

**MISSION**

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

**Board of Trustees Regular Meeting**

Tuesday, September 19, 2017 4:00 p.m. Spokane Valley Library Public Meeting Room

**AGENDA**

- I. CALL TO ORDER**
- II. AGENDA APPROVAL [4:00]**
- III. ACTION ITEMS**
  - A. Approval of August 15 Regular Meeting Minutes [4:00-4:03]
  - B. Approval of August 2017 Payment Vouchers [4:03-4:05]
  - C. Unfinished Business [4:05-4:35]
    1. Compensation Study Implementation: Approval Recommendation.
    2. Spokane Valley Library Update/Exploring Options with City of Spokane Valley
  - D. New Business [4:35-4:45]
    1. Emergency Closure of Facilities Policy: Approval recommendation.
  - E. Overview CEP Service Priority, Digital Interaction and Sharing [4:45-5:00]
- IV. DISCUSSION ITEMS, POSSIBLE ACTION [5:00-5:05]**
  - A. Future Board Meeting Agenda Items
- V. REPORTS FOR AUGUST**
  - A. Trustees [5:05-5:10]
  - B. Executive Director [5:10-5:15]
    - Administrative
    - Community Activities
  - C. Public Services [5:15-5:20]
  - D. Communication [5:20-5:25]
  - E. Fiscal [5:25-5:30]
  - F. Spotlight – Spokane Valley Library [5:30-5:40]
- VI. PUBLIC COMMENT**
- VII. ADJOURNMENT**

[Estimated meeting length: One hour and 40 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.***

09/19/17

**SPOKANE COUNTY LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING MINUTES: AUGUST 15, 2017**

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The Board of Trustees of Spokane County Library District met in regular session in the public meeting room at Medical Lake Library, 321 E. Herb St., Medical Lake, WA, at 4:00 p.m., on Tuesday, August 15, 2017.

**Present:** John Craig - Chair  
 Mark Johnson - Vice Chair  
 Wes Teterud - Trustee  
 Kristin Thompson - Trustee  
 Nancy Ledebor - Executive Director and Secretary

**Excused:** Sonja Carlson - Trustee

**Also Present:** Jane Baker, Communication & Development Officer; Kristy Bateman, Library Services Manager; Toni Costa, Chief Human Resources Officer; Carlie Hoffman, Library Services Manager; Rick Knorr, Chief Financial Officer; Aileen Luppert, Managing Librarian; Cecelia McMullen, Library Supervisor; Christie Onzay, Librarian; Gina Rice, Customer Experience Manager; Patrick Roewe, Deputy Director; Andrea Sharps, Collection Services Director; Doug Stumbough, IT Director; Amber Williams, Strategic Initiative Librarian; and Patty Franz, Administrative Assistant.

**Guests:** PCG Consultants Robert Greene and Peter Ronza; and Spokane Valley Resident Tim Hattenburg.

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

**Agenda (Item II.)** Mr. Johnson moved and Ms. Thompson seconded to approve the agenda. The motion was approved.

**Approval of the Regular and Special Meeting Minutes, July 18, 2017 (Item III.A.)** Mr. Craig called for corrections to the July 18 regular and special meeting minutes. The minutes stand approved as corrected.

**Approval of Payment Vouchers, July 2017 (Item III.B.)** Ms. Thompson moved and Mr. Teterud seconded approval of the July 2017 bill payment vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal	Total
July - L01	52464-52617 and W00462-W00472	\$568,448.88	\$568,448.88
	07102017PR and 07252017PR	\$359,431.12	\$359,431.12
		Total	\$927,880.00

**Minutes - Board of Trustees' Meeting**

**August 15, 2017**

**Page 2**

**Approval of  
Payment Vouchers,  
July 2017  
(Item III.B.)**

Fund	Capital Projects Fund	Subtotal	Total
July-L08	9588– Baldwin Signs (BE signage)	\$2,509.28	\$2,509.28
L08		Total	\$2,509.28

There were no questions. The motion was unanimously approved.

**Unfinished Business  
Compensation Study  
Presentation  
(Item III.C.1)**

COMPENSATION STUDY PRESENTATION. CHRO Toni Costa introduced Pontifex Consulting Group (PCG) consultants Robert Greene and Peter Ronza. Via PowerPoint, Mr. Greene provided background of the review that PCG conducted of the District's current compensation structure. PCG collected and analyzed competitive data and found the District's structure was reasonable and similar to other library districts. The District's current salary schedule is competitive for hiring/minimum salaries, yet behind in its maximum ranges. Thus, adding additional steps could help support growth and retention of employees. PCG also recommended consolidating job ranges. The District Leadership Team weighed in on the PCG analysis, and aligned District jobs to market for external competitiveness. The District's compensation philosophy was also taken into account. Mr. Greene noted the consultants' purpose was not to determine if individual employees were paid adequately for their contributions, or if there was internal equity.

Discussion and Q&A ensued among the Board of Trustees and consultants. In response to Mr. Johnson's query, Mr. Greene suggested that the focus be cost of labor, not cost of living or inflation. In response to Ms. Thompson's query, Mr. Greene said he did not have access to cost of labor data for libraries over recent years. Ms. Thompson asked if cost of labor for Spokane in general should be taken into account for this study. Mr. Ronza suggested the Employment Cost Index (ECI) as a free and reliable resource for regional cost of labor information. He noted the best way to save on labor costs is to attract and retain employees. Ms. Costa said year-to-date exit interviews demonstrated that overall employee experience ratings have gone up. Year-to-date turnover is only 8% and internal churn is up, which speaks well for the District's retention rate. CFO Rick Knorr noted that excluding library pages, 60% of employees are at the top of their salary ranges. In response to Mr. Craig's query, Mr. Knorr said the District's policy follows CPI-W as a guide for COLA increases. In regard to COLA increases approved by the Board, Ms. Ledeboer noted the District is comparable to the pace of ECI. In response to Ms. Thompson, Ms. Costa said salary increases are administered on employment anniversaries; a merit system is not in place.

Via PowerPoint, CHRO Toni Costa provided an overview of the District Leadership Team's recommendations for implementation of a revised

**Unfinished Business**  
**Compensation Study**  
**Presentation**  
**(Item III.C.1)**

compensation structure, should the Board approve the new plan. She noted the new plan was based on more than salary, as it is also a benefits plan, with an emphasis on training to create a culture of learning. Regarding the use of banding for administrative and operations support positions, she noted classification was based on job descriptions, not individuals. Ms. Costa distributed copies of the Current and Proposed Wage Scales. Mr. Knorr reported the recommendation for January 1, 2018, was to consolidate the current 22 ranges in six steps to 12 bands/ranges in 8 steps. The exception would be the bands that include Leadership Team positions, which would remain at 6 steps.

Ms. Ledebouer pointed out cost projections for 2018 are based on 2% COLA increases that would be subject to Board approval. In response to Mr. Teterud's query, Mr. Greene said he had no recommendations for rewarding employees at the top of their pay ranges, as such plans are dependent on organizational policy and fiscal resources. Ms. Ledebouer noted annual COLA increases are dependent on the same. Additionally, Mr. Knorr said the new plan is affordable and sustainable, yet is not revenue neutral. Annual cost increases by 2021 are forecasted at \$71,262. Ms. Ledebouer pointed out that Mr. Knorr's forecast does not factor in turnover; therefore, the projection was based on a worst-case scenario. Further discussion ensued regarding the fiscal impact of implementation as well as the impact on staff. Ms. Costa reviewed the recommended communication plan for staff. An overview of the new plan will be posted online, staff meetings will be held, and Ms. Costa will hold one-on-one meetings with staff as well. Ms. Costa said she considers this plan as fair, balanced, sustainable, and the right direction to enable the District to grow.

In response to Ms. Thompson's query, Ms. Ledebouer said the District has rarely expended its entire budget and surpluses could be found to maintain a balanced budget. A levy lid lift could also be a consideration in the future.

Mr. Craig suggested that action on this topic be deferred until September and asked the Leadership Team to gather staff feedback and report back. Ms. Ledebouer recommended a decision by September to allow sufficient time to prepare the draft 2018 budget and not raise angst of the unknown among staff.

Mr. Johnson confirmed the impact on the 2018 budget would be minimal and going forward, COLA could be used to achieve budget balances. He commented that the plan has great stratification and would be good for the District.

Mr. Greene said PCG will be available through next year to assist with implementation as needed or to provide additional assistance.

Mr. Johnson moved and Mr. Teterud seconded to table a motion until September to allow further review of the Compensation Study. Ms. Thompson requested caution regarding communication with staff, as

there is no guarantee the board will approve the plan. Ms. Ledebouer said the Leadership Team will not speculate.

Trustee Craig called for a recess from 5:09 to 5:14 p.m. PCG consultants Green and Ronza were excused from the meeting.

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

SPOKANE VALLEY LIBRARY UPDATE/EXPLORING OPTIONS WITH CITY OF SPOKANE VALLEY. Ms. Ledebouer reported that following the July meeting, she relayed to Spokane Valley City Manager Mark Calhoun that although the Board of Trustees did not approve the interlocal amendment, they would remain open to conversation and would be willing to revisit the amendment should new circumstances warrant reopening the issue. In addition, Ms. Ledebouer reported that she, Ms. Baker, Mr. Roewe, and staff from Spokane Valley Library attended the City Council meeting on Tuesday, July 25, for which the amendment was part of the agenda. Ms. Ledebouer said the City Council demonstrated its commitment to the library project at Balfour Park with its 5:1 approval of the amendment. At this time, the city of Spokane Valley is focused on completion of its new city hall, yet offered to hold a planning workshop to kick off future public meetings and community engagement. Ms. Ledebouer also noted it was inspiring to hear from eight members of the community who spoke persuasively and passionately about the library.

Chair Craig acknowledged guest Tim Hattenburg, who signed in prior to the meeting, and opened the meeting for public comment before the Board of Trustees entered into discussion. Mr. Hattenburg said he supported efforts toward three previous bond issues and was present to speak again in favor of a future bond issue. He further said the difference this time is the three to four members of City Council who are now supportive of the library project, along with the mayor and deputy mayor. He noted redistricting to create a new LCFA might also help pass a future bond. He further expressed his view that there likely wouldn't be another chance for the site currently slated for a new library, as empty spaces are quickly becoming apartment buildings and parking lots. He asked the Board to strongly and seriously consider the interlocal agreement amendment, as he believes the project will become something for which to be proud.

In response to Ms. Thompson, Ms. Ledebouer said the dedication, ribbon cutting and new City Hall open house is scheduled for October 7, and the Library District plans to be there to talk about the potential of a new library. Staff will also be at Valleyfest, Sept. 22-24, to ask for community feedback. Regarding those who spoke at the City Council meeting on July 25, Mr. Teterud commented there was nothing said for which to disagree. He said the issue of concern is the successful passing of a future bond issue. He further shared that even now after hearing council members' comments, he isn't entirely convinced about their commitment to the library project. Ms. Ledebouer added that Mayor Higgins and Deputy Mayor Woodard are

**Minutes - Board of Trustees' Meeting**

**August 15, 2017**

**Page 5**

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

supportive of the project as an economic driver. Mr. Craig added that they are unequivocally supportive and the amendment would give the District more time to develop a new approach to raise funding. Mr. Johnson noted the board will have time to consider the amendment following the public meeting held by the city of Spokane Valley at the end of September. After further discussion by all members, trustees agreed by consensus to reconsider the amendment to the interlocal agreement at the October 17 meeting. There was no further discussion.

**New Business  
Financial  
Management Policy  
(Item III.D.1.)**

FINANCIAL MANAGEMENT POLICY. Ms. Thompson moved and Mr. Johnson seconded to approve the Financial Management policy as revised and presented. CFO Rick Knorr briefly reviewed the proposed revisions to the policy, which involved reordering of certain clauses and general clarifications. Mr. Knorr pointed out for the General Operating Fund, under Minimum Unassigned Fund Balance, the policy states at least 15% of total annual expenditures, excluding inter-fund transfers, should be maintained at year-end. He noted that in his monthly reports he emphasizes cash on hand as opposed to a percent of total annual expenditures. In response to Mr. Johnson's query, Mr. Knorr said the policy does not force the District to borrow, while maintaining that option if needed. Ms. Ledebor said the District maintains a healthy reserve and would know in advance should borrowing become necessary.

There was no further discussion.

The motion was unanimously approved.

**New Business  
Recognition of  
Retiring Executive  
Director Nancy  
Ledebor  
(Item III.D.2.)**

RECOGNITION OF RETIRING EXECUTIVE DIRECTOR (RESOLUTION 17-04). Mr. Johnson moved and Ms. Thompson seconded to approve Resolution No. 17-04, Authorizing Lifetime Resident Card Privileges for Retiring Executive Director Nancy Ledebor.

Mr. Craig said it was his pleasure to read the resolution in recognition of Ms. Ledebor's innovative leadership over the past five years. Her contributions included increased community engagement through quality programming; partnerships that were responsive to the needs of the community; opening of The BookEnd, the District's new library in the Spokane Valley Mall; renovation of North Spokane Library that created new public spaces for learning and collaboration; and increased open hours at Airway Heights and Medical Lake libraries. Ms. Ledebor has served the District since March 1, 2012, and will retire September 1, 2017. Ms. Ledebor expressed appreciation for the opportunity to serve the District and extended her gratitude to former board chair Mr. Hattenburg for hiring her. There was no further discussion.

The motion was approved.

**Overview  
IT Security  
(Item III.E.)**

OVERVIEW IT SECURITY. IT Director Doug Stumbough provided an overview of IT security. He said the threat of cyberattacks is real and growing, as it is estimated a company is hit every 40 seconds. He provided examples of ransomware attacks earlier this year that hit 200,000 different systems mostly in the UK and Europe. Closer to home, ransomware attacks shut down libraries in Indiana and Missouri, affecting computers and ILS. Mr. Stumbough pointed out IT security has three components: protection, detection, and reaction, and elaborated on the three. The first component is to protect or prevent an attack before it happens with technology hardware, as well as physical protection of machinery. Mr. Stumbough explained the importance of patches, updates, upgrades, and backups, noting those environments lacking routine maintenance were of particular risk to the WannaCry attack. He also explained the importance of minimizing exposure by limiting permission and access. Detection of external (global) and internal (Wi-Fi, USB ports, staff departures) threats is the second component. And reaction, the third component, is to mitigate any damage done. Isolate the situation to evaluate, eliminate the threat, and determine how to prevent in the future. In response to Mr. Teterud, Mr. Stumbough said if there were an electromagnetic pulse (EMP) attack in the area, the District would experience a hardware deficit. He noted, however, that District hardware is under warranty. Mr. Stumbough also responded to questions about diversified grids and other aspects of physical protection for the District. Trustees expressed thanks for the informative report. There was no further discussion.

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

Chair Craig reviewed forthcoming agenda items for the next two months. The September meeting will be held at Spokane Valley Library. Among other agenda items, the Compensation Study will be revisited for motion consideration, and the Emergency Closure of Facilities policy will be reviewed. The agenda for the October meeting scheduled at Argonne Library will include motion consideration for the city of Spokane Valley/SCLD Interlocal Agreement amendment. There was no further discussion.

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

There were no reports.

**Executive Director's  
Report, July 2017  
(Item V.B.)**

The Executive Director's written report for July 2017 provided prior to the meeting included information on the Business Office, Finance and Facilities, Collection Services, Human Resources, Information Technology, and Community Activities. Ms. Ledebouer noted she had nothing further to add, other than this was her final monthly report as executive director of the Library District. There was no further discussion.

**Public Services  
Report, July 2017  
(Item V.C.)**

Deputy Director Patrick Roewe and Library Services Manager Kristy Bateman provided a written report prior to the meeting for July 2017, with data for customer use measures, programming and library activities. In addition, Mr. Roewe further updated trustees on the exclusion of a member

from all 11 libraries for a period of one year for assaulting and intimidating library staff. He noted that although rare, police reports were filed and the member was banned from city libraries as well. In response to a query from Mr. Craig, Mr. Roewe said at this time, it isn't known if criminal charges were filed. There was no further discussion.

**Communication Report, July 2017 (Item V.D.)**

Communication & Development Officer Jane Baker provided a written report prior to the meeting for July 2017 communication activities. In addition, Ms. Baker reported the fall Engage magazine is anticipated to be in libraries next week. There was no further discussion.

**Fiscal Report, July 2017 (Item V.E.)**

Revenue and Expenditure Statement through July 31, 2017.

<u>Fund 001</u>	
Revenues	\$ 6,775,290
Expenditures	\$ 6,800,443
Ending Fund Balance	\$ 4,550,683
Fund Budget Expended	55.88%

Chief Financial Officer Rick Knorr had nothing further to add. There was no further discussion.

**Spotlight Medical Lake Library (Item V.F.)**

Library Supervisor Cecelia McMullen and Community Librarian Christie Onzay provided highlights of Medical Lake Library and the community it serves. Ms. McMullen introduced herself and noted her first impression of Medical Lake as a new employee was that members love their community library. Multi-generations of families and friends consider the library a safe, comfortable, and happy place to meet for a cup of coffee, game of chess, use a computer, or checkout items. Another popular activity for school-aged tours is to experience the book drop from inside and out. Ms. McMullen also noted how the District service model—for staff to connect from outside the desk—fits well at Medical Lake. Ms. Onzay reported on increased collaboration with Medical Lake School District. Reading buddies are in place and once a month library staff conducts a program at the elementary school onsite child care. Ms. Onzay participates in Family Literacy Night, and helped to bring Finch Robots for a special after-school science program. And next week, she and Ms. McMullen will attend an all-staff meeting to talk about library services. As part of Reimagine Medical Lake, the middle school is now open on Saturdays to serve as a community center. Ms. Onzay offered STEM-related building activities once a month. She noted families also attended to use the gym for basketball and volleyball. Library staff further connects with community through participation in the Founders Day Parade, Small Business Saturday, the Winter Festival and other events. Staff was invited to the community church to offer Love Talk Play activities for young families. Ms. McMullen said the library display cabinet draws a lot



**Minutes - Board of Trustees' Meeting**

**August 15, 2017**

**Page 8**

of attention and offers another way to connect with community, as members display their collections and achievements. Storytime and other programming continue to be popular. Members are excited about early literacy and hands-on STEM activities offered in the library that can be incorporated at home. Ms. McMullen said the library has a successful and dedicated Friends group, and staff has accepted the challenge to continue relevant programming for the entire community that Friends help to support. Ms. Onzay shared a varied list of upcoming programs for fall, noting there was something for everyone and all ages. Trustees expressed thanks for the great work and informative report. There was no further discussion.

**Public  
Comment  
(Item VI.)**

Guest Tim Hattenburg commented how fortunate for the Library District to have had Mike Wirt, Nancy Ledeboer, and now Patrick Roewe to serve as its executive director. There was no additional public comment.

**Adjournment  
(Item VII.)**

Chair Craig adjourned the meeting at 6:29 p.m. The next Board Meeting is scheduled for Tuesday, September 19, 2017, at 4:00 p.m., in the public meeting room at Spokane Valley Library.

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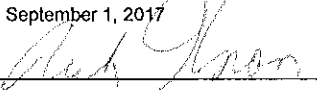
John Craig, Chair

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Patrick Roewe, Secretary to 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 August 31, 2017 and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$989,798.33 for the general fund and \$1,481.41 for the capital projects fund and are authorized to authenticate and certify these claims.

DATE: September 1, 2017  
 SIGNED:   
 TITLE: Chief Financial Officer

SIGNED:   
 TITLE: Executive Director

VOUCHER NUMBER	DESCRIPTION	VOUCHER AMOUNT
052618	LIBA NAPOLI LIBRARY PROGRAMS	\$ 2,750.00
052619	ABM JANITORIAL SERVICES - NW MONTHLY CUSTODIAL SERVICES	12,288.88
052620	INNA VIKTOROVNA ALEKSANDROV LOST/PAID REFUND	14.20
052621	AVISTA UTILITIES MONTHLY UTILITIES	7,039.63
052622	BUDGET-RENT-A-CAR CAR RENTAL	98.86
052623	KELLY CAMPBELL LIBRARY PROGRAMS	3,600.00
052624	CAPITAL COMMUNICATIONS, INC CS OFFICE SUPPLIES	368.12
052625	CENTURYLINK ANALOG TELEPHONE LINES	104.07
052626	CONSOLIDATED IRRIGATION DIST19 WATER - OTIS ORCHARDS	99.08
052627	CITY OF SPOKANE WATER & SEWER - MORAN PRAIRIE	1,105.81
052628	CITY OF AIRWAY HEIGHTS WATER & SEWER - AIRWAY HEIGHTS	852.77
052629	CITY OF DEER PARK WATER & SEWER - DEER PARK	201.78
052630	CAPITAL ONE NAT'L ASSOC OFFICE/LIBRARY SUPPLIES/COSTCO	41.96
052631	CASSANDRA CRIQUI LOST/PAID REFUND	8.00
052632	DEMCO, INC. OFFICE/LIBRARY SUPPLIES	361.06
052633	DIVCO INCORPORATED QTRLY BUILDING REPAIR & MAINT - HVAC	767.04
052634	FINDAWAY WORLD, LLC LIBRARY MATERIALS	1,052.42
052635	WESTON TYLER FINK LIBRARY PROGRAMS	1,300.00
052636	GALE/CENAGE LEARNING LIBRARY MATERIALS	430.90
052637	GENERAL FIRE EXTINGUISHER SERV BUILDING REPAIR & MAINTENANCE	533.30
052638	H&H BUSINESS SYSTEMS, INC. QTRLY COPIER MAINTENANCE & TONER	574.23
052639	ELIZABETH MARIE HENDERSON LOST/PAID REFUND	11.60
052640	INGRAM DISTRIBUTION GROUP, INC LIBRARY MATERIALS	15,733.97
052641	NANCY M MANTYLA LOST/PAID REFUND	20.00
052642	MIDWEST TAPE LIBRARY MATERIALS	306.83
052643	MODERN ELECTRIC WATER COMPANY WATER, ELEC. - SV	1,988.09
052644	AMANDA J MOULTON LIBRARY PROGRAMS	200.00
052645	DVM INSURANCE AGENCY dba NATIONWIDE EMPLOYEE DEDUCTIONS FOR PET INSURANCE	253.86
052646	OFFICE DEPOT OFFICE/LIBRARY SUPPLIES	320.93
052647	OVERDRIVE, INC. LIBRARY MATERIALS e-Books	8,445.66
052648	PRESSWORKS PRINTING	219.78
052649	WILLIAM W PRICE LIBRARY PROGRAMS	400.00
052650	PROQUEST ELECTRONIC LIBRARY SERVICES	4,684.83
052651	QUILL CORPORATION OFFICE/LIBRARY SUPPLIES	111.98
052652	RECORDED BOOKS, LLC LIBRARY MATERIALS	135.35
052653	SCHOOL OUTFITTERS OFFICE FURNITURE	235.33
052654	SPOKANE CO. WATER DISTRICT #3 MONTHLY UTILITY FEE-HASTINGS PROPERTY	16.30
052655	SUZANNE S. BAMONTE LIBRARY MATERIALS	103.89
052656	UPS SHIPPING	12.23
052657	WALTER E. NELSON CO. CLEANING & SANITATION SUPPLIES	581.21
052658	WASTE MANAGEMENT OF SPOKANE MONTHLY REFUSE	1,158.74
052659	ABM JANITORIAL SERVICES - NW MONTHLY CUSTODIAL SERVICES	616.20
052660	ALLIED SAFE & VAULT CO, INC. MONTHLY ALARM MONITORING & REPAIR	470.04
052661	BLACKSTONE AUDIO BOOKS LIBRARY MATERIALS	100.00
052662	CENTER POINT LARGE PRINT LIBRARY MATERIALS	52.18
052663	CENTURYLINK ANALOG TELEPHONE LINES	79.54
052664	CENTURYLINK ANALOG TELEPHONE LINES	76.84
052665	CENTURYLINK ANALOG TELEPHONE LINES	40.03

052666	CENTURYLINK	ANALOG TELEPHONE LINES	59.91
052667	CENTURYLINK	ANALOG TELEPHONE LINES	80.15
052668	CITY OF CHENEY	WATER, SEWER, ELEC. - CHENEY	980.81
052669	CITY OF MEDICAL LAKE	WATER, SEWER, REFUSE - ML	183.96
052670	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CHENEY	44.32
052671	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE	4,968.00
052672	EARTHWORKS RECYCLING,INC	RECYCLING	335.60
052673	EAST BONNER COUNTY LIBRARY	INTERLIBRARY LOAN FEES	34.98
052674	EBSCO INDUSTRIES, INC.	LIBRARY MATERIALS - SUBSCRIPTIONS	35.40
052675	EMPIRE DISPOSAL INC.	SOLID WASTE - FAIRFIELD	37.50
052676	FREE PRESS PUBLISHING, INC	LIBRARY MATERIALS	340.00
052677	GALE/CENAGE LEARNING	LIBRARY MATERIALS	570.72
052678	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	3,977.16
052679	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	5,562.42
052680	VIKTORIYA KUKHARSKAYA	LIBRARY PROGRAMS	100.00
052681	WICK ENTERPRIZES, LLC	ADVERTISING	312.37
052682	McMULLEN & McMULLEN, P.S.	GENERAL LEGAL SERVICES	488.00
052683	MIDWEST TAPE	LIBRARY MATERIALS	5,674.53
052684	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	91.98
052685	OSWEGO PUBLIC LIBRARY DISTRICT	INTERLIBRARY LOAN FEES	15.00
052686	YESICA PAVON	LOST/PAID REFUND	8.00
052687	PROQUEST	ELECTRONIC LIBRARY SERVICES	13,900.00
052688	PROVISIO LLC	SITE KIOSK - WINDOWS VERSION	2,646.00
052689	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	503.97
052690	MARY ANN RAMIREZ	LOST/PAID REFUND	8.20
052691	RECORDED BOOKS, LLC	LIBRARY MATERIALS	430.84
052692	RELIANCE BARCODE SOLUTIONS, LLC	OFFICE/LIBRARY SUPPLIES	2,674.27
052693	EMILY SCHNEIDER	LIBRARY PROGRAMS	51.25
052694	SPOKANE COUNTY ENVIRONMENTAL SERVICES	SEWER - AR, NS, SV	437.83
052695	SPOKANE HARDWARE SUPPLY	BUILDING REPAIR & MAINTENANCE	10.68
052696	COWLES PUBLISHING CO	SUBSCRIPTIONS	1,179.78
052697	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	901.64
052698	STATISTA INC	ELECTRONIC LIBRARY SERVICES	2,269.00
052699	UPS	SHIPPING	23.31
052700	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	272.62
052701	VERIZON WIRELESS	CELL PHONES (6)	217.69
052702	WHATCOM COUNTY LIBRARY SYSTEM	INTERLIBRARY LOAN FEES	24.95
052703	WHITWORTH WATER DISTRICT #2	WATER - NORTH SPOKANE	271.98
052704	A.M. BEST COMPANY, INC.	LIBRARY MATERIALS	200.74
052705	ASSOC OF WASHINGTON CITIES	MEDICAL, DENTAL, VISION & LIFE INS.	745.00
052706	CLASSIC VENTURES LTD	LIBRARY MATERIALS	11.01
052707	BLACKSTONE AUDIO BOOKS	LIBRARY MATERIALS	134.40
052708	DANIELLE BURRIS	LIBRARY PROGRAMS	80.09
052709	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	499.14
052710	CENTURYLINK	ANALOG TELEPHONE LINES	115.54
052711	COUNCIL OF STATE GOVERNMENTS	LIBRARY MATERIALS	127.18
052712	DELL MARKETING L.P.%DELL USA LP	PRINTER SUPPLIES/IT EQUIPMENT	364.51
052713	DIVCO INCORPORATED	QTRLY BUILDING REPAIR & MAINT - HVAC	830.21
052714	GALE/CENAGE LEARNING	LIBRARY MATERIALS	225.33
052715	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	435.20
052716	BRET DESTRY GROGAN	LIBRARY PROGRAMS	1,400.00
052717	KATHRYN ILLBACK	LIBRARY PROGRAMS	100.00
052718	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	7,545.14
052719	INTEGRA TELECOM HOLDINGS, INC	BROADBAND AND INTERNET	16,738.14
052720	INTEGRA TELECOM HOLDINGS, INC	BROADBAND AND INTERNET	2,296.08
052721	INLAND POWER AND LIGHT	ELECTRIC UTILITIES - AH, DP	927.03
052722	MULTNOMAH COUNTY LIBRARY	ILL LOAN FEE	23.00
052723	MIDWEST TAPE	LIBRARY MATERIALS	3,089.27
052724	MOBIUS SCIENCE CENTER	LIBRARY PROGRAMS	1,260.00
052725	OCLC, INC.	CATALOGING & ILL SUBSCRIPTION SVCS	20,837.09
052726	OPTUM	MONTHLY HSA ACCOUNT FEES	81.00
052727	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	6,646.96
052728	CARA QUIEN	LOST/PAID REFUND	10.00
052729	RECORDED BOOKS, LLC	LIBRARY MATERIALS	557.48
052730	SPOKANE MALL LLC	MONTHLY LEASE PAYMENT, BOOKEND	3,000.00
052731	COWLES PUBLISHING CO	SUBSCRIPTIONS	104.00

052732	STANDARD DIGITAL PRINT	ADVERTISING	174.08
052733	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	519.42
052734	UNIQUE MANAGEMENT SERVICES	COLLECTION AGENCY & NOTICE FEES	2,399.44
052735	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	521.43
052736	A.M. BEST COMPANY, INC.	LIBRARY MATERIALS	401.48
052737	AT&T MOBILITY	TELEPHONE & BROADBAND - BOOKEND	98.88
052738	BATTERIES PLUS BULBS	MAINTENANCE SUPPLIES	39.15
052739	BLACKSTONE AUDIO BOOKS	LIBRARY MATERIALS	42.62
052740	KENNETH J BUTERBAUGH	LOST/PAID REFUND	24.00
052741	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	153.52
052742	CENTURYLINK	ANALOG TELEPHONE LINES	38.06
052743	CENTURYLINK	ANALOG TELEPHONE LINES	37.82
052744	DONNA MAE CLANCY	LOST/PAID REFUND	19.00
052745	DELL MARKETING L.P.%DELL USA LP	PRINTER SUPPLIES/IT EQUIPMENT	16,051.37
052746	FREE PRESS PUBLISHING, INC	LIBRARY MATERIALS	30.00
052747	GALE/CENAGE LEARNING	LIBRARY MATERIALS	1,142.45
052748	GREY HOUSE PUBLISHING	LIBRARY MATERIALS	233.05
052749	BRIAN HAIGHT	STAFF DAY PRESENTER	373.40
052750	HAMMOND FACILITY CONSULTING	VALLEY SKYLIGHT REPAIR EVALUATION	1,078.60
052751	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	3,977.16
052752	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	8,296.92
052753	INLAND POWER AND LIGHT	ELECTRIC UTILITIES - AH, DP	451.63
052754	MIDWEST TAPE	LIBRARY MATERIALS	11,415.44
052755	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	158.17
052756	OTIS ELEVATOR COMPANY	QTRLY ELEVATOR MAINTENANCE	1,253.76
052757	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	6,921.67
052758	PETER RONZA	COMPENSATION STUDY CONSULTANT	3,500.00
052759	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	383.91
052760	RECORDED BOOKS, LLC	LIBRARY MATERIALS	1,403.79
052761	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	698.26
052762	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	208.34
052763	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	14,323.68
052764	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	272.62
052765	RUTH ZANDER	STAFF DAY PRESENTER	383.40
052766	AVISTA UTILITIES	MONTHLY UTILITIES	7,219.59
052767	TONYA BALLMAN	LIBRARY PROGRAMS	750.00
052768	BLACKSTONE AUDIO BOOKS	LIBRARY MATERIALS	150.00
052769	BRODART CO.	OFFICE/LIBRARY SUPPLIES	126.20
052770	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	27.86
052771	CENTURYLINK	ANALOG TELEPHONE LINES	103.93
052772	CENTURYLINK	ANALOG TELEPHONE LINES	20.29
052773	CONSOLIDATED IRRIGATION DIST19	WATER - OTIS ORCHARDS	113.71
052774	CITY OF SPOKANE	WATER & SEWER - MORAN PRAIRIE	964.89
052775	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	421.50
052776	DIVCO INCORPORATED	QTRLY BUILDING REPAIR & MAINT - HVAC	10,893.75
052777	EBSCO INDUSTRIES, INC.	LIBRARY MATERIALS - SUBSCRIPTIONS	52.65
052778	FINDAWAY WORLD, LLC	LIBRARY MATERIALS	1,802.99
052779	KAMERON FOX	LOST/PAID REFUND	37.00
052780	FRONTIER COMMUNICATION	TELEPHONE & BROADBAND - FF	119.46
052781	GALE/CENAGE LEARNING	LIBRARY MATERIALS	267.13
052782	IHEARTMEDIA-SPOKANE	ADVERTISING	150.00
052783	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	9,802.88
052784	MIDWEST TAPE	LIBRARY MATERIALS	1,664.38
052785	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	65.51
052786	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	8,124.52
052787	PERRINE PROPERTIES, LLC	MONTHLY PARKING LOT LEASE, SV	300.00
052788	ORKIN, LLC	BUILDING REPAIR & MAINTENANCE	2,448.00
052789	RECORDED BOOKS, LLC	LIBRARY MATERIALS	557.79
052790	SCORE	LIBRARY PROGRAMS	600.00
052791	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	205.04
052792	US BANK	BOND ADMINISTRATIVE FEES	300.00
052793	VETERANS INFORMATION SERVICE	LIBRARY MATERIALS	75.00
052794	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE	1,206.76
W00473	STATE OF WASHINGTON	MONTHLY EXCISE/SALES TAXES	1,805.14
W00474	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	61,367.99
W00475	US BANK - HEALTH - OPTUM	H S A CONTRIBUTIONS	1,754.25

W00476	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	48,120.18
W00479	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	48,779.70
W00480	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	82,095.07
W00481	US BANK - HEALTH - OPTUM	H S A CONTRIBUTIONS	1,754.25
W00482	ASSOC OF WASHINGTON CITIES	MEDICAL, DENTAL, VISION & LIFE INS.	79,298.32
W00483	SAGE SOFTWARE, INC	ANNUAL ACCOUNTING SOFTWARE SUPPORT	<u>2,415.36</u>

Total Non-Payroll General Operating Fund \$ 621,041.49

PAYROLL VOUCHERS

08102017PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	\$ 183,782.04
08252017PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	<u>184,974.80</u>

Total Payroll General Operating Fund \$ 368,756.84

TOTAL GENERAL OPERATING FUND \$ 989,798.33

CAPITAL PROJECTS FUND

VOUCHER NUMBER	DESCRIPTION	VOUCHER AMOUNT
009589	SPOKANE COUNTY LIBRARY DISTRICT - SCL CO REIMBURSE GENERAL OP FUND FOR PURCHASES	<u>\$ 1,481.41</u>

Total Capital Projects Fund \$ 1,481.41

Spokane County Library District  
July 2017/August 2017 Credit Card Activity  
Paid in August, 2017  
Voucher # 052763

<u>Card Category</u>	<u>Amount</u>
General Purchases	\$9,432.92
Maintenance	865.33
Travel	426.90
Acquisitions	3,485.66
Information Technology	70.56
Outreach	42.31
General Fund Purchases	<u>\$14,323.68</u>

## **COMPENSATION STUDY**

### **Background:**

In December 2016, the Board of Trustees approved a contract with Pontifex Consulting Group to conduct a compensation study for the District.

Pontifex Consulting Group (PCG) analyzed the District's existing position descriptions for the work being performed, collected and analyzed competitive labor market data and developed recommendations for new salary ranges and structure that combined positions of similar duties, responsibilities, knowledge, skills, education and experience.

For the compensation analysis, PCG provided recommendations for new salary ranges that align jobs to the market, while avoiding pay compression within and among occupational groups. This restructure of the compensation system aligns positions with the business of the business, which is Public Services. These recommendations did not take into account individual value to the District or employee performance.

The study took into account our compensation philosophy, which is designed to fit our culture, address internal and external realities and attract, retain, and motivate staff. In order to minimize any fiscal impact to the District, Leadership Team ranges and salaries will not be adjusted.

The final report and compensation plan recommendations resulted in a balanced internal hierarchy of work, competitiveness in the relevant labor market, and a sustainable compensation plan that has the ability to be maintained and updated as necessary.

In response to direction from the Board of Trustees, CHRO Toni Costa gave presentations to groups of staff and talked one-on-one to staff members. A majority of the feedback and discussions were positive, with expressions of appreciation for the new lateral transfer opportunities. Staff also reported that they felt the new structure was transparent, equitable and easy to understand. Some staff did have a negative emotional reaction, more in response to the placement of their job in a particular band, rather than the salary assigned. A small number of staff expressed disappointment over the salary assigned to their positions' band. For staff in positions that would potentially see two additional salary steps, the aggregate responses to the increased earning potential were favorable to very favorable.

After the report was issued, the Leadership Team conducted a final review of position placement. Working with the consultant, placement of four positions was adjusted. This, along with the inclusion of previously announced retirements, resulted in the updated impact calculations that CHRO Toni Costa and CFO Rick Knorr will share in a brief presentation.

**Recommended action:** Board motion to adopt the classification system and corresponding salary grid, as shown in the completed compensation study, with an effective date of January 1, 2018, after any approved COLA has been applied.

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

Following the August board meeting, Nancy Ledebor, Jane Baker, and I met with staff at the city of Spokane Valley on Aug. 23 to discuss initial plans for a public planning meeting to be held on Thursday, Sept. 28, 2017, from 6-8:00 p.m. at City Hall. The meeting will include brief presentations by the City on the history of the agreement, by the District on the need and approach to new libraries, and from the city's architectural firm regarding the design and cost approach to the new City Hall. Following the brief presentations, the public will have the opportunity to ask questions and give feedback regarding the proposed project. Feedback from this meeting will be reported back to the board in October. We also learned at this meeting that the City has designated funds for Balfour Park site development in its 2018 budget.

In response to elements of discussion from the 8/15/2017 Board of Trustee meeting, staff have conducted follow-up discussions and evaluations on several topics:

Regarding the proposed location on the corner of Sprague Ave. and Herald Rd., staff can confirm the high desirability of the property. Its status as one of the few undeveloped parcels on the main commercial thoroughfare of the city is what interested prior District leadership and trustees in the property. This interest in the property prompted the District to approach the City in 2012 regarding the City's purchase of the entire site and then subsequently selling a portion of the site to the District for a potential library location. The City agreed to the plan, ultimately resulting in the original interlocal agreement. The desirability of the property is further increased by the recent construction of the new city hall building across Sprague. The District property now provides the potential for a library to serve as the second anchor in the City's burgeoning civic center, which is an ideal situation for a library in terms of community placement.

Regarding concerns about the potential success of any future bond issue, staff have had initial discussions about private fundraising opportunities (both individual and corporate) that could further lessen bond costs. Regarding the public information campaign for a bond, staff have also had initial discussions on a more strategic approach for engaging the public. Pending approval of the interlocal agreement amendment, staff would assess feasibility and develop a comprehensive plan to address both of those issues if so directed by the Board.

Regarding opportunities to gather public input in addition to the planning meeting referenced above, staff will also be collecting input during the Valleyfest community event (9/23-9/24/17). Feedback from this event will be reported back to the board in October as well. The new city hall open house originally scheduled for 10/7/2017 has been postponed. However, we will also solicit public input at that event once it has been rescheduled and share the results with the Board of Trustees accordingly.

In addition, staff sought clarification regarding whether the amendment to the interlocal agreement required the District to run a bond levy election. Executive Director Patrick Roewe confirmed with District legal counsel Cynthia McMullen that while the agreement does anticipate a bond as the likely funding source, the agreement does not compel the District to take any action related to a bond election.

**Recommended Action:** This item is informational and no formal action is required at this time. However, trustees may wish to provide direction to staff regarding any remaining information needs they have related to the Sprague Avenue property and the possibility of new libraries.



## **Emergency Closure of Facilities**

### **Background:**

The focus of this policy is on the operational circumstances under which a facility may be closed, and affirms the District's authority to make such determinations.

The majority of the revisions made to the policy are for clarification, consistency, and updating purposes.

There are two substantial revisions:

- The inclusion of a fourth emergency closure condition that is broad enough in scope to accommodate conditions or events not covered in the three existing conditions.
- The exclusion of a paragraph on staff re-assignment due to a facility closure. That information is already addressed in Chapter 3 of the District's Personnel Policies, which is the appropriate placement given that the paragraph is focused on staff impact, and this policy's focus is on operations.

Attached are a clean copy of the revised policy, as well as a mark-up copy that denotes deletions via strike-through and additions via underline.

**Recommended Action:** Board motion to approve the Emergency Closure of Facilities policy as revised.

**POLICY: EMERGENCY CLOSURE OF FACILITIES**

APPROVAL DATE: AUGUST 18, 1983

REVISION DATE: SEPTEMBER 19, 2017

**Purpose**

To provide guidelines for the closure of Spokane County Library District facilities due to emergency conditions.

**General Policy**

The Spokane County Library District may close some or all facilities when operations are disrupted due to events outside of District control. Such events include, but are not limited to, weather-related emergencies, natural or man-made disasters, long-term loss of electricity or other utility, a declared health emergency, and/or any other event that inhibits the ability to conduct normal activities.

District facilities may be closed under any of the following emergency conditions:

1. When weather conditions make travel to and/or operation of a facility impractical or unsafe. Because weather and other conditions vary within the District, individual facilities may be closed while others remain open.
2. When an emergency has been declared by a government agency and all but essential services have been curtailed, area residents have been asked to restrict their travel, and/or government offices and schools in the community have been closed.
3. When an individual building emergency exists, such as loss of electrical power or other utility, heating/air conditioning system failure, or the existence of an unsafe and/or unhealthy working condition.
4. Any other condition or event that may adversely affect the health and safety of District staff, volunteers, and the public.

The Executive Director or designee shall make all closure decisions.

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.

**POLICY: EMERGENCY CLOSURE OF FACILITIES**

**CURRENT**

APPROVAL DATE: AUGUST 18, 1983

REVISION DATE: ~~NOVEMBER 19, 2013~~ SEPTEMBER 19, 2017

RELATED POLICIES

None.

**Purpose**

To provide guidelines for the closure of Spokane County Library District facilities due to emergency conditions.

**General Policy**

~~The Spokane County Library District may close some or all facilities when in the event that normal operations of Spokane County Library District are disrupted due to events outside of District control, it may be necessary to close some or all facilities.~~ Such events may include, but are not limited to, weather-related emergencies, natural or man-made disasters, long-term ~~power outages~~ loss of electricity or other utility, a declared health emergency, and/or any other events that inhibits the ability to conduct normal activities.

District facilities may be closed under any of the following emergency conditions:

1. When weather conditions make travel to and/or operation of a facility library impractical or unsafe. Because weather and other conditions vary within the District, individual ~~libraries~~ facilities may be closed while others remain open.
2. When an emergency has been declared by ~~appropriate public officials~~ a government agency and all but essential services have been curtailed, area residents have been asked to restrict their travel, and/or government offices and schools in the community have been closed.
3. When an individual building emergency exists, such as loss of electrical power or other utility water/sewer service, heating/air conditioning system failure, or the existence of ~~some type of dangerous~~ an unsafe and/or unhealthy working condition.
4. Any other condition or event that may adversely affect the health and safety of District staff, volunteers, and the public.

~~When employees are unable to work because facilities have been closed, employees may be reassigned to work at another facility, if practical. When employees are reassigned, they shall report to the temporary assignment or use approved leave time. In situations in which it is not possible to reassign employees, regularly scheduled employees may be paid for the time they were scheduled for work up to a maximum of three business days.~~

The Executive Director or designee shall make all closure decisions.

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.

## **OVERVIEW DIGITAL INTERACTION AND SHARING**

Library Services Manager Carlie Hoffman will provide an overview of Digital Interaction and Sharing, one of the four service priorities of the Community Engagement Plan.

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

**FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: OCTOBER-NOVEMBER 2017*****October 17, 2017: Argonne (4:00 p.m.)***

- City of Spokane Valley/SCLD Interlocal Agreement Amendment: Approval Recommendation
- Personnel Policy
- 2018 Budget
  - a. Public Hearing on Authorized Revenue Sources
  - b. Organizational Memberships Review
  - c. 2018 Preliminary Budget Presentation
  - d. Board Direction to Staff
- Overview Business and Career Development
- Spotlight Argonne Library

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

***November 21, 2017: Argonne (4:00 p.m.)***

- Public Records Policy
- 2018 Budget
  - a. 2018 Revenue and Expenses: Preliminary Budget Update
  - b. Adopting a 2018 Preliminary Budget and Certifying It to the Board of County Commissioners (Resolution No. 17-0\_): Approval recommendation.
  - c. Authorizing 2017 Property Tax Levy Increase for Collection in 2018 (Resolution No. 17-0\_): Approval recommendation.
  - d. Levying the Regular Property Taxes for SCLD for Collection in 2018 (Resolution No. 17-0\_): Approval recommendation.
  - e. Board Direction to Staff
- Overview Education and Enrichment
- Spotlight Fairfield Library

**SPECIAL MEETINGS/ACTIVITIES**2017

- Sep 27** Greater Spokane Inc., Annual Meeting (Spokane Convention Center, 11:30-1:30)
- Sep 28** Library Park Project Planning Open House (New City Hall, 10210 E. Sprague, 6-8pm)
- Sep 29** Staff Day (8am-4:30pm, Northern Quest Casino)
- Oct 27** Spokane Bedtime Stories (The Spokane Club, 5:30 p.m.)
- Nov 1-4** WLA Annual Conference (Hotel Murano, Tacoma)
- Nov 4** 75<sup>th</sup> Anniversary & Anthology Release Party (North Spokane Library, 7-9 p.m.)
- Nov 9** Spokane is Reading (Spokane Valley Event Center, 10514 E. Sprague at 1 p.m., and Spokane Public Library, 906 West Main, at 7 p.m.)
- Nov 9** Volunteer Appreciation Dinner (St. Mary's School Gymnasium, 304 S Adams Rd, Doors open at 5:30; Dinner at 6pm)

## **EXECUTIVE DIRECTOR'S REPORT AUGUST 2017**

### **Business Office, Finance and Facilities – Rick Knorr**

#### Annual Audit

The State Auditor's Office (SAO) recently contacted the District about beginning the annual audit and we ultimately agreed on the week of September 11-15 to commence fieldwork. This year's audit is a one-year financial audit for 2016, and a two-year accountability (or compliance) audit for 2015 and 2016. Board members should have received email communications direct from the SAO announcing the same information. Expect an update on audit progress at the meeting.

#### 2018 Budget

All departments have begun the 2018 budgeting process. Key steps in the timeline are as follows.

- All department budgets are due internally by the end of September.
- The initial District-wide preliminary budget will be presented at the October board meeting, at which time the required public hearing on authorized revenue sources will be conducted.
- Incorporating board or other direction from the budget hearing, a revised preliminary budget will be presented at the November meeting along with all required resolutions necessary for properly authorizing the 2018 tax levy.
- A final budget will be presented at the December board meeting.

Association of Washington Cities (AWC) recently issued a revised estimate for employee medical insurance increases for 2018. The estimate for Kaiser Permanente (formerly Group Health) plans were reported to be between 7% and 9%, slightly less than the up to 10% estimate initially published and used in the forecasts presented earlier this summer.

The August CPI-W inflation index may be issued prior to the Sept. 19 board meeting, and if so, an update will be presented. The Implicit Price Deflator (IPD), which factors into the tax levy calculation if less than 1%, will not be available until after Sept. 25.

The District has not received any assessed value information as yet from the county Assessor's Office. Earlier press releases from the Assessor's Office reported that staff shortages have caused the delay for completion of annual assessments. I do not believe the delay, however, should influence total assessed valuation or new construction valuation in either direction, yet a delay of this duration is rare.

#### Capital Projects Fund

Nothing new to report for capital fund activity. The District is still waiting for closing documentation before releasing the North Spokane remodel retainage to the contractor.

#### General Fund

Results through August are included in the monthly finance report. All budget lines are performing as expected and there were no surprises. Total actual expenses are 64% of the annual budget, compared to a target of 66.7%. Total cash on hand at the end of August is 3.8 months, which is sufficient for this time of year and well above the minimum as required in the Financial Management policy.

#### Facilities

The end of August marks the time for annual fire alarm testing, as well as a round of meeting room carpet cleaning, especially for those spaces that were well used through the summer.

## **Human Resources – Toni Costa**

### Department Activities

- I've met with almost every staff member, either 1:1 or in a group, to review the compensation study and the recommendations that were made to the Board. More information regarding staff response is included in the background documents for the recommendation to approve.
- Training:
  - Almost 150 staff have registered for All Staff Day at the end of September
  - New Employee Orientation – 111 current and new staff have participated to date
  - All supervisors have been enrolled in the upcoming Supervisor Academy, which will start in January. The Academy is being developed in-house and will focus on topics like emotional intelligence, coaching and feedback, learning mindset and decision making.

### Recruitment and Selection

- a. New Hires
  - a. n/a
- b. Terminations
  - a. Library Page (AR)
  - b. Materials Processing Assistant (CS)
- c. Promotions/Demotions
  - a. Promotion – Library Page to Public Services Associate (NS to CH)
- d. Reclassifications
  - a. n/a
- e. Transfers
  - a. Public Services Specialist (2)
    - i. MP to Admin
    - ii. SV to NS

## **Information Technology – Doug Stumbough**

- After several months of research and testing a variety of products, we selected and installed a new network security appliance which provides higher throughput, enhanced firewall protections, and allows us to combine features that are currently spread across multiple pieces of hardware.
- The reconfigured software used to lock down some of our public stations was rolled out to the catalogs this month, restoring station access to a couple of databases that had been impeded by the old version. We are still waiting for a patch from the vendor to address formatting issues with printing receipts at the checkout stations before reconfiguring those machines. We were able to implement several enhancements to the account and card registration pages accessed through the checkout stations to make them more readable on the portrait-oriented displays.
- We were notified by USAC, the Federal agency that oversees the E-rate program, that there would be a delay in receiving a portion of the 2017 reimbursement. The delay appears to be a data entry error made on their part, which resulted in overfunding our reimbursement by almost \$150,000. Although we immediately alerted them to the error when we received their funding commitment decision letter last December, they have yet to officially review the case.
- We also spent some time researching, purchasing and activating new cell phones that will be deployed at each library to provide power out phone service. The new phones will allow staff to communicate should the network that supports our regular phone service be interrupted.

- Other projects that staff have been working on this month include: Purchasing a 5 laptop carry bag for lab transport; renewal of the maintenance on patch manager; continued work on PC layout maps and adding asset info for SV; setup of voicemail box and email alerts for new PS floaters; making some additional policies for the Library-of-Things collection to cover another circulation scenario for the telescopes; fixing a problem with The BookEnd User ID that was causing a report to miss users with BE as their home location; working on the new Welcome email campaign; configuring the display monitors in our libraries to show the webcast of the solar eclipse from NASA during the event; and setting up a temporary phone message to alert members we were out of solar glasses.

### Collection Services – Andrea Sharps

- We ordered 1,844 titles and 5,269 copies in August. The number of titles ordered is down from last month as is the number of copies ordered.
- With 66.67% of the year done, total library materials budget expended stands at 73.46%.
- We processed, added to the system, and sent out to the libraries 5,840 items in August. This is up slightly from last month.
- Downloadable lending through OverDrive was down slightly in August from July. A total of 40,342 items circulated in August including audiobooks (16,623) and eBooks (23,719). Members placed a total of 13,091 holds; and, there were 5,480 unique users with titles checked out.
- *Hoopla*, the streaming media service, saw a slight decrease in circulation in August over July. A total of 2,778 titles including audiobooks (1,274), comics/graphic novels (184), eBooks (438), movies (406), full-length albums (327) and television shows (149) circulated in August for a combined cost of \$5,923.37 and an average cost per circulation of \$2.13. A total of 136 new users registered in the month and there were 884 active users recorded.
- We took OverDrive up on its offer of free opioid resources to interested libraries. On 8/31, OverDrive donated over 60 eBooks and eAudiobooks to assist those in our community struggling with opioid addiction. The donation was quite generous—almost \$2,000 worth of materials! This new curated list, *Dealing with Addiction*, can be found on the District's OverDrive homepage. Adult Collection Development Librarian Cheryl Zobel reports that 28 of the 68 titles checked out in the first week.
- We loaned 415 items to other libraries and borrowed 646 items from other libraries for 1,061 total Interlibrary Loan transactions processed in August—a new monthly high!
- Youth Collection Development Librarian Sheri Boggs and Adult Collection Development Librarian Cheryl Zobel compiled a list of youth and adult titles—one each per year from 1942-2017—for the District's 75<sup>th</sup> anniversary celebration. The list includes bestsellers, award winners, and books having an impact on popular culture at the time of publication or now. The list was shared with the Communication Department and will most likely be used in a social media capacity.

### Executive Director Report & Community Activities – Patrick Roewe

With my tenure as executive director beginning September 1, August was focused on preparation to transition to my new role. I joined Nancy Ledebor in her final individual meetings with Leadership Team members to learn the status of various departmental projects. I had several meetings with Nancy to learn from her perspective on critical District issues. I also met with the Public Services managers about the transitionary period and how I will provide ongoing oversight and support to the Public Services Department while we determine organizationally the next steps for departmental leadership. I also took two weeks of vacation, anticipating that my plate will be full in the coming year.



In terms of community activities, I attended the Greater Spokane Valley Chamber of Commerce Government Action Committee, where we discussed the Chamber's legislative agenda and a possible candidate forum. I also met with the director of the HUB Sports Complex to talk about potential library participation in Play Unplugged, a community-based summer activity program. Finally I attended the Spokane is Reading committee meeting where we made initial preparations for author events that will feature Wiley Cash and his novel, *A Land More Kind than Home*, in November.

Since this is my first board report, I do want to take the opportunity to reiterate that I look forward to working with the Board of Trustees in my new role. I respect and appreciate the time and effort that you all put into engaging with the work of the District. You have important decisions to make, and on behalf of myself and the staff, I want to affirm our commitment to implementing your decisions with efficiency, effectiveness, and professionalism. And on behalf of the District Leadership Team in particular, I also want to affirm that we are committed, as your team of experts, to provide you with the information and perspective necessary to make the best decisions possible. I look forward to working with you and all of the staff as we strive to provide the best possible library services to our customers.

ITEM AND TITLE MONTHLY REPORT  
**August 2017**

	<u>ITEMS</u>				<u>TITLES</u>		
	ADULT	YOUTH	TOTAL		ADULT	YOUTH	TOTAL
<b>Total Materials</b>							
Print	166628	152418	<b>319046</b>		85944	49968	<b>135912</b>
Nonprint	66712	24429	<b>91141</b>		26907	7498	<b>34405</b>
Subtotal	<b>233340</b>	<b>176847</b>	<b>410187</b>		<b>112851</b>	<b>57466</b>	<b>170317</b>
Periodicals	5995	933	<b>6928</b>		288	31	<b>319</b>
Total	<b>239335</b>	<b>177780</b>	<b>417115</b>		<b>113139</b>	<b>57497</b>	<b>170636</b>

	<u>ITEMS</u>			<u>TITLES</u>		
<b>OverDrive: Audiobooks</b>			<b>24937</b>			<b>20841</b>
eBOOKS			<b>36478</b>			<b>31499</b>
Licensed eBOOKS			<b>10725</b>			<b>6784</b>
<b>OverDrive: Total</b>			<b>72140</b>			<b>59124</b>
<b>GRAND TOTAL</b>			<b>489255</b>			<b>229760</b>

<b>Print &amp; Nonprint</b>	(Totals year-to-date)		
<b>ADDITIONS</b>	ADULT	YOUTH	TOTAL
Print	20878	14792	35670
Nonprint	8908	2596	11504
<b>TOTAL</b>	<b>29786</b>	<b>17388</b>	<b>47174</b>
<b>DELETIONS</b>			
Print	20599	12932	33531
Nonprint	7113	2039	9152
<b>TOTAL</b>	<b>27712</b>	<b>14971</b>	<b>42683</b>

	<u>NET CHANGE YTD</u>		
	ADULT	YOUTH	TOTAL
Print	279	1860	<b>2139</b>
Nonprint	1795	557	<b>2352</b>
Periodicals	-219	-88	<b>-307</b>

PERIODICALS = Magazine, Newspaper, and Pamphlet

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

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

**EXCLUSIONS:** Total Materials do not include: Discards, ILL, location on-order or in process

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

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

## Public Services Report August 2017

Patrick Roewe and Kristy Bateman

### Service Priority Teams

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

- The monthly SCORE workshop was presented in support of business development; two people attended.
- Three programs were offered in support of job seekers and career development with the GED classes at Cheney. Five students attended the three final classes. Last month's 11 classes (which I incorrectly reported as 14 in my July report) had a combined attendance of 41.
  - The instructor reports that he has one student who is a single test away from graduating, and three more students who have two tests to go.
- We presented 12 programs in support of financial literacy education, including offerings from STCU and SNAP, as well as the conclusion of Junior Achievement classes for Cheney's Camp Caslo kids. Combined attendance for these programs was 176.
  - Of particular note: SNAP has had so much interest in its Homebuyer Education Seminar that they contacted me mid-month about adding additional dates. Its three August sessions, which included a two-part evening option, had a combined attendance of 88.
- We had nine individuals register as new Microsoft Imagine Academy users. During August, users enrolled in 21 new classes.
- We did 70 Book-a-Librarian (BaL) sessions throughout the District.
  - In one session, Danielle helped a man with his resume.
  - In another, Danielle worked with staff from Pyrotek to create a 3D mold of the company logo to then use for their own model printing.
- We proctored four exams this month.
- There were 11 items submitted for 3D printing in August, down from 18 in July.

#### Community Connections:

- Danielle presented an overview of our business resources to the Women's Business Center's (WBC) Lean StartUp class. There were four people in attendance, one of whom followed up with Danielle for further assistance with research for her business.
- Danielle also presented the same overview to the WBC's Dreambuilder class. Three people attended.
- Tami attended the West Plains Support Network meeting.
- I attended the monthly SCORE meeting.
- Tami attended the Cheney Merchants Association meeting, and talked with the group about our upcoming Small Business Saturday (SBS) activities.
- Tami and I also met with Jane and Erin to firm up details for a variety of SBS items, including tracking participating businesses and finalizing things for activities on the day of the event.
- Jamie and I met with SCC staff to finalize and confirm details for the GED and ESL classes that will start on September 20. Library Supervisor Kris Barnes joined us to answer questions about the community.
- Ree was notified that we were awarded a Washington Rural Heritage Grant. She'll be working with the Moran Prairie Grange to digitize some of its items, and the project will include hiring student interns to help complete the work.

#### Early Learning (Mary Ellen Braks)

- We provided 116 Storytimes to 3,407 children, parents, and caregivers. Our average attendance per Storytime was 29.
- We provided 20 Storytimes to 350 children at nine child care centers.
- Spokane Transit Authority came to two Storytimes for a Touch-a-Bus event. STA bus drivers read a book, let families board the bus, honk the horn, and ride the bus around the block. Medical Lake had 28 attend and Spokane Valley had 110 attend.

- The Early Learning team has been working on becoming state-approved trainers with the Department of Early Learning. Once approved, they will be able to teach the STARS classes we offer.
- The Early Learning team attended the Starting Strong conference held in Spokane. The conference focused on early learning from preschool through grade three. We came back with ideas to add to Storytime around STEAM (Science, Technology, Engineering, Art and Math), Literacy, Music, Movement and Social Emotional Development.

#### Community Connections:

- I attended two Inland Northwest Early Learning Alliance meetings. Our focus was on creating a survey for families on kindergarten readiness, future funding of the coalition, ECEAP revised standards update, and an update on Essentials for Childhood.
- I participated in the regional advisor call for the early learning coalitions. We worked on a vision and mission for the 10 coalitions and ways to work with the Department of Children, Youth and Families.
- We are in the third and final phase of the Thrive STEM grant. I met with community members who are working with us to create additional STEM kits.
- I attended the Excelerate Success meeting for Ready for Kindergarten. The Everyday Language and Literacy Opportunities (ELLO) project was discussed. The project is installing posters at the Grocery Outlet in Airway Heights to encourage families to engage in conversation and to build vocabulary. We also received the ELLO posters to put above the changing tables in our libraries.
- I had the opportunity to meet with Bukola Breczinski who is the new education director of KSPS.
- We participated in the KSPS FitKids day with the Inland Northwest Early Learning Alliance at Ferris High School and talked to 500 people. Despite the heat and the construction in front of the school, families participated in the obstacle courses and met their favorite characters from the KSPS shows. We received positive comments about Engage and all the programs offered.

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

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

1,327 school-aged children participated in library programs in August, traditionally our slowest month of the summer.

- LEGO clubs brought 397 kids to the library.
- *The Harry Potter program* at Spokane Valley drew 190 to celebrate the 20<sup>th</sup> anniversary of the book.
- Another 178 children learned about the Solar System with Mobius' Science Center's mobile Planetarium—in anticipation of the Solar Eclipse on August 21.

#### Tween/Teen Programs:

- 96 Teens and Tweens participated in library programs this month, including *LEGO Movie Making, A Cooking Challenge, Stamp Making, and Film Boot Camp*.
- The Film Boot Camp was so popular, The Studio at Spokane Valley quickly scheduled an additional session to accommodate the overflow.

#### Adult Programs:

288 members attended adult programs this month. Highlights include:

- 41 members participated in one of six regular book clubs.
- 141 members attended concerts at libraries this month.
- The Harry Potter fandom is not limited to children and their families, as 51 adults participated in our first ever adults only trivia night at the Spokane Valley Library. We will definitely plan more of these in the future.
- We hosted author Lisa Napoli at CenterPlace in Spokane Valley. 21 members attended a delightful presentation about Ray and Joan Kroc. The audience included members of the Coeur d'Alene Kroc Center staff and board.

#### Community Connections:

- The five AmeriCorps Vista Volunteers concluded their summer of service this month. They provided outreach and extended learning activities to children in the community at Airway Heights, Argonne, and North Spokane libraries.
- As August drew to a close, staff started contacting schools to line up visits and renew relationships for the new school year.

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

- Diane and I completed adding and publishing September-December 2017 events to the calendar.
- I met with a web designer and developer to discuss and begin backend work on the local website.

Community Connections:

- I attended the Pacific Northwest Library Association conference in Post Falls.

**Volunteer Program (Jamie Van Wormer)**

In August, we finished our *Reading Buddy* program. Volunteers gave a post-test to determine the student's reading levels. We had our second Storytime at the Starbucks on Broadway and Argonne. We had 41 children and 19 adults attend. I met with and recruited new volunteers for upcoming programs.

Community Connections:

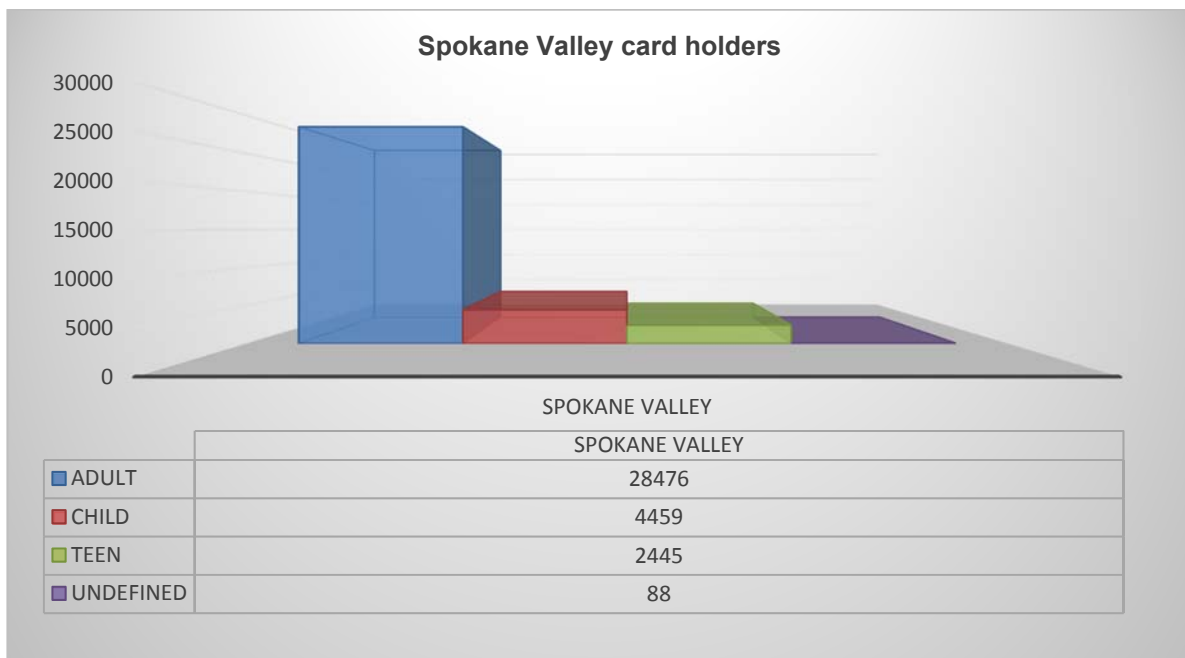
- Received a sponsorship amount of \$5,156.29 from Numerica Credit Union for the *Reading Buddy* program.
- Attended a Community Engagement Institute planning meeting with the colleges.
- The volunteer program has 6,446 service hours through August.
- The volunteer program has 265 active volunteers.

**Library Operations Spotlight: (Georgina Rice)**

This month's featured statistic spotlights the Spokane Valley Library. The statistics below represent physical items checked out at Spokane Valley Library in 2016. Digital checkouts are not reflected in these statistics.

There are 35,468 members as of Aug 31, 2017, that identify Spokane Valley as their home library. The first chart below breaks down those users by age range. 93% of Spokane Valley's card holders live inside our District service area. The remaining seven percent are reciprocal use members including 6% (1934) residing in the City of Spokane and 1% (314) living in the City of Liberty Lake.

The first chart below breaks down those users by age range.



The statistics below represent physical items checked out at the Spokane Valley Library in 2016. It is segmented by Media type and our Adult, Children's, and Teen collections.

## Spokane Valley 2016



	Adult	Children	Teen
Book Bags	89	425	
Book	142,980	108,106	10,913
CD	26,125	3,406	
CDBook	20,572	3,734	1,254
DVD	129,684	43,110	
LargeType	25,574	87	283
Magazine	6,815	757	269
MP3 CDBook	2,496	10	11
Multimedia	30	2	
Paperback	25,295	48,393	11,893
Playaway		2,280	867
Software	24	232	

Analytics on Demand (AOD) gathered the following information about Spokane Valley and its members. Spokane Valley's predominant race/ethnicity category in this study area is White, with over 93% of the population speaking only English at home. The top three segments for Spokane Valley are Autumn Years, Singles and Starters, and Golden Year Guardians. 8.7 % of the population are Golden Year Guardians and are defined as retirees living in old homes, settled residences and communities. Autumn Years accounts for 9.9% of Spokane Valley's population and are defined as established and mature couples living gratified lifestyles in older homes. The largest at 16.6 % of the population is Singles and Starters, which are young singles and families starting out in diverse urban communities. Understanding the makeup of the population helps the Managing Librarian and librarians decide what programs and events to host at the Spokane Valley Library.

**Library Operations Snapshot:** This following table provides a snapshot of library materials checked out for the current month compared to the same month last year:

	Staff assisted checkouts and renewals Aug 2017	Self-service checkouts and renewals Aug 2017	In-library checkouts total Aug 2017	Percent of checkouts at the self-service kiosks Aug 2017	Online renewals Aug 2017	Total Circulation per Library Aug 2017	Total Circulation per Library Aug 2016	Total Circulation Aug 2017 compared to Aug 2016
Airway Heights	962	5078	6040	84.07%	1352	7392	6983	5.86%
Argonne	1815	9693	11508	84.23%	2440	13948	14140	-1.36%
Cheney	2927	8536	11463	74.47%	2273	13736	15078	-8.90%
Deer Park	2553	10300	12853	80.14%	2353	15206	15306	-0.65%
Fairfield	461	603	1064	56.67%	186	1250	1451	-13.85%
Medical Lake	416	3905	4321	90.37%	775	5096	6490	-21.48%
Moran Prairie	1829	13313	15142	87.92%	4149	19291	19990	-3.50%
North Spokane	10053	33343	43396	76.83%	11218	54614	55115	-0.91%
Otis Orchards	673	4361	5034	86.63%	1577	6611	6506	1.61%
Spokane Valley	13474	31193	44667	69.83%	9257	53924	56952	-5.32%
The BookEnd	712	2352	3064	76.76%	86	3150		N/A
<b>Totals</b>	<b>35875</b>	<b>122677</b>	<b>158552</b>	<b>77.37%</b>	<b>35666</b>	<b>194218</b>	<b>198011</b>	
Support/ILL	492	0	492			492	484	1.65%
<b>Grand Totals</b>	<b>36367</b>	<b>122677</b>	<b>159044</b>		<b>32894</b>	<b>194710</b>	<b>198495</b>	<b>-1.91%</b>

## Library Reports

### Airway Heights: Stacy Kvamme Program Highlights

- Adults had the opportunity to attend a jewelry-making class taught by Westwood Middle School's art teacher, Katherine Potter. During the class, seven participants created necklaces using beads, wire and jewelry chain.
- An outdoor concert of Ragtag Romantics on the library lawn drew an audience of 21.
- Ten tweens participated in the library's *Build a Watermelon Racer* program. During the Airway Heights Days Watermelon Races, two racers survived to the final four. A tween's peacock designed racer earned the Best Decorated award for the community division.

### Community Connections:

- I attended the inaugural Airway Heights Night Out Against Crime event at Shorty Combs Park, and connected with over 90 community members.
- In addition to participating in the Watermelon Races, Librarian Corinne Wilson and I hosted a library information table during Airway Heights Days and connected with over 100 people.
- As part of Sunset Elementary's Back to School Night, the library facilitated an ice cream social. Airway Heights police officers served ice cream and the Fire Department parked a fire truck next to the library for kids to explore. However, fire dog Ember and police dog Legend stole the spotlight. Corinne and I shared information about fall library programming with over 80 people during the event.



- Corinne attended the August *Community Café* meeting. Topics of discussion included the upcoming re-opening of Cleone's Closet Food Pantry, slated for fall of 2017.
- I attended a meeting of the Airway Heights Friends of the Library and the group hosted a book sale in the park during Airway Heights Days.
- I attended two Airway Heights Kiwanis meetings.
- There were nine meeting room reservations in August.

### **Argonne: Pat Davis**

#### Program Highlights

- Our *Sensory Storytime MashUp* has been the most popular of the mashups to date. The kids did a Silly Dance contest on bubble wrap, played with water beads, wrote with shave cream and made oobleck (a gooey concoction of corn starch and water). Several parents expressed appreciation for all the activities.
- Each of our two Financial Literacy programs, *SNAP Home Buyer Education*, had 24 participants.

#### Community Connections:

- Pat Davis, PSA Wyatt, and Volunteer Coordinator Jamie Van Wormer participated in Millwood Daze. We had a table to promote library services. Jamie talked to people about volunteering and signed up five potential volunteers. We had a craft and many children made and decorated paper plate turtles.
- The solar eclipse brought several folks to the library to share the last pairs of eclipse glasses and to view the eclipse from the parking lot.

### **BookEnd: David Wyatt**

#### Community Connections:

- I attended 4<sup>th</sup> Friday at the Valley Mall to promote library services for back to school. About 40 people stopped by the table.

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

#### Program Highlights

- The *Ragtime Romantics* music in the park had 68 in attendance. Community members thanked Librarian Tami Chapman and SCLD for sponsoring the concert and shared their excitement regarding the variety of programs listed in Engage.
- The morning of the eclipse we handed out 15 pairs of glasses and asked members to share while viewing the eclipse. Around 20 people were outside viewing the eclipse. We had children trying the pinhole projector and we even tried the colander viewing as suggested by NASA.
- Cheney staff and a volunteer provided a STEM activity every Tuesday for 3<sup>rd</sup>-5<sup>th</sup> grade students attending Camp Caslo.

#### Community Connections:

- GED & High School Completion classes were held in our meeting room Monday through Thursday. Summer classes ended August 24.
- The *Produce Swap* started out slow but is gaining momentum.
- The meeting room and alternative spaces in the library were used by our community 16 times.
- Tami attended the West Plains Chamber meetings.
- PSA Douglas provided outreach services to the Cheney Sessions, Care, and Assisted Living facilities with 157 library items checked out or renewed.
- Our art wall displayed the work of three local artists who scheduled an art day in the library on August 19. They offered insight on their art and showed members the process of creating the pieces.
- Our display case featured beautifully knitted creations from the Knotty Knitters.
- Camp Caslo kids visited the library every Monday and Friday.

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

#### Program Highlights

- Our *Sensory Storytime Mashup* was a huge hit among toddlers. They had so much fun that the program ran over its normal time. They simply found it difficult to stop playing with the water beads, popping the bubble wrap, and blowing bubbles at this STEM-inspired *Play and Learn*.
- Public Services Associate Mandy reported that all of the books from the display that she set out for our *Sun and Moon Storytime Mashup* were checked out by *Preschool Play and Learn* parents. This is

particularly noteworthy due to the fact that we take time to set up book displays and Mandy's books went flying off the shelves!

- We gathered zucchini, yellow squash, and fresh peaches at our *Produce Swap* this month. The leftovers were donated to the local Greenhouse food bank for distribution. It was especially nice to see the "fruits" of the seed library results. So far this planting season, 605 seed packets have been checked out from our *Seed Library*.

#### Community Connections:

- Librarian Amber Williams and I attended Riverside School District's Health Fair and open house. We connected with 107 attendees.
- Amber and I attended Deer Park School District's "We heart Deer Park" event. We connected with 111 attendees at this annual event.
- The Deer Park Friends of the Library held a successful a book sale.
- I attended a special Deer Park Chamber of Commerce Board retreat. At this special session, we brainstormed ideas to encourage Chamber members' participation and discussed adding additional staff to the Chamber's work force.
- Our meeting and conference rooms were used by a total of 35 groups this month.
- Public Services Associate Shannon completed a *Book a Librarian* program this month with a library member who asked to be taught web basics and internet searching techniques. Shannon said that the member commented to her, "Gee I wish my spouse were as patient as you."
- Our summer snack program concluded this month. We served snacks to 286 children.
- *Solar Eclipse Day* began with around 25 folks gathered at our library to share the handful of eclipse glasses. Enthusiastic members brought their own lawn chairs and shared the solar eclipse glasses. A local reporter arrived and documented several members. One of the families was photographed and appeared on the front page of the Deer Park Tribune. Several others are featured on the online version.

#### **Fairfield: Kristy Bateman**

##### Program Highlights:

- The weekly *Play and Learn Storytime* provided Fairfield young residents and their caretakers an opportunity to listen to Storytimes and engage in educational activities.
- The weekly *LEGO Club* continued to see Fairfield families build and play together.

##### Community Connections:

- Librarian Cindy Ulrey attended the Liberty School District Back to School Ice Cream Social and Open House. She promoted the library and made several new library cards for members.

#### **Medical Lake: Cecelia McMullen**

##### Program Highlights

- The solar eclipse party was a stellar event. At least 67 people attended, shared eclipse viewing glasses, wore costumes, made crafts, and texted friends to come join the event. Neighbors brought homemade cookies. A young mom was grateful that we had cereal boxes and foil to make pinhole viewers in addition to streaming the NASA website in our meeting room. The next day people returned to get a library card and learn more about what we have to offer. One person said "My neighbor came to the party. She was a bit reluctant and was really quiet, but livened up when she saw all the children and found herself in the middle of a demonstration of how an eclipse works."
- Children and parents are still talking about *Touch-a-Bus*. Cari, a bus driver with STA, arrived at Medical Lake with a big bus. She participated in bus-themed stories and songs by reading "Don't let the Pigeon Drive the Bus." Each child had an opportunity to sit on the driver's seat and honk the horn before a lengthy bus ride around Medical Lake. The next week a parent said "I'd like to thank you again for the bus ride. Every time my son sees a bus he says "That's the one I was on!"
- Our sensory STEM Storytime included shaving cream hands to paint with, yards of bubble wrap to pop, and a parachute of shredded paper to toss into the air. A parent said "Thank you for this wonderfully messy Storytime. I would never have the courage to do this at home."

##### Community Connections:

- Librarian Christie Onzay and I attended teacher orientation day at Hallett Elementary School to promote library services and encourage teachers to include library tours in their class calendars.

## **Moran Prairie: Danielle Marcy**

### Program Highlights

- We had several compliments from attendees and partners on the success of our *National Night Out Against Crime* community block party that the library hosted in partnership with the Spokane's Sheriff Community-Oriented Policing Effort and Target. 23 community partners participated by hosting booths. Area businesses and agencies donated door prizes. Several new community partners asked to be included next year.

### Community Connections:

- Librarian Ree West attended the monthly Grange meeting.
- I attended a Moran Prairie Friends of the Library planning meeting for their upcoming book sale.
- The Friends donated money towards Play and Learn toys.
- Ree received notification that Moran Prairie Library in partnership with the Moran Prairie Grange was awarded a Washington Rural Heritage Grant. This grant will be used to digitize the historical collection of the Moran Prairie Grange and host programming and displays to highlight their historical and cultural value to the community.

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

### Program Highlights

- We had a very busy summer here at North Spokane, totaling 96,781 total visits for the months of June through August, an increase of 23% compared to the same months last year.
- We also had a record day at the Fairwood Farmers' Market this month: On August 15, we had 162 children complete a ladybug craft while they learned facts about how beneficial insects help farmers and gardeners.
- A total of 114 members explored the Solar System in our meeting room with the MOBIUS Science Center's mobile planetarium.
- We maxed out registration for our August workshops in The Lab, with about 20 members learning upholstery basics with local professional upholsterer Bret Grogan.

### Community Connections:

- Librarian Vanessa Strange and I attended the Night Out Against Crime at Green Bluff, where we had the chance to chat with visitors about library services.
- We had images by local photographer Carol Arndt on display on our gallery wall and a display showcasing Argentinian culture in our foyer display case.

## **Otis Orchards: David Wyatt**

### Program Highlights

- Storytime attendance has been ramping up as we get closer to the beginning of school. We have been promoting our upcoming expanded Storytime offerings this month.
- Our *Make a Mini LEGO Movie* was the best attended program outside of Storytime.
- The *Produce Swap* has picked up in popularity toward the end of the month. Hopefully this increased interest will carry over into September.

### Community Connections:

- I attended East Valley Middle School's back-to-school bash to promote library services. 400+ parents and children stopped by the table.

## **Spokane Valley: Aileen Luppert**

### Program Highlights

- Our birthday party for Harry Potter was a huge success. Nearly 200 partygoers enjoyed scavenger hunts, delicious treats, and fun crafts. The big hit of the night was The Studio. Kids and adults alike posed in front our green screen in their Harry Potter costumes. A few days later, Public Services Specialist Sarah, superimposed the images onto backdrops like Diagon Alley and Professor Dumbledore's office and emailed them back to the attendees. There was a line out the door most of the evening and the pictures were amazing.
- Our other Harry Potter event was *Magical Trivia*. The library stayed open afterhours for an adult-only trivia night based on Harry Potter. We hoped for enough people to make more than one team, but were pleasantly surprised to have 51 enthusiastic adults ready for all things Harry Potter. The feedback from the group was overwhelmingly positive and eager for more themed trivia.

- *Touch-a-Bus* was a fun way to say goodbye to summer. About 100 people came for a bus-themed Storytime and to tour an STA bus. Special guest Bus Driver Greg's rendition of *Don't Let Pigeon Drive the Bus* was well received and he happily joined in to sing *Wheels on the Bus*, not once, but twice. He was wonderful with the kids and we would be happy to have him and STA back any time.

#### Community Connections

- On the extraordinarily hot afternoon of National Night Out, Librarians Diane Brown and Danielle Milton and I attended a community fair at Target. We talked to about 100 people and played games with kids.
- August was "Eclipse Month." All month we had eclipse crafts in the library and in Storytime. On the day itself, we blocked off spaces in the parking lot and were joined by 75 excited eclipse watchers. We made pinhole viewers and shared a few pairs of eclipse glasses. It was hard not to notice the sense of community for those few hours. People who didn't know each other were eager to share their thoughts and observations. It was a wonderful to see the very best parts of community in action.

#### **District-wide Information**

##### August Security Incident Report

For August, there were 23 Security Incident reports filed, three more than last month (20) and four more than August 2016 (19). North Spokane had the most incidents reported with nine. The most frequently reported incidents related to Potential Problem (13). To further put all of these numbers in perspective, the total door count District-wide in the month of August was 129,779.

The Spokane Valley Security Incidents are highlighted this month and breaks down as follows:

- Two incidents of facility misuse
- Two incidents of General Code of Conduct Violations.
- Five potential problem (suspicious or concerning behavior)

The total door count for Spokane Valley in the month of August was 25,523.

##### PNLA Conference Report

Ten District staff members had the opportunity to attend the 2017 Pacific Northwest Library Association Conference, August 2-4 in Post Falls, ID. A summary of highlights and select key takeaways for each attendee are below.

##### **Carlie Hoffman**

This was one of the best conferences I have attended in quite a while. Although I liked all of the sessions I attended, two were standouts for me. Communicating in a Culture of Poverty was a four-hour pre-conference session that focused on the characteristics of those experiencing poverty as well as advice in how best to communicate with this population. Re-Imagining Library Services through Service Blueprinting provided a service design technique that analyzes each step in a library process or service. By looking at each step independently, the library can more easily see how many steps there are, whether these steps are all necessary, and how many departments and individuals are involved. After viewing the steps for how library members currently sign up for and receive a library card, I found that we may be able to eliminate some of the touchpoints.

##### **Merrilee Lane**

The session I attended was entitled Super Librarians Present Super Fabulous Programs for Kids and Teens. They targeted encouraging children's cognitive abilities through Foreign Language Storytimes, teaching kids to develop a sense of nurturing for their environment through Nature-based Storytimes, reaching out to families with children who have special sensory processing disorders and providing a safe place for them to express themselves. With the older groups, IT Clubs are offered with interactive STEM activities and Kindness Clubs for developing empathetic qualities. For teens they have open-use times, In-Library-After-Hours Nerf Battles, and Iron Chef, Jr and Chopped, Jr competitions. Other ways they have accomplished connecting with their communities is through checking out STEAM kits, installing Little Community Libraries at parks and beaches, providing after school snacks, and visiting schools and juvenile detention centers. This conference session beheld a plethora of ideas, many of which we can use in the libraries throughout the District.

**Emily Mangum**

I attended a couple of sessions on literature written by or about American Indians in library collections 'Our Blood Remembers: exploring and understanding contemporary American Indian literature for use in libraries and classrooms' and 'Core Voices: Infusing Indigenous perspectives in library collections.' Both were super useful. I typed up the information from both of these sessions and sent it on to the Collection Services department, and I've had some great discussion with Sheri Boggs about titles by or about American Indians for our youth collections. The other session that really stood out to me was called 'AAPI month May just bring people together,' which was a presentation by Qing Meade and Pui-Yan Lam from Eastern Washington University. They put together programming for Asian American and Pacific Islander Heritage Month at the JFK Library on EWU's campus, and were very excited to share what they had learned from the experience. I spoke with both presenters after the session, mentioning that I had pulled some books out on several days during the month of May to display them for Asian Pacific American Heritage month at The BookEnd, after which they both expressed a desire to partner with SCLD in future to have programming during the celebration. I passed their contact info along to Gwendolyn Haley, and I would love to see us host some events celebrating the history of Asian American and Pacific Islanders.

**Cecelia McMullen**

Upon returning from the conference, a parent walked into the library with a child. The parent exhibited desperation in finding reading material. The child looked like they would rather be anywhere than standing in the library at that moment. Fortunately I had just attended "Putting the FUN in Fundamentals," with presenter Ken Nesbitt, a former Children's Poet Laureate. Talking directly to the child I presented a funny poem, and assured them that it would meet all the high vocabulary criteria their parent was looking for on just ONE page. The parent expressed great appreciation when returning the book, and noted the entire family enjoyed it and was ready for more recommendations. In addition to having material for school tours, I now have a great solution for parents who lament that their child won't read. My recent Storytime used principles from Cherie Millsap's presentation "Why Music in the Library." After giving a parent tip, and using a recommended book (Do your ears hang low) with song lyrics, the Play and Learn Storytime became a "sing-a-long" enjoyed as much by parents as by children.

**Melissa Rhoades**

In Amy Yardley's PNLA preconference session "The Context of Scarcity: Foundations for Understanding Human Behavior and Communication", I learned how chronic scarcity – whether from poverty, abuse, illness, or other causes – can create levels of stress so pervasive they block access to the prefrontal cortex, the part of the brain that provides top-down regulation of thoughts, actions, and emotions. Chronically stressed brains operate primarily from the amygdala, a part of the brain that responds out of habit and reflex. In short, this means that people living under chronic stress / chronic scarcity may have difficulty communicating via written language (print culture), planning future events, or engaging in abstract and analytical thinking. Chronically-stressed people instead tend to communicate by word of mouth (oral culture), focus on the immediate situation, and prioritize personal experience and relationships. Emotion rather than analysis becomes the basis for interactions.

**Sarah Rooney-**

PNLA was an incredibly informative experience. Going to reader advisory sessions was great for giving me new ideas for Storytime and reading recommendations. Another thing the conference helped with was prompting creative ideas for future programs. A session called "Re-imagining Every Child ready to Read for a Digital Age", which concerned an eight-week program for toddlers and parents that helped them learn the educational benefits, as well as overstimulation problems surrounding devices, was a reimagining of Storytime with a technological element. The pre-conference session, "Communicating within the Culture of Poverty" was helpful because it gave me a better perspective of the people struggling with their day-to-day lives. I thought that her emphasis on oral tradition was fascinating and I felt that this session equipped me with some helpful tools that I will use for everyday interactions.

**Vanessa Strange**

I was happy to share my experience with grants, along with two folks from Spokane Public Library, in a session aimed to help staff at all levels be involved in successful grant projects. The session was well attended and we received positive reviews. From there, I took in a session on social justice in the library in which two librarians described ways to encourage teens to engage causes they care about. Examples included providing information on how legislation works, partnering with teachers to bring in lectures relevant

to the topics, and making teens from disenfranchised groups feel welcome in the library. North Vancouver Library presented the steps they took to reorganize their non-fiction collection to better serve the way their patrons look for books. While unconventional, their user-centered organization scheme and purchasing standards looks like a great way to revive any library's non-fiction collection.

**Sheree West**

PNLA’s annual meeting can be relied on to provide good value for attendees, and this year was no exception for me. Here are a few highlights: During “Super Librarians Present: Super Fabulous Programs for Kids and Teens” the youth services team at Community Library Network shared had some wonderfully innovative ideas that I will be able to incorporate right away in Storytime and school outreach programs. Particularly interesting to me were activities designed to help kids explore nature and develop greater empathy. Techniques shared to make Storytime more engaging for a neurodiverse audience with sensory processing challenges, provided entirely new information for me. The team also had fun ideas for engaging teens, including zombie-themed NERF gun tournaments, an 80’s themed get together, and an Iron Chef-style competition.

**Caitlin Wheeler**

I attended the Untitled Leadership for the Unauthorized Revolution, Virtual Reality, Creating Brave Spaces, and Analyzing Literature sessions. “Untitled Leadership for the Unauthorized Revolution” presented time management skills and methods of balancing district and local community needs. The speaker matrix for prioritizing tasks: What is time sensitive? What is crucial? What is both or neither? Answering these questions allows you to easily prioritize what needs to be done now, what needs to have time made for it even if it does not have a deadline, what should get taken care of as soon as possible but can be sacrificed if necessary, and what can wait. The speaker showed us how quickly one person’s idea can snowball into a brainstorm of new ideas across the District, and how the sharing of ideas can equip employees to use each other’s knowledge to educate themselves toward being better workers.

**Gwendolyn Haley**

The PNLA Annual Conference marked the end of my three-year term on the PNLA Board. During my years of service, I was privileged to work alongside library professionals from Alaska, B.C., Alberta, Montana and ID. Last year, I attended conferences throughout the region and represented PNLA. As the Past-President, it was also my pleasure to serve as Conference Chair. Together with a team of library staff from Coeur d’Alene, Hayden and Post Falls Library, we brought together what we considered to be some of the best speakers and workshops from the Pacific Northwest. I love that PNLA allows library professionals to learn from a diverse range of libraries from large urban systems like Calgary Public in Alberta to small libraries like Hayden Community Library just across the Idaho border. All of these public libraries share a unique Pacific Northwest flavor. It was a pleasure to oversee a conference that was, by all reports, very successful.

Public Use Measures

**August 2017**

Measure	This year	Last year	YTD	Last YTD
	This Month	This Month	This year	Comparison
Cardholders	121,393	116,788		4%
Door count	129,779	116,293	885,579	-1%
Items Borrowed	237,832	232,915	1,771,253	1%
• Digital	43,120	39,616	331,344	12%
Programs				
• Number	277	292	2,384	-3%
• Attendance	8,173	7,819	60,698	-4%
Internet Station Use (%)	53.3%	52.7%	52.9%	
Meeting room bookings	406	240	2,920	18%
Holds placed				
• By customers	31,037	29,922	239,230	0%
• By staff	7,638	7,593	57,700	-2%
• Digital	13,091	11,045	98,767	21%

Digital Resource Use	88,478	74,712	707,103	-4%
Website use				
• User sessions	0	107,821	536,864	-39%
• Page views	0	362,414	6,096,331	144%
• Catalog	0	43,436	211,291	-39%
• Digital Resource Access	0	5,060	23,020	-39%
Interlibrary loans				
• Loaned	415	409	2,825	-5%
• Borrowed	646	605	4,354	3%

### Public Use Measure Definitions

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

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

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

**Programs:** Experiential learning programs presented by the District. *Data collection method: Hand tally and database entry.*

**Internet Station Use (%):** Percentage of available time utilized. *Data collection method: Actual reservation management system count.*

**Meeting room bookings:** Number of times meeting rooms used by outside groups. *Data collection method: Actual reservation management system count.*

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

**By customers:** Placed online by customer.

**By staff:** Placed for customers.

**Digital:** Placed in *OverDrive*.

**Digital Resource Use:** Use of online learning resources licensed by the District. *Data collection method: reports from resource vendors.*

**Web site use:** Access and use of WWW.SCLD.ORG. *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.

**Digital Resource access:** Subset of page views; shows the number of times customers enter an online learning resource from the website.

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

## Communication Report August 2017

### Marketing Activities

- 75th Anniversary logo-resize
  - Re-sized logo
- Produce Swap
  - Updated produce swap sign
- Staff Picnic
  - Edited and designed poster/flyer to be displayed in staff-only areas
- New Homework Help resources - SIRS Discoverer and eLibrary
  - Blog post, digital display, edited text for website
- Starbucks Storytime
  - Social media, flyers, calendar listing
- Lab Fresh Sheet
  - Designed Fresh Sheet for Lab specific programming/events
- Studio Fresh Sheet
  - Designed Fresh Sheet for Studio specific programming/events
- September Current
  - Wrote article promoting Read and Ride, edited article promoting 75<sup>th</sup> Anniversary, designed ad promoting Library Card Sign-up Month and Read and Ride
- September Kids Newspaper
  - Designed full-page advertorial promoting Read and Ride and Library Card Sign-up Month
- Spokesman Summer Stories ads
  - Wrote and designed ads promoting the 75th Anniversary and Anthology Release Party
- GED & ESL flyer for Deer Park Tribune
  - Wrote and designed insert flyer for the Deer Park Tribune newspaper
- Take and Give Seed Library (update)
  - Updated information flyer explaining how the Seed Libraries work
- Digital Drip Campaign
  - Wrote and edited emails for digital drip campaign
- Argonne Book Club
  - Flyers, digital display, and website update
- JA Jance
  - Press release, digital displays, Inlander ads, carousel on scld.org, social media, calendar, Engage
- JA Jance Friends-only reception
  - eBlast (email invite), printable invite, website listing
- Engage (May-Aug issue)
  - Digital displays, news items, calendar listings, and social media for upcoming events/programs
- Engage (Sep-Dec issue)
  - Writing and editing copy, designing, printing, landing page, carousel, digital displays, news items, calendar listings, and social media for upcoming events/programs



### **News coverage**

- Aug 9 – KREM.com – The ultimate list of solar eclipse viewing parties in the Inland Northwest
- Aug 10 – Cheney Free Press – Cheney Library hosts three local artists and hands-on art event
- Aug 17 – Spokesman Review – Front Porch: Many places for zucchini to find a home
- Aug 17 – KXLY.com – Solar eclipse viewing parties in Spokane and North Idaho
- Aug 23 – Deer Park Tribune – Fun With the Sun (picture of eclipse viewers at Deer Park Library)
- Aug 23 – Deer Park Tribune – SCLD to present J.A. Jance
- Aug 31 – Spokesman Review – Spokane County needs new library to serve the public

### **Press Releases**

- Aug 29 – Makayla Miracle: September artist in residence at The Lab at North Spokane Library

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

- Facebook: # of fans: 3,418
- Twitter: # of followers: 2,302
- Pinterest: # of followers: 1,685
- Instagram: # of followers: 1,122

### **Library District Blog:**

Our most viewed blog post during the month was a news item posted on July 10, *Out of This World: Solar Eclipse Day, Mobius Science Planetarium & more celestial events*, with a whopping 2,419 views in August alone. Our most viewed post that was published in August was *Coming to KSPS: THE VIETNAM WAR by Ken Burns and Lynn Novick* with 269 views.

### **Blog posts:**

- Aug 1 – On Tyranny: A reading list
- Aug 2 – Coming to KSPS: THE VIETNAM WAR by Ken Burns and Lynn Novick
- Aug 8 – Sharing your harvest's bounty at library produce swaps
- Aug 15 – Save a life: Ask FAST questions when you spot a stroke
- Aug 17 – The Great American Eclipse of 2017
- Aug 22 – An Evening with J. A. Jance
- Aug 23 – Escape your commute: Read & Ride with Spokane Transit and our Digital Library
- Aug 24 – Kids explore technology at The Lab
- Aug 25 – Workshops at The Studio: Visual design apps and video making
- Aug 29 – Hiking the Summer Reading Program Around Spokane
- Aug 30 – Makayla Miracle: September artist in residence at The Lab at North Spokane Library
- Aug 31 – Sgt. Pepper is 50: How an album revolutionized popular music

### **eNewsletter email:**

- 89,507 sent on August 15, 2017
- Open rate: 13.1% (11,742)
- Clicked: 1,898 (2.1% click rate)
- Unsubscribed: 160

**Podcast:**

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

Library Out Loud: Valleyfest

Library Out Loud: Fall at the Library

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

**Community Calendars**

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

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

- SCLD streaming services (2)
- Spokane Writes (2)
- Kaleidoscope Play & Learn (1)
- Dollars & Sense (1)
- Budgeting 101 (1)
- Protect Your Credit Score (1)
- Homebuying 101 (1)
- Prevent Fraud & Identity Theft Workshop (1)
- Out of This World (1)
- Digging the Dirt: Lab at North Spokane (2)
- Build a Better World (1)
- Produce Swaps (3)
- Talk like a pirate celebration (1)

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

- RBdigital flyers for Public Services
- Pencils for Deer Park
- From home for free flyers for Public Services
- Science in Context flyers for Public Services
- SelectReads flyers for Public Services
- Culture grams flyers for Public Services
- NoveList flyers for Public Services

**Communication Display Kits provided for community events**

- Airway Heights Night Out Against Crime
- Moran Prairie National Night Out
- National Night Out - North Spokane
- National Night Out - Spokane Valley
- KSPS FitKids
- Airway Heights Days
- Neighbor Fest
- Liberty School District Back to School Open House & Ice Cream Social
- Riverside School District health and wellness fair
- Back to School Bash at the Spokane Valley Mall
- East Valley Middle School: Back to School

- Millwood Daze
- We "Heart" Deer Park Event
- Airway Heights Sunset Back to School Night

**Current & Upcoming Projects & Event Promotion**

SPOKANE COUNTY LIBRARY DISTRICT

Serving our community for **75** years & counting

Connecting you with knowledge & opportunity

**Looking Back at 75 Years: A Visual History**  
ALL LIBRARIES  
Sep 1–Nov 30, 2017

**Spokane Writes Anthology Release Party**  
NORTH SPOKANE LIBRARY  
Nov 4, 6:30–8pm

**75th Anniversary Celebration Featuring Hot Club of Spokane**  
SPOKANE VALLEY LIBRARY  
Nov 30, 7–8:30pm

www.scd.org

**Celebrate with us!**

*Above: The Library District's ad in the Valleyfest publication. The publication was distributed in the Inlander and the Valley Current, and the publication will be available at the event.*

- September
  - Valley Fest
  - Deer Park Friends of the Library Book Sale
  - Argonne Friends of the Library Book Sale
  - MP Friends Book Sale September 2
  - JA Jance
  - LEGO Wall Thank You
  - October Current

- October Kids Newspaper
- World Character Day-Sept. 13
- Washington Association of Activity Professionals Conference
- Totfest
- Digital Library YMCA posters
- Reading Buddy Sponsorship Proposal
- October Current
- October Kids News
- Library Planning Workshop
- SE Spokane County Fair
- Large Print Fall Newsletter
- Spokane Valley Comment Cards + foam boards
- Board of Trustees Meeting Name Tent for New Executive Director
- LEGO Wall Thank You
- Read & Ride Campaign
- Read Away Fines flyer and form update
- October
  - Spokane Valley Friends Book Sale - Oct 2017
  - Friends of the Medical Lake Library Book Sale
  - Friends of the Otis Orchards Library Book Sale
  - Deer Park Friends of the Library meeting
  - Moran Prairie Friends meeting October 18, 2017
  - KXLY Facebook Ads
  - Inlander Ads - 75th Anthology Release Party
  - North Spokane Friends Meetings and Sales 2017
  - Writing Conference Journals
- November
  - Small Business Saturday Puzzle
  - Blog Subscription Emails
  - Deer Park Anniversary sign request

### **Meetings Attended**

- August 8 – Volunteer sponsorship meeting
- August 15 & 24 – Web team meeting – sclid.org website redesign planning
- August 18 – STA Read and Ride campaign meeting
- August 23 – SV ad hoc planning meeting

### **Communication Support for the Friends**

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

- Moran Prairie Friends Meeting August 3
  - Digital display, calendar, website listing
- Deer Park Friends of the Library Book Sale
  - Digital display, calendar, website listing, eblast
- North Spokane Friends Sidewalk Sale
  - Digital display, calendar, website listing, eblast
- Airway Heights Friends Book Sale
  - Digital display, calendar, website listing, eblast
- Moran Prairie Friends Book Sale
  - Digital display, calendar, website listing, eblast

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

- Deer Park – Wed, Aug 2 – sent to 3,006
- North Spokane – Sun, Aug 6 – sent to 10,217
- Airway Heights – Sun, Aug 13 – sent to 1,289
- Moran Prairie – Sun, Aug 27 – sent to 6,335

**Spokane County Library District  
Summary of Revenues & Expenses - (Cash Basis)  
For the Eight Months Ended August 31, 2017**

	Y-T-D Actual	Annual Budget	Target 66.7% Percent Used	Balance Remaining
<b>REVENUES</b>				
PROPERTY TAXES	\$ 6,482,695	\$ 11,308,000	57.33%	\$ 4,825,305
CONTRACT CITIES - AIRWAY HEIGHTS	183,439	247,143	74.22%	63,704
CONTRACT CITIES - SPOKANE	38,661	72,996	52.96%	34,335
FINES & FEES	147,187	240,500	61.20%	93,313
GRANTS & DONATIONS	62,638	68,000	92.11%	5,362
E-RATE REIMBURSEMENTS	77,744	169,000	46.00%	91,256
OTHER	23,459	31,000	75.67%	7,541
INTEREST REVENUES	22,833	34,000	67.16%	11,167
<b>TOTAL REVENUES</b>	<b>\$ 7,038,656</b>	<b>\$ 12,170,639</b>	<b>57.83%</b>	<b>\$ 5,131,983</b>
TRANSFERS IN	-	-	0.00%	-
<b>TOTAL REVENUES &amp; TRANSFERS IN</b>	<b>\$ 7,038,656</b>	<b>\$ 12,170,639</b>	<b>57.83%</b>	<b>\$ 5,131,983</b>
<b>EXPENSES</b>				
SALARIES	\$ 4,002,325	\$ 6,082,000	65.81%	\$ 2,079,675
FRINGE BENEFITS	1,309,733	2,061,300	63.54%	751,567
SUPPLIES	109,790	189,459	57.95%	79,669
UTILITIES	293,645	429,700	68.34%	136,055
SERVICES	718,929	1,233,780	58.27%	514,851
INSURANCE	67,315	69,000	97.56%	1,685
EQUIPMENT & SOFTWARE	66,572	270,000	24.66%	203,428
LIBRARY MATERIALS	1,017,689	1,433,500	70.99%	415,811
ELECTRONIC LIBRARY MATERIALS	118,474	200,000	59.24%	81,526
LIBRARY PROGRAMS	63,484	121,200	52.38%	57,716
OPERATIONAL CONTINGENCIES	0	80,700	0.00%	80,700
<b>TOTAL EXPENSES</b>	<b>\$ 7,767,956</b>	<b>\$ 12,170,639</b>	<b>63.83%</b>	<b>\$ 4,402,683</b>
TRANSFERS OUT	-	-	0.00%	-
<b>TOTAL EXPENSES &amp; TRANSFERS OUT</b>	<b>\$ 7,767,956</b>	<b>\$ 12,170,639</b>	<b>63.83%</b>	<b>\$ 4,402,683</b>
<b>Net Excess of Revenues Over/(Under) Expenses</b>	<b>\$ (729,300)</b>	<b>\$ -</b>		
BEGINNING CASH	4,575,836			
NET FROM ABOVE	(729,300)			
<b>ENDING CASH</b>	<b>\$ 3,846,536</b>			

**Number of months cash on hand 3.8**

Capital Project Fund Balance	1,200,835
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## **Spotlight Spokane Valley Library**

Managing Librarian Aileen Luppert and librarians Diane Brown and Danielle Milton will share highlights of Spokane Valley Library and the community it serves.

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