

MISSION

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

Board of Trustees Regular Meeting

December 20, 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 November 15, 2016, Regular Meeting Minutes [4:00-4:03]
 - B. Approval of November 2016 Payment Vouchers [4:03-4:05]
 - C. Unfinished Business [4:05-4:25]
 1. North Spokane Library Renovation
 2. Spokane Valley Library Update/Exploring Options with City of Spokane Valley
 3. Spokane Valley Mall Library Update
 4. 2017 Budget
 - a. Adopting a 2017 Final Budget (Resolution No. 16-11): Approval recommendation.
 5. 2016 Work Plan-Year in Review
 - D. New Business [4:25-4:45]
 1. 2017 Work Plan
 2. Spokane Valley Mall Library Lease Agreement: Approval recommendation.
 3. Compensation Study Contract Award: Approval recommendation.
 4. 2017 Meeting Schedule/Locations/Overviews and Policies Review: Approval recommendation.
 5. 2017 Board of Trustees' Officers Election: Approval recommendation.
- 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]
- VI. PUBLIC COMMENT**
- VII. ADJOURNMENT**

Following the meeting, a holiday reception for the Board of Trustees and District Leadership Team will be held in the foyer of the Administrative Offices. No further business will be conducted.

[Estimated meeting length: One hour and 15 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: NOVEMBER 15, 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, November 15, 2016.

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

Excused: None.

Also Present: Jane Baker, Communication & Development Officer; Kristy Bateman, Library Services Manager; Mary Ellen Braks, Library Services Manager; Diane Brown, Librarian; Rick Knorr, Chief Financial Officer; Aileen Luppert, Managing Librarian; Patrick Roewe, Deputy Director; Andrea Sharps, Collection Services Director; Doug Stumbough, IT Director; Brian Vander Veen, Managing Librarian; Sheree West, Librarian; and Patty Franz, Administrative Assistant.

Guests: None.

Call to Order (Item I.) Chair Mark Johnson called the meeting to order at 4:00 p.m., and welcomed everyone in attendance.

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

Approval of Oct. 18 Regular, and Nov. 1, 2016, Special Meeting Minutes, (Item III.A.) Mr. Johnson called for corrections to the October 18 regular and November 1 special meeting minutes. There were no corrections; the minutes stand approved as written.

Approval of Payment Vouchers, October 2016 (Item III.B.) Ms. Thompson moved and Mr. Teterud seconded approval of the October 2016 bill payment vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal	Total
Oct - L01	50993-51012 voided 51013-51147 and W00367-W00375	\$557,412.67	\$557,412.67
	10072016PR and 10252016PR	\$375,013.85	\$357,868.56
L01		Total	\$915,281.23

Fund	Capital Projects Fund	Subtotal	Total
Oct-L08	9533 – Hammond Facility Consulting Services (NS)	\$395.26	\$395.26
	9534 – BWA (NS)	\$6,200.00	\$6,200.00
L08		Total	\$6,595.26

There were no questions. The motion was unanimously approved.

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

NORTH SPOKANE LIBRARY RENOVATION. Chief Financial Officer Rick Knorr reviewed the renovation project objectives and provided an update on design plans for North Spokane. He noted planning meetings have continued and the project timeline is on schedule. When the construction plan is finalized, a request for proposals will be announced and bidders will have three weeks to respond. In response to Mr. Knorr, Trustees agreed by consensus that their having online access to the RFP will be sufficient. In response to a query from Mr. Craig, Ms. Ledebor said furnishings drawings are not yet available. Ms. Ledebor additionally reported there was a second incident involving a car that crashed into the North Spokane facility on Nov. 9. There was no further discussion.

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

SPOKANE VALLEY LIBRARY RENOVATION. Ms. Ledebor updated Trustees regarding ongoing communications with the city of Spokane Valley. She and other library staff are scheduled to meet with city staff on Thursday, Nov. 17, to discuss ideas toward the future. Discussion ensued regarding the future of libraries in Spokane Valley and potential collaboration with the city of Spokane Valley. Various ideas were raised and discussed regarding how to best convey the Board of Trustees' position on moving forward, as well as its willingness to work with the city. Ms. Ledebor will explore the suggested options, which included a joint SCLD/city of SV press release, as follow up to the Nov. 17 meeting. Chair Johnson and Vice Chair Craig expressed their wishes to communicate to the city of Spokane Valley the board's intent to put the Spokane Valley Library renovation project on hold to work with the city for a year. Ms. Ledebor said she will send a report to the board following the Nov. 17 meeting. There was no further discussion.

**New Business
 Potential Valley Mall
 Library Discussion
 (Item III.D.1.)**

POTENTIAL SPOKANE VALLEY MALL LIBRARY DISCUSSION. Ms. Ledebor said after the bond issue failed, the District looked at how to expand services in Spokane Valley. Research revealed several library systems in the state had achieved success operating libraries in malls. Library district leadership contacted Valley Mall management to explore the potential for space, for which mall management was highly interested. A mall library could be up and running by April 2017. Ms. Ledebor reported estimated costs for operating a 3,000 square foot space in the mall. She asked Trustees for direction to begin negotiations with mall management, to

which they gave approval. Trustees were in favor of the mall library, and thought the addition had high potential to attract new members. Ms. Thompson noted the mall library would be immediate and wouldn't preclude the District from future projects. Discussion ensued regarding signage, federal holiday closures, and the potential for a kiosk. The board also requested a staffing model for which staff will follow up. Mr. Craig expressed concern for committing resources to an addition, and referenced a population map from a year ago that indicated low population figures adjacent to the mall. In response, Ms. Ledebouer said the budget presentation will show costs of the mall library can be accommodated by contingency in 2017, and that currently there is significant construction of new apartments in the area. In response to an additional query by Mr. Craig, Ms. Ledebouer said staff could look into the availability and condition of the recently closed Hastings store on East Sprague. In response to Mr. Teterud's query, Ms. Ledebouer said the lease would be for one year. Mr. Craig indicated that he was in favor of the mall library idea, and also thought it important to make the District's intent clear to City Council members. Staff will follow up as requested. There was no further discussion.

**New Business
Computer, Wireless
Network and
Computer Use Policy
(Item III.D.2.)**

COMPUTER, WIRELESS NETWORK AND INTERNET USE POLICY. Mr. Teterud moved and Ms. Thompson seconded approval of the Computer, Wireless Network and Internet Use policy as revised. Ms. Ledebouer pointed out the thorough policy review was conducted by Deputy Director Roewe, which included pertinent pre-2012 Internet and policy information. Since the previously extensive policy revision was approved by the Board of Trustees in 2012, the most substantive suggested change at this time involves the option to block Internet access for minors, which is no longer readily available because of technological system upgrades. Mr. Roewe reported there are only 406 active library accounts set to not allow Internet access, compared to 117,000 registered users. Since an Internet filtering system is already in place to block access to content that the majority of parents would find objectionable, the additional option to block Internet access was rendered unnecessary. Ms. Ledebouer also pointed out the category of library cards for children are driven by age, regardless of which library computer station is used. There was no further discussion.

The motion was unanimously approved.

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

PRELIMINARY BUDGET UPDATE 2017.

2017 PRELIMINARY BUDGET UPDATE. Via PowerPoint, CFO Rick Knorr summarized development of the 2017 budget since the last meeting. For the expense side, a salary increase of 1% was added, as well as the cost of the recently passed minimum wage of \$11 per hour. The change in minimum wage will affect 13 FTE. The 2017 budget remains balanced, with cost changes moved from contingency. In review of the proposed

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

capital budget, in response to Ms. Thompson, Mr. Knorr said capital funds budgeted for 2016 were not fully expended. Along with a new roof at Otis Orchards and roof leakage repair at Spokane Valley, Ms. Ledebor said capital funds were used for some renovation project fees for North Spokane. Mr. Knorr noted 2017 contingency funds could be used in support of the mall library for six months or longer. In response to Mr. Teterud, Mr. Knorr confirmed capital funds could be used to support startup costs of the mall library. In response to Mr. Craig, Ms. Ledebor said another library supervisor may well be needed to support the mall library, yet coverage may be possible by the Otis Orchards library supervisor along with other existing staff. There was no further discussion.

2017 BUDGET

**New Business
Budget 2017
(Resolution 16-07)**

ADOPTING A 2017 PRELIMINARY BUDGET AND CERTIFYING IT TO THE BOARD OF COUNTY COMMISSIONERS (RESOLUTION NO. 16-07). Mr. Craig moved and Ms. Thompson seconded that Resolution No. 16-07, Adopting a 2017 Preliminary Budget and Certifying it to the Board of County Commissioners, be adopted.

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.

There was no discussion.

The motion was unanimously approved.

**New Business
Budget 2017
(Resolution 16-08)**

AUTHORIZING 2016 PROPERTY TAX LEVY INCREASE FOR COLLECTION IN 2017 (RESOLUTION NO. 16-08). Ms. Thompson moved and Ms. Carlson seconded that Resolution No. 16-08, Authorizing a 2016 Property Tax Levy Increase for Collection in 2017, be adopted.

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.

The resolution authorizes an increase in the regular property tax levy to be collected in 2017 in the amount of \$129,800, which is a percentage increase of 1.174% from the previous year. There were no further comments.

The motion was unanimously approved.

New Business
Budget 2017
(Resolution 16-09)

LEVYING THE REGULAR PROPERTY TAXES FOR SCLD FOR COLLECTION IN 2017 (RESOLUTION NO. 16-09). Mr. Teterud moved and Ms. Carlson seconded that Resolution No. 16-09, Levying the Regular Property Taxes for SCLD for Collection in 2017, be adopted.

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 2016 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.

There was no discussion.

The motion was unanimously approved.

New Business
Budget 2017
(Resolution 16-10)

DECLARATION OF SUBSTANTIAL NEED FOR PURPOSES OF ESTABLISHING THE LEVY LIMIT FACTOR FOR 2016 PROPERTY TAXES FOR COLLECTION IN 2017 (RESOLUTION NO. 16-10). Ms. Carlson moved and Mr. Teterud seconded that Resolution No. 16-10, Declaration of Substantial Need for Purposes of Establishing the Levy Limit Factor for 2016 Property Taxes for Collection in 2017, be adopted.

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; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

Mr. Knorr pointed out Resolution No. 16-10 demonstrates the need for

requesting the full levy amount, and that the District expenses are anticipated to exceed revenue in 2017. In response to a query from Mr. Teterud, Mr. Knorr explained a financial audit as well as the compliance portion that wasn't completed in 2015 will be conducted next May. Following 2017, two-year audit cycles will begin for subsequent years. There was no further discussion.

The motion was unanimously approved.

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

Chair Johnson reviewed forthcoming agenda items for the next two months. He noted the next board meeting is scheduled during the week of Christmas. Among other business, the agenda will include review and approval of the 2017 meeting schedule and election of officers. A holiday gathering at District Administrative Offices will be held after the meeting. There was no further discussion.

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

There were no trustee reports.

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

The Executive Director's written report for October provided prior to the meeting included information on the Business Office, Finance and Facilities, Collection Services, Human Resources, Information Technology, and Community Activities. Mr. Teterud inquired about the presentation by the Spokane Valley city attorney regarding de-annexation. Ms. Ledebauer replied that the presentation covered the process as outlined in the RCWs. However, some of the information presented was misleading. Should the city of Spokane Valley leave the District there is no obligation to continue serving residents, even for an individual fee. The presentation also indicated that current law is silent on the library district tax and would be open to interpretation if voters approved a de-annexation proposal. Advice from an attorney who represents library district's interests concurs that the city's overall tax levy limit will go up; however, it would still need voter approval to raise taxes for city library services. There was no further discussion.

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

Deputy Director Patrick Roewe and Library Services Manager Kristy Bateman provided a written report prior to the meeting for October 2016, with data for customer use measures, programming and library activities. In response to Chair Johnson's query regarding member use statistics, Mr. Roewe confirmed trends for declining door counts and use of Internet stations, as well as increased use of digital media. In response to Vice Chair Craig's question about the volunteer program, Mr. Roewe confirmed background checks are conducted on all library volunteers. There was no further discussion.

Minutes - Board of Trustees' Meeting

November 15, 2016

Page 7

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

Communication & Development Officer Jane Baker provided a written report prior to the meeting for October 2016 communication activities. There was no further discussion.

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

Revenue and Expenditure Statement through October 31, 2016.

<u>Fund 001</u>	
Revenues	\$ 11,067,210
Expenditures	\$ 9,623,381
Ending Fund Balance	\$ 5,975,245
Fund Budget Expended	80.88%

Mr. Knorr pointed out the budget is ahead of forecast. There was no further discussion.

**Spotlight
Spokane Valley
Library (Item V.F.)**

Managing Librarian Aileen Luppert and librarians Diane Brown and Ree West provided recent highlights of Spokane Valley Library (SV) and the community it serves. Ms. West reviewed successful and ongoing programming such as Storytimes, Too Fun Tuesday, and Random Fandom. She noted the great turnout for Pajama Storytime where local authors read from their favorite picture books, which will be offered again in December. SV will continue outreach services to 38 of the 49 adult-care facilities served by the District. In response to Mr. Teterud's query, Ms. West explained outreach staff delivers library materials to residents, as well as specific titles or genres by request, and hosts a book club. SV also offers monthly Book a Librarian appointments, noting September appointments reached an all-time high of 39. She commented that these appointments are highly valued by members. Ms. Brown reviewed programs or events that were new this year, including staff attendance at the Centennial Middle School Career Day and CVHS Education and Career Fair, where skull replicas from the Exploring Human Origins exhibit were a big hit. In April, the Harry Potter party drew a crowd of 130, and in August the Star Wars party drew even more attendance. Ms. Luppert reported that staff reaches 1,000 kids and their families by attending end-of-year school events to promote Summer Reading programs. Title I themed parties provided a craft as well as an opportunity for kids to learn about the library. This year staff reached 271 students from nine different elementary schools. SV was a tour stop on the 2nd Saturday Art Walk held June 11. Hatch: Creative Business Incubator partnered with SV Library, Broadway Elementary, Mellow Monkey Yoga, Magicraftsman Studio, and Spokane Valley Arts Council to present a Valley-wide art tour to showcase student and international artistic talent. The library participated for the first time through collaboration with Hatch Gallery, EWU, and Broadway Elementary. Refreshments provided by Friends of the Library and live jazz guitar music contributed to an exhibit atmosphere and an event highlight. Another highlight of summer programming was the Touch a Truck Storytime attended by 220 participants. Waste Management staff came to the library with a garbage

truck for the kids to explore from the parking lot, which made for a fun and positive event for everyone. Ms. Brown reviewed other special programs, which included a book discussion group with author Jack Nisbet. Book discussions are also held at outreach sites. The library was a major participant in Valleyfest this year. Staff marched together in the parade wearing a book caterpillar costume and talked with over 600 participants throughout the weekend. STEM and robotics activities held Saturday and Totfest on Sunday provided an appropriate and worthwhile platform to connect with community and publicize library services. Also, after nearly four weeks, Ms. West reported the Thinking Money Financial Exhibition and programming is going well. A full report will be provided in the future. Trustees expressed appreciation for the informative report. There was no further discussion.

**Overview
Early Learning
(Item V.G.)**

Library Services Manager Mary Ellen Braks presented a brief overview of Early Learning, one of the four service priorities of the Community Engagement Plan. Ms. Braks reviewed progress related to funds from the Ready for School with STEM grant from Thrive Washington. Development of early learning STEM kits was conducted as a collaborative effort among various local and regional training partners, including Child Care Aware of Eastern Washington and Northeast Washington Educational Service District (NEWESD 101). A sample STEM kit was distributed to each trustee to use as a hands-on visual aid. Ms. Braks reviewed kit components and explained how these kits make math and science accessible to everyone. Libraries, child care providers, and early learning programs throughout Eastern Washington were recipients of 517 STEM kits. Seventeen training sessions were provided to 253 child-care providers to support optimal use of the kits, and training will continue into next year. All lesson plans can be found on the Library District website at Ready for School with STEM. The site features color-coded markers, FAQs, and other resources to help guide trainers. Ms. Braks also visually demonstrated the Getting Ready for Kindergarten website, for which she gave a shout out to the Communication Department and Library Services Manager Carlie Hoffman for assistance in development of this valuable one-stop source for parents. The site provides everything parents need to know to register and prepare their children for kindergarten. Ms. Braks also noted the ever-evolving library Storytimes program that reaches about 1,000 kids per week. In response to a query from Mr. Teterud, Ms. Braks said STEM kits can be reserved in advance and checked out for 28 days. There was no further discussion.

**Public
Comment
(Item VI.)**

There was no public comment.

Minutes - Board of Trustees' Meeting

November 15, 2016

Page 9

**Adjournment
(Item VII.)**

Chair Johnson adjourned the meeting at 5:58 p.m. The next Board Meeting is scheduled for Tuesday, December 20, 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

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 November 30, 2016, and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$905,979.63 for the general fund and are authorized to authenticate and certify these claims.

DATE: December 1, 2016

SIGNED: *[Signature]*

TITLE: Chief Financial Officer

SIGNED: *[Signature]*

TITLE: Executive Director

VOUCHER NUMBER	DESCRIPTION	VOUCHER AMOUNT
051148	ALLIED SAFE & VAULT CO, INC. ANNUAL FIRE ALARM TESTING	\$ 809.55
051149	AVISTA UTILITIES UTILITIES	7,583.86
051150	BLACKSTONE AUDIO BOOKS LIBRARY MATERIALS	50.00
051151	BRILLIANCE PUBLISHING, INC. LIBRARY MATERIALS	6.51
051152	CONSOLIDATED ELECTRICAL DIST. BUILDING REPAIR & MAINTENANCE	207.26
051153	CITY OF SPOKANE WATER & SEWER - MORAN PRAIRIE	759.69
051154	SARAH L. CONOVER LIBRARY PROGRAMS	100.00
051155	DEMCO, INC. OFFICE/LIBRARY SUPPLIES	92.84
051156	KRISTINE MARGARET DINNISON LIBRARY PROGRAMS	200.00
051157	FINDAWAY WORLD, LLC LIBRARY MATERIALS	350.49
051158	ELI N FRANCOVICH LIBRARY PROGRAMS	200.00
051159	GALE/CENAGE LEARNING LIBRARY MATERIALS	460.00
051160	H&H BUSINESS SYSTEMS, INC. COPIER MAINTENANCE & TONER	1,395.98
051161	KELLY MILNER HALLS LIBRARY PROGRAMS	200.00
051162	BRUCE A HOLBERT LIBRARY PROGRAMS	200.00
051163	INGRAM DISTRIBUTION GROUP, INC LIBRARY MATERIALS	8,425.01
051164	INLAND NW SOCIETY/CHILDREN'S BOOK WRITERS LIBRARY PROGRAMS	200.00
051165	INLAND PUBLICATIONS LIBRARY PROGRAMS	420.00
051166	MIDWEST TAPE LIBRARY MATERIALS	5,488.99
051167	MODERN ELECTRIC WATER COMPANY WATER, ELEC. - SV	1,693.85
051168	CLAIRE RUDOLF MURPHY LIBRARY PROGRAMS	100.00
051169	ANGELA NEAL LOST/PAID BOOK REFUND	8.00
051170	STEPHANIE OAKES LIBRARY PROGRAMS	200.00
051171	OFFICE DEPOT OFFICE/LIBRARY SUPPLIES	111.28
051172	OVERDRIVE, INC. LIBRARY MATERIALS e-Books	3,677.83
051173	PASADENA PARK IRR. DIST. 17 WATER - ARGONNE LIBRARY	1,169.12
051174	RECORDED BOOKS, LLC LIBRARY MATERIALS	511.76
051175	COWLES PUBLISHING CO SUBSCRIPTIONS	104.00
051176	SPOKANE CO. WATER DISTRICT #3 UTILITY FEE - HASTINGS PROPERTY	15.30
051177	STAPLES ADVANTAGE OFFICE/LIBRARY SUPPLIES	1,063.58
051178	RACHEL TOOR LIBRARY PROGRAMS	200.00
051179	UNIQUE MANAGEMENT SERVICES COLLECTION AGENCY & NOTICE FEES	2,744.89
051180	WALTER E. NELSON CO. CLEANING & SANITATION SUPPLIES	617.85
051181	WASTE MANAGEMENT OF SPOKANE REFUSE	1,155.49
051182	WORLD BOOK, INC. ELECTRONIC LIBRARY MATERIALS	10,645.00
051183	ABM JANITORIAL SERVICES - NW CUSTODIAL SERVICES	11,897.38
051184	APPLE COMPUTER, INC. IT HARDWARE & SOFTWARE	930.39
051185	ASSOC OF WASHINGTON CITIES VOLUNTARY TERM LIFE INSURANCE	805.30
051186	CAPITAL COMMUNICATIONS, INC OFFICE/LIBRARY SUPPLIES	345.17
051187	CENTURYLINK ANALOG TELEPHONE LINES	103.26
051188	CENTURYLINK ANALOG TELEPHONE LINES	99.25
051189	CENTURYLINK ANALOG TELEPHONE LINES	41.54
051190	CENTURYLINK ANALOG TELEPHONE LINES	59.85

051191	CENTURYLINK	ANALOG TELEPHONE LINES	103.82
051192	US POSTAL SERVICE	POSTAGE FOR POSTAGE MACHINE	3,500.00
051193	CITY OF AIRWAY HEIGHTS	WATER & SEWER - AIRWAY HEIGHTS	259.66
051194	CITY OF CHENEY	WATER, SEWER, ELEC. - CHENEY	800.71
051195	CITY OF DEER PARK	WATER & SEWER - DEER PARK	101.05
051196	CAPITAL ONE NAT'L ASSOC	OFFICE/LIBRARY SUPPLIES/COSTCO	340.15
051197	CHRIS COUCH	LOST/PAID BOOK REFUND	1.00
051198	CHRISTOPHER DEAN	LOST/PAID BOOK REFUND	2.40
051199	DEVRIES INFORMATION MGMT	COURIER SERVICE	6,134.00
051200	DIVCO INCORPORATED	BUILDING REPAIR & MAINT - HVAC	3,517.81
051201	EARTHWORKS RECYCLING, INC	RECYCLING	180.00
051202	EVANCED SOLUTIONS, LLC	ELECTRONIC LIBRARY SERVICES	833.00
051203	GALE/CENAGE LEARNING	LIBRARY MATERIALS	360.77
051204	CHERYL GOULD	ALL STAFF DAY SPEAKER	3,200.00
051205	GREENLEAF LANDSCAPING, INC.	LANDSCAPE MAINTENANCE	692.98
051206	H&H BUSINESS SYSTEMS, INC.	COPIER MAINTENANCE & TONER	36.80
051207	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,791.76
051208	IHEARTMEDIA-SPOKANE	ADVERTISING	599.00
051209	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	3,709.66
051210	INTEGRA TELECOM HOLDINGS, INC	BROADBAND AND INTERNET	2,298.31
051211	INTEGRA TELECOM HOLDINGS, INC	BROADBAND AND INTERNET	15,630.49
051212	INLAND NW BUSINESS ALLIANCE	LUNCH MEETING	30.00
051213	INLAND POWER AND LIGHT	UTILITIES - AH, DP	672.51
051214	WICK ENTERPRIZES, LLC	ADVERTISING	297.50
051215	McMULLEN & McMULLEN, P.S.	GENERAL LEGAL SERVICES	216.00
051216	MIDWEST TAPE	LIBRARY MATERIALS	3,269.05
051217	NORLIFT	MISCELLANEOUS MAINTENANCE PARTS	6.15
051218	OCLC, INC.	CATALOGING & ILL SUBSCRIPTION SVCS	3,355.40
051219	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	7,125.87
051220	PATRIOT FIRE PROTECTION	WET FIRE SYSTEM INSPECTIONS	500.02
051221	PERRINE PROPERTIES, LLC	SV PARKING LOT LEASE	300.00
051222	PRESSWORKS	PRINTING	581.55
051223	RECORDED BOOKS, LLC	LIBRARY MATERIALS	780.91
051224	SPOKANE COUNTY UTILITIES	SEWER - AR, NS, SV	411.41
051225	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	384.12
051226	TOWN OF FAIRFIELD	WATER, SEWER - FAIRFIELD	183.77
051227	UPS	SHIPPING	22.95
051228	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	305.71
051229	VERIZON WIRELESS	CELL PHONES (6)	217.51
051230	TERESA WEBB	LOST/PAID BOOK REFUND	11.40
051231	WHITWORTH WATER DISTRICT #2	WATER - NORTH SPOKANE	78.10
051232	HEIDI AMDAHL	LOST/PAID BOOK REFUND	5.00
051233	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	487.14
051234	CENTURYLINK	ANALOG TELEPHONE LINES	148.89
051235	CITY OF MEDICAL LAKE	WATER, SEWER, REFUSE - ML	176.13
051236	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	183.60
051237	DIVCO INCORPORATED	BUILDING REPAIR & MAINT - HVAC	2,050.93
051238	EMPIRE DISPOSAL INC.	SOLID WASTE - FAIRFIELD	37.19
051239	JESSICA ERICKSON	LOST/PAID BOOK REFUND	2.60
051240	EXECUTIVE WOMEN INTERNAT'L	ADVERTISING	385.00
051241	GALE/CENAGE LEARNING	LIBRARY MATERIALS	577.64
051242	GRAYBAR	IT HARDWARE	125.00
051243	GREENLEAF LANDSCAPING, INC.	LANDSCAPE MAINTENANCE	386.16
051244	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	18,137.20
051245	INLAND PUBLICATIONS	LIBRARY PROGRAMS	420.00
051246	INLAND POWER AND LIGHT	UTILITIES - AH, DP	336.06
051247	GROUP W MARKETING	ADVERTISING - KIDS NEWSPAPER	500.00
051248	MIDWEST TAPE	LIBRARY MATERIALS	4,576.70
051249	MIRABEAU PARK HOTEL & CONVENTION CENTER	ALL STAFF DAY ROOM AND FOOD	4,202.09
051250	SWANK MOTION PICTURES, INC.	LOST/PAID BOOK REFUND	256.00
051251	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	104.93

051252	RECORDED BOOKS, LLC	LIBRARY MATERIALS	1,512.78
051253	VIRGINIA SEIFERT	LOST/PAID BOOK REFUND	11.80
051254	COWLES PUBLISHING CO	SUBSCRIPTIONS	104.00
051255	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	395.12
051256	WILLIAM THIEDE	LOST/PAID BOOK REFUND	23.00
051257	TRECpro, LLC	LIBRARY PROGRAMS	500.00
051258	SUSANNE VINECORE	LOST/PAID BOOK REFUND	6.60
051259	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	29.57
051260	B & C TELEPHONE, INC.	EQUIPMENT REPAIR & MAINTENANCE	459.96
051261	CENTURYLINK	ANALOG TELEPHONE LINES	118.22
051262	RACHEL CHARON	LOST/PAID BOOK REFUND	2.80
051263	CONSOLIDATED IRRIGATION DIST19	WATER - OTIS ORCHARDS	77.98
051264	DIVCO INCORPORATED	BUILDING REPAIR & MAINT - HVAC	2,042.95
051265	DYMAXION COMPUTER SALES	SOFTWARE SUPPORT - SCHEDULE 3W	1,123.20
051266	EARTHWORKS RECYCLING,INC	RECYCLING	21.20
051267	DARCY ERICKSON	LOST/PAID BOOK REFUND	11.00
051268	FRONTIER COMMUNICATION	TELEPHONE & BROADBAND - FF	118.79
051269	GALE/CENAGE LEARNING	LIBRARY MATERIALS	950.81
051270	W.W. GRAINGER, INC.	MAINTENANCE SUPPLIES	150.06
051271	HUMANITIES WASHINGTON	ADMINISTRATION TRAINING	1,500.00
051272	PEARL HURST	LOST/PAID BOOK REFUND	18.00
051273	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	7,397.95
051274	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	4,388.80
051275	MIDWEST TAPE	LIBRARY MATERIALS	4,074.06
051276	OPTUM	H S A ACCOUNT FEES	93.00
051277	OTIS ELEVATOR COMPANY	ELEVATOR MAINTENANCE	1,211.33
051278	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	10,528.22
051279	PAPERJACK.com	OFFICE/LIBRARY SUPPLIES	479.92
051280	PRESSWORKS	PRINTING	1,073.96
051281	RECORDED BOOKS, LLC	LIBRARY MATERIALS	681.77
051282	SPOT ON MEDIA, LLC	ADVERTISING	600.00
051283	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	825.18
051284	INTERLINE BRANDS, INC.	MAINTENANCE SUPPLIES	55.20
051285	UNIQUE MANAGEMENT SERVICES	COLLECTION AGENCY & NOTICE FEES	2,706.58
051286	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	13,139.23
051287	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	305.71
051288	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	649.37
051289	DEBORAH WARDWELL	LOST/PAID BOOK REFUND	18.00
051290	AVISTA UTILITIES	UTILITIES	8,228.36
051291	CENTURYLINK	ANALOG TELEPHONE LINES	48.48
051292	CENTURYLINK	ANALOG TELEPHONE LINES	37.08
051293	COUNCIL FOR COMMUNITY AND ECON RESEARCH	LIBRARY MATERIALS	165.00
051294	DIVCO INCORPORATED	BUILDING REPAIR & MAINT - HVAC	841.34
051295	FINDAWAY WORLD, LLC	LIBRARY MATERIALS	138.57
051296	GALE/CENAGE LEARNING	LIBRARY MATERIALS	726.02
051297	GREATER SPOKANE VALLEY CHAMBER	LUNCHEON MEETING	55.00
051298	H&H BUSINESS SYSTEMS, INC.	COPIER MAINTENANCE & TONER	1,531.05
051299	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	12,205.57
051300	PAMELA KIRKPATRICK	LOST/PAID BOOK REFUND	19.00
051301	MIDWEST TAPE	LIBRARY MATERIALS	4,686.05
051302	SWANK MOTION PICTURES, INC.	LIBRARY PROGRAMS	128.00
051303	NORTHERN QUEST RESORT & CASINO	DOWN PAYMENT ON ROOM FOR 2017 STAFF DAY	500.00
051304	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	10,500.50
051305	CITY DIRECTORIES	LIBRARY MATERIALS	1,965.00
051306	RECORDED BOOKS, LLC	LIBRARY MATERIALS	878.48
051307	NICOLE T SHEETS	LIBRARY PROGRAMS	50.00
051308	WASTE MANAGEMENT OF SPOKANE	REFUSE	1,139.59
051309	BREANNA WHITE	LIBRARY PROGRAMS	300.00
W00376	STATE OF WASHINGTON	MONTHLY EXCISE/SALES TAXES	1,152.06
W00377	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	40,834.29
W00378	US BANK - HEALTH - OPTUM	H S A CONTRIBUTIONS	1,943.75

W00379	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	60,088.69
W00381	ASSOC OF WASHINGTON CITIES	MEDICAL, DENTAL, VISION & LIFE INS.	78,170.96
W00382	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	40,109.95
W00383	US BANK - HEALTH - OPTUM	H S A CONTRIBUTIONS	1,943.75
W00384	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	<u>59,530.10</u>

Total Non-Payroll General Operating Fund **\$ 549,714.59**

PAYROLL VOUCHERS

11102016PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL	\$ 180,559.83
11232016PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL	<u>175,705.21</u>

Total Payroll General Operating Fund **\$ 356,265.04**

TOTAL GENERAL OPERATING FUND **\$ 905,979.63**

Spokane County Library District
September/October Credit Card Activity
Paid in November, 2016
Voucher # 051286

<u>Card Category</u>	<u>Amount</u>
General Purchases	\$5,670.13
Maintenance	925.65
Travel	2,774.46
Acquisitions	2,381.15
Information Technology	1,342.43
Outreach	45.41
Total Purchases	<u><u>\$13,139.23</u></u>

NORTH SPOKANE LIBRARY RENOVATION

Background:

During the week of December 12, the bid documents for the NS remodel project will be published. We will bring an updated timeline to the board meeting, yet the key milestones are as follows.

The bids will be due sometime around January 10. We plan to evaluate the bids and bring the recommended successful bidder to the January 17 regularly scheduled meeting for board approval. At this time, we do not anticipate the need for a special meeting.

We expect the contractor to be substantially complete by late March. A two-week library closure will be the last week of March through the first week of April for carpet installation, reset of the stacks and finishing touches.

Recommended Action: This item is for your information, with only a discussion of the overall project progress and current timeline and preparation for the awarding the contract to the most responsible successful bidder in January.

SPOKANE VALLEY LIBRARY UPDATE/ EXPLORING OPTIONS WITH CITY OF SPOKANE VALLEY

Background:

Staff met with the city of Spokane Valley staff to discuss shared aspirations for serving residents of the city of Spokane Valley.

A draft statement outlining our desire to work together to explore options is now with the city of Spokane Valley. The statement emphasized that the Library District seeks input from residents regarding the future of library services and will work with the city of Spokane Valley to gather community input.

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

SPOKANE VALLEY MALL LIBRARY UPDATE

As discussed last month, 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.

The mall library task force met for the first time at the end of November to begin investigating potential service opportunities at a mall site. The fundamental premise was based on operating an “express library” with a narrow focus on high interest materials and limited, high demand services. Visitors could obtain a library card, check out popular materials, pick up holds, and use computers in an environment and service dynamic similar to the retail operations throughout the mall. The task force brainstormed a list of essential services and key questions, and had an impromptu visit to the location (currently occupied by a seasonal retail store) to better visualize the space.

While subject to change, the anticipated timeline at present would culminate in an opening date of May 1, 2017. Plans would be finalized during December 2016 through January 2017. Furniture, fixtures, equipment, and materials would be ordered in January and February 2017. The space would be set up during March and April 2017.

Recommended Action: Discussion and possible direction to staff to bring back a service plan and proposal for funding the mall library in 2017.

2017 Budget**a. Adopting a 2017 Final Budget (Resolution No. 16-11)**

Background:

On this month's agenda, we present a resolution to adopt the final annual operating budgets for the two District funds for calendar year 2017.

For the General Fund, we present one change from the Preliminary Budget presented last month. We recently received notice from the Washington State Department of Retirement (DRS) that the employer-paid percentage for the Public Employee Retirement System (PERS) will be increased from 11.18% to 12.70% on July 1, 2017. The effect of this increase that was not included in the Preliminary Budget is estimated to be \$47,400 for 2017. The final budget presented reports a \$47,400 increase in total employee benefits and an equal reduction in the operating contingency. The operating contingency for 2017 is now \$80,700. There is no change in total expenditures.

For the Capital Project Fund, we also present one change. We have updated the total estimated 2017 budget for the North Spokane remodel project to be \$400,000, and do not anticipate to do any work on the Spokane Valley Library remodel in 2017. We deleted the \$25,000 budgeted for the Valley building remodel and added that amount to the North Spokane building remodel, resulting in a total of \$400,000. There is again no change in the total budgeted expenditures for this fund.

Recommended Action: Board motion to approve Resolution No. 16-11, adopting a 2017 Final Budget.

RESOLUTION NO. 16-11

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, ADOPTING A 2017 FINAL BUDGET; 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;

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, the Board adopted a 2017 Preliminary Budget with Resolution No. 16-07 on November 15, 2016, and certified same to the Board of County Commissioners of Spokane County;

WHEREAS, there have been no changes to the general operating fund or the capital projects fund subsequent to the adoption of the 2017 Preliminary Budget;

WHEREAS, the Board has determined it necessary to adopt a 2017 Final Budget.

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

Section 1: ADOPTION OF 2017 FINAL BUDGET

The Board hereby adopts a 2017 Final Budget (attached hereto as Exhibit A and Exhibit B and incorporated herein by reference), in the amount of:

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

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 20th day of December 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	
Final	
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	6,082,000
FRINGE BENEFITS	2,061,300
SUPPLIES	174,459
SERVICES	1,747,480
LIBRARY MATERIALS	1,433,500
ELECTRONIC LIBRARY MATERIALS	200,000
LIBRARY PROGRAMS	58,200
OPERATIONAL CONTINGENCIES	80,700
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	
Final	
REVENUES	
Proceeds of Sale of Land	\$ 839,000
Interest Earnings	7,000
TOTAL REVENUES	\$ 846,000
EXPENSES	
Capital Improvements to the North Spokane Library	400,000
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

2016 WORK PLAN – YEAR IN REVIEW

Background:

Based upon the adopted 2016 Budget, the following is an update on progress made to complete major projects undertaken in the past 12 months.

The **Community Engagement Plan** adopted by Trustees provides a road map for the next three years. In 2016 several major programs and initiatives were implemented with a goal of engaging with our community. Examples include the Exploring Human Origins Exhibit at North Spokane made possible by a grant from the National Humanities. Smithsonian scientists presented workshops for local science teachers. Over 800 people attended programs based on the question “What does it mean to be human?” The District received a set of skull replicas representing early man that we continue to loan to schools. The Poetry Slam funded by the Deer Park Library Friends provided an opportunity to engage with English faculty at Riverside, Deer Park, and Newport high schools, to develop a tiered poetry event with finalists from all three high schools presenting at the Deer Park High School auditorium. Hundreds of people attended the program that was funded by the Friends. As a result of collaborating to create this event, new connections were made among teachers at three high schools from three school districts. Judges from Eastern Washington University were impressed by the students, and the second annual event is now being planned. These are examples of how inviting other agencies and partners to participate in planning and hosting events engages the community and takes library programming to a new level.

Capital funds were budgeted this year for **Facilities Projects** at North Spokane and Spokane Valley. Initial plans for renovating the North Spokane Library and expanding the Spokane Valley Library were developed and presented to the board at its summer retreat. Subsequently, Trustees approved moving forward with the plans for North Spokane and asked for more information regarding Spokane Valley. The North Spokane project is in the early stages and we anticipate carrying forward funding to complete the renovation by the end of the first quarter of 2017. The **Spokane Valley Library** expansion has been put on hold while we gather more information from community stakeholders. Discussions with city of Spokane Valley staff are underway and we plan to engage community members to assess their willingness to support and fund future library facilities.

The renovation at **North Spokane** includes a flexible space for **interactive learning** that will also function as a secondary meeting room. A media lab has been set up at **Spokane Valley** by relocating staff to the lower level. Community-Minded Television (CMT) used funds from the city of Spokane Valley to purchase video equipment that is housed at the Spokane Valley Library media lab. This will be used by staff and the public to film content for broadcast on CMT. Amber Williams accepted a special assignment to develop plans to use these spaces to support interactive learning. She has been in contact with other libraries as well as experts in the community about content that could be offered as classes or informal learning sessions.

Other facility improvements completed in 2016 include a new roof at the **Otis Orchards Library** and the leak at **Spokane Valley Library** was addressed. We continue to monitor aging roofs at all libraries and will address these issues as needed. In 2016 parking lots were sealed and striped. The IT Department was reconfigured to consolidate staff in one area. Spokane Valley staff relocated from the 2nd floor workroom to the former IT annex and the 2nd floor space has been converted into the new media lab.

Jamie Van Wormer was hired as **Volunteer Coordinator** to work with Public Services staff and increase meaningful volunteer opportunities. Ms. Van Wormer started out by visiting with colleges, high schools and service groups to learn about their interest in volunteering. She also met with businesses about their employee volunteer programs. This year we had over 150 volunteers, some for special events and others contributing to ongoing programming. Examples of volunteer activities include assisting at the new GED classes offered at Cheney Library, serving as homework help tutors, assisting at book sales and helping out at special events. Based upon the success of the first year of this new effort to engage volunteers, we have high expectations for expanding volunteer opportunities in the coming year.

Communication increased efforts to participate in **social media** outlets and to use the District website to raise awareness about District resources and programs. In addition to blogs written by staff, presenters have been invited to blog and be guests on podcasts about their special areas of knowledge. Public Services is talking with community writers, artists and creators about how the library can put a spotlight on local content. This work is still in its early stages and will carry over into 2017.

The Information Technology Department worked with Public Services to select and implement a new software system that allows members to **reserve computers and print** from public computers. This required extensive planning and work with the vendor to configure the system to meet our requirements. Staff were trained and the new system went live this fall. IT staff also began preparations for a security audit on the network which will extend into next year. The audit will help us identify vulnerabilities and act as a guide to prioritization should there be issues to address.

Friends of the SCLD completed its second year with a membership event featuring local authors reading from their works at After Hours at the Library. At the Friends Helping Friends event in April, all the groups agreed to coordinate a districtwide book sale in October. A publicity campaign was launched to promote this event countywide. Friends have indicated they would like to continue coordinating publicity for book sales. Having the 501(c)3 in place for the Friends of the SCLD allows smaller groups that have a harder time retaining volunteers to participate in book sales. They can deposit funds raised at the local library with the Friends in a dedicated line to benefit the library of choice. This makes it easier to account for funds and reduces the burden on individual Friends groups. All Friends share a common goal of supporting the library and we strive to find ways to support the Friends.

The **Annual Conference** of the Washington Library Association was held in Spokane in April. Several staff were active in planning the conference and volunteered at the event. SCLD sent over 40 people to one or two days of the conference for training. Having the conference locally allowed more people to attend. Several staff presented workshops sharing what they have learned at SCLD. As we wrapped up the Libraries Transforming Communities grant-funded program, several staff were invited to speak at the Public Library Association annual meeting as well as the annual American Library Association conference. It was an honor for SCLD to have staff present at **national library association conferences**.

New Chief Human Resources Officer, Toni Costa, was hired to join the Leadership Team. Ms. Costa initiated a new Performance Management system that will replace the former Performance Evaluation process. Ms. Costa will lead the effort to renew wellness efforts in 2017, with a focus on meaningful efforts to encourage staff to make healthy choices. Staff were

enthusiastic about the Graffiti Gratitude program. Another task assigned to Ms. Costa was to review changes in the Fair Labor Standards Act regarding exempt status. In November, Trustees approved revisions to the Personnel Policy incorporating changes in the law. Employees who no longer meet the requirement to be exempt were notified and all staff were informed of the changes. We will continue to conduct an annual audit of positions to ensure that employees who are considered exempt meet requirements.

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

2017 WORK PLAN

Background:

Over the last three years, the Library District turned outward to focus on community aspirations. We aligned library services with the goals and aspirations of the communities we serve. In doing this work we stretched resources to capacity. More people are coming to the library to attend programs, borrow materials, and participate in community activities. At the same time, Community Librarians are being invited to participate in events and support efforts that build a positive sense of community. In 2016, Trustees adopted a Community Engagement Plan (CEP) that challenges the District to seek out partners who share our vision for the community. These partnerships allow the District to leverage resources to create a stronger, more lasting community impact. We will continue to focus on shared aspirations and take steps to achieve desired outcomes. The CEP will be successful when we engage community members and partners to leverage District resources and achieve shared aspirations.

The Leadership Team identified the following “Outcomes and Shared Vision” for 2017:

- Interactive learning experiences will be available to people of all ages.
- SCLD will be viewed as a valued community partner working toward shared community goals.
- Vibrant, vital collections support the desire of individuals to learn, grow and fulfill their potential.
- Library facilities will foster a sense of community pride, serving as places where the community gathers and where people connect and share.

With these outcomes in mind, the Leadership Team will focus resources on the following efforts in 2017:

To **increase current capacity**, we will review all vacancies and make adjustments to positions that are versatile, flexible, and aligned with new initiatives. Schedules will be reviewed to provide appropriate coverage while challenging all staff to work consistently at their highest level. Volunteer programs will be expanded to leverage staff time and allow us to grow programs and services that fulfill the CEP.

Training will be provided to all staff in order to support their professional development and their ability to meet member expectations. A new performance management system that focuses on goals and provides ongoing support and coaching will replace the former evaluation system that stressed past performance. Ideally, employees will be fully engaged and participate in learning that enhances their job satisfaction and ongoing performance.

Hospitality training will be emphasized for all staff. Customer service is not just about helping people check out, it is about greeting members as they enter the library, offering one-on-one assistance while they are using computers or searching for books. Following up to ensure that they find what they need before they check out and leave. Staff will make “values-based” decisions and be able to offer choices and find positive alternatives when what a person wants or needs is not possible at that time.

A **customer service initiative** to empower customers to check out their own materials will reduce staff time spent on transactional interactions and allow staff to spend more time offering

one-to-one assistance using electronic resources, locating appropriate reading materials, or resolving account issues. As time allows we will look at options for expanding hours when people can access meeting rooms or pick up holds unassisted by staff.

Smart scheduling is a priority to provide safe, welcoming libraries that offer positive customer experiences, while continuing to take library resources out into the community where people gather. Every effort will be made to ensure that schedules are fair; however, the primary consideration is providing adequate coverage at all locations. A review of Community Librarian assignments will ensure that they have a positive balance between CEP Service Team assignments and Community Engagement.

Media/Technology labs at North Spokane and Spokane Valley libraries will provide new opportunities for interactive learning. Rotating “exhibits” and learning opportunities will be offered in partnership with local organizations and experts willing to share and teach in these new interactive flexible spaces. Emphasis will be placed on providing interactive learning opportunities. Partnerships with other organizations that have an interest in STEM, the arts, and lifelong learning will expand the use of these spaces.

The **North Spokane Library renovation** will maximize public space and repurpose staff space to support essential functions. Consolidating staff into one work area will provide an additional study room, quiet reading areas, an enlarged children’s space and an information commons with an adequate number of public computers. The space will remain flexible in order to allow traveling exhibits and programs such as Hope in Hard Times and Human Origins.

The **Spokane Valley Library** renovation is on hold while we work with the city of Spokane Valley to explore options. Before we bring a recommendation for a future path, we want to conduct surveys or focus groups to assess stakeholder interests in future library services for Valley residents. Discussions with city staff may lead to a renewed partnership to outline plans for library facilities. Trustees will participate in evaluating all options before taking further action to renovate Spokane Valley Library.

Increase active card holders by reaching out to people who may not currently use the library. Opening an outlet in the **Spokane Valley Mall** is one option for providing services to reach a non-traditional library audience. Promoting digital services to people who do not live near a library is another way to increase active card-holder use. Similarly we will explore ways to expand library services by going out into the community.

A new minimum wage was approved by Washington voters and will be considered as we conduct a **compensation study**. Over the past few years job responsibilities have changed due to the changing nature of libraries. Benefits have also changed in response to the ACA and to other federal laws such as the Fair Labor Standards Act. The compensation study will look at salaries and benefits in comparison with other libraries and regional salaries. The District will make a good faith effort to implement the recommendations of the study.

Security remains a priority both in providing a safe and welcoming environment for the public and staff, and in securing computer systems that protect privacy and confidential information. In 2016, the District completed Safe Environment Training and Active Shooter training for all staff. All new hires will receive appropriate training about maintaining a safe environment. The

Business Office will lead an initiative to replace current locks with a key system that tracks access to facilities and allows staff access to the libraries where they work. We will implement recommendations at each facility to improve safety.

In the second year of the **Community Engagement Plan** we will evaluate partnerships, and use surveys to assess the success of our efforts to engage the community. A new publication entitled **Engage** will be issued three times a year to promote District programs and services. This will require planning and coordination to ensure that activities are included in the publication. Another engagement opportunity is to approach potential partners about sharing space that will allow the District to expand programs. One of the longstanding ways that the District engages with the community is through its Friends groups. We will continue to support the various Friends groups and encourage collaboration among Friends.

Finally, **communication** is key to developing and retaining an engaged staff and raising awareness about the many services, resources and programs offered to the public. Based upon feedback from staff and the public, we will continue to focus on both internal and external communication. In a world flooded with information, it is more challenging to communicate using the right channel, the right method and the right message at the right time. We will evaluate the tools we use internally to communicate with staff, as well as the many ways we share information with the public.

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

SPOKANE VALLEY MALL LIBRARY LEASE AGREEMENT

Background:

As previously mentioned we met with the Spokane Valley Mall to pursue the thought of locating a library in the mall. Mall management was highly interested in the idea and has supplied us with a draft tenant agreement to review for our first choice of space. For those that frequent the Valley Mall, this space is a 2,700 square foot space right next to Macy's on the second floor, currently occupied for the holiday season by a Seahawks gear retailer.

We, meaning us and the mall management, both agree this is a test and will start with only a one-year agreement. Because of the short duration, they consider us a temporary tenant, as any lease for less than three years is considered temporary. The single most key clause for temporary tenants is that we may be asked to move (or leave) with 45 days' notice, if they find a permanent tenant for the space we are in. A copy of the draft agreement will be provided for the Board of Trustees to read at the meeting. As you will notice and we were duly warned, this agreement is landlord friendly.

The monthly rental is \$3,000 per month, which includes charges for common-area maintenance. Those fees cover water, sewer, garbage, on-site security, parking lot maintenance and the like. The space is separately metered, so we are responsible for heat and lights plus Internet and any individual maintenance on the space-specific HVAC. The mall does not provide security for the individual space, yet the mall itself has 24/7 manned security.

The mall must also approve any planned renovations to the space and have fairly strict rules on the signage we need and the marketing and display choices we do with the windows. We also have minimum insurance requirements, but they are lower than the coverages that we already maintain.

Recommended Action: Discussion and motion to approve to allow the Executive Director to enter into an agreement with the Spokane Valley Mall for purposes of opening a new branch library.

COMPENSATION STUDY CONTRACT AWARD

Background:

Chief Human Resources Officer Toni Costa was charged with identifying a consultant to complete a compensation study for the Library District. The consultant will gather data and analyze the competitiveness of the Library District compensation plan in the labor market, as well as internal positioning of salaries. The compensation study is to include the total compensation package of both salaries and benefits.

A Request for Proposal was posted and in response, three firms submitted proposals.

- The Singer Group
- Public Sector Personnel Consultants
- Pontifex Consulting, LLC

The factors used to determine which of the proposals to recommend to the Board of Trustees were the general approach of the Consultant and plans to meet the requirements of the RFP, qualifications and experience of the personnel assigned and the total cost to the Library District. After review, Pontifex Consulting, LLC, best meets the needs of the Library District for this service. References listed were contacted for Pontifex, all reported positive experiences.

Recommended Action: Approve suggested contract award to Pontifex Consulting Group, LLC, to conduct a compensation study for the Library District.

2017 BOARD OF TRUSTEES' MEETINGS AND PRESENTATIONS

Background:

The following chart provides the regular monthly meeting schedule and locations for 2017. Also included are the monthly policy reviews as well as the Overview and Spotlight presentations for 2017.

Recommended Action: Board motion to adopt the suggested meeting and presentations schedule for 2017. The Board of Trustees is encouraged to provide direction for meeting content or future topics of interest at any time.

2017 Board of Trustees' Meeting Schedule (includes Location, Spotlight, Policy, and Overview for each meeting)

Month	Library Location and Spotlight*	Policy Review	Overview
January 17	Airway Heights	Gifts and Library Meeting Rm Use	Program Marketing
February 21	Moran Prairie	Exhibits and Displays	Employee/Workforce Profile
March 21	Otis Orchards	Children's Safety in Libraries	Internal Controls
April 18	North Spokane	Confidentiality of Library Records	Volunteer Program
May 16	Deer Park	Personnel Policy and Purchasing	Levy Lid Lift Options
➤ June 20 – No Meeting Proposed (12/20/16)			
July 18 (Includes Retreat)	Argonne*	Travel	Flex Spaces
August 15	Medical Lake	Financial Management	IT Security
September 19	Spokane Valley	Emergency Closure of Facilities	Service Priority 1
October 17	Argonne**	Personnel Policy	Service Priority 2
November 21	Argonne***	Public Records	Service Priority 3
December 19 (Holiday party follows)	Argonne		Service Priority 4
Spotlight*	* Cheney Library ** Virtual Library ***Fairfield Library		

➤ = At its December 2017 meeting, the Board of Trustees approved cancellation of its June meeting.

Important Dates:

- March 16 WLA Library Legislative Day, Olympia
- November 1-4 WLA Annual Conference, Hotel Murano, Tacoma
- April 29 Tentative - Friends Helping Friends, location TBD

2017 BOARD OF TRUSTEES' OFFICERS ELECTION

Background:

The Board of Trustees bylaws specify that officers for the following year be elected at the December regular meeting. Officers to be elected are Chair and Vice Chair. The Executive Director serves ex-officio as Board Secretary.

Nominations are opened at the meeting and approval of a motion is required for election. Newly-elected officers assume their duties January 1 of the following year and serve through December 31.

Officer elections require a nomination, motion, second and vote.

Recommended Action: A nomination, motion, second and vote for Chair and Vice Chair officers to serve January 1 through December 31, 2017.

FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: JANUARY - FEBRUARY 2017

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

- NS Renovations
- SV Planning
- Gifts Policy
- Library Meeting Room Use Policy
- Friends of the Library Recognition (Resolution No. 17-01): Approval recommendation.
- Spotlight Airway Heights Library
- Overview Program Marketing

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

February 21, 2017: Moran Prairie (4:00 p.m.)

- NS Renovations
- SV Planning
- Exhibits and Displays Policy
- Reciprocal Use of Libraries Report 2016
- WLA Legislative Day Key Issues/Preview
- Spotlight Moran Prairie Library
- Overview Employee/Workforce Profile

SPECIAL MEETINGS/ACTIVITIES

2017

Mar 16 WLA Library Legislative Day, Olympia, WA

Apr 29 Friends Helping Friends (tentative; location TBD)

EXECUTIVE DIRECTOR'S REPORT NOVEMBER 2016

Administration

Business Office, Finance and Facilities (Rick Knorr)

Finance

With only one month left in the year, we can estimate year-end with accuracy. Tax revenue is 99% collected. The contract payments from both the cities of Spokane and Airway Heights are collected in full as are our E-Rate payments. We will finish the year below budget in total fines and fees, yet will be over in grants and donations due to the STEM grant and Humanities Washington support. Other revenue will exceed budget because the insurance proceeds covering the Argonne building damage is considered revenue. All combined, we should be extremely close to budget for revenues.

Total expenditures through November are \$10,513,783, which is nearly \$1.4M less than the full year budget. We typically spend no more than \$1.0M per month, with December being no different, we should complete the year \$400,000 under our total expense budget. The net excess of revenues should also be right around \$400,000. At the January board meeting, we would like to discuss potential uses for this excess.

Facilities

Outside of winter preparation, much of the current facility focus is on the North Spokane remodel project, participating in design team meetings and on site meetings with the electrical and mechanical engineers and other consultants. Much of our discussions on furniture and flooring designs will also apply to the entire district as we pursue the facility-refresh topic for additional libraries. We also completed a good faith asbestos survey in preparation for the remodel and the results of testing found no evidence of any asbestos.

We are taking advantage of a LED lamp subsidy program where Avista will subsidize the cost of replacing our existing fluorescent tubes with new LED tubes. We have completed the conversion at Moran Prairie and hope to do the same for a couple other locations by the end of the year. This program expires at the end of January 2018.

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

Human Resources (Toni Costa)

Department Activities

a. Recruitment and Selection:
New Hires – None

Open Recruitments

Technical Services Assistant - open for Lateral Transfer
Library Assistant (SV & MP) – posted externally

- b. Terminations:**
Technical Services Assistant – Collection Services
Public Services Associate – Cheney

- c. Promotions/Demotions:**
n/a

- d. Reclassifications:**
n/a

- c. Transfers:**
Library Page
 Moran Prairie to Collection Services
 Spokane Valley to Moran Prairie
Library Assistant
 Spokane Valley to Moran Prairie

Information Technology (Doug Stumbough)

- Following a three-week testing period at SV, MyPC and Papercut were rolled out District-wide as our new Internet station reservation and print management systems. Overall, the transition was smooth for members and staff, although we did encounter some issues with login/timeout at the print release stations that were unknown to the vendor. Drew was able to isolate the problem and it has been addressed. The former LibOnline (virtual) server was decommissioned.
- Configuration of the touchscreens and upgraded scanners for the checkout stations were completed and they were then set up at SV for testing. Aileen and her staff are gathering feedback from members, which has been overwhelmingly positive. Assuming that they continue to be well received, we will purchase replacement sets for the rest of the District in December and roll them out to the libraries early next year.
- IT staff and members of the Leadership Team tested a text alert system that could be used to quickly notify District staff of facility closures due to inclement weather or county-wide emergencies. Following successful testing, procedures will be updated and the service opened up to all staff.
- We received more digital media equipment from Community-Minded Enterprises, including the cameras, a lighting kit and a computer for editing. The equipment is now inventoried, although we are still waiting on one more computer which has been backordered.
- Teresa and Giang worked closely with Human Resources on updating the online employment application system. The changes including revamping the way employment announcements are created and reducing the number of steps HR staff take in the application screening process from four to one.
- Other projects that staff have been working on this month include: new online forms for 3D design submissions and STEM kit reservations, testing of a new firewall appliance, adding MyPC training info to the IT Wiki, creation of new Digital-only card profile, test load of student data for potential partnership with school districts, reviewing Office 365, configuring the ILS for circulation of non-traditional items, research into data service for a mall location, and work on a new email overdue notice.

Collection Services (Andrea Sharps)

- We ordered 997 titles and 3,682 copies in November. The number of titles ordered is down from last month as is the number of copies ordered.
- With 91.67% of the year done, total library materials expended stands at 95.67%.
- We processed, added to the system, and sent out to the libraries 5,399 items in November. This is down from last month (6,490).
- Downloadable lending through OverDrive was down a little in November from October. A total of 34,256 audiobook (12,980) and eBook (21,276) items circulated in November; members placed a total of 9,280 holds; and there were 4,911 unique users with titles checked out.
- Midwest Tape's *hoopla*, a streaming media service, saw a decrease in circulation in November over October. This decrease most likely can be attributed to dropping the number of checkouts allowed per month from ten to six on 11/10. This reduction in the number of checkouts allowed was necessary in order to keep within the allocated budget. We have \$5,983.15 remaining in the *hoopla* budget for use in December 2016. Starting in January 2017, we will also be instituting a monthly budget cap which actually translates to a daily budget cap. A total of 2,509 titles including audiobooks (891), comics/graphic novels (149), eBooks (395), movies (574), full-length albums (371) and television shows (129) circulated in November for a combined cost of \$5,187.71 and an average cost per circulation of \$2.07. A total of 146 new patrons registered in the month, and there were 759 active users recorded.
- On 11/2, we received a *Request for Review of Library Materials Form* about two adult nonfiction DVDs. I sent a written response to the District resident on 11/15.
- We loaned 337 items to other libraries and borrowed 436 items from other libraries for 773 total interlibrary loan transactions processed in November.
- Youth Collection Development Librarian Sheri Boggs is the chair of the *Alki* Editorial Committee. She has received lots of great feedback on the November *Alki* issue, and her article *Data, Discernment and Demand: How Library Collection Decision-makers are Embracing the Future*.

All Collection Services staff attended and participated in one of the mandatory Active Shooter training sessions offered in October and November.

Executive Director Report & Community Activities (Nancy Ledeboer)

Washington State Librarian Cindy Aden was in Spokane to visit with libraries. Cindy and I were both on the Washington Library Association Board in the 1990s and it was nice to welcome her back to the state. She is learning about the library community by visiting with libraries across the state. We talked about ways that the Library Services and Technology Act (LSTA) funds have been used. I expressed a desire to see more funding flow out to libraries to fund pilot projects that benefit others in the state. Currently there is very little that we can point to when asked to advocate for the State Library with our local legislators. We also discussed ways the State Library can support collaboration and sharing among different types of libraries. It would be helpful if the State Library focused on a few major efforts instead of many smaller low-impact projects.

Several Trustees and staff attended the Spokane Valley City Council meeting to hear a presentation on the process of de-annexation. City Attorney Cary Driskell reviewed the provisions in the Revised Code of Washington (RCW) that allows a city council to bring a de-annexation measure before the voters. While some of the information shared was not entirely accurate, Mr. Driskell did address the basic process that a city might take if it wished to bring this issue to voters. In follow up with the City Manager and a couple of City Council members, I heard that the city does not plan to take further action.

Deputy Director Patrick Roewe, Communication Director Jane Baker, Chief Financial Officer Rick Knorr and I met with City Manager Mark Calhoun, Parks Director Mike Stone, City Attorney Cary Driskell and Economic Development Director John Hohman at the City of Spokane Valley. The purpose of the meeting was to discuss the City's expressed desire for a library to be built across from the new City Hall. City staff offered to assist with developing revised cost estimates for a future library bond measure and to assess eligibility of the proposed neighborhood for Community Block Development grant funds, as well as to collaborate on gathering input from the public. We agreed that any future bond measures must have extensive public input and be based upon support from the community. City staff expressed its willingness to assist the District in its belief that a library is an essential part of creating a civic center for the city of Spokane Valley.

Along with all staff I attended one of the Active Shooter training sessions provided by the Spokane County Sheriff's Office Crime Prevention Unit. Deputy Officer David Morris presented a video along with his advice on what to do in an emergency situation. While we don't expect such an incident to occur in a library, it is best to be prepared and to have a mental image of what to do should something dire happen. Recommendations were made to further secure each library, including suggestions to trim shrubs, install locks on some doors and other minor changes to create a safer environment. Staff appreciated this training which will be followed up with online training for new staff.

Several staff met with design and architectural staff to advance the plans for renovation at the North Spokane Library. We reviewed floor plans, carpet selection, and furniture options. Although slightly behind schedule, the bid document is scheduled to go out December 16. This will necessitate a revised schedule to review bids and bring a recommendation to award a contract to the Board. We anticipate scheduling a special meeting for early January for this purpose.

I attended a breakfast meeting at Central Valley High School as part of Central Valley School District's (CVSD) Community Connections. Students from the Robotics, Cyber Patrol, and Theatrical Production teams shared what they do as part of these activities. Superintendent Ben Small stressed that their goal is for students to succeed academically while also enjoying the experience of school and learning. It was clear that these students enjoyed their extra-curricular activities and were finding connections between what they learn in school and options for their futures. Information on building projects currently underway as well as future plans funded by the voter-approved 2015 bond issue was shared. CVSD is actively demonstrating the fulfillment of its promise to voters in anticipation of a future bond issue to fund a new high school.

The annual Greater Spokane Inc. Economic Forecast featured local economists who talked about the national economy as well as the regional forecast. On a national level there has been steady growth over the past eight years. This climb out of the recession has been steady; however, it has been much slower than growth that followed similar hard times in the past. There is uncertainty due to the recent election. Changes in trade policy, taxation and investment in infrastructure may stimulate growth. On a regional level we are seeing similarities to the national economy. Growth has been steady and slow. Growth in the rural areas of our region has been even slower, thus mirroring what is happening across the country. Urban areas have more young people and higher rates of growth than rural areas that have a gap with much older populations. Generally, in the Spokane region (including North Idaho) property values are increasing, regaining value lost in the recession, and new construction will continue at the current pace. Sales taxes have been higher than what local wages would indicate, and governments that benefit from sales tax should be careful not to count on continued rates of collection. The aging

population may stimulate jobs and unemployment is down, yet not all jobs are being filled by qualified candidates. The job market may tighten as people retire.

The Greater Spokane Valley Chamber annual meeting featured a presentation by the new director of the WSU Medical School. This is intended to be a community-based medical college that will train doctors for the future. The presentation challenged those in attendance to think about what medicine will be like in 7-10 years and to imagine what doctors will need to know then. As technology improves and people become more invested in their own health-care decisions, he predicted that doctors will need to practice medicine in new ways. Patient-centered medicine that focuses on prevention and not just drugs or cures will require doctors to participate in collaborative teams that are flexible and responsive to changing medical trends.

In other community activities, I attended the KSPS Education Committee meeting, the Executive Women International (EWI) board meeting and monthly Chapter meeting. I met with the Executive Committee and board of Spokane Valley Partners (SVP) to address a transition in leadership and I hosted several tables of guests at the SVP Ladies Night Out annual fund raiser. As a member of the Spokane STEM Network, I attended the Washington STEM Summit and Network Meeting in Redmond.

ITEM AND TITLE MONTHLY REPORT
November 2016

	<u>ITEMS</u>				<u>TITLES</u>		
	ADULT	YOUTH	TOTAL		ADULT	YOUTH	TOTAL
Total Materials							
Print	166523	150288	316811		85710	49864	135574
Nonprint	64483	23756	88239		26366	7357	33723
Subtotal	231006	174044	405050		112076	57221	169297
Periodicals	6236	1022	7258		298	31	329
Total	237242	175066	412308		112374	57252	169626

	<u>ITEMS</u>			<u>TITLES</u>		
OverDrive: Audiobooks			20911			19288
eBOOKS			29806			28861
Licensed eBOOKS			8018			6063
OverDrive: Total			58735			54212
GRAND TOTAL			471043			223838

Print & Nonprint	(Totals year-to-date)		
ADDITIONS	ADULT	YOUTH	TOTAL
Print	31908	23176	55084
Nonprint	13524	3448	16972
TOTAL	45432	26624	72056
DELETIONS			
Print	34142	23789	57931
Nonprint	10947	3704	14651
TOTAL	45089	27493	72582

	<u>NET CHANGE</u>		
	<u>YTD</u>		
	ADULT	YOUTH	TOTAL
Print	-2234	-613	-2847
Nonprint	2577	-256	2321
Periodicals	-5101	-907	-6008

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 November 2016

Patrick Roewe and Kristy Bateman

Overview

Public Services staff connected our library members with information and learning opportunities throughout the month. In addition, we wrapped up the *Thinking Money* exhibit at Spokane Valley Library, though a few related programs will persist into December. We also closed out the suite of program offerings for the fall series *Words*, which featured programs about writing, poetry, and incorporating words into the arts.

In addition, we reviewed the Bulletin Board and Community Interest Publications Policy and are not recommending any revisions at this time.

Service Priority Teams

Business and Career Development (Stacey Goddard)

- The *Thinking Money* exhibit at Spokane Valley Library, and its accompanying programming, continued to be the focus in November. The display is self-guided, but staff were available to walk people through it if they preferred, and we offered tours for groups.
 - We kicked off our after school program with North Pines Middle School (NPMS) this month, and delivered six of the eight scheduled sessions.
 - We had five students originally sign up, and added one more during the middle of the month.
 - Combined attendance for the November sessions was 36.
 - Volunteers from Mountain West Bank taught the Junior Achievement curriculum to the students, and Ree and/or I attended each session, along with a NPMS teacher who was there for classroom management.
 - In addition to the Junior Achievement content, we walked the kids over to Spokane Valley Library during one session to give them a tour of the exhibit.
 - Including the NPMS students, Spokane Valley staff conducted five exhibit tours during the month. Combined attendance for all tours was 47.
 - The three *College Planning Strategies* sessions had a combined attendance of eleven.
 - Due to the low attendance for last month's two *Transitioning Financial Management* workshops, the presenters decided to cancel the remaining three sessions scheduled in November.
 - The *Couponing 101* class, at Fairfield, had zero attend.
 - Our three *FAFSA: Financial Aid for College* workshops had a combined attendance of six.
 - The two *Outsmart Scammers* programs, at Fairfield and Medical Lake, had a combined attendance of one. No one came to the Medical Lake session.
 - The *Shop Savvy* program had seven attend. This program, led by Cora French-Robinson of the WSU Extension's Expanded Food and Nutrition Education Program, taught attendees how to make better choices at the grocery store to plan healthier meals and reduce the amount of wasted food.
 - Our two *Prepare for the Unexpected* workshops had a combined attendance of four.
 - The *Demystifying Investing* program had one person in attendance.
 - Our two *Saving and Paying for College* sessions had a combined attendance of two.
 - The final two *Lifting the Veil on Senior Planning* sessions continued to draw audiences. Each of the sessions were at both Argonne and out in the West Plains.
 - Session five, *Long Term Care Planning and Home/Auto Insurance for Seniors*, had a combined attendance of 38 for the two locations.
 - The final session, *How to Handle Burnout and Family Struggles plus Series Review*, had a combined attendance of 34.
 - The final display day for the exhibition was Saturday 11/26. On Sunday 11/27, Ree and I spent the morning carefully dismantling and packing up the exhibit pieces. We are grateful we had the opportunity to share this exhibit with our community.

- *GED & High School Completion* classes continued during November, meeting Monday through Thursday (except for Wednesday the 23rd). This month's 16 sessions had a combined attendance of 69. Currently twelve students are enrolled in the class. Chris Brady, the instructor, tells us he has one student who is only one test away from completing their GED (students must take, and pass, four individual tests to complete their GED).
- The six *Dollars and Sense* financial literacy workshops we offered this month, presented by SNAP, had a combined attendance of 15. This is down from 16 attendees for the six October workshops.
- Our *Drop-In Job and Career Help* service had zero attendees for the two November sessions, the same as October.
- The five *Get Found on Google Search and Maps* sessions we offered in November also had zero attendees.
- The three STCU financial literacy workshops this month, *Prevent Fraud & Identity Theft, Organize Your Finances, and Become Debt Free*, had a combined attendance of 40.
- We had eight individuals register as new Microsoft Imagine Academy users in November, up one from October's seven. During the month, users enrolled in 23 new classes, up from seven in October.
- We did 51 Book-a-Librarian (BaL) sessions this month throughout the District, down from October's 59 sessions.
 - In one rescheduled session, Danielle helped a member who wanted to learn how to increase the number of views on his Facebook and Twitter posts. He also wanted to coordinate the two accounts to work together.
- We proctored 13 exams this month throughout the District, down from October's 17 proctoring sessions. One of these sessions was an MOS (Microsoft Office Specialist) test.
- Last, but certainly not least, was our participation in Small Business Saturday in Cheney. Tami organized efforts for the library to be the Neighborhood Champion for this event, which is sponsored by American Express. Here are a few points worth noting:
 - Tami partnered with a dozen local small businesses and put on a scavenger hunt style event to encourage community members to shop small on Small Business Saturday.
 - American Express provided "swag" such as reusable shopping bags to give out to participants.
 - The event was a success. 95 community members interacted with Cheney Library staff at our Small Business Saturday display, and over 30 maps were completed and returned.
 - As Tami says, "it is worth noting that many individuals who were shopping together completed a map as a group, so participation was higher than represented by the number of completed maps."
 - We are already looking at how we can expand this into more of our communities for 2017.

Community Connections:

- Tami attended the monthly West Plains Support Network meeting.
- Danielle attended the quarterly CASH Coalition meeting, where the featured speaker was the area's Tax-Aide coordinator. (SCLD hosts five of the nine Spokane County Tax-Aide locations.)
- Tami attended the Cheney Merchants Association Meeting, where she spoke briefly about the Small Business Saturday event the District was putting on in Cheney. Three additional businesses signed up for the event after hearing Tami speak.
- Ree attended one of the bi-monthly WorkSource Biz Buzz meetings.
- On the same visit to WorkSource, Ree also presented an overview of jobseeker support resources to a group of 26 Job Club members.
- Danielle, Tami, and I—along with other District staff and Trustees—attended the Greater Spokane Incorporated annual economic forecasting breakfast meeting.
- Tami also attended the West Plains Chamber of Commerce monthly membership meeting. During the meeting, she chatted with an insurance agent who was very enthusiastic about what a great tool Reference USA is for finding leads.
- I presented an overview of our business resources to a class of entrepreneurs at SNAP's Women's Business Center. One person attended.
- Ree attended the monthly GVSN Membership meeting.
- Danielle, Ree, and I—along with several other District staff—attended the Spokane Valley Partners annual fundraiser, Ladies Night Out.
- Ree attended the Central Valley School District's Community Connections meeting at Progress Elementary.
- Danielle attended the monthly Inland Northwest Business Alliance membership meeting.

Early Learning (Mary Ellen Braks)

- We provided 114 Storytimes to 2,815 children, parents and caregivers. Our average attendance per Storytime was 25.
- We provided 60 Storytimes to 905 children at 26 childcare centers.
- We provided a new STARS workshop this month, Social Emotional Skills and Literacy. We had 51 sign up and 42 attend.
- We did three parent workshops on Early Literacy Skills. Our attendance was very low for this round of parent workshops, with a total attendance of 12.
- I was a presenter for a Thrive Washington webinar on STEM and Family Engagement. The presentation concentrated on what we were doing in our Ready for School program with the STEM grant.
- Thrive Washington came to visit for a mid-year check on our STEM grant. We met to discuss how the grant was going and what we need from Thrive for support of our grant. We received guidance on completing the work and a preview of what to expect for Phase 3 of the STEM grant.
- As part of the Thrive Washington STEM grant, I worked with our Communication Department on an informational piece for parents on what STEM is for preschoolers.

Community Connections:

- Gwendolyn and I attended the Cleary Library meeting and attended the Spencer Shaw Lecture at the University of Washington. We had the opportunity to meet and talk to the new Cleary professor.
- I attended my first early learning math fellows meeting at our local Educational Service District office. I did a short presentation for the group on the Ready for School with STEM kits and received positive comments on the kits. The group was also excited that they could access the lesson plans on the SCLD website.
- I attended a strategic planning meeting at the West Valley School District on community engagement.
- I worked with our Educational Service District (NEWESD 101) to put together a grant proposal offered by Washington STEM on early math.
- I worked with the Inland Northwest Early Learning Alliance (INWELA) on our community momentum grant fine-tuning activities for the grant on early math. This dovetails nicely with my early learning math fellows' work and the possibility of the early math grant from Washington STEM.
- I have been working with Allison Wilson, an early learning professor from Eastern Washington, on the possibility of their early learning degree students helping with some of our early learning programming. Shanna Davis, a professor with the school counseling program, is interested in having her students observe Storytimes.

Education and Enrichment (Gwendolyn Haley)

Elementary (K-5) programs:

- 192 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 families with school-aged children a weekly activity at the library to explore art, LEGOs, and building challenges. 153 children participated.
- Many area schools have shortened days for parent teacher conferences the week prior to Thanksgiving. Several libraries hosted special STEM (Science, Technology, Engineering and Math) activities to families during the break. 95 members participated.

Tween/Teen Programs:

- We continued programs with the LEGO Robotics kit borrowed from the Washington State Library. 17 students participated in the remaining sessions.
- Medical Lake completed a series of Minecraft programs, with 12 tweens collaborating to build a shared virtual world.

Adult Programs:

In November, we ended *Words*, our fall series that featuring programs about writing, poetry, and incorporating words into the arts.

- 56 members participated in one of eight regular book clubs (at this time, attendance had not been recorded for the Medical Lake Library).

- 71 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. The Poetry Programs were particularly popular, with an average attendance of 15 per program.

Community Connections:

- Library staff are completing the distribution of Student Cards to approximately 3,200 incoming middle school (6th or 7th grade) students in the 12 school districts we serve.
- We continued ESL language partner programs at Airway Heights Library. The North Spokane program was cancelled for the rest of the year, due to no attendance. 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. Refugee Connections will be holding a weekly citizenship class at North Spokane Library.
- West Valley School District arranged transportation for 87 students (and their families) from the Title I programs at all of its elementary schools to attend a Library Night at the Argonne Library. 205 people attended. Each child received a book to keep, courtesy of the Kiwanis Book Bank and the Argonne Friends of the Library.

Digital Interaction and Sharing (Carlie Hoffman)

- I worked with Collection Services and page supervisors to implement a new shelving system for children's fiction series. To make these materials more accessible, they are now shelved by series title and number order rather than author.
- I worked with Andrea on the reduction of monthly checkouts on *hoopla*.
- I worked with the 3D printer team and with IT to create a web form that will allow members to request appointments and submit files to print online. This will be launched on the website soon.
- I am working on a database that will allow staff to track Book a Librarian appointments and provide a mechanism for following up with members after their appointments.
- Unique visitors to the website:
 - -57% from 75,943 to visitors 32,458 visitors.
- Total views of all pages of the website:
 - -5% from 130,551 to 123,646 views.
- Use of digital resources:
 - -.9% from 69,594 to 68,977 uses.

Community Connections:

I updated the INCOL website with statistics and program evaluations from the recent workshop.

Volunteer Program (Jamie Van Wormer)

This month I continued to coordinate the after school reading programs. I also had several trainings for new volunteers and continued to coordinate volunteer schedules. In November, I spent time encouraging local businesses to donate gift cards or other items for the SCLD volunteer dinner raffle. We added Sunset and Pasadena Park elementary schools to the after school reading program. We have 50-60 volunteers working in the program. I recruited additional volunteers to assist at the Cheney GED classes. I continue to meet with community members to recruit volunteers for future SCLD programs and events.

- Attended a University Elementary School community event.
- Placed a regular volunteer at the Administrative Offices to scan photos.
- Placed a volunteer at Moran Prairie from the Library Tech program at SFCC.
- Developed a partnership and set up volunteers at Sunset Elementary to read with the kindergarten and fourth grade classes.
- Scheduled a training at Moran Prairie for the after school reading program.
- Recruited additional volunteers for the English conversation class at Airway Heights.
- Developed a volunteer partnership with Ecova employees.
- Recruited volunteers for the Christmas Bureau.
- Christie and I met with the principal from Hallett Elementary to discuss the after school program.
- Recorded a SCLD podcast with Jane.

Library Operations (Georgina Rice)

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	1121	317	4152	73	5663	1085	6748
AR	1277	328	8546	109	10260	2656	12916
CH	4124	627	5912	32	10695	2533	13228
DP	4266	761	6805	77	11909	1888	13797
FF	482	45	573	0	1100	219	1319
ML	1796	245	2409	13	4463	824	5287
MP	2527	505	10476	65	13573	3511	17084
NS	6152	1600	28438	354	36544	10685	47229
OT	977	247	3227	21	4472	1251	5723
SV	9692	2124	27278	205	39299	8612	47911
TOT*	32414	6799	97816	949	137978	33264	171242

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	4225	74.61%	1473	29.67%	44.94%
AR	8655	84.36%	3524	41.37%	42.99%
CH	5944	55.58%	2586	25.26%	30.31%
DP	6882	57.79%	1988	19.40%	38.39%
FF	573	52.09%	375	39.18%	12.91%
ML	2422	54.27%	1726	48.76%	5.51%
MP	10541	77.66%	5295	42.66%	35.00%
NS	28792	78.79%	22675	57.93%	20.86%
OT	3248	72.63%	1716	49.80%	22.83%
SV	27483	69.93%	28536	67.06%	2.87%
TOTAL	98765	71.58%	69894	51.39%	20.19%

Library Reports

Airway Heights: Stacy Kvamme

Early Learning:

- Attendance for Thursday *Play & Learn* averaged 33 people, an increase compared to 26 in October and 18 last November.
- The *Pajama Storytime*, featuring local authors as guest readers, drastically increased our Saturday Storytime attendance in November, drawing a crowd of 30 people compared to only two in October.
- The morning and afternoon West Plains ECEAP students visited the Airway Heights Library for its outreach Storytime, with a combined attendance of 26.

Education and Enrichment:

- *LEGO Club* had a combined audience of 50 in November; weekly attendance averaged 10, an increase of three compared to last November.
- *Fall STEM Programming* scheduled during the afternoon of an Early Release school day was a popular event with 37 people in attendance.
- Corinne Wilson (Community Librarian for Airway Heights) brought STEM activities to Sunset Elementary's after school program, *Trailblazers*, and 19 students participated. This is a new partnership that will continue monthly for the remainder of the current school year.
- Corinne was able to connect with three classrooms (48 students) at Great Northern Elementary as part of her first monthly STEM activity visit, which she will continue throughout the school year.
- Corinne and Tami Chapman (Community Librarian for Cheney) attended STEM night at both Sunset and Betz elementary schools. They shared snap circuits, paper helicopters, keva planks, and library information with 37 people at Sunset and 10 at Betz.
- Three *Practice Speaking English* classes were held on Saturdays for a combined attendance of six.
- Four people attended the *Words: Effective Critique Groups and My Life: Writing Memoir* program.

Business and Career Development:

- Staff proctored one exam.

Community Connections:

- Student artwork was installed in the children's area.
- The display case featured a variety of artwork created by several local artists to promote the *Slightly West of Spokane Artist Studio Tour*.
- Great Northern Elementary's 5th/6th grade visited the Airway Heights Library, and students checked out non-fiction reference books and chapter books.
- The *Airway Heights Book Club* selected *At the Water's Edge* by Sarah Gruen and three people attended.
- Five people attended the *Thinking Money: College Planning Strategies* program.
- Corinne attended both the *West Plains Support Network* and *Community Café* meetings in the West Plains.
- I attended two Airway Heights Kiwanis meetings, an Airway Heights Friends of the Library meeting, and the West Plains Chamber meeting, which featured guest speaker Col. Samuelson from Fairchild Air Force Base.
- There were 16 meeting room reservations, an increase compared to 13 last November.

Argonne: Pat Davis

Early Learning:

- 201 parents, caregivers and children attended *Play and Learn Storytimes*. Toddler *Play and Learn* attendance averaged 26 weekly compared to 22 last November. *Preschool Play and Learn* attendance averaged 14 this year compared to nine last November.
- Our outreach Storytime at the Loving Hearts had an audience of 51.
- Five outreach Storytimes at Bright Futures Academy had five infants, 12 toddlers, six preschoolers and eight Pre-K students.

Education and Enrichment:

- *LEGO Club* had 40 participants this month for a weekly average of ten.
- *Words* program: *Family Stories* had 15 participants
- *West Valley Library Night* Argonne hosted a special library event for students and families from four West Valley Elementary schools. Families checked in and proceeded to the meeting room for hot dogs

and chips. Ipad OSMO, snap circuits, games, a library scavenger hunt, and new library cards were provided. The Friends and the Kiwanis Book Bank provided a book for each student to keep.

Business and Career Development:

- *Lifting the Veil on Senior Planning: Long Term Care Planning and Home and Auto Insurance Issues for Seniors* had 32 attend.
- *How to Handle Burnout and Family Struggles plus Series Review* had 26 attendees.
- Financial Literacy *Thinking Money* programs attendance:
 - *Paying for Education* had zero attendance
 - *Prepare for the Unexpected* had one participant.
 - *FAFSA: Financial Aid for College* had zero attendance.
- *Business 101: Get Found on Google Search and Maps* had zero attendance.

Community Connections:

- Our meeting and conference rooms were booked by 58 groups or individuals compared to 64 last November.
- Orchard Center provided our art display this month.
- The display case featured a collection of assorted decorative miniature shoes.

Cheney: Catherine Nero Lowry

Early Learning:

- *Baby Play and Learn* attendance was consistent with last November with an average of 15.
- *Toddler Play and Learn* attendance was consistent with last November with an average of 18.
- *Preschool Play and Learn* attendance decreased significantly this year with an average of 30 in November 2015, compared to 16 in November 2016.
- Staff presented three outreach Storytimes to 52 children and teachers.
- *Early Literacy Skills Workshop* had six in attendance.

Education and Enrichment:

- The Cheney book group read Jane Austen's *Persuasion* and had eight attendees.
- *LEGO Club* had nine in attendance.
- *Words: Flash Fiction: The Shortest Stories* had two attendees.
- *Words: Cross Stitchery* had six in attendance.
- *Fun Fall Engineering* had 19 in attendance.
- *Stem Night* had 10 in attendance.

Business and Career Development:

- Douglas took library services to Cheney Sessions Village, Cheney Assisted, and Cheney Care facilities this month providing 164 new and renewed library items.
- *GED & High School Completion Classes* continued with 12 students attending the evening program held in the Cheney meeting room.
- Librarians Tami Chapman and Corrine Wilson partnered with businesses in the community to bring the *Small Business Saturday* scavenger hunt to Cheney Library. There were 95 attendees.
- Staff proctored two exams this month.
- *Lifting the Veil on Senior Planning Session 5: Long-Term Care Planning and Home and Auto Insurance* had seven attend
- *Lifting the Veil on Senior Planning Session 6: How to Handle Burnout and Family Struggles* had six attend.
- *Business 101: Get Found on Google Search and Maps* had zero in attendance.

Community Connections:

- Cheney Library staff provided nine Book a Librarian requests.
- Community groups used the meeting room 10 times.
- Cheney Parks & Rec visited with 14 students.
- Our Art Wall and display case featured the artists from Slightly West of Spokane Artist studio. We had three artists featured in the meeting room the day after Thanksgiving.
- Cheney Friends of the Library held a successful book sale.

Deer Park: Kris Barnes

Early Learning:

- Our *Play and Learn Storytime* average attendance experienced a slight decrease this month. Our average attendance was 15 compared to last November's average of 21.
- We delivered an outreach Storytime to 14 students and teachers at Riverside's Early Childhood and Education Assistance Preschool.

Education and Enrichment:

- 10 members gathered at the *Adult Book Club* to discuss *Go Set a Watchman* by Harper Lee. Last November's attendance was four.
- Our weekly *LEGO Club* attendance averaged 15 participants compared to last November's average of 18.
- Our adult program *Words: Cross Stitchery* attracted two participants.

Business and Career Development:

- We proctored one test this month, which stayed consistent with last November.
- I attended a Deer Park Chamber board meeting.
- Community Librarian Amber Williams and I attended a Deer Park Chamber luncheon meeting. This chamber luncheon meeting gave us the opportunity to nominate new members to the chamber board. My chamber board appointment as secretary will continue for another year. Chamber President Ryan Moore also presented a year in review and updated chamber members regarding the bylaws.
- Our adult program *Thinking Money: Prepare for the Unexpected* attracted three participants.
- Our adult program *Thinking Money: Navigating your Credit* attracted one participant.
- Our adult program *Thinking Money: Give yourself a Raise* attracted zero participants.

Community Connections:

- Our display case featured a display of dancing ballerinas, white and blue paper cutouts, and snowflakes handcrafted by one of our very talented library members.
- We served after school snacks to 404 children this month.
- Our meeting and conference rooms were used by community member groups 50 times compared to last November's total of 23.
- Two classes from Arcadia Elementary visited and checked out books on historical fiction.
- A local Girl Scout troop asked us to display patriotic and glittery United States flags that they created. Girl Scouts created the display as a tribute to veterans in our community.
- I attended a Deer Park School board meeting this month. This meeting presented the opportunity to meet the new Deer Park Grade School principal.
- The Deer Park Friends of the Library sponsored an open house on November 8. This event marked the 18th year of the Deer Park library's grand opening. The Friends of the Library provided funding for the cookies and apple juice. Library staff provided an anniversary card so that community members could sign. We intend on presenting the card to the Friends of the Library at its next meeting.
- Community Librarian Amber Williams and I attended Chattaroy Elementary School's Family Literacy Night. We handed out pencils and promotional flyers to the 102 in attendance.
- Amber Williams and I attended Riverside Elementary School's Family Literacy Night. We handed out pencils and promotional flyers to the 156 in attendance.
- Amber Williams and I attended a Deer Park Kiwanis meeting. The Kiwanis sponsor, organize and plan the Deer Park Winterfest event in January.
- Amber Williams and I attended a Deer Park City Council meeting.

Fairfield: Kristy Bateman

Early Learning:

- *Play and Learn Storytime* averaged four attendees.
- Staff presented outreach Storytimes at Liberty preschool for five children and caregivers.

Education and Enrichment:

- *LEGO Club* had four in attendance for the four November sessions.
- *Thursday Night Thing* had five students in the 6th-12th grade session, while seven students attended the K-5th grade session.
- *International Game Day @ Your Library* had one member attend.
- *Words: Cross Stitchery* had one member attend.

Business and Career Development:

- *Thinking Money: Couponing 101* had zero in attendance.
- *Thinking Money: Out Smart Scammers* had one member attend.

Community Connections:

- Two community groups used the meeting room in November.

Medical Lake: Theresa Stephenson

Early Learning:

- *Play and Learn Storytime* averaged 11 attendees, down three from October.
- Staff presented four outreach Storytimes to 85 children and caregivers.
- Staff participated in the Medical Lake ECEAP family literacy morning and interacted with 25 attendees.

Education and Enrichment:

- The *LEGO Club* averaged four attendees.
- Five school-aged children participated in *Fall Fun Engineering*.
- 18 tweens participated in two sessions of *Minecraft Drop-in*.
- 22 teens participated in a class on SCLD digital resources.
- *Words: Cross Stitchery* had zero adult members attend.

Business and Career Development:

- *Thinking Money: Out Smart Scammers* had zero members attend.
- *Thinking Money: FAFSA: Financial Aid for College* had three members attend.
- *Dollars and Sense: Give Yourself a Raise* had three in attendance.
- *Dollars and Sense: Navigating our Credit World* had one member in attendance.

Community Connections:

- Six community groups used the meeting room in November.
- Working with RE*IMAGINE Medical Lake, ML Friends of the Library, and City of Medical Lake, the outside of the Library was decorated for the holiday season.
- Community Librarian Christie Onzay and Jamie Van Wormer met with Medical Lake school officials to discuss a reading program.
- Christie participated in the Medical Lake ECEAP family literacy morning.
- Christie worked with RE*IMAGINE Medical Lake and the Friends to provide a craft for the winter festival.

Moran Prairie: Danielle Marcy

Early Learning:

- Average attendance for Storytimes for the month:
 - *Preschool Play and Learn* : 26
 - *Toddler Play and Learn* : 40
 - *Baby Play and Learn* : 47
 - *Family Play and Learn* : 7Baby, Preschool, and Family had an increase from last month. Toddler had a decrease.
- The *Early Literacy Workshop* had four attend.

Education and Enrichment:

- LEGO Mindstorm Robotics had ten attend on the first day and seven attend on the second day. Moran Prairie had the highest attendance in the District for this program.
- We had 12 attend the *Early Release Activities: Marble Rollercoasters*.
- *LEGO Club* had 12 attend, a significant decrease from last month.
- The *Moran Prairie Book Club* had three attend. We discussed *Daredevils* by Shawn Vestal.
- The *Words* program *Exploring Poetry with Tod Marshall* had 19 attend.

Business and Career Development:

- We proctored four exams.
- We had two *Thinking Money* programs.
 - *Prevent Fraud and Identity Theft* : 12
 - *Saving and Paying for College*: 2

Community Connections:

- Danielle Milton attended the Moran Prairie Grange meeting.
- Danielle Marcy attended the Manito Lions meeting.

- Artist Gwyn Griffith continued to display her mixed medium art.
- Lorelee Silverthorne displayed her alcohol ink paintings in the display case.
- We had 73 bookings of the meeting room.

North Spokane: (Brian Vander Veen)

Early Learning:

- 855 children, parents, and caregivers attended early learning programs this month. This is down 12% from last month but unchanged from November 2015.
 - *Baby Play and Learn Storytime* averaged 29 attendees. This is down four from last month's average and down two from November 2015.
 - *Preschool Play and Learn Storytime* averaged 29 attendees. This is down seven from last month and down 12 from November 2015.
 - *Toddler Play and Learn Storytime* attracted an average attendance of 47. This is down three from last month but up two from November 2015.
 - *Family Play and Learn Storytime* averaged 36 attendees, down four from last month but up 17 from November 2015. The special *Pajama Storytime* with local authors had 55 attendees.
- Two parents or caregivers attended the *Early Learning Workshop*.
- Staff provided outreach Storytime for 194 attendees at six early learning facilities.

Education and Enrichment:

- 98 members of all ages attended eight Education and Enrichment events this month.
 - 76 members attended four *Monday Funday* programs, 24 for LEGOs, 14 for games, 22 for art, and 16 for Pokémon.
 - Seven members discussed *Bold Spirit: Helga Estby's Forgotten Walk Across Victorian America* at the North Spokane Book Club
 - Five members attended *Flash Fiction: The Shortest Stories*.
 - Five members, on average, attended the two-day LEGO Mindstorm Robots workshop.

Business and Career Development:

- 36 members attended six financial literacy workshops: 19 for *Become Debt Free*, an average of five for two sessions of *Navigating Your Credit World*, five for *College Planning Strategies*, three for *FAFSA: Financial Aid for College*, and one for *Demystifying Investing*.
- No one attended *Business 101: Get Found on Google Search and Maps*.

Community Connections:

- I attended the Fairwood Farmers Market end-of-season gathering at the Bozarth Mansion, where vendors discussed the success of the year's farmers market. I had the opportunity to talk about the library's involvement through the KERNEL program and options for expanding our involvement next season.
- We had art on display from the kids at Colbert Chapel Preschool.

Otis Orchards: Melanie Boerner

Early Learning:

- *Play and Learn Storytime* attendance for this month averaged 36, up from last November's average of 15.
- Monthly *Family Play and Learn* had four attend.

Education and Enrichment:

- *LEGO Club* had a monthly attendance of 14.
- *Thinking Money: College Planning Strategies* had one person attend.
- *Early Release STEM* was presented for two days and had a total attendance of 22.
- *Words: Letterpress* had four people attend.
- 20 people attended the *Thanksgiving Craft* program.

Business and Career Development:

- *Business 101: Get Found on Google Search and Maps* had zero in attendance.

Community Connections:

- Tammy Henry attended the Newman Lake Ladies Aid Society.

Spokane Valley: Aileen Luppert

Early Learning:

- 1,021 children, their parents and caregivers attended 53 early learning programs this month. This is down 66 attendees, but up three programs since last month.
 - *Baby Play and Learn Storytime* averaged 18. This is down 12 from last month and the same as November 2015.
 - *Toddler Play and Learn Storytime* averaged 31. This is up seven from last month and down one from November 2015.
 - *Preschool Play and Learn Storytime* averaged 30 attendees. This is down six from last month and the same as November 2015.
 - *Evening Family Storytime* averaged 13 attendees. This is up three from last month and down two from November 2015.
 - Staff provided Storytime to 401 attendees at 29 outreach facilities. Last month staff provided Storytimes to 427 attendees at 25 outreach facilities.

Education and Enrichment:

- 126 members attended 10 Education and Enrichment events this month.
- Adult Programs:
 - *SV Book Club* (9)
 - *Broadway Court Book Club* (6)
 - *Orchard Crest Book Club* (8)
 - *Words: Exploring Poetry with Tod Marshall: The Book of Myths: Adrienne Rich and June Jordan* (13)
- Tween/Teen Programs:
 - *Random Fandom* (11)
- Children/Family:
 - Five sessions of *Too Fun Tuesday* (averaged 15)

Business and Career Development:

- Business and Career Development: 17 programs with 120 attendees including:
- Financial Literacy: 13 programs
 - Five Thinking Money Exhibit Tours (47)
 - Six sessions of Thinking Money: Junior Achievement with North Pines Middle School
 - *Thinking Money: Shop Savvy* (7)
 - *Thinking Money: Organize Your Finances* (9)
- Career Development three programs
 - *What Can You Do at the Library?* (26)
- Proctored four tests for four people

Community Connections

- The Thinking Money Exhibit and related programs continued this month. We regularly had members browse the exhibit and remark on their appreciation for the display.
- Librarian Sheree West and I attended "Community Connections" by Progress Elementary. We heard about the pride, accomplishments, and goals for the school from staff, families, and students. SCLD had a nice shout-out from the principal for the homework club run by Jamie Van Wormer and her excellent volunteers.
- Librarian Diane Brown enjoyed sharing library resources with students at her alma mater McDonald Elementary. The Books and Breakfast program was for Title 1 families. She interacted with 60 students and parents to tell them about databases, Playaways, and upcoming programs.
- Sheree West hosted another session of Great Stories Club at Mica Peak High School. Having finished reading *The Absolutely True Diary of a Part-Time Indian*, this session included watching and discussing Sherman Alexie's movie, *Smoke Signals*.

District-wide Information

November Security Incident Report

For November 2016, there were 27 Security Incident reports filed, 10 more than last month (17) and six more than November 2015 (21). Deer Park had the most incidents reported with seven. The most frequently reported incidents related to General Code of Conduct Violation (6). To further put all of these numbers in perspective, the total door count District-wide in the month of November was 98,765.

The Fairfield Security Incidents are highlighted this month and demonstrates the wide variety in the security incident reports as the library reported zero incidents for November. The total door count for Fairfield in the month of November was 1,444.

Year-to-Date Public Use Measures at a Glance

- Door count through November (1,200,227) was down (-4%) compared to the same period in 2015—the continuation of a modest declining trend from last year.
- Programming attendance through November (81,225) increased 10% when compared to the same time period in 2015, while the number of programs offered has increased by 16% (3,442).
- Internet station bookings (207,778) were down (-9%) through November when compared to the same period in 2015, which is a declining trend continuing from last year.

Public Use Measures

November 2016

Measure	This year	Last year	YTD	Last YTD	Rolling YTD
	This Month	This Month	This year	Comparison	Comparison
Registered borrowers	117,648	115,881		2%	
Door count	98,765	97,583	1,200,227	-4%	-4%
Circulation	208,464	198,689	2,380,589	-2%	-2%
Digital Media Catalog	36,765	31,090	406,712	14%	14%
Programs					
Number	341	233	3,442	16%	14%
Attendance	5,553	4,376	81,225	10%	7%
Software Station bookings	15,473	17,013	207,778	-9%	-9%
Meeting room bookings	381	308	3,522	-2%	-3%
Holds placed					
By customers	27,303	26,900	323,406	-7%	-7%
By staff	6,186	5,708	78,644	-1%	-1%
Digital Media Catalog	9,280	8,620	110,632	4%	4%
Database use					
Searches	75,776	134,890	975,243	-24%	-19%
Website use (Remote)					
User sessions	100,269	135,705	1,195,561	-15%	-12%
Page views	257,119	292,465	3,483,148	27%	28%
Catalog	41,255	38,095	468,871	-4%	-4%
Database Access	4,521	4,000	51,872	4%	3%
Interlibrary loans					
Loaned	337	216	4,004	10%	9%
Borrowed	436	427	5,775	0%	-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 November 2016

Marketing Activities

- Small Business Saturday
 - Posters, map/tracking form, press release, digital displays, social media, calendar listings, blog post
- Thanksgiving closure
 - Ribbon on scld.org, press release
- December Kids Newspaper
 - Edited article written by Gwendolyn Haley, designed ad promoting the new tri-annual magazine, *Engage*
- December Current
 - Edited article written by Gwendolyn Haley, designed ad and wrote an article promoting the new tri-annual magazine, *Engage*
- Veterans Day closure
 - Press release, ribbon on scld.org
- Fall Parent (Early Literacy Skills) Workshop
 - Flyer, news item, digital displays, calendar, social media
- Engage – new tri-annual programs and events magazine (32 pages, including cover)
 - Edited and wrote copy, designed magazine, calendar listings, ad in the Current, ad in Kids Newspaper, sent to print (more promoting work will continue in December, January and beyond to include, but not limited to: digital displays, more ads, carousel on scld.org, landing page, banner ads, social media)

News coverage

- Nov 2 – Spokesman Review – Spokane Valley wants a library, but talks about potentially splitting off from county district's services
- Nov 4 – Spokane Valley News Herald – Proposed tax aimed at roads (mentions the District and potential de-annexation of Spokane Valley)
- Nov 10 – Cheney Free Press – Small Business Saturday scavenger hunt is Nov. 26
- Nov 28 – Inlander.com – Just for kids: More than a story

Press Releases

- Nov 1 – Spokane County Library District Veterans Day Closure
 - Nov 10 – Cheney Free Press – County library facilities closed for Veterans Day on Nov. 11
- Nov 8 – On the hunt for local shopping on Small Business Saturday
 - Nov 17 – Cheney Free Press – Small Business scavenger hunt set for Cheney
- Nov 15 – Spokane County Library District Holiday Closure: Thanksgiving
 - Nov 24 – Cheney Free Press – County library district Thanksgiving closures

E-Marketing (Website, Social Media, Email)

Social Media:

- Facebook: # of fans: 3,085
- Twitter: # of followers: 2,086
- Pinterest: # of followers: 1,607
- Instagram: # of followers: 413

Library District Blog:

For the 3rd month in a row, our most viewed blog post last month was the *Fall Kids Programs 2016* news item with 720 views during November (this same post had 935 views in September and 540 views in October). Our most viewed post that was also posted in November was *3 Things I learned walking across England* with 173 views.

Blog posts:

- Nov 1 – Talking about preschool STEM
- Nov 8 – 3 Things I learned walking across England
- Nov 10 – Cheney Library: Neighborhood Champion for Small Business Saturday
- Nov 15 – Fantastic Beasts and where to find them... In the library
- Nov 22 – Gift guide: Kids books perfect for giving (and reading)
- Nov 29 – Holiday gifts: Great new games for giving and playing
- Nov 30 – New digital resource: Slavery in America and the world: History, culture & law

eNewsletter email:

- 83,589 sent on November 15, 2016
- Open rate: 14.5% (12,097)
- Clicked: 1,200 (1.4% click rate)
- Unsubscribed: 170

Podcast:

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

Week 11: Library Out Loud: Outreach Services

Week 12: Library Out Loud: Best Book Gift Ideas

Week 13: Library Out Loud: North Spokane Library

Week 14: Library Out Loud: Christmas Bureau

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

Community Events (Around Town):

The Communication Department made edits to 6 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, KHQ.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
- After Hours (Friends of the Library membership event)
- Thinking Money (In general) (4)
- Storytime (2)
- Practice Speaking English at the Library (3)
- 2nd Sunday Crafts
- Lego Club (2)
- Fun Fall Engineering

Reprints of previously created work & order fulfillment

- Pens for Deer Park, Argonne, Spokane Valley, and North Spokane
- Storytime brochures for Moran Prairie and North Spokane
- Small Business Saturday maps for Cheney
- Fall Kids Programs for Airway Heights and Spokane Valley
- Welcome brochures for Supply
- Words brochures for Airway Heights
- STEM Kit Surveys for Public Services
- Foundation Directory Online brochure for Public Services
- Consumer reports flyers for Public Services

Communication Display Kits provided for community events

- West Valley Families' Library Night
- Betz and Sunset Family Nights

Current & Upcoming Projects & Event Promotion

- 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
 - December eNews
 - January Current
 - January Kids Newspaper
 - 3D printer web page/form
 - Holiday cover photos (SM)
- January
 - What is STEM for Preschoolers?
 - Argonne Friends of the Library Meeting
 - Computer Lab Sign
 - Deer Park Friends of the Library book sale
 - Reservation for Kits Webpage
 - Friends of the Library quarterly eNewsletter
 - Jeb Wyman Coming Home: How the Humanities Help Soldiers Find Meaning after War
 - Job posting for media screens
 - Preschool Book Bag
 - Library Closure signs for 2017
 - Student Card Redesign
- February
 - Blind Date With A Book Display
 - Valentine Display
 - Outreach Flyers

Meetings Attended

- Nov 1 – Spokane Valley City Council study session
- Nov 2 – Friends of the Spokane County Library District regular meeting
- Nov 10 – Web Team meeting

- Nov 15 – GSI Economic Forecast
- Nov 17 – Spokane Valley City and Library staff meeting
 - Draft press release

Friends of the Spokane County Library District

- Nov 2 – Friends of the Spokane County Library District After Hours
 - Meeting prep – After Hours debrief

**Spokane County Library District
Summary of Revenues & Expenses - (Cash Basis)
For the Eleven Months Ended November 30, 2016**

	Y-T-D Actual	Annual Budget	Target 91.7% Percent Used	Balance Remaining
REVENUES				
PROPERTY TAXES	\$ 10,895,369	\$ 11,003,000	99.02%	\$ 107,631
CONTRACT CITIES - AIRWAY HEIGHTS	244,443	246,000	99.37%	1,557
CONTRACT CITIES - SPOKANE	103,438	102,000	101.41%	(1,438)
FINES & FEES	222,330	256,900	86.54%	34,570
GRANTS & DONATIONS	78,414	55,000	142.57%	(23,414)
E-RATE REIMBURSEMENTS	173,408	173,000	100.24%	(408)
OTHER	49,463	34,000	145.48%	(15,463)
INTEREST REVENUES	24,745	28,200	87.75%	3,455
TOTAL REVENUES	\$ 11,791,609	\$ 11,898,100	99.10%	\$ 106,491
TRANSFERS IN	-	-	0.00%	-
TOTAL REVENUES & TRANSFERS IN	\$ 11,791,609	\$ 11,898,100	99.10%	\$ 106,491
EXPENSES				
SALARIES	\$ 5,397,175	\$ 5,993,523	90.05%	\$ 596,348
FRINGE BENEFITS	1,751,710	1,959,251	89.41%	207,541
SUPPLIES	143,439	179,001	80.13%	35,562
UTILITIES	384,616	424,570	90.59%	39,954
SERVICES	1,048,559	1,264,355	82.93%	215,796
INSURANCE	64,265	67,100	95.77%	2,835
EQUIPMENT & SOFTWARE	120,482	238,000	50.62%	117,518
LIBRARY MATERIALS	1,322,922	1,393,900	94.91%	70,978
ELECTRONIC LIBRARY MATERIALS	177,191	200,000	88.60%	22,809
LIBRARY PROGRAMS	103,424	106,700	96.93%	3,276
OPERATIONAL CONTINGENCIES	0	71,700	0.00%	71,700
TOTAL EXPENSES	\$ 10,513,783	\$ 11,898,100	88.37%	\$ 1,384,317
TRANSFERS OUT	-	-	0.00%	-
TOTAL EXPENSES & TRANSFERS OUT	\$ 10,513,783	\$ 11,898,100	88.37%	\$ 1,384,317
Net Excess of Revenues Over/(Under) Expenses	\$ 1,277,826	\$ -		
BEGINNING CASH	4,531,416			
NET FROM ABOVE	1,277,826			
ENDING CASH	\$ 5,809,242			
Number of months cash on hand	5.9			
Capital Project Fund Balance	1,297,430			