

**MISSION**

We inspire learning, advance knowledge, and connect communities.

**Board of Trustees Regular Meeting**

March 19, 2013 4:00 p.m. Otis Orchards Library Public Meeting Room

**AGENDA**

- I. CALL TO ORDER**
- II. AGENDA APPROVAL [4:00]**
- III. ACTION ITEMS**
  - A. Approval of February 19, 2013, Regular Meeting Minutes [4:00-4:03]
  - B. Approval of February Payment Vouchers [4:03-4:05]
  - C. Unfinished Business
    - None.
  - D. New Business [4:05-4:45]
    - 1. Children's Safety in Libraries Policy: Approval recommendation
    - 2. Mid-Year Review #1(Resolution 13-02): Approval recommendation
    - 3. Declaring a Vehicle Surplus (Resolution 13-03): Approval recommendation
- IV. DISCUSSION ITEMS, POSSIBLE ACTION**
  - A. Future Board Meeting Agenda Items [4:45-4:50]
- V. REPORTS**
  - A. Trustees [4:50-4:55]
  - B. Executive Director [4:55-5:00]
    - Administrative
    - Community Activities
  - C. Public Services [5:00-5:05]
  - D. Communication [5:05-5:10]
  - E. Fiscal [5:10-5:15]
  - F. Spotlight Otis Orchards Library [5:15-5:25]
  - G. SCLD Website Overview [5:25-5:45]
- VI. PUBLIC COMMENT**
- VII. ADJOURNMENT**

[Estimated meeting length: One hour and 45 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.***

**SPOKANE COUNTY LIBRARY DISTRICT**  
**BOARD OF TRUSTEES MEETING MINUTES: February 19, 2013**

---

**CALL TO ORDER**

The regular meeting of the Spokane County Library District Board of Trustees was held February 19, 2013, at Argonne Library Public Meeting Room, 4322 N. Argonne Rd., Spokane, WA. Chair Tim Hattenburg called the meeting to order at 4:02 p.m. and welcomed those in attendance.

**PRESENT:**

Tim Hattenburg - Chair  
Daniel Davis - Vice Chair  
Mark Johnson - Trustee  
Mary E. Lloyd - Trustee  
Sean Morrow - Trustee  
Nancy Ledebor - Executive Director and Secretary

**EXCUSED:**

None.

Also Present: Jane Baker, Communication Manager; Sonia Gustafson, Librarian; Carlie Hoffman, Virtual Services Manager; Priscilla Ice, IT Manager; Rebekah Midkiff, Information Specialist; Debra Park, Adult Collection Development Librarian; Debbie Rhodes, Human Resources Assistant; Patrick Roewe, Public Services Manager; Bill Sargent, Business Manager; Andrea Sharps, Collection Services Manager; Doug Stumbough, Public Services Manager; and Patty Franz, Administrative Assistant.

**AGENDA APPROVAL**

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

The motion carried unanimously.

**ACTION ITEMS**

**APPROVAL OF THE JANUARY 15, 2013, REGULAR MEETING MINUTES**

Mr. Hattenburg called for corrections to the January 15 regular meeting minutes. Following corrections to 2013 titles for Trustees Davis and Lloyd, minutes stand approved as written.

**APPROVAL OF JANUARY 2013 BILL PAYMENT VOUCHERS**

Mr. Hattenburg moved and Mr. Johnson seconded approval of January 2013 bill payment vouchers as follows:

Fund

L01 Voucher numbers: 43434 through 43596 and  
W00097 through W00100 totaling \$ 596,924.31

Payroll numbers: 01102013PR and 01252013PR totaling \$ 342,840.74  
Total \$ 939,765.05

There were no comments or questions.

The motion was unanimously approved.

## UNFINISHED BUSINESS

### COMMUNITY IMPACT PLAN.

Mr. Davis moved and Ms. Lloyd seconded approval of the Community Impact Plan 2013-2015. Under the acknowledgements section, both 2012 and 2013 board members will be listed as contributors to plan completion. Public Services Manager Patrick Roewe pointed out adaptation will be corrected to adaptability under the Values subheading. The Community Impact Plan will be posted on the District website to share with the community, noting it as a dynamic guide for our growth and development, added Ms. Ledebor.

Mr. Hattenburg reiterated his comments of last month and again expressed appreciation to staff for its work. The bar for accomplishment was set high and will inspire the District to excel in these four service areas.

There were no additional questions or comments.

The motion was unanimously approved.

## NEW BUSINESS

DISPLAYS AND EXHIBITS POLICY. Ms. Lloyd moved and Mr. Hattenburg seconded approval of the Displays and Exhibits Policy. Ms. Ledebor reiterated this policy provides guidelines for the display of artwork, cultural and educational displays and private collections in District libraries. Recent revisions bring clarification and eliminate redundancies between former policy versions.

There were no further questions or comments.

The motion was unanimously approved.

### SPOKANE VALLEY NEW LIBRARY AND PARK PROJECT DESIGN TEAM SELECTION.

Mr. Davis moved and Mr. Hattenburg seconded approval of the Spokane Valley Library and Park Design Team Selection contract with Bernardo Wills Architects (BWA), not to exceed \$49,000. Ms. Ledebor explained there were 15 proposals in response to the RFQ and five finalists were interviewed. After BWA was selected, negotiations of costs ensued, to ultimately be divided between the District and City of Spokane Valley. Final plans for the site are anticipated by October for Board approval. The scope of work includes three community meetings to gather ideas and provide an opportunity for the community to review plans. A steering committee will meet with BWA on a monthly basis and BWA will be available to present progress to the Board at its retreat in September. A timeline will be created to show when deliverables are due. In response to a Trustee's question, Ms. Ledebor said BWA's staff worked on remodels of North Spokane and Spokane Valley libraries prior to joining the firm. The existing firm worked on the Liberty Lake Library.

BWA landscape architect is currently working with the highly visible and politicized McEuen Park in Coeur d'Alene. In response to another Trustee's question, Mr. Stumbough said the vacant property selected for the library was previously used for a carnival; however, there have been no permanent structures as cause for EPA concern. Mr. Davis asked about the status of plans for North Spokane and the forthcoming bond issue, to which Ms. Ledeboer said both will be addressed at the fall Board retreat. During the next several months we will gather information to help the Board make decisions about scope and timing of a future bond issue. Mr. Sargent said District Financial Advisor Dick Schober of Seattle-Northwest Securities Corporation is developing cost estimates to present for Board consideration in April. Mr. Schober assisted with the recently refinanced Moran Prairie Library Capital Facility Area bonds and was involved with the bond issue in 1996.

There were no further questions or comments.

The motion was unanimously approved.

#### ALA MIDWINTER CONFERENCE REPORT.

Staff that attended the ALA Midwinter Conference in Seattle, January 25-27, compiled written remarks about their experiences in a written report for Trustees. Mr. Hattenburg and Ms. Lloyd commented how much they enjoyed reading staff comments. Trustee Mark Johnson who also attended the conference expressed high praise for it, commenting that Rich Harwood's presentation alone was well worth the trip. Ms. Ledeboer noted ALA President Maureen Sullivan recently announced ALA has begun a new initiative "Promise of Libraries Transforming Communities" in partnership with the Harwood Institute of Public Innovation, United Way and other catalyst organizations to bring groups together to spark community engagement and innovation.

#### WLA LEGISLATIVE DAY REPORT.

Ms. Ledeboer wrote the report submitted in the meeting packet in anticipation of the trip to Olympia, Friday, February 15, to attend WLA Legislative Day. She and others who traveled to Olympia from the District, Mr. Roewe, Mr. Stumbough and Ms. Gustafson, delivered the message of gratitude to legislators, since they were not there to ask for state funding. Secretary of State Kim Wyman spoke to the library group about moving the State Library back to the Capitol Campus. Ms. Wyman also supports a request to fund the IT Academy for all public, tribal, community college and prison libraries. If funded this would support SCLD's strategic initiative to support job seekers and local businesses. Staff visited with Senators and House Representatives serving Districts 4, 6, 7 and 9.

### **DISCUSSION ITEMS, POSSIBLE ACTION**

#### FUTURE BOARD MEETING AGENDA ITEMS

Mr. Hattenburg reviewed the list of potential agenda items for March and April meetings. Otis Orchards in the venue for March. Regarding the Spokane Public Library Foundation report listed as tentative for the March agenda, Mr. Hattenburg reported he met last Thursday with several individuals and learned because of the configuration of SPL, it may be more complicated for us to work together than initially considered. With the impending retirement of the SPL Director, timelines are in flux until fall. For now, we are in the discussion stage. Ms. Lloyd commented that Ann Apperson, former trustee, had been interested in fundraising for years. Ms. Ledeboer noted that fundraising has been noted as a

District weakness during strategic planning. Ms. Ledebuer suggested fundraising be added as a future agenda item; she will gather information about library foundations as well as what other avenues for fundraising are possible. Ms. Ledebuer also reminded Trustees that if more than three of them meet, an announcement of the meeting is required.

Mr. Sargent noted a resolution for disposal of surplus property will be added to the March meeting agenda. Performance review of a District employee will move to April for which the venue is Airway Heights. Also included will be an update on the new Spokane Valley Library and financial forecasting.

Ms. Lloyd noted she is unable to attend the March meeting. Mr. Hattenburg and Ms. Lloyd plan to attend OLA/WLA Conference held in Vancouver, WA, April 24-26. Ms. Ledebuer noted Staff Training and Development Day is Friday, September 27, at Spokane Valley CenterPlace. The Board Retreat could be scheduled for the next day, a Saturday, to coincide with subjects or speakers for Staff Day.

## **REPORTS**

### **TRUSTEES**

Mr. Morrow expressed thanks to the Management Team for its time last Wednesday, February 13, to provide orientation to the District and his role as Trustee. Mr. Johnson appreciated the opportunity to attend ALA Midwinter Conference held in Seattle, January 25-27. The conference served as an indicator of future trends for which he found the District to be at the forefront. While recently traveling in Hawaii, Mr. Hattenburg had the opportunity to experience DEAR, Drop Everything and Read, a national independent reading program for children.

### **EXECUTIVE DIRECTOR**

The Executive Director's written report provided prior to the meeting included information on the Business Office, Finance and Facilities, Collection Services, Human Resources, Information Technology, and Community Activities. In response to a Trustee's question about District automobile insurance, Ms. Ledebuer said employees use their own vehicles to conduct business. Mr. Sargent said employees are covered under Labor & Industries once they arrive at work or for transportation from site to site during the work day. He then cited examples of when an employee would or wouldn't be covered by District insurance policies. Each of the two building maintenance staff utilizes a truck to cover maintenance at 10 libraries. Once they leave their homes to conduct library maintenance business, they are covered by District insurance. Ms. Ledebuer said along with District legal counsel, we are in the process of determining how to handle potential incidents resulting from events or programming in library meeting rooms.

**PUBLIC SERVICES**

Public Services Managers Patrick Roewe and Doug Stumbough provided written reports for January 2013 Public Services in advance of the meeting. Mr. Hattenburg commented about the incident at Argonne Library involving a failure to comply with the recently revised Computer, Wireless Network and Internet Use Policy—the only incident thus far that resulted in member exclusion since revision of the policy. Mr. Stumbough noted an excluded member is required to contact a library manager or supervisor prior to his/her return to the library. In response to a Trustee's question about stamping materials, or particularly for children, potential loss of receipts leading to fines, Ms. Ledebouer explained members have the option to stamp items themselves. Mr. Roewe noted testing of this new system has been favorably received thus far. Ms. Ledebouer pointed out youth can read to pay off fines. There were no other comments.

**COMMUNICATION**

Communication Manager Jane Baker was available for questions about her January report submitted prior to the meeting. Ms. Baker mentioned the upcoming free Jim Gill concert, scheduled for Saturday, March 2, 11 a.m., at CenterPlace. A promotional segment was just secured for him that morning on KHQ-TV 6/Spokane. Ms. Ledebouer noted the student library card campaign has received good coverage as well. There were no additional comments.

**FISCAL****FINAL** Revenue and Expenditure Statement through December 31, 2012.

<u>Fund 001</u>	
Revenues	\$ 11,346,170
Expenditures	\$ 11,609,280
Ending Fund Balance	\$ 3,660,849
Fund Budget Expended	96.53%

## Revenue and Expenditure Statement through January 31, 2013.

<u>Fund 001</u>	
Revenues	\$ 10,125,734
Expenditures	\$ 1,131,303
Ending Fund Balance	\$ 12,655,281
Fund Budget Expended	9.59%

Mr. Sargent provided two financial reports in the board materials packet: Final 2012 and January 2013. He noted 2012 ultimately had a significantly smaller deficit, attributable to Contingency Fund savings for snow removal, legal fees, building maintenance, travel, and a combined office supplies account for all libraries. Unexpended library materials funds will be rolled into next year's budget. In April, projected revenues and expenditures will be discussed. Mid-Year Review #1 is on the regular meeting agenda for March 19.

## CATALOG ENHANCEMENTS OVERVIEW

IT Manager Priscilla Ice and Virtual Services Manager Carlie Hoffman reviewed the new SirsiDynix online library catalog enhancements and improved non-catalog resources. Ms. Ice said the District pursued Enterprise, a new online search tool, to provide better search capabilities for members and as a means for engagement.

Ms. Hoffman, who oversees value-added improvements, reviewed LibraryThing, a customizable social cataloging web application that allows members to browse, search and interact with the catalog. Its primary feature is the cataloging of 78 million books, to date, by importing data from 690 libraries, including the Library of Congress, and Amazon stores. There are two mobile versions of the catalog available as well. Top databases will be cycled mid-month based on use, with the least used database featured as “Database of the month” with intent to promote use. Ms. Hoffman also reviewed Zinio, the largest provider of digital magazines, which offers page-for-page versions of 150 magazine titles, interactive features and search capability. Regarding non-catalog resources, Ms. Hoffman said additional content and card registration will become available with the enhanced website, noting non-catalog features visually located around the perimeter of the catalog can be tightly integrated with the website and catalog.

Ms. Ice demonstrated improved title search capabilities and results using *Gone with the Wind*. Ms. Ledebauer noted the new catalog has better search analytics and allows staff to promote various lists of books. Ms. Ice demonstrated how to place multiple holds with one click, and showed the holds pick up location is set automatically. Individual accounts can be set to show checkout history, lists, holds and fines. In response to a Trustee’s comment, Ms. Ice will look into an explanatory definition of ProQuest for the catalog, and if text size can be changed other than by changing one’s own computer browser. Ms. Ledebauer asked Trustees to spend some time with the new catalog and share comments or suggestions.

Trustees expressed appreciation to Ms. Ice and Ms. Hoffman for their informative report and bringing them up to speed on the new catalog.

## PUBLIC COMMENT

There was no additional public comment.

## ADJOURNMENT

The meeting adjourned at 5:28 p.m.

---

Tim Hattenburg, Chair

---

Nancy Ledebauer, Secretary of the Board of Trustees

## PAYMENT VOUCHER APPROVAL

Pursuant to RCW 42.24.180 and Spokane County Library District Resolution # 94-03, we, the undersigned, do hereby certify that the merchandise and services hereinafter specified have been received as of February 28, 2013 and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$883,400.85 and that we are authorized to authenticate and certify these claims.

DATE: March 1, 2013

SIGNED *[Signature]*

SIGNED *Nancy Ledebor*

TITLE: Business Manager

TITLE: Executive Director

VOUCHER NUMBER	DESCRIPTION	VOUCHER AMOUNT
043597	AVISTA UTILITIES UTILITIES	\$ 3,861.65
043598	BAKER AND TAYLOR ENTERTAINMENT LIBRARY MATERIALS	134.19
043599	BLACKSTONE AUDIO BOOKS LIBRARY MATERIALS	713.49
043600	BRILLIANCE AUDIO, INC. LIBRARY MATERIALS	261.74
043601	BRODART CO. OFFICE/LIBRARY SUPPLIES	135.90
043602	CONSOLIDATED ELECTRICAL DIST. MAINTENANCE SUPPLIES	90.00
043603	CENTER POINT LARGE PRINT LIBRARY MATERIALS	52.11
043604	CENTURYLINK TELEPHONE	3,280.00
043605	CENTURYLINK TELEPHONE	41.87
043606	CENTURYLINK TELEPHONE	41.65
043607	JOURNAL NEWS PUB., INC. D.B.A. LIBRARY MATERIALS	24.00
043608	CHARLES T. WILLIAMS LIBRARY MATERIALS	112.35
043609	DIVCO INCORPORATED BUILDING REPAIR & MAINTENANCE	4,031.64
043610	EBSCO SUBSCRIPTION SERVICES LIBRARY MATERIALS	4.79
043611	ANDREA A. FITZSIMMONS CUSTODIAL SERVICES	170.00
043612	GALE GROUP, INC. LIBRARY MATERIALS	792.06
043613	GFI USA, INC. SOFTWARE SUPPORT	840.00
043614	GREENLEAF LANDSCAPING, INC. SNOW REMOVAL	1,178.15
043615	HANGMAN CREEK CHAMBER OF COMM. DUES & MEMBERSHIPS	30.00
043616	INGRAM DISTRIBUTION GROUP, INC LIBRARY MATERIALS	4,750.19
043617	INTERIOR DEVELOPMENT EAST LTD FURNITURE, FIXTURES & EQUIPMENT	1,716.38
043618	MIDWEST TAPE LIBRARY MATERIALS	3,707.60
043619	OFFICE DEPOT OFFICE/LIBRARY SUPPLIES	142.18
043620	OVERDRIVE, INC. LIBRARY MATERIALS	5,043.35
043621	RANDOM HOUSE, INC. LIBRARY MATERIALS	254.91
043622	RECORDED BOOKS, LLC LIBRARY MATERIALS	687.58
043623	SCHOLASTIC LIBRARY LIBRARY MATERIALS	792.06
043624	SPOKANE CO. WATER DISTRICT #3 UTILITIES	12.25
043625	STAPLES ADVANTAGE OFFICE/LIBRARY SUPPLIES	182.55
043626	TANTOR MEDIA LIBRARY MATERIALS	203.97
043627	TUTOR.COM LIBRARY MATERIALS	19,500.00
043628	ULVERSCROFT LARGE PRINT BOOKS LIBRARY MATERIALS	47.22



043629	WORKMAN PUBLISHING CO.	LIBRARY MATERIALS	83.40
043630	AMERICAN LIBRARY ASSOCIATION	DUES & MEMBERSHIPS	595.00
043631	APS, INC.	OFFICE/LIBRARY SUPPLIES	206.48
043632	ARC ELECTRIC	BUILDING REPAIR & MAINTENANCE	1,070.70
043633	AVISTA UTILITIES	UTILITIES	5,927.84
043634	BLACKSTONE AUDIO BOOKS	LIBRARY MATERIALS	286.00
043635	BRILLIANCE AUDIO, INC.	LIBRARY MATERIALS	332.23
043636	CAPSTONE PRESS, INC.	LIBRARY MATERIALS	34.46
043637	CONSOLIDATED ELECTRICAL DIST.	MAINTENANCE SUPPLIES	138.59
043638	SPOKANE FIRE DEPARTMENT	LIBRARY MATERIALS	20.65
043639	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	25.41
043640	CENTURYLINK	TELEPHONE	80.02
043641	CENTURYLINK	TELEPHONE	19.75
043642	CENTURYLINK	TELEPHONE	144.89
043643	CENTURYLINK	TELEPHONE	88.91
043644	CITY OF SPOKANE	UTILITIES	246.14
043645	CITY OF AIRWAY HEIGHTS	UTILITIES	130.49
043646	CITY OF CHENEY	UTILITIES	667.89
043647	CITY OF DEER PARK	UTILITIES	66.05
043648	CITY OF SPOKANE VALLEY	LIBRARY PROGRAMS	121.00
043649	DIVCO INCORPORATED	BUILDING REPAIR & MAINTENANCE	8,753.22
043650	EBSCO SUBSCRIPTION SERVICES	LIBRARY MATERIALS	15,299.00
043651	EMPIRE DISPOSAL INC.	UTILITIES	17.90
043652	FRONTIER COMMUNICATION	TELEPHONE	89.00
043653	FRONTIER COMMUNICATION	TELEPHONE	405.00
043654	GREENLEAF LANDSCAPING, INC.	SNOW REMOVAL	514.04
043655	H&H BUSINESS SYSTEMS, INC.	EQUIPMENT REPAIR & MAINTENANCE	3,716.87
043656	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	27,666.11
043657	KnowledgeNet	TRAINING & TRAVEL	2,790.00
043658	MIDWEST TAPE	LIBRARY MATERIALS	3,721.49
043659	MODERN ELECTRIC WATER COMPANY	UTILITIES	2,342.27
043660	MR. B'S CLEAN SWEEP	GROUNDS SERVICES	107.61
043661	NEW YORK TIMES	LIBRARY MATERIALS	65.60
043662	OVERDRIVE, INC.	LIBRARY MATERIALS	6,341.15
043663	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	544.07
043664	RANDOM HOUSE, INC.	LIBRARY MATERIALS	97.83
043665	RECORDED BOOKS, LLC	LIBRARY MATERIALS	1,562.00
043666	SPD HISTORY BOOK COMMITTEE	LIBRARY MATERIALS	156.53
043667	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	429.23
043668	UPS	FREIGHT	12.36
043669	VOID VOUCHER	VOID VOUCHER	-
043670	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	728.69
043671	WASTE MANAGEMENT OF SPOKANE	UTILITIES	1,140.54
043672	VANTAGEPOINT TRNSFR AGENTS-457	EMPLOYEE CONTRIBUTIONS	5,992.10
043673	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	28,257.04
043674	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	407.05
043675	ABM JANITORIAL SERVICES - NW	CUSTODIAL SERVICES	11,474.09
043676	AUDIOGO	LIBRARY MATERIALS	208.83
043677	AVISTA UTILITIES	UTILITIES	1,784.51
043678	BAKER AND TAYLOR ENTERTAINMENT	LIBRARY MATERIALS	56.21
043679	BLACKSTONE AUDIO BOOKS	LIBRARY MATERIALS	133.87

043680	BRILLIANCE AUDIO, INC.	LIBRARY MATERIALS	53.79
043681	BUDGET-RENT-A-CAR	CAR RENTAL	107.63
043682	CCI SOLUTIONS	OFFICE/LIBRARY SUPPLIES	429.14
043683	CENTURYLINK	TELEPHONE	592.01
043684	CENTURYLINK	TELEPHONE	1,332.80
043685	CITY OF MEDICAL LAKE	UTILITIES	248.46
043686	DEVRIES INFORMATION MGMT	COURIER SERVICES	4,842.00
043687	EARTHWORKS RECYCLING, INC	UTILITIES	305.10
043688	FINDAWAY WORLD, LLC	LIBRARY MATERIALS	97.48
043689	GREATAMERICA FINANCIAL SVCS.	POSTAGE METER LEASE	159.95
043690	GALE GROUP, INC.	LIBRARY MATERIALS	674.90
043691	GREENLEAF LANDSCAPING, INC.	SNOW REMOVAL	1,923.63
043692	H&H BUSINESS SYSTEMS, INC.	EQUIPMENT REPAIR & MAINTENANCE	223.65
043693	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	17,684.23
043694	INLAND POWER AND LIGHT	UTILITIES	585.44
043695	MIDWEST TAPE	LIBRARY MATERIALS	6,185.41
043696	NORTHWEST NAVIGATION CO., INC.	LIBRARY PROGRAMS	200.00
043697	OFFICE OF THE CODE REVISER	LIBRARY MATERIALS	1,228.31
043698	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	587.88
043699	OVERDRIVE, INC.	LIBRARY MATERIALS	13,400.68
043700	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	564.15
043701	QWEST CORPORATION	TELEPHONE	2,071.38
043702	RANDOM HOUSE, INC.	LIBRARY MATERIALS	51.63
043703	RECORDED BOOKS, LLC	LIBRARY MATERIALS	306.51
043704	RICH'S BUSINESS DIRECTORIES	LIBRARY MATERIALS	348.00
043705	SCHOLASTIC LIBRARY	LIBRARY MATERIALS	1,396.01
043706	SPOKANE COUNTY UTILITIES	UTILITIES	464.61
043707	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	235.43
043708	UPS	FREIGHT	12.83
043709	VALLEY GLASS	BUILDING REPAIR & MAINTENANCE	438.01
043710	VERIZON WIRELESS	TELEPHONE	161.12
043711	VERIZON WIRELESS	TELEPHONE	133.62
043712	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	736.20
043713	WORLD CHAMBER/ COMM DIRECTORY	LIBRARY MATERIALS	108.00
043714	WHITWORTH WATER DISTRICT #2	UTILITIES	24.37
043715	AUDIOGO	LIBRARY MATERIALS	107.32
043716	BAKER AND TAYLOR ENTERTAINMENT	LIBRARY MATERIALS	31.19
043717	BLACKSTONE AUDIO BOOKS	LIBRARY MATERIALS	217.07
043718	BRILLIANCE AUDIO, INC.	LIBRARY MATERIALS	151.17
043719	WASHINGTON COUNTIES INS FUND	MEDICAL, DENTAL, VISION & LIFE INSURANCE	78,390.63
043720	CLEAR CHANNEL MEDIA & ENTERTMT	LIBRARY PROMOTION	1,000.00
043721	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	469.14
043722	CENTURYLINK	TELEPHONE	88.43
043723	CENTURYLINK	TELEPHONE	124.02
043724	CENTURYLINK	TELEPHONE	85.00
043725	CENTURYLINK	TELEPHONE	34.32
043726	CENTURYLINK	TELEPHONE	88.91
043727	CENTURYLINK	TELEPHONE	59.85
043728	CENTURYLINK	TELEPHONE	127.52
043729	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	767.55
043730	DIVCO INCORPORATED	BUILDING REPAIR & MAINTENANCE	1,320.43

043731	HEARING LOSS CENTER	LIBRARY PROGRAMS	128.00
043732	FERRYBOAT MUSIC	LIBRARY PROGRAMS	510.00
043733	FINDAWAY WORLD, LLC	LIBRARY MATERIALS	112.47
043734	FP MAILING SOLUTIONS	POSTAGE METER LEASE	129.20
043735	GALE GROUP, INC.	LIBRARY MATERIALS	1,478.18
043736	GARY L. GODDARD	MAINTENANCE SUPPLIES	6.52
043737	GREATER SPOKANE VALLEY CHAMBER	TRAINING & TRAVEL	50.00
043738	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	16,384.19
043739	INLAND POWER AND LIGHT	UTILITIES	351.81
043740	JAN WAY COMPANY	OFFICE/LIBRARY SUPPLIES	560.00
043741	MD DESIGNS, INC	FURNITURE, FIXTURES & EQUIPMENT	521.76
043742	MIDWEST TAPE	LIBRARY MATERIALS	5,135.88
043743	NEW YORK TIMES	LIBRARY MATERIALS	65.60
043744	NORTHWEST MAPS	LIBRARY MATERIALS	234.21
043745	OCLC, INC.	CATALOGING & SUPPORT SERVICES	3,945.79
043746	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	435.91
043747	OVERDRIVE, INC.	LIBRARY MATERIALS	7,319.72
043748	THOMAS S SMITH	PARKING LOT LEASE	200.00
043749	RANDOM HOUSE, INC.	LIBRARY MATERIALS	229.64
043750	RECORDED BOOKS, LLC	LIBRARY MATERIALS	693.08
043751	SPOKANE COUNTY LIBRARY DIST	REIMBURSE REVOLVING FUND	1,924.55
043752	SHOWCASES	OFFICE/LIBRARY SUPPLIES	140.49
043753	USB TREASURY MANAGEMENT SVCS	BANK FEES	5,288.68
043754	TOSHIBA BUSINESS SOLUTIONS INC	EQUIPMENT REPAIR & MAINTENANCE	3,549.84
043755	UNIQUE MANAGEMENT SERVICES	COLLECTION AGENCY FEES & NOTICES	5,229.16
043756	UPS	FREIGHT	27.83
043757	WORKMAN PUBLISHING CO.	LIBRARY MATERIALS	10.00
043758	VANTAGEPOINT TRNSFR AGENTS-457	EMPLOYEE CONTRIBUTIONS	6,197.42
043759	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	26,825.88
043760	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	814.10
W00101	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	59,284.39
W00102	US BANK	HEALTH SAVINGS ACCOUNT CONTRIBUTIONS	1,384.58
W00103	STATE OF WASHINGTON	MONTHLY EXCISE/SALES TAXES	1,952.55
W00104	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	55,834.42
W00105	US BANK	HEALTH SAVINGS ACCOUNT CONTRIBUTIONS	<u>1,374.58</u>
<b>Total Non-Payroll General Operating Fund</b>			<b>\$ 537,243.28</b>
<b>PAYROLL VOUCHERS</b>			
02082013PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	\$ 178,693.84
02252013PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	<u>167,463.73</u>
<b>Total Payroll General Operating Fund</b>			<b>\$ 346,157.57</b>
<b>TOTAL GENERAL OPERATING FUND</b>			<b><u><u>\$ 883,400.85</u></u></b>

Spokane County Library District  
Monthly Credit Card Activity  
For the Month of February 2013

**No Credit Card Payments Were Made in February 2013**

<u>Card Category</u>	<u>Amount</u>
General Purchases	\$0.00
Maintenance	-
Travel	-
Acquisitions	-
Information Technolgy	-
Total Purchases	<u><u>\$0.00</u></u>

## **Children's Safety in Libraries Policy (REVISED):**

### **APPROVAL RECOMMENDATION**

---

***Recommendation:***

That the revised Children's Safety in Libraries Policy be approved.

***Action Required:***

Motion.

***Background:***

In terms of content, the revisions to this policy focused primarily on clarifying and strengthening language referring to parental/guardian responsibility and the fact that District staff, facilities, and programs cannot be considered childcare providers.

The definition of "at risk" children was also broadened to include children of any age who appear distressed at closing time.

The new policy format was also applied.

For comparison, the revised policy is followed by the current existing policy below.

**POLICY: CHILDREN'S SAFETY IN LIBRARIES**

Approval Date: March 19, 2013

**Related Policies**

Access to Library Services

Code of Conduct

Computer, Wireless Network and Internet Use

**Purpose:**

Defines the responsibilities of parents, guardians and caregivers whose children use Spokane County Library District facilities. Describes how the District responds to situations involving at risk children.

**Policy:**

Spokane County Library District strives to create places, programs and services that encourage children and adults to explore, learn, and create. The District respects the privacy of members who use its libraries, and recognizes that it is the responsibility of parents, guardians and caregivers to monitor and guide their children's reading and viewing of library materials and use of District computers and network resources to access the Internet.

Parents, guardians and caregivers are responsible for ensuring their children are cared for, safe and feel secure when visiting a District library or attending a library event. Library facilities, programming and staff cannot act as a replacement for baby-sitters or day care centers for children.

District personnel will take appropriate action if a child visiting a library appears to be "at risk," such as:

- Children under the age of six left alone at a library.
- Children of any age who become disruptive or appear to be distressed when left alone or in the care of other children at a library.
- Children who appear to be subjected to physical or emotional abuse while using library facilities.
- Children who appear to be subjected to uninvited interactions.
- Children under the age of 12 left alone at closing time who appears distressed.

If one of the above situations occurs, staff shall follow established District procedures, which may include notification of a parent or guardian, law enforcement, or child protective services agency, as appropriate.

The District's Executive Director is responsible for establishing administrative procedures necessary to carry out this policy.

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

SPOKANE COUNTY LIBRARY DISTRICT  
**POLICY: CHILDREN'S SAFETY IN LIBRARIES**

Spokane County Library District holds parents responsible for ensuring their children are cared for, safe and feel secure when visiting a District library. This parental responsibility extends to their children's reading and viewing of library materials and use of District computers and network\_resources to access the Internet. Programming offered for children at the library is not intended to take the place of care by a parent or other caregiver.

The District respects the privacy of parents and children who use its libraries; however, District personnel will take appropriate action if a child visiting a library appears to be "at risk."

At-risk children include:

- Children under the age of 6 left alone at a library.
- Children of any age who become disruptive or appear to be frightened when left alone or in the care of other children at a library.
- Children who appear to be subjected to physical or emotional abuse while using library facilities.
- Children who appear to be subjected to uninvited interactions.
- Children under the age of 12 or children who appear to be frightened when alone in a library at closing time.

If one of the above situations occurs, staff shall follow established District procedures, which may include notification of a law enforcement or child protective services agency, as appropriate.

The Executive Director is authorized to develop procedures to implement this Policy.

ADOPTED BY THE SPOKANE COUNTY LIBRARY DISTRICT  
BOARD OF TRUSTEES: DECEMBER 19, 1991  
LATEST REVISION: NOVEMBER 15, 2011

# REVISING THE DISTRICT'S 2013 BUDGET (RESOLUTION NO. 13-02)

## APPROVAL RECOMMENDATION

---

### **Recommendation:**

That Resolution No. 13-02, revising the District's 2013 Final Budget, be approved.

### **Action Required:**

Motion. Signatures of chair and secretary on resolution.

### **Background:**

At the February regular board meeting, Business Manager Bill Sargent provided the adjusted 2012 financial statements and advised that Mid-Year Review #1 to the 2013 budget would take into account the actual ending balances. Additionally, the Mid-Year Review would encompass those changes that emerged and were clarified subsequent to the adoption of the original 2013 budget.

The proposed budget revision resolution contains the following significant revisions:

#### **General Operating Fund**

- **Property Taxes and Contract Cities:** There is a net decrease of over \$106,000 in these revenues, all attributable to a continuing decline in Assessed Valuations (A.V.).
- **Rentals:** In 2012 when the decision was made to drop rental charges for use of District library meeting rooms, this line item was zeroed out. Unfortunately, this action also eliminated the anticipated revenues for the Upriver Drive property. This adjustment will add back the expected \$8,300 in revenues for this rental property.
- **Salaries:** The increase of \$73,000 allows for 100% funding of the 2013 District's salary requirements, based on staff organization of February 1, 2013. The original salary budget was predicated on staff organization of October 1, 2012, and was to be funded at the 99% level. The higher funding level, coupled with emerging vacancies and associated lag time for hiring replacements, should allow for payment of the accumulated vacation hours and terminal sick leave for departing employees.
- **Employee Benefits:** The net increase of \$6,700 is partially in conjunction with funding the staffing requirements at 100%. Additionally, the expenses for medical, dental and vision reflect the estimated annual costs after the 2013 paperwork was processed, and the employees were listed under the health plans of their choice, including enrollment into the Health Savings Account (HSA).
- **Salaries & Employee Benefits:** Region II Public Services Manager has identified a need to increase the hours for a librarian position from 30 to 40 hours per week. To allow for this, an additional \$8,700 is needed for salaries and \$2,500 for employee benefits.
- **Services:** Significant changes in the services category include:
  - Web catalog content services, +\$2,400 for adding album covers to catalog
  - Collection agency & notice fees, +\$600 for increased postage costs
  - Telephone, +\$700 for increased usage



- Postage, -(\$15,000) to reflect declined postage usage
- Water, Refuse & Sewer, +\$2,000 increase in Spokane sewer rates and +\$2,000 for Waste Management rate increases
- Library Programs, +\$5,500 for increased programs due to additional grant funding availability
- Library Programs Zahand Memorial Fund, +\$2,000 for the inaugural program at Spokane Valley Library
- **Vehicles:** -(\$7,000) Based upon current governmental pricing schedule.
- **Library Materials:** +\$83,000 is the carryover of remaining 2013 Library Materials budget.
- **Operational Contingencies:** -(\$71,000) to compensate for the reduction of original budget for property tax collections while allowing the budget item to remain at \$40,000.
- **Transfers Out** – Capital Projects Fund: -(\$240,000) elimination of planned transfer will facilitate future year cash flow balance planning and analysis in support of levy-lid override.
- **Actual Beginning Fund Balance:** +\$461,200 addition to beginning balance because of higher revenues and lower expenses than budgeted in 2012.
- **Assigned for Contingency Reserved Plan:** -(\$578,800) due to a change in District Policy, which eliminated this assigned category.

The net effect of all the changes, contained in Mid-Year Review #1, is an increase to the 2013 “Estimated Ending Unassigned Fund Balance” of \$1,024,120.

The District’s Financial Management Policy contains several goals which established certain minimum levels for expenditures or reserves. The goals are all in terms of percentages of the budget (less transfers out and contingencies), along with the actual amounts contained in the budget are as follows:

	<u>Goal</u>	<u>Actual</u>
Library Materials	14.0%	17.67%
Library Programs	0.5%	0.64%
Unassigned Fund Balance	15.0%	23.98%

### Capital Projects Fund

- The individual assignment of funds into the various infrastructure plans are combined into a single assignment titled “Assigned for District Infrastructure Plans”
- Eliminated the \$240,000 transfer in from the General Operating Fund

### RESOLUTION

Resolution No. 13-02 summarizes both District budgets: General Operating Fund and Capital Projects Fund.

**RESOLUTION NO. 13-02**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, REVISING THE DISTRICT'S FINAL 2013 BUDGET ADOPTED ON DECEMBER 18, 2012 WITH RESOLUTION NO. 12-09; PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.**

**SPOKANE COUNTY LIBRARY DISTRICT  
Spokane County, 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 county 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 a Final 2013 Budget with Resolution No. 12-09 on December 18, 2012;

WHEREAS, estimates of revenues and expenses necessary for District maintenance and operations and fund balance estimates have been updated since the December 18, 2012 budget adoption date;

WHEREAS, the Board has determined it is necessary to revise the District's 2013 budget to reflect these changes;

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

**Section 1: ADOPTION OF REVISED 2013 BUDGET**

The Board hereby adopts a Revised 2013 Budget, including the General Operating Fund and Capital Projects Fund. A copy of the revised budget is attached hereto as Exhibit A and Exhibit B and incorporated herein by reference. At the conclusion of the budget process, the total District expenditure authority for each fund is established as follows.

General Operating Fund (001-661): \$ 11,661,500  
Capital Projects Fund (008-661): \$ 264,100

**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 19<sup>th</sup> day of March 2013.

SPOKANE COUNTY LIBRARY DISTRICT  
Spokane County, Washington

---

Tim Hattenburg, Chair

ATTEST

---

Nancy Ledeboer  
Secretary to the Board of Trustees

**Exhibit A**  
**Spokane County Library District**  
**2013 Budget: March 19, 2013 Revision**  
**General Operating Fund (001-861)**  
**Summary**

<b>REVENUES &amp; TRANSFERS IN:</b>		
TOTAL PROPERTY TAX	\$ 10,058,400	
TOTAL CONTRACT CITIES, SERVICES & FEES	701,200	
TOTAL MISCELLANEOUS REVENUES	208,600	
TOTAL INTEREST REVENUES	36,000	
<b>TOTAL REVENUES</b>		<b>\$ 11,004,200</b>
TRANSFER IN - CAPITAL PROJECTS		
TOTAL TRANSFERS IN		\$ 164,100
<b>TOTAL REVENUES &amp; TRANSFERS IN</b>		<b>\$ 11,168,300</b>
<b>EXPENSES &amp; TRANSFERS OUT:</b>		
TOTAL SALARIES	\$ 5,742,800	
TOTAL FRINGE BENEFITS	1,683,400	
TOTAL SUPPLIES	576,600	
TOTAL SERVICES	1,633,900	
TOTAL CAPITAL EXPENDITURES	70,000	
TOTAL LIBRARY MATERIALS	1,704,300	
SHORT TERM INTEREST EXPENSE	500	
OPERATIONAL CONTINGENCIES	240,000	
<b>TOTAL EXPENSES</b>		<b>\$ 11,651,500</b>
TOTAL TRANSFERS OUT TO CAPITAL PROJECTS FUND		
		-
<b>TOTAL EXPENSES &amp; TRANSFERS OUT</b>		<b>\$ 11,651,500</b>
<b>REVENUES OVER/(UNDER) TOTAL EXPENSES</b>		<b>\$ (483,200)</b>
ACTUAL BEGINNING FUND BALANCE JANUARY 1, 2013		\$ 3,663,568
REVENUES OVER/(UNDER) TOTAL EXPENSES		(483,200)
SUBTOTAL		\$ 3,180,368
LESS:		
NONSPENDABLE FUNDS -- PREPAID ITEMS		(321,106)
NONSPENDABLE FUNDS -- INVENTORY		(51,535)
ASSIGNED FOR IRVING SPECIAL PROGRAM FUND		(6,092)
ASSIGNED FOR DIANE ZAHAND MEMORIAL FUND		(6,059)
ASSIGNED FOR DISTRICT WELLNESS PROGRAM		(1,262)
<b>ESTIMATED UNASSIGNED ENDING FUND BALANCE DECEMBER 31, 2013</b>		<b>\$ 2,794,314</b>

<b>Exhibit B</b>		
<b>Spokane County Library District</b>		
<b>2013 Budget: March 19, 2013 Revision</b>		
<b>Capital Projects Fund (008-661)</b>		
<b>Summary</b>		
<b>Revenues</b>		
	Interest Earnings	\$ 20,000
	Transfer in from General Fund	-
	<b>Total Revenues &amp; Transfers In</b>	<b>\$ 20,000</b>
<b>Expenses</b>		
	Consultant Services - Proposed Spokane Valley Library	\$ 100,000
	<b>Total Expenses</b>	<b>\$ 100,000</b>
	Transfer Out to General Operating Fund	\$ 164,100
	<b>Total Transfers Out</b>	<b>\$ 164,100</b>
	<b>Total Expenses &amp; Transfers Out</b>	<b>\$ 264,100</b>
	Excess of Revenues Over (Under) Expenses	<b>\$ (244,100)</b>
	<b>Actual Beginning Assigned Fund Balance 1/1/13</b>	<b>\$ 1,322,349</b>
	Assigned for District Infrastructure Plans	(745,000)
	<b>Estimated Ending Assigned Fund Balance 12/31/13</b>	<b>\$ 333,249</b>

**Spokane County Library District**

**2013 General Operating Fund Budget**

**Mid-Year Review One Budget - March 2013**

**Supplementary Budget Data**

Spokane County Library District  
 2013 Master Budget --Mid-Year Review One  
 General Operating Fund (001-861)

	2013 Final Budget	MYR One Adjustments Adjustments	Notes	2013 MYR One Budget
PROPERTY TAX -- CURRENT YEAR	10,151,500	(93,100)	R1	10,058,400
TOTAL PROPERTY TAX	10,151,500	(93,100)		10,058,400
CONTRACT CITY - AIRWAY H.	223,600	300	R1	223,900
CONTRACT CITY - SPOKANE	200,700	(13,300)	R1	187,400
TOTAL CONTRACTED CITIES	424,300	(13,000)		411,300
INTERLIBRARY LOANS	200	0		200
COPYING & PRINTING	6,000	0		6,000
NONRESIDENT FEES	9,900	0		9,900
FINES & CHARGES	150,000	0		150,000
WEB BASED LIBRARY FEES & CHARGES	78,200	0		78,200
LOST & DAMAGED	36,100	0		36,100
RENTALS	0	8,300	R2	8,300
RETAIL SALES	1,200	0		1,200
TOTAL SERVICES & FEES	281,600	8,300		289,900
TOTAL CONTRACT CITIES, SERVICES & FEES	705,900	(4,700)		701,200
LEASEHOLD EXCISE TAX	20,000	0		20,000
TIMBER TAX	4,000	0		4,000
EMPLOYEE PROGRAMS - WELLNESS GRANTS & SUMMER APPAREL	1,800	800	R3	2,600
PURCHASE DISCOUNTS	4,000	0		4,000
MISCELLANEOUS	4,000	0		4,000
GIFTS & DONATIONS	10,000	0		10,000
CASHIERS OVER/(SHORT)	0	0		0
SALE OF LIBRARY MATERIALS	26,000	0		26,000
E-RATE REIMBURSEMENT	138,000	0		138,000
TOTAL MISCELLANEOUS REVENUES	207,800	800		208,600

Spokane County Library District  
 2013 Master Budget --Mid-Year Review One  
 General Operating Fund (001-861)

	2013 Final Budget	MYR One Adjustments Adjustments	Notes	2013 MYR One Budget
TOTAL INTEREST REVENUES	36,000	0		36,000
TOTAL REVENUES	<u>11,101,200</u>	<u>(97,000)</u>		<u>11,004,200</u>
TRANSFER IN - CAPITAL PROJECTS	164,100	0		164,100
TOTAL REVENUES & TRANSFERS IN	<u>11,265,300</u>	<u>(97,000)</u>		<u>11,168,300</u>
SALARIES: REGULAR HOURS WORKED	4,723,900	69,500	E1,E2	4,793,400
SALARIES: TEMPORARY HOURS WORKED	105,000	0		105,000
SALARIES: PAID TIME OFF	829,700	12,200	E1,E2	841,900
SALARIES: OVERTIME HOURS WORKED	2,500	0		2,500
TOTAL SALARIES	5,661,100	81,700		5,742,800
FICA-SOCIAL SECURITY	349,300	6,200	E1,E2	355,500
FICA - MEDICARE	81,900	1,300	E1,E2	83,200
RETIREMENT CONTRIBUTIONS	433,100	6,500	E1,E2	439,600
UNEMPLOYMENT INSURANCE	4,700	0		4,700
MEDICAL INSURANCE	662,000	(21,900)	E1,E2E3	640,100
HEALTH SAVINGS ACCOUNT CONTRIBUTIONS	0	15,000	E3	15,000
VISION INSURANCE	14,400	500	E1,E2	14,900
DENTAL INSURANCE	85,000	1,400	E1,E2	86,400
LIFE & DISABILITY INSURANCE	2,900	0		2,900
STATE INDUSTRIAL INSURANCE	37,200	(300)	E1,E2	36,900
LONG TERM DISABILITY INSURANCE	2,000	400	E1,E2	2,400
EMPLOYEE ASSISTANCE PROGRAM	1,700	100	E1,E2	1,800
TOTAL FRINGE BENEFITS	1,674,200	9,200		1,683,400
CLEANING & SANITATION SUPPLIES	16,000	0		16,000
VEHICLE FUEL	11,000	0		11,000



Spokane County Library District  
 2013 Master Budget --Mid-Year Review One  
 General Operating Fund (001-861)

	2013 Final <u>Budget</u>	MYR One Adjustments <u>Adjustments</u>	<u>Notes</u>	2013 MYR One <u>Budget</u>
OTHER SUPPLIES	100	0		100
MAINTENANCE SUPPLIES	3,000	0		3,000
EMPLOYEE AWARDS & RECOGNITION	700	0		700
SMALL TOOLS	800	0		800
COST OF RETAIL INVENTORY SOLD	4,500	(3,400)	E4	1,100
NON-CAPITALIZED FURNITURE, FIXTURES & EQUIPMENT	164,600	0		164,600
NON-CAPITALIZED DATA PROCESSING HARDWARE & SOFTWARE	178,500	0		178,500
OFFICE & LIBRARY SUPPLIES	201,700	(900)	E5	200,800
TOTAL SUPPLIES	580,900	(4,300)		576,600
ACCOUNTING & AUDITING SERVICES	14,000	0		14,000
LEGAL SERVICES	15,000	0		15,000
DAMAGES, CLAIMS & SETTLEMENTS	0	0		0
OTHER PROFESSIONAL SERVICES	30,000	0		30,000
BAD DEBT EXPENSE	400	0		400
BANK & POSTAL CHARGES	12,000	0		12,000
SOFTWARE SUPPORT & CONSULTING	176,000	0		176,000
WEB CATALOG CONTENT SERVICES	11,200	2,400	E6	13,600
COLLECTION AGENCY & NOTICE FEES	67,000	600	E7	67,600
ELECTRONIC LIBRARY SERVICES	0	0		0
DATA COMMUNICATIONS: WAN	155,000	0		155,000
DATA COMMUNICATIONS: INTERNET	24,000	0		24,000
TELEPHONE	24,500	700	E8	25,200
POSTAGE	38,000	(15,000)	E9	23,000
FREIGHT CHARGES	1,000	0		1,000
COURIER SERVICES	61,000	0		61,000
MILEAGE	20,000	0		20,000
BUSINESS TRAINING & TRAVEL	98,700	0		98,700
BOARD TRAINING & TRAVEL	16,500	0		16,500
ADVERTISING & PROMOTION	9,500	0		9,500
RECRUITMENT	12,000	0		12,000

Spokane County Library District  
 2013 Master Budget --Mid-Year Review One  
 General Operating Fund (001-861)

	2013 Final Budget	MYR One Adjustments	Notes	2013 MYR One Budget
RENTALS & LEASES: OTHER	3,000	0		3,000
RENTAL & LEASES: EQUIPMENT	6,500	0		6,500
INSURANCE	71,400	0		71,400
PRINTING	16,000	0		16,000
HEAT, LIGHT & POWER	132,000	0		132,000
WATER, REFUSE & SEWER	46,000	4,000	E10	50,000
REPAIR & MAINTENANCE: MISCELLANEOUS	4,000	0		4,000
REPAIR & MAINTENANCE: DATA PROCESSING EQUIPMENT	30,000	0		30,000
REPAIR & MAINTENANCE: VEHICLES	4,000	0		4,000
REPAIR & MAINTENANCE: BUILDINGS	159,300	0		159,300
REPAIR & MAINTENANCE: SERVICES	58,700	0		58,700
REPAIR & MAINTENANCE: SERVICES	11,700	0		11,700
REPAIR & MAINTENANCE: SERVICES	16,000	0		16,000
SECURITY ALARM MONITORING	159,700	0		159,700
SNOW REMOVAL	10,200	0		10,200
CUSTODIAL SERVICES	3,200	0		3,200
DUES & MEMBERSHIPS	56,000	5,500	E11	61,500
WELLNESS SERVICES & PROGRAMS	500	0		500
LIBRARY PROGRAMS	0	2,000	E12	2,000
LIBRARY PROGRAM: IRVING FUND	45,800	0		45,800
LIBRARY PROGRAM: DIANE ZAHAND MEMORIAL FUND	500	0		500
LIBRARY PROGRAM: DIANE ZAHAND MEMORIAL FUND	13,400	0		13,400
CATALOGING & AUTHORITY SERVICES	1,633,700	200		1,633,900
BINDING SERVICES	50,000	0		50,000
INTERLIBRARY LOAN SERVICES	27,000	(7,000)	E13	20,000
TOTAL SERVICES	77,000	(7,000)		70,000
CAPITALIZED DATA PROCESSING HARDWARE & SOFTWARE	1,621,300	83,000	E14	1,704,300
VEHICLES	1,621,300	83,000		1,704,300
TOTAL CAPITAL EXPENDITURES	1,621,300	83,000		1,704,300
LIBRARY MATERIALS	1,621,300	83,000		1,704,300
TOTAL LIBRARY MATERIALS	1,621,300	83,000		1,704,300

Spokane County Library District  
 2013 Master Budget --Mid-Year Review One  
 General Operating Fund (001-861)

	2013 Final Budget	MYR One Adjustments Adjustments	Notes	2013 MYR One Budget
SHORT TERM INTEREST EXPENSE	500	0		500
OPERATIONAL CONTINGENCIES	111,000	(71,000)	E15	40,000
CONTINGENCY FUNDS IN SUPPORT OF STRATEGIC PLAN	200,000	0		200,000
<b>TOTAL EXPENSES</b>	<b>11,559,700</b>	<b>91,800</b>		<b>11,651,500</b>
TRANSFER OUT - CAPITAL PROJECTS FUND	240,000	(240,000)	T1	0
<b>TOTAL EXPENSES &amp; TRANSFERS OUT</b>	<b>11,799,700</b>	<b>(148,200)</b>		<b>11,651,500</b>
<b>REVENUES OVER/(UNDER) TOTAL EXPENSES</b>	<b>(534,400)</b>	<b>51,200</b>		<b>(483,200)</b>
ACTUAL BEGINNING FUND BALANCE 1/1/13	3,202,368	461,200	*	3,663,568
ESTIMATED ENDING FUND BALANCE 12/31/13	2,667,968	512,400	*	3,180,368
(LESS)				
NONSPENDABLE FUNDS -- PREPAID ITEMS	(257,613)	(63,493)	*	(321,106)
NONSPENDABLE FUNDS -- INVENTORY	(53,763)	2,228	*	(51,535)
ASSIGNED FOR IRVING SPECIAL PROGRAM FUND	(6,282)	190	*	(6,092)
ASSIGNED FOR DIANE ZAHAND MEMORIAL FUND	0	(6,059)	*	(6,059)
ASSIGNED FOR DISTRICT WELLNESS PROGRAM	(1,316)	54	*	(1,262)
ASSIGNED FOR CONTINGENCY RESERVE PLAN	(578,800)	578,800	*	0
<b>ESTIMATED ENDING UNASSIGNED FUND BALANCE 12/31/13</b>	<b>1,770,194</b>	<b>1,024,120</b>		<b>2,794,314</b>

\* ADJUSTS TO ACUTUAL FUND BALANCE 1/13/13

**SPOKANE COUNTY LIBRARY DISTRICT  
 FOOTNOTES TO 2013 GENERAL OPERATING FUND (L01) BUDGET -- MYR One  
 GENERAL OPERATING FUND (001-861)**

<u>NOTE</u>	<u>COST ACCOUNT</u>	<u>EXPLANATION</u>	<u>Increase/ (Decrease)</u>
<b>REVENUES:</b>			
R1	PROPERTY TAX -- CURRENT YEAR	Decline in Assessed Valuation Per Spokane County Assessor	(\$93,100)
R1	CONTRACT CITY - AIRWAY HEIGHTS	Decline in Assessed Valuation Per Spokane County Assessor	300
R1	CONTRACT CITY - CITY OF SPOKANE	Decline in Assessed Valuation Per Spokane County Assessor	(13,300)
R2	RENTALS	Rental Income for Upriver Drive Property	8,300
R3	EMPLOYEE PROGRAMS - SUMMERE APPAREL	Expected Revenues for Summer Reading Apparel	800
	<b>TOTAL REVENUES</b>		<u>(\$97,000)</u>
<b>EXPENSES:</b>			
E1	SALARIES: REGULAR HOURS WORKED	Salaries & Benefits adjusted to actual as of 2/1/13	\$62,000
E1	SALARIES: PAID TIME OFF	Salaries & Benefits adjusted to actual as of 2/1/13	11,000
E1	FICA-SOCIAL SECURITY	Salaries & Benefits adjusted to actual as of 2/1/13	5,700
E1	FICA - MEDICARE	Salaries & Benefits adjusted to actual as of 2/1/13	1,200
E1	RETIREMENT CONTRIBUTIONS	Salaries & Benefits adjusted to actual as of 2/1/13	5,800
E1	MEDICAL INSURANCE	Salaries & Benefits adjusted to actual as of 2/1/13	(8,100)
E1	VISION INSURANCE	Salaries & Benefits adjusted to actual as of 2/1/13	500
E1	DENTAL INSURANCE	Salaries & Benefits adjusted to actual as of 2/1/13	1,400
E1	STATE INDUSTRIAL INSURANCE	Salaries & Benefits adjusted to actual as of 2/1/13	(300)
E1	LONG TERM DISABILITY INSURANCE	Salaries & Benefits adjusted to actual as of 2/1/13	400
E1	EMPLOYEE ASSISTANCE PROGRAM	Salaries & Benefits adjusted to actual as of 2/1/13	100
E2	SALARIES: REGULAR HOURS WORKED	Increase of Librarian position from 30 - 40 HPW	7,400
E2	SALARIES: PAID TIME OFF	Increase of Librarian position from 30 - 40 HPW	1,300
E2	FICA-SOCIAL SECURITY	Increase of Librarian position from 30 - 40 HPW	500
E2	FICA - MEDICARE	Increase of Librarian position from 30 - 40 HPW	100
E2	RETIREMENT CONTRIBUTIONS	Increase of Librarian position from 30 - 40 HPW	700
E2	MEDICAL INSURANCE	Increase of Librarian position from 30 - 40 HPW	1,200
E3	MEDICAL INSURANCE	Transfer of Health Savings Account from Medical to New Acct.	(15,000)
E3	HEALTH SAVINGS ACCOUNT CONTRIBUTIONS	Transfer of Health Savings Account from Medical to New Acct.	15,000
E4	COST OF RETAIL INVENTORY SOLD	Reflects lower costs for book bags available for sale	(3,400)
E5	OFFICE SUPPLIES	Reduces budget for summer reading apparel expenditures	(900)
E6	WEB CATALOG CONTENT SERVICES	Adding of additional album covers to catalog	2,400
E7	COLLECTION AGENCY & NOTICE FEES	Allows for increased postage costs for collection agency	600

**SPOKANE COUNTY LIBRARY DISTRICT  
 FOOTNOTES TO 2013 GENERAL OPERATING FUND (L01) BUDGET -- MYR One  
 GENERAL OPERATING FUND (001-861)**

<u>NOTE</u>	<u>COST ACCOUNT</u>	<u>EXPLANATION</u>	<u>Increase/ (Decrease)</u>
E8	TELEPHONE	Estimated 2013 increase	700
E9	POSTAGE	Deduction due to decline in postage usage in recent years.	(15,000)
E10	WATER REFUSE & SEWER	Increases from both Waste Manage & Spokane Utilities	4,000
E11	LIBRARY PROGRAMS	Increased program due to additional grant funding availability	5,500
E12	LIBRARY PROGRAMS - ZAHAND MEMORIAL	Addition of new children's programs paid by Zahand Fund	2,000
E13	VEHICLES	Current government pricing schedule allows for reduction.	(7,000)
E14	LIBRARY MATERIALS	Carry-over of unused 2012 Library Materials budget	83,000
E15	OPERATIONAL CONTINGENCIES	Elimination of counter-balancing amount for estimated taxes	(71,000)
	OPERATIONAL CONTINGENCIES		0
	TOTAL EXPENSES		<u>\$91,800</u>
T1	TRANSFERS OUT - CAPITAL PROJECTS FUND	Deferral of Interfund transfer to Capital Projected Fund	<u>-\$240,000</u>
	TOTAL EXPENSES AND TRANSFERS OUT		<u>-\$148,200</u>
	TOTAL BALANCE OF ADJUSTMENTS -- REVENUES OVER/(UNDER) EXPENSES		<u>\$51,200</u>

## **DECLARING A VEHICLE SURPLUS (RESOLUTION NO. 13-03): APPROVAL RECOMMENDATION**

---

### ***Recommendation:***

That Resolution No. 13-03, declaring a Vehicle Surplus to District Needs, be adopted as presented.

### ***Action Required:***

Motion. Chair and secretary signature on resolution.

### ***Background:***

Disposal of Surplus Property Policy requires the Board of Trustees to formally declare by resolution surplus property with a value of \$1,000 to \$50,000 per item. For items valued at \$50,000 or more, a public hearing must be held. Items with value less than \$1,000 may be declared surplus by the Executive Director.

Over the past 18 years, District practice has been to retire the maintenance vehicle and replace it with a new truck. The five-year point was selected to: (1) dispose of the vehicle prior to the maintenance requirements and costs starting to increase; and (2) maximize the resell, or trade-in value of the older truck. The Chevrolet truck scheduled for replacement is five years old, and the expected mileage as of April 1 will be approximately 95,000. Resolution No. 13-03 formally declares it as surplus.

This vehicle will be replaced by a 2013 Ford F-150 4x4. Procurement will use a published governmental pricing schedule offered by Ford Motor Corporation. The price to governmental agencies is approximately 67.7% of the MSRP. The surplus vehicle will be accepted as a trade-in by Wendle Ford at an expected appraised value of roughly \$13,000. The net cash expenditure for the new truck is approximately \$9,100, not including taxes, alarm system, canopy and other items needed to make the vehicle fully functional for its operational requirements.

The resolution follows.

**RESOLUTION NO. 13-03**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, DECLARING A VEHICLE SURPLUS TO DISTRICT NEEDS AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING 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 county library district duly organized and existing under and by virtue of the Constitution and the laws of the State of Washington;

WHEREAS, the Board of Trustees (the "Board") of Spokane County Library District has the authority, pursuant to RCW 27.12.210 to declare personal property surplus and provide for its disposition;

WHEREAS, the Board has adopted a Disposal of Surplus Property Policy, last reviewed and reaffirmed July 19, 2011;

WHEREAS, that policy requires that surplus property having a monetary value of \$1,000 to less than \$50,000 per item be declared excess by Board resolution at a regular or special meeting and that the resolution includes a listing of property and its estimated value;

WHEREAS, a 2008 Chevrolet K1500 Silverado pickup truck, VIN 1GECK19C282290932, which has been used for maintenance operations since April 2008, is scheduled for replacement and is no longer required with the District.

WHEREAS, its estimated value is less than \$50,000;

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

**Section 1: SURPLUS PROPERTY**

The Board hereby determines that the 2008 Chevrolet K1500 Silverado pickup truck, VIN 1GECK19C282290932 is due for scheduled replacement and is no longer needed for the support of maintenance services and operations, and is surplus to the needs of the District.

**Section 2: DISPOSAL**

The Board further determines that property be disposed of in a manner consistent with the Disposal of Surplus Property Policy.

**Section 3: 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 19<sup>th</sup> day of March 2013.

SPOKANE COUNTY LIBRARY DISTRICT  
Spokane County, Washington

---

Tim Hattenburg, Chair  
Board of Trustees

ATTEST

---

Nancy Ledeboer  
Secretary to the Board of Trustees



**FUTURE BOARD MEETING TENTATIVE AGENDAS: APRIL-MAY 2013**  
**FOR INFORMATION ONLY**

---

**Next regular meeting**

***April 16, 2013: Airway Heights Library (4:00 p.m.)***

Besides the usual approval of minutes and bill payment vouchers, the following items are tentatively scheduled for action and/or discussion at the April 2013 regular Board of Trustees' meeting.

- Confidentiality of Customer Information and Privacy Policy
- SV New Library and Park Project Update
- Library Spotlight – Airway Heights
- Overview Financial Forecast
- Executive Session – Review Performance of Public Employee

Please send requests for agenda additions or changes to the Board Chair or Patty no later than noon, Monday, April 1, for inclusion in the preliminary agenda to be emailed Wednesday, April 3. The meeting packet will be mailed Wednesday, April 10.

**Future meetings/activities**

Other than normal monthly business, the following action, discussion and information items are tentatively scheduled for future regular and special meeting agendas.

***May 21, 2013: Medical Lake Library (4:00 p.m.)***

- Access to Library Services and Personnel Policies
- SV New Library and Park Project Update
- Library Fundraising Discussion
- Library Spotlight – Medical Lake
- Overview Recycling

***SPECIAL MEETINGS AND ACTIVITIES***

- April 24-26** 2013 WLA/OLA Conference (Vancouver, WA)
- September 27** Staff Day (CenterPlace, Spokane Valley)

## EXECUTIVE DIRECTORS REPORT

### FEBRUARY 2013

---

#### Administration

##### Business Office, Finance and Facilities (Bill Sargent)

Discussions continue with the District's insurance broker regarding potential risk management issues. Particularly, protecting the District from unnecessarily assuming risk for meetings and programs conducted in District meeting rooms. These could be programs either contracted for by the District, or those conducted in District meeting rooms at the request of a third party. The broker will request recommendation from the insurance carrier regarding appropriate level of risk.

The insurance adjuster is currently investigating a claim on behalf of a person injured at a program hosted by an outside party in a library meeting room.

##### Human Resources (Paul Eichenberg)

The HR Assistant and I attended the memorial service for Howard Oliver, Medical Lake page, who passed away last month.

The HR Assistant and I also attended GSI's "The Future of Health Care." Currently, for most of our medical plans, the District pays 100% of employee medical coverage for full-time employees; e.g., employees working 40 hours per week. However, in 2014, under the Affordable Care Act, employees working 30 hours per week will be considered full time for medical coverage. For "variable hour employees," employers are required to determine their eligibility for full-time coverage. For us, these variable hour employees are those hired to work 20-29 hours per week, who exceed the 30 hours per week threshold.

##### Information Technology (Priscilla Ice)

- The new catalog (Enterprise) became the default catalog February 19. We have been able to respond positively to several member suggestions, including two from the board. We have received many positive comments directly in the libraries and via the website comment form.
- The District will have a new Internet service provider as of July 2013. Each year, we solicit proposals for telecommunication services for which contracts will expire mid-year. Generally this happens every five years for major services such as Internet service. The successful bidder this time was Integra Telecom. We have used CenturyLink and its predecessors for this service for many years. CenturyLink will continue to provide most of our other services that will be essentially unchanged. The bidding process conforms with our own purchasing policy and to the requirements of the e-rate program.
- We began to use a new tool to update third party (non-Microsoft) software on the public computers. This new tool will allow us to update these computers more often with much less work. The same tool will also be used for staff computers, the laptop labs and the catalog computers.
- IT introduced a new wiki-based help section to SharePoint. The new tool is easier to update and use.
- Intensive work continued on the new website.

## Collection Services (Andrea Sharps)

- We ordered 1,869 titles and 6,118 copies in February.
- We processed, added to the system, and sent out to the branches 6,344 items in February.
- Downloadable lending in February was down from January. A total of 17,596 audiobook, eBook and music items circulated in February. Members placed a total of 5,559 holds.
- We worked with District colleagues and OverDrive staff regarding the installation of the OverDrive READ interface tentatively scheduled for the week of March 4<sup>th</sup> but as of this writing most likely being implemented the week of March 11<sup>th</sup>. We decided to add the 'Recommend to Library' or RTL feature which will allow members to view titles in OverDrive's catalog of offerings and recommend they be added to the District's digital collection. Members will have the options to be notified by email if the recommended title is purchased as well as to be automatically placed on the holds list.
- We loaned 298 items to other libraries and borrowed 454 items from other libraries for 752 total ILL transactions processed in February.

## Executive Director Report & Community Activities (Nancy Ledeboer)

At the monthly meeting of Greater Spokane, Inc. (GSI), K-12 Education Roundtable, I was able to promote the student library card campaign and encourage school district superintendents to participate in this program. Leadership Spokane's February theme was also on education and it was helpful to hear from some of the community agencies supporting schools by placing volunteer mentors in schools. The panel on Science Technology, Engineering and Mathematics (STEM) demonstrated how the business community is supporting education.

I continue to visit with Friends groups to thank them for supporting their local library and the District. The Medical Lake Friends had over 20 people attending its meeting where they discussed the monthly book selection about Gabby Gifford's recovery. I was able to attend most of the Spokane Valley Friends meeting to thank them for their support as well. Members asked excellent questions about the progress being made on a new library to replace the existing Spokane Valley library. Public Services Manager Doug Stumbough was able to share information about the site planning process.

Patrick Roewe and I met with Cheney City Manager Arlene Fisher and Mary Voves, Vice President for Business and Finance at Eastern University, to discuss possibilities for a new library in Cheney. Last summer I met with Ms. Fisher to update her on the Library Facilities Master Plan. At that time, I let her know we were looking into alternatives for building a new library in Cheney. She indicated the City would support whatever the District decided to do. Ms. Fisher facilitated this meeting with Ms. Voves to explore the possibility of the District purchasing land owned by the University for the purpose of replacing the existing library. Mr. Roewe and I listened to the discussion and shared our concerns about the cost of building a new library. Any future capital investment will require support for a bond issue. Both Ms. Voves and Ms. Fisher were supportive about working with the District.

We are in negotiations to purchase CommunityConnect, a software product/service that provides information about the community. The software was demonstrated last month at the Public Library Directors' Meeting. Several libraries are using this product to identify potential library members and focus services that meet the diverse needs of their community members. This service will allow us to analyze residents who do not use the library and compare voting patterns with library use.

As we look at ways to focus staff on strategic initiatives and services, we reviewed our current scope of work with Unique Management. Currently, Unique Management handles notification of members who have holds waiting and/or overdue items. We plan to modify our service agreement to include phone notification. We are also reviewing a proposal to route phone calls to a call center that can resolve issues. We are looking at the cost benefit of routing these calls to a single source.

Our newest trustee, Sean Morrow, spent a day visiting with members of the Management Team. He was briefed on policies and operations and encouraged to contact any member of the team if he has follow up questions. Mr. Morrow asked insightful questions and looks forward to serving on the Board.

Patrick Roewe, Doug Stumbough, Sonia Gustafson and I attended the Washington Library Association Library Legislative Day, February 15. We were able to visit with Senators and House Representatives from all four Districts served by the Library District. We shared information from the Community Impact Plan, invited representatives to use our library meeting rooms and encouraged them to support the budget request to fund IT Academy for public libraries.

I attended my first meeting as a member of Executive Women's International. Over 80 people attended to represent a wide variety of businesses. The speaker for the month was Josh Wade, owner of nectarMEDIA Consulting, who gave tips on how to use social media effectively. I look forward to getting to know more of the EWI members and learning about their business needs as well as participating in their community service projects.

The Management Team worked on the first mid-year budget revision. This initial pass is primarily to update the budget now that financial data from the Assessor's Office is final and end of year figures are finalized. These mid-year reviews allow us to transfer funds from one line to another to better track how funds are expended. Mr. Sargent is also using this data to develop a budget forecast to present to the Board in April.

Legislative news continues to trickle in from various sources. The WLA Legislative Committee holds regular conference calls to keep library directors informed of any bills that may impact libraries. GSI and the Valley Chamber also provide regular updates on bills and budget issues that may have an impact on our region. The Washington Supreme Court ruled it is not constitutional to require a super majority vote to pass a tax. This appears to be changing the dynamic as legislators consider passing a tax to fund a transportation package. There is some speculation they are now considering a different type of tax to fund the general fund. Funding education looms as both houses develop budget proposals to increase funding for education while facing a budget deficit.

**ITEM AND TITLE MONTHLY REPORT  
FEBRUARY 2013**

	<u>ITEMS</u>				<u>TITLES</u>		
	ADULT	YOUTH	TOTAL		ADULT	YOUTH	TOTAL
<b>Total Materials</b>							
Print	194127	165710	<b>359837</b>		86474	50614	<b>137088</b>
Nonprint	51879	23851	<b>75730</b>		20957	6224	<b>27181</b>
Subtotal	<b>246006</b>	<b>189561</b>	<b>435567</b>		<b>107431</b>	<b>56838</b>	<b>164269</b>
Periodicals	14635	2410	<b>17045</b>		344	48	<b>392</b>
Total	<b>260641</b>	<b>191971</b>	<b>452612</b>		<b>107775</b>	<b>56886</b>	<b>164661</b>

	<u>ITEMS</u>			<u>TITLES</u>		
<b>OverDrive: eBOOKS</b>			<b>13671</b>			<b>11917</b>
Licensed eBOOKS			<b>1569</b>			<b>1569</b>
Audiobooks			<b>12589</b>			<b>10688</b>
Digital music			<b>1556</b>			<b>1556</b>
<b>OverDrive: Total</b>			<b>29385</b>			<b>25730</b>
<b>GRAND TOTAL</b>			<b>481997</b>			<b>190391</b>

<b>Print &amp; Nonprint</b>	(Totals year-to-date)		
<b>ADDITIONS</b>	ADULT	YOUTH	TOTAL
Print	7557	3104	10661
Nonprint	1964	1164	3128
<b>TOTAL</b>	<b>9521</b>	<b>4268</b>	<b>13789</b>
<b>DELETIONS</b>			
Print	6799	4183	10982
Nonprint	1450	516	1966
<b>TOTAL</b>	<b>8249</b>	<b>4699</b>	<b>12948</b>

	<u>NET CHANGE YTD</u>		
	ADULT	YOUTH	TOTAL
Print	758	-1079	<b>-321</b>
Nonprint	514	648	<b>1162</b>
Periodicals	-1148	-202	<b>-1350</b>

**NOTES:** PRINT = Book, Bkbagbag, Largetype, Paperback  
NONPRINT = Cassbook, Cassette, CD, Cdbook, CDrom, DVD, Multimedia,  
MultCass, MultCD, VHSVideo, Playaway  
PERIODICALS = Magazine, Microform, Newspaper, and Pamphlet  
TITLE = Each distinct bibliographic record in the database; there can be several records for one actual title (e.g. regular print, large type, various formats of audiobooks, videorecordings)  
ITEM = Individual copies of a title or volumes of a set that are barcoded separately.

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

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

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

**PUBLIC SERVICES REPORT**  
**FEBRUARY 2013**

---

**Summary (Patrick Roewe/Doug Stumbough)**  
**Customer Use Analysis**

In-Library Circulation

Circulation at the libraries in February remains basically unchanged from the same month in 2012 (+0.34%) as does the 2013 Y-T-D (-0.38%). Through the first two months of the year, 362,650 items have checked out of the libraries, 1,399 fewer than the same period last year (364,049). Airway Heights (+11%) experienced the most significant increase, while Cheney was down -9%.

Usage of the Self-checkout stations accounted for 43% of all circulation in the libraries, down -1.5% from last February. Slightly more than half of in-library circulation at North Spokane (52%), and Spokane Valley (52%) came through the self-checkout stations, while most members at Cheney (21%), Deer Park (24%) and Fairfield (23%) show a preference for staff-assisted checkout.

2013 Measures at a Glance

- Door count through the first two months of the year (218,105) is down slightly from the same period in 2012 (222,538; -2%).
- Programming attendance is down slightly compared to last year (-1%), although the number of offerings was up slightly (+5%).
- Total software station bookings up for the second month in a row when compared to 2012, (+4%).

	2013			2012			1-year change		
	Month	% of total	Y-T-D	Month	% of total	Y-T-D	Month	% of total	Y-T-D
<b>Total Circulation</b>	214,502		446,191	222,580		452,058	-8,078		-5,867
Self-Check	77,335	36%	160,257	79,726	36%	162,786	-2,391	0%	-2,529
Digital Collection	17,596	8%	38,983	14,915	7%	31,062	2,681	2%	7,921
<b>Total Holds</b>	44,846		93,381	45,473		95,226	-627		-1,845
By Customer	32,712	73%	67,328	33,809	74%	70,351	-1,097	-1%	-3,023
Digital Collection	5,559	12%	12,382	5,175	11%	11,763	384	1%	619
<b>Total Payments</b>	\$23,410.38		\$47,095.80	\$26,801.83		\$54,749.87	-\$3,391.45		-\$7,654.07
Online	\$8,172.88	35%	\$16,463.26	\$9,111.80	34%	\$18,209.30	-\$938.92	1%	-\$1,746.04

Security Incident Reports

There were 25 Security Incident reports filed this month, nine more than last month (16) and four more than February 2012 (21). Cheney had the most incidents reported with six. The most frequently reported incidents related to potential problems (12), followed by disruptive behavior (6). Two members were excluded this month. One for seven days at Airway Heights for disruptive behavior, and one for six months at Cheney for harassment of a staff member.

Internet Filtering Update

As per the revised Computer, Wireless Network, and Internet Use policy, six (6) requests to review blocked websites were received by staff, a 57% decrease when compared to January 2013 (14). We decided to stop filtering sites associated with Spam email, which is likely the cause of the decline in requests. Three sites were determined to be correctly categorized and filtered at all levels; two sites were determined to be correctly categorized at the enhanced level; we requested that one be reclassified to allow access at all levels. All decisions were made within 72 hours of the initial request.

## **Adult Services (Stacey Goddard)**

### Support Job Seekers and Local Businesses:

- Librarians Kandy Brandt and Vanessa Strange presented our quarterly Business Resources Overview to the Spokane Valley Chamber of Commerce's NxLevel entrepreneur training class. There were 15 in attendance.
- Our six computer classes had a combined attendance of 27, an average of 4.5. This is down from last February, when 36 attended the five classes offered (an average of 7.2).
- We proctored 17 tests for members throughout the District in January, up from last month's eight.

### Explore and Discover:

- February saw the start of a new program series, *Explore a Bygone Era*. We're offering this series in partnership with the Spokane Valley Heritage Museum. The first program, *Spokane Valley History, Chapter 1*, drew a crowd of 85. Needless to say, the museum was thrilled with this response (as were we)!
- Our two *Beyond Books: Northwest Navigation* programs had a combined attendance of 15.
- Book discussion attendance averaged 8, down from last month's average of 8.25.
- We did 21 Book-a-Librarian sessions this month throughout the District, down from last month's 28.

### Connect Communities:

- We visited 48 facilities in February, the same number as last month. Residents checked out 1750 items during these visits—up from last month's circulation of 1674 items.
- Librarian Kelsey Hudson and Information Specialist Nate Anderson represented SCLD at the Get Connected event at CenterPlace on February 28<sup>th</sup>. They interacted with 56 individuals, answering questions and promoting library services.
- I attended the monthly WorkSource meeting, and reminded everyone about the Jobseeker Workshop Series we'll be hosting at Spokane Valley Library at the end of March. WorkSource is excited to offer this series outside its normal location.
- February also means tax season is upon us. We offer AARP Tax-Aide assistance in four of our libraries (Cheney, Deer Park, Moran Prairie and Spokane Valley). The service is being heavily used in all locations. At Spokane Valley, for example, all available slots for tax help were filled each of the eleven days it was offered in February.

## **Youth Services (Gwendolyn Haley/Mary Ellen Braks)**

### Develop Young Learners:

- Play and Learn Storytimes: In February, we provided 102 storytimes for 3169 parents, caregivers, and children.
- Outreach Storytimes: In February, we provided 54 storytimes for 743 children and caregivers at 21 licensed childcares in Spokane County.
- Eastern Washington Association for the Education of Young Children (EWAEYC) "Gift of Childhood" Conference: We presented a workshop on "Best Books for Babies and Toddlers" that incorporated the five practices of early literacy for 30 attendees.
- Workshops for Sno-Isle Library and Idaho Commission for Libraries: We presented workshops for librarians on play, math and science for both of these organizations.
- Thrive by 5, teen parents grant: Worked with teen parents with the Young Lives organization in Medical Lake with Love, Talk, Play. Planning with Thrive increased this month for the April 20<sup>th</sup> meeting here in Spokane on Teen Parent Family Engagement.

### Support Job Seekers and Local Businesses:

- Provided STARS training at the EWAEYC conference for childcare providers and preschool teachers on "Best Books for Babies and Toddlers".

### Explore and Discover:

- Science Saturdays with MOBIUS—*Reactions in Action*: 144 children attended the first 4 Science Saturday programs at Airway Heights, Cheney, Fairfield and Argonne.
- After School Special: 141 children participated in “Make Some Noise” at all 10 libraries.
- Tween Club at NS: 12 tweens (ages 8-12) experimented with printmaking techniques at North Spokane’s monthly Tween club.
- Anime Clubs: 49 teens shared their enthusiasm for all things anime this month at North Spokane and Spokane Valley.
- *Duct Tape Design* program at Medical Lake: 12 teens learned how to create fabulous and useful items out of duct tape. One of the attendees was able to share her expertise and taught the other attendees a few things!
- *Teen Gaming* programs at North Spokane and Deer Park had 17 participants. However, we have seen a steady decline at North Spokane with only 4 people this month, while Deer Park usually has about 10 teens regularly.
- Teen Writers of the Inland Northwest (TWINE) had 5 teens, which is representative of what has become a solid core group. Tutor.com: 130 live help sessions were used in February, which is a slight uptick from January’s 122 and 12 skills center sessions which is up from 5 sessions in January. The most popular subject for help was math and 10<sup>th</sup> graders used the service the most this month. Spokane Valley had the highest number of members using the service this month.

### Connect Communities:

- KHQ filmed a Success by Six spot with the Spokane Shock Coach and two news anchors reading to one of North Spokane’s Preschool Play and Learn groups.
- 23,000 Student Cards distributed to Spokane County public middle and high schools. We were interviewed on KHQ about the program. We also attended the February Superintendents’ meeting to introduce the program, answer questions, and encourage them to think about SCLD as a partner.
- Mary Ellen attended two Inland Northwest Early Learning Alliance (INWELA) meetings this month focused on the grant received from Thrive by Five under the Community Momentum Initiative. The library is currently involved in this grant with the “Love, Talk, Play” message going out to teen parents. Two other parts of this grant are WAKids implementation (which the District will have a role in helping to get information out to parents about WAKids) and home visiting.

### **Virtual Services (Carlie Hoffman)**

#### Support Job Seekers and Local Businesses:

- Worked with Spokane Public Library to set up a meeting to discuss how the two library systems may work together to meet the needs of the business community.
- Contacted Palo Alto Software to request a quote for business software on library computers.

#### Explore and Discover:

- Analyzed OverDrive email survey responses; contacted OverDrive and NYPL for additional information and feedback regarding implementing OverDrive Front Line Support.
- Met with Brainfuse to discuss its tutoring product and services.
- Spoke with Gale Cengage to discuss promotion of its databases on the website and usertesting.com.
- Attended Creating a Culture of Innovation in your Library and Community.

Attended Advanced WordPress SEO - Actionable Advice for Ensuring Your WordPress Content is Found Connect Communities:

- Spoke with Evanced to discuss a timeline for SignUp and Spaces—its meeting room and event registration products.



**Circulation services (Judy Luck/Gina Rice)**

Library use:

IN-LIBRARY CIRC								
	This Month		This month compared to same month			Year – to – Date		
	2013	2012	1-yr ago	3-yrs ago	5-yrs ago	2013	2012	Diff
AH	5694	5146	10.65%	33.91%	38.17%	12058	10314	16.91%
AR	14696	13965	5.23%	7.58%	22.47%	30160	28923	4.28%
CH	13711	15144	-9.46%	-4.43%	6.98%	27555	30612	-9.99%
DP	13988	13772	1.57%	15.31%	13.59%	28373	28818	-1.54%
FF	1316	1350	-2.52%	-16.07%	-9.62%	2577	2818	-8.55%
ML	4992	4685	6.55%	1.09%	26.64%	9915	9123	8.68%
MP	16583	15966	3.86%	6.34%	24.32%	33443	32717	2.22%
NS	51501	49574	3.89%	12.29%	20.89%	103429	100757	2.65%
OT	7276	7245	0.43%	-3.69%	11.34%	14231	13429	5.97%
SV	49553	51860	-4.45%	3.32%	14.62%	100909	106538	-5.28%
TOT	179310	178707	0.34%	6.81%	17.69%	362650	364049	-0.38%

SELF-CHECK*					
	This Year This Month		Last Year This Month		Difference
	Self-Check Circulation	% of total circulation	Self-Check Circulation	% of total circulation	
AH	2257	39.64%	2109	40.98%	-1.35%
AR	4871	33.15%	4447	31.84%	1.30%
CH	2876	20.98%	3449	22.77%	-1.80%
DP	3314	23.69%	3674	26.68%	-2.99%
FF	309	23.48%	355	26.30%	-2.82%
ML	2379	47.66%	2315	49.41%	-1.76%
MP	5849	35.27%	5727	35.87%	-0.60%
NS	26963	52.35%	27044	54.55%	-2.20%
OT	2976	40.90%	3469	47.88%	-6.98%
SV	25541	51.54%	27137	52.33%	-0.78%
TOT	77335	43.13%	79726	44.61%	-1.48%

Self-check statistics for February 2013 at NS include 20559 items at the self-check stations and 6040 items retrieved from the DX2 security system, which also serves as a self-check station. The DX2 count includes all items retrieved from the system, including some material previously checked out at a staffed station or a separate self-check station, inflating the NS self-check numbers a bit.

Holds	Holds filled	% of circulation
AH	1154	20.27%
AR	2631	17.90%
CH	2946	21.49%
DP	2527	18.07%
FF	332	25.23%
ML	964	19.31%
MP	3253	19.62%
NS	8441	16.39%
OT	1700	23.36%
SV	9746	19.67%
TOTAL	33694	18.79%

New Members	Jan 2012	Jan 2013	Diff
AH	45	65	44.44%
AR	129	118	-8.53%
CH	104	79	-24.04%
DP	73	83	13.70%
FF	4	4	0.00%
ML	30	33	10.00%
MP	138	125	-9.42%
NS	327	292	-10.70%
OT	42	46	9.52%
SV	414	574	38.65%
TOTAL	1306	1419	8.65%

	Books to Go	% of circulation	DVD	% of circulation	New Books	% of circulation
AH	113	1.98%	2393	42.03%	353	6.20%
AR	350	2.38%	3973	27.03%	1159	7.89%
CH	274	2.00%	4009	29.24%	789	5.75%
DP	203	1.45%	4357	31.15%	645	4.61%
FF	52	3.95%	307	23.33%	69	5.24%
ML	85	1.70%	1769	35.44%	278	5.57%
MP	275	1.66%	4307	25.97%	1101	6.64%
NS	850	1.65%	13011	25.26%	3170	6.16%
OT	156	2.14%	2025	27.83%	543	7.46%
SV	792	1.60%	12805	25.84%	3531	7.13%
TOTAL	3150	1.76%	48956	27.30%	11638	6.49%

#### Customer Payments:

	2013	2012	Diff	% change
CASH	\$10,397.30	\$11,869.00	-\$1,471.70	-12%
CHECK	\$4,840.20	\$5,821.09	-\$980.89	-17%
CREDIT	\$8,172.88	\$9,111.80	-\$938.92	-10%
TOTAL	\$23,410.38	\$26,801.89	-\$3,391.51	-13%

#### Connect Communities:

- As usual, staff spent time booking conference rooms and meeting rooms to accommodate organizations and social groups who tell us how much they appreciate the opportunity to meet in all our libraries.

#### Service Improvements:

- Public Services managers and staff met with a representative from Unique Management Services to find out more about the improved billing and phone services they can offer our members. We are considering certain changes in our partnership with UMS, which might free more of our staff to directly assist members who come into our libraries.

### Library Reports

#### **Airway Heights: Stacy Hartkorn**

##### Develop Young Learners:

- Storytime attendance averaged 25.25, a small increase from the previous month (23.4 in January 2013), but more than quadrupled compared to February 2011's average of 5.8 people per event.

##### Support Job Seekers and Local Businesses:

- A student from Spokane Community College is completing practicum hours during the Airway Heights Play & Learn Storytime as part of her Sign Language Interpreter program.

##### Explore and Discover:

- A total of 26 people attended *Reactions in Action* with Mobius Science Center.
- The After School Special attracted a total of 22 people, an increase from the previous month's attendance of 8 people, as well as a significant jump compared to 2012's average attendance of 13 people per event.

##### Connect Communities:

- The West Plains ECEAP program visited the Airway Heights Library for a Storytime with both their AM and PM groups for a combined total attendance of 24 people.
- The display case featured sculptures created by a young library member out of recycled cardboard.

- Airway Heights Library events are now listed on the City of Airway Heights events calendar.

**Argonne: Mary Kay Anderson**

Develop Young Learners:

- Storytime attendance was up from the last few months, averaging 23 per session and higher than February 2011 (20). The mild weather this month made it easy for families to get around.

Support Job Seekers and Local Businesses:

- One student had a test proctored this month and two others had testing information emailed to us for upcoming tests.

Explore and Discover:

- Argonne hosted one of the Beyond Books programs: *Northwest Navigation*. Six adults attended
- Super turnout for the After School Special: 15.

**Cheney: Pat Davis**

Develop Young Learners:

- Baby Play and Learn attendance increased from 14.25 last year to 17.75 this year.
- Toddler Play and Learn decreased from 34 last year to an average of 27 this year.
- Preschool Play and Learn also decreased from an average of 51 last year to 35 this year.
- I attended Windsor and Salnave Elementary Schools to promote library services and storytimes to parents attending the classes.

Support Job Seekers and Local Businesses:

- We proctored four exams for college students this month.
- Staff assisted two members who needed to create email accounts so they could apply for positions online.
- At the West Plains Chamber breakfast, I sat with Medical Lake School District staff. We discussed the new programs ML schools are developing to help their students be job ready. I suggested they contact Laura Baird at Medical Lake and that they also make use of our resume software.

Explore and Discover:

- Science Saturdays with Mobius attracted 51 participants.
- Our After School Special, *Make Some Noise*, had 12 attendees.

Connect Communities:

- We participated at the first annual Cheney Winterfest. The event was organized by a local business. We read stories and helped children make bookmarks. It was also an opportunity to promote Science Saturdays and library storytimes.
- While attending the Cheney School District Literacy Committee meeting, I took the opportunity to promote our new student cards to the teachers in attendance. At a Kiwanis meeting the next week Cheney School Superintendent Debra Clemens told me all cards had been distributed and staff viewed the cards as a wonderful gift and great resource for the students.
- I attended the West Plains Chamber breakfast and heard a presentation from Spokane International Airport. They discussed airport funding, promoting airport services and jobs in the aerospace field as well as construction at the airport.

## **Deer Park: Kris Barnes**

### Develop Young Learners:

- Our storytime attendance was 251 this month compared to last year's total of 315.
- Our after school special attendance was 14 compared to last year's total of 10.
- Our Teen *It's Your Move* program attracted 13 participants.

### Support Job Seekers and Local Businesses:

- I attended the Deer Park Chamber of Commerce meeting this month and heard a presentation from Avista Utilities regarding its business entrepreneurial program. Avista began with seed funding to help Spokane Community College develop a nationally recognized entrepreneurship program curriculum that prepares students to launch their businesses upon completion. I picked up several flyers for display in our lobby.
- I attended the first meeting of the Deer Park Tourism committee. This committee is a subcommittee of the Deer Park Economic Development Council. We plan on meeting monthly with the goal of encouraging tourism in our community.

### Explore and Discover:

- Our adult book club attendance was 9 compared to last year's attendance of 8.
- We proctored three exams this month for students.
- Our email basics class attracted a total of 5 participants.

### Connect Communities:

- Staff delivered all of the student cards to Riverside and Deer Park high school and middle schools. We are pleased that some of the cards have been brought into the library to be activated.
- I listened to a presentation regarding the American Cancer Society's *Relay for Life* event. A community relationship manager is looking for local volunteers to start this event in our community. I offered our bulletin board and pamphlet display area for their flyers.
- The Deer Park Library was the featured business in the Deer Park Gazette newspaper. I wrote an article with Jane Baker's help and input which appeared in the paper this month.

## **Fairfield: Bev Bergstrom**

### Develop Young Learners:

- As we had last year, we had no attendees for one storytime. This year's average was eight, two more than last year. Our attendance at our After School Special increased by one over last year to three members.
- While the number of members attending the Mobius Science Saturday's presentation was not large (9), we did receive two comment cards praising the staff and the presenter.

### Support Job Seekers and Local Businesses:

- The Hangman Creek Chamber discussed meetings in Pullman held by the Scenic Byway Committee. The Fairfield to Rockford link in Hwy 27 was recently added to the official area description and we discussed how that might enhance area businesses. There was discussion on a new promotional flyer for the chamber.

### Explore and Discover:

- We began to make plans for our new monthly drop-in craft class. This was an idea brought forward by members who like coming to the library and like learning new things. Our first class will be taught by Brenda on the subject of knitting.

## **Medical Lake: Laura Baird**

### Develop Young Learners:

- Storytime attendance averaged 22, down from 24 in February 2012.
- Nine children attended our After School Special, up from 1 last February.
- I participated in the Ready for Kindergarten program at Sunset Elementary School and talked to 33 parents.

#### Support Job Seekers and Local Businesses:

- I proctored two exams for university students.
- Staff assisted five members who were working on job applications, some of which were online. One member came in once a week to work online on his resume.
- A local business, Creative Memories, is using the meeting room on a monthly basis.

#### Explore and Discover:

- 12 teens attended the *Duct Tape Design* teen program.

#### Connect Communities:

- Two Cub Scout troops are using the meeting room on a regular basis.
- Medical Lake middle and high school librarians promoted our Teen program. Half the attendees said they'd heard about it at school, the other half heard about it at the library.
- Ross Fuqua, librarian with Washington Rural Heritage, met with me to discuss a possible grant to partner with the Medical Lake Historical Society to digitize the historical pictures that are housed in the library.
- Air1 radio came in to talk to me about doing an interview about the library. The City of Medical Lake got an FCC license for the station to broadcast in the area.
- Nancy Ledeboer attended the Medical Lake Friends book discussion group after which several members told staff how nice it was to have her come all the way out to Medical Lake just to talk with them.

### **Moran Prairie: Jason Johnson**

#### Develop Young Learners:

- Toddler Play and Learn Storytime averaged 71 this month, up from 69 last month and from 49 in February 2012. We broke last month's attendance record when 90 people attended the February 5<sup>th</sup> storytime.
- Preschool Play and Learn Storytime had an average attendance of 27, which is the same as last month. This is an increase of 6 from February of last year.
- Baby Play and Learn Storytime averaged 20 this month, down from 29 last month and 21 in February 2012.

#### Support Job Seekers and Local Businesses:

- We proctored 5 exams this month for 3 students from Utah State University's distance learning program.
- I attended a WorkSource orientation workshop that was very informative and should prove helpful as we move forward as a community partner with the organization.

#### Explore and Discover:

- 15 people attended the *Make Some Noise After School Special Program*. This is a significant increase from last month's attendance of 3.
- The Moran Prairie Book Club had 6 participants to discuss, God's Hotel.

#### Connect Communities:

- A local student contacted us about displaying a piece of her artwork at the library for a project they are doing to beautify the community. It is now displayed in the meeting room.

### **North Spokane: Patrick Roewe**

#### Develop Young Learners:

- 878 children and their parents and caregivers attended an early learning program this month.

#### Support Job Seekers and Local Businesses:

- Circulation of test preparation books at North Spokane increased modestly (6%) when compared to February 2012.

#### Explore and Discover:

- Nine members attended the *Beyond Books: Northwest Navigation* presentation by Christine and Jeffrey Smith.

- 10 members attended the North Spokane Book Club, which read The Sherlockian by Graham Moore.
- 32 children participated in the After School Special – *Make Some Noise*.

Connect Communities:

- Works by local painter Jack Rogers were on display this month.
- Pottery by the Spokane Potters Guild was featured in the display case in the lobby.
- 52 groups used the North Spokane meeting rooms this month, down slightly from February 2012 (55).
- I attended regular Rotary club meetings.

**Otis Orchards: Bev Bergstrom**

Develop Young Learners:

- The Mobius event attracted 58 members—an excellent turnout for Otis Orchards.
- Our attendance decreased 38% at this year's storytime over last year's event. Our After School Special attendance decreased 72% from last year's count.

Support Job Seekers and Local Businesses:

Two students shadowed Kathy and the circulation crew to learn about the variety of tasks the staff does during an average two-hour chunk of time. Both students are thinking of library careers.

Connect Communities:

- Our Friends purchased reusable bags to hand out to members who want a district reusable. The black bags are printed with yellow print identifying them as a complimentary bag from Friends of the Otis Orchards Library. The members see this as a goodwill gesture from the library and are happy to advertise for us.
- Each of the staff selected a new poster from a catalog and the Friends purchased them. These now hang in the circulation area, which is highly visible from the checkout desks. The posters have everything from the Dewey numbering system to the Ladybug Girl books.

**Spokane Valley: Doug Stumbough**

Develop Young Learners:

- Baby Play and Learn averaged 22, from last year's 24.
- Toddler Play and Learn had 49 attendees on average, similar to 50 last year.
- Preschool Play and Learn was also down, averaging 36 compared to 43 in February 2012.
- Family Play and Learn averaged 29, which is up from 26 last February.

Support Job Seekers and Local Businesses:

- We once again partnered with the Greater Spokane Valley Chamber of Commerce to host a Planning & Research class for their NxLevel group. Fifteen local entrepreneurs received an introduction to library resources available to small business owners, and several new cards were issued to members of the group.
- Kandy and Jane attended this month's Chamber Breakfast featuring the quarterly *Biz Buzz Networking* event.

Explore and Discover:

- This month, seven book club members attended the discussion of The Tiger's Wife by Tea Obreht.
- Our After School Special, *Make Some Noise*, brought in 16 interested participants.
- The Teen Anime Club continues to draw, with 31 in attendance for a viewing and discussion of *Princess Jellyfish* this month.

Connect Communities:

- *Spokane Valley History, Chapter 1*, the first program in the *Explore Bygone Era* we are presenting in partnership with the Spokane Valley Heritage Museum, drew a large crowd of 85.

- We hosted tours and a special storytime for the 2<sup>nd</sup> & 4<sup>th</sup> grade classes from The Oaks Academy.
- In addition to four regular meetings, I also participated in the annual auction for the Spokane Valley Sunrise Rotary.

## Public Use Measures

February 2013

Measure	This year	Last year	YTD	Last YTD	Rolling YTD
	This Month	This Month	This year	Comparison	Comparison
Registered borrowers	119,616	118,134		1%	
Door count	108,135	111,820	218,105	-2%	-2%
Circulation	214,502	222,580	446,191	-1%	1%
Digital Media Catalog	17,596	14,915	38,983	26%	48%
<b>Programs</b>					
Number	218	204	419	5%	11%
Attendance	4,948	4,890	9,507	-1%	12%
<b>Group Visits</b>					
Number	1	3	8	167%	-29%
Attendance	13	30	129	330%	-45%
Software Station bookings	17,963	17,448	36,509	4%	-5%
Meeting room bookings	314	363	616	-8%	-5%
<b>Holds placed</b>					
By customers	32,712	33,809	67,328	-4%	0%
By staff	6,575	6,489	13,671	4%	-3%
Digital Media Catalog	5,559	5,175	12,382	5%	36%
<b>Database use</b>					
Searches	49,390	17,219	77,107	138%	11%
Retrievals	33,121	20,350	100,466	147%	32%
<b>Website use (Remote)</b>					
User sessions	103,962	81,826	209,468	24%	13%
Page views	344,599	266,994	718,484	37%	20%
Catalog	71,931	59,896	137,127	4%	24%
Database Access	8,801	6,344	14,132	7%	-30%
<b>Interlibrary loans</b>					
Loaned	298	291	633	27%	-16%
Borrowed	454	399	839	23%	0%

## Public Use Measure Definitions

**Registered borrowers:** Total number of library cards that have had any type of activity within the last three years. *Data collection method: Actual computer system count.*

**Door count:** Number of times libraries are entered through inside doors; doesn't include entries through outside doors to lobby, restrooms, or meeting rooms. *Data collection method: Actual "machine" count.*

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

**Programs:** Programs presented by the District. *Data collection method: Hand tally and spreadsheet entry.*

**Group visits:** Visits to a library by groups for reasons other than program attendance. *Data collection method: Hand tally and spreadsheet entry.*

**Software Station bookings:** Number of sessions booked by customers on software stations (Internet, office and educational software applications). *Data collection method: Actual computer system count.*

**Meeting room bookings:** Number of times meeting rooms used by outside groups. *Data collection method: Hand tally and spreadsheet entry.*

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

**By customers:** Placed online by customer, whether from library or remotely.

**By staff:** Placed for customers, usually as part of a reference transaction.

**Database use:** Use of online databases licensed by SCLD. *Data collection method: reports from database vendors.*

**Searches:** Number of database searches.

**Retrievals:** Number of search result documents retrieved.

**Web site use:** "Hits" on SCLD website. *Data collection method: Actual computer system count of activity initiated outside the network.*

**User sessions:** Number of times website is accessed by individual IP address.

**Page views:** Number of times each page is accessed.

**Catalog:** Subset of page views; shows the number of times customers enter the catalog through the website.

**Database access:** Subset of page views; shows the number of times customers enter a subscription database from the website.

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



**Traditional Media**

- SCLD in the news:
  - Feb 1 – Spokane Valley News Herald: Morrow on library board
  - Feb 1 – Spokane Valley News Herald: Zinio available at library
  - Feb 1 – Spokane Valley News Herald: Free tax help
  - Feb 1 – KXLY.com: New Student Library Cards
  - Feb 2 – KHQ-TV: Interview on morning program about student library cards
  - Feb 2 – Spokesman Review: Program hopes to reach student library users
  - Feb 4 – Spokesman Review: Valley history talks offered at the Spokane Valley Library
  - Feb 7 – Deer Park Tribune: Storytimes
  - Feb 7 – Deer Park Tribune: SCLD helps students with online resources
  - Feb 7 – Cheney Free Press: ML Book Club meets Feb. 11
  - Feb 8 – Spokane Valley News Herald: “My Library, My Card
  - Feb 13 – Deer Park Tribune: Storytimes
  - Feb 14 – Cheney Free Press: Library facilities closed to observe Presidents Day
  - Feb 20 – Deer Park Tribune: Storytimes
  - Feb 20 – Deer Park Gazette: Business of the Month – Deer Park Library
  - Feb 21 – Cheney Free Press: Cheney book group to discuss ‘Brooklyn’ novel
  - Feb 21 – Cheney Free Press: AARP Free Tax aide service now available
  - Feb 23 – Spokesman Review: Love Story: Sharpshooting city girl right at home on farm
  - Feb 27 – Deer Park Tribune: Storytimes
  - Feb 27 – Deer Park Tribune: Deer Park Library plans pair of March programs

**Estimated media value: \$1750**

Approximate media value for SCLD in the news

\*not included in estimate

**Press Releases**

Feb 13 - Family Room Tour Makes Stop in Spokane

**E-Marketing (Website, Social Media, Email)**

- Social Media:
  - Facebook: # of fans: 1581
  - Twitter: # followers: 356
  - Pinterest: followers: 333

- Email:
  - February 2013
  - Sent: 55,401
  - Total opened: 18,870 (Open rate is 15.9% higher than industry, 8.1% higher than average)
  - Unopened: 36,531
  - Clicks: 3393
  - Unsubscribed: 314
  
- Website updates:
  - “My Library, My Card” news item added (Feb 1)
  - Celtic Nots Home feature/web page (Feb 5)
  - Backyard Bounty: Beekeeping news item (Feb 7)
  - “It’s a sticky situation” feature added to teen page (Feb 8)
  - Family Room Tour press release added to Recent Press page (Feb 13)
  - Enterprise announcement added to news items (Feb 19)
  - OverDrive’s Next Generation added to news items (Feb 26)
  - Sean Morrow photo and bio added to website (Feb 27)
  - Community Impact Plan added to website (2/28)

### **Community Involvement**

Spokane Is Reading 2013 author announced: *Where’d you go, Bernadette* by Maria Semple. The date for this year’s event is Thursday, October 10. Times and locations still to be announced.

Feb 27 – Filmed three Success by Six public service announcements for “Read across America Day” at the North Spokane Library during storytime. Guest readers were Spokane Shock coach Andy Olson, KHQ’s Michelle Dapper and Katie Steiner. Read across American day is March 2.

Co-Sponsor of 2013 Baby Fair at Spokane Convention Center – Distributing bags designed with “Read to Me” and Storytime flyers. SCLD booth includes storytime area staffed by Youth Services handing out Emergent Reader bookmarks. Sponsorship included radio mentions and booth. Actual event date is March 10.

### **Current & Upcoming Projects**

Spokane Valley Chamber of Commerce Business Fair – Wednesday, March 27 at Mirabeau Park Hotel. SCLD will have a booth.

National Library Week – April 14 – 20 Also SCLD’s Food for Fines promotion

Money Smart Week April 21 – 27

SPOKANE COUNTY LIBRARY DISTRICT  
GENERAL OPERATING FUND  
INCOME STATEMENT - "FINAL"  
AS OF FEBRUARY 28, 2013  
[PERCENT OF YEAR = 16.7%]

SPOKANE COUNTY LIBRARY DISTRICT  
GENERAL OPERATING FUND  
BALANCE SHEET - "FINAL"  
AS OF FEBRUARY 28, 2013

REVENUES:	ACTUAL	BUDGET	PERCENT
PROPERTY TAX	\$ 10,116,256	\$ 10,151,500	99.65%
CONTRACTED CITIES, SERVICES & FEES	106,153	705,900	15.04%
MISCELLANEOUS REVENUES	12,841	207,800	6.18%
INTEREST EARNINGS	3,779	36,000	10.50%
TRANSFERS IN	-	164,100	0.00%
<b>TOTAL REVENUES</b>	<b>\$ 10,239,029</b>	<b>\$ 11,265,300</b>	<b>90.89%</b>
EXPENSES:			
SALARIES	\$ 934,879	\$ 5,661,100	16.51%
FRINGE BENEFITS	263,216	1,674,200	15.72%
SUPPLIES	48,263	580,900	8.31%
SERVICES	429,515	1,633,700	26.29%
CAPITAL EXPENDITURES	-	77,000	0.00%
LIBRARY MATERIALS	325,461	1,621,300	20.07%
INTEREST EXPENSE	-	500	0.00%
OPERATIONAL CONTINGENCIES	-	311,000	0.00%
TRANSFER OUT TO CAPITAL PROJECT FUND	-	240,000	0.00%
<b>TOTAL EXPENSES</b>	<b>\$ 2,001,334</b>	<b>\$ 11,799,700</b>	<b>16.96%</b>

TOTAL REVENUES OVER (UNDER) EXPENDITURE \$ 8,237,695 \$ (534,400)

CHANGES TO GENERAL FUND BALANCE:

	ACTUAL	BUDGET
EXCESS OF REVENUES OVER (UNDER) EXPEND	\$ 8,237,695	\$ (534,400)
ACTUAL BEGINNING FUND BALANCE - JANUARY	3,663,568	3,663,568
<b>ENDING FUND BALANCE - 2/28/13 &amp; ESTIMATE</b>	<b>\$ 11,901,263</b>	<b>\$ 3,129,168</b>

ASSETS:	
CASH	\$ 2,220,590
ACCOUNTS RECEIVABLE	391
TAXES RECEIVABLE	10,271,755
DUE FROM OTHER GOVERNMENTS	-
INVENTORY	51,544
PREPAID EXPENSES	53,115
<b>TOTAL ASSETS</b>	<b>\$ 12,597,395</b>

LIABILITIES:

ACCOUNTS PAYABLE	\$ 334,112
INTEREST PAYABLE	-
TAX ANTICIPATION NOTES	-
DEFERRED REVENUE	362,020
<b>TOTAL LIABILITIES</b>	<b>\$ 696,132</b>

GENERAL FUND BALANCE:

NONSPENDABLE FUNDS -- PREPAID ITEMS	\$ 321,105
NONSPENDABLE FUNDS -- INVENTORY	51,535
ASSIGNED FOR DISTRICT WELLNESS PROGRAM	1,262
ASSIGNED FOR DEER PARK LIBRARY PROGRAM	6,093
ASSIGNED FOR CONTINGENCY RESERVE PLAN	551,588
UNASSIGNED FUND	10,969,680
<b>ENDING FUND BALANCE FEBRUARY 28, 2012</b>	<b>\$ 11,901,263</b>

TOTAL LIABILITIES AND GENERAL FUND BALANCE: \$ 12,597,395

FUND BALANCE CAPITAL PROJECTS FUND - FEBRUARY 28, 2012 \$ 1,324,145

**LIBRARY SPOTLIGHT:**  
**OTIS ORCHARDS LIBRARY**

---

Branch Supervisor Bev Bergstrom will share highlights about Otis Orchards Library and the community it serves.

**OVERVIEW:**  
**SCLD WEBSITE FEATURES**

---

Communication Manager Jane Baker and Virtual Services Manager Carlie Hoffman will review District website features.