

MISSION

We inspire learning, advance knowledge, and connect communities.

Board of Trustees Regular Meeting

October 21, 2014 4:00 p.m. Argonne Library Public Meeting Room

AGENDA

- I. CALL TO ORDER**
- II. AGENDA APPROVAL [4:00]**
- III. ACTION ITEMS**
 - A. Approval of Sept. 16, Regular Meeting, and Sept. 30, Special Meeting Minutes [4:00-4:03]
 - B. Approval of September 2014 Payment Vouchers [4:03-4:05]
 - C. Unfinished Business [4:05-4:10]
 1. Libraries Transforming Communities Project Update
 2. "Buy It Now" Update
 - D. New Business [4:10-4:50]
 1. Community Revitalization Financing and Tax Increment Area Agreement (Resolution 14-05): Approval Recommendation.
 2. Collection Development Policy: Approval Recommendation.
 3. Personnel Policy: Approval Recommendation.
 4. Janitorial Services Contract: Approval Recommendation.
 5. Courier Services Contract: Approval Recommendation.
 6. Disposal of Surplus Property Hearing for 9220 East Upriver Drive, Spokane, WA
 7. 2015 Budget
 - a. Public Hearing on Authorized Revenue Sources
 - b. Organizational Memberships Review
 - c. 2015 Preliminary Budget Presentation
 - d. Board Direction to Staff
- IV. DISCUSSION ITEMS, POSSIBLE ACTION [4:50-5:00]**
 - A. Future Board Meeting Agenda Items
- V. REPORTS**
 - A. Trustees [5:00-5:05]
 - B. Executive Director [5:05-5:10]
 - Administrative
 - Community Activities
 - C. Public Services [5:10-5:15]
 - D. Communication [5:15-5:20]
 - E. Fiscal [5:20-5:25]
 - F. Spotlight – Otis Orchards Library [5:25-5:35]
 - G. Overview – Develop Young Learners [5:35-5:55]
- VI. PUBLIC COMMENT**
- VII. ADJOURNMENT**

[Estimated meeting length: One hour and 55 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. 10/21/14

SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: SEPTEMBER 16, 2014

CALL TO ORDER

The regular monthly meeting of the Spokane County Library District Board of Trustees was held Tuesday, September 16, 2014, in the public meeting room at Medical Lake Library, 321 E. Herb St., Medical Lake, WA. Chair Tim Hattenburg called the meeting to order at 4:03 p.m. and welcomed those in attendance.

PRESENT:

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

EXCUSED:

None.

Also Present: Jane Baker, Communication & Development Officer; Laura Baird, Library Supervisor; Paul Eichenberg, Chief Human Resources Officer; Kelsey Hudson, Librarian; Priscilla Ice, Chief Information Officer; Danielle Milton, Public Services Specialist; Christie Onzay, Librarian; Patrick Roewe, Deputy Director, Library Services; Andrea Sharps, Deputy Director, Collection Services; Doug Stumbough, Deputy Director, Library Operations; Amber Williams, Librarian; Patty Franz, Administrative Assistant.

AGENDA APPROVAL

Mr. Johnson moved and Mr. Hattenburg seconded to approve the agenda.

The motion carried unanimously.

ACTION ITEMS

APPROVAL OF AUGUST 19, 2014, REGULAR MEETING MINUTES

Mr. Hattenburg called for corrections to the August 19 regular meeting minutes. The minutes stand approved as revised, with three grammatical corrections called in advance of the meeting date.

APPROVAL OF SEPTEMBER 4, 2014, SPECIAL MEETING MINUTES

Mr. Hattenburg called for corrections to the September 4 special meeting minutes. There were no corrections; the minutes stand approved as written.

APPROVAL OF AUGUST 2014 BILL PAYMENT VOUCHERS

Mr. Hattenburg moved and Mr. Johnson seconded approval of bill payment vouchers for August 2014.

Fund

L01	Voucher numbers: 46607 through 46748 and	
	W00195-W00199 totaling	\$ 501,766.77
	Payroll numbers: 08082014PR and 08252014PR totaling	\$ 366,676.37
	Total	\$ 868,443.14

There were no questions.

The motion was unanimously approved.

UNFINISHED BUSINESS

LIBRARIES TRANSFORMING COMMUNITIES (LTC) PROJECT UPDATE. Along with a written report provided in advance of the meeting, Mr. Roewe noted the Board of Trustees will have an opportunity to participate in a Community Conversation at its retreat scheduled for September 30 at Moran Prairie Library. There was no further discussion.

NEW BUSINESS

WELCOME INCOMING TRUSTEE. Mr. Hattenburg introduced and welcomed Sonja Carlson, who on September 9 was appointed by the Board of County Commissioners to fulfill the remaining months of Daniel Davis' first five-year term, ending December 31, 2014. He pointed out Ms. Carlson currently works across the street from Spokane Valley Library, and therefore able to see firsthand the busy community hub it has become. There was no further discussion.

THE FRIENDS OF THE SPOKANE COUNTY LIBRARY DISTRICT AND SPOKANE COUNTY LIBRARY DISTRICT INTERLOCAL AGREEMENT. Mr. Craig moved and Ms. Thompson seconded approval of the Friends of Spokane County Library District and Spokane County Library District interlocal agreement. In conjunction with the reorganization of the Friends of the Spokane County Library District, the new inter-local agreement states the purpose, outlines expectations and defines the two entities. Ms. Ledeboer and Ms. Baker developed the agreement based on a similar agreement used by Pierce County Library System and its foundation. There were no questions.

The motion was unanimously approved.

FRIENDS OF THE LIBRARY POLICY. Mr. Hattenburg moved and Mr. Craig seconded approval of the Friends of the Library policy. Ms. Ledeboer said reorganization of the Friends of the Library will enable all separate Friends groups to become chapters and operate as usual under the umbrella of an organization called the Friends of the Spokane County Library District. As a non-profit 501(c)(3) organization, it will legally become a distinct entity separate from the District. In response to Mr. Craig's question, Ms. Ledeboer said holding an annual meeting with adequate physical space to accommodate all interested members would provide a benefit to paid membership and meets requirements of the new organization's bylaws. There was no further discussion.

The motion was unanimously approved.

FINANCIAL MANAGEMENT POLICY. Mr. Johnson moved and Ms. Thompson seconded approval of the Financial Management policy. Ms. Ledeboer noted suggested changes to

the policy reflect the District's conversion to cash basis accounting, with all modified accrual accounting terminology deleted from the policy. In response to Mr. Craig's suggestion, Implicit Price Deflator (IPD) and General Obligation Bonds (GOB) will be spelled out in the final draft of the policy. There was no further discussion.

The motion was unanimously approved.

FIXED ASSETS POLICY. Mr. Hattenburg moved and Mr. Craig seconded approval of the Fixed Assets policy. Ms. Ledebouer explained suggested changes include combining two former policies, Capital and Controlled Assets and Disposal of Surplus Property, into the new Fixed Assets policy, to address how items will be inventoried, tracked and disposed of when they are no longer of use. The process of depreciating capital assets is no longer relevant under cash basis accounting methods, and surplus library materials will be turned over to the Friends of the Library in the future. There was no further discussion.

The motion was unanimously approved.

SOCIAL MEDIA POLICY. Mr. Johnson moved and Mr. Hattenburg seconded approval of the Social Media policy. Communication & Development Officer Jane Baker recommended the policy be expanded to include the District website, which is blog-based for real time interaction with members and promotion of resources and services. Ms. Ledebouer acknowledged though blog comments have been problematic for some organizations, we have been fortunate in that library responders have thus far stayed on topic. There was no further discussion.

The motion was unanimously approved.

MEMBER PRIVILEGES AND RESPONSIBILITIES POLICY. Mr. Hattenburg moved and Mr. Craig seconded approval of the Member Privileges and Responsibilities policy. Deputy Director of Operations Doug Stumbough recommended consolidating references to photocopiers and printers within the policy, as in most libraries, copiers are printers. Therefore, the maximum allowable free pages would become the same at 80 pages per week. It was also suggested to remove references to miscellaneous fees not tied to library membership, such as SCLD book bag purchases. In response to Mr. Hattenburg, Mr. Stumbough said an honor system is in place for members' use of copiers/printers, as coin boxes are no longer used in the libraries. There was no further discussion.

The motion was unanimously approved.

NATIONAL LIBRARY WEEK FOOD FOR FINES. Mr. Hattenburg moved and Ms. Thompson seconded approval of the Food for Fines amnesty program scheduled to coincide with National Library Week, April 12-15, 2015. Supported by PowerPoint, Mr. Stumbough presented the program's background, fee structure, previous results, and recommendations for next year. Mr. Stumbough noted most members who take advantage of the program bring more food donations than are required, though this year there was a 37% drop from 2013, which could have been proportional to our efforts toward bond election education over Food for Fines promotion. With Board approval, the District will offer and promote

the program again and evaluate results. Ms. Ledeboer said it is a nice time of year for us to contribute, as area food bank supplies can be rather diminished by spring. Mr. Roewe noted donated food stays in local communities at their nearest food bank, or in the region overall. This program provides a way for library members to reduce their fines while contributing to the community. There was no further discussion.

The motion was unanimously approved.

BUY IT NOW OPTIONS PRESENTATION. Supported by a PowerPoint presentation, Chief Information Officer Priscilla Ice presented Buy It Now (BIN) options available through SirsiDynix and OverDrive through our Enterprise and OverDrive catalogs, and provided an online demonstration of how the option would work for end users via another library's website. Following discussion among Trustees, it was determined the District would add the BIN option to its OverDrive site to acquire the rights to purchase high-demand Simon and Schuster eBook content for members, and continue to evaluate the SirsiDynix option for potential future implementation.

DISCUSSION ITEMS, POSSIBLE ACTION

FUTURE BOARD MEETING AGENDA ITEMS

Mr. Hattenburg reviewed the list of tentative agenda items, special meetings and activities scheduled over the next several months. Mr. Hattenburg pointed out the meeting venue returns to the Argonne Library Public Meeting Room in October for the remaining months of the year, where Budget 2015 will be a key component of the fall agendas.

REPORTS

TRUSTEES

Ms. Carlson expressed she was pleased to have joined the Board of Trustees.

Mr. Hattenburg shared that he received complimentary remarks from a former Spokane Valley Council member about our efforts toward the bond election.

EXECUTIVE DIRECTOR

The Executive Director's written report provided prior to the meeting included information on the Business Office, Finance and Facilities, Collection Services, Human Resources, Information Technology, and Community Activities. Ms. Ledeboer commented that although we did not reach the District's United Way Pacesetter goal this year, by conducting the campaign early, United Way was better able to determine funding for 2015. Ms. Ledeboer also noted that she, Mr. Hattenburg, and Ms. Baker have been consulting with Council members and other community members for their impressions of this year's bond issue, and for advice toward 2015. Regarding the RFID technology implemented by Spokane Public Library, Ms. Ledeboer reported that the District has been contacted by several vendors inquiring about our plans to implement RFID. She noted that the current bar code system provides cost-effective inventory control as does the open source free self-checkout system. On another topic, Review of Library Materials, Deputy Director of Collection Services Andrea Sharps responded to Trustee Craig about two recent requests from members who found items they considered objectionable. One was about the cover of

a popular magazine, for which Ms. Sharps responded and declined the request to move the magazine or obscure the cover, and the other request was from a City of Spokane resident, to which she did not respond.

PUBLIC SERVICES

Deputy Directors Patrick Roewe and Doug Stumbough provided written reports prior to the meeting for August 2014, with data for customer use measures, programming and library activities. Mr. Hattenburg expressed how wonderful he thought it was for Airway Heights Library to collaborate with Sunset Elementary School to help and offer space for its Open House Family Link Night. He also commented on the positive solution for Cheney Library to offer use of its display case for informational purposes to the West Plains Beekeepers Association in lieu of space to sell honey.

COMMUNICATION

Communication & Development Officer Jane Baker provided written reports prior to the meeting for August 2014 communication activities. She added Communication is already preparing for another election. Ms. Ledebor noted that the recent mailing to members was highly effective; thus, we plan to do two mailings next year. There was no further discussion.

FISCAL

Revenue and Expenditure Statement through August 31, 2014.

Fund 001

Revenues	\$ 6,440,021
Expenditures	\$ 7,424,402
Ending Fund Balance	\$ 3,151,911
Fund Budget Expended	65.94%

There was no discussion.

SPOTLIGHT MEDICAL LAKE LIBRARY

Library Supervisor Laura Baird and Community Librarian Christie Onzay reported on Medical Lake Library, its history and the community it serves. Ms. Baird opened the presentation by noting Medical Lake Library's motto: Home Pride, Local Living. Via PowerPoint Ms. Baird shared photographs of Medical Lake staff and the library itself. The gas fireplace in the browsing area is particularly unique and well used by members as a gathering place. The Tree of Knowledge wall art located inside the library entrance is another unique feature to Medical Lake. It was installed in 1991, the same year the library was built. The Friends of the Library charge \$50 for each engraved tree leaf purchased to commemorate special events. On average, one new leaf is placed on the tree each month. However, this summer a member purchased several leaves for family members who then came to the library while here on vacation to see their family's tree leaves.

To address goals of the Community Impact Plan, the District focuses on four priority service areas. The first, Develop Young Learners, includes weekly Storytimes. Attendance this year has

averaged about 19, with a record attendance of 37. Four outreach Storytime visits are made each year to two preschool classrooms at Celas Daycare and Eastside Learning Center at Lakeland Village. Medical Lake staff looks forward to providing Storytime to Hallett Elementary, as it will offer an ECEAP preschool starting this year. Interactive discovery stations include an early literacy station, produce stand, an array of puppets, and Love Talk Play activity bins that feature ever-changing popular activities like pom-pom sorting and sock matching. Staff is grateful to the Medical Lake Friends of the Library for providing extra funds to purchase these activities. Ms. Onzay reported on the second focus area, Explore and Discover, for which programs are offered for all ages. She noted the Summer Reading program was highly successful this year, with seven weekly programs attracting almost 400 kids. Three of the programs reached meeting room capacity, where parents graciously left the room to allow space for more kids. A Book Discussion Club is hosted by the Friends of the Library and open to anyone with interest. It has had success in bringing in local authors for book discussions. An Explore and Discover Club for kids begins in October. To help promote the club, staff talked with parents, changed the meeting time for convenience, and collaborated with the Hallett afterschool STEM Club and other librarians at Medical Lake School District for help with program advertising. Staff looks forward to another Lego Build Day along with a community that has waited with anticipation since spring. Music programs have been successful over the past few months and Big Bing Theory (from Gonzaga University) is planned for all ages to enjoy. A Zentangle program is scheduled as well. Ms. Baird reported on the third service priority, Support of Job Seekers and Local Businesses. She and Ms. Onzay attend the monthly West Plains Chamber of Commerce meetings along with their colleagues from Cheney and Airway Heights libraries. Staff also provides proctoring services throughout the year and has assisted several members with job searches using library online tools. Ms. Onzay said while we have some work to do in the support of businesses arena, we're increasing our visibility by connecting with the Medical Lake community. While the library has always participated in the Founders Day parade held in June, this year the library staffed a booth and talked with 147 people about the library and its services and programs. Ms. Baird noted meeting room use has increased 158% over the last five years, along with progress made on getting the word out about free library meeting space. Ms. Onzay reported staff gave a presentation about the library to the local Kiwanis in June. There was so much interest in the long and varied list of library databases, seven people signed up for library cards on the spot. Presentations to the Lions Club and Medical Lake City Council are scheduled for fall. Ms. Baird and Ms. Onzay have had the opportunity to participate in local events, such as Feed Medical Lake, a free meal/grocery program held the second Monday of each month at St. John's Lutheran Church, where they were also able to promote the library and conduct a Harwood Institute Aspirations exercise. Staff also collaborates and works closely with Medical Lake School District (MLSD), which has a great STEM program. Staff has had initial talks to determine if these STEM programs could be held at the library in the future. A meeting and tour of the library is scheduled soon with the new MLDS superintendent.

The Friends of Medical Lake are an active and supportive group. Two book sales are held each year, which net over \$800 each. Friends have purchased Play and Learn materials and puppets, and they support library programs, such as Summer Reading and Spokane is Reading.

The library display case is popular with all ages interested in displaying their handmade collections. For two years now the Historical Society has displayed historical pictures. Staff is

now excited and eager to begin digitizing their collection through a grant the library received from the Washington Rural Heritage initiative.

Ms. Onzay presented CommunityConnect data about Medical Lake. The data has helped with developing appropriate programs for the area, such as the Love Your Lake program offered Saturday, May 10. It was so popular, 80 people attended a four-hour program where great connections were made over lake education and hosted hot dogs.

Future goals include continuing to meet with the community and more planned programs. In response to Trustee Hattenburg, Ms. Baird said the library has collaborated with Eastern State Hospital through use of the library display case to help educate the community about the hospital's history, stigma of mental illness, and how communities can work together to overcome that stigma. Library cards have also been issued to interested residents of Eastern State Hospital and Lakeland Village. Trustees expressed appreciation for the informative report. There was no further discussion.

OVERVIEW EXPLORE & DISCOVER

Librarians Amber Williams and Kelsey Hudson provided an overview of one of the four Community Impact Plan goals, Explore & Discover. Thus far, fifty-seven (57) community experts have held community interest-driven programs in libraries this year. Over 200 people attended two springtime performances of Rich Landers' hiking programs, one of the most successful adult programs on record. The objective to have at least 75 community experts to share information at 100 community interest driven programs is anticipated to be met by the end of the year. Only programs with at least 10 in attendance are counted toward the objective. There were other successful and well attended programs. Programs having literary elements and/or music are popular. Offerings from April through June brought in 1,150 attendees, which included Hope in Hard Times programming. Along with the upcoming Create! programming scheduled for fall, the various library initiatives specific to their communities have contributed toward these 100 opportunities, such as Love Your Lake in Medical Lake, and Centennial Trail/ Spokane River and fitness programming at Argonne Library. Another objective is for at least 15,000 school-age kids to attend a library program. As of Sunday, 13,045, had done so, with staff having full expectations to meet the goal this fall, particularly with more LEGO Build Day events planned, already having drawn 2,000 participants. (Thank you to Friends of the Library for purchasing many of the LEGOs to have adequate supplies on hand.) Another objective is by the end of 2015 for at least 50 local businesses and non-profits to have used library resources to advance their businesses. Libraries will also partner with at least 50 businesses to provide collaborative programming. This objective overlaps with the service priority to support job seekers and local businesses. For the future, the library is investigating how to best provide services to local businesses and measure use of those resources. Two additional objectives are for digital resources to increase by 30%, and library items to be checked out an average of six times. Data at the end of August showed actual/physical items had been checked out 3.6 times.

Ms. Ledeboer commented that particularly for popular materials with high turnover, six times is a realistic goal. Use of digital items has increased 11% toward the goal of 30%. For the future, more programming is planned. The Create programs scheduled for fall have filled so quickly, additional sessions have been planned. SCLD has again been awarded a Big Read

grant from the National Endowment for the Arts, so next year we will host a month-long series of programs designed to engage our community and schools to read and discuss ***Call of the Wild*** by Jack London. Mr. Hattenburg said he never ceases to be amazed by all that is happening at District libraries, to which other Trustees agreed. Mr. Johnson pointed out the importance of keeping teens engaged and involved, to which Ms. Williams said attendance at library programs by children 4th grade and above has increased significantly. There was no further discussion.

PUBLIC COMMENT

There were no public comments.

ADJOURNMENT

The meeting adjourned at 5:40 p.m.

Tim Hattenburg, Chair

Nancy Ledeboer, Secretary of the Board of Trustees

SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES SPECIAL MEETING MINUTES: September 30, 2014

CALL TO ORDER

A special meeting of the Spokane County Library District Board of Trustees was held Tuesday, September 30, 2014, in the Public Meeting Room at Moran Prairie Library, 6004 S. Regal St., Spokane, WA, for the purposes of training and planning. The meeting convened at 4:10 p.m. by Chair Tim Hattenburg.

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

Also present: Jane Baker, Communication & Development Officer; Paul Eichenberg, Chief Human Resources Officer; Priscilla Ice, Chief Information Officer; Patrick Roewe, Deputy Director Library Services; Bill Sargent, Chief Financial Officer; Andrea Sharps, Deputy Director Collection Services; Doug Stumbough, Deputy Director Operations; and Patty Franz, Administrative Assistant.

COMMUNITY CONVERSATION

Deputy Director Patrick Roewe facilitated a community conversation for Trustees and Leadership Team members to share their community aspirations. The purpose of this exercise was two-fold: It demonstrated methodology of conversations being conducted communitywide by District staff as part of the Library Transforming Communities initiative, and provided additional "public knowledge," which will be added to the collective data bank from all ongoing community conversations.

OPEN PUBLIC MEETINGS ACT TRAINING

Meeting participants viewed a 20-minute video of required training prepared by the Washington State Attorney General's Office, which covered current and relevant aspects of the law.

PLANNING

Executive Director Nancy Ledeboer provided background on the former Library Facilities Master Plan, and Deputy Director Doug Stumbough reviewed 2014 bond issue election results prior to discussion of options for moving toward a potential bond issue election in 2015. Also discussed were options regarding property purchased by the District in 2011 at 9220 East Upriver Drive, which was originally intended for future parking expansion at Argonne Library.

The Board provided direction for future planning. There was no action taken.

ADJOURNMENT

Mr. Hattenburg adjourned the meeting at 7:25 p.m.

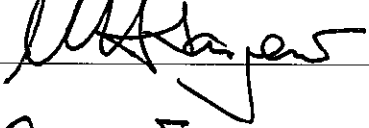
Tim Hattenburg, Chair

Nancy Ledeboer, Secretary of the Board of Trustees

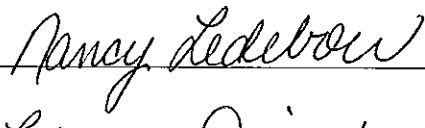
PAYMENT VOUCHER APPROVAL

Pursuant to RCW 42.24.180 and Spokane County Library District Resolution # 94-03, we, the undersigned, do hereby certify that the merchandise and services hereinafter specified have been received as of September 30, 2014 and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$885,243.44 and that we are authorized to authenticate and certify these claims.

DATE: October 1, 2014

SIGNED: 

TITLE: CHIEF FINANCIAL OFFICER

SIGNED: 

TITLE: Library Director

VOUCHER NUMBER	DESCRIPTION	VOUCHER AMOUNT
046749	AVISTA UTILITIES UTILITIES	\$ 7,014.71
046750	CAVENDISH SQUARE LIBRARY MATERIALS	775.77
046751	CENTURYLINK TELEPHONE	81.82
046752	CENTURYLINK TELEPHONE	92.00
046753	CITY OF SPOKANE UTILITIES	1,002.11
046754	CITY OF AIRWAY HEIGHTS UTILITIES	570.37
046755	CITY OF CHENEY UTILITIES	1,024.51
046756	CITY OF DEER PARK UTILITIES	163.97
046757	CAPITAL ONE NAT'L ASSOC FURNITURE, FIXTURES & EQUIPMENT	274.60
046758	EMPIRE DISPOSAL INC. UTILITIES	18.81
046759	ANDREA A. FITZSIMMONS CUSTODIAL SERVICES	170.00
046760	FRONTIER COMMUNICATION TELEPHONE	115.20
046761	GALE/CENAGE LEARNING LIBRARY MATERIALS	7,420.05
046762	GUIDEPOSTS LIBRARY MATERIALS	17.74
046763	INGRAM DISTRIBUTION GROUP, INC LIBRARY MATERIALS	5,652.77
046764	MIDWEST TAPE LIBRARY MATERIALS	3,864.08
046765	MODERN ELECTRIC WATER COMPANY UTILITIES	1,929.88
046766	OOKLA LLC D.P. EQUIPMENT REPAIR & MAINT.	1,995.00
046767	OVERDRIVE, INC. LIBRARY MATERIALS	6,585.17
046768	PAPERJACK.com OFFICE/LIBRARY SUPPLIES	252.16
046769	QUILL CORPORATION OFFICE/LIBRARY SUPPLIES	428.36
046770	RECORDED BOOKS, LLC LIBRARY MATERIALS	96.45
046771	SPOKANE CO. WATER DISTRICT #3 UTILITIES	14.25
046772	SECRETARY OF STATE SCLD FOUNDATION SUPPORT	20.00
046773	NATIONAL STORY LEAGUE LIBRARY PROGRAMS	200.00
046774	STAPLES ADVANTAGE OFFICE/LIBRARY SUPPLIES	316.82
046775	TARGET SYSTEM TECHNOLOGY, INC SOFTWARE SUPPORT	28.75
046776	ULINE SHIPPING SPECIALISTS OFFICE/LIBRARY SUPPLIES	431.91
046777	U.S. BANK H S A ACCOUNT FEES	81.00
046778	NICOLAS VIGIL LIBRARY PROGRAMS	2,000.00
046779	WALTER E. NELSON CO. CLEANING & SANITATION SUPPLIES	693.56
046780	WASTE MANAGEMENT OF SPOKANE UTILITIES	1,113.00
046781	WALT'S MAILING SERVICE ADVERTISING	21,263.34
046782	VANTAGEPOINT TRNSFR AGENTS-457 EMPLOYEE CONTRIBUTIONS	7,090.75
046783	DEPT OF RETIREMENT SYSTEMS RETIREMENT CONTRIBUTIONS	33,155.74
046784	SPOKANE COUNTY UNITED WAY EMPLOYEE CONTRIBUTIONS	432.35
046785	ABM JANITORIAL SERVICES - NW CUSTODIAL SERVICES	11,751.38

046786	ALLIED SAFE & VAULT CO, INC.	SECURITY & SAFETY SERVICES	1,205.21
046787	ARC ELECTRIC	BUILDING REPAIR & MAINTENANCE	387.59
046788	ASSOC OF WASHINGTON CITIES	LIFE INSURANCE	998.20
046789	ASSOC OF WASHINGTON CITIES	MEDICAL, DENTAL, VISION AND LIFE INS	63,396.72
046790	AVISTA UTILITIES	UTILITIES	45.77
046791	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	193.05
046792	BLACKSTONE AUDIO BOOKS	LIBRARY MATERIALS	31.17
046793	BRILLIANCE PUBLISHING, INC.	LIBRARY MATERIALS	9.77
046794	CAPITAL COMMUNICATIONS, INC	OFFICE/LIBRARY SUPPLIES	950.96
046795	CONSOLIDATED ELECTRICAL DIST.	MAINTENANCE SUPPLIES	182.77
046796	CENTURYLINK	DATA COMMUNICATIONS	1,999.20
046797	CHEVRON U.S.A. INC.	VEHICLE FUEL	75.54
046798	CITY OF MEDICAL LAKE	UTILITIES	239.89
046799	DELL MARKETING L.P.	OFFICE/LIBRARY SUPPLIES	100.37
046800	DEVRIES INFORMATION MGMT	COURIER SERVICES	4,716.00
046801	DIVCO INCORPORATED	BUILDING REPAIR & MAINTENANCE	828.84
046802	EARTHWORKS RECYCLING, INC	UTILITIES	213.00
046803	EMPOWER SOFTWARE SOLUTIONS	SOFTWARE SUPPORT	3,054.78
046804	FREE PRESS PUBLISHING, INC	LIBRARY MATERIALS	48.00
046805	GREATAMERICA FINANCIAL SVCS.	POSTAGE METER LEASE	159.95
046806	GREENLEAF LANDSCAPING, INC.	GROUND MAINTENANCE	4,245.96
046807	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	11,546.88
046808	INLAND PUBLICATIONS	ADVERTISING	414.00
046809	INLAND POWER AND LIGHT	UTILITIES	941.52
046810	JAN WAY COMPANY USA, INC.	OFFICE/LIBRARY SUPPLIES	2,182.92
046811	MIDWEST TAPE	LIBRARY MATERIALS	4,039.23
046812	NEW YORK TIMES	LIBRARY MATERIALS	68.80
046813	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	161.54
046814	OVERDRIVE, INC.	LIBRARY MATERIALS	9,717.60
046815	PRESSWORKS	PRINTING	631.55
046816	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	1,238.95
046817	QWEST CORPORATION	DATA COMMUNICATIONS	2,071.38
046818	RECORDED BOOKS, LLC	LIBRARY MATERIALS	1,468.54
046819	ROWMAN & LITTLEFIELD PUB	LIBRARY MATERIALS	582.06
046820	SCHOLASTIC LIBRARY PUBLISHING	LIBRARY MATERIALS	2,087.66
046821	JANELLE KRUM, CUSTODIAN	REIMBURSE PETTY CASH FUND	37.09
046822	SPOKANE COUNTY LIBRARY DIST	REIMBURSE REVOLVING FUND	99.60
046823	SPOKANE COUNTY UTILITIES	UTILITIES	443.41
046824	SPOKESMAN REVIEW	ADVERTISING	1,163.58
046825	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	114.28
046826	TOWN OF FAIRFIELD	UTILITIES	153.80
046827	ANDREW WAHL	LIBRARY PROGRAMS	100.00
046828	WHITWORTH WATER DISTRICT #2	UTILITIES	235.43
046829	ALLIED SAFE & VAULT CO, INC.	SAFETY & SECURITY SERVICES	159.25
046830	AVISTA UTILITIES	UTILITIES	618.62
046831	A+ PRINTING, INC	PRINTING	576.33
046832	CLEAR CHANNEL BROADCASTING INC	ADVERTISING	100.00
046833	CONSOLIDATED ELECTRICAL DIST.	MAINTENANCE SUPPLIES	23.67
046834	CENTER POINT LARGE PRINT	LIBRARY PROGRAMS	529.06
046835	CENTURYLINK	TELEPHONE	91.34
046836	CENTURYLINK	TELEPHONE	87.92
046837	CENTURYLINK	TELEPHONE	37.32
046838	CENTURYLINK	TELEPHONE	59.85
046839	CENTURYLINK	TELEPHONE	91.83
046840	CENTURYLINK	TELEPHONE	131.87

046841	CENTURYLINK	DATA COMMUNICATIONS	5,983.80
046842	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	498.92
046843	DEPARTMENT OF LABOR & IND.	BUILDING REPAIR & MAINTENANCE	43.00
046844	H&H BUSINESS SYSTEMS, INC.	EQUIPMENT REPAIR & MAINTENANCE	126.55
046845	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	7,688.22
046846	INTEGRA	DATA COMMUNICATIONS	14,678.82
046847	INLAND POWER AND LIGHT	UTILITIES	399.90
046848	GROUP W MARKETING	ADVERTISING	500.00
046849	PERIDOT PUBLISHING LLC	ADVERTISING	297.50
046850	MATTHEW L. DONEEN	FURNITURE, FIXTURES & EQUIPMENT	521.76
046851	MIDWEST TAPE	LIBRARY MATERIALS	3,734.38
046852	OCLC, INC.	CATALOGING & AUTHORITY SERVICES	8,019.07
046853	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	62.98
046854	OVERDRIVE, INC.	LIBRARY MATERIALS	6,449.55
046855	POLICYPAK SOFTWARE	SOFTWARE SUPPORT	319.00
046856	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	713.08
046857	RECORDED BOOKS, LLC	LIBRARY MATERIALS	121.06
046858	SCHOLASTIC LIBRARY PUBLISHING	LIBRARY MATERIALS	892.48
046859	SIERRA CLUB MEMBER SERVICES	LIBRARY MATERIALS	12.00
046860	SPOKESMAN REVIEW	ADVERTISING	782.56
046861	JEFFREY L. STAFFORD	TRAINING	11,874.48
046862	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	719.72
046863	ANGELA PARRIS	PROFESSIONAL SERVICES	339.69
046864	TARGET SYSTEM TECHNOLOGY, INC	SOFTWARE SUPPORT	28.75
046865	UNIQUE MANAGEMENT SERVICES	COLLECTION AGENCY FEES AND NOTICES	2,958.14
046866	UPS	FREIGHT	22.19
046867	CRJW ENTERPRISES INC.	BUILDING REPAIR & MAINTENANCE	54.35
046868	VERIZON WIRELESS	TELEPHONE	276.80
046869	VANTAGEPOINT TRNSFR AGENTS-457	EMPLOYEE CONTRIBUTIONS	7,137.68
046870	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	33,636.43
046871	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	432.35
046872	ACCESS LOCK & SAFE	EQUIPMENT REPAIR & MAINTENANCE	220.00
046873	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	151.78
046874	CENTURYLINK	TELEPHONE	42.57
046875	US POSTAL SERVICE	PREPAID POSTAGE	5,000.00
046876	CRAIG BARNETT	LIBRARY MATERIALS	169.55
046877	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	605.80
046878	DIVCO INCORPORATED	BUILDING REPAIR & MAINTENANCE	4,812.25
046879	DEPARTMENT OF LABOR & IND.	BUILDING REPAIR & MAINTENANCE	21.50
046880	EBSCO INDUSTRIES, INC.	LIBRARY MATERIALS	7.17
046881	FINDAWAY WORLD, LLC	LIBRARY MATERIALS	1,063.72
046882	FREE PRESS PUBLISHING, INC	LIBRARY MATERIALS	24.00
046883	GALE/CENAGE LEARNING	LIBRARY MATERIALS	1,281.85
046884	GREATER SPOKANE VALLEY CHAMBER	TRAINING & TRAVEL	75.00
046885	GREENLEAF LANDSCAPING, INC.	GROUPS MAINTENANCE	626.96
046886	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	12,303.28
046887	MIDWEST TAPE	LIBRARY MATERIALS	3,009.29
046888	STEPHANIE REGALADE-HERTEL	LIBRARY MATERIALS	38.95
046889	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	104.01
046890	OVERDRIVE, INC.	LIBRARY MATERIALS	6,027.40
046891	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	783.00
046892	U.S. BANK CORP. PAYMENT SYSTEM	CHARGE CARD PAYMENT	8,699.07
046893	VETERANS INFORMATION SERVICE	LIBRARY MATERIALS	75.00
046894	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	702.84
046895	WEST COAST CASH REGISTER, INC.	EQUIPMENT REPAIR & MAINTENANCE	311.90

046896	WALT'S MAILING SERVICE	COMMUNICATIONS ADVERTISING	4,145.79
W00200	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	58,995.61
W00201	US BANK - HEALTH	H S A CONTRIBUTIONS	1,666.22
W00202	STATE OF WASHINGTON	MONTHLY EXCISE/SALES TAXES	1,332.31
W00203	US BANK - HEALTH	H S A CONTRIBUTIONS	1,666.22
W00204	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	<u>61,786.47</u>

Total Non-Payroll General Operating Fund			\$ 528,302.72
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PAYROLL VOUCHERS

09102014PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	\$ 176,739.20
09252014PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	<u>180,201.52</u>

Total Payroll General Operating Fund			\$ 356,940.72
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TOTAL GENERAL OPERATING FUND			<u>\$ 885,243.44</u>
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Spokane County Library District
Monthly Credit Card Activity
For the Month of September 2014

<u>Card Category</u>	<u>Amount</u>
General Purchases	\$ 2,280.20
Maintenance	1,491.87
Travel	1,813.19
Acquisitions	1,105.49
Information Technology	2,008.32
Total Purchases	<u>\$ 8,699.07</u>

Libraries Transforming Communities Public Innovators Cohort Report**Background:**

As part of the Libraries Transforming Communities (LTC) Public Innovators Cohort training, we'll be reporting on our progress as we continue gathering public information regarding the aspirations for the communities we serve. The public knowledge gathered through these efforts will be curated and shared with both the community at large and with the organizations, non-profits, and government entities that might be better positioned to act upon those aspirations.

Team members include Ann Apperson (Trustee Emeritus), Nancy Ledebor (Executive Director), Aileen Luppert (Librarian), Amber Williams (Librarian), and Patrick Roewe (Deputy Director).

Community Conversations:

We conducted 10 community conversations at Staff Day with a total of 151 staff and trustees participating. Generally speaking, aspirational themes from this conversation included safety and inter-connectedness between community members. We also conducted a community conversation with the Board of Trustees and the Leadership Team as part of the retreat. Aspirational themes were very similar to the staff day conversations. The Aspirational narrative from both of these events will be shared at the Board meeting. In addition, we conducted one Aspirations exercise with the Spokane South Rotary Club. Aspirational themes from this conversation involved safety and opportunities for people to achieve their full potential.

Staff Engagement:

The LTC team has been expanded in order to give greater support to the librarians in their efforts to facilitate conversations and gather public knowledge. The new team members include Librarians Kelsey Hudson, Cindy Ulrey and Brian Vander Veen, and Managing Librarians Kristy Bateman, Sonia Gustafson, and Jason Johnson. This expanded team is working on some internal resources to assist the librarians.

Next Steps:

In the community, we have two Community Conversations lined up for October, and have leads on two potential conversations as well.

Amber and Patrick will also be meeting with representatives from Spokane County United Way and Spokane Public Library about potential collaboration opportunities, since all three organizations are engaged in these efforts to some degree.

Additionally, the librarians have been tasked with connecting with groups in their communities that may be receptive to hosting Community Conversations or Aspirations exercises. Additionally, we're looking to host two community conversations at each location in the next few months to which we can invite participants.

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

Buy It Now

BACKGROUND:

Following the Board of Trustees' meeting held September 16 where Chief Information Officer Priscilla Ice presented 'Buy It Now' options available through Sirsi and OverDrive, Deputy Director Andrea Sharps asked OverDrive to add the 'Buy It Now' or BIN option to the District's OverDrive site. The BIN feature came live on 9/19 and gives us the rights to purchase Simon & Schuster eBook content for our members.

We have received no member comments about this feature so far.

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

**COMMUNITY REVITALIZATION FINANCING AND TAX INCREMENT AREA AGREEMENT
(RESOLUTION 14-05)****Background:**

One of the ways that government works with business to invest in community revitalization is through the creation of a tax increment area. Spokane County is proposing to establish a new tax increment area north of the City of Spokane that will replace an existing tax increment area. By investing in public improvements such as roads, sidewalks and other public amenities, the County hopes that business will open in this area, thus bringing new sales tax revenue and increased property values to the area.

The Library District has been asked to approve the formation of the tax increment area. We will continue to receive property tax for this area at the current rate. Should property values increase, we will collect only 25% of the increased amount for 30 years. Spokane County will sell bonds to fund improvements and the property tax collected will be used to retire the bond debt. Once the bonds are paid off the County has the option to accumulate property taxes and invest in additional public infrastructure improvements or possibly to sell additional bonds. The agreement states that the County would consult with the District prior to selling a second series of bonds.

Roy Koegen of Kutak Rock LLP will be available at the meeting to answer questions regarding the proposed tax increment area. Mr. Koegen is representing Spokane County as bond counsel in forming the new tax increment area.

Recommended Action: Board motion to approve Resolution 14-05, Community Revitalization Financing and Tax Increment Area Agreement, supporting the formation of a tax increment area for the purpose of community revitalization.

COMMUNITY REVITALIZATION FINANCING**AND****TAX INCREMENT AREA AGREEMENT**

This COMMUNITY REVITALIZATION FINANCING AND TAX INCREMENT AREA AGREEMENT (this “Agreement”) is entered as of this ____ day of _____, 2014, by and between Spokane County, Washington (the “County”), Spokane County Library District, Spokane County, Washington (the “Library District”), and Spokane County Fire Protection District No. 9, Spokane County, Washington (the “Fire District”).

WITNESSETH:

WHEREAS, the County is a Class A county duly organized and existing under and by virtue of the Constitution and the laws of the state of Washington (the “State”);

WHEREAS, the Library District is a rural library district duly organized and existing under and by virtue of the Constitution and the laws of the State, now in force;

WHEREAS, the Fire District is a fire protection district duly organized and existing under and by virtue of the Constitution and the laws of the State, now in force;

WHEREAS, pursuant to chapter 39.89 RCW, the County is authorized to use community revitalization financing to finance public improvements within an increment area if certain conditions are satisfied;

WHEREAS, the County desires to form an increment area, the boundaries of which are set forth on Exhibit “A” hereto (the “Increment Area”) to finance the public improvements described on Exhibit “B” hereto (the “Public Improvements”);

WHEREAS, the County is required to enter into a written agreement for the use of community revitalization financing with taxing districts that levy at least 75 percent of the regular property tax on property within the Increment Area before it may use community revitalization financing;

WHEREAS, the County is also required to obtain the written approval of any fire protection district with territory in the proposed Increment Area before it may use community revitalization financing;

WHEREAS, the Fire District includes territory within the Increment Area and levies regular property taxes on property within the Increment Area;

WHEREAS, pursuant to RCW 39.34 and 39.89, the County, the Library District and the Fire District are authorized to fix the duration of this Agreement;

WHEREAS, pursuant to RCW 39.34 and 39.89, the County, the Library District and the Fire District have determined it is in the best interest of Increment Area taxpayers to affix a duration for this Agreement such that it shall terminate no later than 30 years from the date the tax allocation revenues generated from the Increment Area are first collected;

WHEREAS, the County and the Library District agree to apportion regular property taxes within the Increment Area in the manner set forth in RCW 39.89.070 as specified in this Agreement;

WHEREAS, the Board of County Commissioners of the County adopted Resolution No. 14-_____ on _____, 2014, authorizing the execution of this Agreement;

WHEREAS, the Board of Trustees of the Library District adopted Resolution No. 14-05 on October 21, 2014, authorizing the execution of this Agreement;

WHEREAS, the Board of Fire Commissioners of the Fire District adopted Resolution No. 14-_____ on _____, 2014, authorizing the execution of this Agreement; and

NOW, THEREFORE, the County, the Library District and the Fire District each mutually agree as follows:

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

Section 2. The County and the Library District each agree to apportion regular property taxes, as that term is defined in RCW 39.89.020, in the manner set forth in RCW 39.89.070(1)(b) for the Term of this Agreement.

Section 3. The Library District agrees that the County may use the tax allocation revenues (as defined in RCW 39.89.020(8)) it receives pursuant to this Agreement to finance up to \$25,000,000 of the public improvement costs associated with the Public Improvements.

The County shall consult with the Library District prior to issuing any series of bonds (other than the first series of bonds) in connection with the Increment Area.

Section 4. Pursuant to RCW 39.89.070(1)(b), the County agrees that the Fire District shall receive the regular property taxes levied by the Fire District upon the increment value (as that term is defined in RCW 39.89.020(10)) within the Increment Area (the “Fire District Tax Increment”), provided the County may, with the specific written consent of the Fire District, receive all or part of the Fire District Tax Increment to finance the costs of particular Public Improvements. The decision of whether to provide specific written consent shall be made in the sole and absolute discretion of the Fire District. The amount of the Fire District Tax Increment to be received by the County and the period of time during which the County shall receive the Fire

District Tax Increment shall both be determined in writing by the Fire District, provided that the County shall not receive any portion of the Fire District Tax Increment after the expiration of the Term of this Agreement.

Section 5. This Agreement contains all the terms and conditions agreed upon by the parties with respect to the subject matter hereof. No other understanding, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto, other than those imposed by operation of law.

Section 6. This Agreement may be executed in any number of counterparts, each of which, when so executed and delivered, shall be an original, but such counterparts shall together constitute one Agreement.

Section 7. This Agreement will be effective only when signed by each of the County, the Library District and the Fire District hereto and then only as of the last date of execution.

IN WITNESS WHEREOF, the County, the Library District and the Fire District have each executed this Agreement as of the date(s) set forth below.

ATTEST:

Daniela Erickson, Clerk of the
Board of County Commissioners

(S E A L)

Date: _____, 2014.

BOARD OF COUNTY COMMISSIONERS
OF SPOKANE COUNTY, WASHINGTON

Al French, Chair

Todd Mielke, Vice-Chair

Shelly O'Quinn, Commissioner

SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

Date: _____, 2014.

Nancy Ledebouer, Director and Secretary to the
Board of Trustees

SPOKANE COUNTY FIRE PROTECTION
DISTRICT NO. 9

Spokane County, Washington

Date: _____, 2014.

Robert I. Anderson, Chair
Board of Fire Commissioners

(S E A L)

EXHIBIT “A”**INCREMENT AREA BOUNDARIES AND LEGAL DESCRIPTION**

That property located in Sections 7, 8, 9, 10, 15, 16, 17, 18, 19, 20, 21 and 22, Township 26 North, Range 43 East, W.M., Spokane County, Washington, lying within the following described boundary:

Beginning at the intersection of Magnesium Road and Nevada Street; thence northerly along Nevada Street to Holland Avenue; thence easterly along Holland Avenue to the east line of said Section 17, thence northerly along said east line to the north line of City Short Plat 99-12; thence westerly along the north line of said Short Plat and the north line of City Short Plat 91-08 to Nevada Street; thence northerly along Nevada Street to Hawthorne Road; thence westerly along Hawthorne Road to Newport Highway (State Highway 2); thence southwesterly along Newport Highway to Westview Avenue; thence westerly along Westview Avenue to Division Street (US 395); thence southerly along Division Street (US 395) to Country Homes Boulevard; thence southwesterly along Country Homes Boulevard to Wall Street; thence southerly along Wall Street to Carolina Way; thence northwesterly along Carolina Way to Jefferson Drive; thence northeasterly and northwesterly along Jefferson Drive to Mountain View Lane; thence northwesterly along Mountain View Lane to Price Road; thence easterly along Price Road to Wall Street; thence northerly along Wall Street to Waikiki Road; thence northwesterly and northerly along Waikiki Road to Mill Road; thence northeasterly along Mill Road to Hastings Road; thence southeasterly, northeasterly, easterly and northeasterly along Hastings Road to Farwell Road; thence easterly along Farwell Road to the westerly right-of-way line of the Burlington Northern Sante Fe Railroad; thence southwesterly along said westerly right-of-way line to its intersection with the westerly right-of-way line of U.S. Highway 395 North Spokane Corridor; thence southerly and southeasterly along said westerly right-of-way line to Freya Street; thence southwesterly along Freya Street to Magnesium Road; thence northwesterly and westerly; along Magnesium Road to the point of beginning.

EXHIBIT “B”**DESCRIPTION OF PUBLIC IMPROVEMENTS**

Arterial Roads; sewer collection lines, sewer water reuse systems and sewer pump stations; water distribution systems; sidewalks, roadway storm drainage systems, street lighting and street trees; and other public improvements and public improvement costs referenced in RCW 39.89.020(4) and (5).

RESOLUTION NO. 14-05

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, APPROVING A COMMUNITY REVITALIZATION FINANCING AND TAX INCREMENT AREA AGREEMENT; AUTHORIZING THE EXECUTION OF SUCH AGREEMENT; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO.

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

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

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

WHEREAS, Spokane County, Washington (the "County") has expressed an interest in forming an increment area described in Exhibit "A" attached hereto and incorporated herein by reference (the "Increment Area") to finance public improvements using community revitalization financing;

WHEREAS, the County is required to enter into a written agreement for the use of community revitalization financing with taxing districts that levy at least 75 percent of the regular property tax on property within the proposed increment area as a condition to using community revitalization financing;

WHEREAS, the County is also required to obtain the written approval of any library district with territory in the proposed Increment Area before it may use community revitalization financing;

WHEREAS, the Library District is one of three taxing districts, including the County, with territory in the proposed Increment Area;

WHEREAS, RCW 27.12.212 authorizes the Library District to participate in the financing of such public improvements by entering into a Community Revitalization Financing and Tax Increment Area Agreement (the "Agreement"); and

WHEREAS, the Board of Trustees of the Library District (the “Board”) has determined that creation of the Increment Area and, with certain limits, the corresponding use of community revitalization financing to finance a portion of the costs of those public improvements associated with the Increment Area are in the best interest of the patrons and taxpayers of the Library District;

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

Section 1. Approval of Agreement. The Agreement substantially in the form attached hereto as Exhibit “A” is hereby approved.

Section 2. Execution. The Chair of the Board and the Executive Director of the Library District are each authorized to execute the Agreement on behalf of the Library District.

Section 3. Miscellaneous. The Chair of the Board and the Executive Director of the Library District are each further authorized to execute such other documents and take such actions as are necessary to further accomplish the purposes of the Agreement.

Section 4. Repealer. All resolutions or parts thereof in conflict herewith are, to the extent of such conflict, repealed, and shall have no further force or effect.

Section 5. Effective Date. This Resolution shall be effective immediately upon its adoption.

ADOPTED by the Board of Trustees of Spokane County Library District, Spokane County, Washington, at a regular meeting thereof, held this ____ day of _____, 2014.

SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

Tim Hattenburg, Chair

ATTEST:

Nancy Ledeboer, Secretary of the Board of
Trustees and Executive Director

(S E A L)

COLLECTION DEVELOPMENT

Background

The Collection Development Policy provides guidance to staff when selecting and deselecting printed and digital content for the District's collection. It provides information to the public about how the collection is chosen and maintained, and explains who is responsible for making decisions about the collection. It is based on and reflects the District's mission, vision and strategic goals.

The Collection Development Policy has been revised to add clarifying language that only District residents as defined in the Member Privileges and Responsibilities Policy may submit a formal *Request for Review of Library Materials Form* when questioning materials in the collection. This addition codifies existing District procedure and practice.

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

Recommended Action: Board motion to approve a revised Collection Development Policy.

SPOKANE COUNTY LIBRARY DISTRICT

DRAFT**POLICY: COLLECTION DEVELOPMENT**

APPROVAL DATE: 6/14/1986

REVISION DATE: 10/21/14

RELATED POLICIES:

Computer, Wireless Network and Internet Use

Fixed Assets

Gifts

Member Privileges and Responsibilities

STATUTORY REFERENCE: RCW 27.12.210(9)

Purpose:

Defines Spokane County Library District's responsibility to establish and maintain a collection of works that meet the cultural, informational, educational and recreational needs of the District residents.

POLICY:

Spokane County Library District's (the District) Board of Trustees recognizes that within the District there are individuals and groups with diverse interests, backgrounds, ages, and needs, and the library was created to serve all of the people within the District's service area.

The Collection Development Policy is based on and reflects the District's mission, vision, and strategic goals.

The District is a popular materials library. Library materials will be selected and retained in a variety of formats and comprehension levels, including digital content, to serve cultural, informational, educational, and recreational interests.

Some of the factors which will be considered in adding to or removing materials from the library collection shall include: present collection composition, current and anticipated community needs, public interest, demand, timeliness, audience, current or historical significance of author or subject, diversity of viewpoint, community relevance, effective expression, cost and funding, and shelf space.

The District neither encourages nor discourages any particular viewpoint. No library materials that meet the District's selection criteria shall be excluded because of the origin, background, or views of the author or those contributing to its creation. Selection of materials by the District does not mean endorsement of the contents or the views expressed in those materials. Not all materials will be suitable for all members of the community.

The District shall be responsive to public suggestion of titles and subjects to be included in the library collection when these requests meet selection criteria. Remaining requests may be met through resource sharing with other libraries (interlibrary loan), electronic retrieval, or other means when feasible.

Gifts of materials may be accepted with the understanding that the same standards of selection are applied to gifts as to materials acquired by purchase, and that any gifts may be discarded at the District's discretion.

As a popular materials library, the systematic removal of materials is critical for maintenance of the collection. An item will be transferred or removed from the collection for any of the following reasons: poor physical condition, obsolete information, insufficient public use, number of copies exceeds demand, availability of similar or more recently published materials in the subject area, and prohibitive cost of maintaining the material.

The library collection shall be organized and maintained to facilitate access. There shall be no prejudicial labeling, sequestering, or alteration of materials because of controversy surrounding the author or the subject matter.

The Board of Trustees delegates its authority to purchase library materials to the District's Executive Director and under his or her direction to qualified library staff.

The Board believes that reading, listening to, and viewing library materials are individual, private matters. Individuals are free to select or reject materials based on personal values; however, they cannot restrict the freedom of others to read, view or inquire. Only parents or guardians have the right and responsibility to guide and direct the reading, listening, and viewing of their own minor children. While available to provide guidance on selections, library staff members are not responsible for monitoring a child's use of and selection from library collections.

The Board of Trustees recognizes the right of individuals to question the inclusion of materials in the District collection. A library member questioning material in the collection is encouraged to talk with designated members of the staff concerning such material. If a library member wishes to formally state his/her opinion and is a District resident as defined in the Member Privileges and Responsibilities Policy ("Persons who reside in unincorporated Spokane County or an annexed or contracting city or town."), he or she may complete a formal *Request for Review of Library Materials Form*. Only District residents will receive a written response to a *Request for Review of Library Materials Form*. An initial response will be sent within 14 days of receiving the request. Material that has been questioned will remain in the active collection until the District has made a determination of its status.

The District's Executive Director is responsible for establishing and administering procedures to carry out this policy.

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

SPOKANE COUNTY LIBRARY DISTRICT

CURRENT POLICY**POLICY: COLLECTION DEVELOPMENT**

APPROVAL DATE: 6/14/1986

REVISION DATE: ~~40/46/2012~~ 10/21/14

RELATED POLICIES:

Computer, Wireless Network and Internet Use Policy

~~Disposal of Surplus Property Policy~~ Fixed Assets

Gifts Policy

Member Privileges and Responsibilities

STATUTORY REFERENCE: RCW 27.12.210(9)

Purpose:

Defines Spokane County Library District's responsibility to establish and maintain a collection of works that meet the cultural, informational, educational and recreational needs of the District residents.

POLICY:

Spokane County Library District's (the District) Board of Trustees recognizes that within the District there are individuals and groups with diverse interests, backgrounds, ages, and needs, and the library was created to serve all of the people within the District's service area.

The Collection Development Policy is based on and reflects the District's mission, vision, and strategic goals.

The District is a popular materials library. Library materials will be selected and retained in a variety of formats and comprehension levels, including digital content, to serve the cultural, informational, educational, and recreational interests.

Some of the factors which will be considered in adding to or removing materials from the library collection shall include: present collection composition, current and anticipated community needs, public interest, demand, timeliness, audience, current or historical significance of author or subject, diversity of viewpoint, community relevance, effective expression, cost and funding, and shelf space.

The District neither encourages nor discourages any particular viewpoint. No library materials that meet the District's selection criteria shall be excluded because of the origin, background, or views of the author or those contributing to its creation. Selection of materials by the District does not mean endorsement of the contents or the views expressed in those materials. Not all materials will be suitable for all members of the community.

The District shall be responsive to public suggestion of titles and subjects to be included in the library collection when these requests meet selection criteria. Remaining requests may be met through resource sharing with other libraries (interlibrary loan), electronic retrieval, or other means when feasible.

Gifts of materials may be accepted with the understanding that the same standards of selection are applied to gifts as to materials acquired by purchase, and that any gifts may be discarded at the District's discretion.

As a popular materials library, the systematic removal of materials is critical for maintenance of the collection. An item will be transferred or removed from the collection for any of the following reasons: poor physical condition, obsolete information, insufficient public use, number of copies exceeds demand, availability of similar or more recently published materials in the subject area, and prohibitive cost of maintaining the material.

The library collection shall be organized and maintained to facilitate access. There shall be no prejudicial labeling, sequestering, or alteration of materials because of controversy surrounding the author or the subject matter.

The Board of Trustees delegates its authority to purchase library materials to the District's Executive Director and under his or her direction to qualified library staff.

The Board believes that reading, listening to, and viewing library materials are individual, private matters. Individuals are free to select or reject materials based on personal values; however, they cannot restrict the freedom of others to read, view or inquire. Only parents or guardians have the right and responsibility to guide and direct the reading, listening, and viewing of their own minor children. While available to provide guidance on selections, library staff members are not responsible for monitoring a child's use of and selection from library collections.

The Board of Trustees recognizes the right of individuals to question the inclusion of materials in the District collection. A library member questioning material in the collection is encouraged to talk with designated members of the staff concerning such material. ~~To formally state his/her opinion and receive a written response, a member may submit the Request for Review of Library Materials Form provided for that purpose.~~ If a library member wishes to formally state his/her opinion and is a District resident as defined in the Member Privileges and Responsibilities Policy ("Persons who reside in unincorporated Spokane County or an annexed or contracting city or town."), he or she may complete a formal Request for Review of Library Materials Form. Only District residents will receive a written response to a Request for Review of Library Materials Form. An initial response will be sent within 14 days of receiving the request. Material that has been questioned will remain in the active collection until the District has made a determination of its status.

The District's Executive Director is responsible for establishing and administering procedures to carry out this policy.

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

PERSONNEL POLICY REVISIONS

BACKGROUND:

The District's Personnel Policy serves as its personnel manual, covering virtually every aspect of employment. Unlike other Board-adopted policies that are general in nature, for legal reasons the Personnel Policy must be specific in its application and also technical. It is the practice of the District to review portions of the Personnel Policy at least twice a year.

Chief Human Resources Manager Paul Eichenberg recommends revisions to sections **4.1 Eligibility** (for District Benefits); **4.2 Medical** (incorporates ACA requirement that 30 hours per week employees are eligible for full-time benefits, effective 1/1/2015; **4.3 Dental, Vision, and Life** (Clarification); **4.7 Other Benefits** (3) Expands eligibility and criteria for ***Tuition Reimbursement Assistance***; **4.10 Pretax Medical Benefit Plans** (clarification); **6.8 District Expectations**, sub-section, **Electronic Communication Equipment and Computer Systems** (updates section to reflect current practices, incorporates the District's Software Control policy, and adds a section on public records retention); **Chapter 1: Safety and Health** (clarification); sections **11.1 Accident/Incident Reporting** (clarification); **11.2 Distracted Driving** (new); **11.23 Annual Facility Inspection/Fire Drill** (clarification); **11.34 Bloodborne Pathogen Exposure Policy** (clarification); **11.67 Weapons in the Workplace** (clarification); **11.78 Inspections and Searches** (clarification); **11.89 Safety Committee – General Duties and Responsibilities** (clarification).

For the most part, these recommended changes are intended to document, clarify or expand on current practice.

Please note:

Content listed in bold and/or underlined = clarification or revised.
Strikeout = removed.

CHAPTER 4: COMPENSATION - BENEFITS

Benefits are the other component of an employee's total compensation. The Board reserves the right to change and/or eliminate health plans and/or other benefits it provides at any time, as circumstances dictate.

4.1 Eligibility

District employees are eligible for the following benefits as approved by the Board of Trustees based on their employment status and number of regularly-scheduled work hours as follows.

Note: An employee may not use one benefit to extend another unless otherwise permitted by this policy.

Benefit	Employment Status Needed for Eligibility	Min # of Scheduled Hours per Week Needed for Eligibility
Employee Assistance Program	Any	Any
Medical, Dental, Vision Insurance; Life & Long-Term Disability (LTD) Insurance	New or Promoted Employee during Trial Period; Regular, Temporary <u>Benefit Eligible Employee</u>	20
Vacation Leave	Regular/Promoted/Temporary <u>Benefit Eligible Employee</u>	20
All Other Paid Leaves	New or Promoted Employee Trial Period; Regular, Temporary <u>Benefit Eligible Employee</u>	20
ICMA Retirement Corporation (Deferred Compensation Plan)	Benefit Eligible Employee	20
Retirement (P.E.R.S.)	Benefit Eligible Employee	Determined by Washington State Department of Retirement Systems Requirements
Tuition Assistance	Benefit Eligible Employee <u>Any</u>	Enrollment in an ALA- <u>Accredited DMLIS Post-Secondary Degree</u> program
Staff Library Cards with daily overdue fines waived	Any	Any

4.2 Medical

As required by the Affordable Care Act (ACA), effective January 1, 2015, employees regularly scheduled to work thirty (30) or more hours per week are eligible to receive full-time medical benefits. Employees regularly scheduled to work 20–29 hours per week will have their medical benefits pro-rated per current practice; i.e., based on a forty (40) hour work week.

~~The District does not fully fund all medical plans. Annually, the District establishes a specific dollar amount that full-time employees may use to fund their medical plan choice. If the cost of the employee's medical plan choice exceeds the amount established by the District, the difference in cost is the employee's responsibility. If an employee chooses to enroll in one of the High Deductible Health Plans (HDHP) offered by the District, the District will contribute a specific dollar amount to the employee's Health Savings Account (HSA). The Health Savings Account may be used to pay for qualified medical expenses for the employee and family. Regardless of the medical plan selected, the cost of medical dependent coverage shall be the employee's responsibility.~~

~~Part-time employees regularly scheduled to work 20 to 39 hours per week receive a contribution from the District toward their employee medical premium computed at the ratio of hours worked to those required for full-time employment, except those for which vendors have other requirements.~~

~~If a part-time employee chooses to enroll in a High Deductible Health Plan, once the cost of the premium is met, the District will contribute the same dollar amount to the employee's Health Savings Account (HSA). All other medical dependent coverage shall be at the employee's cost.~~

Annually, the District establishes a specific dollar amount that employees working thirty (30) or more hours per week may use to fund their medical plan choice. This amount is pro-rated for employees scheduled to work 20-29 hours per week based on a forty (40) hour work week. Nevertheless, this amount does not fully fund all the medical plans offered by the District. If the cost of the employee's medical plan choice exceeds the amount established by the District, the difference in cost is the employee's responsibility.

Employees who enroll in one of the District's High Deductible Health Plans (HDHP) are eligible to contribute to a qualified Health Savings Account (HSA) of their own. Moreover, each pay period the District will contribute to the HSA of all eligible employees enrolled in a District High Deductible Health Plan, regardless of their scheduled work hours. An HSA allows employees to save tax-free dollars to pay for IRS-qualifying medical expenses for themselves and their families. The amount of the District's HSA contribution is determined annually, prior to open enrollment.

The cost of dependent medical coverage is always the employee's responsibility.

4.3 Dental, Vision, Life Insurance

Premiums for dental, vision, and life insurance plans approved by the Board are paid in full for employees who are normally scheduled to work 20 hours or more per week. Dependents' coverage for dental, vision, and life insurance are at the employee's cost **responsibility**.

4.7 Other Benefits

1. Spokane County Library District employees who meet eligibility requirements are required by Washington state law to become members of the Washington Public Employees Retirement System (PERS). The District follows Department of Retirement Systems' rules and regulations regarding retirement. Employee contributions to PERS are pretax contributions.

2. The District also offers a deferred compensation plan through ICMA Retirement Corporation. The District does not contribute to this plan. Employees may make deferred contributions to this plan up to the maximum amount set by the IRS.

3. The District offers tuition reimbursement assistance on a first come, first served basis to any employee enrolled in an ALA-accredited Distance Master of Library Science accredited post-secondary degree program. To be eligible, District employees must have successfully completed coursework for the designated first quarter or semester of the MLS program, and maintain a GPA of 3.0 or greater throughout the program earned a grade of B or better for each course taken. Assuming funds are available, tuition assistance will be based upon in-state tuition cost at either the attending university or University of Washington, whichever is less. Tuition reimbursement assistance will be based upon the in-state tuition rate for the state of Washington, or the tuition rate at the attending college or university, whichever is less. Reimbursement will cover up to two (2) credit hours per quarter or semester, not to exceed six (6) credit hours per year with reimbursement for eighteen (18) credit hours being the maximum allowed for the program. Maximum reimbursement for an AA Degree is \$1000.00 per calendar year; BA/BS Degree, \$2000.00 per calendar year; MLS or Equivalent Degree, \$2,500 per calendar year.

4.10 Pretax Medical Benefit Plans

Employees are eligible to participate in the pretax Benefit Plan commencing on the date the employee becomes eligible for coverage under the Insurance Plan and ending on the date the employee ceases to be eligible, or terminates employment.

The following definitions apply to Spokane County Library District's Pretax Medical Benefit Plans:

"Benefit Election Form" refers to the form provided by the Plan Administrator to employees to enroll in a health insurance plan. Once enrolled in a health plan, the employee becomes eligible for the Pretax Benefit Plan.

"Benefit Election Period" refers to the month of open enrollment during each Plan year subsequent to the year of hire. Benefit Election Period may also include the normal trial period following employee's date of hire.

"Compensation" refers to an employee's basic salary, overtime, paid leaves, as well as that portion of medical, dental, vision, life, and disability insurance paid by the District.

"Insurance Plan" refers to the Spokane County Library District's medical, dental, vision, life, EAP, and long-term disability insurance plans available to employees.

"Plan Administrator" refers to the person or persons responsible for the administration of the insurance plan.

"Plan Year" refers to the twelve-month period beginning January 1 and ending December 31.

Each employee who is eligible for medical, dental, and vision life, ~~and disability~~ insurance coverage may participate in the Pretax Benefit Plan by completing a Benefit Election Form within the Benefit Election Period.

A Benefit Election Form once filed should remain in effect until the earlier of (a) the Employee's ineligibility for coverage under the Insurance Plan for whatever reason; and (b) the filing of a new Election Form. An Election made (or deemed made) is irrevocable for the Plan Year. Changes can be made if there are changes in an employee's family status, which include but are not limited to: birth, adoption, or legal guardianship of a child, marriage, separation or divorce, or dependents becoming ineligible for coverage.

The Benefit Election Form should indicate the employee's participation in the Insurance Plan as either "Employee;" "Employee and Spouse;" "Employee, Spouse, and Children;" or "Employee and Children." The premium shall reduce the employee's compensation throughout the Plan year by allowing employees to pay a portion of their health insurance premiums with pre-tax dollars.

If no Benefit Election Form is filed by the employee, the employee is not eligible for the Pretax Benefit Plan.

An Election Form shall become effective for the Plan Year (or remainder of the Plan Year) following the end of the Benefit Election Period. If a change is made as provided in section 3.2, it should be effective on the first day of the month following the receipt of the new Benefit Election Form in the Business Office.

The Pretax Benefit Plan's nontaxable benefit shall be the portion of the employee's total cost of coverage of the Insurance Plan allocated to Employees in accordance with normal personnel practices in effect during the Plan Year.

Taxable compensation for employees participating in the Insurance Plan shall be reduced by the amount of premium costs of the Insurance Plan(s). The maximum benefit available to an Employee will be the sum of monthly premium costs attributable to family coverage while eligible.

The Business Office shall have general responsibility for the administration and interpretation of the Pretax Benefit Plan, and shall establish procedures and provide for the keeping of records of all actions taken in accordance with his/her duties. The duties, claims determinations, and liability of the Business Office shall be determined by the terms of the Insurance Plan.

The District's Board of Trustees reserves the right at any time to amend, suspend, or terminate the Pretax Benefit Plan, in whole or in part and for any reason, and to adopt any amendment or modification thereto.

Nothing contained in the Pretax Benefit Plan shall give any employee the right to be retained in the employment of the employer or affect the right of the employer to dismiss any employee. The adoption and maintenance of the Pretax Benefit Plan shall not constitute a contract

between the employer and any employee for consideration for, or an inducement to or condition of, the employment of any employee.

All notices, statements, reports, and other communications from the Plan Administrator to any employee or other person required or permitted under the Pretax Benefit Plan shall be deemed to have been duly given when delivered to, or when mailed by first-class mail postage at his address last appearing on the records of the Plan Administrator.

The Pretax Benefit Plan and all rights there under shall be governed by and construed in accordance with the laws of the State of Washington and the United States.

6.8 District Expectations

Electronic Communication Equipment and Computer Systems: It is the policy of Spokane County Library District that electronic communication equipment and computer systems (hardware, software, and network) provided to employees are intended for business use only.

The District reserves the right to monitor, review, audit, intercept, access, and disclose all messages and/or data created, received, or sent over any of its electronic systems for any purpose at any time. All messages or data created, sent, or received using any of the District's electronic communication or computer systems are considered property of the District. Only employees authorized by the Executive Director, may research, retrieve, read, or copy messages and/or data stored on any of the District's electronic systems by another user.

When conducting District business, employees are expected to use District email accounts. To ensure compliance with RCW 42.56 any business related email generated from an employee's personal account must be copied to the District's email account.

Public Records: Work related emails, text messages, and voice messages sent or received on an employee's personal cell phone or other device are public records subject to the Public Records Act. Employees have a duty to maintain such records according to the Washington State Records Retention Schedules.

District Provided Equipment: **Limited Personal Use:** Employees may make limited and necessary personal use of District-provided telephones, computers, laptops, tablets, and other mobile devices. However, employees are prohibited from:

- **Engaging in any purposeful actions harmful to computer equipment, the network or the information stored on it, such as creating or propagating malicious software; damaging files; making unauthorized modifications to District data or gaining unauthorized access to network resources.**

- Installing or downloading any software on District owned computers, laptops, tablets, or other mobile devices in violation of District procedures, without the prior approval of the Chief Information Officer. In addition, District owned or licensed application software may not be copied or installed on an employee's personal or home computer except in accordance with District procedure 700.100 Computer Software Control. ~~without prior approval of the Chief Information Officer.~~
- Sending e-mails, voicemails, or using District provided access to social media to harass, embarrass, or intimidate another employee, and/or non-employee; accessing, or attempting to access, another employee's email, voice-mail, or social media account without proper authorization.
- Using the District's computer or communication equipment, systems, or networks for personal, financial or commercial gain, or for any other reason deemed inappropriate by the District, including engaging in illegal activities, such as copyright violations, libelous statements, and transmission or storage of illegal or inappropriate materials.

Software: All software installed on District computer equipment and mobile devices will be either purchased by the District specifically for use on that equipment, or if not purchased by the District, will be authorized by the District for installation on its equipment, subject to the license restrictions of the software owner. Software purchased by the District may be installed on personal devices for work related purposes if allowed by the software license and if authorized by the District's Chief Information Officer in accordance with District Procedure 700.100, Computer Software Control.

Unethical, inappropriate, or illegal use of District computer or communication systems, equipment, or network is prohibited and subject to disciplinary action. Furthermore, employees found to have violated provisions of any software license agreements or the District's software control procedures, may also be subject to disciplinary action.

~~For purposes of Children's Internet Protection Act compliance, all employees age 17 and older who use staff computer workstations having Web access are required to choose whether or not the District's technology protection measures are to be disabled on their specific workstation(s).~~

Fax Machines: Employees may use District fax machines to send and receive personal documents within the local area. ~~and long distance faxes may be sent using a personal calling card or credit card.~~

Telephones: Telephones, including employer-provided cell phones, are District property. District telephones may be used to make and receive necessary and brief personal calls. Charges incurred for personal long distance calls must be reimbursed to the District in a timely manner. Inappropriate use of District provided telephones or cell phones or failure to reimburse the District after incurring personal long distance charges may result in disciplinary action.

Voice Mail: The telephone system voice mail is District property. Employees may make limited and necessary use of the voice mail system for personal use. Sending voice mail to harass, embarrass, or intimidate another employee or non-employee is prohibited.

CHAPTER 11: SAFETY AND HEALTH POLICIES

Safety & Health

It is the intent of Spokane County Library District (the District) to comply with all applicable federal, state, and local health and safety regulations, and provide a work environment as free as practicable from recognized health and safety hazards. The Board of Trustees and the administration of Spokane County Library District ~~believe the safety and health of each employee of the District is of primary importance. Consequently, prevention of occupationally-induced injuries or illnesses must be given precedence over operating productivity. The District intends~~ **recognize their duty** to provide a safe and healthy work environment for employees, as well as customers **library members**, or **and** other visitors to its **District** facilities.

Every employee is responsible for maintaining a safe work environment and following the District's safety protocols. Managers and supervisors are responsible for ensuring their employees understand and comply with the District's safety rules and are trained in safety matters related to their position. Employees are responsible for promptly reporting any observed safety and health violations, unsafe or potentially hazardous conditions, and any accidents/incidents resulting in personal injury/illness or property damage to their supervisor or manager. The District shall make a good faith effort to remedy hazardous conditions as quickly as possible.

The District has established and will maintain a safety program that emphasizes the importance of practicing proper safety and health techniques for each job assignment. The District's objective is to have a safety and health program that serves to minimize the number of on-the-job employee injuries and illness. The District's goal is zero accidents, injuries and health hazards. The District aims to achieve this goal through the cooperative efforts of the Board, Executive Director, Managers, Safety Committee, and employees who, by working together, ~~can~~ **will achieve the lowest possible proactively minimize** work-related accidents. ~~rates.~~

The District safety program includes procedures related to safety and health, blood-borne pathogen exposure control and accident prevention. Safety orientation of new and transferred employees, timely and appropriate education and training, an employer/employee safety committee, an active self-inspection program, proper mechanical guards, and personal awareness of one's work environment are key components of the health, safety, and accident prevention program.

11.1 Accident/Incident Reporting

In case of an accident or incident occurring on District owned or operated property, or while traveling on library business, which results in personal injury or illness, and/or property damage,

regardless of the nature or severity of the injury, illness, or property damage, the employee must promptly (within 24 hours) notify his/her immediate supervisor or manager and complete the District's accident/incident/exposure report form. An accident or incident involving a ~~customer~~ **member, visitor** or volunteer should also be reported to the appropriate supervisor as soon as possible.

11.2 Distracted Driving

The District is committed to promoting safe work practices. In order to increase employee safety and reduce risks behind the wheel, Spokane County Library District employees may not use a hand held cell phone or other electronic device while operating a vehicle - whether the vehicle is in motion, or stationery at a traffic light or stop sign. This includes, but is not limited to, making or receiving phone calls and/or engaging in phone conversations, reading or responding to emails, instant messages, texts, or voice mail. If an employee needs to use his/her hand held cell phone or other device, he/she must safely pull over to the side of the road or use another safe location. This policy applies to any employee using a hand held cell phone, or other device, while operating a District or personal vehicle during their scheduled work shift, or non-work hours if conducting District business. Failure to abide by this policy may result in disciplinary action up to and including termination.

11.3 Annual Facility Inspection/Fire Drill

To ensure the safety and well-being of District employees and customers, each facility is inspected by the appropriate manager/supervisor along with the Maintenance Supervisor on a continuous basis. The purpose of the inspection is to identify and correct any real or potential problems that may impact the safety and well-being of **District** staff, **library members**, and ~~customer~~ **visitors**. Nonetheless, all employees are expected to promptly report any health or safety concerns, hazards, or problems they become aware of to their supervisor or manager. The supervisor or manager is responsible for taking appropriate action to eliminate any real or potential health or safety hazard.

Fire extinguishers, alarms and emergency lighting for each facility are inspected annually. Fire drills are also conducted annually in each District-operated facility to ensure staff is fully able to carry out the facility's evacuation plan.

11.4 Bloodborne Pathogen Exposure Policy

The employees of Spokane County Library District provide library services and materials to District ~~customers~~ **library members and visitors**. Part of this obligation may require employees to come into contact with bodily fluids, such as blood or other potentially infectious materials (OPIM). This is most likely to occur as a result of performing first aid/CPR to another employee, **member**, or ~~customer~~ **visitor**. Being exposed to a bloodborne pathogen may lead to sicknesses such as hepatitis, AIDS, or malaria. ~~Since the District wants to ensure our employees as safe in as healthy a work environment as possible,~~ **in order to minimize exposure and protect the health of our employees**, it is the policy of the District to comply

with all statutory obligations for the prevention of exposure to bloodborne pathogens. Therefore, employees who come in contact with potentially infectious materials must promptly notify their immediate supervisor or manager and complete the District's accident/incident/exposure report form

11.7 Weapons in the Workplace

To assure a safe environment for employees, ~~customers~~ **members**, and other visitors, the District prohibits the wearing, transporting, storage, or presence of firearms or other dangerous weapons in its facilities or on its property by its employees or volunteers. Any employee **or volunteer** in possession of a firearm or other dangerous weapon while present on District property, and/or performing job-related functions, is subject to disciplinary action up to and including termination. Employees **or volunteers** in possession of a valid concealed weapons permit are not exempt from this policy.

11.8 Inspections and Searches

In order to promote the health and safety of employees and maintain an alcohol and drug-free work place every employee of the District will be required, upon the District's request, at its discretion, at any time with or without advance notice or consent, to submit to a search of any package, purse, brief case, lunch box or other container brought onto the District's premises and to submit to a search of any desk, file, locker, closet or other stationary container provided by the District as well as any contents, files, or documents they contain to ensure compliance with District policies, including but not limited to its substance abuse policy. Voice and e-mail messages stored on any of the District's computers or other telecommunications systems are likewise subject to monitoring, review and search at any time, with or without notice. The inspections may be conducted before, during, or after working hours by any supervisor, executive **manager**, or security personnel as directed by the District's Executive Director.

11.9 Safety Committee – General Duties and Responsibilities

The District's Safety Officer (i.e., Chief Human Resources Officer) and Safety Committee are responsible for developing, implementing, and/or coordinating safety programs that promote safe working conditions, as well as safe working practices. In addition, the Executive Director, managers, supervisors, Safety Officer, and/or the ~~maintenance coordinator~~ **Facilities Manager** may investigate workplace practices or conditions that have caused, or may cause, accidents resulting in personal injury or property damage, and recommend corrective or preventive measures.

~~Employee safety depends on the safety consciousness of everyone. Employees and volunteers are responsible for following District safety guidelines and procedures. The District's approach to work place safety and health should be proactive, and should not be limited to supervisors and employees, but should include all other co-workers and volunteers.~~

The District's approach to work place safety and health is intended to be proactive and all inclusive. Employee safety depends on the safety consciousness of everyone. Employees and volunteers are responsible for following District safety guidelines and procedures while members and visitors who use our facilities are expected to act in a safe and responsible manner.

Additional Policies and Procedures are located in the District's Safety & Health Manual.

Recommended Action: Board motion to approve Personnel Policy revisions to sections 4.1; 4.2; 4.3; 4.7; 4.10; 6.8; Chapter 11, 11.1;11.2; 11.3; 11.4; 11.7; 11.8; and 11.9.

JANITORIAL SERVICES CONTRACT AWARD

Background:

The current janitorial services contract expires December 31, 2014. The current contract has been in place for a total of five years; therefore, an extension is not possible. Accordingly, there was a requirement to solicit new janitorial services proposals and select a new contractor.

The bid solicitation, evaluation, and award recommendation process was as follows:

- a) During August, the original specifications were reviewed and updated. The specifications were also explicit in requiring the contractor to be fully aware of and comply with the provisions of Washington State's prevailing wage laws.
- b) On August 31, a "Request for Proposals" was published in the legal notices and the major janitorial service providers located in Spokane were contacted and advised of the RFP. An integral part of the solicitation process was the mandatory tour of District facilities.
- c) On September 8 and 9, Maintenance Assistant Dave Rennick met with representatives of five janitorial firms and led them on a tour of nine libraries, while pointing out specific concerns, cleaning issues and other pertinent information for each building. (Note: Due to the location, the Fairfield Library facility is not included in this contract.)
- d) The "Request for Proposals" required that the sealed proposals must be delivered to the District Administrative Offices by 1:00 p.m., Tuesday, September 30. Four of the firms submitted proposals by the specified time. Based on the submitted proposals, American Building Maintenance was the apparent low proposal and Argus Integrated Services was the runner-up.

A summary of the submitted bids is as follows

<u>Vendor</u>	Carpet			
	Basic	Window	Dry	
	<u>Cleaning</u>	<u>Cleaning</u>	<u>Cleaning</u>	<u>Total</u>
	<u>Annualized</u>	<u>Annualized</u>	<u>Annualized</u>	<u>Annualized</u>
American Building Maintenance	\$ 138,520	\$ 7,509	\$ 10,305	\$ 156,334
Argus Integrated Services	\$ 176,110	\$ 6,310	\$ 8,675	\$ 191,095
Management Services N.W.	\$ 204,000	\$ 5,456	\$ 13,872	\$ 223,328
Clearview Cleaning	\$ 399,360	\$ 18,600	\$ 50,672	\$ 468,632

- e) After the bid opening, proposals were reviewed to determine the most responsive bid to the original specifications, including potentially verifying references and, if necessary, contacting the prospective bidders. American Building Maintenance was determined to have submitted the most responsive proposal.

Based on the information provided above, staff recommends that American Building Maintenance be awarded a one-year contract with the potential for four additional annual extensions.

Recommended Action: Board motion to approve a one-year contract with the potential for four additional annual extensions be awarded to American Building Maintenance.

COURIER SERVICES CONTRACT AWARD

Background:

The current courier services contract expires December 31, 2014. The current contract has been in place for a total of five years; therefore, an extension is not possible. Accordingly, there was a requirement to solicit new courier services proposals and select a new contractor.

The bid solicitation, evaluation, and award recommendation process was as follows:

- a) During August, the original specifications were reviewed and updated.
- b) On August 31, a "Request for Proposals" was published in the legal notices. Additionally, Spokane area courier service providers were contacted and advised of the RFP.
- c) The "Request for Proposals" required that the sealed proposals must be delivered to the District Administrative Offices by 1:00 p.m., Tuesday, September 30. Only one firm submitted its proposal by the specified time.

A summary of the submitted bid is as follows

Vendor	Cost per Stop	Stops per Week	Weekly Cost	Project Annual Cost
DeVries Business Services	\$ 18.00	61	\$1,098	\$57,096

DeVries Business Services is the current courier service utilized by the District. DeVries services over the last five years have been timely, with few issues to resolve and with good customer service. The \$18 "Cost per Stop" provided by DeVries is identical to the rate currently charged for 2012 through 2014. Accordingly, there would be no rate increase with the 2015 courier service contract.

Based on the information provided above, staff recommends the courier services contract be awarded to DeVries Business Services.

Recommended Action: Board motion to award a one-year contract with the potential for four additional annual extensions to DeVries Business Services.

DISPOSAL OF SURPLUS PROPERTY HEARING

Background:

In accordance with RCW 39.33.020, a public hearing will be held for property determined surplus by the Board of Trustees at a special meeting held September 30 at Moran Prairie Library. The property purchased in 2011 is located at 9220 East Upriver Drive, Spokane.

Announcements for the hearing were published in the legal notices section of The Spokesman-Review, Saturday and Sunday, October 11 and 12, in display format as required, setting forth the date, time, and place of the hearing. A news release was distributed among electronic media, which also identified and described the property, and for more information referred interested persons to the District website, scl.d.org/about/board-of-trustees.

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

Preliminary Budget 2015

- a. Public Hearing on Authorized Revenue Sources**
- b. Organizational Memberships Review**
- c. 2015 Preliminary Budget Presentation**
- d. Board Direction to Staff**

Background:

RCW 84.55.120 requires taxing districts to hold a public hearing on revenue sources prior to setting property tax levies. The deadline for property tax levy certification is November 30, thus the levy will be certified at the Board of Trustees' regular meeting, November 18, with a public hearing held prior, at the Board's regular meeting held Tuesday, October 21. Background information on the proposed 2015 General Operating Fund revenue follows and will be available to the public as a handout at the meeting. Chair Hattenburg has been provided with procedural information to guide the public hearing.

The Memberships in Organizations Policy, last reviewed in April 2012, authorizes organizational memberships consistent with District mission, values and goals. The policy requires annual review and approval of memberships by the Board of Trustees. Following is a list of approved and paid memberships recommended for continuation in 2015.

Chief Financial Officer Bill Sargent will provide the 2015 preliminary budget presentation based on the background provided on the following pages for the 2015 General Operating Fund Budget, with an overview of anticipated revenue and expense changes.

Recommended Action: Board motion to approve funds in the 2015 General Operating Fund for organizational memberships as proposed, and Board direction to staff toward completion of the final 2015 General Operating Fund and Capital Fund budgets.

Organizational Memberships Review

Below is a list of the memberships that have been included in the proposed 2015 budget.

Professional Organizations:

- Washington Library Association (WLA) – Includes the institutional membership and personal memberships for each Trustee
- American Library Association (ALA)– Includes personal membership for each of five Trustees in ALA and two Divisions: United for Libraries & Public Library Association
- Early Learning Public Library Partnership (ELPLP)
- Inland Northwest Council of Libraries (INCOL)
- OCLC – fees for services include membership in this non-profit organization run by membership
- SirsiDynix Users Group (COSUGI)
- Association of Washington Cities (AWC)

Community & Business Organizations:

- Hangman Creek Chamber of Commerce
- Deer Park Chamber of Commerce
- Greater Spokane Valley Chamber of Commerce
- West Plains Chamber of Commerce
- Greater Spokane Inc. (GSI)
- Sunrise and Downtown Rotaries
- Inland Northwest Early Learning Coalition
- STEM Network
- Executive Women International Spokane Chapter

Individuals are encouraged to be involved in professional organizations. The District encourages staff to be members of the Washington Library Association and interest groups such as CAYAS or WALE. Staff members are encouraged to participate in the American Library Association, Public Library Association or other local service and professional organizations.

In general, individuals are responsible for individual membership fees for these professional organizations.

2015 Preliminary Budget Presentation

2015 GENERAL OPERATING FUND BUDGET

OVERVIEW OF ANTICIPATED REVENUE AND EXPENSE CHANGES

INTRODUCTION

The revenue outlook for 2015 looks positive with an increase in revenue from property taxes due to higher assessed valuations as well as new construction. The estimated revenue from property tax for 2015 is **\$10,753,541**. This includes \$60,000 in additional increases that may be identified by the County Assessor. This amounts to an increase of **\$434,329** above the 2014 property tax revenue. Total estimated revenues for 2015 are **\$11,749,138**. The change in total revenues from 2014 is **\$482,729**.

On the expense side, several significant cost increases will have an impact. Health insurance plans with the Association of Washington Cities (AWC) increased. The District will continue to fund fully one of the plan options, which amounted to a 6% increase over last year. Until open enrollment is completed we will not know the exact cost of providing medical coverage, however, we have budgeted for the full impact. In addition, under new federal law employees working more than 30 hours shall be eligible for full medical benefits. There are 16 employees that previously shared in the cost of coverage, and another 11 employees that had declined coverage, that are now eligible for full coverage. Washington State has mandated an increase in the contribution to the retirement system as of July 1, 2015.

The adopted 2014 midyear budget less any one time only expenditures forms the base line 2015 Budget. A few budget factors related to miscellaneous revenues have not yet been finalized. The projected TOTAL REVENUE is **\$11,749,138** with TOTAL EXPENSES at **\$11,987,301**. Drawing **\$238,163** from the beginning fund balance and accounting for dedicated program funds, for \$10,633, leaves an estimated end of 2015 fund balance of **\$3,869,880**.

REVENUE

Property tax levy – \$10,753,541

- Based upon the projected budget we anticipate that the District's 2015 levy rate will be \$0.50 per \$1,000 of A.V.
- Latest assessed valuation from Assessor's Office (09/15/2014) of **\$21,387,082,078** includes **\$10,997,400** in new construction.

- Personal property valuation anticipated by the end of mid-October and state-assessed values in December; major changes from current values are not anticipated; however, the 2015 Budget includes a **\$60,000** “placeholder” to accommodate future additions.
- Net increase of **\$434,329**.

Contract fees – \$382,682

- Modest increase from the Moran Prairie annexation area was offset by the reduction from the final year of other annexation agreements with the City of Spokane.
- Airway Heights’ contract fees increased by **\$5,376**, due to assessed valuation.
- The net increase from 2014 in Contract Fees is **\$1,648**.

Other revenue – \$612,915

- The major portion of other revenue is for fines and fees. **\$243,000**
- The budget includes potential revenue from future grants and gifts. In anticipation of grants that we may receive and gifts from the newly formed Foundation, we are adding a total of **\$ 80,000** in revenue capacity that will only be expended when funds are received.

EXPENSES

Salaries – \$6,086,457

Significant adjustments for salaries:

• Annualized 2014 salary adjustments	\$ 14,881
• 2015 Step Increases	49,930
• Potential Retirement sick & vacation hours payment	92,700
• 1.59% Cost of Living/Minimum Wage adjustment	90,736
• Additional Hours for Airway Heights Sunday hours	11,854
• General 1% reduction	<u>(61,479)</u>
Total Salary Budget Revisions	<u>\$ 198,622</u>

General Reduction

Implementing a general 1% reduction in projected salary expenses in the amount of **\$ 61,479** allows for expected hiring gaps.

This is a total increase of **\$198,622**, in Salaries Expense from 2014

Benefits – \$1,843,717***Significant benefit related budget events:******Medical, dental, vision and other insurance programs***

- The District joined the Association of Washington Cities Benefit Trust (AWC) in 2014. Rates for 2015 have gone up. The District offers four plan options to employees and provides an amount that will fully fund at least one of the plans. For 2015, the amount the District is providing is **\$484.84**. This amount is offered to all employees working 30 or more hours. Employees working between 20-29 hours may opt to participate in a health plan on a pro-rated basis.
- Group Health is the HMO provider and Asuris is the PPO organization. In addition, both offer High Deductible Healthcare Plans (HDHP). For 2015, the District will continue to contribute \$750 per annum into a Health Savings Account (HSA) for qualified plans. Based upon the High Deductible plan rates this contribution is still lower than the cost of the HMO basic plan. Therefore, three of the plans offered are fully covered by the District.

2015 AWC coverage increases by **\$25,414** to accommodate a 6% increase and a reduction in vision plan costs. Additionally the District now pays full coverage for employees working 30 or more hours per week for an increased cost of **\$77,182**. There is also an accompanying increase to the administrative costs of \$540. This amount may be reduced slightly after open enrollment depending upon which plan is selected or if employees decline coverage.

Public Employees Retirement System

- Employer contribution rates for PERS 1, 2, & 3, effective July 1, 2015 will increase resulting in an increase of **\$50,743**.

Payroll Taxes

- Increase to the salaries budget requires a corresponding increase to Social Security, Medicare and Retirement contributions of **\$28,293**.
- The Department of Labor & Industries rates result in an increase of **\$693**.

General Reduction

Implementing a general 1% reduction in projected benefit expenses in the amount of **\$18,623** allows for expected hiring gaps.

There is an overall increase of **\$120,114** in employee benefit costs from 2014.

Supplies – \$167,540

Expenditures for supplies, less three minor deductions, are the same as the mid-year budget for 2014.

There is a reduction of (\$2,800) from the 2014 supplies budget.

Services – \$1,867,276

Significant changes to the 2015 Budget Baseline include:

- Restores legal services to the initial budgeted amount for 2014 by adding **\$10,000**.
- Increased professional services to fund a wage and salary compensation study and to fund an additional Districtwide mailing in amount of **\$54,000**.
- Increased travel and training by **\$6,900** to cover obligations for participation in the Libraries Transforming Libraries initiative and increased training for IT staff.
- Provides **\$ 61,500** for special projects to maintain buildings and grounds including roof repair, siding repair & painting, and landscaping.
- Increases Memberships and Dues by **\$1,800**.
- Provides capacity for grant and gift funded programs for **\$80,000**.
- Reduction of maintenance for rental house pending sale of surplus property **(\$1,000)**.
- Reduction in Software Support for **(\$2,500)**.
- Reduction in Web catalog content services of **(\$1,100)**.
- Reduced Library Programs by **(\$16,427)**.
- Insurance brokers estimate a 5% general increase in premiums, **\$ 3,185**.

The total change in Services from 2014 is **\$129,619**.

Equipment & Software - \$353,000

- Information Technology Hardware and Software is budgeted at **\$190,000**.
- Furniture & Fixtures will provide funding for improvements to existing public service areas and some ergonomic staff equipment for **\$148,000**.
- The purchase of a new truck for **\$15,000** will utilize trade in value to replace the vehicle that is no longer covered under warranty.

There is a **\$ 51,755** increase in Equipment and Software from 2014.

Library Materials – \$1,550,671

- In accordance with the Financial Management Policy, Library Materials will be at least 14% of operating expenses less grants, capital expenditures and contingency funds. Due to the increase in 2015 personnel costs driven by PERS and new federal health care requirements, we are recommending using a combination of property tax and contracted city revenues as the basis for calculating the 14% for Library Materials. This revised methodology would provide **\$1,550,671** for total Library Materials, which is an increase of **\$136,625** above the 2014 budget. Library Materials are \$1,390,671 of this amount, and \$160,000 is allocated for electronic databases.

Contingency Funds – \$100,000

- Contingency funds of **\$40,000** allow for unanticipated expenditures.
- **\$60,000** is added to Contingency Funds to act as a placeholder to counter the potential increase in property tax revenues.

Exhibit A
Spokane County Library District
2015 General Operating Fund Budget
General Operating Fund (001-861)

Summary

REVENUES & TRANSFERS IN:

TOTAL PROPERTY TAX	\$	10,753,541
TOTAL CONTRACT CITIES, SERVICES & FEES		664,782
TOTAL MISCELLANEOUS REVENUES		306,775
TOTAL OTHER RECEIPTS		40
TOTAL INTEREST REVENUES		24,000
TOTAL REVENUES		<u>\$ 11,749,138</u>

EXPENSES & TRANSFERS OUT:

TOTAL SALARIES	\$	6,086,457
TOTAL FRINGE BENEFITS		1,843,717
TOTAL SUPPLIES		167,540
TOTAL SERVICES		1,867,276
TOTAL EQUIPMENT & SOFTWARE		353,000
TOTAL LIBRARY MATERIALS		1,550,671
SHORT TERM INTEREST EXPENSE		100
TOTAL OTHER EXPENDITURES		18,540
OPERATIONAL CONTINGENCIES		100,000
TOTAL EXPENSES		<u>\$ 11,987,301</u>

REVENUES OVER/(UNDER) TOTAL EXPENSES \$ (238,163)

ESTIMATED BEGINNING FUND BALANCE JANUARY 1, 2015 \$ 4,118,676

SUBTOTAL \$ 3,880,513

LESS:

ASSIGNED FOR IRVING SPECIAL PROGRAM FUND (5,644)

ASSIGNED FOR DIANE ZAHAND MEMORIAL FUND (4,989)

ESTIMATED UNASSIGNED ENDING FUND BALANCE DECEMBER 31, 2015 \$ 3,869,880

Exhibit B
Spokane County Library District
2015 Budget
Capital Projects Fund (008-661)
Summary

Revenues

Interest Earnings	\$ 12,000
Proceeds from Sale of Upriver Drive Property	140,000
Total Revenues & Transfers In	\$ 152,000

Expenses

Election Costs & Other Services - Proposed Spokane Valley LCFA	\$ 100,000
Total Expenses	\$ 100,000

Transfer Out to General Operating Fund	\$ -
Total Transfers Out	\$ -

Total Expenses & Transfers Out	\$ 100,000
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Excess of Revenues Over (Under) Expenses	\$ 52,000
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Estimated Beginning Assigned Fund Balance 1/1/15	\$ 848,249
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Estimated Ending Assigned Fund Balance 12/31/15	\$ 900,249
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Spokane County Library District

2015 General Operating Fund Budget

October 21, 2014

Supplementary Budget Data

Spokane County Library District
2015 General Operating Fund Budget
General Operating Fund (001-861)

	2014 Final Budget Budget	Eliminate '14 One-Time Adjustments	2015 Baseline Budget	2015 October Adjustments	Notes	2015 Budget
10 PROPERTY TAX -- CURRENT YEAR	\$10,319,212	\$0	\$10,319,212	\$434,329	R1	\$10,753,541
11 TOTAL PROPERTY TAX	\$10,319,212	\$0	\$10,319,212	\$434,329		\$10,753,541
12						
13 CONTRACT CITY - AIRWAY H.	\$227,944	\$0	\$227,944	\$5,376	R2	\$233,320
14 CONTRACT CITY - SPOKANE	153,090	0	153,090	(3,728)	R3	149,362
15 TOTAL CONTRACTED CITIES	\$381,034	\$0	\$381,034	\$1,648		\$382,682
16						
17 INTERLIBRARY LOANS	\$200	\$0	\$200	\$0		\$200
18 COPYING & PRINTING	6,000	0	6,000	0		6,000
19 NONRESIDENT FEES	9,900	0	9,900	(3,100)	R4	6,800
20 FINES & CHARGES	143,000	0	143,000	0		143,000
21 WEB BASED LIBRARY FEES & CHARGES	72,200	0	72,200	27,800	R4	100,000
22 LOST & DAMAGED	24,100	0	24,100	0		24,100
23 RENTALS	8,300	0	8,300	(8,300)	R5	0
24 RETAIL SALES	2,000	0	2,000	0		2,000
25 TOTAL SERVICES & FEES	\$265,700	\$0	\$265,700	\$16,400		\$282,100
26						
27						
28 TOTAL CONTRACT CITIES, SERVICES & FEES	\$646,734	\$0	\$646,734	\$18,048		\$664,782
29						
30 LEASEHOLD EXCISE TAX	\$18,000	\$0	\$18,000	\$0		\$18,000
31 TIMBER TAX	14,000	0	14,000	0		14,000
32 EMPLOYEE PROGRAMS -	3,527	0	3,527	(127)	R6	3,400
33 PURCHASE DISCOUNTS	0	0	0	0		0
34 GRANTS - GOVERNMENTAL	23,261	0	23,261	(6,386)	R7	16,875
35 GRANT - CORPORATE & PRIVATE	13,675	0	13,675	16,325	R8	30,000
36 GRANT - SCLD FOUNDATION	0	0	0	0		0
37 SCLD FRIENDS FOUNDATION - UNDER DEVELOPMENT	0	0	0	30,000	R9	30,000
38 GRANT - UNDER DEVELOPMENT	0	0	0	50,000	R10	50,000
39 PROCEED FROM SCLD FOUNDATION	0	0	0	0		0
40 WELLNESS GRANTS	0	0	0	0		0
41 MISCELLANEOUS	6,000	0	6,000	0		6,000
42 GIFTS & DONATIONS	18,000	0	18,000	0		18,000
43 GIFTS & DONATIONS -- FRIENDS FOUNDATION	0	0	0	0		0
44 CASHIERS OVER/(SHORT)	0	0	0	0		0

Spokane County Library District
2015 General Operating Fund Budget
General Operating Fund (001-861)

	2014 Final Budget Budget	Eliminate '14 One-Time Adjustments	2015 Baseline Budget	2015 October Adjustments	Notes	2015 Budget
45 SALE OF LIBRARY MATERIALS	26,000	0	26,000	(25,500)	R11	500
46 E-RATE REIMBURSEMENT	137,000	0	137,000	(17,000)	R12	120,000
47 TOTAL MISCELLANEOUS REVENUES	\$259,463	\$0	\$259,463	\$47,312		\$306,775
48						
49 OTHER RECEIPTS						
50 SALES TAX COLLECTED	\$3,500	\$0	\$3,500	(\$3,460)	R13	\$40
51 LEASEHOLD EXCISE TAX COLLECTED	1,500	0	1,500	(1,500)	R14	0
52 INSURANCE CLAIMS PROCEEDS	12,000	(12,000)	0	0		0
53 TOTAL OTHER RECEIPTS	\$17,000	(\$12,000)	\$5,000	(\$4,960)		\$40
54						
55 TOTAL INTEREST REVENUES	\$24,000	\$0	\$24,000	\$0		\$24,000
56						
57 TOTAL REVENUES	\$11,266,409	(\$12,000)	\$11,254,409	\$494,729		\$11,749,138
58						
59 TRANSFER IN - CAPITAL PROJECTS	\$0	\$0	\$0	\$0		\$0
60						
61 TOTAL REVENUES & TRANSFERS IN	\$11,266,409	(\$12,000)	\$11,254,409	\$494,729		\$11,749,138
62						
63 SALARIES: REGULAR HOURS WORKED	\$4,886,070	\$0	\$4,886,070	\$98,247	E1	\$4,984,317
64 SALARIES: TEMPORARY HOURS WORKED	105,808	0	105,808	(\$5,808)	E1	100,000
65 SALARIES: PAID TIME OFF	893,457	0	893,457	106,183	E1	999,640
66 SALARIES: OVERTIME HOURS WORKED	2,500	0	2,500	0		2,500
67 TOTAL SALARIES	\$5,887,835	\$0	\$5,887,835	\$198,622		\$6,086,457
68						
69 FICA-SOCIAL SECURITY	\$365,063	\$0	\$365,063	\$11,413	E2	\$376,476
70 FICA - MEDICARE	85,320	0	85,320	2,934	E2	88,254
71 RETIREMENT CONTRIBUTIONS	507,024	0	507,024	61,346	E2	568,370
72 UNEMPLOYMENT INSURANCE	4,653	0	4,653	0		4,653
73 HEALTH SAVINGS ACCOUNT CONTRIBUTIONS	19,378	0	19,378	(73)	E2	19,305
74 HEALTH BENEFITS ADMINISTRATIVE FEE	6,017	0	6,017	(193)	E2	5,824
75 MEDICAL INSURANCE	554,364	0	554,364	57,945	E2	612,309
76 VISION INSURANCE	27,276	0	27,276	(14,512)	E2	12,764
77 DENTAL INSURANCE	87,794	0	87,794	(71)	E2	87,723
78 LIFE & DISABILITY INSURANCE	3,611	0	3,611	35	E2	3,646
79 STATE INDUSTRIAL INSURANCE	37,729	0	37,729	1,129	E2	38,858
80 LONG TERM DISABILITY INSURANCE	21,924	0	21,924	551	E2	22,475

Spokane County Library District
2015 General Operating Fund Budget
General Operating Fund (001-861)

	2014 Final Budget Budget	Eliminate '14 One-Time Adjustments	2015 Baseline Budget	2015 October Adjustments	Notes	2015 Budget
81 EMPLOYEE ASSISTANCE PROGRAM	3,450	0	3,450	(390)	E2	3,060
82 TOTAL FRINGE BENEFITS	\$1,723,603	\$0	\$1,723,603	\$120,114		\$1,843,717
83						
84 CLEANING & SANITATION SUPPLIES	\$18,000	\$0	\$18,000	\$0		\$18,000
85 VEHICLE FUEL	11,000	0	11,000	0		11,000
86 OTHER SUPPLIES	100	0	100	0		100
87 MAINTENANCE SUPPLIES	3,000	0	3,000	0		3,000
88 EMPLOYEE AWARDS & RECOGNITION	1,700	0	1,700	0		1,700
89 SMALL TOOLS	800	0	800	0		800
91 OFFICE & LIBRARY SUPPLIES	135,740	0	135,740	(2,800)	E3	132,940
92 TOTAL SUPPLIES	\$170,340	\$0	\$170,340	(\$2,800)		\$167,540
93						
94 ACCOUNTING & AUDITING SERVICES	\$20,000	(\$10,000)	\$10,000	\$0		\$10,000
95 LEGAL SERVICES	5,000	0	5,000	10,000	E4	15,000
96 OTHER PROFESSIONAL SERVICES	48,275	0	48,275	54,000	E5	102,275
98 SCLD FOUNDATION SUPPORT	6,560	0	6,560	0		6,560
99 BANK & POSTAL CHARGES	6,000	0	6,000	0		6,000
100 SOFTWARE SUPPORT & CONSULTING	250,760	(1,400)	249,360	(2,500)	E6	246,860
101 WEB CATALOG CONTENT SERVICES	13,600	0	13,600	(1,100)	E7	12,500
102 COLLECTION AGENCY & NOTICE FEES	57,600	0	57,600	0		57,600
103 DATA COMMUNICATIONS: WAN	187,620	0	187,620	0		187,620
104 DATA COMMUNICATIONS: INTERNET	21,000	0	21,000	0		21,000
105 TELEPHONE	22,900	(1,400)	21,500	0		21,500
106 POSTAGE	16,500	0	16,500	0		16,500
107 FREIGHT CHARGES	1,000	0	1,000	0		1,000
108 COURIER SERVICES	61,000	0	61,000	0		61,000
109 MILEAGE	16,000	0	16,000	0		16,000
110 TRAINING & TRAVEL	112,700	(23,000)	89,700	6,900	E8	96,600
111 BOARD TRAINING & TRAVEL	4,000	0	4,000	0		4,000
112 ADVERTISING & PROMOTION	25,500	0	25,500	0		25,500
113 RECRUITMENT	5,000	0	5,000	0		5,000
114 RENTALS & LEASES: OTHER	4,700	0	4,700	0		4,700
115 RENTAL & LEASES: EQUIPMENT	6,500	0	6,500	0		6,500
116 INSURANCE	63,700	0	63,700	3,185	E9	66,885
117 PUBLIC RELATIONS	9,500	0	9,500	0		9,500
118 PRINTING	16,000	0	16,000	0		16,000

Spokane County Library District
2015 General Operating Fund Budget
General Operating Fund (001-861)

	2014 Final Budget Budget	Eliminate '14 One-Time Adjustments	2015 Baseline Budget	2015 October Adjustments	Notes	2015 Budget
119 HEAT, LIGHT & POWER	145,000	0	145,000	0		145,000
120 WATER, REFUSE & SEWER	45,000	0	45,000	0		45,000
121 REPAIR & MAINTENANCE: MISCELLANEOUS	4,000	0	4,000	0		4,000
122 REPAIR & MAINTENANCE: DATA PROCESSING EQUIPMENT	30,000	11,700	41,700	0		41,700
123 REPAIR & MAINTENANCE: VEHICLES	4,000	0	4,000	0		4,000
124 REPAIR & MAINTENANCE: BUILDINGS	135,000	(29,500)	105,500	56,000	E10	161,500
125 REPAIR & MAINTENANCE: UPRIVER DRIVE PROPERTY	1,000	0	1,000	(1,000)	E11	0
126 GROUNDS MAINTENANCE SERVICES	35,000	(13,700)	21,300	5,500	E12	26,800
127 SECURITY ALARM MONITORING	11,700	0	11,700	0		11,700
128 SNOW REMOVAL	24,000	0	24,000	0		24,000
129 CUSTODIAL SERVICES	164,500	0	164,500	0		164,500
130 DUES & MEMBERSHIPS	10,200	0	10,200	1,800	E13	12,000
131 WELLNESS SERVICES & PROGRAMS	3,200	0	3,200	0		3,200
132 LIBRARY PROGRAMS	72,108	0	72,108	(16,427)	E14	55,681
133 LIBRARY PROGRAM: IRVING FUND	500	0	500	0		500
134 LIBRARY PROGRAM: DIANE ZAHAND MEMORIAL FUND	4,000	0	4,000	0		4,000
135 LIBRARY PROGRAMS - FEDERAL GRANTS	16,314	0	16,314	561	E15	16,875
136 LIBRARY PROGRAMS - NON-GOVERNMENTAL GRANTS	0	0	0	0		0
137 LIBRARY PROGRAMS --UNDERDEVELOPMENT	0	0	0	50,000	E16	50,000
138 LIBRARY PROGRAMS -- FRIENDS FOUNDATION -- UNDERDEV	0	0	0	30,000	E17	30,000
139 LIBRARY PROGRAMS -- FRIENDS FOUNDATION -- FINALIZED	0	0	0	0		0
140 CATALOGING & AUTHORITY SERVICES	33,700	0	33,700	0		33,700
141 LOST BOOKS REFUNDS	3,000	0	3,000	0		3,000
142 BINDING SERVICES	250	0	250	0		250
143 INTERLIBRARY LOAN SERVICES	13,770	0	13,770	0		13,770
144 TOTAL SERVICES	\$1,737,657	(\$67,300)	\$1,670,357	\$196,919		\$1,867,276
145						
146 INFORMATION TECHNOLOGY HARDWARE & SOFTWARE	\$163,400	\$36,600	\$200,000	(\$10,000)	E18	\$190,000
147 FURNITURE, FIXTURES & EQUIPMENT	137,825	(137,825)	0	148,000	E19	148,000
148 VEHICLES	0	0	0	15,000	E20	15,000
149 TOTAL EQUIPMENT & SOFTWARE	\$301,225	(\$101,225)	\$200,000	\$153,000		\$353,000
150						
151						
152 LIBRARY MATERIALS	\$1,258,046	\$0	\$1,258,046	\$132,625	E21	\$1,390,671
153 LIBRARY MATERIALS - ELECTRONIC LIBRARY SERVICES	156,000	0	156,000	4,000	E21	160,000
154 TOTAL LIBRARY MATERIALS	\$1,414,046	\$0	\$1,414,046	\$136,625		\$1,550,671

Spokane County Library District
2015 General Operating Fund Budget
General Operating Fund (001-861)

	2014 Final Budget Budget	Eliminate '14 One-Time Adjustments	2015 Baseline Budget	2015 October Adjustments	Notes	2015 Budget
155						
156 SHORT TERM INTEREST EXPENSE	\$500	\$0	\$500	(\$400)	E22	\$100
157						
158 OTHER EXPENDITURES						
159 SALES TAX PAID	\$3,500	\$0	\$3,500	(\$3,460)	E23	\$40
160 USE TAX PAID - LIBRARY MATERIALS	9,000	0	9,000	0		9,000
161 USE TAX PAID - OTHER	9,500	0	9,500	0		9,500
162 LEASEHOLD EXCISE TAX PAID	1,500	0	1,500	(1,500)	E24	0
163 TOTAL OTHER EXPENDITURES	\$23,500	\$0	\$23,500	(\$4,960)		\$18,540
164						
165 OPERATIONAL CONTINGENCIES	\$0	\$40,000	\$40,000	\$60,000	E25	\$100,000
167 TOTAL EXPENSES	\$11,258,706	(\$128,525)	\$11,130,181	\$857,120		\$11,987,301
168						
169 TRANSFER OUT - CAPITAL PROJECTS FUND	\$0	\$0	\$0	\$0		\$0
170						
171 TOTAL EXPENSES & TRANSFERS OUT	\$11,258,706	(\$128,525)	\$11,130,181	\$857,120		\$11,987,301
172						
173 REVENUES OVER/(UNDER) TOTAL EXPENSES	\$7,703	\$116,525	\$124,228	(\$362,391)		(\$238,163)
174						
175						
176 ESTIMATED BEGINNING FUND BALANCE JANUARY 1, 2015	\$4,118,676	\$4,118,676	\$4,118,676	\$0		\$4,118,676
177 LESS:						
178 ASSIGNED FOR IRVING SPECIAL PROGRAM FUND	(6,144)	(500)	(6,144)	500	B1	(5,644)
179 ASSIGNED FOR DIANE ZAHAND MEMORIAL FUND	(8,126)	(3,137)	(8,126)	3,137	B2	(4,989)
180 ESTIMATED ENDING FUND BALANCE DECEMBER 31, 2015	\$4,112,109	\$4,231,564	\$4,228,634	(\$358,754)		\$3,869,880

**SPOKANE COUNTY LIBRARY DISTRICT
FOOTNOTES TO 2015 GENERAL OPERATING FUND (LO1) BUDGET
GENERAL OPERATING FUND (001-861)**

<u>NOTE</u>	<u>COST ACCOUNT</u>	<u>EXPLANATION</u>	<u>Increase/ (Decrease)</u>
REVENUES:			
R1	PROPERTY TAX -- CURRENT YEAR	Property Taxes based on data provided by County Assessor on 9/16/14	\$374,329
R1	PROPERTY TAX -- CURRENT YEAR	Includes a \$60K place holder to accommodate future additions to Property Taxes	60,000
R2	CONTRACT CITY - AIRWAY HEIGHTS	Contract services based on data provided by County Assessor	5,376
R3	CONTRACT CITY - CITY OF SPOKANE	Contract services based on data provided by County Assessor and decline in annexation mitigation fees	(3,728)
R4	NONRESIDENT FEES	Projected revenue decrease per Public Services	(3,100)
R4	WEB BASED LIBRARY FEES & CHARGES	Projected revenue increase per Public Services	27,800
R5	RENTALS	With Sale of Updriver Drive Property, the rental revenues will stop	(8,300)
R6	EMPLOYEE PROGRAMS	Projected revenue decrease per Public Services	(127)
R7	GRANTS - GOVERNMENTAL	Projected revenue decrease per Public Services	(6,386)
R8	GRANT - CORPORATE & PRIVATE	Projected revenue increase per Public Services	16,325
R9	SCLD FRIENDS FOUNDATION - UNDER DEVELOPMENT	Establishes capacity for funds to be provided by various donors	30,000
R10	GRANT - UNDER DEVELOPMENT	Establishes capacity for funds to be provided by the SCLD Friends Foundation	50,000
R11	SALE OF LIBRARY MATERIALS	With book sales being processed the Friends Foundation, book sales will decline	(25,500)
R12	E-RATE REIMBURSEMENT	Projected decrease per IT	(17,000)
R13	SALES TAX COLLECTED	With the Friends Foundation doing the used book sales, the sales tax receipts will decline	(3,460)
R14	LEASEHOLD EXCISE TAX COLLECTED	With Sale of Upriver Drive Property, the rental revenues will stop	(1,500)
	TOTAL REVENUES		<u>\$494,729</u>
EXPENSES:			
E1	SALARIES: REGULAR HOURS WORKED	See attached Worksheet for Details	\$98,247
E2	SALARIES: TEMPORARY HOURS WORKED	See attached Worksheet for Details	(5,808)
E3	SALARIES: PAID TIME OFF	See attached Worksheet for Details	106,183
E2	FICA-SOCIAL SECURITY	See attached Worksheet for Details	11,413
E2	FICA - MEDICARE	See attached Worksheet for Details	2,934
E2	RETIREMENT CONTRIBUTIONS	See attached Worksheet for Details	61,346
E2	HEALTH SAVINGS ACCOUNT CONTRIBUTIONS	See attached Worksheet for Details	(73)
E2	HEALTH BENEFITS ADMINISTRATIVE FEE	See attached Worksheet for Details	(193)
E2	MEDICAL INSURANCE	See attached Worksheet for Details	57,945
E2	VISION INSURANCE	See attached Worksheet for Details	(14,512)
E2	DENTAL INSURANCE	See attached Worksheet for Details	(71)
E2	LIFE & DISABILITY INSURANCE	See attached Worksheet for Details	35
E2	STATE INDUSTRIAL INSURANCE	See attached Worksheet for Details	1,129
E2	LONG TERM DISABILITY INSURANCE	See attached Worksheet for Details	551

**SPOKANE COUNTY LIBRARY DISTRICT
FOOTNOTES TO 2015 GENERAL OPERATING FUND (L01) BUDGET
GENERAL OPERATING FUND (001-861)**

<u>NOTE</u>	<u>COST ACCOUNT</u>	<u>EXPLANATION</u>	<u>Increase/ (Decrease)</u>
E2	EMPLOYEE ASSISTANCE PROGRAM	See attached Worksheet for Details	(390)
E3	OFFICE & LIBRARY SUPPLIES	General Budget decrease recommend by IT	(800)
E3	OFFICE & LIBRARY SUPPLIES	General Budget decrease recommend by HR	(1,000)
E3	OFFICE & LIBRARY SUPPLIES	General Budget decrease recommend by CS	(1,000)
E4	LEGAL SERVICES	Restores prior reductions for legal services	10,000
E5	OTHER PROFESSIONAL SERVICES	Allows for Second District-wide informational mailing in Fall of 2015	24,000
E5	OTHER PROFESSIONAL SERVICES	Estimated cost for 2015 Compensation & Classification Study	30,000
E6	SOFTWARE SUPPORT & CONSULTING	General Budget decrease recommend by IT	(2,500)
E7	WEB CATALOG CONTENT SERVICES	General Budget decrease recommend by IT	(1,100)
E8	TRAINING & TRAVEL	4 LTC team members to Chicago & San Francisco	8,100
E8	TRAINING & TRAVEL	Increased Travel & Training requested by IT	2,600
E8	TRAINING & TRAVEL	General Budget decrease recommend by Communications	(3,000)
E8	TRAINING & TRAVEL	General Budget decrease recommend by CS	(800)
E9	INSURANCE	Projected 5% Rate increase for 2015	3,185
E10	REPAIR & MAINTENANCE: BUILDINGS	2015 Planned Maintenance Project -- Major projects are exterior siding maintenance & painting at N. Spokane and Entrance way repairs at Deer Park	56,000
E11	REPAIR & MAINTENANCE: UPRIVER DRIVE PROPERTY	With Sale of Upriver Drive Property, the repair costs will be eliminated	(1,000)
E12	GROUNDS MAINTENANCE SERVICES	2015 Planned Landscaping projects for SV, Argonne & Otis Orchard	5,500
E13	DUES & MEMBERSHIPS	Adjusts annual Dues & Membership costs to current identified requirements	1,800
E14	LIBRARY PROGRAMS	Adjusts Library Programs 0.5% of Property Taxes and Contracted City Revenues	(16,427)
E15	LIBRARY PROGRAMS - FEDERAL GRANTS	Establishes expenses equal to revenue	561
E16	LIBRARY PROGRAMS --UNDERDEVELOPMENT	Establishes capacity for funds to be provided by various donors	50,000
E17	LIBRARY PROGRAMS -- FRIENDS FOUNDATION -- UNDERDEVELOPMENT	Establishes capacity for funds to be provided by the SCLD Friends Foundation	30,000
E18	INFORMATION TECHNOLOGY HARDWARE & SOFTWARE	General Budget decrease recommend by IT	(10,000)
E18	FURNITURE, FIXTURES & EQUIPMENT	2015 Public Services FF&E Plan	143,000
E19	FURNITURE, FIXTURES & EQUIPMENT	Allows for reconfiguration of work spaces in Collection Services	5,000
E20	VEHICLES	Planned replacement of 2010 Ford F-150 maintenance truck	15,000
E20	LIBRARY MATERIALS	Sets Library Materials at 14% of Property Taxes and Contracted City Revenues	132,625
E21	LIBRARY MATERIALS - ELECTRONIC LIBRARY SERVICES	Requested increase for expanded Electronic Library Services	4,000
E22	SHORT TERM INTEREST EXPENSE	Interest expense paid has declined in recent years	(400)
E23	SALES TAX PAID	With the Friends Foundation doing the used book sales, the sales tax payments will decline	(3,460)
E24	LEASEHOLD EXCISE TAX PAID	With Sale of Upriver Drive Property, the leasehold excise payments will stop	(1,500)
E25	OPERATIONAL CONTINGENCIES	Includes a \$60K place holder to accommodate future additions to Property Taxes	60,000
TOTAL EXPENSES			

SPOKANE COUNTY LIBRARY DISTRICT
 FOOTNOTES TO 2015 GENERAL OPERATING FUND (L01) BUDGET
 GENERAL OPERATING FUND (001-861)

<u>NOTE</u>	<u>COST ACCOUNT</u>	<u>EXPLANATION</u>	<u>Increase/ (Decrease)</u>
			<u>\$ 857,120</u>
TOTAL BALANCE OF ADJUSTMENTS – REVENUES OVER/(UNDER) EXPENSES			
FUND BALANCES:			<u>\$ (362,391)</u>
B1	ASSIGNED FOR IRVING SPECIAL PROGRAM FUND	Adjusts Irving Fund to estimated 12/31/14 Balance	(\$500)
B2	ASSIGNED FOR DIANE ZAHAND MEMORIAL FUND	Adjusts Zahand Fund to estimated 12/31/14 Balance	(3,137)
	Total Changes to Estimated End of Year Fund Balances		<u>\$ (3,637)</u>

Spokane County Library District
Worksheet
2015 Composite Salary & Benefit Changes

	2014 Changes Annualized into 2015 <u>Baseline</u>	2015 Step <u>Increase</u>	1.590% COLA <u>Increase</u>	2015 L&I/PERS <u>Rate Increase</u>	2015 Medical <u>30+ HPW</u>	2015 Additional <u>P/S Hours</u>	Increased Leave <u>Pay-Off</u>	AWC 2015 Benefit <u>Rate Increase</u>	2015 Open <u>Enrollment</u>	General 1% <u>Decrease</u>	Total <u>Increase</u>
Salaries	\$14,881	\$49,930	\$90,736	\$0	\$0	\$11,854	\$92,700	\$0		(\$61,479)	\$198,622
Hours Worked (Salaries X 86.5%)	\$12,872	\$43,189	\$78,487	\$0	\$0	\$11,854	\$80,186	\$0		(\$53,180)	\$173,408
Temporary Hours	0	0	0	0	0		0	0		0	0
Overtime										0	0
Paid Time Off (Salaries x 13.5%)	2,009	6,741	12,249	0	0	0	12,515	0		(8,300)	25,214
Total Salaries	\$14,881	\$49,930	\$90,736	\$0	\$0	\$11,854	\$92,700	\$0		(\$61,479)	\$198,622
Social Security	\$499	\$2,733	\$5,501	\$0	\$0	\$735	\$5,747	\$0		(\$3,802)	\$11,413
Medicare	354	639	1,316	0	0	172	1,344	0		(891)	2,934
Labor & Industries	746	0	0	693	0	83	0	0		(393)	1,129
Retirement Contributions	3,471	3,777	7,898	50,743	0	1,198	0	0		(5,741)	61,346
Medical Insurance	(50,543)	0	0	0	77,182	2,929	0	34,562		(6,185)	57,945
Health Savings Account	122	0	0	0	0	0	0	0		(195)	(73)
Vision Insurance	(28)	0	0	0	0	0	0	(14,355)		(129)	(14,512)
Dental Insurance	(4,215)	0	0	0	0	0	0	5,030		(886)	(71)
Life Insurance	72	0	0	0	0	0	0	0		(37)	35
Long Term Disability	219	166	345	0	0	48	0	0		(227)	551
Employee Assistance	(359)	0	0	0	0	0	0	0		(31)	(390)
State Unemployment	47	0	0	0	0	0	0	0		(47)	0
Benefit Administration Fees	(876)	4	0	0	540	21	0	177		(59)	(193)
Total Benefits	(\$50,491)	\$7,319	\$15,060	\$51,436	\$77,722	\$5,186	\$7,091	\$25,414		(\$18,623)	\$120,114
Total Compensation	(\$35,610)	\$57,249	\$105,796	\$51,436	\$77,722	\$17,040	\$99,791	\$25,414		(\$80,103)	\$318,736

FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: NOVEMBER/DECEMBER 2014***November 18, 2014: Argonne Library (4:00 p.m.)***

Besides the usual approval of minutes and bill payment vouchers, the following items are tentatively scheduled for action and/or discussion at the November regular Board of Trustees' meeting.

- Libraries Transforming Communities Update
- 2015 Budget Resolutions
- Disposal of Surplus Property Resolution (tentative)
- Review Computer, Wireless Network and Internet Use Policy
- 2015 BT Meeting Schedule and Locations
- 2015 Identify/Discuss Potential Overview Topics
- Library Spotlight – Deer Park Library
- Overview – Supporting Businesses and Job Seekers

Please send requests for agenda additions or changes to the Board Chair or Patty no later than Tuesday, November 4, for inclusion in the preliminary agenda to be sent November 5. Meeting packets will be mailed November 12.

December 16, 2014: Argonne Library (4:00 p.m.)

- Libraries Transforming Communities Update
- Library Meeting Room Use and Bulletin Boards and Community Interest Publications Policies
- 2015 Budget—final budget message and adopt final budget for 2015
- Nominate and elect board chair and vice chair for 2015
- Library Spotlight – Virtual Library
- Overview – Community Partnerships
- BT/LT Holiday Gathering at Administrative Offices

SPECIAL MEETINGS AND ACTIVITIES

- October 16** Spokane is Reading (Optional; Spokane Valley Event Center, 10514 E. Sprague at 1pm, and Bing Crosby Theater, 901 West Sprague, at 7pm)

EXECUTIVE DIRECTOR'S REPORT SEPTEMBER 2014

Administration

Business Office, Finance and Facilities (Bill Sargent)

Dingus, Zarecor & Associates PLLC has completed the review of the District's internal control program. A formal report was prepared and presented to the Executive Director and CFO in September. The recommendations, most of which were of minor and procedural nature, were discussed. The recommendations should be fully implemented by the end of October.

The 2015 Budget project has been started. The preliminary version of the budget will be presented to Trustees for their review and comments at the October Board meeting.

The 2014 physical inventory of fixed and controlled assets has been completed. All 1,200+ items in the inventory have been located and the inventory records were fully reconciled with the results of the physical inventory.

Facilities Manager Dave Johnson announced his retirement from the District, effective October 31, 2014. Dave has been with the District for over 25 years and he will be greatly missed. Maintenance Assistant Dave Rennick was selected as the new Facilities Manager, effective November 1. Recruitment for a new Maintenance Assistant was initiated, with first review of applications held September 29. Human Resources received 21 completed applications. Highly qualified applicants were identified, with interviews scheduled for early October. It is anticipated that the successful applicant will be in place by November 1.

The allowable five-year contract period for both Janitorial Services and Courier Services is exhausted as of year-end 2014. Accordingly, the District advertised a Request for Proposals (RFP) for both of these service areas. Proposals were due to the District Administrative Offices by 1:00 p.m., September 30. The submitted proposals are now under review. A report of the RFP process and recommendations for both service areas will be presented to the Board of Trustees for formal approval at the October Board Meeting.

While the grounds maintenance contract was formally advertised and reissued in 2013, the contract is for only a single year, with the possibility of four one-year extensions. In reviewing the work performed by the current contractor, Greenleaf Landscaping, it was determined it is successfully providing the agreed-to services for both landscape maintenance and snow removal. Accordingly, the service contract will be extended for 2015. No Board action is required for this extension.

Human Resources (Paul Eichenberg)

Spokane County United Way's Day of Action and Campaign Kickoff was held September 1. HR Analyst Debbie Rhodes was in attendance along with 400 other United Way volunteers. The Campaign Kickoff refers to United Way's 2015 fundraising campaign, even though this year the District participated as part of the early Pacesetter campaign, thus our 2015 United Way campaign ended before the actual kickoff began.

Thirty-nine (39) District employees received flu shots at Staff Day. "Get a Flu Shot," the company that provided the shots, was logistically easier to work with than previous providers, since they did not require us to transport supplies and serum to the Staff Day site. Moreover, we were not required to ensure FedEx pick up of the leftover supplies. Get a Flu Shot brought and took away all the serum and other supplies used for the flu shots.

Debbie attended the Healthy Worksite Summit sponsored by the Association of Washington Cities (AWC). According to her, "the outstanding speakers who stole the show were: David Whyte, Poet and Author; Victor J. Strecher, PhD, MPH, University of Michigan School of Public Health and Medicine, and the presenters of "The Gratitude Graffiti Project: Transforming Communities through the Practice of Art and Gratitude." The Gratitude Graffiti Project entails creating a "gratitude message board," where for 40 days individuals post a short message of gratitude for something that has had a positive influence in their life or community, and shows how such a simple act has the power to transform individuals and communities. David Whyte talked about how insight developed through an individual's creativity can "provide a compelling vision, grant needed courage and stir the dormant imagination of individuals and organizations alike." Last but not least, Victor J. Strecher was riveting. He explored strategies for "creating a more purpose-driven workplace and how to help people become more fully engaged in their work and their lives." Any of the presenters would make an excellent future Staff Day presenter.

Information Technology (Priscilla Ice)

- Migrated Symphony database from ISAM to SQL on a new virtual server. This was a major operation that required three days of semi-offline transactions. Members were unable to place holds through the catalog or check their accounts during that time. We made this change in order to move our most important database to a more modern platform. This will allow a new catalog feature, "only show available," and will make it possible to use more powerful analytic tools starting early next year.
- Worked with Communication to make significant progress on the Friends/Foundation website.
- Made major adjustments to our server storage array to save significant space, which will reduce the amount of additional storage we need to purchase.
- The Desktop Administrator and I attended the Leadership Team retreat sessions during the first week of the month.
- Everyone who could attended staff day. Others stayed behind to do work which must be done when no one else is on the network.
- The IT Tech and Web Administrator developed a more efficient way for Public Services staff to resolve public printing problems.
- Our Data and Web Services Administrator took several days of paternity leave for the birth of his second child.
- The Desktop Administrator made significant changes in the way Windows updates are applied. This will make managing our 300+ computers even more efficient.
- Worked with Public Services staff to unify the online staff schedule. This was the last vestige of the old regional organization.

Collection Services (Andrea Sharps)

- We ordered 1,195 titles and 4,075 copies in September. This is down from last month.
- We processed, added to the system, and sent out to the libraries 3,984 items in September. This is down from last month and has to be partly attributable to the three-day Sirsi migration when no items could be cataloged or added to the system.

- Downloadable lending through OverDrive was down in September from August. A total of 26,479 audiobook, eBook and music items circulated in September. Members placed a total of 8,056 holds, and there were 4,048 unique users with titles checked out.
- Midwest Tape's hoopla, a streaming media service, had its eighth full month of service in September. A total of 970 titles including movies (498), full-length albums (341) and television shows (131) circulated in that period for a combined cost of \$1,941 and an average cost per circulation of \$2. A total of 76 new patrons registered in September.
- We loaned 226 items to other libraries and borrowed 523 items from other libraries for 749 total interlibrary loan transactions processed in September.
- Following the September Board of Trustees meeting, I asked OverDrive to add the 'Buy It Now' or BIN option to the District's OverDrive site. The BIN feature came live on 9/19 and gives us the rights to purchase Simon & Schuster eBook content for our members.
Everyone in Collection Services attended Staff Day at CenterPlace on 9/26.

Executive Director Report & Community Activities (Nancy Ledeboer)

The annual Leadership Team Retreat was facilitated by Jeff Stafford. Dr. Stafford and his team conducted a communication audit to assess how well staff is adjusting to changes within the organization over the past two years. The audit consisted of several staff focus groups, a dozen interviews and a survey sent to all staff. As expected, there is still confusion about the changing roles under the new organizational structure. Staff understands the need for the library to adapt and respond to our changing community, yet they are not as clear about how specific changes such as shifts in responsibilities or consolidation of service desks support the larger vision of providing relevant and responsive services to the community. Based on the analysis of the audit, Dr. Stafford worked with the senior Leadership Team as well as expanded leadership, including all Librarians and Library Supervisors. Five areas were identified to improve communication and increase staff satisfaction.

At Staff Day I shared highlights from the communication audit and spoke of our commitment as an organization to improve communication. As keynote speaker, Carlton Sears from the Harwood Institute shared stories of how other organizations have turned outward to connect with community members and accelerate change toward positive community aspirations. Following the keynote, staff participated in "Community Conversations." During afternoon sessions, staff learned about innovative projects at each community library.

At the Board Retreat, Trustees participated in a Community Conversation to learn more about the Harwood practice of community engagement. This conversation was added to the "public knowledge" being gathered across the District. Trustees also viewed online training prepared by the Washington State Attorney General's Office on the Open Public Meetings Act. The remainder of the session was devoted to a discussion of how to proceed on a potential future bond proposal. Background on the Library Facilities Master Plan, April 2014 bond election results, and potential dates for a 2015 election were provided to facilitate the discussion. Trustees also discussed the possibility of declaring the property owned by the District at 9220 East Upriver Drive surplus, since the current plans to expand Argonne Library will not require more parking.

In preparation for the Board Retreat, Tim, Jane, and I met with various community members to ask their advice and thoughts about a future bond measure. We asked what we might do differently to secure a positive outcome. We heard that voters want to know what will happen to the current Spokane Valley

Library. We need to get more support from businesses and reach out to individual home owners. There was overall support for the bond proposal; however, we heard that we need to start providing information earlier, with more facts about the costs and communicate with more voters. Several community members offered to work on an advisory group for a future bond.

Andrea Sharps, Debra Park, and I attended the preview screening of *The Raising of America*, a documentary that will air on PBS in November. The producers of this series want to engage Americans in a discussion about how to create a more supportive environment for raising young children. The programs will raise awareness about research on how children learn, how stress impacts long-term health, and how families are struggling in the current economy. It will also highlight policy decisions that have impacted working families and it may suggest new policies that could provide greater support for families in the future. They would like to see communities engage in conversations around these issues in the hope that communities will come together to create change. Preparing youth to succeed in school and life is a strong concern for our community. The library can help facilitate discussions on this topic.

SCLD is a member of the Inland Northwest Early Learning Coalition as well as a member of the Early Learning Public Library Partnership (ELPLP). Many of the topics discussed in the documentary parallel the work being done locally to raise awareness about the importance of early learning, to create systems in which partners work together to provide quality learning experiences for young children and to support families with young children. SCLD has been a leader in our region and recently was awarded a \$35,000 grant to work with our area early learning partner organizations to develop STEM learning materials and training for early learning caregivers.

The Valley Chamber Government Action Committee Meeting was scheduled to have a speaker to share information on the possibility of creating a port district in Spokane. However, the speaker was unable to attend and the presentation was replaced by a spontaneous update from Greater Spokane Valley City Council members on issues and trends. The Business Education Committee Meeting provided a forum for the superintendents from Freeman, East Valley, West Valley and Central Valley to share what is going on in their districts. All the districts will have levy and or capital issues before the voters in February 2015. The meeting was well attended by both business and education providers as well as community organizations. The Transportation Committee Meeting featured Karl Otterstrom who shared plans for the Spokane Transit Authority (STA). STA currently is funded through a sales tax of \$0.06. Its board is considering asking voters to increase the sales tax by \$0.02 or .03 in order to fund increased routes, new buses and expanded hours of service. They have not determined when this will go to the voters.

Jane Baker and I met with Katherine Morgan, the new CEO of the Spokane Valley Chamber. Ms. Morgan is passionate about her new job and she is actively out talking with people about their vision for the community. Her goal is to support businesses, create a stronger community and make Spokane Valley one of the best places to live in the nation. She was very supportive of the District's vision to build new libraries and she encouraged us to come before the Chamber Board with a future bond proposal. The Chamber endorsed the previous bond issue and Ms. Morgan assured us that in the future they would be more active in asking business members to support the issue.

The Greater Spokane Incorporated (GSI) annual lunch meeting provided an opportunity to hear from new CEO Steve Stevens and incoming Chair Linda Elkin of US Bank. Mr. Stevens praised Spokane and shared how happy he and his wife are to be here. He indicated that GSI plans to conduct a study of comparable markets to determine what Spokane can do to increase its edge when recruiting new

businesses to Spokane. He is still learning about the area and becoming familiar with the many assets of our region.

Marcellus Turner, Director of the Seattle Public Library, visited SCLD as well as Spokane Public Library. Mr. Turner toured both the Argonne Library and Spokane Valley Library. His library is going through similar changes in the roles of staff, expansion of early learning programs both in the library and in the community, and increased use of the library by people looking for ways to learn and connect.

Library Supervisors and Community Librarians are providing information to local city councils to raise awareness to the wide range of programs and services being offered in each community. I was able to attend the presentation given by Pat Davis and Kelsey Hudson to the Millwood City Council. Stacy Hartkorn and Ellen Miller presented to the Airway Heights Council and Sonia Gustafson and Sheree West presented to the Spokane Valley Council. I have heard very positive feedback from council members and city officials in all three cities.

We received a public records request related to payments for janitorial services. We were able to provide the materials requested in a timely and effective manner.

I agreed to serve as Scholarship Committee Chair for the Executive Women's International-Spokane Chapter. I met with the committee and we have scheduled our meetings for the first Wednesday of each month at Argonne Library. In 2015, we will award three scholarships to high school juniors, one to a high school senior and two to adults pursuing higher education. I'm fortunate to have several returning committee members to support this important activity. I am also chairing the Marketing Committee for Spokane Valley Partners and the Steering committee for the Early Learning Public Library Partnership (ELPLP). I submitted a letter outlining the support provided by public libraries for the research conducted by the University of Washington iSchool on the VIEWS project.

Again last month, I enjoyed visiting with staff to award various service awards. Deputy Director Doug Stumbough celebrated 20 years with the District, Rachel Strate of North Spokane and Annette Eberlein of Spokane Valley both celebrated 10 years of service, and Jennifer Fuher of Medical Lake received a service pin for 15 years of service earned in August.

ITEM AND TITLE MONTHLY REPORT
September 2014

	<u>ITEMS</u>				<u>TITLES</u>		
	ADULT	YOUTH	TOTAL		ADULT	YOUTH	TOTAL
Total Materials							
Print	186745	160549	347294		86318	50289	136607
Nonprint	59645	25231	84876		24663	7100	31763
Subtotal	246390	185780	432170		110981	57389	168370
Periodicals	12294	2247	14541		315	39	354
Total	258684	188027	446711		111296	57428	168724

	<u>ITEMS</u>				<u>TITLES</u>		
OverDrive: eBOOKS			22985				19701
Licensed eBOOKS			4287				4287
Audiobooks			16572				13867
Digital music			1708				1708
OverDrive: Total			45552				39563
GRAND TOTAL			492263				208287

Print & Nonprint	(Totals year-to-date)		
ADDITIONS	ADULT	YOUTH	TOTAL
Print	11540	7892	19432
Nonprint	3518	1278	4796
TOTAL	15058	9170	24228
DELETIONS			
Print	12737	8598	21335
Nonprint	530	908	1438
TOTAL	13267	9506	22773

	<u>NET CHANGE</u> <u>YTD</u>		
	ADULT	YOUTH	TOTAL
Print	-1197	-706	-1903
Nonprint	2988	370	3358
Periodicals	-471	30	-441

NOTES: PRINT = Book, Bkbagbag, Largetype, Paperback
 NONPRINT = Cassbook, Cassette, CD, Cdbook, CDrom, DVD, Multimedia,
 MultCass, MultCD, VHSVideo, Playaway
 PERIODICALS = Magazine, Microform, Newspaper, and Pamphlet

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

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

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

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

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

Public Services Report September 2014

In-Library Circulation

Circulation related statistics for September 2014 not yet available due to database switch over. They will be added once we have access to the data.

2014 Measures at a Glance

- Door count through three quarters of 2014 (1,049,374) is slightly down compared to the same period in 2013 (1,061,413, -1%).
- Programming attendance (56,636) is up (3%) compared to last year (55,071), while the number of programs offered has been almost identical (2,084 in 2014 vs. 2,090 in 2013).
- Total software station bookings are up year-to-date when compared to 2013 (+9%).

Selected Self-Service Activity

Circulation related statistics for September 2014 not yet available due to database switch over. They will be added once we have access to the data.

	2014			2013			1-year change		
	Month	% of total	Y-T-D	Month	% of total	Y-T-D	Month	% of total	Y-T-D
Total Circulation									
Self-Check									
Digital Collection	27,449	12%	246,315	20,980	8%	181,692	6,469	3%	64,623
Total Holds	42,974		452,648	51,826		445,198	-8,852		7,450
By Customer	26,804	62%	305,369	37,729	73%	328,131	-10,925	-10%	-22,762
Digital Collection	8,056	19%	77,933	6,047	12%	54,198	2,009	7%	23,735
Total Payments									
Online									

Security Incident Reports

There were 13 Security Incident reports filed this month, seven fewer than last month (20), and seven fewer than September 2013 (20). North Spokane had the most incidents reported with four. The most frequently reported incidents were related to potential problems (5) and general code of conduct violation (4).

Internet Filtering Update

As per the Computer, Wireless Network, and Internet Use policy, three requests to review blocked websites were received by staff, one more than August 2014. We requested that one site be reclassified to allow access at all levels and one site be reclassified to allow access at the basic level. The third site was accurately filtered at the enhanced level.

Support Job Seekers and Local Business (Stacey Goddard)

- We had 12 individuals register as new IT Academy users in September, up one from August's total. During the month, users enrolled in 11 new classes, down from August's enrollment in 18 classes.
- We did 70 Book-a-Librarian (BaL) sessions this month throughout the District, down from 83 sessions in August.
- We proctored 18 exams this month throughout the District, up substantially from August's seven proctoring sessions. This increase is expected—once the school year starts, we typically see an increase in the requests for proctoring services.
- We were happy to add librarian Sheree West to the Job Seeker and Local Businesses team on September 2. Welcome, Sheree!

Connect Communities:

- We received word mid-month that SNAP was awarded one of the grants we (SCLD) had helped them write. The grant, Program for Investment in Microentrepreneurs (PRIME), assists disadvantaged small business owners in rural or low-income communities with technology training and tech support. The three communities the program will focus on are Cheney, Deer Park, and Spokane Valley. In addition to our pledge of financial support, SCLD will also be teaching some of the technology classes offered in the program. The grant period begins October 1 and runs a year, so things will start happening quickly.
- Although the next open-enrollment period doesn't begin until mid-November, individuals are able to enroll in Apple Health (Medicaid) year round. Other events such as marriage or the birth/adoption of a child also allow people to enroll outside of the open-enrollment period. In September, Navigator staff completed four individual appointments (compared to one appointment in August).
- On September 30, Navigator Aileen Luppert helped to staff another Mobile CSO outreach visit, this time at the House of Charity. She spoke with four individuals and enrolled two of them. 46 people total were helped at the event.
- In other ACA Navigator news, Aileen completed the training that all of our navigators will need to go through prior to taking the certification test later this fall. (Aileen will present this training to the other staff navigators.) In addition to new individuals wanting to sign up for a qualified health plan or Apple Health, folks who enrolled last year will need to renew their coverage. With that in mind, we've identified an additional four staff to train as navigators. Aileen will be directing their training as well.
- Librarians Brian Vander Veen, Michelle Booth, and Sheree West attended the weekly WorkSource Biz Buzz meetings in September. We had to skip the monthly WorkSource System and Affiliate meetings, as they fell on the same day as our own Staff Development and Training Day.
- Librarian Sheree West spent a busy first two weeks learning the Greater Spokane Valley Chamber of Commerce Ambassador ropes. She has already attended her first Ambassador's meeting and her first ribbon cutting event.
- Librarians Aileen Sheree, and Brian, along with other SCLD staff, attended the Greater Spokane Incorporated Annual Meeting.
- Librarians Diane Brown, Michelle, and Sheree attended the monthly GSVCC Business Connections breakfast meeting.
- Aileen, Sheree, and I, along with Mark Pond from Spokane Public Library, presented a business resources overview to the GSVCC's NxLevel class. It was a smaller than usual group, with just five students plus two Chamber staff, but they were attentive and impressed with the resources available to them.

Develop Young Learners (Mary Ellen Braks)

- We provided 106 Play and Learn Storytimes to 2,988 children and caregivers. Our average attendance per Play and Learn was 28, which is lower than last year in September by 6 per Play and Learn.
- We provide 43 Storytimes to 470 children at 14 child care centers.
- We held the second Play and Learn training for staff this month. This training was a refresher training that talked about expectations for the Play and Learn portion of Storytime and a sharing of ideas of activities for parents and children that support school readiness. The evaluations for the training indicated that staff really enjoyed the opportunity to share ideas. We will be working at scheduling in some time for staff to share Storytime ideas in the next year.
- We had one Early Learning STARS workshop this month for child care providers, teachers and parents. The workshop was called, "Storytelling Fun for Preschoolers" and had an attendance of 24.
- We were notified this month that the Early Learning Coalition received a STEM Grant from Thrive by Five Washington of \$35,000. SCLD is the lead agency and fiscal agent for this grant. The grant provides STEM training for child care providers, STEM Kits that can go out to child care providers, and the development of a STEM curriculum.

Connect Communities:

- I have been working with KSPS on a Thomas the Tank Engine program. There is an interactive Thomas set coming to Spokane that will be at River Park Square. SCLD and SPL will be providing activities for children and their adults as they wait in line to explore the set.

- I attended the Excelerate Success meeting this month with the Ready for Kindergarten group. We are working on our action plan at the moment.
- I attended a meeting for the Start Healthy, Start Now grant that the Regional Health District and Inland Northwest Health Services received for Spokane County. It's now in the evaluation stage and they are working on a report to send out to Early Learning agencies across the state. We were a part of this grant by offering the Let's Move training to our Storytime staff to incorporate more movement into our Play and Learn Storytimes. We also have a link on our website to the "85210" (8 or more hours of sleep, 5 or more servings of fruits and vegetables, 2 hours or less of recreational screen time, 1 hour or more of physical exercise, 0 sugary drinks, more water & low fat milk) program to help get Spokane Healthy. This website has healthy eating tips and exercise tips for families.
- Gwendolyn and I went to Bozeman, MT, this month to present at the Hopa Mountain Conference. Hopa Mountain works on getting books into rural communities. This year its conference focused on Math and Science and we presented the Mother Goose Math and Science program for them. We are both regional trainers for the Mother Goose Math and Science, a program put together by the Vermont Center of the Book and the National Science Foundation. The Washington State Library offered a Train the Trainer session a few years ago, which we both took advantage of. The Washington State Library had recommended our names when Hopa Mountain called them to suggest trainers for the Mother Goose Math and Science program. This was actually our second time to be invited to lead the conference.

Explore and Discover (Gwendolyn Haley)

Elementary (K-5) programs:

- School Visits/Programs:
 - Staff attended Back to School Nights/Open Houses at both Evergreen Elementary (North Spokane) and Sunset Elementary (Airway Heights).
 - Arcadia Elementary (Deer Park) 5th graders and Great Northern School (Airway Heights) visited their respective community libraries.

Tween/Teen Programs:

- 35 teens participated in an *Egg Drop Challenge* at the Tween Clubs (North Spokane and Spokane Valley).
- 24 teens attended Anime Club at Spokane Valley and North Spokane libraries this month.
- 3 teen writers plied their craft at T.W.I.N.E.
- 13 tweens/teens participated in the Fairfield Community Center's Thursday Night Thing.

Adult Programs:

- We hosted Humanities Washington Speaker Andrew Wahl at 3 libraries. 30 people attended one of the three presentations on *Sequential Reaction: A history of the American Comic Book* held at North Spokane, Argonne, and Cheney libraries.
- "Create" was the word of the month, as we kicked off our fall series of programs centered on the creative arts. We were astonished at the overwhelming response, both to the programs and also the flyer that was mailed out. We had classes fill up immediately.
 - The day after the mailer was sent, we received 95 registrations in a single day.
 - 18 members attended a *Play with Clay* program at the North Spokane Library.
 - 100 members attended one of the 5 drop-in Pinterest programs. Cheney, Deer Park, Moran Prairie, North Spokane, and Spokane Valley each provided material for 6 different projects for members to try out.
- Book Clubs: 91 people attended one of the eight book club programs this month in our libraries.

Connect Communities:

- We hosted six community experts at library programs in September.
- Librarian Amber Williams and I attended the Excelerate Success 3rd grade reading Community Action Network (CAN) meeting. This group is still in the very early stages of forming, and is still identifying who should be included at the table for future conversations.
- I contacted all of the superintendents in Spokane County (excluding Spokane Public Schools) about the Student Card distribution. The libraries have all received their cards, and the community librarians are contacting area middle schools to arrange distribution to the incoming middle school students. We are slated to complete distribution by the end of October at the latest.

Virtual Services (Carlie Hoffman)

- I added information to the website regarding student and business library cards.
- I met with the Medical Lake digitization team to discuss the project to digitize materials for the Washington State Rural Heritage project.
- Usage of digital resources was down 3% in September from 37,714 to 36,493 uses.
 - Increases: HelpNow, 289%; Hobbies and Crafts Reference Center, 227%; and GrantStation, 200%.
 - Decreases: Microsoft IT Academy, -39%; NoveList K-8 and Ancestry both by -31%, and CultureGrams, -30%.

Connect Communities:

- I worked with the City of Spokane Valley to have the Spokane Valley, Argonne, and Otis Orchards Libraries included in the new city app.
- I worked with Google to claim all 10 SCLD libraries on Google Businesses so that the District can edit locations, hours, web page listings, photos, and profiles. This will help us ensure accurate information will be presented to web searchers when using Google to search for SCLD libraries.
- I attended the INCOL Continuing Education Committee to discuss the upcoming workshop for library staff in the Inland Northwest. The focus of the workshop will be on digital devices.

Library Operations Managers (Judy Luck/Gina Rice)

Circulation related statistics for September 2014 not yet available due to database switch over. They will be added once we have access to the data.

Library Reports

Airway Heights: Stacy Hartkorn

Develop Young Learners:

- Attendance for Play & Learn Storytime averaged 23.5 people per Storytime, which was a decrease compared to an average attendance of 30 the previous month (August) and compared to the same month last year (27.25).

Explore and Discover:

- The Airway Heights Book Club, facilitated by Airway Heights' community members, attracted a total of 6 participants for its selection *The Passions of Dr. Darcy* by Sharon Lathan.

Connect Communities:

- Great Northern Elementary's 5th/6th grade class has resumed its monthly visits to the Airway Heights Library. During their first monthly visit I provided a tutorial about how to use SCLD's website for catalog searches and students each selected a fiction and nonfiction book to check out using their teacher's classroom card.
- Ellen Peters and I presented at the Airway Heights City Council meeting where we shared information from SCLD's *Community Impact Plan: 2013 Report Card*. We also provided library specific information about usage at the Airway Heights Library, including SCLD's consideration to potentially add an additional open day at the Airway Heights Library.
- The *Cheney Free Press* contacted me in response to the City Council presentation, and in the October 2nd edition an article about the presentation, as well as specific library statistics for the Airway Heights Library, were included along with the statement: "SCLD is considering adding additional open hours to the Airway Heights branch."
- I attended an Airway Heights Kiwanis meeting, which focused primarily on recapping our fundraising efforts at the Airway Heights Festival beer garden. We also established a list of upcoming activities, including Sunset Elementary's *Trunk or Treat* event scheduled for Friday, October 31.
- I attended an Airway Heights Friends of the Library meeting with Ellen Peters. Included in the meeting discussions was a brainstorming session about possibly applying for a grant from *Thrivent* to help fund a future adult program series to knit winter items; e.g., hats, gloves and scarves) for a local nonprofit, such as Coats for Kids.
- The meeting room was reserved a total of 9 times, which is an increase of 1 booking compared to September 2013.
- The display case featured wood carvings from a local carving association.
- Two new volunteers have started volunteering at the Airway Heights Library to complete Community Service requirements.

Argonne: Pat DavisDevelop Young Learners:

- Last September's average general Storytime attendance was 33.3. Our new Toddler Storytime attracted an average of 18.2 and the new Preschool Storytime averaged 25.25.
- Our Outreach Storytime at Wishing Well Daycare had an attendance of 11.

Explore and Discover:

- *Boom: Sequential Reaction: A History of the American Comic Book* attracted 13.
- I was contacted by Ness Elementary and Pasadena Park Elementary about school tours of the library. They will be contacting us to schedule the tours later this year.

Connect Communities:

- Kelsey Hudson and I did a presentation for the Millwood City Council.
- 60 groups or individuals used our meeting and conference rooms this month.
- Goodwill contacted me about using our conference room once a week for a youth mentoring program. The group is high school students from schools across the area and Argonne was viewed as a central location. "Good Guides" will meet weekly throughout the school year except during school breaks.
- We featured an art display from Centennial Middle School.
- Argonne staff received a plate of assorted cookies from the Zion Lutheran community. A handwritten note was included that read "Thank you for your continued dedication to serving the Millwood and Spokane Valley Community. You are a blessing to All."

Cheney: Catherine Nero LowryDevelop Young Learners:

- Baby Play and Learn attendance increased with an average of 29.3 in September 2014, compared to an average of 21.7 in September of 2013.
- Toddler Play and Learn attendance stayed about the same with an average attendance of 46 in September 2014 compared to 46.75 in September 2013.
- Preschool Play and Learn attendance decreased in September 2014, with an average attendance of 29.25 in 2014 compared to 37.3 in September 2013.
- Storytime staff attended training at North Spokane. We learn some new techniques and about additional resources regarding Storytime, we were able to share ideas with other Storytime performers.

Explore and Discover:

- We held the Washington Humanities program *Boom: Sequential Reaction: a History of the American Comic Book*. This was an afternoon program on Wednesday and we had 9 in attendance.
- Our *Pinterest Party* attracted 13 attendees and received raved reviews and follow-up comment cards asking for more classes like this.
- The Cheney Book Discussion Group welcomed local authors Rita Gard Seedorf and Margaret Albi Verhoef to discuss their book *Letters from Brackham Wood*. We had 20 in attendance

Support Job Seekers and Local Businesses:

- We had three scheduled digital device Book a Librarian interactions, and software program assistance. We also noted two walk-in digital device services.
- We assisted two members with the Win Way Resume Software.

Connect Communities:

- We took our library outreach services to Cheney Sessions Village, Cheney Assisted and Cheney Care facilities this month, providing over 100 library items for the residents.
- Public Services Assistant Lori took our outreach Storytime services to Giggling Guest Too, providing services to over 81 children.
- 26 groups used our meeting room this month, one less than last year's total of 27.
- Jerry Lauman provided us with a lovely display of painted rocks and the artistry behind this art medium.
- On our art wall, we have displayed a series of paper sculptures from Westwood Middle School 7th and 8th grade artists.
- I attended the Taste of the West Plains 2014 hosted by the West Plains Chamber of Commerce. This was a large community event and a great opportunity for community interaction. I handed out SCLD pens to everyone there.

- Lori and I interacted with over 400 individuals at EWU's Neighbor Fest in about two hours. This was a great event and one of my favorite community connections. We also provided 450 library pens, pencils, and library-hours bookmarks for EWU's Faculty breakfast.

Deer Park: Kris Barnes

Develop Young Learners:

- We experienced a slight decrease in Storytime attendance. Our average Storytime attendance was 20 compared to last September's average of 24.

Support Job Seekers and Local Businesses:

- We proctored one exam for a student this month compared to last year's total of five.
- I attended the Deer Park Tourism Committee meeting this month. Chairman Charles Wood submitted his resignation effective November 2014. So far a new chairman has not been appointed.
- We have hired a new volunteer in partnership with the Riverside High School works program. Rachea Allert from Riverside High School approached me regarding placing one of her students here to be trained as a potential page for one hour daily Monday through Thursday. We of course said yes as this is a good opportunity to not only to partner with Riverside School District but also to provide training to a student who otherwise might be overlooked as a potential employee.

Explore and Discover:

- 14 members gathered at the Adult Book Club to discuss *Devil in the White City* by Erik Larson. Last year's attendance was 8.
- We presented a book talk to two 5th grade classes regarding biographies. The group took time to browse our collection and check out as well.
- We presented a book talk to two 5th grade classes regarding genres. Both groups were also given tours and took the time to browse and check out.
- We provided a tour for another 5th grade class.
- The Friends of the Deer Park Library sponsored a *Meet the Author* program. The authors of "Letters from Brackham Wood," Margaret Verhoef and Rita Seedorf, read excerpts from their novel and also answered questions and signed books for a group of 10 members.
- Our *Pinterest Party* was attended by 20 enthusiastic attendees. I know this for a fact as my sister and I attended on my day off. I thoroughly enjoyed the crafts offered and also talking with the other crafters. We discovered that we weren't the only sisters who attended. During the time we were there, two other sisters "teams" were also there.

Connect Communities:

- The Friends of the Deer Park library had another successful three-day book sale.
- Our meeting and conference rooms were used by 23 groups this year compared to last September's total of 17. Our room was used by a variety of groups, such as a couple using the conference room to be interviewed by the local paper, Girl Scouts, Boy Scouts, and a meditation group.
- The Arcadia Park Cleanup began this month bringing several groups together to begin the park's revitalization effort. Representatives from the Boys Scouts, Kiwanis, Rotary, the neighborhood, and a huge group from the LDS church arrived armed with tractors, chainsaws, and rakes. It took a little over three hours to rake the trails, cut down trees, and move some of the debris from the wooded area behind the library. The next phase will be to shred slash piles, mark and set GPS coordinates for trails and put up signage.
- A total of six 5th-grade classes visited this month. Some had book talk presentations and tours and some just arrived to browse and check out.
- A local quilt group, the Fat Quarter Quilters met with me this month. The group is going to create a quilt depicting the history of Deer Park to be displayed and donated to the library. We discussed size, colors, and the best place to display the quilt. The group was in agreement in regard to the best location for the quilt to be displayed.

Fairfield: Kathy AllenDevelop Young Learners:

- Play and Learn Storytime attendance is still down with an average of 1.2 from last September's average of 9. Moving Storytime from a morning session to an evening Family Story Evening appears to be in the adjustment stage. Out of the five evening Storytimes offered, only one was attended by six. We will continue to provide a morning Preschool Storytime once a month. The preschool attendance was included in last year's average Storytime totals.
- 14 attended the in-library Storytime presented to the Fairfield Community Church Preschool.
- Thursday Thing with Cindy Ulrey continues to have a strong core group. She had a group of 13 attend this month.

Explore and Discover:

- Claudia Hagen, a local author who grew up in the Fairfield area, read from her new children's book *Up! Up! and Away*, and talked about her adventures as a hot air balloon pilot. Attendance for the program was four.

Connect Communities:

- Cindy Ulrey attended the North Palouse Chamber of Commerce meeting held at Harvest Moon restaurant in Rockford. We will be hosting the February 12, 2015 meeting at Fairfield Library.
- I met with two members of S.C.O.P.E. They wanted to introduce themselves and look at our meeting room as a future place to hold their monthly meetings.
- Cindy and I attended the Fairfield City Council meeting to present an overview of the library, available programs and plans for partnerships and connecting communities.
- Cindy Ulrey, Gina Rice and I participated in this year's Southeast Spokane County Fair in Rockford. Cindy and I handed out pencils in the Grand Parade along with Alyson who drove the District van. We worked in teams of two at a booth to answer questions about the library and introduce the services available to library members; we issued new library cards and helped kids make a pinwheel. We had the opportunity to engage 150 members of the Rockford/Fairfield communities and the surrounding area in conversations using the Ask exercise to learn about people's aspirations for their community.

Medical Lake: Laura BairdDevelop Young Learners:

- Storytime attendance averaged 21, down from 23 in September 2013.

Support Job Seekers and Local Businesses:

- Staff assisted two members with resumes using the Win Way software program.
- Catherine Lowry and I attended the West Plains Chamber of Commerce breakfast at Northern Quest Casino. Candidates from the 6th District and county races were highlighted.

Explore and Discover:

- The Friends book discussion group hosted local author, Eufemia Munn, who talked about her book, *Bridging the Gap between Christians and Filipino Muslims: a memoir*. Twenty people were in attendance.

Connect Communities:

- Nine groups used the meeting room this month, the same as in September 2013.
- Christie Onzay and I participated in the *Feed Medical Lake* event at the St. John's Lutheran Church. Members of the church host a free dinner once a month to all people in the community. The Great Harvest Food Bank provides food for all who attend. I manned the SCLD informational table and Christie did the Ask exercise. We talked to over 40 people.
- I talked to the book discussion group about the upcoming Aspirations exercise to see if they would be interested. They are considering it.

Moran Prairie: Danielle MarcyDevelop Young Learners:

- *Toddler Play and Learn Storytime* averaged 33 attendees this month. An increase from last month's average of 26 but a decrease from last year's 53.
- *Preschool Play and Learn Storytime* had an average attendance of 22, a slight increase from 18 last month, and a decrease from 31 in September 2013.
- *Baby Play and Learn Storytime* averaged 40, a significant increase from last month's 26 and an increase over last year's 31.

Explore and Discover:

- The *Moran Prairie Book Club* had four people attend this month, a decrease from last month. We discussed *Swamplandia!* by Karen Russell. Three of the four attendees plan to attend the Spokane Is Reading event.
- We continue to participate in a weekly self-directed craft program on Sundays. The participation has averaged less than one.
- We had 11 attend the *30 Days of Pinterest (in one day)* program.

Support Job Seekers and Local Businesses:

- We proctored one exam.

Connect Communities:

- We had 57 bookings of the meeting room, a decrease from last month's 67.

North Spokane: Jason Johnson

Develop Young Learners:

- 756 children and their parents and caregivers attended early learning programs this month. This is a 13% decrease from August.
- Baby Play and Learn Storytime averaged 26 attendees. This is up eight from last month's average and down nine from September 2013.
- Preschool Play and Learn Storytime averaged 48 attendees. This is up four from last month and down one from September 2013.
- Toddler Play and Learn Storytime attracted an average attendance of 36. This is up four from last month, and down one from September 2013.
- Family Play and Learn Storytime averaged 18 attendees, down two from September 2014.
- Staff provided Storytime for 142 attendees at outreach facilities.

Explore and Discover:

- 67 adult members attended four programs: eight for *Boom: Sequential Reaction: A History of the American Comic Book*, 10 for *North Spokane Book Club*, 18 for *Clay Play*, and 31 for *Pinterest Party*.
- 22 tween/teen members attended two programs: 14 for *Anime Club* and eight for *Egg Drop*.

Support Job Seekers and Local Businesses:

- One exam was proctored this month.

Connect Communities:

- Local artist Colleen Lake displayed her art glass throughout the library.
- The Friends of the North Spokane Library made contributions for Book Club supplies, the staff holiday party and coffee supplies, Pokémon cards and supplies, and Spokane Is Reading. We really appreciate their generous support!
- Jason filmed local band, BBBBAndits for our upcoming feature on local music.

Otis Orchards: Kathy Allen

Develop Young Learners:

- Play and Learn Storytime attendance average of 16.5 was down from last year's average of 19.75.
- Presented 1 Outreach Storytime for the Little Explores with 14 attending.

Explore and Discover:

- Helped an East Valley High School student access the K12 virtual school site to enroll in classes.

Connect Communities:

- Tammy Henry has connected with a staff member at InTec. A 30,000 square-foot building located on Sullivan Road was gifted by the federal government to the East Valley School District. The building will house the new InTec career and technical education center as well as the district office. They are interested in setting up library cards so students will have access to Overdrive and the databases, having regular visits to the library to check out books and plan to set up a trial student once-a-month book club.
- Tammy also attended the PTO meeting at Otis Orchards Elementary.
- Our meeting room use had a total of 48 bookings, down from last September's total of 58.

Spokane Valley: Sonia Gustafson

SPOKANE COUNTY LIBRARY DISTRICT

BOARD OF TRUSTEES REGULAR MEETING

OCTOBER 21, 2014

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Develop Young Learners:

- Baby Play and Learn averaged 23, down from last September's average of 43.
- Toddler Play and Learn averaged 34, down from last September's average of 50.
- Preschool Play and Learn averaged 43, just about the same as last September's average of 46.
- Family Storytime's average attendance was up at 18, compared to last September's 11.
- Our outreach Storytimes reached 179 children.

Explore and Discover:

- We had a small group for Anime; only 12 compared to last September's 26.
- The tween club's first run was a huge success! We had 27 attend the egg drop challenge program, and they all had a lot of fun.
- 25 attended the Pinterest program.

Support Job Seekers and Local Businesses:

- We proctored 15 exams for 14 students.

Connect Communities:

- Sheree and I attended the Back to School Night at Sunrise Elementary. We sat in the library with the school librarian and talked to 85 students and their parents. We signed several kids up for their first library card.
- We had a booth at Valleyfest and talked to about 400 people throughout the day.
- We participated in the Valleyfest Hearts of Gold parade and had nice support from the crowd.
- I gave a presentation to the Spokane Valley City Council on library resources. Diane and Sheree also attended the meeting.

Public Use Measures

SEPTEMBER 2014

(Circulation stats were not yet available at time of report production)

Measure	This year	Last year	YTD	Last YTD	Rolling YTD
	This Month	This Month	This year	Comparison	Comparison
Registered borrowers	118,402	117,322		1%	
Door count	107,657	115,456	1,049,374	-1%	0%
Circulation					
Digital Media Catalog	27,449	20,980	246,316	36%	35%
Programs					
Number	203	196	2,084	0%	0%
Attendance	5,294	5,595	56,636	3%	4%
Group Visits					
Number	5	3	40	14%	19%
Attendance	156	41	1,297	49%	83%
Software Station bookings	21,196	20,612	189,955	9%	9%
Meeting room bookings	269	316	2,569	-5%	-1%
Holds placed					
By customers	26,804	37,729	305,369	-7%	-2%
By staff	6,100	6,037	69,346	10%	4%
Digital Media Catalog	8,056	6,047	77,933	44%	45%
Database use					
Searches	94,751	99,126	997,538	23%	51%
Retrievals	38,619	26,523	337,727	-2%	7%
Website use (Remote)					
User sessions	95,544	75,131	862,269	17%	12%
Page views	195,470	173,930	1,856,927	-4%	-11%
Catalog	42,854	53,034	446,136	-14%	-13%
Database Access	4,219	3,765	41,984	-7%	0%
Interlibrary loans					
Loaned	226	241	2,578	0%	2%
Borrowed	523	405	4,542	22%	17%

Public Use Measure Definitions

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

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

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

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

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

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

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

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

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

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

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

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

Searches: Number of database searches.

Retrievals: Number of search result documents retrieved.

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

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

Page views: Number of times each page is accessed.

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

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

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

Communication Report September 2014

Traditional Media

SCLD in the news:

- Sep 4 – Spokesman.com: Family Calendar: Tween Club: Egg Drop Challenge; Boom! Sequential Reaction: A History of the American Comic Book; Up, Up, and Away
- Sep 5 – Spokesman.com: Kids and Family: Tween Club: Egg Drop Challenge; Boom! Sequential Reaction: A History of the American Comic Book
- Sep 5 – Spokane Valley News Herald: Regionally: SCLD streaming services
- Sep 7 – Spokesman.com: Literary Calendar: Boom! Sequential Reaction: A History of the American Comic Book
- Sep 7 – Spokesman.com: Home Calendar: 30 Days of Pinterest (in One Day)
- Sep 8 – 19: Clear Channel Radio: Create! series advertisement*
- Sep 12 – Spokane Valley News Herald: Regionally: SCLD streaming services
- Sep 22 – Spokesman.com: Home Calendar: 30 Days of Pinterest (in One Day); Leatherworking basics
- Sep 26 – Spokane Valley News Herald: Regionally: SCLD streaming services
- Sep 27 – KXLY.com: Spokane Co. Sheriff's Deputies hold prescription drug drop-off
- Sep 28 – Spokesman.com: Home Calendar: 30 Days of Pinterest (in One Day); Leatherworking basics at Cheney Library
- Sep 28 – Spokesman.com: Literary Calendar: Poetry Scribes of Spokane (at North Spokane Library)

Press Releases

- Sep 16 – Spokane is Reading welcomes author Karen Russell
- Sep 22 – SCLD Closure: Staff Training Day

Estimated media value:

Approximate media value for SCLD in the news: \$700

*Not included in estimate

E-Marketing (Website, Social Media, Email)

Social Media:

- Facebook: # of fans: 2,180
- Twitter: # of followers: 1,029
- Pinterest: followers: 1,063

SCLD blogs were viewed 2,741 times in September, down from 3,564 times in August.

We hosted guest blogger Holly Doering, who wrote about her quest to read a book from every country in the world.

Blog posts:

- Sep 2 – Library Hack: Get New Stuff Fast
- Sep 3 – Tribbles, and Klingons, and Starfleet Oh My!
- Sep 4 – The Power of a Student ID
- Sep 5 – Meet the Authors: Letters From Brackham Wood (News item)
- Sep 8 – Spokane Is Reading welcomes author Karen Russell (News item)
- Sep 9 – May I Pet Your Dog, Please?
- Sep 10 – Sophie's First Triathlon
- Sep 11 – A Slice of Life
- Sep 12 – From the Director...
- Sep 15 – Draw The Line (News item)
- Sep 16 – From Bullies to Besties: Navigating the Social Landscape of School
- Sep 17 – Oh, the Places We'll Go!
- Sep 18 – No Admittance Except on Party Business!
- Sep 19 – Say It With Flannel (News item)
- Sep 20 – Dump Your Drugs (News item)
- Sep 22 – Winterizing 101 (News item)
- Sep 23 – Graphic Novels For the Skeptical
- Sep 24 – Let's Talk Ethics (Q&A with John Pederson of Ethics Talks)
- Sep 25 – Liquid Lit: Books and Brews
- Sep 26 – Technology Class: Using Tablets with Your Preschooler (News item)
- Sep 30 – Library Hack: Programs for Kids (of All Ages)

eNewsletter email:

- 68,353 sent on Tuesday, September 16, 2014
- Open rate: 18.7% (12,668)
- Clicked: 2,516 (3.7% click rate)
- Unsubscribed: 156

Friends of the Library Book Sales:

- Deer Park – Sun, Sep 28 – sent to 3,432 (21.1% open rate)
- Spokane Valley – Sun, Sep 28 – sent to 12,295 (23.4% open rate)

Marketing Activities (website entries, posters/flyers, digital signage)

- Sep 2 – Claudia Hagen – Author
- Sep 2 – Medical Lake book discussion group
- Sep 2 – My Library, My Card info piece

- Sep 2 – Sunrise Elementary Back to School night
- Sep 3 – Help Now/Job Now flyers
- Sep 3 – Technology class: Finding Jobs Online
- Sep 8 – Feed Medical Lake
- Sep 9 – Kids Explore and Discover Club
- Sep 10 – Advertisement for the Current
- Sep 12 – Airway Heights Friends of the Library Meeting - Sep 12
- Sep 12 – Staff Day Agenda 9/26
- Sep 13 – Argonne Friends of the Library Book Sale
- Sep 13 – Boomers and Beyond Conference
- Sep 16 – Large Print Fall Booklist
- Sep 16 – September eNewsletter
- Sep 16 – Sequential Reaction: A History of the American Comic Book
- Sep 17 – Prescription Drug Take Back
- Sep 18 – SE Spokane County Fair
- Sep 19 – Kids Newspaper
- Sep 19 – Valleyfest
- Sep 22 – Business Library Cards
- Sep 24 – EWI Ad
- Sep 25 – Meet the Authors of Letters from Brackham Wood
- Sep 26 – Clear Channel Radio Ad
- Sep 28 – Spokane Valley Friends Book Sale
- Sep 29 – North Spokane Friends Meeting
- Sep 30 – Overdrive Kids/Teen eReading Room

Reprints of previously created work & order fulfillment

- Sep 2 – Materials Order – Brochures (CIP Report Card) for Spokane Valley
- Sep 3 – Materials Order – Brochures (Let There Be Legos) for Airway Heights
- Sep 5 – Materials Order – Bookmarks (Library Hours and Locations) for Cheney
- Sep 5 – Materials Order – SCLD Pens for Cheney
- Sep 8 – Materials Order – Brochures (Create) for Airway Heights
- Sep 9 – Materials Order – Bookmarks (Hoopla) for Airway Heights
- Sep 9 – Materials Order – Thumb Drives for Medical Lake
- Sep 22 – Materials Order – Thumb Drives for Moran Prairie
- Sep 23 – Materials Order – Location Labels for Business Office
- Sep 23 – Materials Order – Nametags for Job Seeker & Business team
- Sep 23 – Materials Order – Pencils/Pens for Airway Heights
- Sep 24 – Materials Order – Thumb Drives for Otis Orchards
- Sep 30 – Materials Order – Thumb Drives for Spokane Valley
- Sep 30 – Materials Order – Pencils/Pens for Spokane Valley

Community Involvement

- Sept 11 & 12 – Leadership Spokane
- Sep 17 – Friends of the Spokane Valley Library meeting
- Sep 29 – Friends of North Spokane Library meeting

Current & Upcoming Projects

- Oct 1 – Materials Order - Pencils/Pens
- Oct 1 – Access to Library Services Poster
- Oct 2 – Materials Order – Brochures (Create, Let there be Legos, Say it with Flannel)
- Oct 2 – Materials Order – Flyers (Reach Your Potential with the Microsoft IT Academy!, Tech Savvy, Award-Winning Books)
- Oct 2 – Materials Order – Letterhead
- Oct 2 – Materials Order - Thumb Drives
- Oct 3 & 4 – Deer Park Friends Book Sale
- Oct 3 – Materials Order - Pencils/Pens
- Oct 6 – Storytime Programs
- Oct 6 – North Spokane Friends meeting
- Oct 7 – SCLD/LTC (Libraries Transforming Communities) More Info Cards
- Oct 7 – Early Learning Tablets
- Oct 7 – Family Construction Zone Part 1
- Oct 7 – Materials Order – Flyers (Let there be Legos)
- Oct 7 – Materials Order - Pencils/Pens
- Oct 7 – Materials Order – Signs (Employment Opportunities)
- Oct 8 – Medical Lake Friends Book Sale
- Oct 8 – New Trustee Collateral
- Oct 8 – Ad for the Current
- Oct 9 – Funday Monday
- Oct 9 – Technology class: Purchasing Made Easy
- Oct 9 – Ethics Programs
- Oct 10 – Storytime Survey
- Oct 10 – Post-it notes for date due
- Oct 10 – Disc retrieval sign for Spokane Valley
- Oct 11 – Technology class: Using Tablets with Young Children
- Oct 11 – Winterizing 101
- Oct 12 – CIP Storytime Survey
- Oct 13 – CIP Job Seeker/Career Survey
- Oct 13 – OverDrive Big Library Read
- Oct 13 – Deer Park Friends Open House and Art Night
- Oct 14 – Medical Lake Book Discussion Group
- Oct 14 – October Newsletter
- Oct 15 – SCLD Youtube Channel branding elements

- Oct 15 – STCU Workshops
- Oct 15 – Otis Orchards Friends of the Library Book Sale
- Oct 15 – Friends Foundation brochure & website
- Oct 17 – Early Learning iPad Registration Form
- Oct 17 – North Spokane Friends Book Sale
- Oct 18 – Spokane Teeth Week
- Oct 18 – Toddler Book Bag template
- Oct 20 – Medical Lake Sign - Closure for remodel
- Oct 23 – Moran Prairie Book Club – local authors
- Oct 26 – Flannel board Workshop
- Oct 27 – Clear Channel Radio Ad
- Oct 27 – Materials Order - Pencils/Pens
- Oct 29 – No-Li Librarian meet-up invitation
- Nov 1 – Hours & Locations bookmarks
- Nov 7 – Qualified Health Plan Open Enrollment
- Nov 9 – Technology class: Pinterest Essentials
- Nov 10 – Fall Early Learning Handout
- Nov 10 – Advertisement for the Current
- Nov 13 – November Newsletter
- Nov 15 – Moran Prairie Friends Book Sale
- Nov 15 – Coffee and Chocolate Moran Prairie
- Nov 15 – Family Construction Zone - Part 2
- Nov 24 – Clear Channel Radio Ad
- Nov 24 – Large Print Booklist
- Nov 25 – Local Materials Sign
- Nov 25 – Meet Author Stewart Mackey
- Nov 25 – New Music Guide Sings
- Dec 1 – Airway Heights New Hours signage
- Dec 3 – Book Discussion Bag Checklist
- Dec 10 – Ad for the Current
- Dec 11 – December Newsletter

Upcoming events

- Oct 16 – Spokane is Reading
 - 1pm Spokane Valley Event Center, 10514 East Sprague
 - 7pm The Bing, 901 West Sprague
- Oct 17 – Guardians of Childhood - Walk in the Park
- Oct 25 – Thomas the Tank Engine with KSPS

Spokane County Library District		
Balance Sheet - (Cash Basis)		
September 30, 2014		
	10/15/2014 10:31	
ASSETS		
CASH		\$ 2,506,526
TOTAL ASSETS		\$ 2,506,526
CURRENT LIABILITIES		\$ 15,116
TOTAL LIABILITIES		\$ 15,116
FUND BALANCES		
ASSIGNED FOR DEER PARK LIBRARY PROGRAM		\$ 6,144
ASSIGNED FOR DIANE ZAHAND MEMORIAL FUND		8,126
UNASSIGNED FUND BALANCES		2,477,140
TOTAL FUND BALANCES		\$ 2,491,410
TOTAL LIABILITIES & FUND BALANCES		\$ 2,506,526
CONSTRUCTION FUND CASH BALANCE -- 9/30/2014		\$ 897,880

**Spokane County Library District
Summary of Revenues & Expenses - (Cash Basis)
For the Nine Months Ended September 30, 2014**

10/14/2014 8:42

	Y-T-D Actual	Annual Budget	Percent Used	Balance Remaining
REVENUES				
PROPERTY TAXES	\$ 6,028,014	\$ 10,319,212	58.42%	\$ 4,291,198
CITIES, SERVICES & FEES	458,005	646,734	70.82%	188,729
MISCELLANEOUS	160,567	259,463	61.88%	98,896
OTHER RECEIPTS	15,337	17,000	90.22%	1,663
INTEREST REVENUES	17,952	24,000	74.80%	6,048
TOTAL REVENUES	\$ 6,679,873	\$ 11,266,409	59.29%	\$ 4,586,536
 TRANSFERS IN	 \$ -	 \$ -	 0.00%	 \$ -
TOTAL REVENUES & TRANSFERS IN	\$ 6,679,873.38	\$ 11,266,409	59.29%	\$ 4,586,536
 EXPENSES				
SALARIES	\$ 4,394,362	\$ 5,887,835	74.63%	\$ 1,493,473
FRINGE BENEFITS	1,300,697	1,723,603	75.46%	422,906
SUPPLIES	126,236	170,340	74.11%	44,104
SERVICES	1,330,607	1,737,657	76.57%	407,050
EQUIPMENT & SOFTWARE	77,063	301,225	25.58%	224,162
LIBRARY MATERIALS	1,069,540	1,414,046	75.64%	344,506
OTHER EXPENDITURES	15,406	23,500	65.56%	8,094
INTEREST EXPENSE	0	500	0.00%	500
OPERATIONAL CONTINGENCIES	0	0	0.00%	0
TOTAL EXPENSES	\$ 8,313,912	\$ 11,258,706	73.84%	\$ 2,944,794
 TRANSFERS OUT	 \$ -	 \$ -	 0.00%	 \$ -
TOTAL EXPENSES & TRANSFERS OUT	\$ 8,313,912	\$ 11,258,706	73.84%	\$ 2,944,794
 Net Excess of Revenues Over/(Under) Expenses	\$ (1,634,039)	\$ 7,703	29.213,024	\$ 1,641,742

Spotlight Otis Orchards Library

Library Supervisor Kathy Allen and Community Librarian Tammy Henry will share highlights of Otis Orchards Library and the community it serves.

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

OVERVIEW DEVELOP YOUNG LEARNERS

Library Services Manager Mary Ellen Braks and Librarian Rachel Edmondson will provide an overview of library programming to support one of the four Community Impact Plan goals, Develop Young Learners.

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