

MISSION

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

Board of Trustees Regular Meeting

Tuesday, July 17, 2018 4:00 p.m. Deer Park Library Public Meeting Room

AGENDA

- I. CALL TO ORDER**
- II. AGENDA APPROVAL [4:00]**
- III. ACTION ITEMS**
 - A. Approval of May 15 Regular Meeting Minutes [4:00-4:03]
 - B. Approval of May and June 2018 Payment Vouchers [4:03-4:05]
 - C. Unfinished Business [4:05-4:10]
 - 1. 2018 Budget – Amend the Library District’s Final 2018 Capital Projects Fund Budget (Resolution 18-02): Approval Recommendation.
 - D. New Business [4:10-4:25]
 - 1. Annexation of Cities & Towns to the Library District Policy: Approval Recommendation.
 - 2. Fixed Assets Policy: Approval Recommendation.
 - 3. Discussion New Spokane Valley Libraries: Potential Board Direction.
 - E. Overview Media Training [4:25-4:45]
- IV. DISCUSSION ITEMS, POSSIBLE ACTION [4:45-4:50]**
 - A. Future Board Meeting Agenda Items
- V. REPORTS FOR MAY AND JUNE**
 - A. Trustees [4:50-4:55]
 - B. Executive Director [4:55-5:00]
 - Administrative
 - Community Activities
 - C. Operations [5:00-5:05]
 - D. Communication [5:05-5:10]
 - E. Fiscal [5:10-5:15]
 - F. Spotlight – Deer Park Library [5:15-5:25]
- VI. PUBLIC COMMENT**
- VII. ADJOURNMENT**

[Estimated meeting length: One hour and 25 minutes, plus public comment.]

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

07/17/18

**SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: MAY 15, 2018**

The Board of Trustees of Spokane County Library District met in regular session in the public meeting room at Fairfield Library, 305 E. Main St., Fairfield, WA, at 4:00 p.m., Tuesday, May 15, 2018.

Present: John Craig - Chair
Mark Johnson - Vice Chair
Sonja Carlson - Trustee
Wes Teterud - Trustee
Patrick Roewe - Executive Director and Secretary

Excused: Kristin Thompson - Trustee

Also Present: Jane Baker, Communication & Development Director; Kristy Bateman, Library Operations Manager; Toni Costa, Human Resources Director; Gwendolyn Haley, Library Services Manager; Carlie Hoffman, Library Services Manager; Rick Knorr, Finance Director; Aileen Luppert, Managing Librarian; Gina Rice, Customer Experience Manager; Alison Johnson, Public Services Associate; Charlie Salt, Public Services Associate; Andrea Sharps, Collection Services Director; Doug Stumbough, Operations Director; Cindy Ulrey, Librarian; and Patty Franz, Executive 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 17, 2018, Regular Meeting Minutes (Item III.A.) Mr. Craig called for corrections to the April 17, 2018, regular meeting minutes. There were no corrections; the minutes stand approved as written.

Approval of Payment Vouchers, April 2018 (Item III.B.) Mr. Teterud moved and Mr. Johnson seconded approval of the April 2018 bill payment vouchers as follows:

Fund	Voucher/Payroll Numbers	Subtotal	Total
Apr-L01	53858-53966 and W00545-W00555	\$580,772.52	\$580,772.52
	04102018PR and 04252018PR	\$375,032.85	\$375,032.85
L01		Total	\$955,805.37

There were no questions. The motion was approved.

Unfinished Business NONE.
(Item III.C.1.)

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

PERSONNEL POLICY. Mr. Johnson moved and Ms. Thompson seconded approval of the Personnel Policy changes, as revised. Via PowerPoint, Human Resources Director Toni Costa reviewed suggested Personnel Policy changes to HR2 - Hiring and Employment, HR4 - Benefits, HR6 – Employee Conduct, HR11 – Safety & Health, as well as the addition of a new policy, HR12 – Searches and Inspections, which was previously reviewed by attorney Cindy McMullen, legal counsel for the District. Recommended changes were intended to document, clarify or expand on current practice and to clearly separate District policies from procedures. All presented policies included the addition of standardized language to reflect federal, state, and local laws regarding employment practices. Ms. Costa also pointed out several sections deleted from the Personnel Policy, noting those items were moved to procedures. Regarding HR4 – Benefits, Ms. Costa said revisions broadened the scope of tuition assistance for various degrees related to a potential career path with the District. In response to Mr. Teterud, Ms. Costa said interest in tuition reimbursement has risen since the topic was added to New Employee Orientation. In response to Mr. Craig regarding HR11.1 – Accident/Incident Reporting, Ms. Costa said it would be acceptable for someone other than the injured person to report the accident or incident within the required timeframe. Mr. Roewe extended kudos to Ms. Costa for her effort toward the revised Personnel Policy, now more concise and with many fewer pages.

There was no further discussion.

The motion was approved.

Overview – Pop-Up
Libraries
(Item III.E.)

POP-UP LIBRARIES. Library Services Manager Gwendolyn Haley and Operations Director Doug Stumbough provided an overview of pop-up libraries. Mr. Stumbough explained that pop-ups provide the means and flexibility for mobile services and programs to be taken to various locations throughout a service area to increase visibility, test a concept, or tailor programs to meet a specific time requirement or community need. The District property next to Balfour Park was selected for the upcoming Pop-Up Library event because of its considerable space of 2.8 acres and accessible off-street parking. Mr. Stumbough also noted the community has begun to associate that location with a new library. In comparison, the Conklin property is located in a high travel area and with Appleway Trail construction underway, vehicles and equipment are currently stored on the property. Mr. Stumbough said that although public parking would remain an issue at Conklin, the District would like to be a part of the grand opening of the trail. Ms. Haley said plans for the upcoming construction-themed event scheduled for June 16 are anticipated to create a vision of what a library in that space would be able to offer into the future. Families will be able to play

**Overview – Pop-Up
Libraries
(Item III.E.)**

giant sidewalk games, build with foam blocks from Imagination Playground, attend a Touch-a-Bus Storytime with Spokane Transit, listen to music by The Willows, enjoy treats and tacos from local food trucks, and purchase used books from a sale hosted by Friends of the Spokane Valley Library. And all ages will be able to get a library card and check out books. Mr. Stumbough credited Spokane Valley Parks & Recreation Director Mike Stone for coordinating picnic tables, garbage receptacles, and mowing of the property. Ms. Baker reported a press release about the event was distributed today. In addition, a schedule of events was posted on the District website, an informational podcast was recently recorded, and signage is scheduled for a week ahead of the event. Mr. Roewe added that this is a full lift for staff across the District, and essentially amounts to a 12th library for that day. There was no further discussion.

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

Chair Craig reviewed forthcoming agenda items for the next two months, noting that because the June meeting was canceled, the location of the July meeting will be changed to Deer Park Library. Among other items, the agenda will include a review of two policies and an overview of media training. Mr. Roewe further noted a resolution regarding 2017 surplus funds to amend the 2018 Capital Projects Fund budget will be added to the July agenda as well. He also pointed out August 21 as the correct future meeting date. There was no further discussion.

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

There were no reports.

**Executive Director's
Report, Apr. 2018
(Item V.B.)**

The Executive Director's written report for April 2018 provided prior to the meeting included information on the Business Office, Finance and Facilities, Collection Services, Human Resources, Information Technology, and Community Activities. Mr. Roewe expressed thanks to Ms. Carlson for representing the Board of Trustees so ably at the 6th Annual Friends Helping Friends event held Saturday, April 28, at North Spokane Library. Mr. Roewe further reported the District received advance notification from Spokane Valley Mall that starting June 9, the mall will close at 8 p.m., one hour earlier than usual. Staff hours will be adjusted and the District anticipates the impact on customers to be minimal. There was no further discussion.

**Operations Report,
Apr. 2018
(Item V.C.)**

Operations Director Doug Stumbough and Library Operations Manager Kristy Bateman provided a written report prior to the meeting for April 2018, with data for customer use measures, programming, and library activities. In response to Mr. Craig, Managing Librarian Aileen Luppert will arrange for him to receive a copy of the winning poem from the recent Spokane Valley teen poetry slam. There was no further discussion.

**Communication
Report, Apr. 2018
(Item V.D.)**

Communication & Development Director Jane Baker provided a written report prior to the meeting for April 2018 communication activities. Ms. Baker echoed Mr. Roewe's remarks about Ms. Carlson's contributions

**Communication
Report, Apr. 2018
(Item V.D.)**

at the recent Friends Helping Friends event. She also provided details on the two awards received last month by the District's Communication Team. Presented by Spokane Regional MarCom Association, Engage magazine won an Award of Excellence for collateral materials in the individual projects division, and a Kindling Award for the highest-scoring newcomer to the Spark Awards. Ms. Baker commented how excited and thankful she and her team were to be recognized for their work. Following applause around the room, Chair Craig congratulated the Communication Team for producing what is now an award-winning Engage magazine. There was no further discussion.

**Fiscal Report,
Apr. 2018
(Item V.E.)**

Revenue and Expenditure Statement through April 30, 2018.

<u>Fund 001</u>	
Revenues	\$ 5,704,237
Expenditures	\$ 4,160,446
Ending Fund Balance	\$ 6,723,414
Fund Budget Expended	33.47%

In response to Mr. Teterud, Mr. Knorr said the significant increase in Grants & Donations was because of donations from the Diane E. Zahand Memorial Fund and various Friends groups. The increase of 150 percent to Other revenues was from the transfer of INCOL funds, as the District is now serving as the organization's fiscal agent. There was no further discussion.

**Spotlight
Homebound and
Outreach Services
(Item V.F.)**

Customer Experience Manager Gina Rice and Public Services Associate Alison Johnson presented information about Homebound and Outreach services provided by the District. Ms. Rice emphasized the importance of these services for customers who otherwise encounter significant barriers in accessing library services. Via PowerPoint, she showed a photo of the District van that is loaded with materials each day and depended upon for delivery to various facilities. Ms. Rice reported Outreach serves 980 individual customers at 49 resident facilities visited monthly. She noted 25 of those facilities have cards for their residents and/or activity coordinators to use to assist individuals or plan events. Ms. Rice further reported the District also serves 118 individual customers who qualify for Homebound service. Reader's advisory services are often requested, and materials, including large print and audio, can also be mailed and returned free of charge. Ms. Johnson reported that staff frequently conducts research on various topics at customers' requests. She also provided examples of how staff become familiar with customers' interests and establish positive relationships with them. In addition, Ms. Johnson reported the outreach storage area was recently repurposed when shelves from North Spokane were moved to the basement at Spokane Valley. All outreach materials and large print items will be stored there in the future. In response to a query from Mr. Teterud, Ms. Rice said at this time the District does not serve those in custody of regional detention services. Mr. Roewe added that although opportunities are not available now, we would not be opposed to providing services. In response to a query from Mr. Craig, Ms. Johnson explained the process for loading the van, noting the van has a lift for added efficiency.

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**Spotlight
Homebound and
Outreach Services
(Item V.F.)**

Trustees expressed thanks for the inspiring report. There was no further discussion.

**Public
Comment
(Item VI.)**

There was no public comment.

**Adjournment
(Item VII.)**

Chair Craig adjourned the meeting at 4:55 p.m. The next Board Meeting is scheduled for Tuesday, July 17, 2018, at 4:00 p.m., in the public meeting room at Deer Park Library.

John Craig, Chair

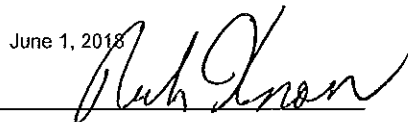
Patrick Roewe, Secretary to the Board of Trustees

PAYMENT VOUCHER APPROVAL

Pursuant to RCW 42.24.180 and Spokane County Library District Resolution # 94-03, we, the undersigned, do hereby certify that the merchandise and services hereinafter specified have been received as of May 31, 2018 and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$1,020,509.60 for the general fund and \$0.00 for the capital projects fund and are authorized to authenticate and certify these claims.

DATE: June 1, 2018

SIGNED



SIGNED



TITLE: Finance Director

TITLE: Executive Director

VOUCHER NUMBER	DESCRIPTION	VOUCHER AMOUNT
053967	ALLIED SAFE & VAULT CO, INC.	MONTHLY ALARM MONITORING & REPAIR \$ 773.16
053968	CENTER POINT LARGE PRINT	LIBRARY MATERIALS 81.81
053969	CENTURYLINK	ANALOG TELEPHONE LINES 104.27
053970	CONSOLIDATED IRRIGATION DIST19	WATER - OTIS ORCHARDS 21.00
053971	THE COMIC BOOK SHOP	LIBRARY MATERIALS 299.34
053972	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES 307.32
053973	EBSCO INDUSTRIES, INC.	ELECTRONIC MATERIALS - CONSUMER REPORTS 9,203.00
053974	GALE/CENAGE LEARNING	LIBRARY MATERIALS 21,955.24
053975	IMAGINATION PLAYGROUND, LLC	LARGE BLUE BUILDING BLOCK SET 6,001.00
053976	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS 7,491.13
053977	MIDWEST TAPE	LIBRARY MATERIALS 5,414.59
053978	MIKE INMAN	LIBRARY PROGRAMS 100.00
053979	MODERN ELECTRIC WATER COMPANY	WATER, ELEC. - SV 1,998.03
053980	NOSTALGIA MAGAZINE	LIBRARY MATERIALS 38.95
053981	OPTUM	MONTHLY HSA ACCOUNT FEES 168.00
053982	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books 8,576.71
053983	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES 373.67
053984	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES 673.04
053985	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE 1,195.93
053986	ABM INDUSTRIES, INC.	MONTHLY CUSTODIAL SERVICES 14,897.42
053987	ACCURATE STRIPING	RE-STRIPE PARKING LOT 313.34
053988	ASSOC OF WASHINGTON CITIES-NWA	MEDICAL, DENTAL, VISION & LIFE INS. 732.01
053989	B & K ENTERPRISES	OUTREACH VAN STORAGE: 6 MONTHS RENTAL 360.00
053990	CENTURYLINK	ANALOG TELEPHONE LINES 39.50
053991	CENTURYLINK	ANALOG TELEPHONE LINES 39.75
053992	CENTURYLINK	ANALOG TELEPHONE LINES 76.38
053993	CHEVRON U.S.A. INC.	VEHICLE FUEL 498.85
053994	CITY OF SPOKANE	WATER & SEWER - MORAN PRAIRIE 292.37
053995	CITY OF AIRWAY HEIGHTS	WATER & SEWER - AIRWAY HEIGHTS 153.30
053996	CITY OF CHENEY	WATER, SEWER, ELEC. - CHENEY 722.33
053997	CITY OF DEER PARK	WATER & SEWER - DEER PARK 78.08
053998	COLE INFORMATION	LIBRARY MATERIALS 2,179.93
053999	CITY OF MEDICAL LAKE	WATER, SEWER, REFUSE - ML 160.68
054000	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CHENEY 38.64
054001	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES 210.20
054002	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE 5,004.00
054003	EARTHWORKS RECYCLING, INC	RECYCLING 165.00
054004	EMPIRE DISPOSAL INC.	SOLID WASTE - FAIRFIELD 42.57
054005	EVANS--HALL, INC.	ADVERTISING 250.00
054006	GALE/CENAGE LEARNING	LIBRARY MATERIALS 99.66
054007	GARY L. GODDARD	LOCK AND KEY REPAIR 41.60
054008	DAVID GEORGE GORDON	LIBRARY PROGRAM PRESENTER 647.05
054009	GREY HOUSE PUBLISHING	LIBRARY MATERIALS 466.10
054010	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS 3,403.26

054011	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	11,830.35
054012	WICK ENTERPRIZES, LLC	ADVERTISING	312.37
054013	McMULLEN & McMULLEN, P.S.	GENERAL LEGAL SERVICES	54.00
054014	MICRO AGE	IT HARDWARE & SOFTWARE	195.84
054015	MIDWEST TAPE	LIBRARY MATERIALS	4,625.65
054016	MOVO MEDIA MARKETING	SEMI-MONTHLY SOCIAL MEDIA PLATFORM MGMT	750.00
054017	NATIONWIDE INSURANCE	EMPLOYEE DEDUCTIONS FOR PET INSURANCE	141.74
054018	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	96.81
054019	OTIS HARDWARE	MAINTENANCE SUPPLIES	12.96
054020	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	11,924.70
054021	PAPERJACK.com	OFFICE/LIBRARY SUPPLIES	575.92
054022	PASADENA PARK IRR. DIST. 17	WATER - ARGONNE LIBRARY	83.83
054023	PAUL J SWIFT	LOST/PAID ITEM REFUND	10.00
054024	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	408.00
054025	RECORDED BOOKS, LLC	LIBRARY MATERIALS	1,455.29
054026	RIVER CITY GLASS	WINDOW REPAIR	761.60
054027	COWLES PUBLISHING CO	SUBSCRIPTIONS	109.20
054028	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	16.30
054029	SPOKANE HARDWARE SUPPLY	BUILDING REPAIR & MAINTENANCE	86.79
054030	SPOKANE COUNTY ENVIRONMENTAL SERVICES	MONTHLY SEWER - AR, NS, SV	462.36
054031	UPS	SHIPPING	18.07
054032	SPOKANE COUNTY UNITED WAY	EMPLOYEE DEDUCTIONS FOR UNITED WAY	124.50
054033	VERIZON WIRELESS	CELL PHONES (20)	341.02
054034	WEST PLAINS CHAM. OF COMMERCE	DUES AND MEMBERSHIPS	25.00
054035	WHITWORTH WATER DISTRICT #2	WATER - NORTH SPOKANE	32.73
054036	WORLD NEWS GROUP	LIBRARY MATERIALS	59.76
054037	ABM INDUSTRIES, INC.	MONTHLY CUSTODIAL SERVICES	384.71
054038	ACCURATE STRIPING	RE-STRIPE PARKING LOT	502.66
054039	JOANNA BAILEY	INCOL CONFERENCE EXPENSES	173.04
054040	CENTURYLINK	ANALOG TELEPHONE LINES	59.91
054041	CENTURYLINK	ANALOG TELEPHONE LINES	79.53
054042	CENTURYLINK	ANALOG TELEPHONE LINES	76.38
054043	CENTURYLINK	ANALOG TELEPHONE LINES	38.19
054044	DELL MARKETING L.P.%DELL USA LP	PRINTER SUPPLIES/IT EQUIPMENT	266.66
054045	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	1,147.54
054046	EBSCO INDUSTRIES, INC.	LIBRARY MATERIALS - SUBSCRIPTIONS	29,057.04
054047	ELK SENTINEL	LIBRARY MATERIALS	15.00
054048	FAUCETS 'N STUFF PLUMBING	PLUMBING REPAIRS	108.80
054049	GALE/CENAGE LEARNING	LIBRARY MATERIALS	1,455.53
054050	GARY L. GODDARD	LOCK AND KEY REPAIR	4.89
054051	CYNTHIA G GOCHNAUER	LIBRARY PROGRAM PRESENTER	320.00
054052	GREENLEAF LANDSCAPING, INC.	GROUPS MAINTENANCE	723.53
054053	H&H BUSINESS SYSTEMS, INC.	QTRLY COPIER MAINTENANCE & TONER	1,251.20
054054	iHEARTMEDIA-SPOKANE	ADVERTISING	599.00
054055	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	11,124.22
054056	INLAND POWER AND LIGHT	ELECTRIC UTILITIES - AH, DP	673.10
054057	INTEGRA TELECOM HOLDINGS, INC	BROADBAND AND INTERNET	2,019.75
054058	INTEGRA TELECOM HOLDINGS, INC	BROADBAND AND INTERNET	15,857.29
054059	GROUP W MARKETING	ADVERTISING - KIDS NEWSPAPER	800.00
054060	MIDWEST TAPE	LIBRARY MATERIALS	5,857.90
054061	GUILA MUIR AND ASSOCIATES LLC	INCOL CONFERENCE PRESENTER	4,405.10
054062	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	90.77
054063	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	14,423.30
054064	PRESSWORKS	PRINTING	165.38
054065	ORKIN, LLC	BUILDING REPAIR & MAINTENANCE	4,177.25
054066	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	804.77
054067	SPOKANE HARDWARE SUPPLY	BUILDING REPAIR & MAINTENANCE	86.79
054068	TACOMA PUBLIC LIBRARY - ILL	ILL FEES	23.00
054069	TOWN OF FAIRFIELD	WATER, SEWER - FAIRFIELD	185.80
054070	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	690.30
054071	ABM INDUSTRIES, INC.	MONTHLY CUSTODIAL SERVICES	364.00
054072	AGILE HR	APPLICANT TRACKING SOFTWARE, ANNUAL FEE	1,500.00

054073	AT&T MOBILITY	TELEPHONE & BROADBAND - BOOKEND	105.78
054074	CLASSIC VENTURES LTD	LIBRARY MATERIALS	151.38
054075	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	560.68
054076	CENTURYLINK	ANALOG TELEPHONE LINES	37.95
054077	FRONTIER COMMUNICATION	TELEPHONE & BROADBAND - FF	120.35
054078	GALE/CENAGE LEARNING	LIBRARY MATERIALS	547.93
054079	H&H BUSINESS SYSTEMS, INC.	QTRLY COPIER MAINTENANCE & TONER	640.86
054080	HUMAN SOLUTION	ADJUSTABLE HEIGHT OFFICE DESKS (4)	3,655.00
054081	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	3,403.26
054082	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	5,512.33
054083	INLAND POWER AND LIGHT	ELECTRIC UTILITIES - AH, DP	345.44
054084	JESSE GLENN LONGSDORFF	LOST/PAID ITEM REFUND	13.00
054085	NORTHWEST BUSINESS PRESS INC	LIBRARY MATERIALS	803.25
054086	THE LARGE PRINT BOOK COMPANY	LIBRARY MATERIALS	101.22
054087	LEADERSHIP SPOKANE	LEADERSHIP SPOKANE PROGRAM TUITION	3,250.00
054088	EVA-MARIE LUSK	LIBRARY PROGRAMS	79.57
054089	MIDWEST TAPE	LIBRARY MATERIALS	5,648.88
054090	MOVO MEDIA MARKETING	SEMI-MONTHLY SOCIAL MEDIA PLATFORM MGMT	750.00
054091	MR. B'S CLEAN SWEEP, INC.	PARKING LOT SWEEPING	1,169.87
054092	NOSTALGIA MAGAZINE	LIBRARY MATERIALS	38.95
054093	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	94.99
054094	OPTUM	MONTHLY HSA ACCOUNT FEES	84.00
054095	OTIS ELEVATOR COMPANY	QTRLY ELEVATOR MAINTENANCE	1,298.97
054096	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	8,331.89
054097	PayneWest INSURANCE	INSURANCE	175.00
054098	PERRINE PROPERTIES, LLC	MONTHLY PARKING LOT LEASE, SV	300.00
054099	PUBLIC LIBRARIES OF WASHINGTON	ANNUAL DUES	1,822.63
054100	PACIFIC NW LIBRARY ASSOC	DUES AND MEMBERSHIPS	150.00
054101	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	408.00
054102	RECORDED BOOKS, LLC	LIBRARY MATERIALS	76.14
054103	SAFEGUARD SOLUTIONS	BANK DEPOSIT SLIPS	124.79
054104	SETAPART GIRL	LIBRARY MATERIALS	99.90
054105	SCORE	LIBRARY PROGRAMS: BUSINESS WORKSHOPS	750.00
054106	SPOKANE MALL LLC	MONTHLY LEASE PAYMENT, BOOKEND	3,120.00
054107	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	180.61
054108	UNIQUE MANAGEMENT SERVICES	MONTHLY COLLECTION AGENCY & NOTICE FEES	1,409.63
054109	SPOKANE COUNTY UNITED WAY	EMPLOYEE DEDUCTIONS FOR UNITED WAY	124.50
054110	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	562.78
054111	MATTHEW WILKINSON	LIBRARY PROGRAM: INVESTMENT WORKSHOP	150.00
054112	WSU CO-OP EXTENSION	LIBRARY PROGRAM PRESENTER	150.00
054113	ABM INDUSTRIES, INC.	MONTHLY CUSTODIAL SERVICES	2,324.86
054114	ALLIED SAFE & VAULT CO, INC.	MONTHLY ALARM MONITORING & REPAIR	649.56
054115	AVISTA UTILITIES	MONTHLY UTILITIES	7,691.65
054116	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	28.70
054117	CENTURYLINK	ANALOG TELEPHONE LINES	104.27
054118	CENTURYLINK	ANALOG TELEPHONE LINES	39.81
054119	CONSOLIDATED IRRIGATION DIST19	WATER - OTIS ORCHARDS	49.33
054120	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	397.66
054121	FAUCETS 'N STUFF PLUMBING	PLUMBING REPAIRS	591.66
054122	GALE/CENAGE LEARNING	LIBRARY MATERIALS	679.67
054123	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	8,280.64
054124	MIDWEST TAPE	LIBRARY MATERIALS	2,403.93
054125	NATIONAL COLOR GRAPHICS	PRINTING - ENGAGE MAGAZINE	12,917.82
054126	NOSTALGIA MAGAZINE	LIBRARY MATERIALS	38.95
054127	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	8,755.62
054128	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	412.35
054129	RECORDED BOOKS, LLC	LIBRARY MATERIALS	701.61
054130	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	391.93
054131	SIERRA NICOLE STOLWORTHY	LOST/PAID ITEM REFUND	3.00
054132	THORN CREEK NATIVE SEED FARM	SEED LIBRARY SUPPLIES	110.55
054133	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	22,605.88
054134	WEST PLAINS CHAM. OF COMMERCE	DUES AND MEMBERSHIPS	25.00

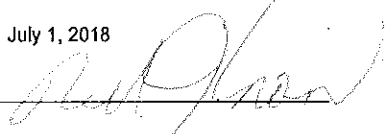
W00554	US BANK - SPOKANE VALLEY	ANNUAL SAFE DEPOSIT BOX FEE	46.80
W00556	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	47,577.56
W00557	US BANK - HEALTH - OPTUM	H S A CONTRIBUTIONS	1,895.50
W00558	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	55,904.62
W00559	STATE OF WASHINGTON	MONTHLY EXCISE/SALES TAXES	1,324.22
W00560	ASSOC OF WASHINGTON CITIES-NWA	MEDICAL, DENTAL, VISION & LIFE INS.	85,351.62
W00561	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	47,627.86
W00562	US BANK - HEALTH - OPTUM	H S A CONTRIBUTIONS	1,895.50
W00563	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	56,427.85
W00567	GearBest	OFFICE SUPPLY	50.18
Total Non-Payroll General Operating Fund			\$ 643,371.02
PAYROLL VOUCHERS			
05102018PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	\$ 188,735.80
05252018PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	<u>188,402.78</u>
Total Payroll General Operating Fund			\$ 377,138.58
TOTAL GENERAL OPERATING FUND			\$ 1,020,509.60

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, 2018 and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$927,182.60 for the general fund and \$0.00 for the capital projects fund and are authorized to authenticate and certify these claims.


DATE: July 1, 2018

SIGNED



TITLE: Finance Director

SIGNED



TITLE: Executive Director

VOUCHER NUMBER		DESCRIPTION	VOUCHER AMOUNT
054135	ACCURATE STRIPING	RE-STRIPE PARKING LOT	\$ 339.46
054136	CAPITAL COMMUNICATIONS, INC	MEDIA CASES	383.49
054137	CITY OF SPOKANE	WATER & SEWER - MORAN PRAIRIE	615.87
054138	CITY OF AIRWAY HEIGHTS	WATER & SEWER - AIRWAY HEIGHTS	332.23
054139	CITY OF CHENEY	WATER, SEWER, ELEC. - CHENEY	737.56
054140	CITY OF DEER PARK	WATER & SEWER - DEER PARK	94.85
054141	DEVRIES INFORMATION MGMT	MONTHLY COURIER SERVICE	5,310.00
054142	KATIE M EDWARDS	LOST/PAID ITEM REFUND	7.20
054143	GALE/CENAGE LEARNING	LIBRARY MATERIALS	113.11
054144	CARA SUE GALLOWAY	LOST/PAID ITEM REFUND	4.00
054145	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	12,795.52
054146	WICK ENTERPRIZES, LLC	ADVERTISING	1,082.37
054147	McMULLEN & McMULLEN, P.S.	GENERAL LEGAL SERVICES	378.00
054148	MIDWEST TAPE	LIBRARY MATERIALS	4,087.44
054149	MODERN ELECTRIC WATER COMPANY	WATER, ELEC. - SV	2,036.76
054150	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	151.07
054151	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	8,397.19
054152	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	3,348.02
054153	RECORDED BOOKS, LLC	LIBRARY MATERIALS	1,279.37
054154	COWLES PUBLISHING CO	SUBSCRIPTIONS	522.28
054155	SPOKANE CO. WATER DISTRICT #3	MONTHLY UTILITY FEE-HASTINGS PROPERTY	17.30
054156	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	253.50
054157	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	589.45
054158	WASTE MANAGEMENT OF SPOKANE	MONTHLY REFUSE	1,195.93
054159	ASSOC OF WASHINGTON CITIES-NWA	MEDICAL, DENTAL, VISION & LIFE INS.	732.01
054160	CENTURYLINK	ANALOG TELEPHONE LINES	39.50
054161	CHEVRON U.S.A. INC.	VEHICLE FUEL	648.63
054162	EARTHWORKS RECYCLING, INC	RECYCLING	297.50
054163	GONZAGA UNIVERSITY	LIBRARY PROGRAMS	25.00
054164	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	3,403.26
054165	MONTGOMERY HARDWARE	MAINTENANCE SUPPLIES	14.13
054166	NATIONWIDE INSURANCE	EMPLOYEE DEDUCTIONS FOR PET INSURANCE	141.74
054167	SOFTWARE ONE, INC	SOFTWARE SUPPORT	6,515.78
054168	SPOKANE AUDUBON SOCIETY	LIBRARY PROGRAMS	75.00
054169	SPOKANE COUNTY UNITED WAY	EMPLOYEE DEDUCTIONS FOR UNITED WAY	124.50
054170	VERIZON WIRELESS	CELL PHONES (20)	358.17
054171	WHITWORTH WATER DISTRICT #2	WATER - NORTH SPOKANE	309.38
054172	ABM INDUSTRIES, INC.	MONTHLY CUSTODIAL SERVICES	13,937.42
054173	ACCURATE STRIPING	RE-STRIPE PARKING LOT	206.01
054174	ALLIED SAFE & VAULT CO, INC.	MONTHLY ALARM MONITORING & REPAIR	216.52
054175	ALLSTREAM	DID, PRI AND LONG DISTANCE PHONE SVC	557.11
054176	APS, INC.	POSTAGE EQUIP. SUPPLIES	180.17
054177	BATTERIES PLUS BULBS	MAINTENANCE SUPPLIES	107.11
054178	BUDGET-RENT-A-CAR	CAR RENTAL	177.52
054179	CENTURYLINK	ANALOG TELEPHONE LINES	39.75

054180	CENTURYLINK	ANALOG TELEPHONE LINES	59.91
054181	CENTURYLINK	ANALOG TELEPHONE LINES	79.53
054182	CENTURYLINK	ANALOG TELEPHONE LINES	76.38
054183	CENTURYLINK	ANALOG TELEPHONE LINES	76.38
054184	CITY OF MEDICAL LAKE	WATER, SEWER, REFUSE - ML	179.99
054185	CITY OF SPOKANE VALLEY	LIBRARY PROGRAMS	363.00
054186	CULLIGAN SPOKANE WA	BOTTLED WATER SERVICE - CHENEY	38.64
054187	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	382.77
054188	EMPIRE DISPOSAL INC.	SOLID WASTE - FAIRFIELD	42.57
054189	GALE/CENAGE LEARNING	LIBRARY MATERIALS	328.03
054190	GARY L. GODDARD	LOCK AND KEY REPAIR	55.31
054191	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	1,189.10
054192	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	7,464.22
054193	INLAND POWER AND LIGHT	ELECTRIC UTILITIES - AH, DP	802.93
054194	GROUP W MARKETING	ADVERTISING - KIDS NEWSPAPER	800.00
054195	MIDWEST TAPE	LIBRARY MATERIALS	3,870.60
054196	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	8,422.39
054197	PERRINE PROPERTIES, LLC	MONTHLY PARKING LOT LEASE, SV	300.00
054198	POSTMASTER	ANNUAL P.O. BOX RENEWAL FOR FAIRFIELD	116.00
054199	U.S. POSTAL SERVICE	ANNUAL P.O. BOX RENEWAL FOR MEDICAL LAKE	116.00
054200	RECORDED BOOKS, LLC	LIBRARY MATERIALS	430.84
054201	SOLARWINDS, INC.	SOFTWARE SUPPORT	330.75
054202	COWLES PUBLISHING CO	SUBSCRIPTIONS	310.96
054203	SPOKANE MALL LLC	MONTHLY LEASE PAYMENT, BOOKEND	3,120.00
054204	SPOKANE COUNTY ENVIRONMENTAL SERVICES	MONTHLY SEWER - AR, NS, SV	462.36
054205	UPS	SHIPPING	93.55
054206	ABM INDUSTRIES, INC.	MONTHLY CUSTODIAL SERVICES	844.84
054207	ACCURATE STRIPING	RE-STRIPE PARKING LOT	339.46
054208	AT&T MOBILITY	TELEPHONE & BROADBAND - BOOKEND	105.78
054209	CLASSIC VENTURES LTD	LIBRARY MATERIALS	57.83
054210	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	457.20
054211	US POSTAL SERVICE	POSTAGE FOR POSTAGE MACHINE	4,000.00
054212	DELL MARKETING L.P.%DELL USA LP	PRINTER SUPPLIES/IT EQUIPMENT	480.89
054213	DEPARTMENT OF LABOR & IND.	BUILDING REPAIR & MAINTENANCE	69.90
054214	FAUCETS 'N STUFF PLUMBING	PLUMBING REPAIRS	266.56
054215	FRONTIER COMMUNICATION	TELEPHONE & BROADBAND - FF	120.35
054216	GALE/CENAGE LEARNING	LIBRARY MATERIALS	1,361.70
054217	H&H BUSINESS SYSTEMS, INC.	QTRLY COPIER MAINTENANCE & TONER	301.97
054218	VANTAGEPOINT TRNSFR %M&T BANK-302112	ICMA EMPLOYEE 457 CONTRIBUTIONS	3,406.91
054219	IDM COMPUTER SOLUTIONS, INC	SOFTWARE SUPPORT	59.96
054220	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	12,421.73
054221	INLAND POWER AND LIGHT	ELECTRIC UTILITIES - AH, DP	378.60
054222	MARIANNE LANGLEY	LOST/PAID ITEM REFUND	1.00
054223	MIDWEST TAPE	LIBRARY MATERIALS	10,173.17
054224	MOVO MEDIA MARKETING	SEMI-MONTHLY SOCIAL MEDIA PLATFORM MGMT	1,500.00
054225	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	147.72
054226	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	9,888.10
054227	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	830.14
054228	RECORDED BOOKS, LLC	LIBRARY MATERIALS	394.29
054229	RIVER CITY GLASS	WINDOW REPAIR	309.00
054230	ROGUE HEART MEDIA, INC	ADVERTISING	2,860.00
054231	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	355.22
054232	INTERLINE BRANDS, INC.	MAINTENANCE SUPPLIES	23.96
054233	UNIQUE MANAGEMENT SERVICES	MONTHLY COLLECTION AGENCY & NOTICE FEES	1,672.86
054234	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	13,162.31
054235	SPOKANE COUNTY UNITED WAY	EMPLOYEE DEDUCTIONS FOR UNITED WAY	124.50
054236	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	478.21
054237	A TO Z RENTAL AND SALES	CANOPY RENTAL FOR POP-UP LIBRARY	1,307.78
054238	AVISTA UTILITIES	MONTHLY UTILITIES	6,899.34
054239	BERNARDO WILLS ARCHITECTS, PC	DESIGN FOR OTIS ORCHARD SIDING PROJECT	2,581.43
054240	ROBERT BUJOSA	LOST/PAID ITEM REFUND	14.00
054241	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	169.61
054242	CENTURYLINK	ANALOG TELEPHONE LINES	104.27

054243	CONSOLIDATED IRRIGATION DIST19	WATER - OTIS ORCHARDS	92.71
054244	CITY OF SPOKANE VALLEY	LIBRARY PROGRAMS	162.00
054245	DELL MARKETING L.P.%DELL USA LP	PRINTER SUPPLIES/IT EQUIPMENT	14,431.03
054246	EBSCO INDUSTRIES, INC.	LIBRARY MATERIALS - SUBSCRIPTIONS	591.86
054247	ERIC HERMAN ENDRES	LIBRARY PROGRAMS	4,740.00
054248	GALE/CENAGE LEARNING	LIBRARY MATERIALS	675.57
054249	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	8,764.18
054250	INLAND PUBLICATIONS	LIBRARY PROGRAMS	535.00
054251	JAN WAY COMPANY USA, INC.	PROMOTIONAL ITEMS	959.55
054252	MICRO AGE	IT HARDWARE & SOFTWARE	266.48
054253	MIDWEST TAPE	LIBRARY MATERIALS	967.42
054254	MILLWOOD DAZE	REGISTRATION FEE FOR INFORMATION BOOTH	25.00
054255	MR. B'S CLEAN SWEEP, INC.	PARKING LOT SWEEPING	442.82
054256	OPTUM	MONTHLY HSA ACCOUNT FEES	81.00
054257	OTIS ELEVATOR COMPANY	QTRLY ELEVATOR MAINTENANCE	487.06
054258	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	5,712.41
054259	PRESSWORKS	PRINTING	165.38
054260	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	358.86
054261	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	293.61
054262	INTERLINE BRANDS, INC.	MAINTENANCE SUPPLIES	15.83
054263	UPS	SHIPPING	9.91
054264	VOLUNTEERS OF AMERICA	GAME HOSTING AT POP-UP LIBRARY	1,400.00
054265	WEST PLAINS CHAM. OF COMMERCE	DUES AND MEMBERSHIPS	25.00
W00564	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	59,540.25
W00565	US BANK - HEALTH - OPTUM	H S A CONTRIBUTIONS	1,895.50
W00566	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	50,125.31
W00568	STATE OF WASHINGTON	MONTHLY EXCISE/SALES TAXES	1,202.53
W00569	ASSOC OF WASHINGTON CITIES-NWA	MEDICAL, DENTAL, VISION & LIFE INS.	85,067.58
W00570	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	61,463.58
W00571	US BANK - HEALTH - OPTUM	H S A CONTRIBUTIONS	1,895.50
W00572	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	49,086.73
Total Non-Payroll General Operating Fund			\$ 530,840.64
PAYROLL VOUCHERS			
06082018PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	\$ 197,211.10
06252018PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	<u>199,130.86</u>
Total Payroll General Operating Fund			\$ 396,341.96
TOTAL GENERAL OPERATING FUND			\$ 927,182.60

April/May 2018 Credit Card Activity
Paid in June 2018
Voucher # 054234

<u>Card Category</u>	<u>Amount</u>
General Purchases	\$6,466.79
Maintenance	200.38
Travel	1,438.52
Acquisitions	3,772.19
Information Technology	1,226.91
Outreach	57.52
General Fund Purchases	<u>\$13,162.31</u>

2018 Capital Projects Fund Budget Amendment

Background

General Fund operations for 2017 ended with an excess of revenue over expenses of \$603,787. The General Fund end of year excess has remained in the General Fund without any Board action, thus far. A transfer or increase to the Capital Projects Fund from the General Fund has historically been accomplished via resolution.

Discussion at the special meeting held March 20, 2018, resulted in direction to staff to draft a proposal to transfer the 2017 budget surplus to the Capital Projects Fund. As of December 31, 2017, the Capital Projects Fund balance was \$1,201,018. District leadership recommends increasing the capital fund to approximately \$1,600,000 via a transfer of \$400,000 from the General Fund to the Capital Projects Fund.

As of December 31, 2017, the General Fund balance after inclusion of the full excess from 2017 was \$5,179,623. After the recommended transfer, the General Fund balance as of year-end would be \$4,779,623, which is still 4.6 months cash on hand. This is well above our financial policy minimum of 15% of total operating expenses on hand, and safely above the four months cash on hand benchmark under which the District prefers operating.

While \$400,000 does not represent the full 2017 budget surplus, the amount is substantial enough to both bolster the Capital Projects Fund and maintain sufficient cash in the General Fund.

	Capital Projects		Months Cash on Hand (GF)
	Fund	General Fund	
Fund Balance at December 31, 2017	1,201,018	5,179,623	5.0
Recommended Transfer to the capital projects fund	400,000	(400,000)	
	1,601,018	4,779,623	4.6

Although no formal earmarks accompany this resolution, a portion of the recommended transfer to the Capital Projects Fund is meant to remain available to fund initial design work of the two Spokane Valley library building projects that will be undertaken if and when future bond financing is attempted.

Recommendation: Board motion to approve Resolution 18-02, authorizing the transfer of \$400,000 from the General Fund to the Capital Projects Fund.

RESOLUTION NO. 18-02

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, AUTHORIZING THE TRANSFER OF FUNDS FROM THE GENERAL FUND TO THE CAPITAL PROJECTS FUND; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO.

**SPOKANE COUNTY LIBRARY DISTRICT
Spokane, Washington**

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, as follows:

WHEREAS, Spokane County Library District, Spokane County, Washington (the "District") is a rural library district duly organized and existing under and by virtue of the Constitution and the laws of the State of Washington;

WHEREAS, RCW 27.12.210 (5) provides the Board of Trustees (the "Board") with exclusive control of the finances of the District;

WHEREAS, the Board adopted the final expenditure budget for 2018 through Resolution 17-08 for the General Fund and the Capital Projects Fund;

WHEREAS, the actual operating results for the General Fund for 2017 are complete and resulted in an excess of revenues over expenses equal to \$603,787;

WHEREAS, the excess of revenues over expenses for 2017 remain in the General Fund unless otherwise ordered by the Board;

WHEREAS, the Board has determined it is necessary to use a portion of the 2017 excess of revenues over expenses to increase the Capital Projects Fund for use in future capital expenditures related to library facilities;

NOW THEREFORE, IT IS HEREBY FOUND, DETERMINED AND ORDERED as follows:

Section 1: TRANSFER OF FUNDS FROM THE GENERAL FUND TO THE CAPITAL PROJECTS FUND.

The Board hereby authorizes and directs that \$400,000 of the General Fund balance be transferred to the Capital Projects Fund.

Section 2: EFFECTIVE DATE

This resolution shall be effective immediately upon its adoption and approval.

ADOPTED by the Board of Trustees of Spokane County Library District,
Spokane County, Washington, at a regular meeting thereof, held this 17th day of July 2018.

SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

John Craig, Chair
Board of Trustees

ATTEST

Patrick Roewe
Secretary to the Board of Trustees

(S E A L)

ANNEXATION OF CITIES AND TOWNS TO THE LIBRARY DISTRICT**BACKGROUND:**

The primary focus of the suggested revisions to the Annexation of Cities and Towns to the Library District policy was to update preferred nomenclature and provide clarification and consistency. While the third conditions paragraph was rewritten, no substantive changes to the condition set therein were made. The District's legal counsel, attorney Cindy McMullen, reviewed the draft policy as well, given how it interacts with various Washington state statutes.

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

Recommended Action: Motion to approve the revised Annexation of Cities and Towns to the Library District policy.

SPOKANE COUNTY LIBRARY DISTRICT

Current/Existing Policy**POLICY: Annexation of Cities and Towns to the Library District**

APPROVAL DATE: 6/17/1982

REVISED DATE: ~~6/21/2016~~ 7/17/2018

RELATED POLICIES:

None

STATUTORY REFERENCES: RCW 27.12.360-390**General Policy:**

The Board of Trustees of the Spokane County Library District (~~District~~) ~~Board of Trustees~~ will consider requests to annex to the Library District by cities and towns that wish to place the issue before the voters in that jurisdiction to determine whether they would receive library services from the District.

The Board of Trustees may concur with such requests under the following conditions:

If the city or town has an inter-local cooperation agreement in which the Library District provides library services to the residents of that jurisdiction, the city or town agrees, if the annexation is approved, that a new agreement shall be executed. The new agreement will reflect the change in contracting status and address financial responsibilities related to ownership, maintenance and operation of any city/town-owned library facilities.

If the city or town does not already contract with the Library District for services, the city or town ~~will agree~~ to enter into an agreement addressing the financial responsibilities related to ownership, maintenance and operations of any city/town-owned facilities. In addition, the city/town may agree to subsidize some portion of services for a finite period of time.

~~The city or town must agree that should the annexation cause the Library District tax rate to be reduced on a prorated basis, along with other special districts, due to the municipality reaching its statutory tax limit, then the jurisdiction shall pass a resolution to withdraw from the District to avoid the reduction of the Library District's tax rate. The Library District will evaluate this potential tax rate reduction based upon reasonable projections.~~

If annexation should cause the District tax rate to be reduced on a prorated basis due to the city or town reaching its statutory tax limit, the city or town agrees to pass a resolution to withdraw from the District in order to avoid the reduction of the District's tax rate. The District will evaluate this potential tax rate reduction based upon reasonable projections.

The District will comply with all applicable Washington state laws related to annexation and withdrawal from the District.

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: Annexation of Cities and Towns to the Library District**

APPROVAL DATE: 6/17/1982

REVISED DATE: 7/17/2018

RELATED POLICIES:

None

STATUTORY REFERENCES: RCW 27.12.360-390**General Policy:**

The Board of Trustees of the Spokane County Library District (District) will consider requests to annex to the District by cities and towns that wish to place the issue before the voters in that jurisdiction to determine whether they would receive library services from the District.

The Board of Trustees may concur with such requests under the following conditions:

If the city or town has an inter-local cooperation agreement in which the District provides library services to the residents of that jurisdiction, the city or town agrees, if the annexation is approved, that a new agreement shall be executed. The new agreement will reflect the change in contracting status and address financial responsibilities related to ownership, maintenance and operation of any city/town-owned library facilities.

If the city or town does not already contract with the District for services, the city or town agrees to enter into an agreement addressing the financial responsibilities related to ownership, maintenance and operations of any city/town-owned facilities. In addition, the city/town may agree to subsidize some portion of services for a finite period of time.

If annexation should cause the District tax rate to be reduced on a prorated basis due to the city or town reaching its statutory tax limit, the city or town agrees to pass a resolution to withdraw from the District in order to avoid the reduction of the District's tax rate. The District will evaluate this potential tax rate reduction based upon reasonable projections.

The District will comply with all applicable Washington state laws related to annexation and withdrawal from the District.

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.

FIXED ASSETS

BACKGROUND

The primary purpose of the Fixed Assets policy is to establish thresholds for identification of fixed and controlled assets, and to set parameters for the general safeguarding and disposition of all.

The current limit for the District fixed (or capital) assets are items with a cost exceeding \$5,000 and a useful life of one year or more. The recommended policy revisions do not propose a change to this limit.

Controlled (or small and attractive) assets have a lower cost threshold. The revised policy includes a proposed two-tiered limit for controlled assets. The primary tier is for items with an individual cost between \$1,000 and \$5,000 that are determined to potentially be susceptible to loss. A second, lower tier, is for assets such as computer laptops, notebooks, and mobile devices that cost between \$300 and \$5,000, and due to size and portability, are subject to an incrementally higher loss susceptibility.

The proposed change to a two-tiered limit for controlled assets was influenced by the receipt of an internal control document titled "Best Practices for Internal Controls over Small and Attractive Assets," recently issued by the Washington State Auditor's Office. This document recommended that minimum thresholds be established for controlled assets. It also references that the State of Washington uses a two tier system: \$300 and above for laptops and notebooks and \$1,000 and above for all other controlled assets. The District leadership proposes to adopt these thresholds for inclusion in our Fixed Assets policy. The remaining changes are for clarification purposes.

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

Recommended Action: Board motion to approve the suggested revisions to the Fixed Assets policy.

SPOKANE COUNTY LIBRARY DISTRICT

Current/Existing Policy - revisions
shown by strikethrough or underline**POLICY: FIXED ASSETS**

APPROVAL DATE: 6/16/2014

REVISION DATE: ~~6/24/2016~~ 7/17/2018

PREVIOUS POLICY TITLES:

Disposal of Surplus Property and
Capital and Controlled Assets

RELATED POLICIES

Collection Development

Friends of the Library

~~Purchasing~~Procurement

Gifts

STATUTORY REFERENCES: RCW 27.12.210, RCW 39.33.020 and RCW 39.33.070

PurposeTo provide criteria for the identification, inventory, ~~protection~~, safeguarding and disposition of the District's fixed and controlled assets.**Definitions****Fixed Assets**

Fixed assets (or capital assets) shall include all real property or personal property with an individual, per-unit cost of \$5,000 or more (including installation, accessories, sales tax, and shipping), and with an estimated useful life of one (1) year or longer. Fixed assets may be purchased by the District or received as a gift.

Controlled assets

~~Controlled assets (also often referred to as small and attractive assets) include items with a per-unit cost less than \$5,000 and an estimated useful life of one (1) year or longer that are particularly vulnerable to loss. Controlled inventory items include, but are not limited to, computer CPUs (regardless of cost), computer monitors, printers, cash registers, server room equipment, switches and routers, cellular phones and other mobile devices.~~

Susceptible to loss, controlled assets have an estimated useful life of one (1) year or longer, and have a per-unit cost of:

- Between \$300 and \$5,000 for computer laptops, notebooks, and mobile devices
- Between \$1,000 and \$5,000 for all other controlled assets

Examples of controlled assets inventory items include, but are not limited to, desktop computers, CPUs (regardless of cost), computer monitors, printers, cash registers, laptops, monitors, televisions, photography equipment, mobile devices phones, and server room equipment (servers, switches, and routers cellular phones and other mobile devices, and uninterruptable power supplies).

Assets acquired by grant funds from other governmental agencies will be identified based on the requirements of the grantor. The Business Office is responsible for meeting all requirements of grantors and bond covenants in regard to the purchase, use and disposition of assets purchased with these funding sources.

Inventory

All fixed and controlled assets will be assigned a District property tag upon acquisition and listed in the District fixed and controlled assets inventory.

A physical inventory of all fixed and controlled assets will be conducted by the Business Office a minimum of once per year.

Protection, Safeguarding and Maintenance

The District is responsible for the safeguarding, custody, insurance, and maintenance ~~and protection~~ for of fixed and controlled assets. Responsibility for safeguarding and maintenance are assigned as follows:

- The ~~department head or library manager for~~ of the location department in which the fixed assets and/or controlled assets resides is responsible for the maintenance and security of the those assets.
- The Information Technology (IT) ~~Department~~ is responsible for the protection, maintenance and security of ~~most~~ controlled assets such as computers, monitors, ~~printers~~, laptops and ~~other electrical~~ all server room equipment.

~~All department heads are responsible for the protection of controlled assets that reside in their department, such as digital cameras, camcorders, radios and mobile devices.~~

Disposition

When it is determined that the District no longer needs an asset(s), it will declare those assets to be surplus. Items with a value less than \$5,000 may be removed from the inventory list upon the direction request of the responsible manager ~~department head where the item resides~~. Items with a value between \$5,000 and \$49,999 may only be removed from the inventory list upon authorization of the Executive Director. Items with a value exceeding \$50,000 may only be declared surplus by resolution of the Board of Trustees, following a public hearing as set forth in RCW 39.33.020. Prior to disposal, items listed on the District assets inventory shall be removed from inventory and property tags shall be removed.

Only property having more than a nominal monetary value will ~~need~~ be formally declared surplus. Property that is obsolete, broken, and/or is of nominal or no value may be disposed of by the most appropriate and cost-effective method with the approval of the responsible manager ~~department head~~.

Library materials that are no longer of use to the District shall be given to the Friends ~~Foundation~~ of the Spokane County Library District (Friends) in accordance with the Interlocal Agreement between the District and the Friends. Proceeds from the sale of library materials shall be used by the Friends to further the mission and goals of the District.

The donation of surplus equipment to other governmental entities, local educational institutions, charitable non-profits, social services or other libraries is encouraged. The Executive Director is authorized to approve such donations on a case-by-case basis.

Surplus items that can neither be sold nor donated will be ~~turned over for recycling~~ recycled, if possible and economically feasible. ~~For those qualified technology items, such as computers, monitors, televisions, tablets and e-readers, the "E-Cycle Washington" program will be utilized.~~

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: FIXED ASSETS**

APPROVAL DATE: 6/16/2014

REVISION DATE: 7/17/2018

PREVIOUS POLICY TITLES:

Disposal of Surplus Property and
Capital and Controlled Assets

RELATED POLICIES

Collection Development

Friends of the Library

Procurement

Gifts

STATUTORY REFERENCES: RCW 27.12.210, RCW 39.33.020 and RCW 39.33.070

Purpose

To provide criteria for the identification, inventory, safeguarding and disposition of the District's fixed and controlled assets.

Fixed Assets

Fixed assets (or capital assets) shall include all real property or personal property with an individual, per-unit cost of \$5,000 or more (including installation, accessories, sales tax, and shipping), with an estimated useful life of one (1) year or longer. Fixed assets may be purchased by the District or received as a gift.

Controlled Assets

Susceptible to loss, controlled assets have an estimated useful life of one (1) year or longer, and have a per-unit cost of:

- Between \$300 and \$5,000 for computer laptops, notebooks, and mobile devices
- Between \$1,000 and \$5,000 for all other controlled assets

Examples of controlled assets include, but are not limited to, desktop computers, printers, laptops, monitors, televisions, photography equipment, mobile devices, and server room equipment (servers, switches, routers and uninterruptable power supplies).

Assets acquired by grant funds from other governmental agencies will be identified based on the requirements of the grantor. The Business Office is responsible for meeting all requirements of grantors and bond covenants in regard to the purchase, use and disposition of assets purchased with these funding sources.

Inventory

All fixed and controlled assets will be assigned a District property tag upon acquisition and listed in the District fixed and controlled assets inventory.

A physical inventory of all fixed and controlled assets will be conducted by the Business Office a minimum of once per year.

Protection, Safeguarding and Maintenance

The District is responsible for the safeguarding, custody, insurance, and maintenance of fixed and controlled assets. Responsibility for safeguarding and maintenance are assigned as follows:

- The manager of the location in which fixed assets and/or controlled assets reside is responsible for the maintenance and security of those assets.
- Information Technology (IT) is responsible for the protection, maintenance and security of controlled assets such as computers, monitors, laptops and all server room equipment.

Disposition

When it is determined that the District no longer needs an asset(s), it will declare those assets to be surplus. Items with a value less than \$5,000 may be removed from the inventory list upon the request of the responsible manager. Items with a value between \$5,000 and \$49,999 may only be removed from the inventory list upon authorization of the Executive Director. Items with a value exceeding \$50,000 may only be declared surplus by resolution of the Board of Trustees, following a public hearing as set forth in RCW 39.33.020. Prior to disposal, items listed on the District assets inventory shall be removed from inventory and property tags shall be removed.

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Library materials that are no longer of use to the District shall be given to the Friends of the Spokane County Library District (Friends) in accordance with the Interlocal Agreement between the District and the Friends. Proceeds from the sale of library materials shall be used by the Friends to further the mission and goals of the District.

The donation of surplus equipment to other governmental entities, local educational institutions, charitable non-profits, social services or other libraries is encouraged. The Executive Director is authorized to approve such donations on a case-by-case basis.

Surplus items that can neither be sold nor donated will be recycled, if possible and economically feasible.

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.

DISCUSSION NEW SPOKANE VALLEY LIBRARIES: POTENTIAL BOARD DIRECTION

Background

District staff and Trustees Carlson and Craig met with representatives from the City of Spokane Valley City Council and staff to provide an update on the revised timeline for new Spokane Valley libraries.

We affirmed the District's commitment to building new libraries in Spokane Valley, but shared that a potential levy lid was the greater priority to ensure sustainable operations and financial stability for the District. The levy lid lift is planned for 2019, with a potential bond election for new Spokane Valley libraries in 2021 or 2022.

We also shared that we will continue to engage the public on the issue, with events like the Pop-Up Library highlighting the potential that the property adjacent to Balfour Park offers. Our recent hire of a Development Manager and the forthcoming capital campaign to raise potential funds for new libraries will also engage the public and benefit from the longer lead time that the revised timeline provides.

Potential Board Direction

While the levy lid lift remains the main organizational priority for the coming year, work on the new Spokane Valley libraries will continue on a parallel track, though at a more measured pace. As the District continues to develop the capital campaign for new libraries, it would be of benefit to initiate the process for procuring preliminary library design documents for both the Conklin Road and Balfour Park libraries.

These designs, once completed, would be utilized for an informational campaign, as well as help determine the construction costs for specific library spaces (such as the Children's' Area or Meeting Room). As we look to finalize and approve the forthcoming Naming and Recognition Policy, those costs will help us frame the donation amounts necessary to secure naming and recognition opportunities.

Design work would likely be solicited via a Request for Qualifications (RFQ) for Architectural Programming and Pre-Design Services. The initial estimate for preliminary design work for both libraries we received was in the \$60,000 - \$100,000 range. Staff recommend that funds from the 2017 budget surplus that are being requested to be transferred to the Capital Projects Fund this month, July 2018, be used for the design work.

The timeline for the design work will need to coincide with the development of the capital campaign, which is still being determined. Staff would not take any official action in the process before returning to the Board of Trustees with a formal recommendation for discussion and approval.

Recommended Action: Board direction to staff to develop a recommendation for procuring preliminary library design work for new Spokane Valley libraries for future Board discussion and approval.

OVERVIEW MEDIA TRAINING

Communication & Development Director Jane Baker will provide an overview of best practices in dealing with the media. This overview will touch briefly on the media business, how to prepare for a media interview, and provide tips for success.

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

FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: AUGUST-SEPTEMBER 2018***August 21, 2018: Otis Orchards - (4:00 p.m.)***

- Resolution to Request to Participate in the Washington State Deferred Compensation Program
- Collection Development Policy
- Overview – Intellectual Freedom
- Spotlight Community Engagement

Please send requests for agenda additions or changes to the Board Chair or Administrative Assistant no later than Tuesday, August 7, for inclusion in the preliminary agenda to be sent Aug. 8. Meeting packets will be mailed Aug. 15.

September 18, 2018: Cheney - (4:00 p.m.)

- Resolution to Join Municipal Research and Services Center (MRSC) Rosters Program to Procure Small Public Works and Consultant Services using a Roster Contracting Process
- Social Media Policy
- Use of 3D Printing Services Policy
- Overview – Harassment-Free Workplace
- Spotlight Stories Off the Page
- Review the Performance of a Public Employee (RCW 42.30.110(1)(g))

SPECIAL MEETINGS/ACTIVITIES2018**Oct 8** SCLD Staff Day, CenterPlace, 2426 Discovery Pl, Spokane Valley, 9am-4pm**Oct 17-20** WLA Conference, Yakima Convention Center

EXECUTIVE DIRECTOR'S REPORT JUNE 2018

Business Office, Finance and Facilities – Rick Knorr

Finance:

General Fund

The first half of the year is complete. As this is the end of a quarter, the finance report includes a Capital Projects Fund report and a rolling five quarter trend report along with the standard General Fund revenue and expense report.

Revenues

- Total revenues through June are 55% of budget, as expected. Property tax collections throughout the year are predictable and were expected to be between 55% and 56% by the end of June.

Expenses

- Total expenses are 49% of budget at the half-year mark, as expected. Salaries are also 49% of budget. Considering that salaries and benefits are the District's largest expenses at two-thirds of total expenditures, it is important to note that the budgeted amount remains accurate.

Cash on Hand

- Total cash on hand at the end of June was \$5,929,106, or 5.7 months cash on hand. The current interest rate in the Spokane County Investment Pool (SCIP) has reached 1.62%, and the interest earnings on this General Fund cash-on-hand balance for June was over \$8,000, a monthly amount not seen for a decade.

Quarterly Trend Analysis

Selected additional commentary based on the quarterly trend report follows:

- Tax Collections
 - Property tax collections are as expected from the County. Collections from both contract cities have been received on schedule and per the amounts billed.
- Fines & Fees
 - Total fines and fees have been on a modest decline for a year or more now. It is believed the main causes are the recent increase in the threshold for accounts to be sent to collection, along with a continuing shift to digital circulation.
- Grants & Donations
 - The District received most of the budgeted support from the Friends as a lump sum early in the year. With no grants other than the after-school snack program continuing, the last two quarters will be smaller and the final total should be close to budget.
- E-rate Reimbursements
 - The District typically receives the largest E-rate disbursements in the second and fourth quarter. This year should be no exception.
- Miscellaneous Tax Collections & Other
 - The District received a timber tax distribution of \$11,754, higher than the \$7,000 budgeted, in the first quarter of this year.
- Interest Revenues
 - Interest rates have been increasing this year and total interest revenues are now much higher than last year. If rates continue to increase, total interest earnings for the full year may exceed budget by enough to offset the decline in fines and fees.

- Salaries & Fringe Benefits
 - Salary and benefits are in line with budget. The totals for the second quarter are higher than the previous two quarters due to vacancies now filled.
- Supplies & Utilities
 - Both supplies and utilities see increases during the summer quarter. The libraries are the busiest in the summer and supply usage will match. Utility costs, although more consistent throughout the year, increase because of summer heat.
- Services and Insurance
 - Services include annual software support for the numerous applications needed to operate the District. The largest support payment is to SirsiDynix for the annual maintenance on the library system and it is paid in full in January, making the first quarter much higher than subsequent quarters. District property, casualty and liability insurance policies are all paid in full in the first quarter.
- Equipment & Software
 - Equipment purchases are generally non-repeating. During this year, we have purchased new servers and related installation hardware and new battery backup devices.
- Library Materials
 - Library materials generally are purchased at a pace slightly faster than budget, with a slowdown in December to meet budget. This year looks to be no exception. Electronic materials are all annual subscriptions renewing throughout the year. These purchases are consistent year over year, but not necessarily quarter by quarter.
- Library Programs
 - Library programs are influenced by grants specifically for selected programming, which do not necessarily repeat. Otherwise, summer is the busiest time for programming, with expenditures usually peaking in the third quarter.

Facilities

At the mid-point of the year, most of the summer projects have been completed, with a couple exceptions:

- The North Spokane interior window-frame painting project has been postponed. We received notice from the painting contractor a week prior to the scheduled start that they were unable to begin as planned due to a lack of staffing. As of now, we have not yet been able to reschedule.
- The Otis Orchards siding replacement project has been conceptually designed, and we expect to solicit bids in July or August. With the very tight sub-contractor market, the work may not be performed until the end of the season.

Human Resources – Toni Costa

Department Activities

- Training
 - Supervisor Academy – Session 6

Recruitment and Selection:

- a. New Hires
 - Development Manager
- b. Terminations
 - Collection Services Specialist

- Library Assistant (DP)
- Library Page (MP)
- Public Services Associate (CH)
- c. Reclassifications
 - N/A
- d. Transfers/Promotions
 - Library Assistant to Technical Services Associate (BE to CS) – 2
 - Public Services Associate (CH)
 - Public Services Specialist (NS)

Volunteers

Volunteer Program Activities:

- Participated in EWI's Reading Rally at Cooper Elementary
- Recruited volunteers for a variety of programs, including:
 - Deer Park snack program
 - Summer Reading Buddy program
 - Airway Heights Library volunteer
- Coordinated orientation and training sessions
- Coordinated library tours at North Spokane and Spokane Valley for summer Reading Buddies

Operations – Doug Stumbough

The Pop-Up Library held June 16 was a successful initial test of an “instant” library concept on the District-owned property at Sprague Ave. and Herald Rd. in the Spokane Valley. The one-day event drew an estimated 500 people over the course of the eight-hour day. Despite periods of inclement weather, children and families engaged in playing with giant games and the Imagination Playground, enjoyed the Touch-a-Bus Storytime with our STA partner, and listened to an afternoon concert by The Willows. Staff made 22 new cards for 10 adults and 12 children, and checked out a total of 189 items. The Spokane Valley Friends also did a booming business at its book sale.

This month, we also received our E-rate Funding Commitment Decision Letter for 2018-19, following what has become an almost routine series of inquiries for information that was included in the initial application. It is an interesting process, and the staff time spent on following up on the seemingly redundant requests is worth it in the end. We will receive just over \$170,000 in reimbursement for our internet, wide area network, and telecommunication costs.

Collection Services – Andrea Sharps

- We ordered 1,640 titles and 6,647 copies in June. The number of titles ordered is down from last month, as is the number of copies ordered.
- With 50% of the year done, total library materials expended stands at 52.99%.
- We processed, added to the system, and sent out to the libraries 6,806 items in June. This is up from last month.
- Downloadable lending through OverDrive was up in June from May. A total of 43,412 items circulated in June, including audiobooks (18,898) and eBooks (24,514). Customers placed a total of 15,188 holds on audiobooks (6,596) and eBooks (8,592), and there were 6,134 unique users with titles checked out.

- Midwest Tape's *hoopla*, a streaming media service, saw an increase in circulation in June over May. A total of 3,083 titles, including audiobooks (1,461), comics/graphic novels (163), eBooks (597), movies (354), full-length albums (326) and television shows (182) circulated in June for a combined cost of \$6,018.52 and an average cost per circulation of \$1.95. A total of 108 new users registered in the month, and there were 961 active users and 7,212 total users recorded.
- Technical Services Manager Sandy Orr completed a project to update all of the digital records that have been downloaded over the years. All the digital records initially had the ItemCat1 of DIGITAL and Sandy wanted each product to have its own code. This detailed coding improves findability for our customers.
- Sandy also added Spokane Writes: A Poetry and Prose Anthology to OverDrive as a local content item. This eBook title now appears on the OverDrive site as well as in the Enterprise catalog. Published by the Friends of the Spokane County Library District in 2017, this anthology was created to celebrate the 75th anniversary of the District.
- We loaned 401 items to other libraries and borrowed 680 items from other libraries for 1,081 total Interlibrary Loan transactions processed in June.

Executive Director – Patrick RoeweDistrict Activities**Leadership Team Updates**

The following are actions taken by the Leadership Team this month that aren't otherwise covered in other agenda items.

Safety and Security:

The Safety Manual will be updated to include the locations of utility shut-offs in each building. The purpose of this update is to ensure that staff are aware of the locations for the shut-offs and can direct first responders and utility workers to those locations as needed.

2018 Work Plan - Keyless Entry Update:

As discussed in the work plan, we discussed potential next steps for the keyless entry project. The plan is to have the system in place by year end.

Strategic Initiatives:

Work continues on the plan for a levy lid lift in 2019. In support of that process:

- I lead an all-day Leadership Team retreat at the end of the month to solidify several key decisions related to the maintenance and operations lid lift. Topics included:
 - Facility updates and improvements that could potentially be funded via the lid lift, including HVAC systems, public restrooms, and security systems.
 - Service improvements, that could potentially be funded via the lid lift, including a digital collection expansion, mobile learning programs, and customer technology updates.
 - Service and resource impacts in response to an unsuccessful levy lid lift.
 - Election timing and timeline for planning.
 - Staff awareness and engagement plan.
 - Public information and engagement campaign.

Once finalized, the levy lid lift plan will be presented and discussed at an upcoming Board of Trustees meeting.

Other Activities

Along with District staff, volunteers, and members of the Leadership Team, I worked the Pop-Up Library event on the District's property near Balfour Park. The event was well attended, and feedback from the public was very favorable. I appreciated all of the staff time and creativity that went into planning and putting on this successful event.

Community Engagement

I attended the Greater Spokane Incorporated K-12 Roundtable meeting. Topics included an overview of the "Life Sciences Spokane – Vision 2030" initiative, as an education and workforce programmatic update from GSI.

I attended a Greater Spokane Valley Chamber meeting between chamber leaders and the WA House Minority Leadership. The meeting with Representatives Matt Shea and J.T. Wilcox provided the opportunity to discuss issues impacting the Greater Spokane Valley region.

I attended a workshop on Rural Broadband opportunities presented by the Community Economic Revitalization Board (CERB), which is part of the WA State Department of Commerce. The workshop was helpful for learning about options for improving internet access, specifically at the Fairfield Library.

I attended the Spokane is Reading meeting in which we continued planning for the September event.

I worked the Partners Advancing Character Education educators' workshop as a member of the curriculum and resources committee, as well as attended the organization's board retreat. This organization promotes the importance of good character through partnerships with schools, businesses, public agencies and community groups.

ITEM AND TITLE MONTHLY REPORT

May 2018

	<u>ITEMS</u>				<u>TITLES</u>		
	ADULT	YOUTH	TOTAL		ADULT	YOUTH	TOTAL
Total Materials							
Print	158662	151031	309693		83845	49675	133520
Nonprint	64225	23204	87429		26302	7480	33782
Subtotal	222887	174235	397122		110147	57155	167302
Periodicals	5248	774	6022		275	29	304
Total	228135	175009	403144		110422	57184	167606

<u>ITEMS</u>				<u>TITLES</u>			
OverDrive:	Audiobooks		27350				22745
	eBOOKS		39397				33922
	Licensed eBOOKS		12373				7603
OverDrive:	Total		79120				64270
GRAND TOTAL			482264				231876

Print & Nonprint	(Totals year-to-date)		
ADDITIONS	ADULT	YOUTH	TOTAL
Print	13828	12650	26478
Nonprint	5768	1901	7669
TOTAL	19596	14551	34147
DELETIONS			
Print	17331	11876	29207
Nonprint	6116	2143	8259
TOTAL	23447	14019	37466

	<u>NET CHANGE YTD</u>		
	ADULT	YOUTH	TOTAL
Print	-3503	774	-2729
Nonprint	-348	-242	-590
Periodicals	-527	-78	-605

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

Operations Report June 2018

Doug Stumbough and Kristy Bateman

Service Priority Teams

Business and Career Development (Stacey Goddard)

- We presented one program in support of business development, the regular SCORE workshop.
- GED and ESL classes wrapped up with the end of spring quarter. We have yet to enroll any students in the High School 21+ program, yet our three HS21+ did each enroll students in the GED program. Classes will resume on July 2.
- We presented seven programs in support of financial literacy education, including regular offerings from SNAP and STCU. Combined attendance for the programs was 123.
- I attended SCC's Adult Basic Education graduation ceremony, which honored students graduating from the GED, ESL, and High School 21+ programs. One of the students walking that night completed GED classes at Cheney Library.
- District staff joined me in attending the first ever WorkSource System Conference. The goal of the conference, organized by the Spokane Area Workforce Development Council, was to increase overall awareness of the local WorkSource System and what each participating agency does to support job seekers. The day included:
 - Four different morning sessions where System partners (Goodwill, the YWCA, Spokane Public Library, and SCLD) were paired up and did a Q&A overview on the services each offered.
 - A panel discussion at lunch with five local HR professionals.
 - Afternoon breakout sessions on topics such as facilitation techniques, using labor market information, and working with justice-involved customers.
 - It's worth noting that the District represents ten of our local WorkSource System's 17 sites. And our ten locations are the only ones located outside the City of Spokane.

Early Learning (Mary Ellen Braks)

- We provided 108 Storytimes to 3,173 children, parents, and caregivers. Our average attendance per Storytime was 29.
- We provided 30 Storytimes to 493 children at 14 child care centers.
- I provided two STARS training this month, *Ready for School with STEM* at the Growing Kindergarten conference. Attendees were preschool and kindergarten teachers (plus a few early learning librarians from SCLD) from Eastern Washington. The training I did was offered twice with an attendance of 62.
- The Early Learning team did five *Music and Movement* programs for children ages 3-7 and their adults, with an attendance of 91.
- The Early Learning team presented a staff Storytime training concentrating on the toddler age group.
- We had a great crowd at the *Pop-up Library* for the *Touch-a-Bus* Storytime. The families loved the bus driver and the pigeon from the book, "Don't let the Pigeon Drive the Bus." The bus driver said it was the most fun she's had in a long time. I think she must have driven the bus around the block at least eight times. The families loved it!

Education and Enrichment (Gwendolyn Haley)

- As of June 29, Online Summer Reading had 583 readers registered on Beanstack, earning 1,060 badges and reading 26,101 minutes. North Spokane and Spokane Valley libraries customers have logged the most minutes with over 7,000 each.
- Once again, the District is partnering with Excelerate Success and United Way Spokane to host six AmeriCorps Vista Summer Associates. The Vistas started June 15 and will be with us until August 17. They will go out into the community to take learning and literacy programs to kids who are not likely coming into to our libraries for programs. In Spokane Valley, Vistas are going to the Parks and Recreation Summer Meal Programs at Edgecliff, Terrace View, and Valley Mission parks as well as

Pope France Haven housing complex every week. In Airway Heights, Vistas visit a local affordable housing complex and a local park each week. At North Spokane, Vistas run drop-in activities and the Summer Meal Program, as well as helping with KERNEL and Camp Shiloh's summer library. Through their outreach programs, the Vistas have connected with 475 children on behalf of the District. The Vistas will also be helping with library programs throughout the summer.

Digital Interaction and Sharing (Carlie Hoffman)

- A new digital resource, IMSLP/Petrucci Music Library, a database of over a half-million public-domain music scores and music files, was added to the Digital Library web page.
- I contacted all of our digital resource vendors to update our access using our new IP address range.
- Spokane Writes was added to OverDrive and BiblioBoard.
- Diane updated training PowerPoints for SignUp and Spaces. These were uploaded to SharePoint and all public services staff are required to review them.
- I recorded video at the *Pop-Up Library* for use in future promotional items.
- I arranged and attended a World Book webinar for staff. This is viewable on-demand by video.

Book a Librarian highlights

- We worked with a few customers having trouble with using email and text messages on their phones.
- We helped a small business owner procure a list of general contractors and sub-contractors.
- We assisted a customer with World War II research and locating books by a specific author.
- Multiple customers received assistance with recording music and transferring music files in the Studio.

Information Technology (Patrick Hakes)

- The transfer of the District's internet provider to Ednetics was successful. We increased our bandwidth which will provide faster connections for customers and staff.
- Work on the new SharePoint environment has progressed well. The servers that will be used to house the environment are built and the software installed. Work continues on designing the various department environments. Data migration and more configuration will continue at the end of July.
- The new Uninterrupted Power Supply (UPS) that will provide power backup should the Spokane Valley building lose power has been received and installed in the new server racks.
- Work has begun on migrating our virtual servers from the Microsoft Hyper-V solution to the more robust and reliable VMware virtual server solution. The VMware solution is the industry standard due to the administrative and network capabilities that are available.

Strategic Planning (Amber Williams)

Our 11 locations each hosted a Community Vision Tree which created the opportunity for customers to contribute their thoughts on "What kind of community do you want to live in?" Aspirations were shared on leaves and added to the tree. Contributions have included: "dog park," "a place where everyone can get along," "all the candy," and "more urban infill, less sprawl," to share just a few. We continued to host Community Conversations throughout the county to have a deeper discussion about aspirations and the online survey went live. The survey will stay up through August.

Library Reports

Airway Heights: Stacy Kvamme

- During the first two weeks of June, Librarian Corinne Wilson and I promoted *Summer Reading*, reaching nearly 400 people. Our events included library tours and classroom visits with students from Sunset and Great Northern Elementary schools, and Field Day at Sunset Elementary.
- Corinne shared information about library resources and *Summer Reading* at Spokane Regional Health District's Wellness Fair at Grocery Outlet in Airway Heights, connecting with close to 50 people.
- Our *Touch-a-Bus* Storytime in partnership with STA was a huge success, with 56 people in attendance. Our bus ride had standing room only, and back at the library kids gladly hopped into the driver's seat to test out the horn.

Argonne: Pat Davis

- We kicked off summer with *Storytime in the Park* at Millwood City Park. Sixty children, and caregivers came out to play. Songs and stories as well as sand bins, tunnels and the parachute were enjoyed.
- *Painting: The Kindness Rocks Project*, attracted 27 participants. Participants painted a rock to place in a public place for a stranger to find and be uplifted.
- Argonne staff and volunteers participated in the *West Valley SCOPE Parade*. The parade winds through Millwood and ends at the City Park where SCOPE hosts a carnival fund raiser.

BookEnd: David Wyatt

- Our May artist on display was Rhianna B.
- Usage bounced back from the lower numbers in May. June 2018 saw the same number of customers through the door as June 2017, but they were checking out roughly 22% more items than last year.

Cheney: Catherine Nero Lowry

- Cheney Library is partnering with Camp Caslo again this summer. Campers visit the library twice a week to select books and participate in Summer Reading activities. We are also continuing to work with the camp to provide financial literacy sessions for the campers. Numerica has partnered with the library to provide curriculum and instructors for this year's financial literacy sessions.
- We enjoyed beautiful weather for the library's birdwatching walk. Customers came from across the county to participate the birdwatching program. The group of seven spotted many birds along the Columbia Plateau State Park Trail.
- Cheney Library continues to serve as a resource for gardeners. Fifteen community members consulted the Master Gardeners volunteers in the library, and 47 customers accessed the *Seed Library* and checked out 243 seed packets this month.

Deer Park: Kris Barnes

- The Deer Park Kiwanis asked us to help out at their annual children's Pet Parade. The theme this year was baseball and hots dogs. Mandy arrived to help with logistics, pass out prizes, provide support for the Spokane Indians Baseball mascot OTTO, and hand out Engage. Mandy commented that the attendees had several programming questions of which she was happy to answer.
- Librarian Amber Williams and I visited the Deer Park Elementary and Arcadia Elementary schools. We spoke to 1,001 students and teachers about our outstanding *Summer Reading* programs. In addition, Amber provided support to the Arcadia students by helping them choose their free book supplied by the Deer Park Parent Teacher Organization.
- Free summer snack service began this month. So far the amount served has been much less than our after school service, yet we remain optimistic that once word gets out, the children will come and take advantage.

Fairfield: Kristy Bateman

- There is a new firework-themed artwork display in the children's area courtesy of community members that joined us in painting after the Flag Day parade.
- Community members enjoyed the first two programs of *Summer Reading* with *Eric Herman Rocks!* and *Habiba's Village: Inspiring Community Stories*.

Medical Lake: Cecelia McMullen

- The *Library Rocks* summer theme began with a *Medical Lake Geology Walk* led by EWU geologist Chad Pritchard along with historian Angel Rios. The crowd of enthusiastic umbrella carrying participants explored local geology and history. Hands-on activities included chiseling granite from an old quarry site.
- *Medical Lake Monday* was a Flag Day celebration. A Girl Scout troop demonstrated flag etiquette and discussed flag history and traditions. We created edible flags using graham crackers and frosting.
- Crowds cheered as staff and volunteers marched in the annual Medical Lake Founders Day Parade proudly carrying the District banner and passing out pencils. Afterwards Christie Onzay staffed a booth where people learned about the District and experienced a magnetic STEM activity.
- Summer safety was the Storytime theme when our Medical Lake volunteer fire department brought their rescue boat for families to touch and experience. Along with delightful safety-related stories and

flannels, the kids and parents learned the value of bicycle helmets, life jackets, and general guidelines for a wonderful safe summer.

Moran Prairie: Danielle Marcy

- The *Moran Prairie Walking Club* group stated they will continue to meet and take walks together.
- The *Microadventures in the Inland Northwest* was well reviewed. Attendees indicated they would like other microadventure programs.
- The Washington Rural Heritage exhibit was on display May and June. The exhibit was comprised of the Moran Prairie Grange's artifacts and photos. These items were also digitized and sent to the Washington State Library to be added to its Rural Heritage website.

North Spokane: Brian Vander Veen

- This month, North Spokane Library hosted the Spokane Women Together exhibit, a collection of photographs that highlight local women from diverse backgrounds and their unique experiences.
- The free summer lunch program, sponsored by Spokane Public Schools and the USDA, began this month. In the last two weeks of June, Vista volunteers served 285 free lunches to children.
- North Spokane staff and Vista volunteers began leading educational activities each Tuesday at the Fairwood Farmers' Market and had an average attendance of 148 children. Each child who completed the day's activity received a two-dollar voucher for fruits and veggies at the farmers' market, courtesy of Fairwood and Catholic Charities Food for All.

Otis Orchards: David Wyatt

- Librarian Tammy Henry hosted several library tours with over 200 students.
- *The Escape Room* was well attended with 15 of the 16 open slots filled. Several customers canceled reservations day of, but there were plenty of excited walk-in customers who participated.
- Seven members attended *Senior Fitness*, our first program from local business, Otis Fitness. The Friends of the Otis Orchards Library sponsored the program.

Spokane Valley: Aileen Luppert

- June kicked off for Spokane Valley at the Adams Elementary Carnival. Librarian Dana Mannino handed out Engage magazines to families "who were ravenous for them. As soon as I said 'Free things to do with your family this summer' they were reaching and saying 'Oooh! I need that'." With the help of a stellar volunteer, Dana also helped kids make, shoot, and measure the distance flown by straw rockets.
- Trivia attendance has varied in the last two months. Attendees have been enthusiastic, but smaller in numbers. This month's Doctor Who night attracted 11 trivia fans.
- This month we had our first *Video Camera Crew Create: Variety Show*. PSS Sarah reported "in the program we had tweens learning how to storyboard, light a scene, work together as a camera crew, and edit footage. It was a fun, fast-paced crash course on how to create video footage. At the end of the program, there was a short variety show clip that will be put together and uploaded to YouTube to share with the participants and their family."

District-wide Information

PLA Conference Report

Two District staff members had the opportunity to attend the 2018 American Library Association Conference, June 21-26, in New Orleans, LA. A summary of highlights and select key takeaways for each attendee are below.

Aileen Luppert

The ALA Annual Conference was in New Orleans, where the weather was intensely hot and humid, and the beignets were sugary and delicious. Most of the sessions I attended focused on community engagement and leadership. I left contemplating how libraries and communities are dealing with homelessness. Some libraries are looking closely at their policies. Others are reviewing how policies are implemented. Many more are thinking about how best to serve this population and how to engage their larger community to help. Recently ALA published a handbook about working with people experiencing homelessness in libraries, and the author, Ryan Dowd, spoke at the conference. I am eager to learn even more and see whether Mr. Dowd's online training might be a good fit for our system.

Amber Williams

The annual American Library Association conference began for me with a great all-day preconference about community engagement tools for smaller and rural communities. Given the recent use of Community Conversations by SCLD community librarians, I think we are poised to use tools like the ones I learned, to continue facilitating conversations with our communities. I led one session "Civic Engagement and School Libraries" on Saturday which was well received.

June Security Incident Report

For June 2018, there were 39 Security Incident reports filed, six less than last month (45) and nine more than June 2017 (30). Spokane Valley had the most incidents reported with 12. The most frequently reported incidents related to General Code of Conduct Violations (17). There were two customers excluded in June. One for 24 hours, and one for seven days. Both were due to behavior that did not meet our Code of Conduct. To further put all of these numbers in perspective, the total door count District-wide in the month of June was 117,485.

Public Use Measures

Measure	June 2018			
	This year This Month	Last year This Month	YTD This year	Last YTD Comparison
Cardholders	113,507	120,015		-5%
Door count	117,485	119,096	693,361	9%
Items Borrowed	225,744	226,395	1,331,475	3%
• Airway Heights	5973	6027	33804	39752
• Argonne	13328	13942	78770	80479
• Cheney	14364	13520	80474	80850
• Deer Park	13316	14680	82093	88839
• Fairfield	1644	1111	8112	7612
• Medical Lake	4726	5168	29796	31017
• Moran Prairie	17365	18727	103285	108547
• North Spokane	49041	51491	287320	271159
• Otis Orchards	5825	5437	35429	34803
• Spokane Valley	49955	52317	296187	303960
• The BookEnd	3231	2485	19372	4382
• Digital	46,495	41,047	272,631	11%
Programs				
• Number	292	327	1,794	-2%
• Attendance	8,420	11,243	42,712	-5%
Internet Station Use (%)	50.2%	50.8%	48.7%	
Meeting room bookings	440	423	2,999	39%
Digital Resource Use	84,140	87,148	532,586	-1%

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.*

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

Communication Report June 2018

The following report is a summary of the Communication Department activities for the month of June 2018.

News Coverage

- June 1 – *Spokesman-Review* - McMorris Rodgers talks health care, education at Deer Park town hall
- June 5 – *KREM* – Kids can eat free at select local libraries, parks this summer
- June 6 – *Deer Park Tribune* – Storytimes at the Deer Park library
- June 13 – *Deer Park Tribune* – DP Library offering summer afternoon meals for youngsters
- June 14 – *Spokesman-Review* – Roll out the giant chess set: Spokane Sidewalk Games back for the third year
- June 14 – *Inlander* – FOOD: Summer Guide 2018
- June 14 – *Inlander* – KIDS: Summer Guide 2018
- June 15 – *Spokane Valley Herald* – Outdoor Pop-Up Library offers big entertainment
- June 15 – *Spokane Valley Herald* – Live music at local libraries this summer
- June 15 – *Spokane Valley Herald* – Library offering escape rooms, more
- June 15 – *Spokane Valley Herald* – Community asked to share vision with SCLD
- June 15 – *Deer Park Gazette* – Sow, Your Gardening
- June 15 – *Deer Park Gazette* – Book Sale Season in Deer Park
- June 15 – *Deer Park Gazette* – June Community Event Calendar
- June 15 – *Deer Park Gazette* – Deer Park Friends of the Library Book Sale!
- June 15 – *KXLY* – Spokane County Library District holds one day only Pop-Up Library
- June 19 – *eLearning Inside* – Public Libraries Have Grown Into eLearning Centers
- June 21 – *Spokesman-Review* – Free summer meal programs serve Spokane area youths
- June 22 – *Spokane Valley Herald* – Pop-Up players (Pop-up Library Celebration)

Press Releases

- June 5 – Kids eat free at North Spokane, Deer Park Libraries and select Spokane Valley parks
- June 7 – Escape rooms, Nerf battles, and art, food, science, and video classes for tweens
- June 12 – Share your vision for your community with Spokane County Library District
- June 14 – Options available for adults to gain high school diploma, GED
- June 26 – Swing by the Moran Prairie Grange for an evening of food, dancing
- June 27 – Holiday Library Closure (4th of July)

E-Marketing (Website, Social Media, Email)

- This month's featured post from Facebook:

Spokane County Library District
Published by Mo Regalado [?] · June 14 at 12:33 PM · 🌐

#SavetheDate - POP UP LIBRARY is coming Saturday June 16, 2018 in Spokane Valley. There is an entire day of fun activities planned for the whole family!

Make plans to be there...because it's happening - rain or shine! We will make sure that we have plenty of large canopies and tents in the event that it rains!

Check out all the details by clicking the link below! ... [See More](#)



POP-UP LIBRARY
Summer Celebration
Saturday, June 16, 10am-6pm

Get More Likes, Comments and Shares
Boost this post for \$20 to reach up to 8,600 people.

👤 1,384 people reached [Boost Post](#)

👍❤️ 17 13 Shares

👍 Like 💬 Comment ➦ Share ⌵

Performance for Your Post

1,384 People Reached

62 Reactions, Comments & Shares ⓘ

41 Like **15** On Post **26** On Shares

7 Love **2** On Post **5** On Shares

1 Comments **0** On Post **1** On Shares

13 Shares **13** On Post **0** On Shares

98 Post Clicks

5 Photo Views **18** Link Clicks **75** Other Clicks ⓘ

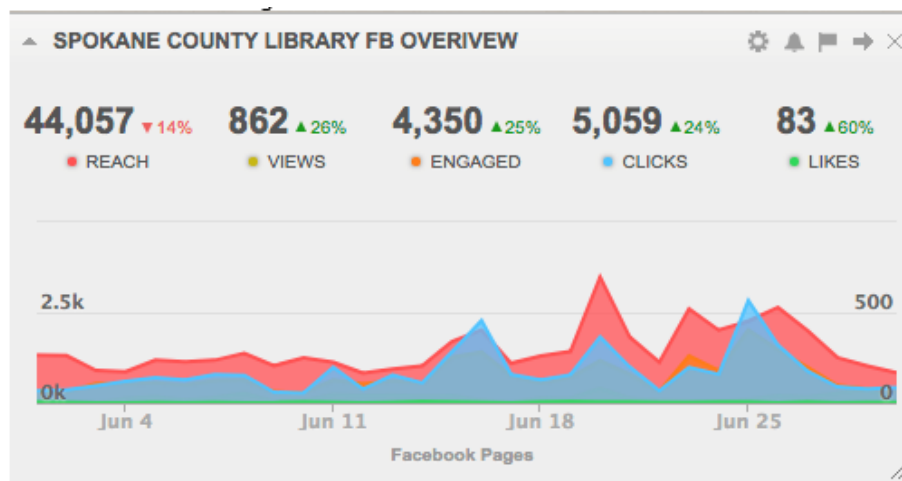
NEGATIVE FEEDBACK

2 Hide Post **0** Hide All Posts

0 Report as Spam **0** Unlike Page

Reported stats may be delayed from what appears on posts

Analytics



Jun 2018 • 30 days

TWEET HIGHLIGHTS

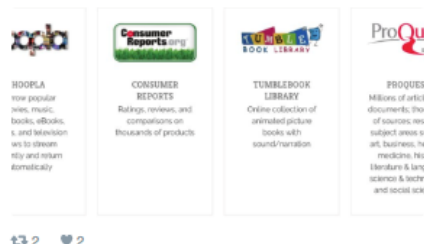
Top Tweet earned 1,517 impressions

#mondaymotivation #DigitalLibrary
finds...

There are so many things you can do online with your library card. You can download books, do research, find a tutor, take online classes, read magazines, and more!

#spokane #library

scl.d.org/digital-librar...
pic.twitter.com/AvwQMRcepD



🔗 2 ❤️ 2

[View Tweet activity](#)

[View all Tweet activity](#)

Top mention earned 21 engagements

Campaign for Grade-Level Reading

@readingby3rd • Jun 1

3 libraries. 1 mission. Learn how @SpCoLibraryDist #keepskidslearning to avoid the #summerslide. 📚 ✨
kxly.com/news/kids-get-...

🔗 4 ❤️ 4

[View Tweet](#)

Top media Tweet earned 867 impressions

#PopUpLibrary #fridayfeeling

he whole family is invited to enjoy big entertainment and exploration, for one day only, at our Pop-up Library next to Balfour Park on Sprague Ave, west of University Rd.

Food trucks, big trucks, games, & more.

scl.d.org/outdoor-pop-up...
pic.twitter.com/N3WxQwomTL

Library District News

- June 1 – For tweens: Escape rooms, science experiments, Nerf battles, art, food & videos
- June 4 – Creativity blooms at the library
- June 6 – Create something “sew” amazing at The Lab
- June 8 – Business Matters at the library: Free classes in marketing, open data, and writing your business plan
- June 7 – Kids tackle exciting challenges to stay active this summer
- June 12 – Community is the heart of the library: Share your voice
- June 14 – High School 21+, GED, and ESL classes taught by Spokane Community College faculty at the library
- June 20 – Preschoolers get ready for school with STEM kits from the library
- June 26 – Swing by the Moran Prairie Grange for a Historic Dinner & Dance

Blog Posts

- June 5 – Confession of a librarian mom: Reading and summer slide
- June 11 – Young adult booklist for Pride Month
- June 13 – Pounce-worthy feline books
- June 19 – The dog days of summer
- June 21 – Adult reads for Pride Month
- June 28 – Rock summer reading: Music pairings for The Great American Read

E-newsletter Email

- Sent on June 14, 2018 (95,680)
- Open rate: 10.6% (10,144)
- Clicked: 705
- Unsubscribed: 75

Podcast

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

June 12 – Library Out Loud: Digital Resources with Carlie Hoffman and Diane Brown

June 12 – Library Out Loud: Play Unplugged with Phil Champlin

June 28 – Library Out Loud: Radical Rick with Rick Turner

June 28 – Library Out Loud: KERNEL with Jesse Hansen and Don Nelson

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

Community Calendars

June 1, 2, & 3 – Friends of the Deer Park Library Book Sale

June 2 – Birdwatching Walk

June 5 – Homebuying 101

June 6, 13, 20, & 27 – Moran Prairie Walking Club

June 7 – Microadventures in the Inland Northwest

June 9 – Medical Lake Geology Walk

June 9, 12, 22, 25, & 28 – Music and Movement

June 9 – Painting: Flag Day Fireworks

June 9 – Friends of the Otis Orchards Library Book Sale

June 9, 26, & 28 – Homebuyer Education Seminar

June 12 – Spokane's Musical Legacy

June 13 – Senior Fitness

June 14 – See Your Business Through the Eyes of your Customer

June 14 – Become Debt Free

June 16 – Pop-up Library: Summer Celebration

June 16 – The Willows

June 16 – Lyle Morse

June 18 – Painting: The Kindness Rocks Project

June 18 – Storytime in the Park

June 18, 19, 20, 21, & 22 – Eric Herman Rocks

June 19 – Dollars & Sense: Navigating Your Credit

June 19, 21, & 27 – Escape Room: The Backstage Challenge

June 20 – Radical Rick and the Science of Sound

June 21 – Video Camera Crew Create: Variety Show

June 21 – Pin Cushion: Beginner

June 21 – Giant Sidewalk Games

June 22 – Random Fandom Trivia: Doctor Who

June 23 – Painting Summer in Acrylic: Families & Friends

June 25, 26, 27, 28, & 29 – Habiba's Village: Inspiring Community Stories

June 26 – Dollars & Sense: Give Yourself a Raise

June 26 – Summer Meals & Stories

June 27 – The Plaid Cats

June 28 – Scissor Holder: Beginner

June 28 – Touch-a-Bus Storytime

June 29, 30, & July 1 – Friends of the Deer Park Library Book Sale

**Spokane County Library District
Summary of Revenues & Expenses - (Cash Basis)
For the Six Months Ended June 30, 2018**

	Y-T-D Actual	Annual Budget	<div style="border: 1px solid black; padding: 2px; text-align: center;"> Target 50.0% </div> Percent Used	Balance Remaining
REVENUES				
PROPERTY TAXES	\$ 6,393,914	\$ 11,576,000	55.23%	\$ 5,182,086
CONTRACT CITIES - AIRWAY HEIGHTS	133,269	264,000	50.48%	130,731
CONTRACT CITIES - SPOKANE	44,154	80,800	54.65%	36,646
FINES & FEES	90,659	209,000	43.38%	118,341
GRANTS & DONATIONS	42,209	53,000	79.64%	10,791
E-RATE REIMBURSEMENTS	90,542	167,000	54.22%	76,458
MISC TAX COLLECTIONS & OTHER	32,479	19,500	166.56%	(12,979)
INTEREST REVENUES	26,788	62,000	43.21%	35,212
TOTAL REVENUES	\$ 6,854,013	\$ 12,431,300	55.14%	\$ 5,577,287
TRANSFERS IN	-	-	0.00%	-
TOTAL REVENUES & TRANSFERS IN	\$ 6,854,013	\$ 12,431,300	55.14%	\$ 5,577,287
EXPENSES				
SALARIES	\$ 3,019,187	\$ 6,137,000	49.20%	\$ 3,117,813
FRINGE BENEFITS	1,051,940	2,202,950	47.75%	1,151,010
SUPPLIES	84,564	190,100	44.48%	105,536
UTILITIES	224,071	442,400	50.65%	218,329
SERVICES	673,547	1,307,750	51.50%	634,203
INSURANCE	62,969	69,000	91.26%	6,031
EQUIPMENT & SOFTWARE	70,961	230,000	30.85%	159,039
LIBRARY MATERIALS	750,080	1,460,000	51.38%	709,920
ELECTRONIC LIBRARY MATERIALS	97,387	205,000	47.51%	107,613
LIBRARY PROGRAMS	51,091	109,800	46.53%	58,709
OPERATIONAL CONTINGENCIES	0	77,300	0.00%	77,300
TOTAL EXPENSES	\$ 6,085,797	\$ 12,431,300	48.96%	\$ 6,345,503
TRANSFERS OUT	-	-	0.00%	-
TOTAL EXPENSES & TRANSFERS OUT	\$ 6,085,797	\$ 12,431,300	48.96%	\$ 6,345,503
Net Excess of Revenues Over/(Under) Expenses	\$ 768,216	\$ -		
BEGINNING CASH	5,179,623			
NET FROM ABOVE	768,216			
ENDING CASH	\$ 5,947,839			
Number of months cash on hand	5.7			

**Spokane County Library District
Capital Projects Fund
Statement of Revenues and Expenses
For the Six Months Ended June 30, 2018**

	Y-T-D Actual	Annual Budget	Balance Remaining
REVENUES			
Interest Earnings	7,815	14,000	(6,185)
TOTAL REVENUES	<u>7,815</u>	<u>14,000</u>	
EXPENSES			
North Spokane Remodel Project Retainage	14,063	19,000	
TOTAL EXPENSES	<u>14,063</u>	<u>19,000</u>	(4,937)
NET EXCESS OF REVENUES OVER (UNDER) EXPENSES	(6,248)		
Beginning Fund Balance: January 1, 2018	1,201,018		
Net From Above	<u>(6,248)</u>		
Ending Fund Balance	<u>1,194,770</u>		

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

	6/30/2017	9/30/2017	12/31/2017	3/31/2018	6/30/2018
REVENUES					
PROPERTY TAXES	5,398,299	362,957	4,677,029	851,664	5,542,250
CONTRACT CITIES - AIRWAY HEIGHTS	61,146	61,146	61,147	66,635	66,634
CONTRACT CITIES - SPOKANE	38,661	-	38,661	-	44,154
		-	-	-	-
FINES & FEES	50,696	56,003	48,497	47,553	43,106
GRANTS & DONATIONS	25,961	15,163	26,946	24,007	18,202
E-RATE REIMBURSEMENTS	77,744	289	76,561	15,977	74,565
MISC TAX COLLECTIONS & OTHER	1,377	10,639	2,431	28,388	4,091
INTEREST REVENUES	10,329	9,437	12,078	10,024	16,764
TOTAL REVENUES	5,664,214	515,634	4,943,350	1,044,248	5,809,765
EXPENSES					
SALARIES	1,541,105	1,545,057	1,487,150	1,474,955	1,544,232
FRINGE BENEFITS	494,389	513,420	511,330	514,841	537,099
SUPPLIES	47,235	39,302	30,448	37,550	47,014
UTILITIES	104,425	113,742	106,750	111,806	112,265
SERVICES	247,076	232,221	196,061	430,787	242,760
INSURANCE	175	35	-	62,794	175
EQUIPMENT & SOFTWARE	21,891	29,273	83,032	5,041	65,920
LIBRARY MATERIALS	396,834	348,513	269,672	388,359	361,721
ELECTRONIC LIBRARY MATERIALS	32,461	52,611	47,237	63,547	33,840
LIBRARY PROGRAMS	25,410	35,810	37,998	25,336	25,755
OPERATIONAL CONTINGENCIES	-	-	-	-	-
TOTAL EXPENSES	2,911,001	2,909,984	2,769,679	3,115,016	2,970,781

Fringe Benefits as % of Salaries	32.1%	33.2%	34.4%	34.9%	34.8%
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EXECUTIVE DIRECTOR'S REPORT MAY 2018

Business Office, Finance and Facilities – Rick Knorr

Finance:

General Fund:

Total revenues have now exceeded the 50% mark, which is expected, as the first half of property tax collections have been received. Typically the District receives almost 55% of the total levy by the end of May, and this year is no exception, as illustrated by the table below. The first half payments from the cities of Spokane and Airway Heights have also been received.

<i>District Property Tax Collection</i>			
Collected thru			
	Levy	May	%
2016	10,985,744	6,013,748	54.7%
2017	11,308,314	6,212,666	54.9%
2018	11,573,813	6,350,114	54.9%

Additional revenue commentary follows:

- Grant revenues: Support received through May from the Friends of the Spokane County Library District is \$18,000, or 90% of the \$20,000 expected. The Friends funded most of their commitment early in the year, following a presentation delineating the District's programming plans.
- Interest Revenue: Interest rates have continued to creep up month by month. The current rate is 1.49%, now higher than 1.4% used in the budget. With our high cash balance months coming up, total interest income will exceed budget by the end of the year.
- Fine and Fee Revenue: Fine and fee revenues have continued to decline in 2018, continuing a three-year trend.
- E-Rate Reimbursements: As expected, the District has received a rebate for 80% of its first half of broadband expenses. Consequently, 50% of budget was exceeded for that reason.

Total expenditures through five months have dipped just slightly below the target of 41.7%. It is a welcome, although not unexpected to be under target on or before the mid-year point.

Salaries are 40.5% of budget, or 1.2% below target due to a few vacancies during the first five months. As of June 1, however, the District is close to having all positions filled. We hope to remain below target for the balance of the year, yet likely will not fall further under budget without unexpected future vacancies.

Fund Balance:

The end of May is a high point for cash on hand. Total cash balance or fund balance at the end of May was \$6.8 million or 6.6 months cash on hand.

Facilities Report

Parking Lot Striping: Parking lot striping has been completed for all buildings except Spokane Valley Library, where restriping is scheduled for June 12.

North Spokane Library Remodel: The last remaining visible component of the North Spokane remodel is to repaint all of the interior facing window frames still in the previous color scheme. The contractor is scheduled to start on June 18.

Otis Orchards Library Exterior Repair and Refresh: The District has solicited and received design options for the Otis Orchards Library building exterior residing project. The existing siding is original and has shown sufficient signs of wear. Thus, it was deemed appropriate for replacement. Analysis is currently ongoing to determine the cost and benefit differences between two material choices.

Human Resources – Toni Costa

Department Activities

- Training
 - Supervisor Academy, Session 5
 - Employee Orientation
- Other
 - Late in the month, our new online application system went live. This is providing a better experience for hiring managers, employees and candidates. It has eliminated paper applications and reduced the amount of time Human Resources staff spend on processing and retaining application materials.
 - Participated in KHQ job fair

Recruitment and Selection:

- a. New Hires
 - Public Services Associate - AR
- b. Terminations
 - Digitization Intern (2) – end of temporary assignments
- c. Reclassifications
 - n/a
- d. Transfers/Promotions
 - Promotion – Technical Services Assistant to Collection Services Specialist

Volunteers

Volunteer Program Activities:

- Coordinated and participated in eight different Reading Buddy Celebrations at each school. Number of attendees: Broadway-47, Brentwood-53, Mullan Road-46, Progress-44, Otis Orchard-32, Pasadena Park-39, University-31, and McDonald-8.
- Conducted a Volunteer Orientation and Reading Buddy training. Recruited eight new volunteers for the Reading Buddy program, Pop-Up Library and Early Literacy volunteer program.
- Developed a partnership with BECU's Volunteer Program. Recruited volunteers from BECU for the summer Reading Buddy program.
- Developed a partnership with Just-Serve and posted volunteer opportunities.
- Recruited many volunteers for the summer Reading Buddy program through Volunteer Spokane.
- Recruited nine volunteers from the KHQ Job Fair.
- Coordinated a Numerica Credit Union Reading Rally at Broadway Elementary.
- Provided a Reading Buddy Training at Numerica Credit Union's Administrative Office for staff.
- Invited from Whitworth University to be on the search committee for a Data and Program Specialist in their Community Engagement office.
- Currently have 289 active volunteers.

Operations – Doug Stumbough

This month, a team consisting of staff from the Operations, Finance, and Human Resources departments began visiting District locations as part of the safety and security review called for in the 2018 Work Plan. During the visits, which will continue throughout summer, we will review each facility with an eye on identifying building issues as well as potential improvements in the physical plants, area management, and access control to provide both staff and customers as safe an environment as possible.

The library visits are also coupled with a second work plan objective to review spaces throughout the District to ensure those spaces are providing their highest, best use in light of shifting District needs and priorities. We will use this year to evaluate all spaces in every location to determine if the space can be used differently for a better customer experience and more efficient function, and identify a range of options for renewing the locations to better reflect and support how we serve our customers and communities.

On a related note, we met with representatives from Ednetics, the Post Falls based company that was awarded our most recent internet service contract. While the main reason for the meeting was to prepare for the transition to its service, we did learn that they also work with schools and libraries on access control and security integration. They provided us with some insights of what challenges other libraries have faced and gave us a general overview of some solutions. We are now planning for members of their “Protect” team to visit us to provide additional, site specific information and examples as we continue to plan to update our access control and security District-wide.

Collection Services – Andrea Sharps

- We ordered 1,864 titles and 7,230 copies in May. The number of titles ordered is up from last month as is the number of copies ordered.
- With 41.67% of the year done, total library materials expended stands at 44.96%.
- We processed, added to the system, and sent out to the libraries 5,660 items in May. This is up from last month.
- Downloadable lending through OverDrive was down slightly in May from April. A total of 42,187 items circulated in May including audiobooks (18,114) and eBooks (24,073). Customers placed a total of 14,090 holds on audiobooks (6,122) and eBooks (7,968), and there were 5,943 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 2,883 titles including audiobooks (1,472), comics/graphic novels (149), eBooks (523), movies (298), full-length albums (298) and television shows (143) circulated in May for a combined cost of \$6,200.07 and an average cost per circulation of \$2.15. A total of 127 new users registered in the month, and there were 966 active users and 7,110 total users recorded.
- The Collection Services Manager for Timberland Regional Library spent the afternoon of May 30 in Collection Services talking with staff about the District’s approaches to selection, Interlibrary Loan, and materials processing. The interaction was very productive as we shared best practices and strategies for handling similar situations.
- Youth Collection Development Librarian Sheri Boggs and I attended the Inland Northwest Collection Development Group meeting at the Liberty Lake Municipal Library on May 31. Will Stuiwenga from the Washington State Library also attended the day-long meeting and apprised the group about the ProQuest and NewsBank renewals through the Statewide Database Licensing Project.
- The District received one *Request for Review of Library Materials Form* in May. A written response was drafted and sent by me within 14 days as required by policy.

- Adult Collection Development Librarian Cheryl Zobel participated in an online ALA music reference class and learned about the IMSLP/Petrucchi Music Library which contains over half a million public domain music scores and music files. The site can be accessed through the Digital Library on the District's website.
- We loaned 426 items to other libraries and borrowed 688 items from other libraries for 1,114 total Interlibrary Loan transactions processed in May—a new monthly ILL high!

Executive Director – Patrick RoeweDistrict Activities**Leadership Team Updates**

The following are actions taken by the Leadership Team this month that aren't otherwise covered in agenda items.

Photography and Filming in Libraries:

In response to a staff question, we issued a statement reiterating that, generally speaking, filming and photography are allowed in District facilities and on District property. Considering that our facilities are public places, there is no reasonable expectation of privacy. As defined by state law, our commitment to privacy protection is focused on library records.

Sponsorship and Partnership Policy: We discussed our Sponsorship and Partnership policy in context of our strategic priorities and mission, and will be reviewing it in that context. We will also conduct an audit of our current sponsorships and partnerships to better understand this element of community engagement. Any changes to the policy would go before the Board in August 2018 at the earliest.

Timberland Regional Library Visit: We had visitors from the Timberland Regional Library who were onsite to share information and best practices on an organizational level. Public libraries in Washington State have a rich tradition of this sort of thought exchange, and we were happy to host colleagues from the west side of the state.

2018 Work Plan: Space Planning Update:

As discussed in the work plan, we've shared the goals for the space planning evaluation with staff and have initiated walk-throughs of our facilities for the planning team. Staff feedback will be an integral part of the process once this initial phase is completed.

Strategic Initiatives: Work continues on the plan for a levy lid lift in 2019 and a bond election in 2021 or 2022. In support of that process:

- We have further refined the maintenance and operations needs that would be funded through a levy lid lift. We will provide an update once those needs have been finalized.
- Cindy McMullen, the District's legal counsel, reviewed the initial draft of the proposed Naming and Recognition Policy for facilities. Once finalized, this policy will go before the Board for discussion and potential approval as early as August 2018.

Other Activities

I attended a training from the Washington State Library entitled: "Communication and Marketing for Libraries" Presented by EveryLibrary, the training provided useful insight regarding how libraries can more effectively communicate their value proposition.

With Gwendolyn Haley and Stacey Goddard, I met with representatives from Greater Spokane Incorporated and the Washington Student Achievement Council to share how the District is supporting Career Connected Learning in Spokane County through its programs and resources.

I attended the Inland Northwest Council of Libraries board meeting.

Community Engagement

I attended the Partners Advancing Character Education board meeting and curriculum and resources committee meeting. This organization promotes the importance of good character through partnerships with schools, businesses, public agencies and community groups.

I attended the Spokane STEM Network Executive Committee meeting where we heard updates on how STEM interfaces with post-secondary educational attainment and employment opportunities in related fields.

I presented to the Greater Spokane Valley Rotary Club on reframing the public library narrative. I shared emerging trends in public librarianship and how the District reflects those trends, including an update on future library plans for Spokane Valley.

ITEM AND TITLE MONTHLY REPORT May 2018

	<u>ITEMS</u>				<u>TITLES</u>		
	ADULT	YOUTH	TOTAL		ADULT	YOUTH	TOTAL
Total Materials							
Print	158492	149797	308289		83885	49595	133480
Nonprint	64294	23225	87519		26342	7468	33810
Subtotal	222786	173022	395808		110227	57063	167290
Periodicals	5180	780	5960		276	29	305
Total	227966	173802	401768		110503	57092	167595

	<u>ITEMS</u>				<u>TITLES</u>		
OverDrive: Audiobooks			27019				22469
eBOOKS			39165				33752
Licensed eBOOKS			12180				7511
OverDrive: Total			78364				63732
GRAND TOTAL			480132				231327

Print & Nonprint	(Totals year-to-date)		
ADDITIONS	ADULT	YOUTH	TOTAL
Print	11187	9587	20774
Nonprint	4958	1609	6567
TOTAL	16145	11196	27341
DELETIONS			
Print	14860	10047	24907
Nonprint	5237	1830	7067
TOTAL	20097	11877	31974

	<u>NET CHANGE YTD</u>		
	ADULT	YOUTH	TOTAL
Print	-3673	-460	-4133
Nonprint	-279	-221	-500
Periodicals	-595	-72	-667

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

Operations Report May 2018

Doug Stumbough and Kristy Bateman

Service Priority Teams

Business and Career Development (Stacey Goddard)

- We presented two programs in support of business development this month, the SCORE workshop and a Build Your Brand on Facebook session. Combined attendance for these two programs was six.
- High School 21+ classes continued once a week at Spokane Valley, North Spokane, and Airway Heights. Although none of the interested students have qualified for the High School 21+ program thus far, all three locations report they have students enrolled in the GED program.
- We presented seven programs in support of financial literacy education in May, including regular offerings from SNAP and STCU. Combined attendance for the programs was 120.
- Spring job fairs continued this month. Tami and I staffed the District's booth at SFCC's Spring Job Fair, and Ree, Danielle and I—along with Toni and Jamie—worked the KHQ Job Fair. We interacted with a combined total of 242 individuals at these events.
- In Washington Rural Heritage grant news, Ree and her interns finished digitizing the remaining MP Grange items. Ree also staged the display at the MP Library, which included three retractable panels designed by Communication staff.
- Ree and I represented SCLD at the Greater Spokane Valley Chamber of Commerce's annual Business Showcase, where we talked 67 people about library services for business.

Early Learning (Mary Ellen Braks)

- We provided 128 Storytimes to 3,478 children, parents, and caregivers. Our average attendance per Storytime was 27.
- We provided 80 Storytimes to 1,494 children at 41 child care centers.
- We provided one STARS training, *Art and Early Literacy*, with 43 in attendance. This was the first class librarians Cindy Ulrey and Tammy Henry taught on their own since becoming STARS trainers.
- The Early Learning team and I have held two toddler Storytime refresher trainings for staff. With our family Storytimes encompassing all ages, we are seeing more toddlers attend our programs. Thus, we thought a reminder of typical toddler development and behavior, as well as books, activities, and toys to use with toddlers would be helpful.

Education and Enrichment (Gwendolyn Haley)

No report this month. See June report for latest updates.

Digital Interaction and Sharing (Carlie Hoffman)

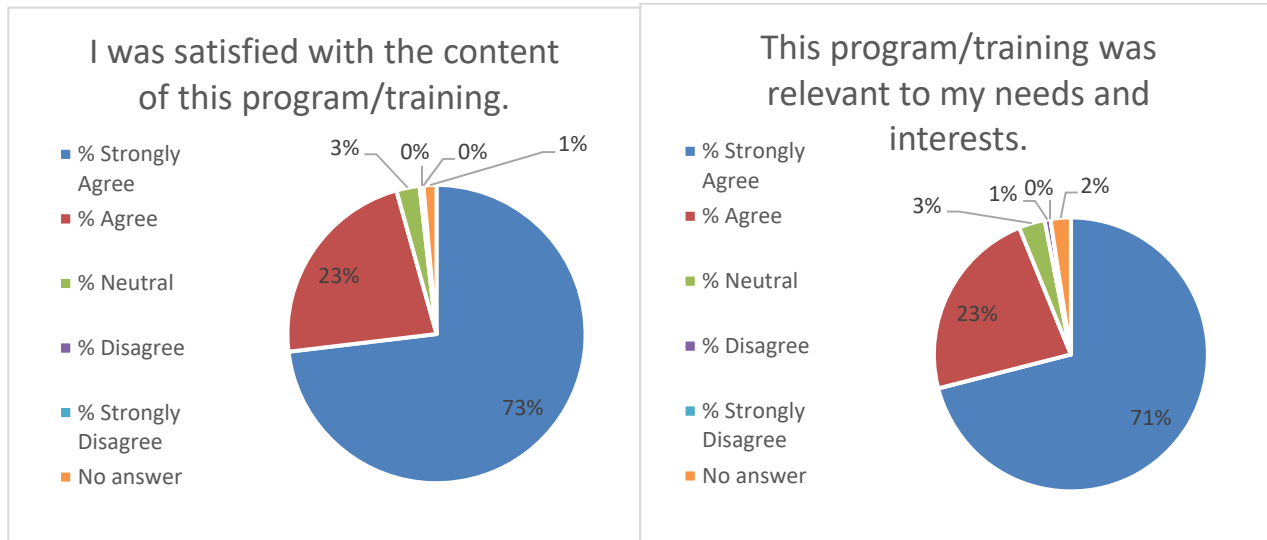
- I worked with Communication to select voting precincts and demographics analysis in the County to prepare a mailing list for focus groups.
- I updated the INCOL website to a responsive site. Working with the INCOL Chair, I changed some organizational features and updated and added documents.
- I worked with the Library Services Managers and Volunteer Coordinator to draft an evaluation form for the Reading Buddies program.
- I coordinated with Collection Services to discuss creating booklists based on upcoming events and incorporating them into issues of Engage.
- I met with Will Stuiwenga from Washington State Library to discuss statewide database licensing, digital resource use, and vendor relations.

Book a Librarian highlights

- We had quite a few appointments to help customers with the job application process, from accessing applications to filling in the forms properly.
- We worked with a few customers on Microsoft Office skills and Office certification.

- A customer was referred to us from another agency because of our more accessible hours. We continue to work with this customer on accessing email, navigating the web, and using Pinterest.
- We helped a customer create an Excel spreadsheet to track costs and profits for tax purposes.
- We assisted a customer using eBay Germany who needed the website translated from German to English.

Program Evaluation responses for programs occurring Jan-Apr 2018:



Information Technology (Patrick Hakes)

- Work completed successfully on May 20 involved moving our network appliances into new racks. Drew and Aaron worked from 7 a.m. until midnight to complete the move, which included re-patching all the network devices, and testing the network and District services to ensure proper operation the following Monday for staff and customers.
- The SharePoint Task Force has met with our vendor three times in order to map out the new SharePoint environment. While the deadline to have the new environment is by the end of the year, the hope is for it to be in place and ready to use by Staff Day in October.
- Work is underway to ensure the move for the District's Internet provider is as smooth as possible. The changeover was scheduled for the end of June, yet may be pushed back to the end of July.
- The phone system work is entering its last stages for our move to a new carrier. Aaron has been doing a lot of work to make sure we will be able to continue to use our current phone numbers and allow for uninterrupted service, while improving features and call handling for staff and customers.

Strategic Planning (Amber Williams)

Librarians organized ten community conversations and additional ASK interviews as they gathered information for the next SCLD Community Engagement Plan. The speed at which they are setting up conversations has greatly outpaced our 2014-2015 efforts, speaking to the success of the past efforts of staff integrating into their communities. We will continue to gather community input through the summer with an interactive in-library display (Community Vision Tree) and online survey.

Library Reports

Airway Heights: Stacy Kvamme

- Weekly Play and Learn attendance continues to demonstrate positive growth.
- Four Sunset Elementary classrooms visited the Airway Heights Library to learn more about Summer Reading and tour the library.
- We hosted our first Día Day celebration (*El día de los niños/El día de los libros*). Children enjoyed participating in a multicultural Storytime, creating crafts, and playing BINGO in Spanish. However, the grand finale, a piñata, stole the show.

Argonne: Pat Davis

- Four first grade classes from Pasadena Park Elementary visited to listen to a story and tour the library. They were fascinated by the book return. Students also had the opportunity to browse for books and play with the Imagination Station Big Blue Blocks.
- Melanie Boerner and I attended the West Valley Block Party at West Valley High School. We took the new big game, Connect 4, which drew a lot of families. This is a great event for promoting summer programs, as the entire Millwood community is invited for a spaghetti feed and to see demonstrations and art by students, listen to music, and connect with community resources.

BookEnd: David Wyatt

- Our May artist on display was Robin Milligan. Staff have noticed increased interest in the artist display this month in particular, even drawing customers into the library from the mall.

Cheney: Catherine Nero Lowry

- Mayfest grew again in 2018. The District brought out the Imagination Station Big Blue Blocks. They were a hit with kids and adults alike. Staff had the opportunity to engage with 167 community members sharing about library services and our upcoming summer reading programs.
- Proctoring ramped up again as spring quarter draws to a close and staff proctored a dozen exams.
- Sasquatch was a big hit in Cheney for 22 community members who spent Mother's Day afternoon at the library learning more about our Pacific Northwest legend.

Deer Park: Kris Barnes

- Our *Touch a Fire Truck Preschool Play and Learn Storytime* enjoyed a healthy attendance of 68 parents and children who arrived to hear stories about fire engines and touch a fire truck, thanks to District Fire Station #4 staff.
- A local Tinkergarten teacher offered to supply activities for the play portion of our *Preschool Play and Learn Storytime*. She supplied the bird nest and activities to coincide with the bird theme.
- Librarian Amber Williams and I attended the open house for Greenhouse and its CEO/Director Susan Peterson, who is headed toward retirement. We took the opportunity to introduce ourselves to the new CEO/Director who officially takes over duties and responsibilities this fall.

Fairfield: Kristy Bateman

- Staff enjoyed interacting with 44 community members while presenting Storytimes to the Freeman Early Learning Center and the Liberty Preschool.
- Four community members participated and learned about coding during the *Fun with Ozobots* program.

Medical Lake: Cecelia McMullen

- *Medical Lake Monday* was filled with the sound of stringed instruments played by children from Jodi Sears Music Studio. Students and guests were thrilled to receive the latest ENGAGE magazine introducing the summer music-related programs. A spontaneous sing-a-long with library picture books and a lively fiddle concluded the evening.
- 24 Medical Lake ECAP students completed their dinosaur unit with a field trip to the library where they stomped and roared to Laurie Berkner's book, *We are the Dinosaurs*. Other dinosaur STEM activities enhanced their experience.
- The *Garden Votives* program taught participants how to use the library glass cutter to create a hanging candle holder with an etched design. This class was so popular that a second session was offered.

Moran Prairie: Danielle Marcy

- A customer thanked the library for the Spanish language material he checked out and told us this helped him significantly to speak Spanish for his trip abroad.
- A customer regularly used the conference room to train for his certificate to teach yoga. He has since used the backyard at our library to host several free yoga events.
- Staff attended the Strawberry Festival and distributed Engage. The jumbo checkers game board provided an opportunity to start conversations about libraries and what we offer the community.

North Spokane: Brian Vander Veen

- Gwendolyn Haley and Brian Vander Veen attended the Mt. Spokane High School Block Party and promoted our Summer Reading programs to more than 200 attendees.
- Librarian Corinne Wilson promoted summer reading to some 75 students at Evergreen Elementary.
- We received a letter of appreciation for our attendance at the Mt. Spokane Block Party, a card from Northview Christian School thanking us for providing Storytimes, and a letter from 2nd Harvest acknowledging the 962 lbs. of food donated by North Spokane customers during *Food for Fines* week.

Otis Orchards: David Wyatt

- 12 community members attended our *Attracting Hummingbirds and Butterflies to Our Gardens* class, making it the best attended program for adults in the month.
- Librarian Tammy Henry visited 44 students at EVSD's Continuous Curriculum School.

Spokane Valley: Aileen Luppert

- May was filled with fairs and community events to promote Summer Reading programs. Librarian Tammy Henry threw several *Title 1 Parties*. These were celebrations that brought elementary students and their families into the library for a night of fun and literacy. 240 students from South Pines, University, Greenacres, Liberty Creek, McDonald and Progress Elementary schools made crafts, had a scavenger hunt, and signed up for library cards.
- Staff attended Central Valley Early Learning Center's *Wheelin' into Preschool*. This was an outdoor community event, with lots of large vehicles for the kids to touch, a petting zoo, bouncy castle, and food vendors. Staff brought our Giant Connect 4 game and talked to 213 people.
- This month we received a customer comment worth sharing. It was a glorious reminder of why we do this work. I will let it speak for itself:
"Because you generously allow the public to use your 3D printer, my son, a 16 year old, won an all-school science fair project. He then also got sponsored by Thor Labs (an international photonics lab for quantum physics). He built his own laser interferometer. He made Michelson-Morley type. I want to thank you for printing this tool. We could not afford it otherwise. Perhaps he will become a great physicist someday and the library was a big part of that."

April Security Incident Report

For May 2018, there were 45 Security Incident reports filed, 24 more than last month (21) and eleven more than May 2017 (34). North Spokane had the most incidents reported with 14. The most frequently reported incidents related to Potential Problems (17). There were three customers excluded for six months from District libraries as a result of serious code of conduct issues violations. To further put all of these numbers in perspective, the total door count District-wide in the month of May was 111,288.

Public Use Measures

Measure	May 2018			
	This year This Month	Last year This Month	YTD This year	Last YTD Comparison
Cardholders	114,059	119,240		-4%
Door count	111,288	109,470	575,876	12%
Total Items Borrowed	211,694	217,307	1,105,731	3%
• Airway Heights	5273	6178	27831	33725
• Argonne	12759	12964	65442	66537
• Cheney	12647	13438	66110	67330
• Deer Park	12690	15077	68777	74159
• Fairfield	1386	1261	6468	6501
• Medical Lake	4511	5472	25070	25849
• Moran Prairie	15805	17851	85920	89820
• North Spokane	44560	45083	238279	219668
• Otis Orchards	5720	5590	29604	29366
• Spokane Valley	47914	50323	246232	251643
• The BookEnd	2840	1897	16141	1897

• Digital	45,070	41,764	226,136	11%
Programs				
• Number	340	332	1,502	-1%
• Attendance	8,035	8,651	34,292	2%
Internet Station Use (%)	47.4%	48.3%	48.4%	
Meeting room bookings	510	401	2,559	47%
Digital Resource Use	78,512	79,041	447,441	-1%

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.*

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

Communication Report May 2018

The following report is a summary of the Communication Department activities for the month of May 2018.

News Coverage


- May 2 – *Deer Park Tribune* – Author to explore the existence of Sasquatch
- May 2 – *Deer Park Tribune* – Library district exhibit looks at Civil War's toll on the injured
- May 2 – *Deer Park Tribune* – Storytimes at Deer Park Library
- May 3 – *Inlander* – Check out all the free stuff at local libraries (Paid for by STCU)
- May 4 – *Spokane Valley Herald* – SCLD streaming services
- May 7 – *Spokesman Review* – Check out all the free stuff at local libraries
- May 9 – *Deer Park Tribune* – Storytimes and book club at the Deer Park Library
- May 10 – *Cheney Free Press* – Airway Heights library now offering GED classes
- May 10 – *Cheney Free Press* – What's Happening on the West Plains
- May 10 – *The Inlander* – Words: Big Myth (Sasquatch)
- May 10 – *Spokesman Review* – Moran Prairie Grange was hub of rural community
- May 10 – *Spokesman Review* – Free classes at Spokane's fingertips: City, County libraries offer thousands of online courses
- May 11 – *Spokane Valley Herald* – Sasquatch at the library
- May 11 – *Spokane Valley Herald* – SCLD streaming services
- May 14 – *Deer Park Gazette* – Local Students Flex Poetry Muscles
- May 14 – *Deer Park Gazette* – Cinematic Creations at Deer Park Library
- May 14 – *Deer Park Gazette* – Sasquatch: Man-Ape or Myth?
- May 14 – *Deer Park Gazette* – Deer Park Friends of the Library Book Sale
- May 16 – *Deer Park Tribune* – Library program offers a glimpse into the Salish culture
- May 16 – *Deer Park Tribune* – Storytimes and book club at the Deer Park Library
- May 17 – *Cheney Free Press* – Cheney book club set to discuss 'A Man Called Ove'
- May 23 – *KXLY* – Kids get reading help from a Summer Reading Buddy at the library

Press Releases

- May 15 – Outdoor Pop-up Library offers big entertainment and exploration
- May 16 – Spokane County Library District Holiday Closure
- May 17 – Kids get reading help from a Summer Reading Buddy at the library
- May 24 – Get into the groove with live music at the library this summer

E-Marketing (Website, Social Media, Email)


- This month's featured post from Facebook:

**Spokane County Library District**
Published by Mo Regalado [?] · May 7 at 12:22pm · 🌐

#Monday Just for fun!

Quiz: How Many Books Have You Read From the List of 100?

What's your score?





Quiz | The Great American Read | PBS

PBS.ORG

✔ **Get More Likes, Comments and Shares**
Boost this post for \$20 to reach up to 8,500 people.

👤 1,518 people reached

Boost Post

  Chris Shafer, Alanah Keller and 12 others

14 Comments 2 Shares

👍 Like

💬 Comment

➦ Share

⋮

Performance for Your Post

1,518 People Reached

39 Reactions, Comments & Shares ⓘ

14 Like	13 On Post	1 On Shares
1 Love	1 On Post	0 On Shares
22 Comments	22 On Post	0 On Shares
2 Shares	2 On Post	0 On Shares

171 Post Clicks

0 Photo Views	97 Link Clicks	74 Other Clicks ⓘ
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NEGATIVE FEEDBACK

2 Hide Post	0 Hide All Posts
0 Report as Spam	0 Unlike Page

Reported stats may be delayed from what appears on posts

Library District News

- May 15 – Outdoor Pop-up Library offers big entertainment and exploration
- May 17 – Be a strong summer reader
- May 23 – Let's get active: Walks, microadventures, and senior fitness
- May 24 – Libraries Rock! Experience summer music to get you groovin'
- May 31 – Track your summer reading online with Beanstack

Blog Posts

- May 1 – Poetry in Spokane: Get Lit!, Tod Marshall, and Scablands Books
- May 3 – Poetry of resistance and environmental justice
- May 8 – Screen time for small kids: education or entertainment?
- May 22 – What's cooking in the mud kitchen?
- May 29 – Children's booklist for Pride Month

E-newsletter Email

- Sent on May 15, 2018 (94,936)
- Open rate: 10.4%
- Clicked: 762
- Unsubscribed: 64

Podcast

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

May 3 – Library Out Loud: Vision Tree and Survey with Amber Williams

May 3 – Library Out Loud: High School 21+ with Stacey Goddard

May 22 – Library Out Loud: Summer Reading with Gwendolyn Haley

May 22 – Library Out Loud: Pop-up Library with Gwendolyn Haley and Doug Stumbough

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

Additional Communication Activities

May 10 – Attended a Communication & Marketing for Library Elections training by Patrick Sweeney and John Chrastka held at Moran Prairie Library

May 10 – Paid promotion by STCU featuring the Library District: Interview by KHQ run on KHQ.com, STCU.org, and SCLD.org with corresponding ads running in The Inlander and Spokesman

May 15 – Web Team meeting on web redesign project

May 16 – Met with Spokane Symphony regarding Symphony participation in museum pass program

May 21 – Arranged video interview of Gwendolyn at KREM about summer programs

May 23 – Attended State of the City address for Spokane Valley

May 23 & 24 – Facilitated focus groups at North Spokane and Spokane Valley centered on library perceptions in planning for message points for marketing & communication

Community Calendars

May 1 – Together With Día

May 2 – Garden Votives

May 2 – Moran Prairie Grange: A Washington Rural Heritage Exhibit

May 3 – Civil War Medicine, 1861–65: Immediate & Long Lasting Effects on Victims

May 3 – Simple Steps for Starting your Business

May 4 & 5 – Friends of the Spokane Valley Library Book Sale

May 5 – Celebration “I Can Read” Party

May 5 – Plant Starter Exchange

May 5 – Take it Apart

May 5, 8 & 9 – Attracting Hummingbirds & Butterflies

May 8 – Understanding Social Security

May 9 – Build Your Brand on Facebook

May 12 – Friends of the Cheney Library Book Sale

May 12 – Make Stained Glass with Studio Artium
May 12 & 13 – Sasquatch: Man-Ape or Myth?
May 12, 22, & 24 – Homebuyer Education Seminar
May 17 – Budgeting 101
May 18 – Random Fandom Star Wars Trivia
May 19 – Sensory Play: Messy Learning & Fun
May 19 – Turnbull and Solo, the Trumpeter Swan
May 19 – Vermiculture Composting
May 21 – Artful Garden
May 23 – Touch-a-Fire-Truck Storytime

Spokane County Library District
Summary of Revenues & Expenses - (Cash Basis)
For the Five Months Ended May 31, 2018

	Y-T-D	Annual	Target 41.7%	Balance
	Actual	Budget	Percent Used	Remaining
REVENUES				
PROPERTY TAXES	\$ 6,350,066	\$ 11,576,000	54.86%	\$ 5,225,934
CONTRACT CITIES - AIRWAY HEIGHTS	133,269	264,000	50.48%	130,731
CONTRACT CITIES - SPOKANE	44,154	80,800	54.65%	36,646
FINES & FEES	74,560	209,000	35.67%	134,440
GRANTS & DONATIONS	39,568	53,000	74.66%	13,432
E-RATE REIMBURSEMENTS	90,542	167,000	54.22%	76,458
OTHER	30,304	19,500	155.41%	(10,804)
INTEREST REVENUES	18,704	62,000	30.17%	43,296
TOTAL REVENUES	\$ 6,781,168	\$ 12,431,300	54.55%	\$ 5,650,132
TRANSFERS IN	-	-	0.00%	-
TOTAL REVENUES & TRANSFERS IN	\$ 6,781,168	\$ 12,431,300	54.55%	\$ 5,650,132
EXPENSES				
SALARIES	\$ 2,484,881	\$ 6,137,000	40.49%	\$ 3,652,119
FRINGE BENEFITS	870,511	2,202,950	39.52%	1,332,439
SUPPLIES	70,384	190,100	37.02%	119,716
UTILITIES	180,782	442,400	40.86%	261,618
SERVICES	608,521	1,307,750	46.53%	699,229
INSURANCE	62,969	69,000	91.26%	6,031
EQUIPMENT & SOFTWARE	55,821	230,000	24.27%	174,179
LIBRARY MATERIALS	674,065	1,460,000	46.17%	785,935
ELECTRONIC LIBRARY MATERIALS	97,387	205,000	47.51%	107,613
LIBRARY PROGRAMS	40,579	109,800	36.96%	69,221
OPERATIONAL CONTINGENCIES	0	77,300	0.00%	77,300
TOTAL EXPENSES	\$ 5,145,899	\$ 12,431,300	41.39%	\$ 7,285,401
TRANSFERS OUT	-	-	0.00%	-
TOTAL EXPENSES & TRANSFERS OUT	\$ 5,145,899	\$ 12,431,300	41.39%	\$ 7,285,401
Net Excess of Revenues Over/(Under) Expenses	\$ 1,635,269	\$ -		
BEGINNING CASH	5,179,623			
NET FROM ABOVE	1,635,269			
ENDING CASH	\$ 6,814,891			

Number of months cash on hand 6.6

Capital Project Fund Balance	1,193,209
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Spotlight Deer Park Library

Library Supervisor Kris Barnes and Managing Librarian-Strategic Initiatives Amber Williams will share highlights about Deer Park Library and the community it serves.

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