract, slight increase of \$6,500.
 - Grounds maintenance, increase of \$20,200.
- Snow removal. No change in budget. Entirely dependent on weather.
- Building repairs are lower by approximately \$50,000. We categorized major repairs like the siding on the North Spokane building as capital items in 2016.
- All other services are little or no change

Library Materials, change of \$22,571.

- Funded at 14% of total revenues from tax levy and contracted cities, per policy.

Contingency Funds, change of (\$24,174)

- Contingencies of \$80,000, a decrease of \$24,174 from prior year's \$104,174.

Capital Plan

Total Capital Items for 2016 is \$666,520

- Amount funded from the general or operating fund is \$341,520
 - Building Maintenance: \$103,520
 - IT Equipment: \$213,000
 - All other equipment: \$ 25,000
- Amount funded from the capital projects fund is \$325,000
 - Overall buildings remodel for both Spokane Valley and North Spokane
 - Build a media lab for each library
 - Upgrade lavatory facilities for each
 - Replace meeting room carpet for each
 - Increase amount of public space to the extent possible

2016 General Fund Budget				
<i>Revenue Summary</i>				
	2015 Approved Budget	2016 Preliminary Budget	\$\$ change	% change
Property Taxes (net of TIF's)	10,740,000	10,973,000	233,000	2.2%
Contract Cities	383,915	348,000	(35,915)	-9.4%
Fines and Fees	282,100	256,900	(25,200)	-8.9%
E-Rate, Interest Earnings and Other	183,340	235,200	51,860	28.3%
Sale of Surplus Property	140,000	-	(140,000)	
Grants and Donations	147,475	55,000	(92,475)	-62.7%
	11,876,830	11,868,100	(8,730)	-0.1%
2016 General Fund Budget				
<i>Expenditure Summary</i>				
	2015 Approved Budget	2016 Preliminary Budget	\$\$ change	% change
Salaries	5,995,339	5,963,523	(31,816)	-0.5%
Benefits	1,834,205	1,959,251	125,046	6.8%
Total Personnel Costs	7,829,544	7,922,774	93,230	1.2%
Supplies	177,180	179,001	1,821	1.0%
Services	1,682,820	1,652,505	(30,315)	-1.8%
Library Materials	1,563,229	1,585,800	22,571	1.4%
Capital	363,000	341,520	(21,480)	-5.9%
Library Programs incl Grant Supported Pro	156,883	106,500	(50,383)	-32.1%
Contingency	104,174	80,000	(24,174)	-23.2%
	11,876,830	11,868,100	(8,730)	-0.1%

Spokane County Library District	
2016 Preliminary Budget	
Capital Projects Fund	
Current Capital Projects Fund Balance plus interest thru the balance of the year	906,000
Less: Election costs for the August bond issues election	(100,000)
Plus: Proceeds of the sale of Upriver House	138,200
Projected Capital Projects Fund Balance at year end prior to transfers	944,200
Year end transfer of funds from General Fund to the Capital Projects Fund	300,000
Projected Beginning 2016 Capital Project Fund Balance	1,244,200
2016 Activity:	
North Spokane and Spokane Valley Building remodel projects	325,000
Projected Ending 2016 Capital Project Fund Balance	919,200

SCLD			
2016 Preliminary Budget			
Schedule of Capital Items			
Category	Branch or Department	Description	Budget Amount
Building Maint	NS	Repair Block Protection Walls	5,220
Building Maint	All Branches	Parking Lot Sealing and Striping	25,900
Building Maint	DP	Front Entry Paver Repair	14,400
Building Maint	NS	Repair and Replace Exterior Siding	50,000
Building Maint	DP	Interior Paint and Stain	3,000
Building Maint	NS	Interior Paint and Stain	5,000
FFE	All Branches	General Equipment Needs	25,000
IT Equipment	IT	Network Equipment and Phone System	75,000
IT Equipment	IT	Computer Replacement: PAC (70)	63,000
IT Equipment	IT	Lib Online Replacement	30,000
IT Equipment	IT	Server Replacements	25,000
IT Equipment	IT	Software	10,000
IT Equipment	IT	Peripherals and Mobile	10,000
			341,520
<u>Sub-totals</u>			
Building Maintenance			103,520
General FFE			25,000
IT Equipment			213,000
Funded by the General Fund			341,520
<u>Building Remodel and Upgrade to the North Spokane and Spokane Valley Branches</u>			
Building Remodel	SV	Building Remodel and Refresh	200,000
Building Remodel	NS	Building Remodel and Refresh	125,000
Funded by the Capital Projects Fund			325,000
			666,520

Organizational Memberships Review

Below is a list of the memberships that have been included in the proposed 2016 budget.

Professional Organizations:

- Washington Library Association (WLA) – Includes the institutional membership and personal memberships for each Trustee
- American Library Association (ALA)– Includes personal membership for each of five Trustees in ALA and two Divisions: United for Libraries & Public Library Association
- Early Learning Public Library Partnership (ELPLP)
- Inland Northwest Council of Libraries (INCOL)
- OCLC – fees for services include membership in this non-profit organization run by membership
- SirsiDynix Users Group (COSUGI)
- Association of Washington Cities (AWC)

Community & Business Organizations:

- Hangman Creek Chamber of Commerce
- Deer Park Chamber of Commerce
- Greater Spokane Valley Chamber of Commerce
- West Plains Chamber of Commerce
- Greater Spokane, Inc. (GSI)
- Sunrise and Downtown Rotaries
- Inland Northwest Early Learning Coalition
- STEM Network
- Executive Women International Spokane Chapter

Individuals are encouraged to be involved in professional organizations. The District encourages staff to be members of the Washington Library Association and interest groups such as CAYAS or WALE. Staff members are encouraged to participate in the American Library Association, Public Library Association or other local service and professional organizations.

In general, individuals are responsible for individual membership fees for these professional organizations.

Board Direction

In conclusion of the budget presentation, we request that the board approve the list of memberships and organizations and provide direction on the following:

- Whether to request the full 101% tax levy increase, versus a 0.251% increase.
 - Inflation as defined by RCW 84.55.005 is 0.251%. Jurisdictions may request the full 1% increase in our levy by adopting a Resolution stipulating the need for the increase.
- Provide direction on the annual salary adjustment. Current Personnel Policy provides for a salary adjustment tied to the CPI-W, from 1%-4%.

The District will comply with the state's Minimum Wage Act. The annual adjustment to the state's minimum wage is currently based on the August CPI-W figure provided by the Bureau of Labor Statistics (BLS).

For non-minimum wage positions, the District will consider the salary adjustment resulting from the August CPI-W, along with other relevant economic factors and the District's financial position when determining an annual salary adjustment. Such an adjustment may range from a minimum of 1% to a maximum of 4%.

- The state of Washington announced there will be no minimum wage increase on Jan 1, 2016.
- The current proposed budget provides no salary adjustment.
- Discuss the capital plan
 - We have a total of \$660,520 included in this preliminary budget. The general operating fund supports \$341,520 and the capital projects fund supports the remaining \$325,000.

Future information and future meetings

Based on the discussions and decisions from this meeting, we will present a final budget for formal adoption at the regularly scheduled November board meeting. A final 2016 Budget will be presented at the December meeting. Unless there is a material change, the preliminary budget presented in November will be the final.

FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: NOVEMBER/DECEMBER 2015

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

- Community Engagement Plan Update and Draft Plan
- Public Records Policy
- 2016 Budget
 - a. 2016 Revenue and Expenses: Preliminary Budget Update
 - b. Adopting a 2016 Preliminary Budget and Certifying It to the Board of County Commissioners (Resolution No. 15-0_): Approval recommendation.
 - c. Authorizing 2015 Property Tax Levy Increase for Collection in 2016 (Resolution No. 15-0_): Approval recommendation.
 - d. Levying the Regular Property Taxes for SCLD for Collection in 2016 (Resolution No. 15-0_): Approval recommendation.
 - e. Board Direction to Staff
- Medical Lake TIF area extension/amendment (Resolution No. 15-0_): Approval recommendation.
- 2016 Meeting Schedule/Locations/Overviews and Policies Review Schedule 2016-2017
- Library Spotlight – Fairfield Library
- Overview – Community Partnerships

Please send requests for agenda additions or changes to the Board Chair or Patty no later than Monday, Nov. 2, for inclusion in the preliminary agenda to be sent Nov. 4. Meeting packets will be mailed Nov. 12, one day later than usual to accommodate observance of Veterans Day.

December 15, 2015: Argonne Library (4:00 p.m.)

- Community Engagement Plan Update
- Public Art in District Facilities Policy
- 2016 Budget
 - a. Adopting a 2016 Final Budget (Resolution No. 15-0_): Approval recommendation.
- 2015 Work Plan/Year in Review and 2016 Work Plan
- BT and LT Holiday Gathering

SPECIAL MEETINGS AND ACTIVITIES

- Oct 28** Spokane is Reading Friends-Only Reception with SIR Author (Moran Prairie at 7pm)
Oct 29 Spokane is Reading (CenterPlace Event Center at 1pm; Bing Theatre at 7pm)

2016

- Jan 21** WLA Library Legislative Day (Olympia, WA)
Apr 27-29 WLA Annual Conference (The Davenport Hotel, Spokane)

EXECUTIVE DIRECTOR'S REPORT SEPTEMBER 2015

Administration

Business Office, Finance and Facilities (Rick Knorr)

The majority of September was devoted to development of the preliminary 2016 operating budget. For current operations, we are three quarters through the year and total salaries are 75% of budget, which is right on target. Total of all operating costs through nine months are just shy of 71% of budget. This remains consistent with previous reports projecting a year-end surplus for 2015.

Overall, expenses are below target because of building maintenance projects that were prudently delayed. Further discussion of these projects will be part of the capital plan portion of the 2016 budget.

Regarding the ending cash or ending fund balance, September marks the low point of the year, with 2.8 months cash available. Thus, we continue to have an adequate operating fund balance reserve, allowing us to avoid TANs (tax anticipation notes).

We received communication from Roy Koege that the current Medical Lake TIF (tax increment financing area), originally established in 2006, is desiring of an additional 10 years duration, bumping it up from 20 to 30 years. They are asking the District to agree to this extension, and we will bring the appropriate resolution to the November board meeting for discussion. This TIF for 2015 was a \$42,000 reduction in our total tax levy.

Staff Day represents a nice opportunity for employees to meet in one place to review current events, strategic plans, and get to know each other better. This event includes all staff with the exception of our hard working maintenance staff who instead perform the required annual fire protection system testing while library buildings are closed. Testing was conducted and buildings passed with flying colors.

Human Resources (Paul Eichenberg)

The Association of Washington Cities (AWC) has announced premium rates and medical plan changes for 2016. All Group Health medical plans, including the two we offer, will increase by 9.5%. The Regence/Asuris Health First 500 plan we offer will see a 5% increase, and the High Deductible Health Plan we offer will increase by 9.1%. Detailed rates will be published on the AWC website on or before October 16. Projected health benefits costs are slightly less than the amount we were paying to WCIF in 2013 prior to switching to AWC.

Information Technology (Doug Stumbough)

- The new credit card payment processing service, Blue Cloud Commerce, was enabled at the beginning of the month. The new system allows members to pay charges through their My Account in both versions of the catalog and at the self-service computers without being directed to PayPal. In addition to major testing before and minor troubleshooting after the changeover, the switch also required changes or updates to some internal and external facing systems.
- Final configurations were made to the Skyforge/ultimaker 2 system to get 3D prints calibrated correctly from cloud service and ready for public rollout of the 3D printer in October.

- Installation of the new Cheney digital microscope center was completed and the system is up and available for use by Cheney tweens.
- Wireless access at Spokane Valley was improved by the installation of a separate access point on the 2nd floor, eliminating dead spots experienced by both staff and members.
- Due to ongoing issues with the product, the inactivity checker was disabled on the internet stations. In several cases, the inactivity checker would (incorrectly) sense that no one was using the station and log it off, causing frustration for members.
- Additional network access was installed in the Argonne workroom and the PC and scanner used for the recently completed digitization project at Medical Lake was redeployed in preparation of a similar project this fall with the Rockford Historical society.
- SIP port configurations were completed to allow member access to the new online learning site Lynda.com, launching later this fall.
- Preparations continued for the launch the new Location pages and the Local Content site later this fall.
- Troubleshooting, testing and reconfiguration was done on our call manager system after an accidental 911 call pointed out a location error for some of our sites.
- Upgrade of the District Sage 100 ERP system (timesheet, certain employee records) was initiated on Staff Day, but we did run into issues so the server was rolled back and preparations were made for another attempt in October.
- iOS updates were configured and completed on the ELS iPads across the District.
- Storage space was recovered on the almost full SharePoint server by changing the SQL logging retention, type, and shrinking the transaction logs.
- Space was also recovered on the entirely full disk of a Windows Update server by deleting expired and superseded updates (after some research, of course).
- Work continued on organizing, scanning and archiving of historical E-Rate paper documents, which we are required to keep for at least 10 years.
- Final changes regarding the transition from the previous IT Officer Priscilla Ice to the current, Doug Stumbough, were made on access and accounts to several systems.

Collection Services (Andrea Sharps)

- We ordered 1,848 titles and 6,467 copies in September. This is up from last month.
- With 75% of the year done, total library materials expended stands at 71.57%.
- We processed, added to the system, and sent out to the libraries 4,441 items in September. This is down a little from last month.
- Downloadable lending through OverDrive was down in September from August. A total of 31,976 audiobook and eBook items circulated in September. Members placed a total of 9,932 holds, and there were 4,665 unique users with titles checked out.
- Midwest Tape's *hoopla*, a streaming media service, saw a decrease in circulation in September over August. A total of 1,189 titles including audiobooks (284), comics/graphic novels (90), eBooks (54), movies (374), full-length albums (294) and television shows (93) circulated in September for a combined cost of \$2,294 and an average cost per circulation of \$1.93. A total of 54 new patrons registered in the month, and there were 312 active users recorded.
- On 9/14, we received one *Request for Review of Library Materials Form* about a DVD in the adult collection, and I drafted a written response which was mailed on 9/21.
- We loaned 361 items to other libraries and borrowed 515 items from other libraries for a total of 876 interlibrary loan transactions processed in September.

- I attended a book launch at the Spark Center in Kendall Yards on 9/1 and bought four copies of The River Remembers: A Visual History of the Spokane River Gorge for the District's local collection.

Executive Director Report & Community Activities (Nancy Ledeboer)

In preparation for presenting a draft 2016 Budget for Board direction in October, the Leadership Team spent time discussing service priorities, staffing and capital needs. As noted by Board at its annual retreat, it is more cost-effective to maintain library facilities than to address major repairs that result from maintenance deferred over time. With that in mind, we will present a budget that includes funding to maintain facilities, as well as a few renovation projects that will support strategic initiatives. In addition to reviewing capital needs, the Leadership Team took a close look at staffing levels. With anticipated increases to benefits (health insurance and PERS), we want to ensure staffing levels without incurring escalating personnel costs. Over the past year we have managed position vacancies and evaluated all open positions. An effort was made to increase hours at front-line levels, while continuing to provide adequate supervision and leadership for all departments.

Following review of the Emergency Closure of Facilities policy, no revisions were recommended. Staff, however, is in the process of updating procedures to reflect current best practices, and will subsequently review the updated procedures with all supervisors and personnel in charge of the 10 libraries.

Early in the month I met with Mike Jackson, City Manager for Spokane Valley, to let him know the Board does not anticipate meeting the October 2017 deadline for building a library on the Sprague Avenue property. The agreement with the City gave the library five years to secure funding to build on the property, with the stipulation that if we are unable to meet that deadline, the City of Spokane Valley would purchase the land from the Library District for the amount paid. Mr. Jackson will consult with the City Council about the possibility of purchasing the land from the Library District next year.

Mr. Jackson and I discussed other opportunities for the library to partner with the City. In follow-up meetings, Deputy Director Patrick Roewe, Managing Librarian Aileen Luppert, and I met with Morgan Koudelka and John Pietro to discuss the possibility of applying for PEG funding for media equipment that would be used to produce educational video programs at Spokane Valley Library. PEG funds come from Cable franchise fees and can be used for public, education, or government to provide public access television content. Subsequently, I talked with the Director of Community-Minded Enterprises about the possibility of SCLD providing content for broadcast on Community-Minded Television (CMTV14). This would fulfill the requirement to broadcast content and meet the eligibility requirements for PEG funds. We will meet again to discuss potential agreements between CMT, SCLD, and the City of Spokane Valley.

The Spokane STEM Network kicked off a new year in September. As part of the Washington STEM Network, Spokane has the opportunity to participate in several upcoming STEM activities. The Board agreed to pursue a Women in STEM town hall event to be held in January and to submit applications for Spokane STEM members to participate in a statewide STEM bus tour. The bus tour will bring 40 people from different parts of the state to go on a three-day tour visiting various STEM initiatives across the state. Library Services Manager Mary Ellen Braks was nominated to serve as a Spokane STEM participant and subsequently submitted her application. The Washington STEM office will select the final participants in order to include a diverse group representing various aspects of STEM work throughout our state.

Communication & Development Director Jane Baker and I participated in a follow up call with staff from EveryLibrary. They wanted to know whether the support provided by EveryLibrary in planning and carrying out the SVLCFA bond issue was helpful. Using our interactions with EveryLibrary and the Political Action Committee as the basis for this debrief, we thanked them for their support.

Representatives from OCLC were in Spokane hosting a member forum and they took time to visit with us about OCLC services. Lori Gray from Baker & Taylor was also in the area visiting with libraries and she stopped by to talk with staff about their services. As I meet with vendors I am encouraging them to learn about EveryLibrary and support their efforts. When libraries are successful with bond or levy elections, vendors will also benefit. I have also been inviting vendors to attend the 2016 Washington Library Association Annual Conference, which will be hosted in Spokane at the Davenport Hotel in April.

Deputy Director Patrick Roewe, Chief Human Resources Officer Paul Eichenberg, and I met with representatives from Skills'kin to discuss opportunities for its clients to apply for employment with the District. The District is committed to building a diverse workforce and by working with organizations that provide job counseling and support we hope to in the future attract a diverse pool of applicants.

As we come to the close of the Libraries Transforming Communities grant initiative, the team participated in its normal monthly call and a follow-up call with our coach, Carlton Sears. Mr. Sears asked how we plan to keep the momentum going once the cohort meetings are concluded. We shared how we are using knowledge from the community conversations to form the Community Engagement Plan, which will set our course for the next three years. We discussed ways to use the LTC tools as we develop strategies for taking action based upon what we heard from the community and what we have learned during this grant initiative. Mr. Sears provided some advice and encouraged the team to stay in touch. He offered his continued support and friendship as we continue the work we started in this program. Team members were also contacted individually to provide feedback to the evaluators who will be writing up case studies from several of the libraries that participated in the grant.

A realtor from Windermere contacted me to inquire whether the District was interested in purchasing or working out a lease-to-own agreement to purchase all or part of a 50,000 sq. ft. building for the library. Although I clearly said the District did not have funding to purchase a building, he offered to show us the building and discuss options for lease or purchase. CFO Rick Knorr, Deputy Director Patrick Roewe, and I toured the building with realtors Greg Durham and Dennis Beringer who represented the New Life Church, which owns a 50,000 sq. ft. building on Sprague Avenue near University. The building was converted from a grocery store to a church in 2012 and is currently on the market. There is 10,000 sq. ft. of unfinished space currently used for storage. The church is open to leasing part of the building or selling the entire facility. If the District had the opportunity to purchase this building before renovations had been made, it might have been an option in 2012. However, the cost of the current building and the needed renovations would not meet our needs at this time.

The annual Staff Day was held Friday, September 18. The focus of the day was to celebrate accomplishments of the past three years and invite staff to provide input for the Community Engagement Plan. Each of the four service teams presented an overview of the programs and services that SCLD provides and various departments gave an overview of their roles. The afternoon session provided time for groups to comment on the proposed Community Engagement Plan and its four service priorities.

On September 17, Friends of the Spokane County Library District held a membership drive event. Six local authors were featured, each reading from his/her work. About 45 people attended and several people took the opportunity to join the Friends. Members will receive an invitation to an exclusive reception with the Spokane is Reading author Emily St. John Mandel. The Friends have also agreed to fund fall programming for National Novel Writer's Month.

I attended an orientation for new board members at KSPS prior to my first board meeting. KSPS has been a partner of the library in supporting early education and lifelong learning. It shares the Library District's goal of providing engaging learning opportunities that contribute to a more vibrant community. Library Service Managers Gwendolyn Haley and Mary Ellen Braks and I attended a KSPS reception to celebrate American Graduate Champions. The event honored author Jess Walter, Sheriff Ozzie Knezovich, Senator Andy Billig, Crosswalk teacher Ken Jernberg, Lauren Garske of Reach for the Future, and Shadle Park Principal Phil High-Edward for their contributions to education and youth in our community.

I attended the Spokane Valley Partners board and marketing committee meetings. SVP is seeing an increase in the number of people needing food and has been overwhelmed by donations of clothing. I was honored to be installed to the EWI board as the Business, Philanthropy and Development Officer. My role will be to assist the Scholarship Committee and the Philanthropy Committee in the coming year. In my role with EWI, I attended the Career Fair at Spokane Valley Tech and provided information about EWI scholarships. I was also able to connect with other organizations that provide scholarships in the community and learned about some of their programs.

Spokane Valley Newcomers invited me to speak at its monthly lunch meeting. I was able to share information about library services and invite its members to join Friends of the Spokane County Library District. Several members asked about eBooks and digital resources, and several expressed disappointment in the failure of the bond to fund new libraries.

The Washington Library Association board met via phone for its first quarterly meeting. As past-president, I will chair the Nominating and Award committees and serve as Chair of the Legislative Committee.

Several staff attended the Greater Spokane, Inc., Annual Meeting and heard the keynote speaker talk about the importance of understanding what drives the four generations in the workforce. He provided tips for motivating members of each generation and developing and marketing products and services to each group.

The Greater Spokane Valley Chamber also held its annual meeting. After several months of surveying the community they announced the five big ideas that emerged from community surveys, meetings, and discussions. The Big 5 include the Greater Outdoors, Greater Goods, Greater Learning, Greater Cures and Greater Vision. The Chamber encouraged all its members to work together for the greater good by championing the outdoors, promoting high-tech manufacturing, integrating education and business, growing medical career opportunities and building a strong shared vision for the region. Several of these big initiatives cross over with the service priorities identified in the Community Engagement Plan. We plan to partner with the Chamber in these areas.

ITEM AND TITLE MONTHLY REPORT
September 2015

	<u>ITEMS</u>				<u>TITLES</u>		
	ADULT	YOUTH	TOTAL		ADULT	YOUTH	TOTAL
Total Materials							
Print	181907	156748	338655		87960	50992	138952
Nonprint	62882	24721	87603		25927	7336	33263
Subtotal	244789	181469	426258		113887	58328	172215
Periodicals	11711	2004	13715		312	38	350
Total	257105	183473	439973		114199	58366	172565

	<u>ITEMS</u>			<u>TITLES</u>		
OverDrive: eBOOKS			19476			23486
Licensed eBOOKS			27370			6244
Audiobooks			6244			16128
Digital music			1708			1708
OverDrive: Total			54798			47566
GRAND TOTAL			494771			220131

Print & Nonprint	(Totals year-to-date)		
ADDITIONS	ADULT	YOUTH	TOTAL
Print	21243	14102	35345
Nonprint	7687	2057	9744
TOTAL	28930	16159	45089
DELETIONS			
Print	24660	16741	41401
Nonprint	5256	2671	7927
TOTAL	29916	19412	49328

	<u>NET CHANGE</u>		
	<u>YTD</u>		
	ADULT	YOUTH	TOTAL
Print	-3417	-2639	-6056
Nonprint	2431	-614	1817
Periodicals	40	19	59

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 September 2015

In-Library Circulation

Circulation at the libraries in September was up slightly from the same month in 2014 (+2%). Argonne, Deer Park, Fairfield, Moran Prairie, North Spokane, Otis Orchards and Spokane Valley all saw increases over the same month last year, while Airway Heights, Cheney, and Medical Lake experienced modest declines.

Use of the checkout stations accounted for 50% of all circulation in the libraries. More than half of in-library circulation at North Spokane (58%), and Spokane Valley (69%) came through the self-checkout stations, while members at Cheney (25%) and Deer Park (21%) show a preference for staff-assisted checkout.

2015 Measures at a Glance

- Door count through the first three-quarters of 2015 (1,034,947) is down slightly (-1%) compared to 2014 (1,049,374).
- Programming attendance (62,569) is up (10%) compared to same period in 2014 (56,636), and the number of programs offered has increased by 19% (2,474 in 2015 vs. 2,084 in 2014).
- Internet station bookings remain even through September of 2015 when compared to 2014.

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	219,308		2,017,903	198,306		2,029,080	21,002		-11,177
Self-Check	77,464	42%		78,579	46%		-1,115	-4%	
Digital Collection	33,114	15%	293,242	27,449	14%	246,316	5,665	1%	46,926
Total Holds	49,344		444,202	42,974		452,648	6,370		-8,446
By Customer	29,861	61%	289,654	26,804	62%	305,369	3,057	-2%	-15,715
Digital Collection	9,932	20%	88,431	8,056	19%	77,933	1,876	1%	10,498
Total Payments	\$22,733.79		\$199,039.43	\$19,165.43		\$203,951.05	\$3,568.36		-\$4,911.62
Online	\$9,765.41	43%	\$ 84,116.10	\$7,348.73	38%	\$82,285.88	\$2,416.68	5%	\$1,830.22

Security Incident Reports

There were 17 Security Incident reports filed this month, 24 fewer than last month (41), and 4 more than September 2014 (13). Spokane Valley had the most incidents reported with 6. The most frequently reported incidents related to potential problems (7), and facility misuse (5).

Internet Filtering Update

10 requests to review blocked websites were received by staff this month. Four were received in August 2015. Seven were not actual review requests, but were generated by library members attempting to access the Wi-Fi network after hours. The other three were determined to be accurately filtered—one at all levels and two at the enhanced level.

Support Job Seekers and Local Business (Stacey Goddard)

- Librarian Sheree West presented an overview of SCLD's business resources to the Entrepreneurship class at Spokane Valley Tech. There were 20 in attendance.
- Sheree, along with SPL business librarian Mark Pond, did an instructional presentation on library business resources to the Greater Spokane Valley Chamber of Commerce's NxLevel cohort. There were 12 in attendance.
- We had ten individuals register as new IT Academy users in September, up from nine in August. During the month, users enrolled in 14 new classes, down markedly from 30 in August.
- We did 76 Book-a-Librarian (BaL) sessions this month throughout the District, up markedly from August's 59 sessions.
 - In one session, Librarian Brian Vander Veen worked with a woman who'd been referred to him by SNAP's Women's Business Center. She needed research on dog ownership and the demand for dog training in Spokane to qualify for a scholarship for animal trainer schooling.
 - In another, Sheree met with two business owners to teach them how to use library business resources.
- We proctored three exams this month throughout the District, down from August's five proctoring sessions.
- Librarian Danielle Milton worked on adapting a job seeker toolkit—something Managing Librarian Aileen Luppert learned about in the course of her Career Development Facilitator training earlier this year—to help meet the needs of our members. This is also something we can use with groups of students, similar to the Barker High School class Aileen, Ree, and Danielle worked with in the spring.
 - As a side note, Danielle planned to use parts of this toolkit during a Book a Librarian appointment with someone who requested help with a resume and job searching, but unfortunately was a no-show.
- Brian and Danielle continue to work with Gwendolyn and the rest of the 3D Printing Team to finalize details as SCLD gets ready to go live with the service.
- I finalized plans with the Washington State Library for us to host an MOS Testing event at the Argonne Library in November. This event will allow our community members to take a certification exam free of charge. We'll have space for up to 60 exam-takers.

Connect Communities:

- SCLD Navigator staff completed four individual appointments where they helped individuals enroll in Apple Health (Medicaid). This is the same number of appointments as last month. These lower numbers will be the norm until October (when the next open enrollment period begins).
- Danielle and Brian attended one each of the bi-monthly BizBuzz meetings at WorkSource.
- Brian attended the monthly SCORE meeting.
- Sheree attended the monthly Greater Spokane Valley Chamber of Commerce Ambassadors meeting, and also volunteered at one ambassador event.
- Sheree attended a Greater Valley Support Network meeting, as well as a Millwood Community Association meeting.
 - In other Millwood Community Association news, Sheree and Librarian Kelsey Hudson wrote and distributed a business education needs assessment survey to Millwood business owners, and presented the results to the Association.
- Brian attended the monthly Inland Northwest Business Alliance meeting.
- Sheree, Aileen, and I, along with other SCLD staff, attended the monthly GSVCC meeting, where the Chamber revealed their Big 5, the five issues which will be its focus for the region.
- Sheree interviewed a potential intern from Spokane Valley Tech. If it works out, this intern will work with Sheree to create another video presenting tips on small business ownership.
- Aileen and I attended the regular monthly WorkSource meeting, as well as the WorkSource Affiliate meeting. During the regular meeting, I did a presentation on our online learning resources for the group (about 25 WorkSource employees). At the Affiliate meeting, we got some clarification on the paperwork we need to complete for recertification as a WorkSource Connection Site. I'll be submitting that paperwork the first week in October.
- Danielle and I attended the quarterly Cash Coalition meeting. Danielle will be regularly attending this meeting in the future.

- Sheree and Aileen attended the T-2-4 Scholarship Circuit at Spokane Valley Tech, where they met Romeal Watson, who is the Internship Coordinator with EWU Career Services. He invited SCLD to participate in the upcoming Internship and Volunteer Fair.
- Brian and SPL's Mark Pond met with librarians and business faculty at SFCC to discuss our respective business library cards. Brian and Mark each left them a supply of our business library cards to distribute to students needing access to the types of business resources we provide (and they are lacking).
- Sheree staffed a table at a back-to-school night event at Mica Peak High School (formerly Barker HS).
- Aileen and Sheree were among several SCLD staff who participated in the Valleyfest Parade, and also helped staff the library's table at ValleyFest.
- Gina Rice and I, along with Kathy Allen and Cindy Ulrey, staffed a booth at the Southeast Spokane County Fair in Rockford during the last weekend of the month.
- Last but certainly not least, Sheree and Kelsey learned that they, along with Mica Peak High School, were awarded the grant they applied for in August. This grant will provide after school programming at the high school.

Develop Young Learners (Mary Ellen Braks)

- We provided 118 Storytimes to 3,368 children, parents and caregivers. Our average attendance per Storytime was 29. This was slightly lower than last month but we were slightly higher than September 2014.
- We provided 42 Storytimes to 509 children at 14 child care centers.
- Movement and Learning was the STARS workshop we offered this month and we had 23 attendees.
- The Develop Young Learners team has been working on parent workshops for November, the Community Engagement Plan, and winter programs. We're also planning more training for staff that do Storytimes in the next year.

Connect Communities:

- Kelsey Hudson and I attended a meeting for West Valley School District. I have been on its Strategic Planning Community Engagement committee for a few years now. This meeting was to plan an event called Family Connections Day in October. We will have a resource table and block activity at the event.
- I have been on the Early Learning Public Library Partnership (ELPLP) planning committee for the symposium coming up in October. This year's topic will be racial equity.
- I attended an Inland Northwest Early Learning Alliance (INWELA) meeting this month. We continue to work on the RFP from Thrive Washington and had updates from the other members of the coalition.
- I attended the Statewide Early Learning Coalition that was held here in Spokane. This was sponsored by Thrive Washington. It's a great way to learn what other coalitions are doing across the state.
- I also attended the Early Childhood Leadership Summit hosted by Gonzaga University as part of the Young Child Expo & Conference. For the first summit, we had a great showing. We hope to next year get more of our local representatives and legislators to attend. We did, however, have Ross Hunter attend, who is the new director of the Department of Early Learning. The keynote speaker was Ian Galloway from the Federal Reserve Bank of San Francisco. The purpose of the summit was to discuss and make recommendations toward early childhood issues of health, education and access to services critical to children's growth and development.
- I attended the kick-off meeting for the year for Excelerate Success Ready for Kindergarten. We worked on our action plan for the year and will be concentrating on kindergarten registration, kindergarten transition forms, and family engagement around Kindergarten Readiness.
- I have continued to work on the STEM grant. All the materials and the books have been ordered for the kits. We have received all the materials and are just waiting on a few of the books to arrive. I've scheduled a STEM kit party in October to put all the kits together. The training for child care providers and preschool teachers is near completion. We have two trainings scheduled at the library in November and December. We'll be scheduling eight more trainings throughout Eastern Washington.
- The State Library held the All Aboard for Kindergarten meeting here. This is the grant proposal I submitted to the State Library on how to spend its funding. We had the meeting at the Airway Heights Library and had attendees from across the state working on how libraries can help get children ready for kindergarten. We made a lot of progress toward determining actions and programs that we can offer parents. The next steps includes narrowing down those programs and piloting a program here in Spokane.

- I attended a reception at KSPS with Gwendolyn and Nancy celebrating the recipients of the American Graduate Day Champions awards.
- Rachel Edmondson provided Love Talk Play activities along with Jill Johnson from Community Minded Enterprises at Kira's Kloset, which is located at the former Mead Middle School on Market. They provide free clothing for low-income families in the region. While families shopped, Rachel and Jill provided activities for the little ones. Rachel had a chance to talk with families about library services and connect with some ESL families that are new to the area.

Explore and Discover (Gwendolyn Haley)

School Aged Programs (Grades K-12)

- As local students returned to school in the first weeks of September, SCLD staff took a well-earned breath and break from programming to focus on the rest of the year. Community libraries resumed their Lego clubs, and several now offer a chance to build with Legos every week. 220 children of all ages built with Legos in September.
- North Spokane resumed the regular weekly program, Monday Fundays, with 41 participating in one of the weekly programs, with Pokemon being the most popular event by far.
- Fairfield Community Center's Thursday Night Thing had 14 tweens and teens in attendance.
- 104 local students have already visited their libraries for a group tour this month. Great Northern and Arcadia Schools were quick to connect their students with the library. Library staff have also attended Open Houses at Mullan Road and Adams Elementary, as well as providing an overview of our database offerings at Deer Park Middle School.

Adult Programs:

- Book Clubs: 84 members participated in eight book clubs this month.
- SNAP presented three programs (two at Cheney and one at Otis Orchards) with a total attendance of 16. These programs are part of a community partnership that Stacey Goddard established.
- 6 people participated in STCU's "Become Debt Free" workshop at Moran Prairie, and 24 attended the *Organize Your Finances* program at North Spokane.
- The *Escape the Ordinary* Series for adults ended in September and had a wide variety of programs. Here are the highlights:
 - Local Celtic band Floating Crowbar performed at two libraries with 59 in attendance. Finnish group Vellam travelled through Spokane and had 53 members attend one of their two performances.
 - No-heat cooking programs were a big hit, and we ended the series with *Fresh Salsas* drawing 28 people total.
 - WSU Master Preserver Anna Kestell taught the basics of pickling to 20 members, and Master Gardeners shared tips on *Seed Saving* to 21 members at two different Otis Orchards classes.

Connect Communities:

- I began my role as co-facilitator for Excelerate Success and the Grade Level Reading Collaborative Action Network. Next month (October) I will attend the Strive Convening Conference as part of the Excelerate Success team from Spokane.
- We are coordinating with ESD 101 and the STEM Network about upcoming STEM programs, and also planning to work with AVISTA and EWU faculty and students.
- The Northwest Museum of Arts and Culture will be hosting an exhibit of amazing Lego Sculptures. In addition to spreading the word about the exhibit, we're encouraging members at our Lego Clubs to submit their own original sculpture to the MAC's contest.

Virtual Services (Carlie Hoffman)

- I worked with Kristy to set up online training for staff on ReferenceUSA.
- Lynda.com was purchased. It was made available to staff. It will be launched to the public in November.
- Our team worked with the IT Department to change the wording in the catalog from "Text It To Me" to "Text Call # To Me" on item records in the catalog in order to better reflect what the feature is for.
- The Virtual Services team presented on staff day about what projects we work on.
- I compiled statistics on what events get clicked on from the event calendars on the location pages.
- I added a new web page for Administration staff with link to their email addresses on the About page.
- Two technology classes were held on How to Sell on Etsy – attendance at Spokane Valley was 15 and attendance at North Spokane was 12.

- I met with Nancy, Jane, Clarissa, Ven, Doug, and Patrick to discuss updates to the website in the coming year.
- I worked with Sandy and Ven to fix an issue in which EBSCO MARC records were not being linked directly to our proxy page.
- I worked with Collection Services to get a button added to our OverDrive page that invites local authors to let us know if they have books in Smashwords.
- BiblioBoard, a digital resource for eBooks by independent authors and digital anthologies on a wide variety of topics, was launched on September 30.
- I met with a sales representative from Recorded Books to discuss Zinio as well as new upcoming products.
- I worked with Sandy to get Zinio magazine MARC records into the catalog.
- I worked with Ven to get eBook Narrated, a new digital format, added to our OverDrive help and Suggest an Item forms.
- Unique visitors to the website increased by 3% from 31,920 visitors to 32,830. Total views of all pages of the website decreased by 4% from 116,055 to 112,140.
- Usage of digital resources decreased 3.1% in September from 66,939 to 64,865 uses.
 - The digital resources with the largest increase in use were: HelpNow up 203%, Science in Context up 178%, Opposing Viewpoints in Context up 150%, Tumblebooks up 126%, and Biography in Context up 103%.
 - The digital resources with the largest decrease in use were: Microsoft IT Academy down 53%, Morningstar down 30%, Small Engine Repair Reference Center down 28%, hoopla down 19%, and Audiobookcloud down 12%.

Library Operations (Georgina Rice)

IN-LIBRARY CIRC								
	This Month		This month compared to same month			Year – to – Date		
	2015	2014	1-yr ago	3-yrs ago	5-yrs ago	2015	2014	Diff
AH	5789	6138	-5.69%	-0.75%	17.76%	53453	56139	-4.78%
AR	12178	11771	3.46%	-5.38%	-16.59%	118052	124449	-5.14%
CH	11494	11990	-4.14%	-12.44%	-17.65%	113342	119989	-5.54%
DP	12604	11249	12.05%	4.93%	-4.77%	113652	116861	-2.75%
FF	1484	1206	23.05%	40.40%	8.80%	11690	13460	-13.15%
ML	3836	4249	-9.72%	-17.02%	-21.95%	38547	41109	-6.23%
MP	14131	13946	1.33%	-5.74%	-12.72%	137459	140180	-1.94%
NS	42661	41525	2.74%	-9.53%	-15.26%	416488	436783	-4.65%
OT	5267	4952	6.36%	-19.46%	-29.85%	47586	51652	-7.87%
SV	44883	44475	0.92%	-4.43%	-12.40%	437921	461111	-5.03%
TOT	154327	151501	1.87%	-6.56%	-13.43%	1488190	1561733	-4.71%

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	3488	496	1775	30	5789	833	6622
AR	7014	697	4447	20	12178	2345	14523
CH	7938	663	2876	17	11494	2313	13807
DP	9285	722	2583	14	12604	2139	14743
FF	623	211	645	5	1484	147	1631
ML	1836	233	1755	12	3836	611	4447
MP	7685	755	5666	25	14131	3422	17553
NS	16120	1978	24252	311	42661	9932	52593
OT	2569	271	2375	52	5267	1073	6340
SV	12134	2145	30399	205	44883	8604	53487
TOT	68692	8171	76773	691	154327	31419	185746

	This Year This Month		Last Year This Month		Difference
	Checkout Station Circulation	% of total circulation	Checkout Station Circulation	% of total circulation	
AH	1805	31.18%	2457	40.03%	-8.85%
AR	4467	36.68%	4302	36.55%	0.13%
CH	2893	25.17%	3214	26.81%	-1.64%
DP	2597	20.60%	2619	23.28%	-2.68%
FF	650	43.80%	508	42.12%	1.68%
ML	1767	46.06%	2405	56.60%	-10.54%
MP	5691	40.27%	5782	41.46%	-1.19%
NS	24563	57.58%	22789	54.88%	2.70%
OT	2427	46.08%	2168	43.78%	2.30%
SV	30604	68.19%	30973	69.64%	-1.46%
TOTAL	77464	50.19%	78579	51.87%	-1.67%

Holds	Holds filled Sept-15	% of circulation	Holds filled Sept -14	% of circulation	% Difference 2014 to 2015
AH	1199	20.71%	1207	4.21%	19.66%
AR	2530	20.78%	2371	-0.58%	20.14%
CH	2722	23.68%	2621	1.14%	21.86%
DP	2451	19.45%	2228	-0.44%	19.81%
FF	293	19.74%	417	2.30%	34.58%
ML	777	20.26%	778	5.00%	18.31%
MP	3214	22.74%	3155	4.00%	22.62%
NS	7792	18.26%	7516	2.06%	18.10%
OT	1353	25.69%	1283	4.40%	25.91%
SV	8759	19.52%	8004	0.74%	18.00%
Zsupport	319		261		
Total	31409	20.35%	29841	19.70%	.66%

August Cash Collection				
Payments received	2014	2015	Difference 2014 to 2015	%change 2014 to 2015
CASH	\$8,808.30	\$9,724.98	\$916.68	10.41%
CHECK	\$3,008.40	\$3,283.40	\$ 275.00	9.14%
CREDIT	\$7,348.73	\$9,765.41	\$2,416.68	32.89%
TOTAL	\$19,165.43	\$22,773.79	\$ 3,608.36	18.83%

Library Reports

Airway Heights: Stacy Ann Kvamme

Develop Young Learners:

- Play & Learn Storytime averaged an attendance of 25 on Thursdays in September, identical to August and a slight increase compared to same month last year (23.5 in Sept 2014). The inaugural monthly Saturday Storytime was attended by one family of four.

Explore and Discover:

- The Airway Heights Book Club selected *Step on a Crack* by James Patterson and Michael Ledwidge for their July book selection and five people were in attendance.
- LEGO Club averaged a weekly attendance of five participants during the month of September, ranging from zero one week to ten another. During the months of January through May when LEGO Club was hosted monthly at Airway Heights, overall attendance averaged 5.6 people.

Connect Communities:

- Great Northern Elementary's 5th / 6th grade class visited the Airway Heights Library to check out books. I also provided a tutorial for students about how to use the library catalog.
- Corinne Wilson (Airway Heights Community Librarian) dropped off brochures about *Thrive* at several apartment complexes and businesses in Airway Heights.
- Corinne and I attended Prime Time training in Tacoma, sponsored by Humanities Washington. Airway Heights Library will begin a six-week Prime Time program with Sunset Elementary beginning Mondays in October.
- The display case featured completed projects by the West Plains Yarners Club, which resumed monthly meetings beginning in September after taking a hiatus for the summer.
- There were a total of six reservations for the Airway Heights meeting room in September, a decrease of three reservations compared to the same month last year.

Argonne: Pat Davis

Develop Young Learners:

- Storytime attendance totaled 210 this month compared to 192 last September. Toddler Storytime averaged 23.2 up from 18.2 last September. Preschool Storytime averaged 16.8 compared to 25.25 last September.
- Our Outreach Storytime at Wishing Well Daycare had an audience of 13.

Explore and Discover:

- Our Lego Club had four participants. We featured several creations in the display case this month.
- We had two Book a Librarian appointments and several shorter sessions with people needing help with Overdrive.

Support Job Seekers and Local Businesses:

- Kelsey, Sheree and Pat attended the Millwood Community Association (formerly Millwood Better for Business) meeting. Sheree presented a summary of the survey sent to business owners in Millwood.

Connect Communities:

- Pat attended the Millwood City Planning meeting to hear a discussion of future annexation and river access issues in Millwood.
- Pat also attended a planning meeting with Volunteers of America for District participation at the Christmas Bureau in December.
- The Friends of the Spokane County Library District membership drive was held at Argonne. Guests heard book readings from five local authors. Several people became members of the Friends.
- Argonne Friends of the Library held its fall book sale. They added an early bird sale from 9:00 to 10:00 a.m. with an admission charge.
- 51 groups or individuals booked our meeting and conference rooms this month down from 60 last year.
- Centennial Middle School provided our art display this month, a series of geometric designs.

Cheney: Catherine Nero Lowry

Develop Young Learners:

- Baby Play and Learn attendance showed a small increase with an average of 29.33 in September of 2014 to an average of 32 in September of 2015.
- Toddler Play and Learn attendance increased with an average attendance of 46 in September of 2014 to 51.6 in September of 2015.
- Preschool Play and Learn attendance decreased from September of 2015, with an average attendance of 24.75 compared to 29.25 in September 2014.
- We provided outreach Storytime to five Giggling Guest Too groups with an average attendance of 16 per class.

Explore and Discover:

- We hosted several Explore and Discover Adult program this month:
 - *Celtic Rhythm with Floating Crowbar* had 21 in attendance
 - *Pickling Summer Vegetables* had 16 in attendance
 - *SNAP – Give Yourself a Raise* had 7 in attendance
 - *SNAP – Navigating Your Credit* also had 7 in attendance
- The Cheney Friends of the Library Book Discussion Group read The Round House by Louise Erdrich with 12 in attendance.
- We held three Explore and Discover All Ages programs:
 - *Astronomy for Everyone: Size and Scale of the Universe* had 11 in attendance
 - *Ripe for the Telling: Surprising Stories of Washington Fruit, A Washington Humanities Program* had 5 in attendance
 - *Lego Club* had 9 in attendance

Support Job Seekers and Local Businesses:

- We noted two walk-in Book a Librarian interactions.

Connect Communities:

- We had 20 groups using our meeting room, up from 16 last year. Our meeting room use from our members continues to increase along with the increase of use with SCLD programs and events.
- I attended the Cheney Federal Credit Union New Brand and Logo Launch, as they are a community partner.

- Lori took library outreach services to Cheney Sessions Village, Cheney Assisted and Cheney Care Facilities this month providing 169 library items to the residents.
- Our art wall and display case this month featured pottery and woven items by Karen Kinghorn.
- Vanessa Strange and I took the Library to the EWU Neighbor Fest event where we interacted with over 500 students and teachers. This annual event is a huge community engagement opportunity.

Deer Park: Kris Barnes

Develop Young Learners:

- Our Storytime attendance experienced a pretty significant increase. This month our average Storytime attendance was 34 compared to last September's average of 20.

Support Job Seekers and Local Businesses:

- I attended my first Deer Park Chamber Board Meeting as a new board member.

Explore and Discover:

- 19 members gathered at the *Adult Book Club* to discuss the book Quiet: The Power of Introverts in a World that Can't Stop Talking by Susan Cain. Last year's total attendance was 14.
- Our Finnish musical concert featuring *Vellamo* attracted 31 musical enthusiasts.
- Our adult program *Pickling Summer Vegetables* attracted four participants.
- Our adult program *Astronomy for Everyone* attracted 41 participants.
- Our first month offering *Lego Club* attracted a total of 66 Lego enthusiasts with a monthly total average of 13 participants.

Connect Communities:

- Conference and meeting rooms were used by a total of 26 groups this September compared to last September's total of 23. The rooms were used for a variety of reasons, such as a political party meeting, a Girl Scout meeting, and a seminar on financial planning.
- The Deer Park Friends of the Library conducted three September book sales.
- I gave three talks to a total of 140 5th grade students about genres and biographies. The Arcadia Elementary school assigns each 4th and 5th grade student a "boo-ography" to read. The students then dress up as their subject and give an oral report about that person's life.
- The Library Park cleanup that was scheduled this month had a much smaller cleaning crew due to the bulk of our volunteers focusing their efforts on Mix Park. It was decided that Mix Park had a greater need. The volunteers will be back in contact with us at a later date to once again clean up our park. We did have a small batch of volunteers who did show up to clean thanks to Community Librarian Amber Williams, her family, and myself.
- The Friends of the Deer Park library sponsored a get-together and potluck to thank the volunteers who helped out at their series of book sales this summer.
- Community Librarian Amber Williams and I attended the Deer Park Chamber of Commerce luncheon meeting. The meeting was held at the Pizza Factory and we heard a presentation by Deer Park Superintendent Travis Hanson regarding the political and financial situations that the schools are facing in regard to Washington State laws. Travis also spoke about the charter school situation.
- Our Community Librarian Amber Williams was invited to speak to 17 teachers at Deer Park Middle School's staff meeting. Amber spoke about the student cards and SCLD's online databases. From this presentation she is working on setting up visits to individual classes and discussing research techniques with students.

Fairfield: Kathy Allen

Develop Young Learners:

- In September, Storytime changed once again in an effort to reach more children in the Fairfield community. The Family Evening Storytime has changed to once a month in conjunction with the Fairfield Community Church Preschool. The first once-a-month Storytime had no one attend. The Preschool made an error in the day it was scheduled. They did, however, come the following week for a special Storytime. Last year we offered five Family Evening Storytime with only one program having six in attendance.
- Fairfield Community Church Preschool visited for a special In-Library Storytime with 11 attending. Several additional families joined in for a total of 17.
- I had two brothers come to the library with their mother and were convinced it was Storytime. They had attended several evening Storytimes and was sure I was calling them to Storytime. I had them pick out a book each and we sat on the blue oversized chair and read the stories.

Explore and Discover:

- Lego Club had a total of 14 attend this month, averaging 3.5.
- One of our home school families, with three children, visited the library on a day that was not a scheduled Lego Club. The children asked if they could use the Legos. Even though it was not our normal Lego Club day, we set up the Legos on the small table in the main library. An additional four children joined them after school for a total of seven.
- *Thursday Night Thing* had 14 attend at the Fairfield Community Center. Last year's attendance for September was 13. It appears to have a steady group of children attending.
- *Book a Librarian* was used two times to introduce Overdrive.

Connect Communities:

- I attended the first North Palouse Chamber of Commerce meeting under the new leadership. We discussed the purpose of the Chamber, and established goals and direction it will take in the coming year. These are positive changes for the Chamber.
- Cindy Ulrey, Gina Rice, Stacy Goddard and I worked the booth at the SE Spokane County Fair held in Rockford. Several staff members participated in the parade, along with the District van. The booth was an opportunity to share information about the library with 160 people. We used the opportunity to find out if members were interested in programs and promote library cards. A paper bag kite craft attracted children to the booth. Sunday, the last day of the fair, names were drawn for the prizes, which concluded the Scavenger Hunt.

Medical Lake: Theresa Stephenson

Develop Young Learners:

- Storytime attendance averaged 16 people this September, down from 20 in September 2014.

Explore and Discover:

- The Explore and Discover Adult Program *Floating Crowbar* was held at the Medical Lake Lakeside Park and had 34 participants.
- The Explore and Discover Adult Program *Fresh Salsa* had nine participants.
- The Explore and Discover Family Program *Lego Club* started this month and meets every Tuesday from 3:30-4:30. We average seven participants.

Support Job Seekers and Local Businesses:

- I was in touch with the Reimagine Medical Lake Organization to discuss fundraising with local business. The Medical Lake Library meeting room was offered up as a place to hold various fundraisers by local businesses.

Connect Communities:

- The Medical Lake Book Club met this month. They discussed the book Primates of Park Avenue by author Wednesday Martin. 14 people attended this meeting.
- This month's display case featured a collection of dolls and children's book characters. Many positive comments have been received.
- I left September 30 for the ARSL, (Association of Rural and Small Libraries) Conference. I was awarded grant money to attend the event by the Washington State Library and hope to get ideas to further services offered to outlying communities such as the local Hutterite Colony. I will discuss this conference in more detail in the October 2015 monthly report.

Moran Prairie: Danielle Marcy

Develop Young Learners:

- Toddler Play and Learn Storytime averaged 38 attendees this month, an increase from last month's 28 and last September's 33.
- Preschool Play and Learn Storytime had an average attendance of 20, a decrease from last month's 30 and last September's 22.
- Baby Play and Learn Storytime averaged 43, an increase from last month's 35 and last September's 40.
- We have added a new Storytime Family Story Evening Play and Learn. We are still working on promoting this to the community. So far, we have had minimal attendance with an average of less than one.

Explore and Discover:

- The Moran Prairie Book Club had eight attendees this month for Station Eleven by Emily St. John Mandel.

- We started a weekly *Lego Club*, which has steadily increased attendance each week. The last session for September had 26 attendees.
- The *Finnish Folk with Vellamo* program had an attendance of 22. The event was attended heavily by members of the Inland Northwest chapter of the Finlandia Foundation.
- STCU had 6 attend the *Become Debt Free* program.

Connect Communities:

- We had 46 bookings of the meeting room, a decrease from last month's 60. The drop in reservations may be related to the two weekly programs we added in September.
- We attended the 4th-6th grade open house at Adams Elementary. We spoke to 37 attendees about library service.
- We attended the first Mullan Road PTG meeting of the school year and were able to secure an invitation to the open house where we spoke to 108 attendees about library service.
- The Moran Prairie Friends invited the public and staff to enjoy some cold brew coffee from Revel 77 and gelato from Ferrante's at a congratulations party for Jonathan Melcher on his recent promotion. Jonathan had worked at the Moran Prairie Library since it had open in the storefront location at Albertsons 15 years ago. Jonathan's home library will now be North Spokane.
- We had a monthly craft of string art. We heard several requests to bring back the monthly craft when we took a break last month from having one.
- The antique miniature car collection continued to be on display through the end of September.

North Spokane: Jason Johnson

Develop Young Learners:

- 918 children and their parents and caregivers attended early learning programs this month. This is a 21% increase from the same month last year.
- Baby Play and Learn Storytime averaged 36 attendees. This is the up 14 from last month's average and up 10 from September 2014.
- Preschool Play and Learn Storytime averaged 39 attendees. This is down eight from last month and down nine from September 2014.
- Toddler Play and Learn Storytime attracted an average attendance of 47. This is up two from last month and up 11 from September 2014.
- Staff provided Storytime for 197 attendees at outreach facilities.

Explore and Discover:

- 1,167 members of all ages attended 17 Explore and Discover events this month.
- 51 adult members attended four programs: 24 for *STCU: Organize Your Finances*, 12 for *How to Sell on Etsy*, 11 for *North Spokane Book Club*, and four for *Surprising Stories of Washington Fruit*.
- 41 children and their families attended three programs: 28 for *Pokémon Club*, seven for *Monday Funday Games*, and six for *Monday Funday Art Club*.

Support Job Seekers and Local Businesses:

- Staff proctored one exam this month.

Connect Communities:

- Local Artist, Susan Rohrback, continues to display her paintings in the library.

Otis Orchards: Kathy Allen

Develop Young Learners:

- Play and Learn Storytime averaged 17.75 up from last year at 16.5.

Explore and Discover:

- *Saving Seeds* was presented twice with a total of 21 attending. We are starting to receive some seeds back from those who participated in the Seed Library.
- *Ripe for the Telling: Surprising Stories of Washington Fruit* presented to only two members who recently moved into the area and were excited about the programming we offer.
- *Fresh Salsa* attracted 19 members with positive comments.
- *Lego Club*: had two in attendance.
- We had three *Book a Librarian* appointments for Digital help.

Connect Communities:

- We had a unique opportunity to connect with a family in our community. One of our members came into the library to see if we would help him with an adventure he was planning for his family. The family

had experienced the death of a family member and every year at the anniversary they do something fun for the children. This year they were planning a scavenger hunt and asked if they could leave an envelope for their children to inquire about. The children were approximate ages 3-8. They came to the counter and asked if a fairy left something for them? I told them they had a pink envelope awaiting their arrival. Playing along I answered questions like "What did they look like?" or "Did I hear the fairy tinkle bells?" Their next clue sent them to the local Vegetarian Clinic just down the street.

- Meeting room was used eight times up from last year's seven.

Spokane Valley: Aileen Luppert

Develop Young Learners:

- 975 children and their parents and caregivers attended early learning programs this month. This is an 11% decrease from last month.
 - *Baby Play and Learn Storytime* averaged 24. This is up two since last month and up one from September 2014.
 - *Toddler Play and Learn Storytime* attracted an average attendance of 44. This is up three from last month and up 10 from September 2014.
 - *Preschool Play and Learn Storytime* averaged 35 attendees. This is down 15 from last month and down 8 from September 2014.
 - *Evening Family Storytime* averaged 9 attendees. This is down one from last month and down from September 2014.
 - Staff provided Storytime for 200 attendees at 18 outreach facilities.

Explore and Discover:

- 164 members attended seven Explore and Discover events this month.
- Adult Programs:
 - Two Book Clubs (15)
 - How To Sell On Etsy (15)
- Tween/Teen Programs:
 - There were no Teen/Tween Programs in September
- 123 members enjoyed 3 All Ages Programs
 - Astronomy for Everyone (80)
 - Celtic Rhythm with Floating Crowbar (38)
 - Lego Club (5)

Support Job Seekers and Local Businesses:

- 32 members attended 2 Job Seekers and Local Business events this month.
 - Resource Demonstration for NxLevel Class (12)
 - Spokane Valley Tech Intro to Library Business Resources (20)
- Staff proctored two exams

Connect Communities:

- Seven enthusiastic staff marched in the Valleyfest parade.
- Three people staffed a booth at Valleyfest and talked to 485 people.
- The Spokane Valley Art Council is displaying art at the library this month.
- Staff attended the Mica Peak High School new name unveiling.
- Two staff attended the T-2-4 Scholarship Circuit at SV Tech.
- Sheree West continued attending meetings and volunteering for SV Chamber Ambassadors.
- Several staff attended the SV Chamber "Big 5 Reveal" event.

Public Use Measures

SEPTEMBER 2015

Measure	This year	Last year	YTD	Last YTD	Rolling YTD
	This Month	This Month	This year	Comparison	Comparison
Registered borrowers	115,987	118,402		-2%	
Door count	107,756	107,657	1,034,947	-1%	-1%
Circulation	219,308	198,306	2,017,903	-1%	0%
Digital Media Catalog	33,114	27,449	293,242	19%	22%
Programs					
Number	239	203	2,474	19%	20%
Attendance	6,136	5,294	62,569	10%	17%
Group Visits					
Number	4	5	35	-13%	-6%
Attendance	154	156	1,177	-9%	-15%
Software Station bookings	21,438	21,196	190,784	0%	1%
Meeting room bookings	265	269	2,958	15%	10%
Holds placed					
By customers	29,861	26,804	289,654	-5%	-7%
By staff	7,536	6,100	66,117	-5%	4%
Digital Media Catalog	9,932	8,056	88,431	13%	14%
Database use					
Searches	158,653	94,751	995,625	0%	-1%
Retrievals	27,587	38,619	291,848	-14%	-7%
Website use (Remote)					
User sessions	129,989	95,544	1,137,898	32%	27%
Page views	254,420	195,470	2,166,196	17%	14%
Catalog	42,969	42,854	405,425	-9%	-11%
Database Access	4,133	4,219	40,117	-4%	-2%
Interlibrary loans					
Loaned	361	226	3,029	17%	19%
Borrowed	515	523	4,841	7%	10%

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 September 2015

Marketing Activities

- Staff Agenda
 - Designed and printed agendas for Staff Day
- Fat Quarter Quilters, quilt presentation
 - Designed and printed sign to be displayed next to quilt at Deer Park
- Friends signage update
 - Designed and printed updated signage for each library's Friends group
- Large Print Fall Booklist
 - Edited and printed
- October Current
 - Designed ad and edited article to go in the October edition of The Current
- Friends Thank You Sign
 - Designed, printed, and laminated sign thanking the Friends of Otis Orchards for the donated play kitchen set for the children's area
- Kids Newspaper
 - Designed ad and wrote advertorial to go in the October edition of the Kids Newspaper
- Night at the library – Friends of the Spokane County Library District
 - News item, press release, script for emcee, invites, program, ad for give guide, social media, facilitated caterer, website (2) listings, and calendar listings
- EWI Ad
 - Designed ad promoting Lynda.com
- Argonne Friends of the Library book sale
 - Digital signage, eblast, social media
- Outreach Flyers - Read Aloud
 - Designed print-on-demand file
- Cheney Friends of the Library Fall Meeting
 - Updated website, calendar
- BiblioBoard/SELF-e promo
 - News item, press release, digital displays, guest blog, social media, calendar listings
- NaNoWriMo MiniConference
 - News item, press release, digital displays, blog post, flyers, social media, calendar listings
- Spokane Valley Tween Club
 - Flyers, social media, calendar listings
- North Spokane Tween Club
 - Flyers, social media, calendar listings
- Random Fandom
 - Flyers, digital displays, social media, calendar listings

News coverage

- September 10 – Spokesman – Pace didn't support libraries (in Letters, Opinion)

- September 17 – Spokesman – Spokane County Library District offers fall 'Thrive' series for 'survivors.' (sponsored)
- September 25 – Spokane Valley News Herald – 'Thrive' at libraries

Press Releases

- Sep 3 – Explore the size and scale of the universe with an award-winning astronomer
 - September 11 – Spokane Valley News Herald – Award-winning astronomer to visit local library locations
- Sep 8 – Friends of the Spokane County Library District membership drive event
 - September 11 – Spokane Valley News Herald – Friends of Library membership drive gets underway Thursday
 - September 13 – Spokesman – Night at the Library (in Literary Calendar)
- Sep 14 – District introduces new digital resource Statista to library members
 - September 17 – Spokesman – Library offers new database
 - September 18 – Spokane Valley News Herald – SCLD introduces new digital resource Statista
- Sep 15 – Embrace art and culture at the library this fall
 - September 25 – Spokane Valley News Herald – 'Thrive' at libraries

E-Marketing (Website, Social Media, Email)

Social Media:

- Facebook: # of fans: 2,530
- Twitter: # of followers: 1,620
- Pinterest: followers: 1,462

Library District Blog:

The most viewed blog post last month was the news item *Astronomy for Everyone: Exploring the size and scale of the universe* garnering 1,015 views throughout the month of September. This popular news item promoted the program by the same name and was hosted by Award-winning astronomer and NASA consultant Kevin Manning.

Blog posts:

- September 1 – SCBWI: Step right up!
- September 2 – Book a Librarian: Face-to-face, personalized service
- September 3 – How to sell on Etsy: Personal advice from a local shop owner
- September 5 – Staff Day special closure
- September 8 – Family-friendly fun in Spokane County this fall
- September 9 – The revealing nature of food
- September 10 – 7 Book recommendations for the discerning tween reader
- September 10 – Astronomy for Everyone: Exploring the size and scale of the universe
- September 11 – Get your facts straight!
- September 14 – From the director...
- September 15 – Discover endless possibilities within your reach
- September 15 – New Board of Trustees position opening
- September 17 – On my coffee table
- September 22 – Thoughts on my ultra-local community
- September 23 – Animal rescues: Q&A with local author Kelly Milner Halls
- September 24 – Mixtape: Contemporary ladies of country music

- September 28 – Fall programs especially for tweens & teens
- September 29 – Peter Pan: The boy who wouldn't grow up
- September 30 – SpoYo is coming!

eNewsletter email:

- 75,296 sent on September 15, 2015
- Open rate: 23.1% (17,319)
- Clicked: 2,615 (3.5% click rate)
- Unsubscribed: 240

Friends of the Library Book Sales:

- Deer Park – Sun, Sep 6 – sent to 2,298
- Moran Prairie – Sun, Sep 27 – sent to 4,872
- Deer Park – Sun, Sep 27 – sent to 2,325

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:

- Escape the Ordinary (Adult Summer Programs)
 - Pickling Summer Vegetables (2)
 - Celtic Rhythm with Floating Crowbar (1)
 - Ripe for the Telling: Surprising Stories of Washington Fruit (4)
 - Fresh Salsas (1)
- Saving Seeds (1)
- SCLD board opening (3)
- SCLD streaming services
- Deer Park Clean Up (2)
- Night at the Library (1)
- Library to be closed on Friday (referring to Staff Day on Sept 18)
- Al-Anon group presents Sept. 23 (2)
- Scleroderma Group
- Astronomy for Everyone (2)
- SCLD special closure (referring to Staff Day, 9/18)
- ML Friends of Library meet
- Let there be Legos
- Tween club

Reprints of previously created work & order fulfillment

- Let there be Legos flyers for North Spokane and Deer Park
- Spokane is Reading bookmarks for Airway Heights
- Print instructions for print station for Airway Heights
- Pens for Spokane Valley, Deer Park, North Spokane, Cheney, Fairfield, Argonne, and Airway Heights
- Dollars and Sense (SNAP financial series) for all libraries
- Name tags for four library staff
- Business cards for six library staff

- Lego club flyers for Airway Heights and Moran Prairie
- Pencils for Airway Heights and Cheney
- Friends brochures for Deer Park
- Welcome brochures for supply
- Thrive brochures for Airway Heights
- My Library, My Card (student library card postcard) re-order
- Random Fandom flyers for Airway Heights

Communication Display Kits provided for community events

- Floating Crowbar
- Adams Elementary Open House
- EWU Welcome Back Breakfast
- Mullan Road Elementary Open House
- Friends of SCLD's Night at the Library
- Barker High School Back to School Night
- EWU Neighbor Festival
- South East Spokane County Fair
- Valleyfest

Current & Upcoming Projects & Event Promotion

- Spokane Is Reading
 - Thursday, October 29, 2015
 - 1pm – CenterPlace Event Center – 2426 N Discovery Place, Spokane Valley
 - 7pm – The Big Crosby Theater – 901 W Sprague Ave, Spokane
- Other October projects & events
 - Tween Club
 - Outreach Flyers - Read Aloud
 - Deer Park Friends of the Library Book Sale
 - Friends of the North Spokane Library Book Sale
 - Spokane Valley Friends of the Library Book Sale
 - Spokane Is Reading
 - Apple Fest
 - eNewsletter
 - Kids Newspaper
 - Thrive – fall programming (we started work on this at the end of July, and will continue to promote through October)
 - Add your event to our calendar form
 - Fall Energy Program
 - BiblioBoard/SELF-e promo
 - NaNoWriMo MiniConference
 - Genealogy classes
 - Family Construction Zone Part 3
 - AH Trunk or Treat
 - Slightly Spooky Storytime Party
- November
 - Family Game Day with Uncle's Games
 - Lynda.com
 - Busy Bags
 - Getting to know MS Excel

- Boredom Busters
- MOS Test Fest
- Cheney FOL Nov Book Sale
- Pajama Storytime
- SCLD Logos for Skyforge
- December
 - War Bonds/Love Songs of WWII
 - Christmas Bureau
 - Winter Large Print Booklist
- January
 - Exploring Human Origins: What Does It Mean To Be Human?

**Spokane County Library District
Summary of Revenues & Expenses - (Cash Basis)
For the Nine Months Ended September 30, 2015**

	Y-T-D Actual	Annual Budget	Target 75.0% Percent Used	Balance Remaining
REVENUES				
PROPERTY TAXES	\$ 6,025,179	\$ 10,740,000	56.10%	\$ 4,714,821
CONTRACT CITIES - AIRWAY HEIGHTS	175,778	234,272	75.03%	58,494
CONTRACT CITIES - SPOKANE	66,287	149,643	44.30%	83,356
FINES & FEES	193,854	282,100	68.72%	88,246
GRANTS & DONATIONS	81,963	147,475	55.58%	65,512
E-RATE REIMBURSEMENTS	67,104	120,000	55.92%	52,896
OTHER	22,771	179,340	12.70%	156,569
INTEREST REVENUES	17,822	24,000	74.26%	6,178
TOTAL REVENUES	\$ 6,650,758	\$ 11,876,830	56.00%	\$ 5,226,072
TRANSFERS IN	-	-	0.00%	-
TOTAL REVENUES & TRANSFERS IN	\$ 6,650,758	\$ 11,876,830	56.00%	\$ 5,226,072
EXPENSES				
SALARIES	\$ 4,471,787	\$ 5,995,339	74.59%	\$ 1,523,552
FRINGE BENEFITS	1,279,913	1,834,205	69.78%	554,292
SUPPLIES	116,502	177,180	65.75%	60,678
UTILITIES	324,963	420,120	77.35%	95,157
SERVICES	830,460	1,195,815	69.45%	365,355
INSURANCE	65,233	66,885	97.53%	1,652
EQUIPMENT & SOFTWARE	73,078	363,000	20.13%	289,922
LIBRARY MATERIALS	1,006,515	1,403,229	71.73%	396,715
ELECTRONIC LIBRARY MATERIALS	128,568	160,000	80.36%	31,432
LIBRARY PROGRAMS	95,773	156,883	61.05%	61,110
OPERATIONAL CONTINGENCIES	0	104,174	0.00%	104,174
TOTAL EXPENSES	\$ 8,392,791	\$ 11,876,830	70.67%	\$ 3,484,039
TRANSFERS OUT	-	-	0.00%	-
TOTAL EXPENSES & TRANSFERS OUT	\$ 8,392,791	\$ 11,876,830	70.67%	\$ 3,484,039
Net Excess of Revenues Over/(Under) Expenses	\$ (1,742,033)	\$ -		
BEGINNING CASH	4,472,516			
NET FROM ABOVE	(1,742,033)			
ENDING CASH	\$ 2,730,483			

Number of months cash on hand 2.8

Capital Project Fund Balance	904,070
------------------------------	---------

Spotlight North Spokane Library

Managing Librarian Jason Johnson will share highlights of North Spokane Library and the community it serves.

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

OVERVIEW Explore and Discover

Librarians Vanessa Strange and Corinne Wilson will provide an overview of library programming to support one of the four Community Impact Plan service priorities, Explore and Discover.

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