

**MISSION**

We inspire learning, advance knowledge, and connect communities.

**Board of Trustees Regular Meeting**

~~November 17, 2015~~ Rescheduled for November 24, 2015 at 4:00 p.m.  
District Administrative Offices Collection Services Department

**PRELIMINARY AGENDA**

- I. CALL TO ORDER**
- II. AGENDA APPROVAL [4:00]**
- III. ACTION ITEMS**
  - A. Approval of October 20, 2015, Regular Meeting Minutes [4:00-4:03]
  - B. Approval of October 2015 Payment Vouchers [4:03-4:05]
  - C. Unfinished Business
    1. Community Engagement Plan Update and Draft Plan Review [4:05-4:15]
    2. Personnel Policy Revision: Approval Recommendation. [4:15-4:20]
    3. 2016 Budget [4:20-4:45]
      - a. Adopting a 2016 Preliminary Budget and Certifying It to the Board of County Commissioners (Resolution No. 15-04): Approval recommendation.
      - b. Authorizing 2015 Property Tax Levy Increase for Collection in 2016 (Resolution No. 15-05): Approval recommendation.
      - c. Levying the Regular Property Taxes for SCLD for Collection in 2016 (Resolution No. 15-06): Approval recommendation.
      - c. Declaration of Substantial Need for Purposes of Establishing the 2016 Levy Limit Factor (Resolution No. 15-07): Approval recommendation.
      - e. Board Direction to Staff
  - D. New Business [4:45-5:00]
    1. Public Records Policy: Approval Recommendation.
    2. Amendment No. 1 to Community Revitalization Financing and Tax Increment Area Agreement (Resolution No. 15-08): Approval recommendation.
    3. 2016 Meeting Schedule/Locations/Overviews and Policies Review
- IV. DISCUSSION ITEMS, POSSIBLE ACTION [5:00-5:05]**
  - A. Future Board Meeting Agenda Items
- V. REPORTS**
  - A. Trustees [5:05-5:10]
  - B. Executive Director [5:10-5:15]
    - Administrative
    - Community Activities
  - C. Public Services [5:15-5:20]
  - D. Communication [5:20-5:25]
  - E. Fiscal [5:25-5:30]
  - F. Spotlight – Fairfield Library [5:30-5:40]
  - G. Overview – Community Partnerships [5:40-6:00]
- VI. PUBLIC COMMENT**
- VII. ADJOURNMENT**

[Estimated meeting length: Two 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). 44/40/45 Revised 11/20/2015***

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

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**CALL TO ORDER**

The regular monthly meeting of the Spokane County Library District Board of Trustees was held Tuesday, October 20, 2015, in the public meeting room at Argonne Library, 4322 N. Argonne Rd., Spokane, WA. Chair Mark Johnson called the meeting to order at 4:00 p.m., and welcomed those in attendance.

**PRESENT:**

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

**EXCUSED:**

None.

**GUEST:**

Julie Rosenoff, Community Volunteer

Also Present: Jane Baker, Communication & Development Officer; Kristy Bateman, Managing Librarian; Paul Eichenberg, Chief Human Resources Officer; Gwendolyn Haley, Library Services Manager; Jason Johnson, Managing Librarian; Rick Knorr, Chief Financial Officer; Patrick Roewe, Deputy Director Library Services; Andrea Sharps, Deputy Director Collection Services; Vanessa Strange, Librarian; Brian Vander Veen, Librarian; Corinne Wilson, Librarian; and Patty Franz, Administrative Assistant.

**AGENDA APPROVAL**

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

The motion carried unanimously.

**ACTION ITEMS**

**APPROVAL OF SEPTEMBER 15 REGULAR, AND OCTOBER 6, 2015, SPECIAL MEETING MINUTES**

Mr. Johnson called for corrections to the September 15 regular, and October 6 special meeting minutes. There were no corrections; the minutes stand approved as written.

**APPROVAL OF SEPTEMBER 2015 BILL PAYMENT VOUCHERS**

Ms. Thompson moved and Mr. Craig seconded approval of the September bill payment vouchers as follows:

Fund

L01	Voucher numbers: 48696 through 48868 and W00266-W00272 totaling	\$ 541,440.80
	Payroll numbers: 09102015PR and 09252015PR totaling	\$ 361,963.73
	Total	\$ 903,404.53

In response to Trustee Craig's query about lost/paid book refunds, Chief Financial Officer Rick Knorr explained vouchers are written to members who have previously reimbursed the District for lost library items that were then found. Mr. Knorr pointed out that these reimbursements, approximately 20 per month, were formerly written from a separate account. The two accounts were recently consolidated into one to simplify accounting procedures. There were no further questions.

The motion was unanimously approved.

## UNFINISHED BUSINESS

COMMUNITY ENGAGEMENT PLAN (CEP) UPDATE. Along with a written report provided in advance of the meeting, Mr. Roewe said Staff Day feedback about the draft CEP prompted thoughtful deliberation by the strategic planning committee and service priority teams. The subsequent draft will be provided to Trustees for their consideration in November. There was no further discussion.

## NEW BUSINESS

PERSONNEL POLICY. Ms. Thompson moved and Mr. Craig seconded that revisions to the following Personnel Policy sections be approved as presented: 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; Chapter 8; 8.3; 9.1; and 10.05. For the most part, all recommended changes were 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 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.

Discussion ensued, however, regarding Employee Misconduct, Section 6.11. Mr. Craig pointed out the list of behaviors that subject an employee to disciplinary action and asked if use of marijuana should be addressed in Paragraph 9, particularly now that the drug is legal. In response, Chief Human Resources Officer Paul Eichenberg agreed marijuana should be referenced and the motion was amended to approve changes to include the word "marijuana" to the policy Section 6.11, as discussed. There was no further discussion.

The motion was unanimously approved.

ACCESS TO LIBRARY SERVICES POLICY. Mr. Craig moved and Ms. Thompson seconded approval of the Access to Library Services policy as revised. The suggested policy revisions emphasized the District's commitment to serving diverse communities. Specific language outlining the

District's responsibilities in compliance with the Americans with Disabilities Act (ADA) was retained, although reorganized. There was no discussion.

The motion was unanimously approved.

#### 2016 BUDGET

PUBLIC HEARING ON AUTHORIZED REVENUE SOURCES. Mr. Johnson called the Public Hearing on Authorized 2016 Property Tax Revenue and Other Revenues to order at 4:21 p.m. and called for public testimony. There was none; the hearing closed at 4:22 p.m.

ORGANIZATIONAL MEMBERSHIPS REVIEW. Mr. Johnson moved and Mr. Hattenburg seconded that organizational memberships be approved for inclusion in the 2016 General Operating Fund. Deputy Director Patrick Roewe pointed out a recently added organizational membership to Inland Northwest Business Alliance was inadvertently omitted from the list. Ms. Ledeboer reiterated that if the 2016 budget is approved, the various memberships will also be approved, as dues are included in the budget. There were no questions or discussion.

2016 PRELIMINARY BUDGET PRESENTATION. Via PowerPoint, Chief Financial Officer Rick Knorr summarized potential revenues for the General Fund, which total nearly \$12 million. The primary sources of District revenues are from property tax and contracts with cities. Mr. Knorr pointed out 2016 will be the final year of the West Plains' annexation mitigation agreement payments. Additional revenues come from fees, grants, and gifts. He also presented an expenditure summary. Personnel salaries, benefits, library materials, and services, which include maintenance, facilities, software, broadband, insurance, and grounds maintenance, are the major expenditures. The two largest increases in 2016 include a 9% increase to health benefits and an increase in PERS. The employer contribution to the retirement plan, PERS, increased July 1, 2015, and the full year payment for 2016 will cost an additional \$70,000. In response to Trustee Johnson's query, Mr. Knorr said PERS changes are biennial. Mr. Eichenberg added the DRS justified the increase due to longer life spans of program members. The Operating Fund includes funding for annual maintenance, technology replacements, and a few special projects. However, because of the deferral of capital projects in 2015, staff recommends allocating an additional \$300,000 from the Capital Fund to refresh North Spokane and Spokane Valley libraries. By deferring projects from 2015, we anticipate an ending fund balance to cover these Capital Fund expenditures.

BOARD DIRECTION TO STAFF. Trustees provided direction toward preparation of the final 2016 budget. The budget will be based upon the last highest property tax, which was in 2011. Property values fell in subsequent years, thus revenue was based upon total assessed value factored by the levy rate. In the last year, property values increased across Spokane County, and the result is that District revenues will be based on the last highest year plus 1%, plus new construction. Based upon capital improvement needs and increased cost of benefits, the Board directed staff to request the full 1%. Since inflation is below 1%, a separate resolution to request approval for the full 1% increase will be prepared for the November meeting.

The Consumer Price Index (CPI), used as the basis for salary adjustments, is negative this year, and the state announced there will be no change in the minimum wage. It has been District practice to follow the CPI. In keeping with past practice, the proposed budget includes step increases (for those not already at the highest step), but does not include across the board salary adjustments for staff. Trustees approved the salary budget, yet requested a revision to the

Personnel Policy Section 3.13, to lower the salary adjustment range from a minimum of 0%, instead of the current 1%, to a maximum of 4%. Trustees also requested a table to show the number of FTEs by salary range. Both the Personnel Policy revision and salary table will be presented at the November meeting. Trustees also approved the Capital Fund expenditures plan for 2016, and a transfer of the ending fund balance from 2015 into next year's budget.

## **DISCUSSION ITEMS, POSSIBLE ACTION**

### **FUTURE BOARD MEETING AGENDA ITEMS**

Mr. Johnson reviewed the list of tentative agenda items for the next two months, and pointed out a resolution has been added to the November agenda to amend the Medical Lake TIF area. Ms. Ledeboer explained development of the area has been slower than anticipated; thus, an extension of 10 years to increase the TIF from 20 to 30 years has been requested by the County. In response to Mr. Hattenburg's query how the extension would impact the Library District, Ms. Ledeboer indicated staff will provide information on the increase in property values. She also noted, however, that since most of the area is industrial, the library has not seen an increase in demand for services due to new construction.

## **REPORTS**

### **TRUSTEES**

There were no 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. Ms. Ledeboer noted Mike Jackson, City of Spokane Valley manager, will consult with the City Council about the possibility of purchasing the land designated for a new Spokane Valley from the Library District next year. She and Mr. Jackson also discussed other opportunities for the City and Library District to partner, which led to the possibility of PEG funding for media equipment and production of educational video programs at Spokane Valley Library. Follow up conversations between the City of Spokane Valley and Community-Minded Enterprises (CME) are underway to create a partnership that will fund media equipment at the Spokane Valley Library. There was no further discussion.

### **PUBLIC SERVICES**

Deputy Directors Patrick Roewe and Doug Stumbough provided a written report in advance of the meeting for September 2015 Public Services, which included data for customer use measures, programming, and library activities. There was no further discussion.

### **COMMUNICATION**

Communication & Development Officer Jane Baker provided a written report in advance of the meeting for September 2015 communication activities. There was no further discussion.

**FISCAL**

Revenue and Expenditure Statement through September 30, 2015.

Fund 001

Revenues	\$	6,650,758
Expenditures	\$	8,392,791
Ending Fund Balance	\$	2,730,483
Fund Budget Expended		70.67%

CFO Rick Knorr said as anticipated, cash reserves are at a low point this time of year.

**SPOTLIGHT NORTH SPOKANE LIBRARY**

Managing Librarian Jason Johnson reported on North Spokane Library (NS) and the community it services. Visually supported by PowerPoint, Mr. Johnson showed the original library built in 1972. Remodeled in 1989, there have since been few changes to the building. NS is the District's second busiest library; programs are annually attended by approximately 16,000 participants. The library is located within an urban growth area populated by big box stores and fast food restaurants, and establishing community identity is a challenge without a civic center or local government. The library appreciates its collaboration with Whitworth University. Last year, as part of the Hope in Hard Times exhibit, author Tim Egan gave a presentation in the Whitworth Auditorium. It was so well attended, overflow space was utilized. As part of Thrive programming, the Whitworth Quartet played at NS to a large audience. And a professor from Whitworth requested someone from the library to speak about censorship, for which Deputy Director Patrick Roewe responded. The library hopes to establish more partnerships in the future. For the first time this year, the library partnered with the Boys & Girls Club of Mead, WA, and more than 80 kids per week came to summer programs. It was a wonderful opportunity to distribute library cards to children who hadn't often had the opportunity to visit. Staff also set up a booth at the Green Bluff Apple Festival to introduce and provide information about library services to a group new to the library. Storytimes served almost 10,000 kids in 2014, and it appears numbers are up for this year. North Spokane served 1,142 lunches after Storytimes to children under 18 years of age this past summer in support of the Washington State Summer Food Service Program. The program was highly successful, and NS will participate again next summer. For the future, staff is eager for the arrival of the Human Origins exhibit. Like Hope in Hard Times, display of large exhibits are possible at NS because of the open floor space made available by flexible furnishings that replaced the large information desk. Other ideas for utilizing this available space include concerts in the library, an idea supported by the Trustees. NS has one of the largest collections of locally produced materials. The display of books by prominent as well as self-published authors has become popular. The collection includes local music that has grown from five to 75 CDs. As an innovative project, Mr. Johnson has thus far filmed eight local bands after hours at the library with intent to post these concerts along with many more on the District website. NS will host a kickoff party when the concert videos are completed. Trustees expressed appreciation for all the great work being done at North Spokane. There was no further discussion.

**OVERVIEW EXPLORE AND DISCOVER**

Librarians Vanessa Strange and Corinne Wilson provided an overview of Explore and Discover programming geared toward adults. Ms. Wilson pointed out Library Services Manager Gwendolyn Haley oversees all of their efforts. Regarding Community Impact Plan service

priorities, Explore and Discover goals have either been met or are close to goal. Programming for 2015 included “Nourish” health and wellness programs; “Escape the Ordinary” summer concerts, Humanities Washington lectures, and no-heat cooking classes; and “Thrive,” which included Spokane is Reading events, Whitworth Quartet concerts, Ignite! Community Theatre performances, Zentangle creative exercises and more. This year’s youth programming included Prime Time Family Reading at Airway Heights, Cheney, and Spokane Valley; Summer Reading themed “Every Hero has a Story,” STEM programs, Monday Fundays, Too Fun Tuesdays and LEGO Build days. Ms. Strange announced North Spokane Library will host the “Exploring Human Origins: What Does it Mean to be Human?” exhibit during January 2016. Ms. Strange shared the backstory, as she wrote the grant application in 2014 and SCLD was one of 19 U.S. public libraries selected for the exhibit. Developed by the Smithsonian and ALA, the new 1,200-square-foot traveling exhibition includes more than 40 educational panels, interactive kiosks, hands-on displays, videos, 3-D skull casts and presentations representing groundbreaking research in the scientific study of human origins. The grant not only included \$500 toward library programming, the District can also retain the skull castings in its collection to lend along with lesson plans to teachers. Trustees expressed kudos to Ms. Strange for the grant award as well as their enthusiasm for the exhibit’s arrival. There was no further discussion.

#### **PUBLIC COMMENT**

There were no public comments.

Mr. Johnson called for a five-minute recess at 4:40 p.m. The meeting reconvened at 4:45 p.m.

#### **TRUSTEE APPLICANT INTERVIEWS**

Interviews were held with four of the five candidates to fill the five-year term on the Board of Trustees due to the upcoming retirement of Mr. Hattenburg. One of the candidates was unable to interview by conference call because of technical connectivity issues while traveling out of the states for business.

After the interviews and discussion, Mr. Hattenburg moved and Ms. Carlson seconded to recommend Wesley Teterud to the Board of County Commissioners for appointment to the SCLD Board of Trustees for the five-year term beginning January 1, 2016. Mr. Teterud was recommended because of his commitment to the Library District, tireless work on the bond issue, previous board experience, and passion for a level playing field where books equalize everyone.

The motion was approved.

#### **ADJOURNMENT**

The meeting adjourned at 7:58 p.m.

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Mark Johnson, Chair

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Nancy Ledeboer, Secretary of the Board of Trustees

PAYMENT VOUCHER APPROVAL

Pursuant to RCW 42.24.180 and Spokane County Library District Resolution # 94-03, we, the undersigned, do hereby certify that the merchandise and services hereinafter specified have been received as of October 31, 2015 and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$947,506.70 and that we are authorized to authenticate and certify these claims.

DATE: November 1, 2015

SIGNED: *[Signature]*

SIGNED: *[Signature]*

TITLE: C.F.O.

TITLE: Executive Director

VOUCHER NUMBER	GENERAL OPERATING FUND	DESCRIPTION	VOUCHER AMOUNT
048869	ALLIED SAFE & VAULT CO, INC.	SAFETY & SECURITY SERVICES	\$ 677.47
048870	APS, INC.	POSTAGE EQUIP. SUPPLIES	308.71
048871	AVISTA UTILITIES	UTILITIES	4,256.15
048872	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	426.03
048873	QUINN BASTIAN	LOST/PAID BOOK REFUND	7.60
048874	BRILLIANCE PUBLISHING, INC.	LIBRARY MATERIALS	6.51
048875	CAPITAL COMMUNICATIONS, INC	OFFICE/LIBRARY SUPPLIES	226.15
048876	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	534.80
048877	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	27.30
048878	CENTURYLINK	ANALOG TELEPHONE LINES	85.37
048879	CENTURYLINK	ANALOG TELEPHONE LINES	44.90
048880	CENTURYLINK	ANALOG TELEPHONE LINES	44.66
048881	CENTURYLINK	ANALOG TELEPHONE LINES	96.95
048882	CITY OF SPOKANE	WATER & SEWER - MORAN PRAIRIE	977.88
048883	COUNCIL OF STATE GOVERNMENTS	LIBRARY MATERIALS	124.61
048884	DIVCO INCORPORATED	BUILDING REPAIR & MAINT - HVAC	3,522.38
048885	PATRICK DOUGHERTY	LOST/PAID BOOK REFUND	12.00
048886	EMPOWER SOFTWARE SOLUTIONS	ANNUAL TIMESHEET SOFTWARE SUPPORT	3,207.49
048887	FINDAWAY WORLD, LLC	LIBRARY MATERIALS	81.50
048888	FORT VANCOUVER REG LIBR DISTR	INTERLIBRARY LOAN FEES	17.95
048889	FRANCOTYP- POSTALIA, INC	POSTAGE EQUIP. LEASE	20.10
048890	FRONTIER COMMUNICATION	TELEPHONE & BROADBAND - FF	117.41
048891	GALE/CENAGE LEARNING	LIBRARY MATERIALS	425.94
048892	GREENLEAF LANDSCAPING, INC.	GROUPS MAINTENANCE	176.11
048893	H&H BUSINESS SYSTEMS, INC.	COPIER MAINTENANCE	1,140.30
048894	JULIA HARRISON	LIBRARY PROGRAMS	366.31
048895	FRANCES HUDSON	LOST/PAID BOOK REFUND	3.80
048896	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	14,076.28



048897	JAN WAY COMPANY USA, INC.	OFFICE/LIBRARY SUPPLIES	1,620.00
048898	MICRO AGE	IT HARDWARE & SOFTWARE	34.78
048899	MIDWEST TAPE	LIBRARY MATERIALS	4,279.34
048900	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	9,552.25
048901	CHRISTINE PIERSOL	LOST/PAID BOOK REFUND	4.00
048902	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	883.87
048903	RECORDED BOOKS, LLC	LIBRARY MATERIALS	376.54
048904	CYNTHIA ROGERS	LOST/PAID BOOK REFUND	20.00
048905	SEATTLE PUBLIC LIBRARY	INTERLIBRARY LOAN FEES	12.99
048906	ANGELA JACKSON-SELLE	LOST/PAID BOOK REFUND	34.80
048907	SHARMA KAY SHIELDS MILLS	LOST/PAID BOOK REFUND	1.20
048908	HEIDI SMITH	LOST/PAID BOOK REFUND	53.20
048909	SOLARWINDS, INC.	SOFTWARE SUPPORT	104.31
048910	COWLES PUBLISHING CO	SUBSCRIPTIONS	104.00
048911	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	174.01
048912	MONICA THOMPSON	LOST/PAID BOOK REFUND	27.00
048913	RACHEL TUPPER	LIBRARY PROGRAMS, PRIME TIME CATERING	4,000.00
048914	COSUGI	MEMBERSHIP DUES	100.00
048915	VALUE LINE PUB., INC.	LIBRARY MATERIALS	3,348.00
048916	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	830.65
048917	WASTE MANAGEMENT OF SPOKANE	REFUSE	1,139.03
048918	HEATHER WHITEHEAD	LOST/PAID BOOK REFUND	3.00
048919	ABM JANITORIAL SERVICES - NW	CUSTODIAL SERVICES	105.00
048920	ASSOC OF WASHINGTON CITIES	MEDICAL, DENTAL, VISION & LIFE INS.	64,150.97
048921	ASSOC OF WASHINGTON CITIES	MEDICAL, DENTAL, VISION & LIFE INS.	698.30
048922	AVISTA UTILITIES	UTILITIES	2,349.90
048923	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	606.58
048924	CLASSIC VENTURES LTD	LIBRARY MATERIALS	69.54
048925	BLACKSTONE AUDIO BOOKS	LIBRARY MATERIALS	101.41
048926	BUDGET-RENT-A-CAR	CAR RENTAL	309.76
048927	THE CHILD'S WORLD, INC.	LIBRARY MATERIALS	352.50
048928	KRISTIE CHRISTOFF	LOST/PAID BOOK REFUND	10.00
048929	CITY OF AIRWAY HEIGHTS	WATER & SEWER - AIRWAY HEIGHTS	575.76
048930	CITY OF CHENEY	WATER, SEWER, ELEC. - CHENEY	1,078.60
048931	CITY OF DEER PARK	WATER & SEWER - DEER PARK	185.92
048932	CITY OF SPOKANE VALLEY	STAFF DAY, VENUE RENTAL	3,083.48
048933	DEVRIES INFORMATION MGMT	COURIER SERVICE	4,500.00
048934	EBSCO INDUSTRIES, INC.	LIBRARY MATERIALS - SUBSCRIPTIONS	6.54
048935	EMPIRE DISPOSAL INC.	SOLID WASTE - FAIRFIELD	18.75
048936	EXECUTIVE WOMEN INTERNAT'L	ADVERTISING	375.00
048937	FAUCETS 'N STUFF PLUMBING	PLUMBING REPAIRS	314.08
048938	FINDAWAY WORLD, LLC	LIBRARY MATERIALS	929.21
048939	FRANCOTYP- POSTALIA, INC	ANNUAL POSTAGE MACHINE LEASE	703.08
048940	FREE PRESS PUBLISHING, INC	LIBRARY MATERIALS	24.00
048941	GALE/CENAGE LEARNING	LIBRARY MATERIALS	441.61
048942	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	297.86
048943	KIMBERLY MARIE HARSHBERGER	GRAPHIC DESIGN	250.00

048944	VANTAGEPOINT TRNSFR %M&T BANK	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,189.75
048945	INLAND EMPIRE UTILITY COUNCIL	BUILDING REPAIR & MAINTENANCE	15.00
048946	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	12,291.31
048947	KHQ Q6 - SPOKANE	ADVERTISING	750.00
048948	MIDWEST TAPE	LIBRARY MATERIALS	6,035.25
048949	MONTGOMERY HARDWARE	MAINTENANCE SUPPLIES	24.97
048950	NEW YORK TIMES	LIBRARY MATERIALS	36.00
048951	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	375.85
048952	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	6,357.41
048953	PAESSLER AG	ANNUAL SUPPORT, NETWORK MONITORING	675.00
048954	PAPERJACK.com	OFFICE/LIBRARY SUPPLIES	179.94
048955	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	761.55
048956	LANCE RHOADES	LIBRARY PROGRAMS	500.00
048957	SPOKANE HARDWARE SUPPLY	BUILDING REPAIR & MAINTENANCE	11.54
048958	SPOKANE CO. WATER DISTRICT #3	UTILITY FEE - HASTINGS PROPERTY	14.25
048959	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	606.97
048960	U.S. BANK	H S A CONTRIBUTIONS	87.00
048961	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	330.06
048962	WHIPPLE CONSULTING ENGINEERS,	LAND SURVEY FEES	42.50
048963	ABM JANITORIAL SERVICES - NW	CUSTODIAL SERVICES	11,897.38
048964	ALLIED SAFE & VAULT CO, INC.	SAFETY & SECURITY SERVICES	1,284.60
048965	AVISTA UTILITIES	UTILITIES	148.77
048966	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	32.38
048967	CLASSIC VENTURES LTD	LIBRARY MATERIALS	69.54
048968	BLACKSTONE AUDIO BOOKS	LIBRARY MATERIALS	150.00
048969	COUNCIL/COMMUNITY AND ECON RESEARCH	LIBRARY MATERIALS	165.00
048970	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	43.89
048971	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	27.16
048972	CENTURYLINK	ANALOG TELEPHONE LINES	96.19
048973	CENTURYLINK	ANALOG TELEPHONE LINES	92.59
048974	CITY OF MEDICAL LAKE	WATER, SEWER, REFUSE - ML	238.13
048975	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	650.63
048976	DIVCO INCORPORATED	BUILDING REPAIR & MAINT - HVAC	6,166.51
048977	EARTHWORKS RECYCLING,INC	RECYCLING	182.55
048978	CARA ELSTON	LOST/PAID BOOK REFUND	9.20
048979	FINDAWAY WORLD, LLC	LIBRARY MATERIALS	334.19
048980	FREE PRESS PUBLISHING, INC	LIBRARY MATERIALS	24.00
048981	GALE/CENAGE LEARNING	LIBRARY MATERIALS	55.63
048982	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	2,586.42
048983	ADAM JOSHUA HARUM	LIBRARY PROGRAMS	150.00
048984	IHEARTMEDIA-SPOKANE	ADVERTISING	1,130.00
048985	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	12,976.41
048986	INLAND NW BUSINESS ALLIANCE	TRAINING & TRAVEL FOR PUBLIC SVCS	60.00
048987	LEANNE JOHNS	LOST/PAID BOOK REFUND	7.40
048988	PERIDOT PUBLISHING LLC	ADVERTISING	297.50
048989	AMY MCGARRY	LOST/PAID BOOK REFUND	6.00
048990	McMULLEN & McMULLEN, P.S.	GENERAL LEGAL SERVICES	18.00

048991	MIDWEST TAPE	LIBRARY MATERIALS	3,592.72
048992	JANICE MITZNER	LOST/PAID BOOK REFUND	28.00
048993	MODERN ELECTRIC WATER COMPANY	WATER, ELEC. - SV	1,991.74
048994	SWANK MOTION PICTURES, INC.	LIBRARY PROGRAMS	660.00
048995	NEW YORK TIMES	LIBRARY MATERIALS	36.00
048996	PATRIOT FIRE PROTECTION	SECURITY & SAFETY SVCS - S VALLEY	250.01
048997	VERONICA PORTER	LOST/PAID BOOK REFUND	8.60
048998	PRESSWORKS	PRINTING	205.44
048999	KEITH QUIEN	LOST/PAID BOOK REFUND	21.00
049000	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	1,032.37
049001	RECORDED BOOKS, LLC	LIBRARY MATERIALS	1,321.99
049002	LISA SCHAFFER	LOST/PAID BOOK REFUND	10.00
049003	SCHOLASTIC LIBRARY PUBLISHING	LIBRARY MATERIALS	1,842.96
049004	SPOKANE COUNTY UTILITIES	SEWER - AR, NS, SV	517.04
049005	COWLES PUBLISHING CO	SUBSCRIPTIONS	104.00
049006	INTERLINE BRANDS, INC.	MAINTENANCE SUPPLIES	16.26
049007	UNIQUE MANAGEMENT SERVICES	COLLECTION AGENCY & NOTICE FEES	2,365.36
049008	UPS	FREIGHT	13.16
049009	VERIZON WIRELESS	CELL PHONES	197.40
049010	WHITWORTH WATER DISTRICT #2	WATER - NORTH SPOKANE	326.81
049011	WALT'S MAILING SERVICE	ADVERTISING	246.71
049012	AVISTA UTILITIES	UTILITIES	622.34
049013	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	71.59
049014	BRAINFUSE, INC.	ELECTRONIC LIBRARY SERVICES	23,000.00
049015	CAPITAL COMMUNICATIONS, INC	OFFICE/LIBRARY SUPPLIES	342.67
049016	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	524.88
049017	CENTURYLINK	ANALOG TELEPHONE LINES	38.88
049018	CENTURYLINK	ANALOG TELEPHONE LINES	59.85
049019	CENTURYLINK	ANALOG TELEPHONE LINES	96.71
049020	CENTURYLINK	ANALOG TELEPHONE LINES	138.80
049021	DELL MARKETING L.P%DELL USA LP	PRINTER SUPPLIES/IT EQUIPMENT	581.48
049022	GALE/CENAGE LEARNING	LIBRARY MATERIALS	1,218.55
049023	GREATER SPOKANE VALLEY CHAMBER	DUES AND MEMBERSHIPS	75.00
049024	HAGEL & COMPANY	SOFTWARE SUPPORT	97.50
049025	KIMBERLY MARIE HARSHBERGER	GRAPHIC DESIGN	500.00
049026	VANTAGEPOINT TRNSFR %M&T BANK	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,187.87
049027	IGNITE COMMUNITY THEATER	LIBRARY PROGRAMS	1,000.00
049028	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	15,355.05
049029	INTEGRA TELECOM HOLDINGS, INC	INTERNET	2,282.67
049030	INLAND POWER AND LIGHT	UTILITIES - AH, DP	1,115.66
049031	MARK KEATHLEY	LIBRARY PROGRAMS	50.00
049032	KHQ Q6 - SPOKANE	ADVERTISING	750.00
049033	GROUP W MARKETING	LIBRARY PROGRAMS	500.00
049034	MICRO AGE	IT HARDWARE & SOFTWARE	955.47
049035	MIDWEST TAPE	LIBRARY MATERIALS	4,883.46
049036	OCLC, INC.	CATALOGING & ILL SUBSCRIPTION SVCS	3,244.15
049037	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	12,509.18

049038	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	3,655.08
049039	RECORDED BOOKS, LLC	LIBRARY MATERIALS	593.76
049040	SPOKANE NEIGHBORHOOD ACTION P	LIBRARY PROGRAMS	600.00
049041	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	1,554.90
049042	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	330.06
049043	VETERANS INFORMATION SERVICE	LIBRARY MATERIALS	75.00
049044	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	459.91
049045	ALLIED SAFE & VAULT CO, INC.	SAFETY & SECURITY SERVICES	408.92
049046	AVISTA UTILITIES	UTILITIES	3,910.96
049047	BETHANY PLACE	LOST/PAID BOOK REFUND	12.00
049048	CENTURYLINK	ANALOG TELEPHONE LINES	44.86
049049	CENTURYLINK	ANALOG TELEPHONE LINES	44.62
049050	ELIZABETH WILLIAMS COOLEY	LIBRARY PROGRAMS	200.00
049051	KIMBERLY DECKER	LOST/PAID BOOK REFUND	7.00
049052	DELL MARKETING L.P.%DELL USA LP	PRINTER SUPPLIES/IT EQUIPMENT	146.64
049053	DEANNA DIERKS	LOST/PAID BOOK REFUND	43.80
049054	KRISTINE MARGARET DINNISON	LIBRARY PROGRAMS	200.00
049055	DEPT. OF LABOR & INDUSTRIES	QUARTERLY WORKMAN'S COMP.	13,131.01
049056	DOWN TO EARTH SPRINKLER SERV	YEAR END SPRINKLER BLOWOUTS	630.46
049057	MARY F FARRELL	LIBRARY PROGRAMS	100.00
049058	FIBERLINK	SOFTWARE SUPPORT	1,950.00
049059	FRANCOTYP- POSTALIA, INC	POSTAGE EQUIP. LEASE	6.78
049060	FRONTIER COMMUNICATION	TELEPHONE & BROADBAND - FF	117.33
049061	GALE/CENAGE LEARNING	LIBRARY MATERIALS	203.04
049062	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	442.43
049063	H&H BUSINESS SYSTEMS, INC.	COPIER MAINTENANCE	1,401.61
049064	BRUCE A HOLBERT	LIBRARY PROGRAMS	200.00
049065	PATTY HYTIEN	LOST/PAID BOOK REFUND	11.40
049066	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	10,082.01
049067	INTEGRA TELECOM HOLDINGS, INC	DATA COMMUNICATIONS - WAN	15,630.49
049068	MAUREEN MCQUERRY	LIBRARY PROGRAMS	200.00
049069	MIDWEST TAPE	LIBRARY MATERIALS	3,007.14
049070	PENELA NALDER	LOST/PAID BOOK REFUND	13.20
049071	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	5,391.06
049072	PERRINE PROPERTIES, LLC	SV PARKING LOT LEASE	250.00
049073	PLUNKETT RESEARCH LTD.	LIBRARY MATERIALS	649.00
049074	RECORDED BOOKS, LLC	LIBRARY MATERIALS	961.34
049075	TRENT REEDY	LIBRARY PROGRAMS	200.00
049076	MEGAN RINKER	LOST/PAID BOOK REFUND	17.00
049077	SINGLEWIRE SOFTWARE, LLC	SOFTWARE SUPPORT	5,141.51
049078	STANLEY SMITH	LOST/PAID BOOK REFUND	12.20
049079	COWLES PUBLISHING CO	SUBSCRIPTIONS	104.00
049080	*U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	19,144.63
049081	STEPHEN WALLenfELS	LIBRARY PROGRAMS	200.00
W00274	US BANK - HEALTH	H S A CONTRIBUTIONS	1,522.50
W00275	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	59,435.17
W00276	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	41,092.64

W00277	STATE OF WASHINGTON	MONTHLY EXCISE/SALES TAXES	778.44
W00278	US BANK - HEALTH	H S A CONTRIBUTIONS	1,522.50
W00279	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	39,634.65
W00280	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	<u>59,716.94</u>

**Total Non-Payroll General Operating Fund** \$ **595,615.22**

**PAYROLL VOUCHERS**

10092015PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	\$ 177,230.80
10232015PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	<u>174,660.68</u>

**Total Payroll General Operating Fund** \$ **351,891.48**

**TOTAL GENERAL OPERATING FUND** \$ 947,506.70

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

<u>Card Category</u>	<u>Amount</u>
General Purchases	\$ 9,934.48
Maintenance	712.20
Travel	3,375.15
Acquisitions	4,612.99
Information Technolgy	442.95
Outreach	66.86
Total Purchases	<u>\$ 19,144.63</u>

## **Community Engagement Plan Report – November 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 District is wrapping up its participation in the Libraries Transforming Communities Public Innovators Cohort. Amber and Patrick conducted a Skype interview about our experiences in the cohort in October. Additionally, Patrick spoke with the Assistant County Librarian at Tippecanoe County Public Library in Lafayette, Indiana. She had heard about how we integrated public knowledge from our LTC work into our strategic plan, and was interested in more information on how we developed that approach.

### **Community Engagement Plan – Revised Working Draft:**

As reported previously, feedback on the various elements of the plan was gathered via discussion sessions with Trustees and staff at a variety of levels. In addition, Staff Day presented the opportunity for staff at large to provide feedback on the organizational statements of the plan: vision, mission, guiding principles, and core services, as well as on the goals and actions for each of the Service Priorities focused on the areas of early learning, education and enrichment, digital interaction and sharing, and business support and career readiness. The Strategic Planning Committee and the Service Priority Teams used this combined feedback to revise the CEP into the following Revised Working Draft, with its focus on the two key elements of the plan—the organizational statements and the service priority goals and actions.

The finalized version of the CEP that will be presented next month will include additional sections that inform the key elements of the plan. These sections will include the community narratives developed from our LTC community conversations, background information on each of the service priorities, and an additional section to the strategic plan that focuses on internal system and process improvements focused on areas of improvement for the District that will ultimately support the strategic work, such as in the areas of communication and training.

### **Next Steps:**

Drafting and final approval of the 2016-2018 Community Engagement Plan (December).

Recommended Action: Board discussion and feedback to staff on the following Revised Working Draft.

## Community Engagement Plan – Revised Working Draft 11/01/2015

### **Background:**

The following sections of the Community Engagement Plan included in this revised working draft have been revised based upon collective input from the Trustees and District staff. Additional supporting background information will be included in the full plan as warranted, but is not included in this document, which functions as an executive summary of the plan and is focused on its critical elements. Further revisions made to this working draft will be presented in the finalized plan for approval by the Board of Trustees at their December 2015 meeting.

### **Organizational statements:**

Vision: A community that learns, works, creates, and thrives together.

Mission: We build community by connecting people to educational, economic, and recreational opportunities.

#### Guiding Principles:

- We welcome all members of the community and provide excellent customer service
- We provide free and open access to ideas and information to facilitate learning and the pursuit of knowledge
- We respect the integrity and confidentiality of all library members
- We establish strong local partnerships in pursuit of shared community aspirations
- We reflect the needs and interests of the community in our programs, services, and materials
- We value civil discourse and interaction
- We champion literacy and the importance of reading
- We respond to opportunities and challenges with collaboration, creativity, and adaptability
- We are good stewards of public resources and the public trust

#### Core Services:

A dedicated and well-trained staff provide these core services:

- Books, movies, and music in a variety of physical and digital platforms that meet community interests and information needs
- Spaces where the community can connect, learn, work, and create
- Programs, resources, and tools that support learning at all ages and stages of life
- Technologies that encourage interaction, productivity, learning, and creativity

### **Service Priorities:**

#### Digital Interaction and Sharing

Goal 1: Community members interested in engaging with their communities will find information about local events and opportunities to connect via engaging online content.

Actions:

- Find local community events and provide a web form for community members to submit events
- Post local events on our calendar and display events on the website's location pages
- Guest bloggers will share community information and personal perspectives
- Fans and followers will find, comment, and share events and community activities through social media platforms moderated by the District

Goal 2: Local experts will share their knowledge with community members through a dynamic digital platform.

Actions:

- Provide a digital platform to access content and find experts
- Create a local expert team to identify, curate, and record local experts
- Use existing local expert content from previous projects

Goal 3: Local creators will share their work and be discovered by community members.



Actions:

- Provide a digital platform to access content and find artists and authors
- Create an artist and author team to identify, curate, and/or record works or performances
- Use existing recordings and the local collection
- Create a web page for local authors to learn about self-publishing and to submit their work to online platforms for possible inclusion in the library's collection

Goal 4: Local historical societies will share their community's story through digital presentations of photographs and artifacts.

Actions:

- Provide a digital platform to access content and find local history
- Create a team to identify, curate, and digitize and/or record local historical artifacts and oral histories
- Use existing recordings and digitization projects
- Submit additional digitization projects to Washington State Rural Heritage project

Goal 5: Community members interested in technology will find local experts that will help them learn the skills they need.

Actions:

- Train staff and community members on emerging equipment and software so that they are more comfortable operating in a digital environment
- Survey and follow-up with members post-training to ensure they have reached their goals
- Meet community members where they are by increasing visits to businesses, organizations, schools, senior centers, nursing homes/assisted living facilities, etc. to provide technology training

Business Support and Career Readiness

Goal 1: Teens and adults focused on post-secondary educational opportunities will have the resources needed to succeed.

Actions:

- Provide informational opportunities on relevant topics to help teens and adults make informed decisions about their educational goals.
- Collaborate with Excelerate Success, T-2-4 and other relevant community initiatives that are focused on post-secondary achievement.
- Partner with area high schools to support their goals for students' educational achievement.

Goal 2: Career-oriented teens and adults will have the resources they need to attain gainful employment.

Actions:

- Train staff to ensure a consistent level of understanding of the career development services we offer.
- Offer career development services in libraries and local high schools.
- Partner with WorkSource and other local agencies to offer their classes in our libraries.
- Maintain fresh and robust career resource information on sclid.org.
- Develop tutorials for effectively using career resources.
- Create opportunities both inside and outside of the District for young adults and job seekers to gain meaningful work experience.
- Create opportunities for individuals to connect with potential employers and mentors.
- Create direct employment opportunities at the District for underserved populations

Goal 3: Local businesses and non-profits will have the information they need to develop and maintain successful and viable enterprises.

Actions:

1. Create learning opportunities by making connections between businesses and the available online and community resources.

2. Connect with individual businesses to demonstrate digital resources that can help them better achieve their goals.
3. Collaborate with local chambers of commerce and other business support groups to better achieve business community goals.

Goal 4: Community members with financial information needs will have the resources to develop financial security.

Actions:

- Collaborate with local agencies and businesses to offer a range of personal finance workshops that respond to library member needs.
- Offer technology classes on relevant financial topics.
- Expand the number of social service agencies we work with, to make additional information readily available in all locations.

### Education and Enrichment

Goal 1: School age youth in the District's service area will have access to fun and free extended learning opportunities and activities that promote literacy, STEM skills and the arts.

Actions:

- Every student entering middle school in the District's service area will have a Student Card
- Offer engaging in-library programs for school aged children and teens on both a regular and occasional basis that emphasize 21<sup>st</sup> century STEM and literacy skills.
- Quarterly STEM activities in all 10 libraries for students in Grades K-5 and up, learning opportunities for tween and teens.
- Present Prime Time Family Reading programs, with strategically identified partner elementary schools throughout the District
- Offer robust summer learning activities at all 10 libraries that creatively engage key educational themes
- Partner with after school programs, community partners, and schools to provide programs and learning opportunities outside of the library
- Partner with Excelerate Success to convene the Grade Level Reading Action Team
- Develop STEM program kits to be used at after school programs, both in the library and with partner agencies. .
- Work with community libraries to identify community needs regarding after school activities and out of school learning opportunities, and develop strategies to meet those needs.
- Develop meaningful teen volunteer program at resource libraries

Goal 2: Community members interested in instructional and lifelong learning experiences will have opportunities through enrichment programs that leverage cultural and community partnerships

Actions:

- Plan and implement District-wide program series that showcase regional talent and experts.
- Bring national and state touring exhibits, lecturers and other cultural opportunities to community libraries.
- Provide opportunities in each community for library members (aged 16 and up) to learn something new, try a new activity, or develop a hobby or skill.
- Work with library supervisors and community librarians to develop library-specific programs that respond to community interests.

Goal 3: Community members interested in learning how to make and create will have spaces and opportunities to do so.

- Develop and install physical creator/maker spaces in the resource libraries so that library members can access relevant and up-to-date technologies
- 
- Develop and implement a Mobile Maker Lab to allow for taking STEM and other programs on the road to community libraries and underserved areas in the community
- Develop and provide training and programs for community members at all ages and interest levels to learn and use the maker spaces and relevant technologies

## Early Learning

Goal 1: Parents, teachers, caregivers and other early learning professionals will have programs and services designed to help them prepare their children to start kindergarten and succeed in school in the early elementary years (K-3).

### Actions:

- Provide continuing education classes and workshops (STARS—State Training and Registry System) for child care providers, teachers, and parents by working in cooperation with Child Care Aware to ensure a variety of classes are available throughout Spokane County.
- Participate in community events and resource sharing that focus on school readiness and school success.
- Create a “Getting ready for Kindergarten” page on [scl.d.org](http://scl.d.org) that provides parents and caregivers with the information they need to ensure their children are prepared for kindergarten
- Provide developmentally appropriate in-library programs that emphasize early learning skills.
- Share early learning tips and practice with parents and caregivers during Play and Learn Storytime to ensure that their children are ready for school by the start of kindergarten.
- Provide information on the importance of quality early learning opportunities to ensure kindergarten readiness for families and the community during early learning programs and community resource events.
- Provide kits for checkout that help parents, teachers, caregivers and other early learning professionals to develop early learning STEM and literacy skills needed for school readiness.

Goal 2: Children birth – age eight will have the services and programs they need that develop skills for kindergarten readiness and school success.

### Actions:

- Provide Play and Learn Storytimes that offer children a chance to develop the skills needed for kindergarten including literacy, STEM, social emotional, language, physical, and cognitive skills in line with Washington’s Kindergarten readiness standards.
- Provide programs highlighting our early reader collection to support learning to read efforts.
- Provide early learning programs (such as block programs and book based programs) and materials designed to introduce and support early STEM, arts, and literacy concepts (STREAM) to help ensure that children are school ready.

**Goal 3: Children, parents, caregivers, teachers and other early learning professionals will have access to outreach programs and services for early learning and early elementary grades to support school readiness and school success.**

### Actions:

- Offer programs for educating teachers (STARS—State Training and Registry System and Family Engagement) at their centers to help prepare their students for school.
- Visit childcare centers and licensed home providers on a quarterly basis to provide developmentally appropriate Storytimes and information about children being ready for kindergarten.
- Establish and strengthen relationships with elementary schools and homeschooling groups to support school readiness, school success, and home-based learning.
- In collaboration with partners such as Excelerate Success and the Inland Northwest Early Learning Alliance, connect with and take school readiness programs out to organizations that serve families so that all children are ready to learn when they start school.
- Connect with expectant parents on the benefits of early learning through new parent groups, hospital programs, and local clinics.

## **PERSONNEL POLICY REVISION**

### **BACKGROUND:**

At its regular meeting October 17, 2015, the Board of Trustees requested changes to Personnel Policy Section 3.13, Salary Adjustments, to provide the Board a wider range of options for adjusting salaries in the future.

In addition, the Board requested a table to demonstrate the range and distribution of job classifications among the District's part- and full-time staff, and related wages and salaries.

The suggested revised policy and FTE and salary budget information table follow.

### **Please note for the revised policy:**

**Content listed in bold = new.**

**Strikeout = removed.**

Recommended Action: Board motion to approve the revised Personnel Policy Section 3.13, and review of the 2016 FTE and Salary Budget Information table.

**CHAPTER 3: COMPENSATION: WAGES AND SALARY**

Orig Date: 01/01/82

Latest Revision: ~~05/26/15~~ 11/17/15

**Classification and Salary Plan**

**3.13 Salary Adjustments**

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~~ August CPI-W, ~~along with~~ other relevant economic factors, **including the cost of the employee’s total compensation package**, and the District’s financial position when determining an annual salary adjustment. Such an adjustment may range from a minimum of ~~1%~~ **0%** to a maximum of 4%.

SCLD						
2016 FTE and Salary Budget Information						
Range	Employee Count	FTE	Total salary	Cumulative Count	Cumulative FTE	Cumulative Salary Total
1 & 2	40	16.2	361,224	40	16.2	361,224
3 & 4	34	28.4	917,168	74	44.6	1,278,392
5 to 8	46	38.5	1,497,433	120	83.1	2,775,825
9 to 12	17	16.4	762,094	137	99.5	3,537,919
13 to 16	30	29.2	1,793,789	167	128.7	5,331,708
17 & above	7	7.0	681,815	174	135.7	6,013,523
	174	135.7	6,013,523			

**Preliminary Budget 2016**

- a. Adopting a 2016 Preliminary Budget and Certifying It to the Board of County Commissioners (Resolution No. 15-04)**
- b. Authorizing 2015 Property Tax Levy Increase for Collection in 2016 (Resolution No. 15-05)**
- c. Levying the Regular Property Taxes for SCLD for Collection in 2016 (Resolution No. 15-06)**
- d. Declaration of Substantial Need for Purposes of Establishing the Levy Limit Factor for 2015 Property Taxes for Collection in 2016 (Resolution No. 15-07)**
- e. Board Direction to Staff**

## Background:

The Preliminary Budget presented as Exhibit A to the resolution has only two changes from the budget that was presented at the October 20 meeting. The total property tax levy has been increased by \$30,000 to \$11,050,000, to accommodate the potential increase in state-assessed property final valuation. We have also increased the operating contingency by \$30,000 to \$110,000 to match. The net result of this still presents a balanced budget for 2016.

As mentioned at the October meeting, the inflation measurement used by the state, per RCW 84.55.005, reported a mere 0.251% increase. Again, per RCWs, if this amount is less than 1%, the District must also pass a resolution demonstrating substantial need for a 1% increase to be used to calculate the levy. Resolution 15-07 is included to accomplish this requirement.

## Recommended Action: Board motion to approve the following budget resolutions

- Resolution No. 15-04 - Adopting a 2016 Preliminary Budget and Certifying It to the Board of County Commissioners.
- Resolution No. 15-05 - Authorizing 2015 Property Tax Levy Increase for Collection in 2016.
- Resolution No 15-06 - Levying the Regular Property Taxes for SCLD for Collection in 2016.
- Resolution No 15-07 – Declaration of Substantial Need for Purposes of Establishing the 2016 Levy Limit Factor.

**RESOLUTION NO. 15-04**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, ADOPTING A 2016 PRELIMINARY BUDGET; CERTIFYING TO THE BOARD OF COUNTY COMMISSIONERS OF SPOKANE COUNTY THE DISTRICT'S 2016 PRELIMINARY BUDGET; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.**

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

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

WHEREAS, Spokane County Library District, Spokane County, Washington (the "District") is a rural library district duly organized and existing under and by virtue of the Constitution and the laws of the State of Washington;

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

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

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

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

WHEREAS, the Board has made a preliminary determination of funding necessary for normal 2016 maintenance and operation of the District, which is reflected in a 2016 Preliminary Budget;

WHEREAS, pursuant to RCW 27.12.210(4) and RCW 84.52.020, the Board has determined to certify said 2016 Preliminary Budget to the Board of County Commissioners of Spokane County.

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

**Section 1: ADOPTION OF 2016 PRELIMINARY BUDGET**

The Board adopts a 2016 Preliminary Budget as follows:

General Operating Fund (001-661): \$ 11,898,100  
Capital Projects Fund (008-661): \$ 325,000

**Section 2: CERTIFICATION OF 2016 PRELIMINARY BUDGET**

The Board hereby certifies to the Board of County Commissioners of Spokane County the 2016 Preliminary Budget (a copy of which is attached hereto as Exhibit A and B, and incorporated herein by reference), which includes estimates of the 2016 beginning and ending cash balances.

**Section 3: EFFECTIVE DATE**

This resolution shall be effective immediately upon its adoption and approval.

ADOPTED by the Board of Trustees of Spokane County Library District, Spokane County, Washington, at a regular meeting thereof, notice of which was given as required by law, held on this 24<sup>th</sup> day of November 2015.

SPOKANE COUNTY LIBRARY DISTRICT  
Spokane County, Washington

\_\_\_\_\_  
Mark Johnson, Chair  
Board of Trustees

ATTEST

\_\_\_\_\_  
Nancy Ledeboer  
Secretary to the Board of Trustees



EXHIBIT A

<b>Spokane County Library District</b>	
<b>2016 Preliminary General Operating Fund Budget</b>	
<b>General Operating Fund</b>	
<b>REVENUES</b>	
PROPERTY TAXES	\$ 11,050,000
LESS: TAX INCREMENT FINANCING AREAS (TIF'S)	(47,000)
CONTRACT CITIES - AIRWAY HEIGHTS	246,000
CONTRACT CITIES - SPOKANE	102,000
FINES & FEES	256,900
E-RATE REIMBURSEMENTS	173,000
INTEREST EARNINGS AND OTHER	62,200
<b>TOTAL REVENUES BEFORE GRANTS &amp; DONATIONS</b>	<b>11,843,100</b>
GRANTS & DONATIONS	55,000
TRANSFERS IN	-
<b>TOTAL REVENUES &amp; TRANSFERS IN</b>	<b>\$ 11,898,100</b>
<b>EXPENSES</b>	
SALARIES	5,963,523
FRINGE BENEFITS	1,959,251
SUPPLIES	179,001
SERVICES	1,652,505
LIBRARY MATERIALS	1,385,800
ELECTRONIC LIBRARY MATERIALS	200,000
LIBRARY PROGRAMS	56,500
OPERATIONAL CONTINGENCIES	110,000
<b>TOTAL EXPENSES BEFORE CAPITAL &amp; GRANT SUPPORTED PROGRAMS</b>	<b>11,506,580</b>
CAPITAL EXPENDITURES	341,520
GRANT SUPPORTED PROGRAM EXPENSES	50,000
TRANSFERS OUT	-
<b>TOTAL EXPENSES &amp; TRANSFERS OUT</b>	<b>\$ 11,898,100</b>
<b>NET EXCESS OF REVENUES OVER (UNDER) EXPENSES</b>	<b>\$ -</b>
Estimated Beginning Fund Balance: January 1, 2016	\$ 4,431,000
Net Excess of Revenues over (under) Expenses	-
Estimated Ending Fund Balance: December 31, 2016	<b>\$ 4,431,000</b>

<b>EXHIBIT B</b>	
<b>Spokane County Library District</b>	
<b>2016 Preliminary Capital Projects Fund Budget</b>	
<b>Capital Projects Fund</b>	
<b>REVENUES</b>	
Interest Earnings	\$ 5,000
<b>TOTAL REVENUES</b>	<b>\$ 5,000</b>
<b>EXPENSES</b>	
Capital Improvements to the North Spokane and Spokane Valley Libraries	325,000
<b>TOTAL EXPENSES</b>	<b>\$ 325,000</b>
<b>NET EXCESS OF REVENUES OVER (UNDER) EXPENSES</b>	<b>\$ (320,000)</b>
Estimated Beginning Fund Balance: January 1, 2016	\$ 1,244,200
Net Excess of Revenues over (under) Expenses	(320,000)
Estimated Ending Fund Balance: December 31, 2016	<b>\$ 924,200</b>

**RESOLUTION NO. 15-05**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, AUTHORIZING A 2015 PROPERTY TAX LEVY INCREASE FOR COLLECTION IN 2016 AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO.**

**SPOKANE COUNTY LIBRARY DISTRICT  
Spokane, Washington**

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

WHEREAS, Spokane County Library District, Spokane County, Washington (the “District”) is a rural county library district duly organized and existing under and by virtue of the Constitution and the laws of the State of Washington; and

WHEREAS, the District actual property tax levy amount from the previous year was \$10,716,986.70; and

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

WHEREAS, the Board of Trustees (the “Board”) gave proper notice of the public hearing held October 20, 2015, to consider the District’s current expense budget for the 2016 fiscal year, pursuant to RCW 84.55.120; and

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

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

**Section 1: DETERMINATION OF PROPERTY TAX LEVY INCREASE**

The Board hereby determines that an increase in the regular property tax levy is hereby authorized for the 2015 levy to be collected in 2016 in the amount of \$152,610.30, which is a percentage increase of one point four two four percent (1.424%) from the previous year.

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

**Section 2: EFFECTIVE DATE**

This resolution shall be effective immediately upon its adoption and approval.

ADOPTED by the Board of Trustees of Spokane County Library District, Spokane County, Washington, at a regular meeting thereof, held this 24<sup>th</sup> day of November 2015.

SPOKANE COUNTY LIBRARY DISTRICT  
Spokane County, Washington

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Mark Johnson, Chair  
Board of Trustees

ATTEST

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Nancy Ledeboer  
Secretary to the Board of Trustees

**RESOLUTION NO. 15-06**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, LEVYING THE REGULAR PROPERTY TAXES FOR SPOKANE COUNTY LIBRARY DISTRICT FOR COLLECTION IN 2016 TO DISCHARGE ANTICIPATED DISTRICT EXPENSES AND OBLIGATIONS FOR THE 2016 CALENDAR YEAR; CERTIFYING SAID AMOUNT TO THE BOARD OF COUNTY COMMISSIONERS OF SPOKANE COUNTY; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.**

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

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

WHEREAS, Spokane County Library District, Spokane County, Washington (the "District") is a rural library district duly organized and existing under and by virtue of the Constitution and the laws of the State of Washington;

WHEREAS, the District is authorized to levy not more than \$0.50 per thousand dollars of assessed valuation within limitations set forth in RCW Chapter 27.12.050;

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

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

WHEREAS, the Board has determined an estimate of the amount of property tax funding necessary for normal 2016 maintenance and operation of the District, which is reflected in the 2016 Preliminary General Operating Fund budget adopted by Resolution No. 15-04;

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

WHEREAS, the Board of Trustees (the “Board”) gave proper notice of the public hearing held October 20, 2015, to consider the District’s current expense budget for the 2016 fiscal year, pursuant to RCW 84.55.120;

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

**Section 1: LEVY AMOUNT TO BE RAISED BY PROPERTY TAXES FOR THE 2016 GENERAL OPERATING FUND BUDGET**

The Board hereby adopts a 2015 property tax levy for collection in 2016 in the amount of \$11,050,000.

**Section 2: CERTIFICATION OF 2016 PROPERTY TAX LEVY**

The Board hereby certifies to the Board of County Commissioners of Spokane County the 2015 property tax levy for collection in 2016.

**Section 3: EFFECTIVE DATE**

This resolution shall be effective immediately upon its adoption and approval.

ADOPTED by the Board of Trustees of Spokane County Library District, Spokane County, Washington, at a regular meeting thereof, notice of which was given as required by law, held on this 24<sup>th</sup> day of November 2015.

SPOKANE COUNTY LIBRARY DISTRICT  
Spokane County, Washington

\_\_\_\_\_  
Mark Johnson, Chair  
Board of Trustees

ATTEST

\_\_\_\_\_  
Nancy Ledeboer  
Secretary to the Board of Trustees

**RESOLUTION NO. 15-07**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, MAKING A DECLARATION OF SUBSTANTIAL NEED FOR PURPOSES OF ESTABLISHING THE LEVY LIMIT FACTOR FOR 2015 PROPERTY TAXES TO BE COLLECTED IN 2016.**

**SPOKANE COUNTY LIBRARY  
DISTRICT Spokane, Washington**

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

WHEREAS, Spokane County Library District, Spokane County, Washington (the "District") is a rural county library district duly organized and existing under and by virtue of the Constitution and the laws of the State of Washington;

WHEREAS, RCW 84.55.010 and 84.55.092 provides that a taxing jurisdiction may levy taxes in an amount of no more than the limit factor multiplied by the highest lawful levy since 1985 plus additional amounts resulting from new construction, improvements to property, newly constructed wind turbines, and any increase in the value of state-assessed property;

WHEREAS, under RCW 84.55.005(2)(c), the limit factor for jurisdictions with a population of 10,000 or over is the lesser of one hundred one percent (101%) or one hundred percent (100%) plus inflation;

WHEREAS, RCW 84.55.005(1) defines "inflation" as the percentage change in the implicit price deflator for personal consumption expenditures for the United States as published for the most recent 12-month period by the Bureau of Economic Analysis of the federal Department of Commerce in September of the year before the taxes are payable;

WHEREAS, "inflation" for July 2015 is .251% and the limit factor is 100.251 percent;

WHEREAS, RCW 84.55.0101 provides for use of a limit factor of one hundred one percent (101%) or less with a finding of substantial need by a majority plus one approval of the board when the Board consists of more than four members;

WHEREAS, the District is a local taxing district with a population of more than 10,000;

WHEREAS, the Board of Trustees of the District has met and considered its budget for the fiscal year 2016;

WHEREAS, the Board, in the course of considering the budget for 2016 has reviewed all sources of revenue and examined all anticipated expenses and obligations;

WHEREAS, the Board has determined that, due to the factors listed herein, the Board finds that there is a substantial need to increase the regular property tax limit factor above the 100.251 percent rate of inflation established by the Department of Revenue;

1. Property taxes comprise 93% of the District's annual revenue and under RCW 27.12.270, the District cannot augment its income by charging fees for library services.
2. The Washington State Department of Retirement Systems, Public Employee Retirements System (PERS) increased on July 1, 2015, the mandatory employer contribution rate from 9.21% of total salaries to 11.18% of total salaries. The impact of this cost increase on the 2016 budget is estimated to be approximately \$70,000.
3. The Association of Washington Cities Employee Benefit Trust announced an increase of between 5% and 9% on the cost of the District's comprehensive employee medical insurance plans. The impact of this cost increase on the 2016 budget is estimated to be approximately \$55,500.
4. The City of Spokane, in accordance with the interlocal agreement between the District and the City of Spokane concerning the mitigation of the impact of the West Plains Annexation, will make one final reduction in this payment in 2016. The impact of this revenue reduction on the 2016 budget is approximately \$31,500.

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

**Section 1: DETERMINATION OF SUBSTANTIAL NEED**

The Board hereby determines that based on the aforementioned factors, there is substantial need for a 2015 property tax levy to be collected in 2016 that exceeds 100.251 percent.

**Section 2: ESTABLISHING A LEVY LIMIT FACTOR FOR PROPERTY TAXES TO BE COLLECTED IN 2016**

The Board further determines that the limit factor for the District's regular levy to be collected in the calendar year 2016 shall be one hundred and one percent (101.0%) of the highest amount of regular property taxes that could have been lawfully levied in this taxing district in any year since 1985.



**Section 3: EFFECTIVE DATE**

This resolution shall be effective immediately upon its adoption and approval.

ADOPTED by the Board of Trustees of Spokane County Library District, Spokane County, Washington, at a regular meeting thereof, notice of which was given as required by law, held on this 24<sup>th</sup> day of November 2015.

SPOKANE COUNTY LIBRARY DISTRICT  
Spokane County, Washington

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Mark Johnson, Chair  
Board of Trustees

ATTEST

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Nancy Ledeboer  
Secretary to the Board of Trustees

## **PUBLIC RECORDS**

### **Background**

The District complies with state law which allows members of the public to request records related to District operations. Records pertaining to what members read or their use of library resources are exempt by law. This policy affirms the District's commitment to provide access to public records while acknowledging that some records are exempt.

The suggested policy revisions include an added reference to the Confidentiality of Library Records Policy.

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

Recommended Action: Board motion to approve the Public Records Policy as revised.

SPOKANE COUNTY LIBRARY DISTRICT

**DRAFT**

**POLICY: PUBLIC RECORDS**

Approval Date: July 15, 2008

Latest Review and Reaffirmation Date: ~~September 21, 2010~~ **November 17, 2015**

RELATED POLICIES:

**Confidentiality of Library Records**

STATUTORY REFERENCES: ~~CHAPTER RCW 42.56 RCW;~~ **WAC 44-14**

**Purpose**

**To affirm Spokane County Library District's commitment to making public information available upon request as determined by law while maintaining confidentiality of member records.**

**Background-General Policy**

Spokane County Library District (SCLD) follows the requirements of ~~Chapter 42.56 RCW,~~ commonly known as the Public Records Act. A public record, as defined in state law, includes any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by any state or local agency regardless of form or characteristics, except as exempted in statute. A writing is further defined as every means of recording any form of communication or representation.

**Policy**

**The public may request access to District records in accordance with state law. Records pertaining to confidential member records are exempt by law and shall not be made available.** The Public Records Act Model Rules (~~Chapter 44-14 WAC~~) shall **serve as** the basis for **how the District responds to public records requests.** ~~procedures carrying out the intent of the Public Records Act.~~ The Executive Director **shall designate a** ~~is authorized to adapt the Model Rules, as required, for District use and to appoint the District~~ **Officer to review requests.**

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

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

SPOKANE COUNTY LIBRARY DISTRICT

**CURRENT POLICY**

**POLICY: Public Records**

Approval Date: July 15, 2008

Latest Review and Reaffirmation Date: September 21, 2010

RELATED POLICIES:

None

STATUTORY REFERENCES: CHAPTER 42.56 RCW

**General Policy**

Spokane County Library District (SCLD) follows the requirements of Chapter 42.56 RCW, commonly known as the Public Records Act. A public record, as defined in state law, includes any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by any state or local agency regardless of form or characteristics, except as exempted in statute. A writing is further defined as every means of recording any form of communication or representation.

The Public Records Act Model Rules (Chapter 44-14 WAC) shall form the basis for District procedures carrying out the intent of the Public Records Act. The Executive Director is authorized to adapt the Model Rules, as required, for District use and to appoint the District Public Records Officer.

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.

## Amendment No. 1 to Community Revitalization Financing and Tax Increment Area Agreement (Resolution No. 15-08)

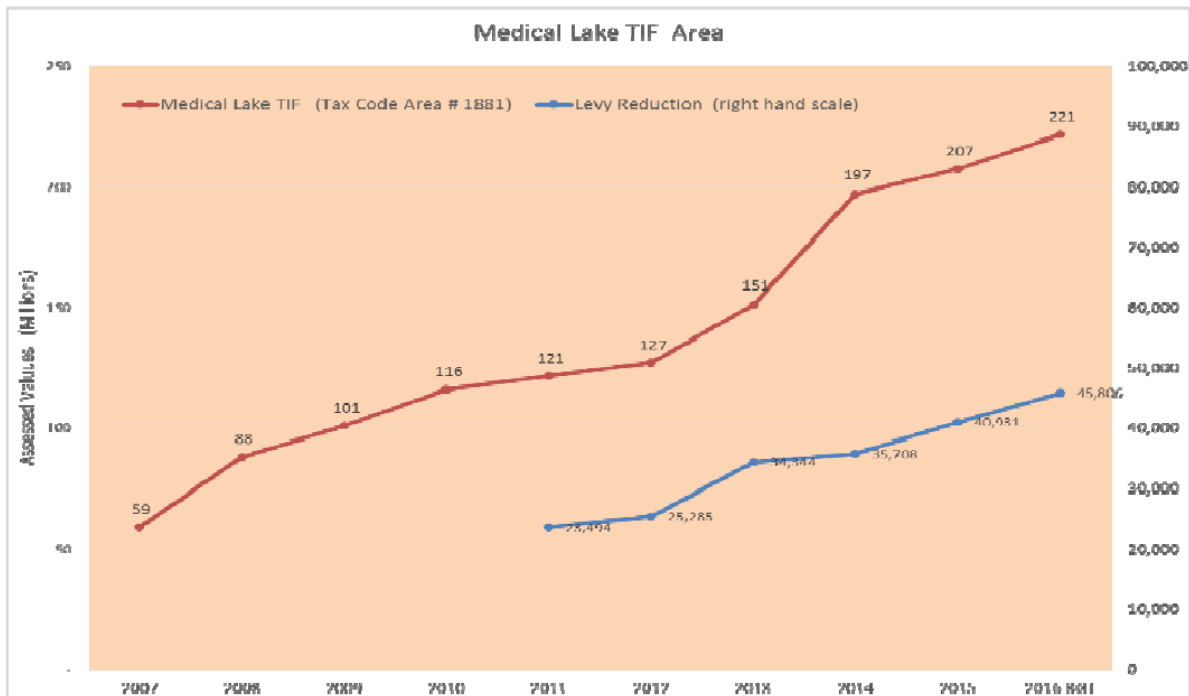
### Background:

In 2006, Spokane County created an area known as the Spokane County Increment Area No. 2006-01, now commonly known as the Medical Lake Tax Increment Financing Area (TIF). At that time the District approved a resolution and related agreement to become a participant of this TIF area. The original duration of this area was to be 20 years.

The TIF agreement provides for 75% of the Library District's regular tax levy derived from the increase in real property assessed value within this TIF to be apportioned to the TIF for financing the area's public improvements. The agreement does not apply to increases in taxable personal property.

The chart below shows the initial assessed value of this TIF area, and the increasing amount of valuation since creation and the accompanying portion of property tax levy apportioned to the TIF.

Recently, we received notice from the county that they wish to extend the duration of this TIF area for an additional 10 years, moving the expiration out to 2036, and have asked us to approve this extension. As we determined this was in the best interest of the area's taxpayers at the time of initial creation and have not changed that determination, we recommend that the District approve this request for extension.



**Recommended Action:** Board motion to approve Resolution No. 15-08, Amendment No. 1 to Community Revitalization Financing and Tax Increment Area Agreement.

**RESOLUTION NO. 15-08**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, APPROVING AMENDMENT NO. 1 TO COMMUNITY REVITALIZATION FINANCING AND TAX INCREMENT AREA AGREEMENT; AUTHORIZING THE EXECUTION OF SUCH AMENDMENT NO. 1; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO.**

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

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

WHEREAS, the Spokane County Library District, Spokane County, Washington (the "Library District"), is a rural county library district duly organized and existing under and by virtue of the Constitution and the laws of the state of Washington;

WHEREAS, Spokane County, Washington (the "County") has created an increment area known as Spokane County Increment Area No. 2006-01 ("IA No. 2006-01") to acquire, construct and install certain public improvements within the boundaries of IA No. 2006-01;

WHEREAS, pursuant to RCW 27.12.212, the Library District entered into a Community Revitalization Financing and Tax Increment Area Agreement (the "Agreement") with the County, dated on or about July 18, 2006, in connection with IA No. 2006-01; and

WHEREAS, the Board of Trustees of the Library District (the "Board") has agreed with the County to extend the term of the Agreement and to execute and deliver an amendment to the Agreement to memorialize the foregoing.

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

**Section 1: Approval of Amendment No. 1 to the Agreement**

The Amendment No. 1 to Community Revitalization Financing and Tax Increment Area Agreement attached hereto as Exhibit "A" ("Amendment No. 1") is hereby approved.

**Section 2: Execution**

The Executive Director of the Library District is authorized to execute Amendment No. 1 on behalf of the Library District.

**Section 3: Miscellaneous**

The Chair of the Board and the Executive Director of the Library District are each further authorized to execute such other documents and take such actions as are necessary to further accomplish the purposes of Amendment No. 1.

**Section 4: Repealer**

All resolutions or parts thereof in conflict herewith are, to the extent of such conflict, repealed, and shall have no further force or effect.

**Section 5: Effective Date**

This Resolution shall be effective immediately upon its adoption.

ADOPTED by the Board of Trustees of Spokane County Library District, Spokane County, Washington, at a regular meeting thereof, notice of which was given as required by law, held on this 24<sup>th</sup> day of November 2015.

SPOKANE COUNTY LIBRARY DISTRICT  
Spokane County, Washington

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Mark Johnson, Chair  
Board of Trustees

ATTEST

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Nancy Ledeboer  
Secretary to the Board of Trustees

**EXHIBIT “A”  
AMENDMENT NO. 1 TO COMMUNITY REVITALIZATION  
FINANCING AND TAX INCREMENT AREA AGREEMENT.**

**THIS AMENDMENT NO. 1 TO COMMUNITY REVITALIZATION FINANCING AND TAX INCREMENT AREA AGREEMENT** (this “Amendment No. 1”), dated as of November 17, 2015, is entered into by and between the Spokane County Library District, Spokane County, Washington (the “Library District”) and Spokane County, Washington (the “County”).

**WITNESSETH:**

WHEREAS, the Library District and the County have previously entered into the Community Revitalization Financing And Tax Increment Area Agreement dated on or about July 18, 2006 (the “Agreement”); and

WHEREAS, the Library District and the County have agreed to extend the term of the Agreement and to execute and deliver this Amendment No. 1 to memorialize the foregoing.

NOW, THEREFORE, in consideration of the foregoing and other valuable consideration, the receipt and sufficiency of which are hereby acknowledged, each of the Library District and the County agree as follows:

**Section 1. Definitions**

All capitalized terms used herein and not defined shall have the meaning assigned to such terms in the Agreement.

**Section 2. Amendment to Section 1 of the Agreement**

Section 1 of the Agreement is hereby amended as follows (stricken words denote deletions and double-underlined words denote additions):

“*Section 1.* The term of this Agreement (the “Term”) shall be for a period of ~~20~~ 30 years from the date the tax allocation revenues generated from the Increment Area are first collected.”

**Section 3. Full Force and Effect**

The Agreement is hereby amended to the extent provided in this Amendment No. 1 and, except as specifically provided herein, the Agreement shall remain in full force and effect in accordance with its terms.



**Section 4. Counterparts**

This Amendment No. 1 may be executed in any number of counterparts, each of which, when so executed and delivered, shall be an original, but such counterparts shall together constitute one Amendment No. 1.

**Section 5.** This Amendment No. 1 will be effective only when signed by each of the Library District and the County and then only as of the last date of execution.

IN WITNESS WHEREOF, the Spokane County Library District and Spokane County have each executed this Amendment No. 1 as of the date(s) set forth below.

SPOKANE COUNTY LIBRARY DISTRICT  
Spokane County, Washington

\_\_\_\_\_  
Nancy Ledeboer,  
Executive Director and Secretary to the Board  
of Trustees

Date: November 24, 2015  
( S E A L )

SPOKANE COUNTY, WASHINGTON

\_\_\_\_\_  
Todd Mielke, Chair

\_\_\_\_\_  
Shelly O'Quinn, Vice Chair

\_\_\_\_\_  
Al French, Commissioner

Date: \_\_\_\_\_, 2015

ATTEST:

\_\_\_\_\_  
Ginna Vasquez, Clerk of  
the Board of County Commissioners

( S E A L )

## **2016 BOARD OF TRUSTEES' MEETINGS AND PRESENTATIONS**

### **Background:**

The following information provides the regular monthly meeting schedule and locations for 2016. Also included is the monthly policies review and Overview and Spotlight presentations for 2016.

**Recommended Action:** Board motion to adopt the meeting and presentations schedule for 2016. The Board of Trustees is encouraged to provide direction for meeting content or future topics of interest at any time.

## 2016 Board of Trustees' Meeting Schedule

Month	Location	Policy Review	Overview
January 19	Airway Heights Library	Volunteer Program	Wellness
February 16	Argonne Library	Facility Use for Political Purposes	Origins Exhibit Report
March 15	Cheney Library	Partnership and Sponsorship and Code of Conduct	Friends of SCLD
April 19	Otis Orchards Library	Memberships in Organizations	Risk Management & Liability
May 17	Moran Prairie Library	Personnel Policy and Member Privileges and Responsibilities	Social Media demos
June 21 (Includes Special Meeting)	Argonne Library*	Annexation of Cities and Towns to Library District and Fixed Assets	E-Rate
➤ July 19/ <b>August 23</b>	Fairfield Library	Collection Development	<b>Service Priority 1</b>
September 20	North Spokane	Social Media	<b>Service Priority 2</b>
October 18	Argonne**	Personnel Policy and Friends of the Library	<b>Service Priority 3</b>
November 15	Argonne***	Computer, Wireless Network and Computer Use	<b>Service Priority 4</b>
December 20 (holiday party follows)	Argonne	and Bulletin Boards and Community Interest Publications	

### Spotlight

- \* Deer Park Library
- \*\* Medical Lake
- \*\*\*SV Library

- = With Board of Trustees' approval, the **August** meeting, if held, will be the fourth Tuesday of the month, one week later than usual to accommodate staff schedules.

### Important Dates:

- January 21 WLA Library Legislative Day in Olympia
- April 27-29 WLA Annual Conference in Spokane
- April 23 (Saturday) Friends Helping Friends at MP

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

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

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

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

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<b><i>Policy/Last Affirmation and or Revision Date</i></b>	<b><i>Responsible Manager</i></b>	<b><i>Next Review Date</i></b>
1. Access to Library Services (09/13)	Executive Director	09/15
2. Annexation of Cities & Towns to the Library District (07/14)	Executive Director	06/16
3. Bulletin Boards and Community-Interest Publications (12/14)	Public Services	12/16
4. Children's Safety in Libraries (3/13)	Public Services	03/15
5. Code of Conduct (03/14)	Public Services	06/15
6. Collection Development (10/14)	Collection Services	09/16
7. Computer, Wireless Network and Internet Use (11/14)	Executive Director	11/16
8. Confidentiality of Library Records (04/13)	Executive Director	04/15
9. Exhibits and Displays (02/13)	Public Services	02/15
10. Emergency Closure of Facilities (11/13)	Executive Director	10/15
11. Facility Use for Political Purposes (02/14)	Executive Director	02/16
12. Financial Management (09/14)	Business	07/16
13. Fixed Assets (09/14)	Business	07/16
14. Friends of the Library (09/14)	Communication	11/16
15. Gifts (08/13)	Executive Director	01/15
16. Library Meeting Room Use (09/14)	Public Services	02/16
17. Member Privileges and Responsibilities (09/14)	Public Services	05/16
18. Memberships in Organizations (04/14)	Executive Director	04/16
19. Personnel ( <i>various dates</i> ) (10/14)	HR	May/Oct
20. Partnership and Sponsorship (02/14)	Public Services	03/16
21. Public Art in District Facilities (05/14)	Executive Director	12/15
22. Public Records (09/10)	Executive Director	11/15
23. Purchasing (09/13)	Business	07or08/15
24. Social Media (09/14)	Communication	10/16
25. Travel (05/11)	Executive Director	05/15
26. Volunteer Program (01/14)	HR	01/16
27. 3D Printing Services (09/15) - new	Public Services	09/17

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**FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: DECEMBER /JANUARY 2016**

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

- Community Engagement Plan
- Public Art in District Facilities Policy
- 2016 Budget
  - a. Adopting a 2016 Final Budget (Resolution No. 15-09): Approval recommendation.
- 2015 Work Plan/Year in Review and 2016 Work Plan
- 2016 Board of Trustees' Officers Election
- Recognition of Retiring Trustee Tim Hattenburg

Please send requests for agenda additions or changes to the Board Chair or Patty no later than Monday, Nov. 30, for inclusion in the preliminary agenda to be sent Dec. 2. Meeting packets will be mailed Dec. 9.

***January 19, 2015: Airway Heights Library (4:00 p.m.)***

- Welcome Incoming Trustee (Tentative)
- Volunteer Program Policy
- WLA Library Legislative Day Briefing/Key Issues
- Library Spotlight – Airway Heights Library
- Overview - Wellness

**SPECIAL MEETINGS AND ACTIVITIES**

**Dec 15** Holiday gathering held at the Reception Area of District Offices following the Board Meeting. No further business will be conducted.

**2016**

**Jan 21** WLA Library Legislative Day (Olympia, WA)

**Apr 23** Friends Helping Friends (Moran Prairie, Saturday, 9am-noon)

**Apr 27-29** WLA Annual Conference (The Davenport Hotel, Spokane)

## EXECUTIVE DIRECTOR'S REPORT OCTOBER 2015

### Administration

#### Business Office, Finance and Facilities (Rick Knorr)

##### Preliminary Budget

This month we will present the 2016 budget for formal adoption by resolution and ultimate submission to the county. There is only one pair of changes from last month's hearing and budget presentation. Both property tax revenue and the operational contingency have increased by \$10,000. Preliminary information received from the Assessor's Office indicates the state-assessed property values may increase by more than what was originally anticipated. We will not receive final certified state-assessed property values until December, but as done in prior years, we will budget for all that is anticipated. Otherwise, there are no other proposed changes to the 2016 budget.

##### Medical Lake TIF

Presented this month is a resolution extending the term of the Medical Lake Tax Increment Financing Area (TIF) for another 10 years. The suggested revised expiration will be 2036. We approved becoming a participant in this TIF area when it was originally formed in 2006 and are recommending that we accept the County's request and approve the extension.

##### October Financial Report

The financial report is for results through 10 months. We received the majority of the second half of tax levy payments this month, and the resulting total tax revenues are now close to 93% of budget. Our end-of-month fund balance is \$5,834,000, which is almost six (6) months cash on hand. October, like April, is a high point for cash on hand. Total expenses are a little over 78% of total budget, compared to the 83% target, which continues to meet expectations of generating the excess of revenues at the end of 2015, allowing us to make the \$300,000 transfer to the capital projects fund that we proposed per our 2016 budget and capital facility plan.

##### Facilities

We have had detailed discussions with the local representatives for the "Kalwall" skylight roof product installed at the Spokane Valley Library that will be 30 years old next year. We discussed the District's preferred choice of performing one more cycle of maintenance, with the goal to gain another three to five years of useful life. This gives us ample time to think through each and every potential remodel idea before doing a complete roof replacement. Concurrently, we have gathered advice and further analyzed the gutter and drainage of the roof and discovered an area within the gutter system that could very well be the source of the leaks. Facilities Manager Dave Rennick and staff made the necessary repairs and now we wait and see. It looks like we made the transition from summer to fall/winter, and this round of wet weather has caused other roof leaks. Moran Prairie has been temporarily patched pending a better window for the permanent repair to membrane roof at that branch. Otis Orchards sprung a leak from the recent rain; a smaller leak and easier to repair, it is already complete.

##### Human Resources (Paul Eichenberg)

- Recruited for four (4) Public Services Associates, a Library Assistant, and Library Services Manager.
- One employee retired and two employees voluntarily resigned.
- Five employees were reclassified.
- One employee was promoted.

- Two employees transferred.
- The District's latest Wellness program, the Gratitude Graffiti Project, has started with 48 employees signed up to participate. Each library has dedicated space for employees and members to write a personal statement of gratitude. The program will run for forty (40) days.

#### Information Technology (Doug Stumbough)

- The final (replacement) parts for the new 3D Printer arrived and the printer is now out on the first floor at Spokane Valley. We also worked with the printing and payment vendor Skyforge to get a few additional settings fixed and ready for public printing in January.
- The upgrade and data consolidation projects to timesheet and employee record software that was started last month was completed.
- The new Location pages were launched, featuring an Around Town section highlighting events in each library's area.
- Much troubleshooting was done on several minor but annoying issues with the software station reservation and print management software. With no support from the vendor, we will be looking for a replacement solution in the near future.
- Work continued on the test site for the Getting Ready for Kindergarten project, which will launch in November.
- A variety of work related to the phone and phone system was done this month, including research and testing of solutions to support staff mobility in the libraries, continued investigation of the E911 masked number issue, and multiple small updates and upgrades to backend services in preparation for a major software update to the phone servers in November.
- As part of our efforts to support the Friends, work was done on the [www.scldfriends.org](http://www.scldfriends.org) to add a banner and link so visitors to their site can support their group through the AmazonSmile program.
- Following up on an idea recommended by the Innovation Team, research and testing began on thermal receipt printers to provide a more readable receipt for members.
- Research was compiled on TV monitor and stand options for use during the Human Origins display in January.
- As a response to a request from staff, our Desktop Administrator Drew was able to create a small program that allows the SCLD branded USB flash drives to be safely "scrubbed and sanitized" in each library, allowing reuse of the flash drives by the public without worry of anyone recapturing old data.
- Drew also put together a two-part training video for the software that covers the basic and advanced features of the custom software he wrote for our disc carousels.
- After years of diminishing use and the proliferation of scanning and emailing, dedicated fax machines were removed from most locations.
- IT staff worked closely with Facilities, Collection Services, and Public Services staff to finalize work area changes at CS and Cheney.

#### Collection Services (Andrea Sharps)

- We ordered 1,857 titles and 5,710 copies in October. The number of titles ordered is up from last month, and the number of copies ordered is down from last month.
- With 83.33% of the year done, total library materials expended stands at 79.69%.
- We processed, added to the system, and sent out to the libraries 5,428 items in October. This is up from last month.



- Downloadable lending through OverDrive was down a little in October from September. A total of 31,557 audiobook and eBook items circulated in October. Members placed a total of 9,429 holds, and there were 4,677 unique users with titles checked out.
- Midwest Tape's *hoopla*, a streaming media service, saw an increase in circulation in October over September. A total of 1,201 titles including audiobooks (281), comics/graphic novels (90), eBooks (68), movies (348), full-length albums (321) and television shows (93) circulated in October for a combined cost of \$2,285 and an average cost per circulation of \$1.90. A total of 46 new patrons registered in the month, and there were 313 active users recorded.
- We loaned 386 items to other libraries and borrowed 528 items from other libraries for 914 total interlibrary loan transactions processed in October.
- Youth Collection Development Librarian Sheri Boggs participated in the first Spokane Youth Book Festival ("Spoyo") on 10/9. She attended the author reception at Atticus and the S.E. Grove headliner event at the Bing. Sheri also staffed a District resource table and provided transportation for several authors.
- We had the first ever Friends reception for the Spokane Is Reading author at MP on 10/28 with 47 appreciative attendees. The 2015 Spokane Is Reading title was *Station Eleven* by Emily St. John Mandel. There were 170 people in attendance at the 1:00PM presentation at CenterPlace, and 286 attendees at the 7:00PM program at the Bing. All in all, a very successful program with 503 total participants!
- Youth Collection Development Librarian Sheri Boggs reports that the NaNoWriMo One Day Mini-Conference held on 10/31/15 at MP was a big success! All four sessions were full. Sheri worked with Library Services Manager Gwendolyn Haley to contact and update the workshop leaders (local authors Trent Reedy, Maureen McQuerry, Bruce Holbert and Steve Wallenfels) and to schedule sessions and one-on-one critique appointments. SCBWI asked to partner with us in lieu of its fall workshop and provided several volunteers for the one-one-one sessions (including Mary Cronk Farrell) as well as a check to contribute to the refreshments from Boots. Several authors have asked to be considered as workshop leaders next year.

### Executive Director Report & Community Activities (Nancy Ledeboer)

October was a celebration of the literary arts in Spokane. The Friends of SCLD's membership reception in September initiated a month of author and writing events. The Friends' event featured local authors reading from their works. Spokane Youth Book Festival (SPOYO), a writers' workshop for youth, was held the first weekend in October. Authors were invited to a reception with community members at Atticus Coffee & Gifts the night prior to the workshops. This event is an extension of Get Lit!, bringing in authors to lead workshops for young writers. Humanities Washington held its annual Bedtime Stories fundraiser at the Spokane Club to raise funds for Prime Time Family Reading. Spokane is Reading offered two presentations by Emily St. John Mandel based on her novel, *Station Eleven*. Ms. St. John Mandel also met with Friends from the supporting libraries at a reception held to thank them for their support. The National Novel Writer's Month workshop bookended this month of literary programs. Throughout the month, THRIVE programs based upon the theme of *Station Eleven*, "*survival is insufficient*," were well attended at all libraries.

October is also the month we finalize the budget and make adjustments based upon direction from the Board. We continue to monitor expenditures for 2015 in anticipation of having an ending fund balance that will fund capital projects proposed for next year. After waiting for months to complete the survey and platting of the Upriver Drive property, we were surprised at how fast the sale was completed. The new owners commenced a major cleanup of the property in preparation of a major remodel.

The Greater Spokane Valley Chamber revealed the results of its year-long process to establish “The Big 5.” The five initiatives are Greater Outdoors, Greater Learning, Greater Goods, Greater Cures and Greater Vision. Several of these initiatives parallel SCLD’s vision for creating a community that learns, works, creates, and thrives together. Library staff will continue to work with the Chamber on efforts where there is mutual interest. I attended the Business Education Committee Meeting, where the group is tasked to develop actions that support Greater Learning. The Chamber’s Legislative Action Committee met every Tuesday this month to prepare a proposal for the Chamber Board to consider in anticipation of the 2016 Legislative session. Topics ranged from supporting full funding of McCleary and education to providing funds to “bridge the valley,” to give cities authority to recoup funds used to abate properties and opposition to increasing the minimum wage. The committee discussed the background, and a white paper will be presented to the Chamber board next month for its discussion.

I attended the GSI K-12 Roundtable. This group is attended by superintendents from across the county as well as by businesses that share an interest in supporting quality education for youth. The fall meeting provided an update on how schools are implementing all-day kindergarten and lowering class sizes within existing facilities. Most schools are at capacity and they do not have enough classrooms to address lower class sizes. Adding more classrooms in turn puts pressure on shared space, such as lunch rooms and playgrounds. Increased funding to improve quality education needs to take into consideration capital needs.

I met with Kathy Thamm of Community-Minded Enterprises (CME) and staff from the City of Spokane Valley to discuss how to move forward with a request for PEG funds for broadcast equipment. We determined that CME will receive the funds and purchase the equipment. We have drafted an agreement between SCLD and CME to provide equipment to be housed at the Spokane Valley Library. SCLD will provide content that will be broadcast by CME. The agreement is being reviewed by all parties with the intent that we can move ahead in the New Year.

Ms. Thamm accompanied me and Managing Librarian Aileen Luppert on a tour of HATCH, an arts incubation space providing classroom space, studios, and a gallery that will bring together a community of artists in the Spokane Valley. We met with Jesse Swanson, coordinator of this effort, about ways to develop partnerships with the library to encourage creativity and the arts.

This month I visited with Catherine Nero Lowry and Vanessa Strange at the Cheney Library. Plans are underway for next year’s Cheney Mayfest. The library has been a strong partner in this effort. They are now working with the community to celebrate local artists and would like to see an “art alley” created. Members of the Cheney community appreciate the quality of programming that has been offered at the library this year.

My goal is to visit with every Friends group at least once a year. This month I was able to attend Friends’ meetings in Airway Heights and Deer Park. Unfortunately I was not able to attend meetings that were held at Argonne and Spokane Valley, yet Communication & Development Officer Jane Baker was able to attend those meetings. We wanted to be sure all the Friends knew about the special reception held prior to Spokane is Reading with author Emily St. John Mandel. I was pleased to see Friends from Argonne, Deer Park, Moran Prairie, Otis Orchards, and Spokane Valley at the reception. We are also asking Friends to submit ideas for the next Friends Helping Friends Day, scheduled for next April. The Friends of SCLD met to discuss its membership event and make plans for the coming year. They would like to develop a budget and work toward goals agreed upon by the board.

An invitation to come together for an informal “Library Meet Up” was sent out to all INCOL libraries and nearby school libraries. Librarian Ree West took responsibility for organizing this event. We haven’t had a meeting like this since last fall. A small but engaged group of library staff from Spokane Public Library, SCLD, and Liberty Lake libraries met at Liberty Ciderworks to exchange ideas and foster new partnerships. The owners of this business are architects by day and brewers by night. One of the owner-hosts has a connection to the library through his parents who are both librarians.

In other community activities, I attended the EWI Board retreat and the monthly board meetings. This year I am serving as the Business/Career/Development Director with responsibility for serving as the board liaison to the Scholarship and Philanthropy committees. EWI will be hosting its national conference here this fall, a first ever for Spokane. During the conference, EWI will sponsor a Literacy Event to promote reading for young people. I attended the Scholarship Committee meeting and the Spokane Valley Partners monthly board meeting.

ITEM AND TITLE MONTHLY REPORT  
**October 2015**

	<u>ITEMS</u>				<u>TITLES</u>		
	ADULT	YOUTH	TOTAL		ADULT	YOUTH	TOTAL
<b>Total Materials</b>							
Print	175346	153955	<b>329301</b>		86077	50641	<b>136718</b>
Nonprint	62595	24696	<b>87291</b>		25885	7367	<b>33252</b>
Subtotal	<b>237941</b>	<b>178651</b>	<b>416592</b>		<b>111962</b>	<b>58008</b>	<b>169970</b>
Periodicals	11932	2048	<b>13980</b>		312	38	<b>350</b>
Total	<b>249873</b>	<b>180699</b>	<b>430572</b>		<b>112274</b>	<b>58046</b>	<b>170320</b>

	<u>ITEMS</u>			<u>TITLES</u>		
<b>OverDrive: eBOOKS</b>			<b>19644</b>			<b>23651</b>
Licensed eBOOKS			<b>27625</b>			<b>6171</b>
Audiobooks			<b>6171</b>			<b>16252</b>
Digital music			<b>1708</b>			<b>1708</b>
<b>OverDrive: Total</b>			<b>55148</b>			<b>47782</b>
<b>GRAND TOTAL</b>			<b>485720</b>			<b>218102</b>

<b>Print &amp; Nonprint</b>	(Totals year-to-date)		
<b>ADDITIONS</b>	ADULT	YOUTH	TOTAL
Print	23607	15701	39308
Nonprint	8847	2362	11209
<b>TOTAL</b>	<b>32454</b>	<b>18063</b>	<b>50517</b>
<b>DELETIONS</b>			
Print	33585	21133	54718
Nonprint	6703	3001	9704
<b>TOTAL</b>	<b>40288</b>	<b>24134</b>	<b>64422</b>

	<u>NET CHANGE</u> <u>YTD</u>		
	ADULT	YOUTH	TOTAL
Print	-9978	-5432	<b>-15410</b>
Nonprint	2144	-639	<b>1505</b>
Periodicals	261	63	<b>324</b>

NONPRINT = Cassbook, Cassette, CD, Cdbook, CDrom, DVD, Multimedia,  
MultCass, MultCD, VHSVideo, Playaway

PERIODICALS = Magazine, Microform, Newspaper, and Pamphlet

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

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

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

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

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

## Public Services Report October 2015

### In-Library Circulation

Circulation at the libraries in October was down from the same month in 2014 (-8%). Otis Orchards was the only location that saw an increase over the same month last year.

Use of the checkout stations accounted for 51% of all circulation in the libraries. More than half of in-library circulation at Fairfield (52%), North Spokane (56%), and Spokane Valley (69%) came through the self-checkout stations, while members at Cheney (26%) and Deer Park (20%) show a preference for staff-assisted checkout.

### 2015 Measures at a Glance

- Door count through October of 2015 (1,147,478) is down (-2%) compared to 2014 (1,168,693).
- Programming attendance (69,153) is up (8%) compared to same period in 2014 (64,238), and the number of programs offered has increased by 15% (2,743 in 2015 vs. 2,376 in 2014).
- Internet station bookings remain even through October 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
<b>Total Circulation</b>	219,828		2,237,731	236,723		2,265,803	-16,895		-28,072
Self-Check	78,237	42%		83,096	40%		-4,859	2%	
Digital Collection	32,758	15%	326,000	28,525	12%	274,841	4,233	3%	51,159
<b>Total Holds</b>	49,981		492,168	49,334		499,968	647		-7,800
By Customer	31,156	62%	320,810	31,539	64%	336,908	-383	-2%	-16,098
Digital Collection	9,429	19%	97,860	8,324	17%	86,257	1,105	2%	11,603
<b>Total Payments</b>	\$23,075.44		\$222,114.87	\$22,417.61		\$226,368.66	\$657.83		-\$4,253.79
Online	\$9,956.63	43%	\$94,072.73	\$9,106.30	41%	\$91,392.18	\$850.33	3%	\$2,680.55

### Security Incident Reports

There were 23 Security Incident reports filed this month, six more than last month (17), and six less than October 2014 (29). Spokane Valley had the most incidents reported with nine. The most frequently reported incidents related to general code of conduct violations (11), and disruptive behavior (8). One member at Spokane Valley was excluded for a day due to unacceptable behavior.

### Internet Filtering Update

Six requests to review blocked websites were received by staff this month, and 10 were received in September 2015. This month, four were not actual review requests, but were generated by library members attempting to access the WiFi network after hours. The other two were determined to be accurately filtered at the enhanced level.

### **Support Job Seekers and Local Business (Stacey Goddard)**

- Librarian Brian Vander Veen presented an overview of SCLD's business resources to a group of teachers during Riverside School District's staff day. Seven people attended.
- We had 14 individuals register as new IT Academy users in October, up from 10 in September. During the month, users enrolled in 39 new classes, up significantly from 14 in September.

- We did 75 Book-a-Librarian (BaL) sessions this month throughout the District, down one from September's 76 sessions.
  - In one session, Brian helped an individual sign up for Federal Student Aid ID, so they could apply for Income-Based Repayment.
  - In another, Brian helped someone with interest in a food delivery start-up with market research. This was a referral from SPL's Mark Pond.
- Librarian Sheree West met one-on-one with the owners of two startup businesses to teach them how to use the library's business resources.
  - One of them was on a team Sheree helped at last year's Startup Weekend Spokane. Now they are just about to go into production. She'll continue to follow their progress.
- We proctored seven exams this month throughout the District, up from September's three proctoring sessions.
- Sheree met four times during the month with Zach, our new Spokane Valley Tech intern. Zach and Ree are working on the next business education video, and plan to start filming next month.
  - As of the 31<sup>st</sup> of October, with one week to go before the Microsoft Office Specialist (MOS) Testing event we'll be hosting at the Argonne Library on November 7<sup>th</sup>, we have 44 of the 60 testing spots filled.

#### Connect Communities:

- SCLD Navigator staff completed four individual appointments where they helped individuals enroll in Apple Health (Medicaid). This is from the same as the four appointments in September. These lower numbers will be the norm until November (when the next open enrollment period begins).
- Librarian Danielle Milton and Brian attended one each of the bi-monthly BizBuzz meetings at WorkSource.
- Sheree and Danielle, along with SPL's Mark Pond, staffed a resource table and our computer lab at the Access Spokane Expo Hiring Fair. They talked with 64 individuals about our business and job seeker resources, and assisted seven people with the computer lab.
- Brian attended the monthly SCORE meeting.
- Sheree attended the monthly Greater Spokane Valley Chamber of Commerce (GSVCC) Ambassadors meeting.
- Sheree attended the monthly Greater Valley Support Network meeting.
- Danielle and Sheree attended the GSVCC Business and Education meeting, where the discussion centered on identifying goals for the group in light of the Big 5 reveal.
- Brian and Danielle attended the monthly Inland Northwest Business Alliance meeting. Danielle arrived at the event early enough that she was able to volunteer to go get a laptop from the library when the presenter realized he wouldn't have one to use. The present was very appreciative and gave the library a nice plug/thank you at the end of the session.
- Managing Librarian Aileen Luppert and Sheree, along with other SCLD staff, attended the monthly GSVCC membership meeting.
- Aileen and I attended the regular monthly WorkSource meeting, as well as the WorkSource Affiliate meeting. During the Affiliate meeting, they walked us through the site-visit process, which is the next step in our recertification as a Connection Site. Visits to OT and SV are scheduled for November 4.
- Aileen and Sheree met with Dave Romick of the Washington Student Achievement Council to discuss potential future partnership opportunities.
- Sheree staffed a table at the EWU Internship and Volunteer Fair. This was an event we found out about less than a week before it happened, yet Sheree did make connections with a couple of potential student interns.
- Brian attended training for the *Write Into College* college essay workshop at the Spark Center.
- Brian also met with Whitworth finance professor Duff Bergquist to discuss an upcoming stock trading program. Professor Bergquist, along with students from the Whitworth Investing Club, will be presenting programs for us in early 2016.

#### **Develop Young Learners (Mary Ellen Braks)**

- We provided 115 Storytimes to 3,613 children, parents and children. Our average attendance per Storytime was 31. This is slightly higher than last month and slightly higher than October 2014.
- We provided 54 Storytimes to 1,031 children at 29 child care centers.

- We had two early learning workshops this month. One workshop was at the Young Child Expo and Conference (put on by Gonzaga and Los Ninos)—“Every Child Ready to Read”—had 30 people attend. We were pleased with the attendance as we were the last set of workshops on the last day of the conference. The other workshop was a STARS workshop—Block Play. We had 46 attend out of 50 that had signed up. This was a new workshop and it was the first time we offered it, so we were pleased with the attendance.
- Our two block kits are now available for child care centers and home providers to borrow and use in their centers. We’ve already had a couple of reservations for the block kits to use for family engagement programs in their centers.

Connect Communities:

- I have been on the ELPLP (Early Learning Public Library Partnership) planning committee for the Symposium this month. The Symposium was in Seattle and we had about 50 people attend. The topic was racial equity and we had a wonderful workshop in the morning from Cultures Connecting with Ilsa Govan. Two workshops were offered during the second half of the day: Picture Book Reflections: Building and Sharing Diverse Collection, with Thom Barthelmess, and Community Engagement: Working in Real Time on Your Opportunities and Challenges, with Hayden Bass and Cikeithia Pugh. Ross Hunter, the new director of the Department of Early Learning, also gave a presentation.
- I attended the Excelerate Success Ready for Kindergarten meeting. One of the things we talked about was asking the school districts to start kindergarten registration at the same time in Spokane County. Deb Clemens, superintendent of the Cheney School District, offered to take this idea to the superintendents meeting. They all agreed that all districts starting kindergarten registration at the same time was a great idea. So in 2016, kindergarten registration will start in March for all school districts in Spokane County.
- Gwendolyn and I attended the Cleary Library Meeting and Spencer Shaw lecture at the University of Washington this month. The author this year was Kadir Nelson. As one of the Cleary Libraries, we have the honor of choosing an author to come for the Spencer Shaw lecture. The meeting at UW also is a chance for us to share what we are doing and to hear what the University is working on.
- Work on the STEM grant continues. We worked on putting the STEM kits together this month and are just waiting on a few items to complete the kits and get them to their future homes. The kits will be going out to libraries and child care centers throughout Eastern Washington. We are also finishing up the training for child care providers on STEM education. The first set of trainings will be in November at two of our libraries. We will be offering the STEM trainings throughout Eastern Washington.
- I attended a meeting with the West Valley School District on its strategic plan. The school district will be having another meeting in November to continue the work.
- I attended an Early Learning Coalition meeting (INWELA) this month. We are still working on the RFP for Thrive Washington. Thrive also came to Spokane for a meeting with the coalition. Thrive was seeking input on what support was needed from them and how the work plan had gone for the year. We talked about racial equity work in progress through the coalition and our individual work sites.

**Explore and Discover (Gwendolyn Haley)**

School Aged Programs (Grades K-12)

- 3,250 children of all ages built with LEGOs in October at our regularly scheduled LEGO clubs. Each library also invited families to submit entries to the MAC Museum’s LEGO sculpture contest and 15 members used our LEGO collections to enter a piece. These will be on exhibit through January at the MAC as part of its current LEGO exhibit.
- North Spokane and Spokane Valley continue to offer regular programs on Monday and Tuesday afternoons, respectively. 206 school-aged children participated in October.
- In addition to Fairfield Community Center’s Thursday Night Thing, we also have regular programs in collaboration with Summit Middle School in Cheney and Mica Peak High School in the Spokane Valley, providing programs for 56 tweens and teens in October.
- 179 local students visited their libraries for a group tour in October. This included groups from Great Northern, Arcadia and Northwest Christian. Library staff attended events at Hallett Elementary, Snowdon Elementary, Sunset Elementary, Adams Elementary and Riverside School District.
- The first of our quarterly STEM programs had 13 in attendance at Deer Park. Because the Boy Scout troop canceled, Librarian Amber Williams is working with them to schedule another program that they



can attend. For this program, we worked with AVISTA volunteers and Snap Circuit kits purchased in part with the Zahand Fund.

#### Adult Programs

- Book Clubs: 87 members participated in one of eight book clubs this month.
- SNAP presented three programs (two at Cheney and one at Otis Orchards) with total attendance of 16.
- STCU and SNAP provided financial workshops with 15 in attendance.
- We hosted our first NaNoWriMo Mini-Conference at Moran Prairie on October 31. Local authors were very generous with their time. The 50 participants were thrilled and everyone expressed their hope that it would be an annual event. The Friends of the Spokane County Library District generously sponsored the whole event.
- The Thrive series began in October, with 320 members participating in a variety of programs inspired by the Spokane is Reading selection *Station Eleven*. This number does not include those in attendance at the author events featuring Emily St. John Mandel. Highlights included:
  - Whitworth University Symphony Quartets drew an appreciative audience of 202 at its eight performances in October.
  - Ignite! Community Theater delighted audiences with selections from Shakespeare at five performances, with a total of 60 in attendance.
  - Humanities WA speaker Lance Rhoades chilled audiences at Cheney and North Spokane with an exploration of Mary Shelley's *Frankenstein: Anatomy of a Masterpiece* (Total attendance was 40).

#### Connect Communities:

- I attended the Strive Convening Conference as part of the Excelerate Success team from Spokane.
- Librarians Kelsey Hudson and Ree West received a "Great Stories Club" grant from YALSA and ALA to start a book club with students at Mica Peak High School next year.

#### **Virtual Services (Carlie Hoffman)**

- The updated Location web pages were launched. The new design features an Around Town section where community librarians submit tidbits of information of importance to their local communities and a calendar with tabs categorized by age group.
- I met with Stacey Goddard and Michelle Sanchez from WorkSource to plan another series of workshops for job seekers.
- I met with Corinne to plan a series of classes for January and February on selling items online.
- I worked with Mary Ellen to create PDF versions of STEM lessons and uploaded them on the test Getting Ready for Kindergarten page.
- I worked with Teresa to fix an issue with how files are uploaded to a folder on the Communication page so that it functions more smoothly and transparently.
- The first in a two-class series at North Spokane on genealogy taught by a local expert had a great turnout of 26 attendees.
- Unique visitors to the website decreased by 1% from 32,830 visitors to 32,374. Total views of all pages of the website increased by 1% from 112,140 to 113,363.
- Use of digital resources increased 1.3% in October from 64,865 to 65,728 uses.
  - The digital resources with the largest increase in use were: DemographicsNow up 506%, TumblebookCloud up 333%, Biography in Context up 178%, Opposing Viewpoints in Context up 108%, and Small Engine Repair Reference Center up 100%.
  - The digital resources with the largest decrease in use were: Home Improvement Reference Center down 32%, Ancestry Library Edition down 21%, Auto Repair Reference Center down 20%, LibraryThing for Libraries down 18%, and ReferenceUSA down 5%.

#### Connect Communities:

- I attended an INCOL meeting to plan the upcoming fall workshop. I posted the workshop information to the INCOL website and sent the announcement to email listservs and continuing education boards.

**Library Operations (Georgina Rice)**

<b>IN-LIBRARY CIRC</b>								
	<b>This Month</b>		<b>This month compared to same month</b>			<b>Year – to – Date</b>		
	<b>2015</b>	<b>2014</b>	<b>1-yr ago</b>	<b>3-yrs ago</b>	<b>5-yrs ago</b>	<b>2015</b>	<b>2014</b>	<b>Diff</b>
AH	5425	5943	-8.72%	-19.78%	13.21%	58410	62082	-5.91%
AR	11977	13190	-9.20%	-20.25%	-19.62%	126422	137639	-8.15%
CH	11412	13709	-16.76%	-17.53%	-21.05%	123289	133698	-7.79%
DP	12542	13501	-7.10%	-5.35%	-8.88%	125520	130362	-3.71%
FF	1015	1235	-17.81%	-21.32%	-27.50%	12713	14695	-13.49%
ML	4128	4338	-4.84%	-26.17%	-17.11%	41626	45447	-8.41%
MP	14264	15585	-8.48%	-13.44%	-14.48%	148509	155765	-4.66%
NS	42854	45729	-6.29%	-19.42%	-14.33%	450561	482512	-6.62%
OT	5214	5060	3.04%	-24.73%	-28.24%	51526	56712	-9.14%
SV	45983	49513	-7.13%	-10.70%	-11.52%	477741	510624	-6.44%
<b>TOT</b>	<b>154814</b>	<b>167803</b>	<b>-7.74%</b>	<b>-15.79%</b>	<b>-14.10%</b>	<b>1616317</b>	<b>1729536</b>	<b>-6.55%</b>

**BREAKOUT BY CHECKOUT METHOD**

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

	<b>Staff assisted stations</b>		<b>Self-Check stations</b>		<b>Total in-library circulation</b>	<b>Renewals online</b>	<b>Total in-library + online renewals</b>
	<b>Checkouts</b>	<b>Renewals</b>	<b>Checkouts</b>	<b>Renewals</b>			
AH	3338	436	1630	21	5425	821	6246
AR	6780	530	4642	25	11977	2546	14523
CH	7789	655	2951	17	11412	2236	13648
DP	9209	785	2537	11	12542	2333	14875
FF	415	75	525	0	1015	164	1179
ML	1986	181	1940	21	4128	632	4760
MP	7755	628	5857	24	14264	3302	17566
NS	16793	2116	23686	259	42854	10245	53099
OT	2480	283	2418	33	5214	1195	6409
SV	12111	2232	31386	254	45983	8325	54308
<b>TOT</b>	<b>68656</b>	<b>7921</b>	<b>77572</b>	<b>665</b>	<b>154814</b>	<b>31799</b>	<b>186613</b>

	<b>This Year This Month</b>		<b>Last Year This Month</b>		<b>Difference</b>
	<b>Checkout Station Circulation</b>	<b>% of total circulation</b>	<b>Checkout Station Circulation</b>	<b>% of total circulation</b>	
AH	1651	30.43%	2148	36.14%	-5.71%
AR	4667	38.97%	4871	36.93%	2.04%
CH	2968	26.01%	3447	25.14%	0.86%
DP	2548	20.32%	2977	22.05%	-1.73%
FF	525	51.72%	410	33.20%	18.53%
ML	1961	47.50%	2256	52.01%	-4.50%
MP	5881	41.23%	5759	36.95%	4.28%
NS	23945	55.88%	25387	55.52%	0.36%
OT	2451	47.01%	2203	43.54%	3.47%
SV	31640	68.81%	33638	67.94%	0.87%
<b>TOTAL</b>	<b>78237</b>	<b>50.54%</b>	<b>83096</b>	<b>49.52%</b>	<b>1.02%</b>

Holds	Holds filled Sept-15	% of circulation	Holds filled Sept -14	% of circulation	% Difference 2014 to 2015
AH	1035	19.08%	1313	22.09%	-3.01%
AR	2561	21.38%	2717	20.60%	0.78%
CH	2892	25.34%	3265	23.82%	1.53%
DP	2346	18.71%	2859	21.18%	-2.47%
FF	293	28.87%	350	28.34%	0.53%
ML	966	23.40%	871	20.08%	3.32%
MP	3393	23.79%	3329	21.36%	2.43%
NS	7991	18.65%	8713	19.05%	-0.41%
OT	1258	24.13%	1384	27.35%	-3.22%
SV	9113	19.82%	9920	20.04%	-0.22%
Zsupport	339		290		
Total	32187	20.79%	35011	20.86%	-0.07%

October Cash Collection				
Payments received	2014	2015	Difference 2014 to 2015	%change 2014 to 2015
CASH	\$10,186.62	\$9,724.76	\$-461.86	-4.53%
CHECK	\$3,124.69	\$3,394.05	\$ 269.36	8.62%
CREDIT	\$9,106.30	\$9,956.63	\$ 850.33	9.34%
TOTAL	\$22,417.61	\$23,075.44	\$ 657.83	2.93%

## Library Reports

### Airway Heights: Stacy Ann Kvamme

#### Develop Young Learners:

- Play & Learn Storytime averaged an attendance of 22 on Thursdays in October, a slight decrease compared to the previous month (25 in September 2015) and a slight increase compared to the same month last year (17.25 October 2014). Our second Saturday Storytime was attended by four people, identical to the previous month.
- SCLD staff provided two inaugural Outreach Storytimes for preschool classes at Sunset Elementary. The addition of this Outreach Storytime was a direct result of a connection made with Sunset staff at the Sunset Open House co-hosted at the Airway Heights Library in August.
- SCLD staff shared information about upcoming library programming and resources at Snowdon and Sunset Elementary's Fall *READY! For Kindergarten* programs.

#### Explore and Discover:

- The Airway Heights Book Club hosted Joyce Caudel, local author of the series *Red Hat Mystery*, which was attended by five people.
- LEGO Club averaged a weekly attendance of five during the month of October, identical to September's average attendance. Attendance ranged from two to 13 people at the weekly program.
- Airway Heights Library's inaugural *Spooktacular Storytime* attracted a total of 42 participants. Activities included pumpkin painting, a Slightly Spooky Storytime, and cupcake decorating. Funding from the Airway Heights Innovation Project budget helped make this program possible.
- An all-ages audience of 17 people attended the *Traveling Symphony: Whitworth Quartet Concert*, part of the *Thrive* program series.

#### Support Job Seekers and Local Businesses:

- Airway Heights Library staff proctored one exam for one student this month.

#### Connect Communities:

- Corinne (Airway Heights Community Librarian) and I shared information about library resources and programming during Airway Heights Parks and Recreation's weekly Senior Lunch, reaching an audience of 30 seniors.

- Prime Time programming launched at Airway Heights Library for Sunset Students beginning the first Monday of October, and will continue every Monday for the next six weeks.
- I attended two Airway Heights Kiwanis meetings in October where members focused primarily on preparing for Trunk or Treat. Also, I was nominated for President-Elect and accepted the position.
- I participated in Sunset Elementary's Trunk or Treat event, helping to distribute almost 500 books from the Kiwanis Book Bank to Trick or Treaters, along with SCLD pencils and glow in the dark bookmarkers (sponsored by Airway Heights Friends of the Library).
- Great Northern Elementary's 5<sup>th</sup> / 6<sup>th</sup> grade class visited the Airway Heights Library to check out books. I also provided a tutorial for students about how to use several databases in SCLD's Digital Library.
- Sunset Elementary School provided art for a library display. The exhibit features fall-inspired art and poems.
- The display case featured local artist Dan McCann's artwork, created out of repurposed leather gloves.
- There were a total of 13 meeting room reservations for Airway Heights in October, an increase of five reservations compared to same month last year.

### **Argonne: Pat Davis**

#### Develop Young Learners:

- Storytime attendance was down slightly this month with a total of 183 compared to 190 last month. Toddler Storytime attendance averaged 28, up from 23 last month, while Preschool Storytime averaged 17.75 compared to 19.3 last month. We also had one less session this Oct. due to the calendar.
- Our West Valley Co-op Outreach Storytime had 22 participants.
- The Millwood ECEAP Outreach Storytimes had 50 in the morning session and 36 in the afternoon.

#### Explore and Discover:

- Our first *Thrive* program featured the Whitworth Traveling Symphony Quartet and attracted an audience of 25.
- Our LEGO Club drew 15 this month.
- Our second Thrive program featured the Ignite! Community Theater and had an audience of 10.
- The Snap Financial Programs, *Navigating your Credit*, had three participants. *Give Yourself a Raise* had one; however, the student and instructor decided not to proceed and the student planned to attend another session.

#### Support Job Seekers and Local Businesses:

- We provided three Book a Librarian appointments; two were to set up email so members could apply for work on line.

#### Connect Communities:

- Kelsey and Pat participated in the Millwood Family Connect Day. The first time event was held at Millwood Presbyterian and was organized by West Valley School District, the church and SCLD. We connected with 54 people at the event. We also had the opportunity to meet and chat with several of the participating organizations and made some contacts for local programming at AR.
- Our display case featured antique postcards from the Inland Empire Stamp Club.
- We displayed art work from Centennial Middle School.
- Our meeting and conference rooms were booked by 61 groups or individuals this year compared to 71 last October.

### **Cheney: Catherine Nero Lowry**

#### Develop Young Learners:

- Baby Play and Learn showed a decrease in attendance with an average attendance of 9.2 this month in comparison to 18.6 in October of 2014.
- Toddler Play and Learn attendance decreased with an average attendance of 40.75 in October of 2015 to 45.8 in October of 2014.
- Preschool Play and Learn attendance increased in October of 2015, with an average attendance of 34.4 compared to 24.6 in October 2014.
- I participated in the Cheney School District's Ready for Kindergarten program at Salmave Elementary this month. We shared basic library information and interaction with five different parent groups for

varying ages of children. This time I focused on Tumble Books and received rave reviews from the families and awesome support from the teachers for this shared information because they use it themselves and love this digital resource.

#### Explore and Discover:

- We hosted the Humanities Washington lecture: *Mary Shelley's Frankenstein: Anatomy of a Masterpiece*—we had five in attendance.
- We hosted the Post-Apocalyptic Film *Snow Piercer*, held in conjunction with the Spokane is Reading book *Station Eleven* post-apocalyptic theme. We had five in attendance.
- *Ignite! Community Theatre: Shakespeare Selections* had nine in attendance.
- The Cheney Friends of the Library Book Club discussion of *Station Eleven* had 11 in attendance.
- *Traveling Symphony: Whitworth Quartet Concert* had 12 in attendance.
- LEGO Club had 20 in attendance.

#### Support Job Seekers and Local Businesses:

- We had two scheduled and nine walk-in Book a Librarian appointments this month with topics ranging from Overdrive and E-reader assistance to printing from ones laptop, printing airline boarding passes, and assisting a new blind member with his application for a card and helping him get set for using JAWS on our public stations.
- We proctored three tests this month.

#### Connect Communities:

- We had 33 groups using our meeting room this month. Our meeting room use from our members continues to increase along with the increase of use with SCLD programs and events.
- Lori took library outreach services to Cheney Sessions Village, Cheney Assisted and Cheney Care Facilities this month, providing 163 library items for the residents.
- This month the art wall and display case had vibrant air brushed graphic work by Steven Sattler, and amazing fantasy birdhouses by the same artist.
- We interacted with 25 students at the Cheney Middle School Summit.

### **Deer Park: Kris Barnes**

#### Develop Young Learners:

- Our Storytime attendance continues to increase. This month, average Storytime attendance was 41 compared to last October's average of 29.
- We made a total of five visits to Early Childhood and Education classrooms this month and provided Storytime to a total of 129 parents, teachers and students.

#### Support Job Seekers and Local Businesses:

- The *SNAP Dollar and Sense* program, *Navigating Your Credit*, attracted 0 participants.
- The *SNAP Dollar and Sense* program, *Give Yourself a Raise*, attracted 4 participants.

#### Explore and Discover:

- 16 members gathered at the adult book club to discuss the book *An Invisible Thread: The True Story of an 11 Year Old Panhandler, a Busty Sales Executive, and an Unlikely Meeting With Destiny* by Laura Schroff. Last October's total attendance was 13.
- *LEGO Club* averaged 21 participants. We also turned in 10 LEGO creations to the Museum of Arts and Culture for the upcoming *LEGO Brick Build* contest and display.
- *Traveling Symphony: featuring the Whitworth Quartet* attracted a total of 31 attendees.

#### Connect Communities:

- Our conference and meeting rooms were used by a total of 27 groups this month compared to last October's total of 23. The rooms were used for a variety of purposes such as the American Lung Association's Better Breathers Club, a beekeeper's class hosted by the local Backyard Beekeeper's Association, and a local lawyer met with clients.
- I attended a Deer Park Chamber board meeting.
- The Deer Park Friends of the Library conducted its last book sale for the season.
- The Deer Park Friends of the Library met this month for its traditional fall meeting.
- I presented two talks to a total of 78 5<sup>th</sup> grade students regarding how to choose a science fiction book for an upcoming book assignment.
- I attended the Deer Park Chamber of Commerce luncheon. We heard a presentation by District 7 Legislative Representative Shelly Short regarding Washington State's budget balancing session.

- Community Librarian Amber Williams and I attended the Deer Park City Council meeting. We heard a presentation by Randy Johnson from the Spokane County Fire District 4 in regard to plans for building a brand new fire station across from Deer Park City Hall. This new facility would also include a brand-new community center.
- Deer Park Community Librarian Amber Williams, Librarian Brian Vander Veen, and I were invited to speak to teachers at Riverside School District's staff development day. Amber and I spoke to 13 teachers. Amber spoke about SCLD's website resources and I fielded questions regarding teacher's classroom cards. Brian spoke about business resources to 7 teachers.
- I attended Deer Park's Chamber of Commerce sponsored Pumpkin Lane event. As a Deer Park Chamber board member, one of my assignments was to attend and take photos of the Pumpkin Lane participants. Despite some pretty nasty weather conditions, the event was well attended and I took some very nice photos of families as well as their canine companions which will be prominently displayed on the Deer Park Chamber website.

### **Fairfield: Kathy Allen**

#### Develop Young Learners:

- Play and Learn Storytime, including the Fairfield Community Church Preschool, had nine participate. This was up from last year's total of five.
- We had two Outreach Storytimes at the Freeman Early Learning Center with a total of 33 children, an average of 16.5. This was up from an average of 14 last year.

#### Support Job Seekers and Local Businesses:

- One exam was proctored.

#### Explore and Discover:

- *LEGO Club* was attended by 15 children, averaging three per Saturday.
- We had three entries for the *LEGO Brick Build Contest 2015* to be held at the Northwest Museum Arts & Culture.
- *Thursday Night Thing* continues to have a solid core group of 14. They created dot art using poster paint and Q-tips.
- Thirty (30) student cards were delivered to Liberty Middle School and 69 went to Freeman Middle School.
- We conducted one Book a Librarian session this month.

#### Connect Communities:

- North Palouse Chamber of Commerce held this month's meeting at the Latah City Hall, both Cindy Ulrey and I attended.
- Cindy Ulrey participated in the Community Advisory Board in Fairfield.
- Cindy Ulrey attended the Candidate Forum hosted in Rockford for the upcoming elections.
- We had no meeting room use this month, down from two last October.

### **Medical Lake: Theresa Stephenson**

#### Develop Young Learners:

- Storytime attendance averaged 22 people in October, down from 25 last October.
- Outreach Storytime was held at Hallett ECEAP on October 21. There were eight attendees.

#### Explore and Discover:

- The traveling symphony program was held at the Medical Lake Library on October 17. We had 15 participants.
- The Hallett Before School Care program was held with Medical Lake Parks and Recreation personnel on the 16<sup>th</sup> of October at the Hallett School. We had 14 participants.
- The LEGO Club is gaining momentum. We averaged 14 participants.

#### Support Job Seekers and Local Businesses:

- Library Supervisor Theresa Stephenson 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 *Climbing the Coliseum* by Bill Percy. Twenty people attended this meeting.

- This month's display case featured items from the Medical Lake Historical Society. Its displays are always very popular.
- The Friends of the Medical Lake Library held one of its biannual book sales on October 16 and 17.
- I attended the ARSL, (Association of Rural and Small Libraries) Conference after being awarded grant money to attend the event by the Washington State Library. The Conference was held in Little Rock, AR, and ran for several days. I got many great ideas for programs to implement at the Medical Lake Library.

### **Moran Prairie: Danielle Marcy**

#### Develop Young Learners:

- Toddler Play and Learn Storytime averaged 37 attendees this month, a slight decrease from last month's 38 and last October's 40.
- Preschool Play and Learn Storytime had an average attendance of 26, an increase from last month's 20 and last October's 23.
- Baby Play and Learn Storytime averaged 39, a decrease from last month, yet an increase from last October's 34.
- Attendance at the new Family Story Evening Play and Learn has increased to an average of eight. The upcoming event in November of Pajama Storytime with local authors reading their favorite books will showcase this Storytime and should increase interest.

#### Support Job Seekers and Local Businesses:

- We proctored one exam this month.

#### Explore and Discover:

- The Moran Prairie Book Club had eight attendees this month for *The Bees* by Laine Paull.
- The weekly *LEGO Club* averaged 10 attendees with attendance steadily decreasing each week. Our highest attended session had 21 and our lowest attended session had only two.
- Only two attended the *Post-Apocalyptic Survival Film Series: Children of Men*.
- STCU had two sessions this month. Two attended *Prevent Fraud and Identity Theft* and six attended *Protect Your Credit Score*.

#### Connect Communities:

- We had 66 bookings of the meeting room, an increase over last month's 46 bookings. This dramatic increase is surprising when taken into account we added two weekly programs.
- We attended the Kindergarten Open House at Adams Elementary. We spoke to 26 attendees about library service.
- Danielle Milton continues to attend the Mullan Road PTG meetings.
- We had a monthly craft of adult coloring sheets. We had one mom sign her art intending to give it to her son.
- Danielle attended her first Lions Board meeting and continues to regularly attend meetings.
- The Moran Prairie Friends hosted a book sale.

### **North Spokane: Jason Johnson**

#### Develop Young Learners:

- 1,116 children and their parents and caregivers attended early learning programs this month. This is a 22% increase from last month and an 11% increase from October 2014.
- Baby Play and Learn Storytime averaged 46 attendees. This is the up 10 from last month's average and up 23 from October 2014.
- Preschool Play and Learn Storytime averaged 42 attendees. This is up three from last month and down three from October 2014.
- Toddler Play and Learn Storytime attracted an average attendance of 51. This is up four from last month and up 11 from October 2014.
- Family Play and Learn Storytime averaged 22 attendees. This is up four from last month and down nine from October 2015.
- Staff provided Storytime for 145 attendees at outreach facilities.

#### Explore and Discover:

- 261 members of all ages attended 12 Explore and Discover events this month.
  - 97 adult members attended 6 programs: 35 for *Humanities Washington Lecture: Mary Shelley's Frankenstein: Anatomy of a Masterpiece*, 26 for *Ancestry Library Edition*, 17 for

*Ignite! Community Theatre: Shakespeare Selections*, 10 for North Spokane Book Club, five for *Thrive Film: Book of Eli*, and four for *STCU Budgeting 101*.

- Two Teens/Tween attended *Tween Club: Zombie Invasion*.
- 116 children and their families attended four programs: 53 for *Monday Funday: Art*, 30 for *Monday Funday: Pokémon*, 27 for *Monday Funday: LEGOs*, and six for *Monday Funday: Games*.

Support Job Seekers and Local Businesses:

- Staff proctored one exam this month.

Connect Communities:

- Local Artist, Susan Rohrback displayed a new selection of her paintings in the library.
- Artists from Pottery Place Plus displayed their works in the case.
- 52 students from Northwest Christian Academy visited for a tour.
- Staff interacted with 93 people at the Green Bluff Apple Festival.

**Otis Orchards: Kathy Allen**

Develop Young Learners:

- Play and Learn Storytime was up with 126 attending for the month, averaging 25.2. Last October's average was 15.5.
- 11 Outreach Storytimes were presented to 195 children at Otis Orchards ECEAP, Doodle Bug Daycare, East Valley Trent ECEAP, East Valley ECEAP and East Farms which averaged 17.7. This was up from last October's total of 16.5.
- *LEGO Club*: 13 attended.
- *Ignite! Community Theater: Shakespeare Selections*, four attended.

Explore and Discover:

- *Traveling Symphony: Whitworth Quartet Concert* was enjoyed by 19.
- We had one Book a Librarian appointment.
- 217 Student cards were delivered to East Valley Middle school and 40 to the Continuous Curriculum School.

Connect Communities:

- The meeting room was used eight times, down from last October's total of 14.

**Spokane Valley: Aileen Luppert**

Develop Young Learners:

- 1183 children and their parents and caregivers attended 48 early learning programs this month. This is a 21% increase from last month.
  - *Baby Play and Learn Storytime* averaged 19. This is down five since last month and down nine from October 2014.
  - *Toddler Play and Learn Storytime* attracted an average attendance of 40. This is down four from last month and down one from October 2014.
  - *Preschool Play and Learn Storytime* averaged 39 attendees. This is up four from last month and down one from October 2014.
  - *Evening Family Storytime* averaged eight attendees. This is down one from last month and down six from September 2014.
  - Staff provided Storytime for 388 attendees at 22 outreach facilities. This is an increase from last month, which had 200 attendees at 18 facilities.

Explore and Discover:

- 146 members attended 14 Explore and Discover events this month.
- Adult Programs:
  - *Thrive - Ignite! Community Theater: Shakespeare Selections* (20)
  - Two Book Clubs (16)
  - *Thrive - Post-Apocalyptic Survival: Film Series: Blade Runner* (6)
- Tween/Teen Programs:
  - *Tween Club: Zombie Invasion* (4)
  - *Random Fandom* (5)
  - Mica Peak High School Thursday Thing (Averaging 6)



- All Ages Programs
  - *Traveling Symphony: Whitworth Quartet Concert (37)*
  - *Too Fun Tuesdays* (Averaging 10, but LEGOs is biggest draw)

Support Job Seekers and Local Businesses:

- Staff proctored one exam.

Connect Communities:

- Public Services Specialist Annette gave a personalized group tour for a Spokane Community College ESL class studying libraries.
- Librarian Sheree West and I went before the Spokane Valley City Council to do a presentation about Valley programs and to report on the LTC grant narrative.
- We kicked off our Prime Time Reading Program with Librarians Tammy Henry, Cindy Ulrey, Kelsey Hudson and me. We are working with Broadway Elementary students and teacher Alisa Lina, and Gonzaga Professor Meagan Ciesla. We have about 10 fun and enthusiastic families participating.
- Community Librarians Diane Brown, Sheree West and I attended various city council meetings, GSVCC monthly and committee meetings.
- Librarian Sheree West began Mica Peak High School “Thursday Thing,” which is an afterschool club with students from Mica Peak (formally known as Barker High School).
- I enjoyed a tour of HATCH with Nancy Ledebor. HATCH is a new Valley business with artist studios, galleries, events and classrooms. We are excited by the potential for partnerships and future programs.

Public Use Measures

OCTOBER 2015

Measure	This year	Last year	YTD	Last YTD	Rolling YTD
	This Month	This Month	This year	Comparison	Comparison
Registered borrowers	116,070	118,245		-2%	
Door count	112,531	119,319	1,147,478	-2%	-2%
Circulation	219,828	236,723	2,237,731	-1%	-1%
Digital Media Catalog	32,758	28,525	326,000	19%	20%
Programs					
Number	269	292	2,743	15%	17%
Attendance	6,584	7,602	69,153	8%	13%
Group Visits					
Number	6	5	41	-9%	-4%
Attendance	179	156	1,356	-7%	-13%
Software Station bookings	20,841	22,071	211,625	0%	1%
Meeting room bookings	332	316	3,290	14%	12%
Holds placed					
By customers	31,156	31,539	320,810	-5%	-6%
By staff	7,381	7,457	73,498	-4%	2%
Digital Media Catalog	9,429	8,324	97,860	13%	13%
Database use					
Searches	160,537	106,827	1,156,162	5%	3%
Retrievals	23,951	69,368	315,799	-22%	-24%
Website use (Remote)					
User sessions	126,958	100,618	1,264,856	31%	26%
Page views	279,544	201,377	2,445,740	19%	16%
Catalog	42,746	46,049	448,171	-9%	-10%
Database Access	5,691	6,065	45,808	-5%	-5%
Interlibrary loans					
Loaned	386	321	3,415	18%	19%
Borrowed	528	554	5,369	5%	7%

Public Use Measure Definitions

**Registered borrowers:** Total number of library cards that have had any type of activity within the last three years. *Data collection method: Actual computer system count.*

**Door count:** Number of times libraries are entered through inside doors; doesn't include entries through outside doors to lobby, restrooms, or meeting rooms. *Data collection method: Actual "machine" count.*

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

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

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

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

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

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

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

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

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

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

**Searches:** Number of database searches.

**Retrievals:** Number of search result documents retrieved.

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

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

**Page views:** Number of times each page is accessed.

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

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

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

## Communication Report October 2015

### Marketing Activities

- Deer Park Friends of the Library Book Sale
  - eblast, website listings, social media
- Moran Prairie Friends of the Library Book Sale
  - eBlast, website listings, social media
- November *Current*
  - Wrote and designed ad promoting Lynda.com, edited article written by Gwendolyn Haley
- North Spokane Friends of the Library Book Sale
  - eBlast, website listings, social media
- Kids Newspaper
  - Wrote and designed full-page advertorial promoting library activities for kids
- Family Construction Zone Part 3
  - Flyers, social media
- Slightly Spooky Storytime Party
  - Flyers, social media
- Medical Lake Friends of the Library Book Sale
  - Website listings, social media
- STEM Lessons
  - Facilitated printing of files for packets
- SCLD Logos for Skyforge
  - Resized SCLD logo for Skyforge (used with the 3-D printer at Spokane Valley)
- Branded placard for Lego Contest
  - Designed, printed, laminated placards
- Updated Get a Library Card page
  - Edited updated verbiage
- Deer Park Anniversary
  - Made Friends' sponsorship sign for Deer Park Library's anniversary
- Getting Ready for Kindergarten webpage
  - Made logos and resized photos for the pages
- Add your event to our calendar form
  - Edited text, promoted form via social medias
- Gratitude Graffiti Project
  - Blog post, social media
- Getting to know Microsoft Excel
  - News item, press release, flyers, digital displays, social media, calendar listings
- SCLD Navigators & Open Enrollment
  - News item, press release, digital display, social media
- Lynda.com
  - News item, press release, digital display, ad for EWI, ad for the *Current*, carousel for sclid.org, social media
- Boredom Busters
  - News item, flyers, digital displays, social media, calendar listings

- Pajama Storytime
  - News item, flyers, digital displays, social media, calendar listings
- Spokane Valley Friends of the Library Book Sale
  - eBlast, website listings, social media
- Genealogy classes
  - Guest blog post, news item, flyers, digital displays, social media
- Microsoft Office Specialist Certification Test Day
  - News item, press release, calendar listings, posters, digital displays, social media
- Family Game Day with Uncle's Games
  - News item, flyers, digital displays, social media, calendar listings
- Busy Bags
  - News item, flyers, digital displays, social media, calendar listings
- NaNoWriMo Mini-Conference
  - News item, press release, blog, flyers, digital displays, radio ad, social media, calendar listings, display kit, parking signage (this event sponsored by the Friends of the Spokane County Library District)
- Fall Energy Program
  - News item, press release, flyers, digital displays, social media, calendar listings

### **News coverage**

- October 2 – ‘Thrive’ at library – Spokane Valley News Herald
- October 15 – Post-Apocalyptic Survival: Film Series – The Inlander
- October 19 – Photo: Saturday with strings (Traveling Symphony: Whitworth Quartet Concerts, part of Thrive) – The Spokesman-Review
- October 21 – Genealogy classes planned – Deer Park Tribune
- October 21 – Snap Circuits... It’s Electrifying! – STEM Spokane newsletter
- October 22 – Spokane Is Reading featuring Emily St. John Mandel – The Inlander
- October 25 – Mandel’s Love Letter to the World – The Spokesman-Review
- October 21 – Snap Circuits... It’s Electrifying! – STEM Spokane newsletter

### **Press Releases**

- October 1 – Library features local authors at NaNoWriMo Conference
- October 23 – SCLD Holiday Closure (Veterans Day on Nov 11)
- October 27 – Library District offers Microsoft Excel Class for beginners

### **E-Marketing (Website, Social Media, Email)**

#### **Social Media:**

- Facebook: # of fans: 2,558
- Twitter: # of followers: 1,657
- Pinterest: followers: 1,467

#### **Library District Blog:**

The top 3 most viewed blog posts during October were all news items. *It’s electriFYING!* promoting the Fall Energy Program was number 3 with 650 views, *Discover your family’s story* promoting the Genealogy classes was number 2 with 793 views, and *Get ready for the best NaNoWriMo of your life* promoting the NaNoWriMo Mini-conference was the most viewed with 1,010.

### **Blog posts:**

- Oct 1 – Pluto: The little dwarf planet that could
- Oct 5 – Get ready for the best NaNoWriMo of your life
- Oct 6 – Librarian-inspired reads to celebrate ALA's 139th birthday
- Oct 7 – Pursuing the NaNoWriMo challenge
- Oct 8 – BiblioBoard: Connecting indie writers, libraries, and readers
- Oct 9 – It's electriFYING!
- Oct 10 – From the director...
- Oct 12 – Discover your family's story
- Oct 13 – 10 Tips to get started doing genealogy
- Oct 14 – Station Eleven goes beyond traditional, post-apocalyptic fiction
- Oct 15 – Mixtape: Punk retrospective
- Oct 16 – Free Microsoft Office Specialist (MOS) Certification Test Day
- Oct 19 – It's in the bag!
- Oct 20 – A children's book tour of Chinese culture
- Oct 21 – Mixtape: A non-traditional Halloween playlist
- Oct 22 – Halloween craft tutorial: How to make a sock zombie
- Oct 23 – Game On: Family Game Day with Uncle's Games
- Oct 24 – Holiday Closure
- Oct 26 – EXCErate your skills
- Oct 27 – Not afraid of subtitles? 4 frightening foreign-language films to watch this Halloween
- Oct 28 – The Gratitude Graffiti Project: Coming to a library near you
- Oct 29 – LEGOs® at the MAC: Submit your own sculpture and win a prize!
- Oct 30 – Pajama Storytime

### **eNewsletter email:**

- 75,914 sent on October 15, 2015
- Open rate: 23.2% (17,572)
- Clicked: 2,139 (2.8% click rate)
- Unsubscribed: 239

### **Friends of the Library Book Sales:**

- North Spokane – Sun, Oct 4 – sent to 9,181
- Spokane Valley – Mon, Oct 19 – sent to 12,449

### **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:

- Thrive (2)
  - Mary Shelley's "Frankenstein:" Anatomy of a Masterpiece (1)
  - Ignite! Community Theatre: Shakespeare Selections (2)
  - Traveling Symphony: Whitworth Quartet Concerts (3)
  - Post-Apocalyptic Survival: Film Series (3)
- Poetry Scribes of Spokane
- SCLD streaming services (3)

- SCLD board opening
- Spokane Is Reading (2)
- Cheney book club Oct. 27

**Reprints of previously created work & order fulfillment**

- Lego Club flyers for Argonne and Moran Prairie
- Read Away Fines Flyer for Supply
- Friends of the Library membership applications for Moran Prairie
- Thrive brochures for Moran Prairie and Airway Heights
- Storytime flyers for Moran Prairie and Airway Heights
- Pens for Public Services and Moran Prairie
- Comments sign for Deer Park
- Spokane is Reading bookmarks for Airway Heights
- Monday Funday flyers for North Spokane
- SCLD Logo Notecard (Scored) for Supply
- Moran Prairie Storytime Sign

**Communication Display Kits provided for community events**

- Apple Fest
- Argonne Family Connections Day
- EWU Internship and Volunteer Fair
- Senior Lunch Technology Demonstration
- SPOYO Book Festival
- Access Spokane Expo
- Spokane Is Reading
- Airway Heights Trunk or Treat
- NaNoWriMo Mini-conference

**Current & Upcoming Projects & Event Promotion**

- November
  - Family Game Day with Uncle's Games
  - Lynda.com
  - Busy Bags
  - Getting to know Microsoft Excel
  - Boredom Busters
  - Microsoft Office Specialist Test Fest
  - Cheney Friends of the Library Nov Book Sale
  - Pajama Storytime
  - SCLD Logos for Skyforge
  - EWI Trade Show Event
  - Dec Current
  - eNewsletter
  - Winter Large Print Booklist
  - Friends sign for Friends programs

- December
  - War Bonds/Love Songs of WWII
  - Christmas Bureau
  - Winter Large Print Booklist
  - Jan Current
  - Selling Online series
  - Just Play
  - Don't Fear the FAFSA
  - Moran Prairie Death Ride-Tim Hattenburg
  - Learning trail sign
  - Job Seeker Toolkit
  - Winterfest
- January
  - Exploring Human Origins: What Does It Mean To Be Human?
  - Alzheimer's Association Programs
  - Business Resources Promo Piece
  - Deer Park Friends of the Library WinterFest book sale
- February
  - North Spokane Friends of the Library Meetings



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

	Y-T-D Actual	Annual Budget	Target 83.3% Percent Used	Balance Remaining
<b>REVENUES</b>				
PROPERTY TAXES	\$ 9,955,433	\$ 10,740,000	92.69%	\$ 784,567
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	226,224	282,100	80.19%	55,876
GRANTS & DONATIONS	85,617	147,475	58.06%	61,858
E-RATE REIMBURSEMENTS	146,178	120,000	121.82%	(26,178)
OTHER	26,100	179,340	14.55%	153,240
INTEREST REVENUES	20,451	24,000	85.21%	3,549
<b>TOTAL REVENUES</b>	<b>\$ 10,702,068</b>	<b>\$ 11,876,830</b>	<b>90.11%</b>	<b>\$ 1,174,762</b>
TRANSFERS IN	-	-	0.00%	-
<b>TOTAL REVENUES &amp; TRANSFERS IN</b>	<b>\$ 10,702,068</b>	<b>\$ 11,876,830</b>	<b>90.11%</b>	<b>\$ 1,174,762</b>
<b>EXPENSES</b>				
SALARIES	\$ 4,953,676	\$ 5,995,339	82.63%	\$ 1,041,663
FRINGE BENEFITS	1,427,287	1,834,205	77.82%	406,918
SUPPLIES	127,125	177,180	71.75%	50,055
UTILITIES	358,522	420,120	85.34%	61,598
SERVICES	890,522	1,195,815	74.47%	305,293
INSURANCE	65,233	66,885	97.53%	1,652
EQUIPMENT & SOFTWARE	74,204	363,000	20.44%	288,796
LIBRARY MATERIALS	1,137,957	1,403,229	81.10%	265,272
ELECTRONIC LIBRARY MATERIALS	151,568	160,000	94.73%	8,432
LIBRARY PROGRAMS	106,503	156,883	67.89%	50,380
OPERATIONAL CONTINGENCIES	0	104,174	0.00%	104,174
<b>TOTAL EXPENSES</b>	<b>\$ 9,292,597</b>	<b>\$ 11,876,830</b>	<b>78.24%</b>	<b>\$ 2,584,233</b>
TRANSFERS OUT	-	-	0.00%	-
<b>TOTAL EXPENSES &amp; TRANSFERS OUT</b>	<b>\$ 9,292,597</b>	<b>\$ 11,876,830</b>	<b>78.24%</b>	<b>\$ 2,584,233</b>
<b>Net Excess of Revenues Over/(Under) Expenses</b>	<b>\$ 1,409,471</b>	<b>\$ -</b>		
BEGINNING CASH	4,425,218			
NET FROM ABOVE	1,409,471			
<b>ENDING CASH</b>	<b>\$ 5,834,689</b>			

**Number of months cash on hand 5.9**

Capital Project Fund Balance	1,043,500
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## **Spotlight Fairfield Library**

Library Supervisor Kathy Allen and Community Librarian Cindy Ulrey will share highlights of Fairfield Library and the community it serves.

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

## **OVERVIEW COMMUNITY PARTNERSHIPS**

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

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