

MISSION

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

Board of Trustees Regular Meeting

Tuesday, July 18, 2017 4:00 p.m. Argonne Library Public Meeting Room

AGENDA

- I. CALL TO ORDER**
- II. AGENDA APPROVAL [4:00]**
- III. ACTION ITEMS**
 - A. Approval of May 16 Regular and June 9 & 13 Special Meeting Minutes [4:00-4:03]
 - B. Approval of May and June 2017 Payment Vouchers [4:03-4:05]
 - C. Unfinished Business [4:05-4:15]
 1. City of Spokane Valley/SCLD Interlocal Agreement Amendment: Approval Recommendation.
 - D. New Business [4:15-4:25]
 1. Travel Policy: Approval recommendation.
 2. Reappointment of Trustee Discussion: Possible Motion Recommendation.
 - E. Overview North Spokane Lab and Spokane Valley Studio [4:25-4:40]
- IV. DISCUSSION ITEMS, POSSIBLE ACTION [4:40-4:45]**
 - A. Future Board Meeting Agenda Items
- V. REPORTS FOR MAY AND JUNE**
 - A. Trustees [4:45-4:50]
 - B. Executive Director [4:50-4:55]
 - Administrative
 - Community Activities
 - C. Public Services [4:55-5:00]
 - D. Communication [5:00-5:05]
 - E. Fiscal [5:05-5:10]
 - F. Spotlight – Cheney Library [5:10-5:20]
- VI. PUBLIC COMMENT**
- VII. ADJOURNMENT**

[Estimated meeting length: One hour and 20 minutes, plus public comment.]

Break (Catered pizza, salads, and soft drinks.)

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

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

07/18/17

**SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: MAY 16, 2017**

The Board of Trustees of Spokane County Library District met in regular session in the public meeting room at North Spokane Library, 44 E. Hawthorne Rd., Spokane, WA, at 4:00 p.m., Tuesday, May 16, 2017.

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

Excused: None.

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

Guests: None.

Call to Order (Item I.) Chair John Craig called the meeting to order at 4:01 p.m., and welcomed everyone in attendance.

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

Approval of April 18, 2017, Regular Meeting Minutes, (Item III.A.) Mr. Craig called for corrections to the April 18, 2017, regular meeting minutes. There were no corrections; the minutes stand approved as written.

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

Fund	Voucher/Payroll Numbers	Subtotal	Total
Apr - L01	51961-52131 and W00430-W00439	\$600,055.39	\$600,055.39
	04102017PR and 04252017PR	\$371,809.64	\$371,809.64
L01		Total	\$971,865.03

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

Fund	Capital Projects Fund	Subtotal	Total
Apr-L08	9561– MicroAge (BE)	\$883.51	\$883.51
	9562 – BWA (BE)	\$150.00	\$150.00
	9563 – Hammond Facility Consulting Services (NS)	\$580.50	\$580.50
	9564 – M. E. Uphus Construction – 3rd Contractor Payment (NS)	\$93,441.40	\$93,441.40
	9565–Allied Security(NS)	\$349.86	\$349.86
	9566 – Gary’s Key & Lock (NS & BE)	\$553.89	\$553.89
	9567– H&H Bus (BE)	\$1,198.97	\$1,198.97
	9568 – Quill Corp (BE)	\$251.38	\$251.38
	9569 – US Bank– (NS & BE)	\$1,168.80	\$1,168.80
L08		Total	\$98,578.31

There were no questions.

The motion was unanimously approved.

**Unfinished Business
SV Library Task
Force (Item
III.C.1.)**

SPOKANE VALLEY LIBRARY UPDATE/EXPLORING OPTIONS WITH THE CITY OF SPOKANE VALLEY. Ms. Ledeboer reported the third meeting of the Spokane Valley Library Task Force was held Thursday, May 11, and it went well. Spokane Valley City Attorney Cary Driskell will draft an addendum to the current interlocal agreement to state the following: The size of the library building may change based on community input and future bond plans; the District will contribute the \$1.3 million it has spent on land for new libraries to increase services to Spokane Valley residents and reduce the overall cost of the project; and the City will contribute an equal amount, \$1.3 million, toward site-development costs associated with the library building on Sprague Avenue at Balfour Park. The addendum will extend the interlocal agreement for five years and allow two additional one-year renewals if needed. Attorney Cindy McMullen will represent the District in reviewing the amendment. Trustee Teterud asked for clarification of the proposed addendum and inquired whether there would be any advantage to letting the current agreement expire and enter into a new agreement thereafter. He expressed concern that taking a third request to the voters to fund new libraries needs to be thoroughly researched prior to expending District resources. Discussion ensued and the resulting consensus was to bring the draft amendment to the board for further

discussion. Ms. Ledeboer indicated the board will have several months to fully discuss options before the current agreement expires. Chair Craig agreed that no decision is needed at this time, and invited Trustees to bring questions and concerns to the next meeting. Trustee Thompson noted she would like the board to also further discuss whether to include an escape clause in the agreement. Ms. Ledeboer said the next task force meeting is scheduled for June 1. There was no further discussion.

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

PURCHASING POLICY

Ms. Thompson moved and Mr. Teterud seconded to approve the Purchasing policy, as revised and amended. Ms. Ledeboer pointed out the varied thresholds per types of procurement, and noted Trustees could also determine threshold levels. Discussion ensued regarding District expenses for various types of procurement for projects and upkeep of facilities. For consistency purposes, Trustees agreed to change the procurement thresholds to \$50,000. Projects under \$50,000 will be categorized as informal competition, and those over \$50,000 as formal.

There was no further discussion.

The motion was unanimously approved.

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

Chair Craig briefly noted the next regular meeting will be held Tuesday, July 18, at Argonne Library, and a day-long special meeting will be held June 9 at District Administrative Offices and Argonne Library to conduct interviews of executive director candidates. There was no further discussion.

Trustees'
Reports
(Item V.A.)

There were no reports.

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

The Executive Director's written report for April provided prior to the meeting included information on the Business Office, Finance and Facilities, Collection Services, Human Resources, Information Technology, and Community Activities. Ms. Ledeboer had nothing further to add. There was no discussion.

Public Services
Report, Apr. 2017
(Item V.C.)

Deputy Director Patrick Roewe and Library Services Manager Kristy Bateman provided a written report prior to the meeting for April, with data for customer use measures, programming and library activities. Mr. Roewe additionally reported attendance for the Caspar Babypants concert hit a record high of 651. He also reported statistics averages for the first two weeks of The Bookend: 107 daily door count; 64 daily checkouts; and 4 daily new cards. Mr. Roewe noted next month's Public Services report will include some new features. There was no further discussion.

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

Communication & Development Officer Jane Baker provided a written report prior to the meeting for April 2017 communication activities. Ms. Baker additionally reported the District will partner with STA this summer to offer Touch-a-Bus Storytime, and this fall for the Read and Ride campaign. There was no further discussion.

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

Revenue and Expenditure Statement through April 30, 2017.

<u>Fund 001</u>	
Revenues	\$ 5,542,089
Expenditures	\$ 3,993,954
Ending Fund Balance	\$ 6,189,971
Fund Budget Expended	32.32%

In response to Mr. Teterud, Mr. Knorr said interest revenues accrue from District reserves that are invested by the Spokane County Treasurer. There was no further discussion.

**Spotlight
North Spokane
Library
(Item V.F.)**

SPOTLIGHT. Managing Librarian Brian Vander Veen introduced librarians Rachel Edmondson and Vanessa Strange and reviewed the stages and results of the recent library renovation at North Spokane. Mr. Vander Veen said the challenges of the renovation project were worth the results. Computer stations are now consolidated into one area and the new service desk is visible from the entrance for both visitors and staff. The children's area was expanded and space is now available to hold programming in the center of the library. An emphasis of the remodel was to create The Lab, a space devoted to hands-on learning opportunities that will change throughout the year. The Lab will also showcase the crafts and talents of local experts, artists, and enthusiasts, and Microsoft Imagine Academy testing will be held there. This newest space and its programs are supported in part by a grant from the Washington State Library. Librarian Rachel Edmondson shared the upcoming highlights of youth programming. Summer Reading is gearing up. North Spokane will be a free lunch site, with lunch following Storytime five days a week. Boys & Girls Club visits will continue to offer books for checkout. North Spokane staff will again participate at the Fairwood Farmers' Market as part of the popular Catholic Charities Food for All—KERNEL—program, where Storytime participants will receive a \$2 shopping voucher to spend at their discretion. Librarian Vanessa Strange reported on highlights of future programs for adults. Staff will participate for the first time in the annual Night Out Against Crime and Cherry Picker's Trot. Program offerings will include mushroom foraging, as well as a screening of Ken Burns' Vietnam War documentary. The Lab open house is scheduled for June 17 and will include DIY classes and an artist in residence. A NaNoWriMo Conference is scheduled for October, and the District 75th Anniversary Anthology Release Party will be held November 4. Trustees expressed appreciation for the informative report.

There was no further discussion.

**Public Comment
(Item VI.)**

PUBLIC COMMENT. There was no public comment.

Mr. Craig called a brief recess at 5:06 p.m.

**Executive Session
(Item VII.)**

EXECUTIVE SESSION. SUMMARIZE QUALIFICATIONS OF APPLICANTS FOR PUBLIC EMPLOYMENT.

The Board of Trustees commenced an executive session at 5:10 p.m. to review the qualifications of applicants for the Executive Director position. The Board returned from executive session at 5:54 p.m.

**Adjournment
(Item VIII.)**

Chair Craig adjourned the meeting at 5:54 p.m. The next regular Board Meeting is scheduled for Tuesday, July 18, 2017, at 4:00 p.m., in the public meeting room at Argonne Library.

John Craig, Chair

Nancy Ledeboer, Secretary of the Board of Trustees

SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES SPECIAL MEETING MINUTES: JUNE 9, 2017

A special meeting of the Spokane County Library District Board of Trustees was held Friday, June 9, 2017, at 9:15 a.m., in the public meeting room at Argonne Library, 4322 N. Argonne Rd., Spokane, WA.

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

Excused: None.

Also Present: Patty Franz, Administrative Assistant

Call to Order Chair John Craig convened the meeting at 9:20 a.m.
(Item I)

2017
Budget - Amend the **Amend the Final 2017 Capital Project Fund Budget.** Mr. Johnson
Capital Project Fund, motioned and Ms. Thompson seconded approval of the amendment to the
Resolution 17-03 2017 Capital Project Fund budget. Ms. Ledeboer pointed out the purpose
(Item II) of the resolution is to authorize the District to spend the funds previously
 transferred in February from the General Fund to the Capital Project Fund.
 In response to a query from Mr. Johnson, Ms. Ledeboer said visitors to the
 new boutique library, The BookEnd, are from across the region. There
 was no further discussion.

The motion was unanimously approved.

Mr. Craig called for a recess at 9:26 a.m., at which time Nancy Ledeboer and Patty Franz were excused from the meeting.

Executive Session **Evaluate Qualifications of Applicants for Public Employment.**
(Item III) The Board of Trustees moved into an executive session at 9:40 a.m. to
 conduct interviews and evaluate qualifications of two candidates for the
 executive director position, with the length of the session estimated as four
 and a half hours. The board returned from executive session at 1:16 p.m.

Public Comment There was no public comment.
(Item IV)

Adjournment Chair Craig adjourned the meeting at 1:16 p.m.
(Item V)

John Craig, Chair

Nancy Ledeboer, Secretary of the Board of Trustees

**SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES SPECIAL MEETING MINUTES: JUNE 13, 2017**

A special meeting of the Spokane County Library District Board of Trustees was held on location and by teleconference, Tuesday, June 13, 2017, at 1:00 p.m., in the public meeting room at Argonne Library, 4322 N. Argonne Rd., Spokane, WA.

Present: John Craig - Chair
 Sonja Carlson - Trustee (by teleconference)
 Wes Teterud - Trustee
 Nancy Ledeboer - Executive Director and Secretary

Excused: Mark Johnson - Vice Chair
 Kristin Thompson - Trustee

Also Present On-site: Jane Baker, Communication & Development Officer; Kristy Bateman, Library Services Manager; Sheri Boggs, Youth Collection Development Librarian; Mary Ellen Braks, Library Services Manager; Toni Costa, Chief Human Resources Officer; Gwendolyn Haley, Library Services Manager; Rick Knorr, Chief Financial Officer; Patrick Roewe, Deputy Director; Andrea Sharps, Collection Services Officer; Lori Shotwell, Cataloging Technician; Doug Stumbough, IT Director; Jamie Van Wormer, Volunteer Coordinator; and Patty Franz, Administrative Assistant.

Also Present by Teleconference: Additional SCLD staff joined the meeting from their work locations.

Guest: Reporter Caroline Hammett, The Spokesman-Review

Call to order (Item I) Chair John Craig convened the meeting/teleconference at 1:05 p.m.

Executive Director Appointment (Item II) **Executive Director Appointment and Professional Negotiations for Public Employment.** Mr. Craig motioned and Mr. Teterud seconded approval of the appointment of Patrick Roewe as SCLD Executive Director, effective September 1, 2017, at Range E, Step B. Mr. Craig reviewed the recruitment process, noting the board interviewed two qualified candidates for the executive director position, and received input from the District Leadership Team, a community panel, and others. Mr. Craig emphasized that although not all trustees were available for the formal action, they were unanimous in offering the position to Mr. Roewe, for which he accepted.

AYES, and in favor thereof, Trustees: John Craig, Sonja Carlson, and Wes Teterud.

NAYS, Trustees: None.

ABSENT, Trustees: Mark Johnson and Kristin Thompson.

ABSTAIN, Trustees: None.

There were no questions or public comments.

The motion was approved.

Special Meeting Minutes - Board of Trustees
June 13, 2017
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**Public Comment
(Item III)**

There was no public comment.

**Adjournment
(Item IV)**

Chair Craig adjourned the meeting at 1:08 p.m.


John Craig, Chair

Nancy Ledeboer, Secretary of the Board of Trustees

PAYMENT VOUCHER APPROVAL

Pursuant to RCW 42.24.180 and Spokane County Library District Resolution # 94-03, we, the undersigned, do hereby certify that the merchandise and services hereinafter specified have been received as of June 30, 2017, and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$903,108.78 for the general fund and \$7,555.83 for the capital projects fund and are authorized to authenticate and certify these claims.

DATE: July 1, 2017

SIGNED: 

TITLE: Chief Financial Officer

SIGNED: 

TITLE: Executive Director

VOUCHER NUMBER		DESCRIPTION	VOUCHER AMOUNT
052322	ABM JANITORIAL SERVICES - NW	MONTHLY CUSTODIAL SERVICES	\$ 15,430.79
052323	ASSOC OF WASHINGTON CITIES	MEDICAL, DENTAL, VISION & LIFE INS.	745.00
052324	NANCY SUE BARNES	LOST/PAID REFUND	27.60
052325	BLACKSTONE AUDIO BOOKS	LIBRARY MATERIALS	50.00
052326	KARRI BAKER BRADSHAW	LOST/PAID REFUND	17.00
052327	BUDGET-RENT-A-CAR	CAR RENTAL	236.44
052328	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	282.83
052329	CENTURYLINK	ANALOG TELEPHONE LINES	78.03
052330	CENTURYLINK	ANALOG TELEPHONE LINES	75.38
052331	CENTURYLINK	ANALOG TELEPHONE LINES	39.24
052332	CITY OF AIRWAY HEIGHTS	WATER & SEWER - AIRWAY HEIGHTS	155.12
052333	CITY OF CHENEY	WATER, SEWER, ELEC. - CHENEY	836.49
052334	CITY OF DEER PARK	WATER & SEWER - DEER PARK	83.10
052335	CITY OF MEDICAL LAKE	WATER, SEWER, REFUSE - ML	161.97
052336	CAPITAL ONE NAT'L ASSOC	OFFICE/LIBRARY SUPPLIES/COSTCO	920.66
052337	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE	5,274.00
052338	EMPIRE DISPOSAL INC.	SOLID WASTE - FAIRFIELD	37.50
052339	GALE/CENAGE LEARNING	LIBRARY MATERIALS	185.31
052340	H&H BUSINESS SYSTEMS, INC.	COPIER MAINTENANCE & TONER	5.33
052341	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,277.73
052342	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	16,312.66
052343	DAVE NAIL	PROMOTIONAL TABLE RUNNERS	544.00
052344	JACQUELINE KAREN JORDAN	LOST/PAID REFUND	18.80
052345	WICK ENTERPRIZES, LLC	ADVERTISING	312.37
052346	McMULLEN & McMULLEN, P.S.	GENERAL LEGAL SERVICES	486.00
052347	MIDWEST TAPE	LIBRARY MATERIALS	30.99
052348	MODERN ELECTRIC WATER COMPANY	WATER, ELEC. - SV	2,103.97
052349	MONTGOMERY HARDWARE	MAINTENANCE SUPPLIES	21.43
052350	CINDY MOORE	RECRUITING TRAVEL REIMBURSEMENT	686.90
052351	DVM INSURANCE AGENCY dba NATIONWIDE	EMPLOYEE DEDUCTIONS FOR PET INSURANCE	315.63
052352	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	98.22
052353	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	10,828.49
052354	PETER RONZA	COMPENSATION STUDY CONSULTANT	11,250.00
052355	RECORDED BOOKS, LLC	LIBRARY MATERIALS	121.17
052356	SOLARWINDS, INC.	SOFTWARE SUPPORT	322.05
052357	COWLES PUBLISHING CO	SUBSCRIPTIONS	547.75
052358	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	926.40
052359	UPS	SHIPPING	16.76
052360	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	302.62
052361	VERIZON WIRELESS	CELL PHONES (6)	217.66
052362	KRISTINA WHEELER	LOST/PAID REFUND	28.00
052363	QUINN BASTIAN	LOST/PAID REFUND	3.40
052364	CAROL BERGIN	LOST/PAID REFUND	29.40
052365	CAPITAL COMMUNICATIONS, INC	CS OFFICE SUPPLIES	519.71
052366	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	28.00
052367	CENTURYLINK	ANALOG TELEPHONE LINES	59.91
052368	CENTURYLINK	ANALOG TELEPHONE LINES	78.53

052369	CENTURYLINK	ANALOG TELEPHONE LINES	113.07
052370	CITY OF SPOKANE VALLEY	LIBRARY PROGRAMS	357.00
052371	LAURA ELAINE DAY	LOST/PAID REFUND	18.00
052372	BRENDA DEIBEL	LOST/PAID REFUND	6.60
052373	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	394.66
052374	KRISTINE MARGARET DINNISON	LIBRARY PROGRAMS	100.00
052375	DIVCO INCORPORATED	QTRLY BUILDING REPAIR & MAINT - HVAC	1,407.67
052376	EARTHWORKS RECYCLING, INC	RECYCLING	252.50
052377	FINDAWAY WORLD, LLC	LIBRARY MATERIALS	1,215.58
052378	GALE/CENAGE LEARNING	LIBRARY MATERIALS	211.42
052379	GREATER SPOKANE VALLEY CHAMBER	DUES AND MEMBERSHIPS	25.00
052380	ELIZABETH A HUNTER	LOST/PAID REFUND	7.00
052381	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	7,515.63
052382	INHS	FIRST AID TRAINING	167.90
052383	INTEGRA TELECOM HOLDINGS, INC	BROADBAND AND INTERNET	15,640.54
052384	INTEGRA TELECOM HOLDINGS, INC	BROADBAND AND INTERNET	2,317.31
052385	INLAND POWER AND LIGHT	ELECTRIC UTILITIES - AH, DP	719.32
052386	GROUP W MARKETING	ADVERTISING - KIDS NEWSPAPER	500.00
052387	MIDWEST TAPE	LIBRARY MATERIALS	9,178.32
052388	OCLC, INC.	CATALOGING & ILL SUBSCRIPTION SVCS	3,355.40
052389	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	5,332.74
052390	PACIFIC NW LIBRARY ASSOC	DUES AND MEMBERSHIPS	150.00
052391	U.S. POSTAL SERVICE	ANNUAL POSTAL BOX FEE MEDICAL LAKE	116.00
052392	RECORDED BOOKS, LLC	LIBRARY MATERIALS	3,706.04
052393	SPOKANE COUNTY ENVIRONMENTAL SERVICES	SEWER - AR, NS, SV	437.83
052394	SPOKANE MALL LLC	MONTHLY LEASE PAYMENT	3,000.00
052395	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	295.59
052396	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	741.59
052397	WHITWORTH WATER DISTRICT #2	WATER - NORTH SPOKANE	264.89
052398	NICOLE WILLMS	LOST/PAID REFUND	8.00
052399	ALLIED SAFE & VAULT CO, INC.	MONTHLY ALARM MONITORING & REPAIR	618.80
052400	APPLE COMPUTER, INC.	IT HARDWARE & SOFTWARE	81.44
052401	CORRINA BARRETT	LOST/PAID REFUND	9.80
052402	CAVENDISH SQUARE	LIBRARY MATERIALS	711.72
052403	CAPITAL COMMUNICATIONS, INC	CS OFFICE SUPPLIES	930.78
052404	JOANNE R CENIS	LOST/PAID REFUND	9.00
052405	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	537.48
052406	CENTURYLINK	ANALOG TELEPHONE LINES	37.68
052407	CENTURYLINK	ANALOG TELEPHONE LINES	37.44
052408	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	201.25
052409	DEMCO SOFTWARE	ONLINE CALENDAR SOFTWARE RENEWAL	1,191.00
052410	JEFFREY B. EVANS	LIBRARY PROGRAMS	4,500.00
052411	FAUCETS 'N STUFF PLUMBING	PLUMBING REPAIRS	214.33
052412	GALE/CENAGE LEARNING	LIBRARY MATERIALS	286.04
052413	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,514.49
052414	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	12,663.19
052415	INLAND POWER AND LIGHT	ELECTRIC UTILITIES - AH, DP	333.14
052416	KIP & KABOODLE	VOLUNTEER APPRECIATION SUPPLIES	146.50
052417	WICK ENTERPRIZES, LLC	ADVERTISING	24.00
052418	MIDWEST TAPE	LIBRARY MATERIALS	4,721.63
052419	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	65.22
052420	OPTUM	MONTHLY HSA ACCOUNT FEES	84.00
052421	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	5,707.36
052422	PERRINE PROPERTIES, LLC	MONTHLY PARKING LOT LEASE, SV	300.00
052423	POSTMASTER	ANNUAL POSTAL BOX FEE FAIRFIELD	116.00
052424	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	14.09
052425	KATHIE ROSE RIEL	LOST/PAID REFUND	91.60
052426	SNO ISLE LIBRARIES	SUMMER DIRECTOR'S MEETING/LEDEBOER/ROEWE	400.00
052427	SOFTWARE ONE, INC	SOFTWARE SUPPORT	6,319.65
052428	COWLES PUBLISHING CO	SUBSCRIPTIONS	208.00
052429	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	255.82
052430	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	13,621.20
052431	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	302.62
052432	VALLEYFEST	LIBRARY PROGRAMS	60.00
052433	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	459.11

052434	WASHINGTON STATE UNIVERSITY	ILL REPLACEMENT CHARGE	25.00
052435	WALT'S MAILING SERVICE	ADVERTISING	1,230.54
052436	VOID VOUCHER	VOID VOUCHER	-
052437	A+ PRINTING, INC	PRINTING	332.36
052438	SHEILA BORST	LOST/PAID REFUND	3.00
052439	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	18.82
052440	CENTURYLINK	ANALOG TELEPHONE LINES	104.07
052441	CENTURYLINK	ANALOG TELEPHONE LINES	78.66
052442	CONSOLIDATED IRRIGATION DIST19	WATER - OTIS ORCHARDS	74.08
052443	LAURA ELAINE DAY	LOST/PAID REFUND	26.00
052444	DIVCO INCORPORATED	QTRLY BUILDING REPAIR & MAINT - HVAC	3,912.67
052445	FRONTIER COMMUNICATION	TELEPHONE & BROADBAND - FF	119.32
052446	GALE/CENAGE LEARNING	LIBRARY MATERIALS	1,262.43
052447	OKSANA GERASIMCHUK	LOST/PAID REFUND	14.60
052448	SUSAN J GUNDLACH	LOST/PAID REFUND	29.80
052449	H&H BUSINESS SYSTEMS, INC.	COPIER MAINTENANCE & TONER	876.22
052450	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	8,067.53
052451	INLAND PUBLICATIONS	LIBRARY PROGRAMS	530.00
052452	JO LYVETTE KELLY	LOST/PAID REFUND	10.00
052453	MIDWEST TAPE	LIBRARY MATERIALS	1,186.11
052454	OTIS ELEVATOR COMPANY	QTRLY ELEVATOR MAINTENANCE	471.58
052455	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	7,114.70
052456	RECORDED BOOKS, LLC	LIBRARY MATERIALS	178.87
052457	SAIRA RUSSELL	LOST/PAID REFUND	12.40
052458	COWLES PUBLISHING CO	SUBSCRIPTIONS	208.00
052459	WASHINGTON ROLL CALL	LIBRARY MATERIALS	82.41
052460	WESTERN STATES EQUIPMENT	BUILDING REPAIR & MAINTENANCE	391.67
052461	WEST VALLEY SCHOOL DISTRICT #363	LIBRARY PROGRAMS	2,160.00
052462	AT&T MOBILITY	TELEPHONE & BROADBAND - BOOKEND	218.98
052463	AT&T MOBILITY	TELEPHONE & BROADBAND - BOOKEND	439.28
W00452	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	55,792.97
W00454	STATE OF WASHINGTON	MONTHLY EXCISE/SALES TAXES	1,432.54
W00455	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	45,675.53
W00456	US BANK - HEALTH - OPTUM	H S A CONTRIBUTIONS	2,034.25
W00457	ASSOC OF WASHINGTON CITIES	MEDICAL, DENTAL, VISION & LIFE INS.	80,574.13
W00458	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	63,190.73
W00459	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	42,730.13
W00460	US BANK - HEALTH - OPTUM	H S A CONTRIBUTIONS	1,704.25
W00461	COOLING SHOP	IT HARDWARE REPAIR	89.95

Total Non-Payroll General Operating Fund \$ 514,863.90

PAYROLL VOUCHERS

06092017PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	\$ 200,889.72
06232017PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	187,355.16

Total Payroll General Operating Fund \$ 388,244.88

TOTAL GENERAL OPERATING FUND \$ 903,108.78

CAPITAL PROJECTS FUND

VOUCHER NUMBER		DESCRIPTION	VOUCHER AMOUNT
009585	BULK OFFICE SUPPLY	FURNITURE - NORTH SPOKANE VERTICAL FILES	\$ 2,238.16
009586	BERNARDO WILLS ARCHITECTS, PC	ARCHITECTURAL SERVICES / N SPOKANE PROJECT	4,950.00
009587	HAMMOND FACILITY CONSULTING SERVICES	OWNER'S REP SERVICES - NORTH SPOKANE	367.67

Total Capital Projects Fund \$ 7,555.83

Spokane County Library District
May 2017/June 2017 Credit Card Activity
Paid in June, 2017
Voucher # 052430

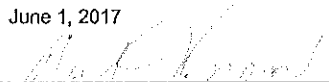
<u>Card Category</u>	<u>Amount</u>
General Purchases	\$5,689.93
Maintenance	1,313.30
Travel	1,867.25
Acquisitions	3,555.68
Information Technology	1,140.14
Outreach	54.90
General Fund Purchases	<u>\$13,621.20</u>

PAYMENT VOUCHER APPROVAL

Pursuant to RCW 42.24.180 and Spokane County Library District Resolution # 94-03, we, the undersigned, do hereby certify that the merchandise and services hereinafter specified have been received as of May 31, 2017, and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$1,020,773.25 for the general fund and \$223,519.85 for the capital projects fund and are authorized to authenticate and certify these claims.

DATE: June 1, 2017

SIGNED



TITLE: Chief Financial Officer

SIGNED



TITLE: Executive Director

VOUCHER NUMBER	DESCRIPTION	VOUCHER AMOUNT
052132	59:ESCAPE ADVENTURES, LLC LIBRARY PROGRAM	\$ 500.00
052133	AMOS MEDIA COMPANY LIBRARY MATERIALS	24.99
052134	BAKER AND TAYLOR INC. LIBRARY MATERIALS	36.74
052135	BLACKBERRY LANE PRESS LIBRARY MATERIALS	38.50
052136	BRILLIANCE PUBLISHING, INC. LIBRARY MATERIALS	19.57
052137	CENTER POINT LARGE PRINT LIBRARY MATERIALS	54.43
052138	COUNCIL OF STATE GOVERNMENTS LIBRARY MATERIALS	127.18
052139	GALE/CENAGE LEARNING LIBRARY MATERIALS	554.31
052140	GREY HOUSE PUBLISHING LIBRARY MATERIALS	237.05
052141	INGRAM DISTRIBUTION GROUP, INC LIBRARY MATERIALS	16,362.59
052142	MIDWEST TAPE LIBRARY MATERIALS	13,306.39
052143	OVERDRIVE, INC. LIBRARY MATERIALS e-Books	7,946.57
052144	SETAPART GIRL LIBRARY MATERIALS	99.90
052145	SUZANNE S. BAMONTE LIBRARY MATERIALS	81.58
052146	ABM JANITORIAL SERVICES - NW MONTHLY CUSTODIAL SERVICES	12,373.28
052147	APPLE COMPUTER, INC. MACBOOK PRO COMPUTERS (2)	6,371.32
052148	ASSOC OF WASHINGTON CITIES MEDICAL, DENTAL, VISION & LIFE INS.	745.00
052149	AVISTA UTILITIES MONTHLY UTILITIES	8,964.50
052150	BATTERIES PLUS BULBS BUILDING REPAIR & MAINTENANCE	25.30
052151	CLASSIC VENTURES LTD LIBRARY MATERIALS	63.08
052152	BLACKSTONE AUDIO BOOKS LIBRARY MATERIALS	35.96
052153	BRILLIANCE PUBLISHING, INC. LIBRARY MATERIALS	16.96
052154	CAPITAL COMMUNICATIONS, INC CS OFFICE SUPPLIES	280.77
052155	CONSOLIDATED ELECTRICAL DIST. BUILDING REPAIR & MAINTENANCE	76.32
052156	CENTURYLINK ANALOG TELEPHONE LINES	78.03
052157	CENTURYLINK ANALOG TELEPHONE LINES	37.83
052158	CENTURYLINK ANALOG TELEPHONE LINES	59.91
052159	CENTURYLINK ANALOG TELEPHONE LINES	44.36
052160	CENTURYLINK ANALOG TELEPHONE LINES	57.10
052161	KIMBERLY CHOO LOST/PAID REFUND	4.00
052162	CONSOLIDATED IRRIGATION DIST19 WATER - OTIS ORCHARDS	21.00
052163	CITY OF SPOKANE WATER & SEWER - MORAN PRAIRIE	284.12
052164	CITY OF AIRWAY HEIGHTS WATER & SEWER - AIRWAY HEIGHTS	132.80
052165	CITY OF CHENEY WATER, SEWER, ELEC. - CHENEY	860.60
052166	CITY OF DEER PARK WATER & SEWER - DEER PARK	72.78
052167	CITY OF MEDICAL LAKE WATER, SEWER, REFUSE - ML	160.68
052168	CAPITAL ONE NAT'L ASSOC OFFICE/LIBRARY SUPPLIES/COSTCO	55.00
052169	DEMCO, INC. OFFICE/LIBRARY SUPPLIES	349.36
052170	DIVCO INCORPORATED QTRLY BUILDING REPAIR & MAINT - HVAC	8,814.17
052171	EBSCO INDUSTRIES, INC. LIBRARY MATERIALS - SUBSCRIPTIONS	8,935.00
052172	EMPIRE DISPOSAL INC. SOLID WASTE - FAIRFIELD	37.50
052173	EAST.WASH.FINANCE OFFICERS DUES AND MEMBERSHIPS	30.00
052174	GALE/CENAGE LEARNING LIBRARY MATERIALS	7,488.55
052175	H&H BUSINESS SYSTEMS, INC. COPIER MAINTENANCE & TONER	315.02
052176	HUMANITIES WASHINGTON TRAINING & TRAVEL - TABLE HOST	1,500.00
052177	VANTAGEPOINT TRNSFR %M&T BANK-302112 ICMA EMPLOYEE 457 CONTRIBUTIONS	4,265.25

052178	IHEARTMEDIA-SPOKANE	ADVERTISING	599.00
052179	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	10,274.49
052180	INTEGRA TELECOM HOLDINGS, INC	BROADBAND AND INTERNET	2,299.50
052181	INLAND NW BUSINESS ALLIANCE	LUNCH MEETING	30.00
052182	INLAND POWER AND LIGHT	ELECTRIC UTILITIES - AH, DP	657.88
052183	JAN WAY COMPANY USA, INC.	PROMOTIONAL ITEMS	3,068.00
052184	SARA LOUISE KRENTEL	LOST/PAID REFUND	10.00
052185	le CATERING	RECEPTION FOR CANDIDATES	576.38
052186	MAKENZIE LEY	LIBRARY PROGRAMS	150.00
052187	WICK ENTERPRIZES, LLC	ADVERTISING	312.37
052188	MIDWEST TAPE	LIBRARY MATERIALS	4,264.19
052189	MODERN ELECTRIC WATER COMPANY	WATER, ELEC. - SV	1,829.37
052190	MORNINGSTAR, INC.-0051	ELECTRONIC LIBRARY SERVICE	3,247.00
052191	MR. B'S CLEAN SWEEP, INC.	PARKING LOT SWEEPING	1,147.87
052192	MRSC	WORKSHOP REGISTRATION - KNORR	90.00
052193	DVM INSURANCE AGENCY dba NATIONWIDE	EMPLOYEE DEDUCTIONS FOR PET INSURANCE	275.37
052194	CATHERINE J NG	LIBRARY PROGRAMS	280.00
052195	OCLC, INC.	CATALOGING & ILL SUBSCRIPTION SVCS	3,360.65
052196	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	58.27
052197	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	11,293.57
052198	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	827.35
052199	RECORDED BOOKS, LLC	LIBRARY MATERIALS	394.29
052200	SCHOOL OUTFITTERS	MARKER BOARDS - THE LAB	2,080.87
052201	SPOKANE COUNTY ENVIRONMENTAL SERVICES	SEWER - AR, NS, SV	437.83
052202	SPOKANE HARDWARE SUPPLY	BUILDING REPAIR & MAINTENANCE	19.00
052203	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	15.30
052204	SPOKANE TALKS ONLINE	ADVERTISING	600.00
052205	STANDARD DIGITAL PRINT	ADVERTISING	75.88
052206	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	1,645.66
052207	TOWN OF FAIRFIELD	WATER, SEWER - FAIRFIELD	177.80
052208	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	63.20
052209	UNIQUE MANAGEMENT SERVICES	COLLECTION AGENCY & NOTICE FEES	2,259.46
052210	UPS	SHIPPING	20.73
052211	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	302.62
052212	VERIZON WIRELESS	CELL PHONES (6)	217.66
052213	WASTE MANAGEMENT OF SPOKANE	REFUSE	1,151.43
052214	WHITWORTH WATER DISTRICT #2	WATER - NORTH SPOKANE	28.57
052215	SPOKANE COUNTY	LIBRARY PROGRAMS	150.00
052216	PATRICIA NELL AUSTIN	LOST/PAID REFUND	29.40
052217	BRILLIANCE PUBLISHING, INC.	LIBRARY MATERIALS	176.12
052218	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	102.16
052219	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	487.14
052220	CENTURYLINK	ANALOG TELEPHONE LINES	18.66
052221	CRAIG BARNETT	LIBRARY MATERIALS	68.30
052222	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE	6,184.50
052223	EARTHWORKS RECYCLING, INC	RECYCLING	190.00
052224	EBSCO INDUSTRIES, INC.	LIBRARY MATERIALS - SUBSCRIPTIONS	22,711.66
052225	ELK SENTINEL	LIBRARY MATERIALS	15.00
052226	FAUCETS 'N STUFF PLUMBING	SPRINKLER STARTUPS - ALL BLDGS	1,446.88
052227	QUILLAN FRAMSTAD	LOST/PAID REFUND	17.00
052228	GALE/CENAGE LEARNING	LIBRARY MATERIALS	690.50
052229	CYNTHIA G GOCHNAUER	LIBRARY PROGRAMS	160.00
052230	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	8,831.81
052231	INTEGRA TELECOM HOLDINGS, INC	BROADBAND AND INTERNET	15,640.54
052232	JAN WAY COMPANY USA, INC.	PROMOTIONAL ITEMS	764.73
052233	GROUP W MARKETING	ADVERTISING - KIDS NEWSPAPER	500.00
052234	BRIDGET MAYFIELD	LOST/PAID REFUND	10.00
052235	McMULLEN & McMULLEN, P.S.	GENERAL LEGAL SERVICES	72.00
052236	MIDWEST TAPE	LIBRARY MATERIALS	204.32
052237	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	10,008.93
052238	ORKIN, LLC	BUILDING REPAIR & MAINTENANCE	2,176.00
052239	RECORDED BOOKS, LLC	LIBRARY MATERIALS	365.30
052240	KENNETH SHIOSAKI	LOST/PAID REFUND	15.00
052241	SOFTWARE ONE, INC	SOFTWARE SUPPORT	2,078.50

052242	SPOKANE MALL LLC	MONTHLY LEASE PAYMENT	3,000.00
052243	COWLES PUBLISHING CO	SUBSCRIPTIONS	155.48
052244	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	518.80
052245	CAMERON STARKEL	LOST/PAID REFUND	10.00
052246	INTERLINE BRANDS, INC.	MAINTENANCE SUPPLIES	16.28
052247	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	60.22
052248	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	595.43
052249	***Void Check***	***VOID CHECK***	-
052250	KIMBERLY ANDERSON	LOST/PAID REFUND	9.00
052251	AT&T MOBILITY	TELEPHONE & BROADBAND - BOOKEND	96.66
052252	BLACKSTONE AUDIO BOOKS	LIBRARY MATERIALS	83.10
052253	BRILLIANCE PUBLISHING, INC.	LIBRARY MATERIALS	19.57
052254	CAPITAL COMMUNICATIONS, INC	CS OFFICE SUPPLIES	362.76
052255	CENTURYLINK	ANALOG TELEPHONE LINES	104.07
052256	CENTURYLINK	ANALOG TELEPHONE LINES	19.00
052257	CENTURYLINK	ANALOG TELEPHONE LINES	18.52
052258	CENTURYLINK	ANALOG TELEPHONE LINES	78.66
052259	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	592.53
052260	EBSO INDUSTRIES, INC.	LIBRARY MATERIALS - SUBSCRIPTIONS	47.99
052261	SUZANNE FLUSCHE	LOST/PAID REFUND	16.40
052262	GALE/CENAGE LEARNING	LIBRARY MATERIALS	1,377.48
052263	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,265.25
052264	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	13,133.28
052265	INLAND POWER AND LIGHT	ELECTRIC UTILITIES - AH, DP	317.05
052266	MADISON PUBLIC LIBRARY	INTERLIBRARY LOAN SERVICES	14.70
052267	MIDWEST TAPE	LIBRARY MATERIALS	12,288.09
052268	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	69.22
052269	OPTUM	MONTHLY HSA ACCOUNT FEES	90.00
052270	OTIS ELEVATOR COMPANY	QTRLY ELEVATOR MAINTENANCE	1,253.76
052271	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	4,617.42
052272	PERRINE PROPERTIES, LLC	MONTHLY PARKING LOT LEASE, SV	300.00
052273	PRESSWORKS	PRINTING	3,011.24
052274	ORKIN, LLC	BUILDING REPAIR & MAINTENANCE	870.40
052275	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	463.51
052276	RECORDED BOOKS, LLC	LIBRARY MATERIALS	232.78
052277	SPOKANE NEIGHBORHOOD ACTION P	LIBRARY PROGRAMS	675.00
052278	SPOKANE HARDWARE SUPPLY	BUILDING REPAIR & MAINTENANCE	138.85
052279	SECRETARY OF STATE	TRADEMARK REGISTRATION	55.00
052280	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	421.67
052281	UNIQUE MANAGEMENT SERVICES	COLLECTION AGENCY & NOTICE FEES	2,200.79
052282	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	17,358.54
052283	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	302.62
052284	CRJW ENTPR INC./VALLEY GLASS	BUILDING REPAIR & MAINTENANCE	212.16
052285	MARILYN WALLACE	LOST/PAID REFUND	28.00
052286	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	673.04
052287	CHAD ALLEN WALTER	LOST/PAID REFUND	8.20
052288	WHATCOM COUNTY LIBRARY SYSTEM	INTERLIBRARY LOAN SERVICES	12.00
052289	SPOKANE COUNTY	LIBRARY PROGRAMS	50.00
052290	ABM JANITORIAL SERVICES - NW	MONTHLY CUSTODIAL SERVICES	2,703.80
052291	APS, INC.	POSTAGE EQUIP. SUPPLIES	80.44
052292	AVISTA UTILITIES	MONTHLY UTILITIES	7,973.14
052293	B & K ENTERPRISES	OUTREACH VAN STORAGE JULY TO DECEMBER 2017	360.00
052294	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	25.87
052295	CONSOLIDATED IRRIGATION DIST19	WATER - OTIS ORCHARDS	21.00
052296	CITY OF SPOKANE	WATER & SEWER - MORAN PRAIRIE	284.12
052297	FRONTIER COMMUNICATION	TELEPHONE & BROADBAND - FF	119.32
052298	DALE FRUNZ	LOST/PAID REFUND	4.00
052299	GALE/CENAGE LEARNING	LIBRARY MATERIALS	750.23
052300	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	14,172.52
052301	GWENDOLYN LOUISE JAMES	LOST/PAID REFUND	29.00
052302	KELLI RENEE JONES	LOST/PAID REFUND	5.80
052303	VANESSA JADE MASHAT	LOST/PAID REFUND	42.00
052304	MIDWEST TAPE	LIBRARY MATERIALS	3,120.88
052305	JENNIFER LYNN MUSSELWHITE	LOST/PAID REFUND	10.00

052306	NATIONAL COLOR GRAPHICS	PRINTING - ENGAGE MAGAZINE	21,139.86
052307	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	119.47
052308	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	8,800.90
052309	PAPERJACK.com	OFFICE/LIBRARY SUPPLIES	575.92
052310	ORKIN, LLC	BUILDING REPAIR & MAINTENANCE	380.80
052311	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	213.00
052312	RECORDED BOOKS, LLC	LIBRARY MATERIALS	679.75
052313	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	15.30
052314	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	200.56
052315	ULINE SHIPPING SPECIALISTS	OFFICE/LIBRARY SUPPLIES	385.70
052316	UPS	SHIPPING	13.10
052317	WASTE MANAGEMENT OF SPOKANE	REFUSE	1,195.59
052318	WASHINGTON FINANCE OFFICERS A	SEMINAR/CONFERENCE REGISTRATION	300.00
052319	WALT'S MAILING SERVICE	ADVERTISING	1,374.13
052320	***Void Check***	***VOID CHECK***	-
052321	WASHINGTON LIBRARY ASSOCIATION	ANNUAL DUES	4,868.00
W00440	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	40,456.35
W00441	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	58,492.45
W00442	US BANK - HEALTH - OPTUM	H S A CONTRIBUTIONS	2,009.25
W00444	ASSOC OF WASHINGTON CITIES	MEDICAL, DENTAL, VISION & LIFE INS.	80,111.30
W00445	US BANK - SPOKANE VALLEY	ANNUAL SAFE DEPOSIT BOX FEE	45.45
W00446	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	42,220.81
W00447	US BANK - HEALTH - OPTUM	H S A CONTRIBUTIONS	2,009.25
W00448	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	61,341.06
W00451	STATE OF WASHINGTON	MONTHLY EXCISE/SALES TAXES	3,015.58

Total Non-Payroll General Operating Fund \$ 659,111.58

PAYROLL VOUCHERS

05102017PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	\$ 176,985.66
05252017PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	184,676.01

Total Payroll General Operating Fund \$ 361,661.67

TOTAL GENERAL OPERATING FUND \$ 1,020,773.25

CAPITAL PROJECTS FUND

VOUCHER NUMBER		DESCRIPTION	VOUCHER AMOUNT
009570	B & C TELEPHONE INC	WIRING FOR COMPUTERS - BOOKEND	\$ 3,552.90
009571	CONTRACT DESIGN ASSOCIATES	FURNITURE - NORTH SPOKANE	38,698.94
009572	GRAYBAR ELECTRIC COMPANY, INC.	WIRING COMPONENTS - NORTH SPOKANE	539.11
009573	THE HUMAN SOLUTION	FURNITURE - NORTH SPOKANE	6,580.00
009574	ALLIED SECURITY	REINSTALL GLASSBREAK SENSORS	396.03
009575	CHIPMAN MOVING & STORAGE (SPOKANE) INC	MOVING CART RENTAL - NORTH SPOKANE	2,376.00
009576	GARY'S KEY & LOCK	INSTALL NEW LOCK - NORTH SPOKANE	100.96
009577	HAMMOND FACILITY CONSULTING SERVICES	OWNER'S REP SERVICES - NORTH SPOKANE	700.66
009578	M.E. UPHUS CONSTRUCTION	CONTRACTOR'S #4 PAYMENT - NORTH SPOKANE	89,749.53
009579	RIVER CITY PAINTING, INC	PAINTING - BOOKEND	6,330.15
009580	GRAYBAR ELECTRIC COMPANY, INC.	WIRING COMPONENTS - NORTH SPOKANE	60.41
009581	TODAY'S BUSINESS SOLUTIONS, INC	SOFTWARE PROGRAMS - BOOKEND	940.00
009582	US BANK CORP PAYMENT SYSTEMS	EQUIPMENT AND RENTALS FOR NS/MALL PROJECTS	4,484.79
009583	WHOLESALE FLOORS NW	CARPETING - NORTH SPOKANE	58,855.62
009584	WHOLESALE FLOORS NW	CARPETING - BOOKEND	10,154.75

Total Capital Projects Fund \$ 223,519.85

Spokane County Library District
April 2017/May 2017 Credit Card Activity
Paid in May, 2017
Voucher # 052282 & 009582

<u>Card Category</u>	<u>Amount</u>
General Purchases	\$7,449.29
Maintenance	743.06
Travel	3,602.43
Acquisitions	4,543.68
Information Technology	967.23
Outreach	52.85
General Fund Purchases	<u>\$17,358.54</u>
Capital Project Fund Purchases	\$4,484.79
Total Purchases	<u>\$21,843.33</u>

CITY OF SPOKANE VALLEY/SCLD INTERLOCAL AGREEMENT AMENDMENT**Background:**

In January 2017, the Board appointed two of its members to serve on an ad hoc committee along with two members of the Spokane Valley City Council as well as staff representatives, to explore options for moving forward on plans to enhance and expand library services to Spokane Valley residents. The purpose of these meetings was to identify shared goals and aspirations for enhancing library services. The District, recognizing that the Spokane Valley area is one of the most populated areas served, identified new libraries in Spokane Valley as high priority. To support that effort, two attempts to pass a bond issue to fund new library buildings were put before voters. In 2014, the second attempt failed by a very narrow margin. Subsequently, staff brought an alternative suggestion to the Board to expand the existing library. Although this option was not the preferred solution to enhancing service, without a source of capital funds new library buildings were not possible.

In response to the suggestion that the District might remodel the current Spokane Valley Library and abandon efforts to build a new library on Sprague Avenue, the City Council urged Trustees to try again to pass a bond issue to build new libraries. They expressed a strong desire to see a new library built on the property across from the new City Hall that is now under construction. They restated their commitment to develop the adjacent Balfour Park to enhance the proposed library and to create a civic destination for the community to gather. To that end, the ad hoc committee was formed to identify potential opportunities to work together to achieve the goal of building new libraries.

Over the past six months the ad hoc committee met five times to examine options for working toward a renewed funding request to voters for the purpose of building two new libraries to serve Spokane Valley residents. Committee members agreed that to be successful a third bond issue attempt needs to cost less and any future Local Capital Facilities Area (LCFA) should include residents who live within close proximity to the proposed facilities. Rather than include the wider area encompassing East Valley, West Valley, and Central Valley school districts, a new LCFA might be drawn along Spokane Valley city boundaries. By reducing the size and cost per square foot of the two library buildings, the cost to each property owner could be kept below 10 cents per \$1,000 in assessed value. In addition, the District could contribute the land for the two new libraries which were purchased for a cost of \$1.3 million and the City could contribute a matching amount toward site development costs of the library on Sprague. These matching contributions would reduce the total cost of the next bond issue and demonstrate the commitment of both parties to support the expansion and enhancement of library services.

After several meetings, an addendum to the 2013 agreement was drafted noting efforts made to fulfill the initial agreement, revising the proposed size of future library buildings and describing contributions on behalf of the City of Spokane Valley and the District that will minimize the amount needed to complete the projects. The amendment extends the timeframe by five years, to 2022, giving Trustees time to develop a new bond proposal to put before voters.

Attorney Cynthia McMullen, legal counsel for SCLD, reviewed the draft amendment and will be available at the meeting to answer questions.

Following are revised drafts of the 2017 addendum to the interlocal agreement; the first copy clean and the second showing track changes.

Recommended Action: Motion to approve the amendment to the 2013 interlocal agreement between the City of Spokane Valley and SCLD, extending the deadline until 2022 to secure bond funding to build a library on the Sprague Avenue property adjacent to Balfour Park.

2017 ADDENDUM TO THE INTERLOCAL AGREEMENT FOR ACQUISITION OF REAL
ESTATE BETWEEN THE CITY OF SPOKANE VALLEY AND THE SPOKANE COUNTY
LIBRARY DISTRICT

WHEREAS, the City of Spokane Valley (the City) and Spokane County Library District (the Library District) (referred to jointly as the Parties) executed an interlocal agreement (the Agreement) on September 27, 2012. The purpose of the Agreement was for the City to sell the District certain real property located on the north side of Sprague Avenue, between Balfour Road and Herald Road, with the intent that the Library District would design and construct a new library facility that would serve as the primary library facility in the City; and

WHEREAS, pursuant to the Agreement, the City sold 2.5 acres to the Library District, Spokane County parcel number 45174.9063 (the Site), with the transaction closing on or about October 31, 2012. The Parties agreed to an additional transfer of property pursuant to the Agreement, which was dependent upon the needs of the Library District as determined in a collaborative joint needs analysis/conceptual site plan prepared by the Parties. The total property acquired by the Library District from the City was 2.82 acres, with the total closing price, including land and apportioned costs, of \$839,285.10; and

WHEREAS, Section 10 of the Agreement contains a requirement that “in the event that the Library District has not, within five years following the Closing, secured voter approval of a construction bond for the library building and ancillary improvements in such amount as shall be determined necessary by the Library District, that thereafter the Library District shall reconvey all of the Property back to the City at the same price paid by the Library District to the City.”

WHEREAS, the conceptual site plan process took place largely in 2013, and included significant technical input and analysis by the Parties, consultants, and the public. This extensive public participation has been integral to the plan to develop the Site as the main library facility in the City, including identifying the functions desired and needed by the community in a modern library facility; and

WHEREAS, in April 2014, the Library District put two ballot measures before the electorate in the greater Spokane Valley region. The first measure was whether to create a capital facilities area which was a subset of the entire Library District, and which would primarily benefit from the proposed improvements. The second measure was whether to approve construction of the new library at the Site, a second but smaller library facility near the intersection of Sprague Avenue and Conklin Road, as well as improvements at the Argonne Branch, located at Argonne Road and Upriver Drive. The creation of the capital facility area, which required a simple majority, was approved. The vote to approve construction of the facilities, which required at least a 60% approval, failed, although it received 54.84% approval; and

WHEREAS, in August 2015, the Library District again requested that the voters in the capital facility area approve the proposed construction. The capital facility area is legally valid for up to two election attempts, so did not need to be approved as part of the 2016 effort. This effort received 57.57% approval, falling just short of being successful; and

WHEREAS, the Parties mutually recognize the importance of having a modern, functional library facility to support the educational needs of the citizens of the City, including children and adults; and

WHEREAS, the Parties mutually recognize the economic development benefits of co-locating the new library facility with the City's proposed renovations of Balfour Park, which are also adjacent to the City's new City Hall facility. The Parties assert these combined improvements will act as a magnet for private development in the area; and

WHEREAS, the Parties prepared a Joint Site Plan which identified certain right-of-way improvements or site-wide improvements (collectively referred to as "frontage improvements") that are necessary for the respective proposed projects on the site. Said improvements will benefit the multiple uses planned for the combined site. The Parties wish to work together to provide the necessary site improvements while keeping the cost manageable for the citizens; and

WHEREAS, the Parties agree that a continuing and enhanced partnership between the Parties is crucial for success in jointly developing the Site.

NOW THEREFORE, the Parties agree to make the following amendments to the Agreement:

6. **Joint Site Development Plan.**

A. An approximately 25,000 square foot building on one floor, that will serve as a destination facility with programming intended to draw participants from the Spokane County region. The ultimate size of the facility shall be determined following appropriate public engagement.

C. Site requirements:

- Building footprint of approximately 25,000 square feet.

The Parties agree to contribute the following amounts to the frontage and/or site improvements on the Library Site which have been identified in the Joint Site Development Plan. The Library District shall contribute its investment of \$1.3 million to purchase the two library construction sites, including the Site, as well as the second library site near Sprague Avenue and Conklin Road, and will no longer seek reimbursement for the land costs through a subsequent bond. This Library District obligation is separate from and in

addition to any amount sought in bond proceeds, and represents the actual expenditure amounts to purchase both sites. The City shall contribute \$1.3 million in frontage and/or joint site improvements on the Library Site. This amount includes the \$839,285.10 paid by the Library District to the City for the Site. This City obligation is separate from and in addition to any frontage or site improvements the City would already be responsible for in developing and constructing Balfour Park. The intent of these contributions by the Parties is to accomplish the mutual goals set forth in the recitals to this Addendum, above, and to reduce the amount of bond proceeds that would be requested from the voters. Exhibit B, previously attached to this Agreement is deleted.

The Parties shall, within 45 days of validation of the passage of ballot measure approving construction bonds, form a joint site development project team.

10. **Re-Purchase by City.** In order to construct a library building and ancillary improvements on the portion of the Property acquired by the Library District, it is anticipated that the Library District will need to secure voter approval of a bond levy covering the Library Site and the Sprague and Conklin site projects. Without voter approval of such bond, the Library District will not be in a position to develop its portion of the Property. The Parties agree that in the event that the Library District has not, by October 31, 2022, secured voter approval of a construction bond for the library building and ancillary improvements in such amount as shall be determined necessary by the Library District, that thereafter the Library District shall reconvey all of the Property back to the City at the same price paid by the Library District to the City. The Parties may, by mutual written agreement after October 31, 2021, extend the timeframe for reconveyance by an additional two years, to October 31, 2024. Such payment shall be paid all in cash. The Library District, in such event, shall convey title to the City with the same type of instrument as it received the Property from the City, and from that point in time this agreement would be considered void. In the event the construction bond is approved, the Library District shall commence construction within one year of the date of voter approval of the construction bond.

12. **Use of Property.** The City agrees that its portion of the Property will be dedicated to public use and will not be sold to any third party. A deed restriction shall be recorded by the Library District within a reasonable amount of time from voter approval of a construction bond that would limit the use of the Site to a library facility for a minimum of 50 years from date of opening. The Library District agrees that its portion of the Property will be developed into a public library facility provided that funding for such project is secured as provided above in Section 10.

The City, at its expense, will be allowed to use the entire site for civic purposes until the District provides the City with a notice that the District will commence construction activities in 30 days. The City agrees to hold harmless and indemnify the District from and against all claims, causes of action, and damages arising out of the City's use of the Property for any such civic purposes.

This Addendum shall become effective upon the date of the signature of the last party signing this document.

CITY OF SPOKANE VALLEY

Mark Calhoun, City Manager

Approved as to form:

Office of the City Attorney

SPOKANE COUNTY
LIBRARY DISTRICT

Nancy Ledeboer, Executive Director

Approved as to form:

Cynthia McMullen, Counsel for SCLD

2017 ADDENDUM TO THE INTERLOCAL AGREEMENT FOR ACQUISITION OF REAL
ESTATE BETWEEN THE CITY OF SPOKANE VALLEY AND THE SPOKANE COUNTY
LIBRARY DISTRICT

WHEREAS, the City of Spokane Valley (the City) and Spokane County Library District (the Library District) (referred to jointly as the Parties) executed an interlocal agreement (the Agreement) on September 27, 2012. The purpose of the Agreement was for the City to sell the District certain real property located on the north side of Sprague Avenue, between Balfour Road and Herald Road, with the intent that the Library District would design and construct a new library facility that would serve as the primary library facility in the City; and

WHEREAS, pursuant to the Agreement, the City sold 2.5 acres to the Library District, Spokane County parcel number 45174.9063 (the Site), with the transaction closing on or about October 31, 2012. The Parties agreed to an additional transfer of property pursuant to the Agreement, which was dependent upon the needs of the Library District as determined in a collaborative joint needs analysis/conceptual site plan prepared by the Parties. The total property acquired by the Library District from the City was 2.82 acres, with the total closing price, including land and apportioned costs, of \$839,285.10; and

WHEREAS, Section 10 of the Agreement contains a requirement that “in the event that the Library District has not, within five years following the Closing, secured voter approval of a construction bond for the library building and ancillary improvements in such amount as shall be determined necessary by the Library District, that thereafter the Library District shall reconvey all of the Property back to the City at the same price paid by the Library District to the City.”

WHEREAS, the conceptual site plan process took place largely in 2013, and included significant technical input and analysis by the Parties, consultants, and the public. This extensive public participation has been integral to the plan to develop the Site as the main library facility in the City, including identifying the functions desired and needed by the community in a modern library facility; and

WHEREAS, in April 2014, the Library District put two ballot measures before the electorate in the greater Spokane Valley region. The first measure was whether to create a capital facilities area which was a subset of the entire Library District, and which would primarily benefit from the proposed improvements. The second measure was whether to approve construction of the new library at the Site, a second but smaller library facility near the intersection of Sprague Avenue and Conklin Road, as well as improvements at the Argonne Branch, located at Argonne Road and Upriver Drive. The creation of the capital facility area, which required a simple majority, was approved. The vote to approve construction of the facilities, which required at least a 60% approval, failed, although it received 54.84% approval; and

WHEREAS, in August 2015, the Library District again requested that the voters in the capital facility area approve the proposed construction. The capital facility area is legally valid for up to two election attempts, so did not need to be approved as part of the 2016 effort. This effort received 57.57% approval, falling just short of being successful; and

WHEREAS, the Parties mutually recognize the importance of having a modern, functional library facility to support the educational needs of the citizens of the City, including children and adults; and

WHEREAS, the Parties mutually recognize the economic development benefits of co-locating the new library facility with the City's proposed renovations of Balfour Park, which are also adjacent to the City's new City Hall facility. The Parties assert these combined improvements will act as a magnet for private development in the area; and

WHEREAS, the Parties prepared a Joint Site Plan which identified certain right-of-way improvements or site-wide improvements (collectively referred to as "frontage improvements") that are necessary for the respective proposed projects on the site. Said improvements will benefit the multiple uses planned for the combined site. The Parties wish to work together to provide the necessary site improvements while keeping the cost manageable for the citizens; and

WHEREAS, the Parties agree that a continuing and enhanced partnership between the Parties is crucial for success in jointly developing the Site.

NOW THEREFORE, the Parties agree to make the following amendments to the Agreement:

6. **Joint Site Development Plan.**

A. An ~~approximately minimum of a 2530~~,000 square foot building on one floor, that will serve as a destination facility with programming intended to draw participants from the Spokane County region. The ultimate size of the facility shall be determined following appropriate public engagement.

C. Site requirements:

- Building footprint ~~of approximately a minimum of 3025~~,000 square feet.

The Parties agree to contribute the following amounts to the frontage and/or site improvements on the Library Site which have been identified in the Joint Site Development Plan. The Library District shall contribute its investment of \$1.3 million to purchase the two library construction sites, including the Site, as well as the second library site near Sprague Avenue and Conklin Road, and will no longer seek reimbursement for the land costs through a subsequent bond. This Library District obligation is separate from and in

addition to any amount sought in bond proceeds, and represents the actual expenditure amounts to purchase both sites. The City shall contribute \$1.3 million in frontage and/or joint site improvements on the Library Site. This amount includes the \$839,285.10 paid by the Library District to the City for the Site. This City obligation is separate from and in addition to any frontage or site improvements the City would already be responsible for in developing and constructing Balfour Park. The intent of these contributions by the Parties is to accomplish the mutual goals set forth in the recitals to this Addendum, above, and to reduce the amount of bond proceeds that would be requested from the voters. Exhibit B, previously attached to this Agreement is deleted.

The Parties shall, within 45 days of validation of the passage of ballot measure approving construction bonds, form a joint site development project team.

~~Allocation of costs for a traffic study that addresses impacts of anticipated development is the subject of a separate Memorandum of Understanding between the Parties. Based upon the traffic study, the Parties have identified certain right-of-way improvements or site-wide improvements (collectively referred to as "frontage improvements") that are necessary for the respective proposed projects. The Parties agree to split the frontage improvements currently identified in the traffic study on an equal basis. The frontage improvements currently identified are set forth in Exhibit B, attached hereto.~~

~~Allocation of additional costs for any other frontage improvements that are necessitated by or otherwise determined as part of the Joint Site Development Plan will be as agreed by the Parties within 30 days of completion of the Joint Site Development Plan. The Parties will negotiate the allocation of any such additional frontage improvement costs in good faith.~~

10. **Re-Purchase by City.** In order to construct a library building and ancillary improvements on the portion of the Property acquired by the Library District, it is anticipated that the Library District will need to secure voter approval of a ~~District-wide~~ bond levy covering the Library Site and the Sprague and Conklin site projects, this and other projects. Without voter approval of such bond, the Library District will not be in a position to develop its portion of the Property. The Parties agree that in the event that the Library District has not, by October 31, 2022~~within five years following the Closing,~~ secured voter approval of a construction bond for the library building and ancillary improvements in such amount as shall be determined necessary by the Library District, that thereafter the Library District shall reconvey all of the Property back to the City at the same price paid by the Library District to the City. The Parties may, by mutual written agreement after October 31, 2021, extend the timeframe for reconveyance by an additional two years, to October 31, 2024. Such payment shall be paid all in cash. The Library District, in such event, shall convey title to the City with the same type of instrument as it received the Property from the City, and from that point in time this agreement would be considered void. In the event the construction bond is approved, the Library District shall commence construction within one year of the date of voter approval of the construction bond.

12. **Use of Property.** The City agrees that its portion of the Property will be dedicated to public use and will not be sold to any third party. A deed restriction shall be recorded by the Library District within a reasonable amount of time from voter approval of a construction bond that would limit the use of the Site to a library facility for a minimum of 50 years from date of opening. The Library District agrees that its portion of the Property will be developed into a public library facility provided that funding for such project is secured as provided above in Section 10.

The City, at its expense, will be allowed to use the entire site for civic purposes until the District provides the City with a notice that the District will commence construction activities in 30 days. The City agrees to hold harmless and indemnify the District from and against all claims, causes of action, and damages arising out of the City's use of the Property for any such civic purposes.

This Addendum shall become effective upon the date of the signature of the last party signing this document.

CITY OF SPOKANE VALLEY

SPOKANE COUNTY
LIBRARY DISTRICT

Mark Calhoun, City Manager

Nancy Ledeboer, Executive Director

Date Signed: _____

Date Signed: _____

Approved as to form:

Approved as to form:

Office of the City Attorney

Cynthia McMullen, Counsel for SCLD

Date Signed _____

Date Signed _____

TRAVEL**BACKGROUND:**

The recommended updates to the Travel policy, last updated in 2013, simplify the language and remove procedural items. In addition, language regarding the Americans with Disabilities Act (ADA) accommodations for travel has been added. A summary of changes to sections of note follow.

- Policy Statement
 - Change “reasonable” to “approved”
 - Move statement regarding travel for job applicants to separate line
- Travel Expenses
 - Move section to beginning of policy
 - Add statement requiring valid driver’s license and minimum required insurance
 - Move rate of air travel reimbursement from procedure
 - Move statement regarding employees who choose to drive a personal vehicle in lieu of District-provided transportation from procedure
 - Move rates of reimbursement for first and last day of travel from procedure
- Authorization
 - Move authorization statements from procedure
- Compliance with the Americans with Disabilities Act
 - Add section

Following are an edited copy of the current policy with the suggested revisions indicated by strikethrough and underline, as well as a clean copy of the revised/draft policy.

Chief Human Resources Officer Toni Costa will provide a brief overview of suggested changes and be available to answer questions at the meeting.

Recommended Action: Board motion to approve the Travel policy as revised.

SPOKANE COUNTY LIBRARY DISTRICT

Current/Existing Policy with Edits**POLICY: Travel**

Approval Date: 02/16/1984

Revision Date: 04/15/2013 07/18/2017**Related Policies**

Personnel Policy

Purpose:

The Travel policy provides guidelines for reimbursement of approved employee and trustee training and business travel expenses.

Policy:

It is the policy of Spokane County Library District to pay reasonable approved expenses for employee and trustee travel for District purposes, including official business and in conjunction with approved training and conference activities. ~~Travel expenses for job applicants traveling to Spokane for an employment interview may be fully or partially reimbursed.~~

Travel is to be conducted in the most cost-effective and efficient manner. When alternatives methods to travel are available, they are to should be used. These could include, but are not limited to: ~~tele-conferencing, video conferencing, carpooling, and coordinating between agencies for joint travel arrangements.~~

- Tele-conferencing
- Video-conferencing
- Carpooling and
- Coordinating between agencies for joint travel arrangements

Reasonable travel expenses for job applicants traveling to Spokane for an employment interview with the District may be fully or partially reimbursed.

Authorization

~~Employees are to receive prior authorization for all types of travel except travel within the Spokane/Kootenai counties area to carry out normal job duties. No specific authorization is required for budgeted trustee travel. Job applicant travel is also to have prior authorization.~~

Travel Expenses

Approved travel expenses shall be reimbursed as follows:

The following types of approved travel expenses may be paid using a District credit card or may be reimbursed: transportation, lodging, meals, and miscellaneous expenses such as parking fees, gratuities, and connection charges for Internet access.

- Mileage is reimbursed at the standard rate established by the Internal Revenue Service ~~in effect at time of travel.~~
 - A valid driver's license and minimum mandatory insurance coverage are required to be eligible to receive mileage reimbursement.
- Daily meal allowances ~~when traveling, including taxes and gratuities, are normally paid~~ shall be reimbursed at a per diem rate established by the federal General Services Administration (GSA) Standard Meal Allowance or GSA Area Specific rates for designated high costs areas. ~~Exceptions may be made when costs for meals offered in conjunction with an activity are higher than the GSA~~

~~rates. This rate will be reduced by any meals included as part of the approved travel activity. Alcoholic beverages are not included in the *per diem* rate and any expenses for such will not be reimbursed.~~

- ~~• Air travel will be reimbursed at no more than the cost of a 14-day advance purchase ticket. For training events that publish an “early bird” registration deadline, the District will reimburse for no more than the lowest airfare published prior to that date.~~
- Transportation expenses for individuals choosing to drive a personal vehicle in lieu of District-provided transportation will be reimbursed **at the lesser cost** of a 14-day advance purchase ticket or standard mileage rate.
- On the first day of travel, the traveler will receive three-quarters (3/4) of the *per diem* rate for the city to which they will travel.
- On the last day of travel (the day of return), the traveler will receive three-quarters (3/4) of the rate established for the city they stayed in on the previous day.

For other expenses incurred while traveling, see the Travel procedure for more information.

~~The full cost of commercial lodging of the type used by the average business traveler is paid for approved overnight travel.~~

~~The following types of expenses incurred while traveling will not be paid by the District: alcoholic beverages, entertainment, personal telephone calls, and expenses connected with an extension of approved travel for personal reasons.~~

Authorization

~~Employees are to receive prior authorization for all types of travel except travel within the Spokane/Kootenai counties area to carry out normal job duties. No specific authorization is required for budgeted trustee travel. Job applicant travel is also to have prior authorization.~~

Employees

- No prior authorization is required for travel when conducting Spokane County Library District business as part of normal job duties.
- Prior authorization is required for all other travel.

Trustees

- No prior authorization is required for trustee travel.

Job Applicants

- Prior authorization from the Executive Director or designee is required for job applicant travel expenses.

Travel Expenses

~~The following types of approved travel expenses may be paid using a District credit card or may be reimbursed: transportation, lodging, meals, and miscellaneous expenses such as parking fees, gratuities, and connection charges for Internet access.~~

~~Mileage is reimbursed at the standard rate established by the Internal Revenue Service in effect at time of travel.~~

~~Daily meal allowances when traveling, including taxes and gratuities, are normally paid at the rates established by the federal General Services Administration (GSA) Standard Meal Allowance or GSA Area Specific rates for designated high costs areas. Exceptions may be made when costs for meals offered in conjunction with an activity are higher than the GSA rates.~~

~~The full cost of commercial lodging of the type used by the average business traveler is paid for approved overnight travel.~~

~~The following types of expenses incurred while traveling will not be paid by the District: alcoholic beverages, entertainment, personal telephone calls, and expenses connected with an extension of approved travel for personal reasons.~~

Documentation

~~An itemized listing of travel, by date, is required for reimbursement of mileage driven in conjunction with normal job duties using a personal vehicle.~~

~~Requests for reimbursement of all other types of travel expenses are to be itemized by date and submitted within thirty (30) calendar days following completion of the travel.~~

Compliance with the Americans with Disabilities Act

District employees and officials who are disabled shall be afforded equal opportunity to perform travel for official library business even if the travel costs for the disabled traveler will exceed what would normally be most economical to the library. Examples are, but are not limited to: When a traveler has hearing or vision impairments and there is a cost of providing auxiliary aids and services to enable the traveler to successfully accomplish the purpose of the travel.

ADA supporting documentation attached to travel authorizations and claims shall remain confidential.

Procedures

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

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

SPOKANE COUNTY LIBRARY DISTRICT

DRAFT**POLICY: Travel**

Approval Date: 02/16/1984

Revision Date: 07/18/2017

Related Policies

Personnel Policy

Purpose:

The Travel policy provides guidelines for employee and trustee training and business travel expenses.

Policy:

It is the policy of Spokane County Library District to pay approved expenses for employee and trustee travel for District purposes. Travel is to be conducted in the most cost-effective and efficient manner. When alternatives methods to travel are available, they should to be used. These could include, but are not limited to:

- Tele-conferencing.
- Video-conferencing.
- Carpooling.
- Coordinating between agencies for joint travel arrangements.

Reasonable travel expenses for job applicants traveling to Spokane for an employment interview with the District may be fully or partially reimbursed.

Travel Expenses

Approved travel expenses shall be reimbursed as follows:

- Mileage shall be reimbursed at the standard rate established by the Internal Revenue Service.
 - A valid driver's license and minimum mandatory insurance coverage are required to be eligible to receive mileage reimbursement.
- Daily meal allowances shall be reimbursed at a per diem rate established by the federal General Services Administration. This rate will be reduced by any meals included as part of the approved travel activity. Alcoholic beverages are not included in the per diem rate and any expenses for such will not be reimbursed.
- Air travel will be reimbursed at no more than the cost of a 14-day advance purchase ticket. For training events that publish an "early-bird" registration deadline, the District will reimburse for no more than the lowest air fare published prior to that date.
- Transportation expenses for individuals choosing to drive a personal vehicle in lieu of District-provided transportation will be reimbursed at the lesser cost of a 14-day advance purchase ticket or standard mileage rate.
- On the first day of travel, the traveler will receive 3/4 of the rate for the city to which they will travel.
- On the last day of travel (the day of return), the traveler will receive 3/4 of the rate established for the city they stayed in the previous day.

For other expenses incurred while traveling, see the Travel procedure for more information.

Authorization**Employees**

- No prior authorization is required for travel when conducting Spokane County Library District business as part of normal job duties.
- Prior authorization is required for all other travel.

Trustees

- No prior authorization is required for Trustee travel.

Job Applicants

- Prior authorization from the Executive Director or designee is required for job applicant travel expenses.

Compliance with the Americans with Disabilities Act

District employees and officials who are disabled shall be afforded equal opportunity to perform travel for official library business even if the travel costs for the disabled traveler will exceed what would normally be most economical to the library. Examples are, but are not limited to: When a traveler has hearing or vision impairments and there is a cost of providing auxiliary aids and services to enable the traveler to successfully accomplish the purpose of the travel.

ADA supporting documentation attached to travel authorizations and claims shall remain confidential.

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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.

TRUSTEE REAPPOINTMENT

Background:

Trustees are appointed by the Spokane County Board of Commissioners and are eligible for appointment to two five-year terms. Trustee Kristin Thompson will complete her first term on Dec. 31, 2017.

Upcoming vacancies on the SCLD Board are typically announced to the public by the Commissioners' Office in September, along with the vacancies on other boards and commissions. Applicants are then interviewed by the Board of Trustees and a recommendation is submitted on behalf of the Library Board to the County Commissioners. County Commissioners then make an appointment in November or December for a term to commence in January.

Since Ms. Thompson is eligible to be appointed to a second term, the Board may choose to submit a letter in support of Ms. Thompson's reappointment in lieu of posting the vacancy. In light of the recent appointment of a new Executive Director, the reappointment of Ms. Thompson would provide valuable continuity during this transition period.

Recommended Action: Discussion and possible motion to submit a recommendation to the Spokane County Board of Commissioners to reappoint Kristin Thompson to a second five-year term, effective Jan. 1, 2018.

Overview The Lab and The Studio

Strategic Initiatives and Community Librarian Amber Williams will provide an overview of The Lab at North Spokane Library and The Studio at Spokane Valley Library.

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

FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: AUGUST- SEPTEMBER 2017***August 15, 2017: Medical Lake (4:00 p.m.)***

- SV Planning - Tentative
- Financial Management Policy
- Compensation Study Presentation
- Recognition of Retiring Executive Director Nancy Ledebor
- Overview IT Security
- Spotlight Medical Lake

Please send requests for agenda additions or changes to the Board Chair or Patty no later than Tuesday, Aug. 1, for inclusion in the preliminary agenda to be sent Aug. 2. Meeting packets will be mailed Aug. 9.

September 19, 2017: Spokane Valley (4:00 p.m.)

- Emergency Closure of Facilities Policy
- Overview Digital Interaction and Sharing
- Spotlight Spokane Valley

SPECIAL MEETINGS/ACTIVITIES2017

- Aug 11** Leadership Team-hosted Staff Picnic (Mirabeau Meadows, 4-9pm)
Sep 27 Greater Spokane Inc., Annual Meeting (Spokane Convention Center, 11:30-1:30)
Sep 29 Staff Day (8am-4:30pm, Northern Quest Casino)

EXECUTIVE DIRECTOR'S REPORT JUNE 2017

Administration

Business Office, Finance and Facilities (Rick Knorr)

Finance

Three reports comprise the fiscal report this month:

- General Fund budget-to-actual report for the first half of the year
- Capital Projects Fund budget-to-actual report for the first half of the year
- Quarterly trend report, displaying the General Fund's five most recent quarters

Capital Projects Fund

Little has changed since May for the two capital projects. Both projects are complete, yet a few final payments remain. The final payment for The BookEnd lighted sign still remains, as does the final payment to the general contractor for the North Spokane renovation.

General Fund

The focus of the rest of 2017 is to monitor the District's total operations to see if The BookEnd can be absorbed. It is still early, yet after two months of operation, there have been no unpleasant surprises and our staffing plan is sufficient.

Otherwise, District equipment needs remain well below budget, having only spent \$40,000 of the \$270,000 budget, most of which was start-up needs for The Lab at North Spokane, and operating contingencies remain unneeded. Based on the aforementioned, plus a few other areas that should finish 2017 under budget, it does appear we will be able to successfully absorb The BookEnd within the approved 2017 budget.

On the benefits front, the recently passed final state budget did include the July 1, 2017, increase of 1.5% in the employer PERS (retirement) rate, from 11.2% to 12.7%, as we anticipated. We now expect total fringe benefits to catch back up to budget by year end due to this increase, as it applies to nearly all (95%) staff.

Facilities

The retreat portion of the meeting includes a facilities review, and at that time there will a discussion of facility topics.

Human Resources (Toni Costa)

Department Activities

Recruitment and Selection:

- a. New Hires
 - Library Page (AH)
- b. Terminations
 - System Administrator (IT)
 - Public Services Specialist (NS)

- c. Promotions/Demotions
 - Library Page to Library Assistant
- d. Reclassifications
 - n/a
- e. Transfers
 - n/a

Information Technology (Doug Stumbough)

- Full network connectivity to The BookEnd was established this month following a six-week delay due to vendor error. While the temporary hotspot supplied adequate coverage for basic staff and member needs, the new connection provides faster speeds, greater bandwidth, and more reliable connection for a higher-quality experience.
- The Administrative Offices conference room was upgraded by way of retrofitting the table with a connectivity panel providing a variety audio/visual inputs as well as power. This will allow staff, vendors, and visitors to more easily connect their devices to the large display during meetings and interviews. The project was a bit of a test of concept should there be a desire to offer connectivity resources to our existing meeting spaces, similar to what has been introduced at The Lab at North Spokane.
- As mentioned last month, our E-rate filing for the 2017 fiscal year is currently in the process of review. Similar to last year, we have already received two inquiries for information that was included in the initial application. It is an interesting process and worth the staff time in the end. We still anticipate the funding decision later this summer.
- With the departure of our System Administrator, routine tasks usually assigned to that position were distributed among the department for the remainder of the summer. The plan is to evaluate the position and possible reallocation of the duties and then address the vacancy in the fall.
- Other projects that staff have been working on this month include: Assisted in making the Executive Director candidate forum video available; DVD carousel removals for all locations; Chromebook research; reconfiguration of the Fairfield Communication Closet in response to an overheating issue; update to the Library of Things, Book a Librarian, and Reserve a kit forms; and BookEnd data capture for Analytics on Demand processing.

Collection Services (Andrea Sharps)

- We ordered 1,744 titles and 7,032 copies in June. The number of titles ordered is down from last month while the number of copies ordered is up from last month.
- With 50% of the year done, total library materials expended stands at 58.81%.
- We processed, added to the system, and sent out to the libraries 8,016 items in June. This is up considerably from last month.
- Downloadable lending through OverDrive was down in June from May. A total of 38,413 items circulated in June including audiobooks (15,932) and eBooks (22,481). Members placed a total of 12,187 holds; and, there were 5,329 unique users with titles checked out.
- Midwest Tape's *hoopla*, a streaming media service, saw a slight increase in circulation in June over May. A total of 2,634 titles including audiobooks (1,145), comics/graphic novels (139), eBooks (422), movies (396), full-length albums (389) and television shows (143) circulated in June for a combined cost of \$5,541.96 and an average cost per circulation of \$2.10. A total of 141 new patrons registered in the month, and there were 837 active users recorded.

- We loaned 371 items to other libraries and borrowed 557 items from other libraries for 928 total Interlibrary Loan transactions processed in June.
- Youth Collection Development Librarian Sheri Boggs has been appointed incoming Editor of *Alki*, the Washington Library Association's journal. Sheri's term starts right after the July 2017 issue, and she will meet the current *Alki* Editor (who will replace Sheri as the *Alki* Editorial Committee Chair) to review their respective duties and facilitate the transition.
- Youth Collection Development Librarian Sheri Boggs was nominated for a Lutheran Community Services Northwest 2017 Partners in Justice Award in the category of Community Cares: Individual. Sheri was nominated for her work to organize multiple screenings of the documentary "UnSlut" and bring in panel representatives for a community conversation around this challenging topic which 96 people attended. The LCSN group wrote that "Sheri is not only a community partner, she demonstrated true leadership in stepping forward to say – 'Spokane needs to talk about this!'"

Executive Director Report & Community Activities (Nancy Ledeboer)

Trustees held two special meetings in June to conduct a recruitment process for the Executive Director who will replace me in September. I provided support as needed as the Board of Trustees completed interviews and made the appointment of Patrick Roewe. Once this appointment was official, I invited Patrick to attend the summer meeting of Inland Northwest Consortium of Libraries (INCOL) library directors and introduced Patrick. INCOL includes libraries from Eastern Washington and North Idaho, and Patrick was able to meet with colleagues from Gonzaga, Spokane Community Colleges, Whitman County, Coeur d'Alene, Kootenai County, and Spokane Public Library. Patrick will be attending the summer meeting of Washington public library directors held in Federal Way, July 13-14.

The June meeting of the Spokane Chapter of Executive Women International was held at the Argonne Library. Jamie Van Wormer attended as my guest and was introduced as the library representative to EWI, as she will take my place when I retire. Patrick was the guest speaker for the evening and I heard many positive comments from people who didn't realize how many services the library offers. There were several comments from attendees who shared their positive experiences using the library for both personal and professional purposes.

The Leadership Spokane Class of 2017 held its commencement at the Fox Theater on June 8. I attended this event along with Stacey Goddard and Sheri Boggs to support and congratulate Brian Vander Veen. I am sure that Brian will bring the connections and knowledge he gained about Spokane through his participation in this year-long program. Aileen Luppert has been accepted in the class of 2018 and she is looking forward to her year in Leadership Spokane.

In other community activities, I agreed to serve as a campaign representative for United Way. I will be scheduling visits with various business leaders to share information about the upcoming 2018 United Way Campaign. I also attended the EWI Finance Committee meeting to prepare a DRAFT budget for 2018, as well as the monthly EWI Board meeting.

I took three days of vacation in June to spend with grandchildren and plan to take two days of vacation in July to attend a wedding in California.

ITEM AND TITLE MONTHLY REPORT
June 2017

	<u>ITEMS</u>				<u>TITLES</u>		
	ADULT	YOUTH	TOTAL		ADULT	YOUTH	TOTAL
Total Materials							
Print	167407	152287	319694		86058	49901	135959
Nonprint	67114	24169	91283		27092	7455	34547
Subtotal	234521	176456	410977		113150	57356	170506
Periodicals	6107	956	7063		294	30	324
Total	240628	177412	418040		113444	57386	170830

	<u>ITEMS</u>				<u>TITLES</u>		
OverDrive: Audiobooks			24583				20555
eBOOKS			35929				31031
Licensed eBOOKS			10454				6671
OverDrive: Total			70966				58257
GRAND TOTAL			489006				229087

Print & Nonprint	(Totals year-to-date)		
ADDITIONS	ADULT	YOUTH	TOTAL
Print	16057	11002	27059
Nonprint	6951	1736	8687
TOTAL	23008	12738	35746
DELETIONS			
Print	14999	9273	24272
Nonprint	4754	1439	6193
TOTAL	19753	10712	30465

	<u>NET CHANGE YTD</u>		
	ADULT	YOUTH	TOTAL
Print	1058	1729	2787
Nonprint	2197	297	2494
Periodicals	-107	-65	-172

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

PERIODICALS = Magazine, Newspaper, and Pamphlet

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

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

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

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

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

EXECUTIVE DIRECTOR'S REPORT MAY 2017

Administration

Business Office, Finance and Facilities (Rick Knorr)

Finance

Financial reports are presented five months ending May 31 for both funds.

Capital Project Fund

Through May, both projects are completed and only a few payments remain.

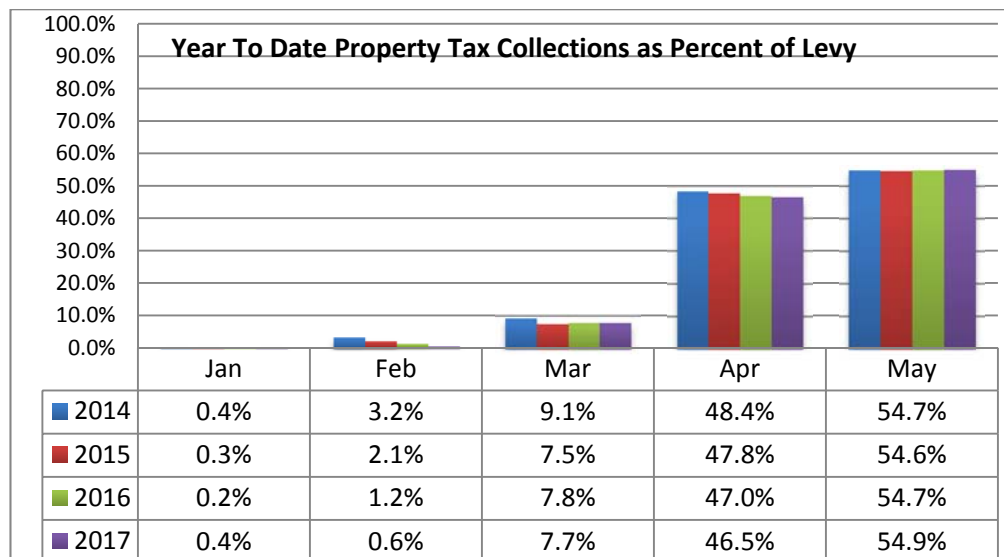
The BookEnd's lighted sign was installed June 8. The final payment due upon installation is the only remaining expenditure. The total cost should match the revised final budget of \$48,900.

Formal project completion documentation has not yet been received for North Spokane and the General Contractor final retainage is the only remaining expenditure. Total cost will be slightly less than the revised budget of \$470,900, as final architectural fees were lower than the not-to-exceed limit.

General Fund

In the absence of a June meeting and in preparation for the July retreat, additional in-depth analysis of year-to-date General Fund operations are as follows.

Tax collections are right on schedule at 54.9% of the levy, as illustrated below. Payments from the cities of Spokane and Airway Heights have been received on schedule. Total cash on hand is again over 6 million, or 6.1 months cash on hand.



Total fine and fee revenue is 4% below budget. It has been a year now since our collection agency has been unable to report uncollected fines to credit bureaus and it does appear to have influenced collections.

Total salaries expense is 40.5% of total budget, compared to 41.7% expected. With two months of The BookEnd operations behind us, the results are positive, yet we anticipate this gap to close by year end.

Total fringe benefits (payroll taxes and employee benefits) is 39%, compared to 41.7%, a larger gap than salaries, but as expected. The Department of Retirement Systems (DRS) has requested an increase in the employer-paid retirement percentage from 11.2% to 12.7% on July 1. The 2017 District budget planned for and included this mid-year increase. Formal ratification at the state legislative level has yet to occur, but is widely expected, and thus it is prudent to be under budget at this point of the year. Once this 1.5% increase takes effect, it is also expected this gap will close.

Service expenses are 43% of budget. Considering full-year payments of \$140,000 for SirsiDynix software support, and \$30,000 for an additional group of software support, and both payments having already been made, total expenditures at 43% is lower than expected. District-wide property and liability insurance has also been fully paid.

Total equipment purchases are only 14% of total budget. Most of the remainder of this budget will be used for BookEnd operations, as needed.

Library materials is 50.7% compared to 41.7% expected. The opening day collection for The BookEnd created additional need. The pace of purchases will slow enough throughout the remainder of the year for this area to end on budget.

Operational contingencies have not been needed, and will be used to support Bookend operations, as needed.

Facilities

Semi-annual maintenance is the general theme for May and June. Deep carpet cleaning was completed recently and semi-annual window cleaning, high dusting and pressure washing is scheduled for mid-June. All quarterly pest control was also completed and all sprinkler systems are started up and summarized.

Human Resources (Toni Costa)

Department Activities

Recruitment and Selection:

- a. New Hires
 - a. n/a
- b. Terminations
 - a. Library Page (AH)
 - b. Collection Services Page (CS)
- c. Promotions/Demotions
 - a. Promotion – Library Assistant to Public Services Specialist

- d. Reclassifications
 - a. n/a
- e. Transfers
 - Library Assistant (MP to NS)

Information Technology (Doug Stumbough)

- The BookEnd opened May 1 and network services were provided through a hotspot connection on a temporary basis as our vendor works to get fiber to the suite. The vendor reports that buildout to the mall is progressing, and following a walk through with the engineers, they are anticipating completion by mid-June.
- The final audio and video components for The Lab at North Spokane were installed and Drew provided training on using and troubleshooting the equipment for staff.
- Our annual E-rate application was filed this month. For FY2017, SCLD is eligible for about \$167,000 in reimbursement from the program. While we expect to receive the funding commitment decision later this summer, changes in the program pushed last year's decisions back to September.
- In addition to incorporating The BookEnd into usage statistics this month, we also changed the way we track usage of the public internet stations. We had been using number of bookings, but with the move to all 90-minute stations when we transitioned to MyPC last November, there are fewer booking slots available each day. This results in a bit of a faulty year-to-year comparison. A more consistent measure recorded by both the old and new systems, and one that may better reflect how much the stations are in use, is percentage utilized. This relates how much time the stations are in use versus the total time they could be in use.
- The project to find a replacement for our current staff intranet has been temporality suspended as our System Administrator, De Griffith, will be leaving the District in June after nine years with us. We will look to fill the position later this summer and pick the project back up later this year.
- Other projects that staff have been working on this month include: Online form for the new Artist-in-Residence program, updated Book-a-Librarian form, processed and delivered almost four dozen surplus monitors to Central Valley School District, added assets and updated layout maps for The BookEnd and North Spokane, repaired and updated the A/V system at Moran Prairie, created IT Wiki entry for scheduling software support.

Collection Services (Andrea Sharps)

- We ordered 1,845 titles and 6,344 copies in May. The number of titles ordered is down from last month as is the number of copies ordered.
- With 41.67% of the year done, total library materials expended stands at 51.3%.
- We processed, added to the system, and sent out to the eleven libraries 7,039 items in May. This is down a bit from last month.
- Downloadable lending through OverDrive was up in May from April. A total of 39,159 audiobook (16,406) and eBook (22,753) items circulated in May. Members placed a total of 12,230 holds; and, there were 5,255 unique users with titles checked out.
- Midwest Tape's hoopla, a streaming media service, saw a slight decrease in circulation in May over April. A total of 2,605 titles including audiobooks (1,185), comics/graphic novels (153), eBooks (426), movies (406), full-length albums (357) and television shows (78) circulated in May for a combined cost of \$5,515.26 and an average cost per circulation of \$2.12. A total of 129 new patrons registered in the month, and there were 825 active users recorded.

- We loaned 348 items to other libraries and borrowed 584 items from other libraries for 932 total Interlibrary Loan transactions processed in May.
- The 2017 Spokane Is Reading title was announced in May. Author Wiley Cash will be in Spokane for two free presentations on 11/9 discussing his book, A Land More Kind Than Home. Mr. Cash resides in North Carolina and is a New York Times best-selling author.

Executive Director Report & Community Activities (Nancy Ledeboer)

May was a fairly quite month. I stood in for CHRO Toni Costa as facilitator for the New Employee Orientation (NEO). The District's goal is to offer this training on a regular basis and invite current staff to attend along with new employees until all staff have had the opportunity to attend a session. Some long-term staff have already attended an orientation; however, at this time many staff have not. The new training will provide information that is current with a focus on the Community Engagement Plan and every staff member's role in helping to achieve the District's mission, vision, and goals.

In May, the Spokane Valley Task Force agreed to work toward an amended agreement to the soon-to-be expired interlocal agreement. We agreed that the amendment would serve as a summary of efforts that have taken place to date to secure funding for new libraries and will focus on each parties' commitment to support future funding efforts. The amendment will commit the District to contributing the land, and the City to contributing a matching amount of \$1.3 million in order to keep the cost of a future bond request as low as possible. Subsequently, I asked Cynthia McMullen, legal counsel for the District, to review the draft amendment prepared by Spokane Valley City Attorney Cary Driskell and to discuss revisions to that draft. The draft was then presented to the task force at its June meeting and has been distributed to the SCLD Board of Trustees for its review. Ms. McMullen has been invited to attend the next regular board meeting on July 18 to answer questions regarding the draft amendment.

I received an email from Steve Duncan, Washington Library Association (WLA) lobbyist, describing his intent to continue working with his associate, Ms. Abby Moore, to represent public libraries. Mr. Duncan wanted to advise me, as Legislative Committee Chair, that next year he will turn over more of the in-person lobbying to Ms. Moore, while continuing to consult and monitor legislation by phone with library directors. Mr. Duncan reminded me that his current contracts expire in November and need to be re-negotiated. I shared this news with the five library directors who participated in earlier discussions with the WLA Board. We followed up with a phone call to discuss options for renewing the contract. Some of the directors prefer a direct contract with Mr. Duncan to represent public libraries. This item will be on the agenda for further discussion at the public library directors' meeting in July.

It was a pleasure to attend student celebrations at Argonne, Brentwood Elementary, and the Otis Orchards Library, to thank our school partners, parents, and volunteers for supporting our Homework Help and Reading Buddy programs. Principals from the partner schools shared how this program has increased the confidence and academic performance of students in the programs. Parents also shared their appreciation for the changes they have seen in their children after attending the after-school sessions. Each student received a certificate of participation and a book to read over the summer. Ms. Van Wormer has done a remarkable job building partnerships with the schools and recruiting dedicated volunteers who are clearly engaged in making a difference in the lives of many young people.

In other community engagement efforts, I attended the KSPS board meeting, Spokane Valley Partners board meeting, and the Executive Women International board meeting and monthly meeting. I also attended an Education Forum to gather information about the educational needs of Spokane County and to help identify gaps in the education continuum that serves our student and workforce needs.

ITEM AND TITLE MONTHLY REPORT
May 2017

	<u>ITEMS</u>				<u>TITLES</u>		
	ADULT	YOUTH	TOTAL		ADULT	YOUTH	TOTAL
Total Materials							
Print	166469	150878	317347		85675	49750	135425
Nonprint	67079	24125	91204		27160	7429	34589
Subtotal	233548	175003	408551		112835	57179	170014
Periodicals	6184	1024	7208		295	30	325
Total	239732	176027	415759		113130	57209	170339

	<u>ITEMS</u>				<u>TITLES</u>		
OverDrive: Audiobooks			24330				20341
eBOOKS			35590				30741
Licensed eBOOKS			10271				6567
OverDrive: Total			70191				57649
GRAND TOTAL			485950				227988

Print & Nonprint	(Totals year-to-date)		
ADDITIONS	ADULT	YOUTH	TOTAL
Print	12619	8039	20658
Nonprint	5659	1413	7072
TOTAL	18278	9452	27730
DELETIONS			
Print	12499	7719	20218
Nonprint	3497	1160	4657
TOTAL	15996	8879	24875

	<u>NET CHANGE YTD</u>		
	ADULT	YOUTH	TOTAL
Print	120	320	440
Nonprint	2162	253	2415
Periodicals	-30	3	-27

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

PERIODICALS = Magazine, Newspaper, and Pamphlet

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

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

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

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

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

Public Services Report June 2017

Patrick Roewe and Kristy Bateman

Service Priority Teams

Business and Career Development (Stacey Goddard)

- We presented two programs in support of business development this month. In addition to the monthly SCORE offering, local business owner Kris Dinnison presented her second workshops on retail merchandising. Unfortunately, there were no attendees. Five attended the SCORE workshop.
- We offered 11 programs in support of job seekers and career development this month, including GED classes and drop-in career assistance; 25 attended these programs.
 - Of particular note, the Cheney GED and High School Completion classes graduated its first student, Dawn Chernak. Dawn was also chosen to speak for the GED graduating class of 2017 at its Commencement Ceremony.
- We presented 10 programs in support of financial literacy education, including offerings from STCU, SNAP, and the Better Business Bureau. Combined attendance for these programs was 92.
 - SNAP's Homebuyer Education Seminar was again the most popular session of the month, with 43 in attendance at Spokane Valley.
- Six individuals registered as new Microsoft Imagine Academy users in June, up from three in May. During the month, users enrolled in 13 new classes, up from 11 in May.
- We did 67 Book-a-Librarian (BaL) sessions this month throughout the District, up from 57 appointments in May.
 - In one session, Danielle helped a woman with market research for her event/wedding venue.
 - In another, Public Services Associate Stacy assisted a woman with our job seeker resources. She also needed translating help for her resume, as English is not her first language, so Stacy referred her to a specialist at WorkSource.
 - Danielle also worked with a man who needed help editing and uploading his resume, as well as help applying for a job in the area.
- We proctored 20 exams this month throughout the District, up from 18 proctoring sessions in May. Four of these were Microsoft Office Specialist exams.
- There were 43 items submitted for 3D printing in June, up from 36 in May.
 - One of the 3D-Printing Class attendees was a woman who owns a soap-making business. She was hoping to design a stamp prototype to use on her soaps. By the end of the first class, the prototype was nearly complete.

Community Connections:

- I drove the District van in the Millwood Parade, while Argonne staff and volunteers handed out pencils to folks along the route.
- Ree, Danielle, and I attended the bi-monthly WorkSource Affiliates meeting. Spokane Public Library was the host this month, and we met in their new LevelUp space.
- Danielle presented an overview of our business resources to the SNAP Women's Business Center's Dreambuilder class; six were in attendance. One attendee scheduled a Book-a-Librarian appointment with Danielle to do further research.
- I staffed SCLD's booth at the Rainbow Festival, along with staff from Spokane Public Library. This was the first year we've shared a booth with SPL, and it worked well. We talked with 400 individuals about library programs, services, and resources.
- Tami attended the monthly West Plains Support Network Leadership and general meetings.
- Tami also attended the monthly Hispanic Business/Professional Association meeting.
- Danielle attended the June Greater Spokane Valley Chamber of Commerce's Business Connections breakfast meeting.

Early Learning (Mary Ellen Braks)

- We provided 106 Storytimes to 3,201 children, parents, and caregivers. Our average attendance per Storytime was 30, which is up from last month.
- We provided 44 Storytimes to 654 children at 19 childcare centers.
- We offered one STARS Training workshop for childcare providers this month called Flannel Stories. This is our most popular STARS training. Participants can make up to three flannel stories to keep in their classrooms; 46 attended.

Community Connections:

- I attended two Inland Northwest Early Learning Alliance meetings. Our focus this month was on Standards Alignment for Child Care, Advocacy for Child Care, the Frontiers of Innovation First 1,000 Days event in Seattle, and a possible research project on kindergarten readiness in Spokane County.
- I attended the Ready for Kindergarten meeting for Excelerate Success. We continued to work on the ELLO (Early Language and Literacy Opportunities) project.
- I participated in the regional advisor call for the Early Learning coalitions.
- I attended the Early Learning Advisory Council (ELAC) meeting in Olympia.
- I met with Carolyn Peterson from the Washington State Library to discuss the All Aboard for Kindergarten project.
- The Early Learning Team participated in KSPS's Character Day at River Park Square. We provided activities for families as they met their favorite characters from public television children's shows. We interacted with 150 people during the event.

Education and Enrichment (Gwendolyn Haley)

Elementary (K-5) programs:

June is quite possibly the busiest month of the year, with the greatest variety of activities.

- We closed out the school year with local elementary schools by providing literacy nights with Title 1 students and their families, providing tours and class visits in the library, and visiting area schools to promote Summer Reading, serving a total of 3,958 students in Spokane County.
- Our summer programs began in earnest the week after schools closed. Children and families were amazed and entertained by magician Jeff Evans (999) and learned about Animal Habitats from West Valley Outdoor Learning Center (964). LEGO programs rounded out the month, making the total June attendance of 2,266 at in-library programs.

Tween/Teen Programs:

127 Teens and Tweens participated in library programs this month, including Robotics, A Cooking Challenge, and Stamp Making.

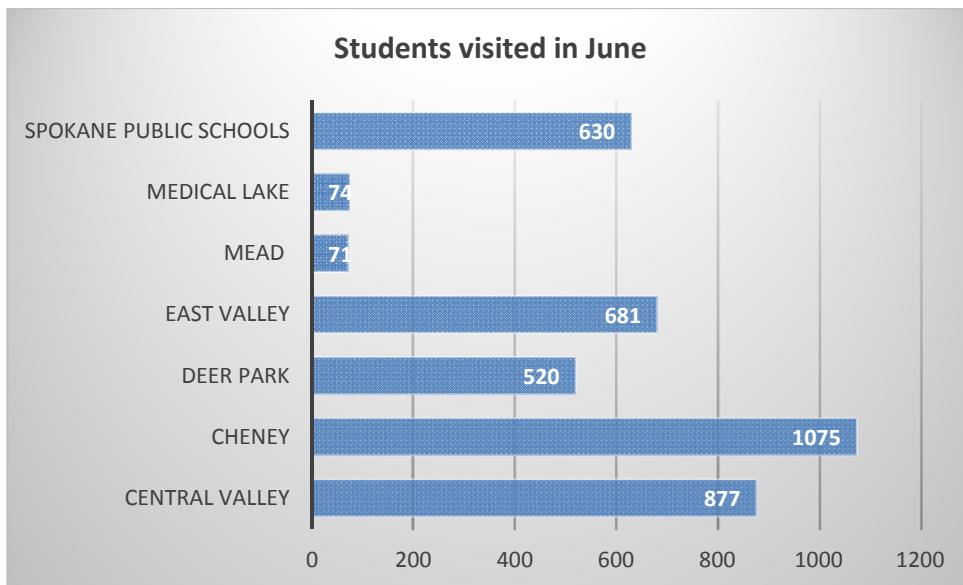
Adult Programs:

401 members attended adult programs this month. Highlights include:

- 61 members participated in one of eight regular book clubs.
- 256 members attended District-sponsored concerts, either in the library or their community.
- Other workshops for adults included Drywall, Installing a Light Fixture, 3-D Printing, Studio Lighting and Stargazing.

Community Connections:

- We have five AmeriCorps Vista Volunteers working with us this summer to provide outreach and extended learning activities to children in the community. They are serving at Airway Heights, Argonne and North Spokane libraries. Every week they can be found running drop-in programs for kids in the library or at meal sites, serving as Reading Buddies, and helping with library programs.
- As previously mentioned, we work with a lot of different schools in the months of June. The chart below shows how many students we visited in each school district in Spokane County.



- June is also parade and outdoor event season, with community events around the county from small local events like Flag Day in Fairfield, a Kiwanis Club Pet Parade in Deer Park, and Founders Day in Medical Lake, to big regional events like the Rainbow Festival in Riverfront Park, where we partnered with Spokane Public Library. The Library is a weekly presence running the KERNEL program at the Fairwood Farmers Market in North Spokane, where we provided an activity each week for 402 children and their families.

Digital Interaction and Sharing (Carlie Hoffman)

- I am working with the Communication and IT departments to re-design the District's website. We have contracted with a company, Madhouse, to assist us in this process. We have worked on content organization and preliminary designs.
- In an effort to bring more visual aspects to our data presentation, I began creating graphs and charts to correspond with our program evaluations and program statistics.
- Zinio for Libraries was renamed RBDigital. This changeover was implemented on the website.
- Two new digital resources were added to the Digital Library: SIRS Discoverer and eLibrary. These are both designed to aid in student research.

Volunteer Program (Jamie Van Wormer)

- In June, we completed our Reading Buddy celebrations. We had the last of the celebrations at Otis Orchards and Moran Prairie. The parents and schools appreciated the books that were given to each child and the opportunity for all of us to share in their child's reading success. Staff from Starbucks, Horizon Credit Union, and Guardian Insurance are part of the volunteers for the summer Reading Buddy program. I held a training for all of the Reading Buddy volunteers. Volunteers were taught the about relationships, reading strategies, and comprehension. I am working with Jane Baker to put together a sponsorship campaign in support of materials for the Reading Buddy program to offer to local businesses. I plan to apply for other grants as well. I have been working with retirement communities to have our volunteers do book talks with their residents. I have continued to build the volunteer program by meeting potential volunteers for District programs and events. The Volunteer Program now has 245 active volunteers.
- Attended a meeting with Horizon Credit Union.
- Met with the CEO from Kiemle & Hagood.
- Attended the Executive Women International (EWI) dinner and meeting.
- Scheduled a tour of The BookEnd for the residents of Orchard Crest Retirement Community.

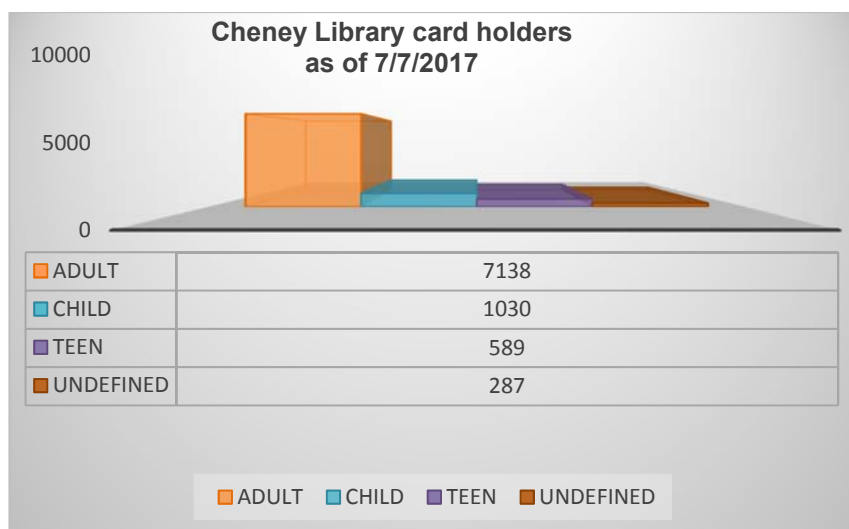
Library Operations Spotlight: (Georgina Rice)

This month's featured statistic highlights Cheney Library. The statistics below represent physical items checked out at the Cheney Library in 2016. Digital checkouts by Cheney Library card holders are not reflected in these statistics.

There are 9,044 members as of May 5, 2017, that identify Cheney as their home library. The first chart below breaks down those users by age range. 94% of Cheney's card holders live inside the District service area. Reciprocal card holders (all SPOKRES) represent 3% of Cheney's members.

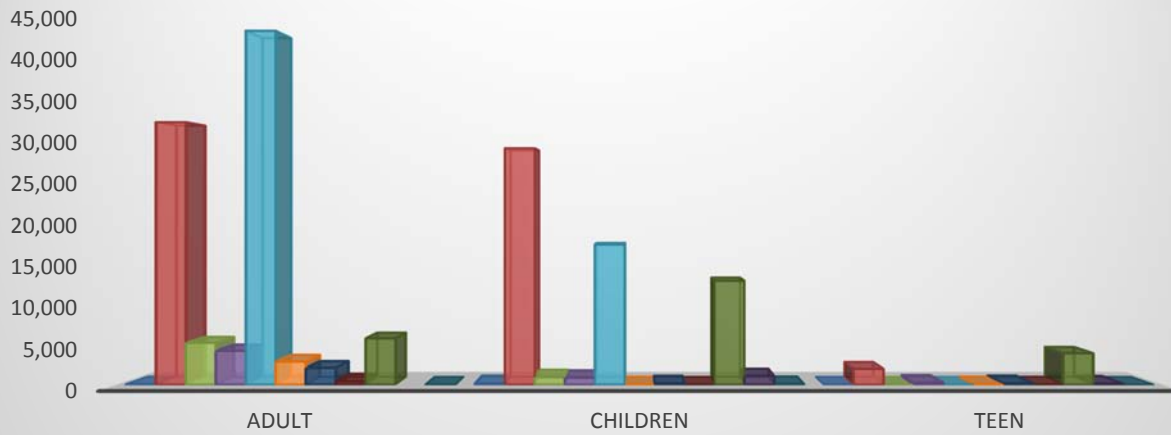
Cardholders by age range

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

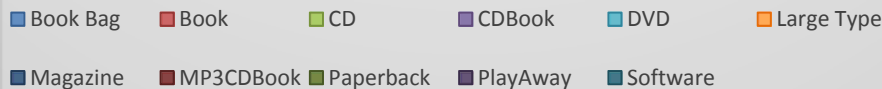


The chart below shows a graphical representation of items checked out from Cheney Library in 2016. It is segmented by Media type and our Adult, Children and Teen collections.

Cheney Library checkouts 2016



	Adult	Children	Teen
Book Bag	46	182	0
Book	32,716	29,468	1,962
CD	5,223	959	0
CDBook	4,224	872	255
DVD	44,107	17,439	0
Large Type	2,887	15	51
Magazine	2,089	171	183
MP3CDBook	418	2	11
Paperback	5,768	12,939	3,919
PlayAway		1,081	136
Software	9	72	0



The new resource Analytics on Demand (AOD) provides a demographic and lifestyle segmentation profile of the members in our service area. AOD gathers general information on demographic and household makeup, library use, member interests, and preferred recreational activities. AOD is able to provide information on the District level or break it down by library. Using the information provided about our members, it will influence the materials purchased, programming options, and services offered.

Based on addresses, demographics, and household makeup, AOD divides members into segments with similar characteristics. As Cheney is the spotlight library, we are providing a summary of its members and summarizing the segment information. Cheney's predominant race/ethnicity category is White, with over 92% of the population speaking only English at home.

The top three segments for Cheney include Autumn Years, Singles and Starters, and Thriving Boomers. Autumn years accounts for 7% of Cheney's population and are defined as established and mature couples living gratified lifestyles in older homes. 10.5% of the population are Thriving Boomers and are defined as upper-middle-class baby boomer-age couples living comfortable lifestyles settled in city and suburban homes. The largest at 29.22 % of the population is Singles and Starters, which reflects the makeup of Cheney as a college town. The segment consists of young singles starting out and starter families in diverse urban communities. Understanding the makeup of the population helps the Library Supervisor and Community Librarian when deciding what programs and events to have in Cheney.

Library Operations Snapshot: This table provides a snapshot of in-library checkout use for the current month compared to the same month last year:

	Staff assisted checkouts and renewals June 2017	Self-service checkout and renewals June 2017	In-library checkout total June 2017	Percent of checkout at the self-service kiosks June 2017	Online renewals June 2017	Total Circulation per Library June 2017	Total Circulation per Library June 2016	Total Circulation June 2017 compared to June 2016
Airway Heights	806	4104	4910	83.58%	1117	6027	6072	-0.74%
Argonne	1785	9460	11245	84.13%	2697	13942	14408	-3.23%
Cheney	3089	7967	11056	72.06%	2464	13520	15457	-12.53%
Deer Park	3360	8995	12355	72.80%	2325	14680	11520	27.43%
Fairfield	370	559	929	60.17%	182	1111	1500	-25.93%
Medical Lake	401	3872	4273	90.62%	895	5168	4537	13.91%
Moran Prairie	1694	13197	14891	88.62%	3836	18727	18214	2.82%
North Spokane	9704	31655	41359	76.54%	10132	51491	52528	-1.97%
Otis Orchards	523	3846	4369	88.03%	1068	5437	6309	-13.82%
Spokane Valley	13168	31012	44180	70.19%	8137	52317	53197	-1.65%
The BookEnd	656	1788	2444	73.16%	41	2485		
Totals	35556	116455	152011	76.61%	32894	184905	183742	0.63%
Support/IL L	443	0	443			443	484	-8.47%
Grand Totals	35999	116455	152454		32894	185348	184226	0.61%

Library Reports

Airway Heights: Stacy Kvamme

Program Highlights

- I am pleased to report record breaking attendance for *LEGO Club* during June, with an average weekly attendance of 21.
- Children's Summer Reading programs are off to a strong start, with an average attendance of 52 for our first two programs of the year.
- Spokane Transit Authority joined us for a special Storytime event, which included an opportunity for children to tour an STA bus (honking the horn was a big hit), and a spin around the block.

Community Connections:

- Corinne Wilson, Airway Heights Community Librarian, participated in Washington Trust Bank's customer appreciation BBQ in Airway Heights.

- Corinne attended Field Day at Sunset Elementary, sharing information about *Summer Reading* and library services with more than 300 people during the event.
- Over 200 Sunset Elementary students, kindergarten through 3rd grade, took walking field trips to the library to learn about Summer Reading and toured the library during their last two weeks of school.
- Corinne is continuing her partnership with Sunset Elementary's Trailblazer program through the summer, providing a monthly STEM activity for summer-school students.
- Spokane Regional Health District hosted a community health fair on the back lawn of the Airway Heights Library. Corinne and I were able to provide information about library services to 49 people.
- Corinne attended a Community Café meeting, part of Spokane Regional Health District's Neighborhoods Matter program.
- Corinne and I attended the June Airway Heights Friends of the Library meeting.
- I attended two Airway Heights Kiwanis meetings, which included planning for our annual fundraiser during the August Airway Heights Days event, as well as conducting annual officer elections.
- There were 16 meeting room reservations in June.

Argonne: Pat Davis

Program Highlights

- Two second grade classes from Seth Woodard Elementary enjoyed a story, heard about *Summer Reading* and library programs, and had a tour of the library. It was a special field trip for the last week of school.
- As a kickoff to *Summer Reading*, Melanie Boerner, Wyatt Beaulieu and Pat Davis hosted an outreach Storytime in Millwood Park. Melanie and Pat took turns reading stories and Wyatt played the ukulele. We provided some of our Play and Learn activities that were park compatible. Members and staff had a good time and are looking forward to the July *Storytime in the Park*.
- Our *Summer Reading* programs got off to an excellent start with *Secrets of Wizards*; 115 enjoyed the magic show. Some parents opted to wait in the library to make room for all the children.

Community Connections:

- A teacher from Pasadena Elementary brought in a banner made by the first graders who visited in May. She commented how much the children enjoyed the tour of the workroom and the book drop. One student was excited to visit the library with her mom. She told the teacher they went to a "different library" (Spokane Valley) and she was amazed to find out her card also worked there.
- Artwork for the summer, colorful hand-painted flowers, came from the Millwood Kindergarten Center.
- Our display case featured art-card creations made with playing cards.
- Staff and volunteers participated in the West Valley SCOPE Parade.
- Our meeting and conference rooms were booked by 60 groups or individuals.

BookEnd: David Wyatt

Program Highlights

- The BookEnd Open House was a success, with the best gate count and circulation that we have seen yet. Also, several people came in the days before and after the event specifically because they received the mailer promoting the event.

Community Connections:

- AmeriCorps Vista volunteers began their assignment, providing a craft for children visiting the library on Fridays.
- Patrick Roewe and David Wyatt were interviewed for the District podcast "Library Out Loud," highlighting the BookEnd and The Lab at North Spokane.
- The first community artist was displayed on our newly installed display wall.

Cheney: Catherine Nero Lowry

Program Highlights

- We celebrated our first GED graduate this month. She was selected as the speaker for the GED program at the SCC graduation.
- We are Building a Better World with our *Summer Reading* programs. Our first two programs have been standing room only with children, parents, and care givers.
- Our SCLD volunteer with planning help from the Vista volunteers are providing a STEM activity every Tuesday for the Wren Pierson Camp Caslo 3rd- 5th graders.

Community Connections:

- Cheney staff provided service to three walk-in Book-a-Librarian appointments.
- We held library tours for four Windsor Elementary second grade classes interacting with 126 attendees. The students received Dewey decimal bookmarks and SCLD pencils. A special edition Fresh Sheet listing the *Summer Reading* programs was handed out.
- GED & High School Completion classes were held in our meeting room Monday through Thursday.
- 34 members borrowed 111 seed packets from the *Seed Library*.
- The meeting room and alternative spaces in the library were used by our community 17 times.
- Community Librarian Tami Chapman attended the West Plains Chamber meeting.
- Tami participated in the Salnave Literacy Night and interacted with 82 attendees.
- On display this month we had beautifully knitted creations from the Knotty Knitters.
- We are the destination every Monday and Friday for Camp Caslo kids for their reading fieldtrip. Each group averages about 20 students, and our Vista volunteers assist the Caslo staff with the kids.

Deer Park: Kris Barnes

Program Highlights

- Our tween *Cooking Challenge* program was a hit. We had 21 excited participants, and counting the parents and siblings that stayed to watch the event, we had a total of 40 who enjoyed the show. I heard comments from parents and tweens that they want more of this type of program.
- Because of our partnership with the Deer Park School District, our *Summer Reading* programs have enjoyed large numbers. Our programs are held at Deer Park Arcadia Elementary School so we can accommodate large numbers of attendees, both from summer school classes and the community.
- Our first adult *Summer Reading* Program took place at Mix Park as the first in the Deer Park Summer Concert Series. The *Plaid Cats* were thoroughly enjoyed by everyone. I staffed a table to promote our programs, answer questions, hand out Engage, and enjoy the music. One of the attendees approached me to ask who brought in the musical group. After I said it was SCLD, her comment to me was, "Ya done good kid! They were fantastic!" We had a total of 164 in attendance and I counted an additional 24 dogs enjoying the festivities (with their owners) as well.

Community Connections:

- Friends of the Deer Park Library conducted a very successful three-day booksale. They decided to sell cups, book bags, notepads, and cards at the book sales.
- Community Librarian Amber Williams and I attended the first annual circus-themed, Kiwanis-sponsored Deer Park Pet Parade. Amber and I were there to provide support, traffic control, and hand out Engage to the enthusiastic participants. We saw goats, dogs, miniature horses, and a couple of bunnies dressed up as clowns. We hope it becomes an annual event.
- I attended a Deer Park Chamber of Commerce Events Committee meeting.
- I attended a Deer Park Chamber of Commerce Board meeting.
- I attended a Deer Park Chamber of Commerce general membership luncheon meeting that was held at Mont Lamm Event Center in Clayton. The keynote speaker was Chris Cargill. Chris is the Eastern Washington State Director for the Washington State Policies Center.
- Amber and I attended Arcadia Elementary School's field day event and presented six PowerPoint presentations to 504 students about our exciting Summer Reading programs.
- Amber and I met with the Deer Park Chamber of Commerce president to discuss a Library Park clean up this year. The local Chamber of Commerce has voted to focus its fundraising efforts on a Library Park clean up.
- We continued our after-school snack program and transitioned into the summer snack program this month. We served snacks to 469 children. Traditionally, our summer snack program has fewer participants, but one memorable Thursday, we had over 40 hungry children take advantage of the summer snack. This is noteworthy because over the last two years there have typically been—at most—10-20 children participants a day.
- Our meeting and conference rooms were used by 38 groups this month.
- Our display case featured a fairy garden put together by one of our younger library members. She went to a great deal of effort to recreate what she thought a fairy garden would look like.
- An Arcadia Elementary summer school class asked us to do a children's genre presentation and library tour. I was happy to oblige and spoke to a group of soon-to-be sixth graders.

Fairfield: Kristy Bateman

Program Highlights:

- *Summer Reading* participants have enjoyed the first two programs, especially learning about Animals and their Habitats from the West Valley Outdoor Learning Center.

Community Connections:

- Community Librarian Cindy Ulrey participated in the annual Fairfield Flag Day celebration. Using seeds from the Seed Library, members of the community stopped by the District table and planted a pumpkin.

Medical Lake: Cecelia McMullen

Program Highlights

- Our adult afternoon *Crochet a Necklace* program was characterized by laughter, conversation, and overall enjoyment. When asked if people attended to socialize or to learn new skills, one person specifically indicated that she was new in Medical Lake and came to meet people. After being invited to the book club, she later joined the Friends of the Library and became a District volunteer.
- One member with a developmental disability came in the next day to proudly show us the bracelet she made. Providers have mentioned it is difficult to find free activities such as this that enrich their client's lives and combat boredom. Grandparents have discovered the multiple summer activities available for visiting grandchildren. *LEGO Club* has doubled in attendance.
- Our meeting room was filled to capacity for the first two Summer Reading programs. These programs have attracted a number of members who had not been to the library previously. They walked away with new library cards.

Community Connections:

- Standing inside the book-drop closet while the other half of the class dropped in books was the highlight of a 1st grade field trip to the library. They expressed eagerness to return to the library and we have seen them attending *Summer Reading* programs.
- Cheerful red apples, artwork from Hallett Elementary School, are on display near the Friends of the Library Tree of Knowledge board.
- The town of Medical Lake cheered for the library as staff, family members, and volunteers marched in the Founders Day Parade and promoted summer programs. Families made bookmarks and gliders at the kid activity area.
- As people focused on summer events, we distributed Engage along with "Fresh Sheets" to wherever we found people including Senior Citizens Card Games, Girl Scout Meetings, local eateries, and the free lunch program.

Moran Prairie: Danielle Marcy

Program Highlights

- We received a compliment from a parent attending the *Secret of Wizards* Summer Reading program. She thanked the library in clearly communicating expectations, and enforcing those to ensure all participants were able to enjoy the show.

Community Connections:

- Artist Penny Cannon will display her paintings until the end of July.
- Ree attended the monthly Grange meeting.
- The Friends hosted a successful book sale.
- The Friends donated funds toward snacks for the students in the Reading Buddies program.
- The Friends donated funds for books to be distributed to each student participating in the Reading Buddies program through the Mullan Road Elementary.
- Danielle promoted *Summer Reading* at Mullan Road Elementary to 630 students.
- Danielle and Ree attended a planning meeting with Bill Newman from SCOPE for the upcoming National Night Out event in August.
- The library hosted an end of the year celebration for the Mullan Road Elementary students and their families.
- Danielle attended the Manito Lions meeting.

North Spokane: Brian Vander Veen

Program Highlights

- The members of the selection committee for the Artist in Residence program this fall at North Spokane met to interview the candidates and make their selections. We had an impressive variety of both established and up-and-coming local artists who applied for the residency, among whom we ultimately chose these four artists:
 - Karen Mobley is a painter, illustrator, and writer who has taught classes and workshops at numerous locations, including the University of Whitworth and Spokane Art School. Karen also served as Arts Director for the City of Spokane for fifteen years.
 - Makayla Miracle is best known at SCLD for having led our manga workshops for teens, but she is also a talented sculptor and performance artist who has exhibited at Terrain and the Chase Gallery in Spokane and Gallery One in Ellensburg.
 - MiLinda Smith has exhibited her paintings at the Richmond Art Collective and the Urban Art Coop. She also coordinates a program called Duffels for Darlings that provides hand-painted duffel bags to children taken into foster care.
 - Tom Quinn has taught drawing and painting at the Spokane Art School and Corbin Art Center for more than 20 years. He is probably best known locally for his murals around Spokane, including those at Sprague and Division and the Spokane International Airport.
- Our *Summer Reading* programs got off to an excellent start. The first, *Secrets of Wizards Magic Show*, was attended by 198 children, parents, and caregivers. The second program, *Animals & Their Habitats*, was attended by 181.
- During the first two weeks of our summer meals program, we served 360 free lunches to children at the library with support from Spokane Public Schools and the USDA.

Community Connections:

- Librarian Corinne Wilson and Public Services Specialist Julianne talked to 71 children at Evergreen Elementary about our summer reading programs.
- Our staff provided outreach Storytimes for 209 children at three childcare facilities.
- The KERNEL program at the Fairwood Farmers' Market continued to be popular, with an average of 100 children participating in each weekly activity. Our staff received a thank-you card from one enthusiastic visitor that read, "I love the way you help me learn. I love learning. Thank you! – Abigail the Genius."

Otis Orchards: David Wyatt

Program Highlights

- Our Summer Storytime Mash-Up with a focus on building was well received. The paper town play was an appreciated change of pace from our usual Play & Learn activities.
- Celebrated the conclusion of our Reading Buddy program. Over 30 children and their families participated, and as a reward for participating, received books purchased by the Friends of the Otis Orchards library.
- A spin-off of the Reading Buddy program for five weeks of summer also began this month, with the most children involved at Otis Orchards out of all participating libraries.

Community Connections:

- Librarian Tammy Henry visited kindergarten and elementary students to promote the summer reading program. 325 attended all June promotions.

Spokane Valley: Aileen Luppert

Program Highlights

- Tween programs were popular this month. Do It Yourself (DIY) Stamp Making attracted 16 attendees and the Make Mini LEGO Movie brought in 35 young movie makers. Librarian Melanie Boerner reported that everyone had fun and the kids seemed to get deep into the design process of making their films.
- Summer Reading kicked off this month. This year we moved our programs back to Tuesdays from Wednesdays. We are pleased that our numbers seem to be rebounding with the change. Attendance dropped slightly last year, but is averaging about 200 per week so far this year.

Community Connections

- Nancy Ledeboer, Patrick Roewe, and I gave library tours to five of the seven members of the Spokane Valley City Council. It was a nice and informal way to show council members the "behind the scenes

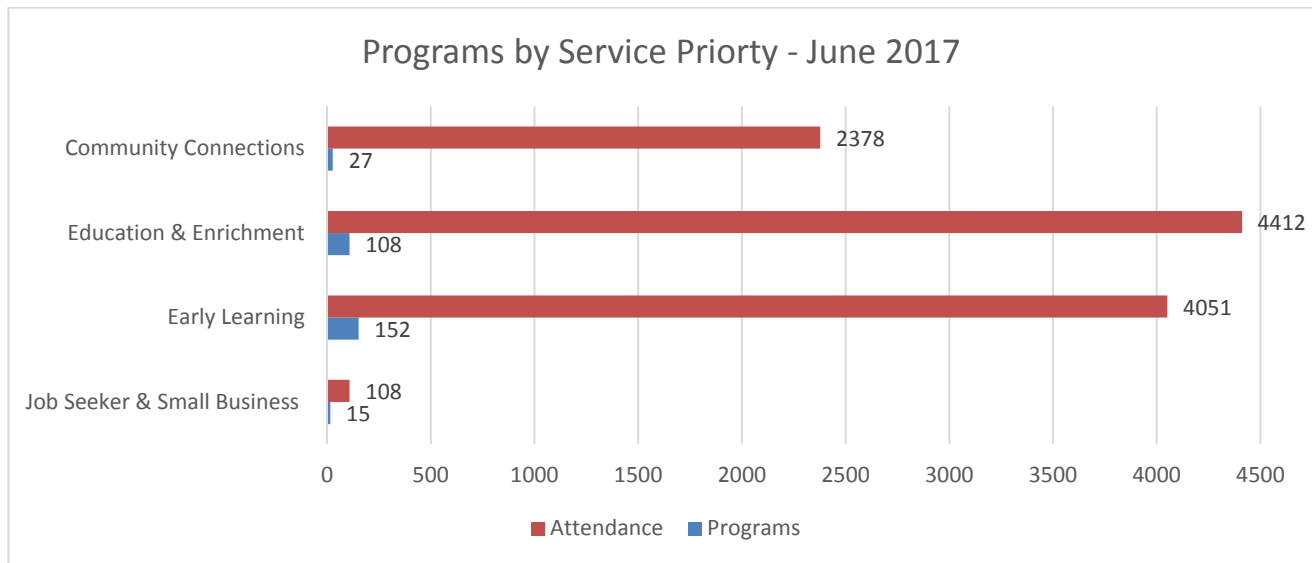
view” of the library. They all remarked that they learned something new about the services and resources we provide.

- All 106 1st graders from Broadway Elementary took a field trip by walking over to the library for a picnic lunch and Summer Reading Program promotion. Librarian Cindy Ulrey remarked that the kids were one of the best behaved groups she has worked with and they were properly horrified by the ‘what *not* to do with library materials’ bit. The kids even suggested others of their own. Cindy’s personal favorite was “don’t blow your nose on books.” Sound advice for us all.
- This month the last three of 11 elementary schools came for a Title 1 Literacy Night Party.
- Librarian Danielle Milton attended the SV Chamber Business Connections Breakfast with Terry Fossum as the speaker.
- Librarians Tami Chapman and Danielle Milton were invited to Mica Peak’s School to Life graduation ceremony. Unfortunately, both had conflicts and were unable to attend. However, the invitation was greatly appreciated.

District-wide Information

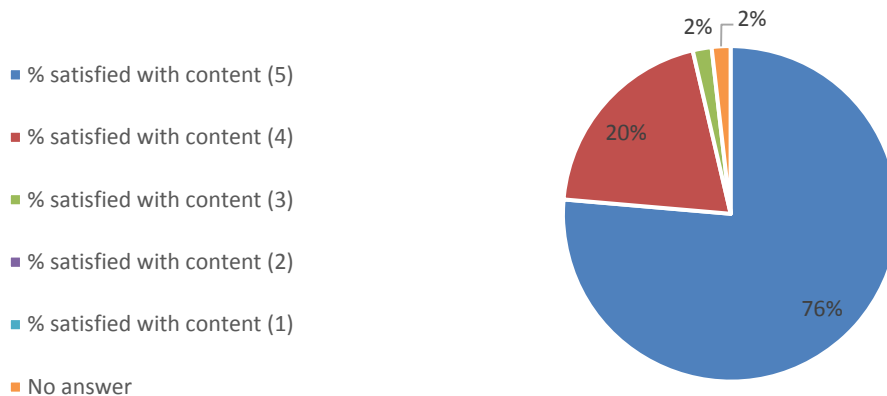
Library Program Breakout

The graph below breaks out number of programs and aggregate program attendance by Community Engagement Plan service priority.



The graph below breaks down library member feedback from program evaluation forms for May 2017. Ratings are: 5-Very Satisfied, 4-Satisfied, 3-Neutral, 2-Dissatisfied, 1-Very Dissatisfied.

Were you satisfied with this program or training? - Jun 2017



June Security Incident Report

For June, there were 30 Security Incident reports filed, four less than last month (34) and 12 more than June 2016 (18). North Spokane had the most incidents reported with nine. The most frequently reported incidents related to Potential Problem (12). To further put all of these numbers in perspective, the total door count District-wide in the month of June was 119,096.

One library member was excluded from all 10 libraries for the period of six months for an incident at Moran Prairie involving the use of hostile language and assaulting a library staff member.

The Cheney Security Incidents are highlighted this month and demonstrates the wide variety in the security incident reports as the library reported zero incidents for June. The total door count for Cheney in the month of June was 10,603.

ALA Conference Report

Three District staff members had the opportunity to attend the 2017 American Library Association Annual Conference, June 22-27 in Chicago, IL. A brief summary of highlights and key takeaways for each attendee are below.

Vanessa Strange

The ALA conference in Chicago was an inspiring experience. I am grateful for the opportunity to travel to the conference to accept the Gordon M. Conable award for intellectual freedom. I was proud to represent our District at the ceremony, at which I received a plaque and honorarium.

At another session, a library system in Plano, TX described their procedures for organizing the complex aspects of planning programs for multiple locations, and I will be able to apply their suggestions to our program planning. In terms of project and organizational planning, I took note of the Princeton Public Library's approach. They use a popular technique called Objectives and Key Results (OKR), a system that prioritizes transparency, succinctness, and measurable outcomes. Overall, ALA gave me a lot of great ideas that I can apply here at SCLD.

Aileen Luppert

The ALA Annual Conference was busy as usual. The major highlight was seeing librarian Vanessa Strange receive her well-deserved award.

How to Be an Influential Librarian: Leading and Mentoring from Wherever You Are. This session featured three librarians in different stages of their career sharing how they mentor, lead, and collaborate. I found former ALA President Maureen Sullivan's suggestions to be the most useful. She emphasized the importance of "doing the right things," by making sure a person does the work they are hired for, by taking on new challenges, and staying focused on what is relevant and important.

Asking for a Friend: Tough Questions (and Honest Answers) about Organizational Culture. This session was an informal panel discussion and Q & A session with three library directors and one supervisor. Their candid responses to challenging questions about toxic work environments and how to interact with staff during times of change were thought provoking. One presenter explained to the group that change can sometimes feel like loss to staff and that an organization must focus on their north star during those times. Another discussed dealing with staff conflicts and issues by framing the discussion around what is best for the library patron.

Amber Williams

There were a number of moving speakers, thought provoking sessions and opportunities to meet with colleagues but the preconference provided by ALA on Friday: *Libraries Transforming Communities: Dialogue for Change in Large, Urban Systems* is what was most exciting. This is ALA's next iteration of the Libraries Transforming Communities initiative. Having been part of the original cohort, I was very interested in what they consider the next steps to be. The training focused on strategies to identify and recruit community members to participate in a series of conversations around one topic, such as poverty, and then helping the group take action.

Staff from Chicago Public Library presented at the *Knight Foundation: Innovation in Libraries, Beyond the Talk*. From small changes like rearranging how their holds are shelved to large changes like a remodel their process includes paper and cardboard mock ups and involvement from their customers who help identify problems with the user experience staff do not necessarily see. It was just a really neat way to think about UX design and I think as SCLD makes changes, both big and small, a process to keep in mind.

The highlight of ALA's conference was being able to attend the PLA breakfast and cheer on (loudly with much enthusiasm) Vanessa Strange.

Public Use Measures -- June 2017

Measure	This year	Last year	YTD	Last YTD
	This Month	This Month	This year	Comparison
Cardholders	120,015	116,711		3%
Door count	119,096	113,369	634,373	-4%
Items Borrowed	226,395	220,831	1,298,812	1%
• Digital	41,047	36,605	244,931	13%
Programs				
• Number	326	327	1,836	-1%
• Attendance	11,219	10,759	44,908	-4%
Internet Station Use (%)	50.8%	49.2%	52.7%	
Meeting room bookings	423	313	2,162	9%
Holds placed				
• By customers	28,809	28,339	179,468	-1%
• By staff	7,406	7,476	42,666	-4%
• Digital	12,187	10,013	72,380	22%
Digital Resource Use	87,133	86,049	539,279	-10%
Website use				
• User sessions	0	97,977	536,864	-20%
• Page views	0	248,460	6,096,331	239%
• Catalog	0	42,070	211,291	-18%
• Digital Resource Access	0	3,686	23,020	-21%
Interlibrary loans				
• Loaned	371	387	2,082	-4%
• Borrowed	557	507	3,217	4%

Public Use Measure Definitions

Cardholders: 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.*

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

Programs: Experiential learning programs presented by the District. *Data collection method: Hand tally and database entry.*

Internet Station Use (%): Percentage of available time utilized. *Data collection method: Actual reservation management system count.*

Meeting room bookings: Number of times meeting rooms used by outside groups. *Data collection method: Actual reservation management system count.*

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

By customers: Placed online by customer.

By staff: Placed for customers.

Digital: Placed in *OverDrive*.

Digital Resource Use: Use of online learning resources licensed by the District. *Data collection method: reports from resource vendors.*

Web site use: Access and use of WWW.SCLD.ORG. *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.

Digital Resource access: Subset of page views; shows the number of times customers enter an online learning resource from the website.

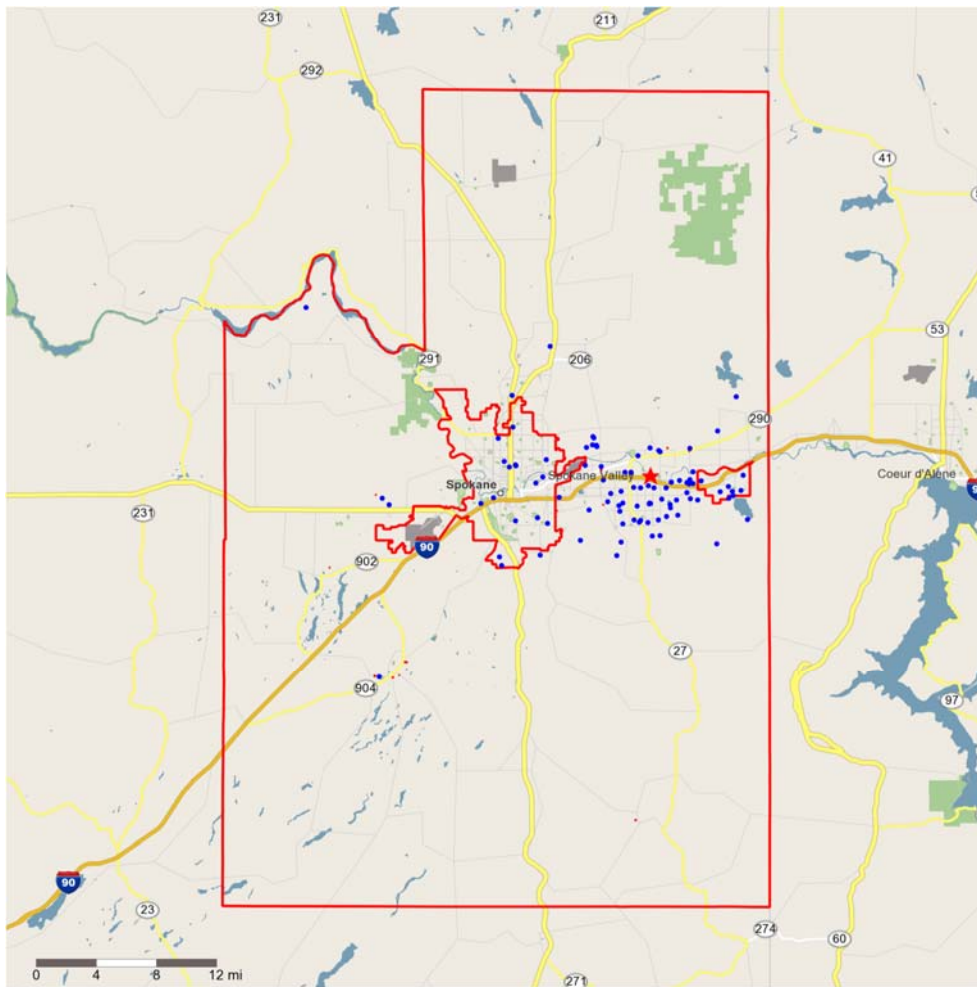
Interlibrary loans: Items borrowed from or loaned to another library system. *Data collection method: Computer system count.*

Public Services Report May 2017

Patrick Roewe and Kristy Bateman

Public Services Spotlight: First Month of BookEnd Operations

May was the first month of operations for our newest location, The BookEnd, located at Spokane Valley Mall. Planned as a soft opening, May provided us the opportunity to put our service model to the test and provide staff and library members time and space to acclimate to a new location and new way of doing things. Staff received a lot of positive comments and questions once doors opened. Overall, the public has expressed appreciation of the location and its services. The usage statistics are also encouraging: 106 new library card sign-ups, 3,071 door count, and 1,877 items checked out in the first month. One data point we are tracking is new cardholders to see how they are distributed geographically. Those 106 new cards represent 98 household locations, as demonstrated on the map below. Each blue dot represents a household location. The red star is The BookEnd location. The red lines are county and municipal boundaries. Given the distribution of the cards throughout the county, it seems we have connected with mall employees and shoppers from throughout the area more than local residents during this first month.



Service Priority Teams

Business and Career Development (Stacey Goddard)

- We presented two programs in support of business development this month. In addition to the monthly SCORE offering, local business owner Kris Dinnison presented a workshop on retail merchandising. Unfortunately, total attendance for both programs was just two people.
 - We also attended the Greater Spokane Valley Chamber of Commerce Business Showcase. While Tami and I staffed the District booth, Danielle put on her chamber ambassador hat and helped with vendor and attendee check-in. We spoke with 63 attendees about business resources available through the library.
- We offered 19 programs in support of job seekers and career development this month, including GED classes and drop-in career assistance; 41 individuals attended these programs.
 - We also had the opportunity to represent SCLD as an employer at three job fairs in May: SCC, SFCC, and KHQ/WorkSource job fairs. My team talked with 395 individuals at these three events, and brought back lots of completed "job interest" forms for Toni and HR. The form allows people to indicate which of our positions they are interested in, and then they get an email notification when one is posted.
- We presented 11 programs in support of financial literacy education in May, including offerings from STCU, SNAP, and the Better Business Bureau. Combined attendance for these programs was 98 people.
 - Of particular note was SNAP's Homebuyer Education Seminar. This class, when completed, qualifies individuals for more and better loan rates when they are ready to buy a house. May's session held at Moran Prairie had 41 in attendance. In the future, SNAP will offer this class monthly.
- We had three individuals register as new Microsoft Imagine Academy users in May, down from 11 in April. During the month, users enrolled in 11 new classes, down from 24 in April.
- We did 57 Book-a-Librarian (BaL) sessions this month throughout the District, the same number as last month.
 - In one session, Danielle showed a woman and her husband how to use Tinkercad, and how the 3D printer works.
 - In another session, Public Services Specialist Erin Haight helped a woman complete an online job application.
- We proctored 18 exams this month throughout the District, up from April's 15 proctoring sessions.
- There were 36 items submitted for 3D printing in May, up from 33 in April.

Community Connections:

- I staffed SCLD's table at the Hispanic Business and Professional Association's Scholarship Fair. 26 attendees talked with me about resources we have for college-bound students, job seekers, and more.
- I presented an overview of our business resources to SNAP's *Lean StartUp* Class at the Women's Business Center. There were eight in attendance.
- I attended the Inland Northwest Business Association's monthly member luncheon. The speaker was John Lemus of the Spokane Human Rights Commission.
- Tami attended the monthly West Plains Support Network Leadership and general meetings.
- I attended the monthly SCORE meeting, and confirmed the workshop locations, topics, and presenters for the last four months of the year.
- Tami and I, along with other SCLD staff, attended the second part of training on Racial Equity.
- I staffed a table at the UPS Employee Wellness Fair, and spoke to 29 individuals about a variety of SCLD resources and programs.
- Ree completed and submitted the 2017 Washington Rural Heritage Grant application package. If awarded, we will do a digitization project in partnership with the Moran Prairie Grange.

Early Learning (Mary Ellen Braks)

- We provided 110 Storytimes to 3,179 children, parents, and caregivers. Our average attendance per Storytime was 29, which was up from last month.
- We provided 68 Storytimes to 1,193 children at 47 childcare centers.

- We offered three STARS training workshops for childcare providers this month. We offered one for school-age providers called *Best Books for Summer* and had 25 providers attend. We offered two of the *Ready for School with STEM* trainings and had 66 providers attend.
- Thrive Washington provided two trainings for our staff this month related to early learning. The first was on racial equity and the second was on social emotional development.
- I held a Storytime training for two new staff this month. The training focuses on how to plan a Play and Learn Storytime, Storytime expectations, and what to include to ensure the Storytimes are developmentally appropriate.

Community Connections:

- I attended two Inland Northwest Early Learning Alliance meetings this month. Our focus this month was on creating quarterly trainings, Standards Alignment for Child Care, and Advocacy for Child Care.
- I attended the ELAC meeting in Olympia this month. Topics included Standards Alignment for Child Care, a report on the Department of Early Learning's Racial Equity Initiative, an update on legislative bills in early learning, and regionalization of programs within the Department of Early Learning.
- I attended the Ready for Kindergarten meeting for Excelerate Success. We are focusing on ELLO (Early Language and Literacy Opportunities), that helps parents and families give children opportunities in language acquisition and literacy. It ties in nicely with the libraries five practices (reading, writing, talking, singing and playing) for early literacy.
- I participated in the regional advisor call for the early learning coalitions. We discussed our role in the Statewide Early Learning Coalition meeting and started a discussion on how we were going to pick the two coalitions that will represent the coalitions on the Early Learning Advisory Council.
- I attended the Statewide Early Learning Coalition meeting in Ellensburg this month.
- I was invited to attend a meeting with Math Coordinator Deb Kowalkowski for NEW ESD 101 and Gwendolyn.
- The Inland Northwest Early Learning Alliance had the opportunity to meet with Antony Chiang from Essentials for Childhood this month.

Education and Enrichment (Gwendolyn Haley)

Elementary (K-5) programs:

- 1,520 children participated in a program either inside our libraries or out in the community this month.
- 245 children and their families played with LEGOs at the library this month. LEGO play encourages lateral thinking, problem-solving, organization and planning, as well as communication and social skills.
- Regular weekly afterschool programs continued at North Spokane, Spokane Valley, and Otis Orchards this month. 198 kids participated in these afterschool learning opportunities that include LEGOs, Art, tabletop games, and STEM activities.
- District staff were busy in the community this month:
 - Literacy nights with families of children receiving Title 1 services at eight elementary schools.
 - STEM activities at after school programs in Millwood, Airway Heights, and Mead community schools.

Tween/Teen Programs:

- 65 Teens and Tweens participated in library programs this month.
- 24 Teens (ages 13 and up) received CPR and First Aid training at three libraries this month.
- *Great Stories Club* continued at Mica Peak High School.

Adult Programs:

175 members attended adult programs this month. Highlights included:

- 77 members participated in one of eight regular book clubs.
- The Lab at North Spokane and The Studio at Spokane Valley libraries opened this month.

Community Connections:

- SCLD staff continue to host tours and take programs and presentations to schools and extended learning organizations throughout the county every month. In May, library staff worked with students from Mead, East Valley, Central Valley, West Valley, Medical Lake, Great Northern, Deer Park, Riverside, and Cheney schools.
- I attended Excelerate Success's Leadership Team meeting and heard presentations from the final two candidates for the Executive Director position. Tara Dowd was hired and started at the end of May.
- We interviewed and hired AmeriCorps VISTA volunteers to provide free summer literacy and learning

opportunities at Summer Meal sites in Millwood, Airway Heights, and Mead/North Spokane this summer.

- We sent staff to the Humanities Washington Prime Time Family Reading training in Tacoma. I attended the Women Helping Women Fund luncheon as Humanities Washington's guest. They will be receiving funding for more Prime Time programs in Spokane County. I was able to meet with the board and Humanities Washington Director Julie Ziegler earlier this year to make the pitch.

Digital Interaction and Sharing (Carlie Hoffman)

- The event calendar was updated with new event types and updated URLs on the library location pages calendar widget.
- The Book a Librarian database was completed and launched to staff. A procedure was created for following up with library members and staff to update the database.
- Performance evaluation data was analyzed and graphs were created to make the data more accessible and easier for staff to use. Pieces of this data will now be incorporated into board reports.
- I met with Communication and IT staffs for a phone meeting with Madhouse to go over ideas for website design and web content organization.
- I built two online volunteer application forms using the Volgistics software. These forms are duplicates of the current volunteer applications on our website. We will replace our forms with Volgistics forms to reduce data entry and improve efficiency.

Volunteer Program (Jamie Van Wormer)

In May, we hosted celebrations for the *Reading Buddy and Homework Club* programs for the Central Valley School District, East Valley School District, Mead and Mullan Road Elementary School. There were approximately 90 attendees total at the four celebrations. The Friends of Moran Prairie and Otis Orchards contributed funds to purchase a book and recognition award for each student. Cheney Friends and Moran Prairie Friends donated funds toward snacks for the program. During the celebration we had 35 families sign up for the *Summer Reading Buddy* program. We were able to distribute 2,000 copies of ENGAGE to the schools that we are working with. This month I worked with numerous retirement communities to have our volunteers do book talks with the residents.

Community Connections:

- Developed a partnership with Starbucks for volunteers for the *Summer Reading Buddy* program.
- Attended the EWI meeting.
- Recruited volunteers for various programs and new summer programs.
- The District currently has 245 active volunteers.
- The volunteer program has 3,164 service hours through May.

Library Operations Spotlight: Outreach Services (Georgina Rice)

We currently provide library services to forty-six Outreach facilities, with most facilities in the Spokane Valley area. Staff at North Spokane, Argonne, Cheney, and Fairfield also provide service to facilities in their geographic vicinity. We currently serve 115 homebound members. Members qualify for homebound service if they are unable to leave home without assistance or significant effort for three months or more. We select and mail materials to the members free of charge.

We issue Facility cards to activity coordinators at each facility. Activity coordinators use the cards to check out materials for programs at their facilities. We also provide drop-off collections for facilities to offer to their residents during the month.

We currently serve 767 members who reside in the facilities and apartment complexes we visit. These members are issued personal library cards with Outreach as the profile. Staff are available to work with residents on their digital devices.

Senior Living Apartments, Independent Living

We visit 10 senior apartment complexes that focus on providing independent housing to our members, the majority of which are age 55 and over or disabled. Large-print items and Books on CD are very popular at these facilities.

Family Oriented Low-Income Housing

We visit one family oriented low-income housing complex. Most of our participants at this visit are children and teens who live in the facility. Children and teen items and DVDs are the most popular items at this visit.

Residential Care Facilities

We visit seven different residential care facilities. Some of these facilities provide a place to live and receive care and support for those with mental illness or behavioral challenges. Others primarily serve individuals with mental or physical disabilities. These residents prefer DVDs, paperbacks and items related to pop culture.

Assisted Living Facilities

We visit 19 different assisted-living facilities each month. Most of the members we serve at these facilities are seniors who have someone provide their meals and assistance with housekeeping. Large print, DVDs and Books on CD are the most popular items at these facilities. We also provide monthly library service to a daily lunch/Meals-On-Wheels site at a local church.

Nursing Care and Memory Care Facilities

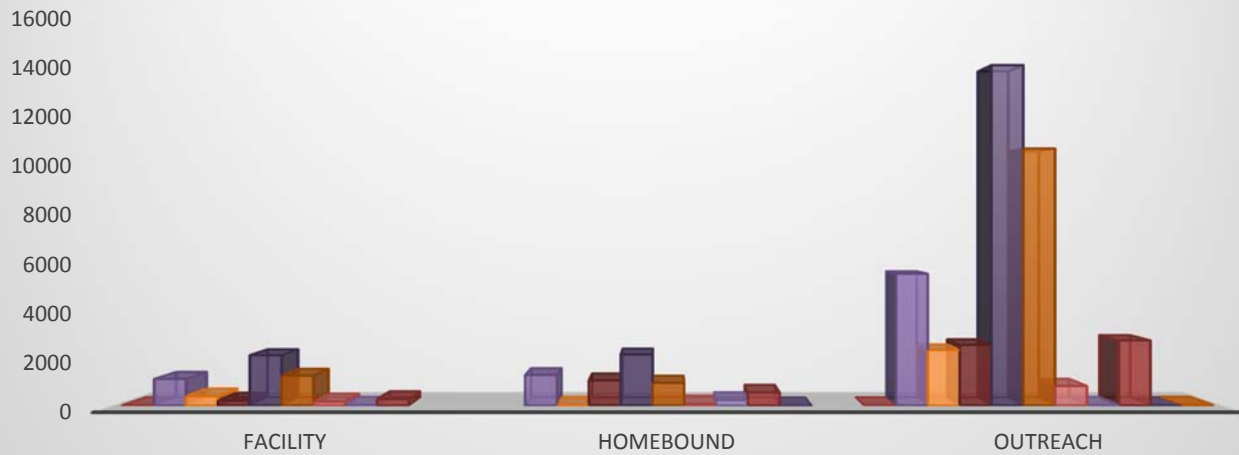
We provide library services to two Nursing Care facilities and two Memory Care facilities. Service to members in these facilities is more dependent on the care provider since the members usually need assistance to come to the visit.

Adult Family Homes

We visit five different adult family homes. These homes usually have fewer than 10 residents. These visits are a drop-off service where staff select materials based on resident requests rather than bringing in a variety of materials.

The graphic below provides a snapshot of service provided to members on our outreach visits and mailed to individual homebound residents in 2016.

Outreach Checkouts 2016
segmented by member card profile and item cat one



	FACILITY	HOMEBOUND	OUTREACH
BOOK GROUP BAG	16		8
BOOK	1132	1299	5525
CD (MUSIC)	402	27	2347
BOOK ON CD	218	1067	2570
DVD	2131	2161	14280
LARGETYPE	1271	968	10795
MAGAZINE	173	80	831
BOOK ON MP3	27	236	32
PAPERBACK	276	560	2755
PLAYAWAY		1	13
SOFTWARE			41

BOOK GROUP BAG	BOOK	CD (MUSIC)	BOOK ON CD
DVD	LARGETYPE	MAGAZINE	BOOK ON MP3
PAPERBACK	PLAYAWAY	SOFTWARE	

Library Operations Snapshot: This table provides a snapshot of in-library checkout use for the current month compared to the same month last year:

	Staff assisted checkouts and renewals May 2017	Self-service checkout and renewals May 2017	In-library checkout total May 2017	Percent of checkout at the self-service kiosks May 2017	Online renewals May 2017	Total Circulation per Library May 2017	Total Circulation per Library May 2016	Total Circulation May 2017 compared to May 2016
Airway Heights	854	4168	5022	83.0%	1156	6178	6265	-1.4%
Argonne	1542	8505	10047	84.7%	2917	12964	13353	-2.9%
Cheney	2972	7655	10627	72.0%	2811	13438	14414	-6.8%
Deer Park	3904	8524	12428	68.6%	2649	15077	12630	19.4%
Fairfield	494	550	1044	52.7%	217	1261	1444	-12.7%
Medical Lake	564	4000	4564	87.6%	908	5472	4577	19.6%
Moran Prairie	1864	11899	13763	86.5%	4088	17851	17511	1.9%
North Spokane	8770	26380	35150	75.0%	9933	45083	48782	-7.6%
Otis Orchards	626	3601	4227	85.2%	1363	5590	5720	-2.3%
Spokane Valley	12594	28520	41114	69.4%	9209	50323	49927	0.8%
The BookEnd	784	1093	1877	58.2%	20	1897	0	N/A
Totals	34968	104895	139863	75.0%	35271	175134	174623	0.3%
Support/ILL	408	0	408		0	408	459	-11.1%
Grand Totals	35376	104895	140271		35271	175542	175082	0.3%

Library Reports

Airway Heights: Stacy Kvamme

Program Highlights

- Guest Storytime presenters from the Airway Heights Fire Department had a large attendance of 39 during our weekly *Play & Learn* Storytime. Firefighters donned their gear to demonstrate what a firefighter might look and sound like during a fire rescue. Children especially enjoyed the opportunity to meet fire dog Ember and “touch a truck” across the street at the fire station.
- Community Librarian Corinne Wilson shared STEM activities with students from Sunset Elementary’s after school program, *Trailblazers*, and Great Northern Elementary.
- Members enjoyed *Stained Glass* class, which was held at the local Airway Heights stained glass workshop, Studio Atrium.

Community Connections:

- Great Northern Elementary’s 5th/6th grade visited the Airway Heights Library. I shared information about upcoming Summer Reading programming and demonstrated how to borrow books using SCLD’s Digital Library.
- Corinne attended Sunset Elementary’s Art Night, connecting with 130 people during the event.
- Corinne attended a community meeting at the new site of Cleone’s Closet, a food pantry in Airway Heights.
- Corinne and Tami Chapman attended Greater West Plains Support Network’s May meeting, which focused primarily on discussing food insufficiency in the West Plains.
- There were 18 meeting room reservations in May.

Argonne: Pat DavisProgram Highlights

- *Mashup Storytime*, featuring art related books combined with hands-on activities, was popular with parents and children.
- Weekly *LEGO Club* continues to be popular. Staff are noticing that it has become a regular activity for families.
- Two Pasadena Park Elementary first grade classes enjoyed a story, heard about Summer Reading and library programs, had a tour of the library and received library cards. For many it was their first visit to the library. We received a stack of notes thanking us for the “fun field trip” and the “cool pencil.”

Community Connections:

- Community Librarian Melanie Boerner and I attended West Valley School District's 16th Annual Community Appreciation Block Party. The Block Party is open to the community and a spaghetti dinner is provided. Over 1,200 dinners were served this year, a new attendance record. We connected with 261 parents and children to promote *Summer Reading* and encouraged them to build with the KEVA planks, jumbo foam blocks and architectural blocks.
- We attended the Seth Woodard Elementary School Resource Fair and connected with 41 parents and children. We were able to promote *Summer Reading* and provided a STEM activity.
- Melanie and I attended the Eastern Washington Public Servants Recognition Week lunch and promoted library services.
- Art work by Dishman Hills High School students was featured in the library this month.
- The display case featured a Harry Potter collection.
- Our meeting and conference rooms were booked by 72 groups or individuals.

BookEnd: David Wyatt

See Public Services Spotlight above.

Cheney: Catherine Nero LowryProgram Highlights

- We interacted with 259 members of the community at Cheney's 5th annual Mayfest. The highlight at the library booth was the seed library. Staff distributed seeds that were not suitable for the seed library and many community members took advantage of the opportunity to plant their seeds at the booth.
- Staff provided an outreach Storytime to EWU Children's Center and connected with 67 children.
- The STEM afterschool program for the Betz Trailblazers focused on botany as we discussed what plants/seeds need to grow, folded compostable pots out of recycled newspaper and planted seeds.

Community Connections:

- Cheney staff provided service to three walk-in Book-a-Librarian requests.
- GED & High School Completion classes met Monday through Thursday in May.
- 73 members borrowed 366 seed packets from the Seed Library.
- The meeting room and alternative spaces in the library were used by our community 25 times.
- Community Librarian Tami attended the West Plains Chamber meeting.
- On display this month were beautifully knitted creations from the Knotty Knitters.
- The Cheney Friends had a successful book sale during the Saturday Mayfest celebrations.
- The art wall had beautifully quilted pieces celebrating May and Mayfest.

Deer Park: Kris BarnesProgram Highlights

- Deer Park staff offered an outreach Storytime to Deer Park's Early Childhood and Parenting group. The preschoolers enjoyed the Storytime so much that our PSA Mandy was mobbed after Storytime and treated to a group hug by all of the participants.
- Inspired by our *Seed Library*, a library member donated a large bucket of seed potatoes which were snapped up by library members along with 87 seed packets. Another library member inquired about wanting to find homes for some strawberry plants that she had been forced to remove. She commented that she loved the fact that she could bring plants and seedlings in to the seed library to be distributed.

Community Connections:

- Our display case featured a display by a local amateur radio enthusiast complete with a working transmitter and plenty of information about the hobby.
- We served after school snacks to 516 children this month.
- Our meeting and conference rooms were used by community member groups 56 times. The rooms were used for a variety of reasons, including two skype interviews, an Essential Oils party, a Kiwanis meeting, and a children's birthday party.
- Community Librarian Amber Williams and I were invited to speak to Riverside School District's "Time out for Mommies" group. We answered questions about the library and promoted the *Summer Reading* program.
- Amber and I visited Deer Park Elementary to talk about our upcoming *Summer Reading* program. We connected with 416 elementary-aged children and their teachers.
- I delivered 700 *Engage* to the Riverside School District's elementary schools.
- We connected with the Department of Wildlife this month regarding a great horned owl that spent the day hunkered down next to our busy parking lot. The Department of Wildlife recommended roping off a safe area to keep the public safe and to give the owl a chance to relocate after dark.
- Amber and I met with Liberty Lake Library staff to discuss our successes in regard to community connections in Deer Park and Riverside.
- We connected with the Mount Spokane Veterinarian clinic this month to help find a home for a fledgling crow that a child decided to turn into the library. The West Valley Outdoor Learning center is one of our Summer Reading program presenters, so I will follow up with them to make sure they talk with our summer readers about what to do if they find injured wildlife.

Fairfield: Kristy Bateman

Program Highlights:

- Staff had great success connecting with the young members in May. Fairfield had its highest Storytime monthly average for the year. Staff presented outreach Storytimes to three local childcare facilities, and received a special invitation to return in fall.
- The *Herb Infused Oils* program received praise from attendees, and staff are working with the presenter to offer other local interest classes in the fall.

Community Connections:

- Community Librarian Cindy Ulrey attended the North Palouse Chamber of Commerce and was invited to participate in the Chamber's Business Fair to promote local business resources and distribute Business Only cards. Cindy passed out the latest *Engage*, and several members complimented the District and the range of programming and ongoing promotion.
- Cindy brought the Finch Robots to the Community Center for the last Thursday Night Thing of the school year. Participants liked programming the robots and building obstacle courses.
- Cindy attended the last Community Advisory Board before the summer hiatus.
- Cindy represented the District at the Pace Awards where a student recognized Cindy from her regular booktalking at Freeman High School.

Medical Lake: Cecelia McMullen

Program Highlights

- Mashup Storytime, featuring art related books combined with hands-on activities was greeted with delight by family groups from infant through pre-school. Parents, grandparents, and other adults actively engaged in art along with their children.
- Play and Learn Storytime attendance increased significantly, with up to 32 attendees by the end of May. Pleasant weather is a contributing factor as people include visiting the library as part of their neighborhood walk.
- The Medical Lake Book Club continues to be popular and has begun to attract new Medical Lake residents who have come into the library seeking a place to find "connection."

Community Connections:

- Alyssa Fitzgerald, Medical Lake resident, along with her professor in the Department of Computer Science and Geology at EWU displayed her project describing the geology of the Medical Lake Bluff. It

is located in the Teen area, as many youth spend significant time diving into the lake from the bluff described.

- Community Librarian Christie Onzay and Gerri Johnson, vice president of Re*Imagine Medical Lake, were interviewed for the District podcast “Library Out Loud.”
- We connected with Hallett Elementary School to encourage library tours, deliver Engage, and to communicate information about summer programs. Christie presented the Finch Robots.

Moran Prairie: Danielle Marcy

Program Highlights

- The *SNAP Homebuyer* class was offered for the first time and had a significant community response. We had over 50 people signed up with 41 attending.
- We received several compliments from adults during our Storytime mash-up with art. The *Baby Play and Learn* attendees were impressed both by the focused reading and no-mess paint craft.

Community Connections:

- Artist Penny Cannon will display her paintings until the end of July.
- Sharen Stone continued to display her handmade doll clothes and greeting cards in the display case.
- Ree and Danielle attended the Strawberry Festival and spoke to 151 attendees.
- Danielle and Ree attended the Fire District 8 Open House and spoke to 171 attendees.
- Danielle, Ree, and Jamie attended the Moran Prairie Friends meeting to plan for their book sale.
- Ree attended the monthly Grange meeting and assisted in preparation for the Strawberry Festival.
- Danielle attended a special meeting for the Manito Lions Club.
- The Astronomical Society presented a telescope to the library as a donation. They provided a contact for a local expert who will repair and maintain the telescope.

North Spokane: Brian Vander Veen

Program Highlights

- With the remodel complete, our Storytime attendance returned to normal, with a total of 840 parents, caregivers, and children having attended in the month of May.
- Our Finch Robots program, the first to be hosted in The Lab, attracted a total of 15 attendees, many of whom joined the program in progress after seeing the activity through the windows.
- We hosted two financial literacy workshops provided by STCU with a total of 14 attendees.

Community Connections:

- During the first three weeks of the KERNEL program at the Fairwood Farmers Market, library staff provided educational activities for an average of 87 children per week, all of whom received \$2 vouchers for fruits and veggies at the market, provided by Catholic Charities Food For All.
- Librarian Vanessa Strange and I staffed a table at the Mt. Spokane High School Block Party, where we talked with 200 parents and children about summer programming.
- Our Public Services Specialist Sara read stories to more than 100 children at Brentwood Elementary’s Star-Wars-themed literacy night.
- I staffed a table in the Whitworth student union one afternoon in May, where I was able to talk to Whitworth students about digital resources and volunteer opportunities at the library.
- We had artwork on display in the foyer from local artist Steven Sattler.

Otis Orchards: David Wyatt

Program Highlights

- Community Librarian Tammy Henry put on a 3rd Grade Book Tasting program. 55 children attended and sampled several books.
- Our ongoing Thumbs Up Thursday program had one of its best attended events on May the Fourth, celebrating Star Wars, 24 children made Star Wars themed STEM projects.

Community Connections:

- Community Librarian Tammy Henry, David, and Jamie Van Wormer participated in the Otis Orchards Community day. We participated in the parade, provided a kids craft catapult which was very popular, and copies of Engage at a booth outside the elementary school.

Spokane Valley: Aileen Luppert

Program Highlights

- Second Saturday Art Walk was successful once again this year. EWU's Visual Communication Design Program students designed "See Spokane County" posters. Progress Elementary showed off its art representing various countries they studied over the past year. Linda Garratt presented her amazing pottery. The highlight of the evening was unveiling our new "Tree of Life Quilt" that was created by local teens, batik artist Nicholas Sironka, and quilter Candy Huddleston. This quilt replaced the "History of Spokane Valley Quilt" that hung over the stairs for the last 15 years. Many of the teens and their families came to see their contributions come together as a quilt for the first time. Their pride was fun to see and much deserved as the quilt turned out better than we ever imagined.
- Our first class related to The Studio was this month. *Video Editing: Learning Adobe Premiere Basics* brought in enthusiastic attendees. Several participants have come back to The Studio during drop-in hours to practice their new video-editing techniques.

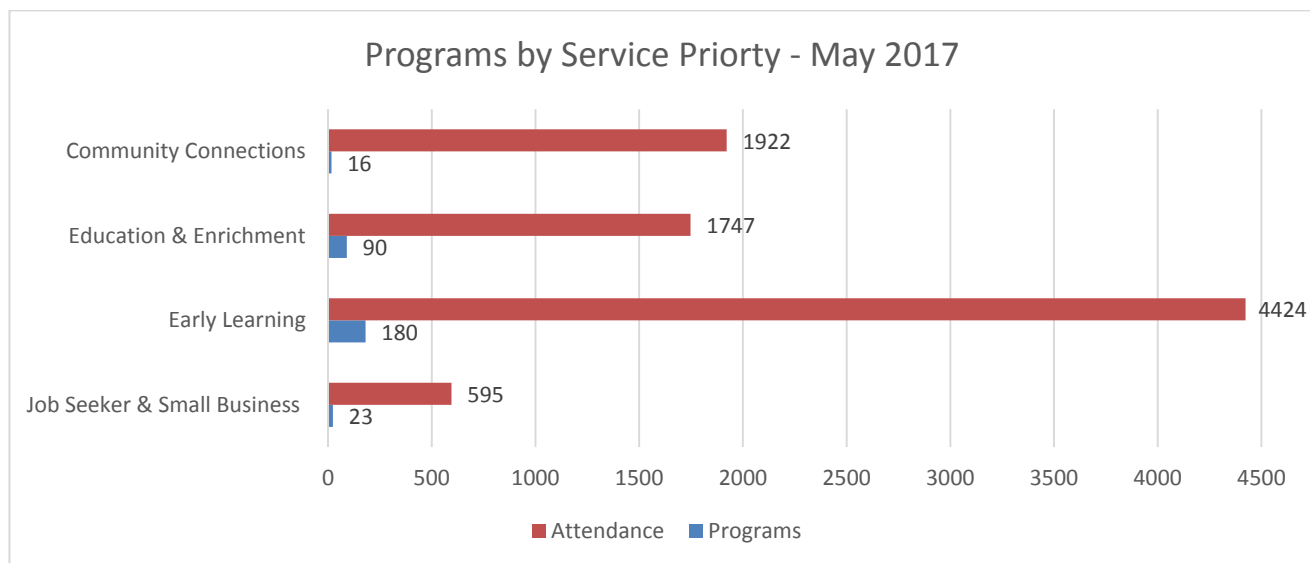
Community Connections

- Behind the desk on the second floor you will find another new art piece—a large colorful mural. Recent EWU graduate Makenzie Ley designed an original work for SCLD that was printed as a window cling and hung in the windows in celebration of The Studio.
- Librarians Sheree West and Melanie Boerner hosted their last Great Stories Club at Mica Peak High School for the year. The students were awarded with their choice of books in appreciation for their participation. Sheree and Melanie were happy to hear enthusiastic responses in the affirmative from students when asked whether they would like to continue the book club next year.
- This May we hosted eight Title I Parties. These "literacy parties" bring together families of students who struggle in school and are identified as "Title I eligible." The families join us for stories, activities, and to learn how to use the library. This year they were introduced to the library through a scavenger hunt and getting their "library passports" stamped.
- Librarian Sheree West and I attended a Greater Spokane Incorporated (GSI) Greater Minds Luncheon. We learned that Greater Minds is GSI's new program focused on "helping working adults return to school, finish their degree or certificate and unlock opportunity for the future of our region."
- I attended University Elementary School's Resource Fair to promote Summer Reading.

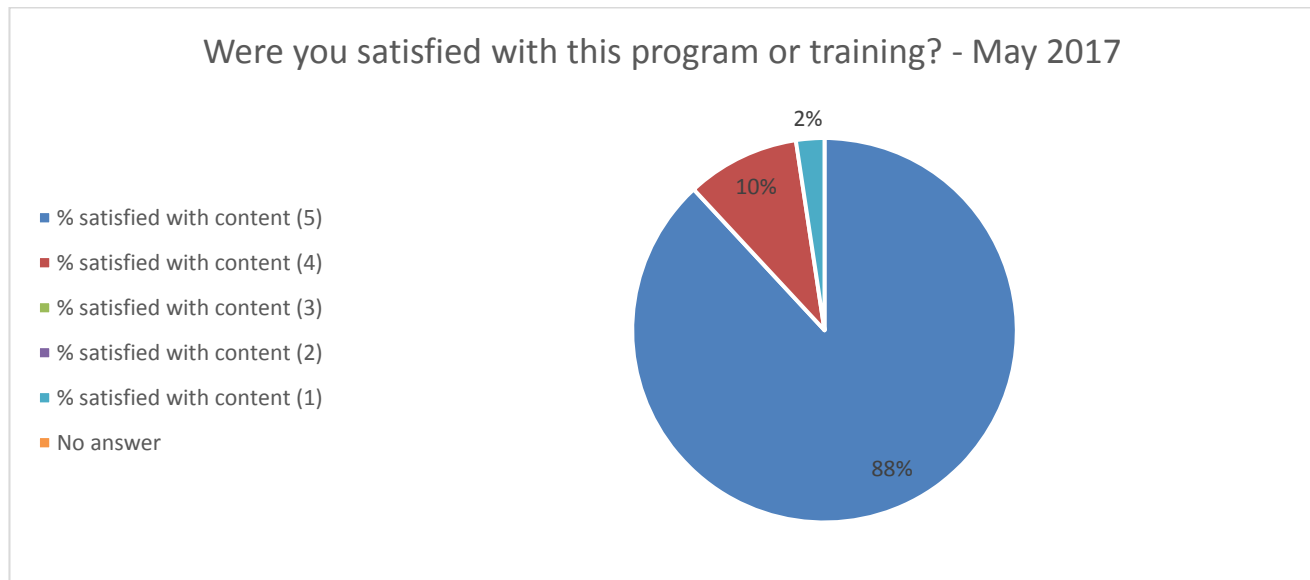
District-wide Information

Library Program Breakout

The graph below breaks out number of programs and aggregate program attendance by Community Engagement Plan service priority.



The graph below breaks down library member feedback from program evaluation forms for May 2017. Ratings are: 5-Very Satisfied, 4-Satisfied, 3-Neutral, 2-Dissatisfied, 1-Very Dissatisfied.



May Security Incident Report

For May, there were 34 Security Incident reports filed, 20 more than last month (14) and seven more than April 2016 (27). Argonne had the most incidents reported with seven. The most frequently reported incidents related to Disruptive Behavior (12). To further put all of these numbers in perspective, the total door count District-wide in the month of May was 109,470.

Public Use Measures

May 2017

Measure	This year	Last year	YTD	Last YTD
	This Month	This Month	This year	Comparison
Cardholders	119,240	116,233		3%
Door count	109,470	108,376	515,277	-6%
Items Borrowed	217,307	211,777	1,072,417	0%
• Digital	41,764	36,695	203,884	13%
Programs				
• Number	332	332	1,510	-2%
• Attendance	8,651	8,729	33,689	-7%
Internet Station Use (%)	48.3%	50.0%	53.1%	
Meeting room bookings	401	298	1,739	4%
Holds placed				
• By customers	27,404	29,032	150,659	-1%
• By staff	7,029	6,756	35,260	-4%
• Digital	12,230	9,851	60,193	22%
Digital Resource Use	79,041	84,910	452,146	-11%
Website use				
• User sessions	87,921	99,394	536,864	-6%
• Page views	3,767,211	290,992	6,096,331	293%
• Catalog	41,406	42,689	211,291	-2%
• Digital Resource Access	3,686	4,252	23,020	-9%

Interlibrary loans				
• Loaned	348	392	1,711	-4%
• Borrowed	584	548	2,660	3%

Public Use Measure Definitions

Cardholders: 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.*

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

Programs: Experiential learning programs presented by the District. *Data collection method: Hand tally and database entry.*

Internet Station Use (%): Percentage of available time utilized. *Data collection method: Actual reservation management system count.*

Meeting room bookings: Number of times meeting rooms used by outside groups. *Data collection method: Actual reservation management system count.*

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

By customers: Placed online by customer.

By staff: Placed for customers.

Digital: Placed in OverDrive.

Digital Resource Use: Use of online learning resources licensed by the District. *Data collection method: reports from resource vendors.*

Web site use: Access and use of WWW.SCLD.ORG. *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.

Digital Resource access: Subset of page views; shows the number of times customers enter an online learning resource from the website.

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

Communication Report June 2017

Marketing Activities

- Large Print Summer Booklist
 - Edited and designed Large Print Booklist
- More table runners
 - Redesigned and ordered new table runners for Communication Display Kits
- Inlander Ad for the Summer Guide pullout section
 - Designed an ad promoting Summer Reading programming
- July Current
 - Edited article promoting Shakespeare & Harry Potter summer exhibits, wrote article promoting Touch-a-bus Storytime, designed ad promoting Shakespeare & Harry Potter exhibits
- The Lab signage at the North Spokane Library
 - Designed and ordered window cling signage for The Lab
- Open Houses at The BookEnd and North Spokane
 - News item, press release, digital displays, call-out in Engage, calendar listings, and social media
- Postcard mailing for The BookEnd grand opening
 - Designed postcard, determined mailing area, worked with vendor on postage, arranged for ribbon-cutting ceremony
- Reserved for Proctoring sign
 - Designed, printed, and laminated sign for Spokane Valley
- Artist Plaque/The Studio
 - Designed, printed, and laminated sign
- Engage (May-Aug issue)
 - Digital displays, news items, calendar listings, press releases, and social media for upcoming events/programs
- 75th Anniversary logo
 - Designed logo for upcoming 75th Anniversary

News coverage

- Jun 2 – Spokesman Review – Spokane County Library District candidates down to two
- Jun 7 – Spokesman Review – Public can meet Spokane County Library District director candidates on Thursday
- Jun 7 – Deer Park Tribune – Author selection made for 2017 Spokane Is Reading
- Jun 7 – Deer Park Tribune – Library District plans summer reading programs
- Jun 8 – Spokesman Review – Community meets Library District director candidates
- Jun 9 – Spokane Valley News Herald – BookEnd opens
- Jun 11 – Spokesman Review – Staying sharp: Five tips for keeping kids' brains engaged over summer break
- Jun 13 – Spokesman Review – Spokane County Library District selects Patrick Roewe as next director
- Jun 14 – Deer Park Tribune – DP Summer Concert Series kicks off Saturday
- Jun 15 – Spokesman Review – North Spokane Library remodel creates 'community responsive space'

- Jun 21 – Deer Park Tribune – Weather cooperates for the start of the Deer Park Summer Concert Series
- Jun 29 – Cheney Free Press: 20 Years Ago July 3, 1997 – mentions a program at the Cheney Library
- Jun 29 – Inlander – Exhibit Science & Magic (Harry Potter Exhibit at Spokane Valley)
- Jun 30 – Spokesman Review – Spokane’s lingering taste for ‘Fifty Shades of Grey’ is best served online/Surprisingly popular books and where to find them (hint: the library)
- Jun 30 – Spokesman Review – Libraries look way back to examine “Harry Potter,” Shakespeare

Press Releases

- Jun 1 – Spokane County Library District celebrates new mall location and library remodel
 - Jun 16 – Spokane Valley News Herald – BookEnd opens
- Jun 6 – Build a Better World: Summer programs at the library
 - Jun 16 – Spokane Valley News Herald – Build a Better World
- Jun 13 – Kids eat free this summer at North Spokane and Deer Park libraries
- Jun 14 – New Executive Director announced for Spokane County Library District
 - Jun 16 – Spokane Valley News Herald – New SCLD executive director named
 - Jun 21 – Deer Park Tribune – Spokane County Library District names new executive director
- Jun 15 – Two summer exhibits explore literature, magic, and modern medicine
 - Jun 28 – Spokesman Review – Exhibits examine 15th- and 16th-century ideas in “Harry Potter,” Shakespeare
 - Jun 29 – Inlander – Exhibit: Science & Magic
- Jun 16 – Touch-a-Bus Storytime Teaches Kids to Ride the Bus
 - Jun 22 – Cheney Free Press – Learning to ride a bus through stories

E-Marketing (Website, Social Media, Email)

Social Media:

- Facebook: # of fans: 3,316
- Twitter: # of followers: 2,277
- Pinterest: # of followers: 1,684
- Instagram: # of followers: 1,059

Library District Blog:

Our most viewed blog post in June with 541 views was the news item promoting the two big summer exhibits: *Summer exhibits explore the magic of Harry Potter’s world, modern medicine, and Shakespeare*. Coming in second with 350 views was a guest post by Kim Brinkmann, *Enraptured by raptors: West Valley Outdoor Learning Center*.

Blog posts:

- Jun 1 – Online Summer Reading: tackle challenges, get badges, & earn your reading certificate
- Jun 2 – Summer Storytimes: mash-ups, meals, and parks
- Jun 5 – Library District Director to retire: Two finalists for position named
- Jun 6 – KERNEL at the Fairwood Farmers’ Market: making nutrition and exercise fun and delicious
- Jun 7 – Build a Better World: Summer programs for kids and families
- Jun 8 – Touch-a-Bus Storytime
- Jun 9 – Find your groove with summer music
- Jun 12 – For tweens and teens: Creative and adventurous summer programs

- Jun 13 – Summer job hunt: library resources to help in your quest
- Jun 14 – Enraptured by raptors: West Valley Outdoor Learning Center
- Jun 14 – New Executive Director announced for Spokane County Library District
- Jun 15 – Summer exhibits explore the magic of Harry Potter's world, modern medicine, and Shakespeare
- Jun 16 – 7 stages of block play: Building and early learning
- Jun 20 – Block play and kindergarten readiness
- Jun 21 – Bubbling beakers: Q&A with Kelli Crawford of Mobius Science Center
- Jun 27 – She screams loudest: Women's dystopian tales
- Jun 28 – Poetry Picnic: A summer evening with gelato and four Pacific Northwest poets
- Jun 29 – Dance like You've Got Ants in Your Pants: Q&A with Eric Herman

eNewsletter email:

- 87,894 sent on June 15, 2017
- Open rate: 14.4% (12,664)
- Clicked: 1,653 (1.9% click rate)
- Unsubscribed: 221

Podcast:

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

Library Out Loud: 3rd Annual Poetry Picnic

Library Out Loud: Open Houses – The Bookend North Library

Library Out Loud: Summer Exhibits

Library Out Loud: Summer Music Concerts

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

Community Events (Around Town):

The Communication Department made edits to 5 librarian submitted Community Events, which are posted in the Around Town sections of the Hours and Locations pages.

Community Calendars

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

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

- SCLD streaming services (2)
- Storytime (10)
- GED and High School Completion Classes (2)
- Retail Merchandising (1)
- Wellness Fair (1)
- LEGO Club (6)
- Crochet a Necklace (1)
- Prevent Fraud and Identity Theft (1)
- Dollars & Sense: Navigating your credit (1)
- Build a Better World (2)
- Plaid Cats (2)

- Secrets of Wizards Magic Show (1)
- Financial Planning 101 (1)
- Animals and their Habitats (2)

Reprints of previously created work & order fulfillment

- Pencils for Airway Heights, Deer Park, and Medical Lake
- Zinio flyers for Public Services
- Returns sign for The BookEnd
- Silver name badge for Public Services (3)
- Lynda.com flyers for Public Services
- ProQuest flyers for Public Services
- Engage "Thank You" cards for North Spokane

Communication Display Kits provided for community events

- Deer Park Arcadia Elementary Field Day
- Otis Orchards Elementary Reading Buddy Celebration
- Salnave Super Family Literacy Night
- Airway Heights Wellness Fair
- Otis Orchards Elementary Summer Reading Programs talk
- Washington Trust Bank Community BBQ
- Mullan Road Reading Buddy Celebration
- Sunset Field Day
- Fairfield Flag Day
- KSPS Character Day
- Rainbow Festival
- North Palouse Chamber of Commerce 1st Annual Business Fair
- Medical Lake Founder's Day
- Pet Parade
- PACE Educator Workshop

Current & Upcoming Projects & Event Promotion

- July
 - Lisa Napoli Author Visit
 - Cheney Friends of the Library Rodeo Days Book Sale
 - Deer Park Friends of the Library Book sale
 - Argonne Friends of the Library Meeting
 - Starbucks Story Time
 - KSPS "The Vietnam War" project - The Wall That Heals
 - Summer Exhibits ads for Cheney Free Press
 - Allergy sign
 - Poetry Picnic at Moran Prairie
 - Reservation for Kits Webpage
 - Materials Order - Parking Sign
 - Spokane Valley Tree of Life sign
 - Cheney Rodeo Days
 - Cherry Picker's Trot
 - Deer Park Settler's Day parade
 - August current
 - ENGAGE: Sep-Dec issue

- August
 - Airway Heights Friends of the Library book sale
 - Moran Prairie Friends August book sale
 - Digital Drip Campaign
 - Read & Ride Campaign
 - Staff Picnic
 - New Homework Help resources - SIRS Discoverer and eLibrary
 - Deer Park Friends of the Library book sale
 - Lab Fresh Sheet
 - Studio Fresh Sheet
 - Moran Prairie National Night Out
 - National Night Out - North Spokane
 - National Night Out - Spokane Valley
 - Airway Heights Days
 - Millwood Daze
 - Airway Heights Night Out Against Crime
 - Riverside School District health and wellness fair
 - Spokesman Summer Stories ads
 - GED flyer for Deer Park Tribune
 - Reading Buddy Sponsorship Proposal
 - We "Heart" Deer Park Event
 - Small Business Saturday Web Form
- September
 - Valleyfest
 - Deer Park Friends of the Library book sale
 - Argonne Friends of the Library book sale

Meetings Attended

- Jun 1 – Spokane Valley Task Force
- Jun 7, 14, 21, 28 – Web Team conference call meetings with website vendor
- Jun 27 – Friends & Volunteers – sponsorship meeting

Friends of the Spokane County Library District

- Deer Park Friends of Library Book Sale
 - Digital display, social media, calendar listing, website listing, and eBlast
- Cheney Friends of Library Book Sale
 - Digital display, social media, calendar listing, website listing, and eBlast
- Moran Prairie Friends of Library Book Sale
 - Digital display, social media, calendar listing, website listing, and eBlast

Friends of the Library Book Sales eBlast notices:

- Moran Prairie – Sun, Jun 4 – sent to 6,221
- Cheney – Thu, Jun 29 – sent to 7,711
- Deer Park – Thu, Jun 29 – sent to 2,990

Communication Report May 2017

Marketing Activities

- Engage (May-Aug issue)
 - Digital displays, news items, calendar listings, press releases, and social media for upcoming events/programs
- New Digital Resource - SelectReads; Highlight old digital resource - Online Book Clubs
 - News item, digital display, carousel, social media
- June Current
 - Wrote article promoting the Homebuyer education seminar, edited article promoting summer programming, designed ad promoting summer programming
- June Kids Newspaper
 - Edited article promoting summer programming, designed ad promoting summer programming
- GED Classes sign
 - Designed, printed, and laminated a sign for GED classes at Cheney Library
- Get Print Jobs from Staff sign
 - Designed and printed a sign to put out in the event that the public copier in a building temporarily malfunctions; sent signs to libraries
- Online Summer Reading Badges
 - Designed badges, wrote and designed news item (news item live on June 1)
- Mall Library Location sign
 - Designed in-mall signage for The BookEnd
- The Lab at the North Spokane Library
 - Designed and ordered signage for The Lab
- North Spokane Lab Artist in Residence program
 - Edited copy and designed webpage and form, social media
- 75th Anniversary Anthology call for submissions
 - Flyer, news item, digital display, edited text for submittable, and social media; note: calls for submissions continue through June and July with more activities taking place in the following months
- Late Night permission slip
 - Edited and designed permission slip, uploaded to website
- Call for Writing Conference Proposal Submissions
 - Edited text on Google form
- Executive Director recruitment
 - Social media
- Astronomy Day with the Spokane Astronomical Society
 - Press release, social media, calendar listing
- Airway Heights Storytime Guest: Airway Heights Fire Department
 - Social media

News coverage

- May 3 – Deer Park Tribune – North Spokane Library receives a remodeled look
- May 5 – Spokane Valley News Herald – Second Saturday Art Tour unveiled
- May 6 – Craigslist – Friends of the Spokane Valley Library Book Sale

- May 11 – Journal of Business – The BookEnd opens at Spokane Valley Mall
- May 11 – Cheney Free Press – Westwood artists on display at Airway Heights Library
- May 23 – Inlander – 2017 Spokane is Reading book is A Land More Kind Than Home
- May 24 – Deer Park Tribune – Library district opens 'The Lab'
- May 25 – Cheney Free Press – Health fair coming to Airway Heights Library

Press Releases

- May 2– Exploring the stars with a telescope donated to Moran Prairie Library
- May 10 – The BookEnd, library opens at Spokane Valley Mall
- May 22 – Library District Director to Retire
 - May 26 – Spokane Valley News Herald – Spokane County Library District director to retire
 - May 31 – Deer Park Tribune – Spokane County Library District seeking new director
- May 26 – Spokane Is Reading Selects Author Wiley Cash
- May 30 – Local summer music at libraries, parks bring good vibes

E-Marketing (Website, Social Media, Email)

Social Media:

- Facebook: # of fans: 3,257
- Twitter: # of followers: 2,254
- Pinterest: # of followers: 1,681
- Instagram: # of followers: 1,014

Library District Blog:

Our two most viewed blog posts during the month of May were both news items: *Call for submissions for Spokane Writes: A Poetry and Prose Anthology* with 381 views and *The BookEnd at Spokane Valley Mall* with 485 views during the month of May alone.

Blog posts:

- May 1 – Give your business an edge: Free workshops for retail, entrepreneurs, and startups
- May 1 – Drop-in job & career help
- May 2 – You, in books (no right, no wrong, an idiosyncratic list)
- May 3 – Homebuyer Education Seminars with SNAP Spokane
- May 8 – The BookEnd at Spokane Valley Mall
- May 9 – Spring reads to take you into summer
- May 10 – Going viral: Video creators find new space at Spokane Valley Library
- May 11 – Your next favorite book from SelectReads
- May 16 – Books to help kids with the idea of a new sibling
- May 17 – Call for submissions for Spokane Writes: A Poetry and Prose Anthology
- May 18 – Feel better, do better: library volunteers make a difference
- May 23 – 10 cookbooks you'll be glad you checked out
- May 24 – Spokane Is Reading: A Land More Kind Than Home by Wiley Cash
- May 25 – Q&A with Magician Jeff Evans: magic and the Secrets of Wizards
- May 30 – Graphic novels with strong female characters
- May 31 – Celebrate with us: You're invited to two Open Houses

eNewsletter email:

- 82,727 sent on May 16, 2017
- Open rate: 11.5% (10,009)
- Clicked: 1,530 (1.8% click rate)
- Unsubscribed: 108

Podcast:

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

Library Out Loud: SNAP Housing Counseling

Library Out Loud: Re-Imagine Medical Lake

Library Out Loud: 3rd Annual Poetry Picnic

Library Out Loud: Open Houses – The Bookend North Library

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

Community Events (Around Town):

The Communication Department made edits to 6 librarian submitted Community Events, which are posted in the Around Town sections of the Hours and Locations pages.

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

- SCLD streaming services (2)
- Storytime (8)
- GED and High School Completion Classes (3)
- LEGO Club (2)
- Handmade Greeting Cards (1)
- Dollars and Sense (1)
- Friends of Medical Lake Library meeting (1)
- Medical Lake Book Club (1)

Reprints of previously created work & order fulfillment

- ADA Signs for Public Services
- Easy Reader bookmarks for Spokane Valley and Deer Park
- Public Comment Box sign for The BookEnd
- Consumer Reports flyers for Public Services
- Lynda.com flyers for Public Services
- Empty, branded seed library packets for Otis Orchards
- Hours and Locations bookmarks for Supply
- Pencils for Airway Heights
- Business cards for Public Services
- Pre-Print SCLD Address Media Labels for Supply
- Holiday Closures signs for The BookEnd

Communication Display Kits provided for community events

- Whitworth Tabling
- EWU Volunteer Fair
- Mt Spokane Block Party
- 22nd Hispanic Graduates & Young Scholars Recognition Ceremony
- Brentwood Family Literacy Night
- SCC Job Fair

- UPS Wellness Expo
- GSVCC Business Showcase
- Eastern Washington Public Service Recognition Week
- SFCC Job Fair
- University Elementary School Resource Fair
- Cheney Mayfest
- Second Saturday May 2017
- Spokane County Fire District 8 4th Annual Open House
- KHQ/WorkSource Job Fair
- West Valley School District Block Party
- Moran Prairie Grange Strawberry Festival
- Otis Days
- Seth Woodard Elementary Resource Fair and Ice Cream Social
- Sunset Art Night

Current & Upcoming Projects & Event Promotion

- June
 - Fairfield Flag Day
 - Medical Lake Founder's Day
 - Pet Parade
 - Deer Park Friends of the Library book sale
 - Moran Prairie Friends June 2017 book Sale
 - Open Houses at The BookEnd and North Spokane
 - Large Print Summer Booklist
 - Studio Use Agreement
 - Postcard mailing for The BookEnd grand opening
 - Auto Repair Signs
 - July Current
 - June eNewsletter
 - LEGO mini-movie form
 - The Studio Sign
 - Library District Annual Report
 - 75th Anniversary logo
 - Signs at North Spokane
 - Recently returned items
 - Touch a Bus
 - Signs for Mobile Shelving Units
- July
 - Spokesman Summer Stories ads
 - Lisa Napoli Author Visit
 - Cheney Friends of the Library Rodeo Days book sale
 - Deer Park Friends of the Library book sale
 - Parking sign
 - Argonne Friends of the Library Meeting
 - Starbucks Storytime
 - KSPS "The Vietnam War" project - The Wall That Heals
 - Summer Exhibits ads for Cheney Free Press
 - Allergy sign
 - Poetry Picnic at Moran Prairie
 - Reservation for Kits Webpage
 - Materials Order - parking sign

- Spokane Valley Tree of Life sign
 - Artist Plaque/The Studio
- August
 - Airway Heights Friends of the Library book sale
 - Moran Prairie Friends August 1 book sale
 - Digital Drip Campaign
 - Read & Ride Campaign
 - Staff Picnic
 - New Homework Help resources - SIRS Discoverer and eLibrary
 - Deer Park Friends of the Library book sale
 - Lab Fresh Sheet
 - Studio Fresh Sheet

Meetings Attended

- May 4 – New employee orientation
- May 11 – City of Spokane Valley/Library District task force
- May 15 – Spokane Transit Authority collaboration meeting
- May 24 – Editorial meeting
- May 31 – Web team meeting

Friends of the Spokane County Library District

- Argonne Friends of the Library Meeting
 - Digital display, calendar, website listing
- Moran Prairie Friends of the Library May Meeting
 - Digital display, calendar, website listing
- Deer Park Friends of the Library Meeting
 - Digital display, calendar, website listing

Friends of the Library Book Sales eBlast notices:

- Cheney – Sun, May 7 – sent to 7,610
- Otis Orchards – Sun, May 14 – sent to 5,241
- Deer Park – Mon, May 29 – sent to 2,979

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

	Y-T-D Actual	Annual Budget	Target 50.0% Percent Used	Balance Remaining
REVENUES				
PROPERTY TAXES	\$ 6,273,854	\$ 11,308,000	55.48%	\$ 5,034,146
CONTRACT CITIES - AIRWAY HEIGHTS	122,293	247,143	49.48%	124,850
CONTRACT CITIES - SPOKANE	38,661	72,996	52.96%	34,335
FINES & FEES	108,646	240,500	45.17%	131,854
GRANTS & DONATIONS	57,116	68,000	83.99%	10,884
E-RATE REIMBURSEMENTS	77,744	169,000	46.00%	91,256
OTHER	17,364	31,000	56.01%	13,636
INTEREST REVENUES	16,014	34,000	47.10%	17,986
TOTAL REVENUES	\$ 6,711,691	\$ 12,170,639	55.15%	\$ 5,458,948
TRANSFERS IN	-	-	0.00%	-
TOTAL REVENUES & TRANSFERS IN	\$ 6,711,691	\$ 12,170,639	55.15%	\$ 5,458,948
EXPENSES				
SALARIES	\$ 2,996,028	\$ 6,082,000	49.26%	\$ 3,085,972
FRINGE BENEFITS	973,470	2,061,300	47.23%	1,087,830
SUPPLIES	87,481	189,459	46.17%	101,978
UTILITIES	218,094	429,700	50.75%	211,606
SERVICES	573,426	1,233,780	46.48%	660,354
INSURANCE	67,280	69,000	97.51%	1,720
EQUIPMENT & SOFTWARE	39,864	270,000	14.76%	230,136
LIBRARY MATERIALS	800,963	1,433,500	55.87%	632,537
ELECTRONIC LIBRARY MATERIALS	94,353	200,000	47.18%	105,647
LIBRARY PROGRAMS	36,266	121,200	29.92%	84,934
OPERATIONAL CONTINGENCIES	0	80,700	0.00%	80,700
TOTAL EXPENSES	\$ 5,887,225	\$ 12,170,639	48.37%	\$ 6,283,414
TRANSFERS OUT	-	-	0.00%	-
TOTAL EXPENSES & TRANSFERS OUT	\$ 5,887,225	\$ 12,170,639	48.37%	\$ 6,283,414
Net Excess of Revenues Over/(Under) Expenses	\$ 824,466	\$ -		
BEGINNING CASH	4,575,836			
NET FROM ABOVE	824,466			
ENDING CASH	\$ 5,400,302			

Number of months cash on hand 5.3

Capital Project Fund Balance	1,202,849
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**Spokane County Library District
Capital Projects Fund Budget and Actual
For the Six Months Ended June 30, 2017**

	Y-T-D Actual	Annual Budget	Balance Remaining
REVENUES			
Proceeds of Sale of Land	\$ -	\$ 839,000	(839,000)
Interest Earnings	5,576	7,000	(1,424)
TOTAL REVENUES	<u>5,576</u>	<u>846,000</u>	
EXPENSES			
Capital Improvements: North Spokane	423,906		
Tenant Improvements and Equipment: BookEnd	45,929		
TOTAL EXPENSES	<u>469,835</u>	<u>500,000</u>	(30,165)
NET EXCESS OF REVENUES OVER (UNDER) EXPENSES	(464,259)		
 Beginning Fund Balance: January 1, 2017	 1,667,108		
Net From Above	<u>(464,259)</u>		
Ending Fund Balance	<u>1,202,849</u>		

Spokane County Library District
Quarterly Trend Report of Revenues & Expenses
Rolling 5 Quarters

	6/30/2016	9/30/2016	12/31/2016	3/31/2017	6/30/2017
REVENUES					
PROPERTY TAXES	5,212,304	300,355	4,565,379	875,555	5,398,299
CONTRACT CITIES - AIRWAY HEIGHTS	61,111	61,111	61,111	61,146	61,146
CONTRACT CITIES - SPOKANE	51,719	-	51,719	-	38,661
FINES & FEES	57,206	57,697	54,453	57,950	50,696
GRANTS & DONATIONS	35,183	22,493	7,343	31,155	25,961
E-RATE REIMBURSEMENTS	85,318	88,090	-	-	77,744
OTHER	33,514	6,759	11,800	15,987	1,377
INTEREST REVENUES	7,205	7,023	8,399	5,685	10,329
TOTAL REVENUES	5,543,561	543,527	4,760,205	1,047,477	5,664,214
EXPENSES					
SALARIES	1,458,721	1,496,137	1,471,224	1,454,923	1,541,105
FRINGE BENEFITS	474,461	483,293	473,227	479,081	494,389
SUPPLIES	35,078	42,754	34,489	40,246	47,235
UTILITIES	95,673	111,927	104,797	113,669	104,425
SERVICES	246,913	263,643	225,377	326,349	247,076
INSURANCE	93	-	-	67,105	175
EQUIPMENT & SOFTWARE	32,914	58,314	37,188	17,973	21,891
LIBRARY MATERIALS	376,977	390,560	302,431	404,129	396,834
ELECTRONIC LIBRARY MATERIALS	44,258	42,631	46,591	61,892	32,461
LIBRARY PROGRAMS	33,986	38,326	16,897	10,856	25,410
OPERATIONAL CONTINGENCIES	-	-	-	-	-
TOTAL EXPENSES	2,799,072	2,927,586	2,712,220	2,976,224	2,911,001
 Fringe Benefits as % of Salaries	 32.5%	 32.3%	 32.2%	 32.9%	 32.1%

Spokane County Library District
Summary of Revenues & Expenses - (Cash Basis)
For the Five Months Ended May 31, 2017

			Target 41.7%	
	Y-T-D Actual	Annual Budget	Percent Used	Balance Remaining
REVENUES				
PROPERTY TAXES	\$ 6,212,688	\$ 11,308,000	54.94%	\$ 5,095,312
CONTRACT CITIES - AIRWAY HEIGHTS	122,293	247,143	49.48%	124,850
CONTRACT CITIES - SPOKANE	38,661	72,996	52.96%	34,335
FINES & FEES	89,837	240,500	37.35%	150,663
GRANTS & DONATIONS	50,001	68,000	73.53%	17,999
E-RATE REIMBURSEMENTS	77,744	169,000	46.00%	91,256
OTHER	16,377	31,000	52.83%	14,623
INTEREST REVENUES	11,596	34,000	34.11%	22,404
TOTAL REVENUES	\$ 6,619,196	\$ 12,170,639	54.39%	\$ 5,551,443
TRANSFERS IN	-	-	0.00%	-
TOTAL REVENUES & TRANSFERS IN	\$ 6,619,196	\$ 12,170,639	54.39%	\$ 5,551,443
EXPENSES				
SALARIES	\$ 2,462,905	\$ 6,082,000	40.49%	\$ 3,619,095
FRINGE BENEFITS	802,503	2,061,300	38.93%	1,258,797
SUPPLIES	79,283	189,459	41.85%	110,176
UTILITIES	185,570	429,700	43.19%	244,131
SERVICES	530,975	1,233,780	43.04%	702,805
INSURANCE	67,280	69,000	97.51%	1,720
EQUIPMENT & SOFTWARE	38,181	270,000	14.14%	231,819
LIBRARY MATERIALS	727,149	1,433,500	50.73%	706,351
ELECTRONIC LIBRARY MATERIALS	94,353	200,000	47.18%	105,647
LIBRARY PROGRAMS	26,776	121,200	22.09%	94,424
OPERATIONAL CONTINGENCIES	0	80,700	0.00%	80,700
TOTAL EXPENSES	\$ 5,014,975	\$ 12,170,639	41.21%	\$ 7,155,664
TRANSFERS OUT	-	-	0.00%	-
TOTAL EXPENSES & TRANSFERS OUT	\$ 5,014,975	\$ 12,170,639	41.21%	\$ 7,155,664
Net Excess of Revenues Over/(Under) Expenses	\$ 1,604,220	\$ -		
BEGINNING CASH	4,581,836			
NET FROM ABOVE	1,604,220			
ENDING CASH	\$ 6,186,056			

Number of months cash on hand 6.1

Capital Project Fund Balance	1,209,654
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**Spokane County Library District
Capital Projects Fund Budget and Actual
For the Five Months Ended May 31, 2017**

	Y-T-D Actual	Annual Budget	Balance Remaining
REVENUES			
Proceeds of Sale of Land	\$ -	\$ 839,000	(839,000)
Interest Earnings	4,628	7,000	(2,372)
TOTAL REVENUES	<u>4,628</u>	<u>846,000</u>	
EXPENSES			
Capital Improvements to the North Spokane Library	416,153		
Tenant Improvements and Equipment: BookEnd	45,929		
TOTAL EXPENSES	<u>462,082</u>	<u>500,000</u>	(37,918)
NET EXCESS OF REVENUES OVER (UNDER) EXPENSES			(457,454)
Beginning Fund Balance: January 1, 2017	1,667,108		
Net Excess of Revenues over (under) Expenses	<u>(457,454)</u>		
Estimated Ending Fund Balance: December 31, 2017	<u>1,209,654</u>		

Spotlight Cheney Library

Library Supervisor Catherine Nero Lowry and Community Librarian Tami Chapman will share highlights of Cheney Library and the community it serves.

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