

MISSION

We inspire learning, advance knowledge, and connect communities.

Board of Trustees Regular Meeting

April 28, 2015 4:00 p.m. Moran Prairie Library Public Meeting Room

AGENDA

- I. CALL TO ORDER**
- II. AGENDA APPROVAL [4:00]**
- III. ACTION ITEMS**
 - A. Approval of March 17, 2015, Regular Meeting Minutes [4:00-4:03]
 - B. Approval of March 2015 Payment Vouchers [4:03-4:05]
 - C. Unfinished Business [4:05-4:15]
 1. Libraries Transforming Communities Project Update
 2. Bond Election Update
 - D. New Business [4:15-4:30]
 1. Autism Society of Washington Spokane Chapter Presentation
 2. Confidentiality of Library Records Policy – Overview
- IV. DISCUSSION ITEMS, POSSIBLE ACTION [4:30-4:35]**
 - A. Future Board Meeting Agenda Items
 - B. Summer 2015 Meeting and Retreat Schedule
- V. REPORTS**
 - A. Trustees [4:35-4:40]
 - B. Executive Director [4:40-4:45]
 - Administrative
 - Community Activities
 - C. Public Services [4:45-4:50]
 - D. Communication [4:50-4:55]
 - E. Fiscal [4:55-5:00]
 - F. Spotlight – Moran Prairie Library [5:00-5:10]
 - G. Overview – The Big Read [5:10-5:30]
- VI. EXECUTIVE SESSION – TENTATIVE [5:30-6:00]**
 - A. Review the Performance of a Public Employee (RCW 42.30.110(1)(g))
- VII. PUBLIC COMMENT**
- 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.

Revised 04/28/15

SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: MARCH 17, 2015

CALL TO ORDER

The regular monthly meeting of the Spokane County Library District Board of Trustees was held Tuesday, March 17, 2015, in the public meeting room at Argonne Library, 4322 N. Argonne Rd., Spokane, WA. Chair Mark Johnson called the meeting to order at 4:00 p.m. and welcomed those in attendance.

PRESENT:

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

EXCUSED:

Also Present: Jane Baker, Communication & Development Officer; Mary Ellen Braks, Library Services Manager; Pat Davis, Library Supervisor; Paul Eichenberg, Chief Human Resources Officer; Stacey Goddard, Library Services Manager; Kelsey Hudson, Librarian; Priscilla Ice, Chief Information Officer; Danielle Milton, Public Services Specialist; Patrick Roewe, Deputy Director, Library Services; Andrea Sharps, Deputy Director, Collection Services; Doug Stumbough, Deputy Director, Library Operations; and Patty Franz, Administrative Assistant.

AGENDA APPROVAL

Mr. Hattenburg moved and Ms. Thompson seconded to approve the agenda.

The motion carried unanimously.

ACTION ITEMS

APPROVAL OF FEBRUARY 17, 2015, REGULAR MEETING MINUTES

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

APPROVAL OF FEBRUARY 2015 BILL PAYMENT VOUCHERS

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

Fund

L01	Voucher numbers: 47559 through 47737 and W00225-W00229 totaling	\$ 692,867.28
	Payroll numbers: 02102015PR and 02252015PR totaling	\$ 346,249.20
	Total	\$1,039,116.48

There were no questions. The motion was unanimously approved.

UNFINISHED BUSINESS

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

BOND ELECTION UPDATE. Ms. Ledeboer reported the resolution to place the bond propositions on the August 4 election ballot was approved today by the Board of County Commissioners. She attended the meeting, along with Ms. Baker and Trustee Craig. The BOCC also reconvened as the Board of the Spokane Valley Library Capital Facilities Area (SVLCFA) and approved the inter-local agreement between the SVLCFA and the Library District, which delegates responsibilities for managing the SVLCFA to the Library District. There was no further discussion.

NEW BUSINESS

CHILDREN'S SAFETY IN LIBRARIES POLICY. Mr. Hattenburg moved and Mr. Craig seconded that the revisions to the Children's Safety in Libraries Policy be approved as presented. The suggested changes clarify examples of children who appear at risk, as District personnel may not be able to confirm the ages of children. Discussion ensued among Trustees about this policy and the Code of Conduct policy. The Code of Conduct addresses behaviors by people of all ages. This policy guides staff interaction with children who are unattended or who may be at risk. Mr. Craig acknowledged that children need to be protected by all adults. Ms. Ledeboer assured Trustees that providing for the safety of children is paramount; however, given staffing levels, we do not provide the same level of supervision that is expected in a school. Therefore, the policy states the importance of responsible adults accompanying children in the library. There was no further discussion.

The motion was unanimously approved.

RECIPROCAL USE OF LIBRARIES 2014 REPORT.

Deputy Director Patrick Roewe reviewed highlights of the comprehensive report he provided in advance of the meeting, which provided 2014 reciprocal use statistics between Spokane County Library District and Spokane Public Library, and Spokane County Library District and Liberty Lake Municipal Library. As a requirement of the interlocal agreements with both libraries and approved by Trustees, reciprocal use statistics are to be reported on an annual basis to each respective partner. In response to Trustee Craig's query, Ms. Ledeboer said the arrangement among libraries is satisfactory and working well. There was no further discussion.

DISCUSSION ITEMS, POSSIBLE ACTION

FUTURE BOARD MEETING AGENDA ITEMS

Mr. Johnson reviewed the list of tentative agenda items for the next two months. The April meeting, which includes an executive session, will be held at Moran Prairie Library. Trustees were reminded of the WLA Annual Conference to be held April 15-17 at Tulalip Resort, and were invited to attend the Friends Helping Friends event scheduled for Saturday, April 25, 9 a.m. to noon, at North Spokane Library. Because of a scheduling conflict, the Board of Trustees agreed to move its next meeting from April 21 to April 28. Subsequent media notifications will follow.

REPORTS

TRUSTEES

Mr. Hattenburg reported that he and co-author/spouse Becky Hattenburg will speak about the Library District this Friday, March 20, to four Central Valley High School civics classes. The Communication Department assisted by providing a PowerPoint presentation about library services.

As part of adult Explore and Discover programming for The Big Read, Mr. Craig attended a Sourdough Songs concert at North Spokane. He noted the concert was wonderful, and though attended by 15-20 people, might have had greater attendance had informational signage been placed outside the meeting room. He suggested the sign could announce the concert as a public event and encourage anyone with interest to drop in.

There were no other reports.

EXECUTIVE DIRECTOR

The Executive Director's written report provided prior to the meeting included information on the Business Office, Finance and Facilities, Collection Services, Human Resources, Information Technology, and Community Activities. Ms. Ledebor reported a new CFO, Rick Knorr, was hired to begin April 1, and noted Mr. Knorr had the most relevant public accounting experience for the Library District. Anecdotally, Mr. Knorr lives in Millwood and will also bring knowledge of his community to SCLD.

PUBLIC SERVICES

Deputy Directors Patrick Roewe and Doug Stumbough provided a written report prior to the meeting for February 2015, with data for customer use measures, programming, and library activities. Mr. Hattenburg commented that he found it unusual there were no requests to review blocked websites last month. Ms. Ledebor noted next month there will be a report on the outcome of programming for The Big Read, a National Endowment for the Arts program that provides competitive grants to support innovative reading programs in selected communities. There was no further discussion.

COMMUNICATION

Communication & Development Officer Jane Baker provided a written report prior to the meeting for February 2015 communication activities. Ms. Baker reported a new Communication Specialist for the District, Clarissa Fidler, began yesterday.

FISCAL

Revenue and Expenditure Statement through February 28, 2015.

<u>Fund 001</u>	
Revenues	\$ 10,832,969
Expenditures	\$ 2,165,691
Ending Fund Balance	\$ 13,015,260
Fund Budget Expended	18.19%

Ms. Ledebouer noted that the revenues for property tax will be reported on the cash basis next month. This month's report followed the format used prior to switching to cash basis in 2014.

SPOTLIGHT ARGONNE LIBRARY

Library Supervisor Pat Davis and Librarian Kelsey Hudson reported on the community served by Argonne Library as related to the Community Impact Plan and Libraries Transforming Communities. Ms. Davis began the Spotlight with Millwood community background information. Argonne Library's service area has increased slightly from last year to 21%, with almost 50% as card holders. The library is open six days and 54 hours a week. New books and DVDs are the most popular items for checkout. In response to Trustee Hattenburg's query about Hillyard residents, Ms. Hudson said staff welcomes increased use of Argonne Library. Ms. Davis presented a varied list of recent library offerings, which included Storytimes, Lego Build Day, various classes as part of the Create and Big Read series, concerts, exam proctoring, and ACA and Book a Librarian appointments. An additional 1,300 people attended programs in 2014. In support of the four service priorities, adult, kids, and family programs feature Explore & Discover activities, such as digital photography, drawing, leatherworking, and snowshoeing. Ms. Davis shared photographs from Lego Build Day, where one participant considered it an engineering challenge to build a tower to the ceiling. Develop Young Learners programming features a second weekly Storytime, and weekly toddler and preschool Storytimes, five outreach Storytimes, Interactive Discovery Stations and Family Construction Zone. Ms. Davis noted the latter engages math and engineering skills, and the library has two new iPads available for use in the library. New library cards allowing online access to business resources support local businesses. Ms. Davis and Ms. Hudson visited the fire station, churches, and other local businesses to distribute the cards, and Librarian Sheree West gave a presentation about these available resources at the Millwood Better for Business meeting. Meeting rooms are used often by myriad groups free of charge, and over the next few months SNAP will provide a range of financial education classes on budgeting and credit management. Many programs support the effort to connect communities. New last fall was the District's participation in the Christmas Bureau where staff initiated the opportunity to promote library services with 3,740 residents. Staff hopes to attend again next year and issue library cards on site, if possible. Ms. Hudson attended scholarship and volunteer night at West Valley High School. She spoke with about 70 people about resources the library has for students as well as volunteer opportunities within the library.

Argonne's innovative program featured the Centennial Trail. Staff reached out and collaborated with local organizations to provide boating safety, bicycling, and fitness programs.

With a look toward the future, a Millwood history program sponsored by Friends of the Library and a second program specifically geared toward the trail are planned. Staff will continue to build on development of community and business partnerships, and work to increase program attendance and awareness of the library as a resource.

Trustees expressed appreciation for the informative report.

OVERVIEW FRIENDS OF THE SPOKANE COUNTY LIBRARY DISTRICT

Communication & Development Officer Jane Baker provided an overview of the Friends of the Spokane County Library District Foundation supported by a PowerPoint presentation.

Ms. Baker distributed copies of the group's recruitment brochure to Trustees and gave a status report on development of the Foundation thus far. The interlocal agreement approved last year by trustees allowed Ms. Baker to devote a portion of her time for development purposes. With an already active 501(c)(3) status, Friends of Moran Prairie Library rewrote its bylaws to cover the entire District, which enabled all of the Friends groups to accept tax deductible donations. Donor software was purchased and installed, and a bank account donated by STCU has been established. Branding was developed and a website constructed. An 11-member executive board was recruited and has held three meetings. Ms. Baker noted the group's introductory meeting was held November 19 where librarians and other staff "served" information about the library along with meal courses. Much enthusiasm about library programs and services was thereby generated. Officers were elected in January; Ms. Baker noted former trustees Ann Apperson and Mary Lloyd have joined the Foundation. Four committees— Nominating, Finance, Fundraising and Membership— have been established thus far. Proceeds of surplus books now go to the Foundation, and so far, \$5,000 has been raised. Ms. Baker noted the group is dedicated and excited about raising awareness of library services and raising funds to support new and expanded programs.

Ms. Baker asked Trustees to let her know of anyone who might be interested in becoming part of the group.

Mr. Hattenburg commented that he considered progress in creating the Friends foundation superb. Ms. Ledebouer provided a brief history about previous attempts to create a foundation for all libraries in Spokane County, yet the District ultimately moved in its own direction. Amending the Moran Prairie Friends' bylaws allowed us to fast track development.

PUBLIC COMMENT

There were no public comments.

ADJOURNMENT

The meeting adjourned at 4:57 p.m.

Mark Johnson, Chair

Nancy Ledebouer, 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 March 31, 2015 and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$779,557.30 and that we are authorized to authenticate and certify these claims.

DATE: April 1, 2015

SIGNED _____

TITLE: *Deputy Director*

SIGNED *Nancy Ledebvre*

TITLE: *Executive Director*

VOUCHER NUMBER	DESCRIPTION	VOUCHER AMOUNT
047738	AVISTA UTILITIES UTILITIES	\$ 4,398.98
047739	BRILLIANCE PUBLISHING, INC. LIBRARY MATERIALS	9.77
047740	SONJA CARLSON TRAVEL REIMBURSEMENT	7.50
047741	CENTURYLINK TELEPHONE	42.45
047742	CITY OF SPOKANE UTILITIES	272.46
047743	CITY OF AIRWAY HEIGHTS UTILITIES	140.17
047744	CITY OF CHENEY UTILITIES	688.97
047745	CITY OF DEER PARK UTILITIES	70.00
047746	EBSCO INDUSTRIES, INC. ELECTRONIC LIBRARY SERVICES	32,900.00
047747	FINDAWAY WORLD, LLC LIBRARY MATERIALS	692.83
047748	FRONTIER COMMUNICATION TELEPHONE	116.59
047749	GALE/CENAGE LEARNING LIBRARY MATERIALS	1,032.12
047750	H&H BUSINESS SYSTEMS, INC. EQUIPMENT REPAIR & MAINTENANCE	1,873.39
047751	INGRAM DISTRIBUTION GROUP, INC LIBRARY MATERIALS	13,500.26
047752	KENT ADHESIVE PRODUCTS CO. OFFICE/LIBRARY SUPPLIES	506.46
047753	KNOWLEDGENET TRAINING & TRAVEL	2,990.00
047754	MIDWEST TAPE LIBRARY MATERIALS	5,085.52
047755	MODERN ELECTRIC WATER COMPANY UTILITIES	1,702.50
047756	OFFICE DEPOT OFFICE/LIBRARY SUPPLIES	57.52
047757	OTIS ELEVATOR COMPANY BUILDING REPAIR & MAINTENANCE	1,217.44
047758	OVERDRIVE, INC. LIBRARY MATERIALS	5,796.43
047759	PARAGON MOTOR CLUB VEHICLE REPAIR & MAINTENANCE	389.85
047760	PERRINE PROPERTIES, LLC PARKING LOT LEASE	1,901.34
047761	RECORDED BOOKS, LLC LIBRARY MATERIALS	430.46
047762	JANELLE KRUM, CUSTODIAN REIMBURSE PETTY CASH FUND	5.44
047763	SPOKANE COUNTY LIBRARY DIST REIMBURSE REVOLVING FUND	658.08
047764	SPOKANE CO. WATER DISTRICT #3 UTILITIES	14.25
047765	TARGET SYSTEM TECHNOLOGY, INC SOFTWARE SUPPORT	115.00
047766	ULINE SHIPPING SPECIALISTS OFFICE/LIBRARY SUPPLIES	108.87

047767	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	519.27
047768	WASTE MANAGEMENT OF SPOKANE	UTILITIES	1,098.85
047769	WHIPPLE CONSULTING ENGINEERS,	SURVEY FEES	662.50
047770	VANTAGEPOINT TRNSFR %M&T BANK	EMPLOYEE CONTRIBUTIONS	5,649.83
047771	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	31,112.24
047772	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	341.06
047773	ABM JANITORIAL SERVICES - NW	CUSTODIAL SERVICES	11,897.38
047774	AMERICAN LIBRARY ASSOCIATION	LIBRARY PROGRAMS	65.00
047775	AVISTA UTILITIES	UTILITIES	593.84
047776	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	12.94
047777	CLASSIC VENTURES LTD	LIBRARY MATERIALS	43.48
047778	BUDGET-RENT-A-CAR	CAR RENTAL	182.29
047779	CAPITAL COMMUNICATIONS, INC	OFFICE/LIBRARY SUPPLIES	265.73
047780	CENTURYLINK	TELEPHONE	82.16
047781	CENTURYLINK	TELEPHONE	92.24
047782	CHEVRON U.S.A. INC.	VEHICLE FUEL	114.55
047783	CITY OF AIRWAY HEIGHTS	UTILITIES	132.80
047784	CITY OF MEDICAL LAKE	UTILITIES	160.68
047785	DEVRIES INFORMATION MGMT	COURIER SERVICES	4,230.00
047786	EMPIRE DISPOSAL INC.	UTILITIES	18.75
047787	GALE/CENAGE LEARNING	LIBRARY MATERIALS	398.22
047788	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	50.81
047789	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	6,605.96
047790	PERIDOT PUBLISHING LLC	ADVERTISING	297.50
047791	MIDWEST TAPE	LIBRARY MATERIALS	4,750.50
047792	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	265.06
047793	OVERDRIVE, INC.	LIBRARY MATERIALS	10,486.24
047794	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	1,368.61
047795	RECORDED BOOKS, LLC	LIBRARY MATERIALS	1,773.73
047796	SPOKANE COUNTY UTILITIES	UTILITIES	517.04
047797	COWLES PUBLISHING CO	RECRUITING	148.26
047798	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	87.40
047799	TOWN OF FAIRFIELD	UTILITIES	161.80
047800	MANNY TREMBLEY	LIBRARY MATERIALS	73.50
047801	U.S. BANK	H S A FEES	81.00
047802	WHITWORTH WATER DISTRICT #2	UTILITIES	28.57
047803	WALT'S MAILING SERVICE	ADVERTISING	13,196.77
047804	AVISTA UTILITIES	UTILITIES	3,944.23
047805	A+ PRINTING, INC	PRINTING	519.05
047806	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	472.74
047807	CENTURYLINK	TELEPHONE	91.57
047808	CENTURYLINK	TELEPHONE	88.15
047809	CENTURYLINK	TELEPHONE	37.43
047810	CENTURYLINK	TELEPHONE	59.85
047811	CENTURYLINK	TELEPHONE	92.06
047812	CENTURYLINK	TELEPHONE	132.22
047813	DELL MARKETING L.%DELL USA LP	OFFICE/LIBRARY SUPPLIES	244.94

047814	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	1,092.44
047815	EARTHWORKS RECYCLING,INC	UTILITIES	234.76
047816	GREATAMERICA FINANCIAL SVCS.	POSTAGE METER LEASE	159.95
047817	GALE/CENAGE LEARNING	LIBRARY MATERIALS	1,097.02
047818	GREATER SPOKANE INCORPORATED	TRAVEL AND TRAINING	500.00
047819	H&H BUSINESS SYSTEMS, INC.	EQUIPMENT REPAIR & MAINTENANCE	64.21
047820	IHEARTMEDIA-SPOKANE	ADVERTISING	1,130.00
047821	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	9,308.16
047822	INTEGRA	DATA COMMUNICATIONS	2,278.46
047823	INTEGRA	DATA COMMUNICATIONS	15,630.49
047824	INLAND POWER AND LIGHT	UTILITIES	1,054.22
047825	MIDWEST TAPE	LIBRARY MATERIALS	4,715.31
047826	OCLC, INC.	CATALOGING & SUPPORT SERVICES	3,136.14
047827	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	78.50
047828	OVERDRIVE, INC.	LIBRARY MATERIALS	7,322.27
047829	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	682.76
047830	RECORDED BOOKS, LLC	LIBRARY MATERIALS	269.29
047831	COWLES PUBLISHING CO	ADVERTISING	1,053.54
047832	SPOKANE LAW ENFORCEMENT MUSEUM	LIBRARY MATERIALS	66.00
047833	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	116.24
047834	MELISSA WILLIAMS	LIBRARY PROGRAMS	136.00
047835	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	83.93
047836	UNIQUE MANAGEMENT SERVICES	COLLECTION AGENCY & NOTICE FEES	3,076.48
047837	UPS	FREIGHT	13.78
047838	VERIZON WIRELESS	TELEPHONE	207.27
047839	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	539.26
047840	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	77.89
047841	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	28.56
047842	CENTURYLINK	TELEPHONE	42.68
047843	CENTURYLINK	TELEPHONE	42.45
047844	CITY OF AIRWAY HEIGHTS	LAND LEASE	10.00
047845	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	329.23
047846	EBSO INDUSTRIES, INC.	LIBRARY MATERIALS	0.48
047847	FREE PRESS PUBLISHING, INC	LIBRARY MATERIALS	24.00
047848	GALE/CENAGE LEARNING	LIBRARY MATERIALS	50.25
047849	GRAINGER	OFFICE/LIBRARY SUPPLIES	110.59
047850	GREATER SPOKANE INCORPORATED	DUES AND MEMBERSHIPS	425.00
047851	GREATER SPOKANE VALLEY CHAMBER	TRAVEL AND TRAINING	100.00
047852	GREENLEAF LANDSCAPING, INC.	GROUPS MAINTENANCE	472.40
047853	VANTAGEPOINT TRNSFR %M&T BANK	EMPLOYEE CONTRIBUTIONS	5,654.20
047854	IDA & NORMA'S DRAPERIES	FURNITURE, FIXTURES & EQUIPMENT	1,485.47
047855	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	6,624.47
047856	MIDWEST TAPE	LIBRARY MATERIALS	3,429.38
047857	NEW YORK TIMES	LIBRARY MATERIALS	72.00
047858	OVERDRIVE, INC.	LIBRARY MATERIALS	5,456.54
047859	PAPERJACK.com	OFFICE/LIBRARY SUPPLIES	289.90
047860	PERRINE PROPERTIES, LLC	PARKING LOT LEASE	250.00

047861	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	32,454.54
047862	PINNACLE CREDIT CORP	RECRUITING	154.20
047863	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	511.95
047864	RECORDED BOOKS, LLC	LIBRARY MATERIALS	430.46
047865	RIVER CITY GLASS	BUILDING REPAIR & MAINTENANCE	1,107.78
047866	RR DONNELLEY	OFFICE/LIBRARY SUPPLIES	755.54
047867	SCHOLASTIC LIBRARY PUBLISHING	LIBRARY MATERIALS	2,973.80
047868	SHADOWBOX PRESS, LLC	LIBRARY MATERIALS	279.90
047869	SOFTWARE.HARDWARE.INTEGRATION	SOFTWARE SUPPORT	282.62
047870	UPS	FREIGHT	20.54
047871	U.S. BANK CORP. PAYMENT SYSTEM	CHARGE CARD PAYMENT	14,254.91
047872	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	341.06
047873	CRJW ENTPR INC./VALLEY GLASS	BUILDING REPAIR & MAINTENANCE	86.96
047874	WALT'S MAILING SERVICE	ADVERTISING	12,842.21
W00230	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	56,440.46
W00231	US BANK - HEALTH	H S A CONTRIBUTIONS	1,751.65
W00232	STATE OF WASHINGTON	MONTHLY EXCISE/SALES TAXES	1,200.36
W00233	US BANK - HEALTH	H S A CONTRIBUTIONS	1,751.65
W00234	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	<u>55,469.57</u>

Total Non-Payroll General Operating Fund \$ 442,105.58

PAYROLL VOUCHERS

03102015PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	\$ 169,359.81
03252015PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	<u>168,091.91</u>

Total Payroll General Operating Fund \$ 337,451.72

TOTAL GENERAL OPERATING FUND \$ 779,557.30

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

<u>Card Category</u>	<u>Amount</u>
General Purchases	\$ 4,029.66
Maintenance	722.23
Travel	4,159.74
Acquisitions	2,559.22
Information Technolgy	2,784.06
Outreasch	-
Total Purchases	<u>\$ 14,254.91</u>

Libraries Transforming Communities Public Innovators Cohort Report – March 2015

Background:

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

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

Community Conversations:

Librarians conducted 10 community conversations this month throughout the District, to include Cheney, Deer Park, Fairfield, Medical Lake, Otis Orchards, North Spokane, Spokane Valley, and with one boundary-spanning organization. Of the 14 open community conversations hosted in the libraries, only six had participants.

Community Engagement Plan:

The primary focus in March was revising and refining our community engagement plan, also known as the *TECA* (Taking Effective Community Action) in Harwood-method parlance that was mentioned in last week's report. Drafting this plan proved to be a challenge for the LTC team. Two earlier drafts were scrapped before a more focused version emerged. That version was reviewed by our Harwood coach, who gave additional feedback and guidance, and then requested that we post the plan online with the other libraries participating in the cohort. The drafting of this plan proved to be a challenge for the rest of the cohort as well—ours was the first and only to be permanently posted on the discussion board in March.

Next Steps:

Community conversations continue through April, including the six remaining open invitation conversations hosted in the libraries. Work to finalize the *TECA* will continue as well. We hope to share a finalized version with the Board and staff at large next month.

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

2015 Bond Election Update

Communication & Development Director Jane Baker, Deputy Director Doug Stumbough, Spokane Valley Library Manager Sonia Gustafson and I attended the Spokane Valley Chamber's Government Affairs Committee. Ms. Baker provided a presentation on the proposed projects that would be completed pending voter approval of a \$22 million bond measure. Members of the Libraries Change Lives Political Action Committee (PAC) were also present to ask the Committee to recommend that the Chamber Board endorse this initiative that will be on the August 4 ballot. Katherine Morgan, CEO of the Chamber, informed us that the Committee will be taking a recommendation to approve the proposal to the Chamber Board at a future meeting.

I posted a message to all staff informing them that the bond issue will go to the voters living within the Spokane Valley Library Capital Facilities Area (SVLCFA) in August. The message reminded staff that they cannot advocate for the bond on work time. They may provide information about what is proposed. Mr. Stumbough and Ms. Baker have scheduled meetings with staff at the Otis, Argonne and Spokane Valley libraries to be sure that staff understands what is being proposed and why. Staff members understand that they may volunteer for the PAC on their own time.

The website has been updated to provide an overview of the bond proposal. A brochure has been printed along with an updated pamphlet that provides an overview of library services. Dates have been scheduled for Open Houses at Argonne and Spokane Valley libraries in July. Staff will be going out to parent groups, service clubs and other organizations to inform voters about the upcoming bond election request.

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

Autism Society of Washington Spokane Chapter Presentation

BACKGROUND

In recognition of National Autism Awareness Month, representatives of the Autism Society of Washington Spokane Chapter will join the meeting to present a donation check to the Library District. The purpose of the donation is for acquisition of additional materials on autism spectrum disorders for library members' use.

Recommended Action: Move to accept the donation on behalf of SCLD for the acquisition of library materials to support additional materials on autism spectrum disorders.

Confidentiality of Library Records

BACKGROUND:

While there are no recommended changes at this time, Deputy Director Doug Stumbough will present a brief overview of the Confidentiality of Library Records policy.

For reference, the policy follows.

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

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: CONFIDENTIALITY OF LIBRARY RECORDS

Approval Date: 1/08/1976

Revision Date: 4/16/2013

Replaces

Confidentiality of Customer Information and Customer Privacy

Related Policies

Computer, Wireless Network and Internet Use Policy

Library Meeting Room Use Policy

STATUTORY REFERENCE: RCW 42.56.050, 42.56.310

Purpose

To outline the manner in which Spokane County Library District will protect the privacy and confidentiality of library members pursuant to state and federal law.

Background

Spokane County Library District maintains records in order to conduct operations of the library. These records include but are not limited to registration records, circulation records, materials request lists, financial information and computer booking records. SCLD is committed to protecting the confidentiality of our members and their use of library materials.

General Policy

The Spokane County Library District upholds state and federal laws intended to protect the privacy of individuals who access library materials. Privacy is essential to free speech, free thought and free association. Confidentiality extends to all records with identifying information about members including requests for information, borrowing records, computer use records or access to online resources.

Library facilities are public places and people entering a library facility have no expectation of privacy beyond the content of library records.

The District will keep records pertaining to the use of the library private and confidential except as is necessary for proper operation of the Library, upon consent of the user, pursuant to a valid subpoena or court order, or as otherwise required by law.

The District may enter into agreements with reputable third-party partners in order to provide certain services to our members. Information that a member submits to a third party voluntarily is not subject to library control, and therefore the District cannot guarantee the same level of confidentiality and privacy. Members are encouraged to read and become familiar with the privacy policy of these third-party partners.

The District reserves the right to use personal information provided by members for the purpose of conducting periodic surveys or providing information regarding library programs and services. This may also include information regarding library partners such as the Friends of the Library or other groups whose sole purpose is to support the library. The District will not sell or provide access to personal information to other groups unless required by law.

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: MAY/JUNE 2015

May 26, 2015: Cheney Library (4:00 p.m.)

Please note: This meeting is scheduled one week later than the usual schedule.

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

- Libraries Transforming Communities Update
- Bond Election Update
- Personnel Policy – Safety and Health, and Travel
- WLA Annual Conference Report
- Friends Helping Friends Event Report
- Library Spotlight – Cheney Library
- Overview – Support Job Seekers and Local Business

Please send requests for agenda additions or changes to the Board Chair or Patty no later than Tuesday, May 5, for inclusion in the preliminary agenda to be sent May 6. Meeting packets will be mailed by May 15.

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

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

SPECIAL MEETINGS AND ACTIVITIES

April 25 (Sat) Friends Helping Friends, North Spokane Library, 9am-noon

July 17-Aug 4 Primary Election Important Dates

August TBD Board of Trustees' Retreat

SUMMER MEETING SCHEDULE AND RETREAT DATE: MAY-AUGUST 2015**Background:**

Traditionally, Board of Trustees' schedules are checked late spring to ensure a quorum is available for the summer regular meetings ahead. Should trustees decide to cancel one of their three summer meetings, agendas will be adjusted accordingly. Schedules will also be reviewed with consideration of a late summer or early fall Board Retreat.

Recommended Action: Determine any changes to the May through August regular meeting schedule and select a date for a Board of Trustees' Retreat.

EXECUTIVE DIRECTOR'S REPORT MARCH 2015

Administration

Business Office, Finance and Facilities (Rick Knorr)

I have just concluded my first full week in my role as the District's finance officer. There is one particular item of mention: The Argonne building developed a leak in the HVAC system requiring the cooling component to be turned off until repairs are completed. Facilities Manager Dave Rennick called for bids, resulting in a quote of \$16,185 for this repair. The complexities can be explained in further detail at the meeting, if desired. This was not budgeted for and thus becomes an item funded from the operational contingencies.

Otherwise, I can say I have had very fruitful and valuable individual meetings with everyone on the Leadership Team and a good dose of quality time with the Business Office staff in these first couple weeks. Even though a bit of a crash course, I have learned much about the business of operating a library district from these meetings and appreciate all the time everyone has made available on my behalf. This will help tremendously in providing me with the knowledge to quickly get to the point where I will have something meaningful to report.

I would also like to take this opportunity to graciously thank the District and the Board for allowing me the opportunity to serve.

Human Resources (Paul Eichenberg)

As part of our wellness commitment to AWC, we offer wellness programs developed and approved by AWC's Wellness Coordinator, as well as programs we have purchased or developed in house. Our current wellness program Live Out Loud (LOL) is an AWC Wellness Program which has 22 staff members participating in it. Our previous AWC offering, Red Light Green Light had only 17 participants. Nevertheless, our Wellness Coordinator, Debbie Rhodes, has offered the Eat Right and Your Pants Won't Fit Tight program twice garnering 40-50 participants each time. Her Happy Trails program had 62 staff participants. Since the purpose of a Wellness program is active participation, not strict adherence to the wellness programs offered by AWC, our newly formed Wellness Committee will be responsible for selecting wellness activities of interest to our staff. We will reevaluate program offerings at year-end.

Information Technology (Priscilla Ice)

- Two staff members with major changes in responsibility spent significant time doing intensive training. The Desktop Administrator traveled to Salt Lake City for his "boot camp", the Systems Administrator explored a new training package which offers extensive remote training—some live, some recorded or self-paced. Both reported the training we purchased has been very good.
- The District's first 3D printer arrived much more quickly than expected. Staff has enjoyed watching it work through the office window as the Desktop Administrator has worked through test prints to make adjustments and to learn how it works.
- Routine updates to server and desktop operating systems were applied after careful research since Microsoft issued some problem updates in December.
- We filed for the 2015 e-rate year using new procedures. The FCC made significant modifications to the program that went into effect for the coming funding period. We will receive more than \$150,000 in

2016 due to the reimbursements we receive on telecommunication services through this program. We also applied for the first batch of reimbursement checks for the current year.

- Three of us attended the user group conference for SirsiDynix customers. This year, it was held in Portland. SirsiDynix provides Symphony, the software that runs our catalog and keeps records related to users and materials. The conference really helps us to stay in touch with other libraries and with company staff for this critical product.
- Numerous projects were completed for the website. The FAQ pages were enhanced to allow searching. One new page was developed for the “Getting Ready for Kindergarten” project. That page is ready for public services staff to add content. The library location pages were updated and will be deployed when public services staff is ready.
- Based on some new capabilities, we moved around the genre information contained in many of our holding records. The display will be more flexible in the future, but doesn’t require members to learn anything new.
- Additional hardware was purchased to complete the update to our storage area network. The additions allow for more storage and will improve server responsiveness because things will run faster.
- A major update was prepared for the catalog computers. It will be deployed in early April. We changed how their use is locked down and made it possible for screens to stay on during library open hours. The screen savers contain signage that helps members know what the computers are for. Keeping the screens on during library open hours was an idea proposed and approved through the Innovation Team.

Collection Services (Andrea Sharps)

- We ordered 1,421 titles and 4,773 copies in March. This is down from last month.
- With 25% of the year done, total library materials expended stands at 25.46%.
- We processed, added to the system, and sent out to the libraries 5,263 items in March. This is up from last month.
- Downloadable lending through OverDrive was up in March from February. A total of 31,296 audiobook, eBook and music items circulated in March. Members placed a total of 9,212 holds, and there were 4,580 unique users with titles checked out.
- Midwest Tape’s *hoopla*, a streaming media service, saw a modest decrease in circulation in March over February. A total of 1,305 titles including audiobooks (296), movies (521), full-length albums (343) and television shows (145) circulated in March for a combined cost of \$2,634 and an average cost per circulation of \$2.02. A total of 51 new patrons registered in the month.
- We got information from OverDrive during March regarding preorders. More early content is already on Marketplace for libraries to order, but we will not be billed until the content becomes available. This should streamline selection a bit, catching popular authors much earlier than before and allowing holds to build in advance of release.
- We loaned 344 items to other libraries and borrowed 596 items from other libraries for 940 total interlibrary loan transactions processed in March which was a record high.
- Youth Collection Development Librarian Sheri Boggs visited a class at East Valley’s Intec on 3/3 to talk about what makes a good nonfiction book for K-3 as class members were writing and designing books explaining scientific concepts to share with this age group. The teacher wrote the following about Sheri’s visit: “Thank you SO much for taking so much time out of your schedule for us and for making such a relevant presentation. You helped excite and direct many students on their books. So much so I had students working on them at lunch!”

Executive Director Report & Community Activities (Nancy Ledeboer)

The City of Spokane sent notice of a proposed annexation of three parcels on the south side of East 53rd Avenue between Regal Street and the Palouse Highway. In response, I sent a letter acknowledging receipt of the notification affirming that these parcels fall within the boundaries of the Moran Prairie Library Capital Facilities Area and are subject to the annexation agreement signed in 2004. Accordingly, SCLD will continue to provide service to residents and the City of Spokane will pay SCLD an annual contract fee based upon or current rate of property tax.

New CFO Rick Knorr joined the Leadership Team meeting on Tuesday, March 24, in anticipation of his April 1 start date. The Leadership Team discussed how to use the tools from the Libraries Transforming Communities (LTC) initiative to develop our next three-year strategic plan. Deputy Director Patrick Roewe presented a proposed project plan with options for involving staff. Community conversations held to date indicate that the four service priorities we have focused on since 2013 are still relevant to the community. Our challenge will be to develop new goals that lead to an action plan that builds community capital. The LTC tools are based upon Harwood Institute's practices, which engage the community in order to accelerate sustainable change. As we learn about this practice, we have many examples of library programs that have resulted in building community connections and capacity. Moving forward we hope to be intentional so that our programs and services meet community expectations while engaging the community as participants in the process.

I am winding up my year as president of the Washington Library Association. The major accomplishment this year was to bring on board over 600 members of the Washington Library and Media Association (WLMA). The addition of teacher librarians means that WLA is truly a statewide organization representing all types of libraries. This also created an opportunity to look at the way WLA is organized, and as I leave the board, the association will be considering forming Divisions that represent types of libraries and Sections that represent areas of practice. The Board has new leadership that will carry this effort forward.

Deputy Director Patrick Roewe and I continue to serve on the WLA Legislative Committee. We review bills and provide WLA Lobbyist Steven Duncan with input on proposed legislation that may have an impact on libraries. There are a couple of bills related to school libraries, and one that has passed that will provide a seat for a statewide library representative to sit on the Extended Education Council. I plan to continue on the Legislative Committee when my year as president ends.

I turn over the gavel to Darcy Brixey at the 2015 WLA Annual Conference in Tulalip, WA, in April. We were pleased to learn that the Friends of Deer Park Library will receive an award at the conference for their outstanding support of the Deer Park Library. Librarians Sonia Gustafson and Aileen Luppert have agreed to chair the 2016 conference in Spokane. They will begin their planning efforts soon and will also invite librarians from around Spokane to participate in planning the conference.

Sonia Gustafson is also chairing a Staff Day Committee for SCLD. The committee has been charged with planning the District's annual Staff day, scheduled for Friday, September 18. I attended their first meeting to provide a general outline of the day. Committee members are excited to help plan the day and have already reached out to all staff with a survey to assess their expectations and aspirations for Staff Day.

Deputy Director for Collection Services Andrea Sharps invited staff from the Spokane Public Library to meet to discuss opportunities for collaborative purchases of electronic content. Collection Services staff from both organizations met and reviewed the current electronic holdings from each library. There is large overlap in what both libraries subscribe to and moving forward we will inquire about discounts based upon collaborative purchasing agreements. The initial focus will be on business databases since we have established a collaborative Spokane business website.

I was interviewed by Craig Howard for an article about plans for the future of SCLD. The story ran in the April edition of The Current. Communication & Development Director Jane Baker arranged for the interview and is working with The Current on publishing a story later this summer on the plans for new libraries.

I attended the Valley Chamber Government Affairs Committee where Senator Padden and Representative McCaslin joined us by a conference call to provide an update on activities in the Legislature this year. I attended an open house at CenterPlace for an update on the City of Spokane Valley's Comprehensive Planning. Librarians Sonia Gustafson and Aileen Luppert were also in attendance. The consultants shared the information they have gathered and presented an opportunity for community members to provide more suggestions about housing, transportation, and future development of the Valley. I attended the SVP Marketing Committee and monthly Board meeting. The monthly EWI meeting was held at Beacon Hill and featured two member firms, Bozzi Media and Spokane Dermatology. I also joined several EWI members as volunteers for KSPS during its pledge drive. Library Services Managers Gwendolyn Haley and Mary Ellen Braks and I attended the Lens of STEM event hosted by the Spokane STEM Network. John Wenstrup, partner of the Boston Consulting Group (BCG), shared information on the future of STEM careers in Washington.

I took several days of vacation to attend the Tucson Festival of Books. This non-profit book festival has raised over \$1 million to support community-based literacy programs. I enjoyed hearing authors Gail Sheehy, Jacqueline Winspear, Rhys Bowen, Ruth Reichl, Jean Kwok, Carol Cassella, Sarah Bird, JA Jance, Thomas Perry, Ace Atkins and Kelly Stanley. I also enjoyed the sunshine and magnificent wildflowers on a couple of spring hikes. I highly recommend this festival to anyone who loves books. There is something for readers of all ages and genres.

ITEM AND TITLE MONTHLY REPORT
March 2015

	<u>ITEMS</u>				<u>TITLES</u>		
	ADULT	YOUTH	TOTAL		ADULT	YOUTH	TOTAL
Total Materials							
Print	184787	158104	342891		87244	50666	137910
Nonprint	61793	25530	87323		25480	7295	32775
Subtotal	246580	183634	430214		112724	57961	170685
Periodicals	12160	2027	14187		311	39	350
Total	258740	185661	444401		113035	58000	171035

	<u>ITEMS</u>			<u>TITLES</u>		
OverDrive: eBOOKS			25213			21585
Licensed eBOOKS			5217			5217
Audiobooks			18007			14946
Digital music			1708			1708
OverDrive: Total			50145			43456
GRAND TOTAL			494546			214491

Print & Nonprint	(Totals year-to-date)		
ADDITIONS	ADULT	YOUTH	TOTAL
Print	7082	3992	11074
Nonprint	2800	861	3661
TOTAL	9882	4853	14735
DELETIONS			
Print	7619	5275	12894
Nonprint	1458	666	2124
TOTAL	9077	5941	15018

	<u>NET CHANGE</u> <u>YTD</u>		
	ADULT	YOUTH	TOTAL
Print	-537	-1283	-1820
Nonprint	1342	195	1537
Periodicals	489	42	531

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

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

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

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

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

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

Public Services Report March 2015

In-Library Circulation

Circulation at the libraries in March was down from the same month in 2014 (-8%). All libraries experienced decreases compared to March 2014, with Fairfield (-18%), Otis Orchards (-12%), and Cheney (-10%) seeing the most significant changes.

Use of the Self-checkout stations accounted for 51% of all circulation in the libraries. More than half of in-library circulation at North Spokane (57%), and Spokane Valley (69%) came through the self-checkout stations, while members at Cheney (27%) and Deer Park (20%) show a preference for staff-assisted checkout.

2015 Measures at a Glance

- Door count for the quarter of 2015 (337,078) was down slightly compared to 2014 (341,515).
- Programming attendance (18,562) is up (8%) compared to same period in 2014 (17,171), and the number of programs offered has increased by 28% (878 in 2015 vs. 686 in 2014).
- Internet station bookings are up for the first three months of 2015 when compared to 2014 (+3%).

Selected Self-Service Activity

	2015			2014			1-year change		
	Month	% of total	Y-T-D	Month	% of total	Y-T-D	Month	% of total	Y-T-D
Total Circulation	223,155		657,573	239,229		685,506	-16,074		-27,933
Self-Check	85,203	45%		96,165	45%		-10,962	-1%	
Digital Collection	32,601	15%	94,162	27,511	11%	81,451	5,090	3%	12,711
Total Holds	53,751		153,078	57,817		162,571	-4,066		-9,493
By Customer	34,821	65%	104,016	38,570	67%	112,647	-3,749	-2%	-8,631
Digital Collection	9,212	17%	27,209	9,166	16%	26,738	46	1%	471
Total Payments	\$21,080.28		\$69,267.10	\$22,930.73		\$71,403.59	-\$1,850.45		-\$2,136.49
Online	\$9,485.29	45%	\$29,124.14	\$9,628.34	42%	\$30,112.74	-\$143.05	3%	-\$988.60

Security Incident Reports

There were 20 Security Incident reports filed this month, one more than last month (19), and two fewer than March 2014 (22). North Spokane and Spokane Valley had the most incidents reported with five each. The most frequently reported incidents related to general Code of Conduct violations (5) and potential problems (12). One individual at North Spokane was excluded from all SCLD libraries for one year as the result of a negative interaction between that individual and another library member that escalated to the point where the individual threatened library staff with violence. The police were called to intervene, though the individual left before they arrived. The individual was subsequently trespassed by the police as well.

Internet Filtering Update

14 requests to review blocked websites were received by staff this month. None were received in February 2015. 10 of the 14 were the result of software errors on the part of our vendor in which site categories that the District had not selected for blocking were unintentionally blocked. The errors were identified and access was restored. Of the remaining four sites, we requested that three sites be reclassified to allow access at all levels. The fourth site was determined to be accurately filtered at all levels.

Support Job Seekers and Local Business (Stacey Goddard)

- Programming and other updates for the Access IT Grant (the SNAP grant mentioned in previous reports) in March included:
 - A Customer Relationship Management class hosted at Spokane Valley, with five in attendance.
 - Three orientation sessions promoting the second round/cohort of the grant, one each at SV, CH, and DP. These had a combined attendance of just four.
 - Although three of those four were at the session in Cheney, Cara Weipert (my SNAP contact) made the decision to cancel the Computer Basics series at that location since the three individuals are currently enrolled at EWU and wouldn't have been able to make the class times. However, those individuals are planning to take the Social Media/Web Design series we'll be offering in May.
 - After having just one person attend the first Basics class at SV, and no one showed up for the first DP class, we decided to cancel the remainder of the series at both locations. The other Access IT classes will continue as scheduled.
 - We also offered the first Basics class (File Management Basics) at the Women's Business Center, and had nine attend. Cara and I are looking at options for the third round of classes, including opening up the Basics series to everyone (and not just grant participants).
- In other grant-related news:
 - Carlie's Ready for Work series—a partnership with SCLD and WorkSource—continued in March. The 18 classes offered in March had a combined attendance of 35.
 - Aileen continued her Career Development Facilitator (CDF) Program work—including conference calls, weekly assignments, and developing her final project. She also completed her session presentation for the upcoming WLA conference.
- We had 18 individuals register as new IT Academy users in March, down from 25 in February. During the month, users enrolled in 54 new classes, up from 53 in February. We can attribute part of this class enrollment increase to Carlie's Ready to Work grant classes.
- We did 71 Book Librarian (BaL) sessions this month throughout the district, down from 85 sessions in February.
- We proctored 22 exams this month throughout the district, up from 19 sessions in February.

Connect Communities:

- SCLD Navigator staff completed five individual appointments where they helped individuals enroll in Apple Health (Medicaid). This is down from 19 appointments in February. These lower numbers will be the norm until October (when the next open enrollment period begins).
- Sheree and Brian attended one each of the bi-monthly BizBuzz meetings at WorkSource.
- Sheree and her Spokane Valley Tech intern worked on filming and editing their first business education video.
- Aileen and Brian had the opportunity to act as note-takers and/or facilitators for various community conversations in March.
- Sheree presented an overview of SCLD's business resources to the Millwood Better for Business group. Ten individuals attended.
- Brian attended the monthly SCORE meeting. SCORE will be repeating its two January workshops for us in May, this time at three locations (instead of just one).
- Brian and I met with Eugenie Alexander, the Computer Science instructor at Spokane Valley Tech. Her students will be developing an Intermediate Word for Business class for us, based on Brian's Word Basics for Business class and his content suggestions for the next steps. Ms. Alexander's four students will be getting extra credit for their work with us. If this project is successful, we'll be working with her and her students again to help us develop more tech content.
- Sheree met with the principal of Barker High School to demonstrate our digital resources. As a result of this meeting, Sheree is working on several potential partnership opportunities—including one that could fit well with the CDF work Aileen is doing.
- Aileen and Sheree attended an orientation session and tour at Job Corps, and also toured WorkSource's Next Gen Zone.
- Aileen attended the monthly WorkSource system meeting. Because of WorkSource's downsizing and remodeling, this was its first monthly meeting since October.

- Michelle and Sheree, along with Sonia Gustafson and Diane Brown, attended the monthly Greater Spokane Valley Chamber of Commerce meeting.
- Brian attended StartUp Spokane's *Introduction to the Spokane Entrepreneurial Ecosystem* presentation on March 17.
- Brian and Aileen attended GSI's *State of the County* meeting on March 20.
- Sheree attended the March GSVCC Ambassador meeting.
- Aileen met with Dusty Wetzler of the GSVCC to discuss her CDF work.

Develop Young Learners (Mary Ellen Braks)

- We provided 114 Storytimes to 3,396 children, parents and caregivers. Our average attendance per Storytime was 30, which was the same as last month.
- We provided 74 Storytimes to 1194 children and caregivers at 31 child care centers.
- The Develop Young Learners Team has continued to work on a "Getting Ready for Kindergarten" section on our webpage. The content has been finished and submitted to Communication.
- The Develop Young Learners Team is now working on a series of crafts for the preschool Play and Learn Storytimes during the summer that will focus on kindergarten readiness skills.
- The training that Gwendolyn and I worked on last month, "Supercharged Storytime," was delivered to staff this month. We provided two sessions of the training to split up our large number of Storytime providers. This training focuses on being more intentional in Storytime and is based on the Project VIEWS study from the University of Washington's Library School. The result of this study was that Storytime does make a difference in a child's learning if certain practices are used. While our staff were already doing many, if not all, of these practices, this training just took what they are already doing up a notch.
- We had six Family Construction Zone programs this month. The attendance ranged from 3-16. Looking at our numbers for Early Learning Programs on the weekend, we may try to mix it up a bit the next time having some of these types of programs during the week. While we get lots of requests for weekend programs, we don't always get the attendance we would like unless it's a big name like Jim Gill. The smaller in-house programs don't always bring in very many people.
- Rachel Edmondson held two preschool fairs at North Spokane during the Play and Learn Storytime. We had a total attendance for the two programs of 38 versus 10 from last year. Last year's program was on a Saturday.
- Tammy Henry tried the One Stop Childcare program at Spokane Valley this year. She had a mix of child cares and preschools available for parents and families to talk to, which is similar to the Preschool Fair. The program was on a Saturday and we had only seven attend. We may try this again next year after the Play and Learn Storytime during the week.

Connect Communities:

- Work continues on the STEM grant. We are to the point of developing our STEM units and starting to plan training.
- I had our monthly Excelerate Success Ready for Kindergarten meeting. We are continuing to work on how to connect with communities and schools in the focus areas.
- Diane Hutchins from the State Library and I had our first Statewide All Aboard for Kindergarten meeting here in Spokane. The meeting went well and we have lots of great ideas for how to develop materials on kindergarten readiness for libraries to use with families.
- Heather Wallace from the Spokane Regional Health District came to one of our Preschool Play and Learn Storytimes to show the second segment of the Raising of America series. We had only one parent participate in the discussion after the DVD viewing.
- I attended one INWELA (Inland Northwest Early Learning Alliance) meeting this month. We are reevaluating the goals of the Early Learning Alliance to make sure the goals are still meeting the needs of the community.
- I provided a Love Talk Play program with INWELA to a Young Lives Group in Spokane. This group is for teen parents and draws in teens from all over the county. We had 50 attend the program. We talked about reading to children and why it is important. Thanks to a grant from Medina that INWELA received, we were able to give out books to the families.

Explore and Discover (Gwendolyn Haley)

Elementary (K-5) programs:

- Kids Explore and Discover Club gave school-aged children the opportunity to explore basic principles of electricity with Squishy Circuits; 160 children in grades K-5 participated in the nine programs.
- North Spokane continued the *Monday Funday* program, and 123 school-aged kids participated. Spokane Valley began their *Too Terrific Tuesday* programs this month, with 49 participants. These programs included monthly Lego programs, Pokémon days, and Art days. Every week at these libraries there is a program for school-aged children.
- Airway Heights and Fairfield libraries hosted Lego Build Days, with a combined 77 in attendance. These are the days where we haul out as much of the collection (estimated at 300,000 individual pieces) as possible. Having regularly scheduled, smaller programs helps bring the size of these popular programs to a more manageable level.
- 239 children and their families participated in monthly Lego Clubs (not including the North Spokane and Spokane Valley clubs—these were counted in the Monday and Tuesday programs).
- As part of the Big Read, 37 children and families attended programs to learn about dog sledding from members of the Inland Empire Sled Dog Association.
- School Visits/Programs :
 - Cindy Ulrey presented a book talking session to 35 students in Freeman HS Lit Circle.
 - Great Northern School's 5th and 6th grade class visited Airway Heights, 15 students in all.
 - 58 5th graders from Arcadia Elementary visited Deer Park Library for a book talk about poetry, and to check out books.
 - Sheri Boggs visited InTec at East Valley to talk about how children's books are created; she presented to 34 students.
 - 45 students from Mullan Road Express visited the Moran Prairie Library.
 - 19 students from two different Cub Scouts groups toured the Spokane Valley Library.

Tween/Teen Programs:

- 47 tweens and teens participated in programming this month.
 - 15 tweens participated in Tween Club at North Spokane and Spokane Valley.
 - 18 teens attended Anime at Spokane Valley Library and North Spokane Library this month.
 - 14 tweens/teens participated in the Fairfield Community Center's Thursday Night Thing.

Adult Programs:

- Book Clubs: 69 people attended one of the eight book club programs.
- STCU presented two different programs at Moran Prairie and North Spokane, with 20 people in attendance.
- STAR financial presented a program, "Taking Care of your Finances for Women," with eight in attendance at Spokane Valley Library.
- The Inland Northwest Chapter of the Alzheimer's Association presented a conversation about dementia, with 29 attending at the North Spokane Library.

Programs in the Planning Stage:

- We are planning a Prime Time Family Reading session in the summer, in partnership with Cheney School District and Humanities Washington.

Connect Communities:

- Amber Williams and I attended the Excelerate Success 3rd Grade Reading action team meeting. I was sent to the "Every Hour Counts System Institute" in Oakland with a team of people from Excelerate Success's Third Grade Reading action group.

Virtual Services (Carlie Hoffman)

- I completed the 2014 website usage report.
- I investigated a digital resource called Credo and posted a link to a trial for staff to access and evaluate.
- I attended a webinar called Zinio for Libraries to get a preview of the new checkout process. With the Collection Services team, I met with the Recorded Books (the Zinio for Libraries vendor) sales representative to discuss the changes to the product. I updated the SCLD website's apps page with the new Zinio app links. I also updated the Digital Library page with an updated Zinio for Libraries logo.

- I worked with Ven to improve the FAQ page – the site search results will now link to an item in which the keywords searched are highlighted on the FAQ page, and a search box was added to the FAQ page in order to search within that page only.
- Based on an innovative idea, I worked with Ven to create ways to bring more attention to the Read Away Fines program. Read Away Fines information was added to the FAQ page. A link to Read Away Fines was added to the pay fines/fees page. A link to the Read Away Fines page was added to the My Account page. A link was added to the Read Away Fines on the LibOnline payment page.
- I reviewed from which libraries GrantStation was accessed to determine the libraries where the product is most used.
- Collections and Virtual Services staffs from SCLD and Spokane Public Library met to discuss digital resource pricing and possible collaborative opportunities.
- A trial for lynda.com—an online instructional resource—was started. The Virtual Services and Business and Job Seeker teams are tasked with evaluating this product and providing feedback and recommendations.
- I updated the STARS training web page with the new class offerings.
- Use of digital resources increased 8% in March, from 38,432 to 41,564 uses.
 - The five digital resources with the largest increase in use were: HelpNow up 213%, Science in Context up 88%, GrantStation up 40%, Tumblebook Cloud Jr. up 38%, and Heritage Quest, ReferenceUSA, and Small Engine Repair Reference Center each up 31%.
 - The 5 digital resources with the largest decrease in use were: LibraryThing for Libraries down 49%, Biography in Context down 44%, ProQuest down 41%, JobNow and Tumblebook Cloud both each down 32%, and CultureGrams down 25%.

Connect Communities:

- I uploaded new images created by the Communication Department for use on the community events portion of the SCLD calendar.
- I met with the grants coordinator from Washington State Library to discuss the progress of the Ready for Work grant.
- I met with the business librarians from Spokane Public Library and Eastern Washington University Riverpoint to collaborate on a presentation we are preparing for the upcoming Washington Library Association Annual Conference.
- I added and updated all SCLD library locations on OCLC's Library Spotlight website.
- I attended the monthly WorkSource System Local Area Discussion meeting and gave a short presentation on the WorkSource and SCLD collaboration on the Ready for Work grant.
- I updated with INCOL website with the current Continuing Education Committee representatives. I attended an INCOL Continuing Education Committee meeting to discuss the upcoming Spring Workshop on May 1. The topic is dealing with burnout.

Library Operations (Gina Rice)

IN-LIBRARY CIRC

	This Month		This month compared to			Year – to – Date		
	2015	2014	1-yr ago	3-yrs ago	5-yrs ago	2015	2014	Diff
AH	5997	6178	-2.93%	-10.88%	28.17%	17682	18200	-2.85%
AR	12780	14091	-9.30%	-23.67%	-20.23%	39547	41556	-4.83%
CH	12677	14139	-10.34%	-25.45%	-22.82%	37610	39988	-5.95%
DP	13173	13642	-3.44%	-13.55%	-9.15%	38153	39193	-2.65%
FF	1428	1749	-18.35%	-4.16%	-12.12%	3965	4841	-18.10%
ML	4661	4919	-5.24%	-17.06%	-17.64%	12636	13889	-9.02%
MP	15378	16563	-7.15%	-14.14%	-17.42%	43868	47137	-6.94%
NS	46847	51089	-8.30%	-17.24%	-10.57%	133788	146369	-8.60%
OT	5355	6102	-12.24%	-27.66%	-35.61%	15566	17627	-11.69%
SV	48803	53161	-8.20%	-14.22%	-8.75%	145888	151587	-3.76%
TOT	167099	181633	-8.00%	-17.13%	-12.84%	488703	520387	-6.09%

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	3223	587	2164	23	5997	783	6780
AR	7439	508	4808	25	12780	2679	15459
CH	8629	643	3386	19	12677	2380	15057
DP	9624	895	2631	23	13173	1980	15153
FF	754	187	483	4	1428	111	1539
ML	2069	337	2236	19	4661	865	5526
MP	8423	503	6428	24	15378	2920	18298
NS	18309	1936	26290	312	46847	9549	56396
OT	2646	208	2478	23	5355	1350	6705
SV	12721	2255	33510	317	48803	8883	57686
TOT*	73837	8059	84414	789	167099	31500	198599

	This Year This Month		Last Year This Month		Difference
	Self-Check Circulation	% of total circulation	Self-Check Circulation	% of total circulation	
AH	2187	36.47%	2983	48.28%	-11.82%
AR	4833	37.82%	5036	35.74%	2.08%
CH	3405	26.86%	3476	24.58%	2.28%
DP	2654	20.15%	3224	23.63%	-3.49%
FF	487	34.10%	723	41.34%	-7.23%
ML	2255	48.38%	2913	59.22%	-10.84%
MP	6452	41.96%	6774	40.90%	1.06%
NS	26602	56.78%	30496	59.69%	-2.91%
OT	2501	46.70%	2331	38.20%	8.50%
SV	33827	69.31%	38209	71.87%	-2.56%
TOTAL	85203	50.99%	96165	52.83%	-1.84%

Holds	Holds filled Mar-15	% of circulation	Holds filled Mar -14	% of circulation	% Difference 2014 to 2015
AH	1332	21.56%	1281	21.36%	-0.20%
AR	2700	19.16%	2695	21.09%	1.93%
CH	3365	23.80%	2934	23.14%	-0.66%
DP	2641	19.36%	2897	21.99%	2.63%
FF	501	28.64%	404	28.29%	-0.35%
ML	1226	24.92%	1032	22.14%	-2.78%
MP	3914	23.63%	3752	24.40%	0.77%
NS	10108	19.79%	9338	19.93%	0.15%
OT	1683	27.58%	1621	30.27%	2.69%
SV	9999	18.81%	9643	19.76%	0.33%
Zsupport	1375	0.76%	308	0.18%	-0.57%
Total	38844	21.34%	35905	21.49%	0.15%

March Cash Collection				
Payments received	2014	2015	Difference 2014 to 2015	%change 2014 to 2015
CASH	\$10,199.24	\$8,886.79	-\$1,312.45	-12.87%
CHECK	\$3,103.15	\$2,708.20	-\$394.95	-12.73%
CREDIT	\$9,628.34	\$9,485.29	-\$143.05	-1.49%

In addition to the operation data regularly reported, this month we take a quick look at the 2014 circulation of the adult print fiction collection. The table includes both the count of items circulated as well as how each genre fairs with respect to the total collection and the fiction collection.

Adult Fiction Circulation 2014			
		Percentage of total circulation per genre 2014	Percentage of adult fiction circulation per genre 2014
FANTASY	17286	0.74%	4.86%
GRAPHIC	8491	0.36%	2.39%
HORROR	6010	0.26%	1.69%
MYSTERY	70995	3.02%	19.96%
NOVEL	170115	7.24%	47.82%
ROMANCE	58653	2.50%	16.49%
SCIFI	10971	0.47%	3.08%
WESTERN	13222	0.56%	3.72%
TOTAL	355743	15.15%	100.00%

And, a look at the same information by library:

	Total Circulation	Total Adult Fiction	FANTASY	GRAPHIC	HORROR	MYSTERY	NOVEL	ROMANCE	SCIFI	WESTERN
AH	80931	9172	457	411	291	1822	3611	1991	235	354
AR	185204	28349	1174	808	517	5765	13286	4712	1114	973
CH	180177	26830	1901	592	599	6214	11833	3664	1142	885
DP	174754	25511	1543	336	362	4874	12003	3916	835	1642
FF	17833	2211	74	15	34	485	1007	445	58	93
ML	60925	8450	388	86	162	1696	3732	1327	226	833
MP	217373	28115	931	547	260	5632	15817	3712	649	567
NS	660830	99312	4746	2220	1518	20155	48822	16355	2896	2600
OT	77084	12357	532	541	211	2542	5818	1931	286	496
SV	688862	114371	5441	2873	2020	21654	53644	20521	3462	4756
ALL	2348116	355743	17286	8491	6010	70995	170115	58653	10971	13222

Library Reports

Airway Heights: Stacy Hartkorn

Develop Young Learners:

- Attendance for Play & Learn Storytime averaged 24 people in March, an increase compared to the previous month (18), but a decrease compared to the same month last year (32.75 in March 2014).
- The morning and afternoon West Plains ECEAP visited the library for a Storytime (combined attendance of 24).
- SCLD staff shared information about upcoming library programming and resources at Snowdon and Sunset Elementary's Spring *READY! For Kindergarten* programs, reaching a combined audience of 92 parents.

Explore and Discover:

- The Airway Heights Book Club, facilitated by Airway Heights community members, attracted only one participant.
- Explore and Discover Club, *Squishy Circuits*, had an audience of seven people.
- *LEGO Club* was attended by seven people.
- A total of 45 people participated in *LEGO Build Day*.
- *Family Construction Zone* drew an audience of 16 people.

Connect Communities:

- I have resumed meeting with Airway Heights Parks and Recreation staff to begin brainstorming ideas for a possible Let's Move Airway Heights event in 2015 (this was Airway Heights Library's Innovation project in 2014).
- Great Northern Elementary's 5th / 6th grade class visited the Airway Heights Library and checked out chapter books for free reading and nonfiction books for their history research paper.
- I attended two Airway Heights Kiwanis meetings.
- There were a total of 12 Spaces reservations for the Airway Heights meeting room in March, compared to only five in March of 2014.
- The display case featured completed knitting projects created by the West Plains Yarners.

Argonne: Pat Davis

Develop Young Learners:

- Combined attendance at Toddler and Preschool Storytimes totaled 240 this month compared to 135 for last March's General Storytime. The Toddler Storytime averaged 27 and Preschool averaged 26.25 weekly attendance compared to 33.75 for the General Storytime last year.
- We provided two Outreach Storytimes at the Millwood ECEAP for audiences of 56 and 72.

Explore and Discover:

- Our final Big Read program, *Sled Dog Racing/Mushing*, attracted six.
- The Family Construction Zone program had five participants.
- Kids Club had an attendance of nine this month compared to 17 last March.
- Lego Club attendance dropped this month to seven compared to 38 last month.

Support Job Seekers and Local Businesses:

- Two proctoring appointments were scheduled. We proctored an exam for a woman from California. She comes to Spokane several times a year on business and needed to take an exam on a day she was scheduled to be in Spokane. She contacted me last month to see if it was possible to take her exam here. We made the arrangements with her school and she was most appreciative of the proctoring service the district provides. The second appointment was cancelled due to weather. The campus was closed due to snow and all online testing was suspended.
- We provided two Book a Librarian appointments for computer help.

Connect Communities:

- We sent off the first pallet of books to Thrift Books for the Friends Foundation.
- Sheree West and I attended the Millwood Better for Business group and Sheree provided a presentation on business resources. Several people were interested in the demographics information that we have available and we handed out the new business library cards.
- City School provided an art display featuring Radial Symmetry.
- 66 groups or individuals used our meeting and conference rooms this month.

Cheney: Catherine Nero Lowry

Develop Young Learners:

- Baby Play and Learn attendance was down this month with an average of 20.5 in March 2015 from an average of 24 in March 2014.
- Toddler Play and Learn attendance stayed pretty even with an average attendance of 43.75 in March 2015 compared to 43.5 in March 2014.
- Preschool Play and Learn stayed pretty even with an average attendance of 28.75 in March 2015, compared to 28 in March 2014.
- Our Outreach Storytime for Giggling Guest Too was down from 15.4 in March 2014 to 13.8 in March 2015.
- We provided a brief overview of library services to families participating in the Ready for Kindergarten program with the Cheney School District at Salnave Elementary. Our focus this time was Play with Purpose, inviting parents to check out our interactive services, books, music, Playaways, hoopla, Tumblebooks library and more for themselves and their children.

Explore and Discover:

- Family Construction Zone had 15 in attendance.
- Squishy Circuit had 16 in attendance.
- The Cheney Book Discussion Group is reading "Pure Grit: How American World War II Nurses Survived Battle and Prison Camp in the Pacific" by Mary Cronk Farrell. There were 10 in attendance.
- Our monthly Tuesday Lego Club had 15 builders in attendance.
- Vanessa met with Cristina from EWU's MeCHA group to plan for *Dia de los libros* event.

Support Job Seekers and Local Businesses:

- We proctored one exam in March.
- Vanessa and Catherine attended the West Plains Chamber Of Commerce Breakfast. The Keynote Speaker was Dr. Mary Cullinan—EWU's president. Her presentation was informative, her passion lies with the students, and her vision is focused purposefully on access and success for all students.
- Christie and Catherine attended the West Plains Chamber of Commerce Best of the West Gala. Cheney Library was nominated by a Cheney Library member and was awarded the 2015 Best of the West Award for Community Relations.

Connect Communities:

- Lori and Regina took our library outreach services to Cheney Sessions Village, Cheney Assisted and Cheney Care facilities this month providing over 136 library items for the residents.
- Vanessa held three Cheney community conversations.
- 41 groups used our meeting room this month, in comparison to 30 in March 2014.
- Cheney staff provided two scheduled and three walk-in Book a Librarian sessions in March.
- Our AARP Tax-Aide continues to provide great service to the Cheney community. Friday afternoon our parking lot was full with members taking advantage of this service.

Deer Park: Kris Barnes

Develop Young Learners:

- We experienced a slight decrease in Storytime attendance. Our average Storytime attendance was 21 compared to last March's average of 26.
- Free childcare was offered for some of the *Ready for Work* participants. Two attendees took advantage of the service, which resulted in an additional Storytime total of two.
- We provided two outreach Storytime sessions to the Deer Park ECEAP classes. A total of 65 students and teachers participated.

Support Job Seekers and Local Businesses:

- Community Librarian Amber Williams and I attended the Deer Park Chamber of Commerce luncheon. We heard a presentation from Cara Weipert of SNAP Financial. Cara talked about the grant that SNAP received and the many opportunities that are available. Cara also talked about the partnership with SCLD to bring programs out to the communities at the libraries.
- Our *Ready for Work* series of classes attracted a total of 15 participants attending the five classes offered this month.
- We proctored 2 tests for students this month.

Explore and Discover:

- 16 members gathered at the *Adult Book Club* to discuss the book *The Orphan Train* by Christina Baker Kline, compared to last March's total of 11.
- Two classes from Arcadia Elementary visited for an opportunity to hear a presentation about poetry. I read several poems out loud, and from the 20 books that I highlighted, all but one was snapped up by the students.
- A total of six classes visited from Arcadia Elementary School to browse our collection and check materials out.
- Our *Kid's Club* attendance was 19 compared to last March's total of 38.
- *Lego Club* attracted 25 participants.
- *The Big Read: Sled Dog Racing and Mushing* program attracted four participants.
- *The Family Construction Zone* program attracted four participants.

Connect Communities:

- Our conference and meeting rooms were used by 67 groups this month compared to last March's total of 23. This is an increase of 191%. Our meeting and conference rooms have become so popular that we are quickly becoming adept at using our new meeting room software. We had a variety of groups using our rooms, such as a meditation group, a private tutoring company, and Habitat for Humanity.
- *AARP Tax-Aide* continued this month on Fridays from 10am to 2pm. Each Friday the parking lot has quickly filled up with folks lining up to have their taxes done.
- Community Librarian Amber Williams and I attended the Deer Park Senior Day Celebration annually held at the Eagles event center in Deer Park. We presented and connected with a total of 170 attendees.
- Friends of Deer Park Library met this month to set dates for their upcoming yearly book sale series and to appoint members to it on the auditing and budget committees.

Fairfield: Kathy Allen

Develop Young Learners:

- Play and Learn Storytime averaged 10.25 last year, which included a visit from the preschool. In comparison, Family Evening Storytime averaged 1.75, down again from last month's total of two.
- The in-house Storytime for Fairfield Community Church Preschool continues to have a steady group with 12 attending.
- Freeman Early Learning Center participated in three outreach Storytimes with a total of 44 children attending.

Support Job Seekers and Local Businesses:

- Cindy Ulrey and I visited area Rockford businesses to promote the upcoming Scavenger Hunt Innovation Project. We were able to secure area business willing to participate in the project and handed out business library cards. Several businesses offered to provide donations as prizes for the Scavenger Hunt.

Explore and Discover:

- Creativity followed at *Thursday Night Thing* at the Fairfield Community Center where 14 participated in *Building Unsinkable Boats*. Building materials included straws, 10" of plastic wrap, a cup, duct tape and pennies. The record for the number of penny passengers that did not "drown" or have their boat run aground was 193.
- *Let there be Legos* had 32 attend with lots of imaginative creations.
- This month's *Lego Club* was not well attended with only one; down from last month's total of three.
- We had one *Book a Librarian* appointment.

Connect Communities:

- The first *Open Community Conversation* had only one attend.
- Cindy Ulrey and I attended the monthly North Palouse Chamber of Commerce meeting held at the Liberty High School in Spangle. The Future Farmers of America team presented their winning presentation to the chamber.
- Two meetings were scheduled for the meeting room, up from none in March last year.

Medical Lake: Theresa Stephenson

Develop Young Learners:

- Storytime attendance averaged 17.

- Fifteen people attended two outreach Storytimes for this month (no outreach Storytimes were conducted in March 2014).

Explore and Discover:

- The Explore and Discover Children/Family program, *Squishy Circuits*, had 13 members in attendance.
- The *Family Construction Zone* event attracted 11 participants.
- The Explore and Discover Lego Club had 16 attendees.

Support Job Seekers and Local Businesses:

- The *Ready for Work* classes averaged two persons per class. None of the participants utilized the childcare service.

Connect Communities:

- Seventeen people attended the March book discussion group. This number is down from the attendance record of 19 in March 2014.
- Thirteen groups used the meeting room in March, up from none in March 2014.
- On March 30th, the Medical Lake Library held its first Community Conversation; seven people attended. Feedback was very positive.
- We had three people utilize the Book a Librarian service in March.
- The March 5 edition of the Cheney Free Press featured an article and photo of me in my role as the new Medical Lake Library Supervisor.

Moran Prairie: Danielle Marcy

Develop Young Learners:

- Toddler Play and Learn Storytime averaged 38 attendees this month, a decrease from last month's average of 45 and last March's 47.
- Preschool Play and Learn Storytime had an average attendance of 28, a slight increase from last month's 27 but a decrease from last March's 31.
- Baby Play and Learn Storytime averaged 32, a decrease from last month's 38. The trend of a steady increase over last year's continues comparing last March's average of 27 to this March's 32.

Explore and Discover:

- The Moran Prairie Book Club had 9 attendees this month for *Round House* by Louise Erdrich.
- The *Lego Club* had a steady attendance of 25.
- Kids Explore and Discover program *Can You See* had 19 attend, an increase from last month's 13.
- We continued to have our monthly craft out targeting interests of adults. We continued to have card making supplies available due to a library member who enjoyed the craft so much she requested we keep it up another month. We had 33 people participate.
- The last session of the *Waltz! Salsa! Swing!* decreased to only five participants.
- The Star Financial Services program was cancelled due to the presenter being ill.
- STCU had six attend their *Protect Your Credit Score*.

Support Job Seekers and Local Businesses:

- We proctored one exam.

Connect Communities:

- We had 74 bookings of the meeting room, a sharp increase from last month's 57.
- Eric Cook's photography will continue to be displayed until the end of April.
- Colleen Lake from Copper Moon Studios displayed her glass art in the display case.
- The Moran Prairie Friends agreed to sponsor the library by paying for the booth fee at the Strawberry Festival in June.
- We promoted library services at the Mullan Road Elementary Science Fair. Aileen Luppert and Morgan Garratt interacted with 136 attendees talking about library services and programs while assisting with creating whirlybirds and pinwheels.
- The Mullan Road Express, an afterschool care program, came for a library tour and to check out items. They had 40 kids ranging from K-5th grade. Clarissa Fidler from the Communication team came out to take pictures that were used in a Facebook post. We hope to see more groups in the area asking for library tours.
- Danielle attended the Mullan Road Elementary PTG meeting. We are looking at the possibility of attending the group's Walk-A-Thon in May.
- A regular meeting room user asked to partner with the library to offer her classes on nutrition at the library. We are offering two classes in June.

North Spokane: Jason Johnson

Develop Young Learners:

- 906 children and their parents and caregivers attended early learning programs this month. This is a 9.5% increase from last month.
- Baby Play and Learn Storytime averaged 36 attendees. This is up five from last month's average and up six from March 2014.
- Preschool Play and Learn Storytime averaged 48 attendees. This is up three from last month and down one from March 2014.
- Toddler Play and Learn Storytime attracted an average attendance of 47. This is down two from last month and up 14 from March 2014.
- Family Play and Learn Storytime averaged 11 attendees, down 11 from last month and down six from February 2014.
- Staff provided Storytime for 161 attendees at outreach facilities.
- 38 members attended two sessions of the Preschool Fair.

Explore and Discover:

- 488 members of all ages attended Explore and Discover events this month.
- 232 members attended *Dr. Seuss' 111th Birthday*.
- 53 adult members attended two programs: 29 for *Conversations about Dementia*, and 24 for *STCU: Become Debt Free*.
- 12 tween/teen members attended two programs: seven for *Anime Club* and five for *Tween Club: Leprechaun Traps*.
- 191 children and their families attended five programs: 61 for *Monday Funday: Legos*, 36 for *Kid's Club: Squishy Circuits*, 34 for *Pokémon Club*, 32 for *Build It*, and 2 for *Monday Funday: Art Club*.
- 22 members attended screenings of two films: 12 for *Big Read Cinema: Alone in the Wilderness* and ten for *Big Read Cinema: The Gold Rush*.

Connect Communities:

- Local artist, JM Enneking continued to display paintings in the library this month.
- Local Artist, Jim Battell displayed his artwork in the display case.
- There was only one attendee between our two scheduled Community Conversations this month.

Otis Orchards: Kathy Allen

Develop Young Learners:

- Play and Learn Storytime averaged 18, down from last March's average of 20, but up from last month.
- We presented 7 Outreach Storytimes to 112 children at Little Explorers and two Trent ECEAP. Last year we had only three Outreach Storytimes with a total of 64 attending.
- *Family Construction Zone* had eight attend.

Support Job Seekers and Local Businesses:

- *Ready for Work: Job Search Strategies* and *Ready for Work: Microsoft Excel for Job Seekers* each drew four, while *Ready for Work: Interviewing Techniques* and *Ready for Work: Email for Job Seekers* had three each.

Explore and Discover:

- *Seed Library: Vegetable Gardening 101* had a great turnout with 41 attending.
- This month's *Lego Club* had 18 attend up from nine last month.
- *Big Read: Sled Dog Racing/Mushing* had 15 attend.
- This month's *Kids Club: Squishy Circuits* was attended by 14, up for last month's total of 12.
- We had one Book a Librarian for the month.

Connect Communities:

- Our first scheduled Community Conversation did not have anyone attend.
- 13 groups used the meeting room, up from 12 for last March.
- I meet with reporter Chey Scott and photographer Young Kwak from the Inlander for an interview regarding the Seed Library. The article was published in the Food section of the Inlander, March 19-25, 2015 issue. We noticed a renewed interest in checking out seeds from the library.

Spokane Valley: Sonia Gustafson

Develop Young Learners:

- Baby Play and Learn averaged 22 per session, as compared to last March's 37.
- Toddler Play and Learn averaged 46 per Storytime, compared to last March's 53.
- Preschool Play and Learn averaged 36, while last March had an average of 39.
- Family Storytime average was up at 20 per Storytime, as compared to last March's 17.
- We visited 33 daycare and preschool classes and read to 517 children.
- We held a "one stop childcare" program which showcased many area preschools but only seven attended.

Explore and Discover:

- The children's "Too Fun Tuesdays" are going well. Pokémon Club had eight, Squishy Circuits (Kids Club) had 27, Lego Club had 23, Art Club had 18 and the Build it program had 32.
- Anime Club had 11 as opposed to 30 last March.
- Sunday crafts continued with 59 people participating.
- Tween Club had 10 attend.

Support Job Seekers and Local Businesses:

- Five attended the SNAP customer relations management class.
- We proctored 17 exams.

Connect Communities:

- We attended Progress Elementary's Reading Night and talked to 97 kids and parents about the library.
- We attended Chamber events (monthly breakfast, Business and Education committee meeting, Transportation committee meeting)
- I officially joined the Spokane Valley Kiwanis Club
- We had two Cub Scout tours. One of them coordinated their visit with the children's Build It program and had a lot of fun.

Public Use Measures

March 2015

Measure	This year	Last year	YTD	Last YTD	Rolling YTD
	This Month	This Month	This year	Comparison	Comparison
Registered borrowers	116,522	118,508		-2%	
Door count	118,204	123,892	337,078	-1%	-2%
Circulation	223,155	239,229	657,573	-4%	-4%
Digital Media Catalog	32,601	27,511	94,162	16%	28%
Programs					
Number	336	257	878	28%	12%
Attendance	6,557	7,322	18,562	8%	12%
Group Visits					
Number	4	4	10	-23%	4%
Attendance	126	74	387	8%	8%
Software Station bookings	22,445	22,473	63,222	3%	6%
Meeting room bookings	418	321	1,115	17%	-1%
Holds placed					
By customers	34,821	38,570	104,016	-8%	-12%
By staff	7,703	8,067	21,853	-6%	11%
Digital Media Catalog	9,212	9,166	27,209	2%	23%
Database use					
Searches	104,726	127,201	312,766	-14%	-6%
Retrievals	33,529	40,768	108,151	-30%	-12%
Website use (Remote)					
User sessions	142,312	103,010	348,266	18%	16%
Page views	258,501	214,688	673,869	-1%	1%
Catalog	47,959	52,658	137,229	-15%	-16%
Database Access	5,017	5,951	15,696	-14%	-4%
Interlibrary loans					
Loaned	344	344	1,030	13%	11%
Borrowed	596	489	1,625	24%	29%

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.*

Reference inquiries: Number of customer questions, other than directional. *Data collection method: Monthly sampling hand tally and spreadsheet entry.*

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 March 2015

Community Calendars

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

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

- Let There Be Legos (2)
- Kids Explore & Discover Club (5)
- ML book club meeting
- SCLD streaming services
- Conversations About Dementia
- The Basics: Memory Loss, Dementia and Alzheimer’s Disease (2)
- Lego Club (4)
- Family Construction Zone (5)
- One-Stop Childcare - Spokane Valley (2)
- Art Club (2)
- One-Stop Preschool Shop at North Spokane Library
- Tween Club (2)
- \$500 million-plus in work planned, underway in Spokane area – Found at:
<http://www.spokanejournal.com/local-news/500-million-plus-in-work-planned-underway-in-spokane-area/>
- Tax help through April 15
- Beginning Meditation (2)
- Introduction to Yoga (2)
- Tai Chi
- Therapeutic Yoga
- Online Tools for Health and Fitness
- Pokemon Club
- Nourish (2)
- Organic Vegetable Gardening (2)
- Build It Club - Spokane Valley (2)
- Therapeutic Horticulture
- Poetry Scribes of Spokane at the North Spokane Library

News coverage

- March 5 – Stephenson takes the reins at the Medical Lake library (Cheney Free Press)
- March 17 – 27 – IHeartRadio commercial run – Nourish*

- March 18 – April 15 – “Nourish” interview posted on KHQ.com*
<http://www.khq.com/clip/11250931/spokane-county-library-district-offers-free-way-to-nourish-your-spirit-mind-and-body-sponsored>
- March 19 – “Pure Grit” is Cheney book club’s March selection (Cheney Free Press)
- March 20 – Library bond headed back to ballot (Spokane Valley News Herald)
- March 26 – Spokane Valley bond seeks \$22 million for libraries (The Spokesman-Review)

Press Releases

- March 12 – New series of programs aimed at helping you take care of you
- March 18 – Spokane County Commissioners adopt proposition for new libraries
- March 26 – Food For Fines to benefit Second Harvest Food Bank

Estimated media value:

Approximate media value for SCLD in the news: \$1,600

*Not included in estimate

E-Marketing (Website, Social Media, Email)

Social Media:

- Facebook: # of fans: 2,305
- Twitter: # of followers: 1,270
- Pinterest: followers: 1,191

Library District Blog:

Our most viewed blog post for the month of March was Dollars and Sense, which promoted financial stability courses (Navigating Your Credit and Give Yourself A Raise) hosted by the District with SNAP. The Dollars and Sense post garnered 997 views throughout March, while the Food for Fines news item came in 2nd with 439 views.

Fun fact: the Nourish landing page has already been viewed 2,502 times since it went live during the middle of March, making it the 5th most viewed page on all of www.sclld.org over the past 30 days – SCLD’s Homepage, The Digital Library, Locations, and Spokane Valley’s location page were the top 4.

Blog posts:

- Mar 2 – Nourish Yourself
- Mar 5 – Pie (Pi) for a day
- Mar 11 – Crowdfunding Success Stories: A Q&A with comics artist Manny Trembley
- Mar 12 – And Then It’s Spring
- Mar 13 – Dollars and Sense
- Mar 16 – From the Director...
- Mar 17 – Food for Fines
- Mar 18 – Mary, Mary, Gardener Extraordinary
- Mar 19 – Real Food in Spokane
- Mar 20 – Board Games Galore
- Mar 24 – Travel Abroad, No Passport Required

- Mar 25 – On My Coffee Table
- Mar 26 – Food Insecurity: Q&A with Jennifer Schlenske of Spokane Valley Partners
- Mar 31 – Resources for Starting Your Own Small Business

eNewsletter email:

- 71,363 sent on March 17, 2015
- Open rate: 19.7% (13,972)
- Clicked: 2,488 (3.5% click rate)
- Unsubscribed: 139

Marketing Activities (Advertising, website entries, posters/flyers, digital signage)

- Dr. Seuss celebration
- Seed Library
- Progress Elementary Reading Night
- Nourish
- Image(s) for Community Events on our Calendar
- Spring Large Print Booklist
- Food For Fines, including ads in Kids Newspaper & The Current
- Mullan Road Science Fair Family Night
- Deer Park Senior Celebration
- North Spokane Preschool Fair
- Eastern WA Book Review Council (EWBRC) sign
- Mark Johnson electronic signature
- Bond Brochure
- Welcome, New Business letter
- Districtwide Promotional Brochure
- Medical Lake Reading Fair

Reprints of previously created work & order fulfillment

- Business Cards for Public Services staff
- Hoopla, IT Academy, and Ready for Kindergarten bookmarks for Airway Heights
- Monday Funday flyers for North Spokane
- Too Fun Tuesday flyers for Spokane Valley
- Dr. Seuss and Community Conversations flyers for Airway Heights
- Pens for Spokane Valley, North Spokane, Airway Heights, Argonne, and Otis Orchards
- Storytime brochures for Airway Heights
- CIP Report Cards for North Spokane
- Lego Club and Family Construction Zone flyers for Airway Heights
- Lego Club flyers for Deer Park
- Easy Reader bookmarks for Deer Park
- Airway Heights Hours Magnets (paid for by the Friends of the Airway Heights Library)

Community Involvement

- Mar 6 – Leadership Spokane – Human Needs Day
- Mar 16 – Friends of the Spokane County Library District executive board meeting
- Mar 17 – Spokane County Board of Commissioners meeting – bond approval
- Mar 20 – GSI State of the County meeting

Upcoming Projects

- April eNewsletter – April 16
- Friends Helping Friends – April 25
- Argonne Library Open House for Bond Election – July 7 - 4pm-7pm
- Spokane Valley Library Open House for Bond Election – July 8 - 4pm-7pm

Spokane County Library District		
Balance Sheet - (Cash Basis)		
March 31, 2015		
		4/15/2015 13:59
ASSETS		
CASH		\$ 2,391,574
TOTAL ASSETS		\$ 2,391,573.60
CURRENT LIABILITIES		\$ 106,825
TOTAL LIABILITIES		\$ 106,825
FUND BALANCES		
ASSIGNED FOR DEER PARK LIBRARY PROGRAM		\$ 6,182
ASSIGNED FOR DIANE ZAHAND MEMORIAL FUND		11,274
UNASSIGNED FUND BALANCES		2,267,292
TOTAL FUND BALANCES		\$ 2,284,749
TOTAL LIABILITIES & FUND BALANCES		\$ 2,391,574
CONSTRUCTION FUND CASH BALANCE -- 03/31/2015		\$ 901,566

Spokane County Library District
Summary of Revenues & Expenses - (Cash Basis)
For the Three Months Ended March 31, 2015

4/15/2015 14:00

	Y-T-D Actual	Annual Budget	Percent Used	Balance Remaining
REVENUES				
PROPERTY TAXES	\$ 799,479	\$ 10,740,000	7.44%	\$ 9,940,521
CITIES, SERVICES & FEES	126,287	666,015	18.96%	539,728
MISCELLANEOUS	23,600	416,775	5.66%	393,175
OTHER RECEIPTS	131	40	326.98%	(91)
INTEREST REVENUES	6,256	24,000	26.07%	17,744
TOTAL REVENUES	\$ 955,753	\$ 11,846,830	8.07%	\$ 10,891,077
TRANSFERS IN	\$ -	\$ -	0.00%	\$ -
TOTAL REVENUES & TRANSFERS IN	\$ 955,752.73	\$ 11,846,830	8.07%	\$ 10,891,077
EXPENSES				
SALARIES	\$ 1,513,597	\$ 5,995,339	25.25%	\$ 4,481,742
FRINGE BENEFITS	478,342	1,834,205	26.08%	1,355,863
SUPPLIES	35,314	167,540	21.08%	132,226
SERVICES	602,198	1,869,703	32.21%	1,267,505
EQUIPMENT & SOFTWARE	14,864	363,000	4.09%	348,136
LIBRARY MATERIALS	406,151	1,554,229	26.13%	1,148,078
OTHER EXPENDITURES	4,925	18,540	26.57%	13,615
INTEREST EXPENSE	0	100	0.00%	100
OPERATIONAL CONTINGENCIES	0	104,174	0.00%	104,174
TOTAL EXPENSES	\$ 3,055,392	\$ 11,906,830	25.66%	\$ 8,851,438
TRANSFERS OUT	\$ -	\$ -	0.00%	\$ -
TOTAL EXPENSES & TRANSFERS OUT	\$ 3,055,392	\$ 11,906,830	25.66%	\$ 8,851,438
Net Excess of Revenues Over/(Under) Expenses	\$ (2,099,639)	\$ (60,000)		\$ 2,039,639

Spotlight Moran Prairie Library

Library Supervisor Danielle Marcy and Librarian Aileen Luppert will share highlights of Moran Prairie Library and the community serves.

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

OVERVIEW THE BIG READ

Library Services Manager Gwendolyn Haley will provide an overview of programming for The Big Read.

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

REVIEW THE PERFORMANCE OF A PUBLIC EMPLOYEE

BACKGROUND:

The agenda for the April meeting includes an Executive Session for the purpose of conducting the Executive Director's performance review. The Open Public Meetings Act allows the board to "review the performance of a public employee" in an executive session; however, any formal action must occur in open session.

On an annual basis Trustees have an opportunity to provide the Executive Director feedback on performance and set goals for the coming year. Paul Eichenberg, Chief Human Resources Officer for the District invited all Leadership Team members to provide comments that have been shared with the Board of Trustees' Chair.

The Executive Director prepared a self-evaluation that has been distributed to Trustees to facilitate the discussion and provide potential goals for the coming year.

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