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

Board of Trustees Regular Meeting

March 15, 2016   4:00 p.m.   Cheney Library Public Meeting Room

AGENDA

I.   CALL TO ORDER

II.   AGENDA APPROVAL [4:00]

III.   ACTION ITEMS
   A. Approval of February 16, 2016, Regular Meeting Minutes [4:00-4:03]
   B. Approval of February 2016 Payment Vouchers [4:03-4:05]
   C. Unfinished Business [4:05-4:20]
      1. Facility Use for Political Purposes Policy: Approval recommendation.

   D. New Business [4:20-4:30]
      1. Community Impact Plan (CIP) 2013-2015 Review

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 – Cheney Library [5:00-5:10]
   G. Overview – Friends of the SCLD [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.

03/15/16

SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: FEBRUARY 16, 2016

The Board of Trustees of Spokane County Library District met in regular session in the public meeting room at Argonne Library, 4322 N. Argonne Rd., Spokane, WA, at 4:00 p.m., Tuesday, February 16, 2016.

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

Excused: None.

Also Present: Jane Baker, Communication & Development Officer; Kristy Bateman, Library Services Manager; Pat Davis, Library Supervisor; Paul Eichenberg, Human Resources Director; Stacey Goddard, Library Services Manager; Gwendolyn Haley, Library Services Manager; Kelsey Hudson, Librarian; Rick Knorr, Chief Financial Officer; Patrick Roewe, Deputy Director; Andrea Sharps, Collection Services Director; Vanessa Strange, Librarian; Doug Stumbough, IT Director; Jamie Van Wormer, Volunteer Coordinator; and Patty Franz, Administrative Assistant.

Guests: Cynthia McMullen, Attorney, McMullen Law Office, P.S., SCLD Legal Counsel; Spokane and Valley View, WA, residents Stacy Cossey, Larry Deemer, and Bart Haggin.

Call to Order (Item I.)	Chair Mark Johnson called the meeting to order at 4:02 p.m. and welcomed those in attendance.
Agenda (Item II.)	Mr. Craig moved and Ms. Thompson seconded to approve the agenda. The motion carried unanimously.
Approval of Regular Meeting Minutes, January 19, 2016 (Item III.A.)	Mr. Johnson called for corrections to the January 19 regular meeting minutes. There were no corrections; the minutes stand approved as written.
Approval of Payment Vouchers, January 2016 (Item III.B.)	Mr. Teterud moved and Ms. Thompson seconded approval of the January 2016 bill payment vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal	Total
L01	49390-49580 and W00295-W00301	$864,861.36	$864,861.36
	01082016PR and 01252016PR	$352,069.77	$352,069.77
		Total	$1,216,931.13

There were no questions. The motion was unanimously approved.

Unfinished Business (Item III.C.1.)

There was no unfinished business.

New Business Facility Use for Political Purposes Policy (Item III.D.1.)

FACILITY USE FOR POLITICAL PURPOSES POLICY. Ms. Ledeboer introduced legal counsel for the District, attorney Cynthia "Cindy" McMullen, who provided support memoranda in advance of the meeting as part of staff preparation of the draft revised policy. Chair Johnson opened public comment prior to the Board's deliberation about the suggested policy changes, which would redefine the extent to which SCLD facilities could be used for political purposes.

Regarding the WAC 434-250-100 regulation that states signature-gathering is not allowed within 25 feet of a ballot drop box, Mr. Larry Deemer asked if that rule is effective all year long. Both Mr. Roewe and Ms. Ledeboer responded that it was their understanding the rule is in effect all year long. In response to Mr. Bart Haggin's query, Ms. Ledeboer said the library does not plan to visually or physically designate areas outside of 25 feet, yet staff would be trained to implement the policy. Mr. Deemer asked if access would be allowed to other common areas of the library, such as the foyer, to which Ms. Ledeboer said the outside of the building is considered the public forum, unlike the foyer that allows for ingress and egress and is locked during non-business hours.

Trustees began their deliberations about changes to the existing policy, and raised the following points.

Mr. Craig asked if the ballot boxes that exist at all library locations could be moved. Ms. Ledeboer said that could raise a concern for the cost to move them. Mr. Teterud said he considers signature-gathering as separate from freedom of speech, and has concern that the activity could inhibit members' use of the library. He asked if the District could ask for feedback from members about this potential change. Ms. Thompson expressed agreement, and asked Ms. McMullen if case law exists for signature-gathering as it relates to free speech, to which Ms. McMullen responded. Mr. Craig asked if there was Ninth Circuit case law involving signature-gathering at shopping malls, grocery stores, etc. Ms. McMullen said privately owned property can be regulated as determined. However, when local jurisdiction owns adjacent sidewalks, etc., regulations change. Mr. Teterud referenced the general policy draft that states signature-gathering is allowed "as long as they [signature-gatherers] do not interfere with traffic or public access to the library building," and asked if the policy could remain as is, instead of providing exceptions to the rule. Ms. Ledeboer said having a policy in place will help staff with implementation.

Ms. Ledeboer said the second iteration of the strategic plan calls for civic engagement; thus, a revised facility-use policy fits with District goals for the future. Discussion ensued regarding the regulation of time, place, and manner. Ms. Ledeboer said the District can designate areas for signature-gathering at each library. Ms. McMullen emphasized that limits could only

be placed on time, place and manner, and must be content neutral.

Trustees requested more time to deliberate on signature-gathering on library premises. Staff will review the draft policy based on concerns raised by the Board and direction by Ms. McMullen. There was no further discussion. Ms. McMullen departed the meeting at 5:03 p.m.

New Business Reciprocal Use of Libraries Report for 2015 (Item III.D.2.)

RECIPROCAL USE OF LIBRARIES REPORT. Mr. Roewe provided an annual report for 2015 prior to the meeting. He said the current reciprocal use agreement is working well without negative impact to libraries. No changes were recommended. Ms. Ledeboer commented that cross-use of libraries demonstrates that people may use more than one library, with some use generated by those who use a library near their workplaces or schools their children attend. Moran Prairie and North Spokane have the most use by non-residents. Trustee Craig pointed out different libraries have different strengths, and we want members to have access to needed materials. There was no further discussion.

New Business WLA Library Legislative Day Report for 2016 (Item III.D.3.)

Ms. Ledeboer provided a written report prior to the meeting about the 2016 WLA Library Legislative Day, held in Olympia, WA, on Jan. 21, and said this year's visit was mostly an opportunity to share information about library programs and services, and extend invitations to legislators to visit their district libraries when time avails. There was no further discussion.

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

Mr. Johnson reviewed the list of tentative agenda items for the next two months. The March meeting will be held at Cheney Library. Among other items, the agenda will include a continuation of the review of the Facility Use for Political Purposes policy. Code of Conduct and Partnership and Sponsorship policies will also be reviewed. A report on the Community Impact Plan, 2013-2015, Cheney Library Spotlight, and Overview of the Friends of the SCLD are also part of the agenda.

Trustee Reports (Item V.A.)

As a new board member, Mr. Teterud reported he attended District orientation training on January 25 at the Administrative Offices. He considered the day-long training as entirely worthwhile, and expressed appreciation and thanks to all the staff involved.

Ms. Thompson asked the Executive Director and Leadership Team to be mindful in the future about email communication to staff regarding topics for which the Board of Trustees is currently deliberating.

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

The Executive Director's written report for January provided prior to the meeting included information on the Business Office, Finance and Facilities, Collection Services, Human Resources, Information Technology, and Community Activities. Ms. Ledeboer shared several correspondences with expressions of gratitude for various library programs, such as an after-school activities blog, a Book a Librarian appointment, and the Exploring Human Origins exhibit. She further said the District measures its success by how

others value what they are learning at the library. Ms. Ledeboer also reported Mike Jackson, city manager for Spokane Valley, would like an opportunity to discuss with Trustees the potential of a new Spokane Valley Library in the future. Based on the Board's affirmative response, Ms. Ledeboer will invite Mr. Jackson to attend a meeting. She also announced notice of proposed annexation within the boundaries of the Moran Prairie LCFA, to which Trustee Craig inquired how close the current annexation is to 90%. Mr. Roewe replied the annexation would reach 3.6% of the LCFA.

Ms. Ledeboer announced HR Director Paul Eichenberg will retire from the District, effective February 29.

Public Services Report, Jan. 2016 (Item V.C.)

Deputy Director Patrick Roewe provided a written report with a new format prior to the meeting for January 2016, with data for customer use measures, programming and library activities. Mr. Roewe introduced Jamie Van Wormer, the District's new Volunteer Coordinator. Ms. Ledeboer pointed out it is Tax-Aide season at the libraries, with many meeting rooms scheduled for representatives to provide assistance for free to anyone in need before the April 15 deadline. There were no questions.

Communication Report, Jan. 2016 (Item V.D.)

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

Fiscal Report, Final 2015, and Jan. 2016 (Item V.E.)

Revenue and Expenditure Statement through January 31, 2016.

Fund 001		
Revenues	$	53,561
Expenditures	$	1,040,845
Ending Fund Balance	$	3,549,526
Fund Budget Expended		8.74%

Mr. Knorr provided further review of the written financial report provided in advance of the meeting, and elaborated on assessed value and levy rate information provided by the Spokane County Assessor's Office.

In response to queries from Trustee Teterud, Mr. Knorr explained the payment voucher to US Bank was for various credit card transactions to conduct routine District business; e.g., purchases of books for the library collection, fuel for maintenance trucks, and conference registrations. He also explained District use of a fee-based collection agency. Mr. Roewe added that this service is revenue-neutral, and the District's primary objective is to encourage the return of materials to make them available for other members. Discussion ensued about payment of annual bank fees, for which Mr. Knorr will explore the possibility of negotiating a reduction in future fees. In response to Trustee Craig, Mr. Knorr reported the roof at Otis Orchards Library will soon be replaced, as that information had inadvertently been omitted from the printed report.

**Spotlight
Argonne Library
(Item V.F.)**

Library Supervisor Pat Davis and Librarian Kelsey Hudson provided highlights on Argonne Library and its service community of 21,000, for which 47.5% are library members. They reported progress on goals related to the Community Impact Plan (CIP) for years 2013-2015, and future plans for the Community Engagement Plan 2016-2018. Ms. Davis reviewed the most popular activities held during 2015 at Argonne, noting 4,600 people attended the increased number of programs offered. Programs geared toward adults in the areas of education and enrichment were The Big Read, meditation training, and coffee and chocolate sampling, to name a few. For children, school visits and Summer Reading were offered, and for families, LEGO Club, music, and other programs were well attended. To support early learning, weekly and outreach Storytimes were attended by 3,000 people last year. Just Play!, STARS training, and Interactive Discovery Stations were also offered. To support the business and career development service area, the library conducted a business survey for the Millwood Community Association to support the emerging partnership. Wi-Fi is always available to serve library visitors, and 1,300 computer station reservations served members last year. There were 39 participants registered and tested on MOS (Microsoft Office Specialist) Certification day. Staff also conducts exam proctoring. The public meeting room had 721 reservations last year, which included a wedding on New Year's Eve. The conference room is used regularly for study space or smaller group meetings. Community connections include a monthly art display by students from West Valley schools, staff participation in the West Valley SCOPE parade and fair, Scholarship Night, Millwood After-School Program, and Christmas Bureau. Friends of Argonne Library host an annual book sale and participate in Millwood Daze. In support of the abundant local history enthusiasts, programs relevant to the history of Millwood will be offered this spring, for which the Friends will provide refreshments. Argonne Library staff has dedicated itself to engage with community and build business relationships into the future. Trustees expressed appreciation for the informative report.

**Overview
Exploring Human
Origins Exhibit
(Item V.G.)**

Librarian Vanessa Strange recapped the Exploring Human Origins exhibit, held at North Spokane Library, January 5 through February 2. The Smithsonian Institution partnered with the American Library Association to create a traveling exhibit based on its permanent Hall of Human Origins at the Museum of Natural History in Washington, D.C. Through a competitive grant process, SCLD was one of 19 libraries in the nation selected for this 1,200 sq. ft. exhibition that included educational panels, interactive kiosks, hands-on displays, videos, and 3D skull casts, the latter becoming part of SCLD's permanent collection. As a result of strong Communication Department support and significant local media coverage, the exhibit received an overwhelming response from the community, with an attendance of 731 people for 28 programs held throughout the 10 libraries; four of the programs had 100 or more in attendance. Ms. Strange also brought to share the hundreds of responses written by participants on Post-

it notes in answer to the question, "What does it mean to be human?" Ultimately, these responses will be archived at the Smithsonian. Trustees expressed appreciation for the informative report.

**Public Comment
(Item VI.)**

5:50 p.m. - In further support of the Library District's review of its Facility Use for Political Purposes policy, Stacy Cossey, a citizen activist and volunteer for 2015 I-735, provided public comment. She reiterated that a revised library policy could help build the democratic process and, thereby, community. She commented it should be easy for residents to engage in civic duty, and said further that she is in favor to ban pay-per-signature petition initiative gatherers, and has spoken with Senator Andy Billig for support. Ms. Cossey also offered a practical suggestion toward the District's handling of its Facility Use policy, noting Rosauers Supermarkets, Inc., has a placard posted with rules for signature-gatherers at its stores. Larry Deemer, also a volunteer for 2015 I-735, offered several points regarding the Board of Trustees' deliberations. He addressed concerns that some people are uncomfortable walking past signature-gatherers, by saying this was a small price to pay for democracy. He also suggested freedom of speech and the right to petition government are First Amendment rights, and requiring the use of tables and chairs by signature-gatherers could hinder the process. He noted that the legal definition of sidewalks and walkways differs from the general population's understanding, and both should be treated as public forums. In conclusion, Mr. Deemer encouraged the library to be as liberal as possible regarding limitations in its revised policy. There was no further public comment.

**Adjournment
(Item VII.)**

Chair Johnson adjourned the meeting at 6:04 p.m. The next Board Meeting is scheduled for Tuesday, March 15, 2016, at 4:00 p.m., in the public meeting room at Cheney Library.

_____
Mark Johnson, Chair

_____
Nancy Ledeboer, Secretary of the Board of Trustees

PAYMENT VOUCHER APPROVAL

Pursuant to RCW 42.24.180 and Spokane County Library District Resolution # 94-03, we, the undersigned, do hereby certify that the merchandise and services hereinafter specified have been received as of February 29, 2016 and that payment vouchers listed on this and the following pages are approved for payment in the total amount of $843,310.56 and that we are authorized to authenticate and certify these claims.

DATE: March 1, 2016

SIGNED _Rick Knox_

TITLE: C.F.O.

SIGNED _Nancy Ledeboer_

TITLE: Executive Director

VOUCHER NUMBER		DESCRIPTION	VOUCHER AMOUNT
049581	AMERICAN LIBRARY ASSOCIATION	DUES AND MEMBERSHIPS	$ 670.00
049582	AVISTA UTILITIES	UTILITIES	5,562.62
049583	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	53.63
049584	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	90.98
049585	CENTURYLINK	ANALOG TELEPHONE LINES	85.69
049586	CENTURYLINK	ANALOG TELEPHONE LINES	97.19
049587	CITY OF SPOKANE	WATER & SEWER - MORAN PRAIRIE	270.19
049588	CITY OF AIRWAY HEIGHTS	WATER & SEWER - AIRWAY HEIGHTS	128.17
049589	CITY OF CHENEY	WATER, SEWER, ELEC. - CHENEY	706.61
049590	CITY OF DEER PARK	WATER & SEWER - DEER PARK	71.38
049591	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	1,097.55
049592	DEVRIES INFORMATION MGMT	COURIER SERVICE	4,734.00
049593	EVANS--HALL, INC.	ADVERTISING	1,500.00
049594	FINDAWAY WORLD, LLC	LIBRARY MATERIALS	1,071.80
049595	FRONTIER COMMUNICATION	TELEPHONE & BROADBAND - FF	117.71
049596	GALE/CENAGE LEARNING	LIBRARY MATERIALS	493.65
049597	SUSAN GREIF	LOST/PAID BOOK REFUND	93.00
049598	H&H BUSINESS SYSTEMS, INC.	COPIER MAINTENANCE	1,187.38
049599	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	5,581.32
049600	INLAND PUBLICATIONS	LIBRARY PROGRAMS	416.00
049601	KHQ Q6 - SPOKANE	ADVERTISING	750.00
049602	MICHAEL MCCARTNEY	LIBRARY PROGRAMS	1,000.00
049603	MIDWEST TAPE	LIBRARY MATERIALS	3,661.15
049604	DIANA MIKHEYEVA	LOST/PAID BOOK REFUND	16.00
049605	KRISTINE NGUYEN	LOST/PAID BOOK REFUND	18.00
049606	NORTH PALOUSE CHAMBER/COMM	DUES AND MEMBERSHIPS	100.00
049607	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	9,916.41
049608	PERRINE PROPERTIES, LLC	SV PARKING LOT LEASE	300.00
049609	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	326.30
049610	RECORDED BOOKS, LLC	LIBRARY MATERIALS	484.66
049611	RURAL RESOURCES COMMUNITY ACTION	LIBRARY PROGRAMS	600.00
049612	KIMBERLEE SMITH	LOST/PAID BOOK REFUND	11.60
049613	SPOKANE CO. WATER DISTRICT #3	UTILITY FEE - HASTINGS PROPERTY	14.25
049614	TERI TUCKER	LIBRARY PROGRAMS	300.00
049615	SARAH VIRAMONTEZ	LOST/PAID BOOK REFUND	11.00
049616	WASTE MANAGEMENT OF SPOKANE	REFUSE	1,139.40
049617	ABM JANITORIAL SERVICES - NW	CUSTODIAL SERVICES	11,897.38
049618	AVISTA UTILITIES	UTILITIES	2,408.85
049619	AMY BARTON	LOST/PAID BOOK REFUND	8.00
049620	BRILLIANCE PUBLISHING, INC.	LIBRARY MATERIALS	81.48

049621	CAVENDISH SQUARE	LIBRARY MATERIALS	773.64
049622	CONTRACT DESIGN ASSOCIATES	OFFICE FURNITURE	480.84
049623	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	6.46
049624	CENTURYLINK	ANALOG TELEPHONE LINES	92.61
049625	CHEVRON U.S.A. INC.	VEHICLE FUEL	87.26
049626	CITY OF MEDICAL LAKE	WATER, SEWER, REFUSE - ML	149.27
049627	DIVCO INCORPORATED	BUILDING REPAIR & MAINT - HVAC	5,475.68
049628	EMPIRE DISPOSAL INC.	SOLID WASTE - FAIRFIELD	18.79
049629	EASTERN WASHINGTON UNIVERSITY	TRAINING & TRAVEL - PUB SVC	35.00
049630	KYLEEANNA FINK	LOST/PAID BOOK REFUND	12.00
049631	GALE/CENAGE LEARNING	LIBRARY MATERIALS	610.45
049632	GREENLEAF LANDSCAPING, INC.	SNOW REMOVAL	214.05
049633	H&H BUSINESS SYSTEMS, INC.	COPIER MAINTENANCE	463.16
049634	VANTAGEPOINT TRNSFR %M&T BANK	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,167.15
049635	iHEARTMEDIA-SPOKANE	ADVERTISING	599.00
049636	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	14,236.83
049637	INTEGRA TELECOM HOLDINGS, INC	BROADBAND AND INTERNET	2,302.50
049638	INTEGRA TELECOM HOLDINGS, INC	BROADBAND AND INTERNET	15,630.49
049639	INLAND NW BUSINESS ALLIANCE	LUNCH MEETING	30.00
049640	INLAND POWER AND LIGHT	UTILITIES - AH, DP	607.17
049641	JILL KENNEDY	LOST/PAID BOOK REFUND	12.40
049642	WICK ENTERPRIZES, LLC	ADVERTISING	297.50
049643	McMULLEN & McMULLEN, P.S.	GENERAL LEGAL SERVICES	558.00
049644	MICRO AGE	IT HARDWARE & SOFTWARE	4,488.22
049645	MIDWEST TAPE	LIBRARY MATERIALS	7,583.63
049646	MODERN ELECTRIC WATER COMPANY	WATER, ELEC. - SV	2,165.25
049647	MONTGOMERY HARDWARE	MAINTENANCE SUPPLIES	204.50
049648	MANDY RAE NELSON	LOST/PAID BOOK REFUND	15.00
049649	OCLC, INC.	CATALOGING & ILL SUBSCRIPTION SVCS	3,244.15
049650	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	4,646.63
049651	PAPERJACK.com	OFFICE/LIBRARY SUPPLIES	575.92
049652	KIMBERLY POWELL	LOST/PAID BOOK REFUND	1.40
049653	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	403.28
049654	RECORDED BOOKS, LLC	LIBRARY MATERIALS	215.23
049655	SCHOLASTIC LIBRARY PUBLISHING	LIBRARY MATERIALS	971.69
049656	SCHOLASTIC LIBRARY PUBLISHING	LIBRARY MATERIALS	475.24
049657	SPOKANE COUNTY UTILITIES	SEWER - AR, NS, SV	411.41
049658	SPICEWORKS	SOFTWARE SUPPORT	495.00
049659	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	76.73
049660	UPS	FREIGHT	23.41
049661	U.S. BANK	H S A CONTRIBUTIONS	84.00
049662	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	317.21
049663	VERIZON WIRELESS	CELL PHONES	211.76
049664	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	725.02
049665	WHITWORTH WATER DISTRICT #2	WATER - NORTH SPOKANE	32.73
049666	WASHINGTON LIBRARY ASSOCIATION	SOFTWARE SUPPORT	4,432.00
049667	ASSOC OF WASHINGTON CITIES	MEDICAL, DENTAL, VISION & LIFE INS.	75,439.96
049668	ASSOC OF WASHINGTON CITIES	MEDICAL, DENTAL, VISION & LIFE INS.	762.30
049669	AVISTA UTILITIES	UTILITIES	1,531.79
049670	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	15.51
049671	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	675.93
049672	CENTURYLINK	ANALOG TELEPHONE LINES	96.49
049673	CENTURYLINK	ANALOG TELEPHONE LINES	39.01
049674	COEUR D'ALENE PRESS	LIBRARY MATERIALS	312.00
049675	DIVCO INCORPORATED	BUILDING REPAIR & MAINT - HVAC	2,229.44
049676	EARTHWORKS RECYCLING,INC	RECYCLING	173.00
049677	GALE/CENAGE LEARNING	LIBRARY MATERIALS	90.79
049678	KAYDEE GILKEY	LIBRARY PROGRAMS	100.00

049679	GREATER SPOKANE VALLEY CHAMBER	DUES AND MEMBERSHIPS	105.00
049680	GREENLEAF LANDSCAPING, INC.	SNOW REMOVAL	428.03
049681	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	5,011.19
049682	INLAND POWER AND LIGHT	UTILITIES - AH, DP	358.46
049683	JAY KEHNE	LIBRARY PROGRAMS	100.00
049684	KHQ Q6 - SPOKANE	ADVERTISING	750.00
049685	GROUP W MARKETING	ADVERTISING - KIDS NEWSPAPER	500.00
049686	KING COUNTY LIBRARY SYSTEM	INTERLIBRARY LOAN FEES	33.99
049687	KITSAP REGIONAL LIBRARY	INTERLIBRARY LOAN FEES	12.95
049688	NANCI KUIPER	LOST/PAID BOOK REFUND	5.40
049689	MIDWEST TAPE	LIBRARY MATERIALS	4,707.50
049690	CONNIE NARESH	LOST/PAID BOOK REFUND	6.00
049691	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	513.39
049692	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	8,263.01
049693	INDEPENDENCE ENTERPRISES, INC	BUILDING REPAIR & MAINTENANCE	815.25
049694	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	884.53
049695	RECORDED BOOKS, LLC	LIBRARY MATERIALS	1,210.99
049696	STEPHANIE SCHURTER	LOST/PAID BOOK REFUND	9.00
049697	SHERE STAPISH	LOST/PAID BOOK REFUND	10.00
049698	STATE AUDITOR'S OFFICE	ANNUAL AUDIT	2,524.50
049699	ROB STEPHENS	LOST/PAID BOOK REFUND	50.00
049700	UPS	FREIGHT	16.12
049701	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	11,982.27
049702	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	501.25
049703	TRUDI DAVIDOFF	LOST/PAID BOOK REFUND	20.00
049704	ROCHELLE YATES	LOST/PAID BOOK REFUND	6.20
049705	AVISTA UTILITIES	UTILITIES	635.90
049706	BRILLIANCE PUBLISHING, INC.	LIBRARY MATERIALS	9.12
049707	CONTRACT DESIGN ASSOCIATES	OFFICE FURNITURE	846.32
049708	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	429.09
049709	CENTURYLINK	ANALOG TELEPHONE LINES	85.69
049710	CENTURYLINK	ANALOG TELEPHONE LINES	44.99
049711	CENTURYLINK	ANALOG TELEPHONE LINES	44.75
049712	CENTURYLINK	ANALOG TELEPHONE LINES	59.85
049713	CENTURYLINK	ANALOG TELEPHONE LINES	97.01
049714	CENTURYLINK	ANALOG TELEPHONE LINES	139.27
049715	SCOTT CRAWFORD	LOST/PAID BOOK REFUND	15.00
049716	DELL MARKETING L.P%DELL USA LP	PRINTER SUPPLIES/IT EQUIPMENT	289.12
049717	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	1,024.86
049718	EARTHWORKS RECYCLING,INC	RECYCLING	199.76
049719	FED EX OFFICE	PRINTING	439.37
049720	GALE/CENAGE LEARNING	LIBRARY MATERIALS	1,062.79
049721	GREENLEAF LANDSCAPING, INC.	SNOW REMOVAL	1,168.42
049722	DIANE HENDRIX	LOST/PAID BOOK REFUND	9.00
049723	MOLLY HENNING	LOST/PAID BOOK REFUND	5.80
049724	VANTAGEPOINT TRNSFR %M&T BANK	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,180.80
049725	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	8,791.93
049726	JACKIE KOONZ	LOST/PAID BOOK REFUND	3.00
049727	MIDWEST TAPE	LIBRARY MATERIALS	4,365.34
049728	MOBIUS SCIENCE CENTER	LIBRARY PROGRAMS	3,500.00
049729	OPTUM	H S A ACCOUNT FEES	78.00
049730	OTIS ELEVATOR COMPANY	ELEVATOR MAINTENANCE	1,227.54
049731	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	5,714.14
049732	PARAGON MOTOR CLUB	VEHICLE ROADSIDE ASSISTANCE SVC	389.85
049733	PERIDOT PUBLISHING	ADVERTISING	700.00
049734	NORMA PRETZ	LOST/PAID BOOK REFUND	8.80
049735	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	911.66
049736	RECORDED BOOKS, LLC	LIBRARY MATERIALS	576.63

049737	RELIANCE LABEL SOLUTIONS, INC.	OFFICE/LIBRARY SUPPLIES	343.37
049738	SAGE SOFTWARE, INC	SOFTWARE SUPPORT	6,784.23
049739	JULIA ELIZABETH SMTH	LIBRARY PROGRAMS	300.00
049740	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	656.72
049741	TANTOR MEDIA	LIBRARY MATERIALS	119.95
049742	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	81.72
049743	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	317.21
049744	VIC B. LINDEN & SONS	BUILDING REPAIR & MAINTENANCE	113.05
W00302	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	58,354.40
W00303	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	38,635.90
W00304	US BANK - HEALTH - OPTUM	H S A CONTRIBUTIONS	1,514.25
W00305	STATE OF WASHINGTON	MONTHLY EXCISE/SALES TAXES	1,432.22
W00306	US BANK - HEALTH - OPTUM	H S A CONTRIBUTIONS	1,570.50
W00307	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	58,187.65
W00308	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	39,227.87

Total Non-Payroll General Operating Fund $ 500,717.10

PAYROLL VOUCHERS

02102016PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYCHECKS	$	171,592.18
02252016PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYCHECKS		171,001.28

Total Payroll General Operating Fund $ 342,593.46

TOTAL GENERAL OPERATING FUND $ 843,310.56

Spokane County Library District
Monthly Credit Card Activity
March, 2016
Voucher # 049701

Card Category	Amount
General Purchases	$6,816.82
Maintenance	826.01
Travel	1,787.41
Acquisitions	2,365.20
Information Technology	147.92
Outreach	38.91
Total Purchases	$11,982.27

FACILITY USE FOR POLITICAL PURPOSES

BACKGROUND UPDATE:
Staff conducted an additional policy review in response to Board discussion at its February meeting. The revised policy draft has been edited to further emphasize the time, place, and manner restrictions the District can place on petition signature-gathering and electioneering activities. Given that the District operates 10 distinct facilities with 10 distinct building layouts, it is not feasible to provide specific guidelines that apply to each library at the policy level as set by the Board. Staff will establish the administrative procedures necessary to implement this policy, and, as warranted, can designate in those procedures specific outside spaces for signature-gathering and electioneering activities that incorporate the location of doors, walkways, and the placement of the ballot drop boxes, as that varies from library to library.

Original Background:
The current SCLD Policy does not allow the public to gather signatures on petitions in any library location except meeting rooms. Staff has provided a draft of a revised policy that allows members of the public to gather signatures in public areas outside of the library building as long as it does not interfere with access to the library by other members of the public.

Attached you will find a memorandum from Cindy McMullen, SCLD's attorney. In consideration of the policy, Ms. McMullen summarizes two rights guaranteed in the First Amendment, free speech and the right to petition the government. These rights are supported in Washington state law. In conclusion Ms. McMullen states:

The Spokane County Library District is a governmental agency, formed under RCW 27.12. Therefore, it must comply with the First Amendment to the United States Constitution and Article 1, Sections 4 and 5 of the Washington Constitution. In so doing, it may only regulate free speech, the right to assemble and the right to petition the government in content neutral, reasonable limitations on time, place and manner. Under the Washington Constitution, legislation that protects the health, safety and welfare of the public and the common good can form the basis for reasonable limits on time, place and manner. One such legislation is RCW 42.17.555, which was enacted to protect the public from the misuse of government facilities by its elected and appointed officials.

During public comment at the January Board meeting, Trustees were asked to consider allowing petition gathering outside of the library. Members of the public presented the argument that sidewalks, and other areas outside the library, are accessible by the public at all hours and should be considered a "public forum."

Staff reviewed policies of other libraries and found that several other Washington libraries allow signature gathering on library premises as long as it does not interfere with access to the library by other members of the public. We found that libraries in other states have lost challenges when they prohibited petition gathering outside of a library.

In partnership with Spokane County Elections, all 10 SCLD libraries serve as ballot deposit sites for elections. The presence of those ballot drop boxes would impose additional limitations to electioneering and signature gathering as per WAC 434-250-100 (not allowed within twenty-five feet of a ballot deposit site). In addition, two SCLD libraries (Cheney and North Spokane) currently serve as voter service centers on election days, and as per RCW 29A.84.510 and WAC 434-250-105, no

electioneering and/or signature gathering would be allowed at those locations on those designated election days.

Based upon advice from counsel and a review of other library policies, staff is recommending that the Board approve a policy that expands the areas where the public may collect signatures on petitions. In addition to using meeting rooms for this purpose, the public may gather signatures outside of the library. Conditions of the Code of Conduct would apply.

Recommended Action: Motion to approve the Facilities Use for Political Purposes Policy as revised.

SPOKANE COUNTY LIBRARY DISTRICT   <u>DRAFT</u>

POLICY: FACILITY USE FOR POLITICAL PURPOSES
Approval Date: April 15, 2003
Revision Date: March 15, 2016 (tentative)

RELATED POLICIES:
CODE OF CONDUCT
LIBRARY MEETING ROOM USE
BULLETIN BOARDS AND COMMUNITY INTEREST PUBLICATIONS

Statutory References:
RCW 29A.84.510
RCW 42.17A.555
WAC 390-05-271
WAC 434-250-100
WAC 434-250-105

Purpose
To define the extent to which Spokane County Library District facilities may be used for political purposes. SCLD provides a welcoming environment that encourages all members of the public to use its facilities, services and resources in a safe and respectful manner. As part of its normal and regular conduct of its mission, SCLD provides free access to and communication of ideas and information that reflects the broad range of interests of the communities we serve. This policy recognizes that some portions of library grounds may be considered public forums. SCLD imposes reasonable time, place and manner restrictions on signature gathering, political activities and election materials and other activities or expressions of free speech in accordance with state law and to the extent necessary to prevent unreasonable interference with community members' use of the library.

Background:
The First Amendment guarantees the right of free speech and to petition government. Federal Courts have interpreted the First Amendment to allow for the peaceful exercise of the rights set forth in the Constitution.

Washington state law restricts the use of public facilities for political purposes. RCW 42.17A.555 states that public facilities may not be used directly or indirectly for the purpose of assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition, except for activities which are part of the normal and regular conduct of the office or agency. Federal courts have consistently recognized designated public library spaces as limited public forums. WAC 390-05-271 clarifies that RCW 42.17A.555 does not prevent a public agency from making facilities available on a nondiscriminatory, equal access basis for political uses.

All SCLD libraries serve as ballot deposit sites for elections, subject to WAC 434-250-100. In addition, SCLD libraries may serve as voter service centers on election days, subject to RCW 29A.84.510 and WAC 434-250-105.

In keeping with the fundamental principles provided by the First Amendment, and in accordance with state law, the Library may designate and make available areas on Library premises for the purpose of public expression of opinions and ideas.

General Policy:
It is Spokane County Library District (District) policy to allow use of designated parts of its facilities and premises for political uses on a nondiscriminatory, equal access basis, making such time, place, and manner restrictions as are necessary for the orderly conduct of normal public library operations.

District meeting and conference rooms are open to any individual or group on an equal basis and as such may be used for political or partisan purposes, subject to the District's Library Meeting Room Use Policy.

The District shall allow petition signature gatherers and electioneers outside on library premises as long as they do not interfere with the public's access to, entry into, or exit from the building. In addition, petition signature gathering and electioneering activities:
- May be outside the library building only and may not be in the foyer, lobby or interior of the facility.
- May utilize outdoor walkways, plaza areas, and adjacent sidewalks as long as they do not interfere with traffic or public access to the library building.
- Are not permitted within twenty-five feet of a ballot deposit box on library premises.
- Are not permitted anywhere on election days at libraries designated as voter service centers.

The District's Code of Conduct Policy applies to any and all activities occurring anywhere on District grounds.

The provision of District premises for the public expression of opinion does not constitute District endorsement of the opinions or ideas of those individuals and organizations using the space.

The District encourages members of the public to engage in civic maters and civil discourse. As part of its mission to support a community that learns, works, creates and thrives together, the District may provide information on issues of public concern, in a manner that is objective and fair.

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   <u>Current/Existing Policy</u>

POLICY: FACILITY USE FOR POLITICAL PURPOSES
Approval Date: April 15, 2003
Revision Date: February 18, 2014

Statutory Reference: RCW 42.17A.555

Purpose
To define how Spokane County Library District facilities can be used for political purposes.

General Policy
RCW 42.17A.555 states that public facilities may not be used directly or indirectly for the purpose of assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition, except for activities which are part of the normal and regular conduct of the office or agency. Federal courts have consistently recognized designated public library spaces as limited public forums. WAC 390-05-271 clarifies that RCW 42.17A.555 does not prevent a public agency from making facilities such as meeting rooms available on a nondiscriminatory, equal access basis for political uses.

Consistent with this legal framework, it is Spokane County Library District (District) policy to allow use of its facilities for political uses on a nondiscriminatory, equal access basis, making such time and place restrictions as are necessary for the orderly conduct of normal public library operations.

District meeting and conference rooms are open to any individual or group on an equal basis and as such may be used for political or partisan purposes.

Materials in support of or opposition to a ballot proposition will not be accepted for distribution or posting in District facilities; such materials left in District facilities will be discarded.

> Petitions may not be placed on bulletin boards or literature distribution racks, or otherwise left in District facilities. Petition signatures may be solicited only within meeting rooms scheduled for that purpose; they may not be solicited elsewhere inside or outside District buildings.

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.

Community Impact Plan (CIP) 2013-2015 Review

Background
The strategic planning process that resulted in the Community Impact Plan (CIP) began in August 2012 when then Branch Services Manager Doug Stumbough and Librarian Sonia Gustafson attended the Public Library Association's Results Boot Camp for strategic planning. Doug and Sonia subsequently implemented and guided the process throughout the fall of 2012. Input was gathered from focus groups conducted with library members in each of our 10 communities and with staff and Trustees at that year's Staff Training and Development Day. From that input, four service priorities were identified: Develop Young Learners, Support Job Seekers and Local Businesses, Explore and Discover, and Connect Communities. A strategic planning committee made up of staff from throughout the District developed goals and objectives for each of those service priorities in order to put them into action. Staff and Trustees provided additional feedback to further shape those goals and objectives, which resulted in the approval of the CIP by the Trustees in February 2013. Subsequent revisions based upon experiential knowledge gained from executing the plan were approved by the Trustees in 2014 and 2015.

Overview
We completed the third and final year of the CIP, and learned much in terms of how best to direct our resources and programs to best meet our goals and objectives. What has been most beneficial about the CIP is that it provided a framework within which we planned and executed our programs and services with greater intentionality.

Much like the previous two years, the District met or exceeded the anticipated numbers for some objectives, came close while not quite reaching others, and was not able to successfully reach the remaining few. The objectives were written with a certain degree of ambition and a willingness to take risks. Those that we were not able to meet have nonetheless taught important lessons that can be applied to future efforts with the Community Engagement Plan (CEP). Those that we've met—and in some cases eclipsed—demonstrate that we've hit our stride in those areas. Those in which we've seen some decline when compared to the previous year suggest capacity issues and other tension points that, if nothing else, reflect how quickly the needs and interests of our library members can change.

Key Findings
- Develop Young Learners: While this is an area in which the District is well-established, the CIP provided the opportunity to increase our efforts, particularly with community partnerships and in assisting parents and caregivers to help young children be school-ready. While our program attendance never quite reached the level to which we aspired, the numbers are indicative of our impact in this critical area of education.
- Support Job Seekers and Local Business: This service priority was one in which the District had done very little historically, and we were uncertain of what gains we could make in a community that did not equate us with business and workforce support at the time. However, we achieved, and in some cases, exceeded the vast majority of the objectives in this priority. Our success in this area verified that it is indeed a community need and the District is well-positioned as a library to help address.
- Explore and Discover: This is another area in which the District is well-established. Cultural, educational, and experiential learning programs for all ages are services we've been known for, and the community-first focus of the CIP allowed us to showcase the rich talent and expertise

within our community. Library members responded well to these programs, and we met or exceeded almost every objective. We came close, but did not quite reach the average check-out rate for physical library materials. However, that was not surprising, given the continued modest decline in total check outs of those materials in general. That decline is offset some by the substantial increase of online and downloadable resources, which highlights a gradual shift in resource usage towards digital.

- <u>Connect Communities</u>: This service priority is where the District struggled the most, and we did not consistently meet objectives year to year. For example, though we made certain strides, we learned there is more work to do in building a digital platform to showcase local content and community-interest information. Complications and delays in building that platform resulted in the decision to not pursue one minor objective. On the other hand, eliminating barriers to meeting room use yielded a healthy increase in use by the public, despite our own increased demand on the spaces due to more programming. In addition, we were able to find willing creative partners in the community who were eager to showcase their works at the libraries, which helped introduce local art and literature to our communities.

- <u>Plan Model</u>: The PLA strategic planning model provided some excellent tools for identifying priorities by talking with stakeholders. One challenge that came with this model was the emphasis on counting things like attendance, usage, and partnerships. While these numbers are important in telling the story of our work in support of community needs and interests, numbers are really about output and don't fully capture the impact of a particular program or service. Additionally, the use of surveys as an assessment tool was something with which we had only minor success— our library members didn't seem all that interested in participating in them. That all said, we were able to take key elements of the model, and the lessons we learned from implementing the CIP, and use them to inform the process for designing the CEP.

The following report is broken down by service priority, goal, and objective, and, where applicable, includes definitions for how that objective was measured. For objectives with a cumulative timeline, 2012 statistics are used as the baseline. To better track year-to-year progress, the 2013 and 2014 report numbers are included for each objective as applicable. Note that the objectives in this report have been numbered for ease of reference, though no such numbering exists in the official plan. We tallied detailed supporting documentation for each objective (as applicable), but opted not to include it here due to length. It is available upon request.

<u>Develop Young Learners</u>
Goal: Parents, teachers, and caregivers will have programs and services designed to help them prepare their children to start school.

Objectives:

1.) Each year, parents, teachers, and caregivers will have an opportunity to participate in at least 50 programs or resource-sharing activities.
- **This objective was met. 68 programs were offered in 2015.**
  - *2013: 55 programs.*
  - *2014: 61 programs.*
(Early learning programs are defined as programs for children birth to five years old in the CIP. Resource-sharing activities are programs or events that involve giving out materials or sharing ideas about early learning. There is some crossover into K-3 for early learning and some family oriented programs.)

2.) Each year, at least 90% of parents, teachers, and caregivers surveyed will indicate that they're more aware of the importance of reading, talking, playing, singing, and writing with their children.

- **This objective was met for 2015. 100% of parents surveyed indicated that they are more aware of the importance of reading, talking, playing, singing and writing with their children. This survey was distributed in May and October 2015.**
    - *2013: Survey not distributed.*
    - *2014: 100%.*

3.) By the end of 2015, collaborative efforts with early learning agencies will be increased by 50%.

- **This objective was met. In 2015, collaborative efforts have increased by 64% compared to 2012.**
    - *2012-2013 increase: 44%.*
    - *2013-2014 increase: 56%.*
    - *2014-2015 increase: 64%.*

(Defined as SCLD working with early learning community partners on projects, grants, programming or committees.)

Goal: Children birth to five will have the services and programs they need to enter school ready to learn.

Objectives:

4.) Each year, 70,000 young children and their parents and caregivers will attend an early learning program presented by the library.

- **This objective was not met. 45,200 young children and their parents and caregivers attended an early learning program presented in 2015—65% of the goal.**
    - *2013: 60,066.*
    - *2014: 43,901.*

(Early learning programs are defined as programs for children birth to five years old in the CIP. There is some crossover into K-3 for early learning and some family-oriented programs.)

5.) By the end of 2015, community libraries will have at least 5, and resource libraries will have at least 8, interactive discovery stations.

- **This objective was met in 2014. All community libraries have 5-7 interactive discovery stations. For the resource libraries, Spokane Valley has 9 interactive discovery stations and North Spokane has 11 interactive discovery stations.**
    - *2013: All community libraries—3; Spokane Valley—4; North Spokane—9.*

(Defined as technology resources, displays, and activity stations that encourage interactive play that promotes early learning goals.)

Support Job Seekers and Local Businesses

Goal: Teens and adults will have the resources and opportunities they need to attain meaningful employment.

Objectives:

6.) By the end of 2015, teen and adult use and awareness of career, test preparation, and higher education resources will increase by 100%.

- **This objective was not met, though by a very small margin. Instances of use increased from 4047 in 2012, to 7917 in 2015—a 96% increase.**
  - *2012-2013 increase: 53%.*
  - *2013-2014 increase: 94%.*
  - *2014-2015 increase: 1%.*

7.) Each year, teens and adults will have the opportunity to attend at least 100 career-related programs.
- **This objective was met. In 2015, 136 career-related programs were offered—136% of the objective.**
  - *2013: 39 programs.*
  - *2014: 74 programs.*

(Defined as those programs in which a person presently engaged in the profession is presenting program content that includes information related to their career. We count each instance of a program as an "opportunity to attend.")

8.) By the end of 2015, at least 90% of people surveyed will indicate the library provided the resources and opportunity they were looking for in regard to higher education, job skills, and career preparedness.
- **This objective was not met. An initial survey was distributed via our website in October 2014, but provided insufficient data. Based upon the lack of response, we did not revise or distribute the survey in 2015.**
  - *2013: Survey not distributed.*
  - *2014: Survey provided insufficient data.*

9.) Each year, at least 1,000 people will participate in job skill and career development activities.
- **This objective was met. In 2015, 1,658 people attended job skill and career development activities—166% of the objective.**
  - *2013: 475 people participated.*
  - *2014: 1193 people participated.*

(Defined as those activities in which members can increase their job/career skill sets. In addition to specific programming, we're also counting use of IT Academy e-learning, and internships with the Next Generation Zone, Spokane Valley Tech, and Skils'kin. We are counting each instance of an activity as an "opportunity to participate.")

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

Objectives:

10.) Each year, local businesses and non-profits will have the opportunity to participate in at least 25 local business support programs.
- **This objective was met. In 2015, we provided 82 business support programs—328% of the objective.**
  - *2013: 13 programs.*
  - *2014: 37 programs.*

(Defined as those programs where local employers can increase work-related skill sets. We are counting each instance of a program as an "opportunity to participate.")

11.) Each year, we will partner with 50 local businesses or non-profits to provide collaborative programming with the library.

- **This objective was not met in 2015. We offered 276 collaborative programs with 40 different local businesses and non-profits.**
    - o *2013: 26 local businesses or non-profits.*
    - o *2014: 53 local businesses or non-profits.*

(Defined as those programs where a local business/non-profit or other regional employer presents content of interest to our members.)

12.) By the end of 2015, at least 50 local businesses and non-profits will have used library resources to advance their business goals.

- **This objective was met. We fulfilled 35 Book a Librarian requests for business-specific assistance, and 128 distinct business library cards accessed online resources, for a total of 163.**
    - o *2013: Services were not fully established yet.*
    - o *2014: 15 Book a Librarian requests for business-specific assistance; distributed approximately 250 business library cards in the last quarter of 2014 (with an October launch).*
    - o *2015: 20 Book a Librarian requests for business-specific assistance; distributed approximately 500 business library cards in 2015. During 2015, 128 distinct library cards accessed online resources in 410 sessions. We distributed approximately 500 business library cards in 2015.*

Explore and Discover

Goal: Everyone will have the resources they need to explore topics of interest and the support to share knowledge with others.

Objectives:

13.) Each year, at least 75 community experts will share their knowledge in a library program.

- **This objective was met. In 2015, 104 community experts shared their knowledge in a program—139% of the objective.**
    - o *2013: 72 community experts.*
    - o *2014: 105 community experts.*

(Defined as someone from the greater Spokane County/Kootenai County area with expertise in a given field. We are counting each individual expert once, regardless of how many programs they present.)

14.) Each year, people will have at least 100 opportunities to attend community interest-driven programs.

- **This objective was met. In 2015, we offered 147 programs that met the minimal attendance requirements—147% of the objective.**
    - o *2013: 85 community interest-driven programs.*
    - o *2014: 105 community interest-driven programs.*

(Defined as programs that our communities have demonstrated interest in, through attendance at similar programs, requests from community groups, Friends' group sponsorships, or comments and suggestions from program evaluations. We are also counting each instance of a program as an "opportunity to

attend." We do not count any programs that have an attendance of less than 10 toward the goal [Fairfield is potentially an exception due to low population in that service area].)

15.) Each year, items in the library will check out an average of 6 times.
- **This objective was not met, though by a relatively small margin. Items check out an average of 5.4 times in 2015—90% of the goal.**
  - *2013: 5.8 average check-outs.*
  - *2014: 5.3 average check-outs.*

(For the purposes of the CIP, we are counting Annual Cumulative Circulation Totals, divided by the total number of physical items in the collection as of December 31.)

16.) By the end of 2015, use of digital resources will increase by 50%.
- **This objective was met. Instances of use of digital resources increased from 309,324 in 2012 to 772,358 in 2015 – an increase of 150%.**
  - *2012 to 2013 increase: 23%.*
  - *2013 to 2014 increase: 45%.*
  - *2014 to 2015 increase: 41%.*

(Digital resources include items in the Digital Library portion of the website [e.g. OverDrive, Zinio, Hoopla, ProQuest, HelpNow, Gale Courses, Consumer Reports, Microsoft IT Academy], and the LibraryThing for Libraries portion the catalog. Usage is: enrollments for Gale Courses and Microsoft IT Academy; checkouts for Hoopla, OverDrive, and Zinio; tutoring and database sessions for HelpNow and JobNow [and Tutor.com, our previous tutoring service]; emails sent for Online Book Clubs; click-throughs and reviews submitted for LibraryThing for Libraries; and click-throughs for all other digital resources.)

17.) Each year, at least 15,000 school-age children will attend a library program.
- **This objective was met. In 2015, 17,568 school-aged children attended or participated in library programs, both in and outside the library.**
  - *2013: 11,393 school-age children attended a library program.*
  - *2014: 15,264 school-age children attended a library program.*

(School-age is defined as the range between K-12th grade, which includes Children's, Tween, and Teen programs. Some Early Learning, or family-oriented all ages programs [such as the Jim Gill Concert, and the Jenks Family concerts in the summer] cross over in the K-3 and so may count in more than one category. Summer Reading programs are included.)

Connect Communities

Goal: Community members will connect with each other and engage in local activities.

Objectives:

18.) By the end of 2015, the number of visits to the community-specific sections of the SCLD website will increase by 20%.
- **This objective was not met. Visits to the community-specific sections of the SCLD website increased by 10% from 2014 to 2015.**
  - *2013: Sections not yet established.*
  - *2014: 106,787 visits.*
  - *2015: 117,974 visits.*

19.) By the end of 2015, the number of community blog contributions and comments on SCLD.org will increase by 20%.

- **This objective was not met. The community blog contributions and comments on scld.org decreased 43% from 2014 to 2015.**
    - o *2013: Sections not yet established.*
    - o *2014: 17 blog posts; 171 community comments.*
    - o *2015: 21 blog posts; 87 community comments.*

20.) By the end of 2015, at least 90% of people surveyed will indicate the library helped them know what is happening in their community.

- **This objective was not met. Due to changing priorities, we were unable to pursue this objective.**

21.) By the end of 2015, community use of library meeting spaces will increase by 10%.

- **This objective was met. Meeting room reservations increased 13% between 2012 and 2015.**
    - o *2012 to 2013 increase: 7%.*
    - o *2013 to 2014 increase: 1%.*
    - o *2014 to 2015 increase: 11%.*

22.) Each year, every library will showcase local authors and/or artists at least 5 times.

("Local" is defined as coming from the greater Spokane County/Kootenai County area. "Author" is defined as a writer of original published work(s). "Artist" is defined as a person or group of persons creating original works of art in a visual medium. Student artwork presentations displayed in partnership with area schools are not included.)

- **2015: This objective was not met overall, though 6 of the 10 libraries met this objective. On average, each library has provided 6 showcases. Individual library tallies:**

Library	Visual arts	Authors	Total
Airway Heights	6	2	8
Argonne	2	2	4
Cheney	4	2	6
Deer Park	3	4	7
Fairfield	0	1	1
Medical Lake	1	1	2
Moran Prairie	6	5	11
North Spokane	8	5	13
Otis Orchards	0	1	1
Spokane Valley	2	4	6

- o 2014: This objective was not met overall, though 9 of the 10 libraries met this objective. On average, each library has provided 12 showcases. Individual library tallies:

Library	Visual arts	Authors	Total
Airway Heights	10	3	13
Argonne	5	2	7
Cheney	7	6	13
Deer Park	10	3	13
Fairfield	2	2	4
Medical Lake	5	4	9
Moran Prairie	12	8	20
North Spokane	13	7	20

| Otis Orchards | 5 | 1 | 6 |
| Spokane Valley | 7 | 4 | 11 |

- o *2013: This objective was not met overall, though 7 of the 10 libraries met this objective. On average, each library has provided 7 showcases. Individual library tallies:*

Library	Visual arts	Authors	Total
Airway Heights	6	2	8
Argonne	4	5	9
Cheney	5	3	8
Deer Park	3	2	5
Fairfield	2	0	2
Medical Lake	2	1	3
Moran Prairie	1	3	4
North Spokane	7	6	13
Otis Orchards	4	1	5
Spokane Valley	8	5	13

Recommended Action: This information is for your review and discussion, with no action required.

FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: APRIL/MAY 2016

April 19, 2016: Otis Orchards Library (4:00 p.m.)
- Code of Conduct Policy
- Memberships in Organizations Policy
- Summer Meeting Schedule and June Meeting/Retreat
- Library Spotlight – Otis Orchards Library
- Overview – Risk Management & Liability
- Executive Session – Review the Performance of a Public Employee (RCW 42.30.110(1)(g))

Please send requests for agenda additions or changes to the Board Chair or Patty no later than Monday, Apr. 4, for inclusion in the preliminary agenda to be sent April. 6. Meeting packets will be mailed Apr. 13.

May 17, 2016: Moran Prairie Library (4:00 p.m.)
- Personnel Policy
- Member Privileges and Responsibilities Policy
- Library Spotlight – Moran Prairie Library
- Overview – Social Media and demos

SPECIAL MEETINGS AND ACTIVITIES

Apr 23	Friends Helping Friends (Moran Prairie, Saturday, 9am-noon)
Apr 27-29	WLA Annual Conference (The Davenport Hotel, Spokane)

SPOKANE COUNTY LIBRARY DISTRICT

EXECUTIVE DIRECTOR'S REPORT FEBRUARY 2016

Administration

Business Office, Finance and Facilities (Rick Knorr)

February is just a month away from our traditional low point in our cash balance. We started the year with approximately 4.6 month's cash on hand, and anticipate a decline to close to 2.0 months' cash on hand by the end of March.

Regarding library buildings, the weather was mild enough to complete the masonry half-wall repairs at North Spokane. The exterior half walls that protect the HVAC units at various locations around the North Spokane perimeter had worn and cracked. We have also begun the summer grounds-keeping season with the completion of a few spring cleanups. However, it is still too early to begin the remaining items, such as roof repairs, parking lot sweeping and restriping, or entryway repairs.

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

Human Resources (Paul Eichenberg)

Recruiting is in process to fill four positions. We hired three Library Pages, a Web and Database Specialist for IT, and three Public Services Associates and promoted a Librarian to Managing Librarian for North Spokane and a Library Page to Materials Processing Assistant in Collection Services.

Paul Eichenberg's last day with the District was February 29. Human Resources duties have been reassigned to Human Resources staff and other Leadership Team members until the position is filled.

Information Technology (Doug Stumbough)

- The first batch of new thermal receipt printers were configured and deployed. New printers are faster, quieter and produce easier to read receipts. Teresa also began gathering info about dynamic 'coupon'/'promo' options these printers could provide.
- Representatives from Today's Business Solutions provided an onsite demonstration of their computer reservation and print management software (MyPC & Papercut). Staff from IT and Public Services are evaluating the products as a potential replacement for the current LibOnline software, which is no longer supported.
- IT staff took advantage of libraries closure on Presidents' Day to work with Dave and Matt and conduct power testing and circuit mapping of the department. With three decades of additions and changes to the original power layout (originally a garage), it was a necessary step as we plan for potential upcoming changes to the building and department.
- Teri gathered info on use of the outreach cell phones and researched pay as you go phone options as a more economical plan for low use phones.
- Updated Sage Abra software with SR1 and SR2 so the Business Office can produce 1095 forms.
- De provided an introduction to using the MinecraftEDU server for Public Services staff, as well as creating a set of instructions and a remote connection so staff can become familiar with the product as they plan programming.

- After much investigation, Drew and De resolved an issue where many staff had to do a hard restart (or two) before being able to login in the morning. The culprit appears to have been a conflict between a Windows update and Symantec security software.
- Related to the above, System Center Endpoint Protection was installed on all the staff machines. Symantec was removed as part of the installation process for SCEP.
- Aaron Miller began working as our new IT Technician. His primary duties consist of assisting Drew with the installation, maintenance, and repair of desktop computer hardware, software and peripherals. Aaron comes to us after five years as a Public Services Specialist at Spokane Valley.
- Interviews for the vacant Web & Database Specialist position were conducted and Giang Bui was selected. She will start March 1.

Collection Services (Andrea Sharps)

- We ordered 1,843 titles and 5,851 copies in February. The number of titles ordered is down from last month, and the number of copies ordered is down from last month.
- With 16.67% of the year done, total library materials expended stands at 13.69%.
- We processed, added to the system, and sent out to the libraries 5,387 items in February. This is down a little from last month.
- Downloadable lending through OverDrive was down in February from January. A total of 32,769 audiobook and eBook items circulated in February. Members placed a total of 9,551 holds, and there were 4,903 unique users with titles checked out.
- Midwest Tape's *hoopla*, a streaming media service, saw a decrease in circulation in February over January. A total of 1,144 titles including audiobooks (269), comics/graphic novels (53), eBooks (91), movies (413), full-length albums (217) and television shows (101) circulated in February for a combined cost of $2,355 and an average cost per circulation of $2.06. A total of 56 new patrons registered in the month, and there were 312 active users recorded.
- Youth Collection Development Librarian Sheri Boggs attended the 2/20 launch party at Spark Center for Marry a Monster: Stories and Poems to Support Spokane's INK Art Space (volume two of Lilac City Fairy Tales) and picked up 12 copies for our local collection. Sheri's short story "Number Four" is included in the collection of stories and poems from regional artistic talent. Technical Services Manager Sandy Orr did the original cataloging for Marry a Monster. We loaned 262 items to other libraries and borrowed 535 items from other libraries for 797 total interlibrary loan transactions processed in February.

Executive Director Report & Community Activities (Nancy Ledeboer)

Staff reviewed several policies this month. The Facilities Use for Political Purposes policy was revised for presentation at the March board meeting. The Partnership and Sponsorship policy was reviewed and there are no changes recommended at this time. Code of Conduct will be reviewed next month.

I met with Aileen Luppert and Kristy Bateman to discuss plans for the 2016 Staff Day. This is the only time each year libraries are closed so that all the staff can hear the same message and receive the same professional development. Last year, Staff Day celebrated how staff shifted roles and responsibilities to support changes in how we serve the public. Those changes enabled more staff to go out into the community to take library services beyond our walls. Staff Day provided an opportunity for staff to provide input for the Community Impact Plan and its subsequent iteration, Community Engagement Plan. As we usher in the new plan, Staff Day presents an opportunity to engage staff and enhance

communication at all levels. We are considering Cheryl Gould of Fully Engaged Libraries as this year's presenter.

Carlie Hoffman and I met with representatives from EBSCO. Hondo Rojano, Director of Sales for the West, introduced us to our new sales representative, Ed Lott. They shared information about new products offered by EBSCO, which included Rosetta Stone as well as a search tool that facilitates easy searching by combining various database resources along with our library catalog. We invited them to come to the WLA Conference held in Spokane, April 27-29.

I attended Friends meetings in North Spokane, Airway Heights, Cheney, and Moran Prairie, to thank Friends for their support and invite them to attend the Friends Helping Friends meeting on April 23. Several of the Friends groups are gearing up for spring book sales. The resolution passed by Trustees in January was mailed to each Friends group along with a letter thanking them for their support on behalf of SCLD.

Pins awarded for years of service this month went to Kris Barnes (30), Susan Goertz (10), Shere Stapish (10), and Catherine Nero Lowry (5). I enjoy going out to libraries to visit with staff and hear their stories about how the library has changed and what they enjoy most about their work. This month, I also visited with Kris Barnes and Amber Williams in Deer Park to hear about upcoming program plans. They initiated a poetry slam supported by the Friends. This event has grown and now students from Riverside, Newport, and Deer Park are involved. Plans are also underway for the Deer Park Library to serve snacks during the summer, funded through the federal nutrition program. This will be a pilot project to see how many families benefit from the program and how much work is involved to provide support.

Deputy Director Patrick Roewe, CFO Rick Knorr, and I met with representatives from two architectural firms to discuss the refresh of North Spokane and Spokane Valley libraries. We discussed different approaches to repurposing space that may or may not involve adding square footage to the buildings. We discussed a timeline that would provide Trustees with fairly detailed proposals at their retreat in June. After reviewing written proposals by both firms and interviewing their representatives, we selected Bernardo Wills Architects PC. We felt that both firms would bring expertise and creativity to the project. Ultimately, Mr. Bernardo's familiarity with both library buildings was viewed as an advantage.

I can personally attest to the popularity of the program on Investment Planning with Alicia Levy. Communication & Development Officer Jane Baker met Ms. Levy at a Chamber event and referred her to Stacey Goddard. Ms. Levy did a series of three programs for the library on estate planning. I attended the program at Argonne which drew an audience of 45 and left standing room only. Ms. Levy was knowledgeable, patient, and professional in her presentation and interaction with the public. Attendance demonstrates the interest in more programs of this nature.

The Leadership Team went to lunch with Human Resources Director Paul Eichenberg to celebrate his years of service. On February 29, his last day, I conducted an exit interview and took detailed notes on personnel issues and activities. I will be acting as the supervisor for Human Resources staff until we fill this position.

My community involvement includes serving on the board of Executive Women International, Spokane Chapter. I attended the board meeting, monthly chapter meeting, scholarship committee meeting and the LCAM planning meeting. LCAM is the annual conference where chapters from across the country send members. This year, Spokane is hosting the conference at the Grand Hotel.

I attended the Spokane Valley Partners Finance Committee meeting and the Board meeting. Pam Lund of Girls Scouts, and Kathy Thamm, Community Minded-Enterprises, and I met with Alisha Benson from Spokane STEM Network to discuss ways that community-based organizations can participate and contribute to the regional STEM network. We will be exploring ways to connect more community-based organizations to this effort. The GSI K-12 Roundtable focused on middle school and what is being done to prepare students to explore career pathways as they prepare to enter high school and beyond.

I attended the KSPS screening of the new Carl Maxey documentary at the Bing. The film highlights the many accomplishments of this well-known Spokane attorney. Mr. Maxey fought for equal rights and became a champion of civil rights in Spokane. I also attended the Sacred Heart Children's Hospital annual luncheon and heard heartfelt stories from parents who benefited from the Sunflower Program. The Sunflower Program helps parents of fragile children communicate with hospital staff in order to develop and maintain appropriate care plans.

As I wrap up my year as past-president of the Washington Library Association, I submitted a slate of officers on behalf of the Nominating Committee. I will be meeting with the Awards Committee to review nominations for various awards that will be given out at the WLA Conference in April. WLA is in the midst of change with a new management firm taking over the support for the organization. A proposal to create divisions will go before the membership when ballots are sent out in March.

The Legislative Committee wrapped up its weekly calls. After the bill cutoff deadline, we determined that there were no bills specific to libraries that need to be monitored. Should an amendment arise or other surprise legislation occur, the Legislative Committee will reconvene as needed. With the short session, the Legislature is scheduled to complete its work in March.

Rick Knorr and I attended the Greater Spokane Valley Chamber February luncheon. The speaker was Steve Scranton, Chief Investment Officer for Washington Trust Bank, who shared his analysis of the local economy and related what it might mean for the Chamber's Big 5.

SPOKANE COUNTY
LIBRARY
DISTRICT

ITEM AND TITLE MONTHLY REPORT
February 2016

	ITEMS				**TITLES**		
	ADULT	YOUTH	TOTAL		ADULT	YOUTH	TOTAL
Total Materials							
Print	166585	147877	**314462**		83835	49676	**133511**
Nonprint	62102	23622	**85724**		25818	7179	**32997**
Subtotal	**228687**	**171499**	400186		**109653**	**56855**	166508
Periodicals	10555	1701	**12256**		312	36	**348**
Total	**239242**	**173200**	**412442**		**109965**	**56891**	**166856**

	ITEMS						TITLES
OverDrive: eBOOKS			**20911**				**17375**
Licensed eBOOKS			**29806**				**25543**
Audiobooks			**8018**				**5143**
Digital music			**1708**				**1708**
OverDrive: Total			**60443**				**49769**
GRAND TOTAL			**472885**				**216625**

Print & Nonprint	(Totals year-to-date)		
ADDITIONS	ADULT	YOUTH	TOTAL
Print	4888	3148	8036
Nonprint	2259	513	2772
TOTAL	7147	3661	10808
DELETIONS			
Print	7060	6172	13232
Nonprint	2063	903	2966
TOTAL	9123	7075	16198

	NET CHANGE YTD		
	ADULT	YOUTH	TOTAL
Print	-2172	-3024	**-5196**
Nonprint	196	-390	**-194**
Periodicals	-782	-228	**-1010**

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

SPOKANE COUNTY LIBRARY DISTRICT

Public Services Report February 2016
Patrick Roewe and Kristy Bateman

Overview
There is always a lot going on throughout the 10 libraries, and February was no exception. Program highlights included Storytime visits by the Tooth Fairy, a Dr. Seuss birthday party, financial planning workshops, and the close of the *Exploring Human Origins* exhibit. With February also comes tax season and the AARP Tax-Aide program, a perennial partnership that offers free tax return preparation from trained AARP volunteers. This service understandably draws a lot of interest from the community. Tax-Aide is offering weekly sessions at Argonne, Cheney, Deer Park, Moran Prairie, and Spokane Valley this year.

Service Priority Teams

Business and Career Development (Stacey Goddard)
- Two *Don't Fear the FAFSA* workshops, presented by Community Colleges of Spokane staff, had a combined attendance of 13. FAFSA deadlines for next year will be changing, so we are planning to move these workshops to early fall for the next cycle.
- Two *Dollars and Sense* financial literacy workshops offered and presented by SNAP, unfortunately had zero attendance.
- Two *Money and Aging Parents: Transitioning Financial Management* programs had a combined attendance of 30.
- The *Protect Your Credit Score* workshop, presented by STCU, had two in attendance.
- We had 14 individuals register as new IT Academy users in February, up from four in January. During the month, users enrolled in 30 new classes, down from 37 in January.
- Our two *Online Investing for Beginners* workshops had a combined attendance of 38. These workshops were presented by students in Whitworth University's Student Investment Club.
- Three *Estate Planning 101* workshops, presented by attorney Alicia Levy, had a combined attendance of 63.
- We did 74 Book-a-Librarian (BaL) sessions this month throughout the District, up from January's 65 sessions.
  - In two separate BaL appointments, Ree worked with new business owners to help them with market and industry research, and introduce them to library and partner resources (SNAP and SCORE). One was referred to us by SNAP, and one received the welcome letter we send to new businesses listed in the *Journal of Business*.
  - In another appointment, Danielle worked with a woman who requested resume help. She had an older resume and had recently had a child, so there were gaps in her employment history. Danielle was able to help her find a resume style that highlighted her skills rather than the gaps.
- We proctored eight exams this month throughout the District, up from January's seven proctoring sessions.
  - One of the exams proctored was a Microsoft Office Specialist (MOS) exam. We offer this service as part of our participation in Microsoft Imagine Academy, and our partnership with the Washington State Library.
- Sheree and Danielle presented the first two (of four) workshops for a group of GoWise clients. GoWise provides job training and support to individuals with developmental disabilities. The two sessions had a combined attendance of ten.
- Danielle and I presented an overview of SCLD's business resources to a group of entrepreneurs at SNAP's Women's Business Center. There were six in attendance.

Connect Communities:
- SCLD Navigator staff completed three appointments where they helped individuals enroll in Apple Health (Medicaid). This is down from 13 appointments in January. Since open enrollment concluded

January 31, our navigator numbers are expected to be low until the next open enrollment period begins in the fall.

- Brian attended one of the bi-monthly BizBuzz meetings at WorkSource.
- Sheree attended the monthly Greater Spokane Valley Chamber of Commerce (GSVCC) Ambassadors meeting, as well as a ribbon-cutting event.
- Sheree also attended the monthly GSVCC member meeting, as well as its Leadership after Five networking event.
- Danielle attended a two-day Washington State Library workshop on Creative Coding. We have looked at this content before, but it is tailored for classroom use. Part of this workshop involved exploring ways to adapt the content for library use. We're hoping we'll be able to schedule some programs around this content in the future.
- Brian attended the 2nd Annual Free File Briefing held at Moran Prairie Library. This event highlighted the resources available for individuals to submit their tax returns online, at no charge. It also featured a brief speech by Cathy McMorris Rodgers.
- Sheree attended the monthly Greater Valley Support Network membership meeting.
- I attended the monthly WorkSource meeting, as well as the Affiliates meeting that followed. At that meeting, Dawn Karber of the Spokane Area Workforce Development Council distributed certificates of approval for all affiliate and connection site locations that successfully recertified. It's worth noting that SCLD has 10 of Spokane County's 19 certified sites.

Early Learning (Mary Ellen Braks)
- We provided 167 Storytimes to 3,284 children, parents and caregivers. Our average attendance per Storytime was 20.
- We provided 60 Storytimes to 803 children at 28 childcare centers.
- There were 13 Early Learning Events this month for a total attendance of 351. We hosted 12 "*Just Play*" events, which gave families the opportunity to come and play at the library with our Play and Learn toys. We had a total attendance of 226. We also had a Dr. Seuss event at the Cheney Library to celebrate Dr. Seuss's birthday. This event had an attendance of 125.
- This month there were four STARS workshops for childcare providers. They were all *Ready for School* with STEM trainings, and part of the STEM grant we received from Thrive Washington. Two of the trainings were at North Spokane Library, one training was at All Saints Catholic School for the Diocese of Spokane, and the last training was for NEW ESD 101 for the ECEAP teachers. Total attendance for all four trainings was 82.
- I did Storytime training for three staff members this month.
- We started the Tooth Fairy project this month. Community Minded-Enterprises received a grant from Empire Health to do an oral health Storytime for our *Play and Learn Storytimes*. Books about oral health are read and information is shared with parents.   The Tooth Fairy makes a visit and gives each child a book and new toothbrush to take home. We had five visits in February with 22 more to come.

Community Connections:
- Work continues on the STEM grant.   The last two months have focused on delivering STEM trainings for childcare providers and preschool teachers. A survey was sent to all the early learning programs that received STEM kits to see if they liked the kits and how they are being used.
- I finished and submitted the Request for Proposal for Phase Two of the STEM grant. I should hear back by the end of March.
- I attended the Excelerate Success Partners meeting this month.
- I attended the Ready for Kindergarten Excelerate Success Meeting. We talked about the events coming up for a Kindergarten Registration kickoff, as all school districts agreed to start kindergarten registration on March 1.
- I also attended the Infant Toddler Child Care Coaching Steering Committee meeting. This group offers coaching to childcare providers and childcare centers for infant/toddler programs.

Education and Enrichment (Gwendolyn Haley)
Elementary (K-5) programs:
- We partnered with MOBIUS to provide a series of STEM programs at libraries that coincided with the *Exploring Human Origins* exhibit. 53 school-aged children learned how to spool their DNA at the *Our Genes Aren't Blue* programs.

- 233 children and families attended the regularly scheduled Monday Funday and Too Fun Tuesday programs at Spokane Valley and North Spokane this month.
- SCLD staff took programs on the road to Mead Boys and Girls Club, Fairfield Community Center, St. John Vianney/St. Mary's schools, and Pioneer School, and were able to connect with 57 students who would not have visited one of our library locations.

Tween/Teen Programs:
- SCLD staff took programming on the road to Millwood's After School Program, Mica Peak High School, Spokane Valley HUB and the Fairfield Community Center. 95 students participated in these programs, including 19 students who participated in the first *Great Stories Club at Mica Peak* (double the anticipated number). Congratulations to Ree West and Kelsey Hudson for a successful grant application and even more successful launch of the program. Many thanks to the Collection Services team whom rush-ordered additional books. The students will read *The Hunger Games, Feed* and *March* and discuss the theme of Hack the Feed: Media, Resistance, Revolution. SCLD was one of only 50 libraries to receive a Great Stories grant from ALA.

Adult Programs:
- SCLD received a SPARK grant from Humanities Washington to sponsor our timely *Washington Wildfire: Community Conversation* (so timely, that we noticed Stevens County had the same idea!). Vanessa Strange wrote the grant, and coordinated the conversations at all 10 libraries. 63 people participated in the final six conversations this month.
- 75 members participated in one of 8 regular book clubs, reading a range of fiction and non-fiction from *Beautiful Ruins* by Jess Walter to a biography of May Arkwright Hutton.
- The success of the *Seed Library* in Otis Orchards spawned two additional *Seed Libraries* in Deer Park and Medical Lake. The inaugural gardening series for the seed libraries started in February, with 48 members attending WSU Master Gardener presentations on a range of topics, including basic vegetable gardening and methods for keeping the deer at bay.
- We packed up and said goodbye to the traveling *Exploring Human Origins* exhibit from the Smithsonian at the beginning of February. The final program *Stone Age Survival* had 48 members attend.
- 96 members attended one of four *Selling Online* classes, and many more were asking when the next session would be offered.

Community Connections:
- We are making plans for the summer and partnering with Excelerate Success to have Vista volunteers at three of our libraries to help boost grade level reading during the summer by collaborating with meal sites to offer literacy activities.
- Amber Williams has been working with Child and Adult Care Food Program (CACFP) to have Deer Park Library become a site that offers after school snacks for kids in the community. Currently, although more than 50% of Deer Park students qualify for free or reduced lunch, there are few after-school programs in the community, and none offer nutritional programs. There are usually around 20-30 kids in the library after school on any given day, so the library is uniquely situated to help address the issue of food insecurity.

Digital Interaction and Sharing (Carlie Hoffman)
- I completed the 2015 website usage report. The top 10 pages visited are similar to 2014. People are clicking on links from social media more in 2015 as opposed to clicking on links from email.
- The team began reviewing MyHeritage, a genealogy digital resource.
- I worked with Volunteer Coordinator Jamie Van Wormer to update the volunteer application, begin the process of creating an online form for volunteer applications, and ask for promotion of our volunteer program during April. I created a test page for volunteers that will be launched later this year.
- I created a spreadsheet to help track digital resource usage year to year.
- Tumblebookcloud, Tumblebookcloud Jr., and Audiobookcloud were renewed.
- I worked with Stacey to update the Microsoft IT Academy web page to reflect the brand change to Microsoft Imagine Academy.
- Unique visitors to the website decreased 10% from 73,688 to 66,319 visitors. Total views of all pages of the website decreased 12% from 128,219 to 112,339.
- Usage of digital resources decreased 12.3% in February from 73,688 to 64,612 uses.

- The digital resources with the largest increase in use year to year (03/2014-02/2015 compared to 03/2015-02/2016) are
    - DemographicsNow: 37%
    - ProQuest: 7%
    - HelpNow: 5%
    - Opposing Viewpoints in Context: 5%
    - LibraryThing for Libraries: 4%
- The digital resources with the largest decrease in use year to year (03/2014-02/2015 compared to 03/2015-02/2016) are
    - Audiobookcloud: -8%
    - Washington State Legal Forms: -7%
    - HelpNow: -5%
    - Microsoft Imagine Academy: -5%
    - Testing and Education Reference Center: -5%

Community Connections:
- I attended an INCOL meeting to plan the upcoming spring workshop and to discuss ideas for the fall workshop.

Volunteer Program (Jamie Van Wormer)*
*We're happy to welcome Jamie in the new role of Volunteer Coordinator for the District
- During my first month as Volunteer Coordinator, I visited each library and met with the Library Supervisors to find out what programs they are offering and what their volunteer needs would be. We discussed possibilities where we could bring in volunteers from the local colleges and high schools to offer afterschool homework help/tutoring programs to increase awareness in the community.
- I also met with the team from Public Services to coordinate different volunteer options for current and future programs.
- I also attended many of the Friends meetings to discover what they are doing and to offer assistance.

Community Connections:
- I am developing a partnership between Deer Park High School, Arcadia Elementary School and SCLD to develop an Intervention Program after school, using Deer Park High School students to tutor elementary students in reading and math. Students will be provided an afterschool snack at the library, then be provided with afterschool instruction focusing on English/Language Arts and Mathematics.
- I met with Mark Newbold from Kiwanis to discuss volunteer opportunities and ways for us to get connected. I attended a Liberty Lake Kiwanis meeting to increase awareness of our new volunteer program. I recruited two volunteers to volunteer at Otis Orchards Prime Time event.
- Gwendolyn and I participated in Whitworth's Volunteer Fair. We had ten students that signed up to volunteer at the North Spokane Library. They were interested in reading and math tutoring, computer help and English speaking conversations.
- I met with Gabby Ryan from EWU community engagement to discuss volunteer needs and to create a partnership using Eastern WA University students to tutor students from the Cheney School District. The afterschool homework help/tutoring would be held at the Cheney Library.
- I am working on an opportunity for a faculty member from Community Colleges of Spokane to volunteer and teach an open computer lab at North Spokane and Spokane Valley once a week in the evening, alternating library locations.
- I met with the National Honor Society Advisor from East Valley High School to recruit volunteers for the Prime Time program and for after school reading/math tutoring programs.
- Connected with the National Society advisor from Mead to recruit volunteers. I have received two volunteer applications.
- I attended a Spokane Area Retired Educator's Association meeting to recruit volunteers. From the meeting, I recruited one volunteer for the Spokane Valley Library.
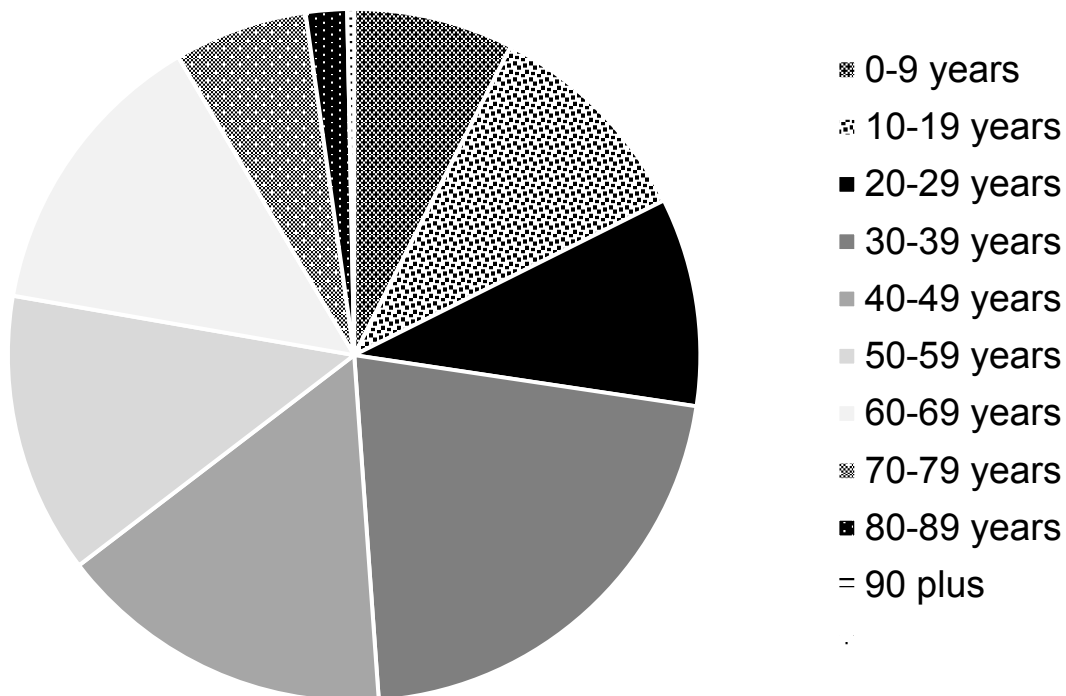
Library Operations (Georgina Rice)
This month's featured statistic looks at library usage by age group. The data represents the physical items checked-out in 2015, broken out by the age range of the cardholder. Material checked out to schools, childcares, outreach facilities, other libraries, and miscellaneous accounts where no birth year is listed are not represented in this report.

The data is subdivided by item categories that define the primary audience for each item as ADULT, TEEN, or JUVENILE. (Note: An item category is a term used by our Integrated Library System (ILS) as belonging to a particular format or collection.)

The first table represents the combined checkouts for each library including Adult, Teen and Juvenile materials together, subdivided by the member's age on their birthday in 2015.   The age category with the highest number of checkouts overall is the 30-39 year bracket with 21% of the total for the year. This figure is in part due to the families who use one card for the family, particularly families with preschool age children. The pie chart below it graphically represents the totals per year.

	0-9 years	10 - 19 years	20-29 years	30 - 39 years	40 - 49 years	50-59 years	60-69 years	70-79 years	80-89 years	90 plus
AH	5595	8168	12251	18020	12255	11490	9685	1812	781	0
AR	13588	11702	14078	36255	26698	28121	25791	11183	4270	50
CH	15742	15207	22551	34797	22481	19464	25013	8456	1337	170
DP	11758	25810	17332	31516	22385	20953	22065	9038	1970	279
FF	1477	2343	2110	3281	1089	1366	1787	2382	293	163
ML	4057	6343	5268	9412	9464	9038	8781	4510	1246	6
MP	12406	16926	15053	47004	38671	28237	33228	16829	4652	801
NS	52571	66285	51770	151486	110793	71315	82898	38734	11534	1494
OT	6202	8081	7631	14027	12999	13843	14025	5165	1337	578
SV	42150	64229	67779	130892	92387	87141	81954	39976	15263	3714
Total	**165,546**	**225,094**	**215,823**	**476,490**	**349,222**	**290,968**	**305,227**	**138,085**	**42,683**	**7,255**

2015 total checkout by age of cardholder

- 0-9 years
- 10-19 years
- 20-29 years
- 30-39 years
- 40-49 years
- 50-59 years
- 60-69 years
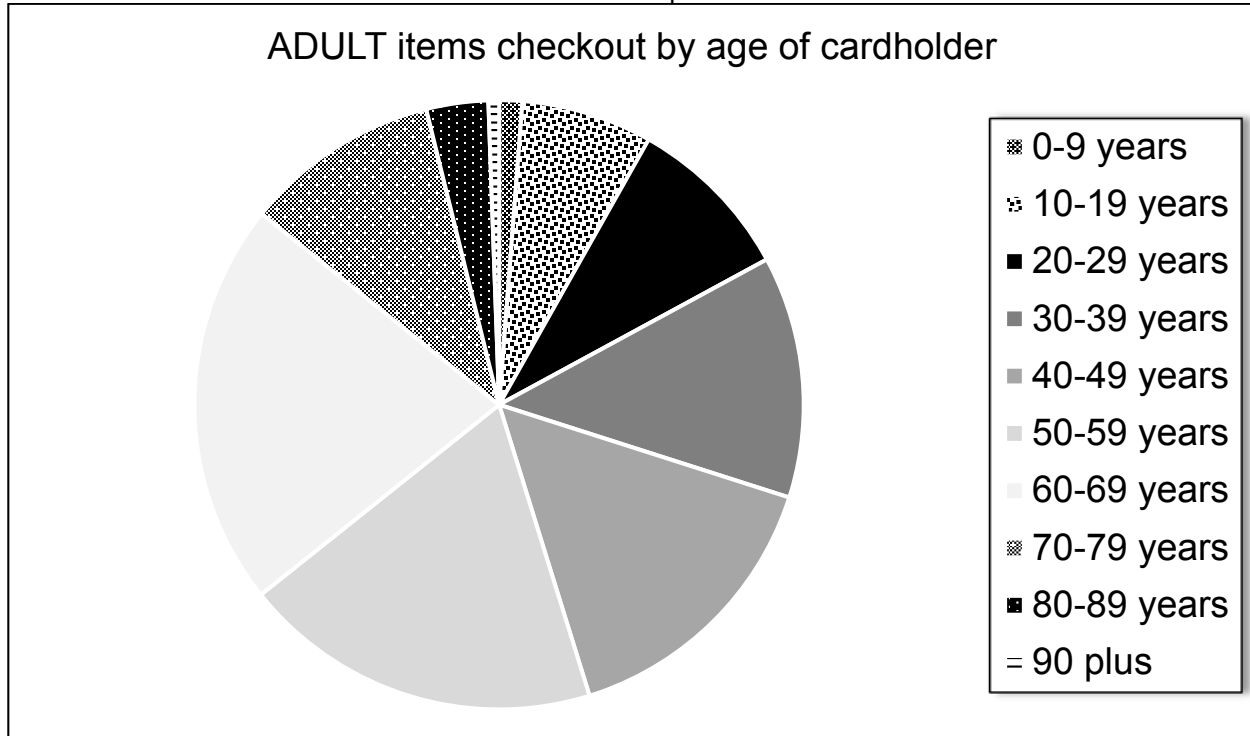- 70-79 years
- 80-89 years
- 90 plus

The following tables and accompanying pie charts represent the number of items checked out by each age bracket of items in our 1.) ADULT, 2.) TEEN, and 3.) JUVENILE collections.

1.)

2015 Adult collection checkouts by age range										
	0-9 years	10-19 years	20-29 years	30 - 39 years	40-49 years	50-59 years	60-69 years	70-79 years	80-89 years	90 plus
Total	15,438	87,979	112,721	162,452	193,245	241,488	271,964	131,063	41,601	7,168

The largest representation of checkouts for our ADULT collection is the 60-69 year bracket at 21% of the adult materials in 2015. Cardholders in the 50-59% bracket represent 19% of the checkouts in this area.
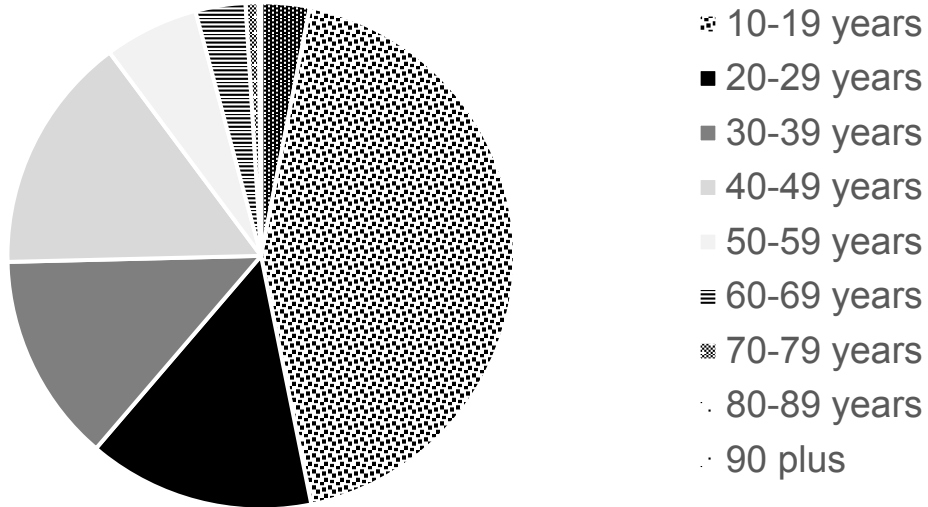
ADULT items checkout by age of cardholder

Legend:
- 0-9 years
- 10-19 years
- 20-29 years
- 30-39 years
- 40-49 years
- 50-59 years
- 60-69 years
- 70-79 years
- 80-89 years
- 90 plus

2.)

2015 Teen collection checkouts by age range										
	0-9 years	10 -19 years	20-29 years	30 - 39 years	40 - 49 years	50-59 years	60-69 years	70-79 years	80-89 years	90 plus years
Total	2,876	40,822	13,489	12,449	14,178	5,616	2,981	763	135	15

Not surprisingly, the largest audience for the TEEN collection is our members 10-19 years of age. Their checkouts represent 44% of the teen collection use in 2015. The next largest group is the 40-49 year olds with 15% of the checkouts in the collection. Our 20-29 age bracket is also using materials in this collection with 14% of the checkouts, although overall the cardholders in this age bracket represent 10% of our usage.
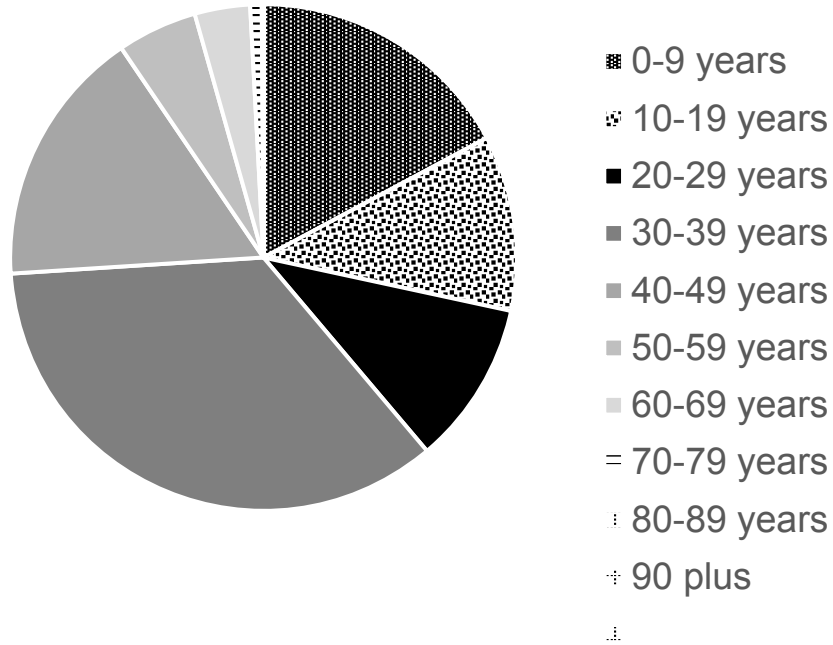
TEEN items by age of cardholder

- ▦ 0-9 years
- ◌ 10-19 years
- ■ 20-29 years
- ▨ 30-39 years
- ▧ 40-49 years
- ▢ 50-59 years
- ≡ 60-69 years
- ▨ 70-79 years
- · 80-89 years
- · 90 plus

3.)

2015 Juvenile collection checkouts by age range									
	0-9 years	10 - 19 years	20-29 years	30 - 39 years	40 - 49 years	50-59 years	60-69 years	70-79 years	80-89 years	90 plus years
Total	147,232	96,293	89,613	301,589	141,799	43,864	30,282	6,259	947	72

The age bracket with the highest checkout in the JUVENILE collection is the 30-39 year old bracket with 35% of the checkouts. Parents of children fall into this bracket, checking out materials for their children in the same way we see the jump for 40-49 year olds and the teen materials. Tied for second place are the 0-9 year old bracket and the 40-49 year bracket with 17% each of the checkouts. The 10-19 year olds and 20-29 year olds are next in line for our popular children's collection. This collection has the widest distribution of age ranges.

JUVENILE items 2015 checkouts by age of cardholder

Legend:
- 0-9 years
- 10-19 years
- 20-29 years
- 30-39 years
- 40-49 years
- 50-59 years
- 60-69 years
- 70-79 years
- 80-89 years
- 90 plus

	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	3041	361	1609	20	5031	879	5910
AR	6349	550	4914	33	11846	2441	14287
CH	7430	659	2720	4	10813	2344	13157
DP	8475	857	2365	8	11705	1993	13698
FF	637	115	621	1	1374	150	1524
ML	2096	293	1488	10	3887	872	4759
MP	7288	719	5853	21	13881	3157	17038
NS	14805	1726	22880	275	39686	9534	49220
OT	2231	242	1923	8	4404	930	5334
SV	11772	2207	28544	235	42758	8163	50921
TOT	64124	7729	72917	615	145385	30463	175848

This table tracks the percentage of check-outs library members do themselves.

	This Year This Month		Last Year This Month		
	Check-out Station Circulation	**% of total circulation**	**Check-out Station Circulation**	**% of total circulation**	**Difference**
AH	1629	32.38%	2339	40.36%	-7.98%
AR	4947	41.76%	4676	36.38%	5.38%
CH	2724	25.19%	3268	27.67%	-2.48%
DP	2373	20.27%	2602	21.95%	-1.68%
FF	622	45.27%	470	35.69%	9.58%
ML	1498	38.54%	1931	48.80%	-10.26%
MP	5874	42.32%	5571	41.03%	1.29%
NS	23155	58.35%	23336	56.74%	1.61%
OT	1931	43.85%	2308	44.78%	-0.93%
SV	28779	67.31%	32103	69.43%	-2.12%
TOTAL	73532	50.58%	78604	51.15%	-0.57%

Library Reports

Airway Heights: Stacy Ann Kvamme
Early Learning:
- *Play & Learn Storytime* averaged an attendance of 21 on Thursdays in February, similar to the previous month: 20.75 in January. Six were in attendance at February's Saturday Storytime, an increase from the previous month (0 in January) and similar to last February's average of 7.
- A total of 29 students and teachers were served during two in-library ECEAP Storytimes, and 23 preschool students were served during two outreach Storytimes at Sunset Elementary.
- Airway Heights Library hosted our second *Just Play* event, which was attended by 16 people, a significant increase compared to four in January.

Education and Enrichment:
- A paper Valentine craft was available for members during our Saturday Storytime and throughout the day. Outside of Storytime, a total of seven members participated in the drop-in craft.
- The *Airway Heights Book Club* selected *May: the Hard-Rock Life of Pioneer May Arkwright Hutton* by Mary Barmeyer O'Brien for its February book selection, and six people were in attendance.
- A total of six people attended the *Washington Wildfire: Community Conversation: Is This the New Normal?*
- *LEGO Club* averaged a weekly attendance of four people during the month of January.

Business and Career Development:
- I completed a Book-a-Librarian appointment with a member to locate statistical information via our electronic databases to assist him with starting his own business.

Community Connections:
- Great Northern Elementary's 5th / 6th grade class (along with a few 3rd and 4th graders) visited the Airway Heights Library to check out books.
- I attended the Airway Heights Kiwanis February meeting.
- Community Librarian Corinne Wilson and I presented information about the Airway Heights Library to the Airway Heights City Council.
- Corinne Wilson and I attended the Airway Heights Friends of the Library meeting. Friends approved funding for several library requests, including snacks for a children's program and supplies for Play and Learn.
- The library featured an art display of paper mittens with glitter created by local Sunset Elementary School students.
- The display case featured completed projects from the West Plains Yarners group, as well as information about its meeting dates.

- There were 11 reservations for the Airway Heights meeting room in February 2016, a decrease of one compared to February 2015.

Argonne: Pat Davis

Early Learning:
- 224 children and family members attended *Play and Learn Storytime* this month compared to 199 last February. *Toddler Play and Learn* averaged 36, up from 26.5 last February. *Preschool Play and Learn* had an average weekly attendance of 20, down slightly from 23.25 last February.
- An outreach Storytime at Valley Learning Center had 12 participants.
- The West Valley Co-op Preschool had 16 attend the outreach Storytime.
- Outreach Storytimes at Loving Hearts had 14 toddlers, 21 pre-K, and 16 preschoolers in attendance.
- Our second *Just Play* program had six participants, down from 14 in January.

Education and Enrichment:
- *Exploring Human Origins*: *Our Genes Aren't Blue* for children had seven participants.
- *Lego Club* had nine builders this month.
- 18 people attended *Money and Aging Parents: Transitioning Financial Management*.
- *Estate Planning 101* had a huge response, 49 people attended.
- Kelsey Hudson had 29 participants at the Millwood After School Program at the Community Center at Millwood Presbyterian.

Business and Career Development:
- We provided five Book–a-Librarian appointments. Computer assistance was the focus; however, one appointment was for information regarding work visas and currency exchange for a young woman who will be working in India for six months.

Community Connections:
- The Millwood History Enthusiasts have created and placed a fabulous display of photos of early Millwood throughout the library. They are very excited to be able display so many photos in one location and members are enjoying perusing them. The display is also a great way to create interest in the upcoming Millwood History programs happening in March.
- Seventy groups and individuals booked our meeting and conference rooms this month, compared to 56 last February.
- Artwork from Pasadena Elementary was displayed this month.
- On February 20, Spokane Valley Fire Department provided blood pressure checks in the lobby. Staff noted people taking advantage of the opportunity throughout the three-hour event.
- AARP Tax-Aide added Argonne as an appointment-only location this year.

Cheney: Catherine Nero Lowry

Early Learning:
- Baby Play and Learn attendance was down this month with an average of 11.25 in February of 2016 from an average of 17.5 in February of 2015.
- Toddler Play and Learn attendance decreased with an average attendance of 27.75 in February of 2016 compared to 41 in February of 2015.
- Preschool Play and Learn attendance decreased in February of 2016, with an average attendance of 28.5 compared to 33.75 in February 2015.
- We provided outreach to EWU's Children's Center with five classes and an attendance of 65.

Education and Enrichment:
- Early Learning Program/Event Dr. Seuss Celebration had 125 participants. We welcomed Otto from the Spokane Indians, the Cheney Rodeo Queen, the Lilac Princesses, and Swoop the EWU mascot. Dressed as the Cat in the Hat and Thing 1 and Thing 2 were members of EWU's M.E.Ch.A (Movimiento Estudiantil Chicana/o de Aztlan) organization. During the two-hour event, we had story-tellers, bookmark makers, and scavenger hunters. Over 125 participants attended this event. Thanks to Librarian Christie Onzay for putting this event together.
- *Just Play* had an attendance of 33.
- The Wildfire Conversations had 22 in attendance.
- *Our Genes Aren't Blue* had 19 participants.
- Our LEGO Club had 19 in attendance.

- Cheney's Book Club's discussion of *Two Old Women: An Alaska Legend of Betrayal, Courage, and Survival* by Velma Wallis had 13 in attendance.

Business and Career Development:
- We proctored three exams this month.

Community Connections:
- Douglas and Regina took our library outreach services to Cheney Sessions Village, Cheney Assisted and Cheney Care facilities this month, providing over 181 library items for the residents.
- Cheney staff provided one scheduled and seven walk-in BAL sessions in February.
- Our AARP Tax-Aide providers have settled in for tax season.
- We participated in Cheney School District's Ready for Kindergarten event—33 parents attended.
- The public use of our meeting room decreased this year by 11 from last February. These numbers are reflective of increased programs and meeting room schedules.
- On display this month in our case and on the wall we have information, photographs, and historic items from the Cheney Depot Society. Their goal is to acquire, move, restore and preserve the 1929 Northern Pacific Railroad Depot.
- Planning for Mayfest—May 13 & 14—continues, including a 3 on 3 basketball tournament.

Deer Park: Kris Barnes
Early Learning:
- Our Play and Learn Storytime attendance experienced a significant increase in attendance. This month our average Storytime attendance was 30, compared to last February's average of 18.
- Our *Just Play* program attracted 24 participants compared to last month's attendance of 3.

Education and Enrichment:
- 12 members gathered at the *Adult Book Club* to discuss *Beautiful Ruins* by Jess Walter. Last February's attendance was 19.
- Our weekly *Lego Club* attendance averaged 13 participants.
- The program *Exploring Human Origins*: *Our Genes Aren't Blue* had eight participants.
- Our seed library launched in the middle of this month. So far 326 seed packets have been checked out.
- Our program *Inland Northwest Vegetable Gardening* attracted 18 participants.
- Our program *Oh Deer! What can the Matter Be?* attracted eight participants.
- Our program *Dollars and sense: Navigating Your Credit* had 0 participants.
- Our program *Dollars and Sense: Give Yourself a Raise* had 0 participants.
- Our program *Washington Wildfire: Community Conversation* attracted 11 participants.

Business and Career Development:
- I attended a Deer Park Chamber Board Meeting this month.
- Community Librarian Amber Williams and I attended a Deer Park Chamber luncheon meeting. The luncheon meeting was held at Deer Park City Hall. Our speaker was Tim Fitzgerald, Spokane County Clerk. Tim presented a PowerPoint presentation of the structure of the Spokane County Clerk's office. Tim also spent some time explaining the Spokane County Clerk's office mission and duties.
- We proctored one exam this month compared to last February's total of three.

Community Connections:
- Our conference and meeting rooms were used by a total of 43 groups this February, which is the same amount of use as this time last year. The rooms were used for a variety of purposes such as yoga chair classes, a honeybee enthusiasts meeting, and a church study group.
- Two 5th grade classes visited from Arcadia Elementary to browse our collection.
- We pulled multiple children's fantasy hardback fiction for two Arcadia Elementary classes to browse our collection as well as make use of our meeting room to peruse the books as part of their monthly class assignment.
- Amber and I attended Riverside High School's Poetry Slam competition. Amber and I served as judges and we (along with three other judges) judged 68 presentations involving 80 high school students. The top five winners of this competition will go on to the multi-school (Deer Park, Riverside, and Newport) Poetry Slam competition that will take place at the Deer Park High School on March 15, 2016.

- Amber and I attended Riverside School District's Literacy evening at Chattaroy Elementary. We talked up SCLD's programs and services. Amber and I also provided blank bookplates and bookmarks that the students could decorate and personalize.
- Our display case featured a colorful display that celebrated all things honeybee.
- AARP Tax-Aide began this month. We have a new Tax-Aide coordinator for this service offered at Deer Park Library on Saturdays.

Fairfield: Kathy Allen
Early Learning:
- The monthly *Play and Learn Storytime*, including the Fairfield Community Church Preschool, had 13 participate this month. Last February's attendance for the *Family Evening Storytime*, including the preschool, averaged 5.25 for the month.

Education and Enrichment:
- *Just Play* had four participants.
- *LEGO Club* had a total of four builders for the month, down from last month's total of 10.
- *Exploring Human Origins*: *Our Genes Aren't Blue* attracted 12.
- *Thursday Night Thing* has undergone an overhaul. Those attending were divided into two groups, ages K-5 and 6-12. Total attendance for both groups was eight.

Community Connections:
- I attended the North Palouse Chamber of Commerce meeting at the Fairfield Community Center. Unfortunately, we did not have a quorum so we enjoyed a nice lunch instead of an official meeting.

Medical Lake: Theresa Stephenson
Early Learning:
- Storytime attendance averaged 14 attendees, down from 2015 statistics of 21 attendees per Storytime.
- The second *Just Play* program had two participants.
- Outreach Storytime at Eastlake Childcare Center had 13 participants.
- Outreach Storytime at Cela's Creative Learning Center had 24 participants.

Education and Enrichment:
- The *Lego Club* averaged eight attendees.
- The Adult program, *Washington Wildfire: Community Conversation,* had 13 participants.
- *Exploring Human Origins*: *Our Genes Aren't Blue* had seven attendees.

Community Connections:
- The *Medical Lake Book Club* discussed the book *Wild* this month. 20 people attended the event.
- Medical Lake Library kicked off its *Seed Library* this month. The first program, *Container Vegetable Gardening,* had five participants.

Moran Prairie: Danielle Marcy
Early Learning:
- Average attendance for Storytimes this month:
  - *Preschool Play and Learn*: 31
  - *Toddler Play and Learn:* 43
  - *Baby Play and Learn*: 41
  - *Family Play and Learn*: 8

  Attendance at Storytime continues to be steady with no significant increases or decreases.
- We hosted a library tour and Storytime for a local preschool that has not had a tour previously.
- *Just Play* event had a steady attendance of 30.

Education and Enrichment:
- The weekly *Lego Club* averaged 15 attendees, a continued steady increase.
- The *Moran Prairie Book Club* had six attend.
- Three attended the *Estate Planning* program.

Business and Career Development:
- We proctored four exams this month.

Community Connections:
- We had 79 bookings of the meeting room, a small increase continuing the trend of increased use of our meeting room.
- Students from the SFCC ASL program came to the *Moran Prairie Book Club* to practice their signing skills. The students stated that the conversation environment of the book club was very helpful to practice their skill set.
- Danielle Marcy attended Manito Lions meetings. The guest speaker was Ron Anderson, Vice President of National Alliance on Mental Illness.
- Danielle Milton has coordinated with the Brookdale on South Regal to offer a Book Club at the facility. The group has chosen *Wild* by Cheryl Strayed as their first selection. Their first session will be March 21 and will then meet regularly on the third Monday of each month.
- Danielle Marcy attended the Mullan Road PTG meeting. The group discussed possible future fundraisers including a Read-A-Thon. Danielle volunteered to read to the kids.
- We promoted library services and science fun with straw rockets at the Moran Prairie Elementary Science Fair. We spoke to 66 attendees.
- The Moran Prairie Friends held its annual meeting and elected officers.

North Spokane: (Brian Vander Veen)*
*We're also happy to welcome Brian in his new role of Managing Librarian at North Spokane. Our former Managing Librarian, Jason Johnson, has taken a job with Spokane Public Library. We wish Jason the best!
Early Learning:
- 947 children, parents, and caregivers attended early learning programs this month at North Spokane. This is down 135 from last month
  - *Baby Play and Learn Storytime* averaged 32 attendees. This is the down eight from last month's average but up one from February 2015.
  - *Preschool Play and Learn Storytime* averaged 41 attendees. This is down six from last month and down four from February 2015.
  - *Toddler Play and Learn Storytime* attracted an average attendance of 44. This is down five from last month and down five from February 2015.
  - *Family Play and Learn Storytime* averaged 23 attendees. This is up five from last month and up one from February 2015.
  - Two *Just Play* events were held at North Spokane for a total attendance of 49.
- Staff provided Storytime for 218 attendees at outreach facilities.
- 27 childcare providers, teachers, and parents attended part one of the STARS training *Ready for School with STEM* at North Spokane and 20 returned for part two.
Education and Enrichment:
- 257 members of all ages attended 12 Explore and Discover events this month.
  - 48 members attended *Stone Age Survival*, the last of the *Exploring Human Origins* programs at North Spokane. In total, 606 members attended *Exploring Human Origins* programs at North Spokane during January and February.
  - Eight members participated in *Selling Online 101: Etsy*.
  - Five members attended *North Spokane Book Club*.
  - 28 members attended *Memory Loss, Dementia, and Alzheimer's Disease*.
  - 11 members attended *Estate Planning 101*.
  - 26 members attended *Online Investing 101*.
  - 11 members and local experts participated in the *Washington Wildfire: Community Conversation*.
  - Six tween members attended *Tween Club: Marble Rollercoaster Challenge*.
  - 114 attended four *Monday Funday* events: 43 for Legos, 14 for games, 28 for Pokémon, and 29 for Build It.
Business and Career Development:
- Two members attended the *Don't Fear the FAFSA* program.
Community Connections:
- Library staff led a STEM activity for 30 children at the Boys & Girls Club.

- 400 SCLD bookmarks were provided to the Mead School District for distribution at its kindergarten kickoff event.

Otis Orchards: Kathy Allen

Early Learning:
- Play and Learn Storytime attendance for this month had an average of 27.75, up from last February's average of 15.25. It was down slightly from last month's average but still a strong group.
- 42 children attended 3 Outreach Storytimes at Doodle Bug Preschool and the Otis Orchards ECEPA.

Education and Enrichment:
- *Just Play* had 22 participate in the playdate.
- The monthly *LEGO Club* had a large group this month with 32 attending, up from last month's attendance of six. The EVSD was on Winter Break, which could have had an impact on the increased attendance.
- *Seed Library: Oh Deer! What can the matter be?* Attendance was low with only five.
- *Seed Library: Plot Gardening* attracted 13.
- *Money & Aging Parents: Transitioning Financial Management* was attended by 12.

Business and Career Development:
- We proctored one exam.

Community Connections:
- SVFD Fire Corps Volunteers offered free blood pressure checks in the library to members.
- We hosted 15 meeting room bookings.
- We provided one Book-a-Librarian appointment for the month.

Spokane Valley: Aileen Luppert

Early Learning:
- 1195 children and their parents and caregivers attended 53 early learning programs this month. This is down 65 attendees since last month.
  - *Baby Play and Learn Storytime* averaged 26. This is up four since last month and down one from February 2015.
  - *Toddler Play and Learn Storytime* averaged of 46. This is down two from last month and from February 2015.
  - *Preschool Play and Learn Storytime* averaged 40 attendees. This is down one from last month and the same as February 2015.
  - *Evening Family Storytime* averaged 13 attendees. This is up five from last month and down 14 from February 2015.
  - Staff provided Storytimes for 310 attendees at 27 outreach facilities. This is a decrease from last month, which had 445 attendees at 25 facilities.
  - Valley had two *Just Play* session with 40 attendees.

Education and Enrichment:
- 326 members attended 22 Education and Enrichment events this month.
- Adult Programs: eight Programs
  - Book Clubs at SV and Broadway Court Estate (13)
  - *Online Investing for Beginners* (12)
  - *Don't Fear the FAFSA* (11)
  - *Selling Online 101: Amazon &Craigslist (37)*
  - *Selling Online 101: eBay (34)*
  - *Selling Online 101: Etsy (17)*
  - *STCU Protect Your Credit Score (2)*
- Tween/Teen Programs: eight Programs
  - Two Mica Peak HS Thursday Thing sessions (Average up to 9)
  - *Tween Club* (3)
  - *Random Fandom* (3)
  - *Great Stories Club (19)*
    - This was the first session of a six-week program. It is a high school book club funded by an ALA grant. There was concern about whether 10 students would show up. Having 19 is a great problem to have.

- o Two HUB Afterschool Programs (20)
- Children/Family: four Programs
  - o Weekly *Too Fun Tuesdays* (Average is up 27 attendees). Legos remains most popular, but Art was a strong second this month.)

Business and Career Development:
- Business and Career Development: three programs
  - o We led two sessions of Ignite/GoWISE Computer Skills Series. This is a partnership with local agencies who promote employment for people with developmental disabilities. We are teaching basic computer skills to a group of their clients.
  - o Librarian Diane Brown and PSS Morgan Garratt attended Central Valley High School Career and Technical Fair. They spoke to 309 students about working in the library. They displayed our skull exhibit from Human Origins. Unsurprisingly, the skulls were a huge hit.

Community Connections:
- In partnership with the Spokane Valley Fire Department, Valley hosted "Love Your Heart." Free blood pressure checks were offered in our lobby and 35 members participated.
- We hosted several tours:
  - o Pioneer School 1st graders
  - o Title 1 Parent Orientation with St. John Vianney/St. Mary's Schools
  - o Valley Point Preschool (and Storytime)
- The Valley librarians attended Valley Chamber's Big 5 Economic Forecast.
- Kelsey Hudson and I attended the Mica Peak Dedication ceremony and toured the new school. It was clear that staff and students are rightfully very proud of the new building.
- Sheree West attended numerous GSVCC meetings and a Leadership After Five Networking event.
- I attended the Excelerate Success Partners Meeting. It was a great meeting and keynote speaker Vu Le was hilarious and inspiring.

District-wide Information

Security Incident Reports
There were 24 Security Incident reports filed this month, four fewer than last month (29), and five more than February 2015 (19). Spokane Valley had the most incidents reported with 11. The most frequently reported incidents related to general Code of Conduct violations (13) and potential problems (11).

Year-to-Date Public Use Measures at a Glance
- Door count for February (107,982) was down (-2%) compared to 2015, continuing a modest declining trend from 2015.
- January programming attendance (6,247) increased 13% when compared to February 2015, while the number of programs offered has increased by 4% (285).
- Internet station bookings (19,405) were down (-6%) in February when compared to February 2015, which is a declining trend continuing from last year.

Public Use Measures

February 2016

Measure	This year This Month	Last year This Month	YTD This year	Last YTD Comparison	Rolling YTD Comparison
Registered borrowers	116,232	116,685		0%	
Door count	107,982	108,712	214,289	-2%	-3%
Circulation	203,836	210,141	419,651	-3%	-2%
Digital Media Catalog	33,913	29,211	72,216	17%	18%
Programs					
Number	285	301	562	4%	8%
Attendance	6,247	6,670	13,593	13%	2%
Group Visits					
Number	2	3	5	-17%	-4%

Attendance	72	125	153	-41%	-15%
Software Station bookings	19,405	20,197	38,409	-6%	-4%
Meeting room bookings	345	315	682	-2%	9%
Holds placed					
By customers	30,622	32,635	64,707	-6%	-5%
By staff	7,182	6,781	14,581	3%	-3%
Digital Media Catalog	9,551	8,295	20,260	13%	15%
Database use					
Searches	70,289	98,728	247,098	19%	17%
Retrievals	30,928	39,226	65,717	-12%	-14%
Website use (Remote)					
User sessions	119,378	100,675	248,195	21%	34%
Page views	268,769	197,768	585,254	41%	31%
Catalog	42,981	42,108	89,534	0%	-6%
Database Access	5,027	4,873	11,903	11%	-3%
Interlibrary loans					
Loaned	262	344	609	-11%	8%
Borrowed	535	565	988	-4%	-1%

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; does not 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 February 2016

Marketing Activities

- Don't Fear the FAFSA
  - New item, press release, flyers, digital displays, calendar listings, social media, Journal of Business
- One Valley Directory Ad
  - Promoting the District's libraries in general
- March Current
  - Designed library page promoting the spring series of programs: Renew
- March Kids newspaper
  - Designed library page promoting Harry Potter parties, wrote and designed advertorial promoting Bedtime Math
- Business cards
  - Designed and ordered business cards for 6 Public Services staff, 1 IT staff, and 1 trustee
- ProCitizen
  - News item, social media
- Kindergarten Registration Kick-Off
  - News item, press release, flyers, digital displays, social media, eNewsletter, calendar listings
- Just Play
  - News item, flyers, digital displays, social media, calendar listings
- Seed Library Gardening series (for Otis Orchards, Deer Park, and Medical Lake)
  - News item, press release, flyers, digital displays, social media, calendar listings
- Tooth Fairy Project
  - Digital displays, social media
- Come Code!
  - News item, press release, flyers, digital displays, social media, calendar listing, blog post
- Dr. Seuss Celebration
  - News item, press release, flyers, digital displays, social media, calendar listings
- Millwood History Series
  - News item, blog post, flyers, digital displays, social media, calendar listings
- Ready for Work Jobseeker Series
  - News item, press release, flyers, digital displays, social media, calendar listings
- 2nd Annual File Free Briefing
  - Social media
- Nutrition Before A Race
  - News item, flyers, digital displays, social media, calendar listings
- 2016 Free AARP Tax-Aide
  - News item, digital display, social media, calendar listing
- National Heart Month
  - Blog post, social media, calendar listing
- Renew (Spring series)
  - Landing page, press release, brochure, mailer, social media images, digital displays, banner ads on KHQ.com, radio ad, social media, calendar listings, current ad

News coverage
- Feb 8 – Spokane Valley News Herald – Library District adds new board member
- Feb 24 – Deer Park Tribune – Library district has a clean audit

Press Releases
- Feb 5 – Holiday Closure (Presidents' Day)
- Feb 10 – Library District expands seed library program to Deer Park and Medical Lake
    - Feb 17 – Deer Park Tribune – Deer Park Library opens a seed lending system
    - Feb 18 – Cheney Free Press – Spokane County Library District expands seed program
    - Feb 24 – Deer Park Tribune – DP Library opens a seed bank
- Feb 12 – Cheney Library hosts Dr. Seuss birthday celebration
    - Feb 15 – KXLY – Cheney Library invites local children to a celebration of Seuss
    - Feb 25 – Cheney Free Press – Cheney Library hosts Dr. Seuss birthday celebration
- Feb 18 – Library District offers coding class for teens
    - Feb 26 – Spokane Valley News Herald – Coding classes

E-Marketing (Website, Social Media, Email)
Social Media:
- Facebook: # of fans: 2,682
- Twitter: # of followers: 1,834
- Pinterest: followers: 1,510

Library District Blog:
Our most viewed post during the Month of February was the news item, *Take and give: seed library,* with 1,045 views. Coming in 2nd for views in February was the blog post, *7 books you must read before you see the movie,* with 712 views throughout the month. In total, the District's various blog posts and news items were viewed 4,166 times in February.

Blog posts:
- Feb 1 – Take and Give: Seed Library
- Feb 2 – Love your heart: Local resources for American Heart Month
- Feb 3 – 7 Books you must read before you see the movie
- Feb 4 – 4 New picture books about love
- Feb 4 – Holiday closure (Presidents' Day)
- Feb 8 – Come 1, Come 2
- Feb 9 – Library Hack: How to plan the perfect Valentine's Day date
- Feb 10 – Come code!
- Feb 11 – A Valentine's list for the miserable, stubborn, and disillusioned
- Feb 12 – Kindergarten Kick-Off
- Feb 16 – It's Almost Time for Kindergarten Registration
- Feb 18 – On my coffee table
- Feb 19 – Don't tax your sanity
- Feb 22 – Millwood History
- Feb 23 – Imaginary Friends
- Feb 25 – Take care of your heart
- Feb 26 – ProCitizen
- Feb 29 – Ready for work

eNewsletter email:
- 78,085 sent on February 16, 2016
- Open rate: 15.4% (11,965)
- Clicked: 2,584 (3.3% click rate)
- Unsubscribed: 158

Community Events (Around Town):
The Communication Department made edits to 18 librarian submitted Community Events, which are posted in the Around Town sections of the Hours and Locations pages.

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

Results – Information and descriptions on the following were included in print publications (Spokesman, Cheney Free Press, Spokane Valley News Herald) and on the respective websites:
- SCLD streaming services (2)
- Online Investing (4)
- Estate Planning (4)
- Spokane County Library Board (monthly meeting) (3)
- County closures Feb. 15 (1)
- Money and Aging Parents (2)
- Selling Online 101 (1)
- Cheney book club (1)

Reprints of previously created work & order fulfillment
- Location Labels for Supply
- Pencils for Spokane Valley
- Monday Funday flyers for North Spokane
- Tween Club flyers for North Spokane
- Just Play flyers for Airway Heights
- Seed Library flyers for Otis Orchards and Deer Park
- Storytime flyers for Airway Heights
- Family Construction Zone flyers for Public Services
- LEGO Club flyers for Moran Prairie
- Pens for Moran Prairie

Communication Display Kits provided for community events
- CVHS Career and Technical Education Career Fair
- Whitworth Spring Volunteer Fair
- Moran Prairie Elementary Science Fair

Current & Upcoming Projects & Event Promotion
- March
  - Deer Park Friends of the Library meeting
  - North Spokane Friends of the Library Book Sale
  - Spring Cleaning
  - Bedtime Math: March of the Stuffed Animals
  - Come Code!
  - Business resources promo piece

- o Millwood History series
  - o Nutrition before a race
  - o Ready for work jobseeker series
  - o Large print spring booklist
  - o Renew (Spring Series)
  - o April Kids newspaper
  - o April Current
  - o March eNewsletter
  - o After School Snacks
- April
  - o SCORE Workshops
  - o Genealogy classes
  - o Harry Potter Parties
  - o Annual Report
  - o Friends Quarterly eNewsletter
  - o Humanities WA Speakers Bureau Spring 2016: Civility
  - o Friends Helping Friends
  - o Food for Fines
  - o Friends brochure redesign
  - o Volunteer t-shirts
  - o Volunteer Opportunity promotion
  - o Summer programs ad for the Spokesman
  - o Inlander summer ad
  - o Visiting local author: Fairfield
  - o Learning trail sign
  - o Egg-celent Spring STEM Programs
  - o Annual Report
  - o CIP/CEP
  - o IT Academy is now Microsoft Imagine Academy
  - o Spokane Valley Friends Book sale
  - o Health Fair
  - o April eNewsletter
- May
  - o Moran Prairie 10-Year Anniversary
- June
  - o Deer Park Closure
  - o North Spokane Friends Sidewalk Sale

Friends of the Spokane County Library District
- Moran Prairie Friends Meeting
  - o Digital display, website, calendar, social media
- North Spokane Friends Meetings
  - o Digital display, website, calendar, social media
- Argonne Friends March Meeting
  - o Digital display, website, calendar, social media
- Airway Heights book sale hours change
  - o Updated change in Airway Heights' regular weekly book sale on website and calendar

Spokane County Library District
Summary of Revenues & Expenses - (Cash Basis)
For the Two Months Ended February 29, 2016

	Y-T-D Actual	Annual Budget	Target 16.7% Percent Used	Balance Remaining
REVENUES				
PROPERTY TAXES	$ 131,087	$ 11,003,000	1.19%	$ 10,871,913
CONTRACT CITIES - AIRWAY HEIGHTS	61,111	246,000	24.84%	184,889
CONTRACT CITIES - SPOKANE	0	102,000	0.00%	102,000
FINES & FEES	48,361	256,900	18.83%	208,539
GRANTS & DONATIONS	11,912	55,000	21.66%	43,088
E-RATE REIMBURSEMENTS	0	173,000	0.00%	173,000
OTHER	160	34,000	0.47%	33,840
INTEREST REVENUES	4,355	28,200	15.44%	23,845
TOTAL REVENUES	$ 256,986	$ 11,898,100	2.16%	$ 11,641,114
TRANSFERS IN	-	-	0.00%	-
TOTAL REVENUES & TRANSFERS IN	$ 256,986	$ 11,898,100	2.16%	$ 11,641,114
EXPENSES				
SALARIES	$ 956,503	$ 5,993,523	15.96%	$ 5,037,020
FRINGE BENEFITS	317,849	1,959,251	16.22%	1,641,402
SUPPLIES	32,919	179,001	18.39%	146,082
UTILITIES	67,564	424,570	15.91%	357,006
SERVICES	339,065	1,264,355	26.82%	925,290
INSURANCE	20,757	67,100	30.93%	46,343
EQUIPMENT & SOFTWARE	14,165	238,000	5.95%	223,835
LIBRARY MATERIALS	170,184	1,393,900	12.21%	1,223,716
ELECTRONIC LIBRARY MATERIALS	16,577	200,000	8.29%	183,423
LIBRARY PROGRAMS	13,952	106,700	13.08%	92,748
OPERATIONAL CONTINGENCIES	0	71,700	0.00%	71,700
TOTAL EXPENSES	$ 1,949,535	$ 11,898,100	16.39%	$ 9,948,565
TRANSFERS OUT	-	-	0.00%	-
TOTAL EXPENSES & TRANSFERS OUT	$ 1,949,535	$ 11,898,100	16.39%	$ 9,948,565

Net Excess of Revenues Over/(Under) Expenses $ (1,692,549) $ -

BEGINNING CASH	4,547,937
NET FROM ABOVE	(1,692,549)
ENDING CASH	$ 2,855,388
Number of months cash on hand	**2.9**
Capital Project Fund Balance	1,296,000

SPOKANE COUNTY
LIBRARY
DISTRICT

Spotlight Cheney Library

Library Supervisor Catherine Nero Lowry and Community Librarian Vanessa Strange will share highlights of Cheney Library and the community it serves.

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

SPOKANE COUNTY
LIBRARY
D I S T R I C T

OVERVIEW FRIENDS OF THE SCLD

Communication & Development Officer Jane Baker and Friends of the SCLD President Renee Taylor will provide an overview of the Friends of the SCLD.

Recommended Action: This item is for your information/discussion only.