MISSION

We inspire learning, advance knowledge, and connect communities.

Board of Trustees Regular Meeting

May 26, 2015   4:00 p.m.   Cheney Library Public Meeting Room

AGENDA

I.   CALL TO ORDER

II.   AGENDA APPROVAL [4:00]

III.   ACTION ITEMS
  A. Approval of April 28, 2015, Regular Meeting Minutes [4:00-4:03]
  B. Approval of April 2015 Payment Vouchers [4:03-4:05]
  C. Unfinished Business [4:05-4:15]
      1. Libraries Transforming Communities Project Update
      2. Bond Election Update
  D. New Business [4:15-4:30]
      1. Personnel Policy – Safety and Health, and Travel: Approval Recommendation.
      2. WLA 2015 Annual Conference Report
      3. Friends Helping Friends Report

IV.   DISCUSSION ITEMS, POSSIBLE ACTION [4:30-4:35]
  A. Future Board Meeting Agenda Items

V.   REPORTS
  A. Trustees [4:35-4:40]
  B. Executive Director [4:40-4:45]
      • Administrative
      • Community Activities
  C. Public Services [4:45-4:50]
  D. Communication [4:50-4:55]
  E. Fiscal [4:55-5:00]
  F. Spotlight – Cheney Library [5:00-5:10]
  G. Overview – Support Job Seekers and Local Business [5:10-5:30]

VI.   PUBLIC COMMENT

VII.   ADJOURNMENT

[Estimated meeting length: One and a half hours, 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.

05/26/15

CALL TO ORDER

The regular monthly meeting of the Spokane County Library District Board of Trustees was held Tuesday, April 28, 2015, in the public meeting room at Moran Prairie Library, 6004 S. Regal St., Spokane, WA. Chair Mark Johnson called the meeting to order at 4:02 p.m. and welcomed those in attendance.

PRESENT:

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

EXCUSED:

None.

GUEST: Julie Parry, Chair, ASW Spokane Chapter.

Also Present: Jane Baker, Communication & Development Officer; Sonia Gustafson, Managing Librarian; Gwendolyn Haley, Library Services Manager; Priscilla Ice, Chief Information Officer; Danielle Marcy, Library Supervisor; Paul Eichenberg, Chief Human Resources Officer; Rick Knorr, Chief Financial Officer; Aileen Luppert, Librarian; Debra Park, Adult Collection Development Librarian; Patrick Roewe, Deputy Director, Library Services; Doug Stumbough, Deputy Director, Library Operations; and Patty Franz, Administrative Assistant.

AGENDA APPROVAL

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

The motion carried unanimously.

ACTION ITEMS

APPROVAL OF MARCH 17, 2015, REGULAR MEETING MINUTES

Mr. Johnson called for corrections to the March 17 regular meeting minutes. There were no corrections; the minutes stand approved as written.

APPROVAL OF MARCH 2015 BILL PAYMENT VOUCHERS

Mr. Craig moved and Mr. Hattenburg seconded approval of the March bill payment vouchers as follows:

Fund

L01	Voucher numbers:	47738 through 47874 and W00230-W00234 totaling	$ 442,105.58

	Payroll numbers:	03102015PR and 03252015PR totaling	$ 337,451.72
		Total	$ 779,557.30

There were no questions.
The motion was unanimously approved.

UNFINISHED BUSINESS

LIBRARIES TRANSFORMING COMMUNITIES PROJECT UPDATE. Along with providing a monthly report, Mr. Roewe noted the SCLD LTC Cohort is developing an action plan to share with Trustees at the May 26 meeting. There was no further discussion.

BOND ELECTION UPDATE. Ms. Ledeboer reported that following Communication & Development Officer Jane Baker's presentation to the Spokane Valley Chamber Government Affairs Committee on April 7, a recommendation to endorse the bond was made to the Chamber of Commerce and it has since been approved. Ms. Ledeboer said following an upcoming meeting with Chamber President & CEO Katherine Morgan, more information about next steps will be available. Also, Deputy Director Doug Stumbough and Ms. Baker will meet with staff at libraries within the LCFA to ensure staff has information to answer questions. There was no further discussion.

NEW BUSINESS

AUTISM SOCIETY OF WASHINGTON SPOKANE CHAPTER PRESENTATION. Julie Parry, chair of the ASW Spokane Chapter, briefly shared her 25 years of experience as a parent in need of resources. At the onset of her child's diagnosis, little was known about autism and the library had only one book in its collection. Ms. Parry on behalf of the ASW community presented a donation check for $250 to the Board of Trustees and expressed appreciation to the library district for making educational materials available to members and creating a safe and supportive environment for families. Trustees expressed thanks in return to Ms. Parry for the informational presentation and donation check that will go toward purchase of additional autism spectrum library materials.

CONFIDENTIALITY OF LIBRARY RECORDS POLICY. Ms. Ledeboer reported that although there were no recommended changes to the Confidentiality of Library Records policy, an overall review was planned because of its importance. Deputy Director Doug Stumbough highlighted the underlying aspects and legal basis of the policy for which SCLD upholds federal and state laws to protect the privacy of individuals who access library materials. Confidentiality extends to all records with identifying information about members, including requests for information, borrowing records, computer use records or access to online resources. Mr. Stumbough cited the Public Records Act, and provided specific exemptions to public records law as it relates to libraries. Ms. Ledeboer pointed out the policy paragraph stipulating that information may be used for operation of the library, and gave examples of when member data can be utilized. In response to Trustee Hattenburg, Mr. Stumbough said most records are purged after three years. There was no further discussion.

DISCUSSION ITEMS, POSSIBLE ACTION

FUTURE BOARD MEETING AGENDA ITEMS

Mr. Johnson reviewed the list of tentative agenda items for the next two months and pointed out the next meeting will be held May 26, a week later than usual, at Cheney Library.

SUMMER 2015 MEETING AND RETREAT SCHEDULE
Mr. Johnson commenced review and discussion of summer schedules. Trustees determined by consensus to cancel the July meeting, and adjust the agenda accordingly for August 18 meeting. Following adjournment of the August regular meeting, Trustees will hold a planning retreat to provide feedback toward the next iteration of the District Community Impact Plan. The retreat will held from 6-8 p.m. in the same library meeting room at Medical Lake Library. There was no further discussion.

REPORTS

TRUSTEES

Following attendance at the Friends Helping Friends event held April 26, Mr. Craig reported he was impressed with the Friends' enthusiasm and energy. He found the idea of the foundation as an umbrella group to provide training for other non-profit community groups, such as those with treasurer responsibilities for homeowners associations or political campaigns, intriguing. Ms. Ledeboer said WLA could potentially partner with us to host this type of training at the upcoming 2016 annual conference in Spokane.

Ms. Ledeboer called attention to the printed copies of recent email correspondence sent from members to the Board of Trustees at its SCLD address. Discussion ensued about preferences for handling correspondence with the Board. Trustees determined their preference was to receive printed copies of communications at each regular meeting.

There were no other reports.

EXECUTIVE DIRECTOR

The Executive Director's written report provided prior to the meeting included information on the Business Office, Finance and Facilities, Collection Services, Human Resources, Information Technology, and Community Activities. Ms. Ledeboer reported the new cooling system installation at the Argonne facility is nearly finished, for which the contingency budget will cover the cost. Two additional items of note include the delay in listing the property for sale on Upriver Drive. The property was determined surplus by the Board following public hearings. However, the study conducted by the surveyor has not been completed and until we determine if there are requirements that may be imposed by the county to improve the property, we have not moved forward to list it. Also, the City of Spokane sent a notice of a potential annexation of property within the Moran Prairie Library Capital Facilities Area (MPLCFA). A response was sent to the city attorney indicating that the property would be subject to the current annexation agreement that remits property tax to the District to continue providing library services to households within the MPLCFA. Ms. Ledeboer reported Aileen Luppert and Sonia Gustafson are co-chairs of the WLA Annual Conference, which will be held in Spokane next year. SCLD Staff Day is scheduled for Friday, September 18, at CenterPlace. Trustees are invited to

attend. Ms. Ledeboer introduced and welcomed new CFO Rick Knorr, and called attention to National Volunteer Month and gifts of chocolate for Trustees to express appreciation for their dedicated volunteer time.

PUBLIC SERVICES

Deputy Directors Patrick Roewe and Doug Stumbough provided a written report prior to the meeting for March 2015, with data for customer use measures, programming, and library activities. Ms. Ledeboer pointed out that Cheney Library was awarded Best of the West for Community Relations by the Cheney Chamber of Commerce. AARP Tax-Aide appointments to assist taxpayers made for busy winter months at libraries. The new online system has benefited meeting room use, which continues to increase. There was no further discussion.

COMMUNICATION

Communication & Development Officer Jane Baker provided a written report prior to the meeting for March 2015 communication activities. There was no further discussion.

FISCAL

Revenue and Expenditure Statement through March 31, 2015.

Fund 001		
Revenues	$	955,752
Expenditures	$	3,055,392
Ending Fund Balance	$	2,284,749
Fund Budget Expended		25.66%

CFO Rick Knorr noted that last month's report followed the format used prior to switching to cash basis in 2014. He has corrected the format to reflect actual property tax collected to date, rather than the annual budgeted amount.

SPOTLIGHT MORAN PRAIRIE LIBRARY

Library Supervisor Danielle Marcy and Librarian Aileen Luppert reported on the community served by Moran Prairie Library as related to the Community Impact Plan and Libraries Transforming Communities. Moran Prairie ranks as the third busiest District library, virtual library excluded. Both door count and use of meeting rooms have increased, yet circulation has decreased slightly, as is the trend districtwide, yet much staff assistance is provided for eBooks. The library's patio is now open, with the acrylic panels removed for the summer months.

For early learning, all three Storytimes have a Play and Learn component. Ms. Luppert noted staff recently attended training to SuperCharge Storytime, which refers to a methodology confirmed by University of Washington iSchool's Project VIEWS2 to engage and develop literacy of children, aged 0-5 years old. Ms. Luppert also described the Born Learning Trail, a series of outdoor educational activity stations for parents and children, the firehouse, and noted the Love.Talk.Play. shelving unit has been updated with resources for parents and caregivers. There is also a writing station, for which an iPad has replaced the children's computer.

Ms. Marcy described explore and discover programming and attendance. The Moran Prairie Book Club is well attended, as is Zentangle for adults, which has a strong regular attendance.

Last year's Summer Reading had 586 participants. The Create programs were also successful, which included classes for dance, drawing, photography, personal finance and more.

In support of business and job seekers, Ms. Luppert will pursue a community conversation among area local business owners whom have shown interest. Some common themes have emerged from the Libraries Transforming Communities conversations. Moran Prairie residents want an active thriving community and sense of place, and share a concern about increased traffic issues. Ms. Marcy made door-to-door visits at area businesses to distribute library business cards and share information about online resources. Meeting room use is strong.

Community members connect at the library via AARP Tax-Aide and ACA appointments. Friends of the Library had two book sales. Ms. Marcy joined the Manito Lion's Club, and will volunteer for White Cane Day at Albertson's at 57th and Regal. Library tours continue for schools and Scout troops. To promote local artists, a wall for fine art was established, and the popular library display case is booked through the year. The library will participate in the Spangle Days Parade, a new Moran Prairie Grange Strawberry Festival, Fire Station District 8 Open House, and Adams Elementary Literacy Night.

The staff innovation project was designed to help promote and create a network of area businesses. In November, a local specialty coffee shop, Revel 77, and Chocolate Apothecary, joined forces for Sip and Savor, an afternoon coffee and chocolate history and tasting class. The event was so successful a second program was added.

Coming up: Former employee and local author Sharma Shields, along with other local authors will participate in a picnic and poetry evening held outdoors at the library amphitheater, July 2. Friends of the Library will sponsor gelato for all participants. Trustees expressed appreciation for the informative report.

OVERVIEW THE BIG READ

Library Services Manager Gwendolyn Haley presented an overview of The Big Read, a program of the National Endowment for the Arts in partnership with Arts Midwest. SCLD was one of 77 communities awarded a Big Read grant this year, and the only recipient in the state of Washington. This was the District's third opportunity to participate in the program. The Call of the Wild was selected after consulting with area teachers who agreed the Jack London novel would be a great choice and also provide an opportunity for schools to participate. Ultimately, Ms. Haley said, collaborating with the schools and providing books was one of the most enjoyable aspects of the program. Ms. Haley described specific criteria and programming elements for the grant, and elaborated on some of the programming highlights, such as live theatrical performances by Michael Oakes, an impersonator of Jack London; co-sponsoring a sled dog race with the Inland Empire Sled Dog Association; and a highly-attended panel discussion about wolves in the Pacific Northwest, moderated by The Spokesman-Review Outdoors Editor Rich Landers, to name only a few. Programs were attended by 1,131 residents; not included in the count were those who listened to book readings on KPBX radio. One thousand copies of the novel were distributed throughout The Big Read month of February, and books were checked out of libraries 297 times. The total award was comprised of $11,200 from the NEA; $1,000 by Humanities Washington; and $2,000 donated by the Friends of North Spokane Library.

A 10-minute recess was called at 5:25 p.m.

EXECUTIVE SESSION

Mr. Johnson moved and Mr. Hattenburg seconded for the Board to go into executive session at 5:35 p.m. to discuss the Executive Director's third annual performance evaluation. The Board returned from executive session at 5:59 p.m. Chair Johnson will complete a summary of Ms. Ledeboer' s evaluation, which will be filed in District personnel files.

PUBLIC COMMENT

There were no public comments.

ADJOURNMENT

The meeting adjourned at 6:00 p.m.

_____
Mark Johnson, Chair

_____
Nancy Ledeboer, Secretary of the Board of Trustees

PAYMENT VOUCHER APPROVAL

Pursuant to RCW 42.24.180 and Spokane County Library District Resolution # 94-03, we, the undersigned, do hereby certify that the merchandise and services hereinafter specified have been received as of April 30, 2015 and that payment vouchers listed on this and the following pages are approved for payment in the total amount of $922,446.54 and that we are authorized to authenticate and certify these claims.

DATE: May 1, 2015

SIGNED _____

TITLE: CFO

SIGNED _____

TITLE: Executive Director

VOUCHER NUMBER		DESCRIPTION	VOUCHER AMOUNT
047875	APPLE COMPUTER, INC.	IT HARDWARE & SOFTWARE	$ 2,790.33
047876	ASSOC OF WASHINGTON CITIES	MEDICAL, DENTAL, VISION & LIFE INS.	63,328.33
047877	ASSOC OF WASHINGTON CITIES	LIFE INSURANCE	776.00
047878	AVISTA UTILITIES	UTILITIES	4,957.99
047879	CLASSIC VENTURES LTD	LIBRARY MATERIALS	19.01
047880	BLACKSTONE AUDIO BOOKS	LIBRARY MATERIALS	147.99
047881	B & C TELEPHONE, INC.	EQUIPMENT REPAIR & MAINTENANCE	543.36
047882	BRILLIANCE PUBLISHING, INC.	LIBRARY MATERIALS	9.77
047883	CENTURYLINK	TELEPHONE	88.25
047884	CENTURYLINK	TELEPHONE	92.24
047885	CITY OF SPOKANE	UTILITIES	259.14
047886	CRAIG BARNETT	LIBRARY MATERIALS	134.95
047887	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	364.41
047888	FINDAWAY WORLD, LLC	LIBRARY MATERIALS	489.06
047889	FRONTIER COMMUNICATION	TELEPHONE	116.59
047890	GALE/CENAGE LEARNING	LIBRARY MATERIALS	1,073.01
047891	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	604.38
047892	H&H BUSINESS SYSTEMS, INC.	EQUIPMENT REPAIR & MAINTENANCE	1,415.84
047893	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	7,725.59
047894	JANUS FILMS	LIBRARY PROGRAMS	200.00
047895	MIDWEST TAPE	LIBRARY MATERIALS	5,771.13
047896	OVERDRIVE, INC.	LIBRARY MATERIALS	6,997.98
047897	RECORDED BOOKS, LLC	LIBRARY MATERIALS	572.63
047898	SPOKANE COUNTY LIBRARY DIST	REIMBURSE REVOLVING FUND	268.10
047899	SPOKANE CO. WATER DISTRICT #3	UTILITIES	14.25
047900	UPS	FREIGHT	10.18
047901	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	510.05
047902	WASTE MANAGEMENT OF SPOKANE	UTILITIES	1,136.28
047903	ABM JANITORIAL SERVICES - NW	CUSTODIAL SERVICES	11,897.38
047904	ALIBRIS, INC.	LIBRARY MATERIALS	16.94
047905	ALLIED SAFE & VAULT CO, INC.	SAFETY AND SECURITY SERVICES	1,284.60
047906	AVISTA UTILITIES	UTILITIES	3,024.76
047907	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	13.19
047908	CONSOLIDATED ELECTRICAL DIST.	MAINTENANCE SUPPLIES	145.77
047909	CITY OF AIRWAY HEIGHTS	UTILITIES	128.17

047910	CITY OF CHENEY	UTILITIES	638.30
047911	CITY OF DEER PARK	UTILITIES	70.00
047912	CITY OF MEDICAL LAKE	UTILITIES	160.68
047913	DEVRIES INFORMATION MGMT	COURIER SERVICE	4,770.00
047914	DOWN TO EARTH SPRINKLER SERV	GROUNDS MAINTENANCE	1,070.62
047915	EMPIRE DISPOSAL INC.	UTILITIES	18.75
047916	CHARITY DOYL	ADVERTISING	100.00
047917	FINDAWAY WORLD, LLC	LIBRARY MATERIALS	81.50
047918	GREATAMERICA FINANCIAL SVCS.	POSTAGE METER LEASE	159.95
047919	GALE/CENAGE LEARNING	LIBRARY MATERIALS	651.30
047920	GREATER SPOKANE VALLEY CHAMBER	DUES AND MEMBERSHIPS	350.00
047921	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	747.88
047922	GREY HOUSE PUBLISHING	LIBRARY MATERIALS	233.05
047923	HER INTERACTIVE, INC.	LIBRARY MATERIALS	44.98
047924	VANTAGEPOINT TRNSFR %M&T BANK	EMPLOYEE CONTRIBUTIONS	5,659.20
047925	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	7,548.33
047926	KHQ Q6 - SPOKANE	ADVERTISING	1,500.00
047927	McMULLEN & McMULLEN, P.S.	LEGAL SERVICES	126.00
047928	MIDWEST TAPE	LIBRARY MATERIALS	3,028.27
047929	MODERN ELECTRIC WATER COMPANY	UTILITIES	1,810.44
047930	MONTGOMERY HARDWARE	OFFICE/LIBRARY SUPPLIES	21.04
047931	MR. B'S CLEAN SWEEP, INC.	BUILDING REPAIR & MAINTENANCE	1,027.82
047932	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	114.59
047933	OVERDRIVE, INC.	LIBRARY MATERIALS	10,780.73
047934	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	34,315.29
047935	PRESSWORKS	PRINTING	730.47
047936	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	382.65
047937	RAPID LEARNING INSTITUTE	TRAINING & TRAVEL	8,699.25
047938	RECORDED BOOKS, LLC	LIBRARY MATERIALS	90.44
047939	SPOKANE COUNTY TREASURER	SHORT PLAT FEES	30.57
047940	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	137.32
047941	U.S. BANK	H S A FEES	81.00
047942	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	341.06
047943	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	808.79
047944	WHIPPLE CONSULTING ENGINEERS,	SURVEY FEES - 9220 UPRIVER	85.00
047945	WHITWORTH WATER DISTRICT #2	UTILITIES	28.57
047946	WALT'S MAILING SERVICE	ADVERTISING	583.15
047947	AVISTA UTILITIES	UTILITIES	884.08
047948	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	77.66
047949	SHAWN J. VanGORDER BROW	LIBRARY PROGRAMS	60.00
047950	CONSOLIDATED ELECTRICAL DIST.	MAINTENANCE SUPPLIES	156.33
047951	CENTURYLINK	TELEPHONE	59.85
047952	CENTURYLINK	TELEPHONE	92.19
047953	CENTURYLINK	TELEPHONE	132.39
047954	CENTURYLINK	TELEPHONE	91.70
047955	CENTURYLINK	TELEPHONE	88.15
047956	CENTURYLINK	TELEPHONE	37.47
047957	LYNNAE DANIELS	RECRUITING	190.90
047958	DIVCO INCORPORATED	BUILDING REPAIR & MAINTENANCE	2,324.88
047959	DEPT. OF LABOR & INDUSTRIES	QUARTERLY WORKMAN'S COMP.	13,073.09
047960	DEPARTMENT OF LABOR & IND.	BUILDING REPAIR & MAINTENANCE	210.70
047961	EARTHWORKS RECYCLING,INC	UTILITIES	301.00
047962	EXECUTIVE LEADERSHIP	OFFICE/LIBRARY SUPPLIES	96.00

047963	GALE/CENAGE LEARNING	LIBRARY MATERIALS	665.37
047964	GREATER SPOKANE VALLEY CHAMBER	TRAINING & TRAVEL	125.00
047965	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	4,811.76
047966	H&H BUSINESS SYSTEMS, INC.	EQUIPMENT REPAIR & MAINTENANCE	99.13
047967	iHEARTMEDIA-SPOKANE	ADVERTISING	1,130.00
047968	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	11,028.91
047969	INTEGRA	DATA COMMUNICATIONS - WAN	15,630.49
047970	INTEGRA	INTERNET & TELEPHONE	2,300.87
047971	INLAND POWER AND LIGHT	UTILITIES	590.03
047972	GROUP W MARKETING	ADVERTISING	500.00
047973	PERIDOT PUBLISHING LLC	ADVERTISING	297.50
047974	LINN'S STAMP NEWS	LIBRARY MATERIALS	19.99
047975	MIDWEST TAPE	LIBRARY MATERIALS	2,990.53
047976	NEW YORK TIMES	LIBRARY MATERIALS	72.00
047977	OCLC, INC.	CATALOGING & SUPPORT SERVICES	3,751.65
047978	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	67.97
047979	OVERDRIVE, INC.	LIBRARY MATERIALS	6,984.76
047980	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	1,348.07
047981	RECORDED BOOKS, LLC	LIBRARY MATERIALS	215.23
047982	JANELLE KRUM, CUSTODIAN	REIMBURSE PETTY CASH FUND	109.76
047983	SPOKANE COUNTY UTILITIES	UTILITIES	517.04
047984	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	71.25
047985	TUMBLEWEED PRESS INC.	LIBRARY MATERIALS	2,392.00
047986	VERIZON WIRELESS	TELEPHONE	207.27
047987	ABM JANITORIAL SERVICES - NW	CUSTODIAL SERVICES	2,042.37
047988	AUNTIES, INC.	LIBRARY MATERIALS	4.88
047989	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	31.01
047990	BERKLEY NORTH PACIFIC	INSURANCE	268.00
047991	CDW GOVERNMENT, INC.	IT HARDWARE & SOFTWARE	168.49
047992	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	501.84
047993	CENTURYLINK	TELEPHONE	42.72
047994	DELL MARKETING L.P%DELL USA LP	IT HARDWARE & SOFTWARE	9,320.84
047995	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	146.51
047996	EBSCO INDUSTRIES, INC.	LIBRARY MATERIALS	118.60
047997	GALE/CENAGE LEARNING	LIBRARY MATERIALS	500.06
047998	VANTAGEPOINT TRNSFR %M&T BANK	EMPLOYEE CONTRIBUTIONS	5,756.08
047999	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	8,745.85
048000	INLAND POWER AND LIGHT	UTILITIES	319.88
048001	MIDWEST TAPE	LIBRARY MATERIALS	6,424.33
048002	OVERDRIVE, INC.	LIBRARY MATERIALS	6,959.06
048003	PERRINE PROPERTIES, LLC	PARKING LOT LEASE	250.00
048004	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	33,449.23
048005	PRESSWORKS	PRINTING	383.71
048006	RECORDED BOOKS, LLC	LIBRARY MATERIALS	443.49
048007	SHOWCASES	OFFICE/LIBRARY SUPPLIES	160.56
048008	SOLARWINDS, INC.	SOFTWARE SUPPORT	280.00
048009	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	92.96
048010	UPS	FREIGHT	20.72
048011	U.S. BANK CORP. PAYMENT SYSTEM	CHARGE CARD PAYMENT	16,450.68
048012	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	341.06
048013	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	500.60
048014	ABM JANITORIAL SERVICES - NW	CUSTODIAL SERVICES	670.00
048015	AUNTIES, INC.	LIBRARY MATERIALS	110.33

048016	AVISTA UTILITIES	UTILITIES	4,771.22
048017	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	491.36
048018	BANK OF AMERICA	SAFE DEPOSIT BOX FEE	195.00
048019	BLACKSTONE AUDIO BOOKS	LIBRARY MATERIALS	100.00
048020	BRILLIANCE PUBLISHING, INC.	LIBRARY MATERIALS	9.77
048021	CAPITAL COMMUNICATIONS, INC	OFFICE/LIBRARY SUPPLIES	206.80
048022	CONSOLIDATED ELECTRICAL DIST.	MAINTENANCE SUPPLIES	31.52
048023	CENTURYLINK	TELEPHONE	82.37
048024	CENTURYLINK	TELEPHONE	42.49
048025	CENTURYLINK	TELEPHONE	92.37
048026	ROBERT BEECHER	ELECTRONIC LIBRARY SERVICES	655.00
048027	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	545.48
048028	DIVCO INCORPORATED	BUILDING REPAIR & MAINTENANCE	2,050.97
048029	EAST.WASH.FINANCE OFFICERS	TRAINING & TRAVEL	80.00
048030	FINDAWAY WORLD, LLC	LIBRARY MATERIALS	627.64
048031	FRONTIER COMMUNICATION	TELEPHONE	116.73
048032	GALE/CENAGE LEARNING	LIBRARY MATERIALS	19,971.43
048033	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	3,219.71
048034	GREY HOUSE PUBLISHING	LIBRARY MATERIALS	237.05
048035	H&H BUSINESS SYSTEMS, INC.	EQUIPMENT REPAIR & MAINTENANCE	1,532.15
048036	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	9,089.14
048037	THE LARGE PRINT BOOK COMPANY	LIBRARY MATERIALS	164.60
048038	MIDWEST TAPE	LIBRARY MATERIALS	4,145.26
048039	OVERDRIVE, INC.	LIBRARY MATERIALS	6,365.48
048040	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	732.96
048041	RECORDED BOOKS, LLC	LIBRARY MATERIALS	913.48
048042	RELEVANT, INC	LIBRARY MATERIALS	328.00
048043	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	74.87
048044	SUPPLYWORKS	CLEANING & SANITATION SUPPLIES	55.20
048045	UNIQUE MANAGEMENT SERVICES	COLLECTION AGENCY & NOTICE FEES	2,544.95
048046	UNITED WAY WORLDWIDE	LIBRARY MATERIALS	770.70
048047	UPS	FREIGHT	20.74
048048	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	657.13
W00235	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	61,225.61
W00236	US BANK - HEALTH	H S A CONTRIBUTIONS	1,751.65
W00237	STATE OF WASHINGTON	MONTHLY EXCISE/SALES TAXES	779.79
W00238	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	59,581.53
W00239	US BANK - HEALTH	H S A CONTRIBUTIONS	1,882.90

Total Non-Payroll General Operating Fund $ 558,404.52

PAYROLL VOUCHERS

04102015PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	$ 185,445.70
04242015PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	178,596.32

Total Payroll General Operating Fund $ 364,042.02

TOTAL GENERAL OPERATING FUND $ 922,446.54

Spokane County Library District
Monthly Credit Card Activity
For the Month of April, 2015

Card Category		Amount
General Purchases	$	7,019.02
Maintenance		1,107.65
Travel		4,587.25
Acquisitions		2,987.58
Information Technolgy		708.36
Outreach		40.82
Total Purchases	$	16,450.68

Libraries Transforming Communities Public Innovators Cohort Report – April 2015

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

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

Community Engagement Plan:
The primary focus in April was finalizing our community engagement plan, also known as the *TECA* (Taking Effective Community Action). As mentioned in last month's update, drafting this plan proved to be a challenge for the LTC team, with two earlier drafts scrapped before a more focused version emerged via feedback from our Harwood Coach. What was affirming in this process was that that version was annotated and posted for the entire cohort of an example of a *TECA* for others to review. Attached is the most recent version of the TECA based on the annotated version for your review.

Next Steps:
Putting the *TECA* into action will be the focus in May. In addition, we'll be wrapping up Community Conversations and drafting community narratives for each of our communities and the District at large.

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

CALIBRATING COMMUNITY CONDITIONS: "FOR A BETTER COMMUNITY"

Instructions

1. Take a few minutes to read the material below.
2. Using the descriptions from Stages of Community Life (page 5.5 in the Public Innovators Lab Workbook), determine which stage this community is at.

For a Better Community, your organization, has been hosting Community Conversations for the past 3 months. People from across diverse parts of the community have participated. The team leading this work has created a summary Community Narrative of what you have heard in the voice of the community.

Spokane Valley Community Narrative – 3/18/15

We want a community of strong relationships with a vibrant economy that supports opportunities for youth, a quality education system, and recreational and cultural opportunities for all ages. We want safe and diverse neighborhoods where people know and talk to one another. However, people are concerned with too few opportunities to connect, a lack of personal relationships, and the feeling that people don't know their neighbors. People don't feel safe and miss having a stronger sense of community, and are looking for places and ways to connect in their neighborhoods and across generations. Some people are waiting for someone else to take action while others are willing to take small steps to create the community they want. Because trusted groups vary across the Valley, supportive efforts are splintered. By creating a shared vision and collaborative effort, we could build momentum towards a stronger town and neighborhoods where people feel welcomed and a part of the community.

MOVING FROM ASPIRATIONS TO ACTION

Step 1: Take Effective Civic Action—Working Document
Fill out the chart as completely as possible. Do not get bogged down on questions you cannot answer.

Strategy Element	Public Knowledge for Community of Focus	Implications for our organization

Shared Aspirations	What are the shared aspirations for our community? (List from the Community Narrative)
	• **caring and supportive community**
	• **vibrant economy**
	• **quality education system**
	• **recreational and cultural opportunities for all ages**
	• **safe and diverse neighborhoods**
		How does our current work help address people's shared aspirations?
		• **Responsive programming and services that reflect those aspirations**
		   o **Early learning supports Ed.**
		   o **Job and workforce devo supports econ.**
		   o **Explore and discover supports rec & culture and**
		• **Libraries are safe places**
		• **Programs encourage interaction and connection**
		• **Library provides high and low tech means of sharing community info**

Main Concerns & Specific Issues (Sweet Spot)	What are the main concerns & specific issues? List concerns & related issues from the Community Narrative. For communities in Waiting Place or Impasse, this may be sketchy. • **people don't know/don't talk to their neighbors** • **people don't feel safe, both personally and regarding property** • **people don't feel their neighborhoods are demographically diverse** • **quality education system that prepares youth for the job market** • **an economy that supports opportunities for youth** • **recreational and cultural opportunities for all ages** Is there one main concern and/or specific current strategies, action plans or issue that has surfaced above others? (Note: If the community is at Waiting Place or Impasse, you can work on almost any issue and achieve good results.) • **People are looking for places and way to connect across generations and to give youth work-related experience that better prepares them for the job market**	What do the main concerns and specific issues identified by the community tell us about where to focus our work? **-mobilize staff to directly respond to the issues via resources and programs** **-embed librarians in community groups to better understand issues** How does our current work fit with what's going on in the community? **-affirms we're responsive in current efforts, emphasizes need for greater focus moving forward.** Does the public knowledge match with our assessment of the issues based on local data and expert knowledge? **-Yes, based on prior strategic plan efforts** Do we need to adapt or adjust our programs based on the public knowledge gained? **-Need greater focus, and will have to continue to adjust/adapt, particularly as we identify community partners and public capital factors**

Strategy Element	Public Knowledge for Community of Focus	Implications for our organization
Stage of community Life	What stage of community life is our community in? (Determine from the Community Narrative and Community Rhythms tool.) • generally - **impasse** • on main concern and/or specific issue: **strong relationships – waiting place** • on main concern and/or specific issue: **vibrant economy** - catalytic • on main concern and/or specific issue: **quality education system – catalytic** • on main concern and/or specific issue: **•recreational and cultural opportunities for all ages – impasse** • on main concern and/or specific issue: **•safe and diverse neighborhoods – impasse**	What are realistic expectations for: • The speed of change? **Slow** • The scale of change? **Modest** • How many pockets of change should we work on at one time? **Few** • The degree of coordination we should attempt? **None** What types of action we should focus on? (Note use chart on page 5 as a guide.) • **Identify an action that "moves the needle" and responds to aspirations** • **Identify our role in manifesting those aspirations** • **Identify partners who could help**
Public Capital Factors (Sweet Spot)	What are the 2 or 3 most important Public Capital Factors to work on? (From the Community Narrative and Community Rhythms tool.) • **An Abundance of Social Gatherings** • **Informal Networks and Links**	How does our current work support these Public Capital factors? • An Abundance of Social Gatherings—**we provide opportunities to come together via programs that show what's out there in the community** • **Informal networks and links**- through our attendance at community meetings (chambers, school board, GVSN), presenting at schools etc. we're becoming an integral part of community activities.

Strategy Element	Public Knowledge for Community of Focus	Implications for our organization

Boundary Spanning Functions	• Given the work that needs to be done, what boundary spanning function(s) do we think is/are needed at this point? E.g. convener; funder; researcher; storyteller; catalyst, etc.
	
	• Consider Public Knowledge and information you have gathered using the Community Rhythms tool, and which Public Capital factors you have chosen.
	
	    • **connector**
	    • **storyteller**
		Can our organization take on any of these functions? At this time?
		    • **Yes & Yes.**
		
		Does taking on this/these function(s) make sense given the work of other organizations, partners and institutions in the community?
		    • **Yes. We have the organizational capacity, and, due to spending more time in our own civic engagement efforts, we've forged new connections with groups working on similar issues, such as SV Tech (learning environment for high school students to gain technical skills and experience in growing industries).**
		Given the impact we are trying to create in and with the community, we also need partners who can take on the following boundary spanning functions:
		
		• **Resource provider(s):** other organizations that can provide people and/or funding to achieve greater impact
		
		•**"backbone" organization(s):** community partner that is established and recognized as being already engaged in the work
		
		Note: The answers to the above questions can be summarized as "the space you want to occupy in relation to the community."

If you left a cell blank due to insufficient information or Public Knowledge, ask yourself:

• Do we know enough to get started?

• If not, who do we need to talk with to gain this knowledge? What do we need to know or learn?

COMMUNITY RHYTHMS IMPLICATIONS FOR CHANGE CHART

Stage	Speed	Size	Consensus	Coordination (see collective impact note)	Pockets of Change	Actions for Changed Conditions
The Waiting Place	Slowly	Small	No, people can't name the problem	No	Create	Help people name the aspirations, concerns, issues and changed conditions. Demonstrate small signs of progress.
Impasse	Slowly	Small	No, people may be angry, but don't agree what's an issue	No, these will fail	Create	Discover shared aspirations. Identify taboo issues. Help people imagine alternate future Create organized spaces for people to convene.
Catalytic	Quicker, particularly in pockets	Small	Yes, but it's not widespread	No, but you can form informal networks	Create and Loosely Connect	Try lots of small things in pockets. Encourage informal networks and new leaders. Help share the emerging narrative. Model desired community norms.
Growth	Quickly	Broad	Yes	Yes, particularly to address systemic issues	Connect and Coordinate	Work community wide. Coordinate and accelerate collective action. Highlight new narrative. Bring in new leaders.
Sustain and Renew (5th stage) — is rare and not included in this tool.						

STEP 2: Picking Pockets of Change

Listening to gain Public Knowledge and then sharing it broadly is an essential first step to community change. While listening and sharing are actions in and of themselves, they will need to be coupled with other actions that give people a sense of momentum and possibility. In the Harwood practice we call these "pockets of change."

What is a pocket of change?
A targeted action that:
1. Moves a community towards its shared aspirations; and

2. Creates momentum and energy that encourages and inspires others to engage.

Public Capital Example: Creating informal networks (Convening people who would not otherwise get together; offering space for groups to gather.)

Concern/Issue Specific Education in the Waiting Place stage – Creating small, time-bound opportunities for people to demonstrate their willingness to work together such as painting a school

Example: Education/Literacy in the Impasse stage – Raising awareness about the importance of adult mentors in school success and recruiting volunteers for a reading buddy program

Blended Example: Convening individuals and organizations interested in providing community support to schools.

Reminder: To achieve the Sweet Spot you need to be working on Concerns/Issues and Public Capital AT THE SAME TIME.

How do you start thinking about pockets of change?
No one starts with a blank slate! Every organization and every community has pre-existing work underway. The key is to use the
Take Effective Civic Action tool to calibrate:
  1. How you can adapt or adjust your current work to better fit the community aspirations and conditions.

  2. Whether some of the work you do is not substantively contributing to community aspirations and conditions. (This signals the need to make an intentional choice about continuing with that work. It may warrant continuation or be a candidate for work you stop doing.)

  3. What new work you want to take on, by yourself or with partners.

Questions to help you pick pockets of change

Public Knowledge	• What does Public Knowledge tell us is a good place <u>to start</u>?
	o **People are looking for activities, opportunities and places to connect intergenerationally.**
	• Is there a Concern and/or Issue yet?
	o **People are looking for places and ways to connect with each other to feel like a part of something. Initially we are going to link this concern to the issue of cultural opportunities for all ages.**
	• In two sentences or less, what are we trying to accomplish – what is the essence?
	o **We are going to work with community partners to connect youth and seniors, initially by having youth train seniors in assisted care facilities to use mobile devices. We will look for opportunities to build relationships among the teens and seniors and share stories of what results.**

Other external factors	• Given the above, what is already underway in the community that can be enhanced, built upon?
	     o **Volunteer efforts— schools (SV Tech), SCLD outreach services to adult care facilities, Spokane Cares, Spokane Valley Partners, Greater Valley Support Network, , Excelerate Success**
	 • Where is there energy and will to work together?
	     o **Schools (SV Tech), Local churches, City of Spokane Valley comprehensive plan, Greater Spokane Valley Chamber, GSVN, Spokane Regional Health District**
	 • What can we win at collectively? (creating proof points; building confidence and momentum)
	     o **Create opportunities for people to connect with each other, building momentum towards a community identity.**
	 • What does Expert Knowledge suggest we consider if a Concern and/or Issue has surfaced?
	     o **Aligns with what we are hearing—not a lot of community involvement/engagement happening now. The SV comprehensive plan update included community character themes that emerged including "increased sense of community identity;" HS teachers indicate that students need experience in developing people/communication skills**

Internal considerations	• What are our aspirations for our organization in relation to the community's shared aspirations? What space do we want to occupy?
	     o **Find our role in manifesting those community aspirations. Be of the community, not just in the community. Be a go-to resource for them, an answer for the question: "Who will work with us?"**
	     o **Space: connector/storyteller**
	 • What knowledge and skills do we have to contribute? Are these issues specific?
	     o **Provide space, create opportunities for connection—in person and online and outside the library in the community. Leverage our connections—introduce like-minded groups working on the same thing to each other and introduce those groups to potential volunteers in the community**
	     o **No, not issue specific.**
	 • Is there a Main Concern or Specific Issue that resonates for us more than others? (Again, a place to start.)
	     o **The lack of opportunities to connect and interact across generations.**
	
	 • What's realistic? What is a good blend of adapting, stopping and adding work that makes sense for us right now?
	     o **We know we can't be everything to everyone. Adapt current efforts to be more intentional—responsive to public knowledge and building upon public capital factors—but acknowledge that there is a capacity with staff and resources, and we need to find that balance.**

Taking these factors into consideration, we think the following pockets of change are a good place to start (List):

- **Create opportunities for people to come together and interact intergenerationally. We are starting with creating opportunities for teens to interact and engage with seniors regarding mobile device training. We will look for ways to encourage participants to build relationships while engaged in this training.**

- **Seek and create opportunities to involve volunteers or partners, such as Spokane Valley Tech and local adult care facilities.**

Step 3: Creating a Decision Summary for our Organization

Our organization is working towards these shared aspirations in the community: <u>a caring and supportive community and creating safe places for people to live, play and connect.</u>

The essence of our strategy is: <u>We are going to work with community partners to connect youth and seniors, initially by having youth train seniors in assisted care facilities to use mobile devices. We will look for opportunities to build relationships among the teens and seniors and share stories of what results. These stories will be raised up to build awareness about the importance of connections across the generations and inspire others to create their own intergenerational, cultural opportunities.</u> (From Step 2 above.)

Initially, we are going to focus on two issues: <u>lack of opportunities to connect and interact across generations and the lack of cultural opportunities for all ages</u>, and these community conditions: <u>abundance of social gatherings and informal networks and links</u> (Public Capital factors).

The space we want to occupy in the community is: <u>connector and storyteller</u>. (describe in relation to the answers above

We think we need these partners: <u>Spokane Valley Tech, local adult care facilities, SV Chamber, Valley Partners</u> (can be by name and/or boundary spanning function)

The initial pockets of action we want to focus on are: <u>Creating opportunities for people to come together and interact intergenerationally. We are starting with creating opportunities for teens to interact and engage with seniors regarding mobile device training. We will look for ways to encourage participants to build relationships while engaged in this training.To do this work we will seek and create opportunities to involve volunteers or partners, such as Spokane Valley Tech and local adult care facilities.</u> We are starting with this pocket because it will: <u>strengthen connections and build community awareness</u> about the importance of these connections. <u>It has the added value of providing teens with experiences that will develop people and communication skills.</u> (simple statement about why these are important)

To do this, internally we will need to pay attention to: <u>Adapt current efforts to be more intentional—responsive to public knowledge and building upon public capital factors—but acknowledge that there is a capacity with staff and resources, and we need to find that balance.</u> (internal considerations from Step 2.)

STEP 4: Creating an Action Plan

a. Create a simple, bulleted list to implement Step 3 and the person who will take the lead on fleshing out a plan.

b. Work in 90 day blocks of time.

c. Order list in sequence, as appropriate.

Example:
Schedule calls/meetings with the top 3 potential partners to share Public Knowledge and explore interest in working with us. Lead: Jane. Completion by: Date

Action Plan for _April 1 - July 1_____ (90 day period)		
Action	Lead	Completion by
Contact Spokane Valley teach regarding the potential for a partnership in which teen volunteers go to adult care facilities to provide instruction in the use of mobile devices	Sonia	4/15/15
Contact 2-4 adult care facilities to gauge interest in participating, with the goal to start with 2	Sonia	4/15/15
Logistical review: liability considerations, coordination plan between 3 entities established, communication plan written	Patrick	4/15/15
Recruitment of teen volunteers	Sonia/Sheree	4/30/15
Teen volunteer orientation	Amber/Kelsey	5/15/15
Teen volunteer mobile device training	Brian/Cindy	5/30/15
Scheduling and implementations	SV Library team	6/15/15

2015 Bond Election Update

The Spokane Valley Chamber of Commerce made the favorable decision to endorse the Spokane County Library District's $22 million bond measure. Communication & Development Director Jane Baker meets with Katherine Morgan, CEO of the Chamber on May 20 to discuss actions the Chamber will take to advocate for the bond.

Ms. Baker and Deputy Director Doug Stumbough met with staff at Otis Orchards, Argonne, and Spokane Valley libraries to review the bond election facts, including what is different this year compared to last year. They also answered staff bond questions to clarify the information so that staff can better answer similar questions from the public.

Staff continues to speak to parent groups, service clubs and other organizations to inform voters about the upcoming bond election, including presentations by Mr. Stumbough to the Spokane Valley Sunrise Rotary on April 27, and Ms. Baker to the Spokane Valley Business Association on May 14. Ms. Baker was also interviewed on *Positive Politics*, radio show/podcast discussing politics and issues on May 14.

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

PERSONNEL POLICY REVISIONS

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

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

Chief Human Resources Manager Paul Eichenberg recommends revisions to sections
3.5 **Specialty Pay -** (new provision);
6.8 **District Expectations** Sub-section: **Professional Conduct (10) and (11)** – (Time limit for reporting issues impacting employee's ability to perform job duties); Sub-section: **District Provided Equipment: Limited Personal Use – (**Employee use of district computer or communication equipment subject to inspection); Sub-section: **Software – (**Clarification)
Section 6.11 **Employee Misconduct (5) – (**Clarification);
Section 11.10 **Inspections and Searches – (**Clarifies circumstances that could lead to inspection or search of employee property or places of storage provided by the District. Reiterates employee use of district provided computer or communications equipment for personal or business use is subject to review. Moreover, any data created, stored, or transmitted on or over the system may be inspected at any time, and may be considered public record subject to public disclosure.)

In addition to the above personnel policies, the Leadership Team has reviewed the District's Travel policy and no changes are recommended at this time. Changes to the Travel procedure clarifying the maximum amounts the District will reimburse for travel costs to attend conferences or meetings have been implemented.

Please note:
   Content listed in bold = new.
   Content underlined = clarification or revised.
   Strikeout = removed.

Recommended Action: Board motion to approve Personnel Policy revisions to sections 3.5; 6.8; 6.11; and 11.10.

CHAPTER 3: COMPENSATION - WAGES AND SALARY

3.5 Specialty Pay

When an employee is required to supervise in a position that normally does not have supervisory responsibility, s/he shall receive an "extra-step" or four (4) percent for specialty pay.

When an exempt employee, not currently employed as a librarian, has obtained a Professional Librarian's Certificate issued by the Washington State Library (or its predecessor), as required by RCW 27.04.055, and has been assigned to a long-term special project requiring use of "librarian skill sets," s/he may be eligible to receive an "extra-step" or four (4) percent specialty pay. In this instance, specialty pay must be approved by the Executive Director.

An employee temporarily assigned additional duties or responsibilities outside the scope of their current job description may be entitled to specialty pay for the duration of the temporary assignment.

CHAPTER 6: EMPLOYEE CONDUCT

6.8 District Expectations

Professional Conduct Employees are expected to (1-12)

10. Report any disability or illness that will adversely affect the employee's fitness for duty or <u>that may</u> create a direct threat to the employee, co-workers, or the public, <u>within twenty-four (24) hours of occurrence or awareness of such condition</u>;

11. For employees whose duties include operating a personal or District provided vehicle, report the suspension, revocation, or loss of driver's license and/or insurability <u>within twenty-four (24) hours of occurrence</u>;

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

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

- Installing or downloading any software on District-owned computers, laptops, tablets, or other mobile devices in violation of District procedures. In addition, District-owned or licensed application software may not be copied or installed on an employee's personal or

home computer except in accordance with District Procedure 700.100, Computer Software Control.

- Sending e-mails, voicemails, or using District-provided access to social media to harass, embarrass, or intimidate another employee, and/or non-employee; accessing, or attempting to access another employee's email, voicemail, or social media account without proper authorization.
- Using the District's computer or communication equipment, systems, or networks for personal, financial or commercial gain, or for any other reason deemed inappropriate by the District, including engaging in illegal activities, such as copyright violations, libelous statements, and transmission or storage of illegal or inappropriate materials.
- **Employee use of the District's computer or communication equipment, systems, or network is subject to inspection at any time. Unethical, inappropriate, or illegal use of District computer or communication systems, equipment, or network is prohibited and may lead to disciplinary action up to and including termination.**

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

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

6.11 Employee Misconduct (The following is a list of behaviors…1-25)

5. ~~Falsification or alteration of application for employment, employee records, or any other Library District reports or records.~~ **Falsification of employment application or other hiring documents; unauthorized alteration of an employee or member record, or any other record or report created or maintained by the Library District.**

CHAPTER 11: SAFETY AND HEALTH POLICIES

11.10 Inspections and Searches

In order to promote the health and safety of employees and maintain an alcohol, **weapon**, and drug-free workplace, ~~every~~ employees of the District are advised ~~will be required, upon the District's request, at its discretion, at any time with or without advance notice or consent, to submit to a search of any package, purse, brief case, lunchbox or other container brought onto the District's premises~~ **that upon probable cause, or reasonable suspicion, the District**

reserves the right to search employee property, present on District property, without advanced notice. This policy includes inspection or search of any desk, file, locker, closet or other ~~stationary~~ container provided by the District. **Employees may not use a personal lock on District property unless authorized by the District. The District retains a key or combination to all locks provided for use by employees in the workplace. Employees who do not consent to the searches described above may be subject to disciplinary action up to and including termination**. ~~Voice- and e-mail messages stored on any of the District's computers or other telecommunications systems are likewise subject to monitoring, review and search at any time, with or without notice. The inspections may be conducted before, during, or after working hours by any supervisor, manager, or security personnel as directed by the District Executive Director.~~

District policy allows employees limited personal use of its communication and computer systems. By doing so, employees acknowledge their use of these systems to conduct District business, and/or incidental personal use, may be reviewed at any time without notice. Therefore, any data employees create, store, or transmit, on or over the system, may be inspected by the District at any time. In addition, email, text, and voicemail messages and other documents created on the District's communication and computer equipment, including the creation of District data on personal devices, are public records and may be subject to public disclosure.

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

WLA ANNUAL CONFERENCE REPORT

Background:
Washington Library Association held its annual conference at the Tulalip Resort in Marysville, WA, April 15-17. Eight staff members attended. Conference attendance provides an opportunity to learn from other libraries and bring back ideas to explore at SCLD. Staff who attended summarized highlights to share with Trustees and staff below.

Sheri Boggs
This was really a standout conference, I thought. I attended primarily to meet with the other members of the *Alki* editorial committee. *Alki* is the journal of the Washington Library Association and one of the big topics we discussed is the WLMA merger and how we could pool some of our communications resources. We brainstormed future issues, and discussed moving to a new digital platform (Issuu).

I also attended some great sessions. *Creative Circulating Collections* showed how two different library systems adopted high quality video production equipment and video games, respectively, and trained staff how to use and check in these non-traditional items. *The Why, What & How of Collection Development* was really helpful in that Collection Development tends to be a job that only a few people in an organization do. For me it was valuable to meet with people who do the same work I do and hear how their organizations are buying smarter and keeping their collections fresh and vital.

Finally, the two keynote events I attended were outstanding. Tim Egan talked about the necessity of libraries during hard times, and how the library was a huge part of his own childhood growing up in Spokane as part of a large Irish American family. Justina Chen gave a heartfelt speech about the importance of knowing what story your life is telling and becoming the hero of said story, whatever the odds.

Sonia Gustafson
I had a great time at the conference this year. It was jam packed with quality programming, and as a conference programming co-chair, we worked hard to make sure that people from different types of libraries would find something of interest. I was really inspired by each of our keynote speakers, especially Tim Egan. He had some really nice things to say about libraries, and especially about the Hope in Hard Times exhibit at the North Spokane Library last year. He was thoroughly impressed, which was great to hear.

My favorite session was all about advocacy. One of the key points was how much more powerful a statement is just by changing the words. For example, changing "I present Storytimes to children" to something like "I empower parents and help children be fully prepared to be successful in school by engaging them in early literacy activities."
I learned a lot about how much work goes into a conference, and I look forward to c-chairing WLA 2016 with Aileen Luppert in Spokane next year!

Stacy Hartkorn
This was my second time attending a WLA conference, and my first opportunity to participate as a presenter. In collaboration with Seattle Public Library, I presented with Amber Williams and Kathryn Illback about Community Partnerships. My portion of the presentation focused on the aspect of creating a Community Asset Inventory, which was part of the Innovation training

SCLD provided staff. I evaluated the 10 SCLD inventories (one for each SCLD library) and created a summary of categories based on what was included for each unique inventory. During the conference, I also enjoyed the chance to listen to a variety of presentations, which were both enlightening and encouraging. *Partnering with Community Organizations to Reach the Underserved* provided encouragement that SCLD has existing momentum to create these invaluable connections within our communities. I also found it inspiring to learn about King County's mobile computer lab, which travels to tent cities. The requirement for tent cities to relocate every 90 days creates challenging communication logistics between libraries and library districts as the tent cities move between city and county library service areas. *Programming for Children with Special Needs* focused on simple ways programing can be adjusted to help accommodate children with special needs, including strategies for how to effectively interact with autistic children. *Understanding Gen Y/Z: Tapping the Next Gen of Library Customers* included an overview of the service expectations for this group of patrons, specifically their desire to have immediate access to resources through their mobile devices, while still expecting the services to remain personalized. *Booktalking the Best* incorporated a variety of suggestions for children's and teen literature, and I look forward to sharing these suggestions with library members.

Carlie Hoffman
Two sessions stood out to me as particularly interesting. The first session I attended was the one I found most compelling of the conference. The *Getting to Your Patrons Anonymously: De-Identifying Patron Data for Analytics and Intelligence* session guided us through how Seattle Public Library created a database that allows them to view pertinent demographic information about patrons without any identifying information that would compromise their privacy. They are able to find trends in computer usage and checkouts that will better inform their decision-making and marketing efforts. I believe we could do something similar, and I intend to look for ways to create such a tool for SCLD.

The other session that I found most pertinent to SCLD was *Make It 'APP-en!: A Road Map for Providing Tablet Access to Library Patrons*. This session was about tablets loaded with educational game apps being offered to children in the library. The two predominant ways that tablets are offered are tethering tablets to tables and checking tablets out by parents for their children's use within the library (our method). At SCLD we are not seeing the number of checkouts we were hoping for. Before changing our approach to checkouts, however, I feel we should have a marketing push during Storytimes and additional promotional materials. Perhaps even displaying a tablet to the public on the checkout counters with a sign that lets parents know that tablets are available for pre-school children to use would be beneficial.

Kathryn Illback
This was my first time attending WLA and I really enjoyed it! I presented along with Amber Williams and Stacy Hartkorn on the topic of community partnerships. We were part of a 'Super Session' along with a group from Seattle Public Library.

I found the sessions I attended to be really well done, and very applicable to my work. I went to two related to reader's advisory, and I'm excited to share what I've learned with our members who are looking for new books to read. I also attended a session on teen programming and using technology for innovative programs—it was fascinating, and fun to see some of the cool stuff out there, from Electric Origami to super fancy 3D printers. I attended a session on gearing

programs to fan-based groups, which I'm already doing a lot of (Pokémon, Anime, Star Wars, etc.), yet I left with some great new ideas and a contact at the Bellingham Public Library. It was very inspiring to see library staff from all over the state and hear about all the great things our communities are doing. I'm also glad I got to see our Deer Park Friends win an award, and I think they were glad to have some folks from home cheer them on!

Aileen Luppert
The WLA conference was jam packed for me this year. As one of the co-chairs for next year's conference, I did my best to attend as many events as possible and absorb all that I could. Sonia and I now have big expectations to try and live up to for next year.

A couple of sessions stood out for me. First, was a presentation by Humanities Washington entitled *Privacy and Personality in the Digital Age*. It was a fascinating look at the history of privacy and the court cases that define it. While it was not specifically targeted to libraries, it highlighted an issue libraries are thinking about—how much should we value and protect privacy in a time when so many people deliberately make their lives public on social media?

An interesting contrast was the session called *Understanding Gen Y/Z: Tapping the Next Gen of Library Customers*. This presentation detailed the beginning research of Sno-Isle and Orange Boy, Inc., into how best to engage the Millennial generation as library patrons. Not too surprisingly, the research indicates that 13-29 year olds are on their mobile devices, want materials and resources to be available instantly, and prefer personalized service. Sno-Isle is just beginning to make changes to its website and service model based on their research. I'm sure I'll be one of many who are eager to hear if and how these changes attract new young library patrons.

I also thoroughly enjoyed the three keynote presentations—Tulalip Storyteller Lois Landgrebe, Tim Eagan, and Justina Chen. Each speaker spoke on different topics, but I was stuck and moved by the uniqueness of each of their lives and the journeys that led them to be storytellers.

Danielle Marcy
I attended WLA as a representative of the 2015 WALE Conference Committee and as the incoming Co-Vice Chair of the LiFE interest group. The first session I attended was *Washington Libraries into the Future*—I was struck by how necessary it is for individuals and organizations to get involved and commit to bettering our communities. In the session *I'm a Fan,* I took away tips on how to host an all-ages program to invite families to geek out. My takeaway from the session on *Circulating Creative Collections* was that video games are an amazing collection to bring the public in and are a valuable resource for the community. The presenters talked through points about why video games make sense in the library. The session I learned the most from was *The Leadership Challenge,* which detailed qualities that great leaders have, and it inspired me. I will be doing a 360 review in July in which I ask peers, supervisors, and direct reports to help me be a better supervisor and leader.

The single most valuable resource I gained from the WLA conference were the numerous connections I made and possibly even gained a mentor. Justina Chen's keynote presentation inspired me to take on the role as a mentor to a young volunteer.

Amber Williams

I was able to attend three sessions on Thursday, and while I took away something from each one I found that the first, *Getting to Your Patrons Anonymously*, and the third, *Understanding Gen Y/Z*, offered opposite opinions on the same topic. It's true that, as a public library, we maintain privacy even at the cost of being able to serve our members better, and these two sessions looked at that. The first session provided a very interesting, though effort intensive, way to take useful information from our data and maintain privacy. The second session countered that Gen Y/Z has no interest in privacy and so the library should have no interest in keeping it. That they want an experience more like Amazon and we should strive to do that for them.

The highlight of my WLA conference experience was the opportunity to present members of the Deer Park Friends with the WLFFTA Distinguished Service Award at the Friday luncheon. Deer Park Library Supervisor Kris Barnes and I nominated them this year. President Bill Moore and Treasurer Flo Moore were able to attend to accept the award. The DP Friends are always great and I am so pleased to be able to help in their recognition. My only regret is that we did not wait to nominate them until next year when the conference will be in Spokane, enabling more members to attend the lunch.

I finished the conference by presenting a session with two other SCLD employees and three librarians from Seattle Public Library on the benefits of partnerships. We had 23 attendees and almost all of them stayed for the duration of the 2 1/2 hour-long session, which suggests to me that it is a popular topic and SCLD has made a great start of it.

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

2015 Friends Helping Friends Report

On Saturday, April 25, Friends from nine of our libraries came together for a third annual Friends Helping Friends event. Each year Friends share their accomplishments along with ideas for book sales. The Deer Park Friends were pleased to share news that they were awarded Distinguished Service Award by the Washington Library Association. Their president, Bill Moore, thanked all the groups for the ideas Deer Park has put into practice. He felt the award should be shared by all the District Friends groups. The morning ensued with lively interaction among Friends sharing tips (and in some cases phone numbers) on how to store books, organize an outdoor sale, and the benefits of light-weight tables.

Last year, the idea was introduced about a District-wide Friends group. There were lots of questions about what this might look like and how it could benefit the 10 Friends groups and the Library District. This year, Communication and Development Director Jane Baker reported that Friends of the Spokane County Library District is now fully registered as a 501(c)(3) non-profit corporation. This means that donations made to any of our Friends may be tax deductible. It also means that each group is no longer required to file forms with the IRS or Washington State.

Friends of the SCLD will raise funds to support the work of individual Friends groups and District-wide library programs and services. They also promote book sales at every library through its website, eBlasts, and upcoming eNewsletters. The Friends of SCLD has established an account with Thrift Books to sell our surplus books online with a portion of the proceeds coming back to the Friends. Leftover books from the Friends' book sales may also be shipped to Thrift Books at no cost to the Friends or the District. This was a welcome piece of news for groups that are struggling with an abundance of books and not enough storage space. There were also suggestions for ways that the Friends of SCLD can further support the work of all 10 groups and raise awareness about the importance of libraries.

Friends of the SCLD has already begun to promote book sales and recruit volunteers for each of our Friends'. When people sign up to become a member or volunteer, they have the option to select a library that they want to be affiliated with. That contact information is then forwarded to the appropriate Friends group. Membership contributions go toward funding library programs, as do the proceeds from the sale of surplus books.

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

FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: JUNE/AUGUST 2015

June 16, 2015: Deer Park Library (4:00 p.m.)

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

- Libraries Transforming Communities Update
- Bond Election Update
- Code of Conduct Policy
- Library Spotlight – Deer Park Library
- Overview – Interlibrary Loan and Collection Services

Please send requests for agenda additions or changes to the Board Chair or Patty no later than Monday, June 1, for inclusion in the preliminary agenda to be sent June 3. Meeting packets will be mailed by June 10.

July 21, 2015: The meeting is canceled.

August 18, 2015: Medical Lake Library (4:00-5:30 p.m.) & Board Retreat (6:00-8:00p.m.)

- Libraries Transforming Communities Update
- Bond Election Update
- Purchasing Policy
- 3D Printing Policy
- ALA Annual Conference Report
- Library Spotlight – Medical Lake Library
- Overview – Develop Young Learners

SPECIAL MEETINGS AND ACTIVITIES

July 17-Aug 4 Primary Election Important Dates
August 18 Board of Trustees' Retreat will follow the regular meeting (Medical Lake)
Sept 18 Staff Day (CenterPlace)

EXECUTIVE DIRECTOR'S REPORT APRIL 2015

Administration

Business Office, Finance and Facilities (Rick Knorr)

Recently, I completed a tour of all 10 District libraries from an operations perspective, and toured eight of the ten from a facilities perspective. These visits have been extremely helpful in my crash course on library operations.

The table below is the final 2015 property tax levy amount received from Spokane County in February, along with information I gathered from my introductory calls with county staff in the Assessor's and Treasurer's offices.

Final tax levy provided by the county assessor office	10,716,986
Less: Tax Increment Facility Reductions done by the treasurers office	
Medical Lake	(40,931)
Beacon Hill	(92)
Liberty Lake	(1,777)
Net Beginning 2015 Tax Levy per by the County Treasurer	10,674,186

Former CFO Bill Sargent left a note in the file for his successor to expect a lower "final" amount than the $10,740,000 that was in the adopted 2015 budget. There was an operational contingency in the 2015 budget of $104,000; the intent of which I presume was to absorb this reduction along with other unforeseen items. This lower levy amount along with the unexpected, yet necessary, cost to repair the condensing unit in the Argonne building decreases the uncommitted contingency to approximately $20,000.

With a nearly $12 million dollar budget, there are many more areas that may come in either over or under budget. I plan to provide a more thorough budget to actual report in June.

Human Resources (Paul Eichenberg)

April 12-18 was National Volunteer Appreciation Week, a time when we acknowledge and celebrate our volunteers. As always, HR Analyst Debbie Rhodes coordinated a wonderful selection of thank-you gifts.

a. Five volunteers. Airway Heights (1), North Spokane (2), Moran Prairie (1), and Spokane Valley (1), received a volunteer pin and a $20 gift card, and Board of Trustees received a $20 gift card. All were recognized for service of over 100 hours in 2014.
b. Six volunteers. Deer Park (1), Medical Lake (1), Moran Prairie (1), and Spokane Valley (3), received a $15 gift card from either Hastings or Regal Movie Theater to recognize 50-99 volunteer hours in 2014.
c. Popcorn baskets with bookmarks and pens were provided at each library for current volunteers.

There were a total of 50 volunteers for 2014. Total volunteer hours were 1,808.
2014 minimum wage $9.32 x 1,808 = $16,850.56.

SPOKANE COUNTY
**LIBRARY
DISTRICT**

Information Technology (Priscilla Ice)

- The Systems Administrator began making plans to move us to the newest version of SharePoint, the platform used for our staff Intranet. The update provides a great opportunity to purge old files.
- To prepare staff for this change, we plan to update Office to the 2013 version since it ties in well to SharePoint and uses similar toolbars. This also gives Public Services staff some time with the newer version of Office before we update the public computers in the future.
- Training led to the decision to purchase Microsoft System Center. These tools will help manage more computers from a distance and replace long-time use of other security software. Based on the state-wide Microsoft agreement academic discount, this is an affordable option for us.
- Testing on the new 3D printer continued. Training for staff was developed to deliver in May.
- Changes to public catalog computers were deployed early in the month.

Collection Services (Andrea Sharps)

- We ordered 1,633 titles and 6,333 copies in April. This is up from last month.
- With 33.33% of the year done, total library materials expended stands at 32.16%.
- We processed, added to the system, and sent out to the libraries 5,238 items in April. This is down slightly from last month.
- Downloadable lending through OverDrive was down in April from March. A total of 30,572 audiobook, eBook and music items circulated in April. Members placed a total of 9,387 holds, and there were 4,496 unique users with titles checked out.
- Midwest Tape's *hoopla*, a streaming media service, saw a modest increase in circulation in April over March. A total of 1,328 titles including audiobooks (337), movies (508), full-length albums (370) and television shows (113) circulated in April for a combined cost of $2,686 and an average cost per circulation of $2.02. A total of 43 new patrons registered in the month.
- We loaned 366 items to other libraries and borrowed 634 items from other libraries for 1,000 total interlibrary loan transactions processed in April, which was a record high.
- The District received a $1,000 donation in memory of former staff member Cory Lux. The money is to be used to purchase materials for the collection in Cory's name. Each item will include a memorial bookplate and a public note in the catalog which displays under the 'Item Notes' column.
- OverDrive's project to sunset the WMA format is finally being realized. OverDrive informed subscribers in early May that all audiobook, music and video (does not affect the District) titles that do not have an MP3 or streaming video equivalent will be removed from our library's digital collection starting on May 19 at 8AM Eastern Time and may take up to 24 hours to complete. OverDrive's plans include compensation for the titles being removed that do not have an MP3 version available.
There are a few remaining publishers who have not yet agreed to make their titles available to libraries in the MP3 format. Members who already have an item checked out in WMA format will see no disruption. They will have the item for the full lending period, be able to listen to the material, and be able to download current checkouts. Any holds placed on materials not available in MP3 format will be cancelled, and OverDrive will email members to let them know.

Executive Director Report & Community Activities (Nancy Ledeboer)

The third annual Friends Helping Friends Day was held Saturday, April 25, at North Spokane Library. Nine of the ten friends groups were in attendance. There was a lively discussion among friends and

many ideas were shared on how to manage book sales and raise funds. Jane Baker led the group in a discussion of accomplishments. She also shared progress that has been made in forming the Friends of the Spokane County Library District. There was a productive discussion on how Friends can work together for the benefit of the District on all levels. Friends of the SCLD will promote all the Friends book sales through the website, eNewsletter, and eBlasts, as well as provide non-profit status. Surplus books will be sold through THRIFT books online, and proceeds from book sales and membership fees will go to raise awareness and support library programs and services. Prior to the Friends Helping Friends event, I attended Friends meetings at Argonne, Airway Heights, and North Spokane. It was nice to see so many of the Friends at the Saturday event.

On April 1, Rick Knorr began work as the new Chief Financial Officer for SCLD. In addition to meeting with each member of the Leadership Team for a brief orientation, Mr. Knorr and I have been visiting libraries. We toured Medical Lake, Airway Heights, and Cheney on one outing, and Deer Park and North Spokane on another. We also toured Argonne Library, Moran Prairie, and Otis Orchards, and have visits scheduled to the two remaining libraries in May. Mr. Knorr has already implemented some changes in how we handle funds from surplus books on behalf of the Friends of SCLD.
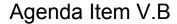
The WLA Annual Conference was held at Tulalip Resort, April 15-17. As WLA President, it was my honor to preside over the annual meeting and the awards luncheon. The Presidents' Award went to Eliza Dresang and the VIEWS Team for the research they conducted on the importance of interactive and intentional Storytimes. Professor Dresang passed away last year before she could see the impact this research is having on libraries. Washington State is viewed as a leader in early learning, and libraries and training is being piloted here due to the groundbreaking VIEWS research. I was pleased to pass along the gavel to incoming WLA President Darcy Brixey.

A special meeting was held on Saturday following the conference to discuss the future of the Washington Library Association. A proposal has been put forward to restructure the organization into divisions and sections. Two major factors make the reorganization compelling. First, with the addition of almost 700 teacher librarians, there is a need to make room in the organization for school libraries. Second, the lack of leadership in some of the current Interest Groups suggests that members are not fully engaged with the current structure. As Past President I will offer my support as this proposal moves forward.

My year as EWI Scholarship Committee Chair is coming to an end. This month, volunteer judges reviewed applications from 15 juniors and 18 seniors and interviewed finalists in each category. Students have been notified following the interviews and four will receive scholarships at the upcoming EWI Scholarship Banquet held May 19. Judges noted that all of the applicants were outstanding and it was an honor to work with EWI to select finalists.

The Early Learning Public Library Partnership contracts with THRIVE to help raise awareness about what libraries are doing to support young learners and their caregivers. As Steering Committee Chair, I helped to organize participants for the THRIVE Leadership Luncheon and afternoon workshops. I am working with Dan Torres to update accomplishments for the current year and begin negotiating the contract for the coming year. Eileen Simmons from Everett Library will be taking over as chair of the Steering Committee in July.

Deputy Director Doug Stumbough, Managing Librarian Sonia Gustafson, Communication & Development Officer Jane Baker and I attended the Valley Chamber's Government Affairs Committee. Our request to

endorse the upcoming library bond election was then forwarded to the Valley Chamber's Board of Directors for its approval. I also attended the Transportation Committee to learn about a proposal from the State Department of Transportation to recommend new funding options to pay for road improvements. As fuel economy increases the gas tax is viewed as less reliable and Washington is looking at possible models for a use fee that would raise funds to sustain road and infrastructure improvements.

SPOKANE COUNTY LIBRARY DISTRICT

ITEM AND TITLE MONTHLY REPORT
April 2015

	ITEMS				TITLES		
	ADULT	YOUTH	TOTAL		ADULT	YOUTH	TOTAL
Total Materials							
Print	184207	158170	**342377**		87261	50781	**138042**
Nonprint	62214	25575	**87789**		25535	7305	**32840**
Subtotal	**246421**	**183745**	430166		**112796**	**58086**	170882
Periodicals	11269	1943	**13212**		310	38	**348**
Total	**257690**	**185688**	**443378**		**113106**	**58124**	**171230**

	ITEMS					TITLES
OverDrive: eBOOKS			25524			21690
Licensed eBOOKS			5442			5442
Audiobooks			18256			15167
Digital music			1708			1708
OverDrive: Total			50930			44007
GRAND TOTAL			494308			215237

Print & Nonprint	(Totals year-to-date)		
ADDITIONS	ADULT	YOUTH	TOTAL
Print	9650	5598	15248
Nonprint	3645	1079	4724
TOTAL	13295	6677	19972
DELETIONS			
Print	10767	6815	17582
Nonprint	1882	839	2721
TOTAL	12649	7654	20303

	NET CHANGE YTD		
	ADULT	YOUTH	TOTAL
Print	-1117	-1217	**-2334**
Nonprint	1763	240	**2003**
Periodicals	-402	-42	**-444**

NONPRINT = Cassbook, Cassette, CD, Cdbook, CDrom, DVD, Multimedia,
MultCass, MultCD, VHSVideo, Playaway
PERIODICALS = Magazine, Microform, Newspaper, and Pamphlet

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

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

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

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

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

SPOKANE COUNTY LIBRARY DISTRICT

Public Services Report April 2015

<u>In-Library Circulation</u>
Circulation at the libraries in April was down from the same month in 2014 (-8%). All libraries experienced decreases compared to April 2014, with Argonne (-15%), Medical Lake (-12%), and Spokane Valley (-10%) seeing the most significant changes.

Use of the Self-checkout stations accounted for 51% of all circulation in the libraries. More than half of in-library circulation at North Spokane (56%), and Spokane Valley (70%) came through the self-checkout stations, while members at Cheney (27%) and Deer Park (21%) show a preference for staff-assisted checkout.

<u>2015 Measures at a Glance</u>
- Door count through April 2015 (451,600) was down slightly (-2%) compared to 2014 (460,539).
- Programming attendance (23,900) is up (8%) compared to same period in 2014 (22,217), and the number of programs offered has increased by 26% (1,151 in 2015 vs. 910 in 2014).
- Internet station bookings are up for the first four months of 2015 when compared to 2014 (+1%).

<u>Selected Self-Service Activity</u>

	2015			2014			1-year change		
	Month	% of total	Y-T-D	Month	% of total	Y-T-D	Month	% of total	Y-T-D
Total Circulation	219,449		877,022	225,194		910,700	-5,745		-33,678
Self-Check	79,006	42%		90,440	45%		-11,434	-3%	0
Digital Collection	31,900	15%	126,062	25,631	11%	107,082	6,269	3%	18,980
Total Holds	49,217		200,280	52,408		212,965	-3,191		-12,685
By Customer	30,913	63%	134,929	34,182	65%	146,829	-3,269	-2%	-11,900
Digital Collection	9,387	19%	36,596	8,327	16%	35,065	1,060	3%	1,531
Total Payments	$22,945.86		$92,212.96	$21,919.21		$93,322.80	$1,026.65		-$1,109.84
Online	$8,837.71	39%	$37,961.85	$8,302.09	38%	$38,414.81	$535.62	1%	-$452.96

<u>Security Incident Reports</u>
There were 14 Security Incident reports filed this month, six fewer than last month (20), and twelve fewer than April 2014 (26). Spokane Valley had the most incidents reported with eight. The most frequently reported incidents related to potential problems (6).

<u>Internet Filtering Update</u>
Seven requests to review blocked websites were received by staff this month. 14 were received in March 2015. Similar to last month, two were the result of software errors on the part of our vendor in which site categories that the District had not selected for blocking were unintentionally blocked. The errors were identified and access was restored. Of the remaining five sites, we requested that two sites be reclassified to allow access at all levels. Two sites were determined to be accurately filtered at the enhanced level and the remaining site was determined to be accurately filtered at all levels.

Support Job Seekers and Local Business (Stacey Goddard)
- Programming and other updates for the Access IT Grant (the SNAP grant mentioned in previous reports) in April included:
  - We offered the final three Basics classes (Email, Word/Publisher, and Excel) at SNAP's Women's Business Center. These three sessions had a combined attendance of 26.
  - We hosted the Wave Accounting class series at Spokane Valley. Instead of the four-part series they offered in December, this round was condensed into three sessions. Combined attendance for these three sessions was also 26.
- In other grant-related news:
  - Carlie's Ready for Work series—a partnership with SCLD and WorkSource—concluded in April. The 14 classes offered in April had a combined attendance of 27.
  - Aileen continued her Career Development Facilitator (CDF) Program work—including conference calls, weekly assignments, and finishing up her final project. She also presented a session at the WLA Conference on how the CDF work can be used in libraries throughout the state.
- We had six individuals register as new IT Academy users in April, down significantly from 18 in March. During the month, users enrolled in 24 new classes, also down significantly from 54 in March. Carlie's Ready to Work grant classes ended mid-month, and this may have contributed to the decrease.
- Cindy Ulrey and Michelle Booth demonstrated GrantStation and Gale Courses to the Fairfield Community Advisory Board. Three individuals attended.
- Sheree West and Aileen Luppert delivered their first resume class for a group of 12 Barker High School students. This pilot project came out of a contact Sheree made with the Barker HS principal and a request for help he made when giving Sheree a tour of the school. Sheree and Aileen are using tools and content developed from Aileen's Career Development Facilitator training.
- We did 69 Book-a-Librarian (BaL) sessions this month throughout the District, down slightly from March's 71 sessions.
- We proctored 21 exams this month throughout the District, down one from March's 22 proctoring sessions.

Connect Communities:
- SCLD Navigator staff completed six individual appointments where they helped individuals enroll in Apple Health (Medicaid). This is up from five appointments in March. These lower numbers will be the norm until October (when the next open-enrollment period begins).
- Sheree and Brian attended one each of the bi-monthly BizBuzz meetings at WorkSource.
- Aileen and Brian had the opportunity to act as note-takers and/or facilitators for various community conversations in April.
- Sheree and her Spokane Valley Tech intern finished editing their first business education video.
- Sheree attended the Spokane Valley Community Visioning Meeting on April 15, and the City of Millwood Community Economic Development Meeting on April 21.
- Sheree also met with a guidance counselor and student at Barker High School to explain and discuss volunteer opportunities at SCLD.
- Brian attended the monthly SCORE meeting.
- Aileen met with members of the GSVCC Business and Education Committee to discuss the needs of local high school guidance counselors.
- Aileen also attended the April West Plains Chamber breakfast meeting, where the topic was economic development on the West Plains.
- I attended the monthly WorkSource system meeting, and also the Affiliates meeting that followed directly after.
- Michelle and Diane Brown attended the monthly Greater Spokane Valley Chamber of Commerce meeting.
- Sheree attended the April GSVCC Ambassador meeting, and participated in two Ambassador events during the month.
- On a staffing note, Michelle Booth's last day of work was April 30 before retiring after 28 years with the District. We wish Michelle the best, and lots of happy golfing!

Develop Young Learners (Mary Ellen Braks)

- We provided 116 Storytimes to 3,273 children, parents and caregivers. Our average attendance per Storytime was 28, which was a little lower than last month. We sometimes see a little lower attendance in April because of spring break and nicer weather.
- We provided 23 Storytimes to 318 children and caregivers at 12 child care centers.
- The Develop Young Learners team worked out a schedule for our Getting Ready for Kindergarten Early Learning Handouts for the summer.
- I worked on baby Storytime training for our staff. I have six staff members who have either done baby Storytime or are currently presenting baby Storytime, helping with the training.
- We had two Family Construction Zone programs this month. We had four at Fairfield and twenty at Moran Prairie. We're looking at how to schedule these types of programs so that we get more families to attend.
- We had a STARS training this month called "Let's Explore Nature" at the Spokane Valley Library. We had 17 attend.

Connect Communities:

- Work continues on the STEM grant. We are to the point of fine tuning our STEM units and starting to plan training. I was working on the second quarter report for Thrive Washington during most of the month.
- I had our monthly Excelerate Success Ready for Kindergarten meeting. We are continuing to work on how to connect with the communities and schools in the areas we have chosen to focus on.
- I attended two INWELA (Inland Northwest Early Learning Alliance) meetings this month. We are reevaluating the goals of the Early Learning Alliance to make sure the goals are still meeting the needs of the community.
- I provided a Love Talk Play program with INWELA (Inland Northwest Early Learning Alliance) to a Young Lives Group in Spokane. This group is for teen parents and draws in teens from all over the county. We had 42 attend the program this month. We talked about using music with children. We had a great time with the parachute, with the teen parents enjoying the parachute as much as the little ones.
- We had a table for SCLD staff at the Our Kids: Our Business luncheon. We also had a resource table for attendees to visit after the luncheon and during the training in the afternoon.
- I presented via webcam a short presentation on our early learning programs for a UW iSchool class called Libraries as Learning Labs.

Explore and Discover (Gwendolyn Haley)

- Kids Explore and Discover Club gave school aged children the opportunity to explore the science behind the infamous Titanic disaster, with 107 children in grades K-5 participated in the 9 programs.
- North Spokane continued the "Monday Funday" program, and 181 (up from last month's 123) school aged kids participated. Spokane Valley began their Too Terrific Tuesday programs this month, with 63 (up from last month's 49) participants. Every week at these libraries there is a program for school aged children and families.
- Deer Park and Otis Orchards libraries hosted Lego Build Days, with 78 participants, divided relatively evenly between the two libraries. These are the days where we haul out much of the collection (estimated at 300,000 individual pieces).
- 79 children and their families participated in monthly Lego Clubs (not including the North Spokane and Spokane Valley clubs-these were counted in the Monday and Tuesday programs). Fairfield, Airway Heights, Argonne, and Otis Orchards were all poorly attended this month.
- School Visits/Programs:
  - Great Northern School's 5th and 6th grade class visited Airway Heights, 15 students in all.
  - Staff presented a Database Demo to 35 4th graders at The Oaks Academy.
  - The Northside YMCA's Club 7-11 had a Storytime and craft program for 16.

<u>Tween/Teen Programs</u>:
- 47 tweens and teens participated in programming this month.
  - 22 tweens participated in Tween Club at North Spokane and Spokane Valley.
  - 19 teens attended Anime at Spokane Valley Library and North Spokane Library this month.
  - 15 tweens/teens participated in the Fairfield Community Center's Thursday Night Thing.
  - STCU held a Money Camp for 25 Tweens at Moran Prairie.
  - We presented programs at local after-school Extended Learning Programs:
    - Cheney Middle School's Summit Program, 2 programs for 14 students.
    - HUB After School Program, 2 programs for 27 students.

<u>Adult Programs</u>:
- STCU presented 3 different programs at Moran Prairie and North Spokane, with 45 people in attendance.
- SNAP presented 4 programs (2 each at Argonne and Deer Park Libraries) on various topics with a total attendance of 25.
- The Inland Northwest Chapter of the Alzheimer's Association presented a conversation about dementia with 29 attending at the Spokane Valley Library.
- Our spring series "Nourish" launched in April and 247 people participated in the first month of programs. The series continues into June, and here are a few highlights:
  - 52 attended the Organic Gardening at Otis Orchards, capitalizing on the success of the Seed Library programs.
  - 72 people attended Beginning Meditation Classes, and the largest groups were at Argonne and Spokane Valley libraries.
  - 30 attended Introduction to Yoga programs at 3 libraries, and again, the largest group came to the Spokane Valley Library.
  - 25 attended North Spokane's Tai Chi program.
  - Deer Park audiences enjoyed the Tea Time program, with 26 in attendance.

<u>Programs in the Planning Stage</u>:
- We are planning a Prime Time Family Reading session in the summer, in partnership with Cheney School District and Humanities Washington. The team is in place and the dates scheduled. Betz and Salnave Elementary are recruiting families now. Up to 25 families may participate. This is the first time we've tried a summer program.
- We are nearly set up for our pilot project of being a summer meal site at the North Spokane and Spokane Valley libraries. Sponsors have been identified (Spokane Public Schools and East Valley School District), and staffing plans are being made.
- The 3D printer has arrived, and we are in the stage of staff training before we launch the program in September.

<u>Connect Communities</u>:
- We are working with the Mead Boys and Girls Program to set up weekly library visits for students in their summer program.
- United Way's Excelerate Success has asked to place Vista volunteers in selected SCLD library locations. These volunteers will primarily be focused on literacy outreach activities at community meal sites in partnership with Sunset Elementary, Orchard Center, and Riverside Elementary schools. I look forward to having more to share next month.

Virtual Services (Carlie Hoffman)
- I attended a workshop put on by the Washington State Library on the topic of Digital Literacy.
- I assisted with the interviews for and selection of the Digitization Intern.
- The Virtual Services and Business and Job Seekers teams completed evaluating Lynda.com—an online learning resource. All were very impressed with the format, user interface, user experience, and course offerings.
- The classes for the Ready for Work series (Digital Skills Training grant) have been completed. The second quarterly report was submitted.

- Use of digital resources decreased 3% in April from 41,564 to 40,133 uses.
  - The 5 digital resources with the largest increase in use were: Pronunciator up 97%, JobNow up 66%, GrantStation up 37%, DemographicsNow up 55%, and LibraryThing for Libraries up 53%.
  - The 5 digital resources with the largest decrease in use were: HelpNow down 58%, Microsoft IT Academy down 56%, Morningstar down 52%, Tumblebookcloud Jr. down 42%, and NoveList down 39%.

Connect Communities:
- I distributed marketing materials for the Spring INCOL workshop, *Burnout or Bounce Back: Building Resilience to Prevent Burnout.*
- I presented a session titled "Serving Our Business Community: Academic and Public Library Partnerships" at the Washington Library Association Conference.

Library Operations (Gina Rice)

IN-LIBRARY CIRC								
	This Month		**This month compared to same month**			**Year – to – Date**		
	2015	**2014**	**1-yr ago**	**3-yrs ago**	**5-yrs ago**	**2015**	**2014**	**Diff**
AH	5916	6165	-4.04%	8.29%	26.87%	23598	24365	-3.15%
AR	11951	14126	-15.40%	-18.12%	-18.09%	51498	55682	-7.51%
CH	11856	12991	-8.74%	-21.45%	-17.80%	49466	52979	-6.63%
DP	12374	13097	-5.52%	-1.46%	-3.84%	50527	52290	-3.37%
FF	1327	1337	-0.75%	13.32%	-20.44%	5292	6178	-14.34%
ML	4070	4616	-11.83%	-17.64%	-16.17%	16706	18505	-9.72%
MP	14398	14981	-3.89%	-9.14%	-10.29%	58266	62118	-6.20%
NS	43121	45605	-5.45%	-12.18%	-10.94%	176909	191974	-7.85%
OT	5285	5763	-8.29%	-19.07%	-29.53%	20851	23390	-10.86%
SV	46144	51385	-10.20%	-8.52%	-7.67%	192032	202972	-5.39%
TOT	156442	170066	-8.01%	-10.98%	-10.61%	645145	690453	-6.56%

BREAKOUT BY CHECKOUT METHOD							
This table highlights how members are choosing to checkout and/or renew items at each library							
	Staff assisted stations		Self-Check stations		Total in-library circulation	Renewals online	Total in-library + online renewals
	Checkouts	Renewals	Checkouts	Renewals			
AH	3543	524	1842	7	5916	731	6647
AR	6748	669	4501	33	11951	2247	14198
CH	8127	580	3133	16	11856	2360	14216
DP	8921	803	2632	18	12374	2097	14471
FF	629	148	550	0	1327	86	1413
ML	1872	212	1974	12	4070	829	4899
MP	8173	557	5629	39	14398	3093	17491
NS	17279	1801	23744	297	43121	9632	52753
OT	2685	221	2353	26	5285	1206	6491
SV	11499	2445	31959	241	46144	8386	54530
TOT*	69476	7960	78317	689	156442	30667	187109

	This Year This Month		Last Year This Month		
	Checkout Station Circulation	% of total circulation	Checkout Station Circulation	% of total circulation	Difference
AH	1849	31.25%	2667	43.26%	-12.01%
AR	4534	37.94%	5091	36.04%	1.90%
CH	3149	26.56%	3331	25.64%	0.92%
DP	2650	21.42%	3266	24.94%	-3.52%
FF	550	41.45%	461	34.48%	6.97%
ML	1986	48.80%	2880	62.39%	-13.60%
MP	5668	39.37%	6261	41.79%	-2.43%
NS	24041	55.75%	26973	59.14%	-3.39%
OT	2379	45.01%	2549	44.23%	0.78%
SV	32200	69.78%	36961	71.93%	-2.15%
TOTAL	79006	50.50%	90440	53.18%	-2.68%

Holds	Holds filled APR-15	% of circulation	Holds filled APR -14	% of circulation	% Difference 2014 to 2015
AH	1260	21.30%	1592	25.82%	-4.53%
AR	2579	21.58%	3044	21.55%	0.03%
CH	2783	23.47%	3076	23.68%	-0.20%
DP	2529	20.44%	2973	22.70%	-2.26%
FF	395	29.77%	378	28.27%	1.49%
ML	916	22.51%	1135	24.59%	-2.08%
MP	3399	23.61%	3519	23.49%	0.12%
NS	8400	19.48%	8714	19.11%	0.37%
OT	1554	29.40%	1738	30.16%	-0.75%
SV	9032	19.57%	9984	19.43%	0.14%
Zsupport	319	0.20%	252	0.15%	0.06%
Total	33166	21.20%	36405	21.41%	-0.21%

April Cash Collection				
Payments received			Difference 2014 to 2015	%change 2014 to 2015
	2014	2015		
CASH	$8,002.88	$8,540.46	-$1,061.99	6.72%
CHECK	$3,046.60	$2,438.41	-231.9	-19.96%
CREDIT	$8,302.09	$8,837.71	1076.59	6.45%
PROMOTION*	$2,567.64	$3,129.28	-1489.48	21.87%
TOTAL	$21,919.21	$22,945.86	-1706.78	4.68%

*Promotion in April only due National Library Week's Food for Fines drive

This month the Library Operations report spotlights our Outreach and Homebound service.

Library Operations staff visit 49 different adult living and care facilities monthly. At these visits we provide a variety of items that focus on the interests of the specific residents in each facility. Thirty-eight facilities receive their service from staff based at Spokane Valley Library, as most of the senior and special residential facilities in SCLD's service area are located closest to Spokane Valley Library. Other facilities are served by Argonne, Cheney, Fairfield, Moran Prairie and North Spokane staffs.

We currently have 722 individuals with outreach cards. They represent a variety of ages and interests, including active seniors, seniors who need to live in an assisted living environment, residents with Alzheimer's and dementia and members who reside in residential care facilities due to a mental or physical disability. Our members in senior assisted living facilities often prefer large print items; however, we offer items in all formats. We also work with members to help them learn how to use a mobile device to checkout digital material. Checkouts at facilities that serve members with behavioral and physical handicaps of all ages check out more DVDs and paperbacks.

In addition to residential facilities, we visit two HUD low-income housing apartment complexes and a Meals on Wheels lunch location at Opportunity Presbyterian Church. At Riverwalk Point Apartments, we provide service to families with limited access to transportation, which makes visits to the library difficult.   At Pines Manor, we serve a population that includes seniors still living independently and residents with disabilities.

We have three different types of cards within our Outreach services.
- Facility cards– Items are checked out directly to the facility as a drop off collection or for use by the activity director at the facility. Several of our Alzheimer's care facilities receive these "drop off" collections since residents have difficulty keeping track of their own items.
- Outreach cards – These cards are issued to individuals who reside in facilities we visit.
- Homebound cards – These cards are issued to individuals who live in their own homes, and are unable to leave home without assistance or significant effort for three months or more. Items are mailed, with free mail to those who are sight impaired through the USPS Free Mailing for the Blind and Handicapped program.

This table represents all checkouts of print and AV material by card type in 2013 and 2014, including checkouts by members who are able to come in and visit the library from time to time. It does not include digital items.

	FACILITY			HOMEBOUND			OUTREACH		
	2013	2014	% change 2013 to 2014	2013	2014	% change 2013 to 2014	2013	2014	% change 2013 to 2014
AIRWAY HEIGHTS	0	0	n/a	35	22	-37.14%			n/a
ARGONNE	0	140	n/a	217	282	29.95%	1118	1622	45.08%
CHENEY	863	1026	18.89%	622	674	8.36%	404	421	4.21%
DEER PARK	0	0	n/a	407	325	-20.15%	6	40	566.67%
FAIRFIELD	0	0	n/a	2		n/a	461	956	n/a
MEDICAL LAKE	0	0	n/a	452	456	0.88%			n/a
MORAN	1	214	21300.00%	291	243	-16.49%	1466	1729	17.94%
NORTH SPOKANE	896	971	8.37%	111	586	427.93%	6226	2449	-60.66%

OTIS ORCHARDS	3	19	533.33%	90	2	-97.78%	14	29	107.14%
VALLEY	2627	2409	-8.30%	4465	3575	-19.93%	16850	23821	41.37%
*ZSUPPORT	1	7	600.00%	27	64	137.04%	28	88	214.29%
Total	4391	4786	9.00%	6719	6229	-7.29%	26573	31155	17.24%

*in 2014 Support Services began mailing interlibrary loans directly to outreach members to facilitate a quicker checkout and return time for these two weeks items.

This table represents the number of items checked out during our facility visits each month comparing three years of data. This is a combination of facility and outreach member profiles. These figures do not include materials checked out by a member coming into the library to select their own items or materials mailed to members in their own homes.

	Checkout at facility visits 2012	Checkout at facility visits 2013	Checkouts at facility visits 2014	% change 2012 to 2013	%change 2013 to 2014	Two year comparison % change 2012 to 2014
January	1827	1870	2280	2.35%	21.93%	24.79%
February	1646	1863	2346	13.18%	25.93%	42.53%
March	1854	1841	2302	-0.70%	25.04%	24.16%
April	1804	1870	2121	3.66%	13.42%	17.57%
May	1680	1903	2405	13.27%	26.38%	43.15%
June	1822	1801	2332	-1.15%	29.48%	27.99%
July	1674	1892	2295	13.02%	21.30%	37.10%
August	1786	1939	2146	8.57%	10.68%	20.16%
September	1677	1933	2563	15.27%	32.59%	52.83%
October	1915	1967	2733	2.72%	38.94%	42.72%
November	1860	2094	2214	12.58%	5.73%	19.03%
December	1652	1952	2286	18.16%	17.11%	38.38%
Totals	21197	22925	28023	8.15%	22.24%	32.20%

Library Reports

Airway Heights: Stacy Hartkorn
Develop Young Learners:
- Attendance for Play & Learn Storytime averaged 18 people in April, a decrease compared to the previous month (24) and the same month last year (37.75 in April 2014).

Explore and Discover:
- The Airway Heights Book Club selected Children of Men by P.D. James for its April book selection.
- *Therapeutic Horticulture*, part of the *Nourish* series, attracted an audience of two people.
- Explore and Discover Club, *Titanic*, had an audience of 8 people, our second highest attendance for 2015.
- *LEGO Club* was attended by five people.

Support Job Seekers and Local Businesses:
- I attended the West Plains Chamber of Commerce April Membership Breakfast with Aileen Luppert. Guest speaker from Greater Spokane Inc., Robin Toth, spoke about Economic Development in the West Plains.

Connect Communities:
- I attended a Reading Rally at Sunset Elementary School in honor of Dr. Seuss and read to two classrooms as part of the day's festivities.
- I continued to meet weekly with Airway Heights Parks and Recreation staff to plan a possible *Let's Move Airway Heights* event in 2015. Local business owner, Jared Nichols, from Airway Fitness has also joined the planning process along with Airway Heights Yoke's grocery store.
- Two people attended the Airway Heights Community Conversation hosted in the Airway Heights Library meeting room, including a representative from the Airway Heights Youth Advisory Committee.
- Great Northern Elementary's 5th / 6th grade class visited the Airway Heights Library to check out books.
- I attended two Airway Heights Kiwanis meetings.
- There were a total of 11 Spaces reservations for the Airway Heights meeting room in April, compared to only six in April of 2014.
- The display case featured a rock collection and rock jewelry from a local artisan.

Argonne: Pat Davis
Develop Young Learners:
- Storytime attendance for the month was 193. Toddler Play and Learn attendance averaged 21.25 and Preschool Play and Learn averaged 21.6, for a combined weekly average of 42.85 up from last year's general Play and Learn Storytime average of 32.5.
- We provided four Outreach Storytimes.

Explore and Discover:
- SNAP provided two workshops, *Navigating Your Credit* and *Give Yourself a Raise* with attendance of eight and 12 respectively.
- Our first Nourish program, *Beginning Meditation*, attracted 31 participants.
- Kids Explore and Discover program, *Titanic*, attracted 15; up from nine last month.
- Lego Club attendance dropped again with only four participants this month.

Support Job Seekers and Local Businesses:
- We proctored three exams.

Connect Communities:
- Kelsey Hudson, Sheree West, and I attended the Millwood Community Economic Development meeting. The recommendation was made that the Millwood Better for Business group be more formally organized. This will be considered at the next Better for Business meeting in May.
- We featured art work from Spokane Valley High School.
- We had 79 bookings for our meeting and conference rooms this month, compared to 62 last April.

Cheney: Catherine Nero Lowry
Develop Young Learners:
- Baby Play and Learn attendance stayed fairly even this month with an average of 19.75, compared to an average of 19.5 in April 2014.

- Toddler Play and Learn attendance was up by a few with an average attendance of 45.8, compared to 42.6 in April 2014.
- Preschool Play and Learn increased this month with an average attendance of 38, compared to 27.75 in April 2014.

Explore and Discover:
- Nourish: *Coffee & Chocolate Pairings* had 16 in attendance.
- Kids Explore and Discover program *Titanic* had eight in attendance.
- Cheney Book Discussion Group read <u>How it all Began</u> by Penelope Lively. There were nine in attendance.
- Our monthly Tuesday Lego Club had 14 builders in attendance.
- A Teen/ Tween Cheney Middle School Summit Program had two sessions with a combined total of 20 in attendance.
- Thanks to Librarian Vanessa Strange and Cristina from EWU MeCHA, our Dia de los Libros day had 39 in attendance, which is almost double from last year. We celebrated with books and music, and the children colored and made puppets, and the piñata was a huge success. Thanks to the Cheney Friends of the Library for donating bilingual books that were given to the children who attended this event.

Support Job Seekers and Local Businesses:
- We proctored three exams in April.
- Lori assisted a member/student who was looking for current information on Ergonomics. We had no current books so she referred him to our Digital Library and ProQuest. She showed him how to search for full text documents, how to print articles, and email articles to himself. He thanked her and said "this is the best resource."

Connect Communities:
- Lori and Regina took our library outreach services to Cheney Sessions Village, Cheney Assisted and Cheney Care facilities this month providing over 125 library items for the residents.
- 34 groups used our meeting room this month, in comparison to 30 in 2014.
- Vanessa attended the Snowdon Elementary Science and Art Night—she interacted with 217 parents and children at this event.
- Vanessa also attended the EWU Childcare Community night and interacted with 43 parents and children.
- Cheney staff provided three (3) walk-in BaL sessions in April.
- AARP Tax-Aide completed its service to the Cheney community.
- The Food for Fines program brought in 197 lbs. of food. The donated food went to the Cheney Food Bank.

Deer Park: Kris Barnes
Develop Young Learners:
- Our average Storytime attendance was 22. Last April's average was also 22.

Support Job Seekers and Local Businesses:
- Community Librarian Amber Williams and I attended the Deer Park Chamber of Commerce luncheon. We heard a presentation from Deer Park City Mayor Robert Whisman regarding the street maintenance and improvements planned for this summer.
- Our *Ready for Work* series of classes ended this month with a total of 7 participants.
- We proctored 3 tests for students this month compared to last year's total of 4.

Explore and Discover:
- 17 members gathered at the *Adult Book Club* to discuss a biography that they read. Last April's total attendance was 9.
- A total of 4 classes visited from Arcadia Elementary School to browse our collection and check materials out.
- *Kid's Club* attendance was 21, compared to last April's total of 26.
- *Lego Club* attracted 9 participants.
- Our *Nourish* program *Tea Time* attracted 26 participants.
- Our *Nourish* program *Introduction to Yoga* attracted 6 participants.
- The *SNAP Dollar and Sense* program *Navigating Your Credit* attracted 4 participants.
- The *SNAP Dollar and Sense* program *Give Yourself a Raise* attracted 1 participant.

Connect Communities:
- Our conference and meeting rooms were used by a total of 42 groups this year compared to last April's total of 29. The rooms were used for a variety of reasons, but my favorite was a local mom who happens to have a degree in music. She decided to offer a free introduction to music to any families who were interested. She had about 9 people take advantage of her presentation. She will be offering this program in May as well.
- *AARP Tax-Aide* finished its volunteer services mid-April. They helped a total of 325 people over the ten days that this service was offered. They filed 270 returns and helped an additional 55 people with answers to their questions so that they could file their own taxes.
- Community Librarian Amber Williams and I attended *Literacy Night* at Riverside Elementary school. After we were treated to a couple of Dr. Seuss stories read by two Spokane Shock football players, Amber and I manned tables with craft activities and encouraged the children to make their own bookmarks, create their own Mother's day card, and check out our program and services flyers.
- The Friends of the Deer Park Library met this month to discuss the budget committee and audit committee findings.
- Our *Food for Fines* program netted a total of 355 pounds of non-perishable food. The donated items went to the Greenhouse food bank in Deer Park.

Fairfield: Kathy Allen
Develop Young Learners:
- Play and Learn Storytime averaged 10.5 last year, including the Preschool. Family Evening Storytime averaged 3.5 up from last month's average of 1.75.
- The Fairfield Community Church Preschool, an in-house Storytime, had 12 attending.
- The Fairfield Friends purchased a toy mailbox for the writing station. Children have been writing notes and coloring pictures for us. We are displaying them on the wall.

Support Job Seekers and Local Businesses:
- *Ready to Work* series had 2 people attend.
- *GrantStation & GALE Courses Demo* was presented by Cindy Ulrey to the Fairfield Community Advisory Board with 3 attending.
- After visiting area businesses in Fairfield and Freeman, 7 additional businesses agreed to participate in the scavenger hunt this summer.

Explore and Discover:
- 15 attended *Thursday Night Thing* at the Fairfield Community, up from 6 last April.
- *Family Construction Zone* had 4 attend.
- *Lego Club* had no one attend this month.

Connect Communities:
- Cindy Ulrey and I attended the North Palouse Chamber of Commerce meeting held at the Fairfield Care Facility. We were introduced to the new Administrator and new Activity Director of the facility.
- 1 group used the meeting room this month.

Medical Lake: Theresa Stephenson
Develop Young Learners:
- Storytime attendance averaged 21 people this April, down from 22 attendees in April 2014.

Explore and Discover:
- The Explore and Discover Children/Family Program, *Titanic*, had eight attendees. The participants seemed very interested in this historic topic.
- The Explore and Discover Lego Club attracted seven participants.

Support Job Seekers and Local Businesses:
- The *Ready For Work* job seeker and career courses average 1.5 persons per class. The series is now over, and the participants were thankful that the library offered the courses.

Connect Communities:
- The Medical Lake Book club hosted Vern Hopkins who discussed his book, It Seemed like a Good Idea at the Time; memories and anecdotes of life as a cowboy in Washington State.
- On Saturday, April 25, Medical Lake Friends of the Library Joyce Callaway and Elizabeth Moseley and I attended the Friends Helping Friends event at the North Spokane Library.
- Seven groups utilized the meeting room in April 2015.

- We had five individuals utilize the Book-a-Librarian service in April 2015.
- The second Medical Lake Community Conversation was held April 21, with a total of three participants. The scheduled time for this event was 1:30. We had more people participate last month when the event was held in the evening. This may be a consideration for future planning.
- On April 9, Medical Lake Community Librarian Christie Onzay and I attended the Lion's Club Meeting held at the Pizza Factory in Medical Lake. We presented a PowerPoint presentation and briefed the members about library services.
- The Friends of the Library Book Sale was held April 11 and 12. It was a huge success. The Friends reported that they made over $1,200.
- Food for Fines was held during April 2015. The Medical Lake Library collected half of a box of food which amounted to $42.67 in fines being dismissed.
- The Medical Lake School District Reading Fair was held in April 2015. There were 62 attendees that participated in the event.

Moran Prairie: Danielle Marcy
Develop Young Learners:
- *Toddler Play and Learn Storytime* averaged 36 attendees this month, a slight decrease from last month's average of 38 and last April's 43.
- *Preschool Play and Learn Storytime* had an average attendance of 20, a decrease from last month's 28 and 25 in April 2014.
- *Baby Play and Learn Storytime* averaged 39, an increase from last month's 32 and a continued trend of steady increase over last April's 26.

Explore and Discover:
- The *Moran Prairie Book Club* had 8 attendees this month for <u>Short Nights of the Shadow Catcher</u> by Timothy Egan.
- The *Lego Club* had an attendance of 32, an increase from last month's 25.
- Kids Explore and Discover program *Titanic* had only 5 attendees, a significant decrease from last month's 19.
- We did not have our monthly craft this month since we used the space for the Food for Fines program. We plan on continuing the monthly craft next month.
- For the Nourish series we had 14 attend the *Organic Gardening,* and only 5 attend the *Introduction to Yoga.*
- We had 20 attend our *Family Construction Zone* program.
- STCU had two programs this month. 16 attended *Budgeting 101* and 25 teens attended *Money Camp.*

Support Job Seekers and Local Businesses:
- We proctored 1 exam.

Connect Communities:
- We had 81 bookings of the meeting room, a continued increase from last month's 74.
- Eric Cook's photography displayed until the end of April.
- Dan McCann displayed his shadow box art in the display case.
- The Moran Prairie Friends sent two representatives to the Friends Helping Friends meeting.
- A local teen asked if she could volunteer for a K-3rd grade literacy program. We have scheduled an *Unusual Princess* program at Moran in which she will be a guest reader and have the opportunity to assist with crafts.
- The library is planning an adult poetry evening emceed by Sharma Shields in July. The Moran Prairie Friends have agreed to purchase gelato for the event.
- Danielle attended the Manito Lions group and has been asked to accept the nomination of Secretary or Treasurer.

North Spokane: Jason Johnson
Develop Young Learners:
- 824 children and their parents and caregivers attended early learning programs this month. This is a 9% decrease from last month.
- Baby Play and Learn Storytime averaged 23 attendees. This is the down 13 from last month's average and up 2 from April 2014.

- Preschool Play and Learn Storytime averaged 45 attendees. This is down 3 from last month and down 1 from April 2014.
- Toddler Play and Learn Storytime attracted an average attendance of 40. This is down 7 from last month and up 3 from April 2014.
- Family Play and Learn Storytime averaged 13 attendees, up 2 from last month and up 2 from April 2014.
- Staff provided Storytime for 108 attendees at outreach facilities.

Explore and Discover:
- 302 members of all ages attended Explore and Discover events this month.
- 68 adult members attended 5 programs: 25 for *Nourish: Tai Chi,* 19 for *STCU: Organize your Finances,* 10 for *STCU: Protect your Credit Score,* 9 for *Nourish: Beginning Meditation,* 5 for *Nourish: Online Tools for Home Chefs.*
- 19 tween/teen members attended 2 programs: 13 for *Anime Club* and 6 for *Tween Club: Upcycle.*
- 215 children and their families attended 5 programs: 88 for *Monday Funday: Art Club,* 66 for *Monday Funday: Legos,* 27 for *Monday Funday: Pokémon,* 18 for *Kids Explore and Discover: Titanic* and 16 for *North YMCA Club: Storytime and craft.*

Support Job Seekers and Local Businesses:
- Staff proctored 2 exams this month.

Connect Communities:
- Local Artist Colleen Lake displayed her fused glass pieces in our cabinet this month.

Otis Orchards: Kathy Allen
Develop Young Learners:
- Play and Learn Storytime averaged 22.4, up from last year's average of 18.5.
- We presented 3 Outreach Storytimes to 42 children at East Farms ECEAP and Doodlebug.
- This month's *Kids Club: Titanic* had 7 attend, down from last month's total of 14.
- The Otis Orchards Friends purchased a toy mailbox for the writing station. We are displaying their drawings and notes on the wall.

Support Job Seekers and Local Businesses:
- *Ready to Work: WinWay Resume Builder:* 4 attended.
- *Ready to Work: File Management:* 1 attended.
- *Ready to Work: Career Counseling:* 4 attended
- *Ready to Work: Microsoft PowerPoint for Job Seekers:* no one attended.

Explore and Discover:
- *Let there be Legos* had 48, down from last April's total of 163. We still had a nice variety of creations to fill the display case.
- *Nourish – Organic Vegetable Gardening,* was filled to the max with 52 in attendance.
- *Lego Club:* 8 attended, down from last month's attendance of 18.

Connect Communities:
- All 3 of our Friends attended the *Friends Helping Friends* meeting held at NS. They were encouraged by other Friends groups and appreciated the information provided.
- The meeting room was used 8 times this month.
  We had 2 Book a Librarian appointments for Overdrive use.

Spokane Valley: Sonia Gustafson
Develop Young Learners:
- Baby Play and Learn averaged 22, down from last April's 27.
- Toddler Play and Learn averaged 33 per session, up from last April's 31.
- Preschool Play and Learn averaged 37, up from last April's 32.
- Family Play and Learn had a very small average of 7, down from last April's 16.
- We presented outreach Storytimes to 135 children.
- We installed a play kitchen in the children's area and it's been incredibly popular- the kids love it!

Explore and Discover:
- We had a visit from 35 students from the Oaks Academy and we presented information on our databases.

- The Nourish series is starting out strong. 32 for *Beginning Meditation* and 17 at *Intro to Yoga.*
- Too Fun Tuesdays is going well- 40 for the Lego program, 17 for a Titanic program, 18 for art club, and 5 for Pokémon club.
- After I connected with HUB staff at a Chamber event, Cindy and Kelsey took a Tween Club program (engineering challenge) to two of their after-school programs. There were 27 total attendees and everyone had a good time.
- The *Basics of Memory Loss* program had 29 attend.

Support Job Seekers and Local Businesses:
- Aileen and Sheree are working with students from Barker High School on resume help and career prep. It's a 4 week class, and 12 attended the first session.
- We proctored 9 exams.
- 4 classes were presented through the Access IT grant- 34 people attended.

Connect Communities:
- Diane participated in the Spokane Valley's Senior Center Resource Fair at CenterPlace. She talked to 60 people.

Communication Report April 2015

Marketing Activities

- Donated Property Receipt logo update
  - Updated logo and verbiage on receipts for donations and donated property
- Eric Cook--Fine Art Display at Moran Prairie
  - Promoted via social media
- The Current Ad for May
  - Promoting Nourish series, Kindergarten Readiness article, and pitched published story on "Nourishing oneself starts at home"
- Feather Banner
  - Designed and purchased a new set of banners for outdoor use at events
- Dia Day Celebration
  - Flyers, digital displays, web news item, calendar postings, and social media
- Learn About Dementia
  - Flyers, digital displays, web news item, calendar postings, and social media
- Tabletop Game Day
  - Flyers, digital displays, web news item, calendar postings, and social media
- Kids Magazine
  - Ad promoting Nourish and self-care article written
- North Spokane Friends of the Library Meeting
  - Digital display, calendar postings, and posted on SCLD & Friends websites
- April Newsletter
  - Wrote and designed headlines and images
- Family Construction Zone
  - Flyers, signs, digital displays, web news item, calendar, and social media
- Food For Fines
  - Flyers, web news item, press release, carousel on scld.org, digital displays, ad submitted to The Current, calendar postings, and social media
    - Apr 15 – Deer Park Tribune "Library trading food for fines"
- Friends Helping Friends
  - Flyer, agenda, multi-media presentation, and event set-up
- In-Library Community Conversations
  - Blog post, calendar postings, digital displays, flyers, and social media
- Nourish
  - Landing page, blog post, press release, brochure (mailer and in-library), online ads with KHQ, ad in The Current, ad in Kids Magazine, March radio ad with IHeartRadio, digital displays, calendar postings, eNewsletter piece, and social media
- Summer Youth Programs
  - May radio run on IHeartRadio – May 4-15
  - Apr 22 – Inlander - Summer Camps 2015: Endless Possibilities

News coverage

- Apr 15 – Deer Park Tribune: DP Library offers finance classes

- Apr 9 – Cheney Free Press: Hopkins to speak at Book Club meeting (Medical Lake Book Club)

Press Releases
- Apr 9 – Rick Knorr named Chief Financial Officer for Library District
  - Apr 24 – Journal of Business: County library district names new CFO (online and print)
  - May issue – The Current: Knorr named CFO at SCLD
- Apr 15 – Deer Park Friends of the Library Receive Distinguished Service Award
  - Apr 22 – Deer Park Tribune: Deer Park Library group garners state service award

E-Marketing (Website, Social Media, Email)

Social Media:
- Facebook: # of fans: 2,342
- Twitter: # of followers: 1,328
- Pinterest: followers: 1,249

Library District Blog:
Our most viewed blog post last month was *Celebrate Japan Day at the Library*, garnering 444 views throughout April. This was a guest post written by one of the District's Public Services Specialists, Kathryn Illback. She wrote the piece upon our request to help in promoting North Spokane's Japan Day event on April 20. We had excellent attendance at this program with 88 people present.

Blog posts:
- Apr 1 – Documentaries You May Have Missed
- Apr 2 – My Top 5 Kitchen Tools
- Apr 6 – Seize the Día
- Apr 7 – Birthday Party Goody Bag Alternatives to Plastic Toys
- Apr 8 – It's a Whole New Zinio
- Apr 9 – 20-Minute Mental Vacations to Promote Self-Care
- Apr 10 – Build Your Business
- Apr 12 – Unlimited Possibilities @ Your Library
- Apr 13 – Meet the Authors: Tim and Becky Hattenburg
- Apr 13 – From the Director…
- Apr 14 – How to Throw an Awesome Tween Birthday Party
- Apr 15 – Celebrate Japan Day at the Library
- Apr 16 – The Casual Nerd's Guide to Book Awards
- Apr 21 – On My Coffee Table
- Apr 22 – Cooking with Kids
- Apr 23 – Are You There Gen X? It's Me, Sheri
- Apr 28 – Backyard Fun for Kids
- Apr 29 – Microadventures in Spokane County
- Apr 30 – Step Away From The Screen

eNewsletter email:
- 71,936 sent on April 16, 2015
- Open rate: 17.1% (12,253)
- Clicked: 2,061 (2.9% click rate)
- Unsubscribed: 176

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

Results – Information and descriptions on the following were included in print publications (Spokesman, Cheney Free Press, Spokane Valley News Herald) and on the respective websites, including (# of mentions):
- Let There Be Legos
- Lego Club (6)
- Kids Explore & Discover Club (4)
- Tween Club (2)
- Board Games Galore (2)
- Nourish in general (3)
    - Beginning Meditation (4)
    - Online Tools for Home Chefs (3)
    - Introduction To Yoga (2)
    - Tai Chi (3)
    - Therapeutic Yoga (2)
    - Online Tools for Health and Fitness
    - Tea Time (2)
    - Coffee and Chocolate Pairings (2)
    - Therapeutic Horticulture
    - Organic Vegetable Gardening
    - Healthy Home Fermentation
- The Basics: Memory Loss, Dementia and Alzheimer's Disease
- Architects, city staff aiming for public input on new Spokane Valley city hall (mentions Library Bond)
- Family Construction Zone (2)
- Food for Fines at Spokane County Library District
- Art Club
- SCLD streaming services (2)
- New SCLD officer named
- Author Christina Lewis (3)
- Budgeting 101
- Organize Your Finances
- Multiple Sclerosis
- My Life, My Money Camp (2)
- Pokemon Club (3)
- Too Fun Tuesday (2)
- Cheney Book Club Meeting
- Seize The Dia
- Biologists present clinic on living with moose (Moose on the loose)(2)
- La Leche League

Reprints of previously created work & order fulfillment
- Nourish brochures for Airway Heights
- Too Fun Tuesdays flyers for Spokane Valley
- Easy Reader Bookmarks for North Spokane
- Pens for North Spokane, Spokane Valley and Otis Orchards
- Business Cards for new employees
- Lego Club flyers for Moran Prairie

Communication Display Kits provided for community events
- Our Kids: Our Business Luncheon
- EWU Childcare Community Night
- Snowdon Elementary Art and Science Night
- Spokane Valley Senior Center Resource and Information Fair

Current & Upcoming Projects & Event Promotion
- April through June
  - Nourish promoting
- May
  - Cheney Mayfest
  - Meet Author Jannis Hibberts
  - SCLD Staff t-shirts
  - SCORE Workshops
  - Author Event: Tim and Becky Hattenburg
- June
  - Melissa DiLuzio Nutrition Classes
  - Summer Reading
  - Meet Author Lee Pitts
  - Fairfield Scavenger Hunt
  - Paper Bag Princess Party
  - Large Print Summer Newsletter
  - Free Shred Day w/ Devries
  - Strawberry Festival
  - Early Learning at Home
  - Sunset Elementary Class Visits
  - Fairfield Flag Day
- July
  - Password security change
  - Deer Park Settler's day parade

Spokane County Library District		
Balance Sheet - (Cash Basis)		
April 30, 2015		
		5/13/2015 13:58
ASSETS		
CASH	$	5,874,771
TOTAL ASSETS	**$**	**5,874,771**
CURRENT LIABILITIES	$	26,670
TOTAL LIABILITIES	**$**	**26,670**
FUND BALANCES		
ASSIGNED FOR DEER PARK LIBRARY PROGRAM	$	6,182
ASSIGNED FOR DIANE ZAHAND MEMORIAL FUND		11,274
UNASSIGNED FUND BALANCES		5,830,645
TOTAL FUND BALANCES	**$**	**5,848,101**
TOTAL LIABILITIES & FUND BALANCES	**$**	**5,874,771**
CONSTRUCTION FUND CASH BALANCE	**$**	**902,123**

Spokane County Library District
Summary of Revenues & Expenses - (Cash Basis)
For the Four Months Ended April 30, 2015

5/13/2015 14:01

		Y-T-D Actual		Annual Budget	Percent Used		Balance Remaining
REVENUES							
PROPERTY TAXES	$	5,098,816	$	10,740,000	47.48%	$	5,641,184
CITIES, SERVICES & FEES		146,779		666,015	22.04%		519,236
MISCELLANEOUS		46,503		416,775	11.16%		370,272
OTHER RECEIPTS		177		40	441.83%		(137)
INTEREST REVENUES		7,420		24,000	30.92%		16,580
TOTAL REVENUES	$	**5,299,694**	$	**11,846,830**	**44.74%**	$	**6,547,136**
TRANSFERS IN	$	-	$	-	0.00%	$	-
TOTAL REVENUES & TRANSFERS IN	$	**5,299,694.41**	$	**11,846,830**	**44.74%**	$	**6,547,136**
EXPENSES							
SALARIES	$	2,006,825	$	5,995,339	33.47%	$	3,988,514
FRINGE BENEFITS		563,496		1,834,205	30.72%		1,270,709
SUPPLIES		45,635		167,540	27.24%		121,905
SERVICES		707,866		1,869,703	37.86%		1,161,837
EQUIPMENT & SOFTWARE		25,482		363,000	7.02%		337,518
LIBRARY MATERIALS		483,099		1,554,229	31.08%		1,071,130
OTHER EXPENDITURES		6,394		18,540	34.49%		12,146
INTEREST EXPENSE		0		100	0.00%		100
OPERATIONAL CONTINGENCIES		0		104,174	0.00%		104,174
TOTAL EXPENSES	$	**3,838,796**	$	**11,906,830**	**32.24%**	$	**8,068,034**
TRANSFERS OUT	$	-	$	-	0.00%	$	-
TOTAL EXPENSES & TRANSFERS OUT	$	**3,838,796**	$	**11,906,830**	**32.24%**	$	**8,068,034**
Net Excess of Revenues Over/(Under) Expenses	$	**1,460,898**	$	**(60,000)**	-2,434.83%	$	**(1,520,898)**

Spotlight Cheney Library

Library Supervisor Catherine Nero Lowry will share highlights of Cheney Library and the community serves.

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

SPOKANE COUNTY LIBRARY DISTRICT

OVERVIEW SUPPORT JOB SEEKERS AND LOCAL BUSINESSES

Library Services Manager Stacey Goddard and Librarian Brian Vander Veen will provide an overview of library programming to support one of the four Community Impact Plan goals, Support Job Seekers and Local Businesses.

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