

MISSION

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

Board of Trustees Regular Meeting

November 15, 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 October 18, Regular, and November 1, 2016, Special Meeting Minutes [4:00-4:03]
 - B. Approval of October 2016 Payment Vouchers [4:03-4:05]
 - C. Unfinished Business [4:05-4:15]
 1. North Spokane Library Renovation
 2. Spokane Valley Library Expansion/Renovation
 - D. New Business [4:15-4:30]
 1. Potential Spokane Valley Mall Library/Discussion
 2. Computer, Wireless Network and Computer Use Policy: Approval Recommendation.
 3. 2017 Preliminary Budget Update [4:30-4:45]
 - a. Adopting a 2017 Preliminary Budget and Certifying It to the Board of County Commissioners (Resolution No. 16-07): Approval recommendation.
 - b. Authorizing 2016 Property Tax Levy Increase for Collection in 2017 (Resolution No. 16-08): Approval recommendation.
 - c. Levying the Regular Property Taxes for SCLD for Collection in 2017 (Resolution No. 16-09): Approval recommendation.
 - c. Declaration of Substantial Need for Purposes of Establishing the 2017 Levy Limit Factor (Resolution No. 16-10): Approval recommendation.
 - e. Board Direction to Staff
- IV. DISCUSSION ITEMS, POSSIBLE ACTION [4:45-4:50]**
 - A. Future Board Meeting Agenda Items
- V. REPORTS**
 - A. Trustees [4:50-4:55]
 - B. Executive Director [4:55-5:00]
 - Administrative
 - Community Activities
 - C. Public Services [5:00-5:05]
 - D. Communication [5:05-5:10]
 - E. Fiscal [5:10-5:15]
 - F. Spotlight – Spokane Valley Library [5:15-5:25]
 - G. Overview – CEP Service Priority, Early Learning [5:25-5:45]
- VI. PUBLIC COMMENT**
- VII. ADJOURNMENT**

[Estimated meeting length: One hour and 45 minutes, plus public comment.]

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

**SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: OCTOBER 18, 2016**

The Board of Trustees of Spokane County Library District met in regular session in the public meeting room at Argonne Library, 4322 N. Argonne Rd., Spokane, WA, at 4:00 p.m., Tuesday, October 18, 2016.

Present: Mark Johnson - Chair
John Craig - Vice Chair
Sonja Carlson - Trustee
Wes Teterud - Trustee
Nancy Ledeboer - Executive Director and Secretary

Excused: Kristin Thompson - Trustee

Also Present: Jane Baker, Communication & Development Officer; Kristy Bateman, Library Services Manager; Toni Costa, Chief Human Resources Officer; Stacey Goddard, Library Services Manager; Gwendolyn Haley, Library Services Manager; Rick Knorr, Chief Financial Officer; Aileen Luppert, Managing Librarian; Christie Onzay, Librarian; Andrea Sharps, Collection Services Director; Doug Stumbough, IT Director; Brian Vander Veen, Managing Librarian; and Patty Franz, Administrative Assistant.

Guests: Architect Gary Bernardo, Bernardo|Wills Architects PC

Call to Order (Item I.) Chair Mark Johnson called the meeting to order at 4:01 p.m., and welcomed everyone in attendance.

Agenda (Item II.) Mr. Teterud moved and Mr. Craig seconded to approve the agenda. The motion was approved.

Approval of Sept 20 Regular, and Oct 4, 2016, Special Meeting Minutes, (Item III.A.) Mr. Johnson called for corrections to the September 20 regular and October 4 special meeting minutes. There were no corrections. The motion was unanimously approved.

Approval of Payment Vouchers, Aug 31 and September 2016 (Item III.B.) Mr. Craig moved and Ms. Carlson seconded approval of bill payment vouchers for August 31 in the amount \$33,075.38, as follows:

Fund	Voucher Numbers	Subtotal	Total
Aug 31-L01	50798-50823	\$33,075.38	\$33,075.38

Mr. Knorr noted these payments to 26 vendors, dated August 31, were inadvertently omitted from the original list included in the packet of September board meeting materials.

**Approval of
 Payment Vouchers,
 Aug 31 and
 September 2016
 (Item III.B.)**

Mr. Teterud moved and Mr. Craig seconded approval of the September 2016 bill payment vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal	Total
Sept - L01	50824-50992 and W00359-W00366	\$607,743.97	\$607,743.97
	09092016PR and 09232016PR	\$375,013.85	\$375,013.85
		Total	\$982,757.82

There were no questions. The motions were unanimously approved.

**Unfinished Business
 North Spokane
 Library Renovation
 (Item III.C.1.)**

NORTH SPOKANE LIBRARY RENOVATION. Gary Bernardo reviewed the renovation project objectives and provided an update on design plans for North Spokane. The project is scheduled to start Jan. 9, and be completed by April 9, 2017. Mr. Bernardo described the sequential phases of the project. He noted the library will be open as much as possible, yet for safety reasons, give and take will be needed for successful construction. Mr. Bernardo called attention to the existing floor plans, pointing out the new design validates earlier ideas as well as current conversations. Work stations will be economical, durable, ergonomically friendly and wide enough to conduct work. The entry vestibule to the library will be updated, but will not change significantly. The existing basement will be used to prepare for programs and store program materials. In response to Mr. Teterud's queries, Ms. Ledebouer said computer stations will be located in the Commons to help contain noise, and there will be three checkout stations near the exit. Mr. Craig asked Mr. Vander Veen to share his thoughts regarding the plans. In response, Mr. Vander Veen said he thought consolidation of computers would be helpful and more efficient service-wise. Use of the large meeting room is better suited to large groups, and the classroom will provide greater options and flexibility for smaller meetings. Ms. Ledebouer commented that Mr. Vander Veen was helpful with ideas on partitioning, as well as wise use of shelving to create zones. Toward having an attractive reading area, in response to Mr. Craig, Mr. Vander Veen said furnishings have not been addressed as yet. Ms. Ledebouer said we are open to accent pieces to create spaces that facilitate conversations and help to keep noise down. Mr. Craig asked if ADA requirements would affect use of the basement. Ms. Ledebouer responded that at this time, staff are not required to go downstairs. In response to Ms. Carlson, Ms. Ledebouer said staff tends to prep for programs at their workstations. There was no further discussion.

**Unfinished Business
Spokane Valley
Library Renovation
(Item III.C.2.)**

SPOKANE VALLEY LIBRARY RENOVATION. Ms. Ledebouer updated Trustees regarding communications with city of Spokane Valley. She visited with interim city manager Mark Calhoun at his office following the September board meeting to relay that Trustees were open to discussion about future concrete suggestions or action toward a new library. Mr. Calhoun said he would meet with the Council to relay the Board's message, and would subsequently be in touch. Meanwhile, Ms. Ledebouer was notified by IT Director Doug Stumbough that the library district was placed as an advanced agenda item for the City Council's Study Session on Nov. 1, where city legal staff in response to a councilmember's request would present potential options on de-annexation from the library district. A special meeting will be called if three or more Trustees plan to attend. Ms. Ledebouer further reported that Mr. Calhoun called this afternoon, prior to this meeting. He suggested library district representatives and members of city of Spokane Valley meet in November to discuss ideas and perhaps ignite a partnership moving forward. Ms. Ledebouer also reported that Deputy Director Patrick Roewe, CFO Rick Knorr, and she researched the availability of space at Spokane Valley Mall, and found through meeting with mall management that they also had interest in the mall becoming a community gathering place. The cost estimate for renting such space is \$3,000 per month. Ms. Ledebouer commented that library space in the mall had potential to serve a currently unserved demographic. Trustees were in favor of staff developing a preliminary budget and staffing model to support a library at the mall. In response to Mr. Teterud, Ms. Ledebouer said the library would adhere to mall hours. Ms. Ledebouer said staff could also explore standalone facilities on Sprague Avenue, yet those would not have the supportive infrastructure, like the mall. Trustees commented that in the interest of not using funds for renovation of the Spokane Valley Library until issues with city of Spokane Valley are resolved, the advantages of a mall library are a low start-up cost and people already frequent the location. Trustees requested more information about demographics of mall library users. Ms. Ledebouer said staff will develop a recommendation, for which use of focus groups may be a part. There was no further discussion.

**New Business
Personnel Policy
(Item III.D.1.)**

PERSONNEL POLICY. Mr. Craig moved and Ms. Carlson seconded to approve the following revised Personnel Policy sections with changes as discussed: Title of Chapter 2, and sections 2.01, 2.02, 2.07, 2.08, 2.09, 2.10, 2.11, 2.13, 2.14, 2.15, and 2.17. Title of Chapter 3, and sections 3.2, 3.7, 3.8, 3.11, 3.14, 3.16, 3.18, and 3.21. Title of Chapter 5, and sections 5.1, 5.2, 5.3, 5.4, 5.5, 5.6, 5.8, 5.9, 5.10, 5.11, 5.12, 5.13, 5.14, 5.15 and 5.16. Chapter 6, sections 6.1 through 6.11. For the most part, all recommended changes were either edits or intended to document, clarify or expand on current practice. Chief Human Resources Officer pointed out FLSA changes, effective December 31, 2016, were the impetus of the extensive policy review and subsequent revisions. A page by page discussion ensued among the Board of Trustees regarding suggested

**New Business
Contd.
Personnel Policy
(Item III.D.1.)**

changes to the Personnel Policy. Regarding Section 6.2, District Expectations, Substance Abuse, Mr. Craig pointed out use of marijuana was not included, and questioned if it is considered in the same category as controlled substances, now that it is legal in Washington State. He noted this could also affect administering Section 6.4, Employee Misconduct, items 9 and 10, which involve working under the influence or having possession of controlled substances in the workplace. Ms. Ledebouer said further review and consideration will be given to specific reference of marijuana. Meanwhile, to be in agreement with the District Code of Conduct policy, RCW 60.50 will be added as reference in the aforementioned Personnel Policy sections. Mr. Craig raised attention to the section subtitled Personal Attire, listed under Section 6.2, District Expectations. He questioned if the sentence, "all employees must present to work free of body odor and excessive perfume; fragrances must be kept to a minimum," was unnecessarily intrusive. Mr. Johnson questioned if it could be considered discriminatory. Ms. Costa said the goal of the statement was toward professional appearance. Ms. Ledebouer pointed out use of perfume affects those with chemical sensitivity, and said the policy would be administered for active complaints only. Ms. Carlson who has had experience administering such complaints in her business practice, was in favor of the statement to provide support for handling such cases. Ms. Costa suggested revising the statement to read: "Excessive scent should be kept to a minimum." Trustees approved the revised statement by consensus. Along with the changes described above, Trustees requested that the Personnel Policy again be reviewed to remove instances of duplication and/or scrivener errors prior to publishing the revised policy sections. There was no further discussion.

The motion was unanimously approved.

**New Business
Friends of the
Library Review
(Item III.D.2.)**

FRIENDS OF THE LIBRARY REVIEW. Ms. Ledebouer pointed out the Board of Trustees adopted a substantially revised Friends of the Library policy in 2014, and found there were no suggested changes at this review. She also shared that in recognition of National Friends of Libraries week, Oct. 16-22, a letter of appreciation was sent to all library Friends. Thanks were also expressed for Friends' efforts toward the Districtwide book sale, held Saturday, Oct. 8, which was reported as successful for at least several libraries. Library Friends were asked for feedback regarding future book sales. Ms. Ledebouer also re-extended invitations to Trustees for the Spokane is Reading Friends-appreciation reception with author Anthony Marra at Moran Prairie Library on Oct. 26, and After Hours at the Library, on Friday evening, Nov. 4, at North Spokane Library. In response to Mr. Teterud's query regarding the budget for Friends of the SCLD, Ms. Ledebouer said CFO Rick Knorr will include the Friends' budget in his preliminary budget report for 2017. There was no further discussion.

New Business
Budget 2017 (Item
III.D.3.a-b.)

PRELIMINARY BUDGET 2017.

PUBLIC HEARING ON AUTHORIZED REVENUE SOURCES. Mr. Johnson called the Public Hearing on Authorized 2017 Property Tax Revenue and Other Revenues to order at 5:27 p.m. and called for public testimony. There was none; the hearing closed at 5:28 p.m.

2017 PRELIMINARY BUDGET PRESENTATION. Via PowerPoint, CFO Knorr summarized development of the 2017 budget. He distributed a budget handout to Trustees for reference. His summary presentation included the General Fund, Building Services, Revenues, Expenses, and ultimately, presentation of a balanced budget for next year. Primary sources of District revenues are from property tax and contracts with cities, which total nearly \$12 million. Mr. Knorr pointed out contract cities will be slightly down, as 2016 was the final year for West Plains' annexation mitigation agreement payments. Fines and fees continue to decline; however, the E-Rate forecast remains close to 2016, and grants and donations are forecasted to rise by approximately 24%. Mr. Knorr reviewed property tax revenue, and noted assessed valuation has climbed year over year for the past five years. He also reviewed the decline in levy rates, for which in 2017 will be 0.4724 vs. 0.5000 in 2015. He pointed out the Board of Trustees passed Resolution 15-07, A Declaration of Substantial Need for Purposes of Establishing the Levy Limit Factor for 2015 Property Taxes to be Collected in 2016, in November last year. He said to again receive the full levy amount of one percent (1%), a similar resolution will need to be approved and submitted by November 30 for 2017. Although the resulting figure for the full dollar amount is \$5,200, Mr. Knorr and Ms. Ledebouer both agreed that filing the resolution would be fiscally responsible, as the losses compound over time. In response to Mr. Teterud, Ms. Ledebouer said levy lid lifts can be done at any time, and options will be considered next year. For the expense side, total costs of personnel, supplies, services (maintenance, facilities, software, broadband, insurance, and grounds), library materials, capital, library programs and grant-supported programs, and contingency were presented. Mr. Knorr noted it has been District practice to adjust salaries according to the CPI-W, which was announced to increase by 0.7 percent. Therefore, minimum wage will rise 6 cents, to \$9.53 per hour in 2017. He reviewed the impact on the budget for the range of SCLD salary adjustments (134 FTE), for a total amount of \$49,300. He pointed out Group Health medical benefits, fully paid by the District for employees working 30+ hours per week, will increase 1.2%. However, because additional employees have opted for benefits coverage next year, the budget impact is forecasted to be 2.5%. For the Capital Projects Fund, Mr. Knorr reviewed the potential impact of the proceeds and interest of the land sold back to the city of Spokane Valley. He also reviewed the cost and breakdown of funds for capital improvements to North Spokane Library and preliminary design costs of the Spokane Valley Library renovation. Mr. Knorr noted in January he will suggest moving the 2016 General Fund

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**New Business
Contd.**

surplus to the Capital Projects Fund in support of library renovations. More details will be provided next month.

**Budget 2017 (Item
III.D.3.c-d.)**

ORGANIZATIONAL MEMBERSHIPS REVIEW. Mr. Teterud moved and Ms. Carlson seconded that organizational memberships be approved for inclusion in the 2017 General Operating Fund. Ms. Ledebouer pointed out a recently added organizational membership to Pacific Northwest Booksellers Association was added for next year, as the benefits significantly outweigh the annual membership fee. In response to Mr. Craig, Ms. Ledebouer reported the annual cost of all District organizational membership fees is approximately \$11,000. There were no further questions. The motion was unanimously approved.

BOARD DIRECTION TO STAFF. Trustees provided direction toward preparation of the final 2017 budget. Trustees agreed by consensus to direct staff to prepare for November the separate budget resolution to request from Spokane County the full 1% tax levy amount for 2017. Regarding the Cost of Living Wage Adjustment (COLA), Trustees also agreed to adjust the final budget to include an across-the-board wage increase of one percent (1%), for the amount of \$70,600, an increase of \$21,300 from the preliminary budget. Mr. Teterud queried if staff could be rewarded beyond the one percent (1%) adjustment. Chair Johnson agreed library staff is hard-working, yet cautioned the board against moving away from District policy. Ms. Ledebouer noted a compensation study is planned for next year, and based on study results, salaries may be adjusted accordingly in the future. Mr. Craig commented that based on the comparison he did last year, District salaries have been below inflation, although not widely so. There was no further discussion.

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

Chair Johnson reviewed forthcoming agenda items for the next two months. The Board of Trustees' election of officers and the meeting schedule for 2017 will be added to the December regular meeting agenda. In response to Mr. Craig, Ms. Ledebouer said CHRO Toni Costa will present a staff composition report early next year. There was no further discussion.

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

There were no trustee reports.

**Executive Director's
Report, Sept. 2016
(Item V.B.)**

The Executive Director's written report for September provided prior to the meeting included information on the Business Office, Finance and Facilities, Collection Services, Human Resources, Information Technology, and Community Activities. Ms. Ledebouer additionally reported Spokane Valley Library is conducting a soft rollout of MyPC and PaperCut, the new software reservation and print management systems. The full rollout is scheduled for November. Ms. Ledebouer also reported there was a great turnout for the Fall Forum at Argonne Library on September 30. She noted it was exciting to see library partners and guests make new connections.

There was no further discussion.

**Public Services
Report, Sept. 2016
(Item V.C.)**

Deputy Director Patrick Roewe and Library Services Manager Kristy Bateman provided a written report prior to the meeting for September 2016, with data for customer use measures, programming and library activities. Ms. Bateman clarified there have been eight sessions of the GED and High School Completion classes offered at Cheney Library, thus far. She also noted the Thinking Money Financial Exhibition opens at Spokane Valley Library this Saturday, October 22. There was no further discussion.

**Communication
Report, Sept. 2016
(Item V.D.)**

Communication & Development Officer Jane Baker provided a written report prior to the meeting for September 2016 communication activities. Ms. Baker re-extended an invitation to the Board of Trustees to attend After Hours at the Library at North Spokane Library on Friday, November 4. There was no further discussion.

**Fiscal Report,
Sept. 2016
(Item V.E.)**

Revenue and Expenditure Statement through September 30, 2016.

<u>Fund 001</u>	
Revenues	\$ 7,102,066
Expenditures	\$ 8,713,570
Ending Fund Balance	\$ 2,919,912
Fund Budget Expended	73.23%

There was no further discussion.

**Spotlight
Medical Lake Library
(Item V.F.)**

Librarian Christie Onzay provided recent highlights of Medical Lake Library (ML) and the community it serves. The Seed Library began in February. Along with distribution of 535 seed packets, Master Gardener and WSU Extension services offered classes. At this time, a volunteer is taking inventory and organizing remaining seed packets, and staff is planning programs for next year. ML continues to partner with Medical Lake Parks and Recreation. In doing so, staff provides programming once a month for before-school care at Hallett Elementary. Initially the goal was to provide STEM activities, yet a craft project was added in response to students' feedback. Staff continues to have positive connection with area schools and teachers. This year, staff was able to borrow EggBots from Washington State Library and offered programs at four libraries, Cheney, North Spokane, Spokane Valley, and Moran Prairie. And through collaboration with a science teacher at Medical Lake, Ms. Onzay was able to take the program offsite to Medical Lake school. She also participated in Family Literacy Night for the first time. For the fifth year, library cards will be distributed to 6th graders at Medical Lake Middle School. Ms. Onzay will visit English classes on Halloween to provide a demonstration of library databases. She is also collaborating with the principal at Hallett Elementary to start an art

**Spotlight contd.
Medical Lake Library
(Item V.F.)**

projects rotation for library wall spaces. Ms. Onzay and Volunteer Coordinator Jamie Van Wormer plan to propose tutoring at the schools in 2017. Storytime attendance is increasing. The Tooth Fairy visited, and STEM Play and Learn was offered, for which the local ECEAP walked to the library to join in. Last week, Ms. Onzay attended a Reimagine Medical Lake meeting, which focused on expanding the annual Tree Lighting Ceremony. The library will support the group's plans for revitalization of the area as much as it can. In response to the group's intent to also start a business district, Ms. Onzay said she hopes by collaborating with the city manager, library resources materials will be made conveniently available at City Hall early next year for small businesses. She noted Medical Lake business license renewals are due in January and February, and require a visit to City Hall. There were no questions. Trustees expressed appreciation for the informative report.

**Overview
Education and
Enrichment
(Item V.G.)**

Library Services Manager Gwendolyn Haley presented a brief overview of Education and Enrichment, one of the four service priorities of the Community Engagement Plan. In support of the first of three goals, "to provide school-age youth access to fun and free extended learning opportunities and activities that promote literacy, STEM skills, and art," every student entering middle school in the District's service area will receive a library Student Card. This is the fifth year of this program, and staff is in the process of distributing cards to approximately 2,150 new middle school students. The card allows immediate use of library online resources and free tutoring from 2-10 p.m., as well as all other homework resources. Other library cards require parental involvement. In support of literacy and the arts, Ms. Haley referenced the paper link chains that represented every book read by a child over the summer at each library. Summer Reading allows kids to choose what they want to read, based on their interests. Ms. Haley noted the tenth Prime Time Family Reading program recently finished. District staff works with one school at a time, and 25 families are recruited. Eleven (11) elementary schools and six different school districts are part of the program. The program enables families to engage with one another. Conversations about life concepts, such as kindness, fairness, and justice, are led by humanities scholars from local universities. Kids are able to see their parents as people. The District plans to offer this program twice next year, and is researching ways to self-fund this valuable program. STEM activities, Harry Potter celebration, Great Stories Club (an ALA grant-funded project, offered in collaboration with Central Valley and Mica Peak high schools), and the Northern Slam, are some of the other programs and events recently offered. Ms. Haley noted the highly successful Northern Slam will be offered again at Riverside High School next spring. In support of the second enrichment goal, "community members interested in instructional and lifelong learning experiences will have opportunities through enrichment programs that leverage cultural and community partnerships," Ms. Haley reviewed the Exploring Human

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**Overview contd.
Education and
Enrichment
(Item V.G.)**

Origins exhibit, the Renew spring programming series, and Civility series. These events were well attended and demonstrated that community members have desire to engage in intellectual topics. The fall programming series, Words, also promises to offer engagement. Ms. Haley reviewed the 3D printer, creative arts, crafts, and cooking program offerings, and the soon to be completed media lab with recording booth at Spokane Valley. All of these services provide more opportunities for library members to create and make in space, and are in support of the third goal, "community members interested in learning how to make and create will have spaces and opportunities to do so." Trustees expressed thanks for the great work by staff, and their interest in future programming and events. There was no further discussion.

**Public
Comment
(Item VI.)**

There was no public comment.

**Adjournment
(Item VII.)**

Vice Chair Craig adjourned the meeting at 6:41 p.m. The next Board Meeting is scheduled for Tuesday, November 15, 2016, at 4:00 p.m., in the public meeting room at Argonne Library.

Mark Johnson, Chair

Nancy Ledeboer, Secretary of the Board of Trustees

**SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES SPECIAL MEETING MINUTES: NOVEMBER 1, 2016**

The Board of Trustees of Spokane County Library District met in special session at the Spokane Valley City Hall Council Chambers, at 11707 E. Sprague Ave., Spokane Valley, WA, at 6:00 p.m., Tuesday, November 1, 2016. The purpose of the meeting was to attend the Spokane Valley City Council Study Session for a presentation by city legal staff on potential legal options regarding de-annexation from the Library District.

Present: SCLD

John Craig - Vice Chair
Wes Teterud - Trustee
Kristin Thompson - Trustee
Nancy Ledeboer - Executive Director
and Secretary to the Board of Trustees

Spokane Valley City Council

Rod Higgins - Mayor
Arne Woodard - Deputy Mayor
Caleb Collier - Councilmember
Pam Haley - Councilmember
Ed Pace - Councilmember
Mike Munch - Councilmember
Sam Wood - Councilmember

Excused: Sonja Carlson - Trustee
Mark Johnson - Chair

Also Present: SCLD - Jane Baker, Communication & Development Officer; Rick Knorr, Chief Financial Officer; Patrick Roewe, Deputy Director; Aileen Luppert, Managing Librarian. **City of Spokane Valley** - Mark Calhoun, City Manager; Cary Driskell, City Attorney; Kristopher Morton, Legal Intern.

Guests: Mary Lloyd, Spokane Valley resident and former SCLD trustee; Tim Hattenburg, Spokane Valley resident and former SCLD trustee.

Call to Order The meeting convened at 6:00 p.m.

**Study Session
Agenda - #3. Legal
Options for De-
annexing from a
Library District**

The Spokane Valley City Council heard a report from City Attorney Cary Driskell outlining the process for de-annexation from the Library District. Deputy Mayor Woodard asked whether discussions about moving forward on a new library across from City Hall were scheduled with the Library District. City Manager Mark Calhoun indicated a meeting was scheduled for later in the month.

Mayor Higgins thanked staff for the information and indicated that just because the City was looking into this option, it did not mean that action would be taken to de-annex.

There were no further questions or action taken.

Adjournment

The presentation and discussion adjourned at 6:25 p.m.

Mark Johnson, Chair

Nancy Ledeboer, Secretary to the Board of Trustees

PAYMENT VOUCHER APPROVAL

Pursuant to RCW 42.24.180 and Spokane County Library District Resolution # 94-03, we, the undersigned, do hereby certify that the merchandise and services hereinafter specified have been received as of October 31, 2016, and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$915,281.23 for the general fund and \$6,595.26 for the capital projects fund and are authorized to authenticate and certify these claims.

DATE: November 1, 2016

SIGNED _____

TITLE: Chief Financial Officer

SIGNED _____

TITLE: Executive Director

VOUCHER NUMBER	DESCRIPTION	VOUCHER AMOUNT
050993-051012	VOID VOUCHERS	\$ -
051013	ABM JANITORIAL SERVICES - NW	11,897.38
051014	ALLIED SAFE & VAULT CO, INC.	1,540.64
051015	ASSOC OF WASHINGTON CITIES	805.30
051016	AVISTA UTILITIES	4,777.27
051017	BACKEDDY BOOKS	79.80
051018	A+ PRINTING, INC	368.68
051019	BLACKSTONE AUDIO BOOKS	339.99
051020	CAPITAL COMMUNICATIONS, INC	440.60
051021	CONSOLIDATED ELECTRICAL DIST.	6.46
051022	CENTURYLINK	99.34
051023	CITY OF SPOKANE	1,115.76
051024	CITY OF AIRWAY HEIGHTS	557.31
051025	CITY OF CHENEY	1,030.94
051026	CITY OF DEER PARK	173.29
051027	CAPITAL ONE NAT'L ASSOC	314.30
051028	DELL MARKETING L.P.%DELL USA LP	97.76
051029	DEVRIES INFORMATION MGMT	4,572.00
051030	KATIE EDWARDS	33.00
051031	FINDAWAY WORLD, LLC	1,479.39
051032	GALE/CENAGE LEARNING	602.56
051033	IBM CORPORATION	2,119.65
051034	VANTAGEPOINT TRNSFR %M&T BANK-302112	4,191.76
051035	IHEARTMEDIA-SPOKANE	599.00
051036	INGRAM DISTRIBUTION GROUP, INC	10,007.99
051037	INTEGRA TELECOM HOLDINGS, INC	15,630.49
051038	ZE LIU	2.00
051039	MAGER CONSORTIUM	66.00
051040	MIDWEST TAPE	4,953.35
051041	CATHY MINGEAUD	6.00
051042	MODERN ELECTRIC WATER COMPANY	1,778.24
051043	RICK NEWMAN	10.00
051044	OFFICE OF THE CODE REVISER	250.01
051045	OFFICE DEPOT	106.77
051046	OVERDRIVE, INC.	9,183.33
051047	MELISSA PETERSON	9.00
051048	PHANTOM PUBLISHING	192.14
051049	QUILL CORPORATION	96.66
051050	RECORDED BOOKS, LLC	1,480.07
051051	COWLES PUBLISHING CO	104.00

051052	SPOKANE CO. WATER DISTRICT #3	UTILITY FEE - HASTINGS PROPERTY	15.30
051053	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	125.28
051054	TRECpro, LLC	LIBRARY PROGRAMS	240.00
051055	COSUGI	MEMBERSHIP DUES	100.00
051056	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	311.46
051057	WASTE MANAGEMENT OF SPOKANE	REFUSE	1,139.59
051058	BRAINFUZE, INC.	ONLINE TUTORING/CAREER SOFTWARE RENEWAL	22,500.00
051059	BRILLIANCE PUBLISHING, INC.	LIBRARY MATERIALS	65.18
051060	CDW GOVERNMENT, INC.	IT HARDWARE & SOFTWARE	608.72
051061	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	14.57
051062	CENTURYLINK	ANALOG TELEPHONE LINES	103.26
051063	CENTURYLINK	ANALOG TELEPHONE LINES	41.54
051064	CENTURYLINK	ANALOG TELEPHONE LINES	103.82
051065	CENTURYLINK	ANALOG TELEPHONE LINES	148.89
051066	CITY OF MEDICAL LAKE	WATER, SEWER, REFUSE - ML	299.56
051067	ANDREW NICHOLAS CORDER	LIBRARY PROGRAMS	400.00
051068	DEVRIES INFORMATION MGMT	SHRED EVENT PROGRAMS / DP, CH	1,400.00
051069	EMPIRE DISPOSAL INC.	SOLID WASTE - FAIRFIELD	35.26
051070	FINDAWAY WORLD, LLC	LIBRARY MATERIALS	1,390.47
051071	FREE PRESS PUBLISHING, INC	LIBRARY MATERIALS	1,049.09
051072	GALE/CENAGE LEARNING	LIBRARY MATERIALS	365.49
051073	H&H BUSINESS SYSTEMS, INC.	COPIER MAINTENANCE & TONER	265.91
051074	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	7,097.73
051075	INTEGRA TELECOM HOLDINGS, INC	BROADBAND AND INTERNET	2,286.54
051076	KHQ Q6 - SPOKANE	ADVERTISING	750.00
051077	GROUP W MARKETING	ADVERTISING - KIDS NEWSPAPER	500.00
051078	MIDWEST TAPE	LIBRARY MATERIALS	5,966.44
051079	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	6,811.87
051080	RECORDED BOOKS, LLC	LIBRARY MATERIALS	7.56
051081	PAUL SAWYIER PUBLIC LIBRARY	INTERLIBRARY LOAN FEES	12.99
051082	SPOKANE COUNTY UTILITIES	SEWER - AR, NS, SV	262.72
051083	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	78.72
051084	UPS	SHIPPING	24.60
051085	VERIZON WIRELESS	CELL PHONES (6)	217.60
051086	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	708.44
051087	WHITWORTH WATER DISTRICT #2	WATER - NORTH SPOKANE	211.07
051088	SPOKANE COUNTY	LIBRARY PROGRAMS - MASTER GARDENERS	150.00
051089	BRILLIANCE PUBLISHING, INC.	LIBRARY MATERIALS	9.77
051090	JULIA CANTRELL	LOST/PAID BOOK REFUND	8.00
051091	CAPITAL COMMUNICATIONS, INC	OFFICE/LIBRARY SUPPLIES	594.72
051092	CDW GOVERNMENT, INC.	IT HARDWARE & SOFTWARE	809.62
051093	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	487.14
051094	CENTURYLINK	ANALOG TELEPHONE LINES	48.48
051095	CENTURYLINK	ANALOG TELEPHONE LINES	48.22
051096	CENTURYLINK	ANALOG TELEPHONE LINES	59.85
051097	LOUISE COUPER	LOST/PAID BOOK REFUND	10.00
051098	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	1,109.97
051099	EARTHWORKS RECYCLING,INC	RECYCLING	218.00
051100	FINDAWAY WORLD, LLC	LIBRARY MATERIALS	113.52
051101	GALE/CENAGE LEARNING	LIBRARY MATERIALS	1,146.13
051102	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	20,221.81
051103	INLAND POWER AND LIGHT	UTILITIES - AH, DP	1,149.00
051104	ALICIA LEVY	LIBRARY PROGRAMS	100.00
051105	SANDRA MCMICHAEL	LOST/PAID BOOK REFUND	21.80
051106	MIDWEST TAPE	LIBRARY MATERIALS	8,346.95
051107	NORTHWEST FENCE COMPANY INC	FENCE REPAIR / NORTH SPOKANE	4,699.14
051108	OCLC, INC.	CATALOGING & ILL SUBSCRIPTION SVCS	3,374.65
051109	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	236.02

CAPITAL PROJECTS FUND

VOUCHER NUMBER		DESCRIPTION	VOUCHER AMOUNT
009533	HAMMOND FACILITY CONSULTING SERVICES	OWNER'S REP. SERVICES / N SPOKANE PROJECT	\$ 395.26
009534	BERNARDO WILLS ARCHITECTS, PC	ARCHITECTURAL SERVICES / N SPOKANE PROJECT	<u>6,200.00</u>
	Total Capital Projects Fund		<u>\$ 6,595.26</u>

Spokane County Library District
August/September Credit Card Activity
Paid in October, 2016
Voucher # 051145

<u>Card Category</u>	<u>Amount</u>
General Purchases	\$7,713.11
Maintenance	843.54
Travel	2,690.15
Acquisitions	3,028.26
Information Technology	2,651.90
Outreach	41.73
Total Purchases	<u><u>\$16,968.69</u></u>

NORTH SPOKANE LIBRARY RENOVATION

Background:

Following the progress report from the October meeting, the NS remodel project team has met a couple times, delving into the minutia of the entire project. We will not have a final RFP to present at the board meeting, but will be able to speak to all aspects and details of the project.

We expect the RFP to be completed within a week and intend to publish the RFP by November 22.

We plan to award the contract to the successful bidder at the December meeting and expect work to begin after the first of the year with the hopes of completion in 90 days, if not sooner. That said, the schedule does remain partially tentative and it may still be necessary to call a special meeting of the Board of Trustees to facilitate the schedule.

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

SPOKANE VALLEY LIBRARY EXPANSION/RENOVATION

Background:

Plans for expanding the current Spokane Valley Library are on hold in order to explore future opportunities to collaborate with the City of Spokane Valley. A meeting is scheduled for Thursday, November 17, with city and library staffs to outline some possibilities. The next step will be to invite Trustees and Councilmembers to advance prospective ideas.

In the meantime, staff vacated the workroom on the second floor in order to repurpose this space as a public media lab/maker space. The work area in the lower-level vacated by Information Technology staff is now being used by Spokane Valley staff. Equipment purchased by Community-Minded Television is being set up and new programs will be developed shortly.

One option to expand services until we can build a new library on Conklin, or in partnership with the City of Spokane across from City Hall, is to open a temporary outlet or “express library” nearby. There are several standalone vacant buildings along Sprague Avenue near Conklin. However, these buildings are not up to code for ADA and would require a significant investment to serve as a temporary public library. There are also spaces within strip malls that might have potential, such as the soon to be vacated Hastings at the corner of Sprague and Sullivan. There are also some vacant properties on the west end of Sprague near Balfour Park.

Another option that might accelerate the process would be to build a prefabricated library facility. The Pierce County Library used this method for its Fife Library. The cost of the building alone was \$1.2 million. There would still be site development costs; however, it could provide a less expensive option for building new libraries.

Several Trustees will be in attendance at the Spokane Valley City Council meeting on November 1, to hear what the city council does in regard to a presentation on de-annexation. The outcome of this discussion will impact any future plans for expansion of services in Spokane Valley.

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

POTENTIAL SPOKANE VALLEY MALL LIBRARY/DISCUSSION

Background:

Chief Financial Officer Rick Knorr, Deputy Director Patrick Roewe, and I met with the manager of the Spokane Valley Mall to see if there is interest in having a library in the mall. We shared our vision for a space where visitors could obtain a library card, check out books, pick up holds, and use computers. Mall management was highly interested in the idea. There are currently two spaces that would meet our vision and both will be available after the holidays.

We received information from the King County Library System about the three libraries it operates in shopping centers/malls. In its experience, people who visit mall libraries prefer the library in a mall setting. They come for Storytimes, programs, computers, and to borrow materials. They are often new to the area, work nearby, or are regular visitors to the mall and appreciate the convenience of the mall. These libraries have been so successful that the next library KCLS plans to open will be in a shopping center in Kent. Locating the library where people already visit meets the demand for library services.

We also received information from the Fort Vancouver Regional Library which has operated a library in the mall for 30 years. This library has also been successful, and offers summer reading and other programs in the main hall of the mall.

Operating a library in the Spokane Valley Mall has the potential to serve residents who live near the mall, work in the mall and surrounding businesses, as well as the audience that frequents the mall. This includes young families that come for stroller walks, adults who walk in the mall during winter, and the young people who come to the mall to go to the movies or hang out.

Based upon the experience of other library systems, a library in the mall would likely serve a new diverse clientele that is currently not using existing libraries.

Mr. Knorr will present to the Board a preliminary cost-estimate for operation of a mall library before further steps are taken to explore this option.

Recommended Action: Discussion and possible direction to staff to bring back a proposal for 2017.

COMPUTER, WIRELESS NETWORK AND INTERNET USE POLICY

BACKGROUND:

Internet filtering in libraries is a complex issue. This background intends to provide a very general overview of some of the more significant elements of the Internet filtering question as they pertain to Spokane County Library District.

The *Children's Internet Protection Act (CIPA)* was signed into law in 2000. The law stipulated that in order to receive discounts for Internet access through the E-rate program—a program that makes certain communications services and products more affordable for eligible schools and libraries—libraries had to certify that they had in place an Internet safety policy that includes technology protection measures. The protection measures must block or filter Internet access to pictures that are: (a) obscene; (b) child pornography; or (c) harmful to minors (for computers that are accessed by minors).¹

Libraries had significant concerns that Internet filtering software of the time lacked technological sophistication and would prevent access to legitimate online information resources. Libraries also had significant concerns that CIPA's requirements would potentially prevent access to constitutionally protected speech.

Those 1st Amendment concerns culminated in *United States v. American Library Association (2003)*². The law was challenged on the grounds that its requirement for libraries to block access to protected speech on the Internet was unconstitutional. The United States Supreme Court ultimately upheld the statute, with the caveat that adults would still be able to access constitutionally protected material.

Libraries' subsequent implementation of CIPA involved a variety of methods by which adults could bypass the filter in order to access constitutionally protected material. In compliance with the ruling, SCLD provided adults the option to turn off the filter at the time of log-in, as that was the most expedient method.

The most recent court decision regarding Internet filtering culminated in *Bradburn et al v. North Central Regional Library District (2012)*³ from the United States District Court, Eastern District of Washington. The ruling essentially affirmed the library's ability to filter (i.e., block) access to certain categories of Internet sites using guidelines similar to how the collection development policy is applied to acquisitions for the library's physical collection. The decision followed a Washington State Supreme Court ruling from 2010 that also supported a library's right to filter the Internet.⁴

The *Bradburn* case took six years to work through the courts, and libraries in Washington State in particular were cognizant of the case and followed it as it had significant potential impact for policies. SCLD's previous filtering policy had been up for review in late 2012, so the timing of

¹ The Children's Internet Protection Act (CIPA) provides United States Code citations for the definitions of "obscene" (18 U.S.C. § 1460) and "child pornography" (18 U.S.C. § 2256). The Act itself defines "harmful to minors" in Section 1703 (b)(2). Full text of CIPA (starting pg. 337) from US Government Printing Office: <http://www.gpo.gov/fdsys/pkg/PLAW-106publ554/pdf/PLAW-106publ554.pdf>

² Full text from Cornell University Law School:

http://www.law.cornell.edu/supct/search/display.html?terms=american%20library%20association&url=/supct/html/02-361_ZO.html

³ Full text from Justia.com: <http://docs.justia.com/cases/federal/district-courts/washington/waedce/2:2006cv00327/41160/120>

⁴ Full text of Washington State Supreme Court decision from Justia.com <http://caselaw.findlaw.com/wa-supreme-court/1523482.html>

the District Court's decision coincided with the policy review schedule. At the same time, we received some public comment advocating for a change in filtering. Additionally, significant advances in Internet filtering software had improved overall technical sophistication, and there was an emerging trend towards expanded Internet filtering by other libraries throughout the state.

After significant evaluation by SCLD administration and comprehensive review by SCLD's legal counsel, the Board of Trustees approved the current filtering policy in September 2012.

Revisions

The one substantive change involves removing the statement: "Parents who do not want their minor children to have access to the Internet may request that their child be blocked from Internet access on library computers."

The option to block Internet access is a vestige of the original, pre-filtering policy that we opted to leave in because LibOnline—our previous computer reservation software—made it easy to do so. There are currently 1,161 accounts set to not allow Internet access, of which only 406 are active. (For the sake of comparison, the District currently has ~117,000 registered users.) MyPC, our new computer reservation software, does not offer such an easy means for blocking Internet access. To continue to offer the option to block Internet access would require a.) Using a new user category in Workflows—the library management system—and manually updating all designated accounts, or b.) Manually blocking all designated accounts directly in MyPC. Both options are labor intensive and would require significant staff time to perform.

Beyond the technological challenges, there is also an important philosophical shift that needs to be accounted for. Internet filtering has dramatically changed what is accessible via our network by all ages. Filtering already blocks access to content that the vast majority of parents would find objectionable, thus rendering the additional option of blocking access unnecessary. Furthermore, the Internet is ubiquitous to an extent unimagined when that policy option was first created 18 years ago, and public perceptions of it have evolved.

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

Recommended Action: Board motion to approve the revised Computer, Wireless Network and Internet Use policy.

SPOKANE COUNTY LIBRARY DISTRICT

DRAFT

POLICY: Computer, Wireless Network and Internet Use

APPROVAL DATE: September 18, 2012

REVISION DATE: November 15, 2016

PREVIOUS POLICY TITLE: Customer Use of Internet Resources

RELATED POLICIES:

Children's Safety in Libraries

Collection Development

Code of Conduct

Social Media

STATUTORY REFERENCE: RCW 9.68.130

Purpose:

To define the conditions and responsibilities associated with using public access computers and accessing the Internet in Spokane County Library District facilities.

Definitions:

Compromising Computer or Network Security: Conducting activities that will alter, damage, disable, vandalize or otherwise harm computer equipment, hardware, software or networks.

Filter Categories: Groupings of online information to which access can be blocked.

Terminology used to describe filter categories are set by the provider(s) of filtering software.

Illegal Activities: Activities in violation of federal, state or local law.

Sexually Explicit Material: Images which fall under the definitions of sexually explicit material as stated in Washington Statute, RCW 9.68.130(2).

Background:

Spokane County Library District (the District) makes Internet resources, together with a collection of physical library materials and access to licensed electronic resources, available to library members in support of the District's mission.

The District offers materials and information in a variety of formats and media, with selection guided by the Collection Development Policy. Internet resources enhance the collection in size, depth and breadth. The District provides public computers with standard computer software that can be used to access the Internet. In addition, members may use their own devices to access the Internet on the library's public wireless (Wi-Fi) network. In compliance with the Children's Internet Protection Act (CIPA) and subsequent court rulings, the District employs Internet filtering software and other technology protection measures on all public computers and the Wi-Fi network.

GENERAL POLICY:

Filtering

The District prohibits the following while using any District resource: engaging in illegal activities; accessing, viewing, or printing any illegal, obscene or sexually explicit material, or engaging in activities that compromise computer or network security.

The District utilizes filtering technology as required by the Children’s Internet Protection Act (CIPA) which mandates that any public library using federal funding must filter Internet access to visual depictions that are (a) obscene; (b) child pornography; or (c) harmful to minors (as defined in the United States Code⁵ and case law) for any person under the age of 17 years. Just as with the physical collection, not all Internet sites are suitable for all ages. Therefore, the District provides two levels of filtering: “basic” and “enhanced.”

All library member accounts, all library computers, and the Wi-Fi network are filtered at the “basic” level. The following categories of information are blocked with “basic” filtering: Illegal, Compromising Computer or Network Security, Sexually Explicit Material.

Additionally, all accounts for members under the age of 13, and library computers located in the children’s area, are set to the “enhanced” filtering level. In compliance with CIPA, and guided by the Collection Development Policy and related procedures, the “enhanced” filtering level blocks all of the same categories of information that are blocked with “basic” filtering, as well as other categories, as determined by District staff, to be for adult audiences only.

For both the “basic” and “enhanced” filtering levels, the District will utilize categories provided by the filtering software provider that best match the District’s intentions.

Requests to “block” or “unblock” an Internet site

No filter or technology is 100% effective and may still allow access to information or sites that are objectionable or potentially harmful. Conversely, filters may inadvertently block sites that do not fall within the categories defined above.

A library member may request that an Internet site be blocked, or unblocked for “bona fide research or other lawful purposes”⁶, by completing an Internet site review form or by contacting library staff. The site will be reviewed in a timely manner. Decisions about whether to block or unblock a site will be made in accordance with District guidelines within three (3) business days.

Computer and Internet Safety

The District respects the rights and responsibilities of parents or guardians in determining and monitoring the use of the Internet by their children under the age of 18. The District advises parents/guardians that it cannot assure children’s safety and security while using the Internet in the library. When children use social networks, electronic mail, chat and other forms of direct

⁵ The Children’s Internet Protection Act (CIPA) provides United States Code citations for the definitions of “obscene” (18 U.S.C. § 1460) and “child pornography” (18 U.S.C. § 2256). The Act itself defines “harmful to minors” in Section 1703 (b)(2). Full text of CIPA from US Government Printing Office: <http://www.gpo.gov/fdsys/pkg/PLAW-106publ554/pdf/PLAW-106publ554.pdf>

⁶ Federal Communications Commission’s Children’s Internet Protection Act (CIPA) Guide: <http://www.fcc.gov/guides/childrens-internet-protection-act>

electronic communication, the District cannot protect against unauthorized access, including “hacking,” and other unlawful online activities. Furthermore, the District cannot protect against unauthorized disclosure, use and dissemination of personal identification information regarding children if children provide such information while using the Internet.

It is the responsibility of parents or legal guardians to monitor Internet use of their minor children.

Network and Computer Security

The District employs measures designed to prevent access to sites or functions that would compromise District computer or network security or would alter, damage, disable, vandalize or otherwise harm computer equipment, hardware, software or networks.

District computers provide basic software and the ability to transfer content to mobile storage. The District is not responsible for data that may be lost or damaged while using library computers.

The District’s Wi-Fi is an open, unsecured public access network. The District advises users not to transmit personal information (e.g., credit card numbers, passwords and any other sensitive information) while using any wireless access point. Furthermore, the District advises Wi-Fi users to take appropriate precautions when using this service, and to have up-to-date virus protection on their devices.

The District is not responsible for any information that is compromised or for any damage caused to hardware or software due to security issues.

For security and network maintenance purposes, the District may monitor individual equipment or Wi-Fi network traffic at any time. The District has the authority to disconnect any device from the Wi-Fi network that violates the practices set forth in this policy or any other related policy.

When using library computers or accessing the Wi-Fi network, individuals are expected to use the Internet in a manner consistent with the purpose of the library and with respect and consideration for other library members.

Violation of this or any related policy may be cause for a temporary or permanent prohibition from future use of library equipment or facilities. Illegal activities can be reported to law enforcement.

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

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

SPOKANE COUNTY LIBRARY DISTRICT

CURRENT POLICY

POLICY: Computer, Wireless Network and Internet Use

APPROVAL DATE: September 18, 2012

REVISION DATE: November 18, 2014 November 15, 2016

PREVIOUS POLICY TITLE: Customer Use of Internet Resources

RELATED POLICIES:

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social networks, electronic mail, chat and other forms of direct electronic communication, the District cannot protect against unauthorized access, including “hacking,” and other unlawful online activities. Furthermore, the District cannot protect against unauthorized disclosure, use and dissemination of personal identification information regarding children if children provide such information while using the Internet.

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For security and network maintenance purposes, the District may monitor individual equipment or Wi-Fi network traffic at any time. The District has the authority to disconnect any device from the Wi-Fi network that violates the practices set forth in this policy or any other related policy.

When using library computers or accessing the Wi-Fi network, individuals are expected to use the Internet in a manner consistent with the purpose of the library and with respect and consideration for other library members.

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

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

Preliminary Budget Update 2017

- a. **Adopting a 2017 Preliminary Budget and Certifying It to the Board of County Commissioners (Resolution No. 16-07)**
- b. **Authorizing 2016 Property Tax Levy Increase for Collection in 2017 (Resolution No. 16-08)**
- c. **Levying the Regular Property Taxes for SCLD for Collection in 2017 (Resolution No. 16-09)**
- d. **Declaration of Substantial Need for Purposes of Establishing the Levy Limit Factor for 2016 Property Taxes for Collection in 2017 (Resolution No. 16-10)**

Background:

As stipulated by RCW 84.52.070, it is the duty of the Board of Trustees to certify to the Spokane County Assessor's Office the amounts to be raised by taxation, and file certified budgets on or before November 30.

The General Fund Budget (Exhibit A to Resolution 16-07) has only the following changes from the budget that was presented at the October 18 meeting. The cost of total salaries and benefits combined has been increased by \$21,300. The annual salary adjustment was increased to 1.0%, per board direction. The operating contingency was equally decreased by \$21,300 to match, and we continue to present a balanced budget for 2017. The Capital Projects Fund Budget (Exhibit B) has not changed from October.

Also mentioned at the last meeting, the inflation measurement mandated by the state, per RCW 84.55.005, reported a 0.953% increase. If this amount is less than 1%, the District must also pass a resolution demonstrating substantial need for a 1% increase to be used to calculate the levy. Resolution 16-10 is included to accomplish this requirement.

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

- Resolution No. 16-07 - Adopting a 2017 Preliminary Budget and Certifying It to the Board of County Commissioners.
- Resolution No. 16-08 - Authorizing 2016 Property Tax Levy Increase for Collection in 2017.
- Resolution No. 16-09 - Levying the Regular Property Taxes for SCLD for Collection in 2017.
- Resolution No. 16-10 - Declaration of Substantial Need for Purposes of Establishing the 2016 Levy Limit Factor for Collection in 2017.

RESOLUTION NO. 16-07

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, ADOPTING A 2017 PRELIMINARY BUDGET; CERTIFYING TO THE BOARD OF COUNTY COMMISSIONERS OF SPOKANE COUNTY THE DISTRICT'S 2017 PRELIMINARY BUDGET; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

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

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

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

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

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

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

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

WHEREAS, the Board has made a preliminary determination of funding necessary for normal 2017 maintenance and operation of the District, which is reflected in a 2017 Preliminary Budget;

WHEREAS, pursuant to RCW 27.12.210(4) and RCW 84.52.020, the Board has determined to certify said 2017 Preliminary Budget to the Board of County Commissioners of Spokane County.

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

Section 1: ADOPTION OF 2017 PRELIMINARY BUDGET

The Board adopts 2017 Preliminary Budgets as follows:

General Operating Fund (001-661): \$ 12,170,639
Capital Projects Fund (008-661): \$ 400,000

Section 2: CERTIFICATION OF 2017 PRELIMINARY BUDGET

The Board hereby certifies to the Board of County Commissioners of Spokane County the 2017 Preliminary Budget (a copy of which is attached hereto as Exhibit A and B, and incorporated herein by reference), which includes estimates of the 2017 beginning and ending cash balances.

Section 3: EFFECTIVE DATE

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

ADOPTED by the Board of Trustees of Spokane County Library District, Spokane County, Washington, at a regular meeting thereof, notice of which was given as required by law, held on this 15th day of November 2016.

SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

Mark Johnson, Chair
Board of Trustees

ATTEST

Nancy Ledeboer
Secretary to the Board of Trustees

Exhibit A	
Spokane County Library District	
2017 General Operating Fund Budget	
Preliminary	
REVENUES	
PROPERTY TAXES	\$ 11,361,000
LESS: TAX INCREMENT FINANCING AREAS (TIF'S)	(53,000)
CONTRACT CITIES - AIRWAY HEIGHTS	247,143
CONTRACT CITIES - SPOKANE	72,996
FINES & FEES	240,500
E-RATE REIMBURSEMENTS	169,000
INTEREST REVENUES AND OTHER	65,000
TOTAL REVENUES BEFORE GRANTS & DONATIONS	12,102,639
GRANTS & DONATIONS	68,000
TRANSFERS IN	-
TOTAL REVENUES & TRANSFERS IN	\$ 12,170,639
EXPENSES	
SALARIES	6,066,800
FRINGE BENEFITS	2,012,500
SUPPLIES	174,459
SERVICES	1,747,480
LIBRARY MATERIALS	1,433,500
ELECTRONIC LIBRARY MATERIALS	200,000
LIBRARY PROGRAMS	58,200
OPERATIONAL CONTINGENCIES	144,700
TOTAL EXPENSES BEFORE CAPITAL & GRANT SUPPORTED PRO	11,837,639
CAPITAL EXPENDITURES	270,000
GRANT SUPPORTED PROGRAM EXPENSES	63,000
TRANSFERS OUT	-
TOTAL EXPENSES & TRANSFERS OUT	\$ 12,170,639
NET EXCESS OF REVENUES OVER (UNDER) EXPENSES	-
Estimated Beginning Fund Balance: January 1, 2017	\$ 4,882,000
Net Excess of Revenues over Expenses	-
Estimated Ending Fund Balance: December 31, 2017	\$ 4,882,000

EXHIBIT B	
Spokane County Library District	
2017 Capital Projects Fund Budget	
Preliminary	
REVENUES	
Proceeds of Sale of Land	\$ 839,000
Interest Earnings	7,000
TOTAL REVENUES	\$ 846,000
EXPENSES	
Capital Improvements to the North Spokane Library	375,000
Preliminary Design Costs for the Spokane Valley Library Improvements	25,000
TOTAL EXPENSES	\$ 400,000
NET EXCESS OF REVENUES OVER (UNDER) EXPENSES	\$ 446,000
Estimated Beginning Fund Balance: January 1, 2017	\$ 1,654,000
Net Excess of Revenues over (under) Expenses	446,000
Estimated Ending Fund Balance: December 31, 2017	\$ 2,100,000

RESOLUTION NO. 16-08

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, AUTHORIZING A 2016 PROPERTY TAX LEVY INCREASE FOR COLLECTION IN 2017 AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO.

**SPOKANE COUNTY LIBRARY DISTRICT
Spokane, Washington**

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

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

WHEREAS, the District actual property tax levy amount from the previous year was \$11,047,468; and

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

WHEREAS, the Board of Trustees (the “Board”) gave proper notice of the public hearing held October 18, 2016, to consider the District’s current expense budget for the 2017 fiscal year, pursuant to RCW 84.55.120; and

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

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

Section 1: DETERMINATION OF PROPERTY TAX LEVY INCREASE

The Board hereby determines that an increase in the regular property tax levy is hereby authorized for the 2016 levy to be collected in 2017 in the amount of \$129,800, which is a percentage increase of 1.174% from the previous year.

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

Section 2: EFFECTIVE DATE

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

ADOPTED by the Board of Trustees of Spokane County Library District, Spokane County, Washington, at a regular meeting thereof, held this 15th day of November 2016.

SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

Mark Johnson, Chair
Board of Trustees

ATTEST

Nancy Ledeboer
Secretary to the Board of Trustees

RESOLUTION NO. 16-09

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, LEVYING THE REGULAR PROPERTY TAXES FOR SPOKANE COUNTY LIBRARY DISTRICT FOR COLLECTION IN 2017 TO DISCHARGE ANTICIPATED DISTRICT EXPENSES AND OBLIGATIONS FOR THE 2017 CALENDAR YEAR; CERTIFYING SAID AMOUNT TO THE BOARD OF COUNTY COMMISSIONERS OF SPOKANE COUNTY; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

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

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

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

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

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

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

WHEREAS, the Board has determined an estimate of the amount of property tax funding necessary for normal 2017 maintenance and operation of the District, which is reflected in the 2017 Preliminary General Operating Fund budget adopted by Resolution No. 16-07;

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

WHEREAS, the Board of Trustees (the “Board”) gave proper notice of the public hearing held October 18, 2016, to consider the District’s current expense budget for the 2017 fiscal year, pursuant to RCW 84.55.120;

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

Section 1: LEVY AMOUNT TO BE RAISED BY PROPERTY TAXES FOR THE 2017 GENERAL OPERATING FUND BUDGET

The Board hereby adopts a 2016 property tax levy for collection in 2017 in the amount of \$11,361,000.

Section 2: CERTIFICATION OF 2017 PROPERTY TAX LEVY

The Board hereby certifies to the Board of County Commissioners of Spokane County the 2016 property tax levy for collection in 2017.

Section 3: EFFECTIVE DATE

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

ADOPTED by the Board of Trustees of Spokane County Library District, Spokane County, Washington, at a regular meeting thereof, notice of which was given as required by law, held on this 15th day of November 2016.

SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

Mark Johnson, Chair
Board of Trustees

ATTEST

Nancy Ledeboer
Secretary to the Board of Trustees

RESOLUTION NO. 16-10

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, MAKING A DECLARATION OF SUBSTANTIAL NEED FOR PURPOSES OF ESTABLISHING THE LEVY LIMIT FACTOR FOR 2016 PROPERTY TAXES TO BE COLLECTED IN 2017.

**SPOKANE COUNTY LIBRARY
DISTRICT Spokane, Washington**

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

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

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

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

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

WHEREAS, "inflation" published for July 2016 is .953% and the limit factor is 100.953 percent;

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

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

WHEREAS, the Board of Trustees of the District has met and considered its budget for the fiscal year 2017;

WHEREAS, the Board, in the course of considering the budget for 2017 has reviewed all sources of revenue and examined all anticipated expenses and obligations;

WHEREAS, the Board has determined that, due to the factors listed herein, the Board finds that there is a substantial need to increase the regular property tax limit factor above the 100.953 percent rate of inflation established by the Department of Revenue;

1. Property taxes comprise 93% of the District's annual revenue and under RCW 27.12.270, the District cannot augment its income by charging fees for library services.
2. The interlocal agreement between the District and the City of Spokane concerning the mitigation of the impact of the West Plains Annexation expired at the end of 2016. The impact of this revenue reduction by the expiration of this interlocal agreement on the 2017 budget is approximately \$31,500.

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

Section 1: DETERMINATION OF SUBSTANTIAL NEED

The Board hereby determines that based on the aforementioned factors, there is substantial need for a 2016 property tax levy to be collected in 2017 that exceeds 100.953 percent.

Section 2: ESTABLISHING A LEVY LIMIT FACTOR FOR PROPERTY TAXES TO BE COLLECTED IN 2017

The Board further determines that the limit factor for the District's regular levy to be collected in the calendar year 2017 shall be one hundred and one percent (101.0%) of the highest amount of regular property taxes that could have been lawfully levied in this taxing district in any year since 1985.

Section 3: EFFECTIVE DATE

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

ADOPTED by the Board of Trustees of Spokane County Library District, Spokane County, Washington, at a regular meeting thereof, notice of which was given as required by law, held on this 15th day of November 2016.



SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

Mark Johnson, Chair
Board of Trustees

ATTEST

Nancy Ledeboer
Secretary to the Board of Trustees

FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: DEC. 2016 /JAN. 2017

December 20, 2016: Argonne (4:00 p.m.)

- NS and SV Renovations
- (Tentative) NS Renovations Contract Award: Approval recommendation.
- 2017 Budget
 - a. Adopting the 2017 Final Budget (Resolution No. 16-11): Approval recommendation.
- Bulletin Boards & Community-Interest Publications
- 2017 Meeting Schedule/Locations/Overviews and Policies Review
- 2017 Board of Trustees' Officers Election: Approval recommendation.
- 2016 Work Plan/Year in Review
- 2017 Work Plan
- BT and LT Holiday Gathering

Please send requests for agenda additions or changes to the Board Chair or Patty no later than Monday, Dec. 5, for inclusion in the preliminary agenda to be sent Dec. 7. Meeting packets will be mailed Dec. 14.

January 17, 2017: Airway Heights (4:00 p.m.)

- NS and SV Renovations
- (Tentative) NS Renovations Contract Award: Approval recommendation.
- Friends of the Library Recognition (Resolution No. 17-01): Approval recommendation.
- Spotlight Airway Heights Library
- Overview Marketing Programs

SPECIAL MEETINGS/ACTIVITIES

2017

Mar 16 WLA Library Legislative Day, Olympia, WA

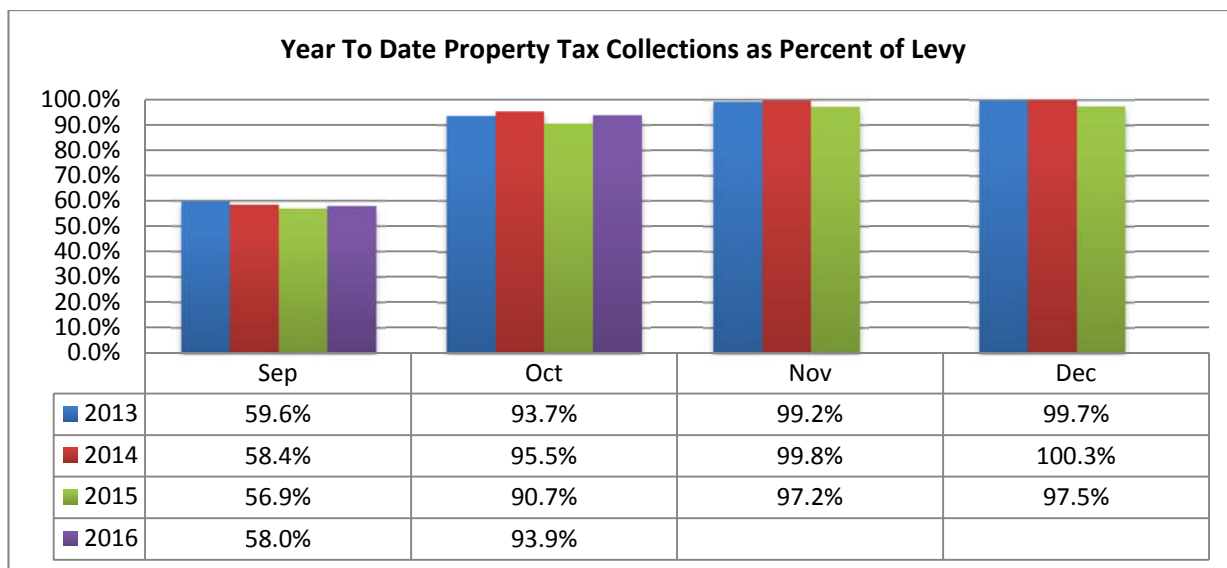
EXECUTIVE DIRECTOR'S REPORT OCTOBER 2016

Administration

Business Office, Finance and Facilities (Rick Knorr)

Finance

Following the second-half tax collection in October, year-to-date total property tax revenue has reached \$10,312,368, or only \$690,000 less than the full year budget. Per the chart below, the percent collected this year through October is 94%, which is in line with historical expectations after 10 months. The District remains on pace to collect the entire levy by the end of the year.



Total expenses are not quite 81% of total budget, or over 2% lower than the expected 83.3% after ten months. District operations remain consistent and we continue to expect to end the year with a 2% to 3% ending fund balance.

ACA Measurement Period

The District measurement period for compliance with one of the eligibility requirements of the Affordable Care Act ended October 31. We performed a review of all district employees who were paid 1,560 or more hours in this measurement period, and the results of the review were satisfactory. There were no employees paid more than 1,560 hours during the measurement period that are not already currently offered employee medical insurance coverage.

Facilities

The annual fire alarm and fire suppression systems testing for all buildings was conducted in October and all buildings passed. We conducted active shooter training for all staff at all 10 libraries.

Catholic Charities is constructing new apartments on the land between the Horizon Bank branch on the corner of Conklin and Sprague, and land owned by the District. The building contractor approached us

to ask to use the adjacent portion of our property for short-term construction storage. We granted them permission, upon receiving proof of adequate insurance coverage, and a pledge to restore the land upon completion.

Refer to Agenda Item V.E. for the October Financial Report.

Human Resources (Toni Costa)

Department Activities

- a. **Recruitment and Selection:**
Librarian – SV/AR. Interviews scheduled
- b. **Terminations:**
SV – Librarian (10/12) & Library Assistant (10/30)
- c. **Promotions/Demotions:**
- d. **Reclassifications:**
- e. **Transfers:**

Lateral Transfer – Collection Services Page

Information Technology (Doug Stumbough)

- MyPC and Papercut, the computer reservation and print management systems, were rolled out to Spokane Valley midmonth for testing. SV staff worked with members and shared their feedback with Drew who has been able to address the outstanding bugs as well as implement several recommendations. The scheduled District-wide release is still on track for November.
- We purchased and began deployment of new staff area printers for eight of the libraries. The new printer replaced two older separate units (B&W laser, color ink jet) at each location, used by staff for day-to-day and special purpose printing. A side benefit is the reclamation of (sometimes precious) counter space.
- Teri met with Janelle from the BO to discuss SCLD's fixed assets inventory. Currently, both departments share some documentation, while maintaining separate records needed for purposes unique to each. They were able to identify and are starting to implement new methods for streamlining, consolidating and managing the processes and files.
- Giang continued to research and test potential features enhancements and variations in how upcoming events can be displayed on the SCLD website. The goal is to create a landing page that has featured our upcoming programs as well as to add sub-navigation to help users find specific kinds of events without having to dive into the full event calendar.
- Other projects that staff have been working on this month include Windows 10 upgrade testing; researching online features available in the education version of Office 365, Skype for Business and SharePoint online; reviewing unified communication strategies; testing checkout station override

messages for various scenarios; reviewing the secure file transfer migration process for bank deposits; and decommissioning the MyPC/Papercut test server.

Collection Services (Andrea Sharps)

- We ordered 1,278 titles and 4,193 copies in October. The number of titles ordered is down from last month as is the number of copies ordered.
- With 83.33% of the year done, total library materials expended stands at 88.86%.
- We processed, added to the system, and sent out to the libraries 6,490 items in October. This is down a little from last month (7,118).
- Downloadable lending through OverDrive was up in October from September. A total of 34,443 audiobook and eBook items circulated in October; members placed a total of 9,982 holds; and, there were 5,067 unique users with titles checked out.
- Midwest Tape's *hoopla*, a streaming media service, saw an increase in circulation in October over September. A total of 3,001 titles including audiobooks (1,047), comics/graphic novels (139), eBooks (452), movies (727), full-length albums (448) and television shows (188) circulated in October for a combined cost of \$6,084.19 and an average cost per circulation of \$2.03. A total of 155 new patrons registered in the month, and there were 728 active users recorded.
- We loaned 385 items to other libraries and borrowed 616 items from other libraries for 1,001 total interlibrary loan transactions processed in October.
- The Spokane Is Reading Friends reception was held at MP on 10/26 at 7:00pm. The 2016 Spokane Is Reading author Anthony Marra and local author and event moderator Jess Walter had a wonderful conversation that captivated the 40 attendees. Mr. Marra was interviewed by Verne Windham of Spokane Public Radio the morning of 10/27 before heading to the Spokane Valley Event Center for a 1:00pm presentation attended by 120 people. The 7:00pm presentation at the Bing Theater was attended by 177 people. The Spokane Is Reading committee received many positive comments from attendees, at both the afternoon and evening events, expressing appreciation for these events and that they look forward to this every year. This was the 15th annual community-wide reading event.

Executive Director Report & Community Activities (Nancy Ledeboer)

The annual Staff Day was held on Friday, October 21, at the Mirabeau Park Hotel. The day featured training on communication and dealing with difficult situations by Cheryl Gould. Based upon feedback from prior years, the training was meant to be applicable to everyone. Ms. Gould has worked with libraries for many years and tailors her presentations to address each library. Ultimately, we want to improve communication, empower staff to handle difficult situations, and engage staff in contributing toward the District's Mission and Vision.

October was a celebration of Friends. All ten Friends groups held a book sale on October 8. The sales were publicized widely, and I have been visiting with Friends groups to see if they want to continue collaborating on publicity for their sales. A letter went to each group asking for their feedback and thanking them for making the special effort to coordinate a district-wide book sale day. The Spokane Valley Friends reported on a very successful sale. Several people indicated they were hopping from book sale to book sale that day. The Argonne Friends met on Halloween and they are planning a fall book sale for 2017.

Spokane is Reading with Anthony Marra featured a special evening at the Moran Prairie Library on Wednesday prior to the formal presentations. Mr. Marra drew record attendance and audiences were

delighted with his story of how he came to write a series of stories placed in Russia over a period of 80 years. Spokane is Reading is made possible by the generous support of the Friends.

WORDS programming funded by the Friends filled meeting rooms during October with sessions on digital storytelling, flash fiction, poetry and word crafts followed by the National Novel Writing Month workshops over the weekend of October 29-30. The NaNoWriMo Readiness Conference inspires authors who plan to submit a novel written entirely during the month of November.

After Hours at the Library will be held Friday, November 4, at North Spokane Library to raise awareness about the Friends of the SCLD. This program will feature local businesses who participate in the Farmer's Market as well as Spokane authors. It caps off the October events supported by the Friends.

Humanities Washington Bedtime Stories was held at the Spokane Club and several trustees and staff were in attendance. Funds raised at this event will support Prime Time Family Reading programs in Spokane County. We are proud of our partnership with Humanities Washington and pleased that it was able to raise funds to support Prime Time.

Several staff attended a furniture trade show to look at the latest trends in collaborative workspace furniture. Chairs, carpets, tile, window treatments, locking systems and other systems were part of the show held at the Spokane Convention Center. We met with the designer who is working on plans for North Spokane to share some ideas for this project. We also plan to look into the cost of replacing the current locks on all libraries for a system that allows tracking.

During this election season I attended debates for the Office of Superintendent of Public Instruction and Spokane County Commissioner. We see added traffic in our parking lots as people return their ballots during the weeks prior to the Election.

Library Services Manager Mary Ellen Braks and I participated in a STEM-grant conversation with Amanda Fankhauser from Washington STEM. WA STEM has two grant opportunities and is looking for organizations or partnerships that are already working with math programs for children ages 3-8. The Spokane STEM Network recommended SCLD for the STEM Kits that we worked on through a THRIVE grant. We were invited to apply for the grant, for which its application has a tight turnaround time. We are in conversation with NEWESD101 about expanding the STEM Kits to include more math activities and additional training for childcare providers, preschool teachers, elementary teachers, and librarians.

I attended Performance Management Training offered by Chief Human Resources Officer Toni Costa. Ms. Costa will offer a second session and coaching to supervisors as they implement the new system. Each employee will meet with his/her supervisor to establish goals for 2017. Goals will support the Community Engagement Plan and include training that employees feel will contribute to their success with the District. Monthly conversations will be held during the year, with a final summary to be submitted in December as new goals are established for the subsequent year.

In support of community activities, I attended the EWI board meeting and the Spokane Valley Partners (SVP) board meeting. It is a busy time of year as EWI wrapped up its participation in the EWI Annual Conference held in Spokane, and SVP appointed a new Executive Director to replace Ken Briggs who retired. Jennifer Schlenske takes over at a very busy time of year for SVP.

ITEM AND TITLE MONTHLY REPORT
October 2016

	<u>ITEMS</u>			<u>TITLES</u>		
	ADULT	YOUTH	TOTAL	ADULT	YOUTH	TOTAL
Total Materials						
Print	166615	150760	317375	85864	49880	135744
Nonprint	64202	23681	87883	26276	7342	33618
Subtotal	230817	174441	405258	112140	57222	169362
Periodicals	6229	1048	7277	299	32	331
Total	237046	175489	412535	112439	57254	169693

	<u>ITEMS</u>			<u>TITLES</u>		
OverDrive: Audiobooks			20911			19134
eBOOKS			29806			28528
Licensed eBOOKS			8018			5983
OverDrive: Total			58735			53645
GRAND TOTAL			471270			223338

Print & Nonprint	(Totals year-to-date)		
ADDITIONS	ADULT	YOUTH	TOTAL
Print	28307	21587	49894
Nonprint	12669	3094	15763
TOTAL	40976	24681	65657
DELETIONS			
Print	30449	21728	52177
Nonprint	10373	3425	13798
TOTAL	40822	25153	65975

	<u>NET CHANGE</u>		
	<u>YTD</u>		
	ADULT	YOUTH	TOTAL
Print	-2142	-141	-2283
Nonprint	2296	-331	1965
Periodicals	-5108	-881	-5989

NOTES:

PRINT = Book, Bkbagbag, Largetype, Paperback

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 October 2016

Patrick Roewe and Kristy Bateman

Overview

In October, District staff attended All Staff Day. Cheryl Gould trained staff on customer service and developing better communication skills. The Thinking Money Exhibit opened at the Spokane Valley Library and supporting programs began in all District libraries. Staff was also busy hosting Fall *Word* programs and promoting Spokane is Reading. This year Spokane is Reading hosted Anthony Marra and read his book *The Tsar of Love and Techno*.

Service Priority Teams

Business and Career Development (Stacey Goddard)

- The big news this month was the opening of the *Thinking Money* exhibit at Spokane Valley Library, and the variety of financial literacy programs scheduled in support of it. The display is self-guided, but staff are available to walk people through it, and we also offer tours for groups. Here are the programming particulars:
 - We had a variety of programs and workshops scheduled at SV on October 22, the first day the exhibit was open for viewing. Those events included:
 - Jay MacPherson of SNAP led ten participants in *The Budgeting Bean Game*, where individuals had to decide how to spend their allotment of beans on monthly expenses.
 - Josh Bergman, from the Washington State Employees Credit Union, told eleven attendees about *Identity Theft: What Teens and Tweens Should Know*.
 - We had no one show up for the *FAFSA: Financial Aid for College* session.
 - *Our Eye on Finance Theater*, which screened a variety of finance-related short films, had a combined attendance of 25 for the five videos we showed.
 - We also offered free shredding services at both Spokane Valley and North Spokane. The number of people who dropped items off was 170 total for both locations.
 - We started the month with shred days at Cheney and Deer Park. We had a combined attendance of 12.
 - The two *College Planning Strategies* sessions had a combined attendance of one person.
 - The two *Transitioning Financial Management* workshops had a combined attendance of two.
 - Kirstin Davis of the Better Business Bureau presented the *Consumer Guide to Wise Buying*. Two people attended.
 - The two *Couponing 101* classes had a combined attendance of 13.
 - Ree and I staffed a table at the North Pines Middle School arena conferencing event, where we talked with students and their parents about the Junior Achievement after-school program. We spoke with about 40 people, and had five kids sign-up.
 - Perhaps the biggest surprise of the Thinking Money programming was the response garnered by the *Lifting the Veil on Senior Planning* series. Each of the first four (of six) sessions were offered at both Argonne and out in the West Plains.
 - The first session, *Looking at Your Family's Future*, had a combined attendance of 91 for the two locations.
 - Session two, *Medicare Insurance Planning*, had a combined attendance of 60.
 - The third session, which covered social security and financial security, had a combined attendance of 42.
 - Session four, which covered wills, trusts, and other legal issues, had a combined attendance of 87.
- We concluded our *Business 101* series this month, with *Behavioral Interviewing*, *Analyzing Employee Performance*, *Contracts & Agreements for Small Business*, and *Library Resources* workshops offered at both North Spokane and Spokane Valley. The eight sessions had a combined attendance of 19.

- *GED & High School Completion* classes continued during October, meeting Monday through Thursday. This month's 16 sessions had a combined attendance of 62. Eleven students are enrolled in the class. Chris Brady, the instructor, tells us that he has students coming from Medical Lake, Spangle, and Edwall, in addition to the Cheney-area enrollees.
- The six *Dollars and Sense* financial literacy workshops we offered this month, presented by SNAP, had a combined attendance of 16. This is up from ten attendees for the six September workshops.
- Our *Drop-In Job and Career Help* service had zero attendees for the two October sessions. This is down from one attendee at the September session.
- The two STCU financial literacy workshops this month, *Protect Your Credit Score* and *Budgeting 101*, had a combined attendance of 23.
- The weekly *Drop-In Online Help* service at Cheney at zero attendees for the five sessions.
- We had seven individuals register as new Microsoft Imagine Academy users in October, the same number as September. During the month, users enrolled in seven new classes, down from 14 in September.
- We did 59 Book-a-Librarian (BaL) sessions this month throughout the District, down from September's 77 sessions.
 - In one session, Danielle helped a woman with both grant and business research. She was looking for grants to fund her non-profit orphanage and the resources she will need to apply for 501c3 status.
 - In another, Ree taught a mother of teens and tweens about great resources for helping her kids learn about identity theft.
 - Ree also helped a man, via email, who needed referrals to professionals who could advise him about his business structure.
 - Tami helped a community nonprofit research grant opportunities to fund its after-school program.
 - Danielle heard from a member (it was Wes!) that their non-profit had received the funds they applied for with city of Spokane Valley. She helped him with his proposal and presentation and was glad to hear he had been successful.
- We proctored 17 exams this month throughout the District, up from September's 15 proctoring sessions.

Community Connections:

- Tami attended the monthly West Plains Support Network meeting.
- Toni Costa, Danielle and I represented the District at the Access Spokane Job Fair. It was the first time we've participated as a potential employer. It was exciting to see Toni talk with attendees about the various positions we have in the District. We also provided laptops for attendees to print resumes and fill out online applications. Seven individuals used the laptops, and we talked with 95 people at our table.
- Ree attended the quarterly CASH Coalition meeting where she gave a presentation on the Thinking Money exhibition. She also made a connection with Sheri Dickinson of Mountain West Bank, who volunteered herself and her coworkers to teach the Junior Achievement classes at North Pines Middle School.
- I attended a Junior Achievement training session with our Mountain West Bank volunteers.
- I attended SNAP's annual fundraiser luncheon, *Ode to Opportunity*.
- Ree attended the monthly GVSN Membership meeting.
- I attended the monthly SCORE meeting.
- Danielle attended the Moran Prairie Grange meeting.
- Mary Ellen and I attended the Community-Minded open house for its Resource Center for Early Learning Professionals.
- Tami and Catherine did a presentation for the Cheney Kiwanis spotlighting the business and career help resources we have.
- Tami also attended the Re*Imagine Medical Lake business development committee meeting.

Early Learning (Mary Ellen Braks)

- We provided 162 Storytimes to 4,657 children, parents, and caregivers. Our average attendance per Storytime was 25. This is up a little from last month and the average attendance was the same as last October.
- We provided 42 Storytimes at childcare centers to 509 children.

- The Early Learning team continued providing *STEM Play and Learn* programs. We had six programs for a total of 68 attendees.
- Mary Ellen submitted a mid-year report for the second phase of the Ready for School with Stem Grant from Thrive Washington.

Community Connections:

- Four Early Learning librarians attended the Young Child Expo along with childcare providers, social services employees, and many other professionals in the field of early learning.
- Early Learning librarians and Education and Enrichment librarians presented *Back to Homeschooling Resources* programs. These programs provided a chance to connect with our local homeschooling families and to share the many resources we have to offer.
- Mary Ellen attended the Early Learning Advisory Council (ELAC) meeting in Tacoma.
- Mary Ellen attended the Statewide Early Learning coalition meeting in Yakima and the Early Learning Public Library Partnership (ELPLP) symposium in Yakima. Mary Ellen presented with Holly from Thrive Washington on the history of All Aboard for Kindergarten and led a discussion on where we would like to go with the idea.
- Mary Ellen attended a meeting with Rachel Effler from NEWESD 101 on being an early learning math fellow. This will be a great opportunity to be intentional with math activities in our Storytimes.
- Mary Ellen met with Lee Williams from Child Care Aware and Sandra Szambalen from NEWESD 101 to discuss our part of the community momentum grant for INWELA. We will be focusing on kindergarten readiness and will be working together on activities for our region.

Education and Enrichment (Gwendolyn Haley)

- Fall programming included opportunities for students to explore LEGOs, LEGO Robotics, and Creative Invention Kits.
- 217 children and families played with LEGOs at the library this month. LEGO play encourages lateral thinking, problem-solving, organization and planning, as well as communication and social skills.
- *Monday Funday* and *Too Fun Tuesday* resumed at North Spokane and Spokane Valley libraries this month, providing school-aged children a weekly activity at the library to explore art, LEGOs, and building challenges. 115 children participated.
- We borrowed technology kits from the Washington State Library. The first kit included Makey invention kits that allow you to control your computer with everyday objects (play dough, bananas, even a pencil and paper). We were able to have the kits at seven of our 10 libraries. 67 students learned basic coding.
- The Forensics Club at EWU approached us about having some programs at our libraries. Christie Onzay arranged to hold programs during National Chemistry week at Medical Lake and Cheney libraries. 34 students participated.

Tween/Teen Programs:

- We were also able to borrow the LEGO Robotics Kit from the Washington State Library, and will be using it at five libraries during the loan period. Each session is a two-day workshop. 17 students participated in the first three sessions.

Adult Programs:

- In October, we started our fall series *Words*, featuring programs about writing, poetry, and incorporating words into the arts.
- 47 members participated in one of seven regular book clubs.
- 142 members attended sessions during the *Writing Conference* at Moran Prairie Library on October 29 and 30.
- 43 members participated in other *Word* inspired programs, including *Exploring Poetry with Washington State Poet Laureate Tod Marshal*, library-themed craft programs, and additional writing workshops.
- We reached out to various homeschool groups and associations to invite them to a *Back to Homeschool* event at six our libraries with significant homeschool populations. 35 members attended, and the feedback was very positive overall. Many expressed surprise at all the resources the library has available and were excited to share their new knowledge with other families.
- In October, we launched ESL language partner programs at Airway Heights and North Spokane. Several organizations have expressed interest in working with the District to help us connect with and serve recent immigrants, including World Relief and Refugee Connections Spokane.

Community Connections:

- We have contacted every school district and middle school in Spokane County to initiate the 5th annual distribution of Student Cards to incoming middle school (6th or 7th grade) students.
- Frontier Behavioral Health requested a meeting to find out more about library services.
- I met with staff from the MAC to discuss how we might collaborate in the future.

Digital Interaction and Sharing (Carlie Hoffman)

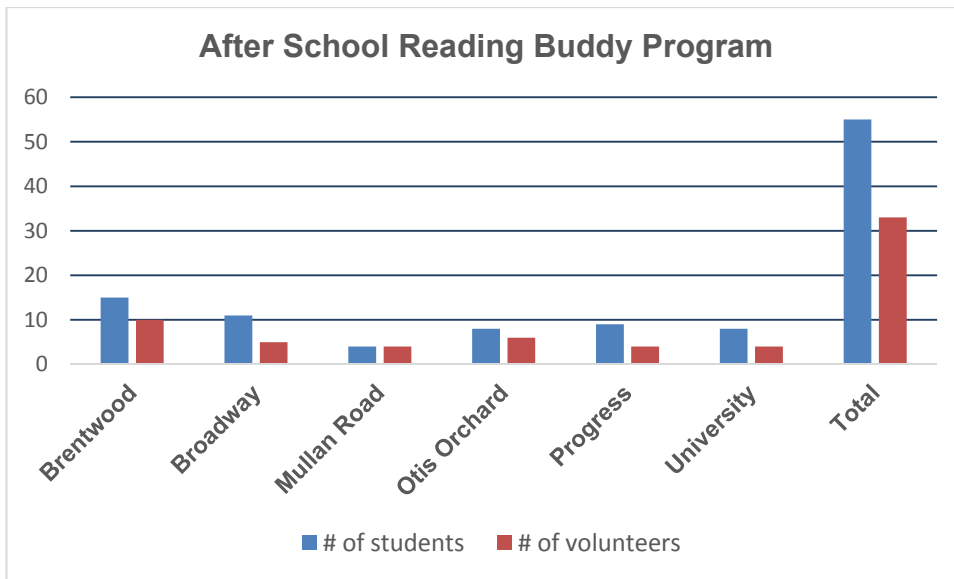
- A link to SELF-e was added to the Digital Library to make is easier for authors to submit their works to SELF-e/BiblioBoard.
- I worked with Teresa to schedule her to present a SharePoint refresher training to library staff.
- Diane presented training to staff on the steps to schedule someone to take Microsoft Office Specialist testing.

Community Connections:

- I presented to the Inland Empire Chapter of Romance Writers of America and Spokane Authors and Self-Publishers meetings to promote the upcoming *Words* fall programs and SELF-e.
- Jane interviewed me for an episode of Library Out Loud podcast to discuss the Digital Library.
- Staff attended the INCOL Fall Workshop and feedback on the topic of managing patron behavior was very good.

Volunteer Program (Jamie Van Wormer)

We started a *Reading Buddy* program at Brentwood, Progress, University, Broadway, Otis Orchard, Sunset, and Mullan Road Elementary schools. Trained SCLD volunteers are providing a snack and offering academic support in reading and math. I worked with the Eagle Scout volunteer to create a plan to help the Friends with the District-wide book sale. Current volunteers are assisting at the GED classes in Cheney, drop-in online assistance program, ESL programs at North Spokane and Airway Heights, and the Junior Achievement program at North Pines Middle School. I continue to meet with potential volunteers and other community members to develop partnerships with SCLD.

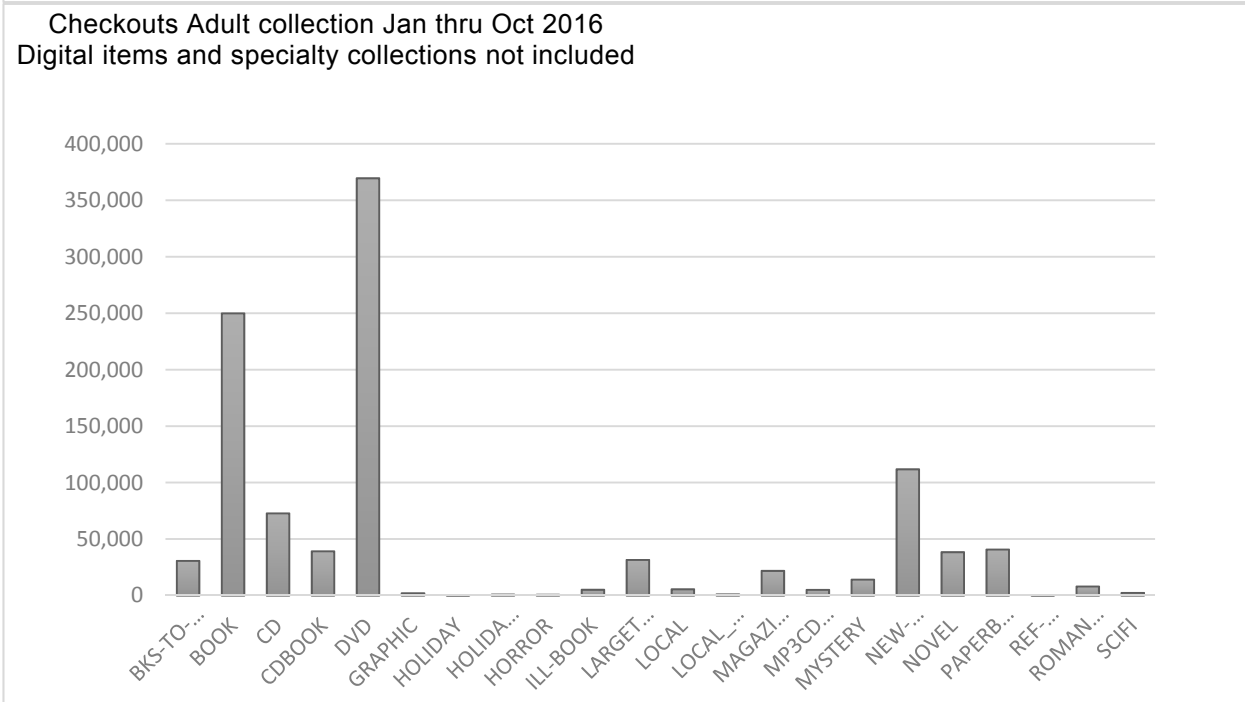
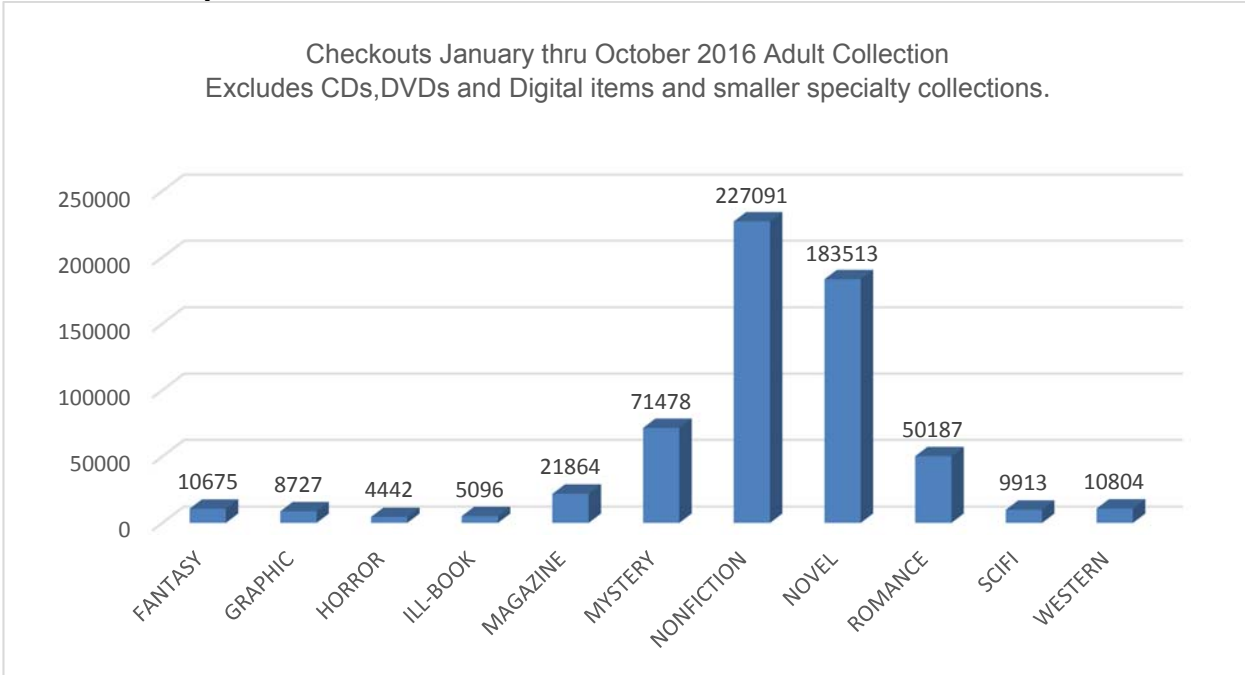


- Coordinated the volunteer schedules for the after-school programs at the elementary schools.
- Trained and scheduled meetings with new and current volunteers.
- Scheduled a meeting to recruit volunteers at Freeman High School.
- Met with Crystal and Charlene from Sunset Elementary.
- Placed a student enrolled in the Library Tech program at SFCC to shadow staff for four weeks at Otis Orchards.
- Placed volunteer at Argonne to assist with library duties.
- Set up a regular volunteer at North Spokane to help with the crafts and other duties.
- Placed volunteer at Spokane Valley on Saturdays to assist with library duties.

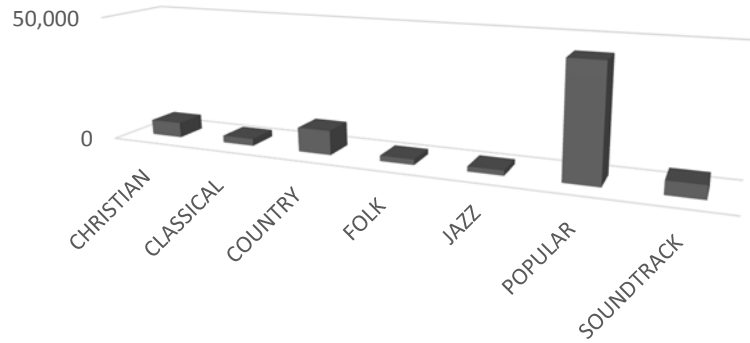
- Scheduled volunteers for the *Thinking Money Exhibit* and *Shred Days*.
- Volunteered for the *ESL* program at North Spokane.
- The volunteer program currently has over 150 volunteers.

Library Operations (Georgina Rice)

This month's featured statistic looks at checkouts from our adult collection. The first chart displays the number of books in various formats checked out through October 2016. The data does not include our digital collection. Book bags and multimedia kits are not included. The second chart adds in the CDs and DVD to show the percentages of all adult collection items. The third chart displays CDs by genre that have been checked out this year.



CD checkout Adult Collection - Jan thru October 2016



	CHRISTIAN	CLASSICAL	COUNTRY	FOLK	JAZZ	POPULAR	SOUNDTRACK
Series1	6,065	2,824	9,660	2,146	1,946	44,506	5,216

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	1098	368	3675	100	5241	1089	6330
AR	1639	359	7975	90	10063	2406	12469
CH	4551	620	6311	59	11541	2742	14283
DP	3742	834	6977	90	11643	2126	13769
FF	331	51	535	0	917	322	1239
ML	1832	205	2351	5	4393	880	5273
MP	2346	465	10659	70	13540	3606	17146
NS	6786	1954	30105	351	39196	10984	50180
OT	1274	272	3048	18	4612	1203	5815
SV	10726	2191	28764	188	41869	9373	51242
TOT*	34325	7319	100400	971	143015	34731	177746

This table tracks the percentage of checkouts library members do themselves.

	This Year This Month		Last Year This Month		Difference
	Self-Check Circulation	% of total circulation	Self-Check Circulation	% of total circulation	
AH	3775	72.03%	1651	30.43%	41.60%
AR	8065	80.15%	4667	38.97%	41.18%
CH	6370	55.19%	2968	26.01%	29.19%
DP	7067	60.70%	2548	20.32%	40.38%
FF	535	58.34%	525	51.72%	6.62%
ML	2356	53.63%	1961	47.50%	6.13%
MP	10729	79.24%	5881	41.23%	38.01%
NS	30456	77.70%	23945	55.88%	21.83%
OT	3066	66.48%	2451	47.01%	19.47%
SV	28952	69.15%	31640	68.81%	0.34%
TOTAL	101371	70.88%	78237	50.54%	20.35%

Library Reports

Airway Heights: Stacy Kvamme

Early Learning:

- Attendance for *Play & Learn Storytime* averaged 26 people, a slight increase from the 22 of October 2015. Two people attended for *Family Play and Learn Storytime*.
- 47 people attended *Not So Spooky Storytime*. Members had the opportunity to participate in pumpkin painting, cupcake decorating, face painting, and hear some “not so spooky” stories.
- 65 children participated in five outreach Storytimes at Sunset Elementary preschool and Child Haven Learning Center.

Education and Enrichment:

- *LEGO Club* had a combined audience of 37; weekly attendance averaged nine, identical to the previous month. Attendance for the month increased by 10 compared to last October.
- 11 people participated in the children’s STEM program, *Creative Inventions*.
- Eastern Washington University’s Office of Community Engagement facilitated a *Read Around the Globe* event to promote children’s literacy; 17 people attended.
- As part of the *Thinking Money* programs, *Lifting the Veil*, drew an audience of 14.
- Two people attended the adult program, *Library-Inspired Crafts*, part of the *Words* program series.
- Three *Practice Speaking English* classes were offered in October. Zero attended the first class and two people attended the next two classes. An SCLD volunteer is facilitating this program.

Business and Career Development:

- Staff proctored four exams for three members.

Community Connections:

- Community Librarian Corinne Wilson shared information about library resources and programming during *Ready for Kindergarten* program at Sunset and Snowdon, reaching 38 people.
- Corinne attended Spokane Regional Health District’s Community Café meeting.
- Corinne attend the West Plains Support Network meeting with Tami Chapman.
- I participated in the Sunset Elementary Trunk or Treat event connecting with over 600 people and distributing over 450 children’s books from the Kiwanis Book Bank.
- The *Airway Heights Book Club* read *A Heart Revealed* by Josi S. Kilpack and three people attended.
- Great Northern Elementary 5th/6th grade visited the library.
- I attended two Airway Heights Kiwanis meetings in October.
- Corinne and I attended the October meeting of the Airway Heights Friends of the Library. Friends approved funds to purchase toys for Play and Learn.

- There were 12 meeting room reservations, a decrease of one compared to October 2015.

Argonne: Pat Davis

Early Learning:

- 188 parents, caregivers and children attended *Play and Learn Storytimes* this month, up from 183 last October. *Toddler Play and Learn* attendance averaged 30, up from 28 last month. *Preschool Play and Learn* attendance averaged 17, the same as September.
- Staff presented an outreach Storytime at West Valley Co-op Preschool and two at West Valley ECEAP for 132 students and teachers.

Education and Enrichment:

- *LEGO Club* had 58 participants.
- *Back to Homeschool Resources* attracted 14 people.
- Three people attended *Cross Stitchery*.
- Our teen/tween program, *LEGO Mindstorm Robots: 2-Part Workshop* had four at the first session and five at the second session.

Business and Career Development:

- We hosted a successful financial literacy series *Lifting the Veil on Senior Planning*.
 - 77 attended *The Big Picture-Looking at Your Family's Future*.
 - *Medicare Insurance Planning* attracted 48.
 - *Preparing for a Secure Financial Future* had 36 participants.
 - *Wills, Trusts, Planning for Real Estate Changes and other Legal Mysteries* had 78 in attendance.
- Our *Thinking Money* program *Transitioning Financial Management* had one person.

Community Connections:

- Kelsey Hudson and Pat Davis presented an overview of library services to the Millwood City Council.
- Pat Davis attended the Millwood 89th Birthday Open House.
- Kelsey Hudson and Pat Davis provided STEM activities for Millwood Family Connection Day, co-sponsored by West Valley School District, Millwood Presbyterian and the District. We connected with 18 people.
- Our display case featured older stamps and letters from the Inland Empire Stamp Club.
- We displayed artwork from Centennial Middle School.
- 21 groups or individuals booked our meeting and conference rooms.
- Argonne Friends of the Library participated in the District-wide book sale.
- Pat Davis attended the Millwood Community Association.

Cheney: Catherine Nero Lowry

Early Learning:

- *Baby Play and Learn Storytime* showed an increase this month with an average attendance of 12, last October had an average of nine.
- *Toddler Play and Learn Storytime* showed a decrease this month with an average attendance of 27, last October had an average of 41.
- *Preschool Play and Learn Storytime* stayed consistent with last October with an average of 33.
- *Ready for Kindergarten at Salnave* had 35 in attendance.

Education and Enrichment:

- *Adult Book Club* discussed Anthony Marra's *The Tsar of Love and Techno* and had 15 attendees.
- *Words: Digital Self-Publishing* had two attendees.
- *Back to Homeschool Resources* had two attendees.
- *Teen/Tween programs:*
 - *LEGO Mindstorm Robots: 2-Part Workshop (Saturday)* four attendees.
 - *LEGO Mindstorm Robots: 2-Part Workshop (Sunday)* four attendees.
- *Children/Family/All Ages programs:*
 - *Chemistry through Forensics*, 15 attendees.
 - *LEGO Club* had 15 in attendance.

Business and Career Development:

- Douglas visited Cheney Sessions Village, Cheney Assisted and Cheney Care and provided 144 new and renewed library items.
- *GED & High School Completion* Classes continue with 11 students currently attending the program.
- Community Librarian Tami Chapman partnered with EWU Office of Community Engagement to bring the *Read Around the Globe* and had 27 in attendance.
- We proctored one exam this month.
- *Financial Literacy programs*:
 - *Wills Trusts Planning for Real Estate Changes and Other Legal Mysteries* had nine attendees.
 - *Dollars and Sense: Give Yourself a Raise* had five attendees.
 - *Dollars and Sense Navigate Your Credit* had zero attendees.
 - *Medicare Insurance Planning* had 12 attendees.
 - *Shred Day* had three attendees.

Community Connections:

- Tami Chapman, Jamie Van Wormer, and Catherine interacted with over 500 students and faculty members at EWU Neighbor Festival.
- The meeting room was used 13 times by community members.
- The art wall displayed six wilderness watercolors from a local artist Steve Baird.
- The Cheney Friends of the Library participated in the District-wide book sale.

Deer Park: Kris Barnes

Early Learning:

- Our *Play and Learn Storytime* average attendance was 41, which is consistent with last August's average.
- We delivered two outreach Storytimes to the Deer Park ECEAP. We engaged with a total of 73 parents, students, and teachers.
- We delivered three outreach Storytimes to the Chattaroy Elementary school. We engaged with a total of 40 parents, students, and teachers.
- Our *STEM Play and Learn Storytime* attracted three participants.

Education and Enrichment:

- 12 members gathered at the *Adult Book Club* to discuss "All the Light we cannot See" by Anthony Doerr.
- Our weekly *LEGO Club* attendance averaged 21 participants compared to last October's total of 11.
- 26 seed packets were checked out from our seed library this month.
- Our children's program *Creative Inventions* attracted seven participants.
- Our adult program *Words: Library-Inspired Crafts* attracted ten participants.
- Our Communication and Development Officer Jane Baker interviewed Kathy Allen and me for a podcast to discuss and promote Spokane County Library District's seed-lending libraries.

Business and Career Development:

- Staff proctored two tests this month.
- I attended a Deer Park Chamber board meeting.
- Amber Williams and I attended a Deer Park Chamber luncheon meeting.
- Our adult program *Thinking Money: Shred Day* attracted three participants.
- Our adult program *Thinking Money: College Planning* attracted zero participants.
- Jamie Van Wormer and I placed a volunteer to work the after-school snack cart two days a week.

Community Connections:

- Our display case featured a member's display of autumn-inspired activities such as quilting, reading in bed, avoiding a fall cold, and most appropriately—rainy day gear.
- We served after school snacks to 488 children this month.
- Community groups used our meeting and conference rooms 50 times.
- I gave a presentation and offered historical fiction booktalking to a group of 23 fifth graders from Arcadia Elementary.
- Community Librarian Amber Williams and I met with Jamie Ingle of Priority Spokane who is working with Arcadia and Deer Park Elementary to identify homeless families. We met to discuss library resources.

- Amber Williams and I presented at this year's Washington Association of Library Employees (WALE) Conference and shared how by turning outward we have raised the libraries visibility and relevancy in Deer Park, and what that changed day-to-day for frontline staff.
- A local Webelo den from Boy Scout pack 246 contacted us and asked if they could use the library as a recycling spot to earn their community recycling badges. We of course said yes, so they set up a recycling bin outside the library and emptied it during the month of October.
- The Deer Park Friends of the Library had a successful three-day book sale this month.
- I attended a Deer Park Chamber board meeting.

Fairfield: Kristy Bateman

Early Learning:

- *Play and Learn Storytime* averaged five attendees.
- Staff presented two outreach Storytimes for 31 children and caregivers.
- There were zero in attendance for the *STEM Play and Learn Storytime*.

Education and Enrichment:

- *LEGO Club* had three in attendance for the four October sessions.
- *Thursday Night Thing* had one student in the 6th-12th grade session, while 11 students attended the K-5th grade session.
- The tween program *Creative Inventions: Makey Makey* had one in attendance.

Community Connections:

- Two community groups used the meeting room in October.
- Fairfield Library participated in the Friend's District-wide book sale.
- Librarian Cindy Ulrey presented the Fairfield Library update to the Fairfield City Council.
- Cindy Ulrey attended the North Palouse Chamber of Commerce meeting.

Medical Lake: Theresa Stephenson

Early Learning:

- *Play and Learn Storytime* averaged 14 attendees, down one from September.
- 24 members attended the *STEM Play and Learn Storytime*.

Education and Enrichment:

- *LEGO Club* averaged five attendees.
- The tween program *Creative Inventions: Makey Makey* had 10 attendees.
- 19 members attended *Chemistry through Forensics*.
- Staff presented a STEM program to 16 students at the Parks and Rec Before-School Care
- Ten tweens participated in two sessions of *Minecraft Drop-in*.
- The adult program *Library Themed Crafts* had zero attendees.

Business and Career Development:

- *Dollars and Sense: Give Yourself a Raise* had zero attend.
- *Dollars and Sense: Navigating your Credit Score* had three members attend.
- *Lifting the Veil on Senior Planning Session: Preparing for a Secure Financial Future and Understanding Social Security Basics* had six attendees.

Community Connections:

- Seven community groups used the meeting room in October.
- Librarian Christie Onzay presented the Medical Lake Library update to the Medical Lake City Council.
- The Medical Lake Friends participated in the District-wide book sale.
- Staff promoted the District at the Cela's Creative Learning Harvest Party to 22 community members.

Moran Prairie: Danielle Marcy

Early Learning:

- Average attendance for Storytimes for the month:
 - *Preschool Play and Learn*: 25
 - *Toddler Play and Learn*: 57
 - *Baby Play and Learn*: 37
 - *Family Play and Learn*: 5

- Baby and Preschool all had a decrease from last month. Toddler remained the same and Family had a slight increase.

Education and Enrichment:

- *LEGO Club* had 41 attend; an increase of 15 from last month.
- The *Moran Prairie Book Club* had five attend. We discussed *Flight of Dreams* by Ariel Lawhon.
- We had three *Words* programs and a two-day mini conference. Attendance at the mini conference had a significant increase from the individual programs.
 - *Letterpress*: 2
 - *Getting Started: Fiction and Non-Fiction*: 4
 - *Effective Critique Groups*: 2
 - *NaNo Publishing Toolkit for Middle Grade & Young Adult Fiction*: 22
 - *NaNo Getting To Know Your Imaginary Friends*: 25
 - *NaNo Where Are We Again*: 21
 - *NaNo Crafting a Nonfiction Book Proposal*: 17
 - *NaNo To Outline Or Not*: 13
 - *NaNo The Power Of Empathetic Writing*: 13
 - *NaNo Nonfiction Interviewing*: 9
 - *NaNo The Writing Life: How To Thrive & Survive*: 22

Business and Career Development:

- We had 75 bookings of the meeting room.
- We proctored five exams.
- We had two *Thinking Money* programs.
 - *Protect Your Credit Score*: 3
 - *College Planning Strategies*: 1

Community Connections:

- Danielle Milton attended the Moran Prairie Grange meeting.
- Danielle Marcy attended the Manito Lions meeting.
- Artist Gwyn Griffith displayed her mixed medium art.
- The Inland Empire Philatelic Society displayed a variety of stamps to celebrate National Stamp Collecting Month.

North Spokane: (Brian Vander Veen)

Early Learning:

- 968 children, parents, and caregivers attended early learning programs this month. This is down 3% from last month and down 13% from October 2015.
 - *Baby Play and Learn Storytime* averaged 33 attendees. This is up 14 from last month's average but down 14 from October 2015.
 - *Preschool Play and Learn Storytime* averaged 36 attendees. This is down 11 from last month and down six from October 2015.
 - *Toddler Play and Learn Storytime* attracted an average attendance of 50. This is up two from last month but down one from October 2015.
 - *Family Play and Learn Storytime* averaged 40 attendees, up 12 from last month and up 18 from October 2015.
 - Six attended the special *STEM Play and Learn Storytime*.
- 31 attended the workshop *Engaging Families with Literacy Activities*.
- Staff provided Storytime for 121 attendees at five outreach facilities.

Education and Enrichment:

- 115 members of all ages attended 14 Explore and Discover events this month.
 - 18 members attended our STEM program *Creative Inventions*.
 - Nine members attended *Back to Homeschool Resources*.
 - Seven members attended *Exploring Poetry with Tod Marshall*.
 - Five members discussed *The Rosie Project* at the North Spokane Book Club.
 - Four members attended *Couponing 101*.

- Two members attended our *Letterpress Workshop*.
- 68 members attended four *Monday Funday* programs; 32 for LEGOs, eight for games, nine for art, 14 for Pokémon, and five for Build-It.
- Our program for English language learners to practice has begun to pick up: We had two attendees at our most recent session, up from zero attendees earlier in the month.

Business and Career Development:

- 75 members took advantage of our *Shred Day*.
- Eight members attended two *Dollars and Sense* financial literacy programs, three for *Navigating Your Credit World* and five for *Give Yourself a Raise*.
- Nine members attended four *Business 101* programs, four for *Contracts & Agreements for Small Business*, one for *Behavioral Interviewing*, two for *Analyzing Employee Performance*, and two for *Library Resources for Business*.
- Staff proctored four exams.

Community Connections:

- We had a selection of work from local artists on display provided by Pottery Place Plus.
- Staff provided early learning activities for 28 at High Country Orchard in Green Bluff during the annual Apple Festival.

Otis Orchards: Melanie Boerner

Early Learning:

- *Play and Learn Storytime* attendance for this month averaged 31, up from last October's average of 25.
- Monthly *Family Play and Learn* had three attend.
- *Stem Play and Learn Storytime* attendance was 10.
- Staff provided two outreach Storytimes to 40 children at East Farms ECEAP.

Education and Enrichment:

- *LEGO Club* had a monthly attendance of 11.
- *Creative Inventions: Makey Makey* had 18 people.
- *Words: Exploring Poetry with Tod Marshall: Does it Explode: Langston Hughes and Countee Cullen* was attended by three.
- *Back to Homeschool Resources* saw one person.
- *Thinking Money: Transitioning Financial Management* had one person attend.

Community Connections:

- The Otis Orchards Friends participated in the District-wide book sale.

Spokane Valley: Aileen Luppert

Early Learning:

- 1087 children and their parents and caregivers attended 50 early learning programs this month. This is up 211 attendees and up three programs since last month.
 - *Baby Play and Learn Storytime* averaged 30. This is up eight from last month and up 11 from October 2015.
 - *Toddler Play and Learn Storytime* averaged of 24. This is down three from last month and down 16 from October 2015.
 - *Preschool Play and Learn Storytime* averaged 36 attendees. This is down three from last month and down three from October 2015.
 - *Evening Family Storytime* averaged 10 attendees. This is up four from last month and up two from October 2015.
 - Staff provided Storytime for 427 attendees at 25 outreach facilities.
 - *STEM Play & Learn Storytime* attracted 25 attendees.

Education and Enrichment:

- 164 members attended 14 Education and Enrichment events this month.
- Adult Programs:
 - *SV Book Club* (9)
 - *Broadway Court Book Club* (6)
 - *Orchard Crest Book Club* (7)
 - *Back to Homeschool Resources* (8)
 - Two sessions of *Words: Digital Self-Publishing* (13)

- Tween/Teen Programs:
 - *Random Fandom* (8)
 - LEGO Mindstorm Robots: 2-Part Workshop (17)
- Children/Family:
 - Four sessions of *Too Fun Tuesday* averaged 19 with LEGOs and building being the most popular.
 - *Creative Inventions* (20)

Business and Career Development:

- Business and Career Development: 14 programs with 182 attendees
- Financial Literacy:
 - *Couponing 101* (9)
 - *Shred Day* (95)
 - *Smart Consumer Guide to Wise Buying* (2)
 - *STCU Budgeting 101* (20)
 - *Thinking Money: Eye on Finance Theater* (25)
 - *Thinking Money: FAFSA: Financial Aid for College* (0)
 - *Thinking Money: Identity Theft: What Teens and Tweens should Know* (11)
 - *Thinking Money: The Budgeting Bean Game* (10)
- Business Support:
 - *Business 101: Analyzing Employee Performance* (3)
 - *Business 101: Contracts & Agreements for Small Businesses* (3)
 - *Business 101: Library Resources for Businesses* (1)
 - *Employer Series - Behavioral Interviewing* (3)
- Career Development
 - Two sessions *Drop-In Job Help* (0)
- Proctored two tests for two people

Community Connections

- This month Spokane Valley is *Thinking Money*. The financial literacy exhibit and related series launched on October 22. Over 140 people enjoyed programs, exhibits, and free shredding.
- Librarian Sheree West hosted the first two *Great Stories Club* sessions at Mica Peak High School. Sheree brought PSS Sara to teach the students art journaling techniques.
- This month, on behalf of the Greater Valley Support Network, I met with a group of EWU students who are working on a project looking at homelessness in the Valley.
- I attended the Treehouse Debut. Treehouse is a non-profit agency that helps children in foster care be successful in school.

District-wide Information

All staff attended Active Shooter training with Deputy Morris from Spokane County Sheriff's Office. The training is not in response to a known threat or any identified safety concern. However, given the occurrence and media prominence of unfortunate active shooting events in recent history, the District feels that such training positively contributes to overall safety in our workplaces.

October Security Incident Report

For October 2016, there were 17 Security Incident reports filed, three more than last month (14), and three fewer than October 2015 (20). Spokane Valley had the most incidents reported with seven. The most frequently reported incidents related to Facility Misuse (5). To further put all of these numbers in perspective, the total door count District-wide in the month of October was 106,863.

Deer Park, with three incidents this month, breaks down as follows:

- One incident of Facility Misuse.
- One incident of Disruptive Behavior.
- One incident of Vandalism; graffiti was found on the northwest inside corner of the building. Maintenance cleaned the area and removed graffiti.

To provide further perspective to incidents, the total door count for Deer Park in October was 12,730.

One library member was excluded from all 10 libraries for a period of 24 hours for repeated disruptive behavior.

Year-to-Date Public Use Measures at a Glance

- Door count through October (1,101,462) was down (-4%) compared to the same period in 2015—the continuation of a modest declining trend from last year.
- Programming attendance through October (75,578) increased 9% when compared to the same time period in 2015, while the number of programs offered has increased by 13% (3,096).
- Internet station bookings (192,305) were down (-10%) through October when compared to the same period in 2015, which is a declining trend continuing from last year.

Public Use Measures

October 2016

Measure	This year	Last year	YTD	Last YTD	Rolling YTD
	This Month	This Month	This year	Comparison	Comparison
Registered borrowers	117,325	116,070	NA	1%	NA
Door count	106,863	112,531	1,101,462	-4%	-4%
Circulation	215,638	219,828	2,172,125	-3%	-3%
Digital Media Catalog	37,438	32,758	369,947	13%	13%
Programs					
Number	350	269	3,096	13%	9%
Attendance	6,498	6,584	75,578	9%	4%
Software Station bookings	18,716	20,841	192,305	-9%	-10%
Meeting room bookings	369	332	3,141	-5%	-4%
Holds placed					
By customers	27,330	31,156	296,103	-8%	-8%
By staff	6,852	7,381	72,458	-1%	-2%
Digital Media Catalog	9,982	9,429	101,352	4%	4%
Database use					
Searches	81,840	160,544	898,795	-22%	-13%
Website use (Remote)					
User sessions	110,352	126,958	1,095,292	-13%	-7%
Page views	327,690	279,544	3,226,029	32%	32%
Catalog	42,226	42,746	427,616	-5%	-5%
Database Access	6,191	5,691	47,351	3%	-1%
Interlibrary loans					
Loaned	385	386	3,667	7%	5%
Borrowed	616	528	5,339	-1%	-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.*

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

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

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

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

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

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

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

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

Searches: Number of database searches.

Retrievals: Number of search result documents retrieved.

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

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

Page views: Number of times each page is accessed.

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

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

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

Communication Report October 2016

Marketing Activities

- Access to Library Services notice
 - Updated the notice, printed
- "Reserved" signs for after school tutoring at SCLD
 - Designed and printed signs. Provided acrylic holders to go along with them
- Spokane is Reading
 - Inlander ads (designed and placed), digital signage, carousel on sclid.org, news item, social media (Library District and Spokane Is Reading sites), calendar listings, foam core signs, new logo design, poster/flyer design, press release, set-up and staffed Friends' tables
- EWU/Read Across the Globe
 - Social media, calendar
- Chemistry through Forensics
 - Social media, calendar
- November Kids Newspaper
 - Edited article promoting STEM kits, designed ad promoting Thinking Money
- November Current
 - Edited STEM kits article, wrote an article promoting Words, designed ad promoting Thinking Money
- District-wide Friends book sales
 - eBlast, digital displays, news item, press release, flyers, designed Inlander ad, social media, calendar listings, website listing (Library District and Friends sites)
- Update library card app
 - Updated library card application
- Slightly Spooky Storytime
 - Calendar, digital display, social media
- Pajama Storytime
 - News item, flyer, digital display, social media, calendar
- Medical Lake Minecraft
 - Digital display, social media, calendar
- English Language Talk Time (Practice Speaking English)
 - Press release, flyers, digital displays, social media, calendar
- Fall Parent (Early Literacy Skills) Workshop
 - Flyer, news item, digital displays, calendar, social media
- Tutoring at SCLD
 - Flyers, social media, calendar

News coverage

- Oct 2 – Spokesman Review – Spokane elder services professionals lift the veil on senior planning
- Oct 6 – KHQ – Spokane County libraries offer programs on saving, writing this fall
- Oct 6 – Journal of Business – Business 101 classes listed in calendar
- Oct 7 – Spokane Valley News Herald – District book sale
- Oct 12 – Deer Park Tribune – Tri-County Reflections – 75 Years Ago: 1941: DP Library expands hours

- Oct 23 – Spokesman Review – Spokane is Reading: Anthony Marra’s mixtape
- Oct 26 – Inlander – Dreamed of penning a novel someday? Get ready to start NaNoWriMo!
- Oct 27 – Inlander – Spokane is Reading with author Anthony Marra tonight
- Oct 27 – Cheney Free Press – Local authors read for Friends of the Library membership event
- Oct 28 – Spokesman Review – Library District “de-annexation” on Spokane Valley agenda

Press Releases

- Oct 4 – English language learners practice conversations at the library
- Oct 11 – Staff training day closure at Spokane County Library District
- Oct 20 – Local authors read for Friends of the Library membership event

E-Marketing (Website, Social Media, Email)

Social Media:

- Facebook: # of fans: 3,066
- Twitter: # of followers: 2,054
- Pinterest: # of followers: 1,595
- Instagram: # of followers: 348

Library District Blog:

Our two most viewed blog posts during October were actually two posts from September: *Fall Kids Programs 2016* with 541 views and *District-wide book sale* with 290 views. The most viewed post in October that was also posted in October was *Free Shred Day at the Library* with 268 views.

Blog posts:

- Oct 1 – SNAP Energy Assistance Outreach at Fairfield Library
- Oct 4 – From reader to writer
- Oct 6 – Bruce Holbert: Late to the party
- Oct 7 – Free Shred Day at the Library
- Oct 10 – Staff training day closure
- Oct 11 – Bringing family together: picture books for older kids
- Oct 13 – 4 NaNoWriMo tips for not winning brilliantly
- Oct 14 – Early Literacy Skills workshops
- Oct 18 – No-trick dog treats for Halloween
- Oct 19 – After Hours at the library
- Oct 20 – 4 keys to becoming a successful writer
- Oct 24 – 8 things that (mostly) work for me as a writer
- Oct 25 – Scary books worth losing sleep over
- Oct 26 – What I learned from Michelangelo
- Oct 27 – How to Thrive and Survive the Writing Life
- Oct 31 – Pajama Storytime 2016

eNewsletter email:

- 82,727 sent on October 13, 2016
- Open rate: 14.2% (11,741)
- Clicked: 1,310 (1.6% click rate)
- Unsubscribed: 152

Podcast:

A new weekly podcast titled, Library Out Loud, began on SpokaneTalksOnline.com. Podcasts are recorded and aired at a later time and are available online.

Week 7: Seed Library

Week 8: Digital Library

Week 9: Helping Small Business

Week 10: Volunteering

<http://www.spokanetalksonline.com/category/podcasts/library-out-loud/>

Community Events (Around Town):

The Communication Department made edits to 12 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 (3)
- Business 101: Analyzing Employee Performance (2)
- Storytime (6)
- Drop-in Computer Tutoring (4)
- Lifting the Veil on Senior Planning
- Practice Speaking English at the library (4)
- Slightly Spooky Storytime
- Chemistry Through Forensics
- Lego Club (3)
- Minecraft
- Library closure (Staff Day) (4)
- Betz Elementary to host STEM night
- Spokane is Reading (2)
- After Hours at the Library

Reprints of previously created work & order fulfillment

- Nametag for Collection Services and Spokane Valley
- Memorial book plates for Collection Services
- “This book gifted by...” book plates for Collection Services
- Maintenance sign for North Spokane
- Pens for Public Services and Moran Prairie
- Pencils for Airway Heights
- Thinking Money brochures for Argonne, Airway Heights, Public Services, and Spokane Valley
- Friends of the Library signs for North Spokane
- “My Library, My Card” info piece for Public Services
- Lego Club flyers for Moran Prairie
- Fall Kids Programs for North Spokane and Airway Heights
- Adult LP/Novel Sign for Moran Prairie
- Monday Funday flyers for North Spokane
- Volunteer brochures for Public Services

Communication Display Kits provided for community events

- North Pines Middle School Kickoff Event
- All Staff Day
- Access Spokane Job Fair
- Family Connection Day
- Green Bluff Early Learning
- Spokane Is Reading

Current & Upcoming Projects & Event Promotion

- November
 - November eNewsletter
 - December Kids Newspaper
 - December Current
 - Veterans Day closure
 - Thanksgiving closure
 - Small Business Saturday
 - Access to Library Services notice
 - Ninja Day
 - Winterfest
 - SNAP at Fairfield
 - Betz and Sunset Family Nights
 - North Spokane Friends Meeting
 - Holiday Cover Photos
 - Non-fiction tabs
 - Multi-Language Circulation Info
- December
 - Job Fair Brochure/Flyer
 - Christmas/New Year's closure
 - Zinio for Libraries changing names
 - Homeschool card application
 - Winter Large Print Booklist
 - 2017 Winter Magazine
- January
 - What is STEM for Preschoolers?
 - Argonne Friends of the Library Meeting
 - Computer Lab Sign
 - Deer Park Friends of the Library book sale

Meetings Attended

- Oct 4 – Board of County Commissioners – Library District presentation
- Oct 5 – Quarterly editorial meeting with Library Services Managers

Friends of the Spokane County Library District

- Meeting prep
 - Agenda and meeting reminder sent
 - Created Treasurer's report
- After Hours membership event prep
 - Secured food vendors, wrote emcee script, acquired special occasion license, reserved tablecloths and promotional materials, purchased dry goods (plates, napkins, cups, etc.), flyers, digital displays, Inlander ads, social media, calendar listings

- Friends Quarterly Newsletter sent
 - Wrote, designed, and sent the Friends quarterly eNewsletter
- Deer Park Friends meeting
 - Digital display, calendar, website listing
- Spokane Is Reading appreciation reception
 - Sent out invitations, both electronic and printed
 - Assisted in reception and event set-up

Friends' Quarterly eNewsletter

- 188 sent on October 6, 2016
- Open rate: 43.0%
- Clicks: 5.6%

Friends of the Library Book Sales eBlast notices:

- Cheney – Sun, Oct 30 – sent to 7,094
- District-wide – Sun Sep 25 – sent to 82,069

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

	Y-T-D Actual	Annual Budget	Target 83.3% Percent Used	Balance Remaining
REVENUES				
PROPERTY TAXES	\$ 10,312,368	\$ 11,003,000	93.72%	\$ 690,632
CONTRACT CITIES - AIRWAY HEIGHTS	183,332	246,000	74.53%	62,668
CONTRACT CITIES - SPOKANE	51,719	102,000	50.71%	50,281
FINES & FEES	203,670	256,900	79.28%	53,230
GRANTS & DONATIONS	77,635	55,000	141.15%	(22,635)
E-RATE REIMBURSEMENTS	173,408	173,000	100.24%	(408)
OTHER	43,635	34,000	128.34%	(9,635)
INTEREST REVENUES	21,444	28,200	76.04%	6,756
TOTAL REVENUES	\$ 11,067,210	\$ 11,898,100	93.02%	\$ 830,890
TRANSFERS IN	-	-	0.00%	-
TOTAL REVENUES & TRANSFERS IN	\$ 11,067,210	\$ 11,898,100	93.02%	\$ 830,890
EXPENSES				
SALARIES	\$ 4,902,398	\$ 5,993,523	81.79%	\$ 1,091,125
FRINGE BENEFITS	1,592,028	1,959,251	81.26%	367,223
SUPPLIES	134,194	179,001	74.97%	44,807
UTILITIES	352,897	424,570	83.12%	71,673
SERVICES	987,200	1,264,355	78.08%	277,155
INSURANCE	64,265	67,100	95.77%	2,835
EQUIPMENT & SOFTWARE	118,288	238,000	49.70%	119,712
LIBRARY MATERIALS	1,208,697	1,393,900	86.71%	185,203
ELECTRONIC LIBRARY MATERIALS	166,546	200,000	83.27%	33,454
LIBRARY PROGRAMS	96,868	106,700	90.79%	9,832
OPERATIONAL CONTINGENCIES	0	71,700	0.00%	71,700
TOTAL EXPENSES	\$ 9,623,381	\$ 11,898,100	80.88%	\$ 2,274,719
TRANSFERS OUT	-	-	0.00%	-
TOTAL EXPENSES & TRANSFERS OUT	\$ 9,623,381	\$ 11,898,100	80.88%	\$ 2,274,719
Net Excess of Revenues Over/(Under) Expenses	\$ 1,443,829	\$ -		
BEGINNING CASH	4,531,416			
NET FROM ABOVE	1,443,829			
ENDING CASH	\$ 5,975,245			
Number of months cash on hand	6.0			
Capital Project Fund Balance	1,302,275			

Spotlight Spokane Valley Library

Managing Librarian Aileen Luppert and librarians Diane Brown and Sheree West will share highlights of Spokane Valley Library and the community it serves.

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

OVERVIEW EARLY LEARNING

Library Services Manager Mary Ellen Braks will provide an overview of Early Learning, one of the four service priorities of the Community Engagement Plan.

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