

**MISSION**

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

**Board of Trustees Regular Meeting**

February 16, 2016 4:00 p.m. Argonne Library Public Meeting Room

**AGENDA**

- I. CALL TO ORDER**
- II. AGENDA APPROVAL [4:00]**
- III. ACTION ITEMS**
  - A. Approval of January 19, 2016, Regular Meeting Minutes [4:00-4:03]
  - B. Approval of January 2016 Payment Vouchers [4:03-4:05]
  - C. Unfinished Business
    - None.
  - D. New Business [4:05-4:30]
    - 1. Facility Use for Political Purposes Policy: Approval recommendation.
    - 2. Reciprocal Use of Libraries Report 2015
    - 3. WLA Library Legislative Day Report
- IV. DISCUSSION ITEMS, POSSIBLE ACTION [4:30-4:35]**
  - A. Future Board Meeting Agenda Items
- V. REPORTS**
  - A. Trustees [4:35-4:40]
  - B. Executive Director [4:40-4:45]
    - Administrative
    - Community Activities
  - C. Public Services [4:45-4:50]
  - D. Communication [4:50-4:55]
  - E. Fiscal [4:55-5:00]
  - F. Spotlight – Argonne Library [5:00-5:10]
  - G. Overview – Exploring Human Origins [5:10-5:30]
- VI. PUBLIC COMMENT**
- VII. ADJOURNMENT**

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

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

02/16/16

**SPOKANE COUNTY LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING MINUTES: JANUARY 19, 2016**

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The Board of Trustees of Spokane County Library District met in regular session in the public meeting room at Airway Heights Library, 1213 S. Lundstrom St., Airway Heights, WA, at 4:00 p.m., Tuesday, January 19, 2016.

**Present:** Mark Johnson - Chair  
John Craig - Vice Chair  
Sonja Carlson - Trustee  
Wes Teterud - Trustee  
Kristin Thompson - Trustee  
Nancy Ledebor - Executive Director and Secretary

**Excused:** None.

**Also Present:** Jane Baker, Communication & Development Officer; Kristy Bateman, Library Services Manager; Diane Brown, Librarian; Paul Eichenberg, Human Resources Director; Rick Knorr, Chief Financial Officer; Stacy Ann Kvamme, Library Supervisor; Patrick Roewe, Deputy Director; Andrea Sharps, Collection Services Director; Doug Stumbough, IT Director; Corinne Wilson, Librarian; and Patty Franz, Administrative Assistant.

**Guests:** Kutak Rock, LLC, attorneys Roy Koegen and Dennis Hession, and paralegal Debbi Haskins. Big Cigar, LLC, representatives Dick Edwards and Pete Thompson. Valley View and Greenacres residents Larry Deemer, Rosemarie Bisiar, and Harvey Brown.

**Call to Order  
(Item I.)**

Chair Mark Johnson called the meeting to order at 4:00 p.m. and welcomed those in attendance.

**Agenda  
(Item II.)**

Mr. Craig moved and Ms. Thompson seconded to approve the agenda. The motion carried unanimously.

**Approval of Regular  
Meeting Minutes,  
January 19, 2016  
(Item III.A.)**

Mr. Johnson called for corrections to the December 15 regular meeting minutes. There were no corrections; the minutes stand approved as written.

**Approval of  
Payment Vouchers,  
December 2015  
(Item III.B.)**

Ms. Thompson moved and Mr. Teterud seconded approval of the December 2015 bill payment vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal	Total
L01	49227-49389 and W00289-W00294	\$590,005.49	
	12102015PR and 12232015PR	\$345,161.74	
			\$935,167.35

There were no questions. The motion was unanimously approved.

**Unfinished Business  
Amendment No. 1 to  
Community  
Revitalization  
Financing and Tax  
Increment Area  
Agreement  
Resolution  
No. 16-01  
(Item III.C.1.)**

AMENDMENT NO. 1 TO COMMUNITY REVITALIZATION FINANCING AND TAX INCREMENT AREA AGREEMENT (RESOLUTION NO. 16-01). Mr. Craig moved and Mr. Teterud seconded to approve Amendment No. 1 to the Community Revitalization Financing and Tax Increment Area Agreement.

RESOLUTION NO. 16-01

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

Attorney Roy Koegen of Kutak Rock, LLC, reviewed the amendment in consideration of the question raised by Trustee Craig at the November 2015 meeting. Mr. Koegen expressed appreciation to Mr. Craig, and said the resulting agreement reasonably addresses concerns raised about future annexation that could deprive the District of the benefits of increased property taxes derived from the tax increment area. The Fire District and major property owners have signed an agreement not to consent to petition or support annexation until 2047. With the Board's approval, the Library District can sign this agreement to affirm a mutual intention to support the tax increment area under the outlined conditions that deter future annexation. Mr. Craig commended Messrs. Koegen and Hession for their efforts, and said the outcome was the best it could possibly be. There was no further discussion. The motion was unanimously approved.

**Unfinished Business  
2016 Budget -  
Authorizing the  
Transfer of Funds  
from the General  
Fund to the Capital  
Projects Fund  
Resolution  
No. 16-02  
(Item III.C.2.a.)**

2016 BUDGET AUTHORIZING THE TRANSFER OF FUNDS FROM THE GENERAL FUND TO THE CAPITAL PROJECTS FUND (RESOLUTION NO. 16-02). Mr. Craig moved and Mr. Teterud seconded to approve the transfer of funds to the Capital Projects Fund.

RESOLUTION NO. 16-02

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, AUTHORIZING THE TRANSFER OF FUNDS FROM THE GENERAL FUND TO THE CAPITAL PROJECTS FUND; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

Mr. Knorr reiterated his anticipation of surplus budget from 2015 to put toward funding for capital projects in 2016 and beyond. There was no further discussion. The motion was unanimously approved.

**New Business  
Welcome Incoming  
Trustee  
(Item III.D.1.)**

WELCOME INCOMING TRUSTEE. Mr. Johnson welcomed Wesley "Wes" Teterud to his first five-year term on the Board of Trustees. Mr. Teterud expressed appreciation for the votes of confidence, and said he looks forward to working as a team.

**New Business  
Friends of the  
Library Recognition  
Resolution  
No. 16-03  
(Item III.D.2.)**

FRIENDS OF THE LIBRARY RECOGNITION (RESOLUTION NO. 16-03). Ms. Thompson moved and Mr. Craig seconded approval of Resolution No. 16-03, Recognizing District Friends of the Library Support.

RESOLUTION NO. 16-03

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

Mr. Johnson said he found the lengthy list of library Friends' contributions amazing, as well as the ongoing District library programs and events. Ms. Ledebauer pointed out the resolution also included recognition of the recently formed foundation, Friends of the Spokane County Library District, and noted with passage of the resolution, a letter of thanks will be written and delivered to each of the 11 Friends groups. Trustees subsequently expressed appreciation for all of the dedicated Friends and library volunteers. There was no further discussion. The motion was unanimously approved.

**New Business  
WLA Library  
Legislative Day  
Briefing/Key Issues  
(Item III.D.3.)**

Ms. Ledebauer reported that she and four staff will attend Library Legislative Day in Olympia on January 21. The agenda includes a short briefing to start the day, followed by visits with legislators. Packets with promotional information about current library programming will be offered to our representatives, along with open invitations to visit their local libraries when time avails. This year there is a bill specific to counties serving populations of more than one million to increase the number of trustees on a board from five to seven. Ms. Ledebauer said that she and Deputy Director Roewe are in the process of reading and commenting on legislative bills and WLA is not advocating a position on this bill. Trustee Teterud inquired about support from local representatives and their visits to libraries. Ms. Ledebauer responded that we make an effort to invite legislators to visit libraries when they are not in session, and asked Trustees to share any suggestions they may have for engaging legislators in the future. In response to Mr. Teterud, Ms. Ledebauer indicated the photo essay project was undertaken by WLA to collect photographs illustrating the many ways that libraries serve residents from across the state. The books, for which SCLD submitted photos, will be given to legislators to spark discussion about the importance of libraries. There was no further discussion.

**Minutes - Board of Trustees' Meeting**

**January 19, 2016**

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**Unfinished Business  
Discussion Items,  
Possible Action  
Future Board  
Meeting Agenda  
Items  
(Item IV.A.)**

Mr. Johnson reviewed the list of tentative agenda items for the next two months. The February meeting will be held at Argonne Library. Among other items, the agenda will include a review of the Facility Use for Political Purposes policy, an overview of the Exploring Human Origins exhibit, and a report on the 2016 Library Legislative Day. An invitation to attend the WLA Annual Conference, held in Spokane, April 27-29, was again extended to Trustees. The early bird registration deadline is Mar. 14.

**Trustees'  
Reports  
(Item V.A.)**

Mr. Craig reported he attended the Exploring Human Origins exhibit at North Spokane and found it well attended and highly successful. Mr. Johnson commented it was great to see the generous coverage by KHQ-TV. Ms. Ledeboer said Library Services Manager Gwendolyn Haley reported approximately 150 attended the opening exhibit, with a good turnout as well at the workshop held for science teachers.

**Executive Director's  
Report, Dec. 2015  
(Item V.B.)**

The Executive Director's written report for December provided prior to the meeting included information on the Business Office, Finance and Facilities, Collection Services, Human Resources, Information Technology, and Community Activities. Ms. Ledeboer pointed out copies of the WLA Conference schedule for April 27-29 and invited trustees to attend all or part of the conference sessions/events. District Administrative Offices will handle registration.

**Public Services  
Report, Dec. 2015  
(Item V.C.)**

Deputy Director Patrick Roewe provided a written report prior to the meeting for December 2015, with data for customer use measures, programming and library activities. Mr. Roewe introduced Kristy Bateman and announced her new role as Library Services Manager. He reiterated changes are planned for future Public Services reports, and with Trustees as the audience, asked for feedback. Mr. Craig inquired about the recent security incidents to which Mr. Roewe replied these were single incidents and although not particularly threatening, represented patterns of members refusing to comply with staff requests. There were no other questions.

**Communication  
Report, Dec. 2015  
(Item V.D.)**

Communication & Development Officer Jane Baker provided a written report prior to the meeting for December 2015 communication activities. There was no discussion.

**Fiscal Report,  
Dec. 2015  
(Item V.E.)**

Revenue and Expenditure Statement through December 31, 2015.

<u>Fund 001</u>	
Revenues	\$ 11,642,753
Expenditures	\$ 11,174,614
Ending Fund Balance	\$ 4,874,893
Fund Budget Expended	98.03%

Mr. Knorr said the 2015 year-end report provided prior to this meeting was preliminary. He expects it to be finalized by next month. Although the 2016 Budget is balanced, Mr. Knorr said he doesn't anticipate the same level of year-end savings as for 2015.

**Spotlight  
Airway Heights  
Library  
(Item V.F.)**

Library Supervisor Stacy Ann Kvamme and Librarian Corinne Wilson provided highlights on Airway Heights Library and the community it serves. They reported progress on goals related to the Community Impact Plan (CIP) for years 2013-2015, and future plans for the Community Engagement Plan 2016-2018, which is the next iteration of the District's strategic plan. In response to increased use and library cardholders, Airway Heights (AH) increased its open days and hours. Since January 2015, the library is now open 40 hours per week over five days. Ms. Kvamme referred to an article published in The Spokesman-Review that listed AH as the fastest growing city in Spokane County, as its population has increased 37% since 2010. Ms. Wilson shared the library's thematic statement, "Aspiring to Become a Connected Community," and its narrative statement emphasizing having a "safe and well-connected community." Ms. Wilson reviewed the CEP Service Priorities for 2016-2018. Staff anticipates the new Around Town feature on AH's website location page will attract members to engage in community events in and outside the library, and to use the library as a community information hub. The library will host classes on de-cluttering space and making environmentally-friendly cleaning supplies, and a seminar on defensive landscaping. There are also plans for a summer concert series. Ms. Wilson reviewed a list of ways the library and its staff connects with community as well, which includes participation at various community group meetings and festivals, involvement with Cheney School District's Ready! For Kindergarten program, and display of student artwork, to name only a few. Ms. Kvamme reported on the second annual *Let's Move, Airway Heights*. The library partnered with Airway Heights Parks and Recreation last July to create programming in conjunction with its annual Parks and Recreation Month, with a theme of "Celebrating Since 1985." The library additionally partnered with Airway Fitness that provided staffing and equipment for activities. The local grocery, Yoke's Fresh Market, provided space in its parking lot for the day's activities, and hosted a cooking demonstration. Attendance doubled since the first year, even though the

**Continued,  
Spotlight  
Airway Heights  
Library  
(Item V.F.)**

weather was inclement. With leftover funds from AH's initial Innovation Project budget, two new special events were hosted and well attended: *Spooktacular Storytime*, followed by cupcake decorating and pumpkin painting. And as part of the annual Winter Festival, an hour of arts and craft activities were offered along with Storytime. For adult Explore and Discover programming, Ms. Wilson reported the library hosted Zentangle, Book Club, a Floating Crowbar concert, and as part of the Nourish series, Tea Time, a class on the benefits of tea. For students, the library hosted Explore and Discover Club, STEM programming, and weekly LEGO Club. In Support of Job Seekers, in 2015 there were 12,573 software station bookings at AH, an eight percent increase from 2014. Ms. Kvamme reported on programming to help Develop Young Learners, and pointed out in September, Play & Learn Storytime was made available on Saturdays for working parents or those with children in preschool during the week. Two outreach Storytimes were added at Cheney School District. In response to Trustee Teterud, Ms. Kvamme said FAFB members most typically use the library at the base, yet AH does have some participation. Trustees expressed appreciation for the informative report.

**Overview  
SCLD Wellness  
Program  
(Item V.G.)**

As a representative of the Wellness Committee, Librarian Diane Brown provided an overview of District Wellness. The overall vision is Healthy Minds, Healthy Bodies, and the mission is to foster an environment that promotes employee health and well-being through programs, information and encouragement. Ms. Brown recapped the program highlights from 2015, which were LOL (Live Out Loud), a program that emphasized making time for enjoyment; a once-per-year per library wellness basket filled with healthy snacks and informational material to support AWC's monthly wellness theme; Summer Adventure Pass, a program that encouraged staff's enjoyment of regional recreational attractions; the Gratitude Graffiti Project, a 40-day program designed to increase mental well-being that provided opportunities at each library for staff and members of the public to share thoughts related to gratitude.

The Committee's goals for 2016 are to provide potential solutions to help staff reduce stress or increase energy. Several popular programs will return, such as the wellness baskets and Gratitude Graffiti Project. A new program scheduled for March, Feel like a Million, will use a fun, interactive game show theme to inspire participants to focus on simple actions in four core areas — fitness, nutrition, balance, and purpose — with virtual dollars as reward for accumulative actions. Ms. Brown invited Trustees to participate along with staff. She also reported the District received a wellness grant from AWC for \$500 that was doubled to \$1,000 for increased employee participation. Ms. Ledboer noted the District's intent is to meet requirements to ultimately achieve discounted health benefits premiums in the future. Trustees expressed appreciation for the informative report.

**Public Comment  
(Item VI.)**

In advance of the Library District's review of its Facility Use for Political Purposes policy next month, three volunteers for 2015 I-735, Rosemarie Bisiar, Harvey Brown, and Larry Deemer provided public comment and printed materials in advance of District deliberation, noting a revised library policy could help build the democratic process and community. Mr. Deemer, Ms. Bisiar, and Mr. Brown said their interpretation of RCW 42.17A.555 that addresses use of public offices or agency facilities in campaigns, is in contrast to the District's facility-use policy. They reported the Washington Administrative Code (WAC) suggests that public facilities can be used for political purposes if done with non-discriminatory methods. The group also asked the Library District to specifically consider walkways and approaches to libraries and foyers as free-speech areas, which they believe to be supported by the federal and state constitutions. The group suggested voters may well appreciate the opportunity to receive or exchange information, and/or sign petitions. Trustee Teterud asked if they first asked the library for permission to use the library grounds, to which they responded that they had and were advised about the District policy. Ms. Ledeboer pointed out the topic of discussion is not on the meeting agenda for today, and therefore, no action is allowed. Chair Johnson expressed appreciation to the volunteers for their public comment, and noted everyone present at this meeting promotes free speech. Vice Chair Craig said the Board will review the facility use policy with an open-minded approach.

**Adjournment  
(Item VII.)**

Chair Johnson adjourned the meeting at 5:12 p.m. The next Board Meeting is scheduled for Tuesday, February 16, 2016, at 4:00 p.m., in the public meeting room at Argonne Library.

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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 January 31, 2016 and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$1,266,213.78 and that we are authorized to authenticate and certify these claims.

DATE: February 1, 2016  
 SIGNED: [Signature]  
 TITLE: C.F.O.

SIGNED: [Signature: Nancy Ledbetter]  
 TITLE: Executive Director

VOUCHER NUMBER	DESCRIPTION	VOUCHER AMOUNT
049390	CATHERINE ABBOTT LOST/PAID BOOK REFUND	\$ 28.00
049391	AVISTA UTILITIES UTILITIES	9,103.99
049392	BAKER AND TAYLOR INC. LIBRARY MATERIALS	27.34
049393	CLASSIC VENTURES LTD LIBRARY MATERIALS	61.94
049394	BLACKSTONE AUDIO BOOKS LIBRARY MATERIALS	444.00
049395	B & C TELEPHONE, INC. EQUIPMENT REPAIR & MAINTENANCE	797.78
049396	MORGAN BLAKE LOST/PAID BOOK REFUND	21.00
049397	ANELISE BRASCH LOST/PAID BOOK REFUND	14.00
049398	CONTRACT DESIGN ASSOCIATES OFFICE FURNITURE - CS AREA	13,719.87
049399	CENTURYLINK ANALOG TELEPHONE LINES	85.27
049400	CENTURYLINK ANALOG TELEPHONE LINES	96.88
049401	CITY OF SPOKANE WATER & SEWER - MORAN PRAIRIE	259.14
049402	CITY OF AIRWAY HEIGHTS WATER & SEWER - AIRWAY HEIGHTS	130.49
049403	CITY OF CHENEY WATER, SEWER, ELEC. - CHENEY	666.00
049404	CITY OF DEER PARK WATER & SEWER - DEER PARK	70.00
049405	CAPITAL ONE NAT'L ASSOC OFFICE/LIBRARY SUPPLIES/COSTCO	106.35
049406	DEVRIES INFORMATION MGMT COURIER SERVICE	4,662.00
049407	FINDAWAY WORLD, LLC LIBRARY MATERIALS	993.04
049408	FRONTIER COMMUNICATION TELEPHONE & BROADBAND - FF	117.33
049409	GALE/CENAGE LEARNING LIBRARY MATERIALS	745.86
049410	GREENLEAF LANDSCAPING, INC. SNOW REMOVAL	5,080.54
049411	H&H BUSINESS SYSTEMS, INC. COPIER MAINTENANCE	1,152.47
049412	HEARTLAND COMMUNICATIONS GROUP LIBRARY MATERIALS	45.00
049413	VANTAGEPOINT TRNSFR %M&T BANK ICMA EMPLOYEE 457 CONTRIBUTIONS	4,194.02
049414	INFOGROUP ELECTRONIC LIBRARY SERVICES	8,918.00
049415	INGRAM DISTRIBUTION GROUP, INC LIBRARY MATERIALS	17,688.86
049416	CHRISTINA JONES LOST/PAID BOOK REFUND	30.00
049417	ROCHELLE KENDALL LOST/PAID BOOK REFUND	13.80
049418	KNUTSON, JANA LOST/PAID BOOK REFUND	8.20
049419	DARINA LOWE LOST/PAID BOOK REFUND	1.80
049420	NORM MCPHEE LOST/PAID BOOK REFUND	7.00
049421	MIDWEST TAPE LIBRARY MATERIALS	13,678.34
049422	MODERN ELECTRIC WATER COMPANY WATER, ELEC. - SV	1,991.82
049423	NEW YORK TIMES LIBRARY MATERIALS	468.00
049424	NEW YORK TIMES LIBRARY MATERIALS	468.00
049425	AUNJA NORLAND LOST/PAID BOOK REFUND	28.00
049426	OFFICE DEPOT OFFICE/LIBRARY SUPPLIES	172.77
049427	OVERDRIVE, INC. LIBRARY MATERIALS e-Books	80,063.19
049428	TRAVIS PATRICK LOST/PAID BOOK REFUND	16.00

049429	QUANTUM SOLUTIONS	CARPET REPLACEMENT: NS & AR	14,298.12
049430	RECORDED BOOKS, LLC	LIBRARY MATERIALS	1,969.17
049431	SAGE PUBLICATIONS, INC.	LIBRARY MATERIALS	440.80
049432	SPOKANE CO. WATER DISTRICT #3	UTILITY FEE - HASTINGS PROPERTY	14.25
049433	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	155.53
049434	U.S. BANK	H S A ADMIN FEES	87.00
049435	WASTE MANAGEMENT OF SPOKANE	REFUSE	1,139.40
049436	ABM JANITORIAL SERVICES - NW	CUSTODIAL SERVICES	11,897.38
049437	ALLIED SAFE & VAULT CO, INC.	SAFETY & SECURITY SERVICES	1,326.60
049438	ASSOC OF WASHINGTON CITIES	MEDICAL, DENTAL, VISION & LIFE INS.	74,598.05
049439	ASSOC OF WASHINGTON CITIES	MEDICAL, DENTAL, VISION & LIFE INS.	762.30
049440	AVISTA UTILITIES	UTILITIES	269.29
049441	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	166.97
049442	BOOKLIST	LIBRARY MATERIALS	295.00
049443	JAMIESON ENTERPRISES, LLC	PARKING SPACE LEASE OUTREACH VAN	360.00
049444	BRILLIANCE PUBLISHING, INC.	LIBRARY MATERIALS	32.60
049445	CAPITAL COMMUNICATIONS, INC	OFFICE/LIBRARY SUPPLIES	379.77
049446	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	144.92
049447	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	27.16
049448	CENTURYLINK	ANALOG TELEPHONE LINES	92.52
049449	US POSTAL SERVICE	POSTAGE FOR POSTAGE MACHINE	8,000.00
049450	DELL MARKETING L.P%DELL USA LP	PRINTER SUPPLIES/IT EQUIPMENT	1,208.15
049451	DEPT. OF LABOR & INDUSTRIES	QUARTERLY WORKMAN'S COMP.	12,444.82
049452	EMPIRE DISPOSAL INC.	SOLID WASTE - FAIRFIELD	18.75
049453	EXECUTIVE WOMEN INTERNAT'L	ADVERTISING	20.00
049454	GALE/CENAGE LEARNING	LIBRARY MATERIALS	9,582.61
049455	GREATER SPOKANE VALLEY CHAMBER	DUES AND MEMBERSHIPS	450.00
049456	GREENLEAF LANDSCAPING, INC.	SNOW REMOVAL	1,114.37
049457	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	215.83
049458	INTEGRA TELECOM HOLDINGS, INC	BROADBAND AND INTERNET	2,274.81
049459	INTEGRA TELECOM HOLDINGS, INC	BROADBAND AND INTERNET	15,630.49
049460	INLAND NW BUSINESS ALLIANCE	LUNCH MEETING	30.00
049461	NORTHWEST BUSINESS PRESS INC	LIBRARY MATERIALS	79.95
049462	KENT ADHESIVE PRODUCTS CO.	OFFICE/LIBRARY SUPPLIES	649.68
049463	PERIDOT PUBLISHING LLC	ADVERTISING, SPLASH/CURRENT	297.50
049464	THE LIBRARY CENTER	INTERLIBRARY LOAN FEES	12.99
049465	McMULLEN & McMULLEN, P.S.	GENERAL LEGAL SERVICES	414.00
049466	MONTGOMERY HARDWARE	MAINTENANCE SUPPLIES	144.01
049467	OCLC, INC.	CATALOGING & ILL SUBSCRIPTION SVCS	3,244.15
049468	PERRINE PROPERTIES, LLC	SV PARKING LOT LEASE	300.00
049469	ROBERT J SAVAGE	ELECTRONIC LIBRARY SERVICES	3,995.00
049470	PROQUEST	ELECTRONIC LIBRARY SERVICES	10,626.00
049471	RECORDED BOOKS, LLC	LIBRARY MATERIALS	215.23
049472	SALISH SCHOOL OF SPOKANE	PROGRAMMING	100.00
049473	JANELLE KRUM, CUSTODIAN	REIMBURSE PETTY CASH FUND	220.21
049474	SEATTLE PUBLIC LIBRARY	LOST INTERLIBRARY LOAN ITEM	35.00
049475	SIRSIDYNIX	SOFTWARE SUPPORT & WEB CONTENT	141,640.07
049476	SPOKANE NEIGHBORHOOD ACTION P	PROGRAMMING	600.00
049477	SPOKANE COUNTY UTILITIES	SEWER - AR, NS, SV	406.91
049478	STORMWIND STUDIOS, LLC	ON-LINE TRAINING, IT STAFF	3,490.00
049479	TOWN OF FAIRFIELD	UTILITIES	161.80
049480	UNIQUE MANAGEMENT SERVICES	COLLECTION AGENCY & NOTICE FEES	3,132.77
049481	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	13,305.33
049482	VANCOUVER PUBLIC LIBRARY	LOST INTERLIBRARY LOAN ITEM	55.95
049483	VERIZON WIRELESS	CELL PHONES	346.78
049484	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	711.09
049485	WHITWORTH WATER DISTRICT #2	WATER - NORTH SPOKANE	28.57

049486	AMERICAN LIBRARY ASSOCIATION	DUES AND MEMBERSHIPS	41.40
049487	ARC ELECTRIC	BUILDING REPAIR & MAINTENANCE	983.74
049488	ASSOC. OF WASHINGTON CITIES	ANNUAL DUES AND ASSESSMENT FEES	6,154.73
049489	AVISTA UTILITIES	UTILITIES	1,848.89
049490	A+ PRINTING, INC	PRINTING	129.35
049491	CLASSIC VENTURES LTD	LIBRARY MATERIALS	202.11
049492	BRILLIANCE PUBLISHING, INC.	LIBRARY MATERIALS	26.08
049493	CAPITAL COMMUNICATIONS, INC	OFFICE/LIBRARY SUPPLIES	184.80
049494	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	21.85
049495	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	474.54
049496	CENTURYLINK	ANALOG TELEPHONE LINES	96.49
049497	CENTURYLINK	ANALOG TELEPHONE LINES	39.01
049498	CENTURYLINK	ANALOG TELEPHONE LINES	97.01
049499	CENTURYLINK	ANALOG TELEPHONE LINES	139.27
049500	CENTURYLINK	ANALOG TELEPHONE LINES	59.85
049501	CITY OF MEDICAL LAKE	WATER, SEWER, REFUSE - ML	183.96
049502	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	719.50
049503	DIVCO INCORPORATED	BUILDING REPAIR & MAINT - HVAC	841.34
049504	LILA ETAL	LOST/PAID BOOK REFUND	12.60
049505	GALE/CENAGE LEARNING	LIBRARY MATERIALS	766.10
049506	DAVIS GEORGE GORDON	PROGRAMMING	550.00
049507	GREENLEAF LANDSCAPING, INC.	SNOW REMOVAL	3,644.34
049508	JEANNIE HUSKISSON	LOST/PAID BOOK REFUND	2.90
049509	VANTAGEPOINT TRNSFR %M&T BANK	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,189.02
049510	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	6,556.26
049511	INLAND PUBLICATIONS	LIBRARY PROGRAMS	416.00
049512	INLAND POWER AND LIGHT	UTILITIES - AH, DP	922.76
049513	GROUP W MARKETING	ADVERTISING - KIDS NEWSPAPER	500.00
049514	MIDWEST TAPE	LIBRARY MATERIALS	4,351.33
049515	NORTHWEST NEUROBEHAVIORIAL INSTITUTE	PROGRAMMING	100.00
049516	OVERDRIVE, INC.	ANNUAL FEE	12,000.00
049517	ELVIRA PATEL	LOST/PAID BOOK REFUND	18.50
049518	PayneWest INSURANCE	INSURANCE: D&O PORTION	15,413.00
049519	PHILADELPHIA INSURANCE CO	INSURANCE: CYBER LIABILITY	5,344.00
049520	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	609.66
049521	RECORDED BOOKS, LLC	LIBRARY MATERIALS	17,690.47
049522	JEREMIAS SANDSTROM	LOST/PAID BOOK REFUND	3.00
049523	ADAM SHACKLEFORD	LOST/PAID BOOK REFUND	23.00
049524	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	270.12
049525	STATE AUDITOR'S OFFICE	ANNUAL AUDIT	6,092.10
049526	USB TREASURY MANAGEMENT SVCS	ANNUAL BANK FEES	5,068.09
049527	UNIQUE MANAGEMENT SERVICES	COLLECTION AGENCY & NOTICE FEES	4,244.59
049528	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	6,459.17
049529	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	407.21
049530	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	601.18
049531	AVISTA UTILITIES	UTILITIES	1,210.66
049532	ELIZABETH BANCROFT	PROGRAMMING	100.00
049533	BATTERIES PLUS BULBS	REPAIR & MAINTENANCE - IT EQUIPMENT	935.69
049534	BOOKLIST	LIBRARY MATERIALS	147.50
049535	BRODART CO.	OFFICE/LIBRARY SUPPLIES	36.57
049536	CONTRACT DESIGN ASSOCIATES	OFFICE FURNITURE	144.00
049537	CENTURYLINK	ANALOG TELEPHONE LINES	44.99
049538	CENTURYLINK	ANALOG TELEPHONE LINES	44.75
049539	JAMES C CHATTERS	PROGRAMMING	500.00
049540	KIM CLARK	LOST/PAID BOOK REFUND	14.00
049541	DEER PARK GAZETTE	LIBRARY MATERIALS	60.00
049542	SHANNON DEERHEIM	LOST/PAID BOOK REFUND	19.00

049543	DELL MARKETING L.P%DELL USA LP	PRINTER SUPPLIES/IT EQUIPMENT	65.18
049544	DIVCO INCORPORATED	BUILDING REPAIR & MAINT - HVAC	630.14
049545	BRANDON FIRESTONE	LOST/PAID BOOK REFUND	20.00
049546	FREE PRESS PUBLISHING, INC	LIBRARY MATERIALS	24.00
049547	KENNETH J. FUCHS	PROGRAMMING	100.00
049548	GALE/CENAGE LEARNING	LIBRARY MATERIALS	267.00
049549	GRAY DOG PRESS	LIBRARY MATERIALS	54.75
049550	GREENLEAF LANDSCAPING, INC.	SNOW REMOVAL	369.86
049551	SARAH HEALY	LOST/PAID BOOK REFUND	11.00
049552	CHRISTIAN HUNT	LOST/PAID BOOK REFUND	76.00
049553	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	12,365.05
049554	INLAND PUBLICATIONS	LIBRARY PROGRAMS	416.00
049555	CHRISTINA JONES	LOST/PAID BOOK REFUND	11.80
049556	NORTHWEST BUSINESS PRESS INC	LIBRARY MATERIALS	79.95
049557	KENT ADHESIVE PRODUCTS CO.	OFFICE/LIBRARY SUPPLIES	96.11
049558	SHARRON LOVEALL	LOST/PAID BOOK REFUND	7.40
049559	JENNIFER LOWMAN	LOST/PAID BOOK REFUND	10.00
049560	M & L SUPPLY CO., INC.	MAINTENANCE SUPPLIES	22.00
049561	MIDWEST TAPE	LIBRARY MATERIALS	5,170.58
049562	SWANK MOTION PICTURES, INC.	LIBRARY PROGRAMS	220.00
049563	KRISTINE NGUYEN	LOST/PAID BOOK REFUND	15.00
049564	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	278.79
049565	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	1,677.54
049566	PAPERJACK.com	OFFICE/LIBRARY SUPPLIES	179.94
049567	SARAH JO PATTERSON	LOST/PAID BOOK REFUND	1.20
049568	YESICA PAVON	LOST/PAID BOOK REFUND	13.00
049569	TATYANA PENKOV	LOST/PAID BOOK REFUND	15.00
049570	SHAYLEE POLK	LOST/PAID BOOK REFUND	14.00
049571	MONICA PRATHER	LOST/PAID BOOK REFUND	1.40
049572	PRESSWORKS	PRINTING	554.70
049573	QUANTUM SOLUTIONS	CARPET REPLACEMENT: SV	10,275.87
049574	DARRELL QUARLES	LOST/PAID BOOK REFUND	13.00
049575	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	808.19
049576	SOFTWARE.HARDWARE.INTEGRATION	IT HARDWARE & SOFTWARE	3,741.45
049577	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	324.18
049578	BRIANNA STEVENS	LOST/PAID BOOK REFUND	3.00
049579	CRJW ENTPR INC./VALLEY GLASS	BUILDING REPAIR & MAINTENANCE	2,337.05
049580	WEST PLAINS CHAM. OF COMMERCE	ANNUAL DUES	340.00
W00295	US BANK - HEALTH	H S A CONTRIBUTIONS	1,522.50
W00296	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	61,069.05
W00297	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	41,101.09
W00299	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	39,167.30
W00300	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	58,284.82
W00301	US BANK - HEALTH	H S A CONTRIBUTIONS	1,514.25

Total Non-Payroll General Operating Fund \$ 864,861.36

PAYROLL VOUCHERS

01082016PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	\$ 181,232.32
01252016PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	170,837.45

Total Payroll General Operating Fund \$ 352,069.77

TOTAL GENERAL OPERATING FUND \$ 1,216,931.13

CAPITAL PROJECTS FUND

VOUCHER NUMBER		DESCRIPTION	VOUCHER AMOUNT
009531	***Void Check***	VOID - PRINTER ERROR	\$ -
009532	SPOKANE COUNTY TREASURER	ELECTION COSTS	<u>49,282.65</u>
TOTAL CAPITAL PROJECTS FUND			<u>\$ 49,282.65</u>

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Spokane County Library District  
Monthly Credit Card Activity  
For the Month of December, 2015  
Paid in the Month of January, 2016  
Voucher # 049481

<u>Card Category</u>	<u>Amount</u>
General Purchases	\$ 7,002.47
Maintenance	1,189.77
Travel	4,220.60
Acquisitions	-
Information Technology	892.49
Outreach	-
Total Purchases	<u>\$ 13,305.33</u>

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Spokane County Library District  
Monthly Credit Card Activity  
For the Month of January, 2016  
Paid in the Month of January, 2016  
Voucher # 049528

<u>Card Category</u>	<u>Amount</u>
General Purchases	\$ 2,260.75
Maintenance	139.98
Travel	15.00
Acquisitions	3,526.33
Information Technology	483.98
Outreach	33.13
Total Purchases	<u>\$ 6,459.17</u>

## **FACILITY USE FOR POLITICAL PURPOSES**

### **BACKGROUND:**

The current SCLD Policy does not allow the public to gather signatures on petitions in any library location except meeting rooms. Staff has provided a DRAFT of a revised policy that allows members of the public to gather signatures in public areas outside of the library building as long as it does not interfere with access to the library by other members of the public.

Attached you will find a memorandum from Cindy McMullen, SCLD's attorney. In consideration of the policy, Ms. McMullen summarizes two rights guaranteed in the First Amendment, free speech and the right to petition the government. These rights are supported in Washington state law. In conclusion Ms. McMullen states:

The Spokane County Library District is a governmental agency, formed under RCW 27.12. Therefore, it must comply with the First Amendment to the United States Constitution and Article 1, Sections 4 and 5 of the Washington Constitution. In so doing, it may only regulate free speech, the right to assemble and the right to petition the government in content neutral, reasonable limitations on time, place and manner. Under the Washington Constitution, legislation that protects the health, safety and welfare of the public and the common good can form the basis for reasonable limits on time, place and manner. One such legislation is RCW 42.17.555, which was enacted to protect the public from the misuse of government facilities by its elected and appointed officials.

During public comment at the January Board meeting, Trustees were asked to consider allowing petition gathering outside of the library. Members of the public presented the argument that sidewalks, and other areas outside the library, are accessible by the public at all hours and should be considered a "public forum."

Staff reviewed policies of other libraries and found that several other Washington libraries allow signature gathering on library premises as long as it does not interfere with access to the library by other members of the public. We found that libraries in other states have lost challenges when they prohibited petition gathering outside of a library.

In partnership with Spokane County Elections, all 10 SCLD libraries serve as ballot deposit sites for elections. The presence of those ballot drop boxes would impose additional limitations to electioneering and signature gathering as per WAC 434-250-100 (not allowed within twenty-five feet of a ballot deposit site). In addition, two SCLD libraries (Cheney and North Spokane) currently serve as voter service centers on election days, and as per RCW 29A.84.510 and WAC 434-250-105, no electioneering and/or signature gathering would be allowed at those locations on those designated election days.

Based upon advice from counsel and a review of other library policies, staff is recommending that the Board approve a policy that expands the areas where the public may collect signatures on petitions. In addition to using meeting rooms for this purpose, the public may gather signatures outside of the library. Conditions of the Code of Conduct would apply.

**Recommended Action:** Motion to approve the Facilities Use for Political Purposes Policy as revised.

SPOKANE COUNTY LIBRARY DISTRICT

DRAFT

**POLICY: FACILITY USE FOR POLITICAL PURPOSES**

Approval Date: April 15, 2003

Revision Date: February 16, 2016 (tentative)

RELATED POLICIES:

CODE OF CONDUCT

LIBRARY MEETING ROOM USE

BULLETIN BOARDS AND COMMUNITY INTEREST PUBLICATIONS

**Statutory References:**

RCW 29A.84.510

RCW 42.17A.555

WAC 390-05-271

WAC 434-250-100

WAC 434-250-105

**Purpose**

To define the extent to which Spokane County Library District facilities may be used for political purposes. SCLD provides a welcoming environment that encourages all members of the public to use its facilities, services and resources in a safe and respectful manner. As part of its normal and regular conduct of its mission, SCLD provides free access to and communication of ideas and information that reflects the broad range of interests of the communities we serve. This policy recognizes that some portions of library facilities may be considered public forums. SCLD imposes reasonable time, place and manner restrictions on signature gathering, political activities and election materials and other activities or expressions of free speech in accordance with state law and to the extent necessary to prevent unreasonable interference with community members' use of the library.

**Background:**

The First Amendment guarantees the right of free speech. Federal Courts have interpreted the First Amendment to allow for the peaceful exercise of the rights set forth in the Constitution.

Washington state law restricts the use of public facilities for political purposes. RCW 42.17A.555 states that public facilities may not be used directly or indirectly for the purpose of assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition, except for activities which are part of the normal and regular conduct of the office or agency. Federal courts have consistently recognized designated public library spaces as limited public forums. WAC 390-05-271 clarifies that RCW 42.17A.555 does not prevent a public agency from making facilities available on a nondiscriminatory, equal access basis for political uses.

All SCLD libraries serve as ballot deposit sites for elections, subject to WAC 434-250-100. In addition, SCLD libraries may serve as voter service centers on election days, subject to RCW 29A.84.510 and WAC 434-250-105.

In keeping with the fundamental principles of free speech provided by the First Amendment, and in accordance with state law, the Library may designate and make available areas on Library premises for the purpose of public expression of opinions and ideas.



**General Policy:**

It is Spokane County Library District (District) policy to allow use of designated parts of its facilities for political uses on a nondiscriminatory, equal access basis, making such time, place, and manner restrictions as are necessary for the orderly conduct of normal public library operations.

District meeting and conference rooms are open to any individual or group on an equal basis and as such may be used for political or partisan purposes, subject to the District's Library Meeting Room Use Policy.

The District shall allow petition signature gatherers and electioneers outside on library premises as long as they do not interfere with the public's access to, entry into, or exit from the building. Signature gatherers may be outside the library building only and may not be in the foyer, lobby or interior of the facility. Petition signature gatherers and electioneers may utilize outdoor walkways, plaza areas, and adjacent sidewalks as long as they do not interfere with traffic or public access to the library building. Petition signature gathering and electioneering is not permitted within twenty-five feet of a ballot deposit box on library premises, or anywhere on election days at libraries designated as voter service centers. The District's Code of Conduct Policy applies to any and all activities occurring anywhere on District grounds.

The provision of District premises for the public expression of opinion does not constitute District endorsement of the opinions or ideas of those individuals and organizations using the space.

The District encourages members of the public to engage in civic matters and civil discourse. As part of its mission to support a community that learns, works, creates and thrives together, the District may provide information on issues of public concern, in a manner that is objective and fair.

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/Existing Policy

**POLICY: FACILITY USE FOR POLITICAL PURPOSES**

Approval Date: April 15, 2003

Revision Date: February 18, 2014

**Statutory Reference:** RCW 42.17A.555

**Purpose**

To define how Spokane County Library District facilities can be used for political purposes.

**General Policy**

RCW 42.17A.555 states that public facilities may not be used directly or indirectly for the purpose of assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition, except for activities which are part of the normal and regular conduct of the office or agency. Federal courts have consistently recognized designated public library spaces as limited public forums. WAC 390-05-271 clarifies that RCW 42.17A.555 does not prevent a public agency from making facilities such as meeting rooms available on a nondiscriminatory, equal access basis for political uses.

Consistent with this legal framework, it is Spokane County Library District (District) policy to allow use of its facilities for political uses on a nondiscriminatory, equal access basis, making such time and place restrictions as are necessary for the orderly conduct of normal public library operations.

District meeting and conference rooms are open to any individual or group on an equal basis and as such may be used for political or partisan purposes.

Materials in support of or opposition to a ballot proposition will not be accepted for distribution or posting in District facilities; such materials left in District facilities will be discarded.

Petitions may not be placed on bulletin boards or literature distribution racks, or otherwise left in District facilities. Petition signatures may be solicited only within meeting rooms scheduled for that purpose; they may not be solicited elsewhere inside or outside District buildings.

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

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

## **2015 Reciprocal Use Report**

### **Background**

The following statistics detail reciprocal use between a.) Spokane County Library District and Spokane Public Library, and b.) Spokane County Library District and Liberty Lake Municipal Library for 2015. As per a requirement in the interlocal agreements with both libraries, reciprocal use statistics are to be reported on an annual basis to each respective partner.

Please note that the reciprocal agreements do not include digital circulation, as the contracts with our various digital content providers generally do not permit shared use. Thus, the circulation numbers in this report are for the check-out of physical items only.

Deputy Director Patrick Roewe will provide a brief overview of the report.

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

1.) Spokane County Library District: Reciprocal use with Spokane Public Library

a. Cardholders

	2014 Total SCLD members	2015 Total SCLD members	change %	2014 Total SPL Reciprocal Cards	2015 Total SPL Reciprocal Cards	change %	2014 Percentage SPL Reciprocal Members	2015 Percentage SPL Reciprocal Members
<b>All Library Total</b>	<b>117,340</b>	<b>116,281</b>	<b>-0.90%</b>	<b>17,221</b>	<b>17,191</b>	<b>-0.17%</b>	<b>14.7%</b>	<b>14.8%</b>
Airway Heights	4,225	4,369	3.41%	317	314	-0.95%	7.5%	7.2%
Argonne	10,369	10,205	-1.58%	1,240	1,246	0.48%	12.0%	12.2%
Cheney	8,867	8,716	-1.70%	254	245	-3.54%	2.9%	2.8%
Deer Park	6,505	6,503	-0.03%	152	139	-8.55%	2.3%	2.1%
Fairfield	624	636	1.92%	6	9	50.00%	1.0%	1.4%
Medical Lake	2,832	2,791	-1.45%	51	47	-7.84%	1.8%	1.7%
Moran Prairie	11,221	11,237	0.14%	4,691	4,667	-0.51%	41.8%	41.5%
North Spokane	30,590	30,338	-0.82%	8,463	8,518	0.65%	27.7%	28.1%
Otis Orchards	4,359	4,244	-2.64%	60	58	-3.33%	1.4%	1.4%
Spokane Valley	36,144	35,704	6.90%	1,986	1,947	-1.96%	5.5%	5.5%

b. Circulation\*

	2014 SCLD Total Circulation	2015 SCLD Total Circulation	change %	2014 Total circulation to SPL Residents	2015 Total circulation to SPL Residents	change %	2014 Percentage SPL Resident Checkout	2015 Percentage SPL Resident Checkout
<b>All Library Total</b>	<b>2,348,127</b>	<b>2,217,350</b>	<b>-5.57%</b>	<b>313,757</b>	<b>292,535</b>	<b>-6.76%</b>	<b>13.4%</b>	<b>13.2%</b>
Airway Heights	80,931	78,082	-3.52%	5,131	4,274	-16.70%	6.3%	5.5%
Argonne	185,717	169,311	-8.83%	16,676	14,348	-13.96%	9.0%	8.5%
Cheney	180,177	169,537	-5.91%	2,740	3,026	10.44%	1.5%	1.8%
Deer Park	174,754	171,420	-1.91%	2,045	1,675	-18.09%	1.2%	1.0%
Fairfield	17,559	15,326	-12.72%	250	99	-60.40%	1.4%	0.6%
Medical Lake	60,926	57,428	-5.74%	962	1,046	8.73%	1.6%	1.8%
Moran Prairie	217,374	207,717	-4.44%	91,451	85,904	-6.07%	42.1%	41.4%
North Spokane	660,830	637,789	-3.49%	169,413	159,920	-5.60%	25.64%	25.07%
Otis Orchards	77,084	72,835	-5.51%	1,361	1,118	-17.85%	1.77%	1.53%
Spokane Valley	688,869	633,424	-8.05%	23,719	21,118	-10.97%	3.44%	3.33%

\*excludes digital circulation

2.) **Spokane Public Library:** Reciprocal use with Spokane County Library District

**a. Cardholders**

	2014 Total SPL Members	2015 Total SPL Members	change %	2014 Total SCLD Reciprocal Cards	2015 Total SCLD Reciprocal Cards	change %	2014 Percentage SCLD Reciprocal Members	2015 Percentage SCLD Reciprocal Members
<b>All Library Total</b>	<b>135,223</b>	<b>148,033</b>	<b>9.47%</b>	<b>23,253</b>	<b>25,793</b>	<b>10.92%</b>	17.2%	17.4%
Downtown	46,748	50,613	8.27%	10,611	11,732	10.56%	22.7%	23.2%
East Side	5,242	5,910	12.74%	923	1,089	17.98%	17.6%	18.4%
Hillyard	11,966	13,428	12.22%	1,184	1,361	14.95%	9.9%	10.1%
Indian Trail	6,481	7,057	8.89%	944	1,033	9.43%	14.6%	14.6%
Outreach	933	989	6.00%	8	9	12.50%	0.9%	0.9%
Shadle	36,330	40,201	10.66%	5,250	5,829	11.03%	14.5%	14.5%
South Hill	27,516	29,835	8.43%	4,333	4,740	9.39%	15.7%	15.9%

**b. Circulation\***

	2014 SPL Total Circulation	2015 SPL Total Circulation	change %	2014 Total circulation to SCLD Residents	2015 Total circulation to SCLD Residents	change %	2014 Percentage SCLD Resident Checkout	2015 Percentage SCLD Resident Checkout
<b>All Library Total</b>	<b>1,961,166</b>	<b>1,917,283</b>	<b>-2.24%</b>	<b>182,091</b>	<b>182,541</b>	<b>0.25%</b>	9.3%	9.5%
Downtown	396,772	389,350	-1.87%	43,215	43,668	1.05%	10.9%	11.2%
East Side	113,314	106,723	-5.82%	13,922	11,429	-17.91%	12.3%	10.7%
Hillyard	173,501	152,809	-11.93%	7,974	8,819	10.60%	4.6%	5.8%
Indian Trail	139,300	131,105	-5.88%	16,384	14,351	-12.41%	11.8%	10.9%
Outreach	57,621	69,756	21.06%	66	95	43.94%	0.1%	0.1%
Shadle	510,704	514,391	0.72%	41,403	45,178	9.12%	8.1%	8.8%
South Hill	569,518	552,948	-2.91%	59,328	58,935	-0.66%	10.4%	10.7%

\*excludes digital circulation

**Comparison and analysis:**

Overall, SCLD's total percentage of SPL resident cardholders (14.8%) and SPL resident checkouts (13.2%) for 2015 are fairly balanced when compared to each other, and are fairly stable when compared to 2014 (14.7% and 13.4%, respectively). SPL's total percentage of SCLD resident cardholders (17.4%) and SCLD resident checkouts (9.5%) for 2015 are fairly stable as well when compared to 2014 (17.2% and 9.2%, respectively).

It is noteworthy that while the total of SCLD residents holding an SPL library card has increased 10.92% from 2014 to 2015 (a total of 2,540 cards), overall circulation by SCLD residents of SPL materials has increased only .25% (450 items). This suggests that those additional cardholders might be using resources such as internet computers rather than materials. On the other side, the total SPL residents holding an SCLD library card has decreased -0.17% from 2014 to 2015 (a total of 30 cards), and overall circulation by SPL residents of SCLD materials has decreased by -6.76% (-21,222 items).

Also of note is the fact that SCLD checked out 292,535 total items to SPL cardholders, while SPL checked out 182,541 total items to SCLD cardholders—a difference of 109,994 items, or a ratio of 1.6 to 1 (2014 ratio: 1.72 to 1). On average, each SPL resident cardholder checked out 17 items at SCLD libraries in 2015 (18 items in 2014). To compare, each SCLD resident cardholder checked out an average of 7 items at SPL libraries in 2015 (8 items in 2014).

It is not surprising that, similar to years past, Moran Prairie (29.4%) and North Spokane (54.7%) are carrying the largest percentage of reciprocal check-outs in 2015, given the geographic proximity of those libraries to City of Spokane boundaries. For clarification, it should be noted that members residing in the portion of the Moran Prairie LCFA that was subsequently annexed by the City of Spokane are counted as in-District SCLD members.

The fluctuation of changes in 2015 circulation to SPL Residents in outlying SCLD locations—from +10.44% at Cheney (+286 items) to -60.40% at Fairfield (-151 items)—is of interest, as those locations don't border City of Spokane boundaries and seem to underscore the transitory nature of where residents in greater Spokane County live, work, and travel.

**3.) Spokane County Library District: Reciprocal use with Liberty Lake Municipal Library**  
**a. Cardholders**

	2014 Total SCLD members	2015 Total SCLD members	change %	2014 Total LLML Reciprocal Cards	2015 Total LLML Reciprocal Cards	change %	2014 Percentage LLML Reciprocal Members	2015 Percentage LLML Reciprocal Members
<b>All Library Total</b>	<b>117,340</b>	<b>116,281</b>	<b>-0.90%</b>	<b>357</b>	<b>440</b>	<b>23.25%</b>	<b>0.30%</b>	<b>0.38%</b>
Airway Heights	4,225	4,369	3.41%	0	1	N/A	0.00%	0.02%
Argonne	10,369	10,205	-1.58%	9	10	11.11%	0.09%	0.10%
Cheney	8,867	8,716	-1.70%	0	1	N/A	0.00%	0.01%
Deer Park	6,505	6,503	-0.03%	1	1	0.00%	0.02%	0.02%
Fairfield	624	636	1.92%	0	0	N/A	0.00%	0.00%
Medical Lake	2,832	2,791	-1.45%	0	1	N/A	0.00%	0.04%
Moran Prairie	11,221	11,237	0.14%	8	11	37.50%	0.07%	0.10%
North Spokane	30,590	30,338	-0.82%	9	14	55.56%	0.03%	0.05%
Otis Orchards	4,359	4,244	-2.64%	105	134	27.62%	2.41%	3.16%
Spokane Valley	33,399	35,704	6.90%	225	266	18.22%	0.67%	0.75%

**a. Circulation\***

	2014 SCLD Total Circulation	2015 SCLD Total Circulation	change %	2014 Total circulation to LLML Residents	2015 Total circulation to LLML Residents	change %	2014 Percentage LLML Resident Checkout	2015 Percentage LLML Resident Checkout
<b>All Library Total</b>	<b>2,348,127</b>	<b>2,217,350</b>	<b>-5.57%</b>	<b>6678</b>	<b>8028</b>	<b>20.22%</b>	<b>0.28%</b>	<b>0.36%</b>
Airway Heights	80,931	78,082	-3.52%	0	0	N/A	0.00%	0.00%
Argonne	185,206	169,311	-8.58%	326	182	-44.17%	0.18%	0.11%
Cheney	180,177	169,537	-5.91%	0	120	N/A	0.00%	0.07%
Deer Park	174,754	171,420	-1.91%	0	0	N/A	0.00%	0.00%
Fairfield	17,833	15,326	-14.06%	21	1	-95.24%	0.12%	0.01%
Medical Lake	60,926	57,428	-5.74%	0	13	N/A	0.00%	0.02%
Moran Prairie	217,374	207,717	-4.44%	131	10	-92.37%	0.06%	0.00%
North Spokane	660,830	637,789	-3.49%	20	36	80.00%	0.00%	0.01%
Otis Orchards	77,084	72,835	-5.51%	2638	4145	57.13%	3.42%	5.69%
Spokane Valley	688,869	633,424	-8.05%	3542	3522	-0.56%	0.51%	0.56%

\*excludes digital circulation

#### Comparison and analysis:

As anticipated, Otis Orchards (30.5%) and Spokane Valley (60.5%) have the largest percentages of LLML card holders (a combined total of 91% of all LLML residents with SCLD cards). Otis Orchards (51.6%) and Spokane Valley (43.9%) also have the largest percentages of check-outs by LLML residents (a combined total of 95.5% of all LLML resident checkouts at SCLD libraries). On average, each LLML resident cardholder checked out 18 items in 2015, which is only a slight decrease from 19 items in 2014.

The fluctuation in changes of cardholders and circulation to LLML Residents at the remaining eight libraries seems to underscore the transitory nature of where residents in greater Spokane County live, work, and travel, similar to SPL above.

With only .38% of total SCLD cardholders and a comparable .36% of all SCLD check-outs, the overall impact of the reciprocal use agreement with LLML on SCLD usage continues to be very minor, though there was modest growth in both categories from 2014.

As of the writing of this report, Liberty Lake Municipal Library is not able to provide complete reciprocal use statistics (they were not able to provide any data in 2013 or 2014). However, they did report that 1,698 of their 5,945 registered card holders (~18%) are county residents. As we understand it, the parameters set in their ILS (Integrated Library System) are not able to provide the actual number of items those SCLD residents have checked out.

## **WLA Library Legislative Day Report**

### **Background**

Each year the Washington Library Association (WLA) hosts Library Legislative Day where library staff and supporters visit the capital to talk with legislators about how libraries across the state are serving residents. On behalf of the District, Amber Williams, Kris Barnes, Brian Vander Veen, and Sheree West joined me to visit with legislators from the 4<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> and 9<sup>th</sup> districts.

The morning began with a brief introduction from Greg Lane on behalf of Secretary of State Kim Wyman. He thanked WLA members for their past support which has led to stable funding for the State Library. Last year a bill was passed increasing the fee that goes into a dedicated account to fund State Library operations. Carolyn Logue briefed members on issues concerning teacher librarians. She explained HB2742, which is a revenue-neutral bill that will move funds for library materials out of the supplies line into the curriculum line. There is not a companion bill in the Senate at this time and they are hoping this bill, if passed, will provide greater security for library materials funding. Steve Duncan provided a brief update on what to expect when visiting legislators. There are no specific bills that WLA is supporting at this time, so this was an opportunity to visit with legislators and share information about the work being done across the state. He encouraged everyone to have fun and be themselves, and to also be brief and to the point when visiting with legislators.

SCLD staff divided into two teams and visited with senators and representatives from all four Districts where we have libraries. Even those legislators who represent very large areas, with only a small portion of Spokane County, were gracious in giving us their time to share information about the services we provide to their constituents. Legislators from the 4<sup>th</sup> District were interested to know our plans for Spokane Valley based on the outcome of the bond election. We thanked legislators for their continued support of IT Academy and invited them to visit a library when they are out of session to see other resources we provide.

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

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



**FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: MARCH /APRIL 2016**

***March 15, 2016: Cheney Library (4:00 p.m.)***

- Partnership and Sponsorship Policy
- Code of Conduct Policy
- Community Impact Plan (CIP) 2013-2015 Review
- Library Spotlight – Cheney Library
- Overview – Friends of the SCLD

Please send requests for agenda additions or changes to the Board Chair or Patty no later than Tuesday, Mar. 1, for inclusion in the preliminary agenda to be sent Mar. 3. Meeting packets will be mailed Mar. 9.

***April 19, 2016: Otis Orchards Library (4:00 p.m.)***

- Memberships in Organizations Policy
- Library Spotlight – Otis Orchards Library
- Overview – Risk Management & Liability

**SPECIAL MEETINGS AND ACTIVITIES**

- Apr 23** Friends Helping Friends (Moran Prairie, Saturday, 9am-noon)  
**Apr 27-29** WLA Annual Conference (The Davenport Hotel, Spokane)

## **EXECUTIVE DIRECTOR'S REPORT JANUARY 2016**

### Administration

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

Please refer to Agenda Item V.E. for CFO Rick Knorr's complete Financial Report.

#### Human Resources (Paul Eichenberg)

- Recruited for nine positions in January.
- Three employees voluntarily resigned.
- Two employees were promoted: Kristy Bateman was promoted from Managing Librarian to Library Services Manager, and Lori Shotwell was promoted from Public Services Associate to Cataloging Technician.
- Two employees were reclassified: Drew Leiser, Desktop Administrator, was reclassified from Range 13 to 14, and Patrick Roewe, Deputy Director, was reclassified from Range 19 to 20.
- Two employees were transferred laterally: Jonathan Succo, Page, transferred to a different location, and Aaron Miller, PSA, transferred to a different position (IT Technician) within the same classification.

#### Information Technology (Doug Stumbough)

- Our web catalog, Enterprise, was upgraded by SirsiDynix to the newest version over the holiday. The upgrade went well. A synching issue with Overdrive titles took an additional day to correct.
- Patrick, Carlie, Jason, Drew and I met with Deshawn Bedford from Community-Minded Enterprises to look at potential space for a digital media center at Spokane Valley. CME, with funding from the City of Spokane Valley, will purchase equipment for our new digital media center in return for programming for CMTV14.
- The deadline for applications for the vacant Web & Data Specialist position was extended to Jan. 29. Four applicants will be interviewed in February, and we hope to have a new person start in March.
- Work was completed on the staff side of the employment section of our website. Selected supervisors and managers now have the ability to review submitted applications directly.
- To support staff, four new Surface tablets were purchased. In addition to their inherent mobility, the tablets can also be docked as a workstation, eliminating the need for a separate desktop machine.
- An issue was discovered where cell phone users on the Sprint network were having difficulties when calling a library. Callers were randomly dropped directly into a generic voice messaging system. It was ultimately determined that the problem was on the carrier side and isolated to a Sprint switch in the Spokane Valley area.
- Additional RAM was added to our SharePoint 2010 servers, to fix timeout issues.
- De finished the setup for Minecraft server and Drew began installation of local clients on select MobileLab laptops.
- Drew and Theresa worked with PS staff to configure a new thermal receipt printer. The faster, quieter printers will replace the older-style printers in February.

### Collection Services (Andrea Sharps)

- We ordered 1,942 titles and 6,024 copies in January. The number of titles ordered is up from last month and the number of copies ordered is down from last month.
- With 8.33% of the year done, total library materials expended stands at 6.76%.
- We processed, added to the system, and sent out to the libraries 5,423 items in January. This is down a little from last month.
- Downloadable lending through OverDrive was up quite a bit in January from December. A total of 36,978 audiobook and eBook items circulated in January. Members placed a total of 10,709 holds, and there were 5,028 unique users with titles checked out.
- Midwest Tape's *hoopla*, a streaming media service, saw a decrease in circulation in January over December. A total of 1,325 titles including audiobooks (296), comics/graphic novels (59), eBooks (97), movies (450), full-length albums (296) and television shows (127) circulated in January for a combined cost of \$2,633 and an average cost per circulation of \$1.99. A total of 70 new patrons registered in the month, and there were 350 active users recorded.
- We loaned 347 items to other libraries and borrowed 453 items from other libraries for 800 total interlibrary loan transactions processed in January.
- On 1/6, Adult Collection Development Librarian Cheryl Zobel attended an organizational meeting with Library Services Manager Stacey Goddard, KPBX staff, and other community members to discuss the KPBX radio show *The Book Shelf*. Cheryl and Stacey attended to see if serving on the committee would be a good fit for the District and/or Cheryl. We determined it is a good fit due to Cheryl's passion for community and public radio and the fact that her job gives her a first look at titles with on-air potential. Following a discussion with me, Cheryl let KPBX know she would serve on the committee.
- The local chapter of the group Food Addicts in Recovery Anonymous, Inc., donated six copies of the book Food Addicts in Recovery Anonymous for the District. The copies were received on Jan. 20 and are available in the libraries for members to check out or request.

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

Orientation for Trustee Wes Teterud was held Jan. 25. Each department head spent 45 minutes to an hour with Mr. Teterud, and presented an overview of operations and services provided by the department. Mr. Teterud asked excellent questions and was very engaged with staff throughout the day. Chair Mark Johnson met with us for lunch and answered questions regarding expectations of the board.

In January we received notice from the City of Spokane that they are moving forward on an annexation request from property owners in the Moran Prairie Library service area. In response to their first notification, I indicated that this area is part of the Library Capital Facilities Area for Moran Prairie and as such is covered under our current annexation agreement. In the most recent correspondence, Assistant City Attorney James Richman wrote "It is my understanding that the City agrees that the 2004 agreement covers this annexation and that the City intends to follow through with the terms of that agreement if the proposed annexation is approved." In review, the 2004 annexation agreement with the City of Spokane was intended to cover future annexations in the Moran Prairie Area. The agreement provides for the City of Spokane to pay SCLD property taxes collected within the area in recognition that residents will be served by the Moran Prairie Library. The agreement stipulates that SCLD will continue to operate the Moran Prairie Library and provide full service to residents within the Moran Prairie Area even if the City annexes property within the area. Should the city annex more than 90% of the Moran Prairie Area, the City of Spokane will have the option to continue contracting with the District to operate the library, or it can elect to assume ownership and operation of the Moran Prairie Library. CFO Rick Knorr contacted

the Assessor's Office to affirm that the tax code assigned to the annexed property will reflect the annexation agreement. Deputy Director Patrick Roewe reviewed the map of Moran Prairie and affirmed that with the proposed annexation, the City area within the Moran Prairie will be .49 square miles or 3.6% of the total area.

Spokane Valley City Manager Mike Jackson called to follow up on the presentation to the City Council regarding plans for the Sprague Avenue property. The Council is aware that we do not have funds to move forward with building a new library and it is unlikely we will pass a bond issue in time to meet the 2017 deadline. He inquired whether the Board of Trustees had discussed plans for the Spokane Valley Library and I indicated that we would most likely take the topic up at a board retreat this summer. Mr. Jackson is available to meet with Trustees and offered his assistance in reviewing options for the property.

We had several staffing changes in the past month. Jason Johnson, Managing Librarian at North Spokane Library, left to assume the Managing Librarian role at the downtown library for Spokane Public Library. Following interviews, Librarian Brian Vander Veen has been promoted to fill this vacancy.

Communication Specialist Clarissa Fidler left to take a position in Albuquerque, New Mexico. The Communication Specialist is a key position handling all District social media and it has been posted. Human Resources Director Paul Eichenberg announced his retirement, effective February 29. Plans are underway to temporarily reassign Mr. Eichenberg's duties until we are able to fill his position. Five-year service pins were awarded to Librarian Vanessa Strange and Public Services Specialist Aaron Miller. Mr. Miller recently accepted a transfer to become IT Technician.

Cheney Friends met on Tuesday January 26, and I was pleased to present the Resolution approved by the Board thanking the Friends for their dedicated efforts to support the library. I extended an invitation to Cheney Friends to attend the Friends Helping Friends Day in April.

Several SCLD staff attended the Leadership Spokane Gala at Northern Quest on Friday evening, January 29. Stacey Goddard is participating in the class of 2016. Her class won the trophy for highest attendance at the Gala. This program brings people from all sectors of Spokane, including business, non-profits, and government, together and encourages them to incorporate the tenants of servant leadership as they learn about the greater Spokane region. Participating in this program has been beneficial for SCLD staff.

As I complete my term as past-president of WLA, I continue to participate in monthly calls with the current president and incoming president. WLA is undergoing significant changes with a proposed restructuring and with the transition of the current management company that provides administrative support and Executive Director leadership for the organization. As Past President, I serve as Chair of the Nominating Committee and the Awards Committee for 2016. I plan to continue serving as Chair of the Legislative Committee. During the session we hold weekly calls with the WLA lobbyist to keep apprised of any bills that may impact libraries. This session we are closely watching the SHB 2426 and SB6313 which will allow rural county library districts to expand their Board of Trustees from 5-7 in counties serving a population above 1 million. Legislative Day was held on Thursday January 21, with an attendance of around 100 library supporters. Steve Duncan introduced Abby Moore, his new associate. Ms. Moore has experience working with King County and is learning about library issues.

I attended the KSPS Board meeting in January. In addition I attended the Education Committee meetings. KSPS produces local documentaries that they would like to see used in support of education.

SCLD featured the KSPS production, Born to Learn, in a series of discussions that were part of the Human Origins programming.

The Executive Women International (EWI) Corporate Board selected Spokane as the site for its fall conference. As a board member, I am helping coordinate the "Reading Rally" that will be held and celebrated at the conference. EWI Spokane members selected Stevens School as our partner for this event. Supporting education and literacy is one of the focuses for EWI. I attended the EWI Board meeting, the Scholarship Committee meeting and the monthly chapter meeting.

GSI hosted a special meeting with Sara Bolton, Senator Murray's Education Policy Aide. She shared information about the impact of the newly authorized Every Student Succeeds Act. Additionally, I attended the STEM Network Executive Board meeting, the Valley Chamber Government Action Committee meeting and the Transportation Committee meeting. The Government Action Committee heard from the East Valley School District and voted to recommend that the Chamber board endorse this levy election. The Transportation Committee also passed a motion to recommend that the Chamber board endorse federal legislation as described by the Spokane Airport Authority, which would increase the Passenger Facility Charge in order to fund airport improvements.

In January I assumed the role of Chair of the Spokane Valley Partners (SVP) Board and we held a retreat at the Argonne Library to set 2016 goals. In addition to providing food and clothing banks, SVP serves as the agent for the Greater Spokane Valley Support Network. Library staff participate in this network, which is working on many of the same goals as the library to improve education, support job seekers, and create opportunities for people in the community.

I took two days of vacation to stay with grandchildren and welcome their new baby brother, Benjamin Ledebor, into the world.

ITEM AND TITLE MONTHLY REPORT  
**January 2016**

	<u>ITEMS</u>				<u>TITLES</u>		
	ADULT	YOUTH	TOTAL		ADULT	YOUTH	TOTAL
<b>Total Materials</b>							
Print	167389	149053	<b>316442</b>		83962	49897	<b>133859</b>
Nonprint	61703	23831	<b>85561</b>		25629	7207	<b>32836</b>
Subtotal	<b>229119</b>	<b>172884</b>	<b>402003</b>		<b>109591</b>	<b>57104</b>	<b>166695</b>
Periodicals	11149	1888	<b>13037</b>		311	38	<b>349</b>
Total	<b>240268</b>	<b>174772</b>	<b>415040</b>		<b>109902</b>	<b>57142</b>	<b>167044</b>

	<u>ITEMS</u>			<u>TITLES</u>		
<b>OverDrive: eBOOKS</b>			<b>20757</b>			<b>17252</b>
Licensed eBOOKS			<b>29441</b>			<b>25235</b>
Audiobooks			<b>7878</b>			<b>5057</b>
Digital music			<b>1708</b>			<b>1708</b>
<b>OverDrive: Total</b>			<b>59784</b>			<b>49252</b>
<b>GRAND TOTAL</b>			<b>474824</b>			<b>216296</b>

<b>Print &amp; Nonprint</b>	(Totals year-to-date)		
<b>ADDITIONS</b>	ADULT	YOUTH	TOTAL
Print	2279	1827	4106
Nonprint	1010	307	1317
<b>TOTAL</b>	<b>3289</b>	<b>2134</b>	<b>5423</b>
<b>DELETIONS</b>			
Print	3647	3675	7322
Nonprint	1186	488	1674
<b>TOTAL</b>	<b>4833</b>	<b>4163</b>	<b>8996</b>

	<u>NET CHANGE</u> <u>YTD</u>		
	ADULT	YOUTH	TOTAL
Print	-1368	-1848	<b>-3216</b>
Nonprint	-176	-181	<b>-357</b>
Periodicals	-188	-41	<b>-229</b>

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

PERIODICALS = Magazine, Microform, Newspaper, and Pamphlet

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

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

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

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

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

## Public Services Report January 2016

Patrick Roewe and Kristy Bateman

### Overview

As detailed throughout this report, *Exploring Human Origins* (EHO) was the highlight of the month for Public Services. Attendance for both the exhibit and the associated programs was strong, and the feedback from library members was very positive overall. Similar to the 2014 exhibit, *Hope in Hard Times*, about the Great Depression, EHO confirmed both the viability of such displays and our communities' interest in participating in the educational opportunities they present. The EHO programs, along with some dynamic school support programs out of Medical Lake and Deer Park, contributed to a 38% increase in program attendance, which is atypical when compared to the normally "quiet" month of January.

### Service Priority Teams

#### Business and Career Development (Stacey Goddard)

- We had four individuals register as new IT Academy users in November, down from 13 in December. During the month, users enrolled in 37 new classes, down from 43 in December.
- We did 65 Book-a-Librarian (BaL) sessions this month throughout the District, up from December's 63 sessions.
  - In two separate BaL appointments, Danielle worked with the same member to help her complete several online job applications.
  - Also this month, a member whom Danielle had previously helped in a BaL session came in to express her appreciation. She got the job she had applied for, and was so grateful for Danielle's assistance that she wanted to make a donation to the library!
- We proctored seven exams this month throughout the District, down from December's 16 proctoring sessions.
  - Five of the exams proctored were Microsoft Office Specialist (MOS) or Microsoft Technology Associate (MTA) exams. We offer this service as part of our participation in Microsoft IT Academy, and our partnership with the Washington State Library.
- Sheree, Aileen, and Danielle finalized details on the four-week series of workshops they'll be presenting for a group of GoWise clients. GoWise provides job training and support to individuals with developmental disabilities. Danielle has been adapting our existing class content to better meet the needs of this audience.

#### Community Connections:

- SCLD Navigator staff completed 13 appointments where they helped individuals enroll in Apple Health (Medicaid), or walked them through the process to select a qualified health care plan. This is down from 28 appointments in December. Since open enrollment concluded January 31, our navigator numbers expect to be low until the next open enrollment period begins in the fall.
- Brian attended the bi-monthly BizBuzz meetings at WorkSource.
- Brian attended the monthly SCORE meeting.
- Sheree attended the monthly Greater Spokane Valley Chamber of Commerce (GSVCC) Ambassadors meeting.
- Brian attended the Inland Northwest Business Alliance monthly luncheon.
- Brian and Ree, along with Amber and Kris, joined Nancy in representing SCLD at Library Legislative Day in Olympia.
- Ree submitted SCLD's application to host the ALA/FINRA *Thinking Money* traveling exhibition. We'll find out in March if we are going to be one of the fifty libraries that will be hosting the exhibit between August 2016 and July 2018.
- Danielle attended the quarterly CA\$H Coalition meeting, where she talked about our application for the *Thinking Money* exhibition.



- Brian attended *Good Morning, Greater Spokane: Education Grows Economy*, a Greater Spokane Incorporated presentation.
- Brian was also contacted about the possibility of the District providing a meeting room for the 2<sup>nd</sup> Annual Free File Briefing. (Brian attended this event last year. It spotlights the resources available for individuals to submit tax returns online at no charge.) Despite the short turnaround, Brian was able to locate a meeting space for the event, which will feature a brief speech by Cathy McMorris Rodgers.
- I attended the monthly WorkSource meeting, where someone from United Way talked about free tax aide assistance, Free File options, and the importance of educating individuals about claiming Earned Income Credit. SCLD got a shout out during the tax aide assistance discussion, as we host five of the nine Spokane County locations at our libraries (Argonne, Cheney, Deer Park, Moran Prairie, and Spokane Valley).

### **Early Learning (Mary Ellen Braks)**

- We provided 109 Storytimes to 3,357 children, parents and children. Our average attendance per Storytime was 31. This was up from last month which our average attendance per Storytime was 19.
- We provided 50 Storytimes to 949 children at 25 child care centers.
- We had 5 Early Learning workshops this month. This month the workshops were all STARS classes. Four of the workshops were “*Ready for School with STEM*,” which is part of the STEM grant through Thrive Washington. The other STARS workshop was “*Engaging Families with Early Literacy*” activities. Total attendance for all 5 workshops was 57.
- We had 12 Early Learning programs called “*Just Play*” this month for a total attendance of 175. This was an opportunity to come and play (like our Play and Learn Storytimes without the stories) at the library. This was the first time we’ve tried this program. We wanted to offer another option for the Early Learning crowd during the long winter months when outdoor play is limited. It went over well in some of our communities (North Spokane, Cheney and Moran Prairie) and had low attendance in some of our other communities (Spokane Valley, Otis Orchards, Deer Park, and Airway Heights).

### Community Connections:

- Work on the STEM grant continues. We now have a total of 17 trainings scheduled from November 2015 – March 2016. We are continuing to get positive feedback about the trainings and the STEM kits. The fifth quarter report was due this month and we are now in the last quarter of the grant.
- I started work on the Request for Proposal for Phase Two of the STEM grant which is due February 8. I attended a webinar that focused on the development of this phase of the grant process. This grant focuses on the evaluation process and has a monetary award of \$25,000.
- I attended one Inland Northwest Early Learning Alliance (INWELA) meeting this month. INWELA was awarded 85K for the Community Momentum Grant from Thrive this year. This money is to fund the work plan that was submitted to Thrive that focuses on WaKIDS, Home Visiting, and Family Engagement. We also learned that Gonzaga is planning another Young Child Expo and Conference here in Spokane in October. Last year’s was so successful they decided that they would do it again. The Spokane Regional Health District will provide ACES (Adverse Childhood Experiences) training in the spring on its new toolkit for caregivers of children, called 1-2-3 Care.
- My application was accepted to go on the Washington STEM Statewide Learning Tour. We will visit three locations across the state—Vancouver, Yakima and Spokane—to look at the challenges and successes in STEM education. The tour is in March.

### **Education and Enrichment (Gwendolyn Haley)**

#### School Aged Programs (Grades K-12)

- 263 children of all ages built with LEGOs in January at our regularly scheduled LEGO clubs.
- North Spokane and Spokane Valley continue to offer regular programs on Monday and Tuesday afternoons, respectively. 147 school-aged children participated this month.
- 106 local students visited their libraries for a group tour in January. This included Spokane Public Schools Montessori group visiting the Exploring Human Origins Exhibit at North Spokane, a local Boys Scout Troop having a LEGO program at Deer Park, and school groups from Mt. Spokane HS, Orchard Prairie, Arcadia Elementary, and Great Northern.
- As part of the *Exploring Human Origins* exhibit, we had Science programs with Mobius, and a Cave painting program. 129 students participated in these programs.
- Staff were very busy this month providing programs outside the library at the Mead Boys and Girls Club (26), Riverside School District’s STEM Night (257), Mica Peak HS (7), Millwood After School

Program (32), and Fairfield's Thursday Night Thing. Staff also provided database presentations for Medical Lake Middle School and Riverside High School students.

- Ongoing Tween Teen programs at North Spokane and Spokane Valley continue to draw small groups, so we are monitoring the next few months to determine the viability for the coming year.
- Staff participated in 7 promotional events for families in January, and connected with 661 people.

#### Adult Programs:

- Book Clubs: 75 members participated in one of eight book clubs this month.
- STCU provided 1 budgeting workshop, with 11 in attendance.
- We offered two technology classes on topics related to Online Selling, with a total of 45 in attendance.
- The Alzheimer's Association is providing a series of workshops about Alzheimer's. The first of these *Early Detection Matters: Know the 10 Signs* had 33 members attend.
- The big event in January was the traveling exhibit, *Exploring Human Origins* that opened at the North Spokane Library on January 5 and closed February 2. The exhibit was an unqualified success, with 731 members attending the programs at North Spokane and other libraries, viewing the exhibit, and commenting on the reflections wall. Highlights included:
  - 107 enthusiastic members attended the first program to hear from Dr. Rick Potts (of the Smithsonian) speak on *What Does It Mean to be Human*.
  - 51 members attended a community conversation led by Smithsonian Scholars, and participated in thoughtful and provocative conversation about *The Meanings of Human Evolution*.
  - 66 members attended various screenings of documentaries related to the exhibit (*Your Inner Fish, Exploring the Cave of Forgotten Dreams, and Born to Learn*).
  - 470 members attended programs with Anthropologist Jim Chatters, Salish Language Expert Larae Wiley, Psychologist Christine Guzzardo, and Bug Chef David Gordon.
  - While door-counts at North Spokane were only slightly higher than last year (an increase of 271), they were down elsewhere in the District. We can extrapolate that North Spokane's door count increase was largely due to the interest generated by the exhibit, and that without the exhibit, the door count would most likely have been significantly lower than the previous year.

#### Community Connections:

- I continue to facilitate the Grade Level Reading CAN for Excelerate Success.

#### **Digital Interaction and Sharing (Carlie Hoffman)**

- ProCitizen, a new service from Pronunciator that helps people prepare for the citizenship test, was launched to the public.
- I received training with another team member on the video and audio equipment and video editing software at North Spokane.
- I worked with the Communication Department to create a plan for updates to the website.
- I worked with IT and Communication to add a temporary header to the website that notifies members of library closures.
- Unique visitors to the website increased by 26% from 28,740 visitors to 36,280. Total views of all pages of the website increased by 28% from 99,863 to 128,219.
- Use of digital resources increased 11.9% from 65,862 to 73,688 uses.
  - The digital resources with the largest increase in use were Biography in Context: 1100%, Science in Context: 819%, ProQuest: 482%, Pronunciator: 393%, World Book: 391%.
  - The digital resources with the largest decrease in use were Culture Grams: -62%, Opposing Viewpoints in Context: -75%, JobNow: -52%, NovelList: -23%, and Microsoft IT Academy: -21%.

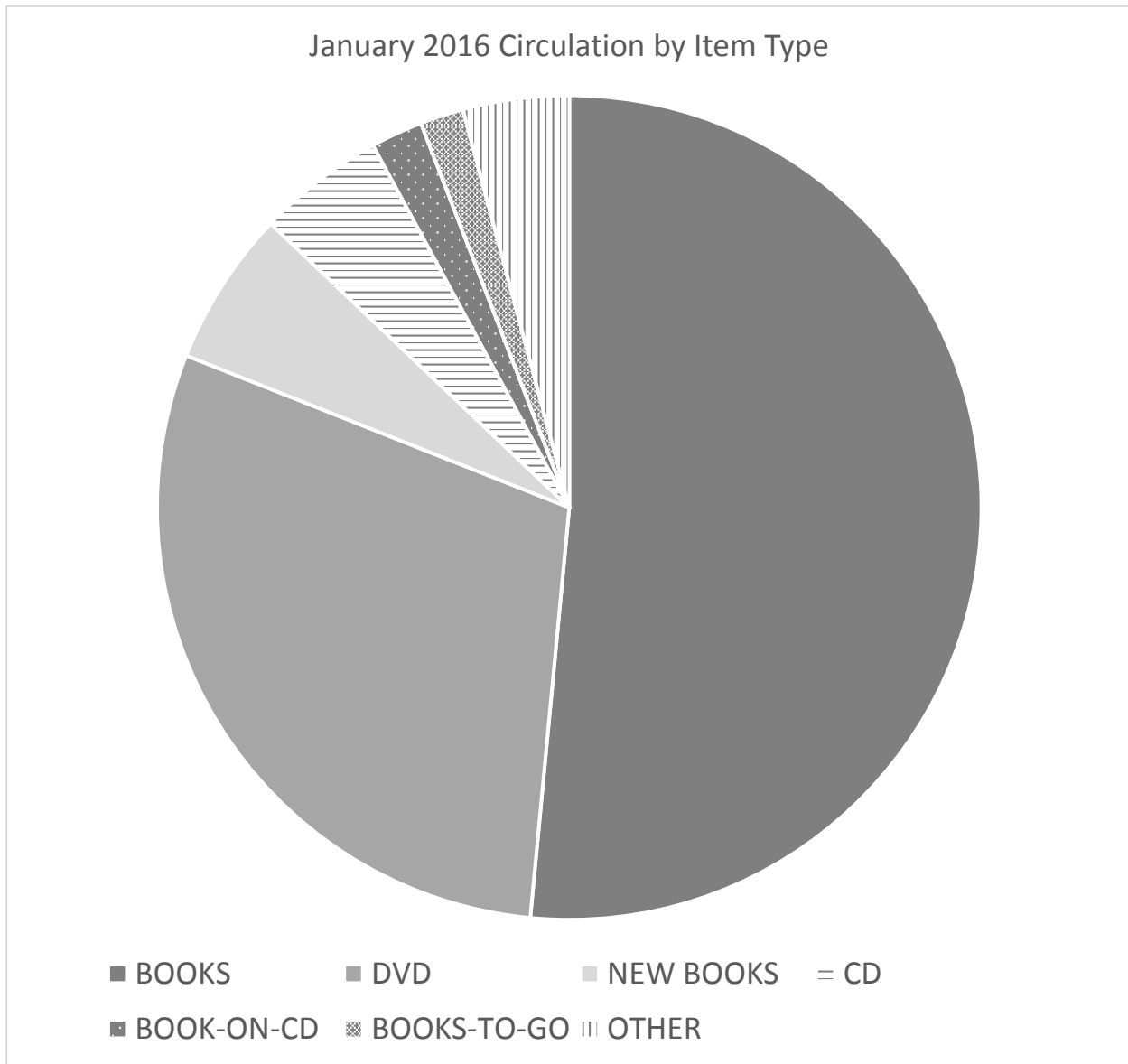
#### Community Connections:

I worked with a Spokane Public Library librarian to invite vendors to exhibit at the upcoming Washington Library Association Annual Conference.

#### **Library Operations (Georgina Rice)**

This month's report takes a look at the type of materials members are checking out from our libraries. The pie chart below illustrates checkouts for January 2016 by item type (note: item type is a category used in our Integrated Library System [ILS] to designate items as belonging to a particular format or collection).

- 177,512 Items were checked-out in the libraries in January 2016 (excludes digital circulation). Of these items:
  - 52% (91,422 items) of the materials checked-out were books (excluding new books)
  - 30% (52,371 items) were DVD's
  - 6% (10,799 items) were New Books
  - 5% (8,862 items) were Music CD's.
  - 2% (3,622 items) were Books-on-CD's
  - 2% (3,033 items) were Books-to-Go (popular interest titles displayed prominently in the libraries that can't be placed on hold)
  - The remaining 4% (7,380 items) is comprised of a variety of other item types, such as magazines, comics, Playaways, books on MP3 CD, etc.



The chart below gives a more detailed account of those check-outs, including both expanded item types and the general age demographic of the cardholders who checked-out the item. In the ILS, children are age 0-11, teens are age 12-17, and adults are age 18+.

	Total circulation January 2016 includes web renewals, excludes digital media	Hardback and Paperback books not in special collections	Book Bag collections	BKS-TO-GO	BKS-TO-GO for children	HOLIDAY Books	Interlibrary loan items	LOCAL	NEW BOOKS
ALL	177512	91422	163	3033	962	947	432	543	10799
Percent of total circulation		51.50%	0.09%	1.71%	0.54%	0.53%	0.24%	0.31%	6.08%
ADULT	150773	74519	143	2910	538	711	406	520	10508
CHILD	18048	11713	19	75	354	191	10	9	125
TEEN	6962	3973	1	45	49	22	15	10	128
UNDEFINE	1729	1207		3	21	23	1	4	38
		Books on CD	Books on MP3	Books on Playaway	DVD	LOCAL DVD	All CD's		
ALL		3622	244	973	52371	114	8862		
Percent of total circulation		2.04%	0.14%	0.55%	29.50%	0.06%	4.99%		
ADULT		3159	241	535	46094	109	7787		
CHILD		329	2	361	4033	3	492		
TEEN		111	1	77	1923	2	522		
UNDEFINED		23			321		61		
		MAGAZINE	NEWMAG	COMICS	MULTIMEDIA/ROM	ELTABLET			
ALL		2719	7	101	10	117	48		
Percent of total circulation		1.53%	0.00%	0.06%	0.01%	0.07%	0.03%		
ADULT		2384	5	33	8	93	48		
CHILD		261	2	47	2	20			
TEEN		57		21		4			
UNDEFINED		17							

### BREAKOUT BY CHECKOUT METHOD

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

	Staff assisted stations		Self-Check stations		Total in-library circulation	Renewals online	Total in-library + online renewals
	Checkouts	Renewals	Checkouts	Renewals			
AH	3311	390	1838	45	5584	1022	6606
AR	5995	455	4712	20	11182	2340	13522
CH	7701	577	2516	16	10810	2267	13077
DP	8609	716	2473	9	11807	1938	13745
FF	591	94	531	3	1219	102	1321
ML	2213	184	1680	17	4094	735	4829
MP	8279	543	5841	21	14684	3106	17790
NS	16415	1546	23032	271	41264	8621	49885
OT	2163	203	2256	49	4671	997	5668
SV	11446	1837	28913	233	42429	8219	50648
TOT	66723	6545	73792	684	147744	29347	177091

This table tracks the percentage of check-outs library members do themselves.

	This Year This Month		Last Year This Month		Difference
	Check-out Station Circulation	% of total circulation	Check-out Station Circulation	% of total circulation	
<b>AH</b>	1883	33.72%	2343	39.79%	-6.06%
<b>AR</b>	4732	42.32%	5114	36.76%	5.56%
<b>CH</b>	2532	23.42%	3524	26.85%	-3.43%
<b>DP</b>	2482	21.02%	2635	20.08%	0.95%
<b>FF</b>	534	43.81%	480	39.34%	4.46%
<b>ML</b>	1697	41.45%	2211	55.03%	-13.58%
<b>MP</b>	5862	39.92%	5777	38.74%	1.18%
<b>NS</b>	23303	56.47%	25304	55.23%	1.24%
<b>OT</b>	2305	49.35%	2234	44.18%	5.17%
<b>SV</b>	29146	68.69%	35391	69.60%	-0.91%
<b>TOTAL</b>	74476	50.41%	85013	50.63%	-0.22%

## Library Reports

### Airway Heights: Stacy Ann Kvamme

#### Early Learning:

- *Play and Learn Storytime* averaged an attendance of 20.75 on Thursdays in January, an increase compared to the previous month (12.5 in December 2015) and also an increase compared to the same month last year (13.75 in January 2015). Attendance was zero at January's Saturday *Play and Learn Storytime*.
- A total of 38 students and teachers were served during two preschool outreach Storytimes at Snowdon Elementary.
- Airway Heights Library hosted its first *Just Play* event, which was attended by 4 people.

#### Education and Enrichment:

- The *Airway Heights Book Club* selected "American Sniper" by Chris Kyle for its January book selection; however, only one person attended.
- As part of the *Exploring Human Origins* program series, Airway Heights Library hosted a viewing of the documentary *Born to Learn: Brain Science and Early Learning*, which was attended by 5 people.
- A total of 8 people attended the *Exploring Human Origins: Our Genes Aren't Blue*. *LEGO Club* averaged a weekly attendance of 5 people during the month of January, ranging from 3 to 7 people at the weekly program.

#### Community Connections:

- Great Northern Elementary's 5<sup>th</sup> / 6<sup>th</sup> grade class visited the Airway Heights Library to check out books, with a specific focus on children's classic novels.
- I attended two Airway Heights Kiwanis meetings in January. We approved funding to help support the local *Daddy Daughter Dance* organized by Airway Heights Parks and Recreation.
- There were a total of 9 Spaces reservations for the Airway Heights meeting room in January, an increase of 3 reservations compared to the same month last year (6 bookings Jan 2015).
- I shared information about upcoming library programming and resources at Snowdon Elementary's and Sunset Elementary's Winter *READY! For Kindergarten* programs, reaching a total of 71 parents.

### Argonne: Pat Davis

#### Early Learning:

- *Toddler Play and Learn Storytime* attendance had a slight increase—123 this January compared to 120 last January.
- *Preschool Play and Learn Storytime* had a substantial decrease from last January; 58 this year compared to 111 last year. However, this was double December's attendance.

- Two Outreach Storytimes at Millwood ECEAP had attendances of 63 and 57.
- Our first *Just Play* program attracted 14 participants.

Education and Enrichment:

- *LEGO Club* had 10 participants.
- 25 Orchard Prairie 3<sup>rd</sup> and 4<sup>th</sup> graders toured the library and checked-out materials for country reports.
- 28 Orchard Prairie 5<sup>th</sup>, 6<sup>th</sup> and 7<sup>th</sup> grade students visited to gather materials for history reports.
- Our program, *Exploring Human Origins: Stone Age Tools*, had an audience of 40.
- The *Washington Wildfires Community Conversations* did not attract any participants.
- *Exploring Human Origins: Waiter there's No fly in my Soup!* overflowed the meeting room with an audience of at least 55. People stood in the doorway to listen.

Business and Career Development:

- Three Book-a-Librarian appointments were provided, assisting members with email set-up and basic computer use.
- Kelsey Hudson represented the Argonne Library at the West Valley High School Scholarship Night, interacting with 47 people at the event.

Community Connections:

- I attended an informational/planning meeting for the proposed Millwood Trail along the vacated rail way access. Members of the planning commission explained the project and answered questions. They also gathered citizen input about what features were most important such as lighting, landscaping, signage, etc. There will be another public meeting in six to eight weeks.
- Artwork from Orchard Center fifth grade featured snow globes.
- Seth Woodward Elementary students also provided snowmen pictures.
- There were 60 bookings of our meeting and conference rooms this month, down from 68 in January 2015.

**Cheney: Catherine Nero Lowry**

Early Learning:

- *Baby Play and Learn* attendance stayed the same this month with an average of 16.42 in both January 2016 and January 2015.
- *Toddler Play and Learn* attendance decreased with an average attendance of 35.25 in January 2016 compared to 38.25 in January 2015.
- *Preschool Play and Learn* attendance stayed almost the same with an average attendance of 27.75 in January 2016 compared to 28 in January 2015.
- The *Just Play* program had 27 parents and children attend.

Education and Enrichment:

- Staff provided Storytime for 55 attendees at three outreach facilities.
- *Exploring Human Origins: Cave of Forgotten Dreams* had 22 in attendance.
- The Cheney Book Club had 17 in attendance to discuss *Fifty Years of Fur, Feathers, and Fins*.
- The *LEGO Club* had 22 kids and parents participate.
- We interacted with 225 participants at the Windsor Elementary Science Fair.

Business and Career Development:

- We proctored two exams during the month of January.

Community Connections:

- We took library outreach services to Cheney Sessions Village, Cheney Assisted and Cheney Care facilities this month providing over 155 library items for the residents.
- 30 groups used our meeting room this month, compared to 32 in 2015.
- Cheney staff provided eight Book-a-Librarian's sessions in January, six walk-ins and two scheduled appointments.
- Turnbull decided they would not be holding its annual Floods, Flowers, and Feather Festival this year. They will plan on having a few select refuge activities at the refuge, however. We are excited that both Turnbull and the vendors from its event will be joining Mayfest.

**Deer Park: Kris Barnes**

Early Learning:

- Our Storytime attendance experienced a significant increase in attendance. This month our average Storytime attendance was 28 compared to last January's average of 18.

- Three Riverside School District ECEAPs visited this month for a Storytime and tour. We presented Storytimes and tours to a total of 82 teachers, students, and parents.
- We visited Deer Park School Districts ECEAPS this month. We presented three Storytimes to a total of 65 teachers and students.
- Our *Just Play* program attracted 3 participants.

#### Education and Enrichment:

- 10 members gathered at the *Adult Book Club* to discuss *Traveling with Pomegranates* by Sue Monk Kidd. Last year's total attendance was 14.
- *LEGO Club* attendance averaged 23 participants.
- The program *Exploring Human Origins: Born to Learn: Brain Science and Early Learning* attracted four participants.

#### Business and Career Development:

- I attended a Deer Park Chamber board meeting this month. I also attended a Deer Park Chamber luncheon meeting. The luncheon meeting was held at the Mont Lamm facility in Clayton, Washington. Our speaker was Nancy Andres from Key Consulting Company.

#### Community Connections:

- Our conference and meeting rooms were used by a total of 39 groups in January compared to last January's total of 24.
- A SFCC teacher requested weekly meeting room reservations so that they could offer weekly Yoga Chair classes in our community. We reserved the meeting room for the winter quarter which began this month. So far attendance has averaged six people. We intend to accommodate SFCC's request to use our meeting room for the spring and fall quarter as well.
- The Deer Park Friends of the Library held a book sale in our meeting room as part of the Deer Park Winterfest activities.
- Three 5th grade classes visited from Arcadia Elementary to browse our collection.
- Two fifth grade classes visited from Arcadia Elementary for a presentation about how to choose a realistic fiction book as part of their school assignment.
- Community librarian Amber Williams gave four presentations to Riverside High School students about using our databases. Amber spoke to a total of 99 students and teachers.
- Amber and I attended Riverside School District's STEM evening event for parents and students. We connected with a total of 257 parents, students, and other family members. We set up a challenge to build a structure using a single piece of paper that could hold up a book. We also supplied straws, connectors, and wooden planks for the attendees to build free standing structures.
- Amber and I flew to Olympia to attend Library Legislative day. We were able to connect with three District 7 Representatives, one District 6 Representative, one District 9 Representative, and one District 6 Senator. We were accompanied by a Board of Trustee member from Pend Oreille County for most of the presentations.
- Amber and I attended the Deer Park Winterfest event and provided a LEGO program for families who attended. The LEGO program was offered as a competition and we enlisted the help of the Rotary Club, the Deer Park City Council, the Friends of the Deer Park Library, and the Deer Park Royalty to help judge the finished creations. 69 structures were built with 12 prizes awarded. The Friends of the Deer Park library sponsored the event. The entire LEGO event attracted 142 participants.

### **Fairfield: Kathy Allen**

#### Early Learning:

- *Play and Learn Storytime*, including the Fairfield Community Church Preschool, had 16 attend this month. Last year's monthly attendance for the Family Story Evening was 14.
- We provided three outreach Storytimes to the Liberty Preschool and Freeman ECEAP. The average attendance was 15.3 down from last year's visits for the month of 16.6.

#### Education and Enrichment:

- 10 attended the *Thursday Night Thing* at the Fairfield Community, down from 13 last year. *TNT* will be experiencing some changes in the next few months that we hope will encourage more attendance.
- *Just Play* attracted 6 to the community playdate.
- The monthly *LEGO Club* had 10 participate, up from last month's total of three.
- *Exploring Human Origins: Your Inner Fish Part 3: Your Inner Monkey* had no one attend.

- *Washington Wildfire: Community Conversation* attracted nine area residents as well as KayDee Gilkey, Mayor of Fairfield, Ken Fusch, Fire Chief of the Volunteer Fire Department and Brian Henning, Environmental Studies & Philosophy Professor at Gonzaga.

#### Business and Career Development:

- As a result of a past program to introduce local businesses to our digital resources, Banner Bank in Rockford is using Reference USA.

#### Community Connections:

- Community librarian Cindy Ulrey attended the Thursday Night Thing planning meeting.
- Cindy attended the Community Advisory Planning Meeting. The Fairfield electronic sign has been installed, one of the projects generated in their meetings. Community events are now displayed on the sign.
- Cindy encouraged Liberty School to apply for a Washington STEM Reading Grant. They were one of 230 schools around the state to receive 50 books to add to its collection.
- We had two Book-a-Librarian appointments to help members learn about digital downloads.
- We had one meeting room booking.

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

#### Early Learners:

- Storytime attendance averaged 13 people this January, down from 20 in January 2015 statistics.
- The Early Learning program, *Just Play*, kicked off this month. There were two participants

#### Education and Enrichment

- *LEGO Club* averaged 16 participants.
- Community librarian Christie Onzay talked to 106 students at Medical Lake Middle School about the District's online databases.
- *Exploring Human Origins: Your Inner Monkey* was held Jan. 20, with two participants.

#### Community Connections:

- The Medical Lake Book Club discussed *Hat Box Mystery* this month. There were 19 participants.

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

#### Early Learning:

- Average attendance for Storytimes for the month:
  - *Preschool Play and Learn* : 37
  - *Toddler Play and Learn* : 46
  - *Baby Play and Learn* : 38
  - *Family Play and Learn* : 12

Attendance has increased from December's low numbers. The Preschool Storytime continued to maintain an attendance in the 30s rather than 20s.

- We hosted two library tours and Storytimes for a local preschool that annually requests a Storytime on the topic on what each classroom is studying, followed by a brief tour.
- The first *Just Play* event had 31 attend.

#### Education and Enrichment:

- The weekly *LEGO Club* averaged 11 attendees, an increase from December's low numbers similar to the trend of Storytimes.
- The Moran Prairie Book Club continues to have steady attendance of eight library members. The group chose titles for the next six-month session.
- Twelve attended the *Washington Wildfires: Community Conversations*, which was low compared to other library attendance for the same program.
- The attendance to the *Exploring Human Origins* events were low compared to other library attendance for the same programs.
  - *Stone Age Survival: How and Why Humans First Used Tools* : 12
  - *Our Genes Aren't Blue* : 7

#### Business and Career Development:

- We had 78 bookings of the meeting room, a sharp increase over the last two months.



- We proctored one exam this month.

#### Community Connections:

- Students from the SCC and SFCC American Sign Language programs came to several programs, including the *Moran Prairie Book Club*, *Know the 10 Signs*, and the *Family Play and Learn Story Evening*.
- Danielle Milton attended the Moran Prairie Book Club to meet a member to discuss her request to start a District-led book group at a local adult facility in which she resides.
- Five firefighters were guests at a *Family Play and Learn Story Evening*. They read stories, handed out helmets and stickers, and took the group outside to see the fire truck.
- The Moran Prairie Friends group is placing an ad in the Ham on Regal program brochure to recruit members and advocate for library services.

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

##### Early Learning:

- 1,082 children and their parents and caregivers attended early learning programs this month. This is up 212 from last month.
- *Baby Play and Learn Storytime* averaged 40 attendees. This is the up 20 from last month's average and up 16 from December 2014.
- *Preschool Play and Learn Storytime* averaged 47 attendees. This is up 17 from last month and up five from December 2014.
- *Toddler Play and Learn Storytime* attracted an average attendance of 49. This is up 11 from last month and up 20 from December 2014.
- *Family Play and Learn Storytime* averaged 18 attendees. The average is the same from last month and up six from December 2014.
- Staff provided Storytime for 81 attendees at outreach facilities.
- Two *Just Play* events were held at North Spokane for a total attendance of 80.

##### Education and Enrichment:

- 826 members of all ages attended 18 Explore and Discover events this month. North Spokane hosted the Smithsonian Institution National Museum of Natural History traveling exhibit *Exploring Human Origins: What Does it Mean to be Human*, which will be covered in more detail at the Board of Trustees' meeting.
  - 107 members attended *Exploring Human Origins: What does it Mean to be Human*
  - 51 members attended *Exploring Human Origins: Exploring the Meanings of Human Evolution: A community conversation*.
  - 37 members attended *Exploring Human Origins Reception*
  - 98 members attended *Exploring Human Origins: Neuropsychology with Dr. Christine Guzzardo*
  - 115 members attended *Exploring Human Origins: Early Americans: Paleoanthropology with Jim Chatters*
  - 49 members participated in *Exploring Human Origins: Waiter there's NO fly in my soup!*
  - 101 members attended *Exploring Human Origins: Salish Language and Culture*
  - 6 members attended *North Spokane Book Club*.
  - 22 members participated in *Selling Online 101: Amazon & Craigslist*
  - 23 members participated in *Selling Online 101: eBay*
  - 4 teen/tween members attended *Tween Club: Let it Glow!*
  - 36 children and their families attended 6 programs: 5 for *Monday Funday: LEGOs*, 37 for *Monday Funday: Pokémon*, 55 for *Exploring Human Origins: Paint Like a Caveman*, 39 for *Exploring Human Origins-Spokane Public Montessori School*, 26 for *Boys and Girls Club After School Activity* and 32 for *Exploring Human Origins: Our Genes Aren't Blue*.

##### Business and Career Development:

- Staff proctored two MOS tests.

##### Community Connections:

- 19 Whitworth students participated in a library tour and discussion.
- 12 Mt. Spokane High Science class toured the library.
- 150 participated in the Kira's Kloset promotional event.

## **Otis Orchards: Kathy Allen**

### Early Learning:

- *Play and Learn Storytime* average has doubled this month with 30 attending, up from last January's average of 16.
- We presented seven outreach Storytimes to 133 children at Heart for the Home Childcare, Trent ECEAP, and Trentwood ECEAP.

### Education and Enrichment:

- *Exploring Human Origins: Our Genes Aren't Blue* attracted 21.
- The monthly *LEGO Club* had six participants.
- *Washington Wildfires: Community Conversations* had no one attend. Tammy Henry and I had a great conversation with the local fireman and experts who attended.
- *Exploring Human Origins: Cave of Forgotten Dreams* was well attended with 26 participants.

### Community Connections:

- We provided two Book-a-Librarian appointments.
- We had eight meeting room bookings this month.

## **Spokane Valley: Aileen Luppert**

### Early Learning:

- 1,260 children and their parents and caregivers attended 51 early learning programs this month. This is up 663 attendees since last month and is due to holidays.
  - *Baby Play and Learn Storytime* averaged 22. This is up 3 since last month and down 1 from January 2015.
  - *Toddler Play and Learn Storytime* averaged of 48. This is up 26 from last month and up 7 from January 2015.
  - *Preschool Play and Learn Storytime* averaged 41 attendees. This is up 20 from last month and up 8 from January 2015.
  - *Evening Family Storytime* averaged 8 attendees. This is down 7 from last month and down 8 from January 2015.
  - Staff provided Storytime for 445 attendees at 25 outreach facilities. This is an increase from last month, which had 76 attendees at 7 facilities.

### Education and Enrichment:

- 161 members attended 12 Education and Enrichment events this month.
- Adult Programs:
  - Book Clubs at SV and Broadway Court Estate (14)
  - *Exploring Human Origins:: Born to Learn: Brain Science and Early Learning* (7)
  - *STCU - Budgeting 101* (11)
  - *Washington Wildfires: Community Conversations* (4)
- Tween/Teen Programs:
  - Two Mica Peak HS Thursday Thing (average 4)
  - *Tween Club* (10)
  - *Random Fandom* (4)
- Children/Family:
  - *Too Fun Tuesdays* (Average is up 9 to 26 attendees. *LEGOs* remains most popular, but "*Build It*" is close behind.)
  - *Exploring Human Origins: Our Genes Aren't Blue* (6)

### Community Connections:

- Sheree West and I met with North Pines Elementary School to discuss a possible grant partnership on financial literacy.
- Sheree met with the SV Arts Council to arrange the hanging of new artwork and return of the previous quarters' paintings.
- Sheree attended the GSVCC Ambassador monthly meeting.
- Diane Brown attended the GSVCC Transportation Committee meeting.
- Sheree and Diane hosted *Washington Wildfires: Community Conversations*.
- Sheree and Kelsey Hudson worked on the plans for Great Stories Club at Mica Peak High School.
- I attended monthly Greater Valley Support Network general and leadership meetings.

## District-wide Information

### Security Incident Reports

There were 29 Security Incident reports filed this month, six more than last month (23), and 16 more than January 2015 (13). North Spokane had the most incidents reported with 11. The most frequently reported incidents related to disruptive behavior (11) and potential problems (14).

### Year-to-Date Public Use Measures at a Glance

- Door count for January (106,307) was down (-3%) compared to 2015, continuing a modest declining trend from 2015.
- January programming attendance (7,346) increased 38% when compared to January 2015, while the number of programs offered has increased by 15% (277). This increase in attendance out-paced the increase in program offerings and is directly attributable to Exploring Human Origins as described above, as well as some database classes provided to students at Medical Lake Middle School and Riverside High School and our participation in Riverside's STEM Evening program.
- Internet station bookings were down (-3%) in January when compared to January 2015.

### Public Use Measures

#### January 2016

Measure	This year	Last year	YTD	Last YTD	Rolling YTD
	This Month	This Month	This year	Comparison	Comparison
Registered borrowers	116336	117,333		-1%	
Door count	106307	110,162	106,307	-3%	-2%
Circulation	215815	224,277	215,815	-4%	-2%
Digital Media Catalog	38303	32,350	38,303	18%	18%
Programs					
Number	277	241	277	15%	11%
Attendance	7346	5,335	7,346	38%	5%
Group Visits					
Number	3	3	3	0%	-2%
Attendance	81	136	81	-40%	-9%
Software Station bookings	19004	20,580	19,004	-8%	-3%
Meeting room bookings	337	382	337	-12%	8%
Holds placed					
By customers	34,085	36,560	34,085	-7%	-5%
By staff	7,399	7,369	7,399	0%	-4%
Digital Media Catalog	10,709	9,702	10,709	10%	14%
Database use					
Searches	176,734	109,312	176,734	62%	17%
Retrievals	34,714	35,396	34,714	-2%	-10%
Website use (Remote)					
User sessions	128,817	105,279	128,817	22%	34%
Page views	316,485	217,600	316,485	45%	29%
Catalog	46,553	47,162	46,553	-1%	-7%
Database Access	6,876	5,806	6,876	18%	-3%
Interlibrary loans					
Loaned	347	342	347	1%	12%
Borrowed	453	464	453	-2%	2%

### Public Use Measure Definitions

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

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

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

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

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

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

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

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

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

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

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

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

**Searches:** Number of database searches.

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

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

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

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

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

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

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

## Communication Report January 2016

### Marketing Activities

- Exploring Human Origins
  - Online interview, web wallpaper, banner ads, key word paragraphs, social media, radio ads, Action Cam segment
- Holiday Closure Signs for 2016
  - Made signs for all 10 libraries and admin building for all closures throughout 2016
- Spokane Valley Directional Sign
  - Ordered stanchion sign holder and created directional sign for Spokane Valley
- Items for incoming Trustee
  - Made name tent, updated website and intranet with bio and photo, ordered business cards
- February Kids Newspaper
  - Designed ad and advertorial to run in the February issue of the Kids Newspaper
- 3D Printing FAQs Flyer
  - Designed flyer and consolidated with FAQs on webpage
- Library Legislative Day Materials
  - Compiled packets of materials
- February Current
  - Edited article written by Library Service Manager, wrote another feature article, designed ad promoting the Money and Aging parents workshop
- Don't Fear the FAFSA
  - Flyers, digital displays, news item, press release, social media, entry in Journal of Business, calendar listings
- Estate Planning Workshop
  - News item, press release, guest blog, flyers, digital displays, social media, calendar listings
- Selling Online Series
  - News item, press release, flyers, digital displays, social media, calendar listings
- Online investing for beginners
  - Flyers, digital displays, social media, calendar listings
- Alzheimer's programs
  - News item, press release, digital displays, social media, calendar listings
- When a Parent Can No Longer Manage Money
  - Press release, flyers, digital displays, social media, calendar listings
- Seed Library Gardening series (for Otis Orchards, Deer Park, and Medical Lake)
  - News item, press release, flyers, digital displays, social media, calendar listings
- Spokane Valley Tween Club
  - Flyers, digital displays, social media, calendar listings
- North Spokane Tween Club
  - Flyers, digital displays, social media, calendar listings
- Spokane Valley Random Fandom
  - Flyers, digital displays, social media, calendar listings
- SNAP 2016 Financial Literacy Workshops (Dollars & Sense)
  - News item, press release, flyers, digital displays, social media, calendar listings

## **News coverage**

- Jan 1 – Spokane Valley News Herald – Valley library effort falls short in 2015
- Jan 2 – Spokane Valley Online – Library effort falls short in 2015
- Jan 2 – Spokane Valley Online – Council urges one more library try
- Jan 14 – Cheney Free Press – Libraries to hold wildland fire dialogue (press release for this sent on Dec 29 of 2015)
- Jan 21 – The Inlander – Exploring Human Origins
- Jan 26 – The Spokesman Review – Go ahead, eat what bugs you (Exploring Human Origins program)
- Jan 27 – Deer Park Tribune – RES (Riverside Elementary School) hosts a STEM Night

## **Press Releases**

- Jan 5 – Alzheimer’s Association hosts free classes at the library
  - Jan 15 – Spokane Valley News Herald – Alzheimer’s Association hosts free classes at local libraries
- Jan 6 – SCLD Holiday Closure (Martin Luther King, Jr. Day)
  - Jan 14 – Cheney Free Press – MLK Day closures Jan. 18
- Jan 7 – Free classes at the Library: How to sell items online
  - Jan 20 – Spokesman Review – Online sales, dementia classes at library
- Jan 19 – Improve your financial stability with free SNAP classes at the library
  - Jan 20 – Spokesman Review – Online sales, dementia classes at library
- Jan 26 – Free estate planning and online investing classes at the library in February
- Jan 28 – Learn how to manage finances for aging parents at free Library District class
- Jan 28 – County Library District Welcomes New Board Member

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

### **Social Media:**

- Facebook: # of fans: 2,660
- Twitter: # of followers: 1,798
- Pinterest: followers: 1,507

### **Library District Blog:**

#### Most viewed blogs in January

1. Classic Tales with a Modern Twist	279 views
2. 17 New Magazine Titles Available on Zinio	270 views
3. 16 Best Audio Books for Family Road Trips	260 views
4. Sci-Fi and Fantasy books to look forward to in 2016	254 views
5. Clothing the Community: Q&A with Kira’s Closet	200 views
6. From the director...(January)	159 views
7. Watch & Read: If you like Star Wars	135 views
8. In Praise of Reading Aloud as Adults	121 views
9. 7 Cookbooks for Your Plant Based Diet Resolutions	108 views
10. Zen Your Workspace	99 views
11. 5 Books about human origins to read now	97 views

### **Blog posts:**

- Jan 4 – Selling online 101
- Jan 5 – What does it mean to be human?

- Jan 6 – Clothing the community: Q&A with Kira's Kloset founder Debbie Wraspir
- Jan 6 – Holiday Closure (Martin Luther King Jr. Day)
- Jan 7 – 5 books about human origins to read now
- Jan 8 – Learn the facts about Alzheimer's
- Jan 9 – Don't fear the FAFSA
- Jan 10 – From the director...
- Jan 11 – Money & aging parents: transitioning financial management
- Jan 12 – 17 new magazine titles available on Zinio
- Jan 13 – Sci-fi and fantasy books to look forward to in 2016
- Jan 14 – Watch and read: if you like Star Wars...
- Jan 15 – Dollars and sense
- Jan 19 – 5 great kid reads for black history month
- Jan 20 – In praise of reading aloud as adults
- Jan 21 – 7 cookbooks for your plant-based diet resolutions
- Jan 22 – Programs especially for tweens and teens
- Jan 25 – Estate planning 101
- Jan 26 – Oscar's best films: a year in books
- Jan 27 – A new year's resolution in four words
- Jan 28 – Understanding the basics of an estate plan
- Jan 29 – Online investing 101

**eNewsletter email:**

- 75,644 sent on January 14, 2016
- Open rate: 16.1% (12,179)
- Clicked: 2,138 (2.8% click rate)
- Unsubscribed: 185

**Community Events (Around Town):**

The Communication Department made edits to 13 librarian submitted Community Events, which are posted in the Around Town sections of the Hours and Locations pages.

**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:

- SCLD streaming services (2)
- Exploring Human Origins (general)(1)
- Cheney Book Club (meets at Cheney Library)

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

- Flyers for Deer Park
- Flyers for North Spokane
- Flyers for Cheney
- Flyers for Airway Heights
- Ready Away Fines forms for Supply
- Pencils for Otis Orchards

- Pens for Otis Orchards, Airway Heights, Moran Prairie, North Spokane, and Spokane Valley
- Easy Reader book marks for Public Services

### **Communication Display Kits provided for community events**

- Night out at the Library (Otis Orchards Elementary Open House)
- West Valley Scholarship Fair

### **Current & Upcoming Projects & Event Promotion**

- February
  - North Spokane Friends of the Library Meetings
  - Spokane Valley Tween Club
  - North Spokane Tween Club
  - Spokane Valley Random Fandom
  - North Spokane Friends of the Library Meetings
  - Learning trail sign
  - When a Parent Can No Longer Manage Money
  - Otis Orchards Seed Library Gardening Series
  - Medical Lake Seed Library
  - Deer Park Seed Library
  - ProCitizen
  - 2016 Free AARP Tax Aide
  - Dr. Seuss Celebration
  - Online Investing for Beginners
  - Estate Planning Workshops
  - 3D Printing Web Page
  - March Kids newspaper
  - March Current
  - Kindergarten Registration Kick-Off
  - February - National Heart Month
  - Business cards
- March
  - Deer Park Friends of the Library meeting
  - North Spokane Friends of the Library Book Sale
  - Spring Cleaning
  - Bedtime Math: March of the Stuffed Animals
  - Come Code!
  - Business resources promo piece
  - Millwood History series
  - Nutrition before a race
  - Ready for work jobseeker series
  - Large print spring booklist
  - Renew (Spring Series)
- April
  - SCORE Workshops
  - Genealogy classes
  - Harry Potter Parties
  - Annual Report
  - Friends Quarterly eNewsletter
  - Humanities WA Speakers Bureau Spring 2016: Civility
  - Friends Helping Friends



### **Friends of the Spokane County Library District**

- Meeting prep:
  - Agenda and meeting reminder sent
  - Bylaw and Interlocal Agreement review
  - Provided 2 mock-ups for new Friends' brochure
  - Created Treasurer's report
- Friends Quarterly Newsletter sent
  - Wrote, designed, and sent the first of the Friends' eNewsletters, which will be a quarterly publication
- Argonne Friends of the Library Meeting
  - Digital display, social media
- Deer Park Friends of the Library Winterfest Book Sale
  - Digital display, social media, eBlast
- Cheney Friends of the Library meeting
  - Social media, digital display

### **Friends' Quarterly eNewsletter**

- 179 sent on January 28, 2016
- Open rate: 41.8%
- Clicks: 6.2%

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

- Spokane Valley – Sun, Jan 3 – sent to 12,276
- Deer Park – Sun, Jan 17 – sent to 2,312

## Financial Reports - Year Ended December 31, 2015, and January 2016

The District's final results for 2015 were \$138,213 in excess of revenues over expenditures and transfers. Outside of the \$300,000 transfer to the Capital Projects Fund, as approved by a resolution in January, there is no notable change from the preliminary results reported last month. The General Fund cash balance ends the year at \$4,531,316, which equates to 4.6 months of cash available. This gets us comfortably to the tax collection due date of April 30.

For the first month of 2016 operations, most notable was the District's annual software maintenance fee paid to SirsiDynix, our main library software system, which does account for the larger amount of the services expended at this early point in the year.

The District received its official assessed values as of the end of 2015, and the related tax levy to be collected in 2016. The total, including refunds, is \$11,053,000, which nearly matches the adopted budget of \$11,050,000. Both amounts are before the TIF reduction. The table below from the Spokane County Assessor's Office quite effectively and concisely covers the key amounts in the process.

### Library

1) 101% Highest Lawful limit (Page 1, Line G)	\$	11,047,467.99
2) Statutory Levy Limit (Page 1, Line H)	\$	11,261,603.72
3) Levy Limit as controlled by Resolution (Page 2, Line G)	\$	11,071,657.04
4) Levy Certification (Page 2, Line I)	\$	11,050,000.00
<b>2015 ACTUAL LEVY</b>	<b>\$</b>	<b>10,716,986.70</b>
Lesser of Lines 1-4 above	\$	11,047,467.99
Plus Refund	\$	5,547.31
<b>2016 REGULAR LEVY</b> (not to exceed line #2)	<b>\$</b>	<b>11,053,015.30</b>
Assessed Value	\$	22,523,207,446
Levy Rate		0.4907
FYI: 2016 Unused levy capacity (banked)	\$	-

### Facilities

The winter weather has tapered off, yet it is still too early to begin scheduling the spring facility maintenance projects but discussions have begun. Some of what to come is the front entry repair for Deer Park, parking lot striping for most all libraries, roof repairs at Argonne and Moran Prairie, and siding repair and roof replacement.

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

	Y-T-D Actual	Annual Budget	<b>Target</b> 100.0% Percent Used	Balance Remaining
<b>REVENUES</b>				
PROPERTY TAXES	\$ 10,706,318	\$ 10,740,000	99.69%	\$ 33,682
CONTRACT CITIES - AIRWAY HEIGHTS	234,371	234,272	100.04%	(99)
CONTRACT CITIES - SPOKANE	132,574	149,643	88.59%	17,069
FINES & FEES	262,119	282,100	92.92%	19,981
GRANTS & DONATIONS	94,881	147,475	64.34%	52,594
E-RATE REIMBURSEMENTS	146,178	120,000	121.81%	(26,178)
OTHER	41,529	179,340	23.16%	137,811
INTEREST REVENUES	26,230	24,000	109.29%	(2,230)
<b>TOTAL REVENUES</b>	<b>\$ 11,644,199</b>	<b>\$ 11,876,830</b>	<b>98.04%</b>	<b>\$ 232,631</b>
TRANSFERS IN	-	-		-
<b>TOTAL REVENUES &amp; TRANSFERS IN</b>	<b>\$ 11,644,199</b>	<b>\$ 11,876,830</b>	<b>98.04%</b>	<b>\$ 232,631</b>
<b>EXPENSES</b>				
SALARIES	\$ 5,921,904	\$ 5,995,339	98.78%	\$ 73,435
FRINGE BENEFITS	1,721,066	1,834,205	93.83%	113,139
SUPPLIES	152,443	177,180	86.04%	24,737
UTILITIES	432,669	420,120	102.99%	(12,549)
SERVICES	1,070,895	1,195,815	89.55%	124,920
INSURANCE	65,185	66,885	97.46%	1,700
EQUIPMENT & SOFTWARE	132,182	363,000	36.41%	230,818
LIBRARY MATERIALS	1,418,357	1,403,229	101.08%	(15,128)
ELECTRONIC LIBRARY MATERIALS	171,290	160,000	107.06%	(11,290)
LIBRARY PROGRAMS	119,996	156,883	76.49%	36,887
OPERATIONAL CONTINGENCIES	0	104,174	0.00%	104,174
<b>TOTAL EXPENSES</b>	<b>\$ 11,205,986</b>	<b>\$ 11,876,830</b>	<b>94.35%</b>	<b>\$ 670,844</b>
TRANSFERS OUT	300,000	-		(300,000)
<b>TOTAL EXPENSES &amp; TRANSFERS OUT</b>	<b>\$ 11,505,986</b>	<b>\$ 11,876,830</b>	<b>96.88%</b>	<b>\$ 370,844</b>
<b>Net Excess of Revenues Over/(Under) Expe</b>	<b>\$ 138,213</b>	<b>\$ -</b>		
BEGINNING CASH	4,393,103			
NET FROM ABOVE	138,213			
ENDING CASH	<b>\$ 4,531,316</b>			
<b>Number of months cash on hand</b>	<b>4.6</b>			
Capital Project Fund Balance	1,344,649			

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

**CAPITAL PROJECTS FUND**

	<b>Y-T-D Actual</b>	<b>Annual Budget</b>
<b>REVENUES</b>		
PROCEEDS FROM SALE OF PROPERTY	138,555	0
INTEREST REVENUES	6,463	12,000
<b>TOTAL REVENUES</b>	<b>\$ 145,018</b>	<b>\$ 12,000</b>
TRANSFERS IN	300,000	-
<b>TOTAL REVENUES &amp; TRANSFERS IN</b>	<b>\$ 445,018</b>	<b>\$ 12,000</b>
<b>EXPENSES</b>		
ELECTION COSTS	0	100,000
OTHER	0	0
<b>TOTAL EXPENSES</b>	<b>\$ -</b>	<b>\$ 100,000</b>
<b>Net Excess of Revenues Over/(Under) Expenses</b>	<b>\$ 445,018</b>	<b>\$ (88,000)</b>
Fund Balance: Beginning of the year	899,631	
Net from above	445,018	
<b>Fund Balance: End of the year</b>	<b>\$ 1,344,649</b>	

**Spokane County Library District  
Summary of Revenues & Expenses - (Cash Basis)  
For the One Months Ended January 31, 2016**

	Y-T-D Actual	Annual Budget	<b>Target</b> 8.3% Percent Used	Balance Remaining
<b>REVENUES</b>				
PROPERTY TAXES	\$ 21,774	\$ 11,003,000	0.20%	\$ 10,981,226
CONTRACT CITIES - AIRWAY HEIGHTS	0	246,000	0.00%	246,000
CONTRACT CITIES - SPOKANE	0	102,000	0.00%	102,000
FINES & FEES	26,104	256,900	10.16%	230,796
GRANTS & DONATIONS	3,050	55,000	5.55%	51,950
E-RATE REIMBURSEMENTS	0	173,000	0.00%	173,000
OTHER	107	34,000	0.32%	33,893
INTEREST REVENUES	2,525	28,200	8.95%	25,675
<b>TOTAL REVENUES</b>	<b>\$ 53,561</b>	<b>\$ 11,898,100</b>	<b>0.45%</b>	<b>\$ 11,844,539</b>
TRANSFERS IN	-	-	0.00%	-
<b>TOTAL REVENUES &amp; TRANSFERS IN</b>	<b>\$ 53,561</b>	<b>\$ 11,898,100</b>	<b>0.45%</b>	<b>\$ 11,844,539</b>
<b>EXPENSES</b>				
SALARIES	\$ 483,959	\$ 5,993,523	8.07%	\$ 5,509,564
FRINGE BENEFITS	163,357	1,959,251	8.34%	1,795,894
SUPPLIES	12,081	179,001	6.75%	166,920
UTILITIES	31,329	424,570	7.38%	393,241
SERVICES	232,647	1,280,355	18.17%	1,047,708
INSURANCE	20,757	67,100	30.93%	46,343
EQUIPMENT & SOFTWARE	3,925	238,000	1.65%	234,075
LIBRARY MATERIALS	75,266	1,393,900	5.40%	1,318,634
ELECTRONIC LIBRARY MATERIALS	13,577	200,000	6.79%	186,423
LIBRARY PROGRAMS	3,947	106,700	3.70%	102,753
OPERATIONAL CONTINGENCIES	0	71,700	0.00%	71,700
<b>TOTAL EXPENSES</b>	<b>\$ 1,040,845</b>	<b>\$ 11,914,100</b>	<b>8.74%</b>	<b>\$ 10,873,255</b>
TRANSFERS OUT	-	-	0.00%	-
<b>TOTAL EXPENSES &amp; TRANSFERS OUT</b>	<b>\$ 1,040,845</b>	<b>\$ 11,914,100</b>	<b>8.74%</b>	<b>\$ 10,873,255</b>
<b>Net Excess of Revenues Over/(Under) Expenses</b>	<b>\$ (987,284)</b>	<b>\$ (16,000)</b>		
BEGINNING CASH	4,536,811			
NET FROM ABOVE	(987,284)			
ENDING CASH	<b>\$ 3,549,526</b>			
<b>Number of months cash on hand</b>	<b>3.6</b>			
<b>Capital Project Fund Balance</b>	<b>1,294,900</b>			

## **Spotlight Argonne Library**

Library Supervisor Pat Davis and Community Librarian Kelsey Hudson will share highlights of Argonne Library and the community it serves.

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

**OVERVIEW EXPLORING HUMAN ORIGINS EXHIBIT**

Library Services Manager Gwendolyn Haley and Librarian Vanessa Strange will provide an overview of the Exploring Human Origins exhibit held at North Spokane Library, January 5 through February 2.

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