

MISSION

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

Board of Trustees Regular Meeting

June 21, 2016 4:00 p.m. Argonne Library Public Meeting Room

AGENDA

- I. CALL TO ORDER**
- II. AGENDA APPROVAL [4:00]**
- III. ACTION ITEMS**
 - A. Approval of May 17, 2016, Regular Meeting Minutes [4:00-4:03]
 - B. Approval of May 2016 Payment Vouchers [4:03-4:05]
 - C. Unfinished Business
None.
 - D. New Business [4:05-4:30]
 1. Annexation of Cities and Towns to the Library District Policy: Approval recommendation.
 2. Fixed Assets Policy: Approval recommendation.
 3. First Amendment to Interlocal Agreement between City of Spokane and SCLD Concerning Mitigation of the Impact of Annexation in Moran Prairie and Glenrose Prairie (Resolution No. 16-04): Approval recommendation.
 4. Otis Orchards Roof Replacement Contract Award (Tentative): Approval Recommendation.
- 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 – Deer Park Library [5:00-5:10]
 - G. Overview – E-Rate (Schools and Libraries Program of the Universal Service Fund) [5:10-5:20]
- VI. PUBLIC COMMENT**
- VII. ADJOURNMENT**

[Estimated meeting length: One and a half hours, plus public comment.]

Break (Catered sandwiches and soft drinks.)

SPECIAL MEETING/RETREAT FOLLOWS [5:30-8:00]

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

**SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: MAY 17, 2016**

The Board of Trustees of Spokane County Library District met in regular session in the public meeting room at Moran Prairie Library, 6004 S. Regal St., Spokane, WA, at 4:00 p.m., Tuesday, May 17, 2016.

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

Excused: Mark Johnson - Chair

Also Present: Jane Baker, Communication & Development Officer; Kristy Bateman, Library Services Manager; Erin Dodge, Communication Specialist; Stacey Goddard, Library Services Manager; Rick Knorr, Chief Financial Officer; Danielle Marcy, Library Supervisor; Danielle Milton, Librarian, Patrick Roewe, Deputy Director; Doug Stumbough, IT Director; and Patty Franz, Administrative Assistant.

Guests: None.

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

Agenda (Item II.) Mr. Teterud moved and Ms. Carlson seconded to approve the agenda. The motion carried unanimously.

Approval of Regular Meeting Minutes, April 19, 2016 (Item III.A.) Mr. Craig called for corrections to the April 19 regular meeting minutes. There were no corrections; the minutes stand approved as written.

Approval of Payment Vouchers, April 2016 (Item III.B.) Ms. Carlson moved and Mr. Teterud seconded approval of the April 2016 bill payment vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal	Total
L01	49944-50085 and W00317-W00323	\$550,059.15	\$550,059.15
	04082016PR and 04252016PR	\$359,724.91	\$359,724.91
		Total	\$909,784.06

There were no questions. The motion was unanimously approved.

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Unfinished Business NONE.
(Item III.C.)

New Business
Personnel Policy
(Item III.D.1.)

PERSONNEL POLICY. Mr. Teterud moved and Ms. Carlson seconded that revisions to the following Personnel Policy sections be approved as presented: 2.16, 3.5, 5.8, 5.10, and 6.11.

The recommended changes were mostly intended to document, clarify or expand on current practice. Regarding Hiring and Employment policies, Section 2.16, Ms. Ledebouer reviewed the added notation of regular employee status as opposed to trial period in relation to eligibility for job transfers. For Section 3.5, Specialty Pay, Ms. Ledebouer reported supervision has been added to District job descriptions that require the role of supervisor; thus, the 4% wage increase clause was removed. For Section 5.8, Bereavement Leave, the addition of consecutive calendar days for normally scheduled work hours clarified use of leave. Mr. Roewe noted Military Leave, Section 5.10, is now in line with the Washington Administrative Code (WAC), which allows leave for training and drills in addition to active duty. For Employee Conduct, Section 6.11, controlled substances replaced the terminology for illegal drugs, and the term subordinates was added for clarification regarding assaultive or retaliatory behaviors.

In response to Mr. Teterud's query, Ms. Ledebouer explained full- or part-time regular employees are those who have been employed for six months or longer with satisfactory performance, and are no longer classified as trial period. In response to Mr. Teterud's query, Mr. Roewe explained state law entitles an employee who has been deployed to receive 21 days of paid military leave per year. The law also requires an employee's job to be held during that time. For longer-term deployment, the District will abide by provisions of USERRA, which entitles the employee to a comparable position upon return.

In response to Mr. Craig's query, Ms. Ledebouer explained position descriptions were recently revised to include supervision, and salary adjustments were made to reflect the change in duties. An employee may be given special assignments for which the Executive Director may authorize specialty pay, which has typically been an increase of 4% and equivalent to the average amount between steps. Also in response to Mr. Craig's query, Ms. Ledebouer confirmed those employees having job descriptions denoting supervisor are actually in a supervisory role. There was no further discussion. The motion was unanimously approved.

New Business
Member Privileges
and Responsibilities
Policy

MEMBER PRIVILEGES AND RESPONSIBILITIES POLICY. Ms. Carlson moved and Ms. Thompson seconded to approve the Member Privileges and Responsibilities policy as revised. There were two key suggested changes

(Item III.D.2.)

to the policy. First, the reference to credit reporting agency referrals was removed. Second, the baseline of fines and fees was raised to \$1, as that is the minimum amount the District's online credit card payment vendor will process. Member accounts owing \$.99 or less will not be required to be paid prior to card renewal. Ms. Ledebor added that to keep uncollected funds off the books, CFO Rick Knorr has established fines to be forgiven after three years, after all reasonable collection efforts have been conducted.

Discussion ensued about the cost of a collection agency and the number of referred accounts. In response to Mr. Teterud's query, Mr. Knorr said the District collects approximately \$20,000 per month in fines and fees, with half from collection, for which it pays a flat fee for every referral account. Mr. Roewe added that use of a collection agency is essentially revenue neutral. Mr. Craig commented that the District needs to do everything it can to collect fees to follow SAO guidelines. Discussion also ensued regarding online transactions and fees. In response to queries from Messrs. Craig and Teterud about adequate pricing or members picking up the cost, Ms. Ledebor said the District absorbs the processing fees, as convenience increases the rate of collection. Ms. Thompson noted it isn't legal to pass on credit card fees to the consumer, yet the practice is commonly continued by some businesses. There was no further discussion. The motion was unanimously approved.

**New Business
2016 PLA Annual
Conference Report
(Item III.D.3.)**

Ms. Ledebor reported that she and four other staff attended the Public Library Association (PLA) Annual Conference held in Denver, CO, April 5-9. Staff had the opportunity to present its Libraries Transforming Communities Initiative experiences to large audiences, and attended many other informative programs as well. Ms. Ledebor referenced a session she attended on designing library spaces for people, not collections. She also mentioned that PLA has developed surveys to measure the impact of library programming that we may use to evaluate the Community Engagement Plan.

**New Business
2016 WLA Annual
Conference Report
(Item III.D.3.)**

Ms. Ledebor reported the District was pleased to be able to send 30 staff to attend the Washington Library Association (WLA) Annual Conference held at The Davenport Hotel, April 27-29. Several staff presented programs about their work with the Libraries Transforming Communities Initiative, adult programs planning, and partnerships with the local business community. Retired IT Director Priscilla Ice and Library Services Manager(s) Mary Ellen Braks and Gwendolyn Haley received awards for their statewide contributions to public library services.

**New Business
2016 Friends
Helping Friends
Event Report
(Item III.D.4.)**

The Friends of the Library met for the fourth annual Friends Helping Friends event, a business meeting and opportunity for information-sharing among library volunteers. This year's theme, "Stronger Together," provided a basis for brainstorming ideas to work together to grow

membership and raise funds for library programs. Friends of the Library groups and Friends of the SCLD foundation decided to host a countywide book sale on Saturday, October 8. The premiere event will be promoted by the Communication Department through various platforms. Information about membership to the Friends of the SCLD will be promoted at the various sales. Ms. Ledeboer commented it was exciting to see all the library Friends working together.

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

Mr. Craig reviewed the list of tentative agenda items for the next two months. The June regular meeting and retreat will be held at Argonne Library. The regular agenda will include review of the Annexation of Cities and Towns to the Library District and Fixed Assets policies, Spotlight on Deer Park and Overview of E-Rate. Ms. Ledeboer said she anticipates an update on the Moran Prairie annexation as well. Ms. Thompson gave advance notice of her late arrival to the June meeting, and absence from the August meeting at Fairfield Library. As a reminder, the July meeting was canceled by consensus. Mr. Craig also mentioned the possibility of holding a special meeting to tour Spokane Valley and North Spokane libraries in anticipation of renovation projects at both facilities. Ms. Ledeboer will provide potential dates as follow up.

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

Ms. Carlson and Messrs. Craig and Teterud expressed appreciation for their attendance at the WLA Conference held in Spokane. Each shared highlights of their conference experiences, and considered the conference a good opportunity and use of time. Mr. Teterud particularly appreciated learning about the WLA organization and hearing from Steve Duncan, WLA lobbyist, about building relationships with legislators. Ms. Carlson enjoyed sessions on community engagement, library advocacy, and bringing library services to incarcerated youth. Mr. Craig appreciated hearing about the concepts for measuring success of library programs according to the 40 Developmental Assets, and use of participant surveys over statistics to measure program success.

Trustees inquired whether it would be appropriate to pass a resolution at the June meeting to request the repurchase of the Sprague Avenue property by the City of Spokane Valley. Ms. Ledeboer responded that last fall she and former board chair Tim Hattenburg attended a City Council meeting to notify the council in place at the time that the District would not pursue another bond election. Therefore, if it is in the Trustees' interest following the June retreat to use the property funds for library building renovations, the District will need to request the funds back from the City of Spokane Valley. Ms. Ledeboer indicated she would work with counsel to draft a resolution regarding the property funds for consideration at the June retreat agenda. There was no further discussion.

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

The Executive Director's written report for April 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 pointed out in the April IT Director's report that MyPC & Papercut were selected as the District's new computer reservation and print management systems. Subsequently, a public records request was submitted for details about the selection process. After conferring with Cindy McMullen, attorney and legal counsel for the District, we notified the requester of our review of state regulations for any applicable exemptions. We also notified the other bidders about the request and provided ample time for those organizations to notify the District if they believed there were any legal exemptions to prohibit the release of information planned for June 1.

In reference to an internal news post written by Ms. Ledeboer regarding personal computer hacking, Ms. Thompson commented her father had a similar experience with more drastic results. Subsequently, Ms. Ledeboer noted Mr. Stumbough and the IT staff are doing everything they can to secure the District's information systems.

In response to Mr. Teterud, Ms. Ledeboer reported interviews for Chief Human Resources Officer will be held May 19 and 20, with anticipation to fill the position by July 1.

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

Deputy Director Patrick Roewe and Library Services Manager Kristy Bateman provided a written report prior to the meeting for April 2016, with data for customer use measures, programming and library activities. The successful results of the fourth annual Food for Fines program were highlighted by Mr. Roewe. Food collection increased by 17%, and the amount of fines forgiven increased by 69%. The District collaborated with Spokane Public Library, and increased the per item and maximum dollar amounts forgiven to help increase program participation. Ms. Ledeboer pointed out to Mr. Teterud how Mary Ellen Braks elaborated on the STEM Kits he asked about last month. In response to Trustee Craig's query about the paving and repair project at Deer Park, Mr. Knorr explained the subpar pavement of the entryway had sunk and become a safety issue. Mr. Roewe said since the library will be closed for construction, additional maintenance projects will be completed at the same time. The cost estimate for construction at Deer Park was \$10,000. Mr. Craig also asked about the library card for Internet-use only. Ms. Ledeboer explained the card is similar to a guest pass, and can be used by guests who live outside the county or by individuals without proof of address. The Internet-use only card ensures open access to reference and online materials. Mr. Roewe commented the Internet-use only card is helpful to staff as well, as it eliminates the regular use of single-use guest passes. There was no further discussion.

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

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

**Fiscal Report,
April 2016
(Item V.E.)**

Revenue and Expenditure Statement through April 30, 2016.

<u>Fund 001</u>	
Revenues	\$ 5,342,906
Expenditures	\$ 3,906,863
Ending Fund Balance	\$ 5,988,000
Fund Budget Expended	32.84%

Chief Information Officer Rick Knorr reported the SAO auditors will begin the 2015 audit next week, and have offered to conduct an entrance conference, if necessary. A brief discussion ensued and the Board determined by consensus an entrance conference wasn't necessary, as the SAO will address the audit process in a written letter distributed to all Trustees. Mr. Knorr also reported repair of the rock wall at Argonne Library has begun. There was no further discussion.

**Spotlight
Moran Prairie
Library (Item V.F.)**

Library Supervisor Danielle Marcy and Community Librarian Danielle Milton provided an overview of Moran Prairie Library (MP) and the community it serves. Ms. Marcy welcomed the Board, introduced herself and Ms. Milton, and provided a brief chronology of the library. MP began as a book drop and is now the newest and third busiest library in the District. Its 10-year anniversary will be celebrated this Saturday, May 21, from 2-4 p.m., for which Trustees are invited to attend. MP is open seven days a week. Its statistics for door count, checkouts, and use of OverDrive follow similar trends as the other libraries. Meeting rooms are used heavily—there were 766 reservations last year—and the lawn, patio and study rooms are used regularly as well. Programs and programming attendance have increased by 15% and 22% respectively. Ms. Milton reported on the four service priorities of the Community Engagement Plan. For early learning, Family Evening Storytime was added on Wednesday nights for a total of four Storytimes offered each week. In support of families, an additional checkout station was added to the children's area. In collaboration with the local fire department, firefighters will join Storytimes each quarter. Pajama Storytime, a popular new program, hosts local authors who read from their favorite picture books. Ms. Milton provided an overview of the varied program offerings in support of education and enrichment. The spring Renew series offered program topics on ways to transform everyday living. There were various classes on nutrition, financial and estate planning, bicycle repair, home organization and protecting outdoor living spaces. Other popular programs were the NaNoWriMo Mini-Conference for writers; Harry Potter Party, Alzheimer's education, Washington Wildfires, and Egg-cellent Engineering. In support of business and career development, STCU and SCORE offered classes on financial planning and how to build a business. One-on-one time with a librarian can also be reserved for help with use of the library, eReaders, or how to build a resume, to name only a few. To

support community connections, a new book club has begun at Brookdale Senior Living facility across the street from the library. Multiple sessions of AARP Tax-Aide facilitate successful completion of tax forms for many. The library hosts local author readings and displays work by local artists. It also participates in the Spangle Days Parade and Moran Prairie Grange events, such as Run for the Grange and the Strawberry Festival. This summer the library will host a health fair, and a second annual Poetry Picnic. In response to Trustee Craig's question about if there had been further member concerns about the library's magazine collection, Ms. Marcy reported there had been no further comments. However, she noted the magazine collection had since been moved to a location near the patio and is no longer near the children's area. There were no further questions. Trustees expressed appreciation for the informative report.

Overview
Social Media /
Demos (Item V.G.)

Communication & Development Officer Jane Baker introduced new Communication Specialist Erin Dodge. Ms. Baker commented that today the District reaches an audience of 8,000 through social media, as opposed to 1,000 in 2012, when she began employment with the District. Through PowerPoint, Ms. Dodge introduced the social media team of three, and showed graphs comparing 2015 to 2016. Facebook fans have increased by 18% to 2,758; Twitter has increased by 43% to 1,894, and Pinterest by 22%, to 1,527. District social media efforts consist of two main types of platforms: Those we own and control—blogs, monthly eNewsletters, and emails to members, and those we ultimately don't control—Facebook, Twitter, Pinterest, LinkedIn, Google+, and YouTube. Ms. Dodge shared details of how we highlight our posts and promote programs on the various social media components, demonstrated samples, reviewed the handling and/or procedures for development of each, and introduced the staff that makes it all happen. She also pointed out social media insights (comments, shares, and click-throughs) as well as the audience breakdown by gender/demographics. LinkedIn is the most recent addition to the District's social networking sites. It provides an opportunity to engage with the business community and highlight business resources. Viewers see library posts in their feeds. In the future, Ms. Dodge said as we produce more program videos, our YouTube followers will increase. We are also experimenting with Snapchat, as an Infinite Deal survey found Snapchat outpaces Instagram, Facebook, and Pinterest for those in the age range of 12 to 24. Trustee Teterud said he heard while in attendance at the WLA Conference that LinkedIn was a great way to keep in touch with state officials. Trustees expressed appreciation for the informative report and welcomed Ms. Dodge to the team. There was no further discussion.

Public Comment
(Item VI.)

There was no public comment.

Adjournment
(Item VII.)

Vice Chair Craig adjourned the meeting at 5:36 p.m. The next Board Meeting is scheduled for Tuesday, June 21, 2016, at 4:00 p.m., in the public meeting room at Argonne Library.

Mark Johnson, Chair

Nancy Ledeboer, Secretary of the Board of Trustees

PAYMENT VOUCHER APPROVAL

Pursuant to RCW 42.24.180 and Spokane County Library District Resolution # 94-03, we, the undersigned, do hereby certify that the merchandise and services hereinafter specified have been received as of May 31, 2016 and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$960,836.84 and that we are authorized to authenticate and certify these claims.

DATE: June 1, 2016
 SIGNED: *Mark Brown*
 TITLE: C.F.O.

SIGNED: *Nancy Ledebow*
 TITLE: Executive Director

VOUCHER NUMBER	DESCRIPTION	VOUCHER AMOUNT
050086	ALLIED SAFE & VAULT CO, INC. SAFETY & SECURITY SERVICES	\$ 132.07
050087	CAROLYN ANDERSON LOST/PAID REFUNDS	11.40
050088	AVISTA UTILITIES UTILITIES	4,166.12
050089	KATHERINE BROOKS LOST/PAID REFUNDS	9.00
050090	CENTURYLINK ANALOG TELEPHONE LINES	85.63
050091	CENTURYLINK ANALOG TELEPHONE LINES	97.12
050092	CITY OF SPOKANE WATER & SEWER - MORAN PRAIRIE	276.13
050093	CITY OF AIRWAY HEIGHTS WATER & SEWER - AIRWAY HEIGHTS	181.05
050094	CITY OF CHENEY WATER, SEWER, ELEC. - CHENEY	729.81
050095	CITY OF DEER PARK WATER & SEWER - DEER PARK	77.83
050096	CAPITAL ONE NAT'L ASSOC OFFICE/LIBRARY SUPPLIES/COSTCO	471.16
050097	DANIELLE DELANGE LOST/PAID REFUNDS	12.00
050098	DELL MARKETING L.P.%DELL USA LP PRINTER SUPPLIES/IT EQUIPMENT	614.06
050099	DIVCO INCORPORATED BUILDING REPAIR & MAINT - HVAC	7,970.51
050100	FINDAWAY WORLD, LLC LIBRARY MATERIALS	978.08
050101	FRONTIER COMMUNICATION TELEPHONE & BROADBAND - FF	118.73
050102	DALE FRUNZ LOST/PAID REFUNDS	2.00
050103	GALE/CENAGE LEARNING LIBRARY MATERIALS	79.55
050104	KENNETH HATTEN LOST/PAID REFUNDS	6.00
050105	LISA HAVEMAN LOST/PAID REFUNDS	1.00
050106	CARYL HERMAN LOST/PAID REFUNDS	18.00
050107	IHEARTMEDIA-SPOKANE ADVERTISING	599.00
050108	INGRAM DISTRIBUTION GROUP, INC LIBRARY MATERIALS	10,986.57
050109	INLAND PUBLICATIONS LIBRARY PROGRAMS	420.00
050110	JULIE KACZMARK LOST/PAID REFUNDS	6.00
050111	MIDWEST TAPE LIBRARY MATERIALS	6,917.71
050112	MODERN ELECTRIC WATER COMPANY WATER, ELEC. - SV	1,861.76
050113	MORNINGSTAR, INC.-0051 ELECTRONIC LIBRARY SERVICE	3,247.00
050114	BARBARA MOTTERN LOST/PAID REFUNDS	11.00
050115	OFFICE DEPOT OFFICE/LIBRARY SUPPLIES	191.16
050116	OPTUM H S A ACCOUNT FEES	78.00
050117	OVERDRIVE, INC. LIBRARY MATERIALS e-Books	7,944.83
050118	PASADENA PARK IRR. DIST. 17 WATER - ARGONNE LIBRARY	40.15
050119	INDEPENDENCE ENTERPRISES, INC BUILDING REPAIR & MAINTENANCE	380.45
050120	QUILL CORPORATION OFFICE/LIBRARY SUPPLIES	728.00
050121	RACHEL SCHOLTEN LOST/PAID REFUNDS	13.00
050122	SHOWCASES OFFICE/LIBRARY SUPPLIES	214.08
050123	SPOKANE CO. WATER DISTRICT #3 UTILITY FEE - HASTINGS PROPERTY	14.25
050124	SPOKANE SCORE 0180 DISTR.#1094 LIBRARY PROGRAMS	1,350.00
050125	STAPLES ADVANTAGE OFFICE/LIBRARY SUPPLIES	311.90
050126	GERALD TOOMPAS LOST/PAID REFUNDS	6.00
050127	CRJW ENTPR INC./VALLEY GLASS BUILDING REPAIR & MAINTENANCE	383.71

050128	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	574.56
050129	MARY WATKINS	LOST/PAID REFUNDS	1.00
050130	INNA YUNIKOV	LOST/PAID REFUNDS	6.80
050131	ABM JANITORIAL SERVICES - NW	CUSTODIAL SERVICES	11,897.38
050132	ART CHOWDER MAGAZINE LLC	LIBRARY MATERIALS	114.00
050133	ASSOC OF WASHINGTON CITIES	MEDICAL, DENTAL, VISION & LIFE INS.	75,095.72
050134	ASSOC OF WASHINGTON CITIES	MEDICAL, DENTAL, VISION & LIFE INS.	782.30
050135	AVISTA UTILITIES	UTILITIES	754.41
050136	CLASSIC VENTURES LTD	LIBRARY MATERIALS	208.63
050137	BLACKSTONE AUDIO BOOKS	LIBRARY MATERIALS	102.61
050138	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	68.81
050139	CENTURYLINK	ANALOG TELEPHONE LINES	92.76
050140	CITY OF MEDICAL LAKE	WATER, SEWER, REFUSE - ML	160.68
050141	DEARREADER.com LLC	ELECTRONIC LIBRARY SERVICES	655.00
050142	DEVRIES INFORMATION MGMT	COURIER SERVICE	4,716.00
050143	DIVCO INCORPORATED	BUILDING REPAIR & MAINT - HVAC	2,050.93
050144	EBSCO INDUSTRIES, INC.	LIBRARY MATERIALS - SUBSCRIPTIONS	8,675.00
050145	RACHEL ELLIS	LOST/PAID REFUNDS	7.00
050146	EMPIRE DISPOSAL INC.	SOLID WASTE - FAIRFIELD	18.79
050147	FAUCETS 'N STUFF PLUMBING	PLUMBING REPAIRS	81.53
050148	GALE/CENAGE LEARNING	LIBRARY MATERIALS	531.77
050149	W.W. GRAINGER, INC.	MAINTENANCE SUPPLIES	57.84
050150	GREENLEAF LANDSCAPING, INC.	LANDSCAPE MAINTENANCE	138.15
050151	MARISSA HINES	LOST/PAID REFUNDS	19.00
050152	VANTAGEPOINT TRNSFR %M&T BANK	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,176.41
050153	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	12,881.03
050154	INTEGRA TELECOM HOLDINGS, INC	BROADBAND AND INTERNET	2,265.39
050155	INTEGRA TELECOM HOLDINGS, INC	BROADBAND AND INTERNET	15,630.49
050156	NORTHWEST BUSINESS PRESS INC	LIBRARY MATERIALS	79.95
050157	WICK ENTERPRIZES, LLC	ADVERTISING	297.50
050158	JACOB LLOYD	LOST/PAID REFUNDS	6.00
050159	McMULLEN & McMULLEN, P.S.	GENERAL LEGAL SERVICES	126.00
050160	MIDWEST TAPE	LIBRARY MATERIALS	6,031.82
050161	RACHEL MOEN	LOST/PAID REFUNDS	11.00
050162	MONTGOMERY HARDWARE	MAINTENANCE SUPPLIES	24.07
050163	OCLC, INC.	CATALOGING & ILL SUBSCRIPTION SVCS	3,244.15
050164	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	1,974.56
050165	POWERS PUBLIC LIBRARY	INTERLIBRARY LOAN FEES	25.00
050166	WENDY RAY	LOST/PAID REFUNDS	6.00
050167	RECORDED BOOKS, LLC	LIBRARY MATERIALS	1,096.53
050168	DAVID SORG	LOST/PAID REFUNDS	9.60
050169	SPOKANE COUNTY UTILITIES	SEWER - AR, NS, SV	411.41
050170	SPOKANE HARDWARE SUPPLY	BUILDING REPAIR & MAINTENANCE	6.42
050171	COWLES PUBLISHING CO	SUBSCRIPTIONS	208.00
050172	INTERLINE BRANDS, INC.	MAINTENANCE SUPPLIES	37.61
050173	TOWN OF FAIRFIELD	WATER, SEWER - FAIRFIELD	169.80
050174	UPS	FREIGHT	13.67
050175	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	317.21
050176	VERIZON WIRELESS	CELL PHONES (6)	207.49
050177	WHITWORTH WATER DISTRICT #2	WATER - NORTH SPOKANE	42.81
050178	EVA M ABRAM	LIBRARY PROGRAMS	350.00
050179	AVISTA UTILITIES	UTILITIES	147.94
050180	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	25.98
050181	BRODART CO.	OFFICE/LIBRARY SUPPLIES	126.10
050182	CAVENDISH SQUARE	LIBRARY MATERIALS	837.69
050183	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	212.88
050184	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	487.14
050185	CENTURYLINK	ANALOG TELEPHONE LINES	96.43
050186	CENTURYLINK	ANALOG TELEPHONE LINES	38.99
050187	CENTURYLINK	ANALOG TELEPHONE LINES	59.85

050188	CENTURYLINK	ANALOG TELEPHONE LINES	96.95
050189	CENTURYLINK	ANALOG TELEPHONE LINES	139.18
050190	DELL MARKETING L.P.%DELL USA LP	PRINTER SUPPLIES/IT EQUIPMENT	6,882.45
050191	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	870.33
050192	EARTHWORKS RECYCLING,INC	RECYCLING	157.50
050193	EBSCO INDUSTRIES, INC.	LIBRARY MATERIALS - SUBSCRIPTIONS	33,879.01
050194	DAVID M. FENNER	LIBRARY PROGRAMS	400.00
050195	GALE/CENAGE LEARNING	LIBRARY MATERIALS	1,383.43
050196	H&H BUSINESS SYSTEMS, INC.	COPIER MAINTENANCE	189.81
050197	KRIS HENDRON	LOST/PAID REFUNDS	17.50
050198	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	15,584.22
050199	INLAND POWER AND LIGHT	UTILITIES - AH, DP	1,078.78
050200	GROUP W MARKETING	ADVERTISING - KIDS NEWSPAPER	250.00
050201	KVO INDUSTRIES INC	LIBRARY PROGRAMS	775.00
050202	BRENDA MANGINE	LIBRARY PROGRAMS	100.00
050203	MIDWEST TAPE	LIBRARY MATERIALS	5,002.91
050204	MOSAIC MINISTRIES	LIBRARY PROGRAMS	500.00
050205	NATIONAL COLOR GRAPHICS	PUBLIC RELATIONS	1,627.24
050206	OPTUM	H S A ACCOUNT FEES	78.00
050207	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	8,593.16
050208	PERRINE PROPERTIES, LLC	SV PARKING LOT LEASE	300.00
050209	PRESSWORKS	PRINTING	283.71
050210	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	604.12
050211	RECORDED BOOKS, LLC	LIBRARY MATERIALS	7.56
050212	ELIZABETH RUBASKY ROEWE	LIBRARY PROGRAMS	875.00
050213	STACI R. SCHNEIDER	LIBRARY PROGRAMS	500.00
050214	MARK L SHELDON	LIBRARY PROGRAMS	50.00
050215	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	227.02
050216	MARK STILTZ	LIBRARY PROGRAMS	17.50
050217	RACHEL TUPPER	LIBRARY PROGRAMS	2,000.00
050218	UNIQUE MANAGEMENT SERVICES	COLLECTION AGENCY & NOTICE FEES	2,362.71
050219	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	10,691.47
050220	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	759.92
050221	TONI COSTA	RECRUITING REIMBURSEMENT	254.20
050222	ACCURATE STRIPING	PARKING LOT SEAL/STRIPE - AH,OT	4,342.92
050223	AVISTA UTILITIES	UTILITIES	315.69
050224	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	1,827.07
050225	BRILLIANCE PUBLISHING, INC.	LIBRARY MATERIALS	13.03
050226	BRODART CO.	OFFICE/LIBRARY SUPPLIES	1,682.52
050227	SONJA CARLSON	TRAVEL REIMBURSEMENT	10.00
050228	CAPITAL COMMUNICATIONS, INC	OFFICE/LIBRARY SUPPLIES	291.14
050229	CENTURYLINK	ANALOG TELEPHONE LINES	47.98
050230	WENDI CHAPIN	LOST/PAID REFUNDS	6.60
050231	THE CHILD'S WORLD, INC.	LIBRARY MATERIALS	310.20
050232	JOHN CRAIG	TRAVEL REIMBURSEMENT	13.01
050233	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	509.10
050234	DIVCO INCORPORATED	BUILDING REPAIR & MAINT - HVAC	2,778.85
050235	GALE/CENAGE LEARNING	LIBRARY MATERIALS	7,850.92
050236	BEN GREENFIELD	LIBRARY PROGRAMS	140.00
050237	H&H BUSINESS SYSTEMS, INC.	VOIDED: See 50255	-
050238	CAROL HARRIGAN	LOST/PAID REFUNDS	4.00
050239	JOAN HYMAS	LOST/PAID REFUNDS	24.00
050240	VANTAGEPOINT TRNSFR %M&T BANK	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,179.54
050241	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	10,868.57
050242	JASON C. JOHNSON	LIBRARY PROGRAMS	300.00
050243	SARAH MENCK	LOST/PAID REFUNDS	3.00
050244	MIDWEST TAPE	LIBRARY MATERIALS	6,565.87
050245	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	61.63
050246	OTIS ELEVATOR COMPANY	ELEVATOR MAINTENANCE	1,211.33
050247	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	7,590.39

050248	PARTNERS W/FAMILIES & CHILDREN	LIBRARY PROGRAMS	10.00
050249	PROQUEST	ELECTRONIC LIBRARY SERVICES	7,131.00
050250	RECORDED BOOKS, LLC	LIBRARY MATERIALS	1,257.70
050251	SOFTWARE.HARDWARE.INTEGRATION	IT HARDWARE & SOFTWARE	461.17
050252	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	136.89
050253	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	317.21
050254	SPOKANE COUNTY	LIBRARY PROGRAMS	250.00
050255	H&H BUSINESS SYSTEMS, INC.	COPIER MAINTENANCE	2,562.03
050256	ABM JANITORIAL SERVICES - NW	CUSTODIAL SERVICES	6,323.49
050257	ACCURATE STRIPING	PARKING LOT SEAL/STRIPE - AR	5,129.11
050258	ALL SURFACE ROOFING & WATERPROOFING, INC	ROOF REPAIRS - AR	2,043.56
050259	AMERICAN LIBRARY ASSOCIATION	DUES AND MEMBERSHIPS	564.50
050260	AVISTA UTILITIES	UTILITIES	4,198.41
050261	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	296.96
050262	BOOTS BAKERY LLC	LIBRARY PROGRAMS	203.49
050263	CAPITAL COMMUNICATIONS, INC	OFFICE/LIBRARY SUPPLIES	443.74
050264	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	137.61
050265	CENTURYLINK	ANALOG TELEPHONE LINES	85.63
050266	CENTURYLINK	ANALOG TELEPHONE LINES	104.04
050267	CITY OF SPOKANE	WATER & SEWER - MORAN PRAIRIE	691.21
050268	CHARLES T. WILLIAMS	LIBRARY MATERIALS	64.20
050269	DIVCO INCORPORATED	BUILDING REPAIR & MAINT - HVAC	1,393.81
050270	FRONTIER COMMUNICATION	TELEPHONE & BROADBAND - FF	118.73
050271	GALE/CENAGE LEARNING	LIBRARY MATERIALS	1,018.63
050272	GARY L. GODDARD	BUILDING REPAIR & MAINTENANCE	28.77
050273	SHANNON GREGG	LOST/PAID REFUNDS	11.40
050274	SUZANNE HOLLING	LOST/PAID REFUNDS	13.00
050275	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	14,966.83
050276	POUKONG MANIKOTH	LIBRARY PROGRAMS	110.00
050277	DANIELLA MARTIN	LOST/PAID REFUNDS	25.00
050278	MIDWEST TAPE	LIBRARY MATERIALS	3,889.47
050279	MELISSA NELSON	LOST/PAID REFUNDS	8.40
050280	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	6,559.54
050281	LAURA PLOURDE	LOST/PAID REFUNDS	9.00
050282	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	1,090.72
050283	RECORDED BOOKS, LLC	LIBRARY MATERIALS	90.73
050284	SEATTLE PUBLIC LIBRARY	LOST INTERLIBRARY LOAN ITEM	18.99
050285	SPOKANE CO. WATER DISTRICT #3	UTILITY FEE - HASTINGS PROPERTY	14.25
050286	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	59.27
050287	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	490.30
050288	WASTE MANAGEMENT OF SPOKANE	REFUSE	1,139.40
050289	WEBER COUNTY LIBRARY SYSTEM	INTERLIBRARY LOAN FEES	19.95
W00324	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	57,909.10
W00325	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	38,752.87
W00326	US BANK - HEALTH - OPTUM	H S A CONTRIBUTIONS	1,570.50
W00328	STATE OF WASHINGTON	MONTHLY EXCISE/SALES TAXES	565.69
W00329	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	56,324.96
W00330	US BANK - HEALTH - OPTUM	H S A CONTRIBUTIONS	1,570.50
W00331	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	<u>38,220.50</u>
Total Non-Payroll General Operating Fund			\$ 616,123.71
PAYROLL VOUCHERS			
05102016PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	\$ 174,996.51
05252016PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	<u>169,716.62</u>
Total Payroll General Operating Fund			\$ 344,713.13
TOTAL GENERAL OPERATING FUND			<u>\$ 960,836.84</u>

Spokane County Library District
April/May Credit Card Activity
Paid in May, 2016
Voucher # 050219

<u>Card Category</u>	<u>Amount</u>
General Purchases	\$4,497.79
Maintenance	504.72
Travel	629.52
Acquisitions	2,882.25
Information Technology	2,141.48
Outreach	35.71
Total Purchases	<u><u>\$10,691.47</u></u>

ANNEXATION OF CITIES AND TOWNS TO THE LIBRARY DISTRICT

BACKGROUND

The process for annexation to a library district is outlined in the RCW. Library boards can consider requests to annex and the SCLD policy outlines those conditions that should be considered before approving a request to put an annexation issue before the voters.

In addition to adding a reference to the appropriate RCW, the policy clarifies a condition for annexation should there be a forced reduction in the District's tax rate due to the jurisdiction reaching its statutory limit. The RCW allows the District to initiate the withdrawal of an area under these conditions, by resolution. Similarly, the District could reinstate the annexed area by resolution of the Board of Trustees and the governing body of the area. There is nothing in existing law that would allow the District to compel the jurisdiction to lower its tax rate.

Following are a draft of the suggested revised policy, as well as the current policy with suggested revisions noted by bold type or strikethrough.

Recommended Action: Board motion to approve the recommended revisions to the Annexation of Cities and Towns to the Library District policy.

SPOKANE COUNTY LIBRARY DISTRICT

DRAFT

POLICY: Annexation of Cities and Towns to the Library District

APPROVAL DATE: 6/17/1982

REVISED DATE: 6/21/2016

RELATED POLICIES:

None

STATUTORY REFERENCES: RCW 27.12.360-390

General Policy:

The Spokane County Library District Board of Trustees will consider requests to annex to the Library District by cities and towns that wish to place the issue before the voters in that jurisdiction to determine whether they would receive library services from the District.

The Board of Trustees may concur with such requests under the following conditions:

If the city or town has an inter-local cooperation agreement in which the Library District provides library services to the residents of that jurisdiction, the city or town agrees if the annexation is approved a new agreement shall be executed. The new agreement will reflect the change in contracting status and address financial responsibilities related to ownership, maintenance and operation of city/town-owned library facilities.

If the city or town does not already contract with the Library District for services, the city or town will agree to enter into an agreement addressing the financial responsibilities related to ownership, maintenance and operations of city/town-owned facilities. In addition, the city/town may agree to subsidize some portion of services for a finite period of time.

The city or town must agree that should the annexation cause the Library District tax rate to be reduced on a prorated basis, along with other special districts, due to the municipality reaching its statutory tax limit, then the jurisdiction shall pass a resolution to withdraw from the District to avoid the reduction of the Library District's tax rate. The Library District will evaluate this potential tax rate reduction based upon reasonable projections.

The District will comply with all applicable Washington state laws related to annexation and withdrawal from the District.

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

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

SPOKANE COUNTY LIBRARY DISTRICT

Current/Existing Policy - revisions
shown by bold type or strikethrough

POLICY: Annexation of Cities and Towns to the Library District

APPROVAL DATE: 6/17/1982

REVIEW DATE: **6/21/2016**

RELATED POLICIES:

None

STATUTORY REFERENCES: RCW 27.12.360-390

General Policy:

The Spokane County Library District Board of Trustees will consider requests to annex to the Library District by cities and towns that wish to place the issue before the voters in that jurisdiction to determine whether they would receive library services from the ~~Library~~ District.

The Board of Trustees may concur with such requests under the following conditions:

If the city or town has an inter-local cooperation agreement in which the Library District provides library services to the residents of that jurisdiction, the city or town agrees if the annexation is approved a new agreement shall be executed. The new agreement will reflect the change in contracting status and address financial responsibilities related to ownership, maintenance and operation of city/town-owned library facilities.

If the city or town does not already contract with the Library District for services, the city or town will agree to enter into an agreement addressing the financial responsibilities related to ownership, maintenance and operations of city/town-owned facilities. In addition, the city/town may agree to subsidize some portion of services for a finite period of time.

The city or town must agree that should the annexation ~~If the annexation will~~ cause the Library District tax rate to be reduced on a prorated basis, along with other special districts, due to the municipality reaching its statutory tax limit, then the jurisdiction ~~must shall agree to lower its tax rate~~ **pass a resolution to withdraw from the District** to avoid the reduction of the Library District's tax rate. The Library District will evaluate this potential tax rate reduction based upon reasonable projections.

The District will comply with all applicable Washington state laws related to annexation and withdrawal from the District.

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

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

FIXED ASSETS

BACKGROUND

The following proposed policy revisions are mostly for clarification. We added to the basic definitions, deleted redundancy, and changed the order and flow of certain sections. The substance of the policy remains the same. The general capital asset threshold remains \$5,000, the controlled or small and attractive asset tracking requirements are not changed, and the various disposition requirements for surplus items based on their value remain the same.

Although the Library District is now a cash basis entity, to quote the State Auditor's Office accounting manual, "being a cash basis entity does not remove the responsibility of government from its stewardship of public resources. Governmental entities must have policies and procedures in place to track, demonstrate accountability and insure the security of their capital assets." Thus, we maintain and periodically review our Fixed Assets policy. This month's meeting is the scheduled time for such review.

Following are a draft of the suggested revised policy, as well as the current policy with suggested revisions noted by bold type or strikethrough.

Recommended Action: Board motion to approve the recommended revisions to the Fixed Assets policy.

SPOKANE COUNTY LIBRARY DISTRICT

DRAFT

POLICY: FIXED ASSETS

APPROVAL DATE: 6/16/2014

REVISION DATE: 6/21/2016

PREVIOUS POLICY TITLES:

Disposal of Surplus Property and
Capital and Controlled Assets

RELATED POLICIES

Collection Development

Friends of the Library

Purchasing

Gifts

STATUTORY REFERENCES: RCW 27.12.210, RCW 39.33.020 and RCW 39.33.070

Purpose

To provide criteria for the identification, inventory, protection and disposition of the District's fixed and controlled assets.

Definitions

Fixed assets (or capital assets) shall include all real property, or personal property with a per-unit cost of \$5,000 or more (including installation, accessories, sales tax, and shipping), with an estimated life of one (1) year or longer. Fixed assets may be purchased by the District or received as a gift.

Controlled assets (also often referred to as small and attractive assets) include items with a per-unit cost less than \$5,000 and an estimated useful life of one (1) year or longer that are particularly vulnerable to loss. Controlled inventory items include, but are not limited to, computer CPUs (regardless of cost), computer monitors, printers, cash registers, server room equipment, switches and routers, cellular phones and other mobile devices.

Assets acquired by grant funds from other governmental agencies will be identified based on the requirements of the grantor. The Business Office is responsible for meeting all requirements of grantors and bond covenants in regard to the purchase, use and disposition of assets purchased with these funding sources.

Inventory

All fixed and controlled assets will be assigned a District property tag upon acquisition and listed in the District fixed and controlled assets Inventory.

A physical inventory of all fixed and controlled assets will be conducted a minimum of once per year.

Protection

The District is responsible for the custody, insurance, maintenance and protection for fixed and controlled assets. The department head for the department in which the fixed asset resides is responsible for the maintenance and security of the asset. The Information Technology Department is responsible for the protection of most controlled assets such as computers, printers, laptops and other electronic equipment. All department heads are responsible for the protection of controlled assets that reside in their department, such as digital cameras, camcorders, radios and mobile devices.

Disposition

When it is determined that the District no longer needs an asset(s), it will declare those assets to be surplus. Items with a value less than \$5,000 may be removed from the inventory list upon the direction of the department head where the item resides. Items with a value between \$5,000 and \$49,999 may be removed from the inventory list upon authorization of the Executive Director. Items with a value exceeding \$50,000 may only be declared surplus by Resolution of the Board of Trustees, following a public hearing as set forth in RCW 39.33.020. Prior to disposal, Items listed on the District assets inventory shall be removed from the inventory and property tags shall be removed.

Library materials that are no longer of use to the District shall be given to the Friends Foundation of the Spokane County Library District (Friends) in accordance with the Interlocal Agreement between the District and the Friends. Proceeds from the sale of library materials shall be used by the Friends to further the mission and goals of the District.

Only property having more than a nominal monetary value need be formally declared surplus. Property that is obsolete, broken, has no useful purpose, and is of nominal or no value may be disposed of by the most appropriate and cost effective method with the approval of the responsible department head.

The donation of surplus equipment to other governmental entities, local educational, charitable non-profits, social services or to other libraries is encouraged. The Executive Director is authorized to approve such donations on a case-by-case basis.

Surplus items that can neither be sold nor donated will be turned over for recycling if possible and economically feasible. For those qualified technology items, such as computers, monitors, televisions, tablets and e-readers, the "E-Cycle Washington" program will be utilized.

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

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

SPOKANE COUNTY LIBRARY DISTRICT

Current/Existing Policy - revisions
shown by bold type or strikethrough

POLICY: FIXED ASSETS

APPROVAL DATE: 6/16/2014

REVISION DATE: **6/21/2016**

PREVIOUS POLICY TITLES:

Disposal of Surplus Property and
Capital and Controlled Assets

RELATED POLICIES

Collection Development

Friends of the Library

Purchasing

Gifts

STATUTORY REFERENCES: RCW 27.12.210, RCW 39.33.020 and RCW 39.33.070

Purpose

To provide criteria for the identification, inventory, protection and disposition of **the District's** fixed and controlled assets. ~~A fixed asset includes land and land rights, buildings, furnishing, fixtures and furniture, equipment, machinery, vehicles and tools.~~

Identification Definitions

Fixed assets (**or capital assets**) shall include all real property, or personal property with a per-unit cost of \$5,000 or more (including **installation, accessories**, sales tax, ~~accessories~~, and shipping), with an estimated life of one (1) year or longer. Fixed assets may be purchased by the District or received as a gift.

Controlled assets (**also often referred to as small and attractive assets**) include items with a per-unit cost less than \$5,000 **and an estimated useful life of one (1) year or longer** that are **particularly vulnerable to loss** ~~tracked for inventory purposes~~. **Controlled inventory items include, but are not limited to, computer CPUs (regardless of cost), computer monitors, printers, cash registers, server room equipment, switches and routers, cellular phones and other mobile devices.**

~~Property owned by the District that is no longer needed for the provision of library services shall be deemed surplus. For the purpose of this policy, "Surplus Property" and "Excess Property" are considered synonymous.~~

Assets acquired by grant funds from other governmental agencies will be identified based on the requirements of the grantor. The Business Office is responsible for meeting all requirements of grantors and bond covenants in regard to the purchase, use and disposition of assets purchased with these funding sources.

Inventory

All fixed and controlled assets will be assigned a District property tag upon acquisition and listed in the District fixed and controlled assets Inventory.

~~An annual physical inventory will be conducted~~ of all fixed and controlled assets **will be conducted a minimum of once per year.** For the purpose of the inventory, controlled assets include items having a per-unit cost of less than \$5,000 that are susceptible to theft or where there is an administrative determination of a need to monitor and control. ~~All fixed and controlled assets will be assigned an SCLD property tag upon acquisition and listed in the District Assets Inventory.~~

~~Controlled inventory items include, but are not limited to, computer CPUs (regardless of cost), computer monitors, printers, cash registers, server room equipment, switches and routers, cellular phones and other mobile devices.~~

Protection

The District SCLD is responsible for the custody, insurance, maintenance and ~~planning~~ **protection** for **fixed and controlled** assets. The department head for the department in which the fixed asset resides is responsible for the maintenance and security of the asset. The Information Technology Department is responsible for the protection of ~~small and attractive~~ **most controlled** assets such as computers, printers, laptops and other electronic equipment. All department heads are responsible for the protection of ~~small and attractive~~ **controlled** assets that reside in their departments, such as digital cameras, camcorders, radios and mobile devices.

Disposition

When it is determined that ~~the District SCLD~~ no longer needs an asset(s) ~~or an asset has been stolen~~, it will declare those assets to be surplus. Items with a value less than \$5,000 may be removed from the inventory list upon the direction of the department head where the item resides. Items with a value between \$5,000 and \$49,999 may be removed from the inventory list upon authorization of the Executive Director. Items with a value exceeding \$50,000 may only be declared surplus by Resolution of the Board of Trustees, following a public hearing as set forth in RCW 39.33.020. Prior to disposal, Items listed on the District assets inventory shall be removed from the inventory and property tags shall be removed.

Library materials that are no longer of use to the District shall be given to the Friends Foundation of the Spokane County Library District (Friends) in accordance with the Interlocal Agreement between the District and the Friends. Proceeds from the sale of library materials shall be used by the Friends to further the mission and goals of the District.

Only property having more than a nominal monetary value need be formally declared surplus. Property that is obsolete, broken, has no useful purpose, and is of nominal **or no** value may be disposed of by the most appropriate and cost-effective method, with the approval of the responsible department head. ~~Surplus items that can neither be sold nor donated will be turned over for recycling if possible and economically feasible. For those qualified technology items, such as computers, monitors, televisions, tablets and e-readers, the "E-Cycle Washington" program will be utilized.~~

General Principles for Surplus Items

The donation of surplus equipment to other **governmental entities**, local educational, charitable non-profits, social services or to other libraries is encouraged. The Executive Director is authorized to approve such donations on a case-by-case basis.

Surplus items that can neither be sold nor donated will be turned over for recycling, if possible, and economically feasible. For those qualified technology items, such as computers, monitors, televisions, tablets and e-readers, the “E-Cycle Washington” program will be utilized.

~~Only property having more than a nominal monetary value need be formally declared surplus. Property that is obsolete, broken, has no useful purpose, and is of nominal value may be disposed of by the most appropriate and cost effective method with the approval of the responsible department head. Surplus items that can neither be sold nor donated will be turned over for recycling if possible and economically feasible. For those qualified technology items, such as computers, monitors, televisions, tablets and e-readers, the “E-Cycle Washington” program will be utilized.~~

~~Items listed on the District Assets Inventory shall be removed from the Inventory and property tags removed prior to disposal.~~

~~In disposing of property by trade-in on the purchase of a like item, a contract shall be awarded according to the provisions of the District’s Purchasing Policy.~~

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

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

First Amendment to the Interlocal Agreement between the City of Spokane and Spokane County Library District concerning Mitigation of the Impact of Annexation in Moran Prairie and Glenrose Prairie (Resolution No. 16-04)

Background:

In 2004, the City of Spokane (City) and Spokane County Library District (SCLD) entered into an interlocal agreement (Agreement) for mitigation of the impact of annexation in Moran Prairie and Glenrose Prairie. An excerpt of Section 1.1 of the Agreement reads “At the time of each future annexation of a portion of the Moran Prairie Area, this interlocal agreement shall be amended to include a specific description of the annexed area, which will then be appended as an additional exhibit to this agreement.”

In April of this year, the city voted to annex a portion of land between 53rd and 55th avenues, east of Regal Street, titled “Spokane Housing Ventures Annexation.” To comply with the terms of the Agreement, the city attorney also drafted an amendment to match, to be presented to the SCLD Board of Trustees for approval. Once the topic arose, it was discovered there have been no previous amendments to the Agreement, but there have been previous annexations in the Moran Prairie and Glenrose Prairie area. It was agreed that all previous annexations, along with the current annexation, April 2016, will be incorporated into this first amendment to the Agreement.

As a related comment, we have received the appropriate mitigation payments in accordance with the agreement for all of the annexations mentioned.

Recommended Action: Board motion to approve Resolution No. 16-04, First Amendment to the Interlocal Agreement between the City of Spokane and Spokane County Library District concerning mitigation of the impact of annexation in Moran Prairie and Glenrose Prairie.

RESOLUTION NO. 16-04

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, APPROVING THE FIRST AMENDMENT TO INTERLOCAL AGREEMENT BETWEEN THE CITY OF SPOKANE AND THE SPOKANE COUNTY LIBRARY DISTRICT CONCERNING MITIGATION OF THE IMPACT OF ANNEXATION IN MORAN PRAIRIE AND GLENROSE PRAIRIE; AUTHORIZING THE EXECUTION OF SUCH AMENDMENT; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO.

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

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

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

WHEREAS, Spokane County, Washington (the “County”) has created a library capital facilities area for the Moran Prairie approved by voters for the purpose of building the Moran Prairie Library;

WHEREAS, the City of Spokane and the Spokane County Library District entered into an interlocal agreement on December 13, 2004, concerning mitigation of the impact of annexation in Moran Prairie and Glenrose Prairie; and

Whereas, Section 1 of the interlocal agreement calls for an amendment to the agreement at the time of each future annexation of a portion of Moran Prairie Area, as defined in the interlocal agreement, to include a specific description of the proposed annexation area to be appended as an additional exhibit of the agreement; and

Whereas, there have been three annexations in the Moran Prairie Area, subsequent to the execution of the interlocal agreement; and

Whereas, the parties recognize and acknowledge that the City of Spokane has been paying and the Spokane County Library District has received payments for the amount of property tax the District would have been collecting each year if not for the annexations, as contemplated by the interlocal agreement for the Muirfield and Shopko annexations; and

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

Section 1: Approval of First Amendment to the Interlocal Agreement

This first amendment to the Interlocal Agreement between the City of Spokane and the Spokane County Library District concerning mitigation of the impact of annexation in Moran Prairie and Glenrose Prairie is approved and shall be attached to and incorporated into the agreement; and

Section 2: Effective Date

This Resolution shall be effective immediately upon its adoption.

ADOPTED by the Board of Trustees of Spokane County Library District, Spokane County, Washington, at a regular meeting thereof, held this 21st day of June 2016.

SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

Mark Johnson, Chair

ATTEST

Nancy Ledebor, Executive Director and
Secretary to the Board of Trustees

(S E A L)

**FIRST AMENDMENT TO INTERLOCAL AGREEMENT
BETWEEN THE CITY OF SPOKANE
AND THE SPOKANE COUNTY LIBRARY DISTRICT
CONCERNING MITIGATION OF THE IMPACT
OF ANNEXATION IN MORAN PRAIRIE AND GLENROSE PRAIRIE**

WHEREAS, the City of Spokane and the Spokane County Library District entered into an interlocal agreement on December 13, 2004, concerning mitigation of the impact of annexation in Moran Prairie and Glenrose Prairie; and

WHEREAS, Section 1 of the Interlocal Agreement calls for an amendment to the agreement at the time of each future annexation of a portion of the Moran Prairie Area, as defined in the Interlocal Agreement, to include a specific description of the proposed annexation area to be appended as an additional exhibit of the agreement; and

WHEREAS, there have been three annexations in the Moran Prairie Area, subsequent to the execution of the Interlocal Agreement; and

WHEREAS, the parties recognize and acknowledge that the City of Spokane has been paying and the Spokane Library District has been receiving payments for the amount of property tax the District would have been collecting each year if not for the annexations as contemplated by the Interlocal Agreement for the Muirfield and Shopko annexations; and

NOW, THEREFORE, this First Amendment to the Interlocal Agreement between the City of Spokane and the Spokane County Library District concerning mitigation of the impact of annexation in Moran Prairie and Glenrose Prairie shall be attached to and incorporated into the agreement.

The Interlocal Agreement is amended to include the following annexations:

Descriptions of the Muirfield, Shopko and Spokane Housing Ventures annexations are incorporated as Attachments A, B, and C respectively, including the legal descriptions and maps.

Attachment A: Muirfield Annexation approved by the City Council on February 7, 2005, pursuant to Ordinance No. C – 33585. City Council approved Resolution No.2004-0081 on August 23, 2004, to pursue the annexation, which was initiative by the petition method under Chapter 35.13 RCW.

Attachment B: Shopko Annexation approved by the City Council on February 28, 2005, pursuant to Ordinance No. C – 33597. City Council approved Resolution No. 04-82 on August 23, 2004, to pursue the annexation, which was initiative by the petition method under Chapter 35.13 RCW.



Attachment C: Spokane Housing Ventures Annexation approved by the City Council on April 11, 2016, pursuant to Ordinance No. C – 35370. City Council approved Resolution No. 2015 - 0031 on April 20, 2015, to pursue the annexation, which was initiative by the petition method under Chapter 35.13 RCW.

ACCEPTED AND AGREED TO ON _____

SPOKANE COUNTY LIBRARY DISTRICT

Board of Trustees

By: _____
Its: Chairperson

Approved as to form:

By: _____
Its: Counsel to the Library District

CITY OF SPOKANE

By: _____
Its:

Attest:

City Clerk

SPOKANE PUBLIC LIBRARY

By: _____
Its: Library Director

Approved as to form:

By: _____
Its: Assistant City Attorney

ATTACHMENT A – MUIRFIELD ANNEXATION LEGAL DESCRIPTION AND MAP

LEGAL DESCRIPTION:

That portion of the South half of Section 35, Township 25 North, Range 43 East, W.M. generally situated between 37th avenue and 42nd Avenue extended, being approximately 780 feet wide as measured in an east-west direction, and adjoining the East limit of the City of Spokane as established on 11/6/89; MORE SPECIFICALLY DESCRIBED AS FOLLOWS:

The entire area contained solely within Muirfield Addition and Muirfield First Addition, including all of 37th Avenue adjoining the North plat boundary line of Muirfield Addition.

All properties situate in Spokane County, Washington.

Muinfield Annexation Map

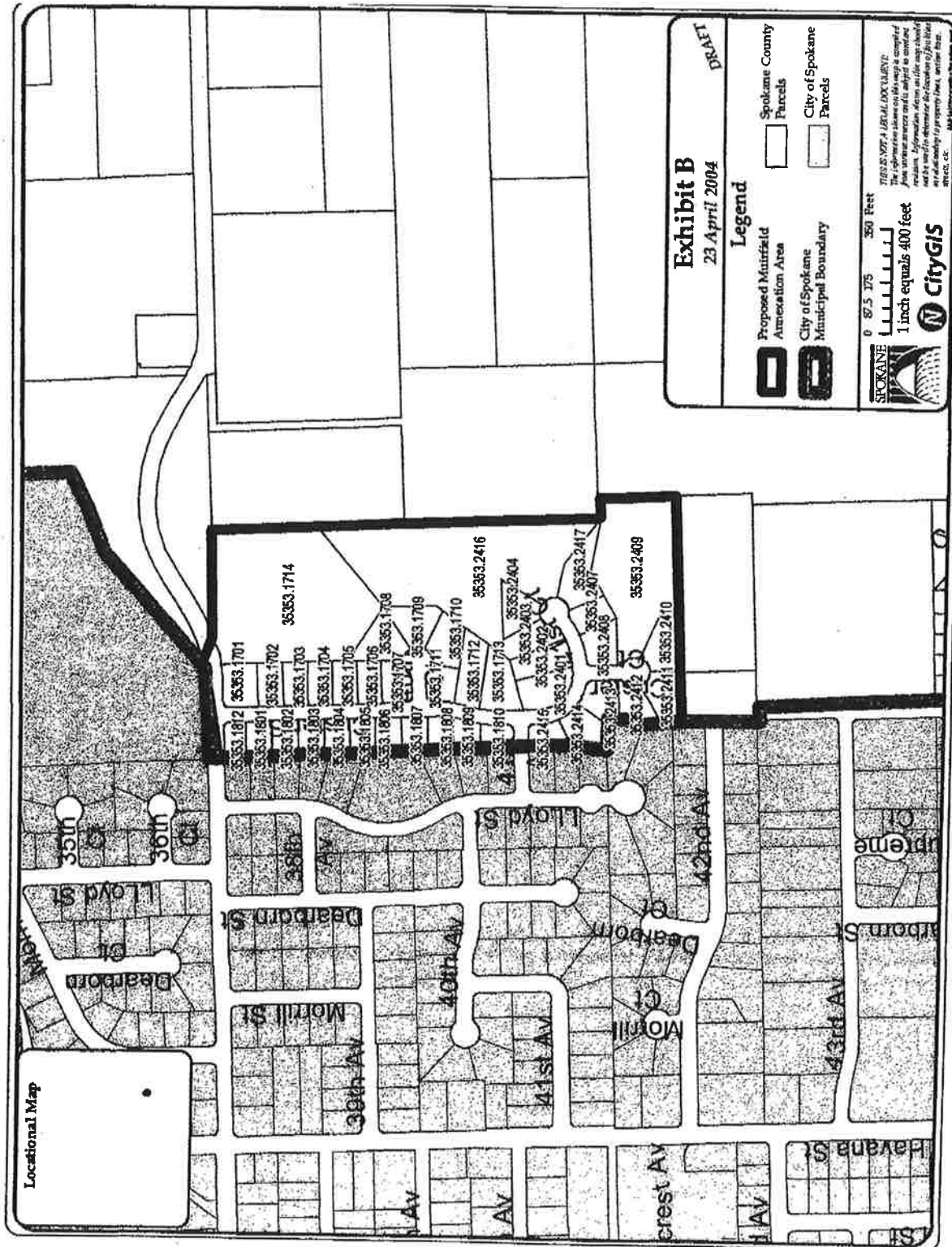


Exhibit B
 23 April 2004
 DRAFT

Legend

- Proposed Muinfield Annexation Area
- Spokane County Parcels
- City of Spokane Municipal Boundary
- City of Spokane Parcels

0 87.5 175 350 Feet
 1 inch equals 400 feet

CityGIS

THIS IS NOT A LEGAL DOCUMENT. The information shown on this map is compiled from various sources and is not intended to be used as a legal document. Information shown on this map is not a warranty or representation of any kind. Spokane County, WA

ATTACHMENT B – SHOPKO ANNEXATION LEGAL DESCRIPTION AND MAP

LEGAL DESCRIPTION:

A. That portion of Section 3, Township 24 North, Range 43 East, W.M. described as follows:

1. That portion of Government Log 3 lying westerly of the west line of Freya Street.
2. All of Government Lot 4, and that portion of Government Lot 5 lying north of the south 20 rods of said Government Lot 5 and northeasterly of the centerline of vacated Palouse Highway.
3. That portion of the south 20 rods of said Government Lot 5 lying northeasterly of the Palouse Highway, including Palouse Highway southwesterly of and adjoining.
4. That portion of Government Lots 6 and 11 lying westerly of the west line of Freya Street; including all of Freya Street adjoining the west lines of Ashton Heights 2nd and 3rd Additions north of the Palouse Highway; including all of Freya Street adjoining the east line of Russell's Subdivision south of the Palouse Highway.
5. All of Government Lot 12, including that portion of 53rd Avenue south of and adjoining; including Regal Street west of and adjoining.

And:

B. That portion of Section 4, Township 24 North, Range 43 East, W.M. described as follows:

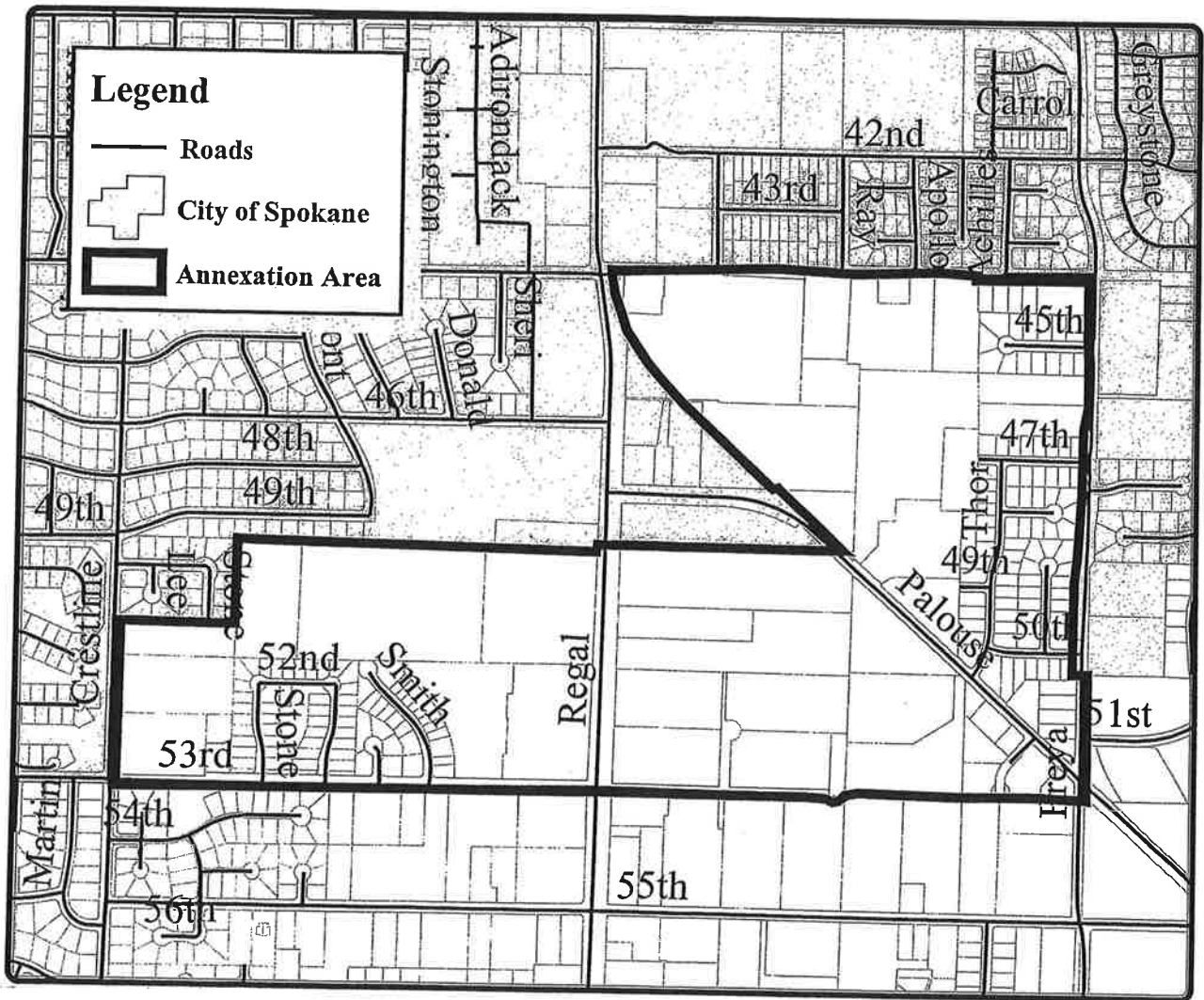
1. All of Government Lots 9 and 10, EXCEPT that portion contained within Crestline Court subdivision; including Crestline Street west of and adjoining said property; including 53rd Avenue south of and adjoining said property, including Regal Street east of and adjoining.
2. That portion of Government Lot 1 lying within fractional northeast $\frac{1}{4}$ and lying easterly of Regal Road and Palouse Highway.

All properties situate in Spokane County, Washington.

Shopco Annexation Map

BRB 583-04: Proposed Annexation to the City of Spokane (Shopko)

Annexation Area approved by the Boundary Review Board
on November 8, 2004



ATTACHMENT C – SPOKANE HOUSING VENTURES ANNEXATION LEGAL DESCRIPTION AND MAP

LEGAL DESCRIPTION:

Those portions of the North ½ of Section 3, Township 24 North, Range 43 East W.M. and further described as follows:

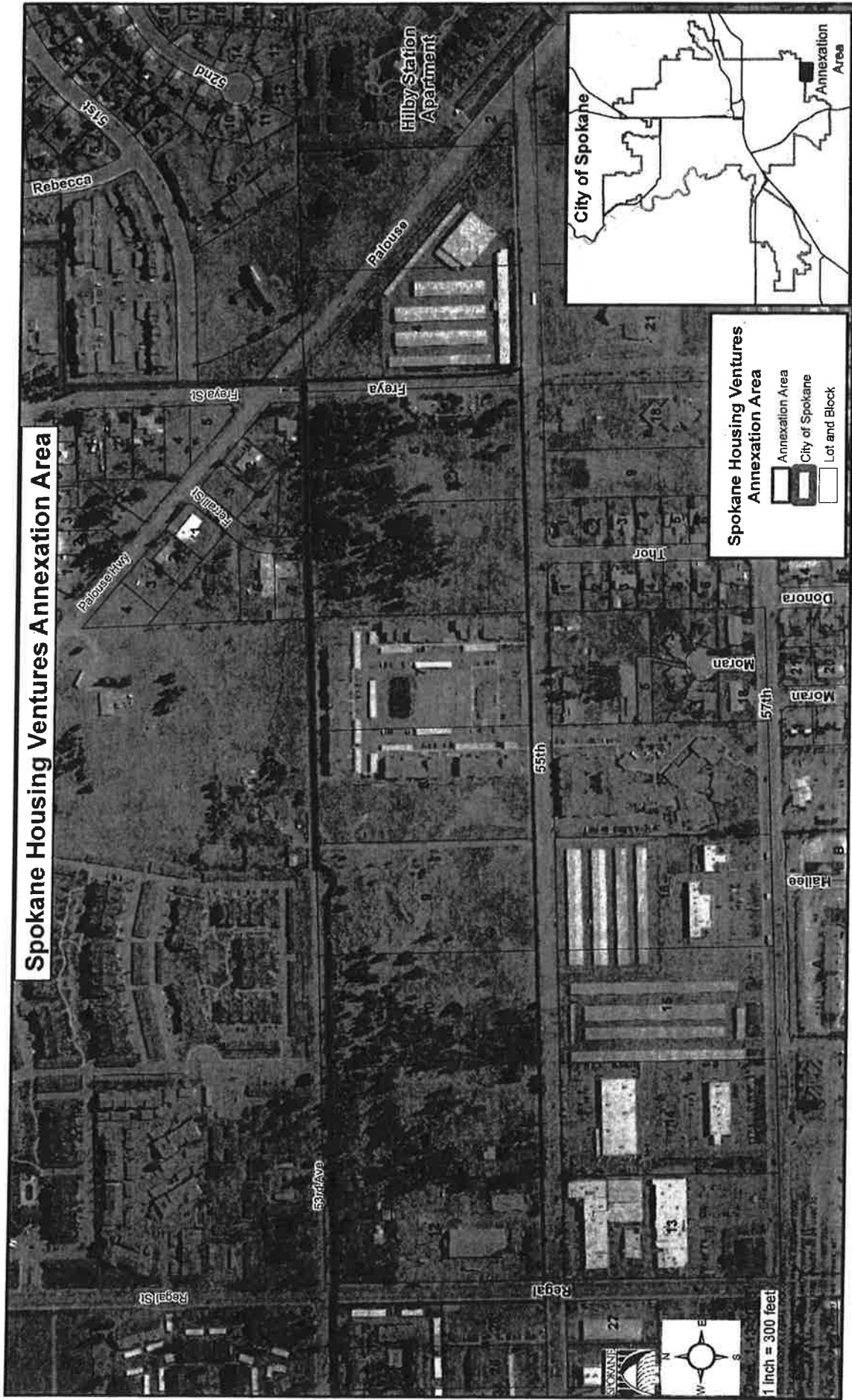
All of lots 5-7 and portions of lots 3,4 and 8-12 of, Block 1, of The Amended Plat of South Spokane and Lot 1, Block 2, of the Plat of Hilby Station; which include the following Parcel Numbers: 34032.0433, 34032.0405, 34032.0432, 34032.0490, 34032.0489, 34032.0492, 34032.0481, 34032.0480, 34032.0446, 34032.0412, and 34032.0447.

The boundaries are described below:

Beginning (Point of Beginning) at the southwest corner of Lot 12, Block 1, of The Amended Plat of South Spokane, which is also the intersection of the north right-of-way line of 55th Avenue and the east right-of-way line of Regal Street; THENCE west across Regal Street to the intersection of the west right-of-way line of Regal Street and the north right-of-way line of 55th Avenue; THENCE north along said west right-of-way line of Regal Street to the intersection of the south right-of-way line of 53rd Avenue (coincident with the south limit of the City of Spokane) and the west right-of-way line of Regal Street; THENCE east along the south limit of the City of Spokane to the southeast corner of Lot 1 Block 2 of the plat of Russell's subdivision recorded at the Spokane County Auditor on October 11, 1962, said point being on the west right-of-way line of Freya Street; THENCE east across Freya Street to the intersection of the east right-of-way line of Freya Street and the north line of Lot 4 Block 1 of the Amended Plat of South Spokane; THENCE south along the east right-of-way line of Freya Street to the intersection of the north right-of-way line of 55th Avenue and the east right-of-way line of Freya Street; THENCE west across Freya Street to the intersection of the north right-of-way line of 55th Avenue and the west right-of-way line of Freya Street; THENCE west along the north right-of-way line of 55th Avenue to the point of beginning.

All properties situated in Spokane County, Washington.

Spokane Housing Ventures Annexation Map



ROOFING SERVICES CONTRACT AWARD

Background:

The existing ballasted flat membrane roof at the Otis Orchards building sprang a leak last fall. When the roofing contractor arrived to perform repairs, they evaluated the roof and reported it had deteriorated to the point of needing a complete replacement. Facility Manager Dave Rennick followed up and agreed with their recommendation. The roof is original and, therefore, around 25 years old, which is a reasonable life span for the roof.

A patch was completed to get through the winter with the intention of soliciting bids for a complete replacement in 2016.

A Request for Proposal (RFP) for the roof replacement was published in The Spokesman-Review and Valley News Herald, June 1 and June 3, respectively. The RFP included a mandatory pre-proposal walk-through on June 10, and all bids to be received by June 17.

We plan to evaluate all bids by Monday, June 20, with intent to bring a recommendation to Trustees to award a contract to the most responsive and cost-effective proposal at the June board meeting. However, it may be necessary to request additional information or conduct optional follow-up interviews. Other delays are possible as well, such that we may be able to provide only an update at the meeting. If that is the case, we will discuss and propose a special meeting with the sole purpose of awarding the contract.

Recommended Action: Board motion to award a roofing replacement contract to the most responsive and cost-effective bidder for the Otis Orchards Library building.

FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: AUGUST/SEPTEMBER 2016

July 19, 2016 (Canceled, effective 4/19/16)

August 23, 2016: Fairfield Library (Fourth Tuesday, 4:00 p.m.)

- Collection Development Policy
- Library Spotlight – Fairfield Library
- Overview – CEP Service Priority 1, Early Learning

Please send requests for agenda additions or changes to the Board Chair or Patty no later than Monday, August 8, for inclusion in the preliminary agenda to be sent Aug. 10. Meeting packets will be mailed Aug. 17.

September 20, 2016: North Spokane (4:00 p.m.)

- Social Media Policy
- Library Spotlight – North Spokane
- Overview – CEP Service Priority 2, Education and Enrichment

SPECIAL MEETINGS/ACTIVITIES

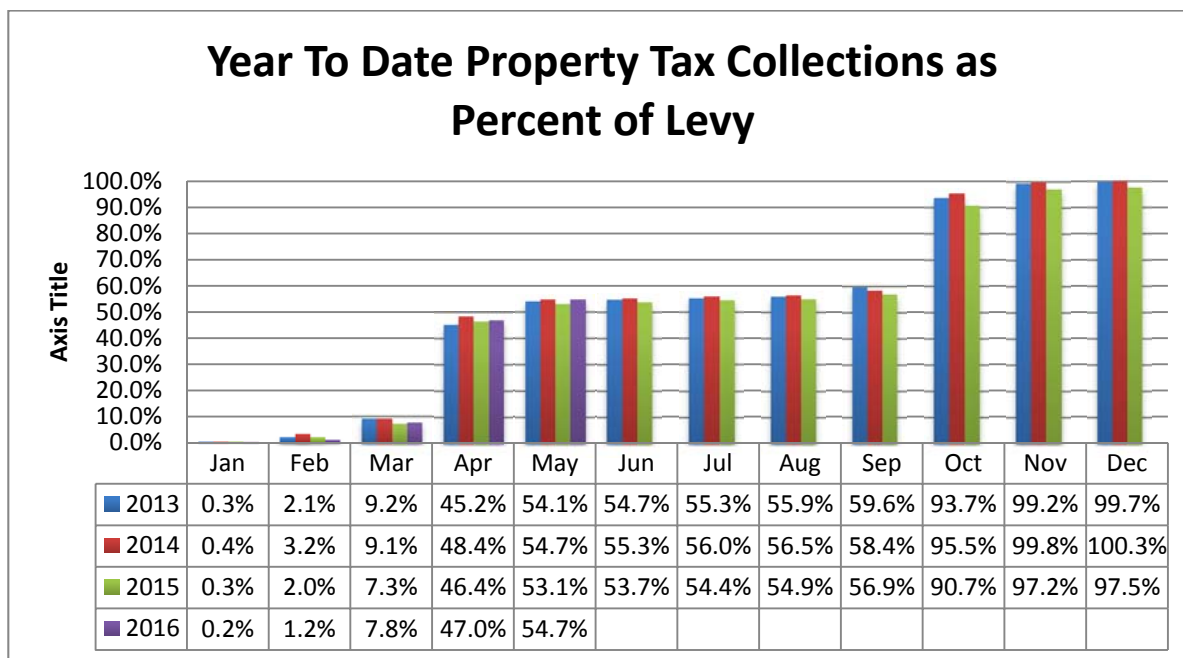
- June 28** SAO Exit Conference (District Administrative Offices, 8:00 a.m.)
- Oct 8** Friends of the Library Countywide Book Sale (Saturday, all-day event)
- Oct 21** Staff Training and Development Day (Mirabeau Park Hotel, 8:00 a.m. to 4:00 p.m.)
- Oct 27** Spokane is Reading (Spokane Valley Event Center, 10514 E. Sprague at 1p.m., and the Bing Crosby Theater, 901 West Sprague, at 7 p.m.)

EXECUTIVE DIRECTOR'S REPORT MAY 2016

Administration

Business Office, Finance and Facilities (Rick Knorr)

Through five months of the year, we have received the full first-half of the property tax levy. The following chart shows the current year percentage of levy collected through the first five months of this year, as compared to the previous three years. As you can see, we have received nearly 55% of the total levy as anticipated, according to recent history.



As for expenditures, we have spent 40.5% of our total budget through five months, just below the pro-rata expected amount of 41.7%. Total salaries are also slightly (1.4%) below target. We have had a number of promotions and subsequent vacancies, often filled again by a promotion; thus, the cumulative effect of these small vacancies brought us in slightly under budget. The only other expense line of note is equipment which is only 13.8% expended through May. A large portion of our IT needs were scheduled to be 4th quarter purchases.

Annual Audit for 2015.

We were able to schedule the annual financial audit for year 2015 in May. The State Auditor's Office staff had available time and our year-end closing was complete, so we chose to go ahead and move the audit up six months. The audit was officially completed June 2, and an exit conference has been scheduled for June 28. We do not expect any management or exit comments for this year.

Facilities

The Deer Park entryway repair and repaving, along with interior painting, will be complete by the board meeting. All the parking lot sealing and striping except for Moran Prairie should also be complete. We will

have received bids on the replacement roof for the Otis Orchards building and intend to discuss our selection recommendation at the meeting. Once these items are complete, we have only the Otis Orchards building siding repair or replacement left to tackle this year, barring any unforeseen developments.

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

Human Resources (Nancy Ledeboer)

A Library Assistant from North Spokane was promoted to Public Services Associate at Fairfield. We interviewed and selected a new Chief Human Resources Officer for the District, and a Library Assistant for North Spokane. A Library Assistant at Moran Prairie voluntarily resigned.

Information Technology (Doug Stumbough)

- De provided a MinecraftEDU orientation for Public Services staff. The team expressed they feel ready for the summer programs. She also wrote up some additional instructions for the Minecraft team and encouraged them to create a folder or site on SharePoint for their documentation.
- Giang updated the programming stats entry site to correspond with the new CEP goals and objectives. Several subcategories of the older CIP goals and objectives did not directly correspond with the new set, so work was required on the underlying data tables to allow the old data to be uniquely maintained while collecting future data under the new categories.
- Teri created online instructions for staff who login remotely to the servers, such as the scheduling server. Most of the applications on these servers have a database backend. If left open and a user incorrectly disconnected from the session, it could corrupt data in the database or lock the database files, preventing good backups and database maintenance. The additional instructions, including screenshots, should help alleviate the issue.
- In preparation for the rollout of the new print management system this fall, Drew and Teri were able to procure 10 refurbished and warrantied PCs of the same model, as most of our current Internet stations to augment our service points and provide replacements when needed. This is the first time we've tried refurbished computer equipment; however, we are optimistic that they will be able to handle the expected use and provide a significant savings over the purchase of new equipment.
- Teresa and I joined Sandy Orr from CS in attending the Customers of SirsiDynix Users Group (COSUGI) conference in Indianapolis. The annual conference gathers staff from hundreds of libraries that use the Symphony and Horizon Integrated Library System products, and provides opportunities to share innovations and ideas with fellow users, as well as hear from the company and other vendors about new and updated services and products related to the software we use as the backbone of our catalog and checkout system.
- Staff developed a revised maintenance window, moving server reboots to Sunday to maximize member access without conflicting with daily (and nightly) reports that need to be run.
- Finally, we received word that the office furniture was in to the local dealer and delivery and installation is scheduled for June 1.

Collection Services (Andrea Sharps)

- We ordered 2,023 titles and 8,229 copies in May. The number of titles ordered is up from last month, as is the number of copies ordered.
- With 41.67% of the year done, total library materials expended stands at 43.02%.

- We processed, added to the system, and sent out to the libraries 5,689 items in May. This is down a bit from last month.
- Downloadable lending through OverDrive was up in May from April. A total of 34,756 audiobook and eBook items circulated in May. Members placed a total of 9,851 holds, and there were 4,876 unique users with titles checked out.
- Midwest Tape's *hoopla*, a streaming media service, saw an increase in circulation in May over April. A total of 1,939 titles including audiobooks (603), comics/graphic novels (152), eBooks (222), movies (515), full-length albums (322) and television shows (125) circulated in May for a combined cost of \$3,640 and an average cost per circulation of \$1.88. A total of 141 new patrons registered in the month, and there were 520 active users recorded.
- We loaned 392 items to other libraries and borrowed 548 items from other libraries for 940 total Interlibrary Loan transactions processed in May.
- Youth Collection Development Librarian Sheri Boggs is a member of the Towner Award Committee, a statewide literary award for nonfiction. The Towner Award is for informational text written for grades 2–6, and is voted on by Washington state students. Sheri wrote a text set document for the book *Kid President's Guide to Being Awesome* by Robby Novak and Brad Montague. The test set document is designed for teachers and suggests similar titles, Common Core guidelines, and classroom activities for use with the book.
- Starting 5/25, we changed the number of requests allowed through the 'Recommend To Library' feature on OverDrive. Members are now allowed five recommendations in 90 days (instead of 31 days). Ideally, this change should result in more member recommendations being selected within the weekly allotted budget and thereby increase member satisfaction.

Executive Director Report & Community Activities (Nancy Ledeboer)

After reviewing twenty-one applications submitted for the Chief Human Resources Officer position, six candidates were invited to interview. Nancy Nelson, president of Humanix, joined Deputy Director Patrick Roewe and me to conduct the interviews. Two of the candidates withdrew prior to the interviews, as they had accepted other positions. Of the four candidates interviewed, three were invited back for a second interview with the entire Leadership Team. An offer was made to Toni Costa. Ms. Costa accepted the position and will begin in her new role the first week of July.

Staff met with Gary Bernardo at North Spokane Library and Spokane Valley Library to continue discussions about how to maximize space for the public. The **North Spokane Library** benefits from a fairly open floor that allows collections and services to expand and contract as needed. Ideally, a refreshed floor plan will provide a secondary programming space or media lab for interactive learning and additional quiet study rooms, while maintaining the open flexible areas that are used for special exhibits and displays. A single service kiosk will provide staff a place to provide assistance to members on the floor. The placement of checkout stations, computers and wayfinding tools will increase self-reliance and self-service. Staff areas will be consolidated with the possibility of relocating some functions to the basement.

The **Spokane Valley Library** presents unique challenges and constraints. Services and collections are currently spread across two floors with the meeting room and conference room on the lower level. While there are public stairs between the first and second floor, the only access to the lower level meeting room is by public elevator or staff stairs. Ideally a refreshed building plan will provide a large public meeting room on the first floor. This will complement the existing meeting room and allow community groups to meet concurrently with library programming. Quiet study spaces are needed to facilitate smaller group

study or individual use. A media lab will provide space for interactive learning. The lower-level staff areas can be reconfigured for staff functions currently taking place on the first and second levels. This building presents additional challenges that we hope to address, including the need to replace the existing roof and update wiring throughout the building. Mr. Bernardo will attend the Board Retreat on June 21 to share concepts for both buildings.

I attended the May meeting of the Friends of the SCLD. They will host a membership campaign, including a Night at the Library in the fall, to coincide with the October Friends Book Sale and Spokane is Reading (SIR). The Spokane Valley Friends were excited to join in with the October Book Sale Day when all the other Friends groups will hold a book sale. By hosting a sale on the same day, Friends of the SCLD will assist with a publicity campaign to promote the Friends and Spokane is Reading programs. Once again, the SIR author has agreed to do a special reception for the Friends on October 26, with programs for the general public to follow on October 27.

Regarding other community activities, I attended the Spokane STEM Executive Committee meeting and the KSPS Board meeting. EWI Spokane held its annual Scholarship Banquet on May 17, awarding \$15,000 in scholarships to three area high school juniors and two adults in scholastic transition. A Reading Rally was also sponsored by EWI at Stevens Elementary School, featuring author Kelly Milner Hall. EWI will purchase books for students with a grant from Larry H. Miller Charities. As the B/C/DP Director, I have been highly involved in organizing the Reading Rally, along with members of the Philanthropy Committee and members from other EWI Chapters who will be coming to Spokane for the annual conference.

I attended the Greater Spokane Valley Chamber meeting to hear an update on the BIG 5. Members of the Chamber shared plans for each of the five focus areas: Greater Cures, Greater Outdoors, Greater Learning, Greater Goods, and Greater Vision. Several of these initiatives complement other regional efforts to expand parks and recreation areas, add new medical learning facilities, and increase employment opportunities in the fields of medical research and manufacturing. Aileen Luppert, Managing Librarian for Spokane Valley Library, and Jane Baker, Communication & Development Director, also attended this meeting. The District contributes to several of these initiatives through its support for small businesses, learning opportunities, and celebration of local artists and other experts.

Following the meeting I spoke with Spokane Valley City Council members Arne Woodard, Ed Pace, and Mayor Higgins. I informed them I submitted a request to be notified when the subject of the Library District is placed on the City Council's agenda for discussion. At the May 17 City Council meeting, Mr. Woodard and Mr. Pace requested information regarding the Library District, with specific questions about the possibility of withdrawing from the District for the purpose of operating its own city library. After listening to the meeting, I called Acting City Manager Mark Calhoun and offered to provide the information that was requested and asked to be notified when the topic would be placed on an agenda.

Additional information regarding the expressed interest by City Council members to explore withdrawing from the Library District will be included in background materials for the Board's consideration at its retreat, along with information about the proposed building renovations for Spokane Valley and North Spokane.

ITEM AND TITLE MONTHLY REPORT
May 2016

	<u>ITEMS</u>				<u>TITLES</u>		
	ADULT	YOUTH	TOTAL		ADULT	YOUTH	TOTAL
Total Materials							
Print	165308	149317	314625		84190	49706	133896
Nonprint	63084	23390	86474		26176	7239	33415
Subtotal	228392	172707	401099		110366	56945	167311
Periodicals	10736	1780	12516		309	35	344
Total	239128	174487	413615		110675	56980	167655

	<u>ITEMS</u>			<u>TITLES</u>		
OverDrive: eBOOKS			20911			18052
Licensed eBOOKS			29806			26485
Audiobooks			8018			5545
Digital music			1708			1708
OverDrive: Total			60443			51790
GRAND TOTAL			474058			219445

Print & Nonprint	(Totals year-to-date)		
ADDITIONS	ADULT	YOUTH	TOTAL
Print	12975	10271	23246
Nonprint	5371	1272	6643
TOTAL	18346	11543	29889
DELETIONS			
Print	16424	11855	28279
Nonprint	4193	1894	6087
TOTAL	20617	13749	34366

	<u>NET CHANGE</u> <u>YTD</u>		
	ADULT	YOUTH	TOTAL
Print	-3449	-1584	-5033
Nonprint	1178	-622	556
Periodicals	-601	-149	-750

NONPRINT = Cassbook, Cassette, CD, Cdbook, CDrom, DVD, Multimedia,
MultCass, MultCD, VHSVideo, Playaway

PERIODICALS = Magazine, Microform, Newspaper, and Pamphlet

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

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

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

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

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

Public Services Report May 2016

Patrick Roewe and Kristy Bateman

Overview

There was a lot going on in and out of the libraries in May. For our library members, the spring *Renew* series continued throughout the District, in addition to our ongoing series of programs for all ages. The Volunteer program continues to grow and foster new community connections. With Summer Reading on the horizon, this month's statistical snapshot looks at children's material checkouts.

Service Priority Teams

Business and Career Development (Stacey Goddard)

- In staffing news, we were pleased to have librarian Tami Chapman join the team. Welcome, Tami!
- Our *Ready for Work* jobseeker series, which we're presenting in partnership with WorkSource, concluded this month. We finished up the series at Cheney and Otis Orchards. Here are the statistics for May:
 - The WorkSource-led *Shifting Gears* session, offered at both locations, had a combined attendance of two for the two workshops. Unfortunately, no one attended at Cheney.
 - The final session, *Putting it All Together*, was led by both WorkSource and SCLD staff. No one came to either session offered.
 - While Bev from WorkSource and Danielle Milton were waiting for attendees at Otis Orchards, Danielle did an impromptu Book-a-Librarian session for Bev where she answered questions about our job seeker services and demonstrated our digital resources.
- The two *Dollars and Sense* financial literacy workshops we offered this month, presented by SNAP, had a combined attendance of one. This is down from five attendees for the two April workshops.
- STCU presented two workshops for us this month, *Become Debt Free*, and *Prevent Fraud and Identity Theft*. The two sessions had a combined attendance of 20.
- Our new *Drop-In Job and Career Help* service started in May. This program, held once a week alternating between North Spokane and Spokane Valley, is staffed by one of Jamie's skilled volunteers. Although no one came to the first session at SV, we had four people stop in at North Spokane the next week, and three people for each of the subsequent weeks.
- Danielle and Ree presented the first of four classes in our second series with GoWise, where they are teaching GoWise clients computer skills and how to use library resources. Five people attended.
- We had 12 individuals register as new Microsoft Imagine Academy (formerly Microsoft IT Academy) users in May, down from 15 in April. During the month, users enrolled in 29 new classes, down from 57 in April.
- We did 42 Book-a-Librarian (BaL) sessions this month throughout the District, down from 57 in April.
 - In one session, Sheree worked with a business owner who needed to learn more about locating industry-specific statistical information.
 - In another appointment, Tami worked with a woman who needed help with a business plan, which was part of a class assignment. She also asked Tami for help identifying events where her proposed business (a food truck) could vend. Tami helped her locate several sources of information.
 - In another session, Danielle helped a woman who needed resume help. She demonstrated JobNow and Optimal Resume, and also talked about the help WorkSource could offer her. Danielle also went through Lynda.com, Gale, and ReferenceUSA with the woman.
- We proctored ten exams this month throughout the District, down from April's 17 proctoring sessions. We had no requests for MOS proctoring in May.
- In program planning news, Danielle and Tami submitted the Communication Request for our fall workshop series targeting employers and business owners. The Friends of the Spokane County Library District will be sponsoring this series.

- As mentioned last month, our other big fall programming focus is the *Thinking Money* exhibit we'll be hosting at Spokane Valley Library in October and November. Progress on this in May included:
 - Sheree and I met with the principal of North Pines Middle School, as well as two of their guidance counselors, to firm up details on the programs we'll be offering their students in conjunction with the exhibit.
 - We also met with Jay MacPherson at SNAP to discuss options for financial literacy workshops geared toward the exhibit's target audience of teens, tweens, and their families.
 - Danielle and Tami followed up with several of Vanessa's programming contacts to develop a schedule of other finance-related workshops we can offer throughout the District while we're hosting the exhibit. Fall of Financial Literacy is happening!

Connect Communities:

- SCLD Navigator staff completed five appointments where they helped individuals enroll in Apple Health (Medicaid). This is up from three appointments in April.
 - We learned that the Health Benefit Exchange would be setting a minimum number of enrollments for each Navigator during the next open enrollment period. Because the number we handle is significantly lower than Navigators at CHAS Clinics and other agencies, we would not be able to hit these numbers. As a result, we do not plan to recertify any of our staff to continue as Navigators in the coming year.
- Sheree and Diane Brown staffed a table at the City Hall at the Mall event in Spokane Valley.
- I presented an overview of our business resources to a group of entrepreneurs at SNAP's Women's Business Center. Ten people attended.
- Sheree helped the Greater Spokane Valley Chamber of Commerce during its Business Showcase event by providing four laptops for registration and helping attendees check-in to the event. During lulls in check-in, Ree went into Ambassador mode, visiting the various booths and making connections.
- At that same event, Tami and I staffed the SCLD booth and talked with 37 people about our business resources. This was the public debut of our beautiful new promotional brochures, and they were a big hit.
- Tami had a busy week. Two days after the Business Showcase, she was out in Cheney representing SCLD at Mayfest. She, along with Catherine, Douglas, Jamie, and several volunteers, talked with nearly 300 community members who stopped by the library's booth.
- Danielle and SPL's Mark Pond staffed a laptop lab at the KHQ/WorkSource Job Fair, where applicants could print off copies of their resumes and/or fill out applications online. This year, the organizers tucked the computers away from the action, so Danielle and Mark assisted only 20 people during the four-hour job fair. They were able to give the coordinator feedback for next year, so we anticipate having a more prominent location next time.
- Sheree and Tami attended the Greater Spokane Incorporated Small Business Reception event. At the event, Ree introduced Tami to Mark Pond. The three of them had the chance to speak with one of the organizers of the upcoming Start Up weekend. They discussed how our respective libraries could refine our approach to providing support to participants.
- Danielle, along with Library Supervisor Danielle Marcy, staffed a booth at the Fire Station 8 Open House in the Moran Prairie area.
- I attended the monthly SCORE meeting, where I was pleased to distribute our new business brochures. They were very impressed, and had many questions about our services and resources. So many questions, in fact, that I'll be doing a presentation for them during their June meeting.

Early Learning (Mary Ellen Braks)

- We provided 1,103 Storytimes to 3,027 children, parents and caregivers. Our average attendance per Storytime was 27.
- We provided 71 Storytimes to 1,208 children at 39 child care centers.
- We had one STARS workshop this month. We had 38 participants for the *I See Me: Multicultural Stories* workshop.
- The Tooth Fairy Storytimes continued this month and June will be the last month of Tooth Fairy visits. They have been a big hit with the families and staff.
- I started work on the second STEM grant. All the books and materials for more STEM kits have been ordered. The early learning team has started to look at dates for the STEM Play and Learns.

Community Connections:

- I attended the Inland Northwest Early Learning Alliance (INWELA) quarterly meeting, which was an informational meeting for the public on Standards Alignment. We had two guests from the Department of Early Learning, Luba Bezborodnikova and Frank Ordway, who led the discussion and then answered questions. It was a well-attended meeting and included Family and Center child care, ECEAP and Head Start staff. Chancellor Lisa Brown from Washington State University Spokane was also in attendance.
- I participated in my first Regional Advisor call for the Washington State Early Learning Advisory Committee (ELAC). Starting in August, I will be the Regional Advisor for our Inland Northwest Early Learning Alliance.
- I met with the principal of the new kindergarten center for West Valley Schools, Lisa Skay. We were exploring options for library services, while they create a library for that school. We may be going to the school in the fall to do Storytimes and possibly deliver a small collection of books. We will meet again in August once they have their plans in place.
- I attended the Excelerate Success Getting Ready for Kindergarten meeting. We talked about next steps and possible activities for the group.

Education and Enrichment (Gwendolyn Haley)

Elementary (K-5) programs:

- The Chattaroy Prime Time Family Reading ended this month. 15 families participated in the literacy engagement program, which aims to transform families' attitudes and behaviors about reading together. We are working with Orchard Center Elementary School to have a summer session at Argonne Library.
- 152 participated in several ongoing *LEGO* programs. Each library hosts a weekly or monthly LEGO Club that allows kids to play, explore concepts in design, modeling, geometry and creativity.
- 171 children and families participated in one of the regular Monday or Tuesday programs at North Spokane and Spokane Valley.

Tween/Teen Programs:

- *Random Fandom* and *Tween Club* attendance has been low or declining, so this month marks the end of these regular scheduled programs, as we increasingly spend time engaging this audience outside of the library.
- Our Tween Egg Engineering program (in partnership with the engineering club from a local community college) drew 136 this month. We borrowed the traveling EggBot kit (robotic printers that can print on a spheroid object using a sharpie) from the Washington State Library and provided 68 tweens/teens an opportunity to practice programming and troubleshooting.

Adult Programs: In May, we continued the spring *Renew* series, with topics ranging from organizing spaces and finances, to clean eating and FireWise landscaping. Book clubs and The Civility Series, rounded out the offerings.

- 70 members participated in one of nine regular book clubs.
- The Civility series continued with a lecture on *Islam 101* from David Fenner, and Eva Abrams' lecture *Defeating Racism Today*. Both lectures drew an engaged audience (30 and 24, respectively) and were sponsored by Humanities WA
- 450 members participated in a *Renew Series* program this month. Highlights included:
 - 68 members attended one of the four bike maintenance and repair programs. We worked with three different area bike shops and their mechanics, including the new non-profit bike shop, Mosaic.
 - We hosted two free shred events with Devries, and 233 people made use of the service.

Community Connections:

- Librarians and staff have been hosting family literacy nights with Title I programs both in the library and at Elementary Schools. Staff provided literacy nights at five area schools.
- May and June are also the months when local schools invite library staff to talk about all the library has to offer during the summer. Staff visited with 15 additional schools in May to provide book talks, database instruction, and talk about summer programs.
- Library staff provided programs at the Millwood After-school program, Fairfield Community Center, and the Mead Boys and Girls Club this month.

- We are currently interviewing Vista Americorps Volunteer applicants with Excelerate Success. Starting in June, they will be placed at North Spokane, Argonne, and Airway Heights libraries and working with entities within those communities as part of the Excelerate Success Grade Level Reading Action Network. They will be helping to address the “summer slide” in those communities by engaging directly with kids with literacy programs at summer meal sites (in Riverside, Millwood, and Airway Heights), and also through family engagement programs, as well as helping increase our capacity during the summer to impact the larger community. They will be assisting with Summer Prime Time Family Reading at Argonne Library, and hosting Family Fun Nights at Airway Heights Library and Shiloh Elementary.

Digital Interaction and Sharing (Carlie Hoffman)

- I spoke with a representative from Select Reads to discuss the product. We will get back in touch this fall for a trial.
- I completed an online class titled Maker-Centered Learning.
- I worked with Giang to create a way to order digital resources based on category. I worked with Communication to name the categories. This will launch on the website in June.
- I worked with Communication to discuss ideas for changes to the website.
- Diane and Cindy created training documentation on digital resources to present to staff in June and July.
- Use of digital resources:
 - +4.8% from 64,560 to 67,689 uses.

Community Connections:

- I attended the INCOL post-workshop wrap-up meeting.

Volunteer Program (Jamie Van Wormer)

I have continued meeting with potential volunteers and other members in the community to develop partnerships with SCLD. I have three reading/homework help afterschool programs in Spokane Valley and one in the Mead area. I have also implemented an in-school reading program using our volunteers. I have been able to put volunteers to work in our current programs, parades, and future events. I am working with Library Supervisors, Community Librarians and my team to fulfill their needs with the volunteers. I have developed partnerships with some of the local elementary schools for a reading/tutoring program over the summer.

Community Connections:

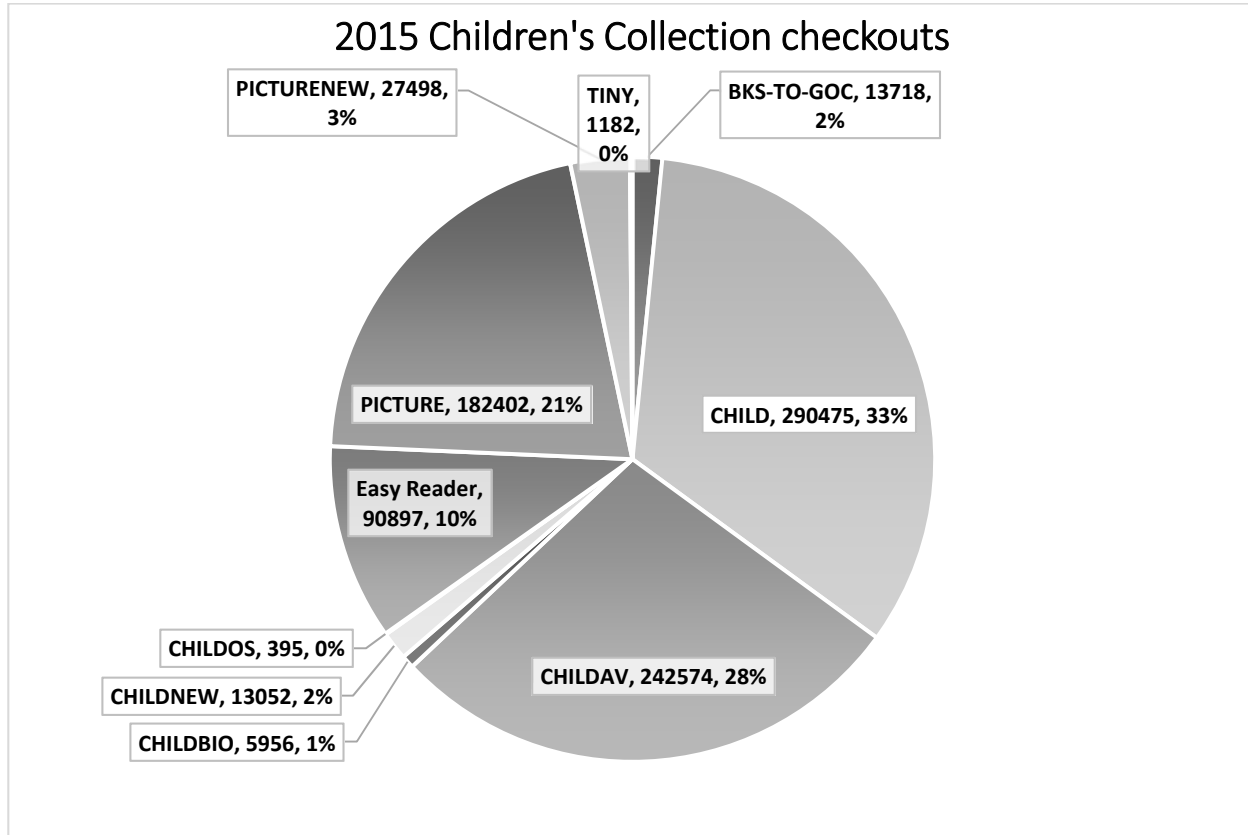
- I scheduled a volunteer orientation/training for the volunteers that will be working with University and Broadway Elementary schools. Aileen Luppert was there to assist with any library questions.
- I attended and checked in with a majority of our afterschool programs at the elementary schools.
- I planned and scheduled a time to read with kids from Pasadena Park Elementary School.
- I attended a Mayfest meeting to determine the number of volunteers needed.
- Stacey, Patrick, and I met with Raju Hegde, Dean of Adult Basic Education, to discuss a possibility of having GED classes in the Cheney Library.
- Four volunteers and I set up for Mayfest, and I volunteered at the SCLD table to recruit volunteers.
- I attended the Otis Orchard Parade and six volunteers helped with the parade.
- I went to Moran’s Prairie’s 10-Year Anniversary Event where Jane, the Friends of Spokane County Library District President, and I were able to set up a table trying to recruit volunteers and members for the Friends. We were able to get nine volunteers to sign up.
- I picked up snacks from 2nd Harvest for the afterschool programs in Spokane Valley.
- The Communication Department and I created a flyer for the Summer Reading/Tutoring program.
- I have increased our volunteer pool to 101 volunteers.

Library Operations (Georgina Rice)

With our Summer Reading program *Ready, Set, Read* up and running, it’s certain that things will really get into full swing at the library this summer. It’s the busiest time of the year for daily checkouts. Service to our youngest members and their parents will make up a large portion of our activity over the next few months. This month’s featured library operations statistic focuses on the materials checked out from our children’s collection in 2015. Although the intended audience for children’s items is birth through tween years, items from

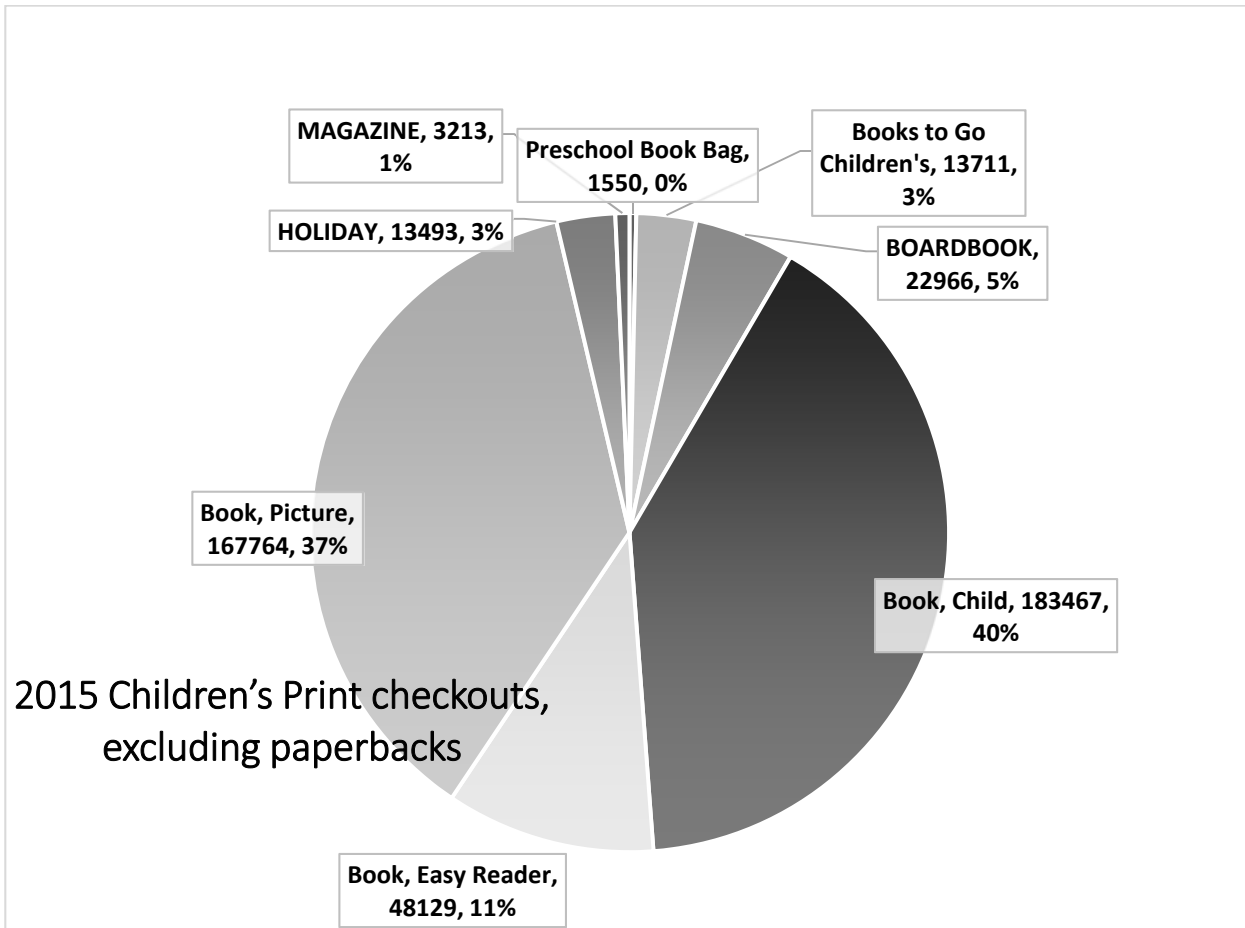
our children's collection are enjoyed by many teen and adult readers as well. This summer will be a busy time for teens in the library too; however, the emphasis in this report is children's material, with plans to feature our Teen collection later in the year.

The data is presented with an overall summary chart, then broken out into three categories **Children's Print items, excluding paperbacks; Children's Audio Visual items; and Children's Paperbacks**. *Note: Where data samples were too small to display properly, they were combined with a similar category or excluded.*



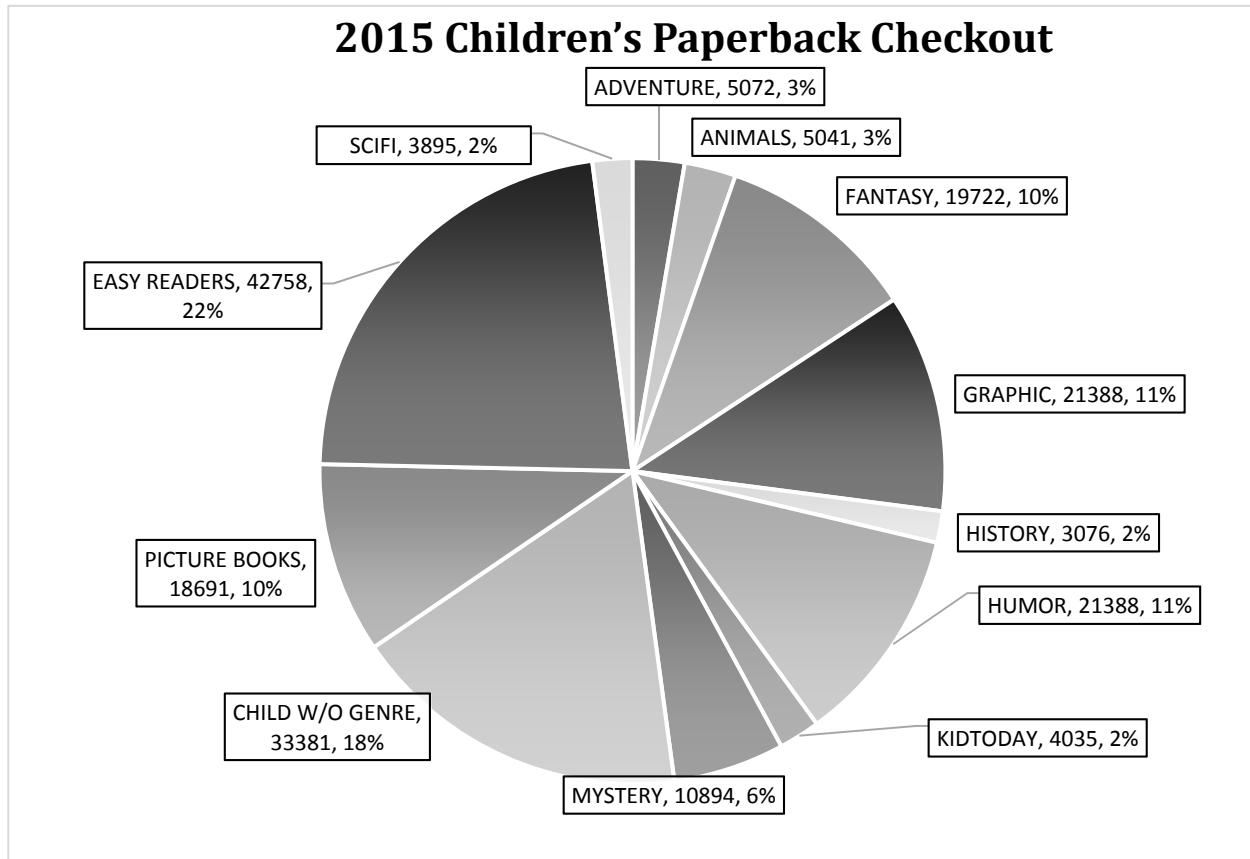
Children's Print, excluding paperbacks.

The next chart represents the number of children's print items checked out to members in 2015. Item type BOOK includes a variety of categories of materials within our children's collection. Picture Book, Easy Reader and Child are separated out.

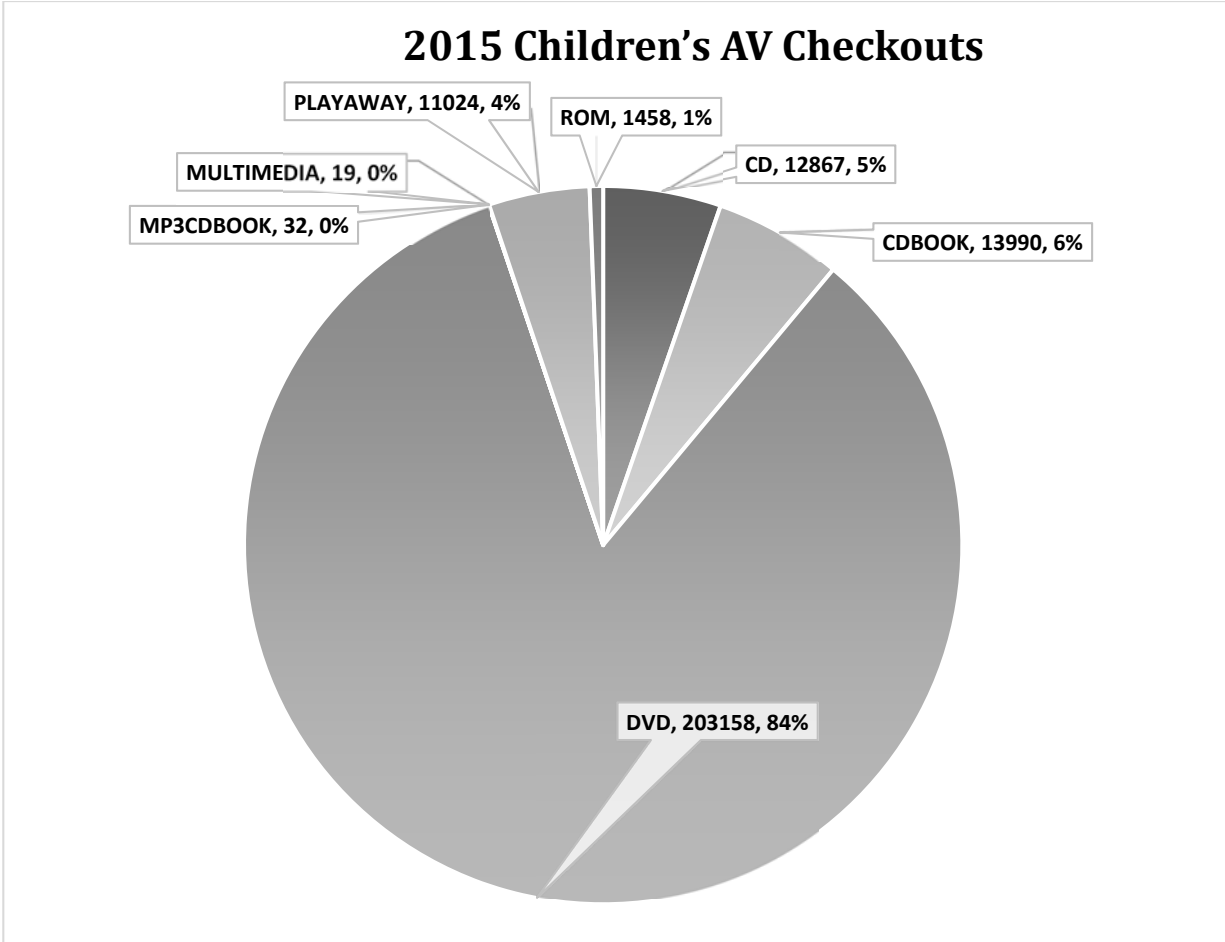


Children's Paperbacks

The next graphic is the paperback collection. It is broken out separately to offer a glimpse at our children's paperback genres. Paperbacks in all categories are popular all year long, and even more so in the summer due to their portability. We see a bit more water damage in the summer too.



The next chart represents the **Children's Audio Visual** collection. The number of checkouts are listed per media type.



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	3034	534	1807	36	5411	854	6265
AR	5055	566	4924	47	10592	2761	13353
CH	8135	671	3066	24	11896	2518	14414
DP	7719	779	2204	4	10706	1924	12630
FF	513	100	571	2	1186	258	1444
ML	1997	243	1597	3	3840	737	4577
MP	6868	825	6288	26	14007	3504	17511
NS	14312	1638	22678	351	38979	9803	48782
OT	2419	225	1776	26	4446	1274	5720
SV	12113	1870	27147	154	41284	8643	49927
TOT*	62165	7451	72058	673	142347	32276	174623

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

	This Year This Month		Last Year This Month		Difference
	Self-Check Circulation	% of total circulation	Self-Check Circulation	% of total circulation	
AH	1843	34.06%	1561	29.69%	4.37%
AR	4971	46.93%	4275	38.32%	8.61%
CH	3090	25.98%	2736	24.81%	1.16%
DP	2208	20.62%	2638	22.12%	-1.49%
FF	573	48.31%	553	47.02%	1.29%
ML	1600	41.67%	1720	47.06%	-5.39%
MP	6314	45.08%	5827	41.37%	3.71%
NS	23029	59.08%	23368	56.05%	3.03%
OT	1802	40.53%	2146	46.24%	-5.71%
SV	27301	66.13%	28925	69.35%	-3.22%
TOTAL	72731	51.09%	73749	50.40%	0.69%

Library Reports

Airway Heights: Stacy Ann Kvamme

Early Learning:

- *Play & Learn Storytime* averaged an attendance of 26 in May, an increase compared to last May's average of 13. Saturday *Play & Learn Storytime* had three in attendance, which is similar to previous months this year.
- A total of 69 preschool students and teachers were served during four outreach Storytimes at both Sunset and Snowdon Elementary.

Education and Enrichment:

- The *Airway Heights Book Club* selected *Climbing the Coliseum* by Bill Percy for its May book selection, and featured Mr. Percy as a guest author. Six people attended.
- Three people participated in *Organize Your living Spaces*, part of the *Renew* program series.
- A total of 14 were in attendance at *DIY Green Cleaning Solutions*, also part of the *Renew* program series.
- A total of 25 people participated in the Spring STEM program *Egg-cellent Engineering: Egg Drop*. Attendance numbers were boosted by participation of students from Sunset's after-school program *Trailblazers*.
- *Egg-cellent Engineering: Eggbot* drew an audience of five people, also part of the spring STEM program series.
- *LEGO Club* averaged a weekly attendance of four people during the month of May.

Community Connections:

- Great Northern Elementary's 5th/6th grade completed its final library visit of the school year. I demonstrated SCLD's digital resources for students as an option for checking out library materials this summer.
- Airway Heights Library hosted two library visits to share information about Summer Reading, and provided a library tour to Sunset kindergarteners, reaching over 60 students and teachers.
- I participated in the West Plains ECEAP end of the year celebration, sharing information about Summer Reading with students and their families.
- I attended two Airway Heights Kiwanis meetings in May, which included a guest presentation by Jamie Van Wormer about SCLD's volunteer program.
- I attended the Airway Heights Friends of the Library May meeting. They continued to plan for a fall book sale event, and also approved funding for new Play & Learn toys, as well as for Summer Reading.

- Corinne Wilson (Airway Heights Community Librarian) and I met with Heather Wallace from Spokane Regional Health District (SRHD). Heather is working in the Airway Heights Community as part of a three-year *Neighborhoods Matter* program. Corinne and I are collaborating with Heather with intent to create a cooking series in Airway Heights this fall targeting families experiencing food insecurities.
- I attended the May *Community Café* meeting, which is part of SRHD's *Neighborhood Matters* program. Discussion topics included efforts to establish an Airway Heights Farmer's Market, as well as what can be done to address quality and safety concerns of rental housing in the Airway Heights community.
- Heather and SRHD provided a training session for Airway Heights Library staff about working with children who may have experienced trauma (ACEs – Adverse Childhood Experiences).
- Gwendolyn Haley, Corinne, and I have been working with Sunset Elementary to target students and families from their Excelerate Success program for a special summer family literacy program series at the Airway Heights Library, which will be facilitated by a Vista volunteer.
- I attended the West Plains Chamber of Commerce breakfast, which highlighted award winners of the West Plains PACE awards. PACE (Partners Advancing Character Education) aims to promote good character through partnerships within the local community, including schools and business.
- The library featured two art displays created by Mrs. Clapin's Kindergarten students at Sunset Elementary.
- The display case featured a variety of woodcarvings created by SCLD staff member, Matt Doneen.
- There were a total of 15 meeting room reservations for the Airway Heights meeting room in May 2016, identical to May 2015.

Argonne: Pat Davis

Early Learning:

- 227 parents, caregivers, and children attended *Play and Learn Storytimes* this month, up from 155 last May. *Toddler Play and Learn* attendance averaged 32 weekly compared to 17 last May. *Preschool Play and Learn* weekly attendance averaged 17 this year compared 22 last May.
- Our two outreach Storytimes at the Millwood ECEAP had audiences of 49 and 66.
- The three outreach Storytimes at Loving Heart had audiences of 16 toddlers, 13 pre-school, and 21 pre-k.

Education and Enrichment:

- *LEGO Club* had seven participants in May.
- Kelsey Hudson participated at the West Valley Block Party and interacted with 210 students and parents.
- Kelsey Hudson provided activities for 45 participants at the Millwood After School program for elementary students at the community center.
- Our *Renew* program, *Bike to Basics: Bike Maintenance*, attracted 18.
- Our *Renew* program, *Estate Planning for Beginners* had an audience of 24.
- Our final program in the *Renew* series, *Clean Eating for Beginners* was cancelled. The presenter was unavailable.
- Kelsey Hudson and Pat Davis attended the Seth Woodard Elementary Family Night and provided a craft activity, and promoted upcoming programs to 62 students and parents.

Business and Career Development:

- We proctored two tests this month.
- We had one Book a Librarian appointment for computer assistance.

Community Connections:

- Our meeting and conference rooms were booked by 54 groups or individuals, compared to 61 last May.
- Orchard Center provided our art display this month.
- Argonne Friends held its book sale on May 7 in conjunction with National Comic Book Giveaway Day. They handed out about 200 free comics as well as having had a successful book sale. They also raffled off three themed baskets.
- Our volunteer reading program with Pasadena Elementary started with four volunteers.
- Our display case featured wood lathe projects by staff member, Debbie Rhodes.

Cheney: Catherine Nero Lowry

Early Learning:

- *Baby Play and Learn* attendance showed a significant decrease this month with an average of 12.25, compared to 25.2 in May 2015.
- *Toddler Play and Learn* attendance showed a decrease with an average attendance of 31.75, compared to 44 in May 2015.
- *Preschool Play and Learn* showed an increase with an average attendance of 29.5, compared to 24.25 in May 2015.
- We visited Windsor Elementary School and presented Storytime to its ECEAP classes, to a total of 18 students and teachers.
- We visited the EWU Children's Center and presented four Storytimes to its ECEAP classes, to a total of 72 students and teachers.

Education and Enrichment:

- *The Cheney Book Discussion Group* read *Funny in Farsi: A Memoir of Growing Up Iranian in America* by Firoozeh Dumas; there were 14 in attendance.
- May *LEGO Club* had six in attendance.
- *Renew: Firewise Principles to Protect Your Property* attracted two participants.
- *Egg-cellent Engineering: Egg Drop* attracted three participants.
- *Renew: Bike to Basics: Bike Maintenance Class* attracted 14 participants.

Business and Career Development:

- We proctored one test this month.
- *Ready for Work: Putting it All Together* attracted zero participants.
- *Ready for Work: Shifting Gears* attracted zero participants.

Community Connections:

- We provided service to eight walk-in Book a Librarian requests.
- Members used our meeting room 18 times in May.
- The Cheney Parks and Rec after school program visited the library on the fourth Monday of the month. They built LEGOs and constructed items with building straws, with 11 in attendance.
- Our Art Wall featured six pieces of art from the "Recovering the Classics" movement. The displayed pieces were designed by EWU students from the Visual Communications and Design program.
- Christie Onzay represented SLCD at the Sainave Camp Read-A-Lot. She interacted with 88 parents and children.
- At Mayfest, 278 people stopped by the SCLD table to build LEGOs, select seed packets, and talk with staff about library services.
- Douglas took library outreach services to Cheney Sessions Village, Cheney Assisted and Cheney Care facilities this month providing over 202 combined new and renewed library items for the residents.

Deer Park: Kris Barnes

Early Learning:

- Our *Play and Learn Storytime* attendance experienced an increase in attendance. This month our average attendance was 28 compared to last May's average of 22.
- We visited Chattaroy Elementary school and presented two Storytimes to its ECEAP classes, to a total of 33 students and teachers.
- We visited Riverside Elementary school and presented two Storytimes to its ECEAP classes, to a total of 33 students and teachers.
- We visited Deer Park Elementary school and presented two Storytimes to its ECEAP classes, to a total of 70 students and teachers.

Education and Enrichment:

- 18 members gathered at the *Adult Book Club* to discuss *The Fault in our Stars* by John Green.
- Weekly *LEGO Club* attendance averaged 16 participants.
- *Renew: Pinterest Supply Swap* attracted eight participants.
- *Renew: Firewise Principles to Protect Your Property* attracted five participants.
- *Egg-cellent Engineering: Egg Drop* attracted zero participants.
- *Egg-cellent Engineering: Egg Bot* attracted one participant.

- *Dollars and Sense: Navigating Your Credit* attracted zero participants.
- *Dollars and Sense: Give Yourself a Raise* attracted one participant.
- 78 seed packets were checked out from our seed library this month.

Business and Career Development:

- We proctored two tests this month compared to last May's total of four.
- I attended a Deer Park Chamber Board Meeting this month.
- Amber Williams and I attended a Deer Park Chamber luncheon meeting. We heard Bob Lee from the Deer Park Economic Council speak about the economic climate in the area. We also heard a presentation by the Deer Park High School DECA club and its recent national appearance.

Community Connections:

- Two fifth grade classes from Arcadia Elementary school visited this month to browse our collection. I took the opportunity to do some booktalking about the mystery genre.
- Due in part to our connection and partnership with Arcadia Elementary school's after school intervention program, we served after school snacks to 1,147 children this month. We served 128 more snacks than in April.
- Our meeting and conference rooms were used by community members 27 times this month. We saw a slight decrease in use from last May's total of 37. The rooms were used for a variety of reasons, such as an independent adult book club group, a Habitat for Humanity meeting, and a homeschool group who used the meeting room for training.
- May 16 was the last family *Prime Time* event at Chattaroy Elementary. We had a record number of families qualify for Safeway gift cards (provided by Humanities Washington) for attending four or more of the six evenings.

Fairfield: Kristy Bateman

Early Learning:

- 12 attended the May *Play and Learn Storytime*.
- Staff provided three outreach Storytimes to 47 children at Freeman Early Learning Center and Liberty Development Preschool.

Education and Enrichment:

- *LEGO Club* had 11 attend this month.
- Eight Teen/Tweens attended the *Egg-cellent Engineering: Egg Drop*.
- *Thursday Night Thing* for grades 6-12 did not have anyone attend. Ten participated in the group for grades K-5.
- *Renew: Firewise Principles to Protect Your Property* did not have anyone attend.

Community Connections:

- Cindy Ulrey attended a planning meeting for Thursday Night Thing.
- Cindy Ulrey attended the Community Advisory Board meeting with the Mayor. Cindy was able to highlight some of SCLD digital resources.

Medical Lake: Theresa Stephenson

Early Learning:

- Storytime attendance averaged 13 attendees, down from May 2015 statistics of 19 attendees per Storytime.
- Outreach Storytime at Eastlake Childcare Center had 17 attendees.
- Outreach Storytime at Cela's Creative Learning Center for preschoolers had 25 attendees.
- Outreach Storytime at Cela's Creative Learning Center for toddlers had 15 attendees.
- Outreach Storytime at Cela's Creative Learning Center for waddlers had seven attendees.

Education and Enrichment:

- *LEGO Club* averaged five attendees.
- Hallett Elementary before School Program had seven attendees.
- The family program *Egg-Cellent Engineering: Egg Drop* had 17 participants.
- The adult program *Estate Planning for Beginners* had six participants.
- The adult program *Renew: Organize your Living Space* had six participants.
- The Tween program "EggBot" had 20 participants.

Community Connections:

- The *Medical Lake Book Club* discussed the book *Dogtripping: 25 Rescues, 11 Volunteers, and 3 RVs on Our Canine Cross-Country Adventure* by David Rosenfelt. Eight people attended.

Moran Prairie: Danielle Marcy

Early Learning:

- Average attendance for Storytimes for the month:
 - *Preschool Play and Learn*: 26
 - *Toddler Play and Learn*: 45
 - *Baby Play and Learn*: 34
 - *Family Play and Learn*: 7
- *Toddler Play and Learn* had an increase in attendance over the last several months; *Family Play and Learn* continues to decrease, and *Baby Play and Learn* and *Preschool Play and Learn* I have remained steady.

Education and Enrichment:

- The weekly *LEGO Club* averaged two attendees; two of the four months had zero attendance.
- The *Moran Prairie Book Club* had three attend. We discussed books by Ivan Doig—one attendee brought in a newspaper clipping about Ivan Doig and shared about his literature and life.
- Danielle Milton did not have any residents attend the Brookdale Book Club.
- *Egg-Cellent Engineering Egg-Bot* had seven attend. We had a volunteer assist the attendees with snap circuits, while other tweens used the egg-bot equipment.
- The *Renew* series had better attendance this month:
 - *Organize Your Living Spaces*: 13
 - *Bike to Basics: Bike Repair Drop-In*: 11

Business and Career Development:

- We had 56 bookings of the meeting room, a continued decrease from March and April.
- Nine attended *Renew: STCU Workshop: Become Debt Free*.
- We had 16 attend the *STCU Money Camp* for teens and tweens.

Community Connections:

- Danielle Marcy attended Manito Lions meetings.
- Danielle Marcy and Danielle Milton attended the last Mullan Road PTG meeting of the year.
- 110 attended the *Moran Prairie Library's 10-year anniversary*. Buffalo Jones, former Moran Prairie Library Supervisor Jason Johnson's local band, played in the rain. Sharma Shields and Ellen Welcker arranged for local author readings including Stephanie Oakes, Tim Greenup, Chris Cook, Aileen Keown Vaux and Kris Dinnison. We had cupcakes from Boots Bakery, crafts and activities. The Moran Prairie Friends sponsored the event and had a table promoting its services and recruited new members.
- Danielle Milton and Danielle Marcy promoted library services at the *Fire Station 8 Open House* to 195 community members. Two volunteers helped with a fire truck craft. We issued library cards, made community connections with the Spokane County Parks and Recreation, and demonstrated our databases.

North Spokane: (Brian Vander Veen)

Early Learning:

- 849 children, parents, and caregivers attended early learning programs in May at North Spokane. This is down 21 from April.
 - *Baby Play and Learn Storytime* averaged 25 attendees. This is the down six from last month's average, but up seven from May 2015.
 - *Preschool Play and Learn Storytime* averaged 42 attendees. This is down one from last month and down one from May 2015.
 - *Toddler Play and Learn Storytime* attracted an average attendance of 36. This is up three from last month and up seven from May 2015.

- *Family Play and Learn Storytime* averaged 18 attendees. This is down seven from last month and down three from May 2015.
- Staff provided Storytime for 163 attendees at outreach facilities.

Education and Enrichment:

- 285 members of all ages attended 13 Education and Enrichment events this month.
 - 54 members attended two events in our *Civility* lecture series, 24 for *Defeating Racism Today*, and 30 for *Islam 101*.
 - 32 attended two *Egg-Cellent Engineering* programs.
 - 18 tweens made duct tape crafts at *Tween Club*.
 - Nine attended the *Bike to Basics* bicycle maintenance class.
 - Seven members discussed *A Man Called Ove* at the *North Spokane Book Group*.
 - Five attended *Renew: Firewise Principles to Protect Your Property*.
 - 102 attended four *Monday Funday* events: 23 for LEGOs, nine for games, 37 for art, and 33 for Pokémon.

Business and Career Development:

- 22 members attended two financial literacy programs, 11 for *Estate Planning for Beginners* and 11 for the STCU workshop *Prevent Fraud and Identity Theft*.
- Seven members took advantage of our Monday evening drop-in career help.
- Staff proctored three exams.

Community Connections:

- Library staff talked to 126 community members at the Mt. Spokane High School Block Party.
- 58 community members came out to safely dispose of their documents at our shred day.
- Library staff led an activity for 21 children at the Boys & Girls Club.
- The library hosted landscape paintings by local artist Lincoln Wallbank.

Otis Orchards: Melanie Boerner

Early Learning:

- *Play and Learn Storytime* attendance for May averaged 27, up from last May's average of 22.
- Staff provided four outreach Storytimes to 113 children at Trent, Trentwood ECEAP, and Otis Orchards ECEAP.

Education and Enrichment:

- *LEGO Club* had a monthly attendance of 13.
- *Renew: Does This Tree Need an Arborist?* had six attendees.
- *Renew: Easy Water Wise Gardening* had five people attend.

Business and Career Development:

- *Ready for Work: Shifting Gears* had two attendees.
- *Ready for Work: Putting it all Together* had zero attendance.

Community Connections:

- Tammy Henry and Melanie Boerner attended the Newman Lake Ladies Aid Society Afternoon Tea.
- Tammy Henry, Melanie Boerner, Jamie Van Wormer and six volunteers walked in the Otis Orchards Community Days parade. After the parade, the library had a table at Otis Orchards Elementary School where kids could plant pumpkin seeds and everyone could pick up information about the library. We talked to about 100 people that day.
- Cindy Ulrey and Ruth Safranek visited East Farms Magnet School to promote our Summer Reading program to 254 elementary students.
- Tammy Henry visited Otis Orchards Elementary School and promoted Summer Reading to 360 students.

Spokane Valley: Aileen Luppert

Early Learning:

- 914 children and their parents and caregivers attended 42 early learning programs this month. This is down 89 attendees and six programs since last month.
 - *Baby Play and Learn Storytime* averaged 20. This is down two from last month and the same as May 2015.
 - *Toddler Play and Learn Storytime* averaged 28. This is down 10 from last month and down four from May 2015.

- *Preschool Play and Learn Storytime* averaged 29 attendees. This is the down three from last month and down 16 from May 2015.
- *Evening Family Storytime* averaged 13 attendees. This is down one from last month and up seven from May 2015.
- Staff provided Storytime for 281 attendees at 22 outreach facilities.

Education and Enrichment:

- 526 members attended 25 Education and Enrichment events this month.
- Adult Programs:
 - *Broadway Court Estate Book Club* (6)
 - *Spokane Valley Book Club* (8)
 - *Renew: Estate Planning for Beginners* (41)
- Tween/Teen Programs:
 - Two Mica Peak High School *Thursday Thing* sessions (14)
 - *Tween Club* (14)
 - *Random Fandom* (3)
 - Two Digital Library Demos for Dishman Hills High School (24)
 - *Egg-Cellent Engineering: Egg Bot* (10)
- Children/Family:
 - *Renew: Bike Repair Drop-In* (30)
 - *Five Too Fun Tuesdays* (average weekly attendance 14)
 - Oaks Classical Christian Academy 2nd grade tour, Storytime, and summer promotion (36)
 - Sunrise Elementary Summer Reading Pep Rally (42)
 - *Title 1 Nights*
 - Chester Elementary (45)
 - South Pines (32)
 - Broadway (29)
 - Greenacres Elementary (32)
 - Opportunity Elementary (45)
 - Summit (46)

Business and Career Development:

- Business and Career Development: three programs with six attendees
 - Three sessions of Drop-In Career Help (6)

Community Connections

- Diane Brown and Sheree West attended City Hall at the Mall.
- Diane Brown, Sheree West and I continue to finalize details for Second Saturday. The Spokane Valley Friends generously donated funds for refreshments and for some of the art. We will also have a volunteer musician performing.
- Staff attended several “end-of year” school events and reached almost 1000 kids and their families including:
 - Broadway Elementary School Carnival (92)
 - Progress Elementary Carnival (110)
 - Greenacres Middle School: lunchtime tabling (214)
 - SRP Talk at Progress Elementary 3-5th graders (250)
 - SRP Talk at Progress Elementary K-2nd graders (250)
- I attended Priority Spokane Mental Health and Homeless Subcommittee Meeting.
- Sheree West attended the GSI Small Business Reception networking event.
- I gave a presentation on health insurance and the Washington HealthPlanFinder to a class of EWU students.
- I attended Homework Help Club at University Elementary every Tuesday afternoon.
- Sheree West met with North Pines Middle School and SNAP to work out details for the upcoming *Thinking Money* exhibit.

District-wide Information

Security Incident Reports

There were 27 Security Incident reports filed this month, seven more than last month (20), and two fewer than May 2015 (29). Deer Park had the most incidents reported with six. The most frequently reported incidents related to Disruptive Behavior (16) and General Code of Conduct violations (11).

Year-to-Date Public Use Measures at a Glance

- Door count through May (550,268) was down (-1%) compared to the same time period in 2015—the continuation of a modest declining trend from last year.
- Programming attendance through May (36,192) increased 17% when compared to the same time period in 2015, while the number of programs offered has increased by 6% (1,533).
- Internet station bookings (97,373) were down (-6%) through May when compared to the same time period in 2015, which is a declining trend continuing from last year.

Public Use Measures

May 2016

Measure	This year	Last year	YTD	Last YTD	Rolling YTD
	This Month	This Month	This year	Comparison	Comparison
Registered borrowers	116,233	115,609		1%	
Door count	108,376	103,088	550,268	-1%	-2%
Circulation	211,777	209,312	1,068,327	-2%	-1%
Digital Media Catalog	36,695	31,186	180,818	15%	16%
Programs					
Number	332	301	1,533	6%	3%
Attendance	8,729	7,074	36,192	17%	5%
Group Visits					
Number	3	9	15	-25%	-10%
Attendance	59	333	382	-48%	-30%
Software Station bookings	18,960	19,678	97,373	-6%	-4%
Meeting room bookings	298	329	1,665	-9%	-1%
Holds placed					
By customers	29,032	29,781	152,631	-7%	-5%
By staff	6,756	6,877	36,831	3%	1%
Digital Media Catalog	9,851	9,702	49,502	7%	13%
Database use					
Searches	84,889	90,104	511,325	2%	19%
Retrievals	51,236	26,562	183,899	6%	-10%
Website use (Remote)					
User sessions	99,394	138,850	569,864	-7%	15%
Page views	290,992	244,621	1,549,457	34%	32%
Catalog	42,689	42,543	216,543	-4%	-5%
Database Access	4,252	4,831	25,435	0%	-5%
Interlibrary loans					
Loaned	392	254	1,790	8%	13%
Borrowed	548	537	2,591	-7%	-7%

Public Use Measure Definitions

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

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

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

Programs: Programs presented by the District. *Data collection method: Hand tally and spreadsheet entry.*

Group visits: Visits to a library by groups for reasons other than program attendance. *Data collection method: Hand tally and spreadsheet entry.*

Software Station bookings: Number of sessions booked by customers on software stations (Internet, office and educational software applications). *Data collection method: Actual computer system count.*

Meeting room bookings: Number of times meeting rooms used by outside groups. *Data collection method: Hand tally and spreadsheet entry.*

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

By customers: Placed online by customer, whether from library or remotely.

By staff: Placed for customers, usually as part of a reference transaction.

Database use: Use of online databases licensed by SCLD. *Data collection method: reports from database vendors.*

Searches: Number of database searches.

Retrievals: Number of search result documents retrieved.

Web site use: "Hits" on SCLD website. *Data collection method: Actual computer system count of activity initiated outside the network.*

User sessions: Number of times website is accessed by individual IP address.

Page views: Number of times each page is accessed.

Catalog: Subset of page views; shows the number of times customers enter the catalog through the website.

Database access: Subset of page views; shows the number of times customers enter a subscription database from the website.

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

Communication Report May 2016

Marketing Activities

- Book plates/labels for EW1
 - Requisitioned labels from Supply for Executive Director, designed book plates/labels
- Business Resources Promo
 - Designed brochure promoting our resources for businesses, including photo-sessions
- Summer programs teaser flyer
 - Designed and printed a teaser flyer to promote Summer Programming before the brochure would be ready
- Seed Library Stickers
 - Designed and printed stickers for the library seed packets
- Ready for Work Jobseeker Series
 - News item, press release, flyers, digital displays, social media, and calendar listings
- June Current
 - Designed ad (Summer Reading), wrote feature article (Second Saturday) edited supplemental article written by Gwendolyn
- Paper Tigers
 - Promoted video screening of Paper Tigers via social media
- Online book clubs logo
 - Updated logos for online book club
- Summer Snack Media Release
 - Wrote and sent press release
- Moran Prairie 10-Year Anniversary
 - News item, press release, flyers, invites, carousel, digital display, social media, and display kit
- Egg-cellent Engineering
 - News item, flyers, digital displays, social media, calendar listings
- June Radio Copy
 - Wrote radio copy for June to promote Summer Programming
- Friends Brochure
 - Wrote copy and designed new brochure in cooperation with Friends of the Library
- After School Snacks (at Deer Park)
 - Press release, digital display, social media
- Sunset Elementary Class Visits
 - Social media
- Deer Park Closure
 - News item, poster/sign, press release, digital display, social media, calendar
- Summer Reading Programs 2016
 - Wrote and designed brochure, reading log, permission slips, landing page, press release, hashtag, digital displays, banner ads for KHQ, Inlander Ad, Kids Newspaper full-page ad, carousel for scld.org, social media cover images, images for KHQ interview, radio copy, social media promotions, eNewsletter blurb, and calendar listings
- Recovering the Arts
 - Designed and printed posters/signs, social media

- Foundation Directory Online launch
 - News item, digital displays, social media
- Drop-in Job and Career Help
 - Flyer, digital display, news item, social media
- Caregiving for Early-Stage Alzheimer's Parts 1 2 3
 - Digital displays, social media, calendar listings
- ABCmouse.com
 - Digital display, news item, social media

News coverage

- May 13 – Spokane Valley News Herald – Civility discussion
- May 20 – Spokane Valley News Herald – Civility discussion
- May 22 – Spokane Valley News Herald – Civility discussion
- May 27 – KHQ.com – Summer programs kick off in June at the Spokane County Library District (sponsored)

Press Releases

- May 5 – Moran Prairie Library celebrates 10-year anniversary
 - May 19 – Spokesman Review – Moran Prairie Library celebrates 10th anniversary
- May 10 – Deer Park Library closes for construction
 - May 11 – Deer Park Tribune – DP Library temporarily closing for repairs
 - May 18 – Deer Park Tribune – Deer Park Library slated for repairs
- May 19 – Free afternoon snacks continue this summer for students at the Deer Park Library
 - May 19 – Deer Park Tribune – DP Library continues afternoon snack program
- May 19 – Spokane Is Reading selects author Anthony Marra
- May 23 – Holiday Closure (Memorial Day)
- May 24 – Ready, Set, Read! Summer Programs at the Library
- May 25 – Simplified Summer Food Program
- May 26 – Second Saturday art tour in Spokane Valley

E-Marketing (Website, Social Media, Email)

Social Media:

- Facebook: # of fans: 2,872
- Twitter: # of followers: 1,932
- Pinterest: followers: 1,541

Library District Blog:

Our two most viewed posts throughout the month of May were: *Moran Prairie Library celebrates 10 years* (390 views) and *Second Saturday art tour in Spokane Valley* (380 views). *Family mystery solved at the library* came in third with 193 views.

Blog posts:

- May 2 - Find funding at the library
- May 3 - The Last Full Measure: Q&A with Local Author Trent Reedy
- May 5 - Local entrepreneurs & organizations matter
- May 6 - Moran Prairie Library celebrates 10 years
- May 10 - The world is not ending: non-dystopian teen reads
- May 12 - Family mystery solved at the library
- May 13 - Scheduled website maintenance
- May 15 - ABCmouse.com in our libraries

- May 16 - Second Saturday art tour in Spokane Valley
- May 17 - Islam 101: suggested reading from David Fenner
- May 19 - The dirt on gardening with kids
- May 20 - Spokane Is Reading: The Tsar of Love and Techno
- May 24 - Confessions from a book lover
- May 26 - Serious fun for K-3 readers
- May 31 - Science Fiction & Fantasy Go Global

eNewsletter email:

- 79,835 sent on May 17, 2016
- Open rate: 14.6% (11,590)
- Clicked: 1,763 (2.2% click rate)
- Unsubscribed: 127

Community Events (Around Town):

The Communication Department made edits to 14 librarian submitted Community Events, which are posted in the Around Town sections of the Hours and Locations pages.

Community Calendars

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

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

- SCLD streaming services
- Cheney Book Club
- Civility Discussions (3)
- Summer Reading Programming (in General)(1)

Reprints of previously created work & order fulfillment

- Name badges for Public Services
- Pens for Otis Orchards, Cheney and Airway Heights
- “In memory of” labels for Collection Services (2)
- Indoor learning trail posters for Moran Prairie, Otis Orchards, and Deer Park
- ILL (inter-library loan) tags for all libraries
- Drop-in Career Help flyers for North Spokane and Spokane Valley
- Summer Reading teaser flyers for Airway Heights
- Library brochures (general library information) for Argonne
- Storytime brochures for Airway Heights
- Seed Envelopes for Medical Lake
- Pencils for North Spokane, Cheney, and Fairfield
- Hobbies and Crafts flyers for Public Services
- Business Cards for various staff

Communication Display Kits provided for community events

- Mt. Spokane High School Block Party
- City Hall at the Mall
- GSVCC Business Showcase
- West Valley Block Party
- Moran Prairie Fire District 8 Open House

- Cheney Mayfest
- Seth Woodard Family Night
- Broadway Elementary Carnival
- Otis Orchards Community Days
- Moran Prairie 10 Year Anniversary
- Greenacres Middle School Summer Reading Promotion

Current & Upcoming Projects & Event Promotion

- June
 - Summer Reading Programs 2016
 - Deer Park Closure
 - Argonne Summer Park Storytime
 - Moran Prairie Health Fair
 - Backdrop and more for selfie station
 - North Spokane Friends Sidewalk Sale
 - Sign/banner for summer programs at Arcadia (Deer Park)
 - Large Print Summer Booklist
 - Caregiving for Early-Stage Alzheimer's Parts 1 2 3
 - Second Saturday
 - Summer Park Storytime
 - Revised Code of Conduct Signs
 - Summer Stories ad in Spokesman
 - Photo release signs
 - June eNews
 - CIP/CEP brochure
 - End Cap Sign for Otis Orchards
 - Job Seeker Toolkit
- July
 - Poetry Picnic
 - Cheney Rodeo Days, Parade, Cheney Friends of the Library Book Sale
 - Deer Park Friends of the Library Book sale
 - North Spokane Friends sidewalk sale
 - Software station images
 - Spokane Is Reading
 - Getting Ready for Kindergarten - additional activities
 - Hawthorne Rd Construction
- August
 - Deer Park Friends of the Library book sale
 - Summer Bounty
 - Medical Lake Food Preservation
 - Food Preserving Classes (Otis Orchards)
 - Driver Storytime and Touch a Truck
- September
 - Play and Learn Storytime
 - New standing banners
 - Spokane Valley Random Fandom
 - Spokane Valley Too Fun Tuesday
 - Lego Club
 - Employer Series

Meetings Attended

- Friends of the Spokane County Library District – May 12
- Spokane Valley Chamber of Commerce Big 5 Summit – May 25

Friends of the Spokane County Library District

- Meeting prep:
 - Agenda and meeting reminder sent
 - Draft brochure mock-up for new Friends' brochure created (and approved by Friends for print)
 - Created Treasurer's report
 - Recap of Friends Helping Friends

Friends of the Library Book Sales eBlast notices:

- Argonne – Sun, May 1 – sent to 3,842
- Cheney – Sun, May 8 – sent to 6,540
- Moran Prairie – Sun, May 8 – sent to 5,289
- Deer Park – Sun, May 30 – sent to 2,578

**Spokane County Library District
Summary of Revenues & Expenses - (Cash Basis)
For the Five Months Ended May 31, 2016**

	Y-T-D Actual	Annual Budget	Target 41.7% Percent Used	Balance Remaining
REVENUES				
PROPERTY TAXES	\$ 6,013,749	\$ 11,003,000	54.66%	\$ 4,989,251
CONTRACT CITIES - AIRWAY HEIGHTS	122,221	246,000	49.68%	123,779
CONTRACT CITIES - SPOKANE	51,719	102,000	50.71%	50,281
FINES & FEES	108,422	256,900	42.20%	148,478
GRANTS & DONATIONS	49,322	55,000	89.68%	5,678
E-RATE REIMBURSEMENTS	77,196	173,000	44.62%	95,804
OTHER	28,403	34,000	83.54%	5,597
INTEREST REVENUES	9,660	28,200	34.26%	18,540
TOTAL REVENUES	\$ 6,460,694	\$ 11,898,100	54.30%	\$ 5,437,406
TRANSFERS IN	-	-	0.00%	-
TOTAL REVENUES & TRANSFERS IN	\$ 6,460,694	\$ 11,898,100	54.30%	\$ 5,437,406
EXPENSES				
SALARIES	\$ 2,413,175	\$ 5,993,523	40.26%	\$ 3,580,348
FRINGE BENEFITS	788,206	1,959,251	40.23%	1,171,045
SUPPLIES	66,402	179,001	37.10%	112,599
UTILITIES	180,091	424,570	42.42%	244,479
SERVICES	565,401	1,264,355	44.72%	698,954
INSURANCE	64,265	67,100	95.77%	2,835
EQUIPMENT & SOFTWARE	32,868	238,000	13.81%	205,132
LIBRARY MATERIALS	583,607	1,393,900	41.87%	810,293
ELECTRONIC LIBRARY MATERIALS	97,021	200,000	48.51%	102,979
LIBRARY PROGRAMS	34,874	106,700	32.68%	71,826
OPERATIONAL CONTINGENCIES	0	71,700	0.00%	71,700
TOTAL EXPENSES	\$ 4,825,910	\$ 11,898,100	40.56%	\$ 7,072,190
TRANSFERS OUT	-	-	0.00%	-
TOTAL EXPENSES & TRANSFERS OUT	\$ 4,825,910	\$ 11,898,100	40.56%	\$ 7,072,190
Net Excess of Revenues Over/(Under) Expenses	\$ 1,634,784	\$ -		
BEGINNING CASH	4,562,664			
NET FROM ABOVE	1,634,784			
ENDING CASH	\$ 6,197,448			
Number of months cash on hand	6.3			
Capital Project Fund Balance	1,299,000			

Spotlight Deer Park Library

Library Supervisor Kris Barnes and Community Librarian Amber Williams will share highlights of Deer Park Library and the community it serves.

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

OVERVIEW E-RATE

IT Director Doug Stumbough and IT Operations Assistant Teresa Nelson will provide an overview of E-Rate, Schools and Libraries Program of the Universal Service Fund.

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