

MISSION

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

Board of Trustees Regular Meeting

Tuesday, May 16, 2017 4:00 p.m. North Spokane Library Public Meeting Room

AGENDA

- I. CALL TO ORDER**
- II. AGENDA APPROVAL [4:00]**
- III. ACTION ITEMS**
 - A. Approval of April 18 Regular Meeting Minutes [4:00-4:03]
 - B. Approval of April 2017 Payment Vouchers [4:03-4:05]
 - C. Unfinished Business [4:05-4:15]
 1. Spokane Valley Library Update/Exploring Options with City of Spokane Valley
 - D. New Business [4:15-4:20]
 1. Purchasing Policy: Approval recommendation.
- IV. DISCUSSION ITEMS, POSSIBLE ACTION [4:20-4:25]**
 - A. Future Board Meeting Agenda Items
- V. REPORTS**
 - A. Trustees [4:25-4:30]
 - B. Executive Director [4:30-4:35]
 - Administrative
 - Community Activities
 - C. Public Services [4:35-4:40]
 - D. Communication [4:40-4:45]
 - E. Fiscal [4:45-4:50]
 - F. Spotlight – North Spokane Library [4:50-4:55]
- VI. PUBLIC COMMENT**
- VII. EXECUTIVE SESSION [5:00-6:00]**
 - A. Summarize Qualifications of Applicants for Public Employment (RCW 42.30.110(1)(g))
- VIII. ADJOURNMENT**

[Estimated meeting length: Two hours, plus public comment.]

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

05/16/17

**SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: APRIL 18, 2017**

The Board of Trustees of Spokane County Library District met in regular session in the public meeting room at Deer Park Library, 208 S. Forest Ave., Deer Park, WA, at 4:00 p.m., Tuesday, April 18, 2017.

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

Excused: Mark Johnson - Vice Chair

Also Present: Jane Baker, Communication & Development Officer; Kristy Bateman, Library Services Manager; Toni Costa, Chief Human Resources Officer; Carlie Hoffman, Library Services Manager; Rick Knorr, Chief Financial Officer; Aileen Luppert, Managing Librarian; Patrick Roewe, Deputy Director; Andrea Sharps, Collection Services Director; Doug Stumbough, IT Director; Jamie Van Wormer, Volunteer Coordinator; Amber Williams, Librarian; and Patty Franz, Administrative Assistant.

Guests: Bill and Flo Moore, Friends of Deer Park Library.

Call to Order (Item I.) Chair John Craig called the meeting to order at 4:07 p.m., and welcomed everyone in attendance. He noted Vice Chair Mark Johnson had a work conflict and was previously excused from the meeting.

Agenda (Item II.) Mr. Teterud moved and Ms. Thompson seconded approval of the agenda. The motion was approved.

Approval of Mar. 21, 2017, Regular Meeting Minutes, (Item III.A.) Mr. Craig called for corrections to the March 21, 2017, regular meeting minutes. There were no corrections; the minutes stand approved as written.

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

| Fund | Voucher/Payroll Numbers | Subtotal | Total |
|-----------|-------------------------------|--------------|--------------|
| Mar - L01 | 51794-51960 and W00419-W00429 | \$538,729.02 | \$538,729.02 |
| | 03102017PR and 03242017PR | \$337,762.64 | \$337,762.64 |
| L01 | | Total | \$876,491.66 |

| Fund | Capital Projects Fund | Subtotal | Total |
|---------|--------------------------|------------|------------|
| Mar-L08 | 9549-Allied Security(NS) | \$200.01 | \$200.01 |
| | 9550 - Demco (NS) | \$2,017.87 | \$2,017.87 |

Minutes - Board of Trustees' Meeting

April 18, 2017

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

| | | | |
|---------|---|-------------|-------------|
| Mar-L08 | 9551 – Hammond Facility Consulting Services (NS) | \$597.83 | \$597.83 |
| | 9552 – Library Store (NS) | \$1,334.29 | \$1,334.29 |
| | 9553 – Schmidt Elec (BE) | \$1,233.75 | \$1,233.75 |
| | 9554 – Demco (BE) | \$3,877.96 | \$3,877.96 |
| | 9555 – M. E. Uphus Construction - 2nd Contractor Payment (NS) | \$66,221.78 | \$66,221.78 |
| | 9556 – BWA (NS) | \$2,550.00 | \$2,550.00 |
| | 9557 – Demco (BE) | \$1,586.97 | \$1,586.97 |
| | 9558 – US Bank– (NS & BE) | \$2,829.05 | \$2,829.05 |
| | 9559 – Chipman – Cart Lease for Moving Books (NS) | \$720.00 | \$720.00 |
| | 9560 – Library Store (BE) | \$2,513.49 | \$2,513.49 |
| L08 | | Total | \$85,683.00 |

There were no questions.

The motion was unanimously approved.

**Unfinished Business
North Spokane
Library Renovation
(Item III.C.1.)**

NORTH SPOKANE LIBRARY RENOVATION. Chief Financial Officer Rick Knorr reported on progress at North Spokane. The library is closed this week through Tuesday, April 25; however, the meeting room will be cleared and open for Election Day. Ms. Ledebouer noted the contractor’s deadline was extended by a week because of the closure. Mr. Knorr said he anticipates the project budget will be met with the exception of adding doors refinishing, which was not part of the original budget. There was no further discussion.

**Unfinished Business
SV Library Task
Force (Item
III.C.2.)**

SPOKANE VALLEY LIBRARY UPDATE/EXPLORING OPTIONS WITH THE CITY OF SPOKANE VALLEY. Ms. Ledebouer reported the third monthly meeting of the Spokane Valley Library Task Force was held Thursday, April 13. Ms. Ledebouer said city staff and council members were receptive to the funding proposal for new libraries prepared by CFO Rick Knorr. Following the meeting, the group toured the new City Hall. Cost estimates for future libraries provided by Architects West were used to update District cost projections. In response to a query from Mr. Teterud, Ms. Ledebouer said the new city hall does not have a parking garage. Mr. Craig said he and Ms. Carlson were pleased with the outcome of the meeting. If the other city of Spokane Valley City Council members approve of the direction, the Task

Force will begin working on an amendment to the interlocal agreement. The next task force meeting is scheduled for May 11. There was no further discussion.

Unfinished Business
The BookEnd
Library Update
(Item III.C.3.)

THE BOOKEND LIBRARY UPDATE. Mr. Roewe visually shared photos of The BookEnd, and said the new library at Spokane Valley Mall will open May 1. Mr. Roewe and Ms. Baker recently met with Ben Wick, publisher of The Current, for an upcoming story about the library. The new boutique library has generated a lot of public interest and staff is eager for its launch. There was no further discussion.

New Business
Code of Conduct
Policy
(Item III.D.1.)

CODE OF CONDUCT POLICY

Ms. Thompson moved and Mr. Teterud seconded to approve the Code of Conduct policy, as revised. Mr. Roewe reviewed the suggested policy changes, which were recommended in response to the opening of The BookEnd, located at the privately-owned Spokane Valley Mall. He noted the code of conduct for the mall is more restrictive in some areas, but not in any manner that would conflict with the District's operation of a library in its facility. In response to Mr. Teterud, Mr. Roewe confirmed food and beverage is permitted at The BookEnd. There was no further discussion.

The motion was unanimously approved.

New Business
Timeline/Recruit-
ment Materials
(Item III.D.2.)

TIMELINE/RECRUITMENT MATERIALS. Mr. Teterud moved and Ms. Thompson seconded that Chair Craig and Trustee Thompson will serve on the hiring committee with CHRO Costa. Ms. Costa distributed copies of the executive director recruitment brochure created by the District Communication Department. Discussion ensued regarding the established timeline and key events of the recruitment process. There was no further discussion.

The motion was unanimously approved.

New Business
Overview
Volunteer Program
(Item 111.E.)

OVERVIEW VOLUNTEER PROGRAM. Volunteer Coordinator Jamie Van Wormer presented an overview of the volunteer program. Since Feb 1, 2016, District volunteers have grown from 56 to 214, an increase of 282 percent. Ms. Van Wormer said she continues to see growth potential, as the District's website and Engage magazine spurs the interest of those who would like to volunteer. Ms. Van Wormer described two new after school programs, Reading buddies and Homework Club, held at six and three schools respectively. Students meet with volunteers for about an hour to complete homework, read, and play a game. New volunteer programs include the Cheney GED program, Adult Reading Tutor, Reading Poetry, English Language Conversation, Reading with Seniors, and STEM Club at Shiloh Hills Elementary. Ms. Ledebouer added the GED program has been so successful it will expand to Deer Park. Ms. Van Wormer works with

community librarians and library supervisors to schedule volunteer support in the libraries as well. Ms. Van Wormer also provided examples of how staff from community engagement partners volunteer to read with students and seniors, and last summer provided meal sites at North Spokane. In response to Mr. Craig's query, Ms. Van Wormer confirmed background checks are conducted, with the cost absorbed by the District. In response to Mr. Teterud, Ms. Van Wormer said most volunteers commit to an average of two hours per week. Ms. Van Wormer shared several moving testimonials about Reading Buddies and Homework Club, and thanked the Board of Trustees for their volunteerism as well. There was no further discussion.

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

Chair Craig reviewed forthcoming agenda items for the next two months. The next regular meeting will be held Tuesday, May 16, at North Spokane. The Board unanimously approved cancellation of its June regular meeting at its December 2016 meeting. However, a special meeting will be held June 9 at District Administrative Offices and Argonne Library to conduct interviews of executive director candidates. There was no further discussion.

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

Ms. Carlson expressed optimism toward plans to move forward following the SV Library Task Force meeting held April 13. She also commented that the tour of the new city hall was impressive.

Mr. Craig sent a Letter to the Editor that was published Sunday, April 2, following a misleading headline in The Spokesman-Review on Thursday, March 30. The purpose of the letter was to provide clarification that the District is not seeking voter approval for a levy increase and to clarify the difference between the District and Spokane Public Library. He noted the editorial page editor kindly held out the possibility of publishing a joint op-ed piece written by Spokane Public Library Executive Director Andrew Chanse and Ms. Ledeboer. Ms. Ledeboer thanked Mr. Craig for opening the door to this future opportunity. There were no other reports.

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

The Executive Director's written report for March provided prior to the meeting included information on the Business Office, Finance and Facilities, Collection Services, Human Resources, Information Technology, and Community Activities. Ms. Ledeboer reiterated Mr. Knorr's thanks to Dave and Matt in Facilities, and further emphasized the great team effort by all the staff who pitched in to help complete the NS renovation and BookEnd projects. The Confidentiality of Library Records policy was up for review this month and staff recommended no changes. Ms. Ledeboer noted Vanessa Strange recently won the prestigious Gordon M. Conable award from the Public Library Association because of her commitment to intellectual freedom and the Bill of Rights. Ms. Ledeboer further commented how Ms. Strange brings unique programming to the District. Ms. Strange

will accept the award in person at the annual ALA Conference in June. In response to Mr. Craig, Ms. Luppert said the 3D printer is up and running again, and Ms. Hoffman noted 300 projects are in the queue. There was no further discussion.

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

Deputy Director Patrick Roewe and Library Services Manager Kristy Bateman provided a written report prior to the meeting for March, with data for customer use measures, programming and library activities. Mr. Roewe pointed out library security and Internet time was added to the report this month is response to public comment last month. He noted theft at libraries is rare, and this is the first instance of property stolen in the library itself. The District is not able as yet to offer automatic time extensions on software stations. However, staff has been reminded that they can extend time upon request. Mr. Roewe reiterated how proud he and the entire District staff is of Vanessa Strange having received the PLA Conable award. In response to Mr. Teterud's query regarding non-resident fees for out of county residents, Ms. Ledeboer said dropping the fee could motivate residents of another county to defund their library system. Mr. Craig further said the District has a fiduciary responsibility to its taxpayers. There was no further discussion.

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

Communication & Development Officer Jane Baker provided a written report prior to the meeting for March 2017 communication activities. Ms. Baker pointed out copies of the latest Engage magazine were distributed to Trustees. In response to Mr. Teterud, Ms. Baker said quotes have been received for production of signage for The BookEnd. Static cling signage will also be placed along the window to include the District name, logo, and operating hours. There was no further discussion.

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

Revenue and Expenditure Statement through March 31, 2017.

| | |
|----------------------|--------------|
| <u>Fund 001</u> | |
| Revenues | \$ 1,047,477 |
| Expenditures | \$ 2,976,244 |
| Ending Fund Balance | \$ 2,653,089 |
| Fund Budget Expended | 8.61% |

Mr. Knorr pointed out the expanded financial report provided this month compares the current quarter to previous quarters. In response to Mr. Teterud, Mr. Knorr said District revenue is currently levied at 47 cents per \$1,000 of assessed value. There was no further discussion.

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

SPOTLIGHT. Librarian Amber Williams reviewed highlights of events and programming at Deer Park since the last report 10 months ago. She noted Library Supervisor Kris Barnes was unable to attend the meeting. Deer Park Library provides two snack programs: Child and Adult Care Food

Program (CACFP) and Summer Food Service Program (SFSP). In March, 656 snacks were served. Over 11 months, March 2016 – February 2017, 6,229 reimbursable snacks were served. Friends of the Library provide snacks after 3:30 p.m. to approximately 30 kids per day, which helps build relationships and introduces students to the library. The library so successfully passed an audit conducted by OSPI and ESD 101 of its snack program, Ms. Williams noted another audit won't be required for three years. To further engage the community, an in-library free garden produce swap is facilitated by Sunday staff. The local food bank picks up leftovers on Mondays. Partnerships with Deer Park and Riverside school districts have been successful and resulted in popular presentations to students, class visits to discuss library cards, family STEM and literacy nights, and poetry events such as the Ram Slam and Northern Slam. Ms. Williams shared an audiovisual recording of Northern Slam poetry winner Bailey Williams. Ms. Williams reported on Kris Barnes' diligent efforts as secretary to the Deer Park Chamber of Commerce Board. Future programs and projects include judging the Pet Parade in June, the 4th Annual Library Park Cleanup, Prime Time Family Reading at Riverside Elementary in 2018, and the 3rd Annual Northern Slam poetry contest. Trustees expressed appreciation for the informative report. There was no further discussion.

Public Comment
(Item VI.)

PUBLIC COMMENT. Bill Moore, a long-time and award-winning Friend of Deer Park Library, expressed appreciation to Ms. Williams, the Board of Trustees, and SCLD staff for their planning and innovation at the Library District. He expressed appreciation for all the District is doing, including the new library at Spokane Valley Mall. There was no further public comment.

Adjournment
(Item VII.)

Chair Craig adjourned the meeting at 5:40 p.m. The next Board Meeting is scheduled for Tuesday, May 16, 2017, at 4:00 p.m., in the public meeting room at North Spokane Library.

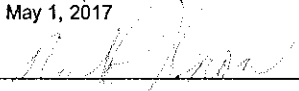
John Craig, Chair

Nancy Ledeboer, Secretary of the Board of Trustees

PAYMENT VOUCHER APPROVAL

Pursuant to RCW 42.24.180 and Spokane County Library District Resolution # 94-03, we, the undersigned, do hereby certify that the merchandise and services hereinafter specified have been received as of April 30, 2017, and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$971,865.03 for the general fund and \$98,578.31 for the capital projects fund and are authorized to authenticate and certify these claims.

DATE: May 1, 2017

SIGNED: 

SIGNED: 

TITLE: Chief Financial Officer

TITLE: Executive Director

| VOUCHER NUMBER | DESCRIPTION | VOUCHER AMOUNT |
|----------------|---|----------------|
| 051961 | ABM JANITORIAL SERVICES - NW MONTHLY CUSTODIAL SERVICES | \$ 12,373.28 |
| 051962 | ALLIED SAFE & VAULT CO, INC. MONTHLY ALARM MONITORING & REPAIR | 1,347.60 |
| 051963 | SHAWN J. VanGORDER BROW LIBRARY PROGRAMS | 60.00 |
| 051964 | BUDGET-RENT-A-CAR CAR RENTAL | 476.05 |
| 051965 | CAPITAL COMMUNICATIONS, INC OFFICE/LIBRARY SUPPLIES | 466.53 |
| 051966 | CENTER POINT LARGE PRINT LIBRARY MATERIALS | 28.56 |
| 051967 | CITY OF SPOKANE WATER & SEWER - MORAN PRAIRIE | 284.12 |
| 051968 | US POSTAL SERVICE POSTAGE FOR POSTAGE MACHINE | 5,000.00 |
| 051969 | CITY OF CHENEY WATER, SEWER, ELEC. - CHENEY | 658.73 |
| 051970 | CITY OF DEER PARK WATER & SEWER - DEER PARK | 74.07 |
| 051971 | CRAIG BARNETT LIBRARY MATERIALS | 234.97 |
| 051972 | CAPITAL ONE NAT'L ASSOC OFFICE/LIBRARY SUPPLIES/COSTCO | 1,756.54 |
| 051973 | CITY OF SPOKANE VALLEY LIBRARY PROGRAMS | 159.00 |
| 051974 | DASHER PRINTING SERVICES, INC LIBRARY CARDS | 3,468.62 |
| 051975 | DELL MARKETING L.P.%DELL USA LP PRINTER SUPPLIES/IT EQUIPMENT | 3,926.02 |
| 051976 | DEVRIES INFORMATION MGMT MONTHLY COURIER SERVICE | 4,932.00 |
| 051977 | EBSCO INDUSTRIES, INC. LIBRARY MATERIALS - SUBSCRIPTIONS | 40.79 |
| 051978 | AMANDA FLANERY TUITION REIMBURSEMENT | 2,000.00 |
| 051979 | GALE/CENAGE LEARNING LIBRARY MATERIALS | 1,040.51 |
| 051980 | INGRAM DISTRIBUTION GROUP, INC LIBRARY MATERIALS | 14,202.48 |
| 051981 | INLAND PUBLICATIONS LIBRARY PROGRAMS | 318.00 |
| 051982 | WICK ENTERPRIZES, LLC ADVERTISING | 312.37 |
| 051983 | MICRO AGE IT HARDWARE & SOFTWARE | 481.76 |
| 051984 | MIDWEST TAPE LIBRARY MATERIALS | 8,205.52 |
| 051985 | MODERN ELECTRIC WATER COMPANY WATER, ELEC. - SV | 1,803.65 |
| 051986 | MONTGOMERY HARDWARE MAINTENANCE SUPPLIES | 5.41 |
| 051987 | OFFICE DEPOT OFFICE/LIBRARY SUPPLIES | 145.37 |
| 051988 | OVERDRIVE, INC. LIBRARY MATERIALS e-Books | 7,347.40 |
| 051989 | RECORDED BOOKS, LLC LIBRARY MATERIALS | 886.56 |
| 051990 | ANGELA SMITH LOST/PAID REFUND | 7.00 |
| 051991 | SPOKANE CO. WATER DISTRICT #3 MONTHLY UTILITY FEE-HASTINGS PROPERTY | 15.30 |
| 051992 | STAPLES ADVANTAGE OFFICE/LIBRARY SUPPLIES | 723.49 |
| 051993 | STARDOCK SYSTEMS, INC. IT SOFTWARE LICENSE | 69.93 |
| 051994 | VERIZON WIRELESS CELL PHONES (6) | 217.39 |
| 051995 | WALTER E. NELSON CO. CLEANING & SANITATION SUPPLIES | 748.51 |
| 051996 | WASTE MANAGEMENT OF SPOKANE REFUSE | 1,145.87 |
| 051997 | VANTAGEPOINT TRNSFR %M&T BANK-302112 ICMA EMPLOYEE 457 CONTRIBUTIONS | 4,115.25 |
| 051998 | DVM INSURANCE AGENCY dba NATIONWIDE EMPLOYEE DEDUCTIONS FOR PET INSURANCE | 275.37 |
| 051999 | SPOKANE COUNTY UNITED WAY EMPLOYEE CONTRIBUTIONS | 302.62 |
| 052000 | JULIA KRISTINE ABBOTT LOST/PAID REFUND | 7.20 |
| 052001 | ASSOC OF WASHINGTON CITIES MEDICAL, DENTAL, VISION & LIFE INS. | 745.00 |
| 052002 | BLACKSTONE AUDIO BOOKS LIBRARY MATERIALS | 300.00 |
| 052003 | DAVID BRAY - %CIS LOST/PAID REFUND | 2.45 |
| 052004 | BRIILLIANCE PUBLISHING, INC. LIBRARY MATERIALS | 71.69 |
| 052005 | BRODART CO. OFFICE/LIBRARY SUPPLIES | 141.84 |
| 052006 | CENTURYLINK ANALOG TELEPHONE LINES | 43.21 |

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|--------|---------------------------------------|--------------------------------------|-----------|
| 052007 | CITY OF AIRWAY HEIGHTS | WATER & SEWER - AIRWAY HEIGHTS | 130.49 |
| 052008 | CITY OF MEDICAL LAKE | WATER, SEWER, REFUSE - ML | 160.68 |
| 052009 | KRISTIN M DAY | LOST/PAID REFUND | 10.00 |
| 052010 | DEMCO, INC. | OFFICE/LIBRARY SUPPLIES | 1,173.51 |
| 052011 | DEPARTMENT OF LABOR & IND. | BUILDING REPAIR & MAINTENANCE | 210.70 |
| 052012 | EARTHWORKS RECYCLING, INC | RECYCLING | 206.50 |
| 052013 | EMPIRE DISPOSAL INC. | SOLID WASTE - FAIRFIELD | 37.19 |
| 052014 | GALE/CENAGE LEARNING | LIBRARY MATERIALS | 606.68 |
| 052015 | GRAYBAR | IT HARDWARE | 263.84 |
| 052016 | GREY HOUSE PUBLISHING | LIBRARY MATERIALS | 233.05 |
| 052017 | H&H BUSINESS SYSTEMS, INC. | COPIER MAINTENANCE & TONER | 3,360.65 |
| 052018 | INGRAM DISTRIBUTION GROUP, INC | LIBRARY MATERIALS | 12,498.66 |
| 052019 | INTEGRA TELECOM HOLDINGS, INC | BROADBAND AND INTERNET | 15,640.54 |
| 052020 | INTEGRA TELECOM HOLDINGS, INC | BROADBAND AND INTERNET | 2,318.04 |
| 052021 | GROUP W MARKETING | ADVERTISING - KIDS NEWSPAPER | 500.00 |
| 052022 | MARK KUNO | LOST/PAID REFUND | 15.00 |
| 052023 | ALICIA LYDICK | LOST/PAID REFUND | 5.60 |
| 052024 | TOD MARSHALL | LIBRARY PROGRAMS | 400.00 |
| 052025 | MIDWEST TAPE | LIBRARY MATERIALS | 10,527.49 |
| 052026 | OCLC, INC. | CATALOGING & ILL SUBSCRIPTION SVCS | 4,024.34 |
| 052027 | OFFICE DEPOT | OFFICE/LIBRARY SUPPLIES | 151.01 |
| 052028 | OVERDRIVE, INC. | LIBRARY MATERIALS e-Books | 7,938.73 |
| 052029 | EMANUEL PACHECO | LOST/PAID REFUND | 18.00 |
| 052030 | PayneWest INSURANCE | INSURANCE | 175.00 |
| 052031 | JOHN PERRY | LOST/PAID REFUND | 12.00 |
| 052032 | QUILL CORPORATION | OFFICE/LIBRARY SUPPLIES | 220.48 |
| 052033 | SCHOLASTIC LIBRARY PUBLISHING | LIBRARY MATERIALS | 39.57 |
| 052034 | ST. LOUIS COUNTY LIBRARY ILL | INTERLIBRARY LOAN FEES | 15.99 |
| 052035 | SPOKANE COUNTY ENVIRONMENTAL SERVICES | SEWER - AR, NS, SV | 437.83 |
| 052036 | COWLES PUBLISHING CO | SUBSCRIPTIONS | 104.00 |
| 052037 | STAPLES ADVANTAGE | OFFICE/LIBRARY SUPPLIES | 416.44 |
| 052038 | UPS | SHIPPING | 14.99 |
| 052039 | MELISSA WARD | LOST/PAID REFUND | 16.00 |
| 052040 | WHITWORTH WATER DISTRICT #2 | WATER - NORTH SPOKANE | 28.57 |
| 052041 | LAURA BAIRD | FICA/MDCR TAX OVERPAYMENT REFUND | 169.53 |
| 052042 | DOUGLAS BERSTLER | FICA/MDCR TAX OVERPAYMENT REFUND | 114.79 |
| 052043 | DIANE BROWN | FICA/MDCR TAX OVERPAYMENT REFUND | 167.68 |
| 052044 | TAMI CHAPMAN | FICA/MDCR TAX OVERPAYMENT REFUND | 122.70 |
| 052045 | KIMAKO CONATSER | FICA/MDCR TAX OVERPAYMENT REFUND | 167.65 |
| 052046 | RACHEL EDMONDSON | FICA/MDCR TAX OVERPAYMENT REFUND | 328.17 |
| 052047 | JENNIFER FOGLESONG | FICA/MDCR TAX OVERPAYMENT REFUND | 664.29 |
| 052048 | JENNIFER FUHER | FICA/MDCR TAX OVERPAYMENT REFUND | 485.12 |
| 052049 | SONIA GUSTAFSON | FICA/MDCR TAX OVERPAYMENT REFUND | 124.91 |
| 052050 | MELISSA HAMMOND | FICA/MDCR TAX OVERPAYMENT REFUND | 285.23 |
| 052051 | GAIL HANSEN | FICA/MDCR TAX OVERPAYMENT REFUND | 310.27 |
| 052052 | KIMBERLY MARIE HARSHBERGER | FICA/MDCR TAX OVERPAYMENT REFUND | 236.96 |
| 052053 | JANELLE M. KRUM | FICA/MDCR TAX OVERPAYMENT REFUND | 1,191.37 |
| 052054 | CHRISTINA LEE | FICA/MDCR TAX OVERPAYMENT REFUND | 45.80 |
| 052055 | JUDY LUCK | FICA/MDCR TAX OVERPAYMENT REFUND | 81.88 |
| 052056 | DON J. NELSON | FICA/MDCR TAX OVERPAYMENT REFUND | 81.74 |
| 052057 | MEGAN RITCHIE | FICA/MDCR TAX OVERPAYMENT REFUND | 14.33 |
| 052058 | LAURA SCHMEHL | FICA/MDCR TAX OVERPAYMENT REFUND | 82.11 |
| 052059 | MICHAEL SIERRA | FICA/MDCR TAX OVERPAYMENT REFUND | 248.22 |
| 052060 | JULIANNE TURNER | FICA/MDCR TAX OVERPAYMENT REFUND | 550.91 |
| 052061 | CHRISTINE VERHEUL | FICA/MDCR TAX OVERPAYMENT REFUND | 98.22 |
| 052062 | CORINNE WILSON | FICA/MDCR TAX OVERPAYMENT REFUND | 81.77 |
| 052063 | MAUREEN YOUNG | FICA/MDCR TAX OVERPAYMENT REFUND | 442.78 |
| 052064 | ALLIED SAFE & VAULT CO, INC. | MONTHLY ALARM MONITORING & REPAIR | 135.16 |
| 052065 | JULIA BECKER | LOST/PAID REFUND | 12.00 |
| 052066 | BLACKSTONE AUDIO BOOKS | LIBRARY MATERIALS | 145.14 |
| 052067 | CENTER POINT LARGE PRINT | LIBRARY MATERIALS | 487.14 |
| 052068 | ***Void Check*** | VOID CHECK | - |
| 052069 | CENTURYLINK | ANALOG TELEPHONE LINES | 59.91 |
| 052070 | DIVCO INCORPORATED | QTRLY BUILDING REPAIR & MAINT - HVAC | 2,071.47 |

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|--------|--------------------------------------|--------------------------------------|-----------|
| 052071 | DEPARTMENT OF LABOR & IND. | BUILDING REPAIR & MAINTENANCE | 112.00 |
| 052072 | FINDAWAY WORLD, LLC | LIBRARY MATERIALS | 1,348.38 |
| 052073 | GALE/CENAGE LEARNING | LIBRARY MATERIALS | 1,131.07 |
| 052074 | GREENLEAF LANDSCAPING, INC. | SNOW REMOVAL | 28,880.82 |
| 052075 | H&H BUSINESS SYSTEMS, INC. | COPIER MAINTENANCE & TONER | 1,926.52 |
| 052076 | VANTAGEPOINT TRNSFR %M&T BANK-302112 | ICMA EMPLOYEE 457 CONTRIBUTIONS | 4,240.25 |
| 052077 | INGRAM DISTRIBUTION GROUP, INC | LIBRARY MATERIALS | 11,523.06 |
| 052078 | INLAND POWER AND LIGHT | ELECTRIC UTILITIES - AH, DP | 974.92 |
| 052079 | MIDWEST TAPE | LIBRARY MATERIALS | 8,924.81 |
| 052080 | JANET MILLER | LOST/PAID REFUND | 19.00 |
| 052081 | OFFICE DEPOT | OFFICE/LIBRARY SUPPLIES | 183.76 |
| 052082 | OTIS ELEVATOR COMPANY | QTRLY ELEVATOR MAINTENANCE | 507.63 |
| 052083 | OVERDRIVE, INC. | LIBRARY MATERIALS e-Books | 8,227.05 |
| 052084 | PERRINE PROPERTIES, LLC | MONTHLY PARKING LOT LEASE, SV | 300.00 |
| 052085 | RECORDED BOOKS, LLC | LIBRARY MATERIALS | 799.75 |
| 052086 | SPOKANE MALL LLC | LEASE PAYMENT | 3,000.00 |
| 052087 | COWLES PUBLISHING CO | SUBSCRIPTIONS | 104.00 |
| 052088 | SPOKANE SCORE 0180 DISTR.#1094 | LIBRARY PROGRAMS | 615.00 |
| 052089 | STAPLES ADVANTAGE | OFFICE/LIBRARY SUPPLIES | 933.75 |
| 052090 | TRECpro, LLC | LIBRARY PROGRAMS | 500.00 |
| 052091 | U.S. BANK CORP. PAYMENT SYSTEM | CREDIT CARD PAYMENT | 19,331.03 |
| 052092 | SPOKANE COUNTY UNITED WAY | EMPLOYEE CONTRIBUTIONS | 302.62 |
| 052093 | WALTER E. NELSON CO. | CLEANING & SANITATION SUPPLIES | 640.36 |
| 052094 | CAROL LYNN WHITEHEAD | LOST/PAID REFUND | 10.80 |
| 052095 | CENTURYLINK | ANALOG TELEPHONE LINES | 42.31 |
| 052096 | BRENDA BEAULIEU | LIBRARY PROGRAMS | 450.00 |
| 052097 | BLACKSTONE AUDIO BOOKS | LIBRARY MATERIALS | 253.36 |
| 052098 | CENTURYLINK | ANALOG TELEPHONE LINES | 104.07 |
| 052099 | CENTURYLINK | ANALOG TELEPHONE LINES | 44.40 |
| 052100 | COMMUNITY COLLEGES OF SPOKANE | LIBRARY PROGRAMS | 45.00 |
| 052101 | CITY OF SPOKANE VALLEY | LIBRARY PROGRAMS | 592.00 |
| 052102 | DELL MARKETING L.P.%DELL USA LP | PRINTER SUPPLIES/IT EQUIPMENT | 260.94 |
| 052103 | DIVCO INCORPORATED | QTRLY BUILDING REPAIR & MAINT - HVAC | 2,131.35 |
| 052104 | SHAUN MICHAEL THOMPSON DUFFY | LIBRARY PROGRAMS | 700.00 |
| 052105 | FILM IDEAS, INC. | LIBRARY MATERIALS | 546.83 |
| 052106 | FRONTIER COMMUNICATION | TELEPHONE & BROADBAND - FF | 119.32 |
| 052107 | GALE/CENAGE LEARNING | LIBRARY MATERIALS | 14,410.40 |
| 052108 | JANET M GILLESPIE | LOST/PAID REFUND | 22.00 |
| 052109 | GRAYBAR | IT HARDWARE | 212.19 |
| 052110 | CANDY HUDDLESTON | LIBRARY PROGRAMS | 35.99 |
| 052111 | INGRAM DISTRIBUTION GROUP, INC | LIBRARY MATERIALS | 12,344.55 |
| 052112 | INLAND PUBLICATIONS | LIBRARY PROGRAMS | 424.00 |
| 052113 | INLAND NW BUSINESS ALLIANCE | LUNCH MEETING | 30.00 |
| 052114 | MOHAVE COUNTY LIBRARY | INTERLIBRARY LOAN FEES | 8.99 |
| 052115 | MORAN PRAIRIE GRANGE | LIBRARY PROGRAMS | 75.00 |
| 052116 | OFFICE DEPOT | OFFICE/LIBRARY SUPPLIES | 60.63 |
| 052117 | OPTUM | MONTHLY HSA ACCOUNT FEES | 87.00 |
| 052118 | OVERDRIVE, INC. | LIBRARY MATERIALS e-Books | 6,348.17 |
| 052119 | PASADENA PARK IRR. DIST. 17 | WATER - ARGONNE LIBRARY | 38.75 |
| 052120 | SARAH JO PATTERSON | LOST/PAID REFUND | 3.00 |
| 052121 | TRAVIS MATTHEW PIERCE | LOST/PAID REFUND | 19.00 |
| 052122 | ORKIN, LLC | BUILDING REPAIR & MAINTENANCE | 380.80 |
| 052123 | PAUL E.PUHEK | LIBRARY PROGRAMS | 100.00 |
| 052124 | QUILL CORPORATION | OFFICE/LIBRARY SUPPLIES | 171.14 |
| 052125 | RECORDED BOOKS, LLC | LIBRARY MATERIALS | 692.83 |
| 052126 | DANA MICHELLE REICH | LOST/PAID REFUND | 65.00 |
| 052127 | SAGE HILL PRESS | LIBRARY MATERIALS | 12.32 |
| 052128 | SPOKANE AREA RETIRED EDUCATORS ASSOC | VOLUNTEER INFORMATION BOOTH/EXHIBIT | 300.00 |
| 052129 | STAPLES ADVANTAGE | OFFICE/LIBRARY SUPPLIES | 524.28 |
| 052130 | WALTER E. NELSON CO. | CLEANING & SANITATION SUPPLIES | 693.32 |
| 052131 | JEFFREY YEAGER | LIBRARY PROGRAMS | 2,000.00 |
| W00430 | ELEC FEDERAL TAX PAYMENT SYS | NET PAYROLL TAXES | 63,232.07 |
| W00431 | DEPT OF RETIREMENT SYSTEMS | RETIREMENT CONTRIBUTIONS | 42,610.82 |
| W00432 | US BANK - HEALTH - OPTUM | H S A CONTRIBUTIONS | 2,009.25 |

| | | | |
|--------|------------------------------|-------------------------------------|-----------|
| W00433 | DEPT. OF LABOR & INDUSTRIES | QUARTERLY WORKMAN'S COMP. | 16,064.36 |
| W00434 | STATE OF WASHINGTON | MONTHLY EXCISE/SALES TAXES | 633.83 |
| W00435 | ASSOC OF WASHINGTON CITIES | MEDICAL, DENTAL, VISION & LIFE INS. | 80,933.98 |
| W00436 | ELEC FEDERAL TAX PAYMENT SYS | NET PAYROLL TAXES | 60,669.69 |
| W00437 | US BANK - HEALTH - OPTUM | H S A CONTRIBUTIONS | 2,040.50 |
| W00438 | DEPT OF RETIREMENT SYSTEMS | RETIREMENT CONTRIBUTIONS | 40,989.52 |
| W00439 | CAMLTYICS.COM | IT SOFTWARE LICENSE | 99.00 |

Total Non-Payroll General Operating Fund \$ 600,055.39

PAYROLL VOUCHERS

| | | | |
|------------|---------------------------------|----------------|---------------|
| 04102017PR | SPOKANE COUNTY LIBRARY DISTRICT | NET PAY CHECKS | \$ 188,099.88 |
| 04252017PR | SPOKANE COUNTY LIBRARY DISTRICT | NET PAY CHECKS | 183,709.76 |

Total Payroll General Operating Fund \$ 371,809.64

TOTAL GENERAL OPERATING FUND \$ 971,865.03

CAPITAL PROJECTS FUND

| VOUCHER NUMBER | | DESCRIPTION | VOUCHER AMOUNT |
|----------------|--------------------------------------|---|----------------|
| 009561 | MICROAGE | RECEIPT PRINTERS FOR MALL LIBRARY | \$ 883.51 |
| 009562 | BERNARDO WILLS ARCHITECTS, PC | CARPET CONSULTING FOR MALL LIBRARY | 150.00 |
| 009563 | HAMMOND FACILITY CONSULTING SERVICES | OWNER'S REP. SERVICES / N SPOKANE PROJECT | 580.50 |
| 009564 | M.E. UPHUS CONSTRUCTION | CONTRACTOR'S #3 PAYMENT / N SPOKANE PROJECT | 93,441.40 |
| 009565 | ALLIED SECURITY | ZONE ADDITION/NS REMODEL PROJECT | 349.86 |
| 009566 | GARY'S KEY & LOCK | NEW LOCKS AND KEYS/NS AND MALL PROJECTS | 553.89 |
| 009567 | H & H BUSINESS | PRINTER EQUIPMENT FOR MALL LIBRARY | 1,198.97 |
| 009568 | QUILL CORPORATION | STAFF LOCKERS FOR MALL LIBRARY | 251.38 |
| 009569 | US BANK CORP PAYMENT SYSTEMS | EQUIPMENT AND RENTALS FOR NS/MALL PROJECTS | 1,168.80 |

Total Capital Projects Fund \$ 98,578.31

Spokane County Library District
March 2017/April 2017 Credit Card Activity
Paid in April, 2017
Voucher # 052091 & 009569

| <u>Card Category</u> | <u>Amount</u> |
|--------------------------------|--------------------|
| General Purchases | \$10,008.62 |
| Maintenance | 1,630.10 |
| Travel | 803.41 |
| Acquisitions | 3,647.56 |
| Information Technology | 3,198.30 |
| Outreach | 43.04 |
| General Fund Purchases | <u>\$19,331.03</u> |
| Capital Project Fund Purchases | \$1,168.80 |
| Total Purchases | <u>\$20,499.83</u> |

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

The Spokane Valley Library Task Force will meet again on May 11. The focus of the meeting will be to discuss amending the current interlocal agreement. The District would like to see the agreement amended to recognize that a smaller library facility may be built and to outline contributions by both the City and the District to improve the chance of passing a future ballot initiative. Other terms to be discussed will be the length of the extension.

Executive Director Nancy Ledeboer has been in communication with legal counsel for the District, Cynthia McMullen, who will represent the District in reviewing proposed amendments to the agreement.

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

Purchasing/Procurement

Background

In 2013, a new state law, RCW 39.26, was enacted that consolidated procurement laws under the Washington State Department of Enterprise Services. The goal of the new law was to make the procurement process more transparent, competitive, and efficient, along with the consolidation of procurement laws in one department. One result is the Washington State Purchasing Manual has not been updated since 2011 and is now out of date. This manual had been cited as our underlying purchasing guide in previous versions of this policy. In the proposed policy update, reference to this manual has been deleted.

The new section, RCW 39.26, aptly referenced as procurement reform by the Department of Enterprise Services (DES), generally focuses on regulations for just the state and state agencies. To fill the void, the Municipal Resource Service Center (MRSC), a non-profit agency that for many years has been a valuable resource for all types of Washington State local governments, has become a leading source, if not the de facto authoritative body, for procurement policies for most local governments including library districts. Much of the revised policy presented is derived from policy overviews and recommendations from the Purchasing and Contracting section of the MRSC website.

A brief synopsis of the updated policy is as follows:

- For public works projects, the District is governed by RCW 39.04, as it has always been.
- For architectural and engineering services, the District must comply with RCW 39.80, as before.
- For other types of procurements there are no statutory requirements or restrictions for library districts and we have flexibility in setting policies and procedures. We are only encouraged to establish policies for minimal, informal, and formal competitive bidding based on type of project and its cost and complexity.

In addition, a code of ethics section based on MRSC recommendations is also included.

Following are a draft of the recommended Procurement policy and the current Purchasing policy.

Recommended Action: Board motion to approve the Procurement policy as revised, and its name change from Purchasing to Procurement.

SPOKANE COUNTY LIBRARY DISTRICT

DRAFT

POLICY: Purchasing Procurement

Approval Date: July 15, 1982

Revision Date: ~~August 18, 2015~~ May 16, 2017

RELATED POLICIES:

Fixed Assets

STATUTORY REFERENCES: RCW 27.12; RCW 39.04; RCW 39.26; RCW 39.80;
RCW 43.09.2855; DES Policies 140-00 and 130-00

Purpose

When procuring goods and services, Spokane County Library District solicits competition to the fullest possible extent. The objective of competition is to promote confidence in the integrity and cost-effectiveness of the District's procurements while maximizing economic benefits. Toward this end, the purchasing method for most goods and services shall be based on a triad of cost, quality, and availability.

General Policy

District policy will be organized by levels of competition in the bidding process and the types of procurement.

Levels of Competitive Bidding

The following are general levels of competitive bidding.

1. Minimal Competition

Some level of competition is recommended but not required. Calls to one to three qualified vendors describing the desired goods or services usually suffice, requesting pricing, schedules and qualifications. The result will be to negotiate the purchase or contract with the lowest responsible bidder. Previously referred to as direct buy, and more accurately defined as a choice within the category of minimal competition.

2. Informal Competition

The District shall prepare a written solicitation including, at a minimum, a description of the required goods or service, the project schedule or date goods are needed, the price and the due date for replies. Solicitation of three to five vendors are recommended.

3. Formal Competition

The District will prepare a formal solicitation such as a Request for Proposal (RFP) or Invitation for Bid (IFB), which will describe all the project requirements in order for vendors to understand the District needs and how responses will be evaluated. The RFP or ITB will be published via appropriate legal notice. Responses will be submitted via sealed bids and opened during a public bid opening. Contracts for formal competition shall be approved by the Board of Trustees.

Types of Procurement

The following are recognized as the primary different types of procurement.

- Public Works
- Personal Services

- Architectural & Engineering Services
- Purchased Services

1. Public Works

RCW 39.04 describes and governs the laws and regulations for public works projects for the District. Public works is defined in RCW 39.04.010 as “all work, construction, alteration, repair, or improvement other than ordinary maintenance, executed at the cost of the state or of any municipality, or which is by law a lien or charge on any property therein.”

The District must use competitive bidding for public works projects; state statutes do not establish any specific bid limits or specific competitive processes for library districts. The following limits are established for public works projects:

- Informal Competition
Informal competition may be used for public works projects less than \$100,000. Contracts for the awarding of these informally competitive projects shall be awarded by the Executive Director or designee.
- Formal Competition
The formal competition or bidding process will be used for all public works projects in excess of \$100,000. Contracts for the awarding of public works projects shall be awarded by the Board of Trustees at a regular or special meeting.

Prevailing wages per RCW 39.12 are required on all public works contracts of any size.

2. Personal Services

Personal services involve technical services and expertise provided by a consultant to accomplish a specific study, project, task, or other work. These activities and services are mostly intellectual in nature.

Library districts have no statutory restrictions on contracting for personal services; alternatively they have flexibility in setting their own policies and limits. The following are the limits established by the District for procurement of personal services:

- Minimal Competition
For purchases under \$5,000, the District may use minimal competition.
- Informal Competition
For purchases from \$5,000 to \$50,000, the District may use informal competition.
- Formal Competition
For purchases in excess of \$50,000, the District shall use formal competition. Contracts for the awarding of personal services shall be awarded by the Board of Trustees at a regular or special meeting.

3. Architectural and Engineering Services

Architectural and engineering services, although a type of personal service, have their own requirements established in RCW 39.80. All local governments including library districts must follow RCW 39.80 for procuring architectural and engineering (A/E) services.

Unlike most other contracts awarded to lowest responsible bidder, A/E contracts are awarded primarily based on qualifications, a process known as qualifications-based selection, which recognizes that the lowest price should not be the primary determining factor for selecting highly skilled A/E services.

Solicitations are done via RFQ (Request for Qualifications). Upon receipt of the respondents' proposals, the District will evaluate and assess the expertise of the competing firms and select the highest qualified firm with whom the District will then negotiate the final project scope, schedule and associated fee. If the District cannot reach an agreement with the highest qualified firm, it may then negotiate with the next most qualified firm.

A/E services are qualifications-based and the District will conduct all solicitations for A/E services as formal competition. All contracts for A/E services shall be awarded by the Board of Trustees at a regular or special meeting.

4. Purchased Services

Purchased services are those provided by vendors for routine, necessary, and continuing functions of the District. They are usually repetitive, routine, or mechanical in nature, often supporting the day-to-day operations of the District.

Library districts have no statutory restrictions on contracting for purchased services; alternatively they have flexibility in setting their own policies and limits. The following are the limits established by the District for procurement of purchased services.

- **Minimal Competition**
For purchases under \$5,000, the District may use minimal competition.
- **Informal Competition**
For purchases from \$5,000 to \$50,000, the District may use informal competition.
- **Formal Competition**
For purchases in excess of \$50,000, the District shall use formal competition. Contracts for the awarding of purchased services shall be awarded by the Board of Trustees at a regular or special meeting.

Exceptions to Competitive Bidding Requirements

The following is a list of District-deemed sole source products of Department of Enterprise Services (DES) policy 140-00) and are allowed to be exceptions from competitive bidding requirements.

- Goods and services that meet an emergency requirement (see DES policy 130-00)
- Utilities
- Postage & postal services
- Insurance
- Original equipment manufacturer repair services
- Professional licenses and memberships
- Library materials
- Conferences and seminars
- Repair or replacement of rental equipment
- Legal & promotional advertising

- Purchases through state of Washington or political subdivision purchasing contracts or from established governmental price schedules that offer favorable pricing terms

Code of Ethics

District employees, and specifically the District's purchasing employees, may neither solicit, accept, nor agree to accept any gratuity for themselves, their families, or others that results in their personal gain which may affect their impartiality in making District decisions. Discounts or concessions realistically available to the general population, items received that do not result in personal gain, and samples provided for general District use are examples of items that are not gratuities. Personal judgement should be used.

Credit cards

As permitted by RCW 43.09.2855, the District may contract to establish a credit card account with a cumulative credit limit not to exceed \$50,000. All credit invoices shall be paid in their entirety to avoid incurring finance charges.

Grants

For all grants, either federal, state or privately funded, the District shall ensure that the related purchase activity will be in accordance with the applicable rules, regulations and any other terms and conditions contained within the grant award.

Environmentally Preferable Purchasing (EPP) activities (Buying Green)

Within Washington State, the EPP mandate is articulated in laws, executive orders and statewide plans, which require state agencies to purchase recycled-content and energy-saving products. It also provides flexibility for the state to award state contracts based on environmental considerations. It establishes that factors beyond price, including past performance and life-cycle costing, are to be used in determining the responsible bidder. Significant opportunities exist for cost savings and improved environmental performance by purchasing remanufactured toner cartridges, greener office paper and office products, and reusing office supplies and furniture. While the District is not required to follow the mandates of the State's EPP programs, the District's intent is to follow the spirit of the program whenever economically feasible. Accordingly, when procuring office supplies, cleaning supplies or other EPP appropriate material, strong consideration will be made in the selection of recycled, or refurbished materials, even though the item's price is not lower than a similar, but not-recycled item.

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

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

SPOKANE COUNTY LIBRARY DISTRICT

Current/Existing Policy

POLICY: Purchasing

Approval Date: July 15, 1982

Revision Date: August 18, 2015

RELATED POLICIES:

None

STATUTORY REFERENCES: RCW 27.12.210; RCW 39.80; RCW 43.09.2855

Purpose

When procuring goods and services, Spokane County Library District desires to solicit competition to the fullest possible extent. The objective of competition is to promote confidence in the integrity and cost-effectiveness of the District's procurements while maximizing economic benefits. Toward this end, the purchasing method for most goods and services shall be based on a triad of cost, quality, and availability.

General Policy

1. Purchase Methods

Determination of the appropriate purchase method shall be based on the total cost of an individual item or group of identical items before sales tax, trade-in allowance and freight charges, not the aggregate cost of multiple, different items that might be purchased at the same time. The purchase thresholds identified below are taken from the Washington State Department of Enterprise Services, *The Washington Purchasing Manual* (rev 10/27/11). As the Department of Enterprise Services revises this manual, the District purchasing thresholds will be automatically revised to reflect new state guidelines.

a. Direct Buy

Purchases under \$5,000 (excluding sales tax and freight) may be completed without soliciting competition. The decision not to compete may be made based upon the purchaser's experience and knowledge of the market to provide the required quality at the lowest cost.

b. Request for Quote

Purchases from \$5,000 up to \$50,000 (before sales tax and freight charges) shall be competitively solicited and documented. All quotations received will be in writing, with the appropriate documentation being retained in accordance with the State of Washington "General Records Retention Schedule."

c. Competitive Sealed Bidding

A formal, competitive process "Invitation for Bids" (IFB) or "Request for Proposals" (RFP) shall be used for purchases of more than \$50,000.

If the Board of Trustees determines it is in the best interest of the District, any or all quotations or bids may be rejected, new quotations or bids may be called for, or the District may enter into direct negotiations with a vendor to obtain the most favorable purchase terms.

2. Environmentally Preferable Purchasing (EPP) activities (Buying Green)

Within Washington State, the EPP mandate is articulated in laws, executive orders and statewide plans, which require state agencies to purchase recycled-content and energy-saving products. It also provides flexibility for the Office of State Procurement (OSP) to award state contracts based on environmental considerations. It establishes that factors beyond price, including past performance and life cycle costing, are to be used in determining the responsible bidder. Significant opportunities exist for cost savings and improved environmental performance by purchasing remanufactured toner cartridges, greener office paper and office products, and reusing office supplies and furniture. While the District is not required to follow the mandates of the State's EPP programs, the District's intent is to follow the spirit of the program whenever economically feasible. Accordingly, when procuring office supplies, cleaning supplies or other EPP appropriate material strong consideration will be made in the selection of recycled, or refurbished materials, even though the item's price is not lower than a similar, but not-recycled, item.

3. Special Types of Purchases

a. Architectural and engineering services

Procurement of architectural and engineering services shall follow the requirements of RCW 39.80.

b. Public works projects

Public works projects shall follow the requirements of RCW 39. Administration of such projects shall comply with the state's prevailing wage laws and regulations and provisions of the Davis-Bacon Act, if applicable.

c. Real estate

Real estate purchases shall be privately negotiated and then approved by the Board of Trustees.

d. Commercial services

Contracts for commercial services (such as maintenance and interlibrary courier) may be renewed for up to four years beyond the initial one-year term before new price quotations or bids are solicited.

4. Purchases Exempt from Competition

a. Goods and services that meet an emergency requirement

b. Purchases clearly and legitimately limited to a single source of supply

c. Utilities

d. Postage & postal services

e. Insurance

f. Original equipment manufacturer repair services

g. Professional licenses and memberships

h. Library materials

i. Miscellaneous fees

j. Conferences and seminars

k. Repair or replacement of rental equipment

l. Personal services

m. Legal & promotional advertising

n. Printing

o. Purchases through State of Washington or political subdivision purchasing contracts or from established governmental price schedules that offer favorable pricing terms

5. Purchase Contracts

Contracts for the purchase of goods and services or for public works projects in excess of the competitive sealed bidding limits shall be awarded by the Board of Trustees at a regular or special meeting and executed

by the Executive Director on behalf of the Board. All other formal written purchase contracts for which funds have been budgeted shall be approved and executed by the Executive Director or his/her designee.

6. Credit cards

As permitted by RCW 43.09.2855, the District may contract to establish a credit card account with a credit limit not to exceed \$50,000. All credit invoices shall be paid in their entirety to avoid incurring finance charges.

7. Grants

For all grants, either federal, state or privately funded, the District shall insure that the related purchase activity will be in accordance with the applicable rules, regulations and any other terms and conditions contained within the grant award.

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: JUNE - AUGUST 2017

June 8, 2017: Special Event – CenterPlace Event Center (4:30-6:30pm, Fireside Lounge)

June 9, 2017: Special Meeting - Argonne Library/District Administrative Offices (TBD)

June 20, 2017: Regular Meeting – Canceled, effective 12/20/16.

July 18, 2017: Argonne – Regular Meeting and Retreat (4:00-8:00 p.m.)

- SV Planning and Task Force Report
- Travel Policy
- Executive Director Appointment
- Spotlight Cheney Library
- Overview NS Lab and SV Studio
- Retreat
 - Facilities Review
 - Financial Review and Forecast
 - Levy Lid Lift Options
 - Orientation, goals, and review process for new executive director

Please send requests for agenda additions or changes to the Board Chair or Patty no later than Monday, July 3, for inclusion in the preliminary agenda to be sent July 5. Meeting packets will be mailed July 12.

August 15, 2017: Medical Lake (4:00 p.m.)

- SV Planning and Interlocal Agreement Amendment (tentative)
- Financial Management Policy
- Compensation Study Results/Discussion (tentative)
- Overview IT Security
- Spotlight Medical Lake

SPECIAL MEETINGS/ACTIVITIES

2017

Jun 17 The BookEnd Grand Opening and NS Remodel Celebration (10am-3pm)

Aug 11 Leadership Team-hosted Staff Picnic (Mirabeau Meadows, 4-9pm)

Sep 29 Staff Day (8am-4:30pm, Northern Quest Casino)

EXECUTIVE DIRECTOR'S REPORT APRIL 2017

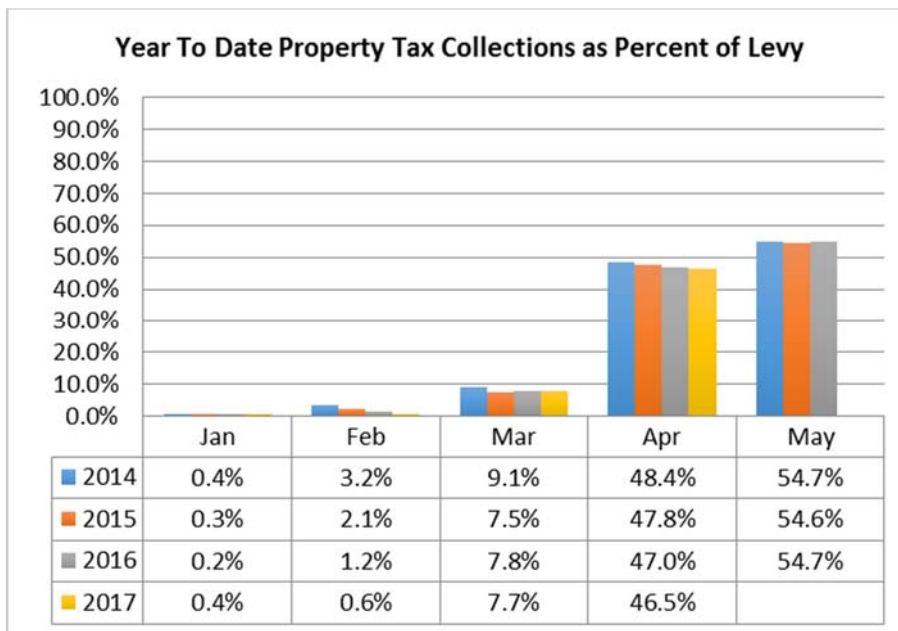
Administration

Business Office, Finance and Facilities (Rick Knorr)

Finance

We are through the initial trimester of 2017. At the end of April, we received the majority of our first half property tax collections, and as a result we return to our mid-year high point of six months cash on hand.

The chart below reports the year-to-date total tax receipts through April compared to the past. We have collected 46.5% of the current levy, just slightly below historical amounts, probably due only to April 29 and 30 falling on the weekend. As displayed, if trends hold true, we expect roughly 55% of the levy collected by end of May.



Our overall expenses through four months is \$3.9M or 32.3% of total budget, slightly less than the 33.3% expected at this point of the year. Total payroll taxes and employee benefits (fringe benefits) are slightly lower yet, at 31% of total budget. However, we anticipate a 1.5% increase in the employer retirement rate (from 11.2% to 12.7%) to occur on July 1, and it was previously budgeted for accordingly. Thus, we need be under budget through the first half of the year to remain on budget at year end.

We are at only 10% of our total equipment budget, also by design, as we planned to redeploy half or more of the equipment budget along with the contingency to offset the estimated \$250,000 in operating expenses for The BookEnd. All other financial statement lines are consistent with budget.

Facilities

With the BookEnd and the North Spokane remodel completed, the facilities staff have started the typical spring maintenance, the largest portion being sprinkler startup and all related initial work to get our grounds maintenance service going. Also slated is the semi-annual deep cleanings of the carpets.

Human Resources (Toni Costa)

Department Activities

- Began recruitment for Executive Director
- Held first full New Employee Orientation with mostly BookEnd staff
- Coordinated employee recognition for Library Workers Day on April 11

Recruitment and Selection:

- a. New Hires
 - Public Services Associate 4 @ BE
 - Library Assistant 3 @ BE
- b. Terminations
 - Clerical Assistant (end of temporary appointment)
 - Library Assistant (SV)
- c. Promotions/Demotions
 - Promotion – Library Page to Public Services Associate (2)
 - Demotions – n/a
- d. Reclassifications
 - n/a
- e. Transfers
 - Public Services Associate (2) FF to BE, AR to FF
 - Public Services Specialist (1) SV to NS

Information Technology (Doug Stumbough)

- At North Spokane, Desktop Administrator Drew Leiser and IT Tech Aaron Miller setup up equipment and assisted with moving furniture and shelving and installed Lab video screens and audio system.
- Preparations for the May 1 opening of The BookEnd required configuration and deployment of hardware and equipment. IT staff added the new location to several forms and pages on the website and finalized new hold and float rules for The BookEnd materials.
- We encountered an issue with internet service to the new library. The vendor has not met deadlines to install internet service. The initial explanation was that, due to a merger, projects were delayed in multiple markets. We are pursuing further clarification and possible recompense. In the meantime, Network Administrator Aaron Grider installed a temporary solution providing connectivity.
- IT Operations Assistant Teresa Nelson and I traveled to Salt Lake City for the annual Customers of SirsiDynix Users Group (COSUGI) conference. The annual conference provides staff from hundreds of libraries that use one of SirsiDynix's catalog and checkout systems opportunities to share innovations and ideas with fellow users, as well as hear from the company and other vendors about new and updated services. The focus this year was on cloud-based services, which they tout as more secure, affordable, and stable over the long term.

- Systems Administrator De Griffith developed a questionnaire to assess the current use of the staff intranet and began scheduling interviews with 60+ staff members. This data will inform a major undertaking as we prepare to upgrade or replace SharePoint.
- Other projects include replacing computer monitors, purchasing remote for MP projector, display wall mounts, wireless headsets and ear pads for NS Surface tablets, and MacBook Pro laptops for NS/SV labs.

Collection Services (Andrea Sharps)

- We ordered 2,662 titles and 7,585 copies in April. The number of titles ordered is down from last month as is the number of copies ordered.
- With 33.33% of the year done, total library materials expended stands at 40.09%.
- We processed, added to the system, and sent out to the libraries 7,311 items in April. This is up from last month.
- Downloadable lending through OverDrive was down in April from March. A total of 38,573 audiobook (15,769) and eBook (22,804) items circulated in April. Members placed a total of 12,219 holds, and there were 5,193 unique users with titles checked out.
- Midwest Tape's hoopla, a streaming media service, saw a slight decrease in circulation in April over March. A total of 2,650 titles including audiobooks (1,126), comics/graphic novels (142), eBooks (394), movies (471), full-length albums (399) and television shows (118) circulated in April for a combined cost of \$5,550.11 and an average cost per circulation of \$2.09. A total of 139 new patrons registered in the month, and there were 831 active users recorded.
- Preparing for The BookEnd's opening-day collection (ODC) involved Cheryl Zobel and Sheri Boggs, the Adult and Youth Collection Development librarians respectively, selecting and submitting orders of items in all formats. These new materials are being supplemented with duplicate items from the other libraries. The three of us joined other staff to unpack boxes and merchandise library materials to resemble a bookstore. We were thrilled with the eye-catching results! Overflow materials are available on-site for restocking purposes.
- We loaned 343 items to other libraries and borrowed 536 items from other libraries for 879 total Interlibrary Loan transactions processed in April.
- Youth Collection Development Librarian Sheri Boggs represented the District at a 2017 Get Lit! Festival panel on 4/21—"Careers in the Literary Arts." Sponsored by EWU Career Services, the panel featured six writers who have used their literary background and skills to "catapult them into various careers."

Executive Director Report & Community Activities (Nancy Ledeboer)

SCLD 75th Anniversary will be celebrated this fall. I attended the first planning meeting to discuss ideas that will launch this fall to engage the community in celebrating SCLD's first 75 years. Plans are to feature books, reading, authors, and programs that invite people to share their memories, photos and stories. Friends of the SCLD have agreed to help fund some of these initiatives.

The month of April ramped up as we finalized renovations at North Spokane and prepared to open The BookEnd. The contractor used the additional time while North Spokane Library was closed to complete The Lab. Staff worked diligently to relocate furniture around the building so that the carpet could be installed. The North Spokane meeting room was open on Tuesday, April 25, to serve as an Election Center and the library opened for regular business on Wednesday, April 26. The BookEnd opened on

May 1. The Internet connection was delayed by the vendor and a backup plan was implemented to support the soft opening by utilizing hot spots for both the public and staff computer stations.

As reported at the April board meeting, the Spokane Valley Library Task Force met to discuss options for a future Library Capital Facilities Area to generate funding to build two new libraries. The goal at this time is to reduce the cost to taxpayers in the hope that a lower-cost bond proposal will receive the required 60% voter approval. One way to minimize the request to voters would be for both the City and District to make meaningful financial contributions to the project. There was discussion about what that contribution might look like for each party. Following the meeting, city staff conducted a tour of the new City Hall. The next meeting is scheduled for May 11 and will focus on amending the current interlocal agreement.

William Grimes forwarded a copy of the revised Urban Growth Area (UGA) that Spokane County is considering adopting. The map contains a few areas that will be removed from the UGA and a few new areas. Mr. Grimes inquired how these changes would impact future library services. As the changes are fairly minor, I let him know the proposed changes to the UGA would not have a significant impact on library services. Future growth is primarily expected north of the city of Spokane with some growth in the West Plains and some to the south of Spokane Valley.

I attended the GSI K-12 Roundtable and heard a presentation from Janet Gullickson, president of Spokane Falls Community College, on Pathways, a program that helps students select courses based upon their future career goals. Pathways counsels students so that they can finish on time and reduce chances of exceeding loan limits or other funds without achieving a desired degree or certification. The GSI lobbyist provided an overview of budget negotiations in the Legislature and school districts shared their upcoming plans for levy lid lifts, capital levy requests and bond proposals. These may be impacted by the final budget approved by the Legislature.

In community activities, I attended the Spokane Valley Partners Marketing Committee meeting and the Board meeting, as well as the successful Civic Theater play, Noises Off, which raised funds for SVP. I attended the KSPS Education Committee and special presentations with Paula Kerger. Ms. Kerger was here in Spokane to help launch KSPS's 50th Anniversary. As president and CEO of PBS, Ms. Kerger had unique perspectives to share regarding the future of public broadcasting. Her Friday evening conversation with Gary Stokes was streamed live so that members in Canada could hear her comments. I attended the Executive Women International Spokane Chapter Board meeting and the monthly chapter meeting which was held at Kershaw's. Diane Mangano, president and owner of Kershaw's, shared the history of this local company which has served the Spokane community for 100 years. EWI also held an Arrive at 5 introductory meeting at Contract Design Associates.

ITEM AND TITLE MONTHLY REPORT
April 2017

| | <u>ITEMS</u> | | | | <u>TITLES</u> | | |
|------------------------|---------------|---------------|---------------|--|---------------|--------------|---------------|
| | ADULT | YOUTH | TOTAL | | ADULT | YOUTH | TOTAL |
| Total Materials | | | | | | | |
| Print | 165843 | 150171 | 316014 | | 85553 | 49793 | 135346 |
| Nonprint | 66497 | 24148 | 90645 | | 27071 | 7413 | 34484 |
| Subtotal | 232340 | 174319 | 406659 | | 112624 | 57206 | 169830 |
| Periodicals | 6178 | 1023 | 7201 | | 295 | 30 | 325 |
| Total | 238518 | 175342 | 413860 | | 112919 | 57236 | 170155 |

| | <u>ITEMS</u> | | | <u>TITLES</u> | | |
|-----------------------|--------------|--|---------------|---------------|--|---------------|
| OverDrive: Audiobooks | | | 24116 | | | 20173 |
| eBOOKS | | | 35164 | | | 30368 |
| Licensed eBOOKS | | | 10123 | | | 6460 |
| OverDrive: Total | | | 69403 | | | 57001 |
| GRAND TOTAL | | | 483263 | | | 227156 |

| Print & Nonprint | (Totals year-to-date) | | |
|-----------------------------|-----------------------|-------------|--------------|
| ADDITIONS | ADULT | YOUTH | TOTAL |
| Print | 9550 | 5556 | 15106 |
| Nonprint | 4449 | 1147 | 5596 |
| TOTAL | 13999 | 6703 | 20702 |
| DELETIONS | | | |
| Print | 10056 | 5943 | 15999 |
| Nonprint | 2869 | 871 | 3740 |
| TOTAL | 12925 | 6814 | 19739 |

| | <u>NET CHANGE YTD</u> | | |
|-------------|-----------------------|-------|-------------|
| | ADULT | YOUTH | TOTAL |
| Print | -506 | -387 | -893 |
| Nonprint | 1580 | 276 | 1856 |
| Periodicals | -36 | 2 | -34 |

NOTES: PRINT = Book, Bkbagbag, Largetype, Paperback
NONPRINT = Cassbook, Cassette, CD, Cdbook, CDrom, DVD, MP3CDbook,
Multimedia, Playaway, ROM, VHSVideo

PERIODICALS = Magazine, Newspaper, and Pamphlet

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

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

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

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

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

Public Services Report April 2017

Patrick Roewe and Kristy Bateman

Overview

April was another full month of connecting our library members with knowledge through materials, programs, and learning opportunities. Tax-Aide wrapped up its weekly sessions at Argonne, Cheney, Deer Park, Moran Prairie, and Spokane Valley. April also saw National Library Week and the fifth annual Food for Fines drive, April 9-15, 2017. Details are below.

The main components of the North Spokane remodel project were completed (aided by an 11-day closure) and staff and members are enjoying the refreshed space and new layout. We also completed the final preparations for opening The BookEnd on May 1. In preparation, public service staff were able to spend a few hours at the end of the month exploring the space and becoming familiar with the collection.

Public Services would like to take the opportunity to thank staff from all departments who contributed their time, talents, and sweat equity into making both the North Spokane and BookEnd projects a success. It was a District-wide effort for both, and the results reflect all of our hard work. Thank you all!

Service Priority Teams

Business and Career Development (Stacey Goddard)

- The team's focus this month was a public awareness campaign, Money Smart Week, that intended to help individuals successfully manage their personal finances. In support of this, we had a range of offerings, including:
 - Bestselling author Jeff Yeager talked about *Finding Wholesale Happiness in a Retail World* at Spokane Valley, Cheney, and the Service Station (which stood in for North Spokane). Combined attendance for the three sessions was 25.
 - The Inland Empire Chapter of Better Investing held an investment club meeting, where they explained the workings of an investment club, as well as the benefits to joining one. Nine people attended.
 - The Better Business Bureau presented three different programs during Money Smart Week: *Smart Consumer Guide to Wise Buying*, *Financial Literacy for High School Students*, and *House & Home Scams*. Unfortunately, we had zero attendees for the first two programs. Four individuals attended *House & Home Scams*.
 - We offered three programs on Couponing, which had a combined attendance of 13.
 - Last, but not least, we offered Free Shred Day at two locations (NS and SV). Between the two locations, 179 people dropped off documents for shredding.
- Our monthly SCORE business workshop, *Simple Steps for Starting Your Business*, had four people in attendance.
- The last of our *WordPress for Business* programs, presented by Richie Schut, had six people attend. We relocated this program to the YMCA during North Spokane's closure.
- GED & High School Completion Classes started Spring Quarter this month, with the 15 classes garnering a combined attendance of 48. Chris was pleased to announce they've had their first graduate who will speak at the June 13 graduation ceremony for all GED graduates from SCC and the other Adult Basic Education centers.
- The five *Dollars and Sense* financial literacy workshops offered this month and presented by SNAP had a combined attendance of 19. The additional class scheduled at North Spokane was cancelled due to construction. This is up from nine attendees for the four March workshops.
- *Drop-In Job and Career Help* service had a combined attendance of four for the four April sessions, up from the two attendees for March's four sessions.
- The four STCU financial literacy workshops this month, *Prevent Fraud & Identity Theft, Protect Your*

- *Credit Score* (at two locations), and *Become Debt Free*, had a combined attendance of 11.
- Danielle and Tami presented their last three resume classes to Mica Peak High School's group of 12 School to Life students. Topics included the "do's and don'ts" of a resume, a show-and-tell of which clothes are appropriate (and which are not) for an interview, and even practice shaking hands and making eye contact with your interviewer. Combined attendance for the three sessions was 30.
- We had 11 individuals register as new Microsoft Imagine Academy users in April, up from ten in March. During the month, users enrolled in 24 new classes, down from 44 in March.
- We did 57 Book-a-Librarian (BaL) sessions this month throughout the District, down from March's 81 sessions.
 - In one session, Danielle provided interview practice to a woman, and gave her feedback and tips in preparation for an upcoming interview. (Ree found out two weeks later that this woman was offered the job!)
 - In another Danielle helped a man do market research for the donut shop he hopes to open.
 - One appointment of Tami's was helping a woman who wanted to start a home-based business selling cosmetics and skin care products.
- We proctored 15 exams this month throughout the District, down from March's 17 proctoring sessions. One of these sessions was for a Microsoft Office Specialist exam.

Community Connections:

- Danielle, Diane Brown, and I attended the Greater Spokane Valley Chamber of Commerce (GSVCC) membership breakfast meeting, where the featured speaker was Mike Stocker from Pixar Studios. We also staffed a Spotlight Table, where we talked with 25 attendees about the upcoming opening of The BookEnd, and our new issue of Engage.
- Tami attended the monthly Hispanic Business and Professional Association meeting, where the focus was the HBPA's upcoming Scholarship Fair.
- Danielle presented an overview of our business resources to SNAP's Dreambuilder Class at the Women's Business Center. There were seven in attendance.
- Ree participated in a planning meeting with SCOPE for Moran Prairie's upcoming National Night Out event.
- Danielle attended the Inland Northwest Business Association's monthly member luncheon. This month Spokane Public Library's LevelUP space hosted the meeting. Mark Pond along with our own Brian Vander Veen talked about library resources for business.
- Ree attended the monthly Moran Prairie Grange meeting.
- Danielle co-presented a Let's Talk Shop event put on by the GSVCC. Danielle demonstrated ReferenceUSA and DemographicsNow to the seven attendees, and handed out business library cards and Business Matters brochures.
- Tami attended the monthly West Plains Support Network Leadership and general meetings.
- Tami also attended the West Plains Chamber of Commerce After Hours event, where the topic was *Big Ideas for Small Business*.
- I attended the monthly SCORE meeting.
- I attended the WorkSource System Partners Discussion meeting this month. This group suspended meetings last fall, as WorkSource went through an internal reorganization where they moved to a customer-centered approach to service. Meetings will be bi-monthly moving forward, and will be hosted by a different partner agency each time. SCLD will host the October meeting at North Spokane in the new Lab space.
- Tami and I, along with other SCLD staff, attended the first part of training on Racial Equity. The second half concludes in May.
- Ree staffed an information table at the Moran Prairie Run for the Grange 5K, where she spoke with 47 event participants. Ree also helped check in the runners, and did timing.
- Danielle, along with other SV staff, participated in the 4th Friday at the Mall event. Staff talked with 21 people, who were all excited to learn about The BookEnd.
- Danielle also did a presentation on our business resources for the Central Valley Early Learning Center's parent's meeting; 16 people attended.
- Ree attended the Deer Park Chamber of Commerce's monthly meeting, which included a tour of the Deer Park High School Career and Technical Education Program.
- Ree also worked with Rick Knorr to complete and submit SCLD's application package for the 2017 EBSCO Solar Grant program.

Early Learning (Mary Ellen Braks)

- We provided 102 Storytimes to 2,738 children, parents, and caregivers. Our average attendance per Storytime was 27.
- We provided 35 Storytimes to 642 children at 19 childcare centers.
- We offered two Early Learning programs this month. The Caspar BabyPants concert was sponsored by the Friends Foundation and had a record high of 651 attend. Staff attended the Young Lives meeting and did a program for 10 participants on Love, Talk, Play.
- We offered a STARS Training workshop for childcare providers. This was a new class called Music and Early Literacy. We had 39 people attend.
- I submitted the final report for Phase 2 of the STEM grant from Thrive Washington.
- We had the first meeting for Phase 3 of the STEM grant. We talked about the survey results that were done with the parents and childcare providers on STEM and worked on the timeline for Phase 3 of the grants.
- I held a Storytime training for our new staff this month. The training focused on how to put together a Play and Learn Storytime, expectations, and how to have a developmentally appropriate Storytime.

Community Connections:

- I attended two Inland Northwest Early Learning Alliance meetings this month. Our focus this month was on creating quarterly trainings, Standards Alignment for Child Care, and Advocacy for Child Care.
- I participated in the Regional Advisor call for the Early Learning Advisory Committee (ELAC).
- I attended the ELAC meeting in Olympia. Topics included Standards Alignment for Child Care, a report on the Department of Early Learning's Racial Equity Initiative, an update on legislative bills in early learning, and regionalization of programs within the Department of Early Learning.
- I attended the Ready for Kindergarten meeting for Excelerate Success. We talked about next steps for the group and focusing on ELLO (Early Language and Literacy Opportunities) for the remainder of the year. I also attended the Excelerate Success Leadership meeting to help support this project to the leadership group.
- I attended the last Early Learning Math Fellows meeting for the year. We've been using what I have learned in our Play and Learn Storytimes and in our STARS trainings for childcare providers.

Education and Enrichment (Gwendolyn Haley)

Elementary (K-5) programs:

- 1,495 children participated in a program either inside our libraries or out in the community this month.
- 243 children and their families played with LEGOs at the library this month. LEGO play encourages lateral thinking, problem-solving, organization and planning, communication and social skills.
- Regular weekly afterschool programs continued at North Spokane, Spokane Valley and Otis Orchards. 117 kids participated in these afterschool learning opportunities that include LEGOs, art, tabletop games, and STEM activities. The construction and closures at North Spokane caused a drop in attendance at the regular programs.

Tween/Teen Programs:

- 28 Tweens practiced mechanical engineering during a Rube Goldberg challenge this month. A Rube Goldberg machine is a complicated system that uses chain reactions to complete a simple task. In this case, students had to collaborate in teams to design a system that would ring a bell.
- *Great Stories Club* continued at Mica Peak High School.

Adult Programs:

195 members attended adult programs this month. Highlights included:

- 84 members participated in one of nine regular book clubs.
- The Urban Farming series continued with people flocking to learn about Raising Chickens, Bees, and other foodstuffs at home.

Community Connections:

- SCLD staff continue to host tours and take programs and presentations to schools and extended learning organizations throughout the county every month. In April, library staff worked with students from Mead, East Valley, Central Valley, West Valley, Medical Lake, Great Northern, Deer Park, Riverside and Cheney schools.
- I attended Excelerate Success's Leadership Team meeting and also met candidates for the Director of Excelerate Success.

Digital Interaction and Sharing (Carlie Hoffman)

- I began working with Eastern Washington University on design ideas for a website that will feature local cultural content.
- I continued work with IT to create a database that will allow staff to track Book-a-Librarian appointments. This database will track the kinds of questions we are receiving and provide a mechanism to follow up with members after their appointments. This will allow the District to better track statistics as well as community impact. The launch date will be in mid-May.
- The team helped to train Public Services staff to use the new Book-a-Librarian database.
- The recurring community events on the calendar were updated based on library supervisors' feedback.
- I requested from IT that the calendar links on the website be updated in May. These updates will incorporate changes to the age groups and event types used in the calendar. The new age groups and event types correspond to designations used in Engage.

Community Connections:

- I attended the spring INCOL workshop on makerspaces. Afterwards, I updated the INCOL website with attendance information and evaluation results. These were shared with the continuing education committee members and library deans/directors.
- The District will be featured in an upcoming brochure produced by DEMCO. I provided answers to their questions on how the District prioritizes community partnerships.
- I attended a benefit breakfast for a local non-profit organization, Big Table.

Volunteer Program (Jamie Van Wormer)

In 2016, the District had 56 volunteers and there are now 235 active volunteers. In 2016, volunteers logged 4,135 hours. Already for 2017, 2,300 hours have been logged. April is volunteer month, a time to say thank you and let volunteers know how much they are appreciated. I planned and created gift baskets for all of the volunteers. I have continued building the District's volunteer program by meeting with potential volunteers. I attended the library supervisors meeting and the community librarian meeting to demonstrate the Volgistics program. I have been coordinating end-of-year celebrations at our library locations for Reading Buddy and Homework Club programs. I have had a regular volunteer come in weekly to enter data into Volgistics. The volunteers now have the link and are able to self-assign volunteer opportunities, change their schedules, and enter their hours.

- Continued to coordinate all of the volunteer schedules for the after school programs at the elementary schools.
- Salnave Elementary School started its after school Reading Buddy Program in Cheney with six students.
- Recruited two volunteers to help Argonne Friends move books to the Inland Empire Paper Company.
- Presented the volunteer program to the Cheney Kiwanis group and recruited three volunteers.
- Attended the Spokane Retired Educators Association and recruited ten volunteers.
- Met with Gwendolyn to discuss details of Summer Reading and Reading Buddies.
- Recruited a volunteer that can help scan photos for the District's anniversary celebration.
- Recruited volunteers from Whitworth University to help with the reading program at Brentwood Elementary.
- Recruited new volunteers to help with the Spokane Valley book sale.
- Recruited a Whitworth student for a volunteer internship position.
- Applied for a grant through Altrusa for snacks for the Reading Buddy program.
- Recruited a teacher to volunteer for the after school Reading Buddy program at Otis Orchards Library.
- Placed three new volunteers at University Elementary School.
- Added one volunteer for the Pasadena Park reading program.
- Developed our volunteer program to 235 active volunteers.

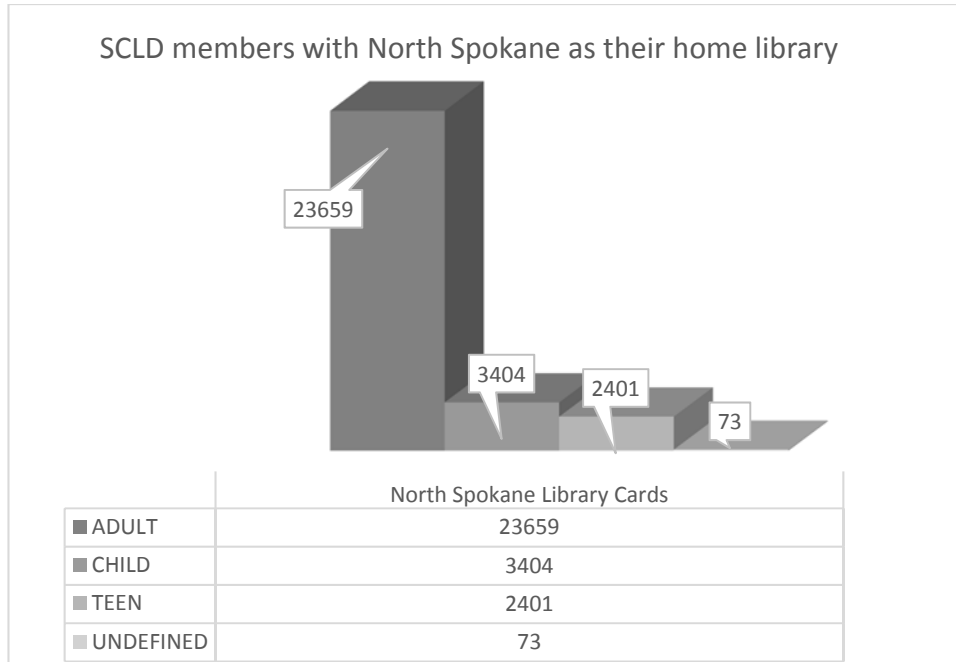
Library Operations (Georgina Rice)

This month's featured statistic highlights North Spokane. The statistics below represent physical items checked out at North Spokane Library in 2016. Digital checkouts by North Spokane cardholders are not reflected in these statistics.

As of May 5, 2017, 29,537 members identify North Spokane as their home library. The first chart below breaks down those users by User category one, age range.

Cardholders by age range

- Child 0-11 years
- Teen 12 – 17 years
- Adult 18 and above
- Undefined - Cards issued to entities such as Businesses and Schools without an age designation.

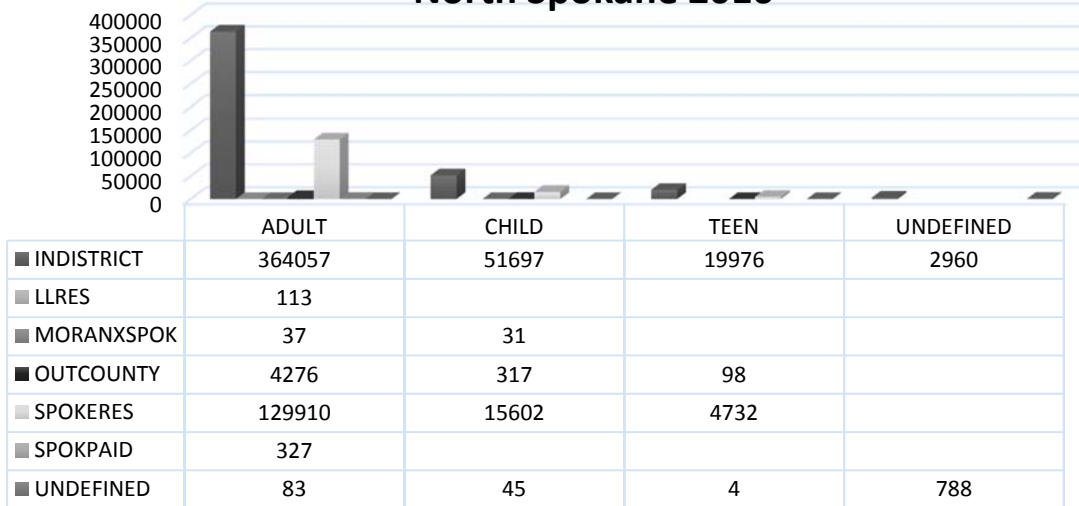


The second chart shows a graphical representation of items checked out from North Spokane Library in 2016. It is segmented by user demographic category, which is primarily determined by the library member's residential address.

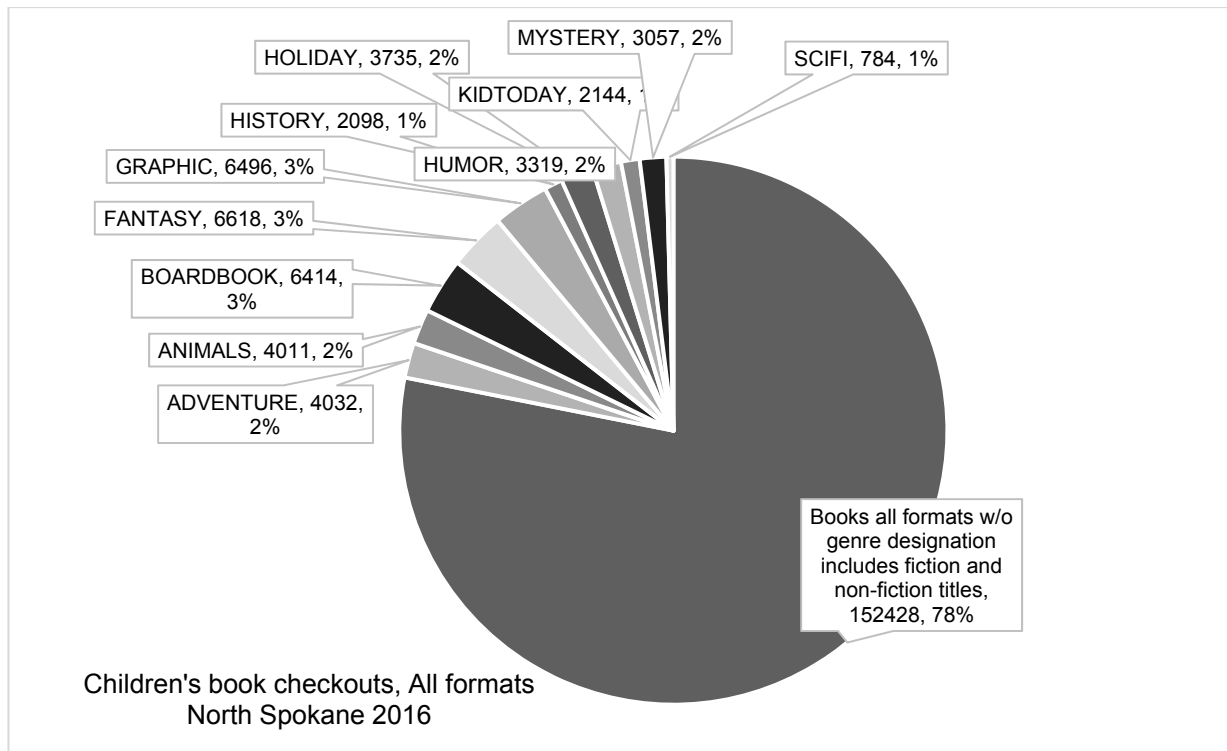
North Spokane's proximity to the city of Spokane results in a high percentage of reciprocal use cards. There are 8,536 reciprocal-use cardholders at North Spokane, representing 29 percent of cardholders. Their checkouts represented 25 percent of the total circulation at North Spokane in 2016.

- INDISTRRICT are members who reside within our regular service area.
- LLRES – represents checkouts from members who reside in the city of Liberty Lake. These members have reciprocal-use cards with no access to online databases or downloadable media, such as OverDrive or Hoopla.
- MORANX- represents checkout from members who reside in the city of Spokane, but pay taxes to retire the bond that funded building the Moran Prairie Library.
- SPOKPAID- represents residents of the city of Spokane who have chosen to pay for a library card with full privileges.
- SPOKRES-- represents checkouts from members who reside in the city of Spokane. These members have reciprocal-use cards with no access to online databases or downloadable media, such as OverDrive or Hoopla.
- OUTCOUNTY are residents from outside of Spokane County who reside in a household that has paid the non-resident fee for full library privileges.
- The UNDEFINED category is an amalgam of remaining account types.

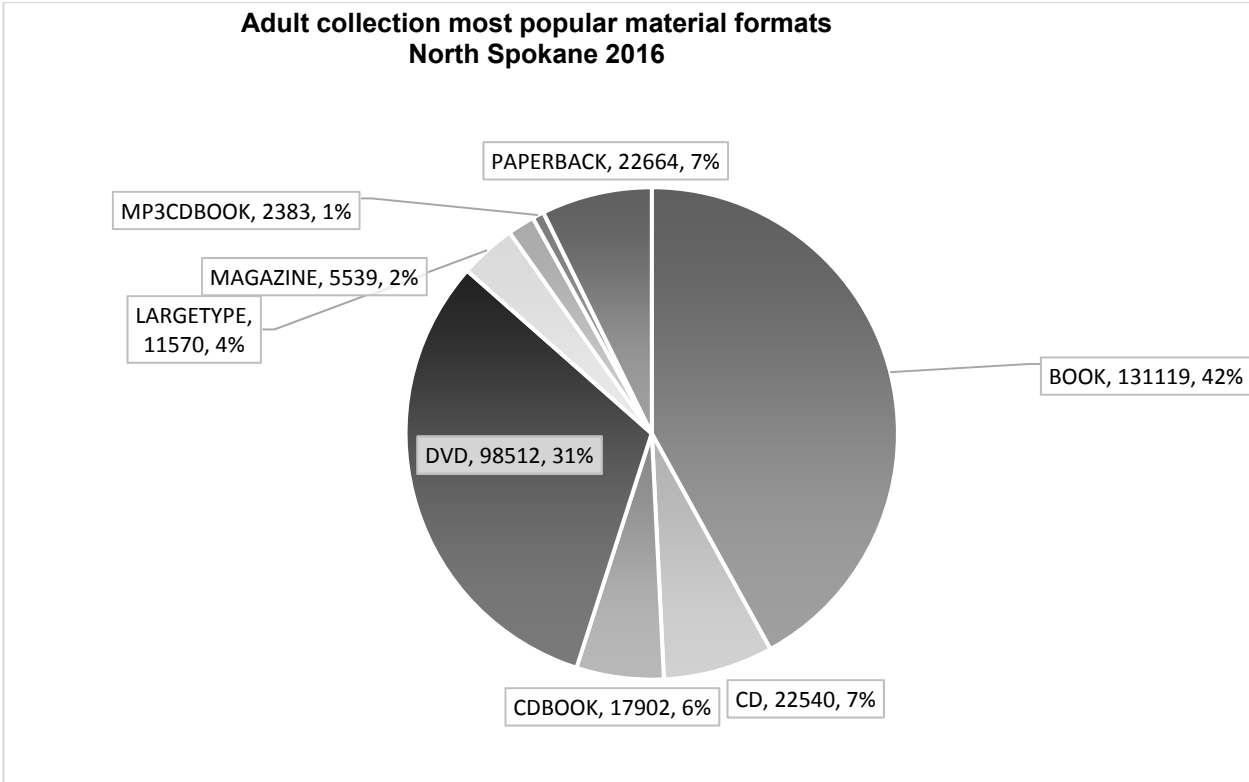
Checkouts by demographic profile North Spokane 2016



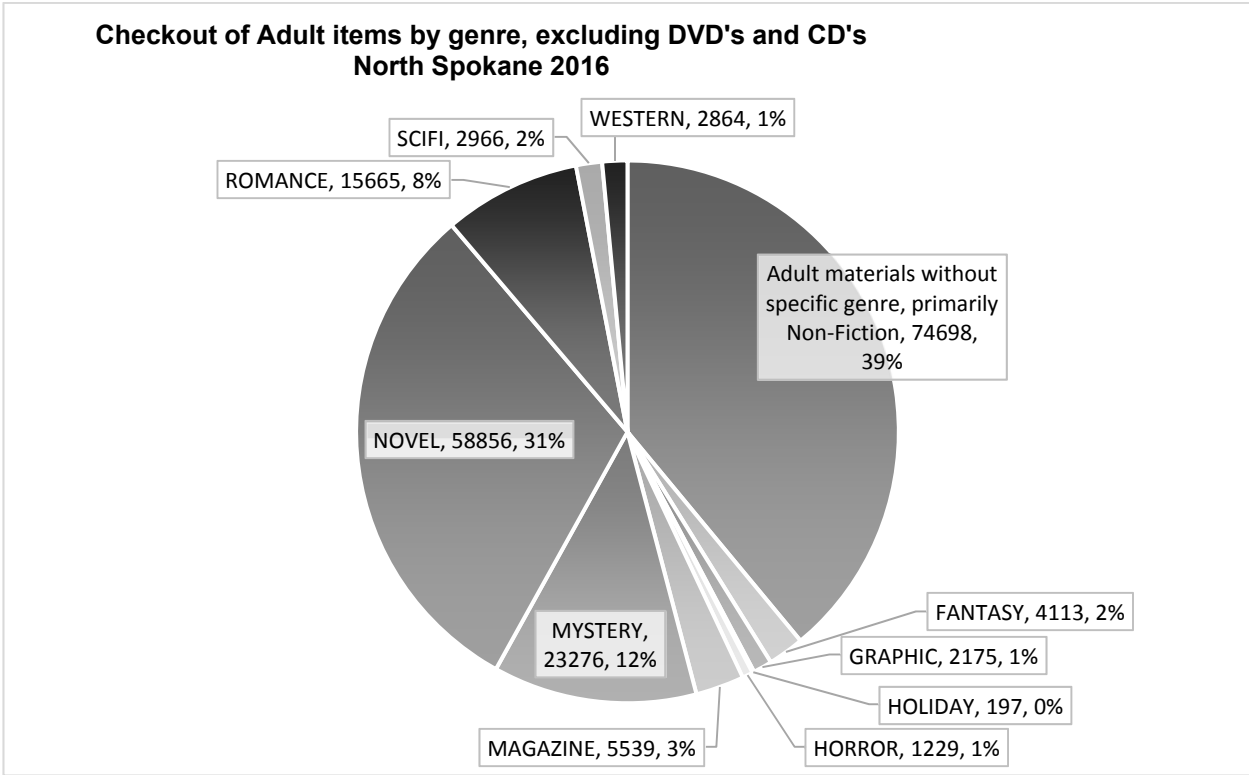
The next series of charts displays a breakout of items checked out from North Spokane in 2016. These graphical displays are divided by ADULT, TEEN, and CHILDREN collections. The first chart displays the checkouts from the CHILDREN'S collection. This collection's paperbacks are designated by individual genre. The balance of the collection, including hardback fiction and non-fiction, is in a single category.



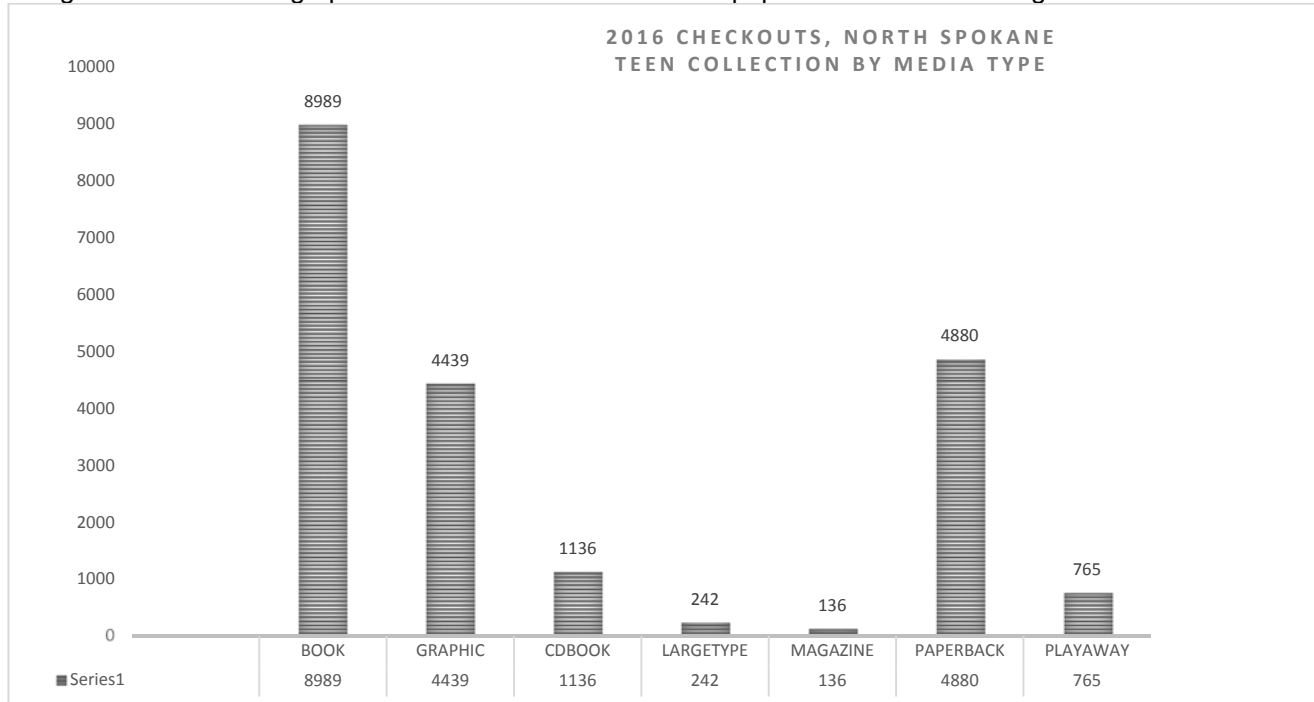
The next chart displays items from the adult collection. This graphical display looks at the media format that members are selecting from our physical collection.



The next chart is a graphical representation of the items that North Spokane Library members checked out from the physical collection divided by genre in 2016. This sampling includes books in all formats (hardback and paperback book, CD books and MP3CD books) from the adult collection, excluding all DVDs and music CDs.



The next chart displays TEEN items checked out from the North Spokane Library in 2016. The only portion of the Teen collection that has a separate genre designation is Graphic which includes graphic novels and manga. Items listed as graphic below are not included in the paperback and book categories in the chart.



| 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 | 679 | 273 | 4504 | 127 | 5583 | 1114 | 6697 |
| AR | 1194 | 390 | 8813 | 116 | 10513 | 2709 | 13222 |
| CH | 2770 | 498 | 7247 | 51 | 10566 | 2713 | 13279 |
| DP | 3132 | 651 | 8518 | 47 | 12348 | 2505 | 14853 |
| FF | 373 | 36 | 557 | 2 | 968 | 233 | 1201 |
| ML | 316 | 196 | 3750 | 40 | 4302 | 971 | 5273 |
| MP | 1616 | 532 | 11856 | 99 | 14103 | 3847 | 17950 |
| NS | 5496 | 830 | 21208 | 161 | 27695 | 10285 | 37980 |
| OT | 408 | 156 | 3729 | 43 | 4336 | 1485 | 5821 |
| SV | 10502 | 2822 | 28147 | 239 | 41710 | 8763 | 50473 |
| TOT* | 26486 | 6384 | 98329 | 925 | 132124 | 34625 | 166749 |

Note: North Spokane Library was closed for carpet installation and remodeling for 10 days during April 2017.

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 | 4631 | 82.95% | 1442 | 27.95% | 55.00% |
| AR | 8929 | 84.93% | 4846 | 46.34% | 38.59% |
| CH | 7298 | 69.07% | 3037 | 25.70% | 43.37% |
| DP | 8565 | 69.36% | 2072 | 19.12% | 50.25% |
| FF | 559 | 57.75% | 512 | 47.50% | 10.25% |
| ML | 3790 | 88.10% | 1789 | 47.15% | 40.95% |
| MP | 11955 | 84.77% | 5646 | 41.99% | 42.78% |
| NS | 21369 | 77.16% | 22437 | 57.79% | 19.37% |
| OT | 3772 | 86.99% | 1973 | 44.82% | 42.17% |
| SV | 28386 | 68.06% | 27945 | 65.86% | 2.20% |
| TOTAL | 99254 | 75.12% | 71699 | 50.40% | 24.72% |

Library Reports

Airway Heights: Stacy Kvamme

Early Learning:

- Attendance for Thursday *Play & Learn* averaged 21 people in April, a slight decrease compared to 24 in March and a decrease compared to 28 in April 2016.
- Two people attended *Saturday Storytime*, a decrease compared to 9 in March.
- Outreach Storytimes were provided to four classrooms at Child Haven Learning Center, reaching an audience of 35.

Education and Enrichment:

- LEGO Club had an attendance of 42 in April; weekly attendance averaged 11.
- Corinne Wilson (Community Librarian for Airway Heights) shared STEM activities with 31 students at Sunset Elementary's after school program *Trailblazers*, and 50 students at Great Northern Elementary.
- Corinne Wilson provided book talks and promoted Summer Reading programming at Snowdon Elementary in April, reaching 468 students and teachers.
- Spring Break's *Pokémon Celebration* drew a crowd of 47 people.
- Spring Break's *Egg Drop* challenge had an attendance of 17.
- Six people attended *Stress-Free Pinterest Crafts*.

Business and Career Development:

- Staff proctored two exams this month.

Community Connections:

- 27 students and teachers from West Plains ECEAP morning and afternoon classes visited the library to checkout books.
- Great Northern's Elementary's 5th/6th grade visited the Airway Heights Library, I provided book talks about poetry selections, and students checked out books to read in their classroom.
- April marked the first month Spokane Regional Health District (SRHD) hosted a Kaleidoscope Storytime in the library's meeting room. Through November, SRHD will host Kaleidoscope Storytimes every third Saturday as part of a Thrive grant it received.
- Corinne attended Science Night at Sunset Elementary, connecting with 236 students and their families.
- Corinne attended Cheney School District's *Learning Walk* at Snowdon Elementary, hosted by Principal Shawna Fraiser.
- Corinne and Christie Onzay (Medical Lake Community Librarian) attended an employee resource fair at Airway Heights Corrections Center, sharing information about the library with 74 people.
- Westwood Middle School's art teacher updated the student art display in library.
- Sunset Elementary School provided new art for the art wall in the children's area.

- Corinne and Tami Chapman (Cheney Community Librarian) attended the West Plains Support Network, which featured a presentation by Wise Mental Health Program.
- Corinne and I attended a meeting of the Airway Heights Friends of the Library.
- I attended an Airway Heights Kiwanis Club meeting, which featured a presentation by Heather Wallace from Spokane Regional Health District.
- The display case featured art sculptures by a tween library member.
- There were 12 meeting room reservations in April.

Argonne: Pat Davis

Early Learning:

- 219 parents, caregivers and children attended *Play and Learn Storytimes* down from 250 in March. *Toddler Play and Learn* attendance averaged 32 weekly compared to 33 in March. *Preschool Play and Learn* attendance averaged 23 weekly, down from 24 in March.
- Staff visited three childcare facilities and presented outreach Storytimes to 183 children and adults.

Education and Enrichment:

- *LEGO Club* weekly attendance averaged 19 participants compared to 11 in March.
- Our STEM program had 20 participants.
- *STEM-Stars Club* had 18 participants.
- 77 students from Seth Woodard Elementary visited for the program, Cat in the Hat.
- *Introduction to Ukulele* had 10 participants.
- *Cupcake Decorating* had 10 participants.

Business and Career Development:

- Two *Financial Literacy* programs were relocated to Argonne while North Spokane was closed. Both sessions of *Give Yourself a Raise* had four in attendance.
- *Couponing* had two participants.
- Staff proctored two exams.
- We provided three Book a Librarian appointments, two for resume help and one library tour for a mother and two children on how to use library resources.

Community Connections:

- Melanie Boerner, Jamie Van Wormer and Pat Davis attended the Pasadena Elementary Family Reading Night and connected with 97 parents and children.
- Melanie and Pat attended the Orchard Center Elementary STEM night. Melanie provided a hoop glider activity while Pat spoke with parents about library activities and distributed ENGAGE. We interacted with 91 parents and students.
- AARP Tax-Aide concluded this month. Every appointment was booked and many individuals called looking for locations after the final session.
- Our meeting and conference rooms were booked by 69 groups or individuals compared to 34 in March.
- Melanie and Pat attended the Millwood Community Association meeting. Millwood Daze planning was the main topic.
- Artwork from West Valley High School was featured this month.
- One of our younger members displayed her collection of horse figurines in our display case.

Cheney: Catherine Nero Lowry

Early Learning:

- *Baby Play and Learn* attendance increased this month with an average of 14 compared to 10 last April.
- *Toddler Play and Learn* attendance increased with an average of 34 compared to 29 last April.
- *Preschool Play and Learn* attendance decreased this year with average of 21 compared to 32 last April.
- Two outreach Storytimes had an attendance of 30.

Education and Enrichment:

- 14 students from Cheney Parks & Recreation Echo visited the library.
- Teen/Tween
 - *Rube Goldberg* had five in attendance.

- Adult
 - *Plot Gardening* had seven in attendance.
 - *Green Cleaning* had three in attendance.
- Adult Children/Family/ All Ages
 - *Pokémon* had 25 in attendance.
 - *Día de los Niño's/ Día de los Libros* had 17 in attendance.
 - *Outreach Betz Elementary Trailblazers* had 51 in attendance.
 - *April LEGO Club* had six in attendance.

Business and Career Development:

- Douglas took library outreach services to Cheney Sessions Village, Cheney Assisted and Cheney Care facilities this month, providing over 161 new and renewed library items.
- *GED & High School Completion Classes* continued to use meeting space in the library, Monday through Thursday, from 4-8 p.m.
- *Financial Literacy: Couponing* had four participants.
- *Financial Literacy: Finding Wholesale Happiness in a Retail World* had seven participants.

Community Connections:

- Staff provided service to three walk-in Book-a-Librarian requests.
- The meeting room was used 22 times in April.
- 16 at the Cheney book group read *A Land More Kind than Home* by Wiley Cash.
- The alternative meeting space was used nine times in April.
- Community Librarian Tami attended the West Plains Chamber after Hours Event – Big Ideas for Small Business.
- In the display case and on the wall this month we had beautifully knitted creations from the Knotty Knitters.
- AARP Tax-Aide completed another great year of service to the Cheney community.
- I continue to work on the planning committee for Mayfest's fifth annual event. A main feature of Mayfest is the 4.5 block walk.

Deer Park: Kris Barnes

Early Learning:

- *Play and Learn Storytime* average attendance experienced a decrease this month. Our average attendance was 22 compared to last April's average attendance of 57.
- We delivered three outreach Storytimes to daycares for 16 participants.

Education and Enrichment:

- 12 members gathered at the *Adult Book Club* to discuss a book they read about the Vietnam War.
- Weekly *LEGO Club* attendance averaged eight participants compared to last April's average of 19.
- The program *Introduction to the Ukulele* attracted eight participants.
- Teen STEM program, *Rube Goldberg Machines*, attracted 13 participants.

Business and Career Development:

- I attended a Deer Park Chamber Board meeting.
- I attended a Deer Park Chamber Events Committee meeting.
- Deer Park Community Librarian Amber Williams and Business Librarian Ree West attended the Deer Park Chamber luncheon. The luncheon was held at the Deer Park High School. Attendees toured the School District's DECA Club, Career and Technical Education, and the Industrial Arts Department by Superintendent Travis Hanson and High School Principal Joe Feist.
- Our Score Business Workshop: *Simple Steps for Starting Your Business* attracted four participants.
- Our teen/tween program *Duct Tape Wallets* attracted eight participants.
- We proctored three tests this month compared to four last April.

Community Connections:

- Our display case featured a display by Williams Valley Grange. April is National Grange month and its display featured a hodgepodge of agricultural items to represent our rural heritage. Some items displayed represented horseshoeing, canning, farming, and quilting.
- We served after school snacks to 443 children this month.
- Our meeting and conference rooms were used by community member groups 51 times compared to last April's 38.
- Two Arcadia Elementary fifth grade classes visited this month to browse our collection.

- The AARP Tax-Aide service ended mid-month with services offered on Saturdays from 9am to 12pm.
- Community Librarian Amber Williams and I presented a Washington State Library “First Tuesday” webinar based on our October Washington Library Employee conference presentation. It was surprisingly well attended by libraries in Virginia.
- We donated 340 pounds of nonperishable items to the Greenhouse from our *Food for Fines Forgiveness* program to celebrate National Library Week.

Fairfield: Kristy Bateman

Early Learning:

- *Play and Learn Storytime* averaged 10 attendees, a significant increase in attendance at Fairfield.
- Cindy attended the Liberty Kindergarten Roundup and promoted the District students and their adults. 78 attended the presentation.

Education and Enrichment:

- *LEGO Club* had seven members at four sessions.
- *Thursday Night Thing* had five students in the 6th-12th grade session and nine students attended the K-5th grade session.
- Two members attended the *Paper Art* program.
- One member attended the *Intro to Ukulele* program.
- 38 Freeman high school students listened as staff booktalked new reads.
- 76 Liberty 7th and 8th grade students attended a demo on District databases and Summer Reading promotion.

Community Connections:

- Community Librarian Cindy Ulrey attended the North Palouse Chamber of Commerce.

Medical Lake: Cecelia McMullen

Early Learning:

- *Play and Learn Storytime* averaged 24 attendees, up from last April's average of 11.

Education and Enrichment:

- *LEGO Club* averaged four attendees, down two from April 2016.
- 36 children participated in *Spring Break with Pokémon* activities over a three-day period.
- 11 children participated in *Create & Explore* held during spring break.
- *Introduction to Raising Chickens* attracted six participants. After the event, they checked out related books displayed and introduced by library staff.
- 13 members attended the *Medical Lake Book Club* to discuss *Mrs. Lincoln's Dressmaker* by Jenifer Chiaverini.

Business and Career Development:

- *Dollars and Sense: Give yourself a raise* had four attendees.
- *Dollars and Sense: Navigating your credit* had one participant.

Community Connections:

- *Food for Fines* was held this month. The Medical Lake Library collected 173 lbs of food, up 123 pounds from last April.
- The Friends of the Library had its biannual book sale this month. The sale was very successful.
- Cecelia and Mary Seagrave attended the *Friends Helping Friends* meeting.
- *Recovering the Classics* from EWU is currently on display.
- Christie met with community groups to discuss hosting artists at Medical Lake Library.
- Christie Onzay assisted Medical Lake Home Schooling groups with fall planning.
- Christie provided activities for 22 participants at Community Center Saturdays, held at Medical Lake Middle School.
- Community Librarian Christie Onzay presented *Love, Talk, Play* for 10 participants at the Medical Lake Community Church *Young Lives* group.

Moran Prairie: Danielle Marcy

Early Learning:

- Average attendance for Storytimes for the month:
 - *Preschool Play and Learn* : 27
 - *Toddler Play and Learn* : 46

- *Baby Play and Learn* : 42
 - *Family Play and Learn* : 4
- All Storytimes had a slight decrease this month.

Education and Enrichment:

- *LEGO Club* had three attend.
- We had 14 attend the *Pokémon Party*.
- We had two sessions of the *Early Release Activities*, the first session had six attend and the next session had 15.
- *Make Your Own Bread* had 14 attend.
- Three attended the *Rube Goldberg Machines*.
- *Moran Prairie Book Club* had five attend to discuss local authors.

Business and Career Development:

- We had 72 bookings of the meeting room.
- We proctored one exam.
- STCU had two programs this month. *Prevent Fraud and Identity Theft* had one attend, and *Becoming Debt Free* had three.
- We hosted three programs for Money Smart Week
 - *Investment Club Meeting* : 9
 - *Smart Consumer Guide to Wise Buying* : 0
 - *Duct Tape Wallets* : 2

Community Connections:

- Artist Loralee Silverthorn continued to display alcohol ink pieces.
- We had a display of antique books in the display case.
- Ree West attended the Run for the Grange 5K Fun Run and spoke to 74 attendees. She assisted at the event as well and talked about the library.
- Danielle and Ree participated in a planning meeting with SCOPE for the August 1st National Night Out event.
- Danielle and three of the Moran Prairie Friends attended the Friends Helping Friends annual meeting.
- The AARP volunteers reported that they filed 608 returns this year for their Tax-Aide program.

North Spokane: Brian Vander Veen

Early Learning:

- A number of story times and other programs were cancelled this month due to the 10-day construction closure. 548 children, parents, and caregivers attended early learning programs this month at North Spokane, a decline of 37% compared to April 2016.
 - *Baby Play and Learn Storytime* averaged 24 attendees. This is up five from last month's average but down seven from April 2016.
 - *Preschool Play and Learn Storytime* averaged 41 attendees. This is up two from last month but down two from April 2016.
 - *Toddler Play and Learn Storytime* averaged 47 attendees. This is down four from last month but up 14 from April 2016.
 - *Family Play and Learn Storytime* averaged 12 attendees. This is down 15 from last month and down 13 from April 2016.
- Staff provided Storytime for 161 attendees at four early learning facilities.

Education and Enrichment:

- 72 members of all ages attended six Education and Enrichment events this month.
 - 22 attended the Pokémon celebration.
 - An average of 13 members attended two *Monday Funday* events.
 - 13 attended *Six Poems That Can Save Your Life*.
 - Six members attended Bookclub and discussed *The Readers of Broken Wheel Recommend*.
 - Five attended *Cupcake Decorating*.

Business and Career Development:

- An average of five members attended five financial literacy programs.
 - Eight attended *Finding Wholesale Happiness in a Retail World*.
 - Four attended the STCU workshop *Protect Your Credit Score*.
 - 11 attended two *Dollars and Sense* programs.

- None attended *Financial Literacy for High School Students*.
- Six attended *WordPress for Business*.
- 54 attended *Free Shred Day*.

Community Connections:

- Spokane Public Library business librarian Mark Pond and I were guest speakers at the April luncheon of the Inland Northwest Business Alliance, describing the library resources available to business owners at spokanebusiness.org.
- The Friends of North Spokane Library had a successful spring book sale.

Otis Orchards: David Wyatt

Early Learning:

- *Play and Learn Storytime* attendance averaged 29, up from an average of 23 last April.
- Monthly *Family Play and Learn Evening* had six attend.
- Staff presented outreach Storytimes at three locations.
 - Doodle Bug: 9
 - East Valley ECEAP: 16
 - East Farm ECEAP: 15

Education and Enrichment:

- Weekly *Thumbs up Thursday* programs for children of all ages and families averaged seven.
- Make Your Own Bread: 9
- Rube Goldberg: 5
- Couponing: 7
- Cupcake Decorating: 6
- Seed library had 55 seed packets checked out.

Community Connections:

- Art from East Farm STEAM School was displayed in the library.
- Volunteers continued after school tutoring with five students from Otis Orchards Elementary.

Spokane Valley: Aileen Luppert

Early Learning:

- 833 children, their parents, and caregivers attended 32 early learning programs this month. This is down 455 attendees and down 20 programs since last month.
 - *Baby Play and Learn Storytime* averaged 22. This is up three from last month and the same attendance as April 2016.
 - *Toddler Play and Learn Storytime* averaged 37. This is up four from last month and down one since April 2016.
 - *Preschool Play and Learn Storytime* averaged 35. This is down two from last month and up three since April 2016.
 - *Evening Family Storytime* averaged nine attendees. This is down two from last month and down five from April 2016.
 - Staff provided Storytime to 134 attendees at eight outreach facilities. Last month staff provided Storytimes to 486 attendees at 25 outreach facilities.

Education and Enrichment:

- 160 members attended 13 Education and Enrichment events this month.
- Adult Programs:
 - *SV Book Club* (8)
 - *Broadway Court Book Club* (6)
 - *Orchard Crest Book Club* (2)
 - *Cupcake Decorating* (7)
 - *Yoga* (2)
- Teens/Tween:
 - Two sessions of *Great Stories Club: Mica Peak High School* (11)
 - *Rube Goldberg Machines* (2)
- Children/Family:
 - Four sessions of *Too Fun Tuesday* (Average 16, LEGOs are most popular)
 - *Pokémon Celebration* (60)

Business and Career Development:

- 213 members attended 15 Business and Career Development programs this month.
- Job Seeker and Career
 - *Drop-In Career Help* (4)
 - *Mica Peak Resume Class* (30)
- Small Business Support
 - *GSVCC Let's Talk Shop* (7)
 - *DreamBuilders Class - business resources presentation* (7)
 - *Presentation at parents meeting on business resources* (16)
- Financial Literacy
 - *STCU Protect Your Credit Score* (3)
 - *Finding Wholesale Happiness in a Retail World* (10)
 - *Duct Tape Wallets* (7)
 - *BBB House and Home Scams* (4)
 - *Shred Day* (125)
- Proctored nine tests for nine people

Community Connections

- We had three school tours this month:
 - Homeschool Group
 - Oaks Classical Christian Academy 4th Graders
 - Valley Christian School
- Librarians Diane Brown and Danielle Milton attended Greater Valley Chamber events including one featuring Mike Stocker from Pixar who talked about how the movies are created. Danielle also staffed the spotlight table to share information about business resources.
- Librarian Danielle Milton gave a presentation to parents of students from Central Valley's Early Learning Center about library business resources.
- With Hatch Art Gallery Director, Jesse Swanson, I recorded a podcast of Library Out Loud to promote our upcoming art event Second Saturday. On May 13, we will be showing art by students from EWU's Visual Communication Design Program and Progress Elementary. There will also be pottery by Linda Garratt, music by Ryan Moore, and we will unveil our new "Tree of Life" batik quilt that was created by local teens and Nicholas Sironka.

District-wide Information

In recognition of National Library Week, the District hosted its fifth annual Food for Fines drive, April 9-15, 2017. The District partnered with 2nd Harvest and the food banks serving Cheney, Deer Park, Fairfield and Medical Lake to make sure food collected locally stayed there. For every non-perishable item of food donated, \$2.00 was forgiven from a library member's account, up to a maximum of \$20.00 per library account. This year, we collected 3,095 pounds of food and forgave \$4,255 in fines. That represents a 26% decrease in food collected (4,210 in 2016) and a 20% decrease in fines forgiven (\$5,295.61 in 2016). We are not sure what to contribute the decreases to, though it's probably a combination of several factors. The fact that North Spokane was under construction that week (including being closed on Saturday) likely contributed. Overall, it was another successful event that helped get people back to using the library while supporting families in need in our communities.

April Security Incident Report

For April, there were 14 Security Incident reports filed, 10 less than last month (24) and seven less than April 2016 (21). Airway Heights had the most incidents reported with six. The most frequently reported incidents related to Potential Problem (9). To further put all of these numbers in perspective, the total door count District-wide in the month of April was 102,828.

The Spokane Valley Security Incidents are highlighted and reported two incidents (Potential Problem) in April. To further put incidents in perspective, the door count for Spokane Valley in April was 22,820.

Year-to-Date Public Use Measures at a Glance

- Door count through April (405,807) was down (8%) compared to the same period in 2016—the continuation of a declining trend from last year.

- Programming attendance through April (6,737) decreased 9% when compared to the same time period in 2016, while the number of programs offered has decreased by 2% (1,178).
- Internet station bookings (59,992) were down (23%) through April when compared to the same period in 2016, which is a declining trend continuing from last year.

Public Use Measures

April 2017

| Measure | This year | Last year | YTD | Last YTD | Rolling YTD |
|---------------------------|------------|------------|-----------|------------|-------------|
| | This Month | This Month | This year | Comparison | Comparison |
| Registered borrowers | 117,326 | 116,287 | NA | 1% | NA |
| Door count | 102,828 | 110,630 | 405,807 | -8% | -6% |
| Circulation | 208,364 | 209,540 | 855,110 | 0% | -2% |
| Digital Media Catalog | 41,223 | 35,115 | 162,120 | 12% | 13% |
| Programs | | | | | |
| Number | 293 | 282 | 1,178 | -2% | 13% |
| Attendance | 6,737 | 5,524 | 25,038 | -9% | 3% |
| Software Station bookings | 14,559 | 19,252 | 59,992 | -23% | -16% |
| Meeting room bookings | 308 | 315 | 1,338 | -2% | 2% |
| Holds placed | | | | | |
| By customers | 27,600 | 27,400 | 123,255 | 0% | -4% |
| By staff | 6,585 | 7,406 | 28,231 | -6% | -5% |
| Digital Media Catalog | 12,219 | 9,286 | 47,963 | 21% | 8% |
| Database use | | | | | |
| Searches | 81,852 | 82,928 | 363,057 | -15% | -32% |
| Website use (Remote) | | | | | |
| User sessions | 116,702 | 106,621 | 448,943 | -5% | -17% |
| Page views | 1,478,193 | 345,971 | 2,329,120 | 85% | 43% |
| Catalog | 40,394 | 39,640 | 169,885 | -2% | -3% |
| Database Access | 4,167 | 3,475 | 19,334 | -9% | -1% |
| Interlibrary loans | | | | | |
| Loaned | 343 | 400 | 1,363 | -3% | 9% |
| Borrowed | 536 | 512 | 2,076 | 2% | 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 April 2017

Marketing Activities

- Electronic signature for BT Chair John Craig
 - Scanned and set-up digital file of signature
- May Current
 - Edited two articles promoting Select Reads and The Studio at Spokane Valley, designed ad promoting The BookEnd
- May Kids Newspaper
 - Wrote article promoting May Days and designed an ad promoting Summer programming
- North Spokane closure sign - April 15-25
 - Designed and printed physical signs for the North Spokane closure due to construction/renovations
- Engage card
 - Designed and had printed “Engage” cards
- KREM banner ads
 - Designed (online) banner ads promoting library programming
- Spokesman summer issue ad
 - Designed ad promoting Summer programming
- Engage (May-Aug issue)
 - Edited and wrote all text for the next issue of Engage, designed magazine
 - Digital displays, news items, calendar listings, press releases, and social media for upcoming events/programs

News coverage

- Apr 5 – Spokesman Review – Food for Fines: Pay your library fine with food during National Library Week
- Apr 15 – Spokesman Review – Spokane Valley City Council considering potential new library
- Apr 21 – Spokesman Review – Town hall moves forward without U.S. Rep. Cathy McMorris Rodgers (meeting was at Moran Prairie Library meeting room)
- Apr 25 – KXLY-TV 6pm news story about North Spokane remodel and reopening
- Apr 26 – KREM – Boutique library to open in Spokane Valley Mall

Press Releases

- Apr 20 – Digging the dirt: Seed libraries & urban farming classes
- Apr 25 – New spaces and fresh updates at North Spokane Library
- Apr 27 – Second Saturday Art Tour in Spokane Valley

E-Marketing (Website, Social Media, Email)

Social Media:

- Facebook: # of fans: 3,214
- Twitter: # of followers: 2,226
- Pinterest: # of followers: 1,671
- Instagram: # of followers: 920

Library District Blog:

Our most viewed blog post during the month of April was *Construction closure at North Spokane Library* with 617 views. The next most viewed post in April was a post from March, *Food for Fines for the win!*, with 465 views.

Blog posts:

- Apr 1 – Construction closure at North Spokane Library
- Apr 4 – Email scam posing as library on west side of state
- Apr 11 – Weird animals for aspiring zoologists and the curious
- Apr 12 – Money Smart Week: Get financial know-how and be money smart
- Apr 18 – Hollywood vs. novel and short story: dystopian worlds written by Philip K. Dick
- Apr 19 – Dollars and Sense
- Apr 20 – Dirt-y pleasures: Seed libraries & urban farming classes
- Apr 24 – May Days for kids
- Apr 25 – Community gardening: a delicious pursuit to feed the hungry and the soul
- Apr 26 – New spaces and fresh updates at North Spokane Library
- Apr 27 – Second Saturday Art Tour in Spokane Valley

eNewsletter email:

- 86,496 sent on April 13, 2017
- Open rate: 12.4% (10,659)
- Clicked: 2,013 (2.3% click rate)
- Unsubscribed: 105

Podcast:

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

Library Out Loud: Cheney Mayfest & Summer Events
Library Out Loud: Summer Programs for Adults & Kids
Library Out Loud: Second Saturday
Library Out Loud: Farmer's Market
Library Out Loud: Social Media at SCLD
Library Out Loud: Early Learning at the Library this Summer

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

Community Events (Around Town):

The Communication Department made edits to eight 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, KHQ.com, and Fox28.com

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

- SCLD streaming services (2)
- Storytime (9)
- Kaleidoscope Storytime (1)
- LEGO Club (3)

- Practice Speaking English at the Library (2)
- Introduction to Raising Chickens (1)
- Food for Fines
- Free AARP Tax-Aide (1)
- GED and High School Completion Classes (3)
- Pokemon Celebration (1)
- Second Sunday Crafts (1)
- Cheney Book Club (1)
- Plot Gardening (1)
- Seize the Dia (1)
- Dollars and Sense (1)
- Star Wars Day Drop-In Crafts (2)
- Rube Goldberg Machines (1)
- Consumer Workshops (3)
 - Online Safety (2)
 - Senior Scams (2)
 - Wise Buying (3)
 - Financial Literacy for High School Students (3)
 - Home Scams (3)

Reprints of previously created work & order fulfillment

- Pencils for Spokane Valley
- Novelist flyers for Public Services
- OverDrive flyers for Public Services
- Internet Station cards for The BookEnd
- Print Station card for The BookEnd

Communication Display Kits provided for community events

- Caspar BabyPants Concert equipment reservation
- Run for the Grange 5K
- North Spokane Word Press
- Pasadena Park Elementary Family Reading Night
- Spotlight Table at the April GSVCC meeting
- Jeff Yeager equipment reservation
- Airway Heights Corrections Wellness Fair
- CVELC Community Outreach Event
- Spokane Area Retired Educator's Conference

Current & Upcoming Projects & Event Promotion

- May
 - Business Showcase
 - Cheney Mayfest
 - Spokane County Fire District 8 4th Annual Open House
 - KERNEL Program at the Fairwood Farmers' Market
 - Moran Prairie Grange Strawberry Festival
 - Otis Days
 - We Care for the Air
 - Blog Subscription Emails
 - North Spokane Lab Artist in Residence program
 - New Digital Resource - SelectReads; Highlight old digital resource - Online Book Clubs

- Library District Annual Report
- June Current
- May eNewsletter
- June Kids Newspaper
- 75th Anniversary Anthology
- Otis Orchards FOL Book Sale
- Summer Studio Teen Internship
- Signs for Mobile Shelving Units
- 75th Anniversary logo
- Late Night permission slip
- Recently returned items
- Take and Give Seed Library (update)
- June
 - Fairfield Flag Day
 - Medical Lake Founder's Day
 - Pet Parade
 - Deer Park Friends of the Library Book Sale
 - Moran Prairie Friends June 2017 Book Sale
 - Open Houses at the BookEnd and North Spokane
 - Summer Reading Badges webpage
 - Large Print Summer Booklist
 - Studio Use Agreement
 - Postcard mailing for The BookEnd grand opening
 - Auto Repair Signs
- July
 - Spokesman Summer Stories ads
 - Lisa Napoli Author Visit
 - Cheney FOL Rodeo Days Book Sale
 - Deer Park Friends of the Library Book Sale
 - Parking sign
 - Argonne Friends of the Library Meeting

Meetings Attended

- April 3 – New Employee Orientation
- April 4 – Compensation Study meeting
- April 7 – 75th Anniversary Planning meeting
- April 13 – Spokane Valley Ad Hoc Committee meeting
- April 18 – Early tour for The Current of The BookEnd
- April 26 – Spokane Transit Authority Collaboration meeting
- April 29 – Friends Helping Friends Annual Meeting

Friends of the Spokane County Library District

- Friends Helping Friends event prep
 - Room/food set-up, secured guest speaker, wrote presentation
- Friends Quarterly Newsletter sent
 - Wrote, designed, and sent the Friends quarterly eNewsletter
- Friends Helping Friends Agenda
 - Wrote, edited, designed, and printed agenda
- Friends Annual Report
 - Wrote, edited, designed, and printed annual report

Friends' Quarterly eNewsletter

- 415 sent on April 6, 2017
- Open rate: 32.7%
- Clicks: 0.7%

Friends of the Library Book Sales eBlast notices:

- Medical Lake – Sun, Apr 2 – sent to 1,966
- Spokane Valley – Sun, Apr 30 – sent to 19,512

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

| | Y-T-D Actual | Annual Budget | Target 33.3% Percent Used | Balance Remaining |
|---|---------------------|----------------------|------------------------------------|----------------------|
| REVENUES | | | | |
| PROPERTY TAXES | \$ 5,259,938 | \$ 11,308,000 | 46.52% | \$ 6,048,062 |
| CONTRACT CITIES - AIRWAY HEIGHTS | 61,146 | 247,143 | 24.74% | 185,997 |
| CONTRACT CITIES - SPOKANE | 0 | 72,996 | 0.00% | 72,996 |
| FINES & FEES | 73,138 | 240,500 | 30.41% | 167,362 |
| GRANTS & DONATIONS | 46,074 | 68,000 | 67.76% | 21,926 |
| E-RATE REIMBURSEMENTS | 77,744 | 169,000 | 46.00% | 91,256 |
| OTHER | 15,995 | 31,000 | 51.60% | 15,005 |
| INTEREST REVENUES | 8,054 | 34,000 | 23.69% | 25,946 |
| TOTAL REVENUES | \$ 5,542,089 | \$ 12,170,639 | 45.54% | \$ 6,628,550 |
| TRANSFERS IN | - | - | 0.00% | - |
| TOTAL REVENUES & TRANSFERS IN | \$ 5,542,089 | \$ 12,170,639 | 45.54% | \$ 6,628,550 |
| EXPENSES | | | | |
| SALARIES | \$ 1,964,931 | \$ 6,082,000 | 32.31% | \$ 4,117,069 |
| FRINGE BENEFITS | 638,470 | 2,061,300 | 30.97% | 1,422,830 |
| SUPPLIES | 58,149 | 189,459 | 30.69% | 131,310 |
| UTILITIES | 148,384 | 429,700 | 34.53% | 281,316 |
| SERVICES | 407,170 | 1,233,780 | 33.00% | 826,610 |
| INSURANCE | 67,280 | 69,000 | 97.51% | 1,720 |
| EQUIPMENT & SOFTWARE | 27,844 | 270,000 | 10.31% | 242,156 |
| LIBRARY MATERIALS | 526,788 | 1,433,500 | 36.75% | 906,712 |
| ELECTRONIC LIBRARY MATERIALS | 74,742 | 200,000 | 37.37% | 125,258 |
| LIBRARY PROGRAMS | 20,196 | 121,200 | 16.66% | 101,004 |
| OPERATIONAL CONTINGENCIES | 0 | 80,700 | 0.00% | 80,700 |
| TOTAL EXPENSES | \$ 3,933,954 | \$ 12,170,639 | 32.32% | \$ 8,236,685 |
| TRANSFERS OUT | - | - | 0.00% | - |
| TOTAL EXPENSES & TRANSFERS OUT | \$ 3,933,954 | \$ 12,170,639 | 32.32% | \$ 8,236,685 |
| Net Excess of Revenues Over/(Under) Expenses | \$ 1,608,135 | \$ - | | |
| BEGINNING CASH | 4,581,836 | | | |
| NET FROM ABOVE | 1,608,135 | | | |
| ENDING CASH | \$ 6,189,971 | | | |
| Number of months cash on hand | 6.1 | | | |
| Capital Project Fund Balance | 1,434,399 | | | |

Spotlight North Spokane Library

Managing Librarian Brian Vander Veen and librarians Rachel Edmondson and Vanessa Strange will share highlights of North Spokane Library and the community it serves.

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

EXECUTIVE SESSION

BACKGROUND

The agenda for the May meeting includes an Executive Session for the purpose of summarizing qualifications of applicants for public employment (RCW 42.30.110(1)(g)). The Open Public Meetings Act allows the board to evaluate qualifications of applicants in an executive session; however, subject to RCW 42.30.140, any formal action must occur in a meeting open to the public.

Recommended Action: This item is for review and discussion with no formal action required. The Board must reconvene in open session to take formal action.