

MISSION

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

Board of Trustees Regular Meeting

August 23, 2016 4:00 p.m. ~~Fairfield Library~~ **Argonne Library** Public Meeting Room

PLEASE NOTE LOCATION CHANGE, effective 8/22/16 10:00 a.m.

AGENDA

- I. CALL TO ORDER**
- II. AGENDA APPROVAL** [4:00]
- III. ACTION ITEMS**
 - A. Approval of June 21, 2016, Regular and Special Meeting Minutes [4:00-4:03]
 - B. Approval of June and July 2016 Payment Vouchers [4:03-4:05]
 - C. Unfinished Business [4:05-4:15]
 - 1. North Spokane Library Renovation
 - 2. Spokane Valley Library Renovation
 - D. New Business [4:15-4:30]
 - 1. Collection Development Policy Review
- IV. DISCUSSION ITEMS, POSSIBLE ACTION** [4:30-4:35]
 - A. Future Board Meeting Agenda Items
- V. REPORTS**
 - A. Trustees [4:35-4:40]
 - B. Executive Director [4:40-4:45]
 - Administrative
 - Community Activities
 - C. Public Services [4:45-4:50]
 - D. Communication [4:50-4:55]
 - E. Fiscal [4:55-5:00]
 - F. Spotlight – Fairfield Library [5:00-5:10]
 - G. Overview – CEP Service Priority, Digital Interaction and Sharing [5:10-5:30]
- VI. PUBLIC COMMENT**
- VII. ADJOURNMENT**

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

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

Location Revised 08/22/16

Final Agenda 08/23/16

**SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: JUNE 21, 2016**

The Board of Trustees of Spokane County Library District met in regular session in the public meeting room at Argonne Library, 4322 N. Argonne Rd., Spokane, WA, at 4:00 p.m., Tuesday, June 21, 2016.

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

Excused: None.

Also Present: Jane Baker, Communication & Development Officer; Kris Barnes, Library Supervisor; Kristy Bateman, Library Services Manager; Stacey Goddard, Library Services Manager; Rick Knorr, Chief Financial Officer; Aileen Luppert, Managing Librarian; Teresa Nelson, IT Operations Assistant; Patrick Roewe, Deputy Director; Andrea Sharps, Collection Services Director; Doug Stumbough, IT Director; Brian Vander Veen, Managing Librarian; Amber Williams, Librarian; and Patty Franz, Administrative Assistant.

Guests: Spokane Valley, WA, resident Wendy McElroy, and Spokane Valley City Council members Rod Higgins, Ed Pace, and Arne Woodard.

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

Agenda (Item II.) Mr. Teterud moved and Ms. Carlson seconded to approve the agenda. To accommodate guests' schedules, Mr. Johnson suggested Public Comment be moved to the top of the agenda. Mr. Craig moved and Ms. Carlson seconded to revise the agenda, as suggested. The motion was approved.

Public Comment (Item VI.) Spokane Valley resident Wendy McElroy addressed the Board of Trustees regarding concerns about public conduct at Spokane Valley Library. Ms. McElroy cited several instances of what she considered improper conduct of members and expressed her desire for a quiet and orderly library. Ms. McElroy reported she had previously called the library director and chair of the Board of Trustees to express these same concerns, yet had not been satisfied by results.

Ms. Ledeboer went on to explain the procedure for public comment, and pointed out the Board could not take action on this topic at this meeting, yet can bring the subject forward to a future meeting agenda.

By request, Ms. McElroy provided a copy of her remarks to Chair Johnson and departed the meeting.

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Ms. Ledebouer noted this subject is relevant to potential plans for renovations of North and Spokane Valley libraries.

Spokane Valley resident Ed Pace said he and his family have been members of Spokane Valley Library since 1981 and have never had an experience like Ms. McElroy's. He said library staff has always been knowledgeable, friendly, helpful, and on task. He said he uses the library at least three times per week and has found it to be pleasant and quiet.

Approval of Regular Meeting Minutes, May 17, 2016 (Item III.A.)

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

Approval of Payment Vouchers, May 2016 (Item III.B.)

Mr. Teterud moved and Mr. Craig seconded approval of the May 2016 bill payment vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal	Total
L01	50086-50289 and W00324-W00331	\$616,123.71	\$616,123.71
	04082016PR and 04252016PR	\$344,713.13	\$344,713.13
		Total	\$960,836.84

There were no questions. The motion was unanimously approved.

Unfinished Business (Item III.C.)

NONE.

New Business Annexation of Cities and Towns to the Library District Policy (Item III.D.1.)

ANNEXATION OF CITIES AND TOWNS TO THE LIBRARY DISTRICT POLICY.

Mr. Teterud moved and Mr. Craig seconded that revisions to the Annexation of Cities and Towns to the Library District policy be approved as presented.

Ms. Ledebouer highlighted changes to the current policy. References to RCW 27.12.360 through 27.12.390 were added, which includes the annexation initiation procedure, tax levies, and more. The policy also clarifies a condition for annexation should there be a forced reduction in the District's tax rate due to a jurisdiction participating in the District reaching its statutory limit. The RCW allows any city to annex to the district, yet SCLD has certain conditions should a city request to annex, even though it also complies with all applicable Washington state laws related to annexation. There is also a way for the District to initiate a de-

annexation for the area within a town or city whose tax levy would impact the entire District. Discussion ensued regarding the impact of various annexation scenarios, as well as the process for de-annexation. In response to Mr. Craig's query about the likelihood of future de-annexation, Ms. Ledeboer indicated it is unlikely to occur in Spokane County because so few special districts exist and most cities and towns are well below the maximum levy amount. There was no further discussion. The motion was unanimously approved.

New Business
Fixed Assets Policy
(Item III.D.2.)

FIXED ASSETS POLICY. Ms. Carlson moved and Mr. Teterud seconded to approve the Fixed Assets policy as suggested and presented. Mr. Knorr pointed out suggested revisions to the policy were mostly for clarification. There was no further discussion. The motion was unanimously approved.

New Business
First Amendment to
Interlocal
Agreement between
City of Spokane and
SCLD - Resolution
No. 16-04
(Item III.D.3.)

FIRST AMENDMENT TO THE INTERLOCAL AGREEMENT BETWEEN 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). Mr. Craig moved and Ms. Carlson seconded to approve the 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 SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, APPROVING THE 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; AUTHORIZING THE EXECUTION OF SUCH AMENDMENT; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO.

In response to Mr. Teterud's query, Ms. Ledeboer provided background on the original 2004 interlocal agreement between the City of Spokane and SCLD. In accordance with this agreement, SCLD will continue to provide library services to residents living within the Moran Prairie Library Capital Facilities Area (MPLCFA) even after annexation occurs. The City agreed to turn over taxes collected within the MPLCFA in recognition that these residents will receive library services at the Moran Prairie Library. To comply with terms of the agreement, the City of Spokane's Assistant City Attorney Mike Piccolo submitted an amendment documenting a recent annexation area. Upon our request, the city updated the amendment to include all annexations that have occurred since the original agreement. In the future, Mr. Piccolo will provide updates on all annexation changes. Ms. Ledeboer reported that at her request, Cindy McMullen, legal counsel

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for the district, also reviewed and approved the amendment. There was no further discussion.

The motion was unanimously approved.

**New Business
Otis Orchards Roof
Replacement
Contract Award
(Item III.D.4.)**

Mr. Knorr reported on roof replacement plans for Otis Orchards Library. The RFP closed Friday, June 17; seven proposals were submitted. Costs including permit ranged from \$40,290 to \$121,200. Horizon Roofing, the lowest bidder, met all the criteria and after reference checks was selected for the job. In response to queries from Mr. Johnson and Mr. Teterud, Mr. Knorr said the roof is scheduled to be completed by the end of August, and isn't expected to disrupt library services. Mr. Johnson moved and Mr. Teterud seconded approval of awarding the roof replacement contract to Horizon Roofing.

There were no further questions. The motion was unanimously approved.

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

Mr. Johnson reviewed the list of tentative agenda items for the next two months. The next meeting is August 23 at Fairfield Library. Ms. Ledebauer asked Trustees for direction regarding public comment shared earlier in the meeting. Mr. Johnson asked if there had been other similar complaints. Mr. Roewe said there have been occasional complaints about noise, and staff attempts to accommodate members by relocating them to quieter areas or study rooms when available. He indicated noise levels ebb and flow at all libraries, particularly during summer. Based upon direction from Trustees, Ms. Ledebauer offered to provide a more in-depth district security report at the August meeting.

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

There were no reports or further discussion.

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

The Executive Director's written report for May provided prior to the meeting included information on the Business Office, Finance and Facilities, Collection Services, Human Resources, Information Technology, and Community Activities. Ms. Ledebauer reiterated a public records request was submitted for details about the selection of MyPC & Papercut as the District's new computer reservation and print management systems. Subsequently, another public records request was submitted for a list of bidders for the Otis Orchards Library roof replacement RFP. We have since responded accordingly to both requests. As a reminder, Ms. Ledebauer noted the SAO audit for 2015 has been completed. The exit conference will be held Tuesday, June 28, at 8 a.m., in the District Administrative Offices Conference Room. Trustees Johnson and Teterud will attend. Selection of a new Chief Human Resources Officer has concluded; Ms. Toni Costa will begin employment on Tuesday, July 5. Regarding City of Spokane Valley, thus far, there has been no further communication or response to Ms. Ledebauer's request to be notified when a report is presented to the City Council regarding annexation options. The City Manager indicated staff

will do the research and present a report in response to a request from council members in the next few months. There was no further discussion.

**Public Services
Report, May 2016
(Item V.C.)**

Deputy Director Patrick Roewe and Library Services Manager Kristy Bateman provided a written report prior to the meeting for May 2016, with data for customer use measures, programming and library activities. In addition, Mr. Roewe said how pleased he is with progress and development of the district's new volunteer program. Also, Summer Reading programming is about to kick off. Ms. Ledebauer noted the Prime Time Family Reading program held in Chattaroy was well attended, and there is one planned for Argonne Library as well. She also reported Library Services Manager Mary Ellen Braks was appointed to serve on the Early Learning Advisory Council as representative for the Inland Northwest Early Learning Alliance. She is currently the only librarian to hold this position on the statewide council. There was no further discussion.

**Communication
Report, May 2016
(Item V.D.)**

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

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

Revenue and Expenditure Statement through May 31, 2016.

<u>Fund 001</u>	
Revenues	\$ 6,460,694
Expenditures	\$ 4,825,910
Ending Fund Balance	\$ 6,197,448
Fund Budget Expended	40.56%

Chief Information Officer Rick Knorr reported the budget is on target for this point in the year. There was no further discussion.

**Spotlight
Deer Park Library
(Item V.F.)**

Library Supervisor Kris Barnes and Community Librarian Amber Williams provided an update on highlights of events at Deer Park Library (DP) since their 2015 report.

Ms. Barnes discussed the library and noted that in her new role as secretary to the board of the DP Chamber of Commerce, she has new opportunities to connect the library to the community. Ms. Williams reported the first adult summer reading program was held outdoors at the park. Over sixty people bundled up to join the fun in spite of inclement weather to listen to the music of Hot Club of Spokane. Ms. Williams noted this event was in response to several Libraries Transforming Communities community conversations, where staff heard members wanted activities in close proximity to home. Classic Summer Reading for K-5 also had a successful start at Arcadia Elementary School. Over 100 members attended, with some unfortunately turned away because of fire code limits.

Ms. Williams reported the Friends sponsored the annual poetry slam, with support from DP School District and EWU. Riverside, Newport, and Deer Park school districts all participated, and the event helped to extend community partnerships. Friends have already committed funding for next year's slam, scheduled for March 2017.

As part of a USDA food program, since March 7, DP Library has served after-school snacks to address food security issues. Approximately 50 students a day participated through the end of school, and the program will continue through summer. The library partnered with Arcadia Elementary tutoring program to provide after school enrichment activities along with snacks. In response to Mr. Teterud's query about providing snacks during summer vacation, Ms. Williams said although participation has dropped, snacks will continue to be available Monday through Friday through September. Library Friends also purchased additional snacks to make available for anyone in need beyond the established schedule. The success of this pilot program and the library's involvement will be evaluated at its conclusion. Ms. Williams noted the District's Business Office has been administratively instrumental in fulfilling grant reporting requirements.

Ms. Barnes reported on the Library Park and its second annual clean up, with the third clean up scheduled for September, noting the community has rallied around keeping the park clean. The Deer Park Family Care Clinic purchased three informational signs to post throughout the park, for which an Eagle Scout volunteer will build frames/housing for the signage and post it as well. Mr. Craig queried if the Scout earned a badge, for which Ms. Barnes will follow up.

Ms. Barnes reported several new companies are anticipated to join the DP Industrial Park in the near future, and will be highly welcomed by the community. Also, conversations ensue about how to increase driver safety on US 395; roundabouts and digital signage have been discussed.

Spokane County Fire District 4 is building a new fire station in Deer Park. Ms. Williams met with representatives regarding how the new facility could potentially accommodate community meetings.

Ms. Barnes provided an update on the former Deer Park Hospital that served the community from 1957-2008. Prior to sale of the property and demolition of the facility, Ms. Barnes contacted Providence Health Care, owners of the facility, to ask if the library could have the commemorative plaque from the hospital grounds, to which Providence agreed. Ms. Barnes plans to work with the Friends to create a display at the library. In response to Mr. Teterud's query, Ms. Barnes said a real estate agent indicated there were no plans to split parcels of property or make land available for donation, yet Ms. Barnes will keep the Board apprised. There were no further questions. Trustees expressed appreciation for the informative report.

**Overview
E-Rate (Item V.G.)**

IT Director Doug Stumbough and IT Operations Assistant Teresa Nelson provided an overview of the E-Rate program. Under direction of the FCC, the Universal Service Administrative Company administers the program and provides discounts/reimbursements to schools and libraries to help obtain affordable telecommunications and Internet access. Mr. Stumbough explained the program is funded through a Universal Service fee, and to be eligible, the District must be CIPA compliant, which involves Internet filtering to help ensure the safety of children. Ms. Nelson reviewed the multi-layered and competitive application process for both applicant and service provider, and reported that we currently anticipate approval for approximately 80% E-Rate funding/reimbursement for July 1, 2014, through June 30, 2015. In response to Mr. Teterud's query, Ms. Nelson said the reimbursement is considered the same as a discount to the District. Ms. Ledebouer noted District reimbursement is based on free lunch service at West Valley School District and has gone up. Mr. Stumbough noted the Business Office will assume the financial end of these application cycles in the future. The program began in 2006-2007 and in 2015, the district received \$173,407, approximately 80% of its telecommunications expenditure, making the application process well worth the time and effort. There was no further discussion.

**Adjournment
(Item VII.)**

Chair Johnson adjourned the meeting at 5:20 p.m. The next Board Meeting is scheduled for Tuesday, August 23, 2016, at 4:00 p.m., in the public meeting room at Fairfield Library.

Mark Johnson, Chair

Nancy Ledebouer, Secretary of the Board of Trustees

**SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES SPECIAL MEETING MINUTES: JUNE 21, 2016**

The Board of Trustees of Spokane County Library District met in special session in the public meeting room at Argonne Library, 4322 N. Argonne Rd., Spokane, WA, at 5:30 p.m., Tuesday, June 21, 2016.

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

Excused: None.

Also Present: Jane Baker, Communication & Development Officer; Rick Knorr, Chief Financial Officer; Patrick Roewe, Deputy Director; Andrea Sharps, Collection Services Director; Doug Stumbough, IT Director; and Patty Franz, Administrative Assistant.

Guests: Gary M. Bernardo, AIA; Principal, Bernardo-Wills Architects, PC

Call to Order Chair Mark Johnson convened the meeting at 5:30 p.m., following adjournment of the regular meeting.

Agenda (Item I) **Open Public Meetings Act Training Video.** The Board of Trustees and Leadership Team members viewed a video of training prepared by the Washington State Attorney General's Office. A new law, effective July 1, 2014, amended the OPMA to require members of governing bodies to receive training, with OPMA refresher training no later than every four years.

Agenda (Item II) **Financial Forecast and 2017 Budget Direction.** Chief Financial Officer Rick Knorr provided a financial forecast for 2017-2019. District leadership anticipates revenues for the next few years will be based upon the last highest levy rate, plus 1%, plus new construction. Therefore, increases in new construction will be the driving factor for increases in revenue. Expenditures are anticipated to increase primarily due to inflation and salary/benefit cost increases. A conservative view of revenues indicates that by 2019, expenditures may exceed revenues. The Capital Fund remains steady. Library renovations could be funded through the sale of the Sprague Avenue property and supplemented by a transfer from the Capital Fund. Depending on how much revenue new construction generates in the total assessed valuation, the tax levy rate could fall to the 44- to 45-cents range by 2019, presenting an opportunity for a levy lid lift.

Agenda (Item III) **Library Facilities Master Plan Update.** Executive Director Nancy Ledeboer opened the discussion by acknowledging voters within the LCFA failed twice to approve new libraries in less than three years. Thus, the

District is looking at opportunities to expand or renovate the two largest libraries so that new services can be offered to members. Mr. Bernardo presented design options for renovations at Spokane Valley and North Spokane libraries, based on staff aspirations for future service opportunities at each location and to create flexible spaces to provide both interactive learning and quiet study spaces. Mr. Bernardo also provided cost estimates for each of the concept designs.

**Agenda
(Item IV)**

Discussion/Board Direction to Staff/Facilities Master Plan Resolutions.

The Board discussed the possible renovation of North Spokane and the expansion proposed for Spokane Valley. Trustees expressed concern about drawing down the Capital Fund to complete these projects, given the forecast shows expenditures to outpace revenues in the near future. Trustees requested more information about project costs before making a decision or moving ahead. They also asked if determination from City of Spokane Valley would be possible regarding repurchase of the Sprague Avenue property, as stated in the agreement signed in 2012. Trustees passed two resolutions in preparation to formally adopt renovation and/or expansion of existing library facilities in the future, over the pursuit of funding for new library facilities.

RESOLUTION NO. 16-05

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, DECLARING SPOKANE COUNTY LIBRARY DISTRICT WILL NOT PRESENT A BALLOT ISSUE TO THE PUBLIC FOR A NEW LIBRARY IN SPOKANE VALLEY BEFORE 2018. Mr. Teterud moved and Ms. Thompson seconded to approve Resolution 16-05, declaring Spokane County Library District will not present a ballot issue to the public for a new library in Spokane Valley before 2018.

There were no further questions or discussion. The motion was unanimously approved.

RESOLUTION NO. 16-06

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, INVOKING THE PROVISION IN THE 2012 CONTRACT WITH THE CITY OF SPOKANE VALLEY FOR THE CITY TO REPURCHASE PROPERTY OWNED BY THE LIBRARY DISTRICT. Ms. Thompson moved and Ms. Carlson seconded to approve Resolution 16-06, invoking the provision in the 2012 contract with the City of Spokane Valley for the city to repurchase property owned by the Library District.

There were no further questions or discussion. The motion was unanimously approved.

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**Agenda
(Item V)**

Adjournment. Chair Johnson adjourned the meeting at 8:01 p.m.

Mark Johnson, Chair

Nancy Ledeboer, Secretary of the Board of Trustees

PAYMENT VOUCHER APPROVAL

Pursuant to RCW 42.24.180 and Spokane County Library District Resolution # 94-03, we, the undersigned, do hereby certify that the merchandise and services hereinafter specified have been received as of June 30, 2016 and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$977,517.98 and that we are authorized to authenticate and certify these claims.

DATE: July 1, 2016

SIGNED: *[Signature]*

SIGNED: *Nancy Ledebew*

TITLE: *C.F.O.*

TITLE: *Executive Director*

VOUCHER NUMBER	DESCRIPTION	VOUCHER AMOUNT
050290	ABM JANITORIAL SERVICES - NW	CUSTODIAL SERVICES \$ 11,897.38
050291	ACCURATE STRIPING	RESURFACE PARKING LOT/RESTRIPE 5,852.53
050292	AVISTA UTILITIES	UTILITIES 2,279.06
050293	BAKER AND TAYLOR INC.	LIBRARY MATERIALS 277.32
050294	GREG BLACK	LOST/PAID BOOK REFUND 3.00
050295	CENTURYLINK	ANALOG TELEPHONE LINES 48.24
050296	CITY OF AIRWAY HEIGHTS	WATER & SEWER - AIRWAY HEIGHTS 383.89
050297	CITY OF CHENEY	WATER, SEWER, ELEC. - CHENEY 794.18
050298	CITY OF DEER PARK	WATER & SEWER - DEER PARK 112.66
050299	CHAD COLLET	LOST/PAID BOOK REFUND 45.00
050300	CITY OF MEDICAL LAKE	WATER, SEWER, REFUSE - ML 238.13
050301	CAPITAL ONE NAT'L ASSOC	OFFICE/LIBRARY SUPPLIES/COSTCO 805.29
050302	DELL MARKETING L.P.%DELL USA LP	PRINTER SUPPLIES/IT EQUIPMENT 289.12
050303	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES 251.37
050304	DEVRIES INFORMATION MGMT	COURIER SERVICE 4,608.00
050305	EARTHWORKS RECYCLING,INC	RECYCLING 307.45
050306	EMPIRE DISPOSAL INC.	SOLID WASTE - FAIRFIELD 18.79
050307	FAIRWOOD FARMERS MARKET	LIBRARY PROGRAMS 250.00
050308	GALE/CENAGE LEARNING	LIBRARY MATERIALS 464.00
050309	GRAYBAR	IT HARDWARE 760.49
050310	GREENLEAF LANDSCAPING, INC.	LANDSCAPE MAINTENANCE 434.03
050311	JIL HJERPE	DIRECT DEPOSIT RETURN 15.00
050312	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS 4,185.82
050313	IHEARTMEDIA-SPOKANE	ADVERTISING 599.00
050314	INGRAM DISTRIBUTION GROUP, INC	VOIDED -
050315	INHS	FIRST AID TRAINING 1,161.00
050316	WICK ENTERPRIZES, LLC	ADVERTISING 297.50
050317	SUREETHA MCCAIN	LOST/PAID BOOK REFUND 21.00
050318	McMULLEN & McMULLEN, P.S.	GENERAL LEGAL SERVICES 252.00
050319	MIDWEST TAPE	LIBRARY MATERIALS 5,812.50
050320	MODERN ELECTRIC WATER COMPANY	WATER, ELEC. - SV 1,762.57
050321	MONTGOMERY HARDWARE	MAINTENANCE SUPPLIES 29.98
050322	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES 88.49
050323	OTIS HARDWARE	MAINTENANCE SUPPLIES 14.58
050324	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books 13,586.77
050325	PAPERJACK.com	OFFICE/LIBRARY SUPPLIES 431.94
050326	YESICA PAVON	LOST/PAID BOOK REFUND 67.60

050327	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	279.76
050328	RECORDED BOOKS, LLC	LIBRARY MATERIALS	1,361.99
050329	SARAH RICHARDSON	LOST/PAID BOOK REFUND	7.20
050330	SOLARWINDS, INC.	SOFTWARE SUPPORT	313.06
050331	SPOKANE COUNTY UTILITIES	SEWER - AR, NS, SV	411.41
050332	COWLES PUBLISHING CO	SUBSCRIPTIONS	422.43
050333	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	344.51
050334	TUMBLEWEED PRESS INC.	ELECTRONIC LIBRARY SERVICES	4,394.50
050335	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	317.21
050336	VERIZON WIRELESS	CELL PHONES (6)	207.49
050337	WHITWORTH WATER DISTRICT #2	WATER - NORTH SPOKANE	325.55
050338	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	5,642.87
050339	BEN GREENFIELD	LIBRARY PROGRAMS	70.00
050340	ABM JANITORIAL SERVICES - NW	CUSTODIAL SERVICES	2,664.55
050341	ACCURATE STRIPING	RESURFACE PARKING LOT/RESTRIPE	4,158.12
050342	ASSOC OF WASHINGTON CITIES	MEDICAL, DENTAL, VISION & LIFE INS.	792.50
050343	AVISTA UTILITIES	UTILITIES	706.50
050344	BLACKSTONE AUDIO BOOKS	LIBRARY MATERIALS	62.51
050345	GREG BLACK	LOST/PAID BOOK REFUND	1.60
050346	JAMIESON ENTERPRISES, LLC	PARKING SPACE LEASE OUTREACH VAN	360.00
050347	BRILLIANCE PUBLISHING, INC.	LIBRARY MATERIALS	6.51
050348	BRODART CO.	OFFICE/LIBRARY SUPPLIES	126.10
050349	CDW GOVERNMENT, INC.	IT HARDWARE & SOFTWARE	15,283.51
050350	CENTURYLINK	ANALOG TELEPHONE LINES	103.30
050351	CENTURYLINK	ANALOG TELEPHONE LINES	99.29
050352	CENTURYLINK	ANALOG TELEPHONE LINES	41.30
050353	CENTURYLINK	ANALOG TELEPHONE LINES	59.85
050354	CENTURYLINK	ANALOG TELEPHONE LINES	103.86
050355	CENTURYLINK	ANALOG TELEPHONE LINES	148.96
050356	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	210.42
050357	DINGUS, ZARECOR & ASSOC PLLC	ACCOUNTING & AUDITING SVCS	500.00
050358	ELK SENTINEL	LIBRARY MATERIALS	15.00
050359	FED EX OFFICE	PRINTING	1,024.98
050360	FINDAWAY WORLD, LLC	LIBRARY MATERIALS	1,658.63
050361	ERON R. FOOTE	BUILDING REPAIR/PAINTING AT DP	5,783.35
050362	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	14,500.19
050363	INLAND PUBLICATIONS	LIBRARY PROGRAMS	420.00
050364	INTEGRA TELECOM HOLDINGS, INC	BROADBAND AND INTERNET	2,282.07
050365	INTEGRA TELECOM HOLDINGS, INC	BROADBAND AND INTERNET	15,630.49
050366	INLAND POWER AND LIGHT	UTILITIES - AH, DP	783.68
050367	LEANNE JOHNS	LOST/PAID BOOK REFUND	9.00
050368	KENT ADHESIVE PRODUCTS CO.	OFFICE/LIBRARY SUPPLIES	595.01
050369	GROUP W MARKETING	ADVERTISING - KIDS NEWSPAPER	500.00
050370	JENNIFER KNYPSTRA	LOST/PAID BOOK REFUND	11.00
050371	ANGELA LACAZE	LOST/PAID BOOK REFUND	61.00
050372	MIDWEST TAPE	LIBRARY MATERIALS	3,510.09
050373	NATIONAL BARRICADE OF SPOKANE	BUILDING REPAIR & MAINTENANCE	244.79
050374	NATIONAL COLOR GRAPHICS	PUBLIC RELATIONS	3,022.95
050375	STEPHANIE REGALADE-HERTEL	LIBRARY MATERIALS	116.85
050376	OCLC, INC.	CATALOGING & ILL. SUBSCRIPTION SVCS	3,244.15
050377	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	67.23
050378	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	1,396.33
050379	POSTMASTER	P.O. BOX ANNUAL FEE - FF	110.00
050380	U.S. POSTAL SERVICE	P.O. BOX ANNUAL FEE - ML	110.00
050381	PRESSWORKS	PRINTING	1,979.10

050382	MILT PRIGGEE	LIBRARY PROGRAMS	450.00
050383	INDEPENDENCE ENTERPRISES, INC	BUILDING REPAIR & MAINTENANCE	489.15
050384	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	1,179.25
050385	DEBRA RAUEN	LOST/PAID BOOK REFUND	11.40
050386	RECORDED BOOKS, LLC	LIBRARY MATERIALS	941.78
050387	SUSAN SIMON	LOST/PAID BOOK REFUND	28.00
050388	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	356.72
050389	STATE AUDITOR'S OFFICE	ANNUAL AUDIT	4,410.36
050390	MEGAN STOFFREGEN	LOST/PAID BOOK REFUND	1.00
050391	TECH SMITH	SOFTWARE SUPPORT	298.80
050392	RACHEL TUPPER	LIBRARY PROGRAMS	2,000.00
050393	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	575.39
050394	4ALLPROMOS	LIBRARY PROGRAMS	514.55
050395	ABM JANITORIAL SERVICES - NW	CUSTODIAL SERVICES	113.30
050396	AVISTA UTILITIES	UTILITIES	291.55
050397	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	258.57
050398	A+ PRINTING, INC	PRINTING	331.67
050399	BLACKSTONE AUDIO BOOKS	LIBRARY MATERIALS	444.95
050400	CONTRACT DESIGN ASSOCIATES	OFFICE FURNITURE - IT REMODEL	27,119.17
050401	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	487.14
050402	CENTURYLINK	ANALOG TELEPHONE LINES	96.48
050403	MONTY CHAMBERLAIN	LOST/PAID BOOK REFUND	5.80
050404	CRAIG BARNETT	LIBRARY MATERIALS	178.03
050405	BRENDA DEIBEL	LOST/PAID BOOK REFUND	12.00
050406	DELL MARKETING L.P%DELL USA LP	PRINTER SUPPLIES/IT EQUIPMENT	258.15
050407	EBSCO INDUSTRIES, INC.	LIBRARY MATERIALS - SUBSCRIPTIONS	65.36
050408	GALE/CENAGE LEARNING	LIBRARY MATERIALS	29.39
050409	GARY L. GODDARD	BUILDING REPAIR & MAINTENANCE	41.57
050410	CHARIS GAUNA	LOST/PAID BOOK REFUND	9.80
050411	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,179.54
050412	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	13,500.27
050413	INLAND POWER AND LIGHT	UTILITIES - AH, DP	338.99
050414	JAN WAY COMPANY USA, INC.	PROMOTIONAL ITEMS	5,645.21
050415	LEADERSHIP SPOKANE	STAFF TRAINING	3,250.00
050416	DANIELLA MARTIN	LOST/PAID BOOK REFUND	18.00
050417	MEALS ON WHEELS SPOKANE	LIBRARY PROGRAMS	50.00
050418	MIDWEST TAPE	LIBRARY MATERIALS	5,413.98
050419	NATIONAL BARRICADE OF SPOKANE	BUILDING REPAIR & MAINTENANCE	53.81
050420	OPTUM	H S A ACCOUNT FEES	75.00
050421	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	15,678.63
050422	PERRINE PROPERTIES, LLC	SV PARKING LOT LEASE	300.00
050423	INDEPENDENCE ENTERPRISES, INC	BUILDING REPAIR & MAINTENANCE	489.15
050424	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	269.13
050425	RECORDED BOOKS, LLC	LIBRARY MATERIALS	715.57
050426	SNO ISLE LIBRARIES FOUNDATION	PUBLIC LIBRARY DIRECTOR'S MEETING	174.00
050427	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	154.29
050428	GREG TERHAAR	LOST/PAID BOOK REFUND	53.00
050429	UNIQUE MANAGEMENT SERVICES	COLLECTION AGENCY & NOTICE FEES	2,944.15
050430	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	20,941.10
050431	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	317.21
050432	TAYLOR WILLIAMS	LOST/PAID BOOK REFUND	15.00
050433	ALAN ZEUSCHEL	BUILDING REPAIR & MAINTENANCE - DP	14,273.40
050434	ACCURATE STRIPING	RESURFACE PARKING LOT/RESTRIPE	3,976.14
050435	AVISTA UTILITIES	UTILITIES	3,892.41
050436	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	58.94

050437	CLASSIC VENTURES LTD	LIBRARY MATERIALS	69.54
050438	BLACKSTONE AUDIO BOOKS	LIBRARY MATERIALS	102.61
050439	BRUNETTE SPORTSWEAR, INC	LIBRARY PROGRAMS-VOLUNTEER TEES	565.24
050440	KELLY CAMPBELL	LIBRARY PROGRAMS - PUPPET SHOWS	3,000.00
050441	CAPITAL COMMUNICATIONS, INC	OFFICE/LIBRARY SUPPLIES	344.76
050442	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	102.07
050443	CENTURYLINK	ANALOG TELEPHONE LINES	85.63
050444	CENTURYLINK	ANALOG TELEPHONE LINES	47.98
050445	EVANCED SOLUTIONS, LLC	ELECTRONIC LIBRARY SERVICES	1,191.00
050446	FAUCETS 'N STUFF PLUMBING	PLUMBING REPAIRS	182.56
050447	FINDAWAY WORLD, LLC	LIBRARY MATERIALS	725.40
050448	FRONTIER COMMUNICATION	TELEPHONE & BROADBAND - FF	118.73
050449	GALE/CENAGE LEARNING	LIBRARY MATERIALS	1,276.29
050450	GREENLEAF LANDSCAPING, INC.	LANDSCAPE MAINTENANCE	146.75
050451	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	7,162.61
050452	INLAND PUBLICATIONS	LIBRARY PROGRAMS	525.00
050453	DOUGLAS JOHNSON	LOST/PAID BOOK REFUND	6.00
050454	KENT ADHESIVE PRODUCTS CO.	OFFICE/LIBRARY SUPPLIES	111.30
050455	KHQ Q6 - SPOKANE	ADVERTISING	750.00
050456	WICK ENTERPRIZES, LLC	ADVERTISING	24.00
050457	MIDWEST TAPE	LIBRARY MATERIALS	8,330.57
050458	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	9,980.96
050459	RECORDED BOOKS, LLC	LIBRARY MATERIALS	757.11
050460	SPOKANE HARDWARE SUPPLY	BUILDING REPAIR & MAINTENANCE	19.24
050461	COWLES PUBLISHING CO	SUBSCRIPTIONS	286.00
050462	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	151.95
050463	UPS	FREIGHT	14.84
050464	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	470.91
050465	WASTE MANAGEMENT OF SPOKANE	REFUSE	1,171.39
W00333	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	41,807.78
W00334	US BANK - HEALTH - OPTUM	H S A CONTRIBUTIONS	1,620.50
W00335	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	62,331.05
W00336	STATE OF WASHINGTON	MONTHLY EXCISE/SALES TAXES	398.77
W00337	ASSOC OF WASHINGTON CITIES	MEDICAL, DENTAL, VISION & LIFE INS.	75,333.59
W00338	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	40,411.79
W00339	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	59,591.76
W00340	US BANK - HEALTH - OPTUM	H S A CONTRIBUTIONS	<u>1,651.75</u>
Total Non-Payroll General Operating Fund			\$ 613,692.11
 PAYROLL VOUCHERS			
06102016PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	\$ 186,038.49
06242016PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	<u>177,787.38</u>
Total Payroll General Operating Fund			\$ 363,825.87
TOTAL GENERAL OPERATING FUND			<u>\$ 977,517.98</u>

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 July 31, 2016 and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$947,257.33 and that we are authorized to authenticate and certify these claims.

DATE: August 1, 2016

SIGNED

Aub Knox

SIGNED

Nancy Lidzbow

TITLE:

C.F.O.

TITLE:

Executive Director

VOUCHER NUMBER	DESCRIPTION	VOUCHER AMOUNT
050466	ABM JANITORIAL SERVICES - NW	CUSTODIAL SERVICES \$ 984.36
050467	ALLIED SAFE & VAULT CO, INC.	SAFETY & SECURITY SERVICES 1,326.60
050468	ARC ELECTRIC	BUILDING REPAIR & MAINTENANCE 1,495.49
050469	AVISTA UTILITIES	UTILITIES 2,765.14
050470	BAKER AND TAYLOR INC.	LIBRARY MATERIALS 20.90
050471	QUINN BASTIAN	LOST/PAID BOOK REFUND 6.20
050472	BELFOR USA GROUP, INC.	REPAIR ARGONNE BUILDING WALL 28,960.25
050473	REESE BURGUS	LOST/PAID BOOK REFUND 1.00
050474	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE 137.61
050475	CENTER POINT LARGE PRINT	LIBRARY MATERIALS 25.87
050476	CENTURYLINK	ANALOG TELEPHONE LINES 104.04
050477	CITY OF SPOKANE	WATER & SEWER - MORAN PRAIRIE 896.64
050478	CLEAN LINES	SEAL COAT DP LIBRARY LOT 1,778.25
050479	CITY OF AIRWAY HEIGHTS	WATER & SEWER - AIRWAY HEIGHTS 620.04
050480	CITY OF CHENEY	WATER, SEWER, ELEC. - CHENEY 834.42
050481	CITY OF DEER PARK	WATER & SEWER - DEER PARK 188.77
050482	DELL MARKETING L.P.%DELL USA LP	PRINTER SUPPLIES/IT EQUIPMENT 258.15
050483	DEVRIES INFORMATION MGMT	COURIER SERVICE 4,788.00
050484	DIVCO INCORPORATED	BUILDING REPAIR & MAINT - HVAC 404.97
050485	EARTHWORKS RECYCLING,INC	RECYCLING 137.50
050486	GALE/CENAGE LEARNING	LIBRARY MATERIALS 4,007.42
050487	GLOBAL EQUIPMENT COMPANY	LIBRARY PROGRAMS 302.85
050488	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS 4,231.43
050489	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS 12,874.17
050490	McMULLEN & McMULLEN, P.S.	GENERAL LEGAL SERVICES 162.00
050491	MIDWEST TAPE	LIBRARY MATERIALS 7,720.20
050492	MODERN ELECTRIC WATER COMPANY	WATER, ELEC. - SV 2,105.69
050493	VOID CHECK	VOID CHECK -
050494	ORBIS CASCADE ALLIANCE	COURIER SERVICE 5,926.00
050495	OTIS ELEVATOR COMPANY	ELEVATOR MAINTENANCE 455.43
050496	OTIS HARDWARE	MAINTENANCE SUPPLIES 24.45
050497	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books 7,274.17
050498	ORKIN, LLC	BUILDING REPAIR & MAINTENANCE 271.75
050499	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES 403.28
050500	RECORDED BOOKS, LLC	LIBRARY MATERIALS 665.98
050501	DEIRDRE SCHMID	LOST/PAID BOOK REFUND 7.00
050502	SPOKANE CO. WATER DISTRICT #3	UTILITY FEE - HASTINGS PROPERTY 15.30
050503	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES 190.87
050504	TOWN OF FAIRFIELD	WATER, SEWER - FAIRFIELD 238.38
050505	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS 317.21

050506	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	726.26
050507	WASHINGTON ROLL CALL	LIBRARY MATERIALS	82.89
050508	WEST COAST CASH REGISTER, INC.	OFFICE/LIBRARY SUPPLIES	430.45
050509	RICHARD ALEXANDER ZERBE	LIBRARY PROGRAMS	4,800.00
050510	ABM JANITORIAL SERVICES - NW	CUSTODIAL SERVICES	95.00
050511	AVISTA UTILITIES	UTILITIES	829.07
050512	BLOOMERANG	SCLD FOUNDATION SUPPORT	1,188.00
050513	CENTURYLINK	ANALOG TELEPHONE LINES	103.30
050514	CENTURYLINK	ANALOG TELEPHONE LINES	99.29
050515	CITY OF MEDICAL LAKE	WATER, SEWER, REFUSE - ML	322.37
050516	JENNIFER DUGGAN	LOST/PAID BOOK REFUND	45.80
050517	EMPIRE DISPOSAL INC.	SOLID WASTE - FAIRFIELD	35.26
050518	FED EX OFFICE	PRINTING	158.46
050519	FINDAWAY WORLD, LLC	LIBRARY MATERIALS	114.11
050520	GALE/CENAGE LEARNING	LIBRARY MATERIALS	895.37
050521	GENERAL FIRE EXTINGUISHER SERV	BUILDING REPAIR & MAINTENANCE	761.23
050522	GREENLEAF LANDSCAPING, INC.	LANDSCAPE MAINTENANCE	209.25
050523	GREY HOUSE PUBLISHING	LIBRARY MATERIALS	237.05
050524	H&H BUSINESS SYSTEMS, INC.	COPIER MAINTENANCE	1,329.02
050525	KRISTIN HOFF	LOST/PAID BOOK REFUND	1.00
050526	iHEARTMEDIA-SPOKANE	ADVERTISING	599.00
050527	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	8,978.50
050528	INTEGRA TELECOM HOLDINGS, INC	BROADBAND AND INTERNET	15,630.49
050529	INTEGRA TELECOM HOLDINGS, INC	BROADBAND AND INTERNET	2,265.96
050530	INLAND NW BUSINESS ALLIANCE	LUNCH MEETING	30.00
050531	INLAND POWER AND LIGHT	UTILITIES - AH, DP	751.50
050532	NORTHWEST BUSINESS PRESS INC	LIBRARY MATERIALS	79.95
050533	KHQ Q6 - SPOKANE	ADVERTISING	750.00
050534	BENJAMIN KROMER	LOST/PAID BOOK REFUND	20.80
050535	WICK ENTERPRIZES, LLC	ADVERTISING	297.50
050536	MIDWEST TAPE	LIBRARY MATERIALS	7,319.94
050537	OCLC, INC.	CATALOGING & ILL SUBSCRIPTION SVCS	3,244.15
050538	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	1,327.59
050539	PRESSWORKS	PRINTING	190.23
050540	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	3,391.19
050541	TRACY ROBERTSON	LOST/PAID BOOK REFUND	3.00
050542	HEIDI SCOTT	LOST/PAID BOOK REFUND	14.50
050543	SPOKANE NEIGHBORHOOD ACTION P	PROGRAMMING	450.00
050544	SPOKANE COUNTY UTILITIES	SEWER - AR, NS, SV	411.41
050545	COWLES PUBLISHING CO	SUBSCRIPTIONS	385.11
050546	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	83.48
050547	UPS	FREIGHT	14.68
050548	VERIZON WIRELESS	CELL PHONES (6)	207.49
050549	PATRICIA WARNER	LOST/PAID BOOK REFUND	13.40
050550	WHITWORTH WATER DISTRICT #2	WATER - NORTH SPOKANE	235.43
050551	ABM JANITORIAL SERVICES - NW	CUSTODIAL SERVICES	11,897.38
050552	MARK ANDERSON	LIBRARY PROGRAMS	150.00
050553	ASSOC OF WASHINGTON CITIES	MEDICAL, DENTAL, VISION & LIFE INS.	792.50
050554	BLACKSTONE AUDIO BOOKS	LIBRARY MATERIALS	39.99
050555	BRILLIANCE PUBLISHING, INC.	LIBRARY MATERIALS	13.03
050556	CONTRACT DESIGN ASSOCIATES	OFFICE FURNITURE	404.43
050557	CENTURYLINK	ANALOG TELEPHONE LINES	0.39
050558	CENTURYLINK	ANALOG TELEPHONE LINES	41.31
050559	CENTURYLINK	ANALOG TELEPHONE LINES	103.86
050560	CENTURYLINK	ANALOG TELEPHONE LINES	59.85
050561	CENTURYLINK	ANALOG TELEPHONE LINES	148.99
050562	BECCA CONNELLY	LOST/PAID BOOK REFUND	15.00
050563	CHRISTY DAUGHTERY	LOST/PAID BOOK REFUND	3.00

050564	FED EX OFFICE	PRINTING	648.38
050565	FINDAWAY WORLD, LLC	LIBRARY MATERIALS	554.26
050566	CASSIDY FISCHER	LOST/PAID BOOK REFUND	10.00
050567	GALE/CENAGE LEARNING	LIBRARY MATERIALS	536.51
050568	GARY L. GODDARD	BUILDING REPAIR & MAINTENANCE	19.02
050569	GRAYBAR	IT HARDWARE	62.61
050570	GREENLEAF LANDSCAPING, INC.	LANDSCAPE MAINTENANCE	65.22
050571	GREY HOUSE PUBLISHING	LIBRARY MATERIALS	237.05
050572	H&H BUSINESS SYSTEMS, INC.	COPIER MAINTENANCE	517.44
050573	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,226.41
050574	GONZAGA UNIVERSITY	LIBRARY PROGRAMS	946.39
050575	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	19,323.93
050576	INLAND POWER AND LIGHT	UTILITIES - AH, DP	349.23
050577	LAURA JOHNSON	LOST/PAID BOOK REFUND	2.70
050578	KENT ADHESIVE PRODUCTS CO.	OFFICE/LIBRARY SUPPLIES	99.97
050579	JACOB CECIL LEWIS	LIBRARY PROGRAMS	2,400.00
050580	MICHAEL MCCARTNEY, STORYTELLER	LIBRARY PROGRAMS	4,000.00
050581	MIDWEST TAPE	LIBRARY MATERIALS	4,453.91
050582	ELÉNA MURZYN	LOST/PAID BOOK REFUND	9.00
050583	ARCADIA ELEMENTARY	LOST/PAID BOOK REFUND	19.00
050584	NW UNITY	LIBRARY PROGRAMS	75.00
050585	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	334.48
050586	OPTUM	H S A ACCOUNT FEES	78.00
050587	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	7,193.56
050588	PERRINE PROPERTIES, LLC	SV PARKING LOT LEASE	300.00
050589	POLICYPAK SOFTWARE/GPanswers	SOFTWARE SUPPORT	3,260.00
050590	ORKIN, LLC	BUILDING REPAIR & MAINTENANCE	1,739.20
050591	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	1,081.46
050592	RECORDED BOOKS, LLC	LIBRARY MATERIALS	1,374.51
050593	SOFTWARE.HARDWARE.INTEGRATION	IT HARDWARE & SOFTWARE	8,190.44
050594	SPOKANE ART SCHOOL	LIBRARY PROGRAMS	190.00
050595	SPOKANE PUBLIC LIBRARY	LOST/PAID INTERLIBRARY LOAN	30.00
050596	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	306.13
050597	RACHEL TUPPER	LIBRARY PROGRAMS	1,000.00
050598	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	13,333.39
050599	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	317.21
050600	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	378.45
050601	GREGORY WARD	LOST/PAID BOOK REFUND	6.20
050602	JULIA KRISTINE ABBOTT	LOST/PAID BOOK REFUND	11.00
050603	AVISTA UTILITIES	UTILITIES	3,009.37
050604	BIBLIOTHECA ITG	DVD MACHINE ANNUAL MAINT	2,308.23
050605	BLACKSTONE AUDIO BOOKS	LIBRARY MATERIALS	50.00
050606	ESTER BUSHMAN	LOST/PAID BOOK REFUND	11.00
050607	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	24.47
050608	CENTURYLINK	ANALOG TELEPHONE LINES	48.38
050609	COUNCIL OF STATE GOVERNMENTS	LIBRARY MATERIALS	127.18
050610	EBSCO INDUSTRIES, INC.	LIBRARY MATERIALS - SUBSCRIPTIONS	178.74
050611	FREE PRESS PUBLISHING, INC	LIBRARY MATERIALS	24.00
050612	GALE/CENAGE LEARNING	LIBRARY MATERIALS	239.75
050613	PAMELA ANN HASELBACHER	LIBRARY PROGRAMS	875.00
050614	SHENA HINDS	LOST/PAID BOOK REFUND	8.00
050615	TRACIE L. HUSTED	LIBRARY PROGRAMS	500.00
050616	IMWRF-Joint Base Lewis McCord Library System	LOST/PAID INTERLIBRARY LOAN	29.96
050617	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	8,853.21
050618	HEATHER LAWSON	LOST/PAID BOOK REFUND	6.40
050619	THE LIBRARY STORE, INC.	OFFICE/LIBRARY SUPPLIES	31.12
050620	MIDWEST TAPE	LIBRARY MATERIALS	2,158.23
050621	JOY MOODY	LOST/PAID BOOK REFUND	1.00

050622	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	56.44
050623	OPTO INTERNATIONAL, INC	SHELVING	721.00
050624	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	8,563.41
050625	ORKIN, LLC	BUILDING REPAIR & MAINTENANCE	380.45
050626	PROQUEST	ELECTRONIC LIBRARY SERVICES	6,542.00
050627	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	465.88
050628	RECORDED BOOKS, LLC	LIBRARY MATERIALS	577.83
050629	SAGE SOFTWARE, INC	SOFTWARE SUPPORT	3,480.02
050630	SOFTWARE ONE, INC	SOFTWARE SUPPORT	6,313.84
050631	SPOKANE ART SCHOOL	LIBRARY PROGRAMS	180.00
050632	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	306.53
050633	STATE AUDITOR'S OFFICE	ANNUAL AUDIT	1,771.62
050634	TARGET SYSTEM TECHNOLOGY, INC	SOFTWARE SUPPORT	180.00
050635	DEER PARK TRIBUNE	LIBRARY MATERIALS	63.00
050636	WASTE MANAGEMENT OF SPOKANE	REFUSE	1,171.39
050637	ELLEN WELCKER	LIBRARY PROGRAMS	450.00
W00341	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	40,143.25
W00342	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	61,770.66
W00343	US BANK - HEALTH - OPTUM	H S A CONTRIBUTIONS	1,651.75
W00344	STATE OF WASHINGTON	MONTHLY EXCISE/SALES TAXES	1,425.22
W00345	ASSOC OF WASHINGTON CITIES	MEDICAL, DENTAL, VISION & LIFE INS.	77,203.30
W00346	DEPT. OF LABOR & INDUSTRIES	VOID AND RE-ISSUE WIRE TRANSFER W00350	-
W00347	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	39,953.44
W00348	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	58,663.45
W00349	US BANK - HEALTH - OPTUM	H S A CONTRIBUTIONS	1,651.75
W00350	DEPT. OF LABOR & INDUSTRIES	QUARTERLY WORKMAN'S COMP.	14,171.03

Total Non-Payroll General Operating Fund \$ **589,777.35**

PAYROLL VOUCHERS

07082016PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	\$ 182,069.44
07252016PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	175,410.54

Total Payroll General Operating Fund \$ **357,479.98**

TOTAL GENERAL OPERATING FUND \$ **947,257.33**

Spokane County Library District
June/July Credit Card Activity
Paid in July, 2016
Voucher # 050598

<u>Card Category</u>	<u>Amount</u>
General Purchases	\$5,532.64
Maintenance	788.36
Travel	446.00
Acquisitions	3,777.02
Information Technology	2,719.72
Outreach	69.65
Total Purchases	<u><u>\$13,333.39</u></u>

NORTH SPOKANE LIBRARY RENOVATION SPOKANE VALLEY LIBRARY RENOVATION

Background: At the Board of Trustees' Special Meeting/Retreat in June, plans for renovating North Spokane Library and expanding Spokane Valley Library were presented to Trustees. Trustees expressed several concerns about how capital improvements would be funded. Subsequently, Trustees toured both libraries to visualize proposed renovations and expansion.

A meeting is scheduled to present Resolutions 16-05 and 16-06, passed June 21, to the Spokane Valley City Council on August 30. The purpose of the meeting is to request the purchase of the Sprague Avenue property, which will in effect return the funds the Library District used to purchase the land. Trustees may wish to share comments regarding this upcoming meeting. Chair Johnson and Vice Chair Craig plan to attend along with District leadership to present an overview of the steps taken by the District to pass a bond issue to fund building a new library. Funds from the sale of the land will be used to expand the current Spokane Valley Library.

In addition, District leadership reviewed current year expenditures to identify funding from the current year that could be used to fund renovations. Based upon Board discussion, our goal is to maintain four months of cash flow in the Operating Budget and sustain a healthy Capital Budget.

Recommended Actions:

- Discussion and possible action to begin renovation of the North Spokane Library.
- Discussion and possible action to authorize moving forward on the schematic design phase for the Spokane Valley Library expansion.

COLLECTION DEVELOPMENT POLICY

BACKGROUND:

The Collection Development policy has been reviewed and no changes or updates are recommended at this time.

The Collection Development policy was last reviewed and substantially revised in October 2014.

Collection Services Director Andrea Sharps will give a brief presentation to highlight the key points in the policy for the Trustees information.

Recommended Action: Motion to approve the review and reaffirmation of the Collection Development policy.

SPOKANE COUNTY LIBRARY DISTRICT

DRAFT

POLICY: COLLECTION DEVELOPMENT

APPROVAL DATE: 6/14/1986

REVISION REVIEW and REAFFIRMATION DATE: 40/24/14 08/23/16

RELATED POLICIES:

Computer, Wireless Network and Internet Use

Fixed Assets

Gifts

Member Privileges and Responsibilities

STATUTORY REFERENCE: RCW 27.12.210(9)

Purpose:

Defines Spokane County Library District's responsibility to establish and maintain a collection of works that meet the cultural, informational, educational and recreational needs of the District residents.

POLICY:

Spokane County Library District's (the District) Board of Trustees recognizes that within the District there are individuals and groups with diverse interests, backgrounds, ages, and needs, and the library was created to serve all of the people within the District's service area.

The Collection Development Policy is based on and reflects the District's mission, vision, and strategic goals.

The District is a popular materials library. Library materials will be selected and retained in a variety of formats and comprehension levels, including digital content, to serve cultural, informational, educational, and recreational interests.

Some of the factors which will be considered in adding to or removing materials from the library collection shall include: present collection composition, current and anticipated community needs, public interest, demand, timeliness, audience, current or historical significance of author or subject, diversity of viewpoint, community relevance, effective expression, cost and funding, and shelf space.

The District neither encourages nor discourages any particular viewpoint. No library materials that meet the District's selection criteria shall be excluded because of the origin, background, or views of the author or those contributing to its creation. Selection of materials by the District does not mean endorsement of the contents or the views expressed in those materials. Not all materials will be suitable for all members of the community.

The District shall be responsive to public suggestion of titles and subjects to be included in the library collection when these requests meet selection criteria. Remaining requests may be met through resource sharing with other libraries (interlibrary loan), electronic retrieval, or other means when feasible.

Gifts of materials may be accepted with the understanding that the same standards of selection are applied to gifts as to materials acquired by purchase, and that any gifts may be discarded at the District's discretion.

As a popular materials library, the systematic removal of materials is critical for maintenance of the collection. An item will be transferred or removed from the collection for any of the following reasons: poor physical condition, obsolete information, insufficient public use, number of copies exceeds demand, availability of similar or more recently published materials in the subject area, and prohibitive cost of maintaining the material.

The library collection shall be organized and maintained to facilitate access. There shall be no prejudicial labeling, sequestering, or alteration of materials because of controversy surrounding the author or the subject matter.

The Board of Trustees delegates its authority to purchase library materials to the District's Executive Director and under his or her direction to qualified library staff.

The Board believes that reading, listening to, and viewing library materials are individual, private matters. Individuals are free to select or reject materials based on personal values; however, they cannot restrict the freedom of others to read, view or inquire. Only parents or guardians have the right and responsibility to guide and direct the reading, listening, and viewing of their own minor children. While available to provide guidance on selections, library staff members are not responsible for monitoring a child's use of and selection from library collections.

The Board of Trustees recognizes the right of individuals to question the inclusion of materials in the District collection. A library member questioning material in the collection is encouraged to talk with designated members of the staff concerning such material. If a library member wishes to formally state his/her opinion and is a District resident as defined in the Member Privileges and Responsibilities Policy ("Persons who reside in unincorporated Spokane County or an annexed or contracting city or town."), he or she may complete a formal *Request for Review of Library Materials* Form. Only District residents will receive a written response to a *Request for Review of Library Materials* Form. An initial response will be sent within 14 days of receiving the request. Material that has been questioned will remain in the active collection until the District has made a determination of its status.

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.

FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: SEPTEMBER/OCTOBER 2016

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

- Social Media Policy
- Library Spotlight – North Spokane
- Overview – CEP Service Priority, Business and Career Development

Please send requests for agenda additions or changes to the Board Chair or Patty no later than Friday, Sept. 2, for inclusion in the preliminary agenda to be sent Sept. 7. Meeting packets will be mailed Sept. 14.

October 18, 2016: Argonne (4:00 p.m.)

- Personnel Policy
- Friends of the Library Policy
- Library Spotlight – Medical Lake
- Overview – CEP Service Priority, Education and Enrichment

SPECIAL MEETINGS/ACTIVITIES

- Aug 30** Presentation of Resolution 16-05 at Spokane Valley City Council Meeting (6:00 p.m.)
- Sept 30** Fall Forum – Community Engagement Plan (Argonne Library, 8-10:00 a.m.)
- Oct 4** SCLD Update - Presentation to Spokane Board of County Commissioners (9:00 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 1 p.m., and the Bing Crosby Theater, 901 West Sprague, at 7 p.m.)
- Oct 28** Spokane Bedtime Stories (Spokane Club, 6:00 p.m.)

EXECUTIVE DIRECTOR'S REPORT JUNE 2016

Administration

Business Office, Finance and Facilities (Rick Knorr)

Facilities

The mid-point of this year brings completion to all the major projects we had planned for and included in the budget. To recap, we have:

- Completed roof repairs at Moran Prairie and Argonne in the spring.
- Installed new carpet in the meeting room at Spokane Valley in January; the meeting room at North Spokane was carpeted last December.
- By press time, completed the Otis Orchards building full roof replacement.
- Completed parking lot resealing and restriping for all seven of our owned libraries, the last of which will be done in July.
- Completed repair of the damaged exterior wall at Argonne in May.
- Finished the rebuilding of the entryway to Deer Park, along with touch up painting in June.

If all goes well, the latter half of the year will be devoted to routine maintenance and upkeep, and preparation for the remodeling projects at NS and SV buildings.

Finance

As follow up to the multi-year forecast prepared for the May board meeting, I have analyzed actual results through June 2016, and prepared a more detailed mid-year financial report. The original forecast presented at the June meeting estimated we would have almost \$100,000 surplus at year end. With a couple more months under our belt, some decisions on current equipment needs and better information as a result of additional analysis, the forecasted surplus for 2016 should now reach \$300,000 or more.

The key expense areas with notable changes—salaries and benefits, equipment and the operating contingency—are those that were previously mentioned as key areas that could provide any potential future surplus. Further detail follows.

- Total salaries and benefits through six months are 1% under budget and should stay that way through year end, generating nearly \$100,000 in end of year savings. We are currently running at 133 FTEs through mid-July, which is 1-2% below the budget of 135.7 FTEs.
- Total equipment expenditures are now anticipated to be \$111,000 less than budgeted at year end. Following the May meeting, we discussed our needs and specifically decided not to purchase PAC replacement machines in 2016. They are currently operating adequately and should continue to serve their purpose for at least one more year, possibly longer. We also specifically decided not to purchase the budgeted new phone hardware and software in 2016, yet will continue to explore possible alternatives.
- The operating contingency of \$71,000 is no longer anticipated to be needed, mainly based on the lower than expected cost of the Otis roof replacement (\$44,000 after tax), and the decision to not replace siding at Otis Orchards or North Spokane this year. Siding at Otis will be re-evaluated next year after another winter. Siding at North Spokane will possibly be included in the overall building remodel and refresh.

To conclude, we have all been charged with evaluating and scrutinizing expenditures for the remainder of the year, with the ultimate goal of providing additional funds for the upcoming projects at North Spokane and Spokane Valley.

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

Human Resources (Toni Costa)

Department Activities

a. Recruitment:

Recruited for:

- Library Page (SV)
- Public Services Associate (AR, MP)
- Public Services Specialist (SV)
- Library Assistant (NS)

Filled:

- Library Page (SV)
- Public Services Associate (AR)

b. Terminations:

Voluntary

- Public Services Associate (ML, MP)
- Public Services Specialist (SV)
- Library Assistant (NS)

d. Reclassifications:

f. Other:

Information Technology (Doug Stumbough)

- After several months of planning and waiting, the consolidation of the IT Department into a single office was completed as the furnishings and work area walls were delivered and installed during the first week of the month. Staff worked from other locations during the two-day installation process without impact on services. The new furnishings and configuration allows for all eight IT staff members to work in the same office, and frees up the former IT annex for other uses.
- Addressing almost three decades of adding, replacing and removing servers and hardware, the equipment in the server room was consolidated and moved into a more efficient configuration. The related electrical work forced a planned system-wide outage for part of the day, with all systems restored by 2pm. The move freed up half of the server room, which will allow us to relocate the workbench area formerly in the annex into the space.
- We were informed by Community-Minded Enterprises that funding for media lab equipment for the Spokane Valley Library was approved. The equipment was selected earlier this year, and was just awaiting funding approval. Staff from IT and Public Services will be meeting with CME later in July to finalize the list for purchase. The new equipment should arrive early fall.

- A configuration change to a backend server resulted in the website being down for part of the day on the 29th. Staff was able to restore the site, and use the experience to review procedures for restoring data from backups.
- Teresa provided training for Collection Services staff on using Blue Cloud Analytics to produce customized and on-demand reports useful for their collection maintenance efforts.
- Modifications and enhancements to various web pages this month included new view options to digital library page with sort by type, most popular, and most recent options, and updated view options and printer friendly layout on staff volunteer management page.

Collection Services (Andrea Sharps)

- We ordered 2,289 titles and 8,757 copies in June. The number of titles ordered is up from last month as is the number of copies ordered.
- With 50% of the year done, total library materials expended stands at 53.37%.
- We processed, added to the system, and sent out to the libraries 7,724 items in June. This is up quite a bit from last month—2,035 more items to be exact.
- Downloadable lending through OverDrive was down a little in June from May. A total of 34,550 audiobook and eBook items circulated in June. Members placed a total of 10,013 holds, and there were 4,952 unique users with titles checked out.
- Midwest Tape's hoopla, a streaming media service, saw an increase in circulation in June over May—a continuing trend that can be attributed to the inclusion of the hoopla MARC records in the catalog. A total of 2,055 titles including audiobooks (733), comics/graphic novels (135), eBooks (223), movies (474), full-length albums (354) and television shows (136) circulated in June for a combined cost of \$4,275.15 and an average cost per circulation of \$2.08. A total of 153 new patrons registered in the month, and there were 557 active users recorded. We will need to put more money into the hoopla fund before the end of the year in order to cover projected expenses based on the trend of increased expenditures for the last several months.
- We had the second round of STEM kits earmarked for the District to process in late June. These are very time-consuming to catalog and process (due to being a mix of books, realia, and activity folders) and take up a lot of space in the office, so they ended up becoming 'rushes' in order to turn them around more quickly. A total of 99 kits (nine titles with ten copies each) were cataloged and processed over a two-day period and were ready to be checked out by District members on July 1.
- Youth Collection Development Librarian Sheri Boggs wrote two articles for the July 2016 online issue of Alki: a review of books by eastern Washington writers ('Reading the Region') and a Q&A with Sno-Isle Libraries' Ruth Zander and Brain Haight about their WLA presentation on 'Happiness at Work.' Sheri is the chair of the Alki Editorial Committee.
- We loaned 387 items to other libraries and borrowed 507 from other libraries for 894 total interlibrary loan transactions processed in June.

Executive Director Report & Community Activities (Nancy Ledeboer)

SAO auditors conducted an exit conference with staff and Trustees Johnson and Teterud. The final report is posted on the State Auditor's Office website and was forwarded to Trustees. The report indicated the District's 2015 financial reports and internal controls met state standards. It also noted the District's use of cash-basis accounting. In 2016 we will have a one-year financial audit and a two-year accountability and performance audit. Subsequently, the auditors recommended a two-year audit cycle.

In preparation for the June Board meeting and retreat, the Leadership Team discussed the financial forecast prepared by Rick Knorr. I met with architect Gary Bernardo, along with Patrick Roewe and Rick Knorr, to review cost estimates for the proposed building renovations. Following the Board meeting I contacted Mark Calhoun, City Manager for the City of Spokane Valley, to inform him that Trustees passed a resolution requesting that the city purchase the Sprague Avenue property. The city has a full agenda during the month of July and the date we arrived at for presenting Resolution 16-06 to the city was August 30. This is a study session for the City Council; therefore, we will be able to present council members with a summary of SCLD's efforts to pass a bond issue, which led up to the resolution requesting the city to purchase the land.

Trustees asked for additional information before determining whether to move ahead with the proposed facilities improvements at North Spokane and Spokane Valley libraries. To facilitate this future discussion, Trustees will attend building tours in July.

As the EWI Reading Rally Chair, I facilitated EWI's participation in the Scholastic Book Fair at Stevens Elementary School. The librarian, Laurel Littleworth, invited students from each class to visit the library to select three books that will be paid for by EWI. The Larry H. Miller Charities grant request was awarded for this purpose. Students also received a fourth book selected by the EWI Reading Rally Committee. I provided a report on the Reading Rally to the Spokane EWI Board.

Other community activities included attendance at the GSI K-12 Roundtable, the KSPS Education Committee, and the Greater Spokane Valley Chamber's monthly breakfast meeting. The June speaker was author Shann Ray, who spoke about servant leadership. I attended the Spokane Valley Partners Board Meeting, Finance Committee Meeting, and Marketing Committee Meeting. Jane Baker and I met with the President and Treasurer of the Friends of SCLD to plan for their upcoming meeting. We discussed upcoming plans for fall when the Friends will celebrate the National Friends of Libraries Week and promote the Friends Book Sale and Spokane is Reading. Now in its second year, the Friends of SCLD is growing and would benefit from strategic planning to guide this new organization.

Library Services Manager Stacey Goddard completed her year with Leadership Spokane and I attended the graduation ceremony for the Class of 2016 at the Fox Theater. Sheri Boggs and Brian Vander Veen also attended the ceremony. Brian has been accepted into the class for 2017.

Each month I visit libraries to present service pins to staff. In June service pins were presented to Stacy Ann Kvamme (Airway Heights, 5 years); Stacy Loberg (Moran Prairie, 5 years); Rosemarie Gormley (North Spokane, 20 years); Salena Wold (Spokane Valley, 10 years); and Bev Bergstrom (Spokane Valley, 30 years). It was a pleasure to award Bev her 30-year pin before her retirement in August.

I also visited with Medical Lake Library Supervisor Theresa Stephenson and Community Librarian Christie Onzay to discuss their plans for upcoming programs and community partnerships.

ITEM AND TITLE MONTHLY REPORT
June 2016

	<u>ITEMS</u>				<u>TITLES</u>		
	ADULT	YOUTH	TOTAL		ADULT	YOUTH	TOTAL
Total Materials							
Print	165858	149941	315799		84524	49703	134227
Nonprint	63330	23277	86607		26260	7183	33443
Subtotal	229188	173218	402406		110784	56886	167670
Periodicals	9671	1673	11344		307	34	341
Total	238859	174891	413750		111091	56920	168011

	<u>ITEMS</u>			<u>TITLES</u>		
OverDrive: eBOOKS			20911			18259
Licensed eBOOKS			29806			26831
Audiobooks			8018			5630
Digital music			1708			1708
OverDrive: Total			60443			52428
GRAND TOTAL			474193			220439

Print & Nonprint	(Totals year-to-date)		
ADDITIONS	ADULT	YOUTH	TOTAL
Print	16192	13018	29210
Nonprint	6822	1581	8403
TOTAL	23014	14599	37613
DELETIONS			
Print	19091	13978	33069
Nonprint	5398	2316	7714
TOTAL	24489	16294	40783

	<u>NET CHANGE</u>		
	<u>YTD</u>		
	ADULT	YOUTH	TOTAL
Print	-2899	-960	-3859
Nonprint	1424	-735	689
Periodicals	-1666	-256	-1922

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

EXECUTIVE DIRECTOR'S REPORT JULY 2016

Administration

Business Office, Finance and Facilities (Rick Knorr)

Finance

The District's total expenses through July are 57.0% of the total annual budget, compared to the target of 58.3%. Specific line item expenses of note follow.

- Total salaries and benefits are 56.7% of total budget, or approximately 1.5% below the expected YTD July target. The District continues to have a few more vacant positions than normal, and as a result, each semi-monthly payroll has been about \$5,000 less than budgeted.
- Total equipment expenditures are still well below the budgeted amounts. There were no major equipment purchases in July. There were also no unforeseen equipment needs discovered since the last report.
- Total services are 61% of total budget through July, a few percentage points over budget. However, within the services category, we have already spent 90% of the total annual software support budget of \$250,000. Thus, the services line should be over through July. We ultimately expect this line to end the year under budget due to lower than expected legal fees, collection agency fees, and other professional fees.
- Total library programs expense saw a jump in July up to nearly 75% of total budget. Summer is the busiest season of the year for programs and it is not unusual to spend this much by the end of July. In addition, we received donations from our various Friends groups to be used for programs. By year end, we do expect program costs to be over budget, but only to the extent grants and donations received are also over forecast.
- We continue to anticipate not having need of the operating contingency of \$71,000.

To conclude, we have all scrutinized expenditures for the remainder of the year with the ultimate goal of creating savings for the upcoming projects at North Spokane and Spokane Valley. As each month goes by without the need for unplanned building repairs, unexpected equipment failure, or other unforeseen needs, combined with our collective diligence, the current mid-year forecast for an end-of-year surplus of \$300,000 to \$400,000 becomes more probable.

Facilities

The Otis Orchards Library roof was completed and we will soon receive a 20-year warranty direct from Carlisle, the roofing membrane manufacturer. Other than that, the facilities are fully operational and handling this summer's heat quite nicely.

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

Human Resources (Toni Costa)

Department Activities

Recruitment and Selection:

Recruitment:

Library Page - 2 (SV)

Selected:

Public Services Specialist – 2 (SV)

Public Services Associate – 1 (MP)

Library Assistant – 1 (NS)

b. Terminations:

Spokane Valley Public Services Specialist (SV)

North Spokane Library Page (AR, NS)

c. Promotions/Demotions:

None

d. Reclassifications:

None

e. Transfers:

Library Page - Spokane Valley to North Spokane Library

Information Technology (Doug Stumbough)

- IT and Public Service- staff met with representatives from Community Minded Enterprises to finalize the list of equipment for a media lab at Spokane Valley. Professional cameras, green screen kit, lighting, cases, and editing computer are among the items to be procured through the agreement, and should arrive by early fall.
- Drew and Aaron M. worked on converting iPads for two projects. One cellular-enabled iPad was reactivated for deployment to NS for use on Outreach runs. In addition, the former Early Learning iPads are being reset with new apps and repurposed for programming support later in the year.
- Setup and configuration of the new computer reservation and print management systems continue. There was a bit of a standstill facing SQL errors; however, De was able to work with TBS staff and all remains on track for initial staff training in August.

- On a related note, Drew joined a group of Public Services staff to review the layout and desktop shortcuts on the Internet stations. Using click counts to determine what shortcuts members used most frequently (or not at all), the group created a new layout that will launch this fall to coincide with the new reservation service. They also discussed the possibility of a banner or carousel area where we can self-promote events and will investigate that with Communication.
- Aaron G, Drew, and De explored advantages and configuration options for in-branch servers, ultimately determining that having one at most locations would make distribution of large update packages more efficient and less burdensome on the network during what can be hours long deployments, as well as provide off-site platform options for emergency recovery.
- Other projects that IT staff have been working with other departments on this month include creating a new 3D printing site and form, updating the lost/paid database, creating a new pop up feature for website pages, work on the online employment application, working with the Business Office on various E-rate tasks, and creation of an Internet-only profile for member cards.

Collection Services (Andrea Sharps)

- We ordered 2,231 titles and 7,245 copies in July. The number of titles ordered is down from last month as is the number of copies ordered.
- With 58.33% of the year done, total library materials expended stands at 61.65%.
- We processed, added to the system, and sent out to the libraries 6,985 items in July. This is down a little from last month.
- Downloadable lending through OverDrive was up quite a bit in July from June. A total of 36,472 audiobook and eBook items circulated in July. Members placed a total of 10,866 holds, and there were 5,035 unique users with titles checked out.
- Midwest Tape's hoopla, a streaming media service, saw an increase in circulation in July over June—a continuing trend that can be attributed to the inclusion of the hoopla MARC records in the catalog. A total of 2,432 titles including audiobooks (898), comics/graphic novels (140), eBooks (275), movies (560), full-length albums (397) and television shows (162) circulated in July for a combined cost of \$5,040.18 and an average cost per circulation of \$2.07. A total of 155 new patrons registered in the month, and there were 615 active users recorded. We will need to put more money into the hoopla fund before the end of the year in order to cover projected expenses based on the trend of increased expenditures for the last several months.
- We received the new J.K. Rowling title, Harry Potter and the Cursed Child. Parts One and Two: A New Play, mid-afternoon on Friday, 7/29. The Collection Services team went into high gear to get the 30 copies cataloged, processed and added quickly. Once the copies were shelf-ready, four of us divided up the District and drove the books to all the libraries (except FF and ML where no holds triggered) on Friday afternoon in order to have them in the libraries before the strict release date of Sunday, 7/31.
- We loaned 391 items to other libraries and borrowed 536 items from other libraries for 927 total interlibrary loan transactions processed in July.

Executive Director Report & Community Activities (Nancy Ledeboer)

As follow up to the June Board meeting, I contacted the City Manager for the City of Spokane Valley and requested the opportunity for Trustees to meet with the City Council. SCLD has been added to the Study Session agenda for August 30. In preparation for further discussion regarding proposed renovations, Trustees were invited to attend tours of the North Spokane and Spokane Valley libraries. The goal of the

proposed renovations is to maximize public space to support interactive learning while also providing additional quiet areas. If the board concurs, we will move ahead with plans to create additional meeting rooms, quiet study areas, and consolidate staff workspaces.

I attended the Public Library Director's meeting in Federal Way on July 7 & 8. The King County Library System Human Resources Director led a discussion on the impact of changes to the Fair Labor Standards Act that will take effect in December. The Kitsap Regional Library System shared a recent report on Sustainable STEM programming based upon its experience developing programs over the past three years. The Department of Early Learning presented information about goals for the coming year. The WLA legislative representative discussed the upcoming session and the Assistant Secretary of State provided an update on the State Library and the newly hired State Librarian.

I attended a meeting with several directors from the Inland Northwest Consortium of Libraries (INCOL) to share how libraries are faring in our region. Several libraries are beginning to see the labor market tighten, making it harder to fill positions. Everyone shared concerns about budgets and maintaining welcoming library facilities to meet increased demands.

The SCLD Friends board met to discuss plans for fall. They discussed ideas for promoting all the Friends activities during the month of October. All the Friends groups will be hosting book sales the weekend of October 8. In addition, all the Friends groups are supporting Spokane is Reading. In honor of National Friends of Libraries Week, the SCLD Friends will host an evening event at the North Spokane Library. A sub-committee was formed to plan this event. The board expressed interest in developing a strategic plan that will lay the groundwork for moving forward with future friend- and fund-raising efforts.

Deputy Director Patrick Roewe, Communication & Development Director Jane Baker, and I met with the Library Services Managers to develop a list of current and potential partners. Invitations were sent for a Fall Forum to be held September 30, where we will share our Community Engagement Plan with participants. We hope to identify areas of shared interest that will result in increased partnership efforts in the coming year.

In other meetings, Jane Baker and I met with Marla Nunberg, Communication Director for Central Valley Schools, about the best way to communicate with students and parents. MJ Bolt shared her perspective as a member of the State Board of Education on how libraries can support education. I also attended the EWI Board and Chapter Business meetings, the Spokane Valley Partners Marketing Committee meeting and a SCOPE/Neighborhood Watch meeting, where representatives from SCOPE provided information on how to connect neighbors through various programs it offers.

We welcomed Toni Costa as our new Chief Human Resources Officer and spent time introducing her to SCLD. Toni went with me to Otis Orchards Library to present a service pin award to Cindy Garcia for 15 years of service. A service pin was also awarded to Annie Edlin for 10 years of service in the Business Office.

I was on vacation through the first two weeks of August.

ITEM AND TITLE MONTHLY REPORT
July 2016

	<u>ITEMS</u>				<u>TITLES</u>		
	ADULT	YOUTH	TOTAL		ADULT	YOUTH	TOTAL
Total Materials							
Print	165503	150673	316176		84547	49733	134280
Nonprint	62881	23325	86206		25950	7227	33177
Subtotal	228384	173998	402382		110497	56960	167457
Periodicals	5953	1040	6993		304	34	338
Total	234337	175038	409375		110801	56994	167795

	<u>ITEMS</u>			<u>TITLES</u>		
OverDrive: eBOOKS			20911			18543
Licensed eBOOKS			29806			27327
Audiobooks			8018			5754
Digital music			1708			1708
OverDrive: Total			60443			53332
GRAND TOTAL			469818			221127

Print & Nonprint	(Totals year-to-date)		
ADDITIONS	ADULT	YOUTH	TOTAL
Print	18906	15462	34368
Nonprint	8361	1865	10226
TOTAL	27267	17327	44594
DELETIONS			
Print	22160	15690	37850
Nonprint	7386	2552	9938
TOTAL	29546	18242	47788

	<u>NET CHANGE</u> <u>YTD</u>		
	ADULT	YOUTH	TOTAL
Print	-3254	-228	-3482
Nonprint	975	-687	288
Periodicals	-5384	-889	-6273

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 June 2016

Patrick Roewe and Kristy Bateman

Overview

June heralds the beginning of our annual summer reading program, with the theme of *Ready, Set, Read* for 2016. Program attendance continues to be our one consistent area of growth in library member usage.

Special to this month's report is a spotlight on Code of Conduct response, including background on the underlying intent of purpose of the policy and a breakdown of security incident reports at each library for the first half of 2016.

Service Priority Teams

Business and Career Development (Stacey Goddard)

- The two *Dollars and Sense* financial literacy workshops we offered this month, presented by SNAP, had a combined attendance of 23. This is up markedly from the one attendee for the two May workshops.
 - This month I also worked with Jay McPherson at SNAP to schedule the *Dollars and Sense* workshops at additional locations. He's working with two volunteers to expand capacity for presenting the workshops. In September, we'll add dates at Medical Lake and North Spokane, which will run through the end of 2016.
- Our *Drop-In Job and Career Help* service continued through June. This program, held once a week and alternating between North Spokane and Spokane Valley, is staffed by one of the skilled volunteers coordinated by Jamie Van Wormer. We had a combined attendance of four at the four sessions offered during the month.
- Danielle and Ree presented the last two classes in our second series with GoWise. They taught GoWise clients computer skills and how to use library resources. Five people attended each class.
- We had 12 individuals register as new Microsoft Imagine Academy (formerly Microsoft IT Academy) users in June, the same number as May. During the month, users enrolled in 25 new classes, down from 29 in May.
- We did 59 Book-a-Librarian sessions this month throughout the District, up from May's 42 sessions.
 - In one session, Ree helped a woman who is interested in starting a residential cleaning business using natural cleaners. Ree taught her how to do specific local demographics research and investigate industry trends.
 - In another appointment, Ree helped a business owner who wanted to know more about blogs, creating better blog content, and how to improve their own blog. The woman also wanted to learn how to get a list of new businesses in the area.
 - Another session, which Danielle conducted over the phone, involved helping a man use ReferenceUSA to pull up a list of construction companies in the area.
 - In another interaction, conducted via email, Danielle helped a woman with some in-depth market research for her business. In addition to sharing information on our various resources, Danielle also created some reports for the woman.
- We proctored four exams this month throughout the District, down from May's ten proctoring sessions. One of these was an MOS proctoring session.
- In program planning news, we continued work on several items related to the *Thinking Money* exhibit we'll be hosting at Spokane Valley Library in October and November. Progress on this included:
 - Sheree attended the ALA/FINRA Foundation training in Orlando, at the ALA conference. Ree came back with lots of information, and was pleased with the quality of the exhibit itself.
 - We now have access to the FINRA training modules, which will help support the exhibit. The team and I will be going through these to determine which of them will be most helpful for identified public services staff to review prior to the exhibit's arrival.

- Danielle and Tami have nearly finalized the slate of finance-related programs we'll offer throughout the District this fall.
- Jamie and I, along with three of Jamie's volunteers, attended a Junior Achievement (JA) training session out in Cheney. We'll be working with Camp CASLO to provide JA financial literacy classes to two of their groups of day camp kids. We're going to be working with Junior Achievement in the fall, for a *Thinking Money* tie-in with North Pines Middle School, so we're excited to have this opportunity for a pilot program now.

Connect Communities:

- For the first time since we began offering the service, SCLD Navigator staff completed zero appointments where they helped individuals enroll in Apple Health (Medicaid). This is down from five appointments in May. As a reminder, we will not recertify any of our staff to continue as Navigators in the coming year.
- Sheree attended the GVSN monthly meeting.
- Tami attended the West Plains Community Network meeting.
- Danielle presented an overview of SCLD's business resources to Spokane Valley Tech's entrepreneur class. 23 students attended.
- Sheree and Aileen met with representatives of the local CHAS clinic twice during the month.
- I attended the monthly WorkSource meeting, at which an update for its new website was not provided, however.
- Tami and I attended the monthly SCORE meeting. I was the featured speaker this month, and presented an overview of our business resources and services to the nine members in attendance. We also left them a supply of business library cards, as well as our promotional brochures.
- Tami also attended the Cheney City Council meeting on June 28.
- June also marked the end of my year participating in the Leadership Spokane program. I'm grateful to the District for giving me the opportunity to take part in this amazing program, which taught me so much and helped me make valuable connections in the communities we serve. Nancy, Sheri, and Brian—who'll be in next year's Leadership Spokane cohort—joined me at the commencement ceremony on June 9.

Early Learning (Mary Ellen Braks)

- We provided 117 Storytimes to 3,520 children, parents and caregivers. Our average attendance per Storytime was 30.
- We provided 54 Storytimes to 779 children at 15 childcare centers.
- We had two STARS workshops this month. The Flannel Stories workshop was full with 50 participants. I also did the *Ready for School with STEM* workshop for the Martin Luther King Center. This was part of the STEM grant through Thrive Washington. STEM kits will be used for summer programs.
- The Tooth Fairy Storytimes ended this month. They have been a big hit with the families and staff.
- I continued with work on the second STEM grant. 242 STEM kits were put together this month by staff and volunteers. The kits all went to libraries, with a bulk of kits for SCLD libraries. The other library systems that received the kits were Spokane Public Library, Whitman County Libraries, and Stevens County Libraries. Dates have been selected for *STEM Play and Learn* in the fall.
- The *Prime Time Family* program started this month. There are only a few families with preschoolers, so we've had only one or two preschoolers each week.

Community Connections:

- I attended the Inland Northwest Early Learning Alliance (INWELA) action team meetings this month. We are planning a retreat in July to set our goals for the upcoming year.
- I attended the Statewide Early Learning Coalition meeting sponsored by Thrive Washington. There was great information on Early Numeracy, a new program Early Learning Fellows, and a grant opportunity for the Early Learning Coalition(s) on Family Engagement. I was asked to do a presentation on family engagement for teen parents about our work with our local Early Learning Coalition.
- I attended my first ELAC (Early Learning Advisory Committee) in the Tri-Cities this month. The focus of the meeting was on Standards Alignment for ECEAP, Early Achievers, and Licensed Child Care. The finalized document will be out in November.
- I attended the Excelerate Success Getting Ready for Kindergarten meeting. We talked about next steps on how to use and promote "Love, Talk, Play" throughout the area.

- I applied for and was accepted as an “Early Learning Fellow.” This program is designed to be an early learning leader in a focus area of learning for your staff and teachers in the area. The area of concentration for this school year is math, which is in keeping with the WaKIDS data on kindergarten readiness.
- We attended the Engaging Fatherhood Conference this year. It was a smaller event this year and we had 44 people stop by the table.

Education and Enrichment (Gwendolyn Haley)

Elementary (K-5) programs:

Our Summer Reading Program, *Ready, Set, Read*, kicked off this month. Our primary goal as a library is to prevent summer learning loss by motivating kids to read throughout vacation, and by providing learning opportunities every week. We are working to build a culture of literacy in Spokane County by celebrating and counting every book read in our communities. If you visit any of our libraries, you’ll see a chain of brightly colored rings. Each ring represents a book read by someone in our community. As of the end of June, we had 2,380 rings in our libraries.

- 250 children attended one of several *Lego Clubs* this month. *Lego Club* allows kids to practice lateral thinking, problem-solving, organization and planning, as well as communication and social skills.
- 27 children participated in collaborative world building in our inaugural *Minecraft* programs. Through experimenting and working together, kids develop skills in creative thinking, math and geometry. To complete the large tasks, they need to plan a strategy, define goals and work together to execute and see the mission through.
- Weekly programs started on June 20. KCPuppetree charmed with an engaging puppet show, and Alex Zerbe, Zaniac, wowed audiences with his wacky, energetic comedy and juggling show. 1,449 attended in the first two weeks of programs.
- We are partnering with the Mead Boys and Girls Club this summer to provide a weekly library visit. The visits allow 129 students to browse and check out each week—these are students ages 1st grade-12th that we would otherwise not see in the library over the summer.
- As part of our collaboration with Excelerate Success and the Grade Level Reading Action Network, we are hosting four Americorps Vista Volunteers this summer at North Spokane, Argonne, and Airway Heights libraries. They are going out to free summer meal sites in the community to provide literacy engagement activities in Deer Park, Riverside, West Valley, and Airway Heights, as well as assisting in our library programs. We’ve added some special family engagement activities to the schedule as well.
 - *Prime Time Family Reading* at Argonne Library (with Orchard Center Elementary), averaging 12 a session.
 - *Family Fun Nights* at Airway Heights Library (19)
 - *Family Fun Nights* at Shiloh Hills Elementary (20)

Tween/Teen Programs:

195 Tweens and Teens participated in programs with Spokane County during the month of June. Highlights included:

- Nine teens learned how to design and print in 3D in a three-part workshop at Spokane Valley.
- 73 tweens and teens learned *Manga Drawing* basics by attending one of four workshops.
- 35 tweens turned up for an afternoon of *Sharpie Crafts* at Spokane Valley.
- Four teens learned about *Tabletop Printmaking*.

Adult Programs: In June, we finished the series on *Civility* and also started our summer programs.

- 33 members participated in one of five regular book clubs.
- The *Civility* series concluded with a lecture from former Spokane editorial cartoonist Milt Priggee. 33 attended.
- 14 members attended *Living with Alzheimer’s*, presented in partnership with Inland Northwest Chapter of the Alzheimer’s Association.
- Our summer concert series started in Deer Park with Hot Club of Spokane. 61 attended despite inclement weather.

Community Connections:

- Librarians and staff visited 55 schools or youth serving organizations in the month of June to promote the library, Summer Reading, and other services. They connected with 3,818 people over the month.

Digital Interaction and Sharing (Carlie Hoffman)

- Stacey and I attended an online meeting with a sales representative from A to Z Databases to review the product.
- Diane and Cindy presented digital resources trainings to public services staff.
- I met with Erin and Amanda in Communication to discuss changes for the website.
- The final touches were done to the subject categories and layout of the digital library web page to be launched to the public in early July.

Community Connections:

- I met with Mark Pond to discuss future collaborations on business resources.

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 developed summer tutoring programs at Argonne, Otis Orchard, Spokane Valley and Cheney. I have nine volunteers that are meeting with students twice a week. I have a volunteer who is a teacher and with her assistance we created a teaching manual for the volunteers and a copy is located at each library. The tutors went through an informational training and Librarian Diane Brown highlighted SCLD resources. I have been able to put volunteers to work in our current summer programs, parades, and future events. I am working with Library Supervisors, Community Librarians and my team to fulfil their needs with the volunteers. I have developed partnerships with Community Colleges of Spokane, Junior Achievement, Best Buy, Starbucks and JC Penney's.

- Created a partnership with Starbucks in Spokane Valley to help with the summer tutoring program and for the next academic school year after-school programs.
- Created a volunteer partnership with Best Buy employees. Currently they are volunteering at the meal site at North Spokane.
- I attended the Otis Orchards barbeque. I shared a table with Melanie and Tammy. I was able to recruit three students for the summer tutoring program.
- I attended the Fairfield parade and handed out pencils.
- Pat Davis and I staffed a table at the Hutton Settlement Fun Run. I was able to recruit a couple of new volunteers.
- Stacey and I put together a partnership with Junior Achievement and Camp Caslo in Cheney. Starting July 12, we had volunteers teach Junior Achievement to kids from Camp Caslo.
- I met with the manager from JC Penney in Spokane Valley. In August, employees will volunteer at Orchard Crest Community and help the residents with a cake-decorating contest. SCLD is providing the cake decorating books.
- I met with potential volunteers on a daily basis. Currently we have 110+ volunteers for SCLD's volunteer program.

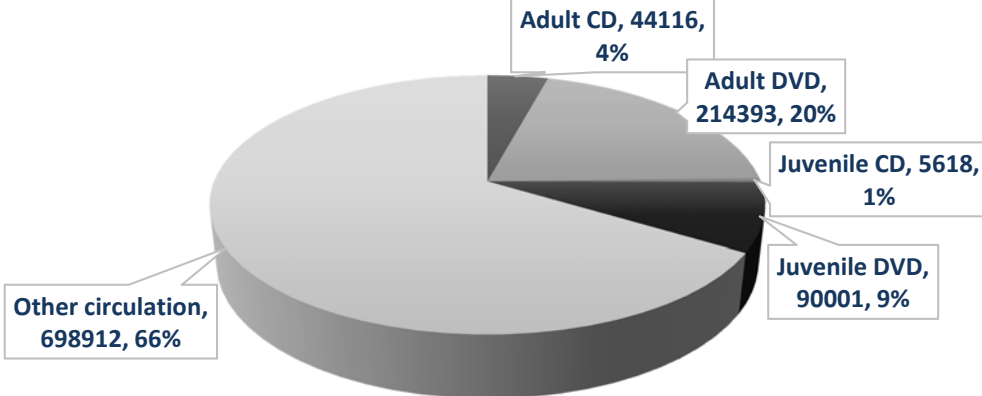
Library Operations (Georgina Rice)

This month's featured statistic focuses on the use of our CD and DVD collection over the last six months (January – June 2016). All of the presented data represents physical items in our collection. It does not include our digital library circulation.

DVDs and CDs are popular items with all ages. The first chart illustrates the number of CD and DVD checkouts compared to total circulation during the first six months of 2016.

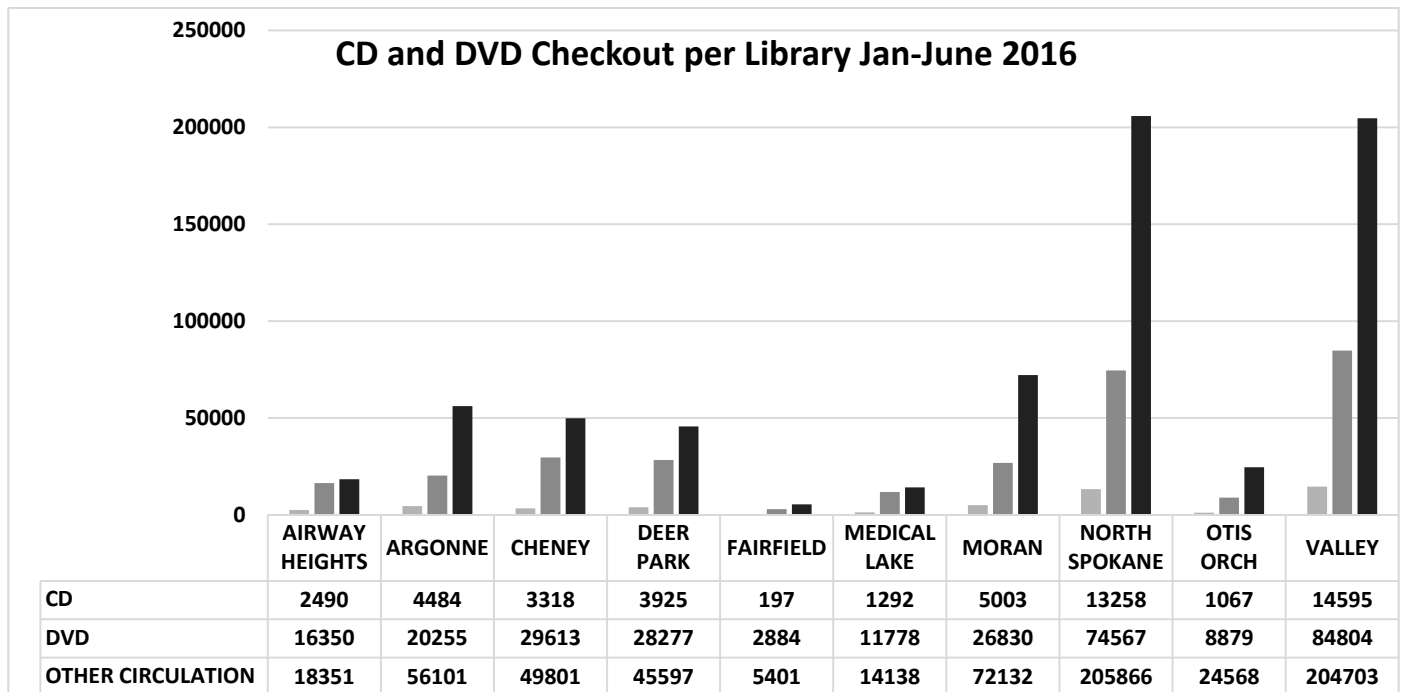
DVD and CD checkout compared to total circulation

Jan - Jun 2016

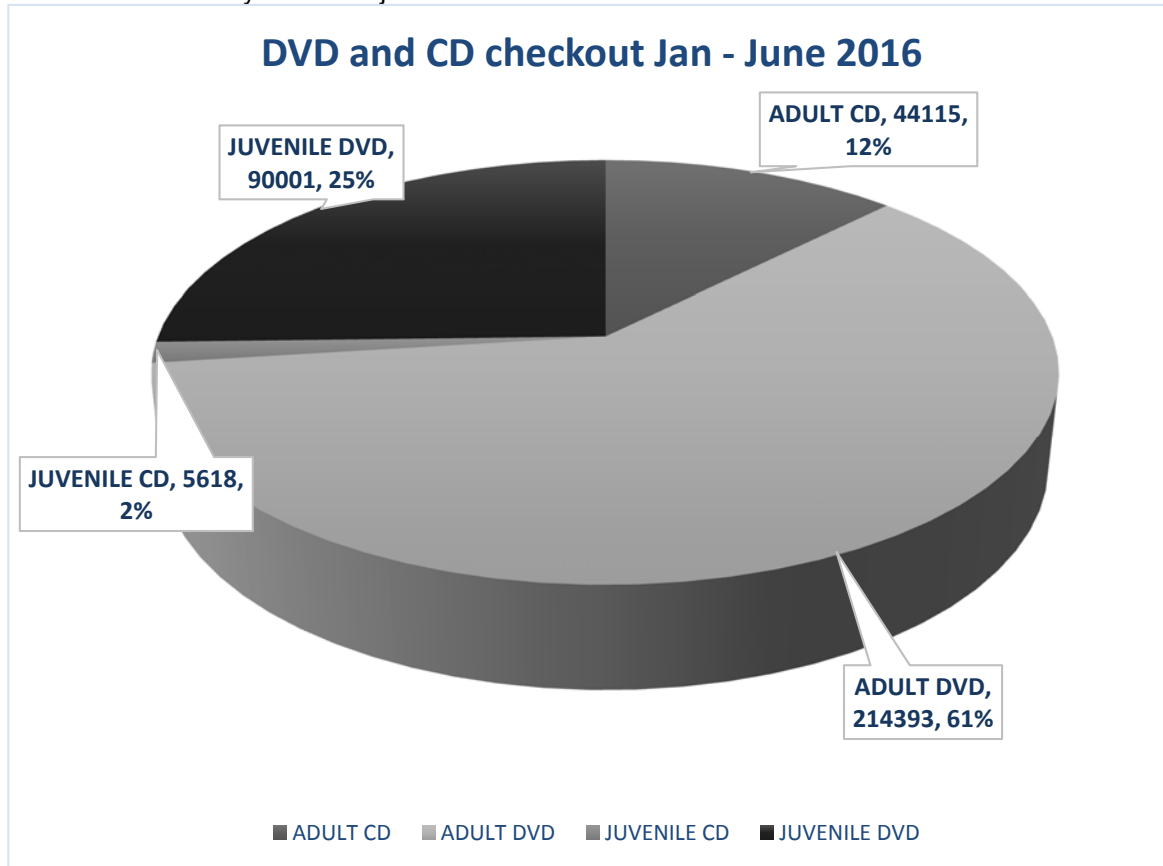


The following graph and chart illustrate CD and DVD checkouts at each library compared to the checkout totals of other materials in the library. Airway Heights has the highest audiovisual checkout with 50.66% of the total circulation at that library. Otis Orchards has the lowest checkout at 28.82%.

Percent of DVD and CD checkout compared to total circulation per library location.	Airway Heights	50.66%	Medical Lake	48.04%
	Argonne	30.60%	Moran Prairie	30.62%
	Cheney	39.80%	North Spokane	29.90%
	Deer Park	41.39%	Otis Orchards	28.82%
	Fairfield	36.32%	Spokane Valley	32.69%



The next graphic illustrates the number of CD and DVD checkouts district-wide over the first half of 2016. The data is broken out by adult and juvenile materials.



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	3195	470	1523	21	5209	863	6072
AR	5893	453	5539	22	11907	2501	14408
CH	8901	624	3413	36	12974	2483	15457
DP	7162	619	2045	13	9839	1681	11520
FF	534	68	648	3	1253	247	1500
ML	2109	196	1554	15	3874	663	4537
MP	7632	589	6647	33	14901	3313	18214
NS	16776	1946	24685	314	43721	8807	52528
OT	2673	235	2094	18	5020	1289	6309
SV	13155	2193	29664	204	45216	7981	53197
TOT*	68030	7393	77812	679	153914	29828	183742

This table tracks the percentage of checkouts 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	1544	29.64%	1739	28.60%	1.04%
AR	5561	46.70%	4696	38.07%	8.63%
CH	3449	26.58%	3105	25.13%	1.45%
DP	2058	20.92%	2873	22.96%	-2.04%
FF	651	51.96%	501	42.89%	9.06%
ML	1569	40.50%	1957	43.59%	-3.08%
MP	6680	44.83%	6675	43.22%	1.61%
NS	24999	57.18%	26527	56.70%	0.47%
OT	2112	42.07%	2273	44.59%	-2.52%
SV	29868	66.06%	33650	68.89%	-2.84%
TOTAL	78491	51.00%	73749	44.67%	6.33%

Library Reports

Airway Heights: Stacy Ann Kvamme

Early Learning:

- *Play & Learn Storytime* averaged an attendance of 28 in June, an increase of two compared to May and the same as June 2015. Saturday *Play & Learn Storytime* had eight in attendance.

Education and Enrichment:

- The *Airway Heights Book Club* selected *It Seemed Like a Good Idea at the Time: Life Stories* by local author Vern Hopkins, and featured Mr. Hopkins as a guest author. Five people attended.
- The Airway Heights Library hosted our first two School Age & Family Events as part of *Summer Reading*. Puppet show *Sally Says: Simon's Sister Takes Over* drew an audience of 39, and *Zany Zaniac Comedy* was attended by 45.
- Our two June *LEGO Club* programs had a combined audience of 22, which is the highest monthly average (11) of the year for Airway Heights. Our numbers were boosted by attendance of the Airway Heights Parks and Recreation *Summer Adventure* summer camp participants.
- Our first weekly *Family Fun Night* program (LEGO Mania) had 13 participants. The following week, *Giant Game Night* had six in attendance.

Community Connections:

- Seven classes from Sunset Elementary visited the Airway Heights Library to learn about Summer Reading and tour the library. I also visited a 5th grade classroom at Snowdon Elementary to promote *Summer Reading*, and Corinne Wilson, Airway Heights Community Librarian, shared information with Sunset Trailblazer students.
- Corinne and I hosted an information table at Sunset Elementary during its Field Day to promote *Summer Reading*, and connected with over 300 students, parents and teachers.
- Corinne and I hosted a library information table at Washington Trust Bank's customer appreciation BBQ event in Airway Heights, sharing information about library resources with both community members and bank employees.
- I attended two Airway Heights Kiwanis meetings in June, which included planning for the Airway Heights Festival in August, and Corinne provided contact information for local musicians as a resource to help plan Festival entertainment. I was elected to transition from President-Elect into the position of President beginning in October 2016 for a one-year term.
- I attended the Airway Heights Friends of the Library June meeting. The FOL are planning to participate in SCLD's FOL Book Sale event on Saturday, October 8.
- Corinne continues to work with Heather Wallace from Spokane Regional Health District (SRHD) to plan a fall cooking series in the Airway Heights community, specifically targeting families experiencing

food insecurities. Heather is working in the Airway Heights community as part of SRHD's *Neighborhoods Matter* program. Corinne and Ms. Wallace are also collaborating to schedule a video series for Early Learning providers at the Airway Heights Library.

- Corinne and I attended the June Community Café meeting, hosted by Ms. Wallace as part of the *Neighborhoods Matter* program. The meeting included a presentation by Derrick Braaten, Airway Heights City Planner, regarding Highway 2 Safety Concerns, as well as updates about the Airway Heights Farmers' Market. Corinne has collaborated with the Farmers' Market coordinator to provide contact information for local entertainment. Additionally, the *Community Café* participants brainstormed ideas for where an Airway Heights free food pantry might relocate, as they lost use of its rent-free space, and thus are currently not able to provide services to local residents.
- Corinne is working with SCLD Volunteer Coordinator Jamie Van Wormer to plan a drop-in Sunday craft at the Airway Heights Library this fall.
- Corinne attended the monthly *Greater West Plains Support Network* meeting with Tami Chapman (Cheney Community Librarian), which included information about Spokane Transit Authority's plans for the West Plains.
- There were a total of 25 meeting room reservations for the Airway Heights Library, more than double compared to last June (12).

Argonne: Pat Davis

Early Learning:

- A total of 262 parents, caregivers and children attended *Play and Learn Storytimes* this month, up from 227 in May. *Toddler Play and Learn* attendance averaged 38, remaining consistent with last June. *Preschool Play and Learn* attendance averaged 23, also consistent with last June.
- Our outreach Storytime at Wishing Well Daycare had 12 participants.
- To kick off *Summer Reading*, Kelsey Hudson and Pat Davis hosted an outreach Storytime in Millwood Park. With generous support from the Argonne Friends of the Library, snacks were provided. Volunteer Coordinator Jamie Van Wormer enlisted three volunteers to help with the set up and play activities. Kelsey and Pat took turns reading stories. Sixty-four parents and children attended.

Education and Enrichment:

- *Lego Club* had 34 participants this month.
- *Cartooning the Evergreen State*, from the *Civility* series had an audience of 14.
- Three first-grade classes from Pasadena Park Elementary toured the library and listened to a story before receiving their library cards and checking out. Two groups of students, and parents and teachers visited, with a combined total of 77.
- Argonne is hosting Prime Time Family Reading in conjunction with Orchard Center Elementary this summer. Attendance totaled 13 for *Family Reading* and two for *Preschool* at the first session, and nine for *Family Reading* and one for *Preschool* at the second session.
- *Minecraft Realm Build* had five participants.
- *Sally Says: Simon's Sister Takes Over* attracted 74. The program featured tabletop puppets.

Business and Career Development:

- *Dollars and Sense: Navigating your Credit World* attracted 12 participants.
- *Dollars and Sense: Give Yourself a Raise* had 11 participants.

Community Connections:

- We were invited to have a table at the inaugural Be Fit to Serve-Hutton Settlement Challenge. 100 people participated in the 5k run and obstacle course. Jamie Van Wormer and Pat Davis spoke with 25 people about library programs and volunteer opportunities in the library.
- Our meeting and conference rooms were used by 63 groups or individuals compared to 61 last June.
- Orchard Center provided a summer banner for our art display this month.
- We received a wall banner covered in thank-you notes from Pasadena first graders.
- Our volunteer reading program with Pasadena Elementary concluded for the summer, with the school counselor expressing her hopes to continue and potentially expand the program next year.

Cheney: Catherine Nero Lowry

Early Learning:

- *Baby Play and Learn* attendance showed a decrease this month with an average of 19 in June of 2015 to an average of 14 in June of 2016.

- *Toddler Play and Learn* attendance showed a significant decrease, with an average attendance of 49 in June of 2015 compared to 27 in June of 2016.
- *Preschool Play and Learn* showed an increase, with an average attendance of 23 in June of 2015, compared to 30 in June 2016.
- We visited the Giggling Guest Too and presented four Storytimes to its classes, to a total of 68 students and teachers.
- We provided a library tour and Storytime for Giggling Guest Too with 22 in attendance.

Education and Enrichment:

- *Lego Club* had 17 in attendance.
- *Civility: Cartooning the Evergreen State: Milt Priggee* attracted nine participants.
- The tween program *Explore Electricity with Snap Circuits* attracted two participants.
- The tween program *Manga Drawing* attracted eight participants.
- The Summer Reading Program *Sally Says: Simon's Sisters Takes Over* had 41 participants.

Business and Career Development:

- We proctored one test this month.
- Douglas took library outreach services to Cheney Sessions Village, Cheney Assisted and Cheney Care facilities, providing over 191 combined new and renewed library items for the residents.
- Cheney Community Librarian Tami Chapman attended the West Plains Chamber of Commerce.
- Tami also attended the West Plains Community Network Meeting.

Community Connections:

- We provided service to five Book a Librarian requests.
- Our meeting room was used ten times in June.
- I attended the Cheney Merchants Association monthly meeting.
- Cheney Parks and Rec Wren Pierson Camp Caslo visit the Cheney Library every Tuesday and Thursday during the summer. They average 45 kids on both Tuesday and Thursday.
- Our art wall featured six pieces of art from the "Recovering the Classics" movement. A national movement to "capture what makes these books exciting and inspiring," 100 of the greatest works were selected for this project. The pieces displaying were designed by EWU students from the Visual Communications and Design Program.
- Tami attended the Cheney City Council Meeting
- Tami visited the summer classroom at Betz Elementary; she interacted with 33 parents and children.
- Librarian Christie Onzay visited the Windsor Elementary Summer Library Program and interacted with 18 parents and children.
- Tami Chapman represented SLCD at the Cheney Summer STEM/Literacy Institute and interacted with 18 parents and children.

Deer Park: Kris Barnes

Early Learning:

- Our *Play and Learn Storytime* average attendance stayed consistent as last June's at 22.

Education and Enrichment:

- 11 members gathered at the *Adult Book Club* to discuss a travel book they had read. Last June's attendance was 17.
- Our weekly *Lego Club* attendance averaged eight participants.
- 99 seed packets were checked out from our seed library this month.
- Our *Summer Reading* programs began this month with attendances of 131 and 116. The 116 in attendance is notable because the Deer Park Elementary school was unable to attend our programs at Arcadia Elementary School because of a lockdown.
- Our *Summer Reading: Minecraft Realm Build* program attracted 13 attendees.
- Our first adult *Summer Reading* program was the first in the Deer Park Summer Concert series at Mix Park in Deer Park. Even though the temperature was 54 degrees, we had 61 in attendance. The attendees arrived bundled up and several brought along their dogs and enjoyed a picnic while they listened to the musical stylings of Hot Club of Spokane. Librarian Corrine Wilson and I staffed a booth at this event.

Business and Career Development:

- I attended a Deer Park Chamber board meeting this month.

- Community Librarian Amber Williams and I attended a Deer Park Chamber luncheon meeting. The Chamber invited community service groups and non-profit agencies to speak and promote their organization. Amber gave a short presentation about what the Deer Park Library was offering this summer.
- I attended a ribbon-cutting event for the new Deer Park Industrial Park. Knight Construction will be breaking ground this summer and they will be the first business to locate to the new Industrial Park.

Community Connections:

- Our *After School Snack* program ended and our *Summer Snack* program began on June 16. We served after-school snacks and/or summer snacks to 272 children this month.
- Our meeting and conference rooms were used 22 times this month by community members. The rooms were used for a variety of reasons such as a local film group, a church board meeting, and a group who met to plan for the upcoming 5K fun run at Bear Lake in Chattaroy, Washington.
- The Miss Deer Park Royalty asked for promotional items that they could pass out to visiting royalty from across the state. We gave them enough pencils, pens, and bookmarks to stock 25 gift bags.
- Community Librarian Amber Williams and I gave 19 presentations to a total of 931 children at Deer Park and Arcadia elementary schools.
- I attended a Deer Park Chamber of Commerce fundraiser event. I was the silent auction organizer and kept notes on the golf tournament for the Deer Park Chamber.

Fairfield: Kristy Bateman

Early Learning:

- Three attended the June *Play and Learn Storytime*.

Education and Enrichment:

- *Lego Club* had zero attend the two sessions in June.
- *Thursday Night Thing* for grades 6-12 had eight attend. Two participated in the group for grades K-5.
- The first Summer Reading program, *Sally Says: Simon's Sister Takes Over*, had 11 attend.
- The Summer Reading program, *Zany Zaniac Comedy*, had 26 attend.

Community Connections:

- Staff participated in the Fairfield Flag Day parade by carrying the banner and handing out SCLD pencils to community members.
- One community group used the meeting room in June.

Medical Lake: Theresa Stephenson

Early Learning:

- *Play and Learn Storytime* attendance averaged 16 attendees, down from June 2015 of 21 attendees.

Education and Enrichment:

- The *Lego Club* averaged eight attendees.
- The Summer Reading program, *Sally Says: Simon's Sister Takes Over*, was held on June 21 with 15 attendees.
- The Summer Reading program, *Zany Zaniac Comedy*, was held on June 28 with 28 attendees.

Community Connections:

- Medical Lake Founder's Day was held June 18. The Onzay and the Fuher families marched in the parade as well as Library Page Jalesa. Christie Onzay staffed the SCLD Medical Lake Library booth and interacted with 131 community members. The Library itself was very busy throughout the day. The event this year, in no small part due to the Reimagine Medical Lake organization, was a whopping success.

Moran Prairie: Danielle Marcy

Early Learning:

- Average attendance for *Play and Learn Storytime* for the month:
 - *Preschool Play and Learn* : 34
 - *Toddler Play and Learn* : 49
 - *Baby Play and Learn* : 32
 - *Family Play and Learn* : 3

- Toddler continues to have a steady increase; Preschool had a significant increase most likely related to preschools being closed for the summer. Family continues a decrease trend with two weeks of no attendance. Baby did not have significant increases or decreases.

Education and Enrichment:

- For the summer we changed our *Lego Club* to a once a month event and had an increase in attendance. We had 13.
- The *Moran Prairie Book Club* had five attend. Burgess Boys by Elizabeth Strout was discussed. The group also selected the next six months of book titles.
- *Minecraft Realm Build* had nine attend of the 12 registered for the event. The registration filled up quickly with several requests for more Minecraft programs.
- We had 95 attend our first K-4 grade Summer Reading program, *Sally Says: Simon's Sister Takes Over*. This is an increase from last year's first Summer Reading event.

Business and Career Development:

- We had 71 bookings of the meeting room. This increase is a change from the consistent decrease from the last few months.

Community Connections:

- Danielle Marcy attended Manito Lions meetings.
- Danielle Marcy promoted Summer Reading to Mullan Road Elementary to the K-3rd graders and 4th-6th graders. To 300 K-3rd graders, Danielle told the story of the Little Crab and His Magic Eyes. Danielle also book talked several new chapter books to 250 4th-6th graders. Several children and families have recognized Danielle from this visit and talked positively about the experience.
- 15 attended the *Health Fair*. We intended to hold the event on the front lawn; however, due to weather moved the event to the meeting room. The mobile blood bank was also not able to attend, which may have affected participation.
- Local artist Brandon Jones displayed his artwork in the display case.
- Nan Drye's framed quilt, *Time Stands Still*, will be displayed until the end of July.

North Spokane: (Brian Vander Veen)

Early Learning:

- 1,035 children, parents, and caregivers attended early learning programs this month at North Spokane. This is up 186 from last month.
 - *Baby Play and Learn Storytime* averaged 24 attendees. This is the down one from last month's average but up three from June 2015.
 - *Preschool Play and Learn Storytime* averaged 47 attendees. This is up five from last month but down one from June 2015.
 - *Toddler Play and Learn Storytime* attracted an average attendance of 49. This is up 13 from last month and up 11 from June 2015.
 - *Family Play and Learn Storytime* averaged 19 attendees. This is up one from last month and up four from June 2015.
- Staff provided Storytime for 163 attendees at outreach facilities.

Education and Enrichment:

- 510 members of all ages attended 14 Education and Enrichment events this month.
 - A total of 383 members attended our Summer Reading family events, 154 for *Sally Says: Simon's Sister Takes Over* and 229 for *Zany Zaniac Comedy*.
 - 10 members attended *Cartooning the Evergreen State*, the final lecture in our *Civility* series. Altogether, since the lectures began in April, we have had an average attendance of 23 members.
 - 60 members attended two *Summer Lego Club* events.
 - 29 tweens attended the *Manga Drawing* workshop.
 - 14 attended the three-part series *Living with Alzheimer's for Early-Stage Caregivers*.
 - Six members discussed *The End of Your Life Book Club* at the North Spokane Book Group.
 - Four teens attended the first two sessions of the *Tabletop Printmaking* workshop.

Business and Career Development:

- 12 members attended the STCU financial literacy workshop, *Becoming Debt Free*.
- One member took advantage of our Monday evening drop-in career help.
- Staff proctored three exams.

Community Connections:

- This month, the North Spokane library began partnering with Catholic Charities Food-for-All to provide fun activities related to health and nutrition at the Fairwood Farmers Market. So far, during the first two weeks of the program, 105 children have participated. For their participation, each child received a \$2 voucher, courtesy of Food-For-All, they could spend on fruits and vegetables at the farmers market.
- Staff visited six schools – Evergreen, Shiloh Hills, Midway, Prairie View, Colbert, and Meadow Ridge – and talked to 548 elementary school students about our Summer Reading events.
- A total of 235 students from three elementary schools – Brentwood, Evergreen, and Shiloh Hills – toured the North Spokane library.
- Staff brought books to the Mead Boys & Girls Club twice this month, with an average attendance of 125 children.

Otis Orchards: Melanie Boerner

Early Learning:

- *Play and Learn Storytime* attendance for June averaged 38 up from last June's average of 19.
- Staff provided one outreach Storytime to 11 children at Little Explorers Daycare.

Education and Enrichment:

- *Lego Club* had a monthly attendance of 10.
- *Ready Set Read: Sally Says: Simon's Sister Takes Over* was attended by 51.
- *Ready Set Read: Zany Zaniac Comedy* had an attendance of 53.
- *Ready Set Read: Manga Drawing* brought in six tweens.

Community Connections:

- Tammy Henry, Jamie Van Wormer, and Melanie Boerner attended the Otis Orchards Elementary end of year barbecue hosted by the PTO. We spoke to 113 people about Summer Reading and the library. Jamie signed up four students for tutoring during the summer.
- Ruth visited East Valley's 1st grade Continuous Curriculum School and spoke to 68 students about Summer Reading.
- Melanie Boerner visited St. Joseph's Vacation Bible School to promote Summer Reading and the library. She talked and read a story to 100 kids.
- Tammy Henry and Melanie Boerner attended the Newman Lake Property Owner's Association Ice Cream Social. We spoke to 30 residents.
- Tammy Henry visited Trent Elementary and spoke to 13 6th grade Resource Class students.

Spokane Valley: Aileen Luppert

Early Learning:

- 1,185 children and their parents and caregivers attended 57 early learning programs this month. This is up 271 attendees and up 15 programs from May.
 - *Baby Play and Learn Storytime* averaged 34. This is up 14 from last month and up 14 from June 2016.
 - *Toddler Play and Learn Storytime* averaged 37. This is up nine from last month and up one from June 2016.
 - *Preschool Play and Learn Storytime* averaged 26 attendees. This is down three from last month and down 25 from June 2016.
 - *Evening Family Storytime* averaged 18 attendees. This is up five from last month and up six from June 2016.
 - Staff provided Storytime for 423 attendees at 31 outreach facilities. Last month staff provided Storytimes to 281 attendees at 22 outreach facilities.

Education and Enrichment:

- 529 members attended 16 Education and Enrichment events this month.
- Adult Programs:
 - *SV Book Club* (6)

- Tween/Teen Programs:
 - *3D Printing: 3-Part Workshop* (27)
 - *Random Fandom* (3)
 - *Manga Drawing* (30)
 - *Sharpie Crafts*(35)
- Children/Family:
 - Two sessions summer *Lego Club* (49)
 - Summer Reading Programs (two sessions each):
 - *Sally Says: Simon's Sister Takes Over* (96)
 - *Zany Zaniac Comedy* (157)
- *Title 1 Nights*
 - Ponderosa Elementary (7)
 - University Elementary (17)

Business and Career Development:

- Business and Career Development: four programs with 31 attendees
 - Job Seeker Support
 - *Go Wise* (5)
 - Two sessions of *Drop-In Job Help* (3)
 - Small Business Support
 - SV Tech Entrepreneur Class(23)
 - Proctored one test

Community Connections

- Five promotional events
 - University Elementary Resource Fair (32)
 - University Elementary - Kindergarten and 1st grade – Summer Reading presentation (101)
 - University Elementary - 2nd and 3rd grade - Summer Reading presentation (77)
 - University Elementary - 4th and 5th grade - Summer Reading presentation (107)
 - Broadway Elementary Kindergartners - tour/ Summer Reading (102)
- Librarian Kelsey Hudson represented SCLD at Mica Peak High School's graduation. Kelsey returned with touching stories from students who spoke about their efforts and struggles to graduate. Several of the students were known library users or teens that she met through programming.
- The Valley's Second Saturday Art Tour was a success and drew 74 attendees. The Spokane Valley Library stayed open late on June 11 and provided refreshments that were generously donated by the Valley Friends. SCLD partnered with several local businesses and featured artwork from Broadway Elementary students, EWU students, the Spokane Valley Arts Council, and a talented volunteer who played guitar throughout the event. The art from Broadway was inspired by Eric Carle and the EWU students redesigned book covers of famous novels as part of a "Recovering the Classics Collection." Several of the EWU student's pieces will remain on the walls for the summer.

District-wide Information

June 2016 Spotlight: Responding to Code of Conduct Issues

Spokane County Library District welcomes everyone to enjoy the library. Staff are trained to enforce the Code of Conduct policy in a fair and consistent manner by informing members who are observed violating the policy. In some cases, a member of the public who fails to comply with a staff request may be asked to leave the library. Should violations persist or if they are egregious in nature, a member of the public may be excluded from the library for up to one year. While addressing a library member's negative behavior is a very small part of the District's library work, it is something that requires the support of an effective policy. Changes to the policy approved by the Board of Trustees in April, along with the Safe Environment Training frontline staff participated in this spring, provide staff the tools and resources needed to approach conduct situations with confidence, consistency, and critical thinking. Staff are empowered to evaluate behavior in the context of the policy and make decisions that maintain a welcoming environment in the libraries for the vast majority of our library members.

To that end, we intend for the library to be a dynamic environment of learning, exploring and interacting, where noise levels can vary with the ebb and flow of library activities and events. The children's areas feature early learning stations that encourage young children to play and learn with their parents and each other. Tables are located throughout the libraries to provide spaces where library members can work and collaborate with each other and with staff in Book a Librarian appointments. Our libraries are environments where conversation and collaboration should occur, where the children's areas buzz with activity after Storytime lets out, and where meeting rooms should contain the noise of conversation, experiential learning in its many forms, and even laughter.

With that intent in mind, it's the responsibility of staff to determine when the behavior is not compliant with the Code of Conduct. And that determination is employed both when the behavior is clearly inconsistent with policy (for example, the use of hostile, aggressive, or vulgar language toward staff or other library members), or more nuanced situations that require more critical judgment (such as whether the noise level exceeds the acceptable level of normal person-to-person conversation). Generally speaking, staff consistently and routinely make good judgment calls in regard to conduct issues in all ten libraries. Addressing such issues may include an informal discussion, issuing a formal warning, asking a member to leave for 24 hours, or excluding the member from all libraries for up to a year.

Security Incident Reports—our mechanism for recording and sharing information on situations that impact library operations—breaks down for January-June 2016 in the following list by location, with information (as applicable) provided on primary incident category, exclusion length, and how often law enforcement or medical assistance was contacted. For perspective on how these incidents compare to overall library usage, the January - June 2016 door count is included in parenthesis for each library.

Airway Heights (31,973)

- Total recorded incidents: 29
 - Disruptive Behavior: 14
 - General Code of Conduct violation: 4
 - Vandalism: 1
 - Internet Viewing Complaint: 1
 - Threat/Harassment/Intimidation: 1
 - Facility Misuse: 1
 - Potential Problem (suspicious or concerning behavior): 4
 - Theft: 1
 - Building issue: 1
- Incidents resulting in 24-hour exclusion: 1
- Crime Check called: 1

Argonne/Administration (51,122)

- Total recorded incidents: 8
 - Disruptive Behavior: 1
 - Potential Problem (suspicious or concerning behavior): 2
 - Soliciting (panhandling): 4
 - At risk person: 1
- Incidents resulting in 24-hour exclusion: 2

Cheney (65,692)

Total recorded incidents: 4

- Disruptive Behavior: 3
- Potential Problem (suspicious or concerning behavior): 1

Deer Park (78,440)

- Total recorded incidents: 21
 - Disruptive Behavior: 15
 - General Code of Conduct violation: 2
 - Vandalism: 1
 - Potential Problem (suspicious or concerning behavior): 3
- Incidents resulting in 24-hour exclusion: 4

Fairfield (8,546)

No incidents reported.

Medical Lake (29,687)

- Total recorded incidents: 6
 - Disruptive Behavior: 3
 - General Code of Conduct violation: 1
 - Medical Situation: 1
 - Potential Problem (suspicious or concerning behavior): 1
- Incidents resulting in seven-day exclusion: 1
- Medical assistance (911) called: 1
- Law enforcement (911) called: 1

Moran Prairie (73,034)

- Total recorded incidents: 6
 - Disruptive Behavior: 2
 - General Code of Conduct violation: 1
 - Potential Problem (suspicious or concerning behavior): 1
 - Internet viewing complaint: 2
- Incidents resulting in 24-hour exclusion: 1

North Spokane (155,900)

- Total recorded incidents: 30
 - Disruptive Behavior: 7
 - General Code of Conduct violation: 5
 - Vandalism: 3
 - Threat/Harassment/Intimidation: 3
 - Facility Misuse: 1
 - Potential Problem (suspicious or concerning behavior): 8
 - Theft: 3
- Incidents resulting in 24-hour exclusion: 2
- Incidents resulting in one-year exclusion: 1
- Law enforcement (911) called: 1
- Crime Check called: 1

Otis Orchards (22,796)

- Total recorded incidents: 3
 - Disruptive Behavior: 2
 - At-risk person: 1
- Law enforcement (911) called: 1

Spokane Valley (146,356)

- Total recorded incidents: 49
 - Disruptive Behavior: 21
 - General Code of Conduct violation: 5
 - Vandalism: 3
 - Threat/Harassment/Intimidation: 1
 - Facility Misuse: 1
 - Potential Problem (suspicious or concerning behavior): 14
 - Theft: 1
 - Soliciting (panhandling) : 1
 - Internet viewing complaint: 2
- Incidents resulting in 24-hour exclusion: 4
- Law enforcement (911) called: 4
- Crime Check called: 5
- SCRAPS called: 1

To summarize: 156 incidents were recorded District-wide for January–June 2016, while door count District-wide for the same time period was 663,546. The total number and distribution of incidents is similar to 2015, and no significant areas of concern came up in this comprehensive review. While these incidents can be stressful and time-consuming, they are a very small part of the District's daily operations in which library members overwhelmingly use resources and interact with staff and each other in respectful and positive ways.

June Security Incident Report

For June 2016, specifically, there were 19 Security Incident reports filed this month, eight fewer than last month (27), and one fewer than June 2015 (20). Spokane Valley had the most incidents reported with eight. The most frequently reported incidents were related to Disruptive Behavior (11) and General Code of Conduct violations (3). To further put those numbers in perspective, the total door count District-wide in the month of June was 113,278.

Spokane Valley, with the most incidents this month (8), breaks down as follows:

- Three incidents of disruptive behavior
- Two general Code of Conduct violations
- One incident of soliciting (panhandling)
- One incident of facility misuse
- One potential problem (suspicious or concerning behavior)

This distribution is typical for the libraries when adjusted for door count, considering Spokane Valley is one of the busiest libraries. To further put incidents in perspective, the total door count for Spokane Valley for June was 25,745.

One library member was excluded from all 10 libraries for the period of one year for an incident at North Spokane involving public intoxication, threatening the physical safety of a staff member, and non-injurious physical contact with that staff member. Law enforcement was contacted.

Year-to-Date Public Use Measures at a Glance

- Door count through June (663,546) was down (-2%) compared to the same time period in 2015—the continuation of a modest declining trend from last year.
- Programming attendance through June (46,951) increased 15% when compared to the same time period in 2015, while the number of programs offered has increased by 6% (1,860).
- Internet station bookings (115,935) were down (-7%) through June when compared to the same time period in 2015, which is a declining trend continuing from last year.

June 2016

Measure	This year	Last year	YTD	Last YTD	Rolling YTD
	This Month	This Month	This year	Comparison	Comparison
Registered borrowers	116,711	115,624		1%	
Door count	113,278	119,435	663,546	-2%	-2%
Circulation	220,831	227,276	1,289,158	-2%	-1%
Digital Media Catalog	36,605	31,891	217,423	15%	16%
Programs					
Number	327	307	1,860	6%	3%
Attendance	10,759	9,935	46,951	15%	4%
Group Visits					
Number	10	10	25	-17%	-10%
Attendance	478	273	860	-15%	-12%
Software Station bookings	18,562	20,329	115,935	-7%	-5%
Meeting room bookings	313	306	1,978	-8%	-2%
Holds placed					
By customers	28,339	30,753	180,970	-7%	-5%
By staff	7,476	7,564	44,307	3%	1%
Digital Media Catalog	10,013	9,956	59,515	6%	11%
Database use					
Searches	86,020	94,858	596,819	0%	20%
Retrievals	23,215	18,825	207,236	7%	-7%
Website use (Remote)					
User sessions	97,977	131,988	667,841	-10%	9%
Page views	248,460	254,736	1,797,917	27%	30%
Catalog	42,070	43,973	258,613	-4%	-5%
Database Access	3,686	3,903	29,121	-1%	-5%
Interlibrary loans					
Loaned	387	379	2,177	7%	10%
Borrowed	507	565	3,098	-8%	-8%

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.*

Public Services Report July 2016

Patrick Roewe and Kristy Bateman

Overview

Ready, Set, Read, the theme of this year's summer reading program was in full swing in July. Program attendance continues to be our one consistent area of growth in library member usage. Summertime is also the season for community parades and events, and staff and volunteers were representing the District throughout the county this month at these events.

Special to this month's report is a summary of the Meeting Room Use Survey conducted in June.

Service Priority Teams

Business and Career Development (Stacey Goddard)

- The two *Dollars and Sense* financial literacy workshops we offered this month, presented by SNAP, had a combined attendance of two. This is down significantly from our 23 attendees for the two June workshops.
- Our *Drop-In Job and Career* Help service continued through July, with a modified schedule. The volunteer who was staffing this during the school year is taking the summer off. Staff are covering it at Spokane Valley, and we've suspended the service at North Spokane for the summer. Because of the 4th of July holiday, we held just one session in July, and had two attendees. This is down from the four attendees for June's sessions.
- This month marked the start of a six-week partnership with Cheney Parks and Recreation's Camp Caslo, where we are bringing Junior Achievement's financial literacy classes to their summer camp kids. Each week we work with two groups of kids (K-2nd grade, and 3rd-5th grade) at the Cheney Community Center to deliver an hour of content which introduces important financial literacy topics to the children:
 - Jamie's volunteers lead the kids through activities and games, which illustrates the concepts they are learning each week. Camp Caslo staff are there for classroom management, and either Jamie or I have been present each week as well.
 - We work with one group of kids while the other group walks down to the library to check out books, and then we swap groups.
 - The six sessions we held in July had a combined attendance of 110.
- We had 12 individuals register as new Microsoft Imagine Academy (formerly Microsoft IT Academy) users in July, the same number as both June and May. During the month, users enrolled in 28 new classes, up from 25 in June.
- We did 54 Book-a-Librarian (BaL) sessions this month throughout the District, down from June's 59 sessions.
 - In one session, Sheree provided small business support via email to an individual who wasn't able to meet in person.
- We proctored 29 exams this month throughout the District, up markedly from June's four proctoring sessions. One of these was an MOS proctoring session. Seven of the others were for one gentleman who powered through all the exams in one day at Spokane Valley.
- In program planning news, we finalized details related to the *Thinking Money* exhibit we'll be hosting at Spokane Valley Library in October and November. We also started looking ahead to the spring, and planning for Money Smart week in April. Progress on this in July included:
 - Sheree, Danielle, and Tami confirmed workshop and program details with our various presenters, and secured performer contracts.
 - I confirmed with our Junior Achievement contact to get details on which of its curriculums we will use with North Pines Middle School this fall.

- My team has finalized plans for *Thinking Money* and all the accompanying financial literacy programming. This is by far the most ambitious slate of programs we have ever developed, and we're both excited and overwhelmed.
- Danielle has been finalizing details to have author and self-described "cheapskate" Jeff Yeager present three programs during Money Smart week next spring. We will again come up with a schedule of supporting financial literacy programs, albeit a smaller scale.

Connect Communities:

- We had one request for ACA Navigator assistance in July, up from zero in June. This marks the last time I'll be reporting on this service, as we decided to sunset this program due to the consistent decline in the number of requests for this service. Aileen Luppert reports that over the past three years, District Navigators enrolled 720 individuals into health insurance and answered questions for many more during that same time.
- Tami attended the West Plains Support Network meeting, where she and librarian Corinne Wilson presented information on the results of the District's community conversations in the West Plains. They also gave an overview of library resources/actions to help address community concerns.
- For the second month in a row, Danielle was asked to present an overview of SCLD's business resources to Spokane Valley Tech's entrepreneur class. 23 students were in attendance.
- Tami presented an overview of our business resources to four staff at the Washington Trust Bank in Airway Heights.
- Ree presented an overview of resources to Tinderbox Consulting, which is SCORE president Josh King's small business. Two staff members attended.
- Danielle and Tami also did a presentation on business resources for a group of entrepreneurs at SNAP's Women's Business Center. There were four in attendance.
- Sheree was able to introduce two of our community partners to each other this month, and we're hopeful this will be the start of a successful connection for both of them. Ree's been working with Cora French-Robinson of the WSU Extension as part of the *Thinking Money* program planning. Cora will be doing a *Plan, Shop, Save* program for us in October, where she'll share ways to save money at the grocery store and waste less food. Ree was able to connect her with Kamiel Youseph, principal of Mica Peak High School, and we're hoping Cora will be able to offer nutrition education classes to MPHS parents in the future.
- I attended the monthly SCORE meeting, where the featured speaker was April Needham from Startup Spokane. April talked about their coworking space as well as some of the other services they have available for entrepreneurs and small business owners. I'll be meeting with April soon to see if there are ways we can work together to cross-promote our respective resources.

Early Learning (Mary Ellen Braks)

- We provided 107 Storytimes to 2,807 children, parents and caregivers. Our average attendance per Storytime was 26.
- We provided 10 Storytimes to 123 children at six child care centers. Our summer months are always lighter as a lot of the ECEAPs and preschools do not meet in the summer.
- The Prime Time Family program ended this month. There were only a few families with preschoolers, so we only had one or two preschoolers each week.
- I've continued working on the STEM grant. I met with the Health District to discuss developing surveys for the STEM kits and STEM Play and Learns, which will be happening this fall.

Community Connections:

- I attended the Inland Northwest Early Learning Alliance (INWELA) action team meeting this month. We also had an afternoon retreat to discuss our focus for the year.
- I attended the Excelerate Success Getting Ready for Kindergarten meeting. We talked about next steps on how to use and promote *Love, Talk, Play* throughout the area. We are looking at posters for the grocery stores to promote Kindergarten Readiness and *Love, Talk, Play*.
- The Early Learning team participated in the KSPS Character Day in River Park Square. Our VISTA volunteers also helped. We took our Family Construction Zone block set to the event. There were a lot of families from our service area that attended. We even spoke to a family who was visiting from Switzerland.

Education and Enrichment (Gwendolyn Haley)

Elementary (K-5) programs:

The Summer Reading Program, *Ready, Set, Read*, continued in July. Our primary goal as a library is to prevent summer learning loss by motivating kids to read throughout vacation and by providing learning opportunities every week. As of the end of the July, 3,422 youth in grades K-12 participated in our featured summer programs. Here are some highlights of the summer:

- 338 played with LEGOs at the library this month. LEGO play encourages lateral thinking, problem solving, organization and planning, as well as communication and social skills.
- We have added 11,179 links to our reading chains throughout the District, which represent the same number of books read by library members. If we lay the chains end to end, they would span half a mile.
- Weekly family programs in July included musician Cory Jenks, magician Cecil Lewis, and storyteller Indiana Bones.
- 53 kids attended the *Late Night at the Library* program at Spokane Valley.
- We are partnering with the Mead Boys and Girls Club this summer to provide a weekly library visit. Over the month of July, North Spokane Library staff interacted with 378 students by checking out books, placing holds, and making book recommendations. These are students 1st grade- 12th that we would otherwise not see in the library over the summer.
- As part of our collaboration with Excelerate Success and the Grade Level Reading Action Network, we are hosting four AmeriCorps Vista Volunteers this summer at North Spokane, Argonne, and Airway Heights libraries.
 - Vista volunteers visit seven different free meal sites (Deer Park Pool, Elk Community Park, Ness Elementary, Centennial Middle School, West Valley High School, and Airway Heights Community Center) each week to provide a free learning and literacy activity. On average, 10 kids choose to participate at each site. Again, we might not otherwise be seeing these families in the library.
 - *Family Fun Nights* at Shiloh Hills Elementary School and the Airway Heights Library have drawn a combined 112 children and families to try out SNAP circuits, meet the Cat in the Hat and Clifford, and build with blocks.

Tween/Teen Programs:

435 tweens and teens participated in programs during the month of July. Highlights include:

- 12 teens learned about watercolor from Spokane Art School.
- 18 tweens and teens developed their *Manga Drawing* skills.
- 114 tweens expressed their creativity with *Sharpie Crafts*.
- 129 tweens tried their hand at *No-Bake Summer Treats*.
- 13 teens learned how to harness the power of the sun to make S'mores in a solar oven.

Adult Programs:

In July, 158 adults chose to participate in one of our featured summer programs.

- 41 members participated in one of five regular book clubs.
- 79 members attended concerts with *Hot Club of Spokane*.
- 28 members tried out *Zumba*, while another 34 tried their hand at *Zentangle*.
- Members took a moment to color collaboratively on the giant coloring sheets in each library.

Digital Interaction and Sharing (Carlie Hoffman)

- A new feature on the Digital Library page was launched to the public. Members and staff are now able to find digital resources by topic, with categories in a drop-down menu. They will also be able to select from their most recently used digital resources. I worked with Giang and Communication to create a call-out feature of the Digital Library page that lets members know about the new feature.
- Initiated by an Innovative Idea, I began looking into alternative ways to shelve children's series fiction.
- I attended a 3D printer team meeting where it was decided that we needed an online submission form for the website. I requested this form from IT and am working with them on creating it.
- I met with Doug to discuss how we are gathering statistics for digital resources.

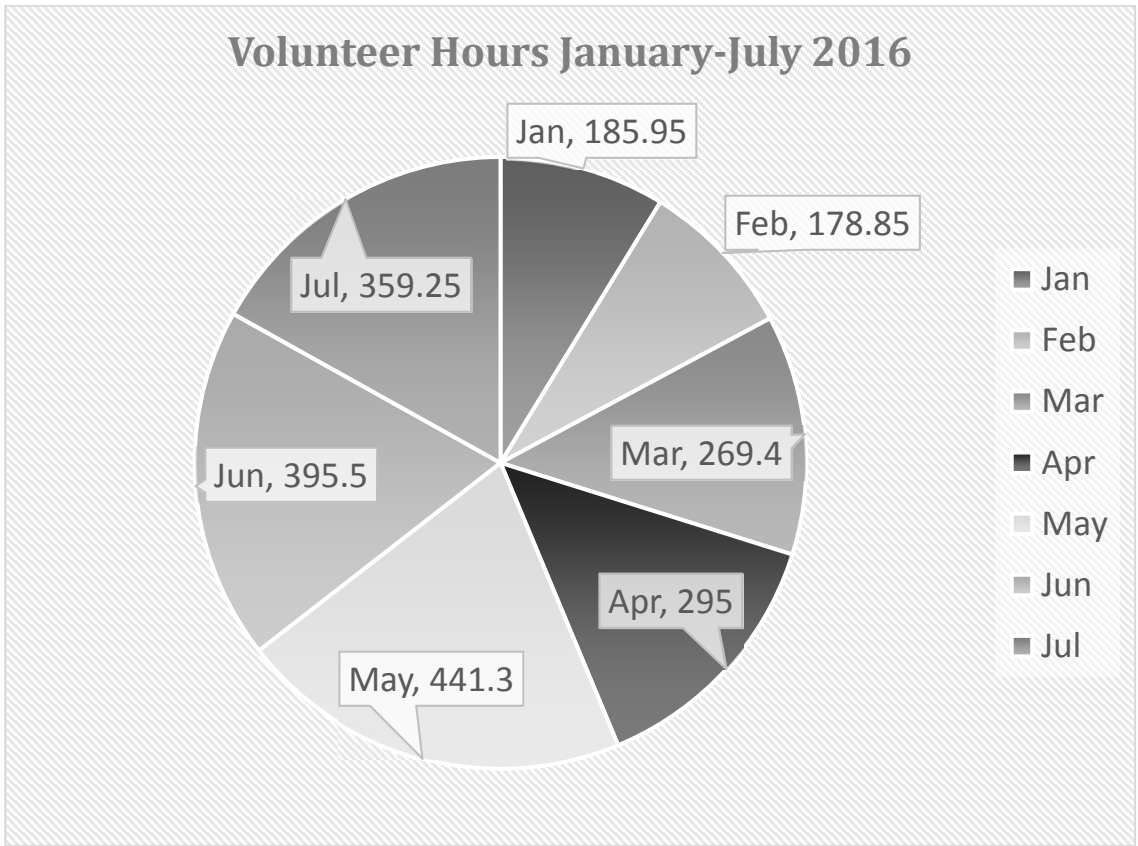
Community Connections:

- I emailed a list of partners and potential partners to let them know of the upcoming community forum.

Volunteer Program (Jamie Van Wormer)

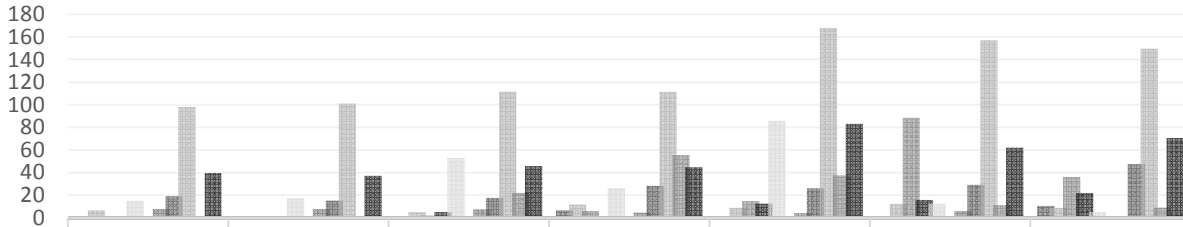
The first graph shows the number of volunteer hours for each month and how each month has increased overall in a six-month period. The second graph shows the number of volunteer hours for each library.

***Please note the number of hours for July may change due to incoming volunteer hours.**



Total of 2,125.25 volunteer hours.

Volunteer Hours January-July 2016



	Jan	Feb	Mar	Apr	May	Jun	Jul
Admin	0	0	0	6.5	0	0	10.5
AH	6.5	0	5	11.75	8.75	12.5	8.75
AR	0	0	2	6	14.75	89	36
CH	0	0	5	0	12.5	15.75	22
DP	15	17.5	53	26.25	86.25	12.5	5
FF	0	0	0	0	0	0	0
ML	8	8	7.5	4.5	4	6	0
MP	18.95	15.2	17.6	28.25	26.05	29.25	47.75
NS	98	101	111.6	111.5	168	157.25	149.75
OT	0	0	22	55.5	37.5	11.25	9
SV	39.5	37.15	45.7	44.75	83.5	62	70.5

Admin
 AH
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 OT
 SV

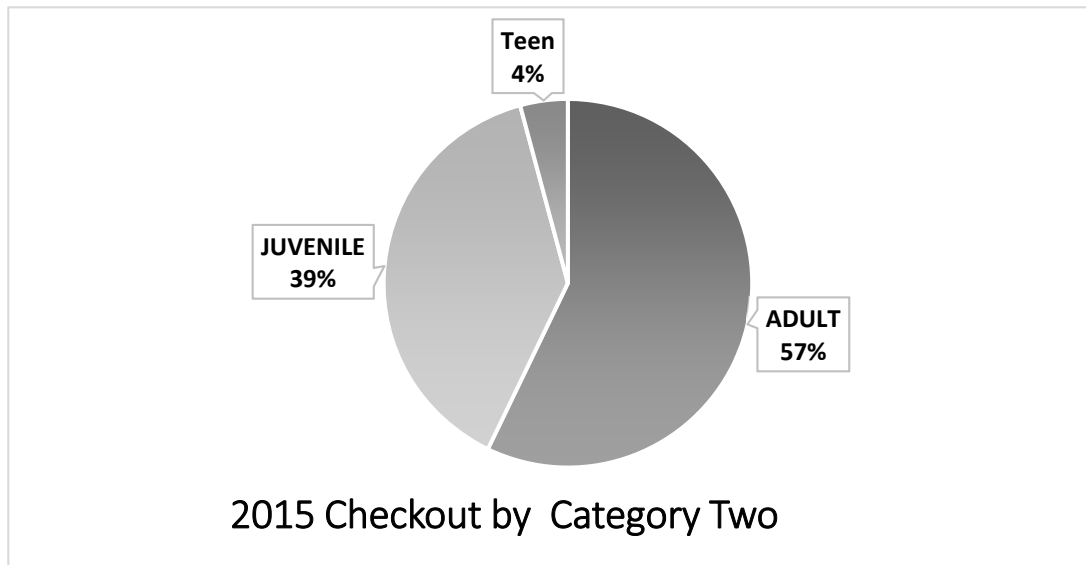
Community Connections:

- I continue to meet with potential volunteers and other members in the community to develop partnerships with SCLD. In July the summer tutoring program started and I was able to recruit nine volunteers. We have four students at Spokane Valley, one student at Otis Orchard, one student at Argonne and two students at Cheney. I put together a teaching manual for all locations and was able to have Diane Brown offer training on the resources SCLD offers. Stacey Goddard and I were able to develop a partnership with Junior Achievement and Camp Caslo in Cheney. I developed a partnership with Best Buy and JC Penney. I had employees from Best Buy volunteer for our North Spokane meals program. JC Penney will volunteer next month at the Orchard Crest Community Center. I have increased our volunteer pool to 132 volunteers. I was able to put volunteers to work in all of our summer programs and parades. I am working with Library Supervisors, Community Librarians, and my team to fulfil volunteer needs for upcoming programs.
- I emailed a list of current partners and potential partners for the community forum.
- I created a Volunteer PowerPoint for meetings and recruitment.
- Brian Vander Veen and I conducted a PowerPoint presentation at a North Spokane Rotary meeting, held at the Spokane Country Club.

Library Operations (Georgina Rice)

This month's featured library operations statistic focuses on materials checked out from our teen collection in 2015. The teen collection's intended audience is teen and tween. This collection is significantly smaller than our children's and adult collections due to the negligible amount of non-fiction and no CDs or DVDs designated as TEEN.

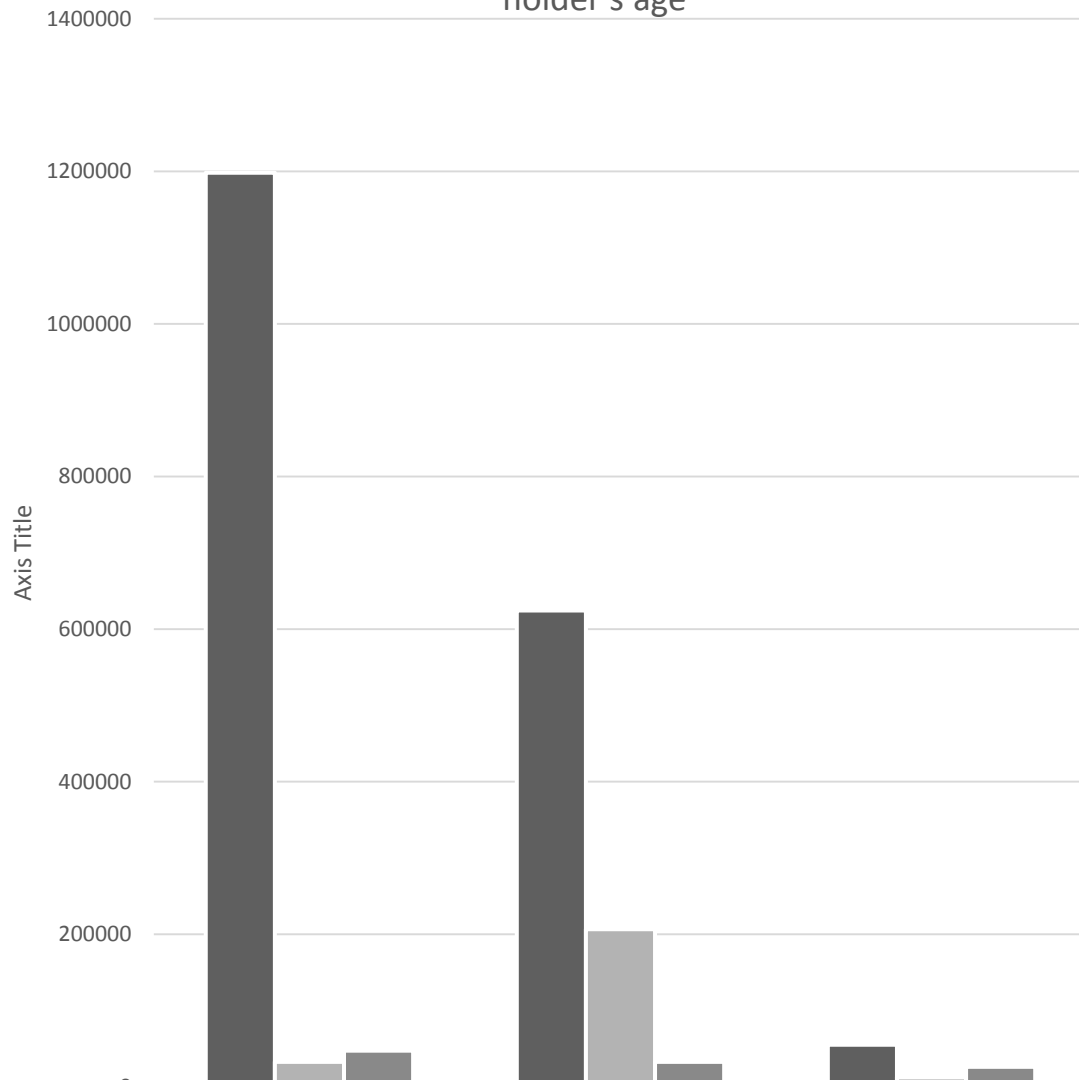
The first chart displays the percentage of total checkouts in 2015 from the ADULT, TEEN and CHILDREN's collections. The data represents the intended audience for the items, not the age of the member who checked them out.



The second chart shows a breakdown of those materials displaying the number checked out in each collection in 2015 by card holder's age. Teen items are checked out by all ages. Families often use one card for checkout, which may in part account for the larger percentage of adults checking out teen items compared to teens themselves. Illustrated by the figures below, our teens check out materials in all collections, favoring materials in our adult collection, again due to the DVD and CD items in those collections.

- Adult cards = 18 years of age and over
- Teen cards = 12–17 years of age
- Child cards = birth to 11 years of age

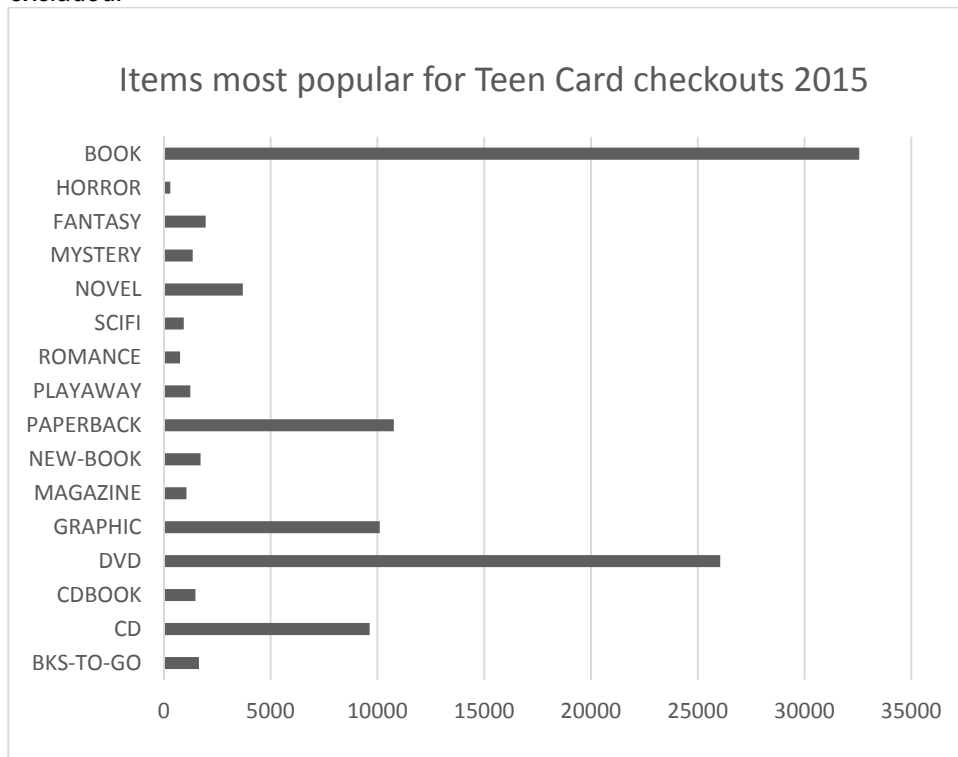
Checkout of Adult, Teen and Children's items by card holder's age



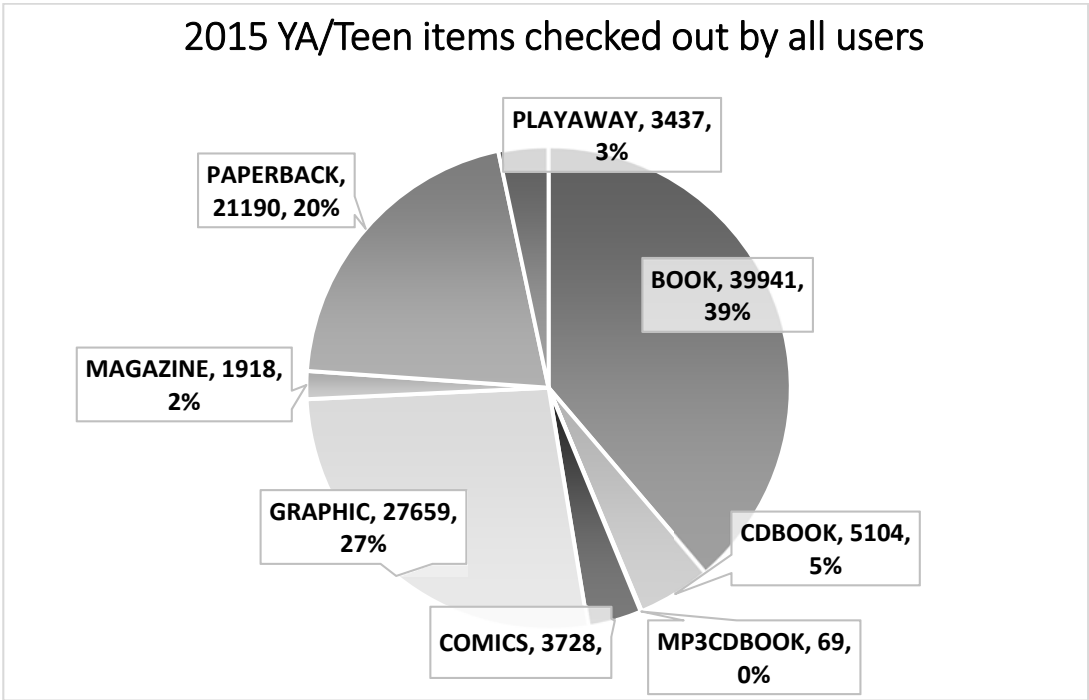
	ADULT Items	JUVENILE Items	TEEN Items
■ ADULT CARD	1198199	624248	55097
■ CHILD CARD	32718	206649	12286
■ TEEN CARD	47410	32658	26252

The next chart illustrates the most popular checkouts for those with Teen cards. This chart includes all collections.

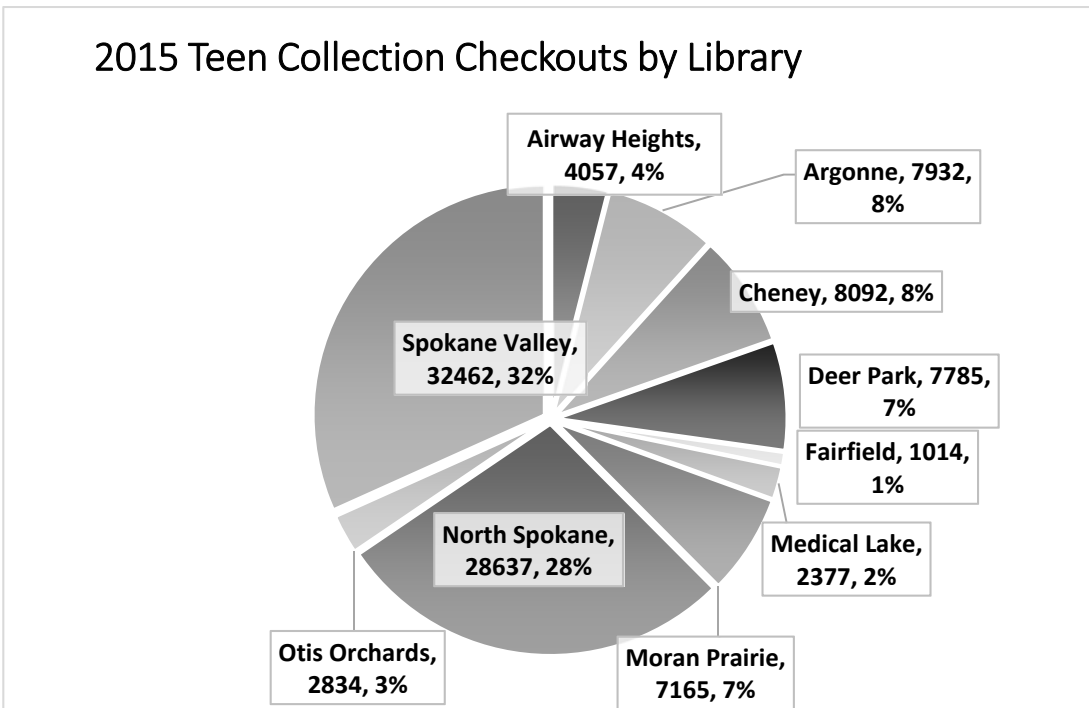
Note: Where data samples were too small to display properly, they were combined with a similar category or excluded.



The following chart specifically illustrates the teen collection, with checkouts by all members. Of note is the large percentage of graphic media checked out. This portion of the teen collection includes graphic novels as well as manga—a very popular item for our teen users.



The next chart illustrates distribution of checkouts in the teen collection by library.



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	2877	544	1725	30	5176	799	5975
AR	5429	538	5908	33	11908	2654	14562
CH	8414	690	3294	20	12418	2423	14841
DP	8517	630	2816	15	11978	2116	14094
FF	551	82	406	2	1041	265	1306
ML	2099	187	1835	15	4136	846	4982
MP	6807	819	8157	72	15855	3587	19442
NS	10502	2004	28860	377	41743	10557	52300
OT	2541	264	2164	29	4998	1215	6213
SV	12565	2133	30252	215	45165	8688	53853
TOT*	60302	7891	85417	808	154418	33150	187568

This table tracks the percentage of checkouts 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	1755	33.91%	1804	29.01%	4.90%
AR	5941	49.89%	5649	40.56%	9.33%
CH	3314	26.69%	3488	25.20%	1.48%
DP	2831	23.63%	3366	25.70%	-2.07%
FF	408	39.19%	523	40.02%	-0.82%
ML	1850	44.73%	2108	47.03%	-2.30%
MP	8229	51.90%	7043	43.71%	8.19%
NS	29237	70.04%	28990	57.11%	12.93%
OT	2193	43.88%	2379	43.34%	0.54%
SV	30467	67.46%	36523	69.70%	-2.24%
TOTAL	86225	55.84%	91873	51.72%	4.12%

Library Reports

Airway Heights: Stacy Kvamme

Early Learning:

- *Play & Learn Storytime* averaged an attendance of 28 on Thursdays in July, identical to June 2016, and an increase of four compared to last July. Saturday *Play & Learn Storytime* had eight in attendance.

Education and Enrichment:

- The *Airway Heights Book Club* selected *Ladies' Night* by Mary Kay Andrews, three people attended.
- The Airway Heights Library hosted four weekly *School Age & Family Events* as part of *Summer Reading* for a combined attendance of 138. Our largest audience size was 63 for *Jamming Jenks*.
- Also as part of *Summer Reading*, we hosted four weekly *Tween Creative Clubs*, with a combined attendance of 31. *Snap Circuits* had the largest draw, with 12 participants.
- Weekly *LEGO Club* had a combined audience of 28, for an average program attendance of seven.

- The Airway Heights Vista volunteer hosted a weekly drop-in craft program, which had 20 participants, or a weekly average of five.
- Also hosted by our Vista volunteer, weekly *Family Fun Nights* brought a combined audience of 33, or an average of eight people at each program. Special guests included Otto, the Spokane Indians baseball mascot, the Cat in the Hat accompanied by Thing 1 and Thing 2, and Clifford the Big Red Dog.

Community Connections:

- Community Librarian Corinne Wilson and Cheney Community Librarian Tami Chapman presented at the *West Plains Support Network* to share information about what resources SCLD provides and how the West Plains libraries have responded to the results of our Community Conversations.
- Corinne finalized plans for a fall cooking class at the First Baptist Church in conjunction with Second Harvest, Catholic Charities, and Spokane Regional Health District. The class will discuss ideas to creatively cook from their food bank box, and the opportunity to apply for a food handler's permit free of charge. Free childcare will be available during the class.
- Corinne spent the day as an ACA Navigator in the DSHS mobile office station in the Airway Heights Yokes parking lot. She was able to answer questions, and signed up one person for health insurance.
- I attended one Airway Heights Kiwanis meetings in July, where members continued planning for the upcoming Airway Heights Days.
- I attended the July *Community Café* meeting, hosted by Heather Wallace (Spokane Regional Health District) as part of the *Neighborhoods Matter* program. The meeting included updates about an Airway Heights Farmer's Market (postponed until 2017) and continued discussion about where *Cleone's Closet* (a thrift store and food pantry) might relocate in Airway Heights.
- I attended the July *West Plains Chamber* luncheon. The event was sponsored by the City of Airway Heights, and information was shared about the current ballot proposition for a new Airway Heights Recreation Center.
- Airway Heights Library welcomed a new weekly volunteer, bringing our total to two volunteers.
- There were a total of 12 meeting room reservations in July, triple the number of July 2015.

Argonne: Pat Davis

Early Learning:

- A total of 209 parents, caregivers and children attended *Play and Learn Storytimes* this month, down slightly from 214 last July. *Toddler Play and Learn* weekly attendance averaged 30, up from 22 last July. *Weekly Preschool Play and Learn* attendance averaged 23, down slightly from 25 last July.
- Our four outreach Storytimes at Bright Future Academy were presented to 7 babies, 8 toddlers, 17 preschoolers, and 12 Pre-K participants.

Education and Enrichment:

- *LEGO Club* had 60 participants this month.
- *Prime Time Family Reading* with Orchard Center Elementary concluded this month. Family attendance varied from week to week.
- Children's *Summer Reading Programs*:
 - *Building-palooza* had 68 participants.
 - *Race to the Finish Line!* featuring Cecil the Magician attracted an audience of 108.
 - *Amazing Physical Feats from History*, with storyteller Indiana Bones, had an audience of 72.
 - *Jamming, Juggling Jenks* had an audience of 51.
- Tween *Summer Reading Programs*:
 - *Explore Electricity with Snap Circuits* had 12 participants.
 - *No Bake Summer Treats* attracted 15 participants.
- Adult *Summer Reading Programs*:
 - *Zumba* attracted 10 participants.
 - *Hot Club of Spokane* had an audience of 10.
 - *Zentangle* had 10 participants.

Business and Career Development:

- We proctored five exams this month.

Community Connections:

- Our meeting and conference rooms were booked by 57 groups or individuals compared to 64 last July.

- The Friends of Argonne Library provided funds to replace some worn out *Play and Learn* toys. Our *Play and Learn Storytime* children did hand prints for a Thank You poster for the lobby.

Cheney: Catherine Nero Lowry

Early Learning:

- *Baby Play and Learn* attendance showed a decrease this month with an average of 12 in July of 2016 to an average of 16 in July of 2015.
- *Toddler Play and Learn* attendance showed a significant increase with an average attendance of 26 in July of 2015 compared to 34 in July of 2016.
- *Preschool Play and Learn* showed a slight increase with an average attendance of 23 in July of 2015, compared to 26 in July 2016.

Education and Enrichment:

- Our July *LEGO Club* had 31 in attendance.
- Children's *Summer Reading* programs:
 - *Building-palooza* had 48 attendees.
 - *Race to the Finish Line!* had 37 attendees.
 - *Amazing Physical Feats of History* had 37 attendees.
 - *Jamming Juggling Jenks* had 47 attendees.
 - *Zany Zaniac Comedy* had 68 attendees
- Tween *Summer Reading* programs:
 - *No Bake Summer Treats* had 17 attendees.
 - *Sharpie Crafts* had 14 attendees.
- *Camp Caslo Straw Rockets* had 41 attendees.
- *Windsor Summer Reading* evening had 18 attendees.

Business and Career Development:

- Douglas took library outreach services to Cheney Sessions Village, Cheney Assisted and Cheney Care facilities this month providing over 147 combined new and renewed library items for the residents.
- Community Librarian Tami Chapman attended the West Plains Community Network Meeting and presented with Corinne on the District's community conversations in the West Plains and an overview of library resources and actions to help address community concerns.
- Tami worked with Public Services Specialist Erin and the DSHS Mobile Office staff to bring services to the members of the Cheney community.
- Partnering with Junior Achievement, Stacey Goddard and Jamie Van Wormer worked with Cheney volunteers to provide a Junior Achievement program for two different groups of Wren Pierson Community Center Camp Caslo kids.
- Camp Caslo Junior Achievement:
 - Three sessions had a total of 56 K-2nd students.
 - Three sessions had a total of 54 3rd-5th students.
- *Dollars and Sense Navigating Your Credit* had two attendees.
- *Dollars and Sense Give Yourself a Raise* had zero attendees.

Community Connections:

- We provided service to three walk-in Book a Librarian requests.
- Our meeting room was used seven times in July.
- The Cheney Parks and Rec Wren Pierson Camp Caslo visited the library every Tuesday and Thursday during the summer with an average attendance of 45 kids.
- Our Art Wall featured six pieces of art from the "Recovering the Classics" movement. EWU students from the Visual Communications and Design Program designed the pieces displayed.
- The Cheney Friends of the Library held a successful booksale during Rodeo Days.
- Tami Chapman and I participated in the Rodeo Days Parade.

Deer Park: Kris Barnes

Early Learning:

- *Play and Learn Storytime* average attendance was 20 compared to last July's average of 23.
- We presented an outreach Storytime to the Sunshine Daycare to 11 children and teachers.

Education and Enrichment:

- 14 members gathered at the *Adult Book Club* to discuss a biography they had read. Last July's attendance was 15.
- Weekly *LEGO Club* attendance averaged 12 participants.
- 57 seed packets were checked out from our Seed Library this month.
- *Summer Reading* programs began this month with an average attendance of 92. Last July's average attendance was 114.
- *Adult Summer Reading Coloring* program attracted zero participants.
- Tween *Summer Reading* programs averaged an attendance of 12 compared to last July's average of 18.

Business and Career Development:

- We proctored one test this month, which stayed consistent with last July's total.
- I attended a Deer Park Chamber board meeting.
- I attended a Deer Park Chamber luncheon meeting. Spokane County Commissioners Nancy McLaughlin and Shelly O'Quinn presented. Their presentation revolved around their upcoming re-election bid.
- The Deer Park Friends of the Library had a successful three-day booksale.

Community Connections:

- Our display case featured an eye-catching display of quilts on loan from the Deer Park Fat Quarter Quilt club. The club's display encouraged community members to attend their annual quilt show in August.
- We served summer snacks to 223 children this month.
- Our meeting and conference rooms were used by community members 26 times compared to last July's total of 33. The rooms were used for a variety of reasons such as a church board meeting, a homeowner's association meeting, a skype session, and an online seminar presentation.
- We handed out 2,240 pencils at the Deer Park Settler's parade. Community Librarian Amber Williams and I walked with two Deer Park staff, Jamie Van Wormer, and six teen and adult volunteers.

Fairfield: Kristy Bateman

Early Learning:

- Three attended the July *Play and Learn Storytime*.

Education and Enrichment:

- *LEGO Club* had five children at the July 16 session; zero attended the other three sessions.
- *Thursday Night Thing* was combined for kids in grades K-12 and had five attendees.
- Children's *Summer Reading* programs:
 - *Building-palooza* had 12 attendees.
 - *Race to the Finish Line!* had 27 attendees.
 - *Amazing Physical Feats of History* had 15 attendees.
 - *Jamming Juggling Jenks* had 18 attendees.
- Tween *Summer Reading* programs:
 - *No Bake Summer Treats* had six attendees.
 - *Manga Drawing* had five attendees.
- The adult *Summer Reading* program *Zumba* had zero in attendance.

Medical Lake: Theresa Stephenson

Early Learning:

- *Play and Learn Storytime* averaged 17 attendees, down two from last July.

Education and Enrichment:

- The *LEGO Club* averaged six attendees.
- Children's *Summer Reading* programs:
 - *Building-palooza* had 24 attendees.
 - *Race to the Finish Line!* had 20 attendees.
 - *Amazing Physical Feats of History* had 19 attendees.
 - *Jamming Juggling Jenks* had 31 attendees.

- Tween *Summer Reading* programs:
 - *No Bake Summer Treats* had 15 attendees.
 - *Sharpie Crafts* had four attendees.
- Adult *Summer Reading* programs:
 - *Zentangle* had zero in attendance.
 - The *Hot Club of Spokane* concert at the Waterfront Park had 62 attendees.

Community Connections:

- Librarian Christie Onzay dropped off Summer Reading flyers and connected with the site coordinator for the free meals program at Hallet Elementary.
- Christie worked with the Medical Lake Parks and Rec Department to host the *Hot Club of Spokane* concert at Waterfront Park.
- Staff also connected with the new secondhand store and the new bakery--both businesses are new to the area.
- Three community groups used the meeting room in July.

Moran Prairie: Danielle Marcy

Early Learning:

- Average attendance for Storytimes for the month:
 - *Preschool Play and Learn*: 33
 - *Toddler Play and Learn*: 34
 - *Baby Play and Learn*: 31
 - *Family Play and Learn*: 2
 Toddler had a decrease from last month. Baby, Family, and Preschool did not have significant increases or decreases.

Education and Enrichment:

- *LEGO Club* had six attend.
- The *Moran Prairie Book Club* had four attend for *Missoula* by Jon Krakauer. Two were first time attendees.
- *Zentangle* had 13 attend.
- *Poetry Picnic* had 48 attend. Several attendees came early and had a picnic on the back lawn before the event started. We had several compliments on the quality of the program from the poets to the gelato from Ferrante's.
- The tween summer reading had steady attendance except the *No-Bake Desserts*.
 - *Manga Drawing*: 8
 - *Explore Electricity with Snap Circuits*: 8
 - *No-Bake Desserts*: 4
- We have had steady attendance at our K-4 grade summer reading programs.
 - *Zany Zaniac Comedy*: 113
 - *Building-palooza*: 60
 - *Race to the Finish Line!*: 110
 - *Amazing Physical Feats from History*: 60
 - *Jamming, Juggling Jenks*: 110

Business and Career Development:

- We had 58 bookings of the meeting room.
- We proctored one exam.

Community Connections:

- A member of the Spokane Area Rocket Club displayed his rockets in the display case and advertised in the community space about the group.
- The wall space in the library for art hangings is displaying Nan Drye's framed quilt entitled *Time Stands Still* until the end of July.
- The Moran Prairie Friends sponsored the Poetry Picnic.

North Spokane: (Brian Vander Veen)

Early Learning:

- 776 children, parents, and caregivers attended early learning programs this month at North Spokane. This is down 259, about 25%, from last month, likely due to the ongoing closure of Hawthorne Road for construction.
 - *Baby Play and Learn Storytime* averaged 22 attendees. This is the down two from last month's average and down two from July 2015.
 - *Preschool Play and Learn Storytime* averaged 44 attendees. This is down three from last month and down two from July 2015.
 - *Toddler Play and Learn Storytime* attracted an average attendance of 32. This is down 17 from last month and down eight from July 2015.
 - *Family Play and Learn Storytime* averaged 18 attendees. This is down one from last month.

Education and Enrichment:

- 760 members of all ages attended 20 Education and Enrichment events this month.
 - A total of 478 members attended our Summer Reading School Age and Family events, 161 for *Jamming, Juggling Jenks*, 110 for *Amazing Physical Feats from History*, and 207 for *Race to the Finish Line*.
 - Seven members discussed *The Case of the Missing Books* at the North Spokane Book Group.
 - 105 members attended four *Summer LEGO Club* events.
 - 102 tween members attended our *Creative Club* events, 48 for *Sharpie Crafts*, 30 for *Explore Electricity with Snap Circuits*, and 24 for *No Bake Summer Treats*.
 - 31 teen members attended teen workshops, including three for *Powerful Poetry: Speaking to Engage* and an average of 12 for our two-part *Solar Powered S'mores Workshop*.
 - 16 adult members attended our *Zumba* program and 21 for our *Zentangle* program.

Business and Career Development:

- The North Spokane Library received a thank-you note from a member whom we helped obtain a Washington State food handler permit.
- Staff proctored one exam.

Community Connections:

- Staff and volunteers continued to lead educational activities at the Fairwood Farmers Market in partnership with Catholic Charities Food-for-All. This month a total of 298 children completed the weekly activities and received \$2 vouchers for use at the Fairwood Farmers Market.
- Staff brought books to the Mead Boys & Girls Club four times this month, with an average attendance of 126 children.
- Staff and volunteers served 481 lunches to children this month, bringing the total to 749 lunches since this summer's lunch program began in June.

Otis Orchards: Melanie Boerner

Early Learning:

- *Play and Learn Storytime* attendance for this month averaged 36, up from last year's average of 18.
- Staff provided one outreach Storytime to nine children at Doodle Bug Daycare.

Education and Enrichment:

- *LEGO Club* had a monthly attendance of five.
- *Ready, Set, Read! Building-palooza* was attended by 28 children.
- *Ready, Set, Read! Explore Electricity with Snap Circuits* was quite popular with 13 tweens.
- *Ready, Set, Read! Race to the Finish Line: Cecil the Magician* entertained 56 children.
- *Ready, Set, Read! No Bake Summer Treats* was well attended by 18 tweens.
- *Ready, Set, Read! Indiana Bones: Amazing Physical Feats from History* brought in 40 children.
- *Ready, Set, Read! Sharpie Crafts* was attended by 15 tweens. We were pleasantly surprised at the attendance at all tween programs this year, very good turn out all around.
- *Ready, Set, Read! Jamming, Juggling Jenks* had 41 in attendance.
- *Ready, Set, Read! Zumba* had two adults.

Spokane Valley: Aileen Luppert

Early Learning:

- 701 children and their parents and caregivers attended 29 early learning programs this month. This is down 484 attendees and down 28 programs since last month.
 - *Baby Play and Learn Storytime* averaged 30. This is down four from last month and up 11 from July 2015.
 - *Toddler Play and Learn Storytime* averaged 30. This is down seven from last month and down 10 from July 2015.
 - *Preschool Play and Learn Storytime* averaged 28 attendees. This is up two from last month and down 12 from July 2015.
 - *Evening Family Storytime* averaged 12 attendees. This is down six from last month.
 - Staff provided Storytime for 71 attendees at five outreach facilities. Last month staff provided Storytimes to 423 attendees at 31 outreach facilities.

Education and Enrichment:

680 members attended 22 Education and Enrichment events this month.

- Adult Programs:
 - SV Book Club (7)
 - Two Broadway Court Book Clubs (13)
 - *Hot Club of Spokane* (7)
 - *Tabletop Stop and Shop* (7)
- Tween/Teen Programs:
 - *Explore Electricity with Snap Circuits* (30)
 - *Watercolor Basics: 3-Part Workshop* (20)
 - *No Bake Summer Treats* (10)
- Children/Family:
 - Three sessions Summer LEGO Club (66)
 - Summer Reading Programs (two sessions each):
 - *Building-Palooza* (81)
 - *Race to the Finish Line!* with Cecil the Magician (126)
 - *Amazing Physical Feats from History* (131)
 - *Jamming Juggling Jenks* (120)
 - *Late Night at the Library* (53)

Business and Career Development:

- Business and Career Development: three programs with 27 attendees
 - Job Seeker Support
 - *Drop-In Job Help* (2)
 - Small Business Support
 - SV Tech Presentation (23)
 - Library Resources for Business: Tinderbox Consulting (2)
 - Proctored 21 tests for 14 people

Community Connections

- Library Tours
 - Little Learners (21)
 - North Pines Summer School (9)
- Diane Brown and I attended *Storytelling: A Community Hope Experience* put on by Hearth Homes. Hearth Homes is transitional housing for mothers with children in the Spokane Valley. The event featured the stories of the mothers through stories and dance.

District-wide Information

July 2016 Spotlight: Meeting Room Use Survey Summary

The Spokane County Library District conducted an email survey of its meeting room users in June 2016. The survey was designed to measure how often an individual or group reserved a meeting room, the size of the groups using the meeting rooms, how often a user is not able to reserve a meeting room, and which library meeting rooms are most reserved.

The list of survey recipients was created from 2,192 meeting room users between October 2014 and May 2016. Of those users, 1,509 (68%) provided email addresses, which became the list of survey recipients. Of those recipients, 154 (10%) responded within two weeks of the survey's distribution. Thus, these survey results are based on 7% of the total meeting room users between October 2014 and May 2016.

The overall results show:

- Most respondents reserve a meeting room 6 or less times per year, and for smaller groups of 10 or less people.
- 65% of respondents reported that they are NOT able to reserve the meeting room for their preferred schedule sometimes or at least, occasionally.
- Top locations for meeting rooms are: Argonne, North Spokane, Moran Prairie, and Spokane Valley.
- Most frequent complaint regarding reserving meeting spaces was a desire to reserve further than 60 days in advance in order to secure a preferred date and time.
- The public appreciates the library staff and the ability to use the library's meeting spaces.

The full survey results are available upon request.

July Security Incident Report

For July 2016, there were 24 Security Incident reports filed this month, five more than last month (19), and 21 fewer than July 2015 (45). Spokane Valley had the most incidents reported with eight. The most frequently reported incidents related to Potential Problems (9). In July, 911 was called once for medical and once for law enforcement assistance. Crime Check was called three times. SCRAPS was called once for an animal left in a hot car. To further put all of these numbers in perspective, the total door count District-wide in the month of July was 114,655.

Airway Heights, with two incidents this month, breaks down as follows:

- One incident of disruptive behavior
- One medical situation in which 911 was called

To further put incidents in perspective, the total door count for Airway Heights in the month of July was 5,934.

One library member was excluded from all 10 libraries for the period of one year for an incident at North Spokane involving uninvited interactions and sexual harassment of a library member. Law enforcement was contacted.

Year-to-Date Public Use Measures at a Glance

- Door count through June (778,292) was down (-3%) compared to the same time period in 2015—the continuation of a modest declining trend from last year.
- Programming attendance through July (55,031) increased 11% when compared to the same time period in 2015, while the number of programs offered has increased by 7% (2162).
- Internet station bookings (134,486) were down (-8%) through July when compared to the same time period in 2015, which is a declining trend continuing from last year.

July 2016

Measure	This year	Last year	YTD	Last YTD	Rolling YTD
	This Month	This Month	This year	Comparison	Comparison
Registered borrowers	116,981	115,869	NA	1%	NA
Door count	114,655	128,795	778,292	-3%	-3%
Circulation	226,944	246,602	1,516,102	-3%	-2%
Digital Media Catalog	38,904	35,404	256,327	14%	15%
Programs					
Number	311	261	2,171	7%	4%
Attendance	8,199	8,676	55,150	11%	4%
Software Station bookings	18,551	22,179	134,486	-8%	-6%
Meeting room bookings	263	289	2,241	-8%	-4%
Holds placed					
By customers	28,928	32,025	209,898	-8%	-6%
By staff	7,157	7,901	51,464	1%	1%
Digital Media Catalog	10,866	11,328	70,381	4%	9%
Database use					
Searches	68,509	100,007	665,427	-4%	18%
Website use (Remote)					
User sessions	107,879	131,498	775,720	-12%	5%
Page views	342,877	243,734	2,140,794	29%	31%
Catalog	42,488	47,750	301,101	-5%	-6%
Database Access	3,261	3,440	32,382	-1%	-6%
Interlibrary loans					
Loaned	391	366	2,568	7%	9%
Borrowed	536	467	3,634	-5%	-5%

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 June 2016

Marketing Activities

- Medical Lake before school program
 - Social media
- Deer Park Library Closure
 - Sign, news item, press release, digital display, social media, and calendar listing
- Reading/Tutoring Summer program
 - Flyers, social media
- Ready for School with STEM Part 2 Lessons
 - Facilitated printing of lesson plans with vendor
- Songs and Rhymes to Share
 - Facilitated printing and lamination with vendor
- Selfie station back drops
 - Designed and had printed
- Second Saturday
 - News item, invites, flyers, posters, press release, Inlander ad, digital displays, social media, blog post, and calendar listings
- July Current
 - Edited Gwendolyn's article, interviewed/wrote Q&A with Indiana Bones, designed ad promoting Summer Programming
- Large Print Summer Booklist
 - Editing, layout, facilitated printing, put on webpage
- Argonne Summer Park Storytime
 - Flyer, digital display, social media, calendar listing
- Network and server outages
 - News item, ribbon notification (on scd.org), social media
- July Radio Copy
 - Wrote radio copy promoting Summer Programming
- MP Health Fair
 - Flyer, digital display, press release, news item, social media, calendar listing
- Summer Stories ad in Spokesman
 - Ad promoting general library services
- Meeting room survey
 - Wrote, designed, and sent survey, compiled results report
- Poetry Picnic
 - Flyer, digital display, news item, digital display, social media, calendar listing
- Ready for Kindergarten (Cheney School District)
 - Social media
- 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 scd.org, social media cover images, images for KHQ interview, radio copy, social media promotions, eNewsletter blurb, and calendar listings

News coverage

- Jun 1 – Deer Park Tribune – DP Library continues kids snack program
- Jun 3 – Spokane Valley News Herald – Civility discussion
- Jun 9 – Cheney Free Press – Looking Back: 30 Years Ago June 19, 1986
- Jun 13 – Inlander – Put this year's Spokane is Reading book on your summer reads list
- Jun 23 – Cheney Free Press – Windsor Elementary library open for summer (mentions of SCLD and with a quote from Gwendolyn Haley)
- Jun 29 – Spokesman – Spokane County Library District won't try again for new Valley library

Press Releases

- May 26 – Second Saturday art tour in Spokane Valley
 - Jun 3 – Spokane Valley News Herald – Second Saturday art tour scheduled
- Jun 7 – Moran Prairie Library Health Fair
- Jun 28 – Holiday Closure (Independence Day)
 - Jun 30 – Cheney Free Press – Library district facilities closed for Fourth

E-Marketing (Website, Social Media, Email)

Social Media:

- Facebook: # of fans: 2,913
- Twitter: # of followers: 1,974
- Pinterest: # of followers: 1,556

Library District Blog:

The most viewed post during the month of June was the news item *Library network maintenance scheduled for June 22* with 234 views. Coming in 2nd with 184 views was actually a post from May: *Second Saturday art tour in Spokane Valley*.

Blog posts:

- Jun 2 – Great Stories Club: Hack the Feed
- Jun 7 – Second Saturday: creativity & the arts in Spokane Valley
- Jun 8 – Moran Prairie Library Health Fair
- Jun 9 – Inspiring New Worlds: 6+ titles with video game tie-ins
- Jun 14 – Q&A with KCPuppetree: storytelling, artistry & theatre
- Jun 16 – 5 local writers talk about fatherhood
- Jun 17 – Library network maintenance scheduled for June 22
- Jun 21 – Q&A with Alex Zerbe, The Zaniac
- Jun 23 – Kids music for road trips
- Jun 28 – Zentangle: the meditative art form with Loretta West
- Jun 30 – Go for the gold in reading

eNewsletter email:

- 80,509 sent on June 14, 2016
- Open rate: 15.2% (12,164)
- Clicked: 1,455 (1.8% click rate)
- Unsubscribed: 168

Community Events (Around Town):

The Communication Department made edits to 12 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:

- Civility Discussion
- Spokane County Library Board meeting (3)
- Storytimes (6)
- Friends of Airway Heights Library book sale (4)
- Lego Club (3)
- SCLD Streaming services (2)
- Summer Programming (in General)(1)
 - Sally Says (1)
 - Snap Circuits (1)
 - Zany ZaniacComedy (2)
 - Manga Drawing (1)

Reprints of previously created work & order fulfillment

- Memorial book plates for Collection Services
- Pens for North Spokane, Otis Orchards, and Fairfield
- Pencils for Airway Heights, Cheney, and Deer Park
- Hours and Locations book marks for Supply
- STARS Training flyers for Airway Heights
- Hobbies and Crafts flyers for Public Services
- Home Improvement flyers for Public Services

Communication Display Kits provided for community events

- University Elementary – end of year party
- Sunset Elementary Field Day in Airway Heights
- Otis Orchards Elementary BBQ
- Fairfield Flag Day Celebration
- Rainbow Festival
- Cheney Summer STEM/Literacy Institute
- Engaging Fatherhood Conference and Resource Fair
- Hutton Settlement Challenge Fun Run
- Medical Lake Founder's Day
- Newman Lake Property Owner's Association
- Washington Trust Bank Community BBQ
- Fairwood District Farmers Market

Current & Upcoming Projects & Event Promotion

- July
 - 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

- CIP/CEP
- August Radio Copy
- 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
 - KSPS FitKids Day
 - Millwood Daze
 - Deer Park Library Park Cleanup
- September
 - Play and Learn Storytime
 - STEM Play and Learn
 - New standing banners
 - Spokane Valley Random Fandom
 - Spokane Valley Too Fun Tuesday
 - Lego Club
 - Employer Series
 - GED classes at Cheney Library
 - Jack Nisbet
 - Sunday Drop-In Crafts
 - Save the date - fall forum
- October
 - All Friends book sale
 - Friends' reception for Spokane is Reading
 - Fall STEM Series
 - Spokane is Reading

Meetings Attended

- June 1 – Editorial Meeting
- June 17 – Spokane Valley Chamber of Commerce
- June 22 – Meeting with Kids Newspaper publishers
- June 28 – Friends of Spokane County Library District
- June 30 – Communication Department retreat

Friends of the Spokane County Library District

- Meeting prep:
 - Agenda and meeting reminder sent
 - Created Treasurer's report

Friends of the Library Book Sales eBlast notices:

- North Spokane – Sun, Jun 5 – sent to 9,922
- North Spokane (sale cancelled by Friends) – Fri, Jun 10 – sent to 9,798

Communication Report July 2016

Marketing Activities

- Photo release signs
 - Wrote and designed signs
- Getting Ready for Kindergarten - additional activities
 - Edited text, updated website
- End cap signs for Otis Orchards
 - Designed, printed
- August Current Newspaper
 - Edited Gwendolyn's article, wrote article, designed ad (promoting Summer Reading)
- Poetry Picnic
 - Flyer, digital display, news item, website listing (on scldfriends.org), calendar listing, social media
- PowerPoint template update
 - Updated design for District PowerPoint presentation template
- August radio copy
 - Wrote copy for August radio ad
- CIP/CEP
 - Wrote, designed, set to print
- Valleyfest publication ad
 - Wrote and designed ad promoting Friends activities this October (all Friends book sale, After Hours at the Library, etc.)
- Spokane is Reading
 - Designed displays, bookmarks, and posters – sent to print
- Dollars and Sense update
 - Edited and updated flyer with new additional dates
- July PACE character trait
 - Digital display
- Summer Bounty
 - Flyer, digital display, press release, news item, calendar listings, social media
- 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. Designed selfie station backdrop.

News coverage

- Jul 15 – Deer Park Tribune – DP Library becomes a PokeStop
- Jul 20 – Deer Park Tribune – DP Library is a PokeStops home
- Jul 29 – KXLY-TV – Solar-Powered S'mores segment on Good Morning Northwest

Press Releases

- Jul 20 – Storytime gets real with special Touch-a-Truck events
 - Jul 22 – Deer Park Tribune – DP Library plans garbage-themed storytime

E-Marketing (Website, Social Media, Email)

Social Media:

- Facebook: # of fans: 2,945
- Twitter: # of followers: 1,995
- Pinterest: # of followers: 1,564

Library District Blog:

The most viewed blog post during the month of July was the news item, *Road construction at North Spokane Library*, with 855 views. Coming in 2nd was the post, *Dog agility: it takes two*, with 176 views.

Blog posts:

- July 5 – Road construction at North Spokane Library
- July 5 – Q&A with Cecil The Magician
- July 7 – Dog agility: it takes two
- July 11 – Poetry Picnic at Moran Prairie Library
- July 12 – Storyteller Indiana Bones at the library
- July 14 – The Sandwich Generation
- July 19 – Jenks jams and juggles at the library
- July 20 – Touch-a-Truck Storytime
- July 21 – Diving into home ownership (and repairs)
- July 26 – Making noise with Noiseguy Charlie Williams
- July 28 – Easy orchard fresh sorbet (without the ice cream maker)

eNewsletter email:

- 81,002 sent on July 14, 2016
- Open rate: 11.8% (9,541)
- Clicked: 771 (1% click rate)
- Unsubscribed: 107

Community Events (Around Town):

The Communication Department made edits to 13 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
- Storytime (4)
- Summer Programming (in General)(1)
 - Building-palooza
 - Summer Lego Club (4)
 - Race to the Finish Line! (2)
 - Explore Electricity with Snap Circuits
 - Zentangle
 - No Bake Summer Treats

- Amazing Physical Feats from History
- Jamming, Juggling Jenks
- Sharpie Crafts
- Friends of Cheney Library book sale
- Friends of Airway Heights Library book sale (2)
- Spokane County Library Board meeting

Reprints of previously created work & order fulfillment

- Friends of the Library donation envelopes for Spokane Valley
- Pens for Spokane Valley and Deer Park
- Name tags for Human Resources
- Business cards for Human Resources
- Hobbies & Crafts flyers for Public Services
- Zinio flyers for Public Services
- Explore Learn Create (general info) brochures for Airway Heights
- Summer Reading brochures for Otis Orchards and Airway Heights
- New books sign for Otis Orchards
- Karaoke CDs sign for Argonne
- Recovering the Classics sign for Deer Park

Communication Display Kits provided for community events

- Cheney Rodeo Days Parade
- KSPS Character Day
- Poetry Picnic
- Deer Park Setter's Day Parade

Current & Upcoming Projects & Event Promotion

- 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
 - KSPS FitKids Day
 - Millwood Daze
 - Deer Park Library Park Cleanup
 - September Current
 - August eNewsletter
 - Fall Forum
 - Monday Funday
 - Too Fun Tuesday
 - Random Fandom
- September
 - Play and Learn Storytime
 - STEM Play and Learn
 - New standing banners
 - Spokane Valley Random Fandom
 - Spokane Valley Too Fun Tuesday
 - Lego Club
 - Employer Series

- GED classes at Cheney Library
- Jack Nisbet
- Sunday Drop-In Crafts
- Save the date - fall forum
- Homeschooling with the library
- Thinking Money Exhibit
- Words – Fall Adult Programming
- Food Bank Food Preparation
- October Kids Newspaper
- Inlander ad for After Hours at the Library (Friends of the Library event)
- October
 - All Friends book sale
 - Friends' reception for Spokane is Reading
 - Fall STEM Series
 - Spokane is Reading
 - Tutoring at SCLD
 - After Hours at the Library
 - Volunteer Photos

Friends of the Spokane County Library District

- Meeting prep:
 - Agenda and meeting reminder sent
 - Created Treasurer's report
- Friends Quarterly Newsletter sent
 - Wrote, designed, and sent the Friends' quarterly eNewsletter
- Cheney Rodeo Days Friends book sale
 - Eblast, digital display
- Deer Park Friends book sale (x2)
 - eBlast, digital display
- North Spokane Friends Sidewalk Sale
 - eBlast, digital display

Friends' Quarterly eNewsletter

- 195 sent on July 28, 2016
- Open rate: 41.6%
- Clicks: 4.3%

Friends of the Library Book Sales eBlast notices:

- Deer Park – Tue, Jul 5 – sent to 2,593
- Cheney – Tue, Jul 5 – sent to 6,622
- North Spokane – Tue, Jul 5 – sent to 9,799
- North Spokane (sale was cancelled shortly after the 1st eBlast went out) – Tue, Jul 5 – sent to 9,798
- Deer Park – Sun, Jul 31 – sent to 2,622

**Spokane County Library District
Summary of Revenues & Expenses - (Cash Basis)
For the Six Months Ended June 30, 2016**

	Y-T-D Actual	Annual Budget	Target 50.0% Percent Used	Balance Remaining
REVENUES				
PROPERTY TAXES	\$ 6,072,206	\$ 11,003,000	55.19%	\$ 4,930,794
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	128,038	256,900	49.84%	128,862
GRANTS & DONATIONS	50,217	55,000	91.30%	4,783
E-RATE REIMBURSEMENTS	85,318	173,000	49.32%	87,682
OTHER	36,847	34,000	108.37%	(2,847)
INTEREST REVENUES	12,921	28,200	45.82%	15,279
TOTAL REVENUES	\$ 6,559,486	\$ 11,898,100	55.13%	\$ 5,338,614
TRANSFERS IN	-	-	0.00%	-
TOTAL REVENUES & TRANSFERS IN	\$ 6,559,486	\$ 11,898,100	55.13%	\$ 5,338,614
EXPENSES				
SALARIES	\$ 2,911,194	\$ 5,993,523	48.57%	\$ 3,082,329
FRINGE BENEFITS	948,695	1,959,251	48.42%	1,010,556
SUPPLIES	78,409	179,001	43.80%	100,592
UTILITIES	206,741	424,570	48.69%	217,829
SERVICES	644,141	1,264,355	50.95%	620,214
INSURANCE	64,265	67,100	95.77%	2,835
EQUIPMENT & SOFTWARE	76,192	238,000	32.01%	161,808
LIBRARY MATERIALS	702,020	1,393,900	50.36%	691,880
ELECTRONIC LIBRARY MATERIALS	101,416	200,000	50.71%	98,584
LIBRARY PROGRAMS	52,912	106,700	49.59%	53,788
OPERATIONAL CONTINGENCIES	0	71,700	0.00%	71,700
TOTAL EXPENSES	\$ 5,785,984	\$ 11,898,100	48.63%	\$ 6,112,116
TRANSFERS OUT	-	-	0.00%	-
TOTAL EXPENSES & TRANSFERS OUT	\$ 5,785,984	\$ 11,898,100	48.63%	\$ 6,112,116
Net Excess of Revenues Over/(Under) Expenses	\$ 773,502	\$ -		
BEGINNING CASH	4,546,132			
NET FROM ABOVE	773,502			
ENDING CASH	\$ 5,319,634			
Number of months cash on hand	5.4			
Capital Project Fund Balance	1,299,770			

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

	Y-T-D Actual	Annual Budget	Target 58.3% Percent Used	Balance Remaining
REVENUES				
PROPERTY TAXES	\$ 6,098,240	\$ 11,003,000	55.42%	\$ 4,904,760
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	147,865	256,900	57.56%	109,035
GRANTS & DONATIONS	68,574	55,000	124.68%	(13,574)
E-RATE REIMBURSEMENTS	85,318	173,000	49.32%	87,682
OTHER	39,624	34,000	116.54%	(5,624)
INTEREST REVENUES	15,753	28,200	55.86%	12,447
TOTAL REVENUES	\$ 6,629,315	\$ 11,898,100	55.72%	\$ 5,268,785
TRANSFERS IN	-	-	0.00%	-
TOTAL REVENUES & TRANSFERS IN	\$ 6,629,315	\$ 11,898,100	55.72%	\$ 5,268,785
EXPENSES				
SALARIES	\$ 3,401,662	\$ 5,993,523	56.76%	\$ 2,591,861
FRINGE BENEFITS	1,107,766	1,959,251	56.54%	851,485
SUPPLIES	91,111	179,001	50.90%	87,890
UTILITIES	249,445	424,570	58.75%	175,125
SERVICES	772,503	1,264,355	61.10%	491,852
INSURANCE	64,265	67,100	95.77%	2,835
EQUIPMENT & SOFTWARE	58,495	238,000	24.58%	179,505
LIBRARY MATERIALS	845,569	1,393,900	60.66%	548,331
ELECTRONIC LIBRARY MATERIALS	111,161	200,000	55.58%	88,839
LIBRARY PROGRAMS	79,885	106,700	74.87%	26,815
OPERATIONAL CONTINGENCIES	0	71,700	0.00%	71,700
TOTAL EXPENSES	\$ 6,781,863	\$ 11,898,100	57.00%	\$ 5,116,237
TRANSFERS OUT	-	-	0.00%	-
TOTAL EXPENSES & TRANSFERS OUT	\$ 6,781,863	\$ 11,898,100	57.00%	\$ 5,116,237
Net Excess of Revenues Over/(Under) Expenses	\$ (152,549)	\$ -		
BEGINNING CASH	4,597,472			
NET FROM ABOVE	(152,549)			
ENDING CASH	\$ 4,444,923			
Number of months cash on hand	4.5			
Capital Project Fund Balance	1,299,770			

Spotlight Fairfield Library

Librarian Cindy Ulrey will share highlights of Fairfield Library and the community it serves.

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

OVERVIEW DIGITAL INTERACTION AND SHARING

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

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