

MISSION

We inspire learning, advance knowledge, and connect communities.

Board of Trustees Regular Meeting

January 20, 2015 4:00 p.m. Otis Orchards Library Public Meeting Room

AGENDA

- I. CALL TO ORDER**
- II. AGENDA APPROVAL [4:00]**
- III. ACTION ITEMS**
 - A. Approval of December 16, 2014, Regular Meeting Minutes [4:00-4:03]
 - B. Approval of December 2014 Payment Vouchers [4:03-4:05]
 - C. Unfinished Business [4:05-4:10]
 1. Libraries Transforming Communities Project Update
 - D. New Business [4:10-4:30]
 1. Friends of the Library Recognition (Resolution No. 15-01): Approval recommendation.
 2. Requesting Approval of Funding for SVLCFA (Resolution No. 15-02): Approval recommendation.
 3. Gifts Policy: Approval recommendation.
 4. Library Meeting Room Use Policy: Approval recommendation
 5. Innovation Team Report
 6. WLA Library Legislative Day Key Issues
- IV. DISCUSSION ITEMS, POSSIBLE ACTION [4:30-4:35]**
 - A. Future Board Meeting Agenda Items
- V. REPORTS**
 - A. Trustees [4:35-4:40]
 - B. Executive Director [4:40-4:45]
 - Administrative
 - Community Activities
 - C. Public Services [4:45-4:50]
 - D. Communication [4:50-4:55]
 - E. Fiscal [4:55-5:00]
 - F. Spotlight – Virtual Library [5:00-5:10]
 - G. Overview – Wellness [5:10-5:30]
- VI. PUBLIC COMMENT**
- VII. ADJOURNMENT**

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

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

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

CALL TO ORDER

The regular monthly meeting of the Spokane County Library District Board of Trustees was held Tuesday, December 16, 2014, in the public meeting room at Argonne Library, 4322 N. Argonne Rd., Spokane, WA. Chair Tim Hattenburg called the meeting to order at 4:02 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.

Guests:

Also Present: Paul Eichenberg, Chief Human Resources Officer; Stacey Goddard, Library Services Manager; Gwendolyn Haley, Library Services Manager; 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, Library Operations; Patty Franz, Administrative Assistant.

AGENDA APPROVAL

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

The motion carried unanimously.

ACTION ITEMS

APPROVAL OF NOVEMBER 18, 2014, REGULAR MEETING MINUTES

Mr. Johnson called for corrections to the November 18 regular meeting minutes. There were no corrections; the minutes stand approved as written.

APPROVAL OF NOVEMBER 2014 BILL PAYMENT VOUCHERS

Mr. Johnson moved and Ms. Carlson seconded approval of bill payment vouchers for November 2014.

Fund

L01	Voucher numbers: 47036 through 47237 and W00210-W00214 totaling	\$ 610,808.46
	Payroll numbers: 11102014PR and 11252014PR totaling	\$ 370,963.00
	Total	\$ 981,771.46

The motion was unanimously approved.

UNFINISHED BUSINESS

LIBRARIES TRANSFORMING COMMUNITIES (LTC) PROJECT UPDATE. Mr. Roewe had nothing further to add to the written report provided in advance of the meeting. Ms. Ledeboer pointed out the printed content included in the meeting materials packet regarding “The Stages of Community Life,” as the next stage of the Libraries Transforming Communities process. Ms. Ledeboer said libraries will schedule more conversations in 2015, and welcomed Trustees to suggest names for participation. There was no further discussion.

2015 BUDGET

AUTHORIZING 2014 PROPERTY TAX LEVY INCREASE FOR COLLECTION IN 2015 (RESOLUTION NO. 14-10 TO AMEND RESOLUTION NO. 14-08). Mr. Hattenburg moved and Ms. Thompson seconded that Resolution No. 14-10, Authorizing a 2014 Property Tax Levy Increase for Collection in 2015, be adopted.

RESOLUTION NO. 14-10

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, TO AMEND RESOLUTION NO. 14-08, AUTHORIZING THE 2014 PROPERTY TAX LEVY INCREASE FOR COLLECTION IN 2015; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO.

The resolution authorizes an increase in the regular property tax levy to be collected in 2015 in the amount of \$236,476, which is a percentage increase of 2.2844% from the previous year.

Chief Financial Officer Bill Sargent reported that after last month’s meeting, Levy Specialist David Loomer provided updated figures for Spokane County state-assessed valuations, which resulted in an additional \$23,000 toward the 2015 budget. This change prompted an amendment to Resolution No. 14-08.

The motion was unanimously approved.

ADOPTING A 2015 FINAL BUDGET (RESOLUTION NO. 14-11). Mr. Hattenburg moved and Ms. Thompson seconded that Resolution No. 14-11, Adopting a 2015 Final Budget and Certifying it to the Board of County Commissioners, be adopted.

RESOLUTION NO. 14-11

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, ADOPTING A 2015 PRELIMINARY BUDGET; SUPERSEDING THE 2015 PRELIMINARY BUDGET ADOPTED ON NOVEMBER 18, 2014, WITH RESOLUTION NO. 14-07; CERTIFYING TO THE BOARD OF COUNTY COMMISSIONERS OF SPOKANE COUNTY; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

2015 General Operating Fund Budget revenues total \$11,876,830; Operating Expenses are budgeted at \$11,523,830 and Non-Operating expenditures of \$353,000 for a total expenditure for 2015 of \$11,876,830. The estimated unassigned ending fund balance is \$4,108,043. The Capital Projects Fund estimated beginning assigned fund balance is \$848,249; the estimated ending assigned fund balance for 12/31/15 is \$760,249. There was no further discussion.

The motion was unanimously approved.

2014 WORK PLAN—YEAR IN REVIEW. In addition to the report provided in advance of the meeting, Ms. Ledebor pointed out the highlights of 2014, which were the bond election, reallocating staff and shifting responsibilities in accordance to the Community Impact Plan, and establishing the Friends of the Spokane County Library District foundation. Trustees commented that it was a busy year, to say the least.

NEW BUSINESS

2015 WORK PLAN. Ms. Ledebor pointed out projects for next year led by members of the Leadership Team that will build on data from the Libraries Transforming Communities projects. The newly established Friends foundation will need support, as well as other projects involving cross-departmental participation. Preparation for an August bond election is already underway and will continue into the New Year; the Community Impact Plan has a number of goals as well. Mr. Johnson asked about revised collateral materials for the upcoming bond election. In response, Ms. Ledebor said collateral materials for the bond election are being revised and will be available early next year. We will begin providing public information about the library bond after the February special election for school district levies. Trustee Hattenburg asked meeting participants to let Ms. Ledebor know if they would like to get involved with the bond election. Ms. Thompson reported word on the street about the upcoming bond election, as she is hearing about it at events recently attended. There was no further discussion.

2015 BOARD OF TRUSTEES' OFFICERS ELECTION. Mr. Craig motioned the nominations of Mr. Johnson to serve as chair and Mr. Hattenburg to serve as vice chair for the 2015 calendar year. Mr. Hattenburg called for further nominations, and hearing none, Ms. Carlson seconded the motion. The elected officers will serve from January 1 through December 31, 2015. Mr. Hattenburg said he truly enjoyed his service as chair over the past four years. There were no further comments.

The motion was unanimously approved.

DISCUSSION ITEMS, POSSIBLE ACTION

FUTURE BOARD MEETING AGENDA ITEMS

Mr. Hattenburg reviewed the list of tentative agenda items and activities scheduled for the next two months. Trustees will meet at Otis Orchards Library in January and at Airway Heights in February.

REPORTS

TRUSTEES

Ms. Thompson wished everyone a happy holiday, and said she was again reminded about the great staff of SCLD while attending the District staff holiday gathering held last Friday, December 12, at Argonne Library. Ms. Ledebouer who also attended said it was nice to be joined by retirees, as well as children, which made for a great mix.

Mr. Craig reported he learned about useful preservation work done by the State Library through receipt of a fund development email, where a link was provided to an eye-witness memorial account of the Westward Expansion.

Mr. Hattenburg reported he and spouse, Becky Hattenburg, have finished their book, *Death Ride, A Little Boy's Night of Terror*. He expressed appreciation for the wonderful support provided by library staff, notably the Inter-Library Loan service.

Ms. Ledebouer expressed thanks to Ms. Carlson and Mr. Craig for attending the SAO 2013 audit entrance meeting.

There were no other reports.

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. In addition, Ms. Ledebouer reported three separate informational meetings have been scheduled with realtors for the future sale of the property at 9220 East Upriver Drive. There was no further discussion.

PUBLIC SERVICES

Deputy Directors Patrick Roewe and Doug Stumbough provided written reports prior to the meeting for November 2014, with data for customer use measures, programming and library activities. Ms. Ledebouer noted attendance is up for all the Create classes and programming, even though circulation is down slightly. Mr. Hattenburg said the Public Services report is eye-opening each month, and extended compliments to staff for all their great work. He also commented on the positive (S-R) front-page coverage of the SCLD's participation in the Christmas Bureau. District staff had a wonderful opportunity to meet with the many people attending the Bureau. There was no further discussion.

COMMUNICATION

Communication & Development Officer Jane Baker provided a written report prior to the meeting for November 2014 communication activities. There was no discussion.

FISCAL

Revenue and Expenditure Statement through November 30, 2014.

Fund 001

Revenues	\$ 11,204,691
Expenditures	\$ 10,157,123
Ending Fund Balance	\$ 5,172,710
Fund Budget Expended	90.22%

Chief Financial Officer Bill Sargent had nothing further to add to the financial report provided in advance of the meeting. There was no further discussion.

OVERVIEW COMMUNITY PARTNERSHIPS

Deputy Director Patrick Roewe and Library Services Manager Gwendolyn Haley provided an overview of District Community Partnerships. Supported by PowerPoint, Mr. Roewe and Ms. Haley reviewed key elements and examples of Library District staff activities/involvements as they relate and/or are integrated to the categories of a non-profit community partnerships/relationships model—Networking, Cooperation, Collaboration, and Integration—and the Library District’s Community Impact Plan. Ms. Ledebauer noted by working with others, District and/or state programs have a broader reach. Trustees expressed kudos and appreciation to staff for all the great work and collaboration among communities.

PUBLIC COMMENT

There were no other public comments.

ADJOURNMENT

The meeting adjourned at 4:45 p.m.

Tim Hattenburg, Chair

Nancy Ledebauer, 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 December 31, 2014 and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$911,952.44 and that we are authorized to authenticate and certify these claims.

DATE: January 1, 2015

SIGNED _____

SIGNED Marcy Lindgren

TITLE: Deputy Director

TITLE: Executive Director

VOUCHER NUMBER	VENDOR	DESCRIPTION	VOUCHER AMOUNT
047238	ALLIED SAFE & VAULT CO, INC.	SAFETY AND SECURITY SERVICES	\$ 189.49
047239	AVISTA UTILITIES	UTILITIES	1,865.52
047240	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	68.84
047241	A+ PRINTING, INC	PRINTING	562.36
047242	BUDGET-RENT-A-CAR	CAR RENTAL	122.63
047243	CAROLYN BETH CAMP	LIBRARY PROGRAMS	100.00
047244	CONSOLIDATED ELECTRICAL DIST.	MAINTENANCE SUPPLIES	111.11
047245	CENTURYLINK	TELEPHONE	81.94
047246	CENTURYLINK	TELEPHONE	92.12
047247	CITY OF SPOKANE	UTILITIES	260.76
047248	CITY OF AIRWAY HEIGHTS	UTILITIES	903.77
047249	CITY OF CHENEY	UTILITIES	699.59
047250	CITY OF DEER PARK	UTILITIES	67.37
047251	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	1,034.10
047252	DIVCO INCORPORATED	BUILDING REPAIR & MAINTENANCE	6,551.07
047253	EMPIRE DISPOSAL INC.	UTILITIES	18.81
047254	FINDAWAY WORLD, LLC	LIBRARY MATERIALS	570.59
047255	FRONTIER COMMUNICATION	TELEPHONE	115.32
047256	GALE/CENAGE LEARNING	LIBRARY MATERIALS	89.54
047257	GREATER SPOKANE VALLEY CHAMBER	TRAINING & TRAVEL	30.00
047258	GREENLEAF LANDSCAPING, INC.	GROUPS MAINTENANCE	925.03
047259	KIMBERLY MARIE HARSHBERGER	LIBRARY PROGRAMS	200.00
047260	IHEARTMEDIA-SPOKANE	ADVERTISING	976.00
047261	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	10,317.46
047262	KENT ADHESIVE PRODUCTS CO.	OFFICE/LIBRARY SUPPLIES	395.91
047263	MERGENT, INC.	LIBRARY MATERIALS	380.00
047264	MIDWEST TAPE	LIBRARY MATERIALS	4,041.54
047265	MODERN ELECTRIC WATER COMPANY	UTILITIES	1,612.43
047266	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	193.86
047267	OTIS ELEVATOR COMPANY	BUILDING REPAIR & MAINTENANCE	1,141.35
047268	PRESSWORKS	PRINTING	1,972.82
047269	RUBENSTEIN'S CONTRACT CARPET	FURNITURE, FIXTURES & EQUIPMENT	1,804.42
047270	JANELLE KRUM, CUSTODIAN	REIMBURSE PETTY CASH FUND	191.84
047271	SPOKANE COUNTY LIBRARY DIST	REIMBURSE REVOLVING FUND	47.80
047272	SPOKANE CO. WATER DISTRICT #3	UTILITIES	14.25

047273	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	184.04
047274	ANGELA PARRIS	PHOTOGRAPHY	101.91
047275	TARGET SYSTEM TECHNOLOGY, INC	SOFTWARE MAINTENANCE	57.50
047276	ERIN TOUNGATE	LIBRARY PROGRAMS	50.00
047277	U.S. BANK	H S A ACCOUNT EXPENSES	81.00
047278	CRJW ENTPR INC./VALLEY GLASS	BUILDING REPAIR & MAINTENANCE	1,402.06
047279	SETH WEBER	LIBRARY PROGRAMS	300.00
047280	WORLD BOOK , INC.	ELECTRONIC LIBRARY SERVICES	10,645.00
047281	ASSOC OF WASHINGTON CITIES	MEDICAL, DENTAL, VISION & LIFE INS.	63,855.25
047282	ASSOC OF WASHINGTON CITIES	LIFE INSURANCE	921.20
047283	VANTAGEPOINT TRNSFR %M&T BANK	EMPLOYEE CONTRIBUTIONS	6,697.09
047284	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	32,384.52
047285	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	402.35
047286	ABM JANITORIAL SERVICES - NW	CUSTODIAL SERVICES	11,751.38
047287	ARC ELECTRIC	BUILDING REPAIR & MAINTENANCE	252.73
047288	AUNTIES, INC.	LIBRARY MATERIALS	190.72
047289	AVISTA UTILITIES	UTILITIES	2,742.63
047290	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	56.17
047291	BASKETHOUND BOOKS	LIBRARY PROGRAMS	100.00
047292	BRILLIANCE PUBLISHING, INC.	LIBRARY MATERIALS	48.87
047293	CAROLYN BETH CAMP	LIBRARY PROGRAMS	100.00
047294	CITY OF AIRWAY HEIGHTS	UTILITIES	128.17
047295	CITY OF MEDICAL LAKE	UTILITIES	164.54
047296	DEVRIES INFORMATION MGMT	COURIER SERVICES	4,230.00
047297	EARTHWORKS RECYCLING,INC	UTILITIES	170.00
047298	FINDAWAY WORLD, LLC	LIBRARY MATERIALS	89.66
047299	GREATAMERICA FINANCIAL SVCS.	POSTAGE METER LEASE	159.95
047300	GALE/CENAGE LEARNING	LIBRARY MATERIALS	696.86
047301	GARY L. GODDARD	BUILDING REPAIR & MAINTENANCE	9.78
047302	GRANTSTATION	ELECTRONIC LIBRARY SERVICES	1,990.00
047303	GREENLEAF LANDSCAPING, INC.	GROUND SVC & SNOW REMOVAL	1,451.76
047304	G.S.I. COMPLETE GLASS INC.	BUILDING REPAIR & MAINTENANCE	3,669.98
047305	H&H BUSINESS SYSTEMS, INC.	EQUIPMENT REPAIR & MAINTENANCE	12.46
047306	IHEARTMEDIA-SPOKANE	ADVERTISING	976.00
047307	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	4,213.85
047308	INLAND POWER AND LIGHT	UTILITIES	858.65
047309	MIDWEST TAPE	LIBRARY MATERIALS	3,102.88
047310	OVERDRIVE, INC.	LIBRARY MATERIALS	14,523.49
047311	PAINE, HAMBLIN, LLP	LEGAL SERVICES	350.00
047312	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	1,727.83
047313	RECORDED BOOKS, LLC	LIBRARY MATERIALS	1,250.04
047314	SHOWCASES	OFFICE/LIBRARY SUPPLIES	214.08
047315	SPOKANE COUNTY UTILITIES	UTILITIES	471.13
047316	COWLES PUBLISHING CO	LIBRARY MATERIALS	208.00
047317	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	346.65
047318	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	575.39
047319	WHITWORTH WATER DISTRICT #2	UTILITIES	32.73
047320	FRANK SCALISE	LIBRARY PROGRAMS	100.00
047321	ABM JANITORIAL SERVICES - NW	CUSTODIAL SERVICES	354.00
047322	ARC ELECTRIC	BUILDING REPAIR & MAINTENANCE	516.92
047323	AVISTA UTILITIES	UTILITIES	1,531.21
047324	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	110.18
047325	BRILLIANCE PUBLISHING, INC.	LIBRARY MATERIALS	9.77

047326	CONSOLIDATED ELECTRICAL DIST.	MAINTENANCE SUPPLIES	11.05
047327	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	573.29
047328	CENTURYLINK	TELEPHONE	91.45
047329	CENTURYLINK	TELEPHONE	88.03
047330	CENTURYLINK	TELEPHONE	37.37
047331	CENTURYLINK	TELEPHONE	59.85
047332	CENTURYLINK	TELEPHONE	91.94
047333	CENTURYLINK	TELEPHONE	132.01
047334	DELL MARKETING L.P%DELL USA LP	EQUIPMENT REPAIR & MAINTENANCE	122.28
047335	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	18,240.04
047336	FUTTERMAN AND ASSOCIATES, INC.	SOFTWARE SUPPORT	15,000.00
047337	GALE/CENAGE LEARNING	LIBRARY MATERIALS	595.04
047338	GREATER SPOKANE VALLEY CHAMBER	TRAINING & TRAVEL	50.00
047339	GUIDEPOSTS	LIBRARY MATERIALS	17.74
047340	VANTAGEPOINT TRNSFR %M&T BANK	EMPLOYEE CONTRIBUTIONS	5,675.94
047341	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	7,333.13
047342	INLAND POWER AND LIGHT	UTILITIES	289.88
047343	PERIDOT PUBLISHING LLC	LIBRARY MATERIALS	297.50
047344	MIDWEST TAPE	LIBRARY MATERIALS	3,832.85
047345	OCLC, INC.	CATALOGING & SUPPORT SERVICES	3,136.14
047346	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	241.97
047347	OVERDRIVE, INC.	LIBRARY MATERIALS	3,733.28
047348	PERRINE PROPERTIES, LLC	PARKING LOT LEASE	250.00
047349	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	33,353.08
047350	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	689.43
047351	RECORDED BOOKS, LLC	LIBRARY MATERIALS	744.38
047352	RISK MGMT ASSOCIATION	LIBRARY MATERIALS	830.25
047353	ELIZABETH RUBASKY ROEWE	LIBRARY PROGRAMS	875.00
047354	SHARMA KAY SHIELDS MILLS	LIBRARY PROGRAMS	300.00
047355	SNO ISLE LIBRARIES	TRAINING & TRAVEL	174.00
047356	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	339.90
047357	THERMA-SHIELD	BUILDING REPAIR & MAINTENANCE	660.92
047358	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	246.22
047359	UNIQUE MANAGEMENT SERVICES	COLLECTION AGENCY & NOTICE FEES	2,585.96
047360	UPS	FREIGHT	41.94
047361	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	402.35
047362	VERIZON WIRELESS	TELEPHONE	209.85
047363	VIC B. LINDEN & SONS	BUILDING REPAIR & MAINTENANCE	211.97
047364	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	587.65
047365	LORETTA A. WEST	LIBRARY PROGRAMS	900.00
047366	AMERICAN LIBRARY ASSOCIATION	FURNITURE, FIXTURES & EQUIPMENT	131.45
047367	AMERICAN FLOOR MATS	OFFICE/LIBRARY SUPPLIES	227.52
047368	AMSAN CUSTODIAL SUPPLY	MAINTENANCE SUPPLIES	55.20
047369	AVISTA UTILITIES	UTILITIES	993.72
047370	BLR	OFFICE/LIBRARY SUPPLIES	297.00
047371	CAPITAL COMMUNICATIONS, INC	OFFICE/LIBRARY SUPPLIES	261.65
047372	CDW GOVERNMENT, INC.	I.T. HARDWARE & SOFTWARE	11,386.34
047373	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	403.32
047374	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	89.63
047375	CENTURYLINK	TELEPHONE	81.94
047376	CENTURYLINK	TELEPHONE	42.62
047377	CENTURYLINK	TELEPHONE	42.39
047378	DELL MARKETING L.P%DELL USA LP	I.T. HARDWARE & SOFTWARE	39,683.37

047379	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	455.39
047380	FREEMAN PRESS	LIBRARY MATERIALS	80.00
047381	FRONTIER COMMUNICATION	TELEPHONE	116.41
047382	GALE/CENAGE LEARNING	LIBRARY MATERIALS	207.80
047383	H&H BUSINESS SYSTEMS, INC.	EQUIPMENT REPAIR & MAINTENANCE	1,357.05
047384	TIM HATTENBURG	LIBRARY MATERIALS	216.80
047385	HEARTLAND COMMUNICATIONS GROUP	LIBRARY MATERIALS	90.00
047386	IDA & NORMA'S DRAPERIES	FURNITURE, FIXTURES & EQUIPMENT	4,456.42
047387	IHEARTMEDIA-SPOKANE	ADVERTISING	976.00
047388	INFOGROUP	ELECTRONIC LIBRARY SERVICES	8,918.00
047389	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	5,748.75
047390	INTEGRA	DATA COMMUNICATIONS	15,630.49
047391	INTEGRA	DATA COMMUNICATIONS	2,283.99
047392	MIDWEST TAPE	LIBRARY MATERIALS	3,324.59
047393	NEW YORK TIMES	LIBRARY MATERIALS	68.80
047394	OVERDRIVE, INC.	LIBRARY MATERIALS	5,761.63
047395	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	1,458.84
047396	RECORDED BOOKS, LLC	LIBRARY MATERIALS	160.71
047397	SPOKANE COUNTY UTILITIES	SURVEY PERMITTING	151.64
047398	SPOKANE CO. ENGINEERING	SURVEY PERMITTING	325.00
047399	SPOKANE CO. WATER DISTRICT #3	UTILITIES	14.25
047400	SPOKANE COUNTY PLANNING	SURVEY PERMITTING	4,293.51
047401	SPOKANE REGIONAL HEALTH DIST	SURVEY PERMITTING	900.00
047402	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	470.14
047403	STEWART TITLE OF SPOKANE	TITLE SEARCH	326.10
047404	TARGET SYSTEM TECHNOLOGY, INC	SOFTWARE SUPPORT	86.25
047405	TODD COMMUNICATIONS	LIBRARY MATERIALS	31.77
047406	DEER PARK TRIBUNE	LIBRARY MATERIALS	43.00
047407	U.S. BANK CORP. PAYMENT SYSTEM	CHARGE CARD PAYMENT	10,166.47
047408	CRJW ENTPR INC./VALLEY GLASS	BUILDING REPAIR & MAINTENANCE	435.35
047409	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	616.92
047410	WASTE MANAGEMENT OF SPOKANE	UTILITIES	1,111.08
W00215	US BANK - HEALTH	H S A CONTRIBUTIONS	1,666.22
W00216	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	56,521.77
W00217	STATE OF WASHINGTON	MONTHLY EXCISE/SALES TAXES	2,010.76
W00218	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	59,013.63
W00219	US BANK - HEALTH	H S A CONTRIBUTIONS	<u>1,666.22</u>

Total Non-Payroll General Operating Fund \$ **562,231.60**

PAYROLL VOUCHERS

12102014PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	\$ 170,984.47
12232014PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	<u>178,736.37</u>

Total Payroll General Operating Fund \$ **349,720.84**

TOTAL GENERAL OPERATING FUND \$ 911,952.44

Spokane County Library District
Monthly Credit Card Activity
For the Month of December 2014

<u>Card Category</u>	<u>Amount</u>
General Purchases	\$ 4,519.25
Maintenance	1,115.69
Travel	247.70
Acquisitions	3,024.99
Information Technolgy	1,196.90
Outreasch	61.94
Total Purchases	<u>\$ 10,166.47</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 of the communities we serve. The public knowledge gathered through these efforts will be curated and shared with both the community at large and the organizations, non-profits, and government entities that might be better positioned to act upon those aspirations.

Team members include Trustee Emeritus Ann Apperson, Executive Director Nancy Ledeboer, Librarians Aileen Luppert, Amber Williams, Kelsey Hudson, Cindy Ulrey and Brian Vander Veen, Managing Librarians Kristy Bateman, Sonia Gustafson, and Jason Johnson, and Deputy Director Patrick Roewe.

Community Conversations:

Librarians conducted three community conversations this month throughout the District: two Friends groups and a group of community members. Generally speaking, aspirational themes from these conversations included economic development and inter-connectedness between community members.

Theming Public Knowledge:

The LTC team continues to work on developing an initial iteration of our Community Engagement Plan, with a particular focus of moving from aspirations to action. One of the first steps was to review and theme the public knowledge we have conducted thus far. The result of the initial theming is this first draft of a community narrative that reflects commonalities that surfaced throughout all 20 of our conversations throughout the District up to this point:

We want a caring and supportive community with a thriving economy, a relevant education system and a vibrant arts culture. We want safe and diverse neighborhoods where we connect with one another. However, people are concerned about the slow recovery of the economy and a disconnected community. People miss having a stronger sense of community and are looking for ways to connect. Some people are waiting for someone else to take action, while others are willing to take small steps to create the community they want. There are a lot of trusted groups and organizations engaged in splintered efforts to support economic growth and create arts and cultural activities. By creating a shared vision and collaborative effort we could build momentum toward a stronger, more interconnected community.

This narrative will continue to evolve as we conduct more conversations and weave in additional elements of public knowledge.

Next Steps:

Seven community conversations have been planned for January. At the end of the month, Aileen, Amber, Nancy and Patrick are headed to ALA Midwinter in Chicago for in-person training and discussion as part of their cohort responsibilities.

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

FRIENDS OF THE LIBRARY RECOGNITION

Background

There are 10 Friends groups that support SCLD libraries. The Friends raise funds through book sales held throughout the year. Each of the groups operates independently with volunteer members. In 2014, Friends groups supported their local library with a variety of activities, such as

- Providing refreshments for music programs and Prime Time Family Reading programs
- Providing supplies for craft programs and Summer Reading activities
- Purchasing supplemental furnishings such as computer tables and ottomans
- Purchasing educational toys and games for Play and Learn
- Purchasing copies of books to support book clubs
- Providing additional funds to expand programming opportunities
- Supporting District-wide programs, such as Spokane is Reading and LEGO Build Day(s)

Through their successful book sales, Friends support the goals of their local library and assist the District in achieving its mission and goals. Support from volunteers raises public awareness of the vital services offered by the library.

In 2014, Friends of the Spokane County Library District formed as a 501(c)(3) non-profit to support District-wide initiatives and provide support for each of the Friends groups that support a community library. Friends of the Spokane County Library District will act as a foundation, raising funds that complement the activities of the local community library Friends.

In appreciation for the support provided by the Friends groups, the Board of Trustees acknowledges the Friends annually through a resolution. It is also customary for the Executive Director and Trustee(s) to attend an upcoming meeting of each Friends group to personally express the District's appreciation for its efforts. In April the District will host a "Friends Helping Friends" event to foster collaboration and sharing of best practices among all Friends.

Following is a report listing Friends of the Library contributions to the District over the past year, as well as the proposed resolution.

Recommended Action: Move to approve Resolution 15-01.

Airway Heights Library

- Run an ongoing weekend book sale
- Facilitated an In-Library Book Sale
- Provided organization support to help formally organize West Plains Yarners' Club
- Provided funding for the following:
 - Refreshments for Adult Summer Reading Book Club and Community Conversations
 - AH Kiwanis Club (thank you for helping with Book Sale)
 - SCLD Summer Reading
 - Gift Cards to thank teachers for library art displays
 - Spokane Is Reading
 - Staff Holiday Party

Argonne Library

- Provided funding for Spokane is Reading
- Provided funding for children's bookmarks
- Participated in Millwood Daze, with a book giveaway and promoted the library and their fall book sale
- Held a successful fall book sale

Cheney Library

- Applied and received a grant from Safeway designated to be spent on interactive STEM activities for the older grade school children and two furniture items for the teen and adult areas
- Purchased books for the Cheney Book Discussion Group
- Held three successful Book Sales
- Provided funding for Spokane is Reading
- Provided funding for Summer Youth and Adult programming
- Provided funds for educational toys for Toddler Play & Learn and Baby Play & Learn
- Provided funds for four folding tables for the meeting room.
- Provided funds for a digital camera
- Provided funds for light strings for Winter/Mayfest
- Sponsored and participated in both Winterfest and Mayfest 2014
- Provided funds for lovely poinsettias to decorate the library for the holidays
- Sponsored local authors Margaret Verhoef and Rita Seedorf to provide a *Meet the Author* program

Deer Park Library

- Provided funding for *Spokane is Reading*
- Decorated the library for the winter holidays
- Purchased book bags to be given to local fair royalty
- Sponsored the library's participation in the *Pumpkin Lane* event in Deer Park
- Purchased treats for use in adult programs
- Purchased mad scientist costumes for teens who participated in the Settler's Day parade
- Provided funds for craft materials for children's programs
- Provided funds for our Summer Reading program presenters
- Provided support for the Margaret Irving program fund for Summer Reading adult programs
- Held six successful book sales throughout the year

- Provided refreshments for our Summer Reading adult programs
- Provided funds so that the District could purchase LEGOs for LEGO Build Days
- Provided funds to help pay for treats for the SCLD holiday party
- Sponsored local authors Margaret Verhoef and Rita Seedorf to provide a *Meet the Author* program
- Sponsored a *Local Artist Event* that coincided with the Deer Park Library's anniversary
- Provided funds for the eBlast service advertising book sale events
- Purchased a memorial stained glass window in Ron Aubrey's honor
- Volunteered funds and donated time to help with the "Clean up the Woods" project
- Sponsored local author Stewart Mackey for a *Meet the Author* presentation

Fairfield Library

- Provided coffee and tea for members
- Supported Spokane is Reading
- Provided welcome tea with refreshments for Kathy and Friends meeting
- Provided a "Goodbye Tea" for Bev

Medical Lake Library

- Donated money to purchase some fun themed bookmarks from the ALA store
- Donated money for the purchase of new books for the Medical Lake High School Tennis-a-thon, with proceeds from the event to the Food Bank, Outreach, and the school tennis team
- Hosted local author and retired Medical Lake veterinarian, Dr. Jim Roloff, to discuss his book "Mending God's Creatures"
- Friends' President Mary Seagrave attended the Friends Helping Friends event
- Held two successful book sales
- Purchased several new puppets and Play & Learn toys for Storytimes
- Purchased a leaf for the Tree of Knowledge for retiring Library Supervisor Laura Baird
- Provided funds for Spokane is Reading
- Provided funds for the *Love Your Lake* program
- Provided funds for Summer Reading programs

Moran Prairie

- Supported Spokane Is Reading
- Held two successful book sales
- Provided refreshments and sound equipment for author's visit to Moran Prairie Book Club
- Provided refreshments for Summer Reading adult program
- Provided funding for Summer Reading presenters and crafts

North Spokane Library

- Held two successful book sales
- Provided funding for the purchase of a digital camera for North Spokane
- Provided funding for Hope in Hard Times, including paying for Timothy Egan
- Donated money to purchase prizes for Late Night at the Library
- Provided funding for staff coffee and supplies throughout the year
- Gave money for the staff holiday party
- Donated money for the purchase of Pokémon cards and supplies

- Provided funding for Spokane Is Reading
- Provided funding for various youth programs throughout the year
- Provided funding for the Big Read

Otis Orchards Library

- Provided funds for 500 magnets
- Contributed to Spokane is Reading
- Held a successful fall book sale
- Provided funds for craft supplies
- Purchased poinsettia for circulation area
- Treated staff to breakfast at the Otis Grill
- Purchased Christmas pencils and treats for member giveaway
- Purchased 2015 calendars for the office
- Purchased Easter and Valentine's Day pencils

Spokane Valley Library

- Provided money to support the library bond
- Held two successful book sales
- Provided funding for Spokane Is Reading
- Supported the Teen Anime Club through ongoing donations
- Provided funding for LEGO Build Days
- Served meals to families attending the Prime Time Family Reading series

Resolution 15-01

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

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

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

WHEREAS, Friends of the Spokane County Library District is a 501(c)(3) non-profit formed to support the entire library district and the ten community-based Friends groups whose volunteers enhance the work of their community library, raising public awareness regarding library services and assisting Spokane County Library District in carrying out its Mission;

WHEREAS, Spokane County Library District is fortunate to have Friends of the Spokane County Library District with individual groups supporting the Airway Heights, Argonne, Cheney, Deer Park, Fairfield, Medical Lake, Moran Prairie, North Spokane, Otis Orchards and Spokane Valley libraries;

WHEREAS, Friends of the Library volunteer their time to raise funds, carry out special projects, and otherwise work to enhance library services;

WHEREAS, the Board of Trustees wants to recognize and thank all all or our dedicated volunteers for their service and dedication;

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

Section 1: RECOGNITION AND THANKS

The Board of Trustees hereby recognizes and sincerely thanks the Friends of the Spokane County Library District including groups affiliated with the Airway Heights, Argonne, Cheney, Deer Park, Fairfield, Medical Lake, Moran Prairie, North Spokane, Otis Orchards and Spokane Valley libraries.

Section 2: NOTIFICATION OF RESOLUTION

The Board hereby directs its chair to share this resolution with each District Friends of the Library organization, with a letter of thanks acknowledging its ongoing support.

Section 3: EFFECTIVE DATE

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

ADOPTED by the Board of Trustees of Spokane County Library District, Spokane County, Washington, at a regular meeting thereof, held this 20th day of January, 2015.

SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

Mark Johnson, Chair
Board of Trustees

ATTEST

Nancy Ledebauer, Secretary to the Board of Trustees

**REQUESTING FUNDING FOR SPOKANE VALLEY LIBRARY CAPITAL FACILITIES AREA
(RESOLUTION 15-02)****Background**

In April of 2014 voters approved the formation of the Spokane Valley Library Capital Facilities Area (SVLCFA) in accordance with Washington laws. The purpose of a library capital facilities area is to allow the people who would benefit from a capital investment in new or renovated libraries to create an area within a larger library district. The residents within the newly formed area are then able to vote on whether to tax themselves for the purpose of building libraries.

To form a library capital facilities area requires a simple majority. A supermajority is required to approve funding. The Library District can twice submit a request to the Board of County Commissioners to ask the voters to fund the SVLCFA. The first request received 55% approval in 2014. The Library District has one more opportunity to ask the voters for approval to fund the SVLCFA. If this request fails, the SVLCFA is dissolved.

In 2012, the Library District entered into an agreement with the City of Spokane Valley to purchase property on Sprague Avenue. The agreement commits the Library District to begin construction of a new library within five years of the purchase. During the first year the Library District and the City of Spokane Valley selected an architect and engaged the community in developing a conceptual site design for the library and park property. This plan formed the basis of the proposal that was shared with voters.

The 2015 request for funding is for \$22 million to be used for the following projects:

- 30,000 sq. ft., one-story library on the Sprague & Herald property
- 10,000 sq. ft., one-story library on the Conklin Road property
- 6,000 sq. ft. renovation and expansion of the Argonne Library
- Repurposing the existing Spokane Valley Library to include a technology learning center, additional community meeting spaces, and an express library

Resolution 15-02 will initiate the process requesting that the Board of County Commissioners place a proposition on the August 4 ballot asking voters who reside within the boundaries of the SVLCFA to support funding for these four projects. Since this is a primary election, the cost of the election would be shared by other entities placing issues before the voters.

Recommended Action: Motion to approve Resolution 15-02, requesting that the Board of County Commissioners place a funding request before the voters for the August 4 primary election, and authorizing the Executive Director to enter into an inter-local agreement with Spokane County pertaining to the operation of the SVLCFA.

RESOLUTION NO. 15-02

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, REQUESTING THE APPROVAL OF A PLAN OF FINANCE FOR THE SPOKANE VALLEY LIBRARY CAPITAL FACILITIES AREA IN ORDER TO FUND A NEW SPOKANE VALLEY LIBRARY, A NEW VERADALE/GREENACRES LIBRARY, REPURPOSING OF THE EXISTING SPOKANE VALLEY LIBRARY AND THE EXPANSION OF THE ARGONNE LIBRARY IN ORDER TO INCREASE THE AVAILABLE LIBRARY SERVICES; APPROVING AN INTERLOCAL AGREEMENT WITH RESPECT THERETO; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

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

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

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

WHEREAS, the District provides library services to residents of the unincorporated portions of Spokane County, Washington, (the "County"), as well as to residents of the City of Spokane Valley, Washington ("Spokane Valley"), and the City of Millwood, Washington ("Millwood," together with Spokane Valley, the "Cities");

WHEREAS, areas located east of the City of Spokane, Washington, in the Cities and in unincorporated portions of the County (the "Service Area") have experienced growth in the number of residents since existing library facilities were constructed;

WHEREAS, the growing population in the Service Area has resulted in an increased demand for library services;

WHEREAS, the District cannot presently accommodate the increased library service needs in such areas from its current facilities;

WHEREAS, chapter 27.15 RCW permits, upon the request of the District, the approval of Spokane Valley, Millwood and the County and the relevant approval(s) of the qualified electors, the creation of a library capital facility area to acquire, design, construct, remodel and finance library facilities;

WHEREAS, the cost of providing additional facilities for the needed library service can most fairly be paid by the residents of the Service Area and through the establishment of a library capital facility area;

WHEREAS, Spokane Valley adopted Resolution No. 13-010 on November 12, 2013, approving the creation of the Spokane Valley Library Capital Facilities Area (the “SVLCFA”);

WHEREAS, Millwood adopted Resolution No. 13-11 on November 12, 2013, approving the creation of the SVLCFA;

WHEREAS, the County adopted Resolution No 13-1130 on December 10, 2013, submitting a proposition to create the SVLCFA at a special election held on April 22, 2014, to the qualified electors within the boundaries of the SVLCFA;

WHEREAS, at such special election the qualified electors approved the creation of the SVLCFA, by the requisite majority vote; and

WHEREAS, the District expects that it shall be primarily responsible for designing, administering the construction of, and operating and maintaining the SVLCFA;

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

Section 1: Definitions

As used in this Resolution, the terms herein have the meanings provided in this Section 1. Words of the masculine gender shall be deemed and construed to include correlative words of the feminine and neuter genders. Words imparting the singular number shall include the plural numbers and vice-versa unless the context shall otherwise indicate.

Board shall mean the District’s Board of Trustees, as the same shall be duly and regularly constituted from time to time.

Board of County Commissioners shall mean the Board of County Commissioners of Spokane County, Washington, as duly and regularly constituted from time to time.

Chair shall mean the Chair of the Board or any presiding officer or titular head of the Board, or his successor in functions, if any.

County shall mean Spokane County, Washington, a class A county duly organized and existing under and by virtue of the Constitution and the laws of the State now in force.

District shall mean Spokane County Library District, a duly incorporated rural library district operating under and by virtue of the Constitution and the laws of the State now in force.

Executive Director shall mean the Executive Director of the District, or her successor in functions, if any.

Interlocal Agreement shall mean that certain Interlocal Agreement by and between the District and the SVLCFA to be approved by the Chair and/or Vice Chair pursuant to Section 4 of this Resolution.

Millwood shall mean the City of Millwood, Washington, a non-charter code city duly organized and existing under and by virtue of the Constitution and the laws of the State now in force.

Resolution shall mean this Resolution No. 15-01.

Secretary shall mean the Secretary to the Board, or her successor in functions, if any.

Service Area shall mean the areas east of the City of Spokane, Washington, located in the Spokane Valley, Millwood and unincorporated portions of the County.

Spokane Valley shall mean the City of Spokane Valley, Washington, a code city duly organized and existing under and by virtue of the Constitution and the laws of the State now in force.

State shall mean the state of Washington.

SVLCFA shall mean the Spokane Valley Library Capital Facility Area approved and established consistent with the requirements of chapter 27.15 RCW

Vice-Chair shall mean the Vice-Chair of the Board, or his successor in functions, if any.

Section 2: Request to the Board of County Commissioners

The District hereby requests that the Board of County Commissioners, pursuant to chapter 27.15 RCW, submit to the qualified electors of the SVLCFA a ballot proposition at a special election to be held and conducted on August 4, 2015, substantially the following form and to contain substantially the following content:

PROPOSITION NO. 1

SPOKANE COUNTY, WASHINGTON SPOKANE VALLEY LIBRARY CAPITAL FACILITY AREA UNLIMITED TAX GENERAL OBLIGATION BONDS - \$22,000,000

THE BOARD OF COUNTY COMMISSIONERS OF SPOKANE COUNTY, WASHINGTON, ADOPTED RESOLUTION NO. 15-02, CONCERNING A PROPOSITION TO FINANCE NEW AND EXPANDED LIBRARIES. THIS PROPOSITION WOULD AUTHORIZE THE CONSTRUCTION OF A NEW SPOKANE VALLEY LIBRARY, NEW VERADALE/GREENACRES LIBRARY THE REPURPOSING OF THE EXISTING SPOKANE VALLEY LIBRARY AND THE EXPANSION OF THE ARGONNE LIBRARY IN ORDER TO INCREASE THE AVAILABLE LIBRARY SERVICES; ISSUE GENERAL OBLIGATION BONDS MATURING OVER 20 YEARS IN THE AMOUNT OF \$22,000,000; AND LEVY ANNUAL EXCESS PROPERTY TAXES TO PAY SUCH BONDS, AS PROVIDED IN RESOLUTION NO. 15-02. SHOULD THIS PROPOSITION BE?

APPROVED: REJECTED: **Section 3: Election Costs**

The District shall pay the costs of submitting the ballot proposition to the qualified electors.

Section 4: Interlocal Agreement

The District hereby authorizes the Executive Director to prepare an Interlocal Agreement by and between the District and the SVLCFA. The Chair and Vice Chair of the Board are each authorized, individually and collectively, to approve the Interlocal Agreement as they, individually or together, may determine to be in the best interests of the District, and each are hereby authorized, individually and collectively, to execute and deliver the Interlocal Agreement on behalf of the District.

Section 5: Authorization to Submit Resolution to the Board of County Commissioners

The Chair, Vice-Chair and the Secretary of the Board are each authorized and directed, individually and collectively, to certify a copy of this Resolution and submit it to the Board of County Commissioners.

Section 6: Ratification

All actions not inconsistent with the provisions of this Resolution heretofore taken by the Board and the District's employees with respect to the SVLCFA are hereby in all respects ratified, approved and confirmed.

Section 7: Repealer

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

Section 8: Effective Date

This Resolution shall take effect immediately upon its adoption.

ADOPTED by the Board of Trustees of Spokane County Library District, Spokane County, Washington, at a regular meeting thereof held on January 20, 2015.



SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

Mark Johnson, Chair

ATTEST

Nancy Ledeboer,
Secretary to the Board of Trustees

(S E A L)

GIFTS

Background

The Gifts policy defines what constitutes a gift to the District and provides a method for handling such gifts. The policy does not apply to items or funds specifically solicited by the District. Suggested changes include an added RCW, the appeals process statement approved by the Board of Trustees last fall, and other clarifying language.

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

Recommended Action: Board motion to approve the Gifts Policy as revised.

SPOKANE COUNTY LIBRARY DISTRICT

DRAFT

POLICY: GIFTS

Approval Date: June 19, 1986

Revision Date: January 20, 2015

RELATED POLICY

Fixed Assets

STATUTORY REFERENCES: RCW 27.12.210 and RCW 27.12.300

Purpose

To define what constitutes a gift and provide a uniform method for handling gifts. Gifts include but are not limited to print and non-print items for potential addition to the collection; money, real property; securities; furniture; equipment; art; museum pieces; antiques or other personal property. This policy does not apply to items or funds specifically solicited by the District.

General Policy

The District will only accept gifts given without restrictions or conditions, except as otherwise specified in this policy. Suitable gifts are gratefully accepted by the District. Gifts, excluding real property, may be made to benefit a specific library, for the District in general or for a specific program or service.

Library materials will be accepted with the understanding that the District Collection Development Policy will be used to determine whether donated items will be added to the collection. Items that are not added to the collection will be disposed of as surplus property. In some cases the District may accept a gift of library materials with the understanding that they will be assigned to a particular library location.

Memorial gifts will be accepted and the District will make every effort to ensure that a donor's reasonable request will be honored.

Gifts with a value greater than \$5,000 may be accepted with the concurrence of the Board of Trustees.

Gifts may be deductible for federal income tax purposes under Section 170 of the Internal Revenue Code. Acknowledgement will be provided for all donations; however, the District accepts no responsibility for establishing or verifying the value of the donations for charitable tax deduction purposes.

The District reserves the right to dispose of any gift at its own discretion, and to decline any gift that District staff determines to be inconsistent with the District's mission and goals, or represents an undue hardship in terms of financial requirements or staff time needed to manage and/or maintain the gift.

The Executive Director is responsible for establishing administrative procedures necessary to carry out this policy and will respond to appeals of District staff action and/or decision in the application

of this policy and any related procedures. Any appeal of Executive Director action and/or decision may be made in writing to the Board of Trustees.

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

SPOKANE COUNTY LIBRARY DISTRICT

CURRENT POLICY

POLICY: GIFTS

Approval Date: June 19, 1986

Revision Date: ~~August 20, 2013~~ January 20, 2015

STATUTORY REFERENCES: RCW 27.12.210 and RCW 27.12.300

Purpose

To define what constitutes a gift and ~~ensure~~ provide a uniform method for handling gifts. Gifts include but are not limited to print and non-print items for potential addition to the collection; money, real property; securities; furniture; equipment; art; museum pieces; antiques or other personal property. This policy does not apply to items or funds specifically solicited by the District.

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Gifts with a value greater than \$5,000 may be accepted with the concurrence of the Board of Trustees.

Gifts may be deductible for federal income tax purposes under Section 170 of the Internal Revenue Code. Acknowledgement will be provided for all donations; however, the District accepts no responsibility for establishing or verifying the value of the donations for charitable tax deduction purposes.

The District reserves the right to dispose of any gift at its own discretion, and to decline any gift that District staff determines to be inconsistent with the District's mission and goals, or represents an undue hardship in terms of financial requirements or staff time needed to manage and/or maintain the gift.

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

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

LIBRARY MEETING ROOM USE POLICY

BACKGROUND:

The primary policy revision was to update the advance booking timeframe to coincide with the functionality of Evanced, the new online booking software, which will allow members to reserve meeting rooms from the District website.

Additionally, the minimum charge for cleaning/maintenance fee was revised to \$50 to better reflect current costs for services. There was a minor update to reflect changes in position titles.

For comparison, the suggested draft policy has been included, followed by the current existing policy with edits.

Recommended Action: Motion to approve Library Meeting Room Use Policy as revised.

SPOKANE COUNTY LIBRARY DISTRICT

DRAFT

POLICY: LIBRARY MEETING ROOM USE

APPROVAL DATE: NOVEMBER 14, 1974

REVISION DATE: JANUARY 20, 2015

RELATED POLICIES:

Code of Conduct

Facility Use for Political Purposes

Purpose:

To provide guidelines for the use of library meeting and conference rooms by the public when they are not being used by the District, Friends of the Library groups, or government agencies using the room for government purposes.

General Policy:

Spokane County Library District uses its meeting rooms to offer educational, cultural, civic and community-oriented programs. The District may also co-sponsor programs or exhibits with other agencies, organizations, institutions or individuals, including those that require a fee for attendance for cost recovery purposes.

The District will allow use of meeting and conference rooms by any other group or individual, subject to these restrictions:

- 1.) All activities must be open to the public and may not be restricted to any particular group. The District may elect to provide notification to the general public about meetings or activities.
- 2.) To ensure equal access, groups are limited to one (1) reservation per month per library. Reservations may be booked up to sixty (60) days in advance; the Library Supervisor may make an exception to allow more frequent use of the meeting room based upon availability.

While the District does not require a fee for use of its meeting and conference rooms, a cleaning/maintenance fee (minimum \$50.00) will be charged if the room is left in unsatisfactory condition.

Permission to use these facilities will not be denied to any group or individual because of race, religion, color, sex, national origin, marital status, familial status, age, sexual orientation, political affiliation or disability.

Permission to use District meeting rooms does not constitute or imply endorsement or sponsorship by the District, and meeting room users are expected to fully comply with all applicable provisions of law.

The District may keep registration and reservation information on file for operational purposes.

The District does not assume liability for injuries to individuals or damages to personal or District property that occur as a result of actions of the sponsors or participants in activities in its meeting rooms.

The District reserves the right to limit use of the rooms if use would result in interference with proper functioning of the library. This includes, but is not limited to creating a situation that limits District activities or public access to the library or its services.

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

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

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: LIBRARY MEETING ROOM USE

APPROVAL DATE: NOVEMBER 14, 1974

REVISION DATE: ~~SEPTEMBER 18, 2012~~ JANUARY 20, 2015

RELATED POLICIES:

Code of Conduct

Facility Use for Political Purposes

Purpose:

To provide guidelines for the use of library meeting and conference rooms by the public when they are not being used by the District, Friends of the Library groups or government agencies using the room for government purposes.

General Policy:

Spokane County Library District uses its meeting rooms to offer educational, cultural, civic and community-oriented programs. The District may also co-sponsor programs or exhibits with other agencies, organizations, institutions or individuals, including those that require a fee for attendance for cost recovery purposes.

The District will allow use of meeting and conference rooms by any other group or individual, subject to these restrictions:

- 1.) All activities must be open to the public and may not be restricted to any particular group. The District may elect to provide notification to the general public about meetings or activities.
- 2.) To ensure equal access, groups are limited to one (1) reservation per month per library. Reservations may be booked up to ~~two (2) months~~ sixty (60) days in advance of the current month; the Branch Library Supervisor may make an exception to allow more frequent use of the meeting room based upon availability.

While the District does not require a fee for use of its meeting and conference rooms, a ~~\$25.00 minimum~~ cleaning/maintenance fee (minimum \$50.00) will be charged if the room is left in unsatisfactory condition.

Permission to use these facilities will not be denied to any group or individual because of race, religion, color, sex, national origin, marital status, familial status, age, sexual orientation, political affiliation or disability.

Permission to use District meeting rooms does not constitute or imply endorsement or sponsorship by the District and meeting room users are expected to fully comply with all applicable provisions of law.

The District may keep registration and reservation information on file for operational purposes.

The District does not assume liability for injuries to individuals or damages to personal or District property that occur as a result of actions of the sponsors or participants in activities in its meeting rooms.

The District reserves the right to limit use of the rooms if use would result in interference with proper functioning of the library. This includes, but is not limited to creating a situation that limits District activities or public access to the library or its services.

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

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

INNOVATION TEAM REPORT 2014

Background

In concert with our Community Impact Plan, SCLD launched a new formal process for all SCLD staff in all departments at all levels to submit innovative ideas that improve processes, gain efficiencies, and/or improve the library member experience. The District heard feedback from staff that a mechanism for submitting ideas was needed, and the Innovation Team was created to meet that need.

The process starts with staff submitting ideas using an online form. The team then reviews the submission, determines next steps, and investigates the idea—bringing in other staff to assist as needed—and then makes a recommendation regarding implementation. As applicable, each step of the process is posted for all staff to see, and all ideas are freely browse-able. An online discussion board was also created to encourage participation from the staff at large. Direct participation and ownership is an important part of this process, so the idea submitter is often asked to assist in the investigation.

The 2014 Innovation Team: Kathy Allen (Library Supervisor), Laura Baird (Library Supervisor, now retired), Sheri Boggs (Youth Collection Development Librarian), Brianne Bond (Library Assistant), Carlie Hoffman (Library Services Manager), Drew Leiser (IT Technician), Aaron Miller (Public Services Specialist), Patrick Roewe (Deputy Director), Vanessa Strange (Librarian), Kristi Stubbers (Receptionist). The team's first meeting was in January 2014.

Findings

Unfortunately, not all ideas could be recommended for implementation. Invariably, there were limitations on what could be implemented due to practical considerations such as fiscal requirements, infrastructure needs, product availability, etc., as well as a variety of other factors.

That sometimes meant that the Innovation Team did not recommend ideas that were exciting or had interesting potential. Part of the Innovation Team's process was to evaluate the ideas within the context of the bigger organizational picture. Questions we posed included: "Given all of our current responsibilities and initiatives, would this be the best use of staff time and talent and available resources to take on?" Viewing the ideas through that strategic lens sometimes meant not recommending ideas that exceeded the organizational capacity needed to make them successful. However, no idea is ever given a definite "no," but rather a "not feasible at this time." It's our intent to revisit some of those ideas further down the road when circumstances have changed and the organization might be better positioned to implement them.

That said, no one should be discouraged if her/his idea is not able to be implemented. Bringing forward a potential idea and investigating it can often prompt smaller scale improvements to be made, and, if nothing else, yield new insights.

Additionally, it's important to acknowledge that communication and collaboration across departments and people are key elements of both the exploration and implementation processes. These changes don't occur in a vacuum. The Innovation Team endeavors to shepherd an idea through the exploration process, but the team is neither owner nor champion of an idea. The credit initially goes to the submitter who got the ball rolling. It ultimately goes to the experts throughout the District who share their time, skills, and knowledge to help the team fully investigate an idea, and, when applicable, work within their own teams to bring that idea into reality via implementation.

Results by the Numbers

As of December 31, 2014:

- 56 ideas were submitted for review
- Of those 56 submitted ideas:
 - 18 ideas were recommended for implementation as written
 - 6 ideas were recommended for implementation in a modified form
 - 24 ideas were not recommended for implementation
 - 8 ideas are still in the process of being evaluated
- Of the 24 ideas recommended for implementation as written or in a modified form:
 - 10 ideas have been implemented
 - 12 ideas are in the process of implementation
 - 2 ideas are slated for future implementation

Snapshot list of recommended ideas:

Implemented:

- Children's *Books to Go* collection created to offer popular children's titles in each library
- Checkout computer installed in Children's area at North Spokane
- Additional staffing scheduled for technology classes to address emergent questions from participants
- Online streaming of select author presentations via the District's YouTube channel
- Recycling unwanted rubber bands
- Taping paperback book spines to increase longevity
- Recycled AllCirc Machine (former audio-visual checkout machine that was replaced)
- "Antiques Roadshow" program (presented in 2014 with potential expansion in 2015)
- SCLD booth at local Anime and comic conventions (potential expansion in 2015)
- Check-list for library member use to better manage items when *Book Discussion to Go* bags are checked out

In process:

- Eliminating due date slips, stickers, and stamps in order to streamline the internal processing of items and the check-out process; encouraging library members to use receipt options and online account access to manage their check-outs

- Google Places for Business and Google+ sites for each library location have been claimed and will be updated with relevant information
- Option to not print check-out receipt from the staff end of our library management software (available via software update from software vendor—currently awaiting implementation coordination)
- Electronic acceptance of online employment applications
- Expanding the number of renewals on an item with no holds from two to five, and investigating increasing the *Read Away Fines* amount (the program through which children can read books to pay down any overdue fines)
- Removing staff fax machines from the libraries
- Creating SCLD branded t-shirts for staff to purchase and wear when participating in community events
- Removing the separate meeting room registration form (replaced by streamlined software)
- Investigating shelving children’s series books with different authors in a separate section to make them easier to find by both staff and library members
- Adding additional images to the community events calendar on the library location web pages to make them more distinctive
- Linking the innovative idea online discussion board directly to the ideas to better facilitate staff participation at large
- Creation of generally-themed SCLD promotional piece for distribution at community events

Future Implementation:

- Revision of welcome brochure with tear-away bookmark to include the library hours on the bookmark in the next round of printing
- Investigating ways SCLD can acknowledge and support Friends Foundation members

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

WLA Library Legislative Day Key Issues

Background

The Washington Library Association hosts a day in Olympia for library supporters to visit with state legislators. The primary purpose of our visit is to thank legislators for their service and to share information about services that libraries provide. In recent years we have emphasized services to job seekers and the many ways that libraries provide resources during an economic downturn. As the economy improves we will share stories about our role in supporting early learning and academic achievement, and emphasize the role of the library as a place where people of all ages come to learn.

The Washington Library Association has members from school libraries, college and university libraries, the State Library and public libraries. While public libraries receive little direct funding from the State, WLA will provide information so legislators can support these other member libraries.

School librarians would like legislators to include school libraries in the model school so that libraries are considered a fundamental part of K-12 education. Legislation passed several years ago to provide librarians in every school; however, funding has not been allocated for this purpose. They would also like school library materials to be funded as curriculum instead of out of supplies.

The State Library has been funded from the Heritage Fund for the past two years. There is a concern that revenues generated by fees to the Heritage Fund will not sustain the current level of operations. The State Library would like to see funds from the General Fund added to their budget. If funding is not maintained at the current levels, the state could lose funding from the Institute for Museums and Libraries.

The State Legislature funded IT Academy for all libraries in Washington for two years. This funding will end in June of 2015. There is currently no funding request going to the Legislature to continue this funding. Many larger libraries purchase similar content from other vendors. The participation in IT Academy has been difficult to track. We know how many people have registered and completed coursework; however, there are no statistics to show how many people used the product without completing courses.

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

FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: FEBRUARY/MARCH 2015

February 17, 2015: Airway Heights 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 February regular Board of Trustees' meeting.

- Libraries Transforming Communities Update
- Exhibits and Displays Policy
- Personnel Policy—Wellness
- Wellness Resolution
- Bond Communication Plan
- WLA Library Legislative Day Report
- Library Spotlight – Airway Heights Library
- Overview – Community Impact Plan, Year 2

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

March 17, 2015: Argonne Library (4:00 p.m.)

- Libraries Transforming Communities Update
- Children's Safety in Libraries Policy
- Reciprocal Use of Libraries Report
- Library Spotlight – Argonne Library
- Overview – Friends of the SCLD

SPECIAL MEETINGS AND ACTIVITIES

- January 30** WLA Library Legislative Day, Olympia, WA
April 15-17 WLA Annual Conference, Tulalip, WA
July 17-Aug 4 Primary Election Important Dates

EXECUTIVE DIRECTOR'S REPORT DECEMBER 2014

Administration

Business Office, Finance and Facilities (Bill Sargent)

The final 2015 budget was approved by the Board of Trustees at its December regular meeting. New service agreements for janitorial and courier services are being finalized. The initial service agreement is for 2015, with potential for four one-year extensions. Potentially these service arrangements will be in place through the end of 2019.

Whipple Consulting Engineers, Inc. (WCE) is assisting the District in conducting the short plat for the Upriver Drive property. This project is necessary to establish a clear title, which is needed to sell the property. The estimated cost of this project is \$12,000. A portion of these fees were paid in 2014. We anticipate the project will be completed in March 2015.

The December 2014 financial reports indicate that revenues over/(under) expenses were \$262,059. We budgeted excess of revenues over expenses of \$7,703, and ended the year with \$254,357 net excess of revenues. This includes revenue increases in Property Tax +\$28,750, Web-based Revenue +\$28,813, and Corporate Grants +\$16,775. Additionally, there were under expenditures for Services -\$62,498 and Equipment & Software -\$102,003. The net effect was an increase in the General Fund Balance from \$4,125,143 to \$4,387,203.

The latest 2015 property tax information received from the Spokane County Assessor's Office lists the 2015 Statutory Levy Limit at \$10,717,127. This amount is \$22,872 **less** than the amount contained in the District's final budget resolution. The Assessor's Office also indicated that there is \$30,891.55 in 2014 refunded amounts that could be added to the 2015 levy at the District's request. I have officially requested that the 2014 refunds be added to the District's 2015 levy. Accordingly, the District has the potential for a 2015 levy of \$10,748,019.

The Association of Washington Cities (AWC) announced a "Long Term Disability (LTD) Premium Holiday." AWC is waiving employer premiums for LTD coverage for 2015. The potential savings to the District 2015 premiums is \$22,478. The Department of Labor & Industries sent the District the final 2015 Worker's Compensation rates, with a potential premium savings of \$3,515. At same time, there was an unexpected announcement increasing the mileage allowance reimbursement rate from \$0.560 to \$0.575 per mile. Consequently, the potential savings for Worker's Compensation is negated by the estimated increases in mileage reimbursement.

In accordance with the Fixed Asset Policy, the District has taken steps to trade in the surplus vehicle and apply the value toward the purchase of a new maintenance truck utilizing the federal purchasing program through Wendle Ford.

In anticipation of the Chief Financial Officer's January 15 retirement, a number of functions have been temporarily reassigned. The position has been posted with an anticipated hiring date in April 2015.

Human Resources (Paul Eichenberg)

- Long-term employees Laura Baird, Library Supervisor at Medical Lake, and Judy Luck, Library Operations Manager at North Spokane, retired in December.
- Human Resources Analyst, Debbie Rhodes, applied for and received a mini Wellness grant from the Association of Washington Cities (AWC) in the amount of \$500. To receive the grant, two criteria had to be met: At least 50% of benefit-eligible employees had to complete AWC's 2014 Health Questionnaire, and our plan for using the grant funds had to be approved by AWC.

Information Technology (Priscilla Ice)

- Symphony, Library Information System (ILS), was updated to the latest version early in the month. The update enables some new features, including the ability to e-mail checkout receipts from staff computers.
- The Enterprise catalog was updated to its latest version on the last day of the year. In addition to some bug fixes, there are some new member-friendly features including the ability to download Overdrive items from the member's hold page if it has been automatically checked out. Enterprise has been running reliably after about six weeks of regular problems.
- Work continued with Public Services and Administration staffs to prepare a new equipment-booking calendar. This calendar will reside on SharePoint, but will be used in coordination with the new meeting room booking software we're using through Evanced on the website. The equipment is available for staff use.
- The 2015 E-rate year began with the filing of our request for proposals. This year that included only 17 analog telephone lines. No changes are expected in 2015.
- Laptops for staff use were deployed in all of our buildings to provide every library a laptop and projector. Older laptops will receive a RAM upgrade to improve functionality.
- New small printers were installed throughout the District. The total number of installed printers went down a little. Some surplus equipment was donated to the Stevens County Rural Library. A few others were sold to staff. The rest will be given to Goodwill Industries for sale or recycling.
- An extra computer was installed at Medical Lake Library in time for the Rural Heritage Grant training. The grant provided peripheral equipment and training, but not the computer. A spare computer was available to serve this important purpose.
- We made two major purchases, a new backup system and additional storage for our Storage Area Network to improve reliability and ease management of our increasingly complex IT infrastructure.
- At the end of the year, we have only two hardware servers left to move to the virtual environment. This is a radical change from just three years ago.
- With Public Services staff we began exploring options for providing 3D printing in the future.

Collection Services (Andrea Sharps)

- We ordered 849 titles and 4,536 copies in December. The number of titles ordered is down from last month while the number of copies ordered is up from last month.
- We processed, added to the system, and sent out to the libraries 4,880 items in December. This is up from last month.
- Downloadable lending through OverDrive was up in December from November. A total of 28,303 audiobook, eBook and music items circulated in December. Members placed a total of 8,703 holds, and there were 4,185 unique users with titles checked out.

- Midwest Tape's *hoopla*, a streaming media service, saw a modest increase in circulation in December over November. A total of 1,494 titles including audiobooks (216), movies (689), full-length albums (426) and television shows (163) circulated in December for a combined cost of \$2,865 and an average cost per circulation of \$1.92. A total of 85 new patrons registered in the month.
- We loaned 254 items to other libraries and borrowed 495 items from other libraries for 749 total interlibrary loan transactions processed in December.
- We received one *Request for Review of Library Materials Form* in December from a District resident, and I sent a written response within the specified time period.
- We submitted our *Zinio* (digital magazines) renewal in December. There was no increase in the platform fee for 2015. We assessed the *Zinio* periodicals, eliminating those circulating the least and considering new magazines (19) to add for a total of 115 titles. Many of the publishers have added an option for users to be notified by email when the next edition is available, a much-awaited enhancement that our members will appreciate.

Executive Director Report & Community Activities (Nancy Ledeboer)

As a member of the Spokane STEM Network I attended a STEM Summit held at the Microsoft Center in Redmond. The Summit was packed with presentations by business leaders, educators, and policy makers. The Washington STEM Network sponsored the event as part of its ongoing effort to build momentum around the need for increased emphasis on STEM education to prepare the workforce of the future. The Governor spoke about his proposed budget to provide more funding for education at all levels. A surprise guest was Reverend Jesse Jackson who stressed the importance of providing opportunity for all children. The Summit was followed by a second day of training for the seven regional STEM networks. Spokane has a robust STEM Network that is working toward community engagement. The speaker talked about collective impact and what it takes to go from a collaborative process to one that fully engages a community of stakeholders who share a vision and work toward common outcomes. I found many similarities between the theory of collective impact and the Harwood practice.

The Inland NW Early Learning Coalition held its regular meeting and the agenda included information about home visiting agencies. They recently conducted a survey of agencies conducting this work in an effort to understand their collective capacity in light of community needs. They hope to break down barriers that prevent families from participating in this service in order to increase funding to Eastern Washington programs and providers.

SCLD has been an active partner in the regional early learning coalition. There are several regional coalitions that are supported in part by Thrive by Five. A recent study conducted by Thrive on behalf of the Early Learning Public Library Partnership (ELPLP) showed that only half of the coalitions in the state include active participation by a public library. Susan Yang, who has been the staff liaison for ELPLP and Thrive by Five, has accepted a new position. Sam Whiting, CEO of Thrive, shared plans to replace Ms. Yang. The ELPLP Steering committee held a phone conference with Ms. Yang and Dan Torres from Thrive to discuss the transition and ELPLP goals for the coming year. Mr. Torres will attend the Library Directors' meeting in January to discuss several opportunities identified in the ELPLP contract for services with Thrive for 2015.

State auditors were here to meet with Trustees Craig and Carlson along with staff. The auditor assigned to SCLD was on site for several days and is now preparing the report. The entrance meeting is a formal process to make everyone aware of the auditor's presence. We anticipate scheduling the exit interview for January.

Deputy Director Doug Stumbough and I met with three realtors and provided an opportunity for them to look over the property on Upriver Drive. We asked the realtors to provide an overview of their services and how they would represent the District if asked to list the property. The Leadership Team had an in-depth discussion of the proposals and agreed that since we do not intend to add square footage to the existing library building, there is adequate parking. We learned that the process to separate the property into its own parcel will be completed in March. I notified the three realtors that we have postponed our plans to list the property until this process is complete.

The Washington Library Association and the Oregon Library Association have expressed an interest in developing future leaders within the profession. There have been several phone conversations about how we might collaborate to provide leadership training opportunities. The primary goal is to prepare future leaders to secure the future of both professional associations.

Several of us in Administration attended the retirement party for Library Supervisor Laura Baird at the Medical Lake Library, and Judy Luck, Library Operations Supervisor at North Spokane Library, also retired in December. Jim Pflapsen, in the IT Department has also announced his retirement at the end of January. Chief Financial Officer Bill Sargent will retire January 15. In keeping with the effort to maintain a balanced budget, we are evaluating each position before posting to fill. We will wait until an equivalent number of hours paid out in sick leave and vacation have passed before filling positions.

In keeping with my goal to visit staff from every library, I had lunch with Kathy Allen and Tammy Henry to talk about their efforts to engage the Otis Orchards Library community. They are launching a seed library this spring. They received an abundance of donated seeds and volunteers are sorting the seeds in anticipation of making seeds available in February. They are excited to see how this project will connect with community members' interests.

I met with John Dickson, Chief Operations Officer for Spokane County. Mr. Dickson has been implementing a strategic plan at the County and is working to increase efficiencies. I shared information about our Community Impact Plan and our participation in the Libraries Transforming Communities project. When we are ready to share the "public knowledge" that we gather through this process, I will be sure to share what we learned with Mr. Dickson. I also invited him to consider the library as a resource and suggested that library meeting rooms could be used for public hearings.

The annual holiday staff party was held at the Argonne Library after hours on Friday, December 12. We had several retired staff attend as well as many family members of current staff. The holiday party is a potluck with a few special treats provided by the Friends from several different libraries. This is an opportunity for staff to see friends that they have made over the years while working at various library locations and to bring families together. Everyone enjoyed the food and company.

In other community activities I attended the Marketing Committee and board meetings for Spokane Valley Partners, and the Scholarship Committee and monthly meeting of Executive Women International.

ITEM AND TITLE MONTHLY REPORT
December 2014

	<u>ITEMS</u>				<u>TITLES</u>		
	ADULT	YOUTH	TOTAL		ADULT	YOUTH	TOTAL
Total Materials							
Print	185324	159387	344711		86381	50379	136760
Nonprint	60451	25335	85786		25031	7170	32201
Subtotal	245775	184722	430497		111412	57549	168961
Periodicals	11671	1985	13656		315	40	355
Total	257446	186707	444153		111727	57589	169316

	<u>ITEMS</u>			<u>TITLES</u>		
OverDrive: eBOOKS			24167			20678
Licensed eBOOKS			4726			4726
Audiobooks			17287			14378
Digital music			1708			1708
OverDrive: Total			47888			41490
GRAND TOTAL			492041			210806

Print & Nonprint	(Totals year-to-date)		
ADDITIONS	ADULT	YOUTH	TOTAL
Print	18121	12534	30655
Nonprint	5747	2037	7784
TOTAL	23868	14571	38439
DELETIONS			
Print	20739	14402	35141
Nonprint	1953	1563	3516
TOTAL	22692	15965	38657

	<u>NET CHANGE</u>		
	<u>YTD</u>		
	ADULT	YOUTH	TOTAL
Print	-2618	-1868	-4486
Nonprint	3794	474	4268
Periodicals	-1094	-232	-1326

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 December 2014

In-Library Circulation

Circulation at the libraries in December was down from the same month in 2013 (-3.73%). Airway Heights (-19%) experienced the most significant decrease compared to last December, while Deer Park (+4.5%) experienced a moderate increase.

Use of the self-checkout stations accounted for 51% of all circulation in the libraries. More than half of in-library circulation at Medical Lake (51%), North Spokane (57%), and Spokane Valley (68%) came through the self-checkout stations, while most members at Cheney (25%) and Deer Park (23%) show a preference for staff-assisted checkout.

2014 Measures at a Glance

- Door count for 2014 (1,370,167) was down slightly compared to 2013 (1,387,652, -1%).
- Programming attendance (77,347) was up (11%) compared to last year (69,806), and the number of programs offered increased by 6% (2,891 in 2014 vs. 2,740 in 2013).
- Total software station bookings were up in 2014, compared to 2013 (+8%).

Selected Self-Service Activity

	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	207,443		2,681,160	206,667		2,749,618	776		-68,458
Self-Check	75,037	42%		73,252	40%		1,785	2%	0
Digital Collection	29,797	14%	333,048	23,482	11%	246,606	6,315	3%	86,442
Total Holds	46,561		589,027	44,891		585,820	1,670		3,207
By Customer	28,944	62%	396,288	31,315	70%	433,119	-2,371	-8%	-36,831
Digital Collection	8,703	19%	103,028	7,861	18%	75,722	842	1%	27,306
Total Payments	\$19,492.88		\$268,584.68	\$21,876.52		\$256,992.32	-\$2,383.64		\$11,592.36
Online	\$7,841.84	40%	\$105,525.58	\$7,968.73	36%	\$79,860.58	-\$126.89	4%	\$25,665.00

Security Incident Reports

There were 17 Security Incident reports filed this month, 15 fewer than last month (32), and 1 more than December 2013 (16). Spokane Valley had the most incidents reported with seven. The most frequently reported incidents related to general Code of Conduct violations (7) and potential problems (4).

Internet Filtering Update

As per the Computer, Wireless Network, and Internet Use policy, four requests to review blocked websites were received by staff, half the number from November 2014. We requested that one site be reclassified to allow access at all levels. The remaining three sites were determined to be accurately filtered at all levels.

Support Job Seekers and Local Business (Stacey Goddard)

- Programming for the Access IT Grant (the SNAP grant mentioned in previous reports) continued in December:
 - SCLD staff presented a series of four “Basics” classes, each with a different topic, at the Deer Park library for the small business owners participating in this grant. Because SNAP didn’t have a full contingent of 10 grant participants (the maximum class size) in DP, we

- were able to offer the class to community members as well. Combined attendance for these four classes was 11, and included four individuals not participating in the grant.
 - Spokane Valley served as the host location for a five-part class on using an online accounting program. This class was limited strictly to active grant participants, with 38 as the combined attendance for the five classes.
- We had 14 individuals register as new IT Academy users in December, up from 12 in November. During the month, users enrolled in 14 new classes, down from 18 in November.
- We did 72 Book-a-Librarian (BaL) sessions this month throughout the District, up substantially from November's 46 sessions.
- We proctored 34 exams this month throughout the District, up from 26 in November.
- Ree visited Baker Construction and spent 90 minutes training three of their staff how to use our online business resources.

Connect Communities:

- SCLD Navigator staff completed 39 appointments where they helped individuals enroll in either Apple Health (Medicaid) or a Qualified Health Plan. This is up from 20 appointments in November—but still down substantially from this time last year. Aileen pointed out that this is a good thing, as it means the site hasn't been down as much and individuals are able to renew/enroll on their own.
- Between the holidays and some internal restructuring, WorkSource canceled several of their meetings this month. The team attended those meetings that remained on the schedule.
- Aileen, Brian, Michelle, and Ree all had the opportunity to act as note-takers for various community conversations in December.
- Brian attended the monthly SCORE meeting.
- Ree and Michelle, along with other SCLD staff, attended the Greater Spokane Valley Chamber of Commerce meeting on December 12.

Develop Young Learners (Mary Ellen Braks)

- We provided 112 Play & Learn Storytimes to 2,537 children and caregivers. Our average attendance per Storytime was 23.
- We provided 42 Storytimes to 619 children at 19 child care centers.
- We had one STARS training this month for teachers, child care providers, and parents called "New Picture Books from 2014." We had 30 attendees. Sheri Boggs assisted Gwendolyn with this class in my absence.
- I provided Storytime training this month to two new staff, Tami Chapman and Jennifer Edmonds.
- We held our first Storytime sharing meeting for staff this month. It's a chance for staff to get together and share what they are doing in Storytime and to get ideas from each other on different things to do. We had eight staff attend. We will be providing more opportunities for staff to get together and share what they are doing in Storytime throughout the next year.

Connect Communities:

- The STEM grant continues and I led another meeting with all the partners this month as we start to plan what we would like to use for curriculum, what to include in trainings for teachers, and what we would like the STEM units to contain.
- I had an Excelerate Success Ready for Kindergarten meeting this month. We are working on what activities we can do in the spring with the schools and families in our target areas.
- I attended the INWELA Leadership Team meeting this month. This month's focus was on home visiting in our region.
- Diane Hutchins from the State Library and I have begun work on the All Aboard for Kindergarten grant. We are working on a meeting of all the partners that will be held in Spokane in March 2015.

Explore and Discover (Gwendolyn Haley)

Elementary (K-5) programs:

- Kids Explore and Discover had a dip in attendance Club this month, which could be attributed to weather and the holiday season; 94 children in grades K-5 participated programs.
- North Spokane continued the "Monday Funday" program, and 100 school-aged kids participated. These programs include monthly LEGO programs, Pokémon days, and Art days.
- LEGOs continue to be a big monthly draw, with 187 participating in Spokane Valley's all-day LEGO program on the first Saturday in December.

- School Visits/Programs :
 - 16 Great Northern School 5th and 6th grade students visited Airway Heights Library.
 - Spokane Valley hosted a group of 26 students from St. John Vianney.
 - Deer Park had 56 Arcadia Elementary students visit for a tour and booktalking program about historical fiction.
 - Seven Cub Scouts toured the North Spokane Library this month.

Tween/Teen Programs:

- 62 tweens and teens participated in programming this month.
 - 30 tweens participated in Tween Club. Low attendance can likely be attributed to the holidays this month. (North Spokane and Spokane Valley)
 - 12 teens attended Anime at Spokane Valley and North Spokane Libraries this month.
 - Six teen writers attended the final T.W.I.N.E. celebration. Sheri Boggs and the teens marked more than two years of writing together, and wrapped up the program.
 - 14 tweens/teens participated in the Fairfield Community Center's Thursday Night Thing.

Adult Programs:

- 205 participated in Create programs in November. Highlights included:
 - A panel on E-publishing drew 26 members with many questions.
 - 75 people attended one of three different Zentangle classes.
 - 3D Printing Cookie Cutter classes were a big draw at Spokane Valley, with 39 attending one of the 4 different classes. We feel that there is enough demonstrated interest in 3D printing to explore acquiring our own printer.
 - 22 members attended a Digital Photography class, and 18 members tried their hands at bookmaking in a Book Art class.
- Book Clubs: 57 people attended one of the 6 book club programs this month in our libraries.
- The editor of the Railtown Almanac poetry anthology organized a reading at North Spokane Library. Despite being very last-minute and promoted solely via social media, 31 people attended.
- Sharma Shields participated in an experiment with us, as she taught a hybrid class that combined an online Creative Writing Class (through Gale Courses) with an in-person segment. While 6 people were registered for the online six-week class, only one participant regularly attended the in-person sessions at Moran Prairie Library.

Connect Communities:

- We hosted 12 different community experts at library programs in October.
- SCLD staffed a booth at the Christmas Bureau held at the fairgrounds. Staff talked to 3,740 people over the course of the week.

Virtual Services (Carlie Hoffman)

- I attended digitization training in preparation for assisting with the Washington State Rural Heritage grant to digitize materials from the Medical Lake Historical Society.
- I worked with WorkSource and technology class team members to finalize their contributions to the Digital Skills Training grant events that will be held at Deer Park, Fairfield, Medical Lake, and Otis Orchards.
- Use of digital resources was up 1% in December, from 38,293 to 38,678 uses.
 - Opposing Viewpoints increased by 196%, Washington State Legal Forms increased by 122%, Heritage Quest increased by 43%, and Home Improvement Reference Center increased by 39%.
 - CultureGrams decreased by 89%, GrantStation decreased by 67%, ProQuest and Biography in Context both decreased by 64%, and World Book decreased by 54%.

Library Operations (Gina Rice)

IN-LIBRARY CIRC

	This Month		This month compared to			Year – to – Date		
	2014	2013	1-yr ago	3-yrs ago	5-yrs ago	2014	2013	Diff
AH	4674	5765	-18.92%	-1.48%	18.12%	73167	76783	-4.71%
AR	12202	12161	0.34%	-11.68%	-6.15%	160297	176027	-8.94%
CH	11684	11845	-1.36%	-21.16%	-11.23%	155438	161479	-3.74%
DP	12190	11658	4.56%	-7.13%	9.66%	152302	161224	-5.53%
FF	1035	1195	-13.39%	-12.51%	-32.13%	16039	16985	-5.57%
ML	3895	3954	-1.49%	3.95%	-5.16%	53270	56601	-5.89%
MP	13363	13582	-1.61%	-11.50%	-7.18%	181865	198360	-8.32%
NS	40518	44886	-9.73%	-9.92%	-2.00%	557428	620267	-10.13%
OT	4488	4849	-7.44%	-11.84%	-36.68%	63759	79367	-19.67%
SV	44551	44461	0.20%	-10.12%	2.37%	595667	613724	-2.94%
TOT	148600	154356	-3.73%	-10.58%	-3.01%	2009635	2161191	-7.01%

BREAKOUT BY CHECKOUT METHOD

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

	Staff assisted stations		Self-Check stations		Total in-library circulation	Renewals online	Total in-library + online renewals
	Checkouts	Renewals	Checkouts	Renewals			
AH	2557	307	1805	5	4674	567	5241
AR	7300	613	4259	30	12202	2180	14382
CH	8134	586	2947	17	11684	2166	13850
DP	8736	607	2813	34	12190	1990	14180
FF	516	114	399	6	1035	120	1155
ML	1717	170	1991	17	3895	636	4531
MP	7926	639	4758	40	13363	3132	16495
NS	15200	1998	22903	417	40518	9107	49625
OT	2148	189	2116	35	4488	1154	5642
SV	12070	2035	30203	243	44551	7661	52212
TOT*	66304	7258	74194	844	148600	28713	177313

	This Year This Month		Last Year This Month		Difference
	Self-Check Circulation	% of total circulation	Self-Check Circulation	% of total circulation	
AH	1810	38.72%	2058	35.70%	3.03%
AR	4289	35.15%	4095	33.67%	1.48%
CH	2964	25.37%	2751	23.22%	2.14%
DP	2847	23.36%	2473	21.21%	2.14%
FF	405	39.13%	385	32.22%	6.91%
ML	2008	51.55%	1726	43.65%	7.90%
MP	4798	35.91%	5303	39.04%	-3.14%
NS	23320	57.55%	23150	51.58%	5.98%
OT	2151	47.93%	1820	37.53%	10.39%
SV	30446	68.34%	29491	66.33%	2.01%
TOTAL	75038	50.50%	73252	47.46%	3.04%

	Books to Go	% of circulation	DVD	% of circulation	New Books	% of circulation
AH	119	2.55%	2411	51.58%	223	4.77%
AR	346	2.84%	4237	34.72%	1113	9.12%
CH	234	2.00%	4643	39.74%	684	5.85%
DP	222	1.82%	5195	42.62%	573	4.70%
FF	58	5.60%	371	35.85%	59	5.70%
ML	69	1.77%	1659	42.59%	176	4.52%
MP	292	2.19%	4109	30.75%	971	7.27%
NS	856	2.11%	13342	32.93%	2505	6.18%
OT	147	3.28%	1723	38.39%	300	6.68%
SV	810	1.82%	15813	35.49%	3494	7.84%
TOTAL	3153	2.12%	53503	36.00%	10098	6.80%

Holds	Holds filled Dec-14	% of circulation	Holds filled Dec-13	% of circulation	% Difference 2013 to 2014	Note: Zsupport holds added in 2013. Total reflects all holds including those filled in Support Services.
AH	1147	24.54%	1367	23.71%	24.54%	
AR	2907	23.82%	2542	20.90%	23.82%	
CH	3004	25.71%	2462	20.79%	25.71%	
DP	2896	23.76%	2318	19.88%	23.76%	
FF	296	28.60%	360	30.13%	28.60%	
ML	1154	29.63%	1063	26.88%	29.63%	
MP	3845	28.77%	3205	23.60%	28.77%	
NS	9280	22.90%	9110	20.30%	22.90%	
OT	1657	36.92%	1564	32.25%	36.92%	
SV	10211	22.92%	8115	18.25%	22.92%	
Zsupport	1282		1070			
Total	37679	21.49%	33176	18.79%	2.71%	

New customer registrations			
	December 2014	December 2013	% Difference
AH	37	48	-22.92%
AR	78	98	-20.41%
CH	78	91	-14.29%
DP	41	52	-21.15%
FF	12	6	100.00%
ML	21	26	-19.23%
MP	89	106	-16.04%
NS	254	232	9.48%
OT	24	34	-29.41%
SV	296	342	-13.45%
TOTAL	930	1035	-10.14%

December Cash Collection: Symphony-Workflows				
Payments received	2013	2014	Diff. 2013 to 2014	%change 2013 to 2014
CASH	10519.60	9168.19	-1,351.41	-12.8%
CHECK	3388.19	2482.85	-855.34	-25.2%
CREDIT	7968.73	7,841.84	-126.89	-1.5%%
TOTAL	21876.52	19,492.88	-2,383.64	-10.8%

Staffing

Library Operations Manager Judy Luck retired this month after 26 years with the District. We wish her a happy retirement!

Library Reports

Airway Heights: Stacy Hartkorn

Develop Young Learners:

- Attendance for Play & Learn Storytime average 14.7 people, a decrease from the previous month (22 in November) and compared to the same month last year (21 in December 2013).

Explore and Discover:

- The Airway Heights Book Club, facilitated by community members, attracted a total of four participants for their book discussion about *The Autobiography of Santa Claus as told to Jeff Guinn*.
- Explore and Discover Club, *Miniature Playgrounds* was attended by seven people, an increase of one person compared to the previous month, and the highest attendance yet for the current school year. However, it was a significant decrease compared to the same month last year (26).

Support Job Seekers and Local Businesses:

- During a Book-A-Librarian appointment, I assisted a member with formatting a Word document to PDF, so it could be attached in an online job application.

Connect Communities:

- As part of the Airway Heights Winter Festival, we hosted a Winter Storytime, which boasted an audience of 46 children and adults (a significant increase to last year's attendance of 28). Other events for the Winter Festival included a pancake breakfast and pictures with Santa at the Community Center, winter crafts and movies at Sunset Elementary in the afternoon, and a tree lighting at Sunset Park in the evening.
- Great Northern Elementary's 5th/6th grade class visited the Airway Heights Library and students selected a Playaway to check out along with a print book.
- I attended the monthly Friends meeting, where they reviewed the first *West Plains Yarners Club* event, which had a total of three participants, as well as a reporter from the *Cheney Free Press*, who interviewed members. (The story and a photo were featured in the *Cheney Free Press* the week of December 26.) Future *Yarners Club* meetings are scheduled for the second and fourth Thursday of the month, beginning January 2015.
- I attended the West Plains Chamber luncheon. During the event I learned about several local non-profits, including *Just Serve* which helps to promote volunteer opportunities. Consequently, I was able to help connect the *West Plains Yarners Club* with this group, which enabled the *Yarners Club* to find a volunteer substitute instructor.
- The display case featured art and handcrafts from a variety of local artists who are members of *Pottery Place Plus* (an artist cooperative business located in Spokane).
- The meeting room was booked a total of six times in December, compared to nine times during the same month last year.

Argonne: Pat Davis

Develop Young Learners:

- Toddler Play & Learn Storytime total attendance was 106 for the month.
- Preschool Play & Learn Storytime total attendance was 106 for the month as well.
 - The combined total of 212 is up considerably from the General Play & Learn attendance of 115 last December.

- Our Outreach Storytime at the West Valley Co-op Preschool had an audience of 29.
- 14 listened to stories at the Wishing Well Daycare's outreach visit.
- West Valley Co-op Preschool parents and children visited the library for a Storytime and tour. 39 parents and children attended.

Explore and Discover:

- Sadly no one came to our Kids Club *Miniature Playgrounds* program.

Support Job Seekers and Local Businesses:

- Our Create program—*Digital Photography for Beginners*—attracted 22 participants
- Our final Create program—*Digital Photo Editing*—had an attendance of four.

Connect Communities:

- Our first Community Conversation had three participants.
- Art was provided by Orchard Center 4th graders. Snowmen and snowflakes helped create a holiday feeling.
- Our display case featured a needle point village which has been fascinating to many of our younger members. The member who created the village has generously donated it to the library for future holiday seasons.
- Meeting and conference rooms were used by 66 groups or individuals this month, compared to 40 last December.
- We contacted the Christmas Bureau about having an information table during the nine days it was open. The Bureau served 9,111 households and 30,208 people. During those nine days, we held conversations with 3,740 people, ranging from which was their closest library, how to take care of their accounts, what programs were available for the specific ages of their family members, and how to apply for a library card. Many were grateful to receive District color-changing pencils, which they planned to use as stocking stuffers for their children. Childhood literacy is very important to Volunteers of America and they were very happy to have us participate and asked us back for next year.

Cheney: Catherine Nero Lowry

Develop Young Learners:

- Baby Play & Learn attendance decreased this month, with an average of eight in December of 2014, compared to an average of 22.25 in December 2013.
- Toddler Play & Learn attendance decreased with an average attendance of 30.75, compared to 43 in December of 2013.
- Preschool Play & Learn attendance decreased with an average attendance of 14.6, compared to 27.5 in December 2013.

Explore and Discover:

- Kids Explore and Discover Club *Miniature Playgrounds* welcomed 12 participants.

Support Job Seekers and Local Businesses:

- We proctored three exams during the month of December.

Connect Communities:

- Lori and Regina took our library outreach services to Cheney Sessions Village, Cheney Assisted and Cheney Care facilities this month providing over 103 library items for the residents.
- 24 groups used our meeting room this month, compared to 23 in 2013.
- Cheney staff provided four Book-A-Librarian sessions in December to support local members.
- We sponsored the December West Plains Chamber of Commerce lunch. Vanessa Strange, Christie Onzay, and Ellen Peters took this opportunity to present SCLD's Libraries Transforming Communities initiative for leading community conversations.
- December 4 was the Annual Cheney Tree lighting ceremony. We partnered with the City of Cheney for this annual event, extending our hours that evening to 7pm. There was live music, hot chocolate, and cookies for those willing to brave the icy evening enchanted with the thought of bright lights and Santa arriving on the fire engine decked with holiday decor. Once the tree was aglow, a merry fireman sat down to mesmerize the children with "Twas the Night before Christmas."

Deer Park: Kris Barnes

Develop Young Learners:

- We experienced a slight decrease in Storytime attendance. Our average Storytime attendance was 15 compared to last December's average of 19.

Support Job Seekers and Local Businesses:

- We proctored two exams this month compared to last December's total of 18.
- Local Author Stewart Mackey held an open house program to promote and discuss his book *AEnon; The Heart of Hope*. This program attracted three participants.
- The Deer Park Tribune ran an article congratulating the Riverside School District for partnering with local businesses so that their students could gain job experience. One of the students mentioned was our volunteer, Dustin, who through this program began volunteering here in September 2014.

Explore and Discover:

- Fourteen (14) members gathered at the *Adult Book Club* to share a book that they found to be humorous. The group also brought in plates of snacks to have a potluck during our discussion. Last December's total attendance was 10.
- Two classes from Arcadia Elementary visited for an opportunity to hear a presentation about historical fiction. Four additional classes visited to browse our collection and check materials out.
- Our Kid's Club attendance was 23, compared to last December's total of 29.

Connect Communities:

- Our conference and meeting rooms were used by 25 groups this December, compared to last December's total of 30. Some groups who made use of our meeting room were a health care group, a local church group who held its church service, and the local Bits and Spurs 4-H group.
- Our display case featured an artistic display of handmade snowflakes by former graphic artist and library member, Rosemary Soehner.
- The Friends of the Library and some of the Deer Park adult book club members gathered and helped decorate the library for the holidays. An article highlighting the volunteers efforts appeared in the January 2015 Deer Park Gazette.

Fairfield: Kathy Allen

Develop Young Learners:

- An Outreach Storytime was presented to 23 children at the Freeman Early Learning Center.
- Family Story Evening has shown an improvement this month. We have had an average of 4.8. Last December we had an average of 6.75, which included the Preschool visit. This December, with the Preschool visit included, the average reflects an attendance of 6.6.
- The Fairfield Community Church Preschool made its monthly field trip for an in-library Storytime, with 16 in attendance.

Explore and Discover:

- *Thursday Night Thing* at the Community Center had 14 in attendance, which is down 26 from last December.

Connect Communities:

- Six members attended our first Community Conversation.
- The meeting room had one booking this month.

Medical Lake: Laura Baird/Jennifer Fuher

Develop Young Learners:

- Storytime attendance averaged 17, down from 22 in December 2013.

Support Job Seekers and Local Businesses:

- I proctored two exams this month.
- I attended the West Plains Chamber luncheon with fellow SCLD staff. Christie Onzay presented an overview of the Libraries Transforming Communities grant.

Explore and Discover:

- The Explore and Discover Club program had three. This is drastically down from the 34 last December.

Connect Communities:

- There were eight different groups that used the meeting room this month, the same as last year.
- Local quilter Ivy Moore displayed six Christmas themed quilts in the library this month.
- The Friends of the Medical Lake Library donated money to purchase some fun themed bookmarks from the ALA store.
- Several members came by on Laura Baird's last day to wish her well in her retirement after nearly 25 years with the District.

Moran Prairie: Danielle Marcy

Develop Young Learners:

- Toddler Play & Learn Storytime averaged 33 attendees this month, an increase from last month's average of 29 and a slight decrease from last December's 34.
- Preschool Play & Learn Storytime had an average attendance of 20, a decrease from last month's 25 and 25 in December 2013.
- Baby Play & Learn Storytime averaged 33, maintaining a steady level of attendance with the last few months, increasing or decreasing by one or two. The trend of a steady increase over last year continues, comparing last year's average of 19 to this year's 33.

Explore and Discover:

- The Moran Prairie Book Club had eight attendees this month for the *Museum of Extraordinary Things* by Alice Hoffman.
- The *Create: E-publishing* program had an average attendance of six.
- The *Create: Zentangle* program had an average attendance of 21.
- Kids Explore and Discover program had 25 attendees, an increase from last month's 17 and last December's 12.
- Moran has started offering a monthly craft, targeting interests of adults. This month we had knitting and crochet materials out for play. Six people participated.

Support Job Seekers and Local Businesses:

- We proctored two exams this month.

Connect Communities:

- We had 56 bookings of the meeting room, a significant increase from last month's 47.
- Artist Dan McCann displayed his Danny Dolls in the display case this month.
- Danielle attended the Manito Lions Club meeting. The group did not have a speaker and requested Danielle to present briefly on the Moran Prairie Library. Danielle covered an overview of the Community Impact Plan, the variety of services and materials offered at the library and an overview of the Library Transforming Communities.

North Spokane: Jason Johnson

Develop Young Learners:

- 737 children and their parents and caregivers attended early learning programs this month. This is a 10% increase from last month, and a 2% increase from December 2013.
- Baby Play & Learn Storytime averaged 24 attendees. This is the up five from last month's average and down four from December 2013.
- Preschool Play & Learn Storytime averaged 42 attendees. This is up one from last month and up three from December 2013.
- Toddler Play & Learn Storytime attracted an average attendance of 29. This is down four from last month and down one from December 2013.
- Family Play & Learn Storytime averaged 12 attendees, down 13 from last month and down seven from December 2013.
- Staff provided Storytime for 203 attendees at outreach facilities.

Explore and Discover:

- 204 members of all ages attended Explore and Discover events this month.
- 68 adult members attended 5 programs: 31 for *Railtown Almanac Reading*, 14 for *NS Book Club*, 13 for the *After NaNoWriMo Editing Workshop*, eight for *Digital Photography for Beginners*, and two for *Pinterest Essentials*.
- 20 tween/teen members attended two programs: 11 for *Tween Club: Clue Done It* and nine for *Anime Club*.
- 116 children and their families attended 5 programs: 47 for *LEGO Club*, 25 for *Build It Club*, 19 for *Monday Funday: Art*, 16 for *Kids Club: Playground*, and nine for *Pokémon Club*.

Connect Communities:

- Jason filmed two more local musicians for the upcoming live at the library website feature.
- The NS Local Collection display is up and running and seems to be popular.

Otis Orchards: Kathy Allen

Develop Young Learners:

- Play & Learn Storytime had an average attendance of 16, up from last December's average of 5.5.
- A total of 73 attended the five Outreach Storytimes provided at East Valley ECEAP, East Farms ECEAP, and Little Explorers. This was down from last December's average attendance of 17.42 at 14.6.

Explore and Discover:

- *Kids Explore and Discover Club: Miniature Playground* had no one attend.
- *Create: Zentangle* program was explored by 15. The evaluation comments provided insight as to how the members enjoyed learning a new media and would enjoy more programs like this one.
- *Not Just for Reading: Book Art* had 18 adults attend.
- A holiday craft table was set up where 34 children participated in making a bookmark.

Connect Communities:

- The meeting room was used nine times, down from 11 for last December. However, we had two additional bookings that were canceled.

Spokane Valley: Sonia Gustafson

Develop Young Learners:

- We did outreach Storytimes for 173 children.
- Baby Play & Learn's average was 14, down from last December's 31.
- Toddler Play & Learn averaged 28, slightly up from last December's 27.
- Preschool Play & Learn averaged 29, up from last December's 23.
- Family Play & Learn average was 13, up from last December's 11.

Explore and Discover:

- We waited all year, and the District's last LEGO Build Day was a success. Feedback from families suggests that they had a great time building with LEGOs—many stayed for several hours. Our total attendance was 189.
- Member's continued to show interest in our Create programming series- we had 39 at the *Create: Zentangle* workshop, 39 who made cookie cutters on a 3D printer, and 20 who came to the *Create: E-publishing* workshop.
- 12 attended the book club for *Lost German Slave Girl*.
- 58 people participated in our weekly Sunday craft.
- We only three attendees at Anime Club.

Support Job Seekers and Local Businesses:

- We proctored 26 exams.

Connect Communities:

- Students from St. John Vianney came for a tour.
- Along with several other District employees, I helped staff the library's table at the Christmas Bureau. We talked to several thousand people about library services and programs, and gave out color-changing library pencils.

Public Use Measures

December 2014

Measure	This year	Last year	YTD	Last YTD	Rolling YTD
	This Month	This Month	This year	Comparison	Comparison
Registered borrowers	117,177	118,386		-1%	
Door count	99,043	97,781	1,370,167	-1%	-1%
Circulation	207,443	206,667	2,681,160	-2%	-2%
Digital Media Catalog	29,797	23,482	333,048	35%	35%
Programs					
Number	245	204	2,891	6%	6%
Attendance	7,832	3,726	77,347	11%	11%
Group Visits					
Number	4	3	53	15%	15%
Attendance	105	125	1,623	21%	21%
Software Station bookings	19,017	17,815	249,983	8%	8%
Meeting room bookings	287	261	3,462	-5%	-5%
Holds placed					
By customers	28,944	31,315	396,288	-9%	-9%
By staff	6,900	3,702	89,711	17%	17%
Digital Media Catalog	8,703	7,861	103,028	36%	36%
Database use					
Searches	87,765	91,935	1,288,824	16%	16%
Retrievals	22,302	44,080	457,046	2%	2%
Website use (Remote)					
User sessions	92,802	92,139	1,146,619	15%	15%
Page views	206,876	210,674	2,475,687	-2%	-2%
Catalog	43,347	52,580	579,369	-14%	-14%
Database Access	5,061	6,040	58,879	-4%	-4%
Interlibrary loans					
Loaned	254	157	3,403	5%	5%
Borrowed	495	390	6,010	22%	22%

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 December 2014

Community Calendars

Library event information submitted to area community calendar websites, including KREM.com, Inlander.com, Spokane7.com, KPBX.org, KXLY.com, and Fox28.com

Results – Information and descriptions on the following were included in print publications (Spokesman, Cheney Free Press, Spokane Valley News Herald) and on the respective websites:

- 3-D Printing Cookie Cutters
- Kids Explore and Discover Club (2)
- STEM Mondays (2)
- Lego Build Day at the Library
- Not Just For Reading: Book Art at Otis Orchards Library
- Tween Club: Gingerbread Houses; Miniature Playgrounds; Art Club; Clue Done It; Miniature Playgrounds
- Conversations About Dementia: Tips to Help with Family Conversations (2)
- Build It Club (2)

News coverage

- Dec 22 – Expanded Hours coming to Airway Heights Library
- Dec 12 – Spokane Valley News Herald: Regionally: SCLD streaming services
- Dec 15 – Spokesman.com: Christmas Bureau visitors learn about range of resources at Spokane County libraries
- Dec 25 – Cheney Free Press: West Plains Yarners to create cowls for kids
- Dec 26 – Spokane Valley News Herald: Regionally: SCLD streaming services

Estimated media value:

Approximate media value for SCLD in the news: \$1,000

eMarketing (Website, Social Media, Email)

Social Media:

- Facebook: # of fans: 2,278
- Twitter: # of followers: 1,132
- Pinterest: # of followers: 1,140

Library District Blog:

Blogs were viewed 6,330 times in December, up from 4,202 times in November. This number is a new record for blog views in one month. We hosted Cindy Hval as a guest blogger on December 4, writing about her experiences with libraries throughout her life.

The most popular post was “Teacher Gifts That They Actually Want” on December 9 with 924 views.

- 1,502 of our website views came from Facebook
- 957 views from Disqus (comment platform)
- 129 views from Twitter
- 69 views from Pinterest

Blog posts

- Dec 1 – Meet the Author: Stewart Mackey
- Dec 2 – Coffee Is Good For Me (I Knew It)
- Dec 3 – Gifts For the Young (and young at heart)
- Dec 4 – My Library Journey (a guest post by Cindy Hval)
- Dec 9 – Teacher Gifts (That They Actually Want)
- Dec 10 – Eagle-Spotting For Beginners
- Dec 11 – Library Hack: What Should I Read Next?
- Dec 12 – From The Director...
- Dec 12 – Let There Be Legos
- Dec 15 – Meet the Author: Jenny Elliott
- Dec 15 – Holiday Closure
- Dec 16 – Holiday Recipes Beyond Peppermint and Pumpkin
- Dec 17 – Free Resources for Lifelong Learning
- Dec 18 – Guilty Pleasures
- Dec 19 – Meet the Author: Christel Decker Bresko
- Dec 22 – Don’t Fear the FAFSA
- Dec 23 – Christmas Movies That Won’t Make You Puke
- Dec 26 – The Big Read Is Coming
- Dec 29 – Build Your Business
- Dec 30 – Library Top 10
- Dec 31 – Navigators Are Back!

eNewsletter

- 69,814 sent on December 16, 2014
- Open rate: 22.5% (15,634)
- Clicked: 2,091 (3.0% click rate)
- Unsubscribed: 192

Additional Marketing Activities (website entries, posters/flyers, digital signage, trade show materials, promotional materials)

- Local Music Cataloging Form
- T.W.I.N.E.
- Large Print Booklist
- West Plains Chamber of Commerce Luncheon

- Cheney Annual Tree Lighting
- Medical Lake Christmas Tree Lighting
- Railtown Almanac Reading
- Airway Heights Winter Festival
- Christmas Bureau materials
- Local Materials Sign
- Airway Heights New Hours signage
- Create
- Meet Author Stewart Mackey
- Airway Heights Friends of Library Booksale: Holiday Hours
- Kids Newspaper Big Read Ad & Editorial
- Tech class Pinterest Essentials

Reprints of previously created work & order fulfillment

- All Returns Sign for Medical Lake
- Monday Funday Flyers for North Spokane
- Friends of the Library new member cards for Airway Heights
- LTC info cards for Spokane Valley
- Internet Station Signs for North Spokane
- Pencils/Pens for North Spokane
- Kids Explore & Discover Club Flyers for Moran Prairie
- Lego Club Flyers for Moran Prairie
- Pencils/Pens for Moran Prairie

Current Projects

- Advertising campaign for The Big Read: The Call of the Wild
- Promotion of ACA Navigators, SCORE Business Classes, Business Library Cards, FAFSA program, Star Financial Literacy programs, January eNewsletter, Author Christel Decker Bresko, Author Jenny Elliott, Spokane Valley Friends Book sale, Katheryn Lindquist Fine Art Display, Healthplanfinder Open Enrollment
- Print projects: Hours of Operation magnets for Friends of the Library, 2015 Holiday closure signs, Access to Library Service poster, Trustee meeting name tents, Library Legislative Day packets
- Trade show materials: East Valley School District Scholarship Fair

Upcoming Projects & Events

- Ready for Work, Jim Gill Family Room Tour, Seed Library, Tax-Aide, Ad & editorial for The Current, Branding Testing Proctor Guidelines, February Friends of the Library eNewsletter, Learn About Dementia, In-Library Community Conversations, KHQ Digital Advertising, SCLD Staff t-shirts, Community Calendar Events images, North Spokane and Spokane Valley Preschool Fair, Deer Park Friends of the Library meeting, Bond election brochure, District-wide promotional brochure

Spokane County Library District		
Balance Sheet - (Cash Basis)		
December 31, 2014		
		1/13/2015 11:15
ASSETS		
CASH		\$ 4,387,203
TOTAL ASSETS		\$ 4,387,203
CURRENT LIABILITIES		\$ (0)
TOTAL LIABILITIES		\$ (0)
FUND BALANCES		
ASSIGNED FOR DEER PARK LIBRARY PROGRAM		\$ 6,182
ASSIGNED FOR DIANE ZAHAND MEMORIAL FUND		11,274
UNASSIGNED FUND BALANCES		4,369,747
TOTAL FUND BALANCES		\$ 4,387,203
TOTAL LIABILITIES & FUND BALANCES		\$ 4,387,203
CONSTRUCTION FUND CASH BALANCE -- 12/31/2014		\$ 899,632

Spokane County Library District
Summary of Revenues & Expenses - (Cash Basis)
For the Twelve Months Ended December 31, 2014

1/13/2015 11:15

	Y-T-D Actual	Annual Budget	Percent Used	Balance Remaining
REVENUES				
PROPERTY TAXES	\$ 10,347,962	\$ 10,319,212	100.28%	(\$28,750)
CITIES, SERVICES & FEES	654,855	646,734	101.26%	(\$8,121)
MISCELLANEOUS	272,145	259,463	104.89%	(\$12,682)
OTHER RECEIPTS	18,936	17,000	111.39%	(\$1,936)
INTEREST REVENUES	25,297	24,000	105.41%	(\$1,297)
TOTAL REVENUES	\$ 11,319,194	\$ 11,266,409	100.47%	\$ (52,785)
TRANSFERS IN	\$ -	\$ -	0.00%	\$ -
TOTAL REVENUES & TRANSFERS IN	\$ 11,319,194	\$ 11,266,409	100.47%	\$ (52,785)
EXPENSES				
SALARIES	\$ 5,868,822	\$ 5,887,835	99.68%	\$ 19,013
FRINGE BENEFITS	1,716,420	1,723,603	99.58%	7,183
SUPPLIES	169,633	170,340	99.58%	707
SERVICES	1,675,159	1,737,657	96.40%	62,498
EQUIPMENT & SOFTWARE	199,222	301,225	66.14%	102,003
LIBRARY MATERIALS	1,408,408	1,414,046	99.60%	5,638
OTHER EXPENDITURES	19,458	23,500	82.80%	4,042
INTEREST EXPENSE	13	500	2.54%	487
OPERATIONAL CONTINGENCIES	0	0	0.00%	0
TOTAL EXPENSES	\$ 11,057,134	\$ 11,258,706	98.21%	\$ 201,572
TRANSFERS OUT	\$ -	\$ -	0.00%	\$ -
TOTAL EXPENSES & TRANSFERS OUT	\$ 11,057,134	\$ 11,258,706	98.21%	\$ 201,572
Net Excess of Revenues Over/(Under) Expenses	\$ 262,060	\$ 7,703		\$ (254,357)

Spotlight Virtual Library Services

Library Services Manager Carlie Hoffman, Librarian Diane Brown, North Spokane, and Librarian Cindy Ulrey, Spokane Valley, will share highlights of District Virtual Library Services.

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

OVERVIEW WELLNESS

HR Analyst Debbie Rhodes will provide an overview of the District wellness program.

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