

MISSION

We inspire learning, advance knowledge, and connect communities.

Board of Trustees Regular Meeting

June 16, 2015 4:00 p.m. Deer Park Library Public Meeting Room

AGENDA

- I. CALL TO ORDER**
- II. AGENDA APPROVAL [4:00]**
- III. ACTION ITEMS**
 - A. Approval of May 26, 2015, Regular Meeting Minutes [4:00-4:03]
 - B. Approval of May 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. Code of Conduct Policy - Overview
- IV. DISCUSSION ITEMS, POSSIBLE ACTION [4:30-4:35]**
 - A. Future Board Meeting Agenda Items
- V. REPORTS**
 - A. Trustees [4:35-4:40]
 - B. Executive Director [4:40-4:45]
 - Administrative
 - Community Activities
 - C. Public Services [4:45-4:50]
 - D. Communication [4:50-4:55]
 - E. Fiscal [4:55-5:00]
 - F. Spotlight – Deer Park Library [5:00-5:10]
 - G. Overview – Interlibrary Loan and Collection Services [5:10-5:30]
- VI. PUBLIC COMMENT**
- VII. ADJOURNMENT**

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

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

06/16/15

SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: MAY 26, 2015

CALL TO ORDER

The regular monthly meeting of the Spokane County Library District Board of Trustees was held Tuesday, May 26, 2015, in the public meeting room at Cheney Library, 610 1st St., Cheney, 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

Also Present: Jane Baker, Communication & Development Officer; Paul Eichenberg, Chief Human Resources Officer; Stacey Goddard, Library Services Manager; Rick Knorr, Chief Financial Officer; Catherine Nero Lowry, Library Supervisor; Patrick Roewe, Deputy Director, Library Services; Andrea Sharps, Deputy Director, Collection Services; Doug Stumbough, Deputy Director, Library Operations; Brian Vander Veen, Librarian; and Patty Franz, Administrative Assistant.

AGENDA APPROVAL

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

The motion carried unanimously.

ACTION ITEMS

APPROVAL OF APRIL 28, 2015, REGULAR MEETING MINUTES

Mr. Johnson called for corrections to the April 28 regular meeting minutes. There were no corrections; the minutes stand approved as written.

APPROVAL OF APRIL 2015 BILL PAYMENT VOUCHERS

Mr. Hattenburg moved and Ms. Thompson seconded approval of the April bill payment vouchers as follows:

Fund

L01	Voucher numbers: 47875 through 48048 and W00235-W00239 totaling	\$ 558,404.52
	Payroll numbers: 04102015PR and 04242015PR totaling	\$ 364,042.02
	Total	\$ 922,446.54

There were no questions.

The motion was unanimously approved.

UNFINISHED BUSINESS

LIBRARIES TRANSFORMING COMMUNITIES PROJECT UPDATE. Mr. Roewe reported the primary focus last month was to finalize the community engagement plan, also known as TECA (Taking Effective Community Action). Two earlier drafts were replaced by a more focused version, which ultimately received recognition and was held for review by the nationwide cohort. Ms. Ledeboer noted the next iteration of the District's strategic plan will use what we are learning from the TECA process. She also commented it has been a learning experience to apply Harwood Institute change theory to our community libraries. There was no further discussion.

BOND ELECTION UPDATE. Communication & Development Director Jane Baker reported she met with Spokane Valley Chamber CEO Katherine Morgan on May 20 to discuss actions the Chamber will take to advocate for the bond election. Spokane Valley Business Association voted to endorse the bond. Ms. Ledeboer indicated we will share information with the media to increase the potential for print editorials. There was no further discussion.

NEW BUSINESS

PERSONNEL POLICY. Mr. Hattenburg moved and Mr. Craig seconded that changes to the following Personnel Policy sections be approved as presented, with the exception of Section 11.10, Inspections and Searches, for which a phrase will be revised as agreed. Sections 3.5 Specialty Pay - (new provision); 6.8 District Expectations Sub-section: Professional Conduct (10) and (11) – (Time limit for reporting issues impacting employee's ability to perform job duties); Sub-section: District Provided Equipment: Limited Personal Use – (Employee use of District computer or communication equipment subject to inspection); Sub-section: Software – (Clarification); Section 6.11 Employee Misconduct (5) – (Clarification); Section 11.10 Inspections and Searches – (Clarifies circumstances that could lead to inspection or search of employee property or places of storage provided by the District. Reiterates employee use of District provided computer or communications equipment for personal or business use is subject to review. Moreover, any data created, stored, or transmitted on or over the system may be inspected at any time, and may be considered public record subject to public disclosure.) The latter, Section 11.10, Inspections and Searches, was revised following the outcome of discussions held last October and in February of this year. In response to Trustee Craig's suggestion, it was agreed to replace the phrase "upon probable cause" with "upon reasonable suspicion." No changes to the District's travel policy were recommended by the Leadership Team at this time. However, changes to the travel procedure were implemented April 1, which clarify the maximum amounts the District will reimburse for travel costs to attend conferences or meetings. There was no further discussion.

WLA 2015 CONFERENCE REPORT. Washington Library Association held its annual conference at the Tulalip Resort in Marysville, WA, April 15-17. Eight staff and two Leadership Team members attended. Staff summarized the highlights of their conference experience in a report to Trustees. Ms. Ledeboer commented how impressed she was with the ideas brought back by staff as well as the variety of programs they attended. The learning opportunities for staff make conference attendance a good investment. Next year's conference will be held in Spokane, thereby making conference attendance more accessible to staff and Trustees. Trustees Johnson and Hattenburg separately commented they found program reports about millennials and special needs beneficial. Ms. Ledeboer noted several staff presented at the conference to share about District programming as well. There was no further discussion.

FRIENDS HELPING FRIENDS REPORT. Friends from nine of the District libraries came together on Saturday, April 25, at North Spokane for the third annual Friends Helping Friends event to share ideas and discuss working together in the future. It also was an opportunity to provide more information about the new library foundation, Friends of the Spokane County Library District. Mr. Hattenburg commented how pleased he was to hear that Bill and Flo Moore were awarded the Distinguished Service Award by the Washington Library Association. Ms. Ledeboer commented how Mr. Moore graciously received the award by expressing thanks to all the Friends of the Library. 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 meetings. Deer Park Library is the venue for June 16; the August 18 meeting will be held at Medical Lake, where a board retreat will follow the regular meeting from 6-8 p.m. The July meeting is canceled.

REPORTS

TRUSTEES

There were no reports.

EXECUTIVE DIRECTOR

The Executive Director's written report provided prior to the meeting included information on the Business Office, Finance and Facilities, Collection Services, Human Resources, Information Technology, and Community Activities. Ms. Ledeboer noted the coming months include preparation for the August 4 bond election, with attention to what the District can learn from the results of the STA election held in April.

PUBLIC SERVICES

Deputy Directors Patrick Roewe and Doug Stumbough provided a written report prior to the meeting for April 2015, with data for customer use measures, programming, and library activities. Ms. Ledeboer noted the Nourish series has begun with strong attendance. Discussion ensued regarding noticeable increases and decreases in outreach figures at Deer Park and North Spokane. Mr. Stumbough reported outreach is affected by facility closures and changes in levels of care; e.g., independent care residents read more books. There was no further discussion.

COMMUNICATION

Communication & Development Officer Jane Baker provided a written report prior to the meeting for April 2015 communication activities, and pointed out the report format was adjusted for added clarification of department activities. Chair Johnson expressed appreciation. There was no further discussion.

FISCAL

Revenue and Expenditure Statement through April 30, 2015.

<u>Fund 001</u>		
Revenues	\$	5,299,694
Expenditures	\$	3,055,392
Ending Fund Balance	\$	5,848,101
Fund Budget Expended		44.74%

CFO Rick Knorr pointed out the figure for property tax revenue is lower than initially budgeted for 2015, as anticipated. Total expenditures are on target at 32 percent. Next month he will provide a more detailed report.

SPOTLIGHT CHENEY LIBRARY

Library Supervisor Catherine Nero Lowry reported on the community served by Cheney Library as related to the Community Impact Plan and Libraries Transforming Communities. Ms. Lowry provided history of the library, noting the facility was built in 1988 and has become an integral part of the community. The meeting room was used 277 times in 2014, an all-time high. The comfortable Reading Room has Wi-Fi and is multi-purposed. Members have responded favorably to changes in the Children's Room, which has a new shelving arrangement that opened space, and curtains were added to reduce sound. Via PowerPoint, Ms. Lowry introduced staff, noting a change in scheduling implemented throughout the District has made coverage easier and more flexible.

Regarding Community Impact Plan goals, Ms. Lowry said the library adapts and evolves in tandem with families. To develop young learners, baby, toddler, and preschool Play and Learn Storytimes had 4,484 participants last year; 5,124 including outreach. Explore and discover programming includes the Friends of the Library Book Discussion Group, which has met once a month for years, the popular Create programs from last fall, and current Nourish series, and afterschool and LEGO programs. Last year, attendance reached 7,554, with 254 programs offered. The library will offer Prime Time Family Reading this summer. In support of job seekers and local businesses, the library is involved with the West Plains Chamber of Commerce, offers exam proctoring and one-on-one Book a Librarian appointments to assist individuals with job searches and/or materials. The meeting room is highly used by businesses and community groups. Ms. Lowry noted the library connects with community by taking its activities to local events, schools and more. It also collaborates with local artists and businesses. Ms. Lowry reported Community Librarian Vanessa Strange has held six community conversations thus far with students, church and women's groups, and the public. The library is incorporating feedback into plans for future programming.

Nominated by a community member, Cheney Library was awarded a Best in the West for Community Relations award by the West Plains Chamber of Commerce.

Ms. Lowry expressed thanks to Collection Services for purchasing bilingual books for Dia Day, a culmination of literacy held April 30. El día de los niños/El día de los libros (Children's Day/Book Day), commonly known as Día, is a nationally recognized initiative that emphasizes the importance of literacy for all children — appreciating culture, heritage, and language as powerful tools for strengthening families and communities. This year 39 attended the library program formerly hosted by EWU.

As it has in the past, the library will again participate in Mayfest, an all-city event, May 28 and 30, and Turnbull Floods, Flowers and Feathers Festival, May 30. Summer Reading is coming up, along with Spokane is Reading, Rodeo Days Parade, Friends of the Library book sale and EWU Neighbor Festival. The Adventure Pass, Cheney Library's Innovative Project, will be re-launched at MayFest. Ms. Lowry invited Trustees to join the fun in Cheney this summer. Trustees thanked Ms. Lowry for the informative report.

OVERVIEW SUPPORT JOB SEEKERS AND LOCAL BUSINESSES

Library Services Manager Stacey Goddard and Librarian Brian Vander Veen presented an overview of Job Seekers and Local Businesses, one of the four service areas of the Community Impact Plan. Mr. Vander Veen stated the goals as two-fold: **Teens and adults will have the resources and opportunities they need to attain meaningful employment, and Local businesses and nonprofits will have the tools they need to develop and maintain successful and viable enterprises.** Ms. Goddard said the coming attractions reported in their November report are now coming to fruition. To provide for career/job seeker support, Library Services Manager Carlie Hoffman applied for and the District was awarded the Ready for Work grant, which provided \$19,000 to work with WorkSource to offer a combined total of 48 classes at Medical Lake, Fairfield, Deer Park, and Otis Orchards. Childcare, mostly used at Deer Park, was offered free of charge during class times for children of the 121 participants, yet surprisingly wasn't utilized as highly as anticipated. A course was also offered to help students learn how to complete the FAFSA, Free Application for Federal Student Aid. Librarian Aileen Luppert applied for an opportunity through ALA and the National Career Development Association (NCDA) to become a certified Career Development Facilitator (CDF). As part of this in-depth training program, Ms. Luppert has worn two hats: one for SCLD and the other to share information with the Washington Library Association to benefit libraries statewide. To directly help facilitate career development, Librarian Sheree West became involved with the Barker School to Life Transition Program at CVSD, where 11 students participated in a four-week class to learn how to prepare a resume, cover letter, and develop interview skills. All students were able to finish the course with a thumb drive loaded with their personal documents. Ms. Goddard said the District hopes to tailor the program in the future to include other student groups as well. Mr. Vander Veen reported future library programming will be built on the outcome of community conversations. Additional FAFSA workshops are planned for the future, and Ms. Goddard said with the downsizing of WorkSource, the District would like to expand its content outward into communities. In support of local businesses, Ms. Goddard played the interview of Aileen Luppert by KHQ's Dave Cotton to spotlight the business library card. She credited Communication Officer Jane Baker for arranging the media buy, and the subsequent promotional coverage. Ms. Goddard reviewed the SNAP Access IT grant. Over 100 people attended 24 classes geared toward social media and web design, customer relationship management and accounting. Mr. Vander Veen reviewed the free classes and small business mentoring offered by SCORE, which expanded to include alternate locations away from downtown to facilitate attendance. These workshops will be revisited this fall. To connect to and provide local business support, the District has thus far sent welcome letters to new businesses with information about library services available, including an offer to meet one-on-one with a librarian for more information. Librarians have also featured several businesses in their website blogs. Ms. Goddard described an opportunity resulting from a tour taken by Librarian Sheree West at Spokane Valley Tech (SVT). To help high school students garner work experience, SVT partnered with Spokane Valley Library to create an internship for

students based on SVT's Work 101 program requirements. A senior in the Business and Entrepreneurship program was recommended to participate whose talents and interests were in line with a video project proposed by the library. From there, Ms. West and the student worked together to produce the first in a series of short videos on business education topics. Trustees viewed the first video, which featured Peachy Kleen, a local cleaning business. The partnership with SVT is planned to continue into the future. Computer Science students will help create Microsoft course materials for library staff to teach classes to library members. And next fall another student will be recruited to grow the business education video series. Over time, the District hopes to get more students from other local high schools involved in internships and volunteer opportunities at the libraries. Trustees expressed enthusiasm and appreciation to Ms. Goddard and Mr. Vander Veen for their informative report.

PUBLIC COMMENT

There were no public comments.

ADJOURNMENT

The meeting adjourned at 5:23 p.m.

Mark Johnson, Chair

Nancy Ledeboer, Secretary of the Board of Trustees

PAYMENT VOUCHER APPROVAL

Pursuant to RCW 42.24.180 and Spokane County Library District Resolution # 94-03, we, the undersigned, do hereby certify that the merchandise and services hereinafter specified have been received as of May 31, 2015 and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$889,163.44 and that we are authorized to authenticate and certify these claims.

DATE: June 1, 2015
 SIGNED: *[Signature]*
 TITLE: CFO

SIGNED: *[Signature]*
 TITLE: Executive Director

VOUCHER NUMBER	DESCRIPTION	VOUCHER AMOUNT
048049	ABM JANITORIAL SERVICES - NW CUSTODIAL SERVICES	\$ 13,217.38
048050	ASSOC OF WASHINGTON CITIES MEDICAL, DENTAL, VISION & LIFE INS.	698.30
048051	ASSOC OF WASHINGTON CITIES MEDICAL, DENTAL, VISION & LIFE INS.	64,426.51
048052	AUNTIES, INC. LIBRARY MATERIALS	79.75
048053	AVISTA UTILITIES UTILITIES	3,134.03
048054	BAKER AND TAYLOR INC. LIBRARY MATERIALS	72.49
048055	CITY OF SPOKANE WATER & SEWER - MP LIBRARY	268.34
048056	CITY OF AIRWAY HEIGHTS WATER & SEWER - AH LIBRARY	211.10
048057	CITY OF CHENEY WATER, SEWER, ELEC. - CH	720.64
048058	CITY OF DEER PARK WATER & SEWER - DEER PARK	70.00
048059	CITY OF MEDICAL LAKE WATER, SEWER, REFUSE - ML	163.25
048060	CAPITAL ONE NAT'L ASSOC COSTCO PURCHASES	565.23
048061	DEMCO, INC. OFFICE/LIBRARY SUPPLIES	284.09
048062	DEVRIES INFORMATION MGMT COURIER SERVICE	4,788.00
048063	DIVCO INCORPORATED BUILDING REPAIR & MAINT - HVAC	2,767.37
048064	EBSCO INDUSTRIES, INC. LIBRARY MATERIALS - SUBSCRIPTIONS	8,423.00
048065	FAUCETS 'N STUFF PLUMBING PLUMBING REPAIRS	81.52
048066	GALE/CENAGE LEARNING LIBRARY MATERIALS	366.30
048067	GREENLEAF LANDSCAPING, INC. GROUNDS MAINTENANCE	711.61
048068	VANTAGEPOINT TRNSFR %M&T BANK ICMA EMPLOYEE 457 CONTRIBUTIONS	5,756.08
048069	INGRAM DISTRIBUTION GROUP, INC LIBRARY MATERIALS	9,407.42
048070	MIDWEST TAPE LIBRARY MATERIALS	4,033.08
048071	MODERN ELECTRIC WATER COMPANY WATER, ELEC. - SV LIBRARY	1,616.69
048072	OFFICE DEPOT OFFICE/LIBRARY SUPPLIES	61.56
048073	OVERDRIVE, INC. LIBRARY MATERIALS e-Books	5,914.67
048074	PAPERJACK.com OFFICE/LIBRARY SUPPLIES	239.92
048075	PASADENA PARK IRR. DIST. 17 WATER - ARGONNE LIBRARY	19.99
048076	DEPT OF RETIREMENT SYSTEMS RETIREMENT CONTRIBUTIONS	33,393.59
048077	QUILL CORPORATION OFFICE/LIBRARY SUPPLIES	1,134.88
048078	SPOKANE CO. WATER DISTRICT #3 UTILITY FEE - HASTINGS PROPERTY	14.25
048079	U.S. BANK H S A CONTRIBUTIONS	81.00
048080	SPOKANE COUNTY UNITED WAY EMPLOYEE CONTRIBUTIONS	341.06
048081	WASTE MANAGEMENT OF SPOKANE REFUSE	1,136.28

048082	TIMOTHY M. WICHLAND	LIBRARY PROGRAMS	120.00
048083	WIND RIVER INC	LIBRARY PROGRAMS	360.00
048084	ABM JANITORIAL SERVICES - NW	CUSTODIAL SERVICES	1,994.55
048085	AVISTA UTILITIES	UTILITIES	605.75
048086	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	93.33
048087	CLASSIC VENTURES LTD	LIBRARY MATERIALS	30.08
048088	CENTURYLINK	TELEPHONE	88.28
048089	COUNCIL OF STATE GOVERNMENTS	LIBRARY MATERIALS	124.61
048090	DELL MARKETING L.P.%DELL USA LP	PRINTER SUPPLIES/IT EQUIPMENT	125.54
048091	EARTHWORKS RECYCLING,INC	RECYCLING	209.30
048092	EMPIRE DISPOSAL INC.	UTILITIES	18.75
048093	FAUCETS 'N STUFF PLUMBING	PLUMBING REPAIRS	266.74
048094	FRANCOTYP- POSTALIA, INC	POSTAGE EQUIP. LEASE	129.20
048095	GREATAMERICA FINANCIAL SVCS.	POSTAGE METER LEASE	184.47
048096	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	1,467.97
048097	H&H BUSINESS SYSTEMS, INC.	EQUIPMENT REPAIR & MAINTENANCE	47.78
048098	BENJAMIN GREENFIELD	LIBRARY PROGRAMS	140.00
048099	iHEARTMEDIA-SPOKANE	ADVERTISING	1,130.00
048100	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	9,534.75
048101	INHS	FIRST AID TRAINING	817.00
048102	INLAND POWER AND LIGHT	UTILITIES - AH AND DP	667.19
048103	PERIDOT PUBLISHING LLC	ADVERTISING	297.50
048104	MARILYN A. LLOYD	LIBRARY PROGRAMS	150.00
048105	McMULLEN & McMULLEN, P.S.	GENERAL LEGAL SERVICES	72.00
048106	Micro Age	IT HARDWARE & SOFTWARE	3,654.00
048107	MIDWEST TAPE	LIBRARY MATERIALS	3,482.10
048108	NEW YORK TIMES	LIBRARY MATERIALS	72.00
048109	SANDRA K. NOLTING	LIBRARY PROGRAMS	120.00
048110	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	82.56
048111	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	403.28
048112	RECORDED BOOKS, LLC	LIBRARY MATERIALS	877.89
048113	SOFTWARE.HARDWARE.INTEGRATION	IT HARDWARE & SOFTWARE	9,144.71
048114	SPOKANE COUNTY UTILITIES	SEWER - AR, NS, SV	517.04
048115	TOWN OF FAIRFIELD	UTILITIES	161.80
048116	VERIZON WIRELESS	CELL PHONES	207.30
048117	JOSH WADE	LIBRARY PROGRAMS	450.00
048118	WHITWORTH WATER DISTRICT #2	WATER - N. SPOKANE LIBRARY	42.81
048119- 048126	VOID CHECKS	VOID CHECKS	-
048127	APS, INC.	POSTAGE EQUIP. SUPPLIES	159.79
048128	AVISTA UTILITIES	UTILITIES	401.32
048129	BLACKSTONE AUDIO BOOKS	LIBRARY MATERIALS	97.99
048130	BRILLIANCE PUBLISHING, INC.	LIBRARY MATERIALS	9.77
048131	BRUNETTE SPORTSWEAR	LIBRARY LOGO T-SHIRTS	1,091.35
048132	CAPITAL COMMUNICATIONS, INC	OFFICE/LIBRARY SUPPLIES	304.60
048133	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	474.54
048134	CENTURYLINK	TELEPHONE	91.70
048135	CENTURYLINK	TELEPHONE	38.92
048136	CENTURYLINK	TELEPHONE	59.85
048137	CENTURYLINK	TELEPHONE	96.79
048138	CENTURYLINK	TELEPHONE	138.92
048139	DIVCO INCORPORATED	BUILDING REPAIR & MAINT - HVAC	4,765.06

048140	EBSCO INDUSTRIES, INC.	LIBRARY MATERIALS - SUBSCRIPTIONS	34,586.59
048141	GALE/CENAGE LEARNING	LIBRARY MATERIALS	4,262.04
048142	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	1,136.07
048143	VANTAGEPOINT TRNSFR %M&T BANK	ICMA EMPLOYEE 457 CONTRIBUTIONS	5,553.27
048144	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	8,527.06
048145	INHS	FIRST AID TRAINING	688.00
048146	INTEGRA	BROADBAND AND INTERNET	2,279.87
048147	INTEGRA	BROADBAND AND INTERNET	15,630.49
048148	INLAND POWER AND LIGHT	UTILITIES - AH AND DP	314.16
048149	MICRO AGE	IT HARDWARE & SOFTWARE	489.67
048150	MIDWEST TAPE	LIBRARY MATERIALS	4,478.67
048151	OCLC, INC.	CATALOGING & ILL SUBSCRIPTION SVCS	3,136.14
048152	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	55.11
048153	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	7,831.30
048154	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	32,832.17
048155	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	322.62
048156	RECORDED BOOKS, LLC	LIBRARY MATERIALS	192.24
048157	COWLES PUBLISHING CO	SUBSCRIPTIONS	104.00
048158	TARGET SYSTEM TECHNOLOGY, INC	SOFTWARE SUPPORT	177.00
048159	UPS	FREIGHT	13.48
048160	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	9,064.84
048161	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	341.06
048162	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	404.23
048163	AMERICAN LIBRARY ASSOCIATION	DUES AND MEMBERSHIPS	249.00
048164	AUNTIES, INC.	LIBRARY MATERIALS	42.95
048165	AVISTA UTILITIES	UTILITIES	2,868.54
048166	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	356.29
048167	CLASSIC VENTURES LTD	LIBRARY MATERIALS	40.96
048168	BLACKSTONE AUDIO BOOKS	LIBRARY MATERIALS	47.64
048169	CENTURYLINK	TELEPHONE	44.89
048170	CENTURYLINK	TELEPHONE	44.65
048171	DELL MARKETING L.P.%DELL USA LP	PRINTER SUPPLIES/IT EQUIPMENT	1,780.40
048172	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	400.65
048173	DIVCO INCORPORATED	BUILDING REPAIR & MAINT - HVAC	2,229.40
048174	FAUCETS 'N STUFF PLUMBING	PLUMBING REPAIRS	163.05
048175	FRONTIER COMMUNICATION	TELEPHONE & BROADBAND - FF	116.79
048176	GALE/CENAGE LEARNING	LIBRARY MATERIALS	99.11
048177	GARY L. GODDARD	BUILDING REPAIR & MAINTENANCE	119.57
048178	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	1,673.55
048179	HER INTERACTIVE, INC.	LIBRARY MATERIALS	74.96
048180	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	3,603.25
048181	MIDWEST TAPE	LIBRARY MATERIALS	2,805.08
048182	SWANK MOTION PICTURES, INC.	LIBRARY PROGRAMS	220.00
048183	OTIS ELEVATOR COMPANY	ELEVATOR MAINTENANCE	1,187.00
048184	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	12,780.21
048185	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	650.39
048186	RECORDED BOOKS, LLC	LIBRARY MATERIALS	666.59
048187	COWLES PUBLISHING CO	SUBSCRIPTIONS	104.00
048188	SPOKANE CO. TREASURER	FINAL PLAT FEES - 9220 UPRIVER	2,207.12
048189	SPOKANE SCORE 0180 DISTR.#1094	LIBRARY PROGRAMS	1,350.00
048190	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	80.42

048191	UNIQUE MANAGEMENT SERVICES	COLLECTION AGENCY & NOTICE FEES	2,308.73
048192	VALUE LINE PUB., INC.	LIBRARY MATERIALS	8,082.00
048193	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	553.76
W00240	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	69,217.57
W00241	US BANK - HEALTH	H S A CONTRIBUTIONS	1,882.90
W00242	STATE OF WASHINGTON	MONTHLY EXCISE/SALES TAXES	1,465.68
W00243	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	58,427.17
W00244	US BANK - HEALTH	H S A CONTRIBUTIONS	<u>2,014.15</u>

Total Non-Payroll General Operating Fund \$ 522,198.76

PAYROLL VOUCHERS

05082015PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	\$ 192,228.20
05222015PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	<u>174,736.48</u>

Total Payroll General Operating Fund \$ 366,964.68

TOTAL GENERAL OPERATING FUND \$ 889,163.44

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

<u>Card Category</u>	<u>Amount</u>
General Purchases	\$ 2,660.59
Maintenance	1,024.36
Travel	3,488.46
Acquisitions	1,798.30
Information Technolgy	46.13
Outreasch	47.00
Total Purchases	<u>\$ 9,064.84</u>

Libraries Transforming Communities Public Innovators Cohort Report – May 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 Ledebauer, 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:

The stage of planning and facilitating community conversations came to a close in May. The librarians were each assigned to a community team, and have been charged with developing community-specific narratives based on the notes from our conversations that cumulatively capture the aspiration, issues, and concerns for each community we serve. While we weren't able to conduct as many conversations throughout the District as we had hoped, we're confident that the public knowledge we've gathered will help inform the District's future strategic direction.

Taking Effective Community Action:

The primary focus in May was implementing the *TECA* (Taking Effective Community Action) plan. As detailed in last month's update, this plan seeks to provide intergenerational interaction opportunities by training teens to visit adult care facilities and provide instruction in using digital devices to access information and library resources. As detailed in last month's update, this plan directly responds to the public knowledge we gathered through conversations in Spokane Valley. We've encountered some initial challenges in identifying partners and confirming participation, but we are hopeful to move forward as the summer progresses.

Community Engagement Plan:

In terms of long-range planning for the District, we'll also be using the public knowledge gathered through our LTC work as a foundation for the District's own Community Engagement Plan for 2016-2018. This plan can be considered an evolution of the current Community Impact Plan, and will be based on an internally developed model we are currently creating. More information will be provided as the process continues, and at some point this LTC update will switch gears and become a CEP update.

Next Steps:

Putting the *TECA* into action will continue to be the focus in June, as well the drafting of the community narratives. Initial work on the CEP will also commence in June. In addition, Nancy, Amber, Aileen and Patrick will be attending the final LTC workspace at the American Library Association conference in San Francisco at the end of June as part of our ongoing participation in the cohort.

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

2015 Bond Election Update – May 2015

The District hosted an information table in May at the Greater Valley Chamber's Business to Business event. Information on the bond proposal was available at the table; however, the main purpose for attending was to promote services offered to businesses. The District is scheduled to be present at the June and July Chamber meetings and we will have information about the bond to share.

Information was shared with the Journal of Business and the Current about the District's bond proposal. Last year, both papers ran editorials endorsing the bond. We are hopeful they will repeat their endorsements.

Deputy Director Doug Stumbough and Communication Director Jane Baker visited with staffs at Otis, Argonne and Spokane Valley to review the bond proposal and answer questions. They reminded staff they can provide information about the four library projects as long as they do not ask anyone to vote in favor of the proposal.

The Elections Department sent over the sample ballot for review before it went to print. The Library ballot measure will be the only item on the ballot for most voters in the Spokane Valley Capital Facility Area. Ballots will be mailed July 17, 2015.

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

Code of Conduct**BACKGROUND:**

While there are no recommended changes at this time, Deputy Directors Patrick Roewe and Doug Stumbough will present a brief overview of the Code of Conduct policy.

For reference, the policy follows.

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

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: Code of Conduct

APPROVAL DATE: 5/18/1995

REVISION DATE: 3/18/2014

PREVIOUS POLICY TITLE: Rules of Customer Conduct

RELATED POLICY

Children's Safety in Libraries

Computer, Wireless Network and Internet Use Policy

STATUTORY REFERENCE: RCW 27.12.290

Purpose:

Defines conduct expectations for community members when using Spokane County Library District facilities.

Background:

Spokane County Library District is supported by the tax paid by District property owners, who expect our facilities to be clean, comfortable and safe places for selecting materials, reading, researching, studying, writing and attending programs and meetings. To this end, the District is responsible for establishing a code of conduct to protect the rights and safety of members, volunteers and staff, and for preserving and protecting the District's materials, equipment, facilities and grounds.

POLICY:

The following actions are examples of conduct not allowed on District property:

- Engaging in any activity in violation of Federal, State, local or other applicable law, or District policies, rules or regulations.
- Failing to comply with a reasonable staff request.
- Being under the influence of alcohol/drugs, and selling, using or possessing alcohol/illegal drugs.
- Using wheeled devices in District buildings, including skateboards, roller skates, bicycles, scooters and shopping carts (except for wheelchairs, mobility scooters, walkers and strollers). Using wheeled devices on District grounds in an unsafe manner or impeding others' access to the facility. Parking/storing bicycles inside buildings.
- Lying down or sleeping in the restrooms or on any floor, couch, table or seat. Blocking aisles, exits or entrances with personal possessions or by sitting or lying down in them. Leaving unattended items.
- Neglecting to provide proper supervision of children or vulnerable adults.
- Bringing pets or animals, other than service animals necessary for disabilities, into buildings, except as authorized by the District's Executive Director.

- Using audible devices without headphones or with headphones set at a volume that disturbs others. Using cell phones and other communication devices in a manner that disturbs others.
- Using restrooms for inappropriate uses, such as bathing, personal grooming, or laundry.
- Use of tobacco products and electronic cigarettes in library facilities. Smoking in a library facility or within 25 feet of a building entrance.
- Entering the library barefoot, without a shirt, with offensive odor or personal hygiene, or being otherwise attired so as to be disruptive to the library environment.
- Verbally or physically threatening or harassing other customers, volunteers or staff, including stalking, staring, lurking, uninvited conversations and offensive touching.
- Indecent exposure and sexual activity.
- Soliciting (such as selling or distributing items); conducting surveys not authorized by the District.
- Stealing, damaging, altering or inappropriately using District property.
- Entering nonpublic areas unaccompanied by an authorized District employee; being in a library without permission of an authorized District employee before or after library operating hours.
- Fighting or challenging to fight; running, pushing, shoving or throwing things.
- Creating disruptive noises, such as loud talking, screaming or banging on computer keyboards.
- Fraudulent use of library cards or library card number for any purpose.
- Parking overnight in District parking lots
- Engaging in any other behavior that could adversely affect the safety and security and well-being of staff and customers using our facilities.

District staff and local law enforcement officers will intervene to stop prohibited activities and behaviors. Failure to comply with the District's established policies, rules and regulations could result in removal from the premises and exclusion from District facilities for a period of one day to one year, or in arrest and prosecution. Violations could also result in the restriction and/or termination of library privileges, including the use of library computers and other equipment.

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: AUGUST/SEPTEMBER 2015

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

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

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

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

September 15, 2015: Spokane Valley Library (4:00 p.m.)

- Libraries Transforming Communities Update
- Future Libraries Projects Report (tentative)
- Access to Library Services Policy
- Library Spotlight – Spokane Valley Library
- Overview – Libraries Transforming Communities (LTC) Action Plan

SPECIAL MEETINGS AND ACTIVITIES

July 17-Aug 4 Primary Election Important Dates

August 18 Board of Trustees' Retreat will follow the regular meeting (Medical Lake)

Sept 18 Staff Day (CenterPlace)

EXECUTIVE DIRECTOR'S REPORT MAY 2015

Administration

Business Office, Finance and Facilities (Rick Knorr)

I reached my two-month anniversary and am still in the steep part of the learning curve. A good portion of last month was devoted to reviewing the budget and I have identified the following items as being worthy of further commentary.

- **Revenues:** As mentioned last month, our final levy will be close to \$10,674,000, which is \$64,000 under budget. This eliminates most of the contingency fund. May is the month we receive the large first-half tax payment, and year-to-date through May, we have received 54% of this final levy amount, which is as expected and consistent with prior years. Other items of note: Payments from City of Spokane for annexed property will be \$132,500 versus the budgeted amount of \$149,600, as the final assessed values for these areas also came in lower than anticipated. Our E-rate reimbursements look to be around \$146,000 or \$26,000 over budget, based on the final requests submitted or to be submitted. Last, we have included \$140,000 of net proceeds from the sale of the Argonne property ("house next door") in the other revenue budget line. The short plat process is proceeding, albeit slowly, and we hope to have that complete so it is available to be listed after the bond election. Whether it will sell, sell for enough, close and fund by Dec 31 is not guaranteed.
- **Salaries:** Total salaries expense is 41.8% of budget which is exactly five months. This tells me our budget is quite accurate and it bodes well for coming in on target at year end. I will continue to provide more insight on our actual-to-budget in the meetings to come.
- **Fringe Benefits:** We just received notice from the state that the employer retirement contribution for all staff will go from 9.2% to 11.2% in July. It does appear that we did budget sufficiently for this increase. For those looking closely, this explains why we have spent only 38% of our fringe benefits budget, versus 42% for salaries mentioned above.

As for facilities, this has been a fairly quiet month. We did have a water leak at North Spokane during recent rain storms that will require some maintenance work on a portion of the outside wall and related seams. Repair work on the Argonne building chiller is complete, with much less time to spare than any of us would have thought considering the recent heat.

Human Resources (Paul Eichenberg)

HR Analyst Debbie Rhodes hosted the AWC Wellness Networking Forum for Eastern Washington Cities, which included representatives from Cheney, Pullman, Spokane Valley, Airway Heights, Liberty Lake, Ritzville, and Moses Lake. The forum was held in the Argonne Library public meeting room on May 21, and had over 22 attendees. Many wellness subjects were discussed, including plans for future wellness programs. As members shared their wellness successes and failures, one city's success story stood out. The City of Airway Height's wellness policy provides fitness centers for use by regular full-time employees. Its policy states that employees may use the centers or choose the option of walking or jogging a maximum of three (3) paid hours per week. Needless to say, programs are well attended and staff participation has never been higher.

Information Technology (Priscilla Ice)

- Several staff members were busy over the Memorial Day holiday. There were a lot of new things to look at Tuesday morning after the holiday.
 - Following the Symphony server update on Friday, all of the staff computers received the latest version of the software they use to interact with the server. Symphony is our Integrated Library System (ILS) and Workflows is the client staff use to interact with it.
 - Office was updated to the 2013 version.
 - The ID badge pictures of all staff were added to the network directory (Global Address Book) so that they show up at login and in e-mail (in-house only).
 - Everyone now has the ability to log in to Windows using their own user name. This gives more flexibility and better access to confidential files stored on SharePoint and the file server.
- As planned, staff who will be managing the 3D printer and teaching classes about it received training from the Desktop Administrator.
- We added a layer to our backup plan so that it will be easier for staff to recover deleted files and older versions of files without help from the IT staff.

Collection Services (Andrea Sharps)

- We ordered 1,592 titles and 5,961 copies in May. This is down from last month.
- With 41.67% of the year done, total library materials expended stands at 40.42%.
- We processed, added to the system, and sent out to libraries 4,456 items in May. This is down from last month.
- Downloadable lending through OverDrive was down in May from April. A total of 29,809 audiobook, eBook and music items circulated in May. Members placed a total of 9,702 holds, and there were 4,447 unique users with titles checked out.
- Midwest Tape's *hoopla*, a streaming media service, saw a modest increase in circulation in May over April. A total of 1,377 titles including audiobooks (333), movies (502), full-length albums (389) and television shows (153) circulated in May for a combined cost of \$2,733 and an average cost per circulation of \$1.98. A total of 56 new patrons registered in the month.
- In late April we received one *Request for Review of Library Materials* form from a District resident. I sent the written response on 5/12, meeting the 14-day deadline.
- During May we continued to monitor OverDrive's project to sunset the WMA format. OverDrive informed subscribers that on 6/10 they will complete the final removal of any audiobook and music titles that do not have an MP3 equivalent. At that time, the content credit for all the WMA-only titles that were removed will be applied to our OverDrive Marketplace account, and the final list of titles will be delivered via email.
- We loaned 254 items to other libraries and borrowed 537 items from other libraries for 791 total interlibrary loan transactions processed in May.
- Youth Collection Development Librarian Sheri Boggs and NS Librarian Brian Vander Veen ran the District's LEGO table at SCC's 'LEGO Family Fun Night' on 5/13 from 5–8 p.m.

Executive Director Report & Community Activities (Nancy Ledeboer)

In May, Rick Knorr and I completed the tour of District libraries. Rick has shown great interest in learning about the business of libraries and implemented new procedures based on his observations.

My year chairing the EWI Scholarship Committee culminated with the awarding of \$17,000 in scholarships to four area high school students. I worked with committee members to finalize arrangements for the scholarship banquet held May 19 prior to taking vacation. While I was not able to attend, I watched the videos of the four students who received awards. Each student presented remarks starting with the phrase, "This I believe." Their unique and personal comments were delivered with passion and heartfelt sincerity. The keynote speaker, Brian Newberry of Leadership Spokane, wove comments from the students into his address, inspiring the students to learn from their experience and follow their dreams. There were two panels of judges representing business, community, and academic enterprises in attendance in honor of the students. Serving on this committee and working with a dedicated group of EWI members was a rewarding experience.

Library Services Manager Gwendolyn Haley and I met with the Executive Director of Excelerate Success, Amy McGreevy. Andrew Chanse, Director of Spokane Public Library (SPL) and Sally Chilson also attended. Ms. McGreevy invited libraries to take the lead in building the network that will focus on helping all children read at grade level or above by fourth grade. Subsequently, Ms. Haley and I talked with Deputy Director Patrick Roewe and agreed that it would be appropriate for SCLD to partner with SPL in facilitating this network.

I took annual vacation leave to visit Paris. I love to visit bookstores and libraries, and there was a small subscription library on the corner near my hotel. The lady working there provided directions to the nearby municipal library, Bibliotheque Amelie, which was located on the 3rd and 4th floors of an apartment building. It offered a small collection of books, a couple of computers, and a few places to read, study or use a laptop. There was a small selection of books in English. I also visited two bookstores with books in English. Shakespeare and Company is famous for carrying on the literary traditions established by Sylvia Beach prior to WWII. Luminaries such as Hemingway, Stein, Ray, Joyce and Fitzgerald were known to frequent her bookstore. Today, the new shop is owned by Sylvia Beach Whitman, whose father worked at the original store and named his daughter after Ms. Beach. At the WHSmith bookstore I found several books not yet in publication here. In the Sorbonne District, I visited two bookstores with a wide selection of books in French. One was very modern with ample displays of books on philosophy, history, architecture and the arts. While exploring Paris, I visited eight Museums, nine arts & crafts or flea markets, four book stores, three churches, two libraries, 16 Metro stations (not counting transfers made between stations), and walked 156,500 steps.

Upon return, I turned my focus to the bond issue and am working to get information out about the August election.

ITEM AND TITLE MONTHLY REPORT
May 2015

	<u>ITEMS</u>				<u>TITLES</u>		
	ADULT	YOUTH	TOTAL		ADULT	YOUTH	TOTAL
Total Materials							
Print	183127	157268	340395		87115	50725	137840
Nonprint	62101	24999	87100		25605	7225	32830
Subtotal	245228	182267	427495		112720	57950	170670
Periodicals	10909	1883	12792		307	38	345
Total	256137	184150	440287		113027	57988	171015

	<u>ITEMS</u>			<u>TITLES</u>		
OverDrive: eBOOKS			26019			22449
Licensed eBOOKS			5651			5651
Audiobooks			18541			15425
Digital music			1708			1708
OverDrive: Total			51919			45233
GRAND TOTAL			492206			216248

Print & Nonprint	(Totals year-to-date)		
ADDITIONS	ADULT	YOUTH	TOTAL
Print	11476	7345	18821
Nonprint	4400	1207	5607
TOTAL	15876	8552	24428
DELETIONS			
Print	13673	9464	18821
Nonprint	2750	1543	5607
TOTAL	16423	11007	27430

	<u>NET CHANGE</u>		
	<u>YTD</u>		
	ADULT	YOUTH	TOTAL
Print	-2197	-2119	-4316
Nonprint	1650	-336	1314
Periodicals	-762	-102	-864

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

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

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

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

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

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

Public Services Report May 2015

In-Library Circulation

Circulation at the libraries in May was down from the same month in 2014 (-8%). All libraries experienced decreases compared to May 2014, with Fairfield (-13%), Medical Lake (-10%), and Otis Orchards (-9%) seeing the most significant changes.

Use of the Self-checkout stations accounted for 50% of all circulation in the libraries. More than half of in-library circulation at North Spokane (56%), and Spokane Valley (69%) came through the self-checkout stations, while members at Cheney (25%) and Deer Park (22%) show a preference for staff-assisted checkout.

2015 Measures at a Glance

- Door count through May 2015 (554,668) was down slightly (-3%) compared to 2014 (569,410).
- Programming attendance (30,974) is up (12%) compared to same period in 2014 (27,661), and the number of programs offered has increased by 26% (1,452 in 2015 vs. 1,148 in 2014).
- Internet station bookings are even through May of 2015 when compared to 2014.

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	209,312		1,086,334	213,713		1,124,413	-4,401		-38,079
Self-Check	73,749	41%		82,851	44%		-9,102	-3%	
Digital Collection	31,186	15%	157,248	26,830	13%	133,912	4,356	2%	23,336
Total Holds	48,375		246,640	49,802		260,753	-1,427		-14,113
By Customer	29,781	62%	164,710	31,304	63%	178,133	-1,523	-1%	-13,423
Digital Collection	9,702	20%	46,298	8,206	16%	43,271	1,496	4%	3,027
Total Payments	\$19,213.58		\$111,426.54	\$23,525.59		\$116,848.39	-\$4,312.01		-\$5,421.85
Online	\$8,656.68	45%	\$46,618.53	\$9,157.52	39%	\$47,572.33	-\$500.84	6%	-\$953.80

Security Incident Reports

There were 29 Security Incident reports filed this month, 15 more than last month (14), and five fewer than May 2014 (34). North Spokane had the most incidents reported with eight. The most frequently reported incidents related to potential problems (18).

Internet Filtering Update

Five requests to review blocked websites were received by staff this month. Seven were received in April 2015. Similar to the last two months, one was 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, but access was restored by the time we were made aware of the issue. Of the remaining four sites, we requested that two sites be reclassified to allow access at all levels. One of the sites was determined to be accurately filtered at all levels and the remaining site had no content that could actually be evaluated.

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 May included:
 - A Customer Relationship Management class we hosted at Spokane Valley Library, which had six in attendance.
 - A Social Media & Web Design class series we hosted at Spokane Valley Library. The four classes had a combined attendance of 25.
 - We also hosted a Social Media & Web Design class series at Deer Park Library. The five classes had a combined attendance of 24.
 - We kicked off the third and final round of grant classes at Deer Park, with two attending our File Management Basics class. No one attended our Email Basics class.
 - SNAP also decided to cancel the Social Media Class series in Cheney, as they haven't been able to find interested entrepreneurs.
- In other grant-related news:
 - Aileen presented her final Career Development Facilitator (CDF) project to her instructor and cohort members. She also worked with a cohort member to plan a Web Junction webinar they'll co-present later this summer.
- SCORE presented six workshops for us at three locations during May. They offered Simple Steps for Starting your Business and Getting Started with Social Media at North Spokane, Spokane Valley, and Moran Prairie libraries. Combined attendance for all six programs was 53. Brian will coordinate with SCORE to offer more of its workshops in the fall.
- We had 11 individuals register as new IT Academy users in May, up from six in April. During the month, users enrolled in 35 new classes, also up from 24 in April.
- Sheree and Aileen delivered the last three in their series of four resume/career classes for a group of Barker High School students. This pilot project came out of a contact Sheree made with the Barker HS principal, and a request for help he made when giving Sheree a tour of the school. Sheree and Aileen are using tools and content developed from Aileen's CDF training. They worked with a group of 11 students in each class, and based on this experience, now have a viable template they can adapt to meet the varying needs of students.
- We did 51 Book-a-Librarian (BaL) sessions this month throughout the District, down markedly from April's 69 sessions.
- We proctored 22 exams this month throughout the District, up one from April's 21 proctoring sessions.

Connect Communities:

- SCLD navigator staff completed three individual appointments where they helped individuals enroll in Apple Health (Medicaid). This is down from six appointments in April. These lower numbers will be the norm until October (when the next open enrollment period begins).
- Sheree and Brian attended one each of the bi-monthly BizBuzz meetings at WorkSource.
- Aileen and Brian had the opportunity to act as note-takers and/or facilitators for various community conversations in May.
- Sheree attended the Millwood Better for Business monthly meeting.
- Brian attended the monthly SCORE meeting.
- Sheree helped staff SCLD's table at the annual City Hall at the Mall event.
- Brian staffed a table at the family fun night at SCC, where he talked to attendees about library services.
- Aileen and I attended the monthly WorkSource system meeting, where they presented an overview on the new Workforce Innovation Opportunity Act (WIOA).
- Brian and I were part of a group invited to view Spokane Valley Tech students presenting their final design projects. Their projects were ambitious and well-presented.
- Sheree and Aileen represented SCLD at the Greater Spokane Valley Chamber of Commerce Business Showcase, where they talked with 65 individuals about SCLD's business resources and programming.
- Sheree and Aileen also met with WorkSource's Next Generation Zone to learn more about the work they do and the resources they utilize to assist their clients. They talked in particular about resources for assisting with first resumes.
- Aileen attended the monthly Excelerate Success Post-Secondary Transitions meeting, and was one of several District staff who attended the Excelerate Success Annual Event at Lincoln Center, May 28.

- Sheree attended the May GSVCC Ambassador meeting and participated in one Ambassador event during the month.
- Sheree also attended the May GSVCC Business and Education Committee meeting.
- Brian and I presented an overview of the Support Job Seekers and Local Business team to the Board of Trustees at its May meeting.

Develop Young Learners (Mary Ellen Braks)

- We provided 105 Storytimes to 2,761 children, parents and caregivers. Our average attendance per Storytime was 26, which was a little lower than last month. We provided 61 outreach Storytimes to 1,122 children and caregivers at 12 child care centers.
- The Develop Young Learners team has been working on fine tuning activities for our summer Storytimes. We will be concentrating on activities for preschoolers on getting ready for kindergarten. We're also working on some fall workshops for parents, creating "busy bags" for their children when they are on trips or in a waiting room. We're also looking at tweaking our Storytime schedule by adding a couple of monthly Storytimes. We should have the schedule set by mid-June.
- We had a STARS training this month, called "STEM" at the Moran Prairie Library. We had 29 attend.
- Our Storytime survey went out to parents and caregivers this month. We're not done looking at the surveys yet; however, those reviewed so far have been positive.
- I held a Baby Storytime Refresher training for our staff this month. Every staff member who does Storytime has now had training specific to babies.

Connect Communities:

- Work continues on the STEM grant. We are to the point of fine tuning our STEM units and starting to plan training.
- Instead of our monthly Excelerate Success Ready for Kindergarten meeting, we attended an event put on by Excelerate Success to inform the community of the work the project is doing.
- 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. We also talked about the upcoming state-wide coalition meeting and who would be going. I will be attending as per the requirements of the STEM grant.
- 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 53 attend the program this month. We talked about the importance of play with children as that is how young children learn. We had a great time playing with blocks and the Love Talk Play balls.
- I did a presentation for child care providers on Library Services for Early Learners at the For the Love of Children conference put on by Family Service Spokane Child and Adult Care Food Program. The providers were from all over Eastern Washington. We had quite a few sign up for our next STARS class from the conference. I had quite a few of the providers talk to me after my presentation assuring me they would revisit their local libraries.
- We had our last Raising of America program this month. We had four parents attend the DVD showing of "Wounded Places" that was on trauma in young children. We're looking at doing another program in August when the first episode of the series is available. This episode is called, "Early Childhood and the Future of Our Nation."
- I attended a meeting for the Young Child Conference and Expo at Gonzaga which is being held in October. There was some concern that not many people had signed up as yet, but it is still early.
- I attended a regional meeting on the Infant/Toddler Consultation project. Any child care provider or center who is in the Early Achiever program can receive free coaching and consultation that focuses on babies and toddlers in regard to education, caregiving, social emotional development, behavior health and health care.

Explore and Discover (Gwendolyn Haley)

- We ended Kids Explore and Discover Club for the year, and for good, with a mural-making program. 103 kids helped design superheroes to decorate the meeting rooms for the summer.
- North Spokane continued the "Monday Funday" program, and 85 school aged kids participated (there were only two programs due to the Memorial Day holiday). Spokane Valley's Too Fun Tuesday

programs, with 72 (up from last month's 63) participants. These programs will go on hiatus for the summer, and continue in the fall.

- Moran Prairie Library hosted a Lego Build Day, with 34 participants. Another 83 children and their families participated in monthly Lego Clubs (not including the North Spokane and Spokane Valley clubs-these were counted in the Monday and Tuesday programs). Fairfield, Airway Heights, Argonne, and Otis Orchards were again poorly attended this month.
- May is the busiest month for School Visits/Programs. Library staff gave tours, provided Storytimes or programs, or visited 1,333 students and families at the following schools.
 - Ness Elementary Title 1 Night
 - Pasadena Park Elementary Tour/Storytime
 - Seth Woodard Elementary Title 1 Night
 - Shiloh Hills Elementary 1st Grade tour
 - Summit LAP Reading Family Involvement
 - Sunrise LAP Parent/Child night
 - Title 1 St. John Vianney and St. Mary's
 - Trent Elementary Father/Son Lego Night
 - Chattaroy Elementary
 - Midway Elementary
 - Adams Elementary
 - South Pines Elementary

Tween/Teen Programs:

- 47 tweens and teens participated in programming this month.
 - Eight tweens participated in Tween Club at Spokane Valley this month.
 - 22 teens attended Anime at Spokane Valley Library and North Spokane Library this month.
 - 12 tweens/teens participated in the Fairfield Community Center's Thursday Night Thing.
 - We presented programs to 21 students at Cheney Middle School's Summit after school Extended Learning Program.

Adult Programs:

- Book Clubs: 81 members participated in one of eight book clubs this month. Titles chosen ranged from *Outlander* by Diana Gabaldon to *I Am Malala: The Girl Who Stood Up for Education and Was Shot by the Taliban*.
- STCU presented two different programs at Moran Prairie and North Spokane with 32 people in attendance.
- SNAP presented four programs (two each at Cheney and Otis Orchards libraries, one at Medical Lake) on various topics with a total attendance of 18.
- Our spring series, *Nourish*, continued this month with 262 people participating in a variety of programs. The series continues into June, and here are a few highlights:
 - *Healthy Home Fermentation* drew 69 members into two programs, at Argonne and Otis Orchards.
 - 35 attended *Coffee and Chocolate Pairings* (apparently more people are interested in sauerkraut than chocolate?)
 - 34 members attended one of the three *Tea Time* programs offered this month.
 - *Tai Chi* drew in 33 members over two programs, while 32 members tried Yoga.
 - Local Chef Josh Martin's *Cooking Locally* program drew in 25 members.

Programs launching next month:

- We finalized plans for our first Prime Time Family Reading session in the summer, in partnership with Cheney School District and Humanities Washington. Applications have been coming in and we are waiting for the finalized roster.
- Summer Meals start June 15 at Spokane Valley Library and will begin June 22 at North Spokane. We are eager to see how many children we can serve this summer.

- The 3D printer has arrived, and we are in the stage of staff training before we launch the program in September.
- We are working with the Mead Boys and Girls Program to set up weekly library visits for students in its summer program.
- United Way's Excelerate Success will place Vista volunteers in selected SCLD library locations. These volunteers will primarily focus on literacy outreach activities at community free meal sites in partnership with Sunset Elementary, Orchard Center and Riverside Elementary schools. They start their United Way training on June 15, and will be in libraries by month's end.

Virtual Services (Carlie Hoffman)

- Following a conversation with Mark Pond at SPL, I set up a trial for Statista, a digital resources that provides statistics on global topics. I will form a group to review this software in June.
- A trial was set up for the digital resource, Career Cruising. A group of staff members was tasked with reviewing this product. Based on feedback, we declined to purchase this product.
- I attended refresher training with Evan from Washington State Library on digitizing materials for the Washington Rural Heritage project in Medical Lake.
- OverDrive refresher training was scheduled in the fall for front-line staff to go over new aspects of the resource and to answer questions.
- The technology class team met to discuss the future of the classes and how we might change our approach.
- I submitted the Digital Skills Training grant final claim form and final narrative report to Washington State Library.
- Usage of digital resources was increased .5% in May from 40,133 to 40,324 uses.
 - The 5 digital resources with the largest increase in use were: WorldBook up 151%, CultureGrams up 147%, Small Engine Repair Reference Center up 100%, Tumblebookcloud Jr. and NovelList K-8 each up 76%, and Tumblebookcloud up 64%.
 - The 5 digital resources with the largest decrease in use were: GrantStation down 64%, DemographicsNow down 50%, Science in Context down 40%, Pronunciator down 35%, and Heritage Quest and ReferenceUSA each down 25%.

Connect Communities:

- I attended the INCOL Spring Workshop on burnout and resilience.

Library Operations (Georgina Rice)

IN-LIBRARY CIRC								
	This Month		This month compared to same month			Year – to – Date		
	2015	2014	1-yr ago	3-yrs ago	5-yrs ago	2015	2014	Diff
<u>AH</u>	5258	6368	-17.43%	-16.50%	9.95%	28856	30733	-6.11%
<u>AR</u>	11155	12996	-14.17%	-20.53%	-14.14%	62653	68678	-8.77%
<u>CH</u>	11027	12019	-8.25%	-27.78%	-20.04%	60493	64998	-6.93%
<u>DP</u>	11928	12277	-2.84%	-9.40%	-6.99%	62455	64567	-3.27%
<u>FF</u>	1176	1282	-8.27%	-14.29%	-13.53%	6468	7460	-13.30%
<u>ML</u>	3655	4026	-9.22%	-25.03%	-27.94%	20361	22531	-9.63%
<u>MP</u>	14085	13498	4.35%	-14.74%	-12.25%	72351	75616	-4.32%
<u>NS</u>	41693	44534	-6.38%	-18.52%	-12.50%	218602	236508	-7.57%
<u>OT</u>	4641	4742	-2.13%	-39.64%	-34.57%	25492	28132	-9.38%
<u>SV</u>	41707	47146	-11.54%	-18.52%	-14.71%	233739	250118	-6.55%
<u>TOI</u>	146325	158888	-7.91%	-19.41%	-14.19%	791470	849341	-6.81%

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	3129	568	1556	5	5258	828	6086
AR	6422	458	4253	22	11155	2168	13323
CH	7611	680	2711	25	11027	2281	13308
DP	8316	974	2612	26	11928	2227	14155
FF	521	102	549	4	1176	129	1305
ML	1767	168	1708	12	3655	889	4544
MP	7630	628	5790	37	14085	3026	17111
NS	16319	2006	23068	300	41693	9658	51351
OT	2225	270	2123	23	4641	1190	5831
SV	10767	2015	28674	251	41707	8939	50646
TOT*	64707	7869	73044	705	146325	31335	177660

	This Year This Month		Last Year This Month		Difference
	Checkout Station Circulation	% of total circulation	Checkout Station Circulation	% of total circulation	
AH	1561	29.69%	2652	41.65%	-11.96%
AR	4275	38.32%	4573	35.19%	3.14%
CH	2736	24.81%	3142	26.14%	-1.33%
DP	2638	22.12%	3153	25.68%	-3.57%
FF	553	47.02%	410	31.98%	15.04%
ML	1720	47.06%	2316	57.53%	-10.47%
MP	5827	41.37%	5240	38.82%	2.55%
NS	23368	56.05%	25660	57.62%	-1.57%
OT	2146	46.24%	2153	45.40%	0.84%
SV	28925	69.35%	33552	71.17%	-1.81%
TOTAL	73749	50.40%	82851	52.14%	-1.74%

May Cash Collection				
Payments received			Difference 2014 to 2015	%change 2014 to 2015
	2014	2015		
CASH	10489.27	\$8,141.20	-2348.07	-22.39%
CHECK	3878.8	\$2,415.70	-1463.1	-37.72%
CREDIT	9157.52	\$8,656.68	-500.84	-5.47%
TOTAL	23525.59	\$19,213.58	-4312.01	-18.33%

This month's Library Operation spotlight is a focus on library card holders. Our card holders represent a wide variety of ages and visit libraries throughout the District. The card is identified with the library the member states that they use most of the time.

A couple of things to note about the figures. The numbers represent individual library cards not the number of people who use our library. Families often have one card that is used by the entire family. Spouses often share the use of one card.

The data is displayed with a breakdown by the decade the card holder was born in and is subdivided by demographic user categories. It represents members who have used their card within the last three years.

Cards issued to facilities, schools and other libraries are not included in this tally. Members sometime choose to withhold their birth year. Those cards are only included in total (ALL).

Demographic code descriptions:

- INDISTRICT: These card holders reside inside the district service area.
- LLPAID: Resides in Liberty Lake and pays non-resident fee for full services.
- LLRES: Resides in Liberty Lake and has reciprocal privileges only.
- MORANXSPOK: Resides in the City of Spokane, but also lives in the Moran Prairie Library Capital Facility Area. These residents receive full services because they are included in the special taxing area.
- OUTCOUNTY: Resides outside our service area and reciprocal use area and pay a fee for full library privileges.
- SPOKERES: Resides in the City of Spokane and has reciprocal privileges only.
- SPOKPAID: Resides in the City of Spokane and pays a non-resident fee for full services.

DISTRICT TOTALS	BIRTH YEAR											
	ALL	1911-1920	1921-1930	1931-1940	1941-1950	1951-1960	1961-1970	1971-1980	1981-1990	1991-2000	2001-2010	2011-2020
INDISTRICT	94512	75	1152	3614	9132	12388	12444	12547	13892	16601	11701	219
LLPAID	15				1	2	3	5	3	1		
LLRES	398	1	4	13	41	58	53	55	65	54	51	1
MORANXSPOK	707	1	9	30	65	65	65	103	206	94	65	1
OUTCOUNTY	584		1	18	43	76	94	90	57	107	96	1
SPOKERES	17112	13	187	586	1593	2048	2292	2745	3566	2375	1631	35
SPOKPAID	29		1	1	6	9	3	4	3	2		
TOTALS	113357	90	1354	4262	10881	14646	14954	15549	17792	19234	13544	257

Library Reports

Airway Heights: Stacy Hartkorn

Develop Young Learners:

- Attendance for Play & Learn averaged 13 people in May, a decrease compared to the previous month (18) and the same month last year (29).
- The morning and afternoon West Plains ECEAP visited the library for a Storytime (combined attendance of 24).

Explore and Discover:

- The Airway Heights Book Club selected *Outlander* by Diana Gabaldon for its May book selection.
- *Tea Time*, part of the Nourish series, attracted an audience of five people.
- Explore and Discover Club, *Superhero Mural* had a total of nine participants.
- *LEGO Club* was attended by three people in May.

Support Job Seekers and Local Businesses:

- Staff proctored a total of two exams this month at the Airway Heights Library.

Connect Communities:

- Great Northern Elementary's 5th/6th grade class visited the Airway Heights Library to check out books.
- Corinne Wilson and I attended Sunset Elementary's Communities in Schools Resource Fair, sharing information about SCLD with 48 parents and students.
- Two kindergarten classes from Sunset Elementary visited the Airway Heights Library to learn about Summer Reading programming and to tour the library.
- I finalized plans for a July Let's Move event in conjunction with local Airway Heights businesses (Airway Fitness and Yoke's) and Airway Heights Parks and Recreation department.
- I attended two Airway Heights Kiwanis meetings, which focused primarily on brainstorming fundraising ideas and preparing for our Annual Yard Sale. Corinne Wilson (AH Community Librarian) was able to attend a meeting with me to become acquainted with members of the local community.
- Staff facilitated a Community Conversation at the Airway Heights Community Center following the Senior Lunch, and dessert was provided by the Airway Heights Friends of the Library.
- Mrs. Clapin's kindergarten class from Sunset Elementary provided artwork for a display in the Children's area.
- The display case featured artwork by local Zentangle artist, Loretta West.
- I attended the May meeting of the Airway Heights Friends of the Library, where they discussed the idea of having a Sidewalk Sale, inspired by discussion at last month's Friends Helping Friends event.
- There were a total of 15 reservations for the Airway Heights meeting room in May, compared to only 2 in May of 2014.

Argonne: Pat Davis

Develop Young Learners:

- Storytime attendance was down slightly from last May, 155 participants this month compared to 167 a year ago. Toddler Play and Learn weekly attendance averaged 17 and Preschool Play and Learn attendance averaged 21.75. Traffic issues on Argonne may have contributed to the decrease.
- Outreach Storytimes at Loving Hearts totaled 8 Toddlers, 12 Preschoolers and 20 Pre-K
- The two Storytimes at Millwood ECEAP totaled 57 and 69.
- Fifteen attended the Outreach Storytime at Kindercare.

Explore and Discover:

- Our second Nourish program, *Coffee and Chocolate Pairings*, attracted 28 participants.
- *Healthy Home Fermentation*, our third Nourish program, had an audience of 52.
- Kids Explore and Discover, *Superheroes to the Rescue!*, had 3 participants.
- Lego Club attracted 20 this month.
- Kelsey Hudson presented at Seth Woodard Title 1 Night to an audience of 54.
- Kelsey Hudson presented at Ness Elementary Title 1 Night to an audience of 24.

- Three Pasadena Park Elementary's first grade classes toured the library and enjoyed a story as well as checking out books. 75 students and 10 adults walked over from the school for the visit.

Support Job Seekers and Local Businesses:

- We proctored two exams this month.
- We helped a number of people with resumes, printing and online applications.
- Sheree West and I attended the Millwood Better for Business meeting. The meeting agenda addressed the group becoming a formal organization, which would allow it to receive funding that can be channeled to develop the Millwood Business Area.
- I attended the SFCC Library and Information Services Advisory Committee. Curriculum changes will be submitted to the Curriculum Committee for adoption. There was also an update on the B.A.S. degree programs being developed. The state legislature approved B.A.S. programs being offered through Community Colleges. Currently, seventeen Community Colleges are offering degrees. For a program to be approved it must be workforce-related. It cannot compete with a degree at a four year state school and tuition must be scaled to the four year school rate for the 3rd and 4th years. SFCC will be offering an Information Systems and Technology degree and Applied Management in Health Care or Manufacturing. They are planning to develop another degree in conjunction with the LIS program, with emphasis in youth development or social services.

Connect Communities:

- Kelsey Hudson and I attended the Millwood City Council meeting and did a presentation on the library and promoted services available.
- 61 groups or individuals booked our meeting and conference rooms this month.

Cheney: Catherine Nero Lowry

Develop Young Learners:

- Baby Play and Learn attendance showed a significant increase this month with an average of 25.2 in April of 2015 from an average of 12.6 in April of 2014.
- Toddler Play and Learn attendance showed a small variance with an average attendance of 44 in April of 2015 compared to 48.5 in April of 2014.
- Preschool Play and Learn showed a slight decrease with an average attendance of 24.25 in April of 2015, compared to 27.2 in April 2014.

Explore and Discover:

- Nourish: *Beginning Meditation* had nine in attendance—our members were excited about this type of program.
- *Super Hero Mural* had seven in attendance. We will soon have life-sized super heroes flying on the wall in our children's reading area for our Summer Reading Program Series
- The Cheney Book Discussion Group is reading *I am Malala* by Malala Yousafzai. There were 13 in attendance.
- The monthly Tuesday Lego Club had 16 builders in attendance.
- Our Teen/ Tween Cheney Middle School Summit Program had 21 in attendance. Thank you, Christie Onzay.
- The SNAP Financial Literacy program: *Give Yourself a Raise* had three in attendance and *Navigating Your Credit World* had one.

Support Job Seekers and Local Businesses:

- We proctored three exams in May.

Connect Communities:

- Lori and Regina took our library outreach services to Cheney Sessions Village, Cheney Assisted and Cheney Care facilities this month providing over 160 library items for the residents.
- 36 groups used our meeting room this month, in comparison to 26 in 2014.
- I attend the May West Plains Chamber of Commerce Meeting. This month's focus was on education and youth in leadership; PACE awards and four student scholarships were presented.
- Vanessa and Corrine participated in Turnbull's Floods, Flowers, and Feathers Festival and interacted with 209 people.
- Between our Friday evening event and the Saturday festival, we interacted with over 600 people at Cheney's Mayfest celebration.
- Lori provided stories and library tours for two second grade groups from Windsor Elementary School.
- Lori also provided a tour and library services to a group of 14 students from Betz Elementary School.

Deer Park: Kris BarnesDevelop Young Learners:

- Our average Storytime attendance was 22 compared to last May's average of 23.
- I presented two Storytimes to the Deer Park ECEAP to a total of 76 teachers and students compared to last May's total of 79.

Support Job Seekers and Local Businesses:

- I attended the Deer Park Chamber of Commerce luncheon. The meeting focused on networking opportunities as well as a group exercise designed to highlight the Chamber member's unique talents and accomplishments.
- We proctored 5 tests for students this month, the same as last May's total of 5.

Explore and Discover:

- 12 members gathered at the Adult Book Club to discuss the book *The Room* by Emma Donoghue. Last year's total attendance was nine.
- A total of four classes visited from Arcadia Elementary School to browse our collection and check materials out.
- Our *Kid's Explore and Discover Club* attendance was 19.
- *Lego Club* attracted 26 participants.
- Our *Nourish* program *Beginning Meditation* was cancelled due to the presenter's illness.
- The *Access IT* programs offered through a SNAP small business grant attracted a total of 11 participants.

Connect Communities:

- Our conference and meeting rooms were used by a total of 51 groups this May, compared to last May's total of 29. The rooms were used for a variety of reasons, such as a backyard beekeeping association meeting, first aid training for local grocery store staff, a parent coop meeting, and a local quilter who told us that she likes the room's atmosphere and quiet without her "at home" distractions.
- Community Librarian Amber Williams and I attended *Literacy Night* at Chattaroy Elementary school. After we were treated to a couple of Dr. Seuss stories read by two Shock football players, Amber and I manned tables with craft activities and encouraged the children to make their own bookmarks, create their own Mother's Day cards, and check out our program and services flyers. This program was well attended. Amber and I connected with a total of 188 parents and students.

Fairfield: Kathy AllenDevelop Young Learners:

- Family Evening Storytime averaged 2.75, down from last month's total of 3.5.
- The Fairfield Community Church Preschool visited with 13 in attendance for its last In-house Storytime until fall.
- 47 children participated in outreach Storytimes at Freeman Early Learning Center and Freeman ECEAP.

Support Job Seekers and Local Businesses:

- Gearing up for the Scavenger Hunt kick-off, I made one last attempt to encourage participation with area businesses in Freeman and Fairfield. We now have a total of 15 area businesses involved in the project.

Explore and Discover:

- *Thursday Night Thing* at the Fairfield Community Center had 12 attend, down from last month's attendance of 15.
- *Mother's Day Craft*, a drop in activity where children could color a bouquet of flowers for their mothers, had 11 participate.
- *Nourish: Coffee and Chocolate Pairing*, had 7 enjoying the sampling and pairing.
- *Lego Club* was up from last month's total of 1, with 6 participating this month.

Connect Communities:

- Two groups used the meeting room this month, compared to no use last May.

Medical Lake: Theresa Stephenson

Develop Young Learners:

- Storytime attendance averaged 19 people this May, down from 28 attendees in May 2014.
- Outreach Storytime was conducted at Hallett ECEAP with a total of 18 attendees.

Explore and Discover:

- The Explore and Discover Children/Family Program, *Superheroes to the Rescue!*, had two attendees. The participant's artwork is proudly displayed.
- The Explore and Discover Lego Club attracted seven participants.
- The Explore and Discover program Nourish: *Introduction to Yoga* was held May 9. Seven very enthusiastic people attended.
- The Explore and Discover program Nourish: *Organic Vegetable Gardening* had three attendees.

Support Job Seekers and Local Businesses:

- The SNAP Grant Orientation was held May 20. There was one person in attendance.

Connect Communities:

- The Medical Lake Book club hosted local author, Constance Brown Schroeder. Constance discussed her book, *Connie's Memoirs*; memories and anecdotes of life as a longtime West Plains resident in Washington State.
- Our new intern, Alex Fricks, started May 11. She was hired utilizing The Washington State Rural Heritage Grant. She has begun the digitization process of Medical Lake historical pieces.
- Ten groups utilized the meeting room in April 2015.
- On May 19, Medical Lake Community Librarian Christie Onzay and Library Supervisor Theresa Stephenson attended the Medical Lake City Council Meeting held at the City Hall in Medical Lake. They presented a PowerPoint presentation and briefed the council members about library services.

Moran Prairie: Danielle Marcy

Develop Young Learners:

- Toddler Play and Learn Storytime averaged 35 attendees this month, a slight decrease from last month's average of 36, yet a small increase over last May's 34.
- Preschool Play and Learn Storytime had an average attendance of 24, an increase from last month's 20 and last year's 23 in May 2014.
- Baby Play and Learn Storytime averaged 45, an increase from last month's 39 and a continued trend of steady increase over last May's 28.

Explore and Discover:

- The Moran Prairie Book Club had 10 attendees this month for *Perks of Being a Wallflower* by Stephen Chbosky.
- The Lego Club had an attendance of 16, a decrease from last month's 32; however, we also had the *Let There Be Legos* program the week before which had 34 attend.
- Kids Explore and Discover program, *Superheroes to the Rescue!*, had 10 attendees.
- We had 26 participate in our monthly craft of duct tape art this month.
- For the Nourish series we had seven attend *Tai Chi* and 10 attend *Tea Time*.
- STCU had 10 attend its *Become Debt Free* workshop.

Support Job Seekers and Local Businesses:

- SCORE had two programs, nine attended *Simple Steps for Starting Your Business* and eight attended *Getting Started With Social Media for Business*.

Connect Communities:

- We had 62 bookings of the meeting room, a sharp decrease from last month's 81.
- The local Scripts and Scribes group is displaying its art until the end of July.
- Lego art from the *Let There Be Legos* program and Lego Club were featured in the display case.
- The Moran Prairie Friends had a meeting. Officers were elected. Jane Morse will continue to serve as President, as well as Betty Bowers as Secretary and Polly Dunbar as Vice President. The Secretary position will remain vacant until filled. The Friends discussed scheduling a book sale in the fall but have not set a date.
- Danielle attended the Manito Lions group and was selected as the incoming Secretary. She will be inducted to the position at the luncheon on June 17.

- We attended the Open House for Fire District 8 and Adams Elementary and spoke to about 250 people. At Adams Elementary we issued 10 children's cards by having a parent or guardian sign up using paper applications. We activated all the cards within two days.
- Girl Scout Troup 3661 came for a library tour. We used the patio as a space since the meeting room was in use. We read two stories related to literacy as requested by the troop leaders; 30 attended.

North Spokane: Jason Johnson

Develop Young Learners:

- 824 children and their parents and caregivers attended early learning programs this month. This is a 15% decrease from last month.
- Baby Play and Learn Storytime averaged 18 attendees. This is the down 5 from last month's average and down 3 from May 2014.
- Preschool Play and Learn Storytime averaged 43 attendees. This is down 2 from last month and up 2 from May 2014.
- Toddler Play and Learn Storytime attracted an average attendance of 29. This is down 11 from last month and down 3 from April 2014.
- Family Play and Learn Storytime averaged 21 attendees, up 8 from last month and up 8 from April 2014.
- Staff provided Storytime for 136 attendees at outreach facilities.

Explore and Discover:

- 243 members of all ages attended Explore and Discover events this month.
- 123 adult members attended 8 programs: 25 for *Nourish: Cooking Locally*, 22 for *STCU: Prevent Fraud and Identity Theft*, 19 for *Nourish: Tea Time*, 19 for *Nourish: Therapeutic Yoga for Beginners*, 13 for *North Spokane Book Club*, 13 for *Nourish: Therapeutic Yoga Gentle*, 8 for *Meet the Authors: Tim and Becky Hattenburg*, and 4 for *Nourish: Online Tools for Health and Fitness*.
- 13 tween/teen members attended Anime Club.
- 107 children and their families attended 4 programs: 53 for *Monday Funday: Lego Club*, 32 for *Monday Funday: Art Club*, and 22 for *Kids Explore and Discover: Superheroes to the Rescue!*

Support Job Seekers and Local Businesses:

- Staff Proctored 3 exams this month.
- 26 members attended 3 programs: 11 for *Simple Steps for Starting Your Business*, 11 for *Getting Started with Social Media for Business*, and 4 for *Access IT Grant: Social Media*.

Connect Communities:

- 80 students from Shiloh Hills Elementary 1st grade visited the library for a tour.
- 87 1st graders from Evergreen Elementary came for a library tour.
- Staff presented summer reading talks to 151 3rd graders: 85 at Shiloh Hills Elementary and 66 at Midway Elementary.
- Amber, Jason, and Kristy participated as panelists for senior presentations at Mead and Mt. Spokane High Schools.

Otis Orchards: Kathy Allen

Develop Young Learners:

- Play and Learn Storytime averaged 15.25, down from last May's average of 22.4.
- Outreach Storytimes attended by 133 children at 8 ECEAP classes, up from 90 children last May.

Support Job Seekers and Local Businesses:

- The Pottery Bug, a local business, displayed projects from its store for this month's display case.

Explore and Discover:

- *SNAP Dollar and Sense: Navigating Your Credit* had only one attend.
- *SNAP Dollar and Sense: Give Yourself a Raise* was better attended with 12.
- *Nourish: Healthy Home Fermentation*, 17 attended.
- *Mother's Day Craft* had 35 children participate.
- *Lego Club* had five attend, down from last month's attendance of 18.

Connect Communities:

- Meeting room use: 9 groups down from last May's usage of 19.
- We participated in the Otis Orchards Community Days parade with a great variety of people. Along with the District van, we had three staff remembers, the banner, one of the Otis Orchards Friends of

the Library and five teen members walking to hand out pencils. Tammy and I staffed a table at the Otis Orchards Elementary school where we answered questions about the upcoming bond issue, handed out information, and helped children with a craft. We interacted with 54 community members.

Spokane Valley: Sonia Gustafson

**This is Sonia's last monthly report before she takes a new job with Sno-Isle Libraries. We thank her for over eight years of service and wish her the best in her next chapter!*

Develop Young Learners:

- Baby Play and Learn averaged 20, down from last May's average of 25.
- Toddler Play and Learn averaged 32, which is almost exactly last May's average of 31.
- Preschool Play and Learn averaged 45, a significant increase from last May's 30.
- Family Play and Learn is down again, averaging only 7 per week. Last May had an average of 16.
- Staff presented 32 outreach Storytimes, and reached 496 children.

Explore and Discover:

- 61 children participated in the weekly Sunday craft.
- We presented two Nourish programs. 26 attended *Tai Chi* and 5 attended a class on online health and fitness tools.
- We participated in a father/son Lego Build at Trent Elementary and 90 attended.
- We presented five programs for visiting families that are part of local Title 1 programs. They all went well and 140 people were reached.
- The book club for *One Summer: America, 1927* had 11 attend.
- Our children's and tween programs were popular and the kids made great superhero murals for our meeting room wall.

Support Job Seekers and Local Businesses:

- We proctored seven exams.
- Aileen and Sheree continued their series with Barker High School's School to Life transition class, presenting three more resume workshops for 12 students.
- We participated in the Greater Valley Chamber's Business Showcase and talked to 65 people.

Connect Communities:

- We participated in the St. John Vianney reading fair and talked to 25 people.
We presented Summer Reading programming information to 400 kids at South Pines Elementary.

Public Use Measures

May 2015

Measure	This year	Last year	YTD	Last YTD	Rolling YTD
	This Month	This Month	This year	Comparison	Comparison
Registered borrowers	115,609	118,042		-2%	
Door count	103,088	108,871	554,688	-3%	-3%
Circulation	209,312	213,713	1,086,334	-3%	-3%
Digital Media Catalog	31,186	26,830	157,248	17%	26%
Programs					
Number	301	238	1,452	26%	18%
Attendance	7,074	5,444	30,974	12%	17%
Group Visits					
Number	9	5	20	-17%	4%
Attendance	333	269	735	-3%	3%
Software Station bookings	19,678	20,601	103,794	0%	3%
Meeting room bookings	329	301	1,835	17%	3%
Holds placed					
By customers	29,781	31,304	164,710	-8%	-12%
By staff	6,877	8,278	35,632	-9%	7%
Digital Media Catalog	9,702	8,206	46,298	7%	18%
Database use					
Searches	90,104	103,861	499,638	-14%	-8%
Retrievals	26,562	28,707	174,287	-17%	-4%
Website use (Remote)					
User sessions	138,850	92,070	613,320	28%	22%
Page views	244,621	182,533	1,157,485	10%	9%
Catalog	42,543	45,905	224,453	-12%	-14%
Database Access	4,831	4,278	25,440	-6%	-2%
Interlibrary loans					
Loaned	254	305	1,650	10%	11%
Borrowed	537	521	2,796	18%	25%

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 May 2015

Marketing Activities

- Meet Author Jannis Hibberts
 - News item, flyers, digital displays, social media
- Friends of the Library – Otis Orchards book sale
 - Digital displays, website listing, social media
- Moran Prairie Friends Meeting
 - Social media
- The Current
 - Submitted an ad for Youth Summer Programming
- Otis Survey
 - Created flyer-style survey
- Rick Knorr electronic signature
 - Created electronic signature
- SCLD Online Application
 - Updated title on application forms
- Storytime Survey
 - Linked to previously created survey via social media
- Name tags
 - Created metal/magnetic name tag for new hire
- Signs: Teen Playaways
 - Updated playaways signs to have current logo
- SCLD Staff t-shirts
 - Designed t-shirts and had them made
- Cheney Mayfest
 - Social media, digital display and eblast (for Mayfest book sale)
- Name tent for General Counsel for BT Meetings
 - Created name tent
- Summer Youth Programming
 - Inlander ad, Kids Newspaper ad, brochure, carousel on sclid.org, social media promoting, social media cover/background images, reading log, permission slip, digital displays, landing page, KHQ online interview
- Fairfield Scavenger Hunt materials
 - News item, scavenger hunt log, signs for businesses and library, digital displays
- Elephant in the Room
 - Sign made
- Meet Author Lee Pitts
 - News item, flyers, digital displays, social media
- Melissa DiLuzio Nutrition Classes
 - News item, flyers, digital displays, social media
- Free Shred Day w/ Devries
 - News item, press release, digital display
- Paper Bag Princess Party
 - Flyers, digital display, social media

- Bond Outreach
 - Fact review with staff at Spokane Valley, Argonne, Otis Orchards; Podcast/radio interview w/Communication Officer regarding bond facts; Presentation to GSVCC; Rotary; Spokane Valley Business Association

News coverage

- May 1 – Local children create their own products to sell (krem.com)
- May 1 – Knorr named CFO at SCLD (The Current)
- May 20 – Library district chooses Spokane is Reading choice (Deer Park Tribune)
- May 21 – Millwood City Hall gets security update (also talks about upcoming library bond – Spokesman.com)

Press Releases

- May 15 – Holiday Closure (Memorial Day)
- May 21 – Every Hero has a Story at the Library this Summer
 - May 21 – Summer programs coming to Spokane County Library District in June (KXLY.com)
 - May 29 – Heroes at the library (also mentions summer meals)(Spokane Valley News Herald)
- May 28 – Free Shred Day at North Spokane and Spokane Valley Libraries
 - May 28 – SCLD to host Free Shred Day at North Spokane and Spokane Valley Libraries (KXLY.com)

E-Marketing (Website, Social Media, Email)

Social Media:

- Facebook: # of fans: 2,368
- Twitter: # of followers: 1,379
- Pinterest: followers: 1,305

Library District Blog:

The most viewed post last month was the news item *Free Shred Day at the Library* with 1,110 views throughout May. This post promoted the Free Shred Day at North Spokane and Spokane Valley Libraries on June 6. Our most viewed blog was the *Meet the Bloggers* post, garnering 164 views during May.

Blog posts:

- May 1 – Meet the Author: Jannis Hibberts
- May 4 – 2015 Summer Parades
- May 5 – Nonprofit Spokane: Q&A with Sam Evans of KYRS
- May 6 – If the Shoe Fits: Q&A with Curt Kinghorn of Runners Soul
- May 7 – Crowdfunding Success Stories: Q&A with Transolar Galactica Producer Adam Boyd
- May 8 – Explore Why Food Matters
- May 9 – From the Director...
- May 11 – Free Shred Day at the Library

- May 12 – Lessons from Mom
- May 13 – Bike to Work Week
- May 14 – Spokane Is Reading Welcomes Author Emily St. John Mandel
- May 14 – On My Coffee Table
- May 15 – Holiday Closure
- May 19 – Meet the Bloggers
- May 20 – Survival Secrets of a Part-Time Vegan
- May 21 – Novel Ideas: DIY Book Crafts for All Skill Levels
- May 22 – Meet the Author: Lee Pitts
- May 26 – Get Your Bike in Gear
- May 27 – Even a Superhero Needs a Fresh Resume
- May 28 – From Student to Worker with Spokane Valley Tech

eNewsletter:

- 72,420 sent on May 14, 2015
- Open rate: 16.8% (12,086)
- Clicked: 1,993 (2.8% click rate)
- Unsubscribed: 121

Friends of the Library Book Sales:

- Cheney – Tue, May 26 – sent to 11,615
- Spokane Valley – Sun, May 31 – sent to 12,536
- Deer Park – Sun, May 31 – sent to 2,223

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)
- Lego Club (8)
- Pokemon Club (4)
- SCLD streaming services (2)
- Build Your Business (2)
- Reflexology
- Kids Explore and Discover Club
- Superheroes to the Rescue
- Tween Club (3)
- Nourish (in general) (5)
 - Introduction to Yoga
 - Tai Chi (3)
 - Therapeutic Yoga (3)
 - Beginning Meditation (3)
 - Healthy Home Fermentation

- Coffee and Chocolate Pairings
- Tea Time (2)
- Cooking Locally (3)
- Organic Vegetable Gardening (2)
- Therapeutic Horticulture (2)
- Online Tools for Health and Fitness (2)
- Scleroderma
- Spokane County Brain Injury Survivors
- Career Communicators
- Art Club (2)
- Become Debt Free Workshop
- Cheney book club meeting
- Author Jannis Hibberts
- Too Fun Tuesday
- The Truth About Sugar
- Prevent Fraud and Identity Theft

Reprints of previously created work & order fulfillment

- Easy Reader book marks for Public Services
- Pens for Cheney, North Spokane, Airway Heights, and Argonne
- Labels for Collection Services
- Dollars and Sense flyers for Deer Park
- Book Club flyers for North Spokane

Communication Display Kits provided for community events

- Chattaroy Elementary Literacy Night
- City Hall at the Mall
- Sunset Elementary Resource Fair
- Fire District 8 Open House
- GSVCC Business Showcase
- SCC Family Fun Night
- Otis Days Parade
- Seth Woodard Resource Fair
- Adams Elementary Literacy Night
- Cheney Mayfest
- Betz Resource Fair
- Floods, Flowers and Feathers Festival

Current & Upcoming Projects & Event Promotion

- April through June
 - Nourish promoting
- May
 - Cheney Mayfest
 - Meet Author Jannis Hibberts
 - SCLD Staff t-shirts

- SCORE Workshops
- Author Event: Tim and Becky Hattenburg
- June
 - Melissa DiLuzio Nutrition Classes
 - Summer Reading
 - Meet Author Lee Pitts
 - Fairfield Scavenger Hunt
 - Paper Bag Princess Party
 - Large Print Summer Newsletter
 - Free Shred Day w/ Devries
 - Strawberry Festival
 - Early Learning at Home
 - Sunset Elementary Class Visits
 - Fairfield Flag Day
 - Engaging Fatherhood Conference
 - Friends Quarterly Newsletter
 - Valley Chamber Business Connections
- July
 - Password security change
 - Deer Park Settler's day parade
 - Airway Heights Festival
 - Summer Events for Adults
 - Let's Move Airway Heights 2015
 - Moran Prairie Poetry Picnic
- August
 - Author Event -- Kevin J. Anderson, Building my first lightsaber
 - Fat Quarter Quilters, quilt presentation
 - Seed Library Fall Series

Friends of the Library

- Next meeting set for Monday, June 15, Argonne Library

Spokane County Library District		
Balance Sheet - (Cash Basis)		
May 31, 2015		
		6/11/2015 9:03
ASSETS		
CASH		\$ 5,881,573
TOTAL ASSETS		\$ 5,881,573
CURRENT LIABILITIES		\$ 12,381
TOTAL LIABILITIES		\$ 12,381
FUND BALANCES		
ASSIGNED FOR DEER PARK LIBRARY PROGRAM		\$ 6,182
ASSIGNED FOR DIANE ZAHAND MEMORIAL FUND		11,274
UNASSIGNED FUND BALANCES		5,851,735
TOTAL FUND BALANCES		\$ 5,869,191
TOTAL LIABILITIES & FUND BALANCES		\$ 5,881,573
Capital Projects Fund Balance (Cash)		\$ 902,610

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

6/11/2015 9:08

	Y-T-D Actual		Annual Budget		Percent Used		Balance Remaining
REVENUES							
PROPERTY TAXES	\$ 5,833,143	\$	\$ 10,740,000		54.31%	\$	4,906,857
CONTRACT CITIES - AIRWAY HIEGHTS	117,186		234,272		50.02%		117,086
CONTRACT CITIES - SPOKANE	66,287		149,643		44.30%		83,356
FINES & FEES	107,642		282,100		38.16%		174,458
GRANTS & DONATIONS	41,350		147,475		28.04%		106,125
E-RATE REIMBURSEMENTS	67,104		120,000		55.92%		52,896
OTHER	7,854		179,340		4.38%		171,486
INTEREST REVENUES	10,326		24,000		43.03%		13,674
TOTAL REVENUES	\$ 6,250,891	\$	\$ 11,876,830		52.63%	\$	5,625,939
TRANSFERS IN	-		-		0.00%		-
TOTAL REVENUES & TRANSFERS IN	\$ 6,250,891	\$	\$ 11,876,830		52.63%	\$	5,625,939
EXPENSES							
SALARIES	\$ 2,508,781	\$	\$ 5,995,339		41.85%	\$	3,486,558
FRINGE BENEFITS	703,752		1,834,205		38.37%		1,130,453
SUPPLIES	53,446		167,540		31.90%		114,094
SERVICES	727,630		1,772,818		41.04%		1,045,188
EQUIPMENT & SOFTWARE	41,920		363,000		11.55%		321,080
LIBRARY MATERIALS	579,763		1,394,229		41.58%		814,466
ELECTRONIC LIBRARY MATERIALS	79,969		160,000		49.98%		80,031
INSURANCE	66,091		66,885		98.81%		794
OTHER EXPENDITURES	7,550		18,640		40.51%		11,090
OPERATIONAL CONTINGENCIES	0		104,174		0.00%		104,174
TOTAL EXPENSES	\$ 4,768,902	\$	\$ 11,876,830		40.15%	\$	7,107,928
TRANSFERS OUT	-		-		0.00%		-
TOTAL EXPENSES & TRANSFERS OUT	\$ 4,768,902	\$	\$ 11,876,830		40.15%	\$	7,107,928
Net Excess of Revenues Over/(Under) Expenses	\$ 1,481,988	\$	-		0.00%	\$	(1,481,988)
BEGINNING CASH	4,399,584						
NET FROM ABOVE	1,481,988						
ENDING CASH	\$ 5,881,573						

Number of months cash on hand 5.9

Spotlight Deer Park Library

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

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

OVERVIEW Interlibrary Loan and Collection Services

Youth Collection Development Librarian Sheri Boggs will provide an overview of the selection process and the role of Interlibrary Loan in meeting member requests.

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