

**MISSION**

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

**Board of Trustees Regular Meeting**

Monday, February 13, 2017 4:00 p.m. Moran Prairie Library Public Meeting Room

**AGENDA**

- I. CALL TO ORDER**
- II. AGENDA APPROVAL [4:00]**
- III. ACTION ITEMS**
  - A. Approval of January 17 Regular Meeting and January 24, 2017, Special Meeting Minutes [4:00-4:03]
  - B. Approval of January 2017 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. Authorizing the Transfer of Funds from the General Fund to the Capital Projects Fund (Resolution No. 17-02): Approval recommendation.
  - D. New Business [4:25-4:45]
    1. Community Engagement Plan Report 2016
    2. Reciprocal Use of Libraries Report 2016
    3. WLA Legislative Day Key Issues
- IV. DISCUSSION ITEMS, POSSIBLE ACTION [4:45-4:50]**
  - A. Future Board Meeting Agenda Items
- V. REPORTS**
  - A. Trustees [4:50-4:55]
  - B. Executive Director [4:55-5:00]
    - Administrative
    - Community Activities
  - C. Public Services [5:00-5:05]
  - D. Communication [5:05-5:10]
  - E. Fiscal [5:10-5:15]
  - F. Spotlight – Moran Prairie Library [5:15-5:25]
  - G. Overview – Employee/Workforce Profile [5:25-5:45]
- VI. PUBLIC COMMENT**
- VII. ADJOURNMENT**

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

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

02/13/17

**SPOKANE COUNTY LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING MINUTES: JANUARY 17, 2017**

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The Board of Trustees of Spokane County Library District met in regular session in the public meeting room at Airway Heights Library, 1213 S. Lundstrom St., Spokane, WA, at 4:00 p.m., Tuesday, January 17, 2017.

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

**Excused:** Kristin Thompson - Trustee

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

**Guests:** Gary M. Bernardo, AIA; Principal, Bernardo-Wills Architects, PC

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

**Agenda (Item II.)** Mr. Teterud moved and Mr. Johnson seconded approval of the agenda. The motion was approved.

**Approval of Dec. 20, 2016, Regular Meeting Minutes, (Item III.A.)** Mr. Craig called for corrections to the December 20, 2016, regular meeting minutes. There were no corrections; the minutes stand approved as written.

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

Fund	Voucher/Payroll Numbers	Subtotal	Total
Dec - L01	51310-51484 and W00385-W00392	\$483,600.55	\$483,600.55
	12092016PR and 12232016PR	\$349,991.53	\$349,991.53
L01		Total	\$833,592.08

Fund	Capital Projects Fund	Subtotal	Total
Dec-L08	9535 – Hammond Facility Consulting Services (NS)	\$1,248.84	\$1,248.84
	9536 – Mountain Consulting Services (NS)	1,319.63	1,319.63
	9537 – BWA (NS)	\$6,200.00	\$21,600.00
L08		Total	\$24,168.47

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 reported the bid process for the North Spokane Library renovation project closed Jan. 11. The construction contract award recommendation follows. There was no further discussion.

**Unfinished Business  
 North Spokane  
 Construction  
 Contract Award  
 (Item III.C.2.)**

NORTH SPOKANE LIBRARY CONSTRUCTION AWARD. Mr. Johnson moved and Mr. Teterud seconded approval of granting the North Spokane Library Construction Award to M E Uphus Construction, Inc., for the bid amount of \$241,099. Ms. Ledebor reported staff was pleased to receive five bids, although all five base bids were higher than the forecasted budget amount. CFO Rick Knorr distributed copies of the revised budget based on the bid amount for the project, which exceeds forecast by approximately \$40,000. Ms. Ledebor pointed out the bid amount does not include a full restroom renovation. It also does not include carpeting; thus, it may be necessary at a future date to amend the project budget. In response to Mr. Teterud's query, Ms. Ledebor reported the approximate cost of a full restroom renovation is approximately \$65,000, which could be done with Board approval. In response to Mr. Craig's query, Ms. Ledebor reviewed the furniture and equipment purchases for the cost of \$68,100, noting that selected furnishings will allow for flexibility and various reconfigurations. In response to Mr. Johnson, Ms. Ledebor said some of the current furniture and equipment will be repurposed for use at other locations, such as the Valley Mall library. Additionally, some furniture will remain at North Spokane, as the budget is not sufficient to replace all furniture. In response to Mr. Teterud regarding the asbestos survey conducted at North Spokane, Ms. Ledebor reported that no asbestos was detected at the site. If the pending building permit is approved, the project could begin as soon as next week.

Architect Gary Bernardo commented it was a positive sign to receive five bids for the project; all of which had significant commonality and costs. He expressed optimism for North Spokane having the earmarks of a good project. Mr. Bernardo also noted that unanticipated aspects of the project, if any, would be uncovered during the first 30 days. This would provide a sense of how much of the contingency might be applied toward restroom upgrades. As the project progresses a report on a possible light refresh of

restrooms will be presented to the board for consideration.

Mr. Bernardo indicated he would attend regular meetings with the construction project manager as well as with the District's owner representative. He anticipates the project will go along in a timely manner. There was no further discussion.

The motion was unanimously approved.

**Unfinished Business  
Spokane Valley  
Library Update/  
Exploring Options  
with City of SV  
(Item III.C.3.)**

SPOKANE VALLEY LIBRARY UPDATE/EXPLORING OPTIONS WITH THE CITY OF SPOKANE VALLEY. Ms. Ledebouer updated Trustees regarding ongoing communications with the city of Spokane Valley, and reported Mayor Rod Higgins and Deputy Mayor Arne Woodard were appointed to the Library Ad Hoc Committee. Regarding District staff and Board appointments, Mr. Craig said according to governing body bylaws, as chair he could appoint himself to the committee, for which he did. Ms. Carlson also expressed interest in serving on the committee and was appointed as well. There was no further discussion.

**Unfinished Business  
Spokane Valley Mall  
Library Update  
(Item III.C.4.)**

SPOKANE VALLEY MALL LIBRARY UPDATE. Mr. Johnson moved and Mr. Craig seconded approval to authorize Executive Director Nancy Ledebouer to enter into an initial 13-month lease agreement with Spokane Valley Mall, beginning May 1, 2017, for the purposes of establishing a branch library location. Prior to the meeting, Trustees received a Spokane Valley Mall Service Plan and Operating Budget Overview, prepared by Deputy Director Patrick Roewe and CFO Rick Knorr. Mr. Roewe further reviewed the plan via PowerPoint. Discussion ensued regarding funding to support staffing and mall operations through 2018. Mr. Craig clarified through previous discussion with Ms. Ledebouer that although Valley Mall management included costs for a two-year lease, the monthly rate remains at \$3,000 per month, as was initially reported and approved.

Trustee Craig reviewed the staffing requirements and funding plan to operate the mall. The District will hire additional employees to open the mall location, with the intention that over time future vacancies will not be filled. This provides time for the District to adjust to staffing the new location. At this time, funding for the operation of the mall library will come from a combination of savings in the current year budget and a possible transfer of an ending balance from 2016. In response to queries from Trustees, Mr. Knorr said the mall agreed to demolition but not buildout. Mr. Roewe said lighting may need to be improved, yet was not included in the current budget. Ms. Ledebouer said new employees will be hired as permanent staffing, not temporary. As for the new library as a source of revenue, Mr. Roewe indicated the amount would be negligible, nor would it provide a source of grant opportunities. And although it is undetermined at this time, Friends of Spokane Valley Library would likely serve as Friends of the mall library.

In response to the need for a name of the new library, Ms. Baker reported

the Communication Department created and proposed The BookEnd by Spokane County Library District. Ms. Ledeboer pointed out the name fulfills mall lease requirements, and with Board approval, staff will move forward. Trustees gave their approval by consensus for the proposed name. There was no further discussion.

The motion to authorize the Executive Director to enter into a lease agreement with the Spokane Valley Mall was unanimously approved.

**New Business**  
**2017 Friends of the**  
**Library Recognition**  
**- Resolution 17-01**  
**(Item III.D.1.)**

2017 FRIENDS OF THE LIBRARY RECOGNITION (RESOLUTION No. 17-01).  
Mr. Teterud moved and Ms. Carlson seconded approval of Resolution No. 17-01, Recognizing District Friends of the Library Support.

RESOLUTION No. 17-01

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

Mr. Craig read the resolution in recognition of all the Friends of the Library. There was no further discussion.

The motion was unanimously approved.

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

Chair Craig reviewed forthcoming agenda items for the next two months. The February regular meeting will be held on Monday, Feb. 13, a week and a day earlier than usual, at Moran Prairie Library. Trustees unanimously approved this revised regular meeting date at its December meeting. Ms. Ledeboer noted the agenda will include 2016 reports on the Community Engagement Plan and Reciprocal Use of Libraries. Key issues affecting WLA Library Legislative Day will be presented, as well as an employee workforce profile of the Library District. Ms. Ledeboer noted the staff profile may provide a foundation for understanding the results of the compensation review, which will be presented in March. In response to Mr. Teterud's query about the potential for conducting a staff opinion survey about vacation schedules, Ms. Ledeboer said her preference was to first provide a report to Trustees. Also in March, Mr. Roewe will present a report on staff scheduling to provide context for how vacations are approved. In response to Mr. Craig about Library Legislative Day scheduled for March 16, Ms. Ledeboer said Mr. Teterud has expressed interest in attending the event. Other Trustees are invited to join the visit to Olympia as well. There was no further discussion.

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

Mr. Teterud provided copies of a written report regarding his first year as a Library Trustee, during which he visited all 10 District libraries. In response to Ms. Carlson's query if anything in particular stood out over his first year, Mr. Teterud said it was an honor to serve such a noble cause. He also noted his visits throughout the year to regional libraries and those in

various other cities across the nation increased his awareness of the vast library industry.

As memento and show-and-tell, Mr. Craig brought a dog-eared bookmark issued in 1996 that promoted a new dial-in service offered by the District.

Mr. Teterud also commented that on a recent visit to Spokane Valley Library it was inspiring to see Ruth Safranek emanate enthusiasm as if it were her first day instead of her final day at work before retirement. There were no other reports.

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

The Executive Director's written report for December provided prior to the meeting included information on the Business Office, Finance and Facilities, Collection Services, Human Resources, Information Technology, and Community Activities. Ms. Ledebouer had nothing further to add. There was no further discussion.

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

Deputy Director Patrick Roewe and Library Services Manager Kristy Bateman provided a written report prior to the meeting for December 2016, with data for customer use measures, programming and library activities. Mr. Roewe reported staff recommends no changes to the two policies reviewed this month, Gifts and Library Meeting Room Use. Ms. Ledebouer pointed out library volunteers staffed the Christmas Bureau in December and found it highly rewarding. There was no further discussion.

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

Communication & Development Officer Jane Baker provided a written report prior to the meeting for December 2016 communication activities. Mr. Teterud reiterated his praise for the Engage magazine and said he often shares copies with his clients. There was no further discussion.

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

Revenue and Expenditure Statement through December 31, 2016.

<u>Fund 001</u>	
Revenues	\$ 11,863,137
Expenditures	\$ 11,417,966
Ending Fund Balance	\$ 4,976,007
Fund Budget Expended	99.71%

Mr. Knorr reported final budget numbers for 2016 will be presented in February. There was no further discussion.

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

Library Supervisor Stacy Ann Kvamme and Librarian Corinne Wilson presented highlights of Airway Heights Library (AH) over the past year. This year marks 20 years of service for the library in its current location, and last year marked the second full year the library was open five days and 40 hours per week. Cardholders grew by seven percent, which exceeds growth of other District libraries. The West Plains continues to see growth in both

its business and residential sectors. Residents eagerly await the 2018 opening of a new Community Recreation Center, for which taxpayers approved a \$13 million bond in 2016. In February, a ballot will include a \$52 million bond issue request for approval from Cheney School District, to improve and expand schools to accommodate four percent growth year over year. Another top story was the groundbreaking of Spokane Tribe's casino project in Airway Heights, which is projected to bring new jobs to the area. Ms. Wilson noted this growth and expansion in a geographically-wide area further emphasizes the library staff's aspiration to bring people together to build a connected community. Staff participates in the Greater West Plains Support Network, Neighborhoods Matter, West Plains Chamber of Commerce, and this year Ms. Kvamme is acting-president of the Airway Heights Kiwanis Club. For programming, Ms. Kvamme reported the library was additionally able to offer weekly family nights as part of summer programming because of its partnership with AmeriCorps VISTA volunteers. Popular family programming such as the watermelon races were favored by residents, and nearly 50 attended the Not so Spooky Storytime and Winter Festival Holiday Storytime. Ms. Wilson reported on the variety of opportunities for school-aged children. She makes monthly visits to Great Northern and Sunset elementary schools to offer STEM-themed programs to 40 students. LEGO Club also maintained a consistent group of weekly participants. Art and entertainment programs geared to adults and financial planning for seniors were also well attended. Other successful programs included the Hot Club of Spokane summer concert held in collaboration with Airway Heights Parks and Recreation, and Touch-a-Truck Storytime in collaboration with Waste Management. In response to Mr. Craig regarding the recent announcement that FAFB was not selected to receive new tankers, Ms. Kvamme said a leader from the base spoke encouragingly at a recent West Plains Chamber meeting about another project that could bring jobs. Trustees expressed appreciation for the informative report. There was no further discussion.

**Overview**  
**Program Marketing**  
**(Item V.G.)**

Communication & Development Officer Jane Baker presented an overview of Engage, the brand-new tri-annual library events magazine. Ms. Baker noted library programming increased 16 percent year over year, and until now, individual flyers were produced and distributed to promote each program. Engage magazine is anticipated to efficiently replace individual flyers. It is well organized, easy to read, and will hold up nicely as a reference tool. Promotion of library programming will continue through various social media and digital signage. Packages of TV advertising and banner ads were also purchased to highlight this first edition. Ms. Baker played the KHQ-TV website segment that featured an interview of Library Services Manager Gwendolyn Haley by Q-6 Dave Cotton. Ads will also be featured on KXLY and KREM TV websites, and KREM will air the segment as part of its newscast on Feb. 1. In response to Mr. Teterud, Ms. Baker reported 50,000 copies of Engage were printed and staff will be reminded to

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promote use of the magazine at District libraries. Ms. Ledeboer added that copies were mailed to District partners as well. Ms. Kvamme pointed out demand-distribution racks for the magazine have been placed in libraries. There was no further discussion.

**Public  
Comment  
(Item VI.)**

There was no public comment.

**Adjournment  
(Item VII.)**

Chair Craig adjourned the meeting at 5:29 p.m. The next Board Meeting is scheduled for **Monday, February 13, 2017**, at 4:00 p.m., in the public meeting room at Moran Prairie Library.

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John Craig, Chair

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Nancy Ledeboer, Secretary of the Board of Trustees



**SPOKANE COUNTY LIBRARY DISTRICT  
BOARD OF TRUSTEES SPECIAL MEETING MINUTES: JANUARY 24, 2017**

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A special meeting of the Spokane County Library District Board of Trustees was held by teleconference, Tuesday, January 24, 2017, at 4:00 p.m., at the District Administrative Offices Conference Room, 4322 N. Argonne Rd., Spokane, WA.

**Present:** John Craig - Chair  
Mark Johnson - Vice Chair  
Sonja Carlson - Trustee  
Wes Teterud - Trustee (attended on-site)  
Nancy Ledeboer - Executive Director and Secretary (attended on-site)

**Excused:** Kristin Thompson - Trustee

**Also Present On-site:** Jane Baker, Communication & Development Officer; Rick Knorr, Chief Financial Officer; and Patrick Roewe, Deputy Director.

**Agenda (Item I)** Chair John Craig convened the meeting/teleconference at 4:00 p.m.

**Agenda (Item II)** **North Spokane Library Carpet Installation Contract Award.**  
Mr. Teterud motioned and Mr. Johnson seconded approval of the North Spokane Library carpet installation award to the lowest bidder, Wholesale Floors Northwest, Spokane, WA. Executive Director Nancy Ledeboer pointed out the carpet installation contract was discussed as part of the total North Spokane renovation project at the Board of Trustees' regular meeting held January 17. Carpeting costs were separate from the construction contract, however, as the District will work with the contractor to coordinate temporary relocation of shelving and furniture in order to install the carpet. With the total cost estimated at over \$50,000, the District procurement policy requires Board approval to award the contract for the carpet installation.

AYES, and in favor thereof, Trustees: John Craig, Mark Johnson, Sonja Carlson, and Wes Teterud.

NAYS, Trustees: None.

ABSENT, Trustees: Kristin Thompson.

ABSTAIN, Trustees: None.

There were no questions or public comments.

The motion was approved.

**Special Meeting Minutes - Board of Trustees**

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**Agenda  
(Item III)**

There was no public comment.

**Agenda  
(Item IV)**

Chair Craig adjourned the meeting at 4:04 p.m.

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John Craig, Chair

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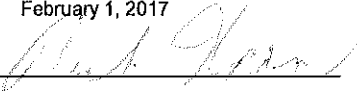
Nancy Ledeboer, Secretary of the Board of Trustees

PAYMENT VOUCHER APPROVAL

Pursuant to RCW 42.24.180 and Spokane County Library District Resolution # 94-03, we, the undersigned, do hereby certify that the merchandise and services hereinafter specified have been received as of January 31, 2017, and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$1,189,869.72 for the general fund and \$11,812.33 for the capital projects fund and are authorized to authenticate and certify these claims.

DATE: February 1, 2017

SIGNED



TITLE: Chief Financial Officer

SIGNED



TITLE: Executive Director

VOUCHER NUMBER	DESCRIPTION	VOUCHER AMOUNT
051456	ASSOC. OF WASHINGTON CITIES EMPLOYER BENEFITS ADMINISTRATIONS FEES	\$ 6,301.69
051457	AVISTA UTILITIES UTILITIES	10,738.58
051458	QUINN BASTIAN LOST/PAID REFUND	3.00
051459	B AND K ENTERPRISES, LLC OUTREACH VAN STORAGE	360.00
051460	CAPITAL COMMUNICATIONS, INC OFFICE/LIBRARY SUPPLIES	307.00
051461	CENTURYLINK ANALOG TELEPHONE LINES	75.29
051462	CITY OF SPOKANE WATER & SEWER - MORAN PRAIRIE	276.13
051463	CITY OF AIRWAY HEIGHTS WATER & SEWER - AIRWAY HEIGHTS	130.49
051464	CITY OF CHENEY WATER, SEWER, ELEC. - CHENEY	708.55
051465	CITY OF DEER PARK WATER & SEWER - DEER PARK	71.38
051466	CAPITAL ONE NAT'L ASSOC OFFICE/LIBRARY SUPPLIES/COSTCO	311.53
051467	VOID VOUCHER VOID VOUCHER	-
051468	DEMCO, INC. OFFICE/LIBRARY SUPPLIES	409.72
051469	DEVRIES INFORMATION MGMT COURIER SERVICE	4,428.00
051470	WICK ENTERPRIZES, LLC ADVERTISING	297.50
051471	VOID VOUCHER VOID VOUCHER	-
051472	MODERN ELECTRIC WATER COMPANY WATER, ELEC. - SV	1,828.92
051473	OFFICE DEPOT OFFICE/LIBRARY SUPPLIES	184.21
051474	QUILL CORPORATION OFFICE/LIBRARY SUPPLIES	3,213.47
051475	RACO INDUSTRIES, INC. IT HARDWARE & SOFTWARE	332.21
051476	SIRSIDYNIX SOFTWARE SUPPORT & WEB CONTENT	144,331.25
051477	SNO ISLE LIBRARIES FOUNDATION PUBLIC LIBRARY DIRECTOR'S MEETING	174.00
051478	STAPLES ADVANTAGE OFFICE/LIBRARY SUPPLIES	1,244.14
051479	WASTE MANAGEMENT OF SPOKANE REFUSE	1,141.90
051480	VOID VOUCHER VOID VOUCHER	-
051481	VOID VOUCHER VOID VOUCHER	-
051482 - 051484	these vouchers were dated Dec 2016 and approved in the previous meeting	
051485	ASSOC. OF WASHINGTON CITIES DUES AND MEMBERSHIPS	500.00
051486	VANTAGEPOINT TRNSFR %M&T BANK-302112 ICMA EMPLOYEE 457 CONTRIBUTIONS	4,197.95
051487	SPOKANE COUNTY UNITED WAY EMPLOYEE CONTRIBUTIONS	322.62
051488	ABM JANITORIAL SERVICES - NW CUSTODIAL SERVICES	12,373.28
051489	ALLIED SAFE & VAULT CO, INC. MONTHLY ALARM MONITORING	1,347.60
051490	SUZANNE BASSETT LOST/PAID REFUND	33.00
051491	CENTURYLINK ANALOG TELEPHONE LINES	77.88
051492	CENTURYLINK ANALOG TELEPHONE LINES	41.49
051493	CENTURYLINK ANALOG TELEPHONE LINES	59.85
051494	CENTURYLINK ANALOG TELEPHONE LINES	78.30
051495	CENTURYLINK ANALOG TELEPHONE LINES	112.75
051496	CAROL CONZELMAN LOST/PAID REFUND	8.00
051497	EARTHWORKS RECYCLING, INC RECYCLING	135.00
051498	EMPIRE DISPOSAL INC. SOLID WASTE - FAIRFIELD	37.19
051499	BRADLEY GRANT LOST/PAID REFUND	9.00
051500	GREATER SPOKANE VALLEY CHAMBER DUES AND MEMBERSHIPS	460.00
051501	CANDY HUDDLESTON LIBRARY PROGRAMS	36.96
051502	INTEGRA TELECOM HOLDINGS, INC BROADBAND AND INTERNET	2,293.64

051503	INTEGRA TELECOM HOLDINGS, INC	BROADBAND AND INTERNET	15,630.49
051504	INLAND POWER AND LIGHT	UTILITIES - AH, DP	646.18
051505	TANA KENDALL	LOST/PAID REFUND	15.80
051506	MIDWEST TAPE	LIBRARY MATERIALS	72,000.00
051507	MYE CHILD INC	OFFICE/LIBRARY SUPPLIES	673.94
051508	NEW YORK TIMES	LIBRARY MATERIALS	488.80
051509	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	12,000.00
051510	YUEMIAO PAN	LOST/PAID REFUND	16.00
051511	PayneWest INSURANCE	INSURANCE	15,413.00
051512	PROQUEST	ELECTRONIC LIBRARY SERVICES	9,890.00
051513	RECORDED BOOKS, LLC	LIBRARY MATERIALS	135.22
051514	LOIS ROSS	LOST/PAID REFUND	18.00
051515	SPOKANE COUNTY ENVIRONMENTAL SERVICES	SEWER - AR, NS, SV	437.83
051516	CAMERON STARKEL	LOST/PAID REFUND	28.00
051517	UPS	SHIPPING	15.12
051518	VERIZON WIRELESS	CELL PHONES (6)	217.51
051519	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	699.76
051520	WEST PLAINS CHAM. OF COMMERCE	DUES AND MEMBERSHIPS	340.00
051521	WHITWORTH WATER DISTRICT #2	WATER - NORTH SPOKANE	32.73
051522	ABM JANITORIAL SERVICES - NW	CUSTODIAL SERVICES	1,320.00
051523	APPLE COMPUTER, INC.	IT HARDWARE & SOFTWARE	21.73
051524	ASSOC OF WASHINGTON CITIES	MEDICAL, DENTAL, VISION & LIFE INS.	745.00
051525	QUINN BASTIAN	LOST/PAID REFUND	11.20
051526	RHONDA BAXTER	LOST/PAID REFUND	42.00
051527	VOID VOUCHER	VOID VOUCHER	-
051528	BELFOR USA GROUP, INC.	BUILDING REPAIRS/N. SPOKANE	12,034.02
051529	A+ PRINTING, INC	PRINTING	363.63
051530	JENNIFER BISHOP	LOST/PAID REFUND	6.00
051531	BLACKSTONE AUDIO BOOKS	LIBRARY MATERIALS	62.51
051532	BOOKLIST	LIBRARY MATERIALS	478.50
051533	BRILLIANCE PUBLISHING, INC.	LIBRARY MATERIALS	48.89
051534	BROWNSCAPE	SNOW REMOVAL	2,171.00
051535	CAPITAL COMMUNICATIONS, INC	OFFICE/LIBRARY SUPPLIES	991.71
051536	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	6.46
051537	CENTURYLINK	ANALOG TELEPHONE LINES	37.39
051538	US POSTAL SERVICE	POSTAGE FOR POSTAGE MACHINE	5,000.00
051539	CITY OF MEDICAL LAKE	WATER, SEWER, REFUSE - ML	165.83
051540	FINDAWAY WORLD, LLC	LIBRARY MATERIALS	513.47
051541	GALE/CENAGE LEARNING	LIBRARY MATERIALS	562.29
051542	ANNA GALL	LOST/PAID REFUND	7.40
051543	GARY L. GODDARD	LOCK AND KEY REPAIR	2.44
051544	GREENLEAF LANDSCAPING, INC.	LANDSCAPE MAINTENANCE	4,404.51
051545	H&H BUSINESS SYSTEMS, INC.	COPIER MAINTENANCE & TONER	1,951.26
051546	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	9,795.69
051547	INLAND NW BUSINESS ALLIANCE	LUNCH MEETING	30.00
051548	INLAND POWER AND LIGHT	UTILITIES - AH, DP	360.93
051549	GROUP W MARKETING	ADVERTISING - KIDS NEWSPAPER	1,000.00
051550	LIBRARY ADMINISTRATOR'S DIGEST	LIBRARY MATERIALS	85.00
051551	MIDWEST TAPE	LIBRARY MATERIALS	2,061.61
051552	NATIONAL COLOR GRAPHICS	PUBLIC RELATIONS	22,251.98
051553	OCLC, INC.	CATALOGING & ILL SUBSCRIPTION SVCS	3,355.40
051554	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	164.90
051555	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	5.99
051556	PERRINE PROPERTIES, LLC	SV PARKING LOT LEASE	300.00
051557	PETER RONZA	COMPENSATION STUDY CONSULTANT	5,000.00
051558	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	199.30
051559	AMY RANDALL	LOST/PAID REFUND	9.60
051560	RECORDED BOOKS, LLC	LIBRARY MATERIALS	17,998.85
051561	LOIS ROSS	LOST/PAID REFUND	8.00
051562	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	646.29
051563	JULIA STEVENS	LOST/PAID REFUND	10.00
051564	TOWN OF FAIRFIELD	WATER, SEWER - FAIRFIELD	169.80
051565	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	8,982.21

051566	APPLE COMPUTER, INC.	IT HARDWARE & SOFTWARE	326.09
051567	APS, INC.	POSTAGE EQUIP. SUPPLIES	161.96
051568	CORRINA BARRETT	LOST/PAID REFUND	11.00
051569	BRINKMAN ENTERPRISES, INC.	LIBRARY MATERIALS	15.95
051570	LADONNA CARTER	LOST/PAID REFUND	16.00
051571	CDW GOVERNMENT, INC.	IT HARDWARE & SOFTWARE	1,290.81
051572	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	487.14
051573	CENTURYLINK	ANALOG TELEPHONE LINES	101.90
051574	CENTURYLINK	ANALOG TELEPHONE LINES	37.59
051575	CENTURYLINK	ANALOG TELEPHONE LINES	78.44
051576	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	2,406.80
051577	FINDAWAY WORLD, LLC	LIBRARY MATERIALS	1,084.04
051578	FRONTIER COMMUNICATION	TELEPHONE & BROADBAND - FF	118.63
051579	GALE/CENAGE LEARNING	LIBRARY MATERIALS	10,139.87
051580	GARY L. GODDARD	LOCK AND KEY REPAIR	58.69
051581	GREENLEAF LANDSCAPING, INC.	LANDSCAPE MAINTENANCE	2,250.98
051582	REBECCA HIGGINS	LOST/PAID REFUND	7.00
051583	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,202.77
051584	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	8,864.94
051585	KENT ADHESIVE PRODUCTS CO.	OFFICE/LIBRARY SUPPLIES	76.76
051586	FREYA KAY	LOST/PAID REFUND	9.00
051587	M & L SUPPLY CO., INC.	BUILDING REPAIR & MAINTENANCE	39.83
051588	MIDWEST TAPE	LIBRARY MATERIALS	3,712.00
051589	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	232.58
051590	OPTUM	H S A ACCOUNT FEES	75.00
051591	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	15,583.57
051592	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	505.55
051593	RACO INDUSTRIES, INC.	IT HARDWARE & SOFTWARE	7,596.02
051594	RECORDED BOOKS, LLC	LIBRARY MATERIALS	350.45
051595	JAIME ROUND	LOST/PAID REFUND	2.60
051596	RUTH SAFRANEK	MILEAGE REIMBURSEMENT	26.19
051597	PAMALA SILVERS	LOST/PAID REFUND	40.60
051598	SOFTWARE ONE, INC	SOFTWARE SUPPORT	318.88
051599	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	306.95
051600	PAULA TAYLOR	LOST/PAID REFUND	1.60
051601	TARA TURNER	LOST/PAID REFUND	9.80
051602	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	302.62
051603	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	766.00
051604	AVISTA UTILITIES	UTILITIES	14,087.75
051605	BRODART CO.	OFFICE/LIBRARY SUPPLIES	201.76
051606	JODEAN BUNNEY	LOST/PAID REFUND	6.40
051607	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	213.02
051608	CONSOLIDATED IRRIGATION DIST19	WATER - OTIS ORCHARDS	21.00
051609	COEUR D'ALENE PRESS	LIBRARY MATERIALS	312.00
051610	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	313.57
051611	DIVCO INCORPORATED	BUILDING REPAIR & MAINT - HVAC	1,301.14
051612	EMPLOYMENT SECURITY DEPARTMENT	UNEMPLOYMENT INSURANCE	675.91
051613	REBEKAH FORD	LOST/PAID REFUND	4.60
051614	GALE/CENAGE LEARNING	LIBRARY MATERIALS	1,092.26
051615	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	19,514.04
051616	KHQ Q6 - SPOKANE	ADVERTISING	750.00
051617	BIRGITT L KRAUSE	LOST/PAID REFUND	60.00
051618	MARY LONGEWAY	LOST/PAID REFUND	16.00
051619	MIDWEST TAPE	LIBRARY MATERIALS	5,915.66
051620	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	10,516.91
051621	PHILADELPHIA INSURANCE CO	INSURANCE	5,344.00
051622	ORKIN, LLC	BUILDING REPAIR & MAINTENANCE	1,413.10
051623	ROBERT J SAVAGE	ELECTRONIC LIBRARY SERVICES	3,995.00
051624	RECORDED BOOKS, LLC	LIBRARY MATERIALS	591.77
051625	JACOB SANSOM	LOST/PAID REFUND	11.00
051626	SHOWCASES	OFFICE/LIBRARY SUPPLIES	173.40
051627	SPOKANE CO. WATER DISTRICT #3	UTILITY FEE - HASTINGS PROPERTY	15.30
051628	SECRETARY OF STATE	TRADEMARK REGISTRATION	30.00

051629	WASTE MANAGEMENT OF SPOKANE	REFUSE	1,173.70
051630	WASHINGTON STATE UNIVERSITY	LIBRARY MATERIALS	36.61
W00393	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	39,686.93
W00394	US BANK - HEALTH - OPTUM	H S A CONTRIBUTIONS	1,762.50
W00395	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	63,459.52
W00396 thru 398	VOID VOUCHER		
W00399	ASSOC OF WASHINGTON CITIES	MEDICAL, DENTAL, VISION & LIFE INS.	77,590.30
W00400	US BANK - HEALTH - OPTUM	H S A CONTRIBUTIONS	1,921.75
W00401	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	38,145.07
W00402	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	55,382.18
W00403 thru 406	VOID VOUCHER		
W00407	DEPT. OF LABOR & INDUSTRIES	QUARTERLY WORKMAN'S COMP.	1,884.42

**Total Non-Payroll General Operating Fund**

**\$ 840,309.81**

**PAYROLL VOUCHERS**

01102017PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	\$ 182,274.94
01252017PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	167,284.97

**Total Payroll General Operating Fund**

**\$ 349,559.91**

**TOTAL GENERAL OPERATING FUND**

**\$ 1,189,869.72**

**CAPITAL PROJECTS FUND**

<b>VOUCHER NUMBER</b>	<b>DESCRIPTION</b>	<b>VOUCHER AMOUNT</b>
009538	FREE PRESS PUBLISHING , INC	INVITATION FOR BIDS/N SPOKANE REMODEL \$ 33.15
009539	HAMMOND FACILITY CONSULTING SERVICES	OWNER'S REP. SERVICES / N SPOKANE PROJECT 2,442.68
009540	OPTO INTERNATIONAL	FURNITURE & EQUIPMENT/TABLES 8,856.50
009541	CHIPMAN MOVING & STORAGE (SPOKANE) INC	CART LEASE FOR MOVING BOOKS/N SPOKANE 480.00

**Total Capital Projects Fund**

**\$ 11,812.33**

## NORTH SPOKANE LIBRARY RENOVATION

### Background:

The North Spokane Library renovation is underway. The construction contract was awarded to M. E. Uphus Construction, Inc., in January. They were given notice to proceed and began the project on Monday, January 30. The required date of substantial completion is April 13, a 74-day project. We remain scheduled to close the library from March 27 through April 7, predominantly to facilitate the removal and installation of new carpet. There will be bi-weekly construction meetings during the project, although with the building open, there will also be daily communication and monitoring of the entire project.

The demolition phase is first, and the new staff breakroom will be the initial room completed. The remaining schedule is yet to be determined.

To clear the way for the contractor, staff relocated computers and work areas to the basement. Tables are being transferred to North Spokane to relocate checkout stations so that demolition can begin on the current circulation desk. Staff are working to keep ahead of the contractor, removing shelving from walls and placing books on temporary carts.

We continue to work on furnishing plans which will include:

- New computer workstations, a total of 20 seats
- New chairs for all public spaces, including the makerspace and both the new and former conference room
- New, soft comfortable seating
- Additional display shelving

The total budget for this project remains the same and is summarized below.

North Spokane Remodel Project	
Budget	
General Construction	262,075
Carpeting removal and replacement	59,552
Contingency	26,207
Architect fees and other soft costs	52,880
Furnishings and Equipment	68,000
	<u>468,714</u>

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

**SPOKANE VALLEY LIBRARY UPDATE/  
EXPLORING OPTIONS WITH CITY OF SPOKANE VALLEY****Background:**

The Spokane Valley Library Task Force (formerly Ad Hoc Library Committee) members met on Thursday, February 2, for an initial meeting. Trustees Craig and Carlson attended along with staff. City of Spokane Valley Mayor Rod Higgins and Deputy Mayor Arne Woodard attended on behalf of the city along with several city staff. We discussed our shared goal to identify options for providing library services to Valley residents. Trustee Craig indicated the Board realizes that having a new library across from City Hall is a priority for Spokane Valley. Information regarding the 2014 and 2015 bond elections was shared, with a suggestion that any future bond issue must have strong support from both the business community and an active grassroots campaign.

There was discussion about the possibility of building the library in partnership with another agency. Trustees indicated the library is open to partnership ideas. When asked about the possibility of renting space if the city were to build a new building, Ms. Ledebauer indicated this would not be a preferred option. Ownership of the building is key to being able to operate the library and make changes over time.

There was discussion regarding ways to keep a future bond issue affordable by keeping the total cost down, raising private funds and possibly seeking capital community project funds from the state. New boundaries for a future Library Capital Facility Area (LCFA) could be drawn to include a large enough area to keep the overall tax rate low while capturing areas with concentrated support.

The next meeting will focus on reviewing potential costs for library facilities. Architects West will be invited to share its experience building the Coeur d'Alene Library and the new City Hall for Spokane Valley. In the future, we may also look at the proposed projects in Airway Heights and Liberty Lake to see how they incorporate public-private partnerships.

City Attorney Cary Driskell asked whether the Library District's intent is to renew the current interlocal agreement. Trustee Craig indicated that the Board considers this agreement complete and will let it run out in October. By then we hope to have identified a clear path forward. Trustee Carlson agreed that the Board is open to developing a new path forward and is willing to look at a new agreement at that time.

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



**THE BOOKEND (SPOKANE VALLEY MALL) UPDATE****Background:**

The BookEnd task force continued to refine plans for the service model, staffing, collection materials, marketing and furniture, fixtures, and equipment, with the target of opening Monday, May 1, 2017. In particular:

- Staffing levels and schedules were finalized, with the hiring process set to begin in February.
- Parameters for material check-out periods and other ILS (integrated library system) logistics were finalized.
- The furniture plan continues to be refined, with the intent to submit plans to mall management for review in March.
- An initial walk-through of the now vacated space has been planned for early February. Staff from Public Services, IT, Facilities, Collection Services, and Communication will be on site to do an initial assessment of the space to determine next steps in space preparation.

Chief Financial Officer Rick Knorr and Deputy Director Patrick Roewe will be available to answer questions.

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

## 2017 Budget/2016 General Fund Transfer

### Authorizing the Transfer of Funds from the General Fund to the Capital Projects Fund (Resolution No. 17-02)

**Background:**

The 2016 fiscal year is now closed and final revenues over expenses is \$437,908. Staff is recommending the year-end fund balance be used as follows:

2016 End of Year General Fund Balance		
<b>2016 year end excess of revenues over expenses</b>		<b>437,908</b>
<u>Requested uses</u>		
Fund portion of mall operations for 2017, if needed	<i>Retain in General Fund</i>	45,000
Fund portion of mall operations for 2018, if needed	<i>Retain in General Fund</i>	100,000
North Spokane remodel project	<i>Transfer to Cap Proj Fund</i>	40,000
Mall location initial furnishing and equipment investment	<i>Transfer to Cap Proj Fund</i>	40,000
General increase in capital project fund balance	<i>Transfer to Cap Proj Fund</i>	212,908
		<b>437,908</b>
Note: Total requested transfer to capital project fund is \$292,908.		

Recommended Action: Board motion to approve Resolution No. 17-02, authorizing the transfer of \$292,908 from the General Fund to the Capital Projects Fund.

**RESOLUTION NO. 17-02**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, AUTHORIZING THE TRANSFER OF FUNDS FROM THE GENERAL FUND TO THE CAPITAL PROJECTS FUND; AND PROVIDING FOR OTHER MATTERS PROPERLY 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 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 (5) provides the Board of Trustees (the "Board") with exclusive control of the finances of the District;

WHEREAS, the Board adopted the final budget for 2017 through Resolution 16-11 for the General Fund and the Capital Projects Fund.

WHEREAS, the actual operating results for the General Fund for 2016 are final and will result in an excess of revenues over expenditures equal to \$437,908.

WHEREAS, the Board desires to use a portion of the 2016 excess of revenues over expenditures for the North Spokane remodel, the initial capital needs of the mall library, to supplement initial operation of the new mall library and to increase the undesignated capital projects fund balance.

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

**Section 1: TRANSFER OF FUNDS FROM THE GENERAL FUND TO THE CAPITAL PROJECTS FUND.**

The Board hereby authorizes and directs that \$292,908 of General Fund balance be transferred to the Capital Projects Fund, as of the end of the 2016 calendar year.

**Section 2: EFFECTIVE DATE**

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



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ADOPTED by the Board of Trustees of Spokane County Library District, Spokane County, Washington, at a regular meeting thereof, held this 13<sup>th</sup> day of February 2017.

SPOKANE COUNTY LIBRARY DISTRICT  
Spokane County, Washington

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John Craig, Chair  
Board of Trustees

ATTEST

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Nancy Ledeboer  
Secretary to the Board of Trustees

## **COMMUNITY ENGAGEMENT PLAN REPORT - 2016**

### **Background:**

The first year of the Community Engagement Plan (CEP) is now complete, and thus provides the opportunity to assess the progress we have made in pursuing the individual goals under each of the four service priorities:

### **Digital Interaction and Sharing**

Goal 1: People looking to engage with their communities will find events and opportunities to connect via online content.

Goal 2: Regional experts will share their knowledge with the community through an interactive digital platform.

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

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

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

### **Business and Career Development**

Goal 1: Teens and adults focused on higher education will have the resources needed to succeed.

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

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

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

### **Education and Enrichment**

Goal 1: School age youth will have access to fun and free extended learning activities that promote literacy, STEM skills, and the arts.

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

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

**Early Learning**

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

Goal 2: Children, birth through age eight, will have the services and programs needed to develop skills for kindergarten readiness and school success.

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

At the meeting, Deputy Director Patrick Roewe will provide a brief overview of the progress made in the plan in 2016.

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

## **2016 Reciprocal Use Report**

### **Background:**

The following statistics detail reciprocal use between a.) Spokane County Library District and Spokane Public Library, and b.) Spokane County Library District and Liberty Lake Municipal Library for 2016. As per a requirement in the interlocal agreements with both libraries, reciprocal use statistics are to be reported on an annual basis to each respective partner.

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

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

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

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

a. Cardholders

	2015 Total SCLD members	2016 Total SCLD members	change %	2015 Total SPL Reciprocal Cards	2016 Total SPL Reciprocal Cards	change %	2015 Percentage SPL Reciprocal Members	2016 Percentage SPL Reciprocal Members
<b>All Library Total</b>	<b>116,281</b>	<b>113,099</b>	<b>-2.74%</b>	<b>17,191</b>	<b>17,241</b>	<b>0.29%</b>	<b>14.8%</b>	<b>15.2%</b>
Airway Heights	4,369	4,511	3.25%	314	317	0.96%	7.2%	7.0%
Argonne	10,205	10,016	-1.85%	1,246	1,219	-2.17%	12.2%	12.2%
Cheney	8,716	8,694	-0.25%	245	247	0.82%	2.8%	2.8%
Deer Park	6,503	6,548	0.69%	139	147	5.76%	2.1%	2.2%
Fairfield	636	629	-1.10%	9	8	-11.11%	1.4%	1.3%
Medical Lake	2,791	2,794	0.11%	47	57	21.28%	1.7%	2.0%
Moran Prairie	11,237	11,245	0.07%	4,667	4,749	1.76%	41.5%	42.2%
North Spokane	30,338	29,597	-2.44%	8,518	8,534	0.19%	28.1%	28.8%
Otis Orchards	4,244	4,143	-2.38%	58	57	-1.72%	1.4%	1.4%
Spokane Valley	35,704	34,922	-2.19%	1,947	1,905	-2.16%	5.5%	5.5%

b. Circulation\*

	2015 SCLD Total Circulation	2016 SCLD Total Circulation	change %	2015 Total circulation to SPL Residents	2016 Total circulation to SPL Residents	change %	2015 Percentage SPL Resident Checkout	2016 Percentage SPL Resident Checkout
<b>All Library Total</b>	<b>2,217,350</b>	<b>2,139,534</b>	<b>-3.51%</b>	<b>292,535</b>	<b>276,955</b>	<b>-5.33%</b>	<b>13.2%</b>	<b>12.9%</b>
Airway Heights	78,082	76,453	-2.09%	4,274	4,978	16.47%	5.5%	6.5%
Argonne	169,311	160,148	-5.41%	14,348	12,711	-11.41%	8.5%	7.9%
Cheney	169,537	167,267	-1.34%	3,026	2,860	-5.49%	1.8%	1.7%
Deer Park	171,420	161,336	-5.88%	1,675	2,505	49.55%	1.0%	1.6%
Fairfield	15,326	16,738	9.21%	99	25	-74.75%	0.6%	0.1%
Medical Lake	57,428	59,327	3.31%	1,046	828	-20.84%	1.8%	1.4%
Moran Prairie	207,717	211,901	2.01%	85,904	81,262	-5.40%	41.4%	38.3%
North Spokane	637,789	595,048	-6.70%	159,920	150,244	-6.05%	25.07%	25.25%
Otis Orchards	72,835	70,219	-3.59%	1,118	740	-33.81%	1.53%	1.05%
Spokane Valley	633,424	615,964	-2.76%	21,118	20,802	-1.50%	3.33%	3.38%

\*excludes digital circulation



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

**a. Cardholders**

	2015 Total SPL Members	2016 Total SPL Members	change %	2015 Total SCLD Reciprocal Cards	2016 Total SCLD Reciprocal Cards	change %	2015 Percentage SCLD Reciprocal Members	2016 Percentage SCLD Reciprocal Members
<b>All Library Total</b>	<b>148,033</b>	<b>161,725</b>	<b>9.25%</b>	<b>25,793</b>	<b>28,327</b>	<b>9.82%</b>	<b>17.4%</b>	<b>17.5%</b>
Downtown	50,613	55,323	9.31%	11,732	12,721	8.43%	23.2%	23.0%
East Side	5,910	6,609	11.83%	1,089	1,290	18.46%	18.4%	19.5%
Hillyard	13,428	15,061	12.16%	1,361	1,584	16.39%	10.1%	10.5%
Indian Trail	7,057	7,723	9.44%	1,033	1,155	11.81%	14.6%	15.0%
Outreach	989	625	-36.80%	9	10	11.11%	0.9%	1.6%
Shadle	40,201	43,878	9.15%	5,829	6,437	10.43%	14.5%	14.7%
South Hill	29,835	32,508	8.96%	4,740	5,130	8.23%	15.9%	15.8%

**b. Circulation\***

	2015 SPL Total Circulation	2016 SPL Total Circulation	change %	2015 Total circulation to SCLD Residents	2016 Total circulation to SCLD Residents	change %	2015 Percentage SCLD Resident Checkout	2016 Percentage SCLD Resident Checkout
<b>All Library Total</b>	<b>1,917,283</b>	<b>1,838,764</b>	<b>-4.10%</b>	<b>182,541</b>	<b>182,930</b>	<b>0.21%</b>	<b>9.5%</b>	<b>9.9%</b>
Downtown	389,350	347,372	-10.78%	43,668	40,144	-8.07%	11.2%	11.6%
East Side	106,723	102,539	-3.92%	11,429	13,631	19.27%	10.7%	13.3%
Hillyard	152,809	158,971	4.03%	8,819	11,543	30.89%	5.8%	7.3%
Indian Trail	131,105	126,252	-3.70%	14,351	13,921	-3.00%	10.9%	11.0%
Outreach	69,756	81,068	16.22%	95	69	-27.37%	0.1%	0.1%
Shadle	514,391	485,567	-5.60%	45,178	48,062	6.38%	8.8%	9.9%
South Hill	552,948	536,796	-2.92%	58,935	55,502	-5.83%	10.7%	10.3%

\*excludes digital circulation

**Comparison and analysis:**

Overall, SCLD's total percentage of SPL resident cardholders (15.2%) and SPL resident checkouts (12.9%) for 2016 are fairly balanced when compared to each other, and are fairly stable when compared to 2015 (14.8% and 13.2%, respectively). SPL's total percentage of SCLD resident cardholders (17.5%) and SCLD resident checkouts (9.9%) for 2016 are fairly stable as well when compared to 2015 (17.4% and 9.5%, respectively).

It is noteworthy that while the total of SCLD residents holding an SPL library card has increased 9.82% from 2015 to 2016 (a total of 2,534 cards), overall circulation by SCLD residents of SPL materials has increased only .21% (389 items). One can only speculate as to the reason for such an increase in cardholders, but that those additional cardholders might be using resources such as internet computers rather than materials. On the other side, the total SPL residents holding an SCLD library card has increased 0.29% from 2015 to 2016 (a total of 50 cards), and overall circulation by SPL residents of SCLD materials has decreased by -5.33% (-15,580 items).

Also of note is the fact that SCLD checked out 276,955 total items to SPL cardholders, while SPL checked out 182,930 total items to SCLD cardholders—a difference of 94,025 items, or a ratio of 1.5 to 1 (2015 ratio: 1.6 to 1). On average,

each SPL resident cardholder checked out 16 items at SCLD libraries in 2016 (17 items in 2015). To compare, each SCLD resident cardholder checked out an average of 6 items at SPL libraries in 2016 (7 items in 2015).

It is not surprising that, similar to years past, Moran Prairie (38.3%) and North Spokane (25.3%) are carrying the largest percentage of reciprocal check-outs in 2016, given the geographic proximity of those libraries to city of Spokane boundaries. For clarification, it should be noted that members residing in the portion of the Moran Prairie LCFA that was subsequently annexed by the city of Spokane are counted as in-District SCLD members.

The fluctuation of changes in 2016 circulation to SPL Residents in outlying SCLD locations—from +49.55% at Deer Park (+830 items) to -74.75% at Fairfield (-74 items)—is of interest, as those locations don't border City of Spokane boundaries and seem to underscore the transitory nature of where residents in greater Spokane County live, work, and travel.

### 3.) Spokane County Library District: Reciprocal use with Liberty Lake Municipal Library

#### a. Cardholders

	2015 Total SCLD members	2016 Total SCLD members	change %	2015 Total LLML Reciprocal Cards	2016 Total LLML Reciprocal Cards	change %	2015 Percentage LLML Reciprocal Members	2016 Percentage LLML Reciprocal Members
<b>All Library Total</b>	<b>116,281</b>	113,099	<b>-2.74%</b>	<b>440</b>	<b>528</b>	<b>20.00%</b>	<b>0.30%</b>	<b>0.47%</b>
Airway Heights	4,369	4,511	<b>3.25%</b>	1	3	<b>200.00%</b>	0.00%	0.07%
Argonne	10,205	10,016	<b>-1.85%</b>	10	17	<b>70.00%</b>	0.09%	0.17%
Cheney	8,716	8,694	<b>-0.25%</b>	1	0	<b>100.00%</b>	0.00%	0.00%
Deer Park	6,503	6,548	<b>0.69%</b>	1	1	<b>0.00%</b>	0.02%	0.02%
Fairfield	636	629	<b>-1.10%</b>	0	0	<b>N/A</b>	0.00%	0.00%
Medical Lake	2,791	2,794	<b>0.11%</b>	1	1	<b>0.00%</b>	0.00%	0.04%
Moran Prairie	11,237	11,245	<b>0.07%</b>	11	12	<b>9.09%</b>	0.07%	0.11%
North Spokane	30,338	29,597	<b>-2.44%</b>	14	15	<b>7.14%</b>	0.03%	0.05%
Otis Orchards	4,244	4,143	<b>-2.38%</b>	134	150	<b>11.94%</b>	2.41%	3.62%
Spokane Valley	35,704	34,922	<b>-2.19%</b>	266	332	<b>24.81%</b>	0.67%	0.95%

**a. Circulation\***

	2015 SCLD Total Circulation	2016 SCLD Total Circulation	change %	2015 Total circulation to LLML Residents	2016 Total circulation to LLML Residents	change %	2015 Percentage LLML Resident Checkout	2016 Percentage LLML Resident Checkout
<b>All Library Total</b>	<b>2,217,350</b>	<b>2,139,534</b>	<b>-3.51%</b>	<b>8028</b>	<b>8887</b>	<b>10.70%</b>	<b>0.28%</b>	<b>0.42%</b>
Airway Heights	78082	76,453	-2.09%	0	33	N/A	0.00%	0.04%
Argonne	169311	160,148	-5.41%	182	103	-43.41%	0.18%	0.06%
Cheney	169537	167,267	-1.34%	120	47	-60.83%	0.00%	0.03%
Deer Park	171420	161,336	-5.88%	0	0	N/A	0.00%	0.00%
Fairfield	15326	16,738	9.21%	1	3	200.00%	0.12%	0.02%
Medical Lake	57428	59,327	3.31%	13	5	-61.54%	0.00%	0.01%
Moran Prairie	207717	211,901	2.01%	10	23	130.00%	0.06%	0.01%
North Spokane	637789	595,048	-6.70%	36	113	213.89%	0.00%	0.02%
Otis Orchards	72835	70,219	-3.59%	4145	4064	-1.95%	3.42%	5.79%
Spokane Valley	633424	615,964	-2.76%	3522	4496	27.65%	0.51%	0.73%

\*excludes digital circulation

**Comparison and analysis:**

As anticipated, Otis Orchards (28%) and Spokane Valley (63%) have the largest percentages of total LLML card holders (a combined total of 91% of all LLML residents with SCLD cards). Otis Orchards (46%) and Spokane Valley (51%) also have the largest percentages of total check-outs by LLML residents (a combined total of 97% of all LLML resident checkouts at SCLD libraries). On average, each LLML resident cardholder checked out 17 items in 2016, which is only a slight decrease from 18 items in 2015.

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

With only .47% of total SCLD cardholders and a comparable .42% of all SCLD check-outs, the overall impact of the reciprocal use agreement with LLML on SCLD usage continues to be very minor, though there was modest growth in both categories from 2015.

As of the writing of this report, Liberty Lake Municipal Library is not able to provide complete reciprocal use statistics (they have not been able to provide complete statistics for the duration of the agreement). However, they did report that 1,985 of their 5,590 registered card holders (~36%) live outside of Liberty Lake. As we understand it, due to the parameters set in their ILS (Integrated Library System), they are not able to provide how many of those cardholders specifically reside in SCLD's service area or the actual number of items those SCLD residents have checked out.

## **WLA Library Legislative Day Key Issues**

### **Background:**

Legislative Day is scheduled for March 16 in Olympia. The current Legislature is focused on fully funding basic education. The Governor's budget came out in December and the House and Senate responded to that budget. Subsequently, both houses are working on their own proposed budgets to fund education. Committees are meeting to review bills and at this point in the session there are several bills with a potential impact on libraries being monitored.

An issue emerged with the Washington Library Association (WLA) causing concern and confusion regarding advocacy for public libraries. The WLA board revised the contracts for the two WLA lobbyists. By reducing the scope of services and fees for the lobbyist who has served public libraries for over 25 years, WLA jeopardized the relationship that public libraries have had in Olympia. Steve Duncan has volunteered to continue to monitor bills and advise public libraries on issues that impact public libraries. However, as he did not renew his contract with WLA under the proposed terms, he cannot register as our lobbyist. This severely limits his effectiveness in advocating on our behalf as he cannot speak directly with legislators. Currently public libraries do not have a lobbyist representing their issues in Olympia. At the Library Directors' meeting this issue was discussed and an effort is underway to meet with the WLA leadership and express concern about the unilateral action that was taken without consulting library directors. If WLA is unwilling to rectify the situation, the directors are prepared to form a Public Library Council that can immediately contract with Mr. Duncan to continue his valuable services to public libraries.

Meanwhile, Mr. Duncan continues to work with bill readers to review those having a potential impact on public libraries. At this time there are bills that impact governance, finance and intellectual freedom. We support the bill to expand the Board of Trustees from five to seven members in counties with a population over one million. We support the bill to appoint a librarian to the Governor's Early Learning Advisory Council. And we support the bill to adjust the budget cap from 1% to another factor closely tied to inflation. We are monitoring a bill that would allow public safety officials to request information from Internet service providers regarding information that is believed to present a danger to children. Each of these issues raises concerns for libraries that will be discussed at the meeting.

On the federal level there are concerns that funding for the Institute of Museums and Libraries (IMLS) will be eliminated. IMLS provides around \$3 million to Washington State for the support of libraries. The American Library Association will host a Federal Library Legislative Event on May 1 & 2. The ALA Office of Intellectual Freedom is also concerned about actions of the new administration to limit access to government information and to limit funding for research.

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

**FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: MARCH - APRIL 2017**

***March 21, 2017: Otis Orchards (4:00 p.m.)***

- NS Renovations Update
- SV Planning
- Library Mall Update
- Compensation Study Report (Tentative)
- Children's Safety in Libraries Policy
- Scheduling and Vacation Practices Report
- Spotlight Otis Orchards Library
- Overview Internal Controls
- Executive Session – Review the Performance of a Public Employee (RCW 42.30.110(1)(g))

Please send requests for agenda additions or changes to the Board Chair or Patty no later than Monday, March 6, for inclusion in the preliminary agenda to be sent March 8. Meeting packets will be mailed March 15.

***April 18, 2017: North Spokane (4:00 p.m.)***

- NS Renovations Update/Review
- SV Planning
- Library Mall Update
- Code of Conduct Policy (In preparation for Spokane Valley Mall Library opening)
- Confidentiality of Library Records Policy
- WLA Library Legislative Day Report
- Spotlight North Spokane Library
- Overview Volunteer Program

**SPECIAL MEETINGS/ACTIVITIES**

2017

- Mar 16** WLA Library Legislative Day, Olympia, WA  
**Apr 29** Friends Helping Friends, Spokane Valley Library

**EXECUTIVE DIRECTOR’S REPORT JANUARY 2017**

Administration

Business Office, Finance and Facilities (Rick Knorr)

Finance

The 2016 year is officially closed. Please refer to Agenda Item V.E. for a finance report and highlights of year-end results. Due to an earlier timeframe for this month’s meeting, a finance report for January 2017 will not be provided.

Human Resources (Toni Costa)

**Department Activities**

**a. Recruitment and Selection:**

Date Posted	Closing Date	Location	Title	Notes
1/30/2017	2/1/2017	NS	Public Services Specialist (24 hrs/week, PSS10)	Vacant as of 2/28 Lateral posting 1/30 - 2/1
1/26/2017	1/30/2017	MP	Public Services Associate (20 hrs/week, PSA18)	Vacant as of 2/1 Lateral posting 1/26 - 1/30

**b. New Hires**

- CH Public Services Associate
- SV Library Page
- CH Public Services Associate
- HR Clerical Assistant (temp)

**c. Terminations:**

n/a

**d. Promotions/Demotions:**

Library Page @ NS to Library Assistant @ MP

**e. Reclassifications:**

n/a

**f. Transfers:**

- Public Services Associate
  - AR to AR
  - AH to AR
  - CH to AH
- Public Services Associate – Float
  - AR to PS
- Receptionist to Technical Services Assistant
  - HR to CS
- Public Services Specialist
  - NS to NS
  - SV to SV

### Information Technology (Doug Stumbough)

- Following successful testing at Spokane Valley, Drew and Aaron M deployed touchscreen monitors to all District checkout stations this month. They were also able to replace most of the scanners at those stations with upgraded models, although we are still awaiting about half a dozen that are on backorder with the vendor. The new stations appear to have been well received by members, as several positive comments about their appearance and ease of use have been shared with us.
- With the selection of a contractor, several IT-related activities for the North Spokane remodeling project got underway. Staff workstations were relocated from two work areas on the main floor to temporary space in the basement and network gear moved out of old office areas in preparation for wall demolition. Final selections and purchasing began for several components of the audio/video system that will be installed in the classroom/makerspace.
- Network security testing was conducted this month. We engaged an independent consultant to assess our information security posture by examining the network infrastructure, topology, services, peripherals, servers, hosts, password policies, and network shares. The vendor will analyze the results and provide their findings and recommendations in a final report in early February.
- As a result of a staff suggestion through the Innovation Team, Giang researched and then added a language translation option to our main website. The Google plugin allows visitors to view the site in any of over 100 languages.
- Other projects that staff have been working on this month include: purchase and installation of FinalCut and Adobe CC for AV lab, Network equipment racks for NS, Mall, and FF libraries, testing of cameras for potential parking lot monitoring, backend work on our Integrated Library System (ILS) to prep for new mall library location, deployment of branch servers, training for Analytics-On-Demand, and attending a demonstration of web-based circulation tools offered by our ILS.

### Collection Services (Andrea Sharps)

- We ordered 2,422 titles and 7,633 copies in January. The number of titles ordered is up from last month as is the number of copies ordered.
- With 8.33% of the year done, total library materials expended stands at 13.53%.
- We processed, added to the system, and sent out to the libraries 4,736 items in January. This is down from last month. The decrease can be attributed to wintry weather conditions in Oregon and along the I-5 Corridor which impacted distribution centers and deliveries.
- Downloadable lending through OverDrive was up quite a bit in January 2017 from December 2016. A total of 38,382 audiobook (14,396) and eBook (23,986) items circulated in January. Members placed a total of 12,597 holds; and, there were 5,170 unique users with titles checked out.
- Midwest Tape's hoopla, a streaming media service, saw a slight decrease in circulation in January 2017 over December 2016. A total of 2,513 titles including audiobooks (966), comics/graphic novels (123), eBooks (456), movies (497), full-length albums (303) and television shows (168) circulated in January for a combined cost of \$5,208.67 and an average cost per circulation of \$2.07. A total of 173 new patrons registered in the month, and there were 787 active users recorded. Starting January 1, 2017, we instituted a monthly budget cap of \$6,000 which actually translates to a daily budget cap. Unused funds from the previous month roll forward to the next month. We worked with our hoopla representative and established January as the roll forward reset month.
- Effective January 23, 2017, we started processing music CDs and DVDs in their original cardboard packaging instead of repackaging the items in a jewel case or clamshell container. Instead, we are

- using colored PlastiBands (elastic bands designed for this purpose) to secure the discs inside the cardboard containers. This move will save time and money and is environmentally sound. Implementing processing changes like this will help us reach our goal of reducing turnaround time in order to get materials into the hands of our members faster.
- We loaned 377 items to other libraries and borrowed 422 items from other libraries for 799 total Interlibrary Loan transactions processed in January.
- Youth Collection Development Librarian Sheri Boggs presented two “Best Picture Books for Storytime” workshops for District staff in January. Both presentations in which Sheri booktalked 90 titles—including picture books, board books, and easy nonfiction—were well received by staff.

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

Reports on facilities projects are included as separate agenda items. The North Spokane remodel is underway with the official notice to proceed issued on Monday, January 30. There is potential for extension of the project into another week in April. However, we intend to maintain the same closure for laying the carpet and opening as planned. The initial meeting with the city of Spokane Valley is scheduled for February 2. A lease was signed with Valley Mall management, with a walk-through planned for early February.

I attended the January meeting of public library directors in Federal Way. Items shared included a marketing campaign launched by Whatcom County Library District to increase cardholders and circulation of electronic materials, a presentation by Eric Wolf on the Workforce Innovation and Opportunity Act and how it is impacting regional workforce councils, and discussion regarding institutional dues paid to the Washington Library Association. Institutional dues were first introduced as a means to collectively hire a lobbyist to represent public libraries in Olympia. Recent changes on behalf of the WLA Board have undermined the relationship with the long-time lobbyist who has reported to library directors. Directors agreed that representatives from the group of directors should meet with WLA leadership to share concerns about the institutional dues and the lobbyist. Until the issue is resolved, SCLD, along with several other libraries, has not paid its 2017 dues. The group agreed that if the issue is not resolved, a 501(c)(6) would be formed to represent public library issues. This could include the work done by the Early Learning Public Library Partnership and advocacy for public libraries. A meeting has been scheduled with the WLA leadership for February 9.

Staff from several departments attended a presentation on how to use a new product called Analytics on Demand. This product replaces Community Connect which was used several years ago as a planning tool. The product combines a variety of data sources to provide information on communities served by the District as well as by individual libraries. It can provide information on people who do not use the library to support future marketing efforts.

I attended the Spokane Valley Partners Marketing Committee and Executive Committee meetings. However, I was in Federal Way when the annual planning retreat was held. In other community service I attended the Executive Women International Spokane Chapter board meeting and monthly meeting. The January program speaker was Terry Gurno whose presentation covered “Culture in the Workplace.” He shared what makes a positive workplace culture. At the Spokane STEM Committee meeting, information was shared about a spring STEMinar that will focus on equity in STEM, specifically on creating more opportunities for girls and other underrepresented groups. We will submit names of organizations that we work with to be invited to this training session in the spring. I attended the January meeting of the KSPS Board. KSPS will host Vietnam War programming this year and will bring a replica of the Vietnam Memorial



Wall to Mirabeau Park. We will support this effort with programming at libraries and promotion of the KSPS programs.

Representatives from Humanities Washington were in Spokane to meet with members of the Women Helping Women fund. Library Services Manager Gwendolyn Haley attended this meeting to share how Humanities Washington has impacted lives through its programming offered at libraries.

**ITEM AND TITLE MONTHLY REPORT**  
**January 2017**

	<u>ITEMS</u>				<u>TITLES</u>		
	ADULT	YOUTH	TOTAL		ADULT	YOUTH	TOTAL
<b>Total Materials</b>							
Print	165449	149633	<b>315082</b>		85691	49869	<b>135560</b>
Nonprint	64272	23903	<b>88175</b>		26448	7371	<b>33819</b>
Subtotal	<b>229721</b>	<b>173536</b>	<b>403257</b>		<b>112139</b>	<b>57240</b>	<b>169379</b>
Periodicals	6155	1032	<b>7187</b>		297	30	<b>327</b>
Total	<b>235876</b>	<b>174568</b>	<b>410444</b>		<b>112436</b>	<b>57270</b>	<b>169706</b>

	<u>ITEMS</u>			<u>TITLES</u>		
<b>OverDrive: Audiobooks</b>			<b>23446</b>			<b>19612</b>
eBOOKS			<b>34084</b>			<b>29419</b>
Licensed eBOOKS			<b>9676</b>			<b>6195</b>
<b>OverDrive: Total</b>			<b>67206</b>			<b>55226</b>
<b>GRAND TOTAL</b>			<b>477650</b>			<b>224932</b>

<b>Print &amp; Nonprint</b>	(Totals year-to-date)		
<b>ADDITIONS</b>	ADULT	YOUTH	TOTAL
Print	2125	1586	3711
Nonprint	649	376	1025
<b>TOTAL</b>	<b>2774</b>	<b>1962</b>	<b>4736</b>
<b>DELETIONS</b>			
Print	3025	2511	5536
Nonprint	1294	345	1639
<b>TOTAL</b>	<b>4319</b>	<b>2856</b>	<b>7175</b>

	<u>NET CHANGE</u>		
	<u>YTD</u>		
	ADULT	YOUTH	TOTAL
Print	-900	-925	<b>-1825</b>
Nonprint	-645	31	<b>-614</b>
Periodicals	-59	11	<b>-48</b>

**NOTES:** PRINT = Book, Bkbagbag, Largetype, Paperback  
 NONPRINT = Cassbook, Cassette, CD, Cdbook, CDrom, DVD, MP3CDbook, Multimedia, Playaway, ROM, VHSVideo  
 PERIODICALS = Magazine, 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 on-order or in process

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

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

## Public Services Report January 2017

Patrick Roewe and Kristy Bateman

### Overview

Perhaps the biggest news in Public Services is that the North Spokane remodel project kicked off at the end of January. Staff working at that location have been a great help in vacating office spaces, relocating work spaces as needed, and moving collection locations, all to ensure that the project can proceed with as little delay as possible. We are very appreciative of their flexibility and patience during the construction phase.

As demonstrated in the reports below, Public Services staff have been busy throughout the month providing direct service to our library members through checkout and account assistance, technology and computer help, reference and reader's advisory, and program provision.

In addition, we reviewed the Exhibits and Displays Policy and are not recommending any revisions at this time.

### Service Priority Teams

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

- Our monthly SCORE business workshop, *See Your Business through the Eyes of Your Customer*, had three people in attendance.
- The first of our *WordPress for Business* programs, presented by Richie Schut, had four in attendance.
- GED & High School Completion Classes started up again on January 3, the first day of winter quarter. In addition to students from fall quarter continuing to work on their GED attainment, they have also had several new students enroll in classes.
- The four *Dollars and Sense* financial literacy workshops we offered this month, presented by SNAP, had a combined attendance of 20. This is up from nine attendees for the six December workshops.
- Our *Drop-In Job and Career Help* service had a combined attendance of three for the three January sessions, up from December's one attendee.
- The two STCU financial literacy workshops this month, *Budgeting 101* and *Organize Your Finances*, had a combined attendance of 36.
- We had nine individuals register as new Microsoft Imagine Academy users in January, the same number as December. During the month, users enrolled in 39 new classes, up from 16 in December.
- We did 77 Book-a-Librarian (BaL) sessions this month throughout the District, up markedly from December's 41 sessions.
  - In one session, Danielle helped a member use DemographicsNow and ReferenceUSA to do business research.
- We proctored nine exams this month throughout the District, down from December's 21 proctoring sessions.

#### Community Connections:

- Danielle met with Alissa Munoz at the Greater Spokane Valley Chamber of Commerce regarding the process to become a chamber Ambassador. She has submitted her application, and will attend their next meeting (in February).
- Tami attended the Hispanic Business/Professional Association meeting.
- I presented an overview of the District's business resources to SNAP's Dream Builder class at its Women's Business Center. There were nine in attendance.
- Danielle attended the monthly Inland Northwest Business Association luncheon. While there, she met Lorna Walsh from Big Brothers Big Sisters, and gave her copies of Engage to distribute to their clients.
- Tami attended the monthly West Plains Support Network meeting.
- Danielle attended the Greater Valley Support Network meeting, along with Aileen. At the meeting, they presented an overview of library services to the group.

- Tami also attended the West Plains Chamber of Commerce Christmas annual meeting.
- Danielle also attended the quarterly CASH Coalition meeting, where she handed out copies of Engage magazine, and talked about Money Smart Week events as well as Tax-Aide.

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

- We provided 117 Storytimes to 2564 children, parents, and caregivers. Our average attendance per Storytime was 22.
- We provided 43 Storytimes to 852 children at 23 childcare centers.
- We provided the STARS workshop *Movement Activities for Winter* this month. We had 50 people sign up for the class and 37 attend.
- I attended Sheri Boggs *Best in Show* training on the best picture books from 2016.

### Community Connections:

- I attended the Excelerate Success meeting for Ready for Kindergarten this month. Professors from Eastern Washington University presented a preview of their new kids program, Early Language and Literacy Opportunities (ELLO).
- I attended two Inland Northwest Early Learning Alliance meetings this month. We prepared for the Statewide Coalition Meeting and Advocacy Day in February.
- I attended the Inland Northwest Early Learning Alliance Quarterly meeting on Brain Architecture. This was based on the effects trauma has on children birth–eight years old. It was a great illustration on the effects that trauma can have on children and what happens if a child has strong social supports even if they are suffering from trauma in their young lives.
- I had the opportunity to meet with Greg Williamson from the Department of Early Learning with the Inland Northwest Early Learning Coalition. He is the Assistant Director for Partnerships and Collaboration and has been meeting with the 10 state Early Learning coalitions to get a sense of services needed in each area for birth–three years old.
- I participated in the monthly regional advisor call for the Early Learning coalitions. We worked on plans for Advocacy Day and the statewide coalition meeting next month.

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

#### Elementary (K-5) programs:

January was the first month of a new year, and a brand new way to promote our programs with the *Engage* magazine.

172 children and their 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* continued 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. Otis Orchards joined with *Thumbs up Thursday*. 168 children participated.
- The winter STEM activity at the library featured Minecraft, a virtual building world. 15 participated in the program, which provided the opportunity to create and build in a 3D environment. Kids work collaboratively to design and create all kinds of structures.

#### Tween/Teen Programs:

- Most of the Teen/Tween activity this month took the form of class visits and database instruction, with 154 students from Deer Park and Orchard Prairie receiving instruction from library staff, either at their school or in one of our libraries.

#### Adult Programs:

- 73 members participated in one of eight regular book clubs The winter/spring programs began this month, with Knitting, Tai Chi, and a drop-in Pinterest crafting program. 46 participated.

#### Community Connections:

- I participated in the Excelerate Success Leadership meeting on January 31, and learned they received a three-year Gates grant that will provide significant funding stability to the work. I continue to serve as a facilitator for the Grade Level Reading Action Network. We are in the middle of planning for various summer initiatives.
- SCLD staff visited schools in the Cheney, Deer Park, and Great Northern districts in January.

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

- With a change in their terms of service, Tumblebooks is no longer available from within school buildings. The company began blocking IP addresses from schools.
- The team reviewed Sanborn Digital Maps.
- I coordinated training for Analytics on Demand, software that provides patron profiles and marketing analytics. I met with other managers to begin the process of selecting maps and data to run initial reports.
- A new category, Health & Wellness, was added to the Digital Library page.
- A new resource, Research Library, was added to the Digital Library page.
- I met with Brian Vander Veen to discuss changes to the Book a Librarian form and to test the draft of a Book a Librarian tracking database.

### Community Connections:

- I met with a manager from Spokane Public Library to discuss collaboration opportunities in arts and culture.

### **Volunteer Program (Jamie Van Wormer)**

In January, we started new sessions for the Reading Buddy programs at the elementary schools. Currently, the Spokane County Library District collaborates with six school districts serving nine elementary schools. With the number of volunteers we have now, I decided it was time to purchase a volunteer software program called Volgistics. Volgistics is a web-based program that tracks volunteer schedules, assignments and hours. The software allows volunteers to report their hours and have access to their profiles and assignments. The Kiwanis continue to support our after school reading programs. They donated three hundred books this month toward our reading programs. Each child will benefit by using the books during the program and they will be able to keep one book to take home. I continue to focus on meeting with corporate businesses to develop partnerships, where we can have their employees volunteer for the District. I continue to meet with potential volunteers in the community. I work with the Library Supervisors and Community Librarians to match volunteers to meet their needs.

- Continued to coordinate the volunteer schedules for after school programs at the elementary schools.
- Presented at a meeting for Numerica Credit Union to recruit volunteers.
- Scheduled and met with new and current volunteers.
- Held trainings and meetings for our Reading Buddy programs.
- Started the reading program at Hallett Elementary School in Medical Lake.
- Recruited four volunteers for the reading program at Hallett Elementary School.
- Managed and attended numerous after school programs to ensure a positive experience.
- Attended a West Plains Chamber meeting at the Quest Casino.
- Added one volunteer for the Pasadena Park reading program.
- Scheduled a training at Moran Prairie for the after school-tutoring program.
- Presented at the Medical Lake Kiwanis to recruit volunteers.
- Purchased new learning materials for the after school programs.
- Attended a meeting for Excelerate Success.
- Connected a volunteer to teach knitting for the Airway Heights Friends group.
- Put volunteers in place for *Stem Play and Learn*.
- Scheduled a volunteer to assist in data entry for new volunteer software.
- Developed and increased our volunteer program to include 186 active volunteers.

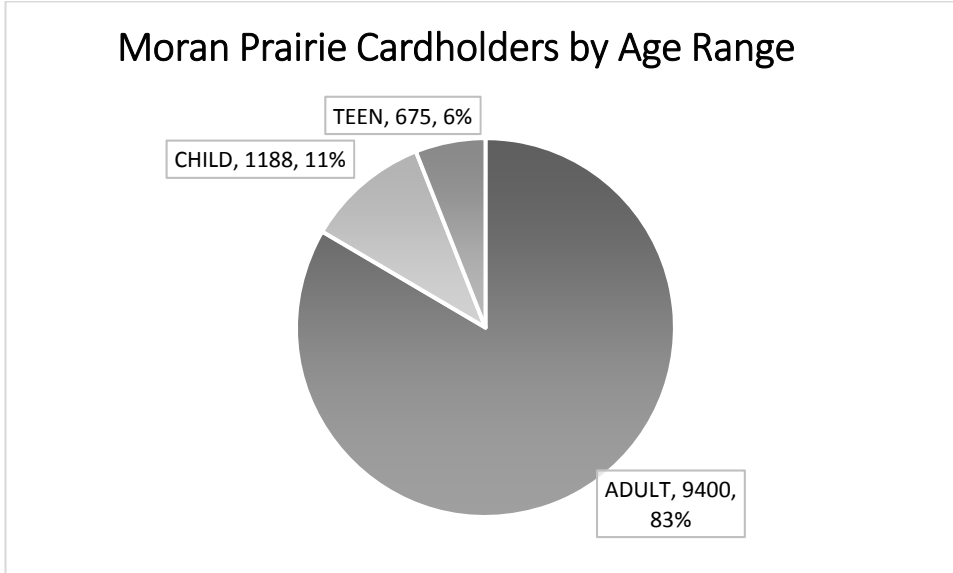
### **Library Operations (Georgina Rice)**

This month's featured statistics look at stats for our spotlighted library, Moran Prairie. The statistics below represent physical items checked out at Moran Prairie. Digital checkouts by Moran Prairie cardholders are not reflected.

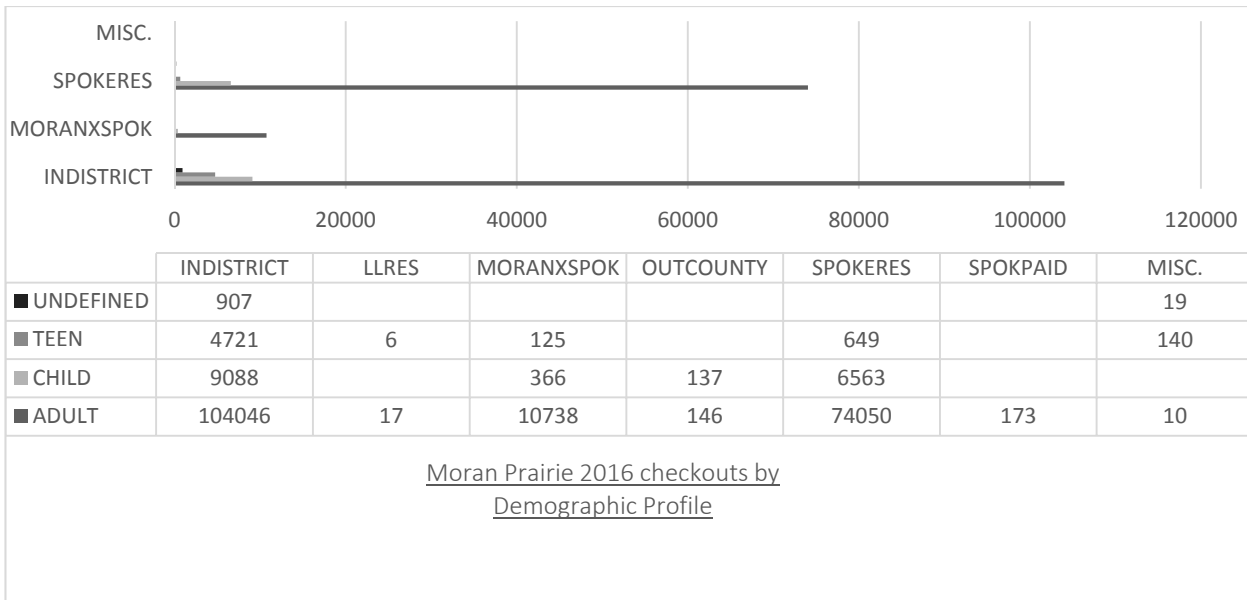
There are 11,263 members as of Feb 3, 2017, that identify Moran Prairie as their home library. The first chart below breaks down those users by our user category one.

### Cardholders by Age Range

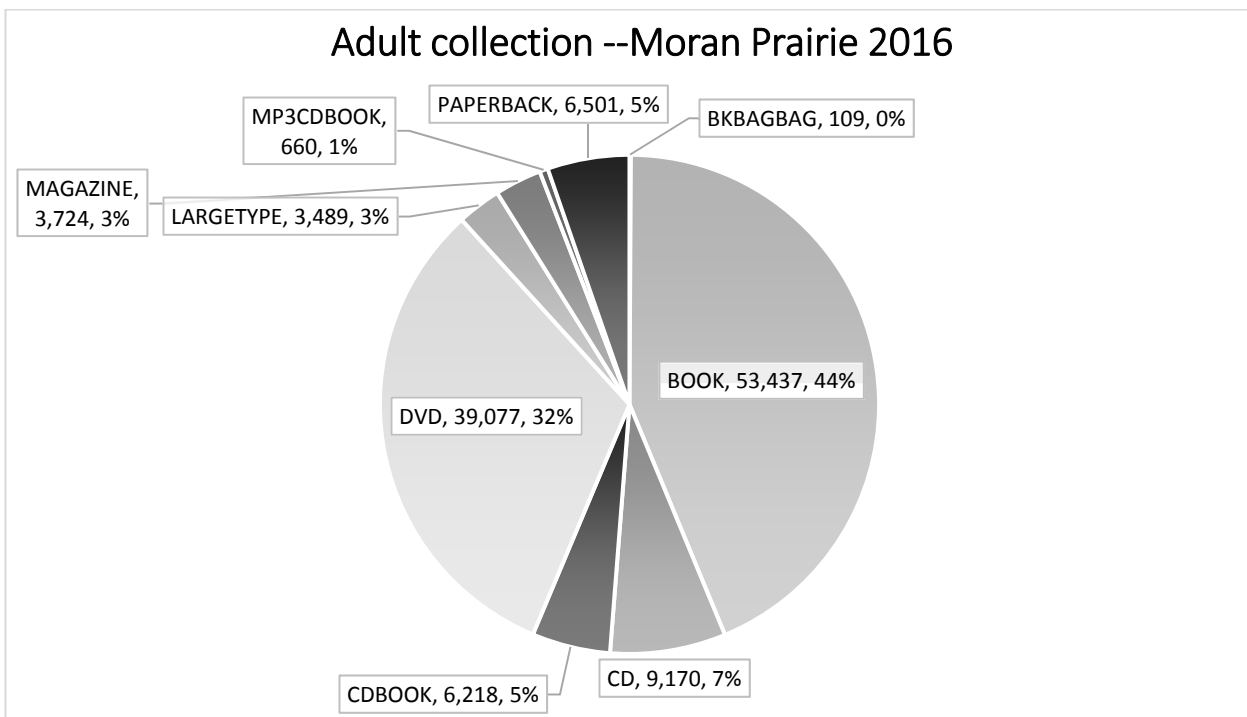
- Child = 0-11 years
- Teen = 12-17 years
- Adult = 18 and above

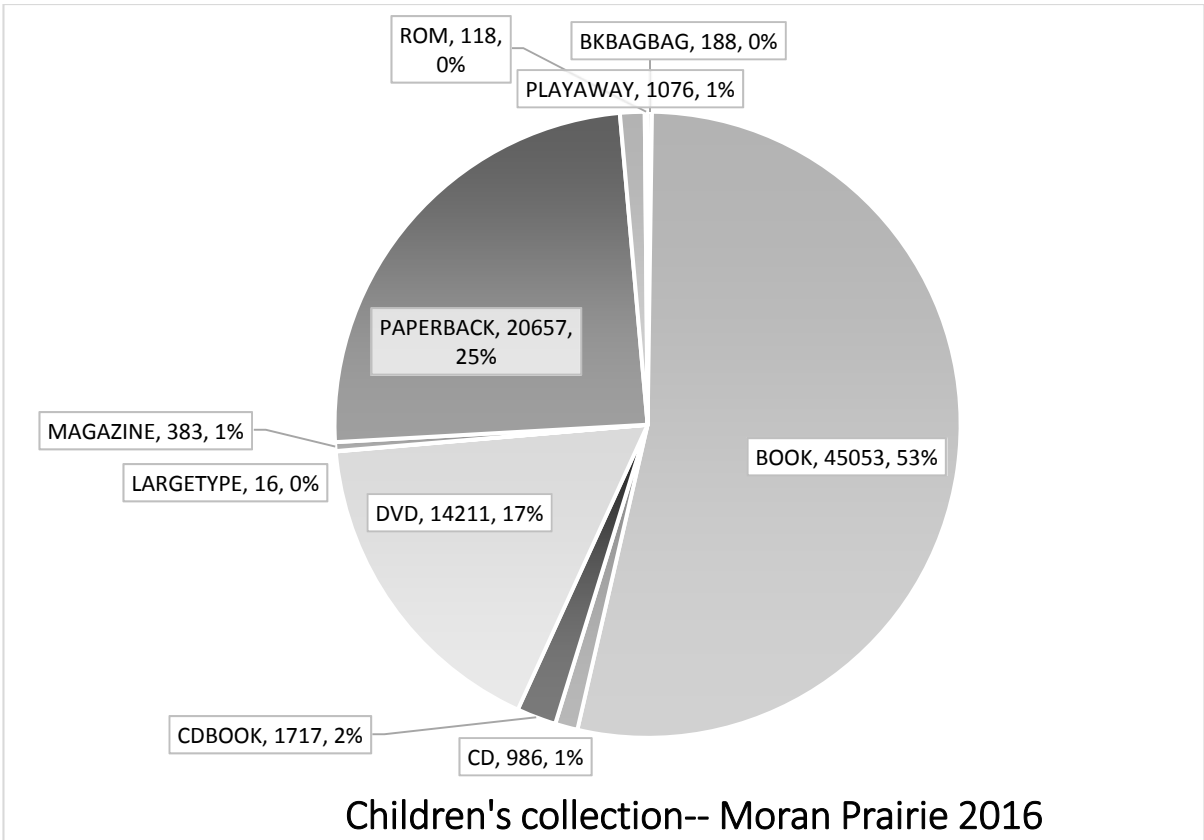


- The second chart shows a graphical representation of items checked out from Moran Prairie in 2016. It is segmented by user type, which is primarily determined by the library member's residential address. Moran Prairie serves a large percentage of reciprocal members due to its proximity to the City of Spokane.
  - Reciprocal members, listed here as SPOKERES (Residents of Spokane) and LLRES (residents of Liberty Lake), have access to our physical collection only. They do not have access to online databases or downloadable media, such as OverDrive or Hoopla.
  - Members living in the portion of the Moran Prairie LCFA that was subsequently annexed by the City of Spokane are coded as MORANX in our system and receive full privilege cards since they are part of the taxpayer base paying to retire the bond that funded building Moran Prairie Library.
  - SPOKPAID are residents of Spokane that have paid the non-resident fee for full library privileges.
  - OUTCOUNTY are residents from outside of Spokane County who have done the same.
  - The MISC. category is an amalgam of remaining account types.

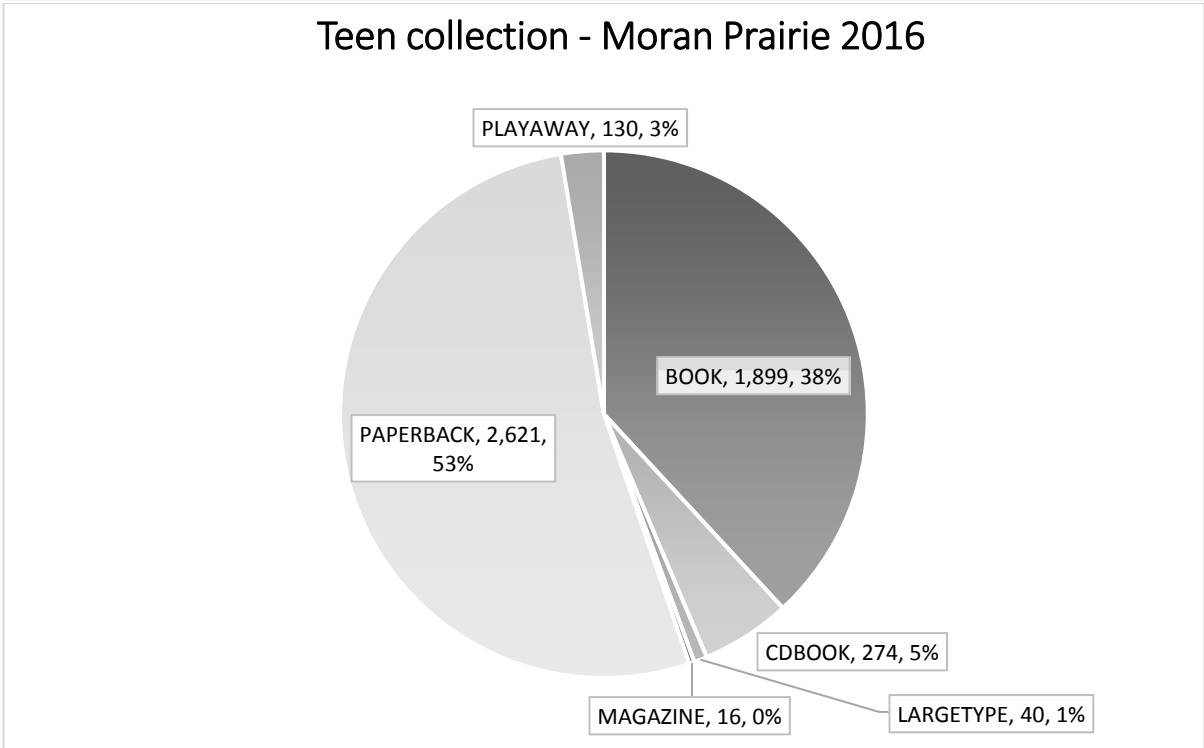


The next series of three charts displays the media types of items checked out from Moran Prairie in 2016. These graphical displays are divided by ADULT, TEEN, and CHILD collections, segmented by item category one, which defines the type of media checked out.





Children's collection-- Moran Prairie 2016

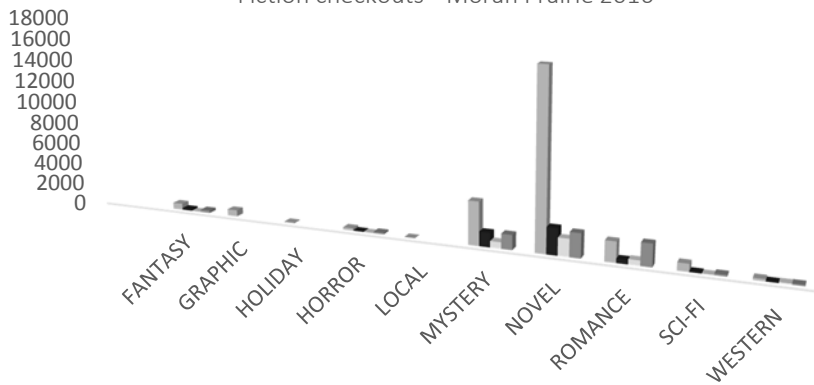


Teen collection - Moran Prairie 2016

The next chart displays items checked out from the fiction collection at Moran Prairie in 2016. This collection is divided by genre. This chart shows the type of fiction genres that are most popular as well as the media type of those items.



Fiction checkouts-- Moran Prairie 2016



	FANTASY	GRAPHIC	HOLIDAY	HORROR	LOCAL	MYSTERY	NOVEL	ROMANCE	SCI-FI	WESTERN
■ book	577	584	71	216	7	4033	16119	1884	713	199
■ cd book	154			34		1332	2457	384	76	58
■ large type	2			1		595	1637	480	14	92
■ paperback	230			142		1374	2248	2065	153	112

**BREAKOUT BY CHECKOUT METHOD**

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

	Staff assisted stations		Checkout stations		Total in-library circulation	Renewals online	Total in-library + online renewals
	Checkouts	Renewals	Checkouts	Renewals			
AH	1134	425	4310	82	5951	1126	7077
AR	1687	546	8313	61	10607	2708	13315
CH	4017	629	5994	32	10672	2500	13172
DP	3397	683	7877	56	12013	2188	14201
FF	402	80	604	1	1087	228	1315
ML	1657	285	2353	30	4325	936	5261
MP	2128	529	10940	46	13643	3698	17341
NS	5951	1544	29583	220	37298	9843	47141
OT	495	214	3779	13	4501	1274	5775
SV	10713	1825	27047	151	39736	8897	48633
TOT*	31581	6760	100800	692	139833	33398	173231

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

	Checkout Circulation	% of total circulation	Self-Check Circulation	% of total circulation	Difference
<b>AH</b>	4392	73.80%	1883	33.72%	40.08%
<b>AR</b>	8374	78.95%	4732	42.32%	36.63%
<b>CH</b>	6026	56.47%	2532	23.42%	33.04%
<b>DP</b>	7933	66.04%	2482	21.02%	45.02%
<b>FF</b>	605	55.66%	534	43.81%	11.85%
<b>ML</b>	2383	55.10%	1697	41.45%	13.65%
<b>MP</b>	10986	80.52%	5862	39.92%	40.60%
<b>NS</b>	29803	79.91%	23303	56.47%	23.43%
<b>OT</b>	3792	84.25%	2305	49.35%	34.90%
<b>SV</b>	27198	68.45%	29146	68.69%	-0.25%
<b>TOTAL</b>	101492	72.58%	74476	50.41%	22.17%

## Library Reports

### Airway Heights: Stacy Ann Kvamme

#### Early Learning:

- Attendance for Thursday *Play & Learn* averaged 22 people in January, an increase compared to 15 in December, but nearly identical to January 2016.
- Zero attended Saturday Storytime, which was a *Stem Play & Learn* program.
- Three outreach Storytimes were provided for Child Haven Learning Center, reaching a combined audience of 40.
- One outreach Storytime was provided at Snowdon Elementary, reaching an audience of 14.
- Two outreach Storytimes were provided for the West Plains ECEAP, reaching a combined audience of 26.
- A total of three attended the program, *Kindergarten Kickoff*.

#### Education and Enrichment:

- *LEGO Club* had an attendance of 29 in January; weekly attendance averaged seven. This is a slight decrease compared to nine in December 2016.
- Community Librarian Corinne Wilson shared STEM activities with 13 students at Sunset Elementary's after school program *Trailblazers*, and 43 students at Great Northern Elementary.
- The adult program, *Beginning Knitting*, had five people in attendance.

#### Business and Career Development:

- One exam was proctored in January.

#### Community Connections:

- The *Airway Heights Book Club* selected *Wild* by Cheryl Strayed and five people attended.
- Great Northern Elementary's 5<sup>th</sup>/6<sup>th</sup> grade visited the Airway Heights Library, and students checked out folktales and mythology books, along with chapter books to read in their classrooms.
- Corinne and Cheney Community Librarian Tami Chapman attended the West Plains Support Network, which featured a presentation by P.A.C.E. (Partners Advancing Character Education).
- Corinne attended Spokane County Health District's *Neighborhoods Matter* monthly meeting.
- Corinne attended Cheney School District's community meeting about its upcoming bond.
- Corinne shared information about library resources and programming with 55 people at Snowdon Elementary's *Ready for Kindergarten* event. Stacy also shared information about library programming and resources with families at Sunset Elementary's *Ready for Kindergarten* event.
- Corinne and Stacy attended a meeting of the Airway Heights Friends of the Library.
- Stacy Ann attended one meeting of the Airway Heights Kiwanis Club.
- The Westwood Middle School art wall was refreshed with new pieces, and the display space was expanded to include three-dimensional sculptures.

- The display case featured an SCLD staff member's dragon collection.
- There were 15 meeting room reservations, an increase compared to nine in January 2016.

### **Argonne: Pat Davis**

#### Early Learning:

- A total of 141 parents, caregivers and children attended *Play and Learn Storytimes*. *Toddler Play and Learn* attendance averaged 17 weekly compared to 14 in December. *Preschool Play and Learn* attendance averaged 14 weekly, the same as December.
- Our outreach Storytime at the Loving Hearts had an audience of 51.
- Three outreach Storytimes at Bright Futures Academy had five infants, 10 toddlers, and 12 preschool and pre-k.
- Two outreach Storytimes at the West Valley ECEAP had 94 in attendance.
- Outreach Storytime at the Millwood Kindergarten Center had 135 in attendance.

#### Education and Enrichment:

- *LEGO Club* had 71 participants this month for a weekly average of 18, up from six in December.
- Twenty-five (25) Orchard Prairie 3<sup>rd</sup> and 4<sup>th</sup> grade students and their teacher visited the library to select books for reports on states and countries.
- Twenty-nine (29) Orchard Prairie 5<sup>th</sup>, 6<sup>th</sup> and 7<sup>th</sup> grade students and their teacher visited and learned about digital resources available for homework. They also selected biographies and history items for their reports. Several also took the opportunity to access Biography in Context in the digital library.
- *Beginning Knitting* had 18 participants.
- *STAR Club/STEM/Snap Circuits* attracted 14 participants.

#### Business and Career Development:

- We proctored one exam.
- We provided two Book a Librarian appointments.

#### Community Connections:

- Meeting and conference rooms were booked by 66 groups or individuals compared to 60 last January.
- Seth Woodard Elementary provided our art display this month.
- The display case featured a member's collection of figurines.
- Melanie Boerner and Pat Davis attended the Millwood Community Association. We took this opportunity to introduce Melanie to community members. There was a discussion of West Valley Scope's interest in possibly merging their events with Millwood Daze and other potential activities to include in Millwood Daze.

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

#### Early Learning:

- Our *Play and Learn Storytime* average attendance experienced a slight decrease this month. Average attendance was 24 compared to last January's average attendance of 28.
- We delivered three outreach Storytimes to a total of 87 students and teachers at Deer Park and Riverside's Early Childhood and Education Assistance Preschool compared to last January's total of 65.

#### Education and Enrichment:

- 15 members gathered at the *Adult Book Club* to hear authors Tim and Becky Hattenburg discuss their writing process and research efforts for the book *Death Ride; A Little Boy's Night of Terror*. Last January's attendance was ten.
- Our weekly *LEGO Club* attendance averaged five participants compared to last January's average of 23.
- As she has for the past three years, Community Librarian Amber Williams presented research methods, vetting resources and using SCLD databases to all sophomore Riverside High School students this month. Amber presented to four different classes to a total of 93 students.
- Community Librarian Amber Williams and I were invited to a Riverside School District homeschool meeting. Amber presented an overview of our digital databases to the 14 parents and students in attendance. I connected with the group, discussed how to get a library card, and shared information about our new homeschool library cards.

### Business and Career Development:

- Our *Business Matters: WordPress for Business* program attracted four participants.
- I attended a Deer Park Chamber board meeting.
- I attended a Deer Park Chamber luncheon meeting. This Chamber meeting was our yearly “Community Connections” meeting where the chamber invites services groups from the community to attend and promote their organization and discuss the service they provide for the community. We saw members from United Way, Friends of the Deer Park Library, Volunteer Spokane, Dollars for Scholars, and numerous other agencies attend this annual meeting.

### Community Connections:

- Our display case featured holiday sweatshirts from one of our area member’s graphic design business.
- The Deer Park Friends of the Library offered a book sale in our meeting room to coincide with the Deer Park Winterfest activities.
- We served after-school snacks to 427 children this month.
- Our meeting and conference rooms were used by community groups 54 times compared to last January’s total of 39. The rooms were used for a variety of reasons such as a homeschool parent meeting, baby shower, birthday party, and a bible study group.
- Two classes from Arcadia Elementary visited for non-fiction book talking as part of a class assignment.
- One class from Arcadia Elementary visited to hear a presentation and book talks about fantasy fiction.
- Two classes from Arcadia Elementary visited to browse our collection.
- Amber and I attended a Deer Park Kiwanis meeting.
- Community Librarian Amber Williams and I attended a Deer Park City Council meeting. The Mayor and Council members quizzed us regarding the upcoming Winterfest festivities. We were happy to be able to answer their questions due to our involvement with the Kiwanis in planning this community event.
- We participated in Winterfest and provided a family LEGO Competition during this annual community winter celebration. We connected with 233 Winterfest attendees and saw 89 LEGO structures constructed by the attendees. The structures were judged by community members such as City Council members, members of the Kiwanis, Deer Park School District employees, Deer Park Chamber members, and Deer Park Friends of the Library members. The Friends of the Deer Park Library provided funding for the first-place prizes handed out during the Winterfest awards ceremony.
- I provided a tour of the library to six senior citizens who visited us from Spokane’s Fairwinds Senior Living facility. Each month they visit a different small town surrounding Spokane, with Deer Park, WA, as the first stop on their 2017 small town tour.

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

#### Early Learning:

- *Baby Play and Learn* attendance decreased this month with an average of 20 in January of 2016 and 16 in January of 2017.
- *Toddler Play and Learn* attendance decreased with an average of 35 in January of 2016 and 22 in January of 2017.
- *Preschool Play and Learn* attendance decreased with average of 28 in January of 2016, compared to 14 in January 2017.

#### Education and Enrichment:

- Our January *LEGO Club* had 15 in attendance.
- Cheney Parks & Rec visited the library with 18 students.
- *Minecraft* had four in attendance.
- *Snap Circuits* at Westwood Middle School had 17 in attendance.
- *Snap Circuits* at Cheney Middle School had 14 in attendance.
- *Beginning Knitting* had six people in attendance.
- *Cheney Book Discussion Group: Emily Alone* by Stewart O’Nan had 14 in attendance.

### Business and Career Development:

- Douglas took library outreach services to Cheney Sessions Village, Cheney Assisted and Cheney Care facilities this month providing over 174 new and renewed library items.

- *GED & High School Completion Classes* continued with 15 currently enrolled in the program. Classes are held in the meeting room, Monday through Thursday from 4-8 p.m.
- Community Librarian Tami Chapman worked with Betz elementary and the Trailblazers with an afternoon activity of Keva Planks.

Community Connections:

- The Cheney Friends of the Library held their January meeting.
- Cheney staff completed five Book a Librarian requests.
- The meeting room was used 28 times in January.

**Fairfield: Kristy Bateman**

Early Learning:

- *Play and Learn Storytime* averaged two attendees.

Education and Enrichment:

- *LEGO Club* had 11 members at five sessions.
- *Minecraft* had two teen/tween members attend.

Community Connections:

- One community group used the meeting room in January.

**Medical Lake: Kristy Bateman**

Early Learning:

- *Play and Learn Storytime* averaged ten attendees, up three from December 2016.

Education and Enrichment:

- The *LEGO Club* averaged five attendees, down one from December.
- *Minecraft* had seven tweens and teen attend.
- 21 students participated in the Medical Lake Parks and Rec Before School Care.
- Seven high school students participated in a District database demonstration.

Business and Career Development:

- *Dollars and Sense: Give Yourself a Raise* had three in attendance.
- *Dollars and Sense: Navigating our Credit World* had zero in attendance.

Community Connections:

- Three community groups used the meeting room in January.

**Moran Prairie: Danielle Marcy**

Early Learning:

- Average attendance for Storytimes for the month:
  - *Preschool Play and Learn* : 18
  - *Toddler Play and Learn* : 41
  - *Baby Play and Learn* : 28
  - *Family Play and Learn* : 7
 Baby Storytime decreased while the other Storytimes had an increase.

Education and Enrichment:

- *Stress-free Pinterest Crafts* had five attend.
- We had seven attend the *Early Release Activities*.
- The *Moran Prairie Book Club* had four attend. We discussed *When Breath Becomes Air* by Paul Kalanithi.

Business and Career Development:

- We had 78 bookings of the meeting room.
- We proctored one exam.

Community Connections:

- Artist Penny Cannon continued to display her mixed medium art.
- Don and Julia Photography continued to display the Spaceman project photos in the display case.
- The Bill of Rights exhibit continues to be displayed.
- Bridget Webster's Preschool came for its annual Dinosaur Storytime and library tour.

## **North Spokane: (Brian Vander Veen)**

### Early Learning:

- 766 children, parents, and caregivers attended early learning programs this month. This is up 32% from last month but down 29% from January 2016.
  - *Baby Play and Learn Storytime* averaged 15 attendees. This is the down three from last month's average and down 25 from January 2016.
  - *Toddler Play and Learn Storytime* attracted an average attendance of 39. This is up eight from last month but down 10 from January 2016.
  - *Preschool Play and Learn Storytime* averaged 28 attendees. This is up eight from last month but down 12 from January 2016.
  - *Family Play and Learn Storytime* averaged 22 attendees. This is up four from last month and up four from January 2016.
  - The special *STEM Play and Learn* had 11 attendees.
- Staff provided outreach Storytime for 123 attendees at five early learning facilities, a 54% increase compared to January 2016.

### Explore and Discover:

- 92 members of all ages attended five Education and Enrichment events this month.
  - An average of 28 members attended three *Monday Funday* events.
  - Six members discussed *The Things They Carried* by Tim O'Brien with the North Spokane Book group.
  - Two members attended *Minecraft*.

### Support Job Seekers and Local Businesses:

- 17 members attended two financial literacy programs, 10 for *Organize Your Finances* with STCU, and Seven for *Navigating Your Credit*.
- Three members attended *See Your Business through the Eyes of Your Customer*.
- Staff proctored one exam.

### Connect Communities:

- 24 students from a Whitworth children's literature class toured the library.

## **Otis Orchards: David Wyatt**

### Early Learning:

- *Play and Learn Storytime* attendance averaged 31.
- Monthly *Family Play and Learn Evening* had four attend.

### Education and Enrichment:

- Weekly *Thumbs up Thursday* programs for children of all ages and families averaged 10.

### Community Connections:

- Art from East Farm STEAM School was displayed in the library.
- Community Librarian Tammy Henry delivered Engage to local businesses Jack & the Bean Shop Coffee and Otis Grill.
- Tammy Henry attended the East Valley School Board meeting and Newman Lake Ladies' Aid & Civil Society meeting.
- 13 community groups booked the meeting room in January, an increase of five from January 2016.

## **Spokane Valley: Aileen Luppert**

### Early Learning:

- 944 children, their parents, and caregivers attended 44 early learning programs this month. This is up 367 attendees and up seven programs since last month.
  - *Baby Play and Learn Storytime* averaged 24. This is up four from last month and up two since January 2016.
  - *Toddler Play and Learn Storytime* averaged 31. This is up six from last month and down 17 since January 2016.
  - *Preschool Play and Learn Storytime* averaged 32 attendees. This is up 11 from last month and down 10 since January 2016.
  - *Evening Family Storytime* averaged six attendees. This is up five from last month and down two from January 2016.

- Staff provided Storytime to 306 attendees at 18 outreach facilities. Last month staff provided Storytimes to 99 attendees at 11 outreach facilities.
- *STEM Play and Learn* Storytime had nine attendees.

#### Education and Enrichment:

- 87 members attended nine Education and Enrichment events this month.
- Adult Programs:
  - *SV Book Club* (12)
  - *Broadway Court Book Club* (9)
  - *Orchard Crest Book Club* (8)
  - *Tai Chi* (12)
- Children/Family:
  - Five sessions of *Too Fun Tuesday* (Average 9)

#### Business and Career Development:

- Financial Literacy:
  - *Budgeting 101* (26)
- Job Seeker and Career
  - *Drop-In Career Help* (3)
- Proctored five tests for five people

#### Community Connections

- Our generous Spokane Valley Friends purchased a new, beautiful, handcrafted play kitchen for our Children's Area, which arrived this month. Along with it, they bought enough play food and other kitchen accessories to rotate throughout the year and keep kids thoroughly happy.
- Danielle Milton and Library Assistant Laura attended "Book Tasting Night" at Ponderosa Elementary. They talked with 46 people and issued 17 new cards. Danielle reported it was an enthusiastic group, and a teacher from South Pines Elementary enjoyed it so much that she asked us to attend their reading night in the near future.
- Diane Brown, Danielle Milton and I attended a demonstration on batik painting with local artist Nicolas Sironka. Mr. Sironka will be teaching two upcoming workshops on batik art and Kenyan culture. Hopefully the three of us are now well equipped to assist him during the classes.

### **District-wide Information**

#### January Security Incident Report

For January, there were 16 Security Incident reports filed this month, five fewer than last month (21), and 14 fewer than January 2016 (30). Spokane Valley had the most incidents reported with four. The most frequently reported incidents related to Potential Problems (5). To further put all of these numbers in perspective, the total door count District-wide in the month of January was 96,894.

The Moran Prairie Security Incidents are highlighted and reported one incident in January. To further put incidents in perspective, the total door count for Moran Prairie in January was 10,439.

- One incident of a Potential Problem

One individual was trespassed from the North Spokane Library by the Spokane County Sheriff's Office. This individual has an extensive history of exclusions from the library involving illegal drugs, harassment of other library members, and the threatening of library staff.

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

- Door count through January (96,894) was down (9%) compared to the same period in 2016—the continuation of a modest declining trend from last year.
- Programming attendance through January (4,717) decreased 36% when compared to the same time period in 2016, while the number of programs offered has decreased by 7% (257).
- Internet station bookings (14,442) were down (24%) through January when compared to the same period in 2016, which is a declining trend continuing from last year.

January 2017

Measure	This year	Last year	YTD	Last YTD	Rolling YTD
	This Month	This Month	This year	Comparison	Comparison
Registered borrowers	118,116	116,336	NA	2%	NA
Door count	96,894	106,307	96,894	-9%	-4%
Circulation	214,571	215,815	214,571	-1%	-2%
Digital Media Catalog	40,895	38,303	40,895	7%	12%
Programs					
Number	257	277	257	-7%	14%
Attendance	4,717	7,346	4,717	-36%	5%
Software Station bookings	14,442	19,004	14,442	-24%	-11%
Meeting room bookings	382	337	382	13%	2%
Holds placed					
By customers	32,537	34,085	32,537	-5%	-7%
By staff	7,083	7,399	7,083	-4%	-2%
Digital Media Catalog	12,579	10,709	12,579	17%	5%
Database use					
Searches	93,856	176,814	93,856	-47%	-36%
Website use (Remote)					
User sessions	109,727	128,817	109,727	-15%	-18%
Page views	285,428	316,485	285,428	-10%	19%
Catalog	44,775	46,553	44,775	-4%	-4%
Database Access	5,535	6,876	5,535	-20%	-1%
Interlibrary loans					
Loaned	377	347	377	9%	11%
Borrowed	422	453	422	-7%	0%

### 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.*

**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.

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

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

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

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

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

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

## Communication Report January 2017

### Marketing Activities

- Board of Trustee's section of website and SharePoint—updates
  - Made updates to the website and SharePoint
- Library Closures 2017
  - Designed and printed closure signs for all District closures in 2017
- Engage banner ads
  - Designed banner ads promoting Engage to be promoted on the KREM, KXLY, and KHQ websites
- ProQuest and Research Library digital resources
  - Edited descriptions of the digital resources for the website
- February Current
  - Wrote an article promoting Kindergarten Kick-off, edited an article promoting the Valentine's Day programming (from Engage), designed ad promoting Valentine's Day programming
- February Kids Newspaper
  - Edited article promoting Valentine's Day programs, designed ad promoting the Dr. Seuss Birthday Bash
- Winter Large Print Booklist
  - Edited and sent to print, uploaded on website
- Computer Lab Sign
  - Designed sign (to be used at trade shows), added signs to equipment reservation system
- North Spokane Construction Signage
  - Designed and printed signs for the North Spokane Library renovations
- Preschool Book Bag
  - Updated existing print-on-demand flyer template for use with the Preschool Book Bags
- Blind Date With A Book Display Sign
  - Designed and printed signs to go with the "Blind Date With A Book" displays
- UnSlut posters
  - Edited existing poster to add Library District logo
- Jeb Wyman Coming Home: How the Humanities Help Soldiers Find Meaning after War
  - News item, press release, digital displays, social media
- Engage
  - Digital displays, news items, calendar listings, and social media for upcoming events/programs

### News coverage

- Jan 4 – Spokesman – Spokane Valley council divvies up board duties
- Jan 4 – InlandNWBusiness.com – Spokane County Library District opening a Spokane Valley Mall " Express Branch "
- Jan 6 – KHQ.com – Spokane County Libraries 'Engage' Readers With New Magazine (sponsored)
- Jan 6 – Spokane Valley News Herald – Work on new city hall begins in 2016
- Jan 6 – Spokane Valley News Herald – Mayoral appointments start new year

- Jan 8 – Spokesman – Turning the page on 2016: Local readers and writers share their favorite books of last year
- Jan 12 – Deer Park Tribune – Library district unveils new magazine
- Jan 17 – KREM.com – Spokane County Library District introduces ‘Engage’
- Jan 18 – Deer Park Tribune – Library district details homeschool resources
- Jan 27 – Spokane Valley News Herald – SCLD launches ‘Engage’

### **Press Releases**

- Jan 5 – Engage: the library programs and events magazine
  - Jan 18 – Deer Park Tribune – Library district shows off its new magazine
- Jan 10 – Spokane County Library District Holiday Closure (Martin Luther King Jr. Day)
- Jan 25 – Find romance at the library
- Jan 26 – The Literature of Prescription, National Library of Medicine exhibit, coming to Moran Prairie Library
- Jan 31 – The UnSlut Project fights bullying and “slut shaming”

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

#### **Social Media:**

- Facebook: # of fans: 3,121
- Twitter: # of followers: 2,152
- Pinterest: # of followers: 1,637
- Instagram: # of followers: 551

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

January was a popular month for the blogs. All but 3 of the blogs posted in January have already garnered views in the triple digits, while the 3 that did not were posted within the last week of the month. The most viewed post was *Construction begins for North Spokane Library remodel* with 415 views. *New year, new stitch: Cross-stitching with attitude* had 335 views and *Kindergarten Kickoff 2017: Getting ready for registration* had 211.

#### **Blog posts:**

- Jan 3 – Reluctant readers, the right books, and Minecraft
- Jan 4 – Meet authors Tim and Becky Hattenburg at Deer Park book club
- Jan 9 – Jeb Wyman and Coming Home: How the Humanities help soldiers find meaning after war
- Jan 10 – Cult films and why we love, hate them
- Jan 12 – Kindergarten Kickoff 2017: Getting ready for registration
- Jan 17 – New year, new stitch: Cross-stitching with attitude
- Jan 19 – Don’t tax your sanity: Free tax aide at the library
- Jan 23 – Find romance at the library
- Jan 24 – Q&A with romance novelists: Asa Maria Bradley, Katee Robert, and Rebecca Zanetti
- Jan 26 – Gender roles, creativity, & madness: Cultural context of “The Yellow Wall-Paper”
- Jan 27 – Construction begins for North Spokane Library remodel
- Jan 31 – It’s the bee’s knees: Learning about urban beekeeping

#### **eNewsletter email:**

- 84,385 sent on January 17, 2017
- Open rate: 15.1% (12,727)
- Clicked: 2,295 (2.7% click rate)
- Unsubscribed: 172

**Podcast:**

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

Library Out Loud: Program Events Magazine

Library Out Loud: New Valley Mall Branch

Library Out Loud: Literature of Prescription

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

**Community Events (Around Town):**

The Communication Department made edits to 5 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 (2)
- SCLD launches 'Engage' (2)
- Consumer workshops (1)
  - Online Safety (1)
  - Senior Scams (1)
  - Wise Buying (1)
  - Financial Literacy for High School Students (1)
  - Home Scams (1)
- Storytimes (7)
- GED & high School Completion Classes (3)
- LEGO Club (5)
- Beginning Knitting (3)
- Minecraft (1)
- Dollars and Sense
- Kindergarten Send-off

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

- Hoopla posters for Public Services
- ABC Mouse flyers for Public Services
- Board of Trustees name plates for Admin

**Communication Display Kits provided for community events**

- Writers Resist
- Ponderosa Book Tasting night

**Current & Upcoming Projects & Event Promotion**

- February
  - Valentine Display
  - Outreach Flyers
  - Spokane Valley Media Lab Info
  - Updated 3D Printer FAQ Flyer

- Moran Prairie Friends Meeting
- South Pines Elementary STEAM night
- Business cards
- February eNewsletter
- March Current
- March Kids Newspaper
- Mall Library Location sign
- March
  - North Spokane Friends Meetings and Sales 2017
  - Spring Large Print newsletter
  - Deer Park Book discussion group welcomes the authors of the Moira Edwards Walker mysteries
  - Deer Park Friends of the Library meeting
  - Alzheimer's Basics
  - Deer Park Senior Community Resource Fair
  - Hiring Fair
- April
  - NEW staff t-shirts
  - Spotlight Table at the April GSVCC meeting
  - Run for the Grange 5K
  - Food for Fines
  - Friends of SCLD Annual Report
  - Friends Helping Friends Agenda

### **Meetings Attended**

- Jan 12 – Analytics on Demand training

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

- Meeting prep
  - Agenda and meeting reminder sent
  - Created Treasurer's report

### **Friends' Quarterly eNewsletter**

- 437 sent on January 26, 2017
- Open rate: 36.1%
- Click rate: 4.6%

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

- Spokane Valley – Sun, Jan15 – sent to 19,048
- Deer Park – Sun, Jan 15 – sent to 2,832

## 2016 Year-end Finance Report

Total revenues for 2016 were \$11,863,698, almost exactly as budgeted, and total expenditures were \$11,425,790, less than budget by \$472,310. The resulting end of year net excess of revenues over expenditures was \$437,908. The following is further insight on the results of operations by line item.

- **Property tax revenue.** Total tax revenues ended the year at \$10.9 million or just .6% below our budget of \$11.003M. The difference is due to approximately \$21,500 of net adjustments to the tax rolls, the result of ongoing individual appeals and exemptions combined with collecting just slightly less, 99.6%, than 100% of the levy. Adjustments represent a change in the actual levy, but the small percentage levied but not yet collected will be collected in future periods. Recent historical collection rates are shown below.

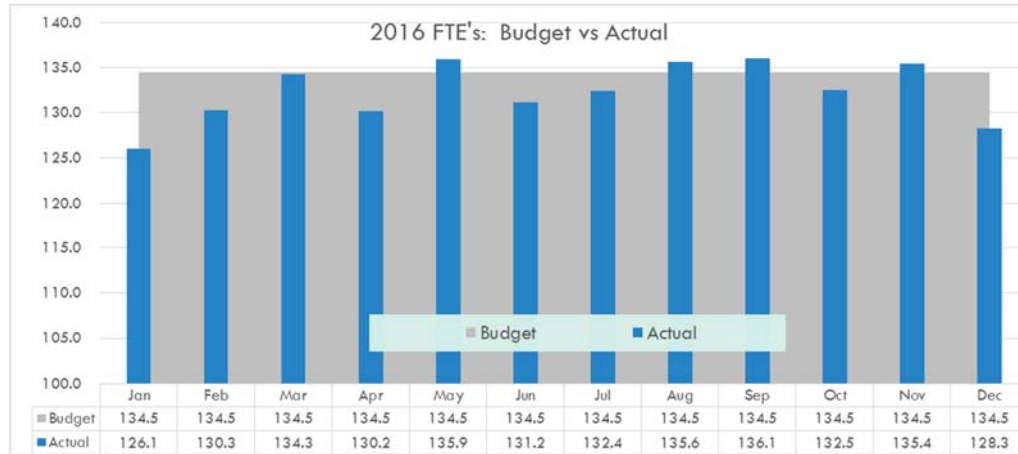
Year	Percent of Levy collected
2013	99.7%
2014	100.3%
2015	100.3%
2016	99.6%

- **Contract cities revenue.** Contract city revenue from the City of Airway Heights and the City of Spokane were received as billed.
- **Fines and fee revenue.** Total fines and fee revenues ended the year at \$240,187 or 93.5% of the 256,900 budgeted. As illustrated below, total fine and fee collections have been on a declining trend for some time now.

	2013	2014	2015	2016
Overdues	136,234	129,895	119,210	108,810
Damaged and Lost	22,789	21,350	16,529	16,694
Non-Resident Fees	7,796	7,005	6,378	5,752
Web based fines and fees	87,300	101,013	114,802	103,953
All Other	14,653	8,043	7,023	4,978
	268,772	267,306	263,942	240,187

- **E-Rate Reimbursements.** Total E-rate reimbursement revenue received was almost exactly the amount budgeted and requested.
- **Interest revenue.** Interest income earned on the general fund balance maintained with the County was also almost exactly as budgeted. The average balance for the year was \$4,530,000, earning an average interest rate of 0.62%.
- **Salaries and fringe benefit expense.** Total salaries were \$5,878,555, or approximately 98% of budget. Total actual FTEs for the year were 133 versus the budget 134.5. FTEs by month

for 2016 are depicted in the chart below. Fringe benefit results follow salaries although they were a little more than 2% below budget due to few retirements in 2016. We do not incur employee medical plan costs and retirement expense on final leave payouts for retiring staff.



- **Supplies Expense.** Total supplies expense was 87% of budget, or \$23,000 under budget. Supply expenses are somewhat discretionary and our requests in 2016 for prudent buying to help fund the upcoming remodel projects were successful in this category.
- **Utilities expense.** Total utilities expenses for the year were close to budget. As most utility costs are weather dependent, we are quite pleased on the accuracy of the budget.
- **Services expense.** Total services expense was \$1,154,811 versus \$1,264,355 budgeted, or \$109,544 under budget. The following table drills down and analyzes the major service categories for the year.

Services Detail	2016 Final	2016 Budget	Variance
Annual Software Maintenance and Support	246,255	247,260	1,005
Building Repair and Maintenance	252,635	264,000	11,365
Custodial and Janitorial Services	160,081	171,000	10,919
Advertising and Marketing	109,047	106,275	(2,772)
Training and Travel	95,581	114,000	18,419
Courier Services	61,978	63,000	1,022
Grounds Maintenance and Snow Removal	43,992	71,000	27,008
Collection Agency and Notification Services	31,214	50,000	18,786
All other	154,028	177,820	23,792
<b>Total Services</b>	<b>1,154,811</b>	<b>1,264,355</b>	<b>109,544</b>

- **Insurance expense.** Total insurance expense was only 2,800 below budget as expected.
- **Equipment Expense.** Total equipment expense for the year was \$150,000 versus \$238,000 budgeted, or almost \$88,000 under budget. As previously mentioned, we prudently reviewed

our existing equipment and upgraded or replaced only those items that were not fully functional, with the goal of providing funds for the remodel projects. Scheduled upgrades were deferred to future years for items still fully functional.

- Library Materials. Per policy, we allot 14% of total tax revenue for purchase of library materials for the collection. The actual total purchases were within 0.1% of the budget.
- Electronic Library Materials. Total electronic library materials completed the year approximately 5% under budget. These are annual subscriptions for our digital services and a few subscriptions did not have annual prices increase that were budgeted.
- Library Program Expense Per policy. We allot 0.5% of total tax revenue for programming expense, plus grants and donations received to provide additional programming support. Our total expenses of \$108,135 was close to \$107,700 budgeted.
- Operational contingency. We were fortunate in 2016 to not have to use the operational contingency allowing it to be redeployed for remodel projects.



**Spokane County Library District  
Summary of Revenues & Expenses - General Fund  
For the Twelve Months Ended December 31, 2016**

	Y-T-D Actual	Annual Budget	<div style="border: 1px solid black; padding: 2px; display: inline-block;">Target 100.0%</div> Percent Used	Balance Remaining
<b>REVENUES</b>				
PROPERTY TAXES	\$ 10,937,940	\$ 11,003,000	99.41%	\$ 65,060
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	240,188	256,900	93.49%	16,712
GRANTS & DONATIONS	80,533	55,000	146.42%	(25,533)
E-RATE REIMBURSEMENTS	173,408	173,000	100.24%	(408)
OTHER	55,406	34,000	162.96%	(21,406)
INTEREST REVENUES	28,342	28,200	100.50%	(142)
<b>TOTAL REVENUES</b>	<b>\$ 11,863,698</b>	<b>\$ 11,898,100</b>	<b>99.71%</b>	<b>\$ 34,402</b>
TRANSFERS IN	-	-	0.00%	-
<b>TOTAL REVENUES &amp; TRANSFERS IN</b>	<b>\$ 11,863,698</b>	<b>\$ 11,898,100</b>	<b>99.71%</b>	<b>\$ 34,402</b>
<b>EXPENSES</b>				
SALARIES	\$ 5,878,555	\$ 5,993,523	98.08%	\$ 114,968
FRINGE BENEFITS	1,905,215	1,959,251	97.24%	54,036
SUPPLIES	155,652	179,001	86.96%	23,349
UTILITIES	423,465	424,570	99.74%	1,105
SERVICES	1,154,811	1,264,355	91.34%	109,544
INSURANCE	64,265	67,100	95.77%	2,835
EQUIPMENT & SOFTWARE	150,044	238,000	63.04%	87,956
LIBRARY MATERIALS	1,395,012	1,393,900	100.08%	(1,112)
ELECTRONIC LIBRARY MATERIALS	190,637	200,000	95.32%	9,363
LIBRARY PROGRAMS	108,135	106,700	101.34%	(1,435)
OPERATIONAL CONTINGENCIES	0	71,700	0.00%	71,700
<b>TOTAL EXPENSES</b>	<b>\$ 11,425,790</b>	<b>\$ 11,898,100</b>	<b>96.03%</b>	<b>\$ 472,310</b>
TRANSFERS OUT	-	-	0.00%	-
<b>TOTAL EXPENSES &amp; TRANSFERS OUT</b>	<b>\$ 11,425,790</b>	<b>\$ 11,898,100</b>	<b>96.03%</b>	<b>\$ 472,310</b>
<b>Net Excess of Revenues Over/(Under) Expenses</b>	<b>\$ 437,908</b>	<b>\$ -</b>		
BEGINNING CASH	4,530,836			
NET FROM ABOVE	437,908			
ENDING CASH	<b>\$ 4,968,744</b>			
<b>Number of months cash on hand</b>	<b>5.0</b>			

**Spokane County Library District  
Summary of Revenues & Expenses - Capital Projects Fund  
For the Twelve Months Ended December 31, 2016**

<b>REVENUES</b>	
Interest Earnings	\$ 9,597
<b>TOTAL REVENUES &amp; TRANSFERS IN</b>	<b>\$ 9,597</b>
<b>EXPENSES</b>	
Election Costs for Bond	49,283
Architect and Other Costs for North Spokane Remodel Project	26,544
Preliminary Architectural Costs for Spokane Valley Building	4,220
<b>TOTAL EXPENSES &amp; TRANSFERS OUT</b>	<b>80,047</b>
<b>EXCESS OF REVENUES OVER (UNDER) EXPENSES</b>	<b>\$ (70,450)</b>
Estimated Beginning Fund Balance: January 1, 2016	\$1,283,796
Net Excess of Revenues over Expenses	(70,450)
Estimated Ending Fund Balance: December 31, 2016	<b>\$1,354,246</b>
<b>Designated and Undesignated Components of Ending Fund Balance</b>	
Designated for North Spokane Remodel Project	398,456
Undesignated	955,790
	<u>1,354,246</u>

## **Spotlight Moran Prairie Library**

Library Supervisor Danielle Marcy and Librarian Sheree West will share highlights of Moran Prairie Library and the community it serves.

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

## **OVERVIEW EMPLOYEE/WORKFORCE PROFILE**

Chief Human Resources Officer Toni Costa will provide an overview of the employee/workforce profile for the Library District.

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