

**MISSION**

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

**Board of Trustees Regular Meeting**

Tuesday, October 17, 2017 4:00 p.m. Argonne Library Public Meeting Room

**AGENDA**

- I. CALL TO ORDER**
- II. AGENDA APPROVAL [4:00]**
- III. ACTION ITEMS**
  - A. Approval of September 19 Regular Meeting Minutes [4:00-4:03]
  - B. Approval of September 2017 Payment Vouchers [4:03-4:05]
  - C. Unfinished Business [4:05-4:35]
    1. City of Spokane Valley/SCLD Interlocal Agreement Amendment: Approval Recommendation.
  - D. New Business [4:35-5:00]
    1. 2018 Budget
      - a. Public Hearing on Authorized Revenue Sources
      - b. 2018 Preliminary Budget Presentation
      - c. Organizational Memberships Review
      - d. Board Direction to Staff
  - E. Overview CEP Service Priority, Business and Career Development [5:00-5:10]
- IV. DISCUSSION ITEMS, POSSIBLE ACTION [5:10-5:15]**
  - A. Future Board Meeting Agenda Items
- V. REPORTS FOR SEPTEMBER**
  - A. Trustees [5:15-5:20]
  - B. Executive Director [5:20-5:25]
    - Administrative
    - Community Activities
  - C. Public Services [5:25-5:30]
  - D. Communication [5:30-5:35]
  - E. Fiscal [5:35-5:40]
  - F. Spotlight – Argonne Library [5:40-5:50]
- VI. PUBLIC COMMENT**
- VII. ADJOURNMENT**

[Estimated meeting length: One hour and 50 minutes, plus public comment.]

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

10/17/17

**SPOKANE COUNTY LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING MINUTES: SEPTEMBER 19, 2017**

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The Board of Trustees of Spokane County Library District met in regular session in the public meeting room at Spokane Valley Library, 12004 E. Main Ave., Spokane Valley, WA, at 4:00 p.m., on Tuesday, Sept. 19, 2017.

**Present:** John Craig           - Chair  
              Mark Johnson       - Vice Chair  
              Sonja Carlson       - Trustee  
              Wes Teterud        - Trustee  
              Kristin Thompson - Trustee (via teleconference)  
              Patrick Roewe      - Executive Director and Secretary

**Excused:** None.

**Also Present:** Jane Baker, Communication & Development Officer; Kristy Bateman, Library Services Manager; Diane Brown, Librarian; Toni Costa, Chief Human Resources Officer; Erin Dodge, Communication Specialist; Carlie Hoffman, Library Services Manager; Rick Knorr, Chief Financial Officer; Aileen Luppert, Managing Librarian; Danielle Milton, Librarian; Gina Rice, Customer Experience Manager; Andrea Sharps, Collection Services Director; Doug Stumbough, IT Director; Cindy Ulrey, Librarian; Jamie Van Wormer, Volunteer Coordinator; Amber Williams, Strategic Initiative Librarian; and Patty Franz, Administrative Assistant.

**Guest:** Deputy Mayor Arne Woodard, City of Spokane Valley

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

**Agenda**                         Mr. Craig suggested moving the Spokane Valley Library Update from  
**(Item II.)**                       III.C.2 to III.C.1 on the agenda. Mr. Johnson moved and Mr. Teterud  
                                      seconded to approve the agenda. The motion was approved.

**Approval of Regular**       Mr. Craig called for corrections to the August 15 regular meeting minutes.  
**Meeting Minutes,**       There were no corrections; the minutes stand approved as written.  
**August 15, 2017**  
**(Item III.A.)**

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

Fund	Voucher/Payroll Numbers	Subtotal	Total
August - L01	52618-52794 and W00473-W00483	\$621,041.49	\$621,041.49
	08102017PR and 08252017PR	\$368,756.84	\$368,756.84
		Total	\$989,798.33

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

Fund	Capital Projects Fund	Subtotal	Total
Aug - L08	9589 – SCLD – SCL CO (Reimburse General Op Fund for Purchases)	\$1,481.41	\$1,481.41
L08		Total	\$1,481.41

There were no questions. The motion was unanimously approved.

**Unfinished Business  
Spokane Valley  
Library Update  
(Item III.C.1)**

SPOKANE VALLEY LIBRARY UPDATE/EXPLORING OPTIONS WITH CITY OF SPOKANE VALLEY. Mr. Roewe provided a brief update on the city of Spokane Valley. He said staff will attend Valleyfest this weekend, the Library Planning Workshop next week, and the new City Hall Open House in October to gather public feedback regarding new libraries. Based on discussions last month, Mr. Roewe said staff believes the Balfour Park location would be ideal, as well as an opportunity to be part of a civic core. He said the approach and parameters of a future bond would be radically different from past bonds, and may include private fundraising. Mr. Roewe also reported that he sought and received confirmation from Cindy McMullen, legal counsel for the District, who reiterated the interlocal agreement does not compel the District to take any action related to a bond election. In response to Mr. Teterud's query regarding private fundraising, Mr. Roewe said he would like to explore a capital campaign, which wouldn't replace a bond issue, but might lower the amount through private, citizen, and corporate donations.

Mr. Craig acknowledged guest Arne Woodard, deputy mayor of city of Spokane Valley, and opened the meeting for public comment prior to the Board of Trustees' discussion. Mr. Woodard said his attendance was in support of the interlocal agreement amendment and to encourage the Board of Trustees to support the agreement. He emphasized that he and the City Council see the agreement differently today than in 2012. He said the Library District provides something everyone can access for free with a library card within District boundaries. Further, he said a new library is critical to having a trained workforce and the future of Spokane Valley. He believes it would be a mistake to give up on future plans for a new library, and cited other regional bond issues that were ultimately achieved after several attempts. As part of a new campaign, Mr. Woodard said he was in favor of private donations, which could replace a substantial portion of a bond. He noted success of the previous bond was missed by only 2.5%, for which the month of August and back-to-school preparations could have been partly at fault. In response to Mr. Craig's query if the Library District would have the support of the City Council, Mr. Woodard said the City Council's approval of the interlocal agreement demonstrates its support. Further, he said the Council is behind the project and wants it for the city in the space of a municipal park.

**Unfinished Business**  
**Spokane Valley**  
**Library Update**  
**(Item III.C.1)**

Mr. Woodard excused himself from the meeting at 4:16 p.m.

In response to Mr. Johnson, Mr. Roewe said feedback gathered from the public at the Library Planning Workshop held at City Hall on Sept. 28 will not be a representative sample, but could provide some initial indication of public opinion. In response to Mr. Teterud's query, Ms. Baker said since Valleyfest is geared toward families, the District will have a small display and offer easy-to-complete comment cards with space for additional comments.

Mr. Roewe added that based upon discussion at the last Library Ad Hoc Committee meeting, the city of Spokane Valley was amenable to a longer lead-up time to any future bond issue. Mr. Craig said there was complete agreement that we won't rush into anything. Mr. Roewe further said the main concern the District has heard initially from the public is that another bond is imminent, yet staff have been clarifying that there are no plans currently in the works. In regard to the public information campaign for a potential bond, Mr. Roewe said we need to be careful about what we can do as a library district when sharing information. There was no further discussion.

**Unfinished Business**  
**Compensation Study**  
**Presentation**  
**(Item III.C.2)**

COMPENSATION STUDY PRESENTATION. Mr. Teterud moved and Mr. Johnson seconded to approve implementation of the new compensation strategy and structure for 2018 as presented. CHRO Toni Costa reviewed key aspects of the plan and CFO Rick Knorr reviewed an overall cost comparison and forecasted impact of the new compensation structure. He noted the new compensation strategy represents an increase to the District, yet it would be manageable and affordable. Mr. Knorr also noted the August CPI-W came in at 1.9 percent, which was close to forecast. If approved by the Board of Trustees, staff will receive a COLA increase in 2018, as well as the minimum wage increase. Ms. Costa reiterated the criteria used for banding levels and placement of positions. In response to direction from the Board, Ms. Costa reported on staff feedback about the plan, which was largely neutral to positive. She noted appreciation was expressed for increased lateral transfer opportunities. The majority of staff also felt the new structure was transparent, equitable, and easy to understand. Mr. Roewe commented that the District Leadership Team is aware and has empathy for staff members who are disappointed with the new plan, yet this plan is the District's best response to market forces and is sustainable. He pointed out that no staff will experience a reduction in pay or demotion. He also said because the Library District is not static, potential new opportunities could arise in the future. In response to Mr. Teterud, Ms. Costa said messaging to staff did not specifically include information about increases in medical coverage costs or contributions to PERS, which are both part of the District's employee benefits plan. Mr. Knorr further reported the District will continue to cover staff benefits for now. For those staff whose salaries will be frozen, Chair Craig said he had experienced that and understood it can feel

**Unfinished Business**  
**Compensation Study**  
**Presentation**  
**(Item III.C.2)**

demoralizing. Still, he said he supported parts of the plan and believed the board should speak with one voice on this issue, so he would vote for the plan reluctantly.

There was no further discussion.

The motion was unanimously approved.

Ms. Thompson was excused from the meeting, as previously arranged.

**New Business**  
**Emergency Closure**  
**of Facilities Policy**  
**(Item III.D.1.)**

EMERGENCY CLOSURE OF FACILITIES POLICY. Ms. Carlson moved and Mr. Johnson seconded to approve the Emergency Closure of Facilities policy as revised and presented. Executive Director Patrick Roewe reviewed the proposed policy, for which there were two substantial revisions. First, a fourth emergency closure condition broad enough in scope to accommodate conditions not covered in the three existing conditions was added, and second, a paragraph on staff reassignment which was already covered in District personnel policies was omitted. Mr. Roewe noted the policy was nearly exercised last night at Argonne Library, where power was out for 45 minutes. Mr. Roewe confirmed that he as executive director, or a designee, is responsible for the decision to close a library. In response to a recent lockdown at area schools, Mr. Teterud asked if there should be similar communication among libraries. Mr. Roewe said although libraries are open buildings and the District would not have the same control as schools, as it does not stand in loco parentis, he would review the District's approach to the issue.

There was no further discussion.

The motion was approved.

**Overview**  
**Digital Interaction**  
**and Sharing**  
**(Item III.E.)**

OVERVIEW DIGITAL INTERACTION AND SHARING. Library Services Manager Carlie Hoffman provided an overview of Digital Interaction and Sharing, one of the four service priorities of the Community Engagement Plan. She noted this service priority team's focus is on five goals, as related to the Community Engagement Plan. Goal 1 was created in response to feedback from community conversations held several years ago, and for two years staff posted local events on the District's calendar to help inform residents about happenings their communities. Ultimately, however, this service was discontinued because of little member interaction in contrast to staff labor and time. Ms. Hoffman noted that while statistics showed that library members did not use the calendar to find outside events, members were highly engaged with events inside the library. Ms. Hoffman further said that staff continues to look for effective ways to present items of interest to the public. The intent of Goal 2 is to enable regional experts to share their knowledge with the community through an interactive digital platform. After several iterations over several years to bring in-person instruction

**Overview  
Digital Interaction  
and Sharing  
(Item III.E.)**

online, Ms. Hoffman reported the District now uses an already created and established online platform, YouTube, to present regional experts. Staff continues to improve that presence, and to use The Studio at Spokane Valley Library to record and bring local expertise online. The concept of Goal 3 centers on all of the great creators of art that interact at the library. Ms. Hoffman referenced the Artist-in-Residence series at The Lab located inside the North Spokane Library, as well as art exhibits displayed in libraries and music programs that are always popular. Staff intends through collaboration with digital-design students at Eastern Washington University to bring more of this creative talent online. Goal 4 enables area historical societies to share their community stories through online digital presentations. Thus far, as part of the State Library's Washington Rural Heritage Project, the District has online historical collections for Medical Lake and Rockford, and it was recently announced we were awarded a grant to digitize a third collection for the Moran Prairie Grange. Ms. Hoffman noted these online collections would not have been possible without SCLD support and sponsorship. Goal 5 ensures members will be able to find local experts to help them learn new skills. Libraries are the go-to place for community members with technology questions and needs. Book a Librarian appointments, where staff assists members with a range a topics from finding jobs to writing business plans or downloading on mobile devices, are popular, and members' responses have been positive. Ms. Hoffman noted these sessions are highly gratifying for staff as well. Mr. Roewe commented that while this was one of the more amorphous strategic priorities, Ms. Hoffman has always been willing to step out into the void to explore and take risks. 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, noting the next three meetings will be held at Argonne Library. Among other agenda items for October, the 2018 budget process will begin and motion consideration for the city of Spokane Valley/SCLD Interlocal Agreement Amendment will be included. Among the upcoming special meetings and activities, Mr. Craig noted both Spokane is Reading events and the Volunteer Appreciation Dinner will be held Nov. 9. There was no further discussion.

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

Mr. Teterud expressed appreciation for research conducted by Librarian Danielle Milton by way of a Book a Librarian appointment. He also said that he felt fortunate as a trustee to have learned more about library services of which he wasn't previously aware. There were no other reports.

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

The Executive Director's written report for August 2017 provided prior to the meeting included information on the Business Office, Finance and Facilities, Collection Services, Human Resources, Information

Technology, and Community Activities. Mr. Roewe encouraged trustees to continue to feel free to ask questions of District staff and him, as information will enhance future decisions made for constituents. There was no further discussion.

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

Executive Director Patrick Roewe and Library Services Manager Kristy Bateman provided a written report prior to the meeting for August 2017, with data for customer use measures, programming and library activities. Mr. Roewe deferred questions to Ms. Bateman who coordinated preparation of the August report as he transitioned into a new role. There was no further discussion.

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

Communication & Development Officer Jane Baker provided a written report prior to the meeting for August 2017 communication activities. In addition, Ms. Baker pointed out copies of the fall edition of Engage magazine were distributed to trustees. She also noted trustees were recently added to the media/news items distribution list. There was no further discussion.

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

Revenue and Expenditure Statement through August 31, 2017.

<u>Fund 001</u>	
Revenues	\$ 7,038,656
Expenditures	\$ 7,767,956
Ending Fund Balance	\$ 3,846,536
Fund Budget Expended	63.83%

Chief Financial Officer Rick Knorr reported SAO auditors have been onsite at District Administrative Offices for an annual audit that began Sept. 8, and has been routine thus far. Although the audit is anticipated to be completed by Sept. 22, auditors indicated it could be October before an exit conference is scheduled. In response to Mr. Teterud's query regarding the delay of property assessment notices, Mr. Knorr said the Assessor's Office is legally required to provide assessed valuation for tax purposes within a set timeframe. There was no further discussion.

**Spotlight  
Spokane Valley  
Library (Item V.F.)**

Managing Librarian Aileen Luppert and librarians Diane Brown and Danielle Milton provided highlights of Spokane Valley Library and the community it serves. Ms. Luppert opened the presentation by sharing photographs via PowerPoint of approximately 40 staff members who serve at Spokane Valley Library. She also gave an appreciative shout out to the Friends of the Library. In addition to supporting multiple special programs and Summer Reading, Spokane Valley Friends purchased a popular new play kitchen for the Children's Area, with enough play food and accessories for an entire year. Ms. Milton reported on a book tasting event held at South

**Spotlight**  
**Spokane Valley**  
**Library (Item V.F.)**

Pines Elementary School, where students were encouraged to try out new and/or different types of books. Library cards and checkouts were available on the spot, and Playaways were also available to use in conjunction with printed materials. For teens and tweens, two Batik quilt workshops were held that enabled participants to contribute to the production of a new Tree of Life quilt, which was ultimately unveiled at Spokane Valley's Second Saturday art tour held May 13. Ms. Luppert noted the new quilt, which includes a plaque to commemorate those who participated, is now displayed inside the library and replaces the former History of Spokane Valley quilt. Ms. Milton reported that the District's partnership with Mica Peak High School has continued. As part of the School to Life program, she and Librarian Tami Chapman provided a resume and interview-skills class. Over four weeks, students created their own resume and practiced interviewing skills. Additionally to connect with community, Ms. Milton continues as an ambassador to the Greater Spokane Valley Chamber of Commerce. She also noted the library embraces its other partnerships as well, which include the Central Valley School Board, North Pines Middle School, Greater Valley Support Network, Homeless Coalition, and Priority Spokane. Ms. Brown reported the library recently collaborated with Hearth Homes, now known as naomi, for a successful outdoor summer concert that featured The Finns and Christ Kitchen food truck onsite. Ms. Brown noted concerts were previously held indoors and had low attendance. Thus, staff hopes to feature another summer concert at naomi next year. Ms. Milton further reported on Back-to-School Hairstyle Basics, a new program sponsored by the Friends of the Library. Ms. Milton developed the program based upon customer requests and provided instruction. The class was popular and attended by both moms and dads—and daughters. Ms. Brown reported on Magical Trivia, a first-of-its-kind themed program that featured Harry Potter trivia for adults only. The program had 51 participants, and because of its success, could become a regular library event. Ms. Luppert added that staff took advantage of equipment in The Studio to super impose photographs of participants on green screen technology, which were enthusiastically received. Ms. Luppert further reported recent tween and teen film boot camp sessions in The Studio filled within minutes and staff hopes to keep up with future demand. Ms. Luppert concluded her report with a video presentation of Izzy Girtz, who spoke in support of the library at a recent Spokane Valley City Council meeting about her experience as a summer intern at The Studio. Ms. Girtz's internship was sponsored by the Spokane Valley Friends of the Library. Ms. Girtz spoke about how use of The Studio and its equipment enabled her to build her resume. She commented how each participant was able to produce at least one video by the end of the session.

In response to Mr. Teterud's query about the condition of several chairs at Spokane Valley, Mr. Roewe said he would look into the possibility of re-upholstering or replacement.



Trustees expressed thanks for the great work and informative report. There was no further discussion.

**Public  
Comment  
(Item VI.)**

There was no further public comment.

**Adjournment  
(Item VII.)**

Chair Craig adjourned the meeting at 5:16 p.m. The next Board Meeting is scheduled for Tuesday, October 17, 2017, at 4:00 p.m., in the public meeting room at Argonne 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 September 30, 2017 and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$ for the general fund and \$ for the capital projects fund and are authorized to authenticate and certify these claims.

DATE: October 1, 2017

SIGNED

SIGNED

TITLE: Chief Financial Officer

TITLE: Executive Director

VOUCHER NUMBER	DESCRIPTION	VOUCHER AMOUNT
052795	TALIBAH NAJEEBA-AZIZA ADEEBA	LOST/PAID REFUND \$ 15.60
052796	BIBLIO LABS LLC	ELECTRONIC LIBRARY MATERIALS 3,000.00
052797	BLACKSTONE AUDIO BOOKS	LIBRARY MATERIALS 62.53
052798	BRILLIANCE PUBLISHING, INC.	LIBRARY MATERIALS 6.52
052799	CENTURYLINK	ANALOG TELEPHONE LINES 76.11
052800	CITY OF AIRWAY HEIGHTS	WATER & SEWER - AIRWAY HEIGHTS 786.08
052801	CITY OF CHENEY	WATER, SEWER, ELEC. - CHENEY 1,122.37
052802	CITY OF DEER PARK	WATER & SEWER - DEER PARK 197.91
052803	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE 5,490.00
052804	DIVCO INCORPORATED	QTRLY BUILDING REPAIR & MAINT - HVAC 1,408.96
052805	EARTHWORKS RECYCLING, INC	RECYCLING 19.50
052806	FRANCOTYP- POSTALIA, INC	POSTAGE MACHINE ANNUAL LEASE (2) 703.72
052807	GALE/CENAGE LEARNING	LIBRARY MATERIALS 7,909.92
052808	GARY L. GODDARD	LOCK AND KEY REPAIR 16.32
052809	HAMMOND FACILITY CONSULTING	FACILITY MAINTENANCE PLAN CONSULTING 2,110.48
052810	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS 3,977.16
052811	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS 10,374.45
052812	MIDWEST TAPE	LIBRARY MATERIALS 3,023.11
052813	MODERN ELECTRIC WATER COMPANY	WATER, ELEC. - SV 2,186.46
052814	DVM INSURANCE AGENCY dba NATIONWIDE	EMPLOYEE DEDUCTIONS FOR PET INSURANCE 253.88
052815	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books 8,488.45
052816	PAPERJACK.com	OFFICE/LIBRARY SUPPLIES 575.92
052817	ORKIN, LLC	BUILDING REPAIR & MAINTENANCE 1,740.80
052818	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES 1,238.99
052819	RECORDED BOOKS, LLC	LIBRARY MATERIALS 555.75
052820	COWLES PUBLISHING CO	SUBSCRIPTIONS 786.52
052821	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY 16.30
052822	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES 474.25
052823	INTERLINE BRANDS, INC.	MAINTENANCE SUPPLIES 7.74
052824	TOWN OF FAIRFIELD	WATER, SEWER - FAIRFIELD 185.78
052825	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS 272.62
052826	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES 1,343.53
052827	RANDALL EUGENE WILDER	LOST/PAID REFUND 3.00
052828	ABM JANITORIAL SERVICES - NW	MONTHLY CUSTODIAL SERVICES 12,905.08
052829	AIRWAY HEIGHTS KIWANIS	MEMBERSHIP DUES 125.00
052830	ASSOC OF WASHINGTON CITIES	MEDICAL, DENTAL, VISION & LIFE INS. 745.00
052831	MARY BENNETT	LOST/PAID REFUND 48.00
052832	CENTURYLINK	ANALOG TELEPHONE LINES 78.76
052833	CENTURYLINK	ANALOG TELEPHONE LINES 39.62
052834	CENTURYLINK	ANALOG TELEPHONE LINES 59.91
052835	CENTURYLINK	ANALOG TELEPHONE LINES 79.26
052836	CITY OF MEDICAL LAKE	WATER, SEWER, REFUSE - ML 308.34
052837	CAPITAL ONE NAT'L ASSOC	OFFICE/LIBRARY SUPPLIES/COSTCO 180.03
052838	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CHENEY 30.54
052839	HORIZON WASHINGTON PUBLICATION	ADVERTISING (Deer Park Tribune) 974.25
052840	DELL MARKETING L.P.%DELL USA LP	PRINTER SUPPLIES/IT EQUIPMENT 533.32
052841	EARTHWORKS RECYCLING, INC	RECYCLING 195.00
052842	EMPIRE DISPOSAL INC.	SOLID WASTE - FAIRFIELD 37.50

052843	DALE FRUNZ	LOST/PAID REFUND	15.00
052844	GALE/CENAGE LEARNING	LIBRARY MATERIALS	187.92
052845	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	432.40
052846	SARAH HEALY	LOST/PAID REFUND	10.00
052847	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	8,635.54
052848	INTEGRA TELECOM HOLDINGS, INC	BROADBAND AND INTERNET	16,738.14
052849	INTEGRA TELECOM HOLDINGS, INC	BROADBAND AND INTERNET	2,293.42
052850	INLAND POWER AND LIGHT	ELECTRIC UTILITIES - AH, DP	941.66
052851	BRAD KEELER	LIBRARY PROGRAM	500.00
052852	GROUP W MARKETING	ADVERTISING - KIDS NEWSPAPER	800.00
052853	WICK ENTERPRIZES, LLC	ADVERTISING	312.37
052854	LINKEDIN CORP.	ELECTRONIC LIBRARY SERVICES	18,400.00
052855	MADHOUSE CREATIVE LLC	WEBSITE DESIGN	1,370.00
052856	MIDWEST TAPE	LIBRARY MATERIALS	9,735.72
052857	NORLIFT	REPLACEMENT CASTERS	15.67
052858	OCLC, INC.	CATALOGING & ILL SUBSCRIPTION SVCS	561.00
052859	OTIS HARDWARE	MAINTENANCE SUPPLIES	7.56
052860	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	3,150.69
052861	LINDA K. PARMAN	LIBRARY PROGRAM	500.00
052862	PHASE 3 DIGITAL AGENCY	ONLINE ADVERTISING, KXLY SITES	900.00
052863	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	323.67
052864	BRIDGET ROHNER	LOST/PAID REFUND	19.00
052865	ALAN EUGENE SHADOWEN	LOST/PAID REFUND	1.00
052866	SPOKANE COUNTY ENVIRONMENTAL SERVICES	SEWER - AR, NS, SV	437.83
052867	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	610.31
052868	TARGET SYSTEM TECHNOLOGY, INC	SOFTWARE SUPPORT	783.36
052869	UPS	SHIPPING	15.59
052870	CRJW ENTPR INC./VALLEY GLASS	BUILDING REPAIR & MAINTENANCE	1,328.81
052871	VERIZON WIRELESS	CELL PHONES (6)	405.56
052872	WHITWORTH WATER DISTRICT #2	WATER - NORTH SPOKANE	284.17
052873	AT&T MOBILITY	TELEPHONE & BROADBAND - BOOKEND	105.28
052874	BATTERIES PLUS BULBS	ALARM BATTERIES	58.72
052875	CLASSIC VENTURES LTD	LIBRARY MATERIALS	82.33
052876	BLACKSTONE AUDIO BOOKS	LIBRARY MATERIALS	100.00
052877	CAPITAL COMMUNICATIONS, INC	CS OFFICE SUPPLIES	411.09
052878	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	499.14
052879	CENTURYLINK	ANALOG TELEPHONE LINES	37.82
052880	CENTURYLINK	ANALOG TELEPHONE LINES	60.01
052881	VICKI DOTY	LIBRARY PROGRAM	150.00
052882	FREE PRESS PUBLISHING, INC	LIBRARY MATERIALS	48.00
052883	GALE/CENAGE LEARNING	LIBRARY MATERIALS	1,292.77
052884	BRIAN HAIGHT	STAFF DAY SPEAKER	173.40
052885	SARAH HEALY	LOST/PAID REFUND	3.00
052886	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	10,080.18
052887	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	9,748.78
052888	INLAND POWER AND LIGHT	ELECTRIC UTILITIES - AH, DP	419.44
052889	MIDWEST TAPE	LIBRARY MATERIALS	26.31
052890	NATIONSERVE OF SPOKANE VALLEY	BUILDING REPAIR & MAINTENANCE	763.78
052891	NATIONAL COLOR GRAPHICS	PRINTING - ENGAGE MAGAZINE	15,277.70
052892	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	105.94
052893	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	11,872.13
052894	PERRINE PROPERTIES, LLC	MONTHLY PARKING LOT LEASE, SV	300.00
052895	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	405.00
052896	RECORDED BOOKS, LLC	LIBRARY MATERIALS	1,554.68
052897	SCHOLASTIC LIBRARY PUBLISHING	LIBRARY MATERIALS	1,620.89
052898	ALAN EUGENE SHADOWEN	LOST/PAID REFUND	19.00
052899	SOLARWINDS, INC.	SOFTWARE SUPPORT	1,396.99
052900	SPOKANE MALL LLC	MONTHLY LEASE PAYMENT, BOOKEND	3,000.00
052901	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	202.74
052902	STATE AUDITOR'S OFFICE	ANNUAL AUDIT	605.15
052903	UNIQUE MANAGEMENT SERVICES	COLLECTION AGENCY & NOTICE FEES	2,953.13
052904	UPS	SHIPPING	10.77
052905	UNIVERSAL SERVICE ADM COMPANY	REFUND OF ERRONEOUS E-RATE PAYMENT	110.72
052906	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	17,424.25
052907	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	272.62
052908	RUTH ZANDER	STAFF DAY SPEAKER	183.40

052909	BLACKSTONE AUDIO BOOKS	LIBRARY MATERIALS	39.20
052910	CAVENDISH SQUARE	LIBRARY MATERIALS	711.72
052911	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	12.58
052912	CENTURYLINK	ANALOG TELEPHONE LINES	103.93
052913	CENTURYLINK	ANALOG TELEPHONE LINES	38.06
052914	CENTURYLINK	ANALOG TELEPHONE LINES	39.68
052915	CONSOLIDATED IRRIGATION DIST19	WATER - OTIS ORCHARDS	97.46
052916	DELL MARKETING L.P.%DELL USA LP	PRINTER SUPPLIES/IT EQUIPMENT	783.67
052917	DIVCO INCORPORATED	QTRLY BUILDING REPAIR & MAINT - HVAC	1,964.45
052918	FREE PRESS PUBLISHING, INC	LIBRARY MATERIALS	24.00
052919	FRONTIER COMMUNICATION	TELEPHONE & BROADBAND - FF	119.46
052920	GALE/CENAGE LEARNING	LIBRARY MATERIALS	1,071.28
052921	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	10,082.82
052922	KRONOS INCORPORATED	TIMESHEET SOFTWARE MAINTENANCE	3,253.25
052923	MICRO AGE	IT HARDWARE & SOFTWARE	192.58
052924	MIDWEST TAPE	LIBRARY MATERIALS	2,890.58
052925	OPTUM	MONTHLY HSA ACCOUNT FEES	78.00
052926	OTIS ELEVATOR COMPANY	QTRLY ELEVATOR MAINTENANCE	471.58
052927	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	4,632.64
052928	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	82.33
052929	RECORDED BOOKS, LLC	LIBRARY MATERIALS	215.42
052930	STANDARD DIGITAL PRINT	ADVERTISING	461.65
052931	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	910.18
052932	INTERLINE BRANDS, INC.	MAINTENANCE SUPPLIES	19.12
052933	UPS	SHIPPING	16.44
052934	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	665.33
W00484	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	65,091.81
W00485	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	51,027.81
W00486	US BANK - HEALTH - OPTUM	H S A CONTRIBUTIONS	1,754.25
W00487	STATE OF WASHINGTON	MONTHLY EXCISE/SALES TAXES	592.53
W00488	US BANK - HEALTH - OPTUM	H S A CONTRIBUTIONS	3,454.25
W00489	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	66,698.02
W00490	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	47,125.32
W00491	ASSOC OF WASHINGTON CITIES	MEDICAL, DENTAL, VISION & LIFE INS.	80,798.88
Total Non-Payroll General Operating Fund			\$ 571,382.17
PAYROLL VOUCHERS			
09082017PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	\$ 193,148.09
09252017PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	187,906.30
Total Payroll General Operating Fund			\$ 381,054.39
TOTAL GENERAL OPERATING FUND			<u>\$ 952,436.56</u>

Spokane County Library District  
August 2017/September 2017 Credit Card Activity  
Paid in September, 2017  
Voucher # 052906

<u>Card Category</u>	<u>Amount</u>
General Purchases	\$9,492.78
Maintenance	720.62
Travel	1,299.80
Acquisitions	3,014.31
Information Technology	2,800.87
Outreach	95.87
General Fund Purchases	<u><u>\$17,424.25</u></u>

**CITY OF SPOKANE VALLEY/SCLD INTERLOCAL AGREEMENT AMENDMENT****Background:**Library Ad Hoc Committee

The Library Ad Hoc Committee, comprised of Trustees, District staff, Spokane Valley City Council Members, and Spokane Valley staff have met periodically since February 2017. The intent of the committee was to collaboratively investigate options regarding future libraries in Spokane Valley, with the ultimate result being the amendment to the 2012 interlocal agreement.

Key Dates

At the July 18, 2017, Board of Trustees' meeting, the motion to accept the proposed amendment to the 2012 interlocal agreement failed 2-3 after considerable discussion. Trustees indicated that they remained open to the idea and would be willing to revisit the amendment should new circumstances warrant reopening the issue.

At its July 25, 2017, meeting, the Spokane Valley City Council heard a presentation by City staff regarding the amendment that would extend the amount of time the District has to secure funding to build a library on the Sprague Avenue property across from the new City Hall. Several members of the community spoke during public comment to encourage council members to approve the amendment. The council voted to approve the amendment 5-1 (with one member absent).

At the August 15, 2017, Board of Trustees' meeting, Trustees decided to place the amendment on their October 17 meeting agenda for final consideration. In addition, Trustees directed staff to gather public feedback on the proposed library plans.

Public Survey Results

Initial responses collected at Valleyfest and the Library Planning Workshop were strongly in favor of the proposed library projects. Communication & Development Officer Jane Baker compiled the following report detailing the responses. Staff will gather additional feedback at the City Hall Open House on October 14, 2017, and will share those results at the Board of Trustees' meeting on October 17.

Staff Evaluation and Recommendation

Staff have carefully evaluated the amendment a final time and have based their recommendation that it be approved on several key considerations:

- The District property in question 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.
- The City of Spokane Valley is committing \$1.3 million for frontage and/or joint site improvements on the library site, which both demonstrates the City's support of the project and helps to lower total project costs.
- The amendment provides a minimum five-year window in which the District can plan, prepare, and execute a new approach to building future libraries in Spokane Valley.

As mentioned at last month's meeting 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 project costs. Regarding the public information campaign for a potential 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.

Attached is the amendment to the 2012 interlocal agreement and the "Public Feedback on New Spokane Valley Libraries" report.

Recommended Action: Board motion to approve the amendment to the 2012 interlocal agreement between the City of Spokane Valley and the Spokane County Library District, extending the deadline until 2022 to secure funding to build a library on the Sprague Avenue property adjacent to Balfour Park.

2017 ADDENDUM TO THE INTERLOCAL AGREEMENT FOR ACQUISITION OF REAL  
ESTATE BETWEEN THE CITY OF SPOKANE VALLEY AND THE SPOKANE COUNTY  
LIBRARY DISTRICT

WHEREAS, the City of Spokane Valley (the City) and Spokane County Library District (the Library District) (referred to jointly as the Parties) executed an interlocal agreement (the Agreement) on September 27, 2012. The purpose of the Agreement was for the City to sell the District certain real property located on the north side of Sprague Avenue, between Balfour Road and Herald Road, with the intent that the Library District would design and construct a new library facility that would serve as the primary library facility in the City; and

WHEREAS, pursuant to the Agreement, the City sold 2.5 acres to the Library District, Spokane County parcel number 45174.9063 (the Site), with the transaction closing on or about October 31, 2012. The Parties agreed to an additional transfer of property pursuant to the Agreement, which was dependent upon the needs of the Library District as determined in a collaborative joint needs analysis/conceptual site plan prepared by the Parties. The total property acquired by the Library District from the City was 2.82 acres, with the total closing price, including land and apportioned costs, of \$839,285.10; and

WHEREAS, Section 10 of the Agreement contains a requirement that “in the event that the Library District has not, within five years following the Closing, secured voter approval of a construction bond for the library building and ancillary improvements in such amount as shall be determined necessary by the Library District, that thereafter the Library District shall reconvey all of the Property back to the City at the same price paid by the Library District to the City.”

WHEREAS, the conceptual site plan process took place largely in 2013, and included significant technical input and analysis by the Parties, consultants, and the public. This extensive public participation has been integral to the plan to develop the Site as the main library facility in the City, including identifying the functions desired and needed by the community in a modern library facility; and

WHEREAS, in April 2014, the Library District put two ballot measures before the electorate in the greater Spokane Valley region. The first measure was whether to create a capital facilities area which was a subset of the entire Library District, and which would primarily benefit from the proposed improvements. The second measure was whether to approve construction of the new library at the Site, a second but smaller library facility near the intersection of Sprague Avenue and Conklin Road, as well as improvements at the Argonne Branch, located at Argonne Road and Upriver Drive. The creation of the capital facility area, which required a simple majority, was approved. The vote to approve construction of the facilities, which required at least a 60% approval, failed, although it received 54.84% approval; and

WHEREAS, in August 2015, the Library District again requested that the voters in the capital facility area approve the proposed construction. The capital facility area is legally valid for up to two election attempts,



so did not need to be approved as part of the 2016 effort. This effort received 57.57% approval, falling just short of being successful; and

WHEREAS, the Parties mutually recognize the importance of having a modern, functional library facility to support the educational needs of the citizens of the City, including children and adults; and

WHEREAS, the Parties mutually recognize the economic development benefits of co-locating the new library facility with the City's proposed renovations of Balfour Park, which are also adjacent to the City's new City Hall facility. The Parties assert these combined improvements will act as a magnet for private development in the area; and

WHEREAS, the Parties prepared a Joint Site Plan which identified certain right-of-way improvements or site-wide improvements (collectively referred to as "frontage improvements") that are necessary for the respective proposed projects on the site. Said improvements will benefit the multiple uses planned for the combined site. The Parties wish to work together to provide the necessary site improvements while keeping the cost manageable for the citizens; and

WHEREAS, the Parties agree that a continuing and enhanced partnership between the Parties is crucial for success in jointly developing the Site.

NOW THEREFORE, the Parties agree to make the following amendments to the Agreement:

6. **Joint Site Development Plan.**

A. An approximately 25,000 square foot building on one floor, that will serve as a destination facility with programming intended to draw participants from the Spokane County region. The ultimate size of the facility shall be determined following appropriate public engagement.

C. Site requirements:

- Building footprint of approximately 25,000 square feet.

The Parties agree to contribute the following amounts to the frontage and/or site improvements on the Library Site which have been identified in the Joint Site Development Plan. The Library District shall contribute its investment of \$1.3 million to purchase the two library construction sites, including the Site, as well as the second library site near Sprague Avenue and Conklin Road, and will no longer seek reimbursement for the land costs through a subsequent bond. This Library District obligation is separate from and in addition to any amount sought in bond proceeds, and represents the actual expenditure amounts to purchase both sites. The City shall contribute \$1.3 million in frontage and/or joint site improvements on the Library Site. This amount includes the \$839,285.10 paid by the Library District to the City for the Site. This City obligation is separate from and in addition to any frontage or site improvements the City would already be responsible for in developing and constructing Balfour Park. The intent of these contributions by the Parties is to accomplish the mutual goals set forth in the recitals to this Addendum, above, and to reduce the

amount of bond proceeds that would be requested from the voters. Exhibit B, previously attached to this Agreement is deleted.

The Parties shall, within 45 days of validation of the passage of ballot measure approving construction bonds, form a joint site development project team.

10. **Re-Purchase by City**. In order to construct a library building and ancillary improvements on the portion of the Property acquired by the Library District, it is anticipated that the Library District will need to secure voter approval of a bond levy covering the Library Site and the Sprague and Conklin site projects. Without voter approval of such bond, the Library District will not be in a position to develop its portion of the Property. The Parties agree that in the event that the Library District has not, by October 31, 2022, secured voter approval of a construction bond for the library building and ancillary improvements in such amount as shall be determined necessary by the Library District, that thereafter the Library District shall reconvey all of the Property back to the City at the same price paid by the Library District to the City. The Parties may, by mutual written agreement after October 31, 2021, extend the timeframe for reconveyance by an additional two years, to October 31, 2024. Such payment shall be paid all in cash. The Library District, in such event, shall convey title to the City with the same type of instrument as it received the Property from the City, and from that point in time this agreement would be considered void. In the event the construction bond is approved, the Library District shall commence construction within one year of the date of voter approval of the construction bond.

12. **Use of Property**. The City agrees that its portion of the Property will be dedicated to public use and will not be sold to any third party. A deed restriction shall be recorded by the Library District within a reasonable amount of time from voter approval of a construction bond that would limit the use of the Site to a library facility for a minimum of 50 years from date of opening. The Library District agrees that its portion of the Property will be developed into a public library facility provided that funding for such project is secured as provided above in Section 10.

The City, at its expense, will be allowed to use the entire site for civic purposes until the District provides the City with a notice that the District will commence construction activities in 30 days. The City agrees to hold harmless and indemnify the District from and against all claims, causes of action, and damages arising out of the City's use of the Property for any such civic purposes.

This Addendum shall become effective upon the date of the signature of the last party signing this document.

CITY OF SPOKANE VALLEY

SPOKANE COUNTY LIBRARY DISTRICT

\_\_\_\_\_  
Mark Calhoun, City Manager

\_\_\_\_\_  
Patrick Roewe, Executive Director

Approved as to form:

Approved as to form:

\_\_\_\_\_  
Office of the City Attorney

\_\_\_\_\_  
Cynthia McMullen, Counsel for SCLD

## Public Feedback on New Spokane Valley Libraries September 2017

### Valleyfest

On Saturday, September 23, and Sunday, September 24, 2017, the Library District conducted an informal survey of attendees at the annual Valleyfest community event in Spokane Valley.

At the Library District's booth on both days, two information boards were displayed, one with a bullet point list of why the current Spokane Valley Library is in need of replacement, and the other with highlight points of the proposed Spokane Valley Library/Balfour Park project. Library staff reviewed information, answered questions, and encouraged attendees to complete a comment card with their opinions.

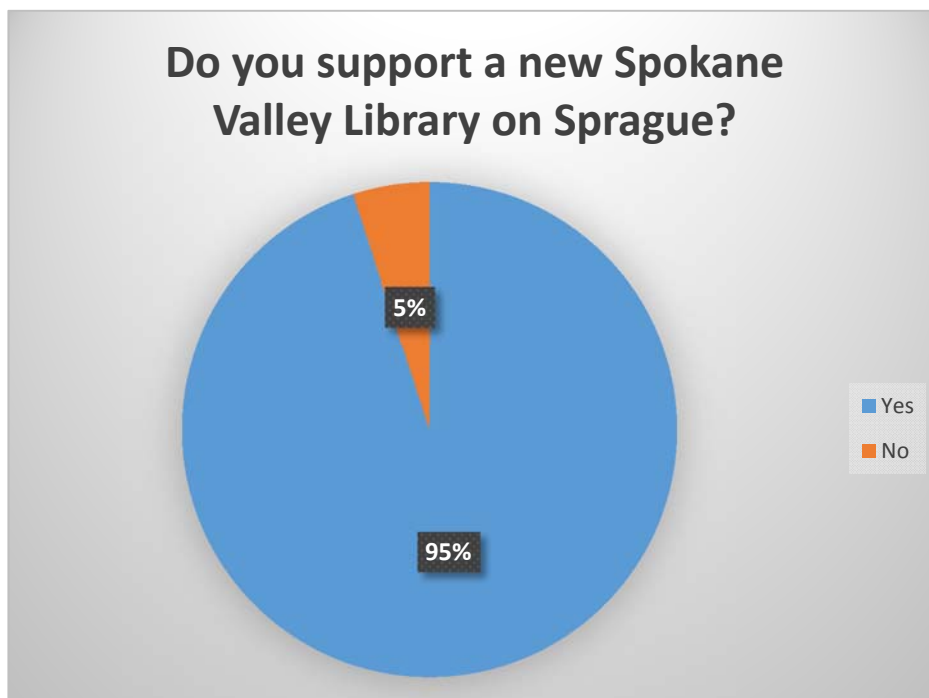
Sixty-one cards were collected from Valleyfest attendees who visited the Library District's booth.

### Results from Valleyfest:

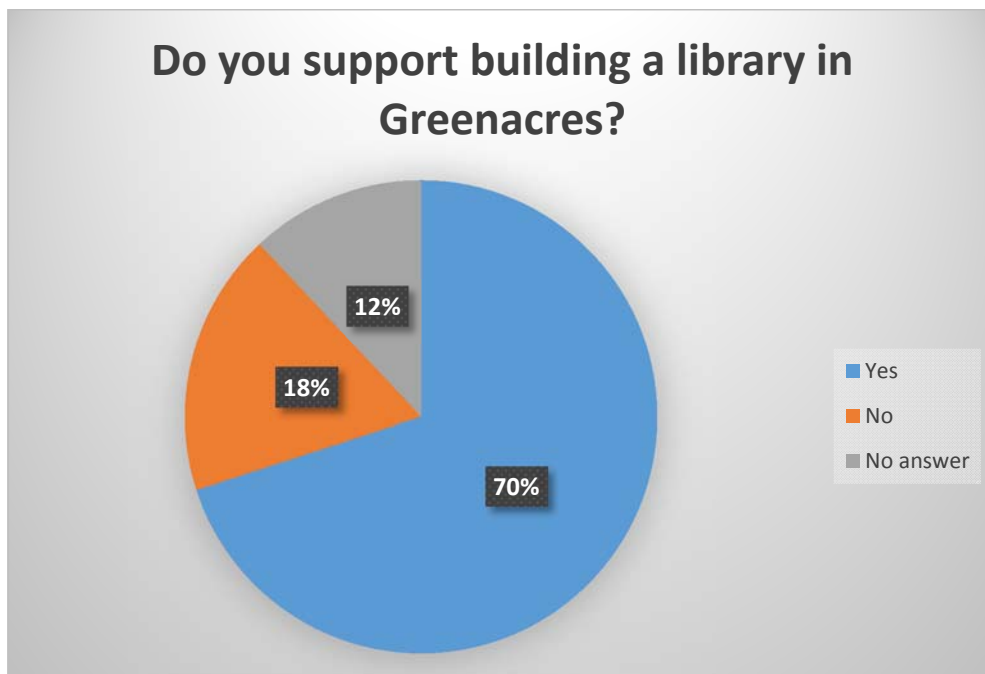
An overwhelming 97% of those surveyed use the libraries in Spokane Valley with the majority using Spokane Valley Library, followed in order of mention by the Argonne Library, Otis Orchards and The BookEnd. A majority of 80% claim to be aware of the resources, aside from books, that are offered by the Library District.

### Support for new libraries:

Do you support building a new Spokane Valley Library on Sprague Avenue near University Road?



Do you support building a library near Sprague and Conklin in Greenacres?



Additional comments:

- *Love my library in little Otis Orchards!*
- *Like the ideas, good knowledgeable folks at Valleyfest, thanks*
- *We NEED a new library!*
- *We are there at least twice a week. Need change*
- *Need more libraries*
- *Great in Spo Valley Mall!*
- *Very helpful for community resources*
- *Grateful for our library, thanks*
- *It would be nice if the library cards didn't expire so soon*
- *Thought the new mayor building too expensive at the University Mall area. Should have refurbish building in back.*
- *Build them please!*
- *Keep up the great work!*
- *Best way for citizens to get their tax dollars back!!*
- *I love the proposal!*
- *I already get updates. Thanks!*
- *We love using the library*
- *Love our libraries*
- *Love you guys, keep up the good work!*
- *New location would make library much more visible, and being connected to the park would generate more library traffic.*
- *Need larger play area*
- *More space for children to play!*

## Library Planning Workshop

On Thursday, September 28, 2017, 6-8pm, the Library District along with the City of Spokane Valley and Architects West, presented a Library Planning Workshop in an effort to provide information and collect public feedback on the proposed Spokane Valley Library/Balfour Park project.

The workshop included a brief history on how the project came to this point, an overview of the need and approach to new libraries, and architectural ideas and potential costs.

This workshop had been advertised through press releases by both the Library District and the City of Spokane Valley resulting in coverage in the Spokesman and Valley Herald newspapers, The Journal of Business morning email updates, flyers handed out at the previous weekend's Valleyfest community event, news items on both the District's and the City's websites, and by direct email to 18,128 library card holders in the 99206 and 99216 zip codes.

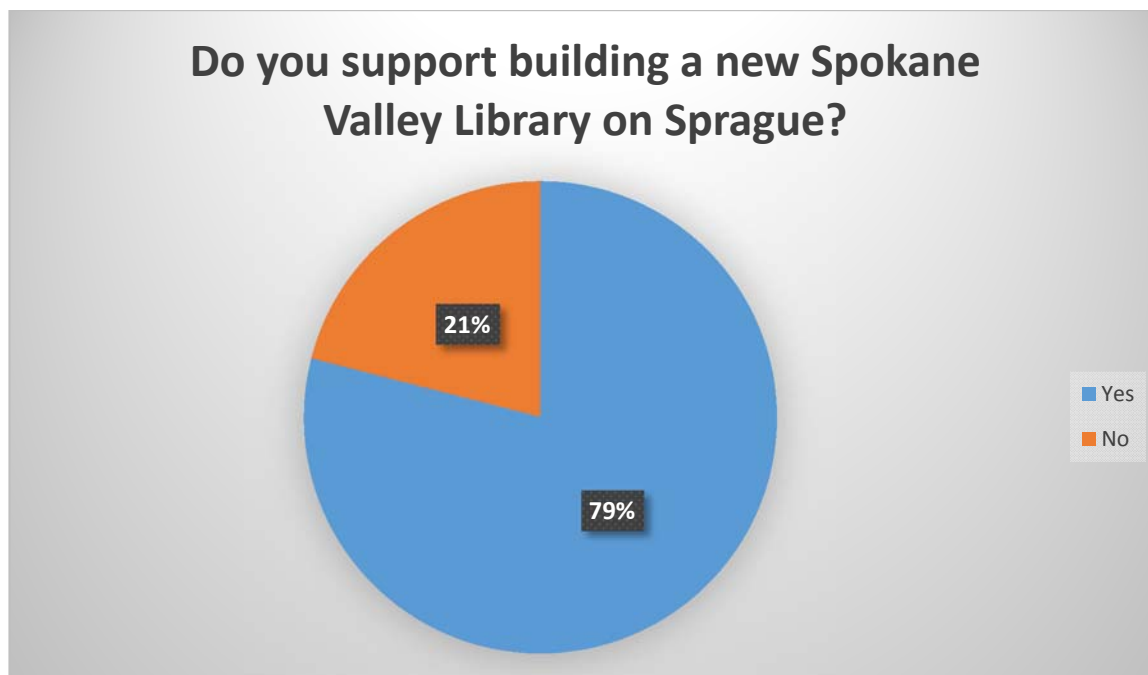
Approximately 50 people attended the workshop with 39 comment cards collected.

### Results of the Planning Workshop:

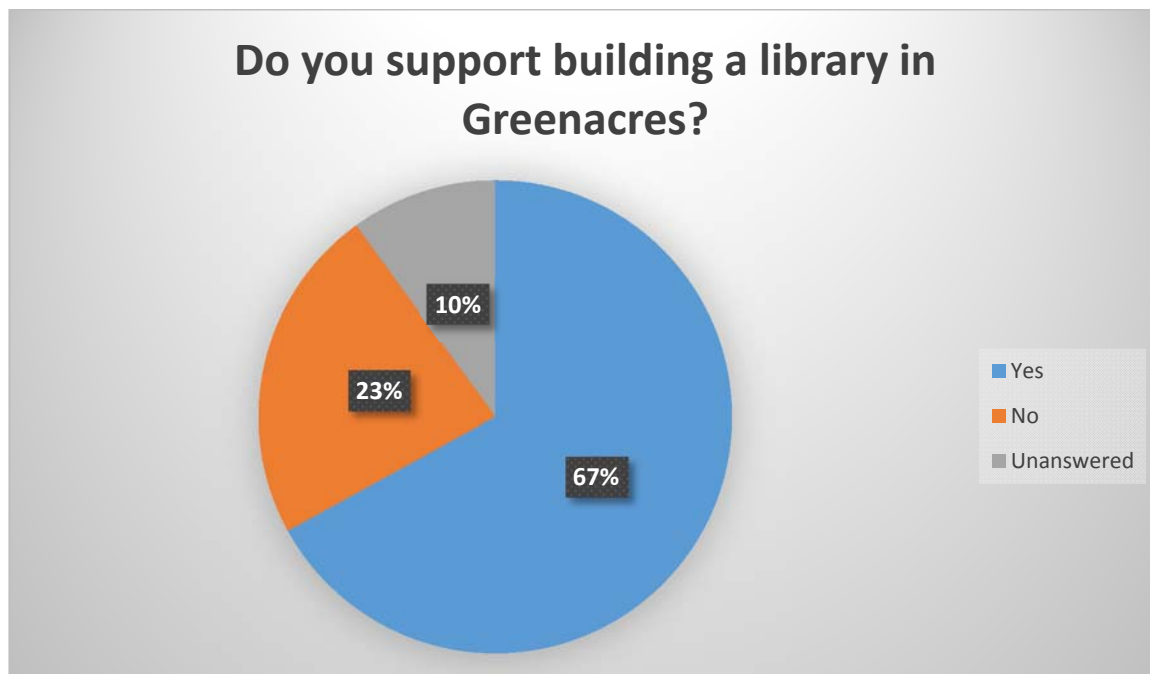
An overwhelming 97% of those surveyed use the libraries in Spokane Valley with the majority using Spokane Valley Library, followed in order of mention by the Argonne Library, The BookEnd, Otis Orchards and Moran Prairie. A majority of 95% claim to be aware of the resources, aside from books, that are offered by the Library District.

### Support for new libraries:

Do you support building a new Spokane Valley Library on Sprague Avenue near University Road?



Do you support building a library near Sprague and Conklin in Greenacres?



**Additional comments:**

- *Very supportive of a library across from the city hall*
- *Tie it all in with transfer station & Appleway Trail*
- *Please add a co-working space like the downtown Spokane library has and feel free to call me*
- *Libraries are an important community resource that need to continue to expand to meet the changing needs of our community. Don't give up!*
- *I like the design as presented on board*
- *Please keep park area/amphitheater, natural light, space at computers. But library needs to be multiple stories, not just one. Contemporary traditional design, vendor area, outside market*
- *Let's get this built! With the volume of people who use the libraries, they need to be educated on the reason we need the new one. Love using the conference rooms for my meetings! I used the city ones when I lived in the city.*
- *We need a bigger, more modern bldg. More public mtg space. Thank you.*
- *Nice presentation*
- *$8000 \div 25 = 320$  \$320 per tax payer?*
- *I hope the library board will support the building or a new central library. Libraries are very important to society – especially at this time*
- *We are excited about the prospect about having a new Valley Library built.*
- *I really enjoyed the concepts presented. I love the idea of having a community friendly core to our city center.*
- *Focus on the library in presentation – not as much on the new city hall – too many folks are not happy about city hall.*
- *I love the proposals I have seen tonight!*
- *The concepts presented are a good way to create a central center for the public to gather. Make it happen!!*
- *Moran book drop off is so helpful icy, young families possible foot print reduction- 2 stories? Green space not that large with parking*

- *My residence is directly across Herald (west side) from the proposed library/park*
- *The Library would be a great (and needed) addition to the city. Question: will city officers support or fight the bond issue?*
- *Looking forward to working with the SVL and AARP tax-aide again this year.*
- *The library issue has been voted down two times. Why keep pushing it?*
- *I would like to see the proposed new library and park across from the city hall.*

## Other feedback

In addition to the above events and opportunities to provide feedback, responses were also received from those receiving the email about the Library Planning Workshop. These were people who chose 'reply' to the bulk email.

*"Our library is great! We don't need to put more money into it. Times are going to get harder because so many are in debt. Let's help our city be debt free and have cash flow. 😊"*

*"when does it stop with you people????? The "new" Main st. library is what 15 years old?? And that's not good enough now? you're sick."*

*"So much money spent on much less valuable projects. Please get this new library built at whatever the cost.  
Thank you,"*

*"I am into the Library at least twice a month...sometimes oftener. I do not like to drive at night so will miss the meeting but I'm all in favor of a new Library. I used to tell my fifth graders at school that if you were a good reader you'll be good at everything else."*

*"This has been voted down twice by the taxpayers. How is it up for review again? What's wrong with the existing library?"*

*"Good morning!*

*I will be out of town on the 28th of September, so I am forwarding a couple of thoughts that I hope someone will carry to the meeting on the 28th at the Library Planning Workshop:*

*1) Some 2000 years or so ago the Moors dominated the Iberian Peninsula (Spain), and were for some several hundred years the most advanced civilization on earth. They shared and governed Iberia with Christians, Jews, Muslims and anyone else who wanted to join the party; kind of like the USA when we are on our best behavior. That civilization and the LIBRARIES they established were destroyed in a fit of Christian zeal by a person remembered as Charlemagne from Gaul (France) who, in league with the Pope, was on a mission. Along with conquering the "heathens," he may have also destroyed much of Greek and Roman history...that the Moors had gathered, organized and made available to any and all in their LIBRARIES. I think that is important as we embark on a planning endeavor about what a library should be, and the role of said library in our community.*

*2) A gentleman in Bonner County (former teacher) seems to have created a rather innovative institution he (and maybe the community of Bonner) call a Library, but it is not like a lot of libraries. Maybe we should check this out, and perhaps include some of what he has done in our planning. And I wonder what other communities are doing, what that looks like and would they be willing to share?"*

*"Hopefully you will promote this as a multi-use facility with something for everyone all ages and interests. in a campus setting with outdoor events ties to the little park as well. I just don't think*

*the majority of voters understood the design before. Hopefully you will have grants in place and city county funding available as well as the business community involved. I thought it was a wonderful plan the first time."*

*"Since I'll be on vacation on that date---here is my input. How about a senior reading room---60 and older so we can read, relax, use a computer. The children have their designated area, so older folks need one as well."*

*"I won't make the meeting but really like the interlibrary loan services and computer services provided by SV library at Main St. You should get more funding in my opinion. Your library staff seems pretty proficient with internet related questions but could always be more so. Surprised you don't get more questions from your users than you do."*



**Preliminary Budget 2018**

- a. Public Hearing on Authorized Revenue Sources**
- b. 2018 Preliminary Budget Presentation**
- c. Organizational Memberships Review**
- d. Board Direction to Staff**

**Background:**

RCW 84.55.120 requires taxing districts to hold a public hearing on revenue sources prior to submitting the request to have property tax levied. The deadline for property tax certification is November 30. The District will submit a proposed budget for formal adoption at the November board meeting along with all resolutions required for proper establishment.

A recap of significant budget variances are provided below. The variances noted are from the 2017 budget as adopted. The current budget formulation process used both the 2017 budget as adopted and the expected final results for 2017.

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**Recommended Action:** Board motion to approve funds in the 2018 General Operating Fund for organizational memberships as proposed, and Board direction to staff toward completion of the final 2018 General Operating budgets.

## Revenue

	2017 Approved Budget	2018 Preliminary Budget	\$ change	% change
Property Taxes (net of TIFs)	11,308,000	11,526,900	218,900	1.9%
Contract Cities	320,139	328,915	8,776	2.7%
Fines and Fees	240,500	209,000	(31,500)	-13.1%
E-Rate, Interest Earnings and Other	234,000	247,500	13,500	5.8%
Grants and Donations	68,000	53,000	(15,000)	-22.1%
<b>Total General Fund Revenues</b>	<b>12,170,639</b>	<b>12,365,315</b>	<b>194,676</b>	<b>1.6%</b>

### Property Tax Revenues - change of \$218,900

- Tax revenue for 2018 as presented is \$218,900 higher than 2017.
  - Approximately \$113,900 is due to the 1% increase allowed and the rest, \$105,000, is due to estimated new construction and increases in state assessed values.
- Total assessed valuations of existing real property was initially reported as increasing 6.0% over 2017. Thus, the tax levy rate will likely decrease to approximately \$0.457 per thousand.
- Inflation as measured by the Implicit Price Deflator (IPD) and defined by RCW 84.55.005 is 1.55%. Any measurement over 1% allows the District to the levy up to 101% of the prior year without the need of an extra substantial need resolution.

### Contract Cities - change of \$8,776

- Revenue from the District's contract with Airway Heights is budgeted to increase by \$3,400. Preliminary assessed valuation increased 5%, but the District levy rate decline to \$0.457 offsets that valuation increase.
- Revenue from the District's contract with the City of Spokane for the portion of the Moran Prairie Library Capital Facilities Area (MPLCFA), now annexed, increased \$3,700.

### Fines and Fees - change of (\$31,500)

- Total fines and fees revenue has been on a modest decline for a few years. Based on actual fine revenues received so far in 2017, it is necessary to reduce the Fines and Fees budget by approximately \$16,000 from the 2017 budget. Over and above that decrease, the District is proposing an increase in the customer account balance from \$25 to \$50 before submitting to collection. It is widely anticipated this change will reduce fines upward to an additional \$15,000. See services expense below for a related comment about a reduction in collection agency fees paid.

### All Other Revenues - change of \$13,500

- The interest rate earned on District funds invested in the Spokane County Investment Pool, (SCIP) finally has reached 1.0% for the first time in a decade. The forecast for the average interest rate on District investments for 2018 is 1.4%.

### Grants and Donations - change of (\$15,000)

- Grants and donations expected for 2018 are \$53,000, compared to \$68,000 budgeted in 2017. Last year was the last of three years of grant support from Thrive by Five for the “Ready for School with STEM” program. Otherwise, the District anticipates ongoing support from its members, Friends groups, and program-supporting agencies such as Humanities Washington or departments within the state of Washington.

### Expenses

	2017 Approved Budget	2018 Preliminary Budget	\$ change	% change
Salaries	6,082,000	6,215,000	133,000	2.2%
Benefits	2,061,300	2,225,000	163,700	7.9%
Total Personnel Costs	8,143,300	8,440,000	296,700	3.6%
Supplies	174,459	178,600	4,141	2.4%
Services	1,747,480	1,811,670	64,190	3.7%
Library Materials	1,633,500	1,656,800	23,300	1.4%
Capital	270,000	150,000	(120,000)	-44.4%
Library Programs incl Grant Supported Programs	121,200	107,300	(13,900)	-11.5%
Contingency	80,700	20,945	(59,755)	-74.0%
<b>Total General Fund Expenditures</b>	<b>12,170,639</b>	<b>12,365,315</b>	<b>194,676</b>	<b>1.6%</b>

### Salaries - change of \$133,000

- An annual salary adjustment of 2.0% is included in this preliminary budget. Inflation as defined by the August 2017 CPI-W is 1.9%. In addition, the state minimum wage will increase from \$11.00 to \$11.50, effective January 1, 2018.
- Implementation of the new compensation plan is included.
- A consistent, modest overall reduction for turnover is incorporated.
- The District plans to continue prudent position management, evaluating all vacant positions as they occur and replacing employees only after accumulated leave has run out.

**Payroll Taxes and Employee Benefits - change of \$163,700**

Payroll Taxes and Employee Benefits			
	2017	2018	Change
FICA	465,300	475,000	9,700
Medical, Dental, Vision	829,300	929,200	99,900
Retirement	693,300	748,000	54,700
All Other	73,400	72,800	(600)
Total	2,061,300	2,225,000	163,700

- Comprehensive Employee Medical (Medical, Dental, Vision) Coverage
  - The District plans to offer the same four plans:
    - Two by Kaiser Permanente (formally Group Health), one a high-deductible health plan (HDHP)
    - Two by Regence/Asuris, one also a HDHP
  - AWC recently announced 2018 rate increases:
    - 7.6% for all Kaiser plans
    - 7.2% for Regence standard plans and 13.2% for Regence HDHP
- Public Employee Retirement System (PERS) employer contribution rate increased to 12.70% on July 1, 2017, and will remain at that rate until July 2019.
- All other payroll taxes and employee benefits are little changed.

**Supplies Expense - change of \$4,141**

- We expect a slight increase in total supply expense for 2018.

**Services - change of \$64,190**

Total services include all utilities, broadband, telecom, facility and grounds maintenance, equipment and space rentals, property and liability insurance, software maintenance and support, travel, and other professional services.

- Primary increase for 2018 are costs of The BookEnd
  - Space rental expense 36,000
  - Additional broadband 14,400
  - Additional utilities 3,000
  - Additional janitorial 7,000
- Property and liability insurance is expected to increase 2-3%
- No increase in other utilities budgets. We have a sufficient amount in place to absorb modest rate increases.

- Collection agency costs have decreased \$10,000 due to the expected reduction in accounts turned to collection, due to proposed threshold-increasing policy change.
- Buildings and grounds maintenance  
We have four significant contracts for facility and grounds maintenance:
  - Courier services, no rate change. Contract signed in 2014.
  - HVAC maintenance, minor rate change. Contract signed in 2014.
  - Janitorial services, budgeted for a rate change tied to the increase in minimum wage. Contract signed in 2014
  - Grounds maintenance, no rate change. Contract signed in 2013.
- All other services are budgeted for little or no changes.

**Library Materials - change of \$23,300**

- Funded at 14% of total revenues from tax levy and contracted cities, per policy.

**Capital Equipment - change of (\$120,000)**

Total General Fund capital equipment expenditures are expected to be as follows:

- IT equipment needs                      \$100,000
- General equipment needs              \$ 50,000

**Library Programs - change of (\$13,950)**

- Library programs are budgeted at 0.5% of total revenues, plus amounts received from grants and donations specifically for programming.

**Contingency Funds - change of (\$59,755)**

- 2018 provides for an initial operating contingency of almost \$21,000. Prior year contingency was \$80,700.

## Organizational Memberships Review

Below is a list of the memberships that have been included in the proposed 2018 budget.

### Professional Organizations:

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

### Community & Business Organizations:

- North Palouse Chamber of Commerce
- Deer Park Chamber of Commerce
- Greater Spokane Valley Chamber of Commerce
- West Plains Chamber of Commerce
- Greater Spokane, Inc. (GSI)
- Sunrise and Downtown Rotaries
- Inland Public Management Association
- Inland Northwest Business Alliance
- Inland Northwest Early Learning Coalition
- Executive Women International Spokane Chapter
- Airway Heights Kiwanis
- Moran Prairie Grange
- Hispanic Business/Professional Association
- Pacific Northwest Booksellers

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

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

**Board Direction**

In conclusion of the budget presentation, staff requests that the board approve the list of memberships and organizations and provide direction on the following:

- The annual salary adjustment. The District's current policy, Section 3.13 cited below, provides for a salary adjustment tied to the CPI-W, between 0% and 4%.

*The District will comply with federal and state law regarding minimum wage rates.*

*The District will consider the August CPI-W, other relevant economic factors, including the cost of the employee's total compensation package, and the District's financial position when determining an annual salary adjustment. Such an adjustment may range from a minimum of 0% to a maximum of 4%.*

- CPI-W was announced at 1.9%.
- The proposed preliminary budget provides for an annual salary adjustment of 2.0%.

**Future Information and Future Meetings**

Based on discussions and decisions from this meeting, a preliminary budget will be presented for formal adoption at the regularly scheduled November board meeting. A final 2018 Budget will be presented at the December meeting.

**OVERVIEW BUSINESS AND CAREER DEVELOPMENT**

Library Services Manager Stacey Goddard and Librarian Tami Chapman will provide an overview of Business and Career Development, 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: NOVEMBER-DECEMBER 2017*****November 21, 2017: Argonne (4:00 p.m.)***

- Personnel Policy
- 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

Please send requests for agenda additions or changes to the Board Chair or Administrative Assistant no later than Tuesday, Nov. 7, for inclusion in the preliminary agenda to be sent Nov. 8. Meeting packets will be mailed Nov. 15.

***December 19, 2017: Argonne (4:00 p.m.)***

- Member Privileges and Responsibilities Policy
- 2018 Budget
  - 1. Adopting a 2018 Final Budget (Resolution No. 17-0\_): Approval recommendation.
- 2017 Work Plan-Year in Review
- 2018 Work Plan
- 2018 Meeting Schedule/Locations/Overviews and Policies Review: Approval recommendation.
- 2018 Board of Trustees' Officers Election: Approval recommendation.
- Overview Early Learning
- Holiday Gathering

**SPECIAL MEETINGS/ACTIVITIES**2017

**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 SEPTEMBER 2017

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

#### Annual Audit

The State Auditor's Office (SAO) began our annual audit on September 11. As previously reported, this year the auditors performed a one-year financial audit and a two-year accountability (or compliance) audit for 2015 and 2016. Fieldwork for this engagement was completed Friday, Sept. 22. There has been no formal date announced for the exit conference.

#### 2018 Budget

The preliminary budget for 2018 will be presented at the meeting and the public hearing on revenue sources will be held (see meeting materials for additional information).

#### Fiscal Report

Three pages comprise the fiscal report this month:

- Capital Projects Fund budget-to-actual report through three quarters.
- General Fund budget-to-actual report through three quarters.
- Quarterly trend report, displaying the General Fund's five most recent quarters. This primary intent of this page is to illustrate the seasonality of District revenue sources in contrast to the consistency of its operating expenses.

#### Capital Projects Fund

There is 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 September are included in the monthly finance report and there were no surprises.

- Total revenues are 59%. Second-half property tax collections are due Oct. 31.
- Total expenses are 72.3% of the annual budget, compared to a target of 75%. Salaries alone are at 74.7%, basically right on target, and our equipment and major building maintenance needs continue to be modest and there is no need as yet for our operating contingency. Thus, total expenses are trending toward a modest under-budget result at year end.
- Total cash on hand is 3.0 months, sufficient for what is the low point during the second half of the year.

#### Facilities

The ground maintenance crew is wrapping up summer mowing and maintenance and will soon provide sprinkler system blowouts and fall cleanup. Fire alarm testing was completed and all facilities received good grades. The Kalwall skylight at Spokane Valley was sealed at the end of September. The rock wall at Argonne Library was pressure washed and a portion of the masonry wall was recapped. Fall also triggers exterior window washing and full carpet deep cleaning, most of which will begin soon.

**Human Resources – Toni Costa**Department Activities

- Ongoing Orientation training, nearly all established staff have attended as of 9/30.
- Staff Training Day – initial response has been positive, will be sending out a survey to attendees by 10/13.

Recruitment and Selection:**a. New Hires**

- Library Page
  - AR (2)
  - NS (1)
- Public Services Associate
  - MP (1)

**b. Terminations**

- Executive Director
- Collection Services Specialist
- Library Page (AR)
- Collection Services Page
- Public Services Specialist (SV)
- Accounting Assistant

**c. Promotions/Demotions**

- Public Services Associate to Public Services Specialist (ML to SV)

**d. Reclassifications**

- n/a

**e. Transfers**

- n/a

**Information Technology – Doug Stumbough**

- Working with the Communication Department, a new automated Welcome Notices email campaign was launched just after Labor Day. New county cardholders who have provided an email address during signup will now receive a series of four emails over a week, each containing helpful information about the District and introducing some of our many services. Over the last twenty-five days of the month, 720 new cardholders were sent welcome notices, averaging over 28 new library users a day.
- We have started preliminary testing of new phone and network gear in preparation for a system-wide replacement project next year. Our current proprietary system is reaching end-of-life, and other more feature-rich options are available. Once initial configuration and testing is completed in IT, the new phones and supporting network equipment will move to one of the libraries for live testing by Public Services staff.
- IT Staff spent time with District Facilities staff and a vendor to install and program a keyless entry system for testing at the Administrative Offices. Argonne and Admin staff will be trying the system over the next month to help determine if and how such a system might be useful at buildings throughout the District.
- We had a visit from the SirsiDynix Library Relations Manager Lisa Witterman this month. Lisa spent some time reviewing the release timeline for updates to the suite of products we utilize for management of our library circulation and catalog. Additionally, we were able to preview and demo several new products, including the new mobile app due out early next year.

- Other projects that staff have been working on this month include: Finalizing the addition of asset info to the layout maps and creating a new system of reports for the Business Office inventory needs; extracting email addresses of customers in selected service areas targeted for the planning workshop and two book sales; retrieval of a variety of BookEnd usage data; assisting in the relocation of the Spokane Valley service desk and checkout stations; renewal of staff scheduling software; purchase and installation of proxy-related licenses and security certificate; replacement of the door counter for Deer Park; maintenance for various printers; and a training review of how to navigate the Mail Archiver for a Library Supervisors' meeting.

### **Collection Services – Andrea Sharps**

- We ordered 2,016 titles and 6,147 copies in September. The number of titles ordered is up from last month as is the number of copies ordered.
- With 75% of the year done, total library materials expended stands at 80.78%.
- We processed, added to the system, and sent out to the libraries 4,897 items in September. This is down 16% from last month.
- Downloadable lending through OverDrive was down in September from August. A total of 37,087 items circulated in September including audiobooks (15,954) and eBooks (21,113). Members placed a total of 12,399 holds; and, there were 5,409 unique users with titles checked out.
- Midwest Tape's *hoopla*, a streaming media service, saw a slight decrease in circulation in September over August. A total of 2,624 titles including audiobooks (1,231), comics/graphic novels (127), eBooks (462), movies (393), full-length albums (289) and television shows (122) circulated in September for a combined cost of \$5,634.16 and an average cost per circulation of \$2.15. A total of 134 new users registered in the month and there were 854 active users recorded.
- We loaned 321 items to other libraries and borrowed 503 items from other libraries for 824 total Interlibrary Loan transactions processed in September.
- Adult Collection Services Librarian Cheryl Zobel issued a DVD weeding report designed to pick up DVDs with more than 100 circs in response to building reports that libraries' DVD sections were too full.

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

#### District Activities

As my first month on the job, September was focused on acclimating to my new role and taking some initial steps in identifying strategic initiatives for 2018.

With the Leadership Team, I've implemented a new meeting agenda format that allows us to better prepare for, discuss, execute, and track progress on District projects. I've also changed the meeting frequency from twice a month to a weekly schedule, as we decided that shorter, more frequent meetings would allow us to respond to timely issues and opportunities more effectively. One of the items we discussed is regarding changes to the District's blocked account, lost item, collection agency, and billing procedures. We will, therefore, bring a proposed policy revision to the Board of Trustees in December. More details will be presented, but the overall intent behind the changes is to create a more positive customer experience while having a relatively small impact on revenue.

I also led the Leadership Team in our first retreat since taking the helm. We spent a Friday at Otis Orchards discussing several key topics, including exploring the organizational impact of bringing more

fundraising and development functions to the District, a first draft of a five-year internal strategic plan that plots out major potential projects, and an initial discussion on 2018 work plan ideas. While the discussion was very productive, we didn't get through all of the agenda and will reconvene in October.

I participated in a webinar on "Email, Facebook, and Big Data" that discussed how libraries can harness the power of big data, strong email, and effective Facebook tactics to build effective audiences, reach non-users, and solicit community engagement. We utilize many of these tools already, but it was a good refresher about the impact of intentional, targeted communication in public information campaigns.

Along with several staff and Trustees, I attended the Library Ad Hoc Committee meeting at Spokane Valley City Hall to discuss the library project planning workshop.

#### Community Engagement

I attended the Greater Spokane Valley Chamber of Commerce Government Action Committee where we heard a legislative update from State Senator Mike Padden, and presentation on the Central Valley School District Bond Proposal from Superintendent Ben Small.

I also attended my first Excelerate Success Leadership Team meeting, which was an opportunity to get acquainted with the work of that group focused on student educational success, and the Partners Advancing Character Education board meeting, which promotes the importance of good character through partnerships with schools, businesses, public agencies and community groups.

Along with several staff and Trustees, I attended the Greater Spokane Annual meeting, which including an engaging keynote presentation by Bruce Katz of the Brookings Institution, where he argues that cities have become the vanguard of policy innovation and problem-solving in the United States and the world.

Last but not least, I recorded a podcast with several of my fellow *Spokane is Reading* committee members for Library Out Loud, the District's podcast hosted by our very own Jane Baker. We discussed our county-wide reading program that is the result of a unique partnership among the District, Auntie's Bookstore, and Spokane Public Library.

ITEM AND TITLE MONTHLY REPORT  
**September 2017**

	<u>ITEMS</u>				<u>TITLES</u>		
	ADULT	YOUTH	TOTAL		ADULT	YOUTH	TOTAL
<b>Total Materials</b>							
Print	165854	152517	<b>318371</b>		85593	49987	<b>135580</b>
Nonprint	66615	24410	<b>91025</b>		26892	7513	<b>34405</b>
Subtotal	<b>232469</b>	<b>176927</b>	<b>409396</b>		<b>112485</b>	<b>57500</b>	<b>169985</b>
Periodicals	5938	922	<b>6860</b>		286	31	<b>317</b>
Total	<b>238407</b>	<b>177849</b>	<b>416256</b>		<b>112771</b>	<b>57531</b>	<b>170302</b>

<u>ITEMS</u>				<u>TITLES</u>			
<b>OverDrive:</b> Audiobooks			<b>25180</b>				<b>21026</b>
eBOOKS			<b>36730</b>				<b>31711</b>
Licensed eBOOKS			<b>10854</b>				<b>6859</b>
<b>OverDrive: Total</b>			<b>72764</b>				<b>59596</b>
<b>GRAND TOTAL</b>			<b>489020</b>				<b>229898</b>

<b>Print &amp; Nonprint</b>	(Totals year-to-date)		
<b>ADDITIONS</b>	ADULT	YOUTH	TOTAL
Print	22795	16492	39287
Nonprint	9901	2883	12784
<b>TOTAL</b>	<b>32696</b>	<b>19375</b>	<b>52071</b>
<b>DELETIONS</b>			
Print	23290	14533	37823
Nonprint	8203	2345	10548
<b>TOTAL</b>	<b>31493</b>	<b>16878</b>	<b>48371</b>

	<u>NET CHANGE YTD</u>		
	ADULT	YOUTH	TOTAL
Print	-495	1959	<b>1464</b>
Nonprint	1698	538	<b>2236</b>
Periodicals	-276	-99	<b>-375</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 September 2017

Kristy Bateman

### Service Priority Teams

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

- We presented three programs in support of business development this month, including the monthly SCORE workshop, a Foundation Directory Online program, and a digital marketing workshop. Combined attendance for the three programs was 18.
  - Of particular note was the *Digital Marketing* workshop, presented by Dr. Tim Olson. His audience of 12 was the most we've had so far at one of our morning (8-9am) business support workshops.
- Fall Quarter started on September 20, which meant the return of GED classes at Cheney, and the debut of classes at our second location, Deer Park.
  - Classes are offered Monday-Thursday, from 4-8pm at Cheney, and Monday/Wednesday from 4-8pm at Deer Park.
  - The instructor at Cheney reports he has four students enrolled so far (two returning, two new), and expects more to sign up in the coming two weeks.
  - In addition to GED classes, we're also presenting ESL classes at Deer Park Library. Classes are offered Tuesday/Thursday from 4-8pm.
- We presented eight programs in support of financial literacy education in September, including offerings from STCU and SNAP. Combined attendance for these programs was 77.
  - The *Homebuyer Education Seminars* continue to be a big draw, with 43 at the two-part evening session.
- We had nine individuals register as new Microsoft Imagine Academy users. During the month, users enrolled in 22 new classes, up from 21 in August.
- We did 59 Book-a-Librarian (BaL) sessions this month throughout the District.
  - In one session, Danielle helped a job-seeker with formatting concerns he had on his resume, and went over resources for starting a cover letter.
  - In another, Ree worked with a small business owner who needed help learning how to use Statista to find industry data to support a business loan application.
  - Danielle also helped a woman writing her business plan with sizing her market and identifying potential competitors for her adult family home business.
- We proctored 15 exams. One of these sessions was an MOS (Microsoft Office Specialist) test.
- There were 19 items submitted for 3D printing in September, up from 11 in August.

#### Community Connections:

- Danielle represented the District at SNAP's Business Center Open House. (SNAP has rebranded the Women's Business Center to make it more inclusive.) She spoke with 46 people about the support we offer businesses.
- I attended the Workforce Development Council's MOU Infrastructure Funding Agreement meeting.
- Tami attended the Hispanic Business/Professional Association meeting.
- I attended the monthly SCORE meeting, where we finalized workshop topics and locations for January through May of next year.
- Jamie invited me to her meeting with staff from Numerica, to discuss their interest in presenting financial workshops in our communities. We're working on a schedule for the second half of 2018.
- As a Greater Spokane Valley Chamber of Commerce Ambassador, Danielle helped with setup for the annual Manufacturing Matters Expo. This included providing laptops and projectors for some of their presenters, as well as laptops and a printer for attendees registering for the event. The Chamber was grateful for the loan of District equipment.
- Danielle also attended the GSVCC Ambassador meeting.
- I met with the new GED instructor for Cheney, William Dowling, to confirm details with him.
- We hosted a meeting of Spokane Valley's CIT (Communication and Information Technologies)



Advisory Committee at Spokane Valley Library. This group, comprised of educators from the four Valley-area school districts and local business/industry partners, meets quarterly to discuss how best to prepare students for workforce demands. 11 people attended.

- Tami attended the West Plains Chamber of Commerce membership meeting.
- Tami and I, along with other District staff and trustees, attended the Greater Spokane Incorporated annual membership meeting.

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

- We provided 106 Storytimes to 2,927 children, parents, and caregivers. Our average attendance per Storytime was 28.
- We provided 34 Storytimes to 436 children at 12 child care centers.
- We had one STARS training this month called Block Play and had 36 attend.
- As part of the STEM grant from Thrive Washington, we are offering *Math Play and Learn* Storytimes once a month, September through December.

### **Community Connections:**

- I attended two Inland Northwest Early Learning Alliance meetings this month.
- I participated in the regional advisor call for the early learning coalitions. We worked on creating a vision and mission for the 10 coalitions and ways we could work with the new department, Department of Children, Youth and Families.
- I continue to work on the Thrive STEM grant. I continued to meet with community members who are working on the grant with us to start working on creating additional STEM kits during this phase.
- I attended the Excelerate Success meeting for Ready for Kindergarten. The Everyday Language and Literacy Opportunities (ELLO) project was the focus of discussion. The project debuted in the Grocery Outlet in Airway Heights on September 2. We had a great time introducing the families to ELLO and the response was favorable from the families. The changing table posters for ELLO were put up in our libraries this month.

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

- 1,101 community members participated in library programs designed to engage their intellect, inspire their creativity, and enrich their lives this month.

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

- LEGO clubs continue to draw children and families at all 10 libraries. 204 kids participated this month.
- Four libraries hosted *Talk Like a Pirate Day* celebrations for 69 kids and their families to enjoy.
- Another 102 children and families participated in weekly programs at Otis Orchards, North Spokane Library, and Spokane Valley Library.
- Library staff participated in back-to-school events at four elementary schools in the area (Arcadia, Progress, Farwell and Mullan Road) connecting with 238 parents and students.

### **Tween/Teen Programs:**

- The Mica Peak High School Book Club resumed, with five students participating in the first meeting.

### **Adult Programs:**

- 495 members attended adult programs this month. Highlights include:
- 94 members participated in one of ten regular book clubs. Of our library book clubs, half are led by volunteers, and we are actively working to grow the number of volunteers leading book clubs, and eventually the number of book club opportunities in the community, both in and out of libraries.
- JA Jance delighted an audience of 240 people at the Mirabeau Park Hotel, where she made Spokane the first stop on her book tour.
- We partnered with KSPS to provide both preview screenings of the Ken Burns documentary about Vietnam, and to provide supplemental programs in our libraries of music of the Vietnam War era. 66 members participated, with overwhelming positive feedback for the opportunity.
- Families really enjoyed the hands-on program about basic kid hairstyles, sponsored by the Spokane Valley Friends. 34 members attended, with many thanks expressed for the opportunity.

### **Community Connections:**

- We are in our 6th year of providing Student cards to every new middle school student in our service area in Spokane County.
- I attended the GSI Education Roundtable with all of the area superintendents.

- I met with staff at both the MAC Museum and MOBIUS, to discuss a potential partnership around a museum pass project.
- I am working on a statewide project with the Washington State Library, Pierce County and Whatcom County libraries to pilot a state park pass lending program.
- I have connected with the Spokane Community Garden group to form better connections among our existing seed libraries and area community gardens.

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

- The digital resource Lynda.com, was renewed.
- I set up online demonstrations for two software products designed to track and interact with Summer Reading participants.
- I continued work on the local website.

#### **Community Connections:**

- I coordinated with other committee members to help with the upcoming INCOL workshop in Lewiston.

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

I met with all of the school principals participating in the Reading Buddy program. I started five new Reading Buddy programs at Betz, Sunset, McDonald, Seth Woodard and Pasadena Park elementary schools. Prime Time Family Reading mentors will be incorporating the Reading Buddy curriculum as part of their mentoring program at Betz and Sunset Elementary. I recruited volunteers from high schools, colleges, and people in the community. CHRO Toni Costa and I provided a volunteer orientation for prospective volunteers. I met with numerous new volunteers to schedule them for upcoming programs and other volunteer opportunities. I purchased Reading Buddy books and supplies. The Volunteer Program has developed to include 270 active volunteers.

#### **Community Connections:**

- Developed a partnership with Communities in Schools.
- Participated in World Character Day at Pasadena Park Elementary.
- Attended the open house for Brentwood Elementary.
- Attended a CEI planning meeting with the colleges.
- Sent save the date for the Volunteer Appreciation Banquet to all active volunteers.

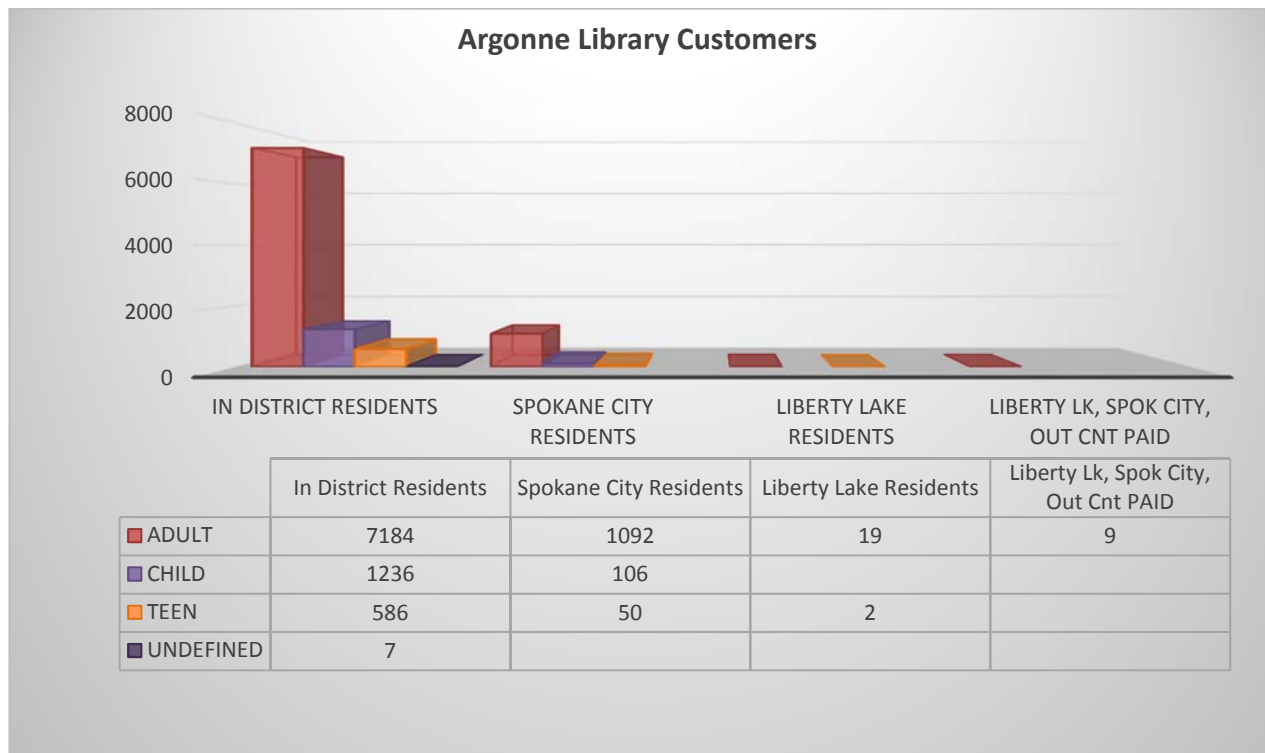
#### **Library Operations Spotlight: (Georgina Rice)**

This month's featured statistic spotlights the Argonne Library. The statistics below represent physical items checked out at Argonne Library in 2016. Digital checkouts by Argonne Library card holders are not reflected.

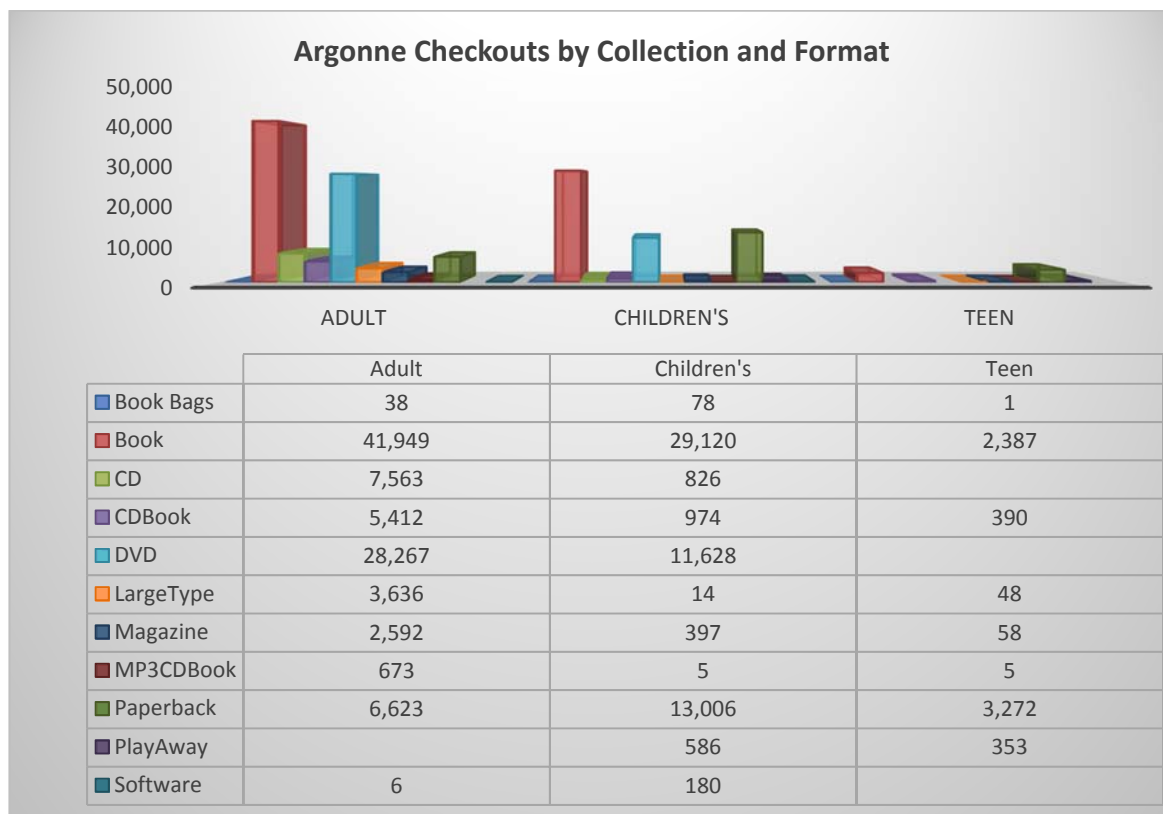
There are 10,291 customers as of October 4, 2017, that identify Argonne as their home library. The first chart below breaks down those users by age range. 87% of Argonne's card holders live inside the District service area. Reciprocal card holders from the City of Spokane represent 12% of Argonne library's card holders with less than 1% from Liberty Lake. Less than 1% of card holders at Argonne have purchased a card for library service.

Analytics on Demand (AOD) provided the following information about Argonne's members. Argonne's predominant race/ethnicity in this study area is White, with over 92% of the population speaking only English at home. The top three segments for Argonne are Thriving Boomers, Autumn Years and Singles and Starters. 8.7 % of the population are Thriving Boomers and are defined as retirees living in old homes, settled residences and established communities. Autumn Years accounts for 12.2% of Argonne's population and are defined as established and mature couples living gratified lifestyles in older homes. The largest at 12.7 % of the population is Singles and Starters, which are young singles and families starting out in diverse urban communities. Understanding the make-up of the population helps the Librarian and Library Supervisor decide what programs and events to host at the Argonne Library.

## Cardholders by age range



The chart below is a graphical representation of items checked out from Argonne Library in 2016. It is segmented by Format and our Adult, Children's and Teen collections.



**Library Operations Snapshot:** This 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 Sept 2017	Self-service checkout and renewals Sept 2017	In-library checkout total Sept 2017	Percent of checkouts at the self-service kiosks Sept 2017	Online renewals Sept 2017	Total Circulation per Library Sept 2017	Total Circulation per Library Sept 2016	Total Circulation Sept 2017 compared to Sept 2016
Airway Heights	803	4704	5507	85.42%	1145	6652	6100	9.05%
Argonne	1435	8366	9801	85.36%	2417	12218	11510	6.15%
Cheney	2954	7483	10437	71.70%	2345	12782	13069	-2.20%
Deer Park	2211	9480	11691	81.09%	2452	14143	13317	6.20%
Fairfield	409	510	919	55.50%	148	1067	1435	-25.64%
Medical Lake	458	3247	3705	87.64%	843	4548	4878	-6.77%
Moran Prairie	1423	12035	13458	89.43%	3765	17223	16796	2.54%
North Spokane	7965	27632	35597	77.62%	10128	45725	46817	-2.33%
Otis Orchards	635	3831	4466	85.78%	1297	5763	5508	4.63%
Spokane Valley	11424	27629	39053	70.75%	8651	47704	51109	-6.66%
The BookEnd	633	2054	2687	76.44%	135	2822	0	N/A
Totals	30350	106971	137321	77.90%	33326	170647	170539	0.06%
Support/ILL	362	0	362	N/A	N/A	362	363	-0.28%
Totals	30712	106971	137683	77.90%	33326	171009	170902	0.06%

## Library Reports

### Airway Heights: Stacy Kvamme

#### Program Highlights

- After taking a summer hiatus, the *Airway Heights Book Club* resumed its monthly meetings, four were in attendance.
- 26 people participated in *Talk Like a Pirate Day* program, including several participants who dressed up for the occasion.
- Two Airway Heights' police officers joined us as a special guest for a weekly Storytime.

#### Community Connections:

- Mary Ellen Braks attended the launch of ELLO (Everyday Language and Literacy Opportunities) at Airway Heights Grocery Outlet.
- Great Northern Elementary's fourth, fifth, and sixth grade students visited the library for their first visit of the school year. I demonstrated how to search the catalog, and each student checked out books.
- Librarian Corinne Wilson facilitated the monthly Greater West Plains Support Network meeting in the Airway Heights Library's meeting room.
- Corinne attended Sunset Elementary's September PTO meeting.
- Corinne attended the September *Community Café* meeting, part of Spokane Regional Health District's *Neighborhoods Matter* program in Airway Heights.
- Corinne and I attended the September Airway Heights Friends of the Library meeting.
- I attended Airway Heights Parks and Recreation's *Report Out Event*, which featured the Westby Associates findings, based on their feasibility study interviews for the "Building Community" campaign.
- I attended an Airway Heights Kiwanis meeting, my last as president.
- The display case featured carvings by the Spokane Carvers Association.
- There were 21 meeting room reservations in September.

**Argonne: Pat Davis**Program Highlights

- *LEGO Club* had 90 participants this month. Projects ranging from wagons to pirate ships and space craft were on display throughout the month.
- *Talk like a Pirate* had 12 members who hunted treasure, made pirate hooks and drew treasure maps.
- The new *Argonne Book Club* held their first meeting this month. The focus was on organizing and selecting titles. They are excited and hope more folks will join them.

Community Connections:

- I attended the Millwood Community Association meeting. Discussion focused on recapping Millwood Daze and how the new organization of the event went. Small Business Saturday and planning for the Community Christmas Tree Lighting were also on the agenda.
- Gwendolyn Haley and I met with the Resource Counselors for West Valley Elementary Schools to finalize plans for the West Valley Night at the Library. Families will be bussed to the library for pizza and an evening of activities.
- The Argonne Friends of the Library held their annual book sale.
- 63 groups or individuals used our meeting and conference rooms this month.

**BookEnd: David Wyatt**Community Connections:

- New artwork is being displayed.

**Cheney: Catherine Nero Lowry**Program Highlights

- The preview screening of the *Vietnam War* was followed by a passionate conversation with eight in attendance.
- Our *Mushroom Foraging* class had 11 in attendance.
- *Simple Steps for Starting your Business* had four participants and rave reviews.

Community Connections:

- The fall semester GED & High School Completion classes started September 21.
- We provided ongoing proctoring services for a member.
- The Cheney Book Discussion Group discussed *Lab Girl* by Hope Jahren.
- The meeting room was used 20 times and alternative spaces in the library were used five times.
- The *Produce Swap* was steady for the first three weeks of September.
- Librarian Tami Chapman attended the West Plains Chamber meetings.
- Public Services Associates Douglas and Jeremy provided outreach services to the Cheney Sessions, Care, and Assisted Living facilities.
- On display this month in the case were beautifully knitted creations from the Knotty Knitters.
- Tami, volunteer Bonnie, and I attended EWU's Neighbor fest and interacted with over 566 individuals.

**Deer Park: Kris Barnes**Program Highlights

- In partnership with Spokane Community College, we are offering two *GED and High School Completion* classes each week. The teacher from SCC currently has four students.
- In partnership with SCC, we began offering two *ESL* classes each week. The teacher reports that she is reaching out into the community to get students to sign up.
- We served *After School Snacks* to 439 children this month.

Community Connections:

- I attended a Deer Park Chamber Events Committee meeting.
- I attended a Deer Park Chamber Board meeting.
- I attended a Deer Park Chamber luncheon meeting. Our luncheon meeting this month featured Deer Park Chamber Board member and Deer Park School District Superintendent Travis Hanson.
- I conducted a tour for two fifth grade classes from Deer Park Arcadia Elementary. I spent a bit of time working with the students to help them choose a biography and how to identify the different genres.
- The Deer Park Friends of the Library held a successful book sale at Deer Park Auto Freight.

- Our display case was filled to the brim with all things Girl Scout. A local library member stocked the case with vintage Girl Scout manuals and memorabilia.
- Our meeting room and conference rooms were used by 37 groups this month.

### **Fairfield: Kristy Bateman**

#### Program Highlights:

- 42 members attended the *Talk Like a Pirate Day Play and Learn Storytime*. Members enjoyed pirate stories and participated in a treasure hunt throughout the library.
- Members enjoyed learning more about *Mushroom Foraging* from a local expert.
- 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.

#### Community Connections:

- Public Services Associate Charlie and 10 volunteers participated in the SE Spokane County Fair parade. They handed out Engage and SCLD pencils and while waving to the crowd received lots of applause and shouts of "I love books!"
- The Fairfield Library helped spread news and build excitement in the community for the SE Spokane County Fair. Past years' fair posters were displayed in the library and schedule of events was available for members.

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

#### Program Highlights

- Members had a jolly good time at *Talk Like a Pirate Day* where staff were attired like pirates and activities included building LEGO pirate ships, a treasure hunt, and other buccaneer-related crafts. Families who wandered in during the evening were delighted to find a bit of fun and whimsy, including pirate poetry, tasty booty, and a nautical music background. A young member, who usually spends after-school hours playing computer games, told us later that it was the "funnest day ever."
- Parents were intrigued to discover that early math skills are the greatest predictor of future academic success during the math mashup Storytime.
- Children used *Fly Guy* fly swatters to learn words and letters while parents were given guidance on our easy reader collection at the *I Can Read Party*.
- Two programs about the Vietnam War Era, and our accompanying library material displays initiated some serious discussion about the time period by those who lived through it. Two programs, *Rhythms of Controversy: Songs from the Vietnam War Era* and a KSPS preview screening of *The Vietnam War* had a total attendance of 20.

#### Community Connections:

- Colorful autumn-themed quilts, designed by a longtime Medical Lake resident are currently displayed.
- Our community display case is filled with Boy Scout memorabilia, including legacy Bill Burch Bolos. More than one member has mentioned how they remember particular books, badges, and other items from their scouting days.
- The Medical Lake Book Club started the year with a visit from author Bill Percy and a discussion of his book, *Nobody's Safe Here*.

### **Moran Prairie: Danielle Marcy**

#### Program Highlights

- *Digital Marketing* was well attended. The program was on a weekday morning—this may be a better time for the business community.
- The *Mushroom Foraging* program at Moran was cancelled since the weather conditions prevented the presenter from gathering specimens for the program. We reassured members that showed up the session would be rescheduled and there were several other District locations hosting the program.

#### Community Connections:

- Librarian Ree West attended the monthly Grange meeting.
- I attended a Mullan Road Elementary Parent Teacher Group and spoke about the Reading Buddy program, a teacher gave a testimonial on the difference it made for one of her students.
- The Friends donated money towards Spokane Is Reading.
- Danielle and Ree attended the Mullan Road Elementary Open House.

- Ree met with Kuray Oman from Spokane Public Schools Express to discuss outreach programs.
- Local artist, Lynne Rowicki, displayed Japanese embroidery in the display case.

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

#### Program Highlights

- North Spokane hosted its first artist in residence, Makayla Miracle, in The Lab during the month of September and taught two workshops, *Introduction to Plaster & Surfaces* and *Introduction to Relief Molds & Plaster*. Photographs of her costumes and performance art were on display on our gallery wall.
- We had an average of 39 parents, caregivers, and children attend Storytimes in the library this month. Additionally, staff provided Storytimes for 192 children at three childcare facilities.
- 16 members attended *Rhythms of Controversy: Songs from the Vietnam War Era*.
- 11 members attended two financial literacy workshops, five for *Navigating Your Credit* and six for *Give Yourself a Raise*.

#### Community Connections:

- I attended the Farwell Elementary open house and talked to 42 parents, caregivers, and children about library services.
- Artist Sheri Faulks displayed her paintings and embroidery work in the foyer display case.

### **Otis Orchards: David Wyatt**

#### Program Highlights

- *Touch a Fire Truck* Storytime was a great success. 97 children and parents attended as Librarian Tammy Henry held a Storytime outside, and then visited the fire department next door.
- Attendance is consistently increasing for our new *Toddler Play and Learn Storytime*. The first in this new timeslot only had two attend but the last of the month was up to 15.

#### Community Connections:

- Tammy facilitated a tour from Otis Orchards Elementary. We registered 37 students with library cards.
- Tammy visited the Otis Orchards 6<sup>th</sup> grade Curriculum Night and also registered a few students for library cards.

### **Spokane Valley: Aileen Luppert**

#### Program Highlights

- This month we were thrilled with the turnout to our *Back to School Hairstyle Basics* program, taught by Librarian Danielle Milton. Not only did 34 attendees have a great time, but each adult left confident they could successfully style their child's hair with at least one of the learned techniques. The three fathers who came were particularly fun to see enjoy the program. Response was so overwhelmingly positive, we will repeat the program at multiple locations in the coming months.
- *Great Stories Club* at Mica Peak High School and our weekly *Too Fun Tuesday* program returned this month. *Too Fun Tuesday* began a little slow, but attendance has steadily increased over the month.

#### Community Connections

- September is Valleyfest month. We participated in multiple ways—marching with our Hungry Caterpillar in the parade, staffing a booth at the festival, and bringing “STEM-tastic” fun activities to STEM Robotics Night and Tot Fest. We talked to several hundred people throughout the weekend, and used the opportunity to ask for feedback about a new Spokane Valley Library.
- Danielle attended Progress Elementary's Back to School Night. She reported that a few families had recently moved to the area and didn't know about the library. She shared that it felt great to be able to talk with them about what the District has to offer.
- Danielle also attended the Spokane Valley Chamber of Commerce's Ambassador meeting.
- Librarian Diane Brown attended the Central Valley School District's Board Meeting.
- Diane also attended the Spokane Valley Chamber of Commerce's Transportation Committee Meeting.
- Diane staffed a table at the Washington Association of Activity Professionals Conference. She spoke with activity professionals from across Washington about our outreach programs, device help at Orchard Crest, and work with Brighton Court. She encouraged them to reach out to their local libraries.

- Leadership Spokane's class of 2018 met for the first time this month. I am grateful for the opportunity to participate and humbled by the ranks of my classmates. I look forward to learning and working with a talented and smart group of people.

## **District-wide Information**

### September Security Incident Report

For September, there were 27 Security Incident reports filed, four more than last month (23) and 13 more than September 2016 (14). Airway Heights had the most incidents reported with nine. The most frequently reported incidents related to Disruptive Behavior (10). To further put all of these numbers in perspective, the total door count District-wide in the month of September was 107,854.

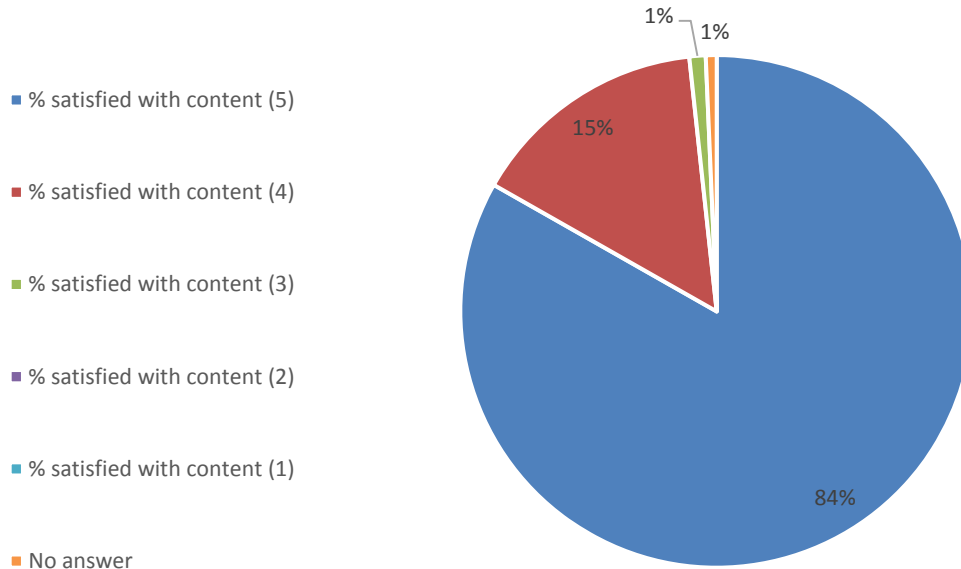
The Argonne Security Incidents are highlighted this month and demonstrates the wide variety in the security incident reports as the library reported zero incidents for September. The total door count for Argonne in the month of September was 7,148.

### Program Survey Results

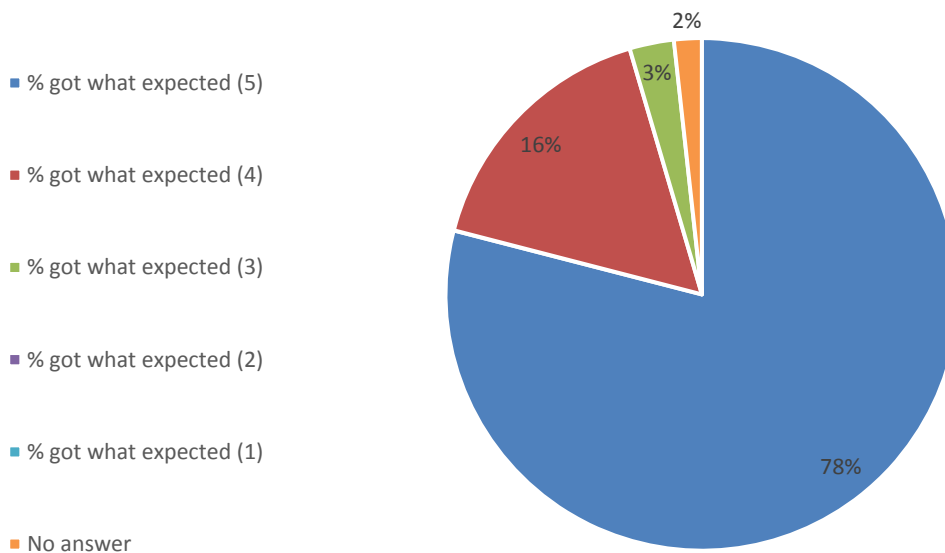
After each adult program, members are asked to complete a short survey. Members are asked to rank their responses on a scale of 1 to 5 with 5 being the highest level of satisfaction. Below are two graphs showing the combined responses of May through August. Members are overwhelmingly satisfied with the programs they attend and the programs are meeting expectations.



Were you satisfied with this program or training?  
May-Aug 2017



Did you get what you expected out of this program or training?  
May-Aug 2017



September 2017

Measure	This year	Last year	YTD	Last YTD
	This Month	This Month	This year	Comparison
Cardholders	122,006	116,976		4%
Door count	107,854	100,014	993,433	0%
Items Borrowed	210,721	207,470	1,981,974	1%
• Digital	39,711	36,566	371,055	12%
Programs				
• Number	250	283	2,634	-4%
• Attendance	6,292	6,111	66,990	-3%
Internet Station Use (%)	52.8%	51.9%	52.9%	
Meeting room bookings	425	291	3,345	21%
Holds placed				
• By customers	28,977	28,953	268,207	0%
• By staff	6,819	6,544	64,519	-2%
• Digital	12,399	9,944	111,166	22%
Digital Resource Use	83,283	76,816	790,427	-3%
Website use				
• User sessions	0	101,399	536,864	-45%
• Page views	0	395,131	6,096,331	110%
• Catalog	0	40,853	211,291	-45%
• Digital Resource Access	0	3,718	23,020	-44%
Interlibrary loans				
• Loaned	321	305	3,146	-4%
• Borrowed	503	484	4,857	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 September 2017**

### **Marketing Activities**

- Early Math Brochure
  - Brochure by OSPI, 1,000 copies for Play and Learn Storytimes
- New Executive Director
  - Update website, name tent, business cards
- Library Planning Workshop
  - Write, edit & produce foam board displays, survey cards, Library Planning Workshop flyers
- Spokane Valley Tree of Life sign
- Southeast Spokane County Fair
  - Parade entry description
- LEGO Wall Thank You
  - Wrote, edited, and produced thanking Otis Orchards' Friends
- New Argonne Book Club
  - Wrote, designed, and produced flyers for Millwood Daze
- October Current
  - Wrote article promoting senior planning and digital marketing programs, designed ad promoting Business Matters
- October Kids Newspaper
  - Designed full-page advertorial promoting After school programs and digital resource Homework Help
- 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**

- Sep 8 – Spokesman Review - Library program helps adults with back-to-school hairstyles – The ultimate list of solar eclipse viewing parties in the Inland Northwest
- Sep 14 – Inlander – An Open Book
- Sep 20 – Deer Park Tribune – SCLD offering writing workshops
- Sep 21 – Cheney Free Press – County Library hosts writing workshops conference
- Sep 22 – Spokane Valley Herald – Input sought at library planning meeting
- Sep 25 – Spokesman Review – [Letter to editor] Right for the Library?
- Sep 28 – Spokesman Review – Public can weigh in on planned library in workshop today at City Hall

### **Press Releases**

- Sep 14 – Authors and literary agent lead writing workshops at annual conference
- Sep 19 – Public input sought at Library Planning Meeting at Spokane Valley City Hall
- Sep 28 – Get help with Medicare and retirement planning at the library

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

- Facebook: # of fans: 3,474
- Twitter: # of followers: 2,326

- Pinterest: # of followers: 1,684
- Instagram: # of followers: 1,161

### **September digital ads:**

KXLY.com – 77,242 impressions

In-browser display – 132,533 impressions

In app display – 22,138 impressions

Targeted Facebook ads – 57,432 impressions

### **Library District News:**

- Sep 1 – Do you have the best back-to-school accessory?
- Sep 6 – Urban farming & food preservation
- Sep 8 – Business classes and resources for success are free at the library
- Sep 11 – Homebuyer education & financial literacy workshops from SNAP Spokane
- Sep 12 – Writers conference brings workshops on humor, flash fiction, poetry, and publishing
- Sep 13 – Karen Mobley: October artist in residence at The Lab at North Spokane Library
- Sep 14 – Share your input: Library planning workshop at Spokane Valley City Hall
- Sep 20 – Kids explore creativity with STEM activities at the library
- Sep 26 – Senior planning and Medicare open enrollment assistance

### **Blog posts:**

- Sep 7 – Overabundance: What to do when the produce is piling up
- Sep 19 – Mixtape: The Vietnam War era
- Sep 21 – Spine-tingling reads for an October night
- Sep 28 – Tidying up: Embracing the Konmari method

### **eNewsletter email:**

- 90,437 sent on September 14, 2017
- Open rate: 13.5% (12,135)
- Clicked: 1,710 (1.9% click rate)
- Unsubscribed: 130

### **Podcast:**

A 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 September:

Library Out Loud: Spokane Is Reading

Library Out Loud: September Artist in Residence

Library Out Loud: October Artist in Residence

<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:

- Studio Drop-In at Spokane Valley Library
- Back-to-School Hairstyle Basics at Spokane County Library District
- North Spokane Book Club
- Monday Funday
- Thumbs-Up Thursday at Otis Orchards Library
- North Spokane Library (Visual Arts Tour)

#### **Communication Display Kits provided for community events**

- Progress Elementary Back-to-School night
- Brentwood Elementary School open house
- JA Jance
- Farwell Elementary open house
- STA Plaza Library Card sign-up event
- Washington Association of Activity Professionals Conference
- The Business Center open house – SNAP
- Neighborfest
- Valleyfest
- South East Spokane County Fair
- Totfest
- Moran Prairie Mullan Road Elementary open house
- Library Planning Workshop

#### **Current & Upcoming Projects & Event Promotion**

- October
  - Rhythms of Controversy performance continue
  - Spokane Writers Conference
  - Karen Mobley: Artist in Residence
- November
  - 75<sup>th</sup> Anniversary & Anthology Release Party
  - 75<sup>th</sup> Anniversary Celebration w/Hot Club
  - Small Business Saturday
  - 13<sup>th</sup> Documentary Viewing & Discussion
  - MiLinda Smith: Artist in Residence

#### **Meetings Attended**

- Sep 8 – Web team
- Sep 12 – SV Library ad hoc committee
- Sep 21 – Editorial meeting
- Sep 27 – GSI annual meeting

*Right: The Library District's ad in the September edition of The Current*



**Business Matters**

Digital Marketing  
with Dr. Tim Olsen

**SPOKANE VALLEY  
LIBRARY**

Oct 18, 8–9am

**SCORE BUSINESS  
WORKSHOPS**

- 6 Marketing Must-Haves for Small Business
- How to Write a Business Plan
- See Your Business Through the Eyes of Your Customer

For days & times, visit [www.sclld.org/events](http://www.sclld.org/events).

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**75**  
years  
**SPOKANE COUNTY  
LIBRARY  
DISTRICT**

## **Communication Support for the Friends**

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

- Deer Park Friends of the Library Book Sale
  - Digital display, calendar, website listing, eblast
- Argonne Friends Sidewalk Sale
  - Digital display, calendar, website listing, eblast
- Cheney Friends of the Library meeting
  - Digital display, calendar, website listing

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

- Deer Park – Sep 11 – sent to 2,000
- Argonne – Sep 24 – sent to 5,000

**Spokane County Library District  
Summary of Revenues & Expenses - (Cash Basis)  
For the Nine Months Ended September 30, 2017**

	Y-T-D Actual	Annual Budget	<div>Target 75.0%</div> Percent Used	Balance Remaining
<b>REVENUES</b>				
PROPERTY TAXES	\$ 6,636,810	\$ 11,308,000	58.69%	\$ 4,671,190
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	164,649	240,500	68.46%	75,851
GRANTS & DONATIONS	72,279	68,000	106.29%	(4,279)
E-RATE REIMBURSEMENTS	78,033	169,000	46.17%	90,967
OTHER	28,003	31,000	90.33%	2,997
INTEREST REVENUES	25,451	34,000	74.86%	8,549
<b>TOTAL REVENUES</b>	<b>\$ 7,227,325</b>	<b>\$ 12,170,639</b>	<b>59.38%</b>	<b>\$ 4,943,314</b>
TRANSFERS IN	-	-	0.00%	-
<b>TOTAL REVENUES &amp; TRANSFERS IN</b>	<b>\$ 7,227,325</b>	<b>\$ 12,170,639</b>	<b>59.38%</b>	<b>\$ 4,943,314</b>
<b>EXPENSES</b>				
SALARIES	\$ 4,541,085	\$ 6,082,000	74.66%	\$ 1,540,915
FRINGE BENEFITS	1,486,890	2,061,300	72.13%	574,410
SUPPLIES	126,783	189,459	66.92%	62,676
UTILITIES	331,836	429,700	77.22%	97,864
SERVICES	805,647	1,233,780	65.30%	428,133
INSURANCE	67,315	69,000	97.56%	1,685
EQUIPMENT & SOFTWARE	69,137	270,000	25.61%	200,863
LIBRARY MATERIALS	1,149,475	1,433,500	80.19%	284,025
ELECTRONIC LIBRARY MATERIALS	146,964	200,000	73.48%	53,036
LIBRARY PROGRAMS	72,076	121,200	59.47%	49,124
OPERATIONAL CONTINGENCIES	0	80,700	0.00%	80,700
<b>TOTAL EXPENSES</b>	<b>\$ 8,797,208</b>	<b>\$ 12,170,639</b>	<b>72.28%</b>	<b>\$ 3,373,431</b>
TRANSFERS OUT	-	-	0.00%	-
<b>TOTAL EXPENSES &amp; TRANSFERS OUT</b>	<b>\$ 8,797,208</b>	<b>\$ 12,170,639</b>	<b>72.28%</b>	<b>\$ 3,373,431</b>
<b>Net Excess of Revenues Over/(Under) Expenses</b>	<b>\$ (1,569,883)</b>	<b>\$ -</b>		
BEGINNING CASH	4,575,836			
NET FROM ABOVE	(1,569,883)			
ENDING CASH	<b>\$ 3,005,953</b>			

**Number of months cash on hand                      3.0**

Capital Project Fund Balance	1,201,845
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**Spokane County Library District  
Capital Projects Fund Budget and Actual  
For the Nine Months Ended September 30, 2017**

	<b>Y-T-D Actual</b>	<b>Annual Budget</b>	<b>Balance Remaining</b>
<b>REVENUES</b>			
Proceeds of Sale of Land	\$ -	\$ 839,000	(839,000)
Interest Earnings	8,563	7,000	1,563
<b>TOTAL REVENUES</b>	<u>8,563</u>	<u>846,000</u>	
<b>EXPENSES</b>			
Capital Improvements: North Spokane	423,906		
Tenant Improvements and Equipment: BookEnd	49,920		
<b>TOTAL EXPENSES</b>	<u>473,826</u>	<u>500,000</u>	(26,174)
<b>NET EXCESS OF REVENUES OVER (UNDER) EXPENSES</b>	<b>(465,263)</b>		
 Beginning Fund Balance: January 1, 2017	 1,667,108		
Net From Above	<u>(465,263)</u>		
Ending Fund Balance	<u>1,201,845</u>		

**Spokane County Library District**  
**Quarterly Trend Report of Revenues & Expenses**  
**Rolling 5 Quarters**

	9/30/2016	12/31/2016	3/31/2017	6/30/2017	9/30/2017
<b>REVENUES</b>					
PROPERTY TAXES	300,355	4,565,379	875,555	5,398,299	362,957
CONTRACT CITIES - AIRWAY HEIGHTS	61,111	61,111	61,146	61,146	61,146
CONTRACT CITIES - SPOKANE	-	51,719	-	38,661	-
					-
FINES & FEES	57,697	54,453	57,950	50,696	56,003
GRANTS & DONATIONS	22,493	7,343	31,155	25,961	15,163
E-RATE REIMBURSEMENTS	88,090	-	-	77,744	289
OTHER	6,759	11,800	15,987	1,377	10,639
INTEREST REVENUES	7,023	8,399	5,685	10,329	9,437
<b>TOTAL REVENUES</b>	<b>543,527</b>	<b>4,760,205</b>	<b>1,047,477</b>	<b>5,664,214</b>	<b>515,634</b>
<b>EXPENSES</b>					
SALARIES	1,496,137	1,471,224	1,454,923	1,541,105	1,545,057
FRINGE BENEFITS	483,293	473,227	479,081	494,389	513,420
SUPPLIES	42,754	34,489	40,246	47,235	39,302
UTILITIES	111,927	104,797	113,669	104,425	113,742
SERVICES	263,643	225,377	326,349	247,076	232,221
INSURANCE	-	-	67,105	175	35
EQUIPMENT & SOFTWARE	58,314	37,188	17,973	21,891	29,273
LIBRARY MATERIALS	390,560	302,431	404,129	396,834	348,513
ELECTRONIC LIBRARY MATERIALS	42,631	46,591	61,892	32,461	52,611
LIBRARY PROGRAMS	38,326	16,897	10,856	25,410	35,810
OPERATIONAL CONTINGENCIES	-	-	-	-	-
<b>TOTAL EXPENSES</b>	<b>2,927,586</b>	<b>2,712,220</b>	<b>2,976,224</b>	<b>2,911,001</b>	<b>2,909,983</b>
Fringe Benefits as % of Salaries	32.3%	32.2%	32.9%	32.1%	33.2%

## **Spotlight Argonne Library**

Library Supervisor Pat Davis will share highlights of Argonne Library and the community it serves.

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