

MISSION

We inspire learning, advance knowledge, and connect communities.

Board of Trustees Regular Meeting

April 16, 2013 4:00 p.m. Airway Heights Library Public Meeting Room

AGENDA

- I. CALL TO ORDER**
- II. AGENDA APPROVAL [4:00]**
- III. ACTION ITEMS**
 - A. Approval of March 19, 2013, Regular Meeting Minutes [4:00-4:03]
 - B. Approval of March Payment Vouchers [4:03-4:05]
 - C. Unfinished Business
 1. Sprague Avenue Library and Park Project Update [4:05-4:10]
 - D. New Business [4:10-4:30]
 1. National Volunteer Week Presentation
 2. Confidentiality of Library Records Policy: Approval recommendation
- IV. DISCUSSION ITEMS, POSSIBLE ACTION**
 - A. Future Board Meeting Agenda Items [4:30-4:35]
- V. REPORTS**
 - A. Trustees [4:35-4:40]
 - B. Executive Director [4:40-4:45]
 - Administrative
 - Community Activities
 - C. Public Services [4:45-4:50]
 - D. Communication [4:50-4:55]
 - E. Fiscal [4:55-5:00]
 - F. Spotlight Airway Heights Library [5:00-5:10]
 - G. Overview Financial Forecast [5:10-5:30]

Break [5:30-5:40]
- VI. EXECUTIVE SESSION**
 - A. Review the performance of a public employee (RCW 42.30.110(1)(g)) [5:40-6:15]
- VII. PUBLIC COMMENT**
- VIII. ADJOURNMENT**

[Estimated meeting length: Two hours and 15 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: March 19, 2013

CALL TO ORDER

The regular meeting of the Spokane County Library District Board of Trustees was held March 19, 2013, at Otis Orchards Library Public Meeting Room, 22324 E. Wellesley Ave., Otis Orchards, WA. Chair Tim Hattenburg called the meeting to order at 4:00 p.m. and welcomed those in attendance.

PRESENT:

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

EXCUSED:

Mark Johnson - Trustee

Also Present: Jane Baker, Communication Manager; Beverly Bergstrom, Otis Orchards and Fairfield Library Supervisor; Susan Goertz, Circulation Clerk; Carlie Hoffman, Virtual Services Manager; Priscilla Ice, IT Manager; Sonia Gustafson, Librarian; Patrick Roewe, Public Services Manager; Paul Eichenberg, HR 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 FEBRUARY 19, 2013, REGULAR MEETING MINUTES

Mr. Hattenburg called for corrections to the February 19 regular meeting minutes.

There were no corrections; the minutes stand approved as written.

APPROVAL OF FEBRUARY 2013 BILL PAYMENT VOUCHERS

Mr. Hattenburg moved and Mr. Morrow seconded approval of the February 2013 bill payment vouchers as follows:

Fund

L01 Voucher numbers: 43597 through 43760 and
W00101 through W00105 totaling \$ 537,243.28

Payroll numbers: 02082013PR and 02252013PR totaling \$ 346,157.57
Total \$ 883,400.85

There were no comments or questions.

The motion was unanimously approved.

UNFINISHED BUSINESS

NONE.

NEW BUSINESS

CHILDREN'S SAFETY IN LIBRARIES POLICY. Ms. Lloyd moved and Mr. Hattenburg seconded that the Children's Safety in Libraries Policy be approved. Public Services managers Patrick Roewe and Doug Stumbough made editorial changes to clarify and strengthen language specifically related to parental/guardian responsibility for children in the library.

There were no questions or comments.

The motion was unanimously approved.

REVISING THE DISTRICT'S 2013 BUDGET (RESOLUTION NO. 13-02). Mr. Davis moved and Mr. Hattenburg seconded that Resolution No. 13-02, Revising the District's 2013 Final Budget, be approved.

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.

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

In response to Mr. Hattenburg's question about Upriver Drive rental property revenue, Mr. Sargent clarified that when the District eliminated meeting room charges in 2012, the budget line item for rental income was zeroed out and the anticipated rental property revenue for 2013 was inadvertently dropped. The adjustment was made for Mid-Year Review #1 and \$8,300 was added back to the budget.

Adjustments to the budget were highlighted with explanatory detail in documents distributed in advance of the meeting. Mr. Sargent stated the purpose of this review was for the Board to officially approve any changes in fund balances. He briefly reviewed changes and noted the net effect is an increase of \$1,024,120 to the Estimated Ending Unassigned Fund Balance for 2013.

Mr. Sargent recommended eliminating the planned transfer out of funds to the Capital Projects Fund to facilitate future financial forecasting. For now, funds remain in the general operating fund until further discussion or decisions at the April 16 Board of Trustees' meeting.

For the Capital Projects Fund, Mr. Sargent recommended combining individual infrastructure funds into one assigned for District infrastructure plans, and eliminating the transfer of \$240,000 from the General Operating Fund. In response to a Trustee's question, Mr. Sargent clarified that previously there were four separate funds based upon procedures to calculate funding of future needs. Ms. Ledeboer said that having one line item to fund infrastructure needs provides greater flexibility for maintaining facilities and service needs. Ms. Ledeboer said Mr. Sargent will provide a financial forecast at next month's meeting. The purpose of the financial forecast will be to present information on strategies for maintaining service levels given limits on revenue increases and continued increases in operating costs.

There was no public comment on revising the District's budget.

The motion was unanimously approved.

DECLARING A VEHICLE SURPLUS (RESOLUTION NO. 13-03). Mr. Hattenburg moved and Mr. Morrow seconded that Resolution No. 13-03, Declaring a Vehicle Surplus to District Needs, be adopted as presented.

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; PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

Mr. Sargent stated the cost of the new replacement vehicle is based on the final trade-in value of the 2008 Chevrolet K1500 Silverado truck, currently owned by the District. The District anticipates the difference amount to cost approximately \$9,000, with additional costs of approximately \$3,000 for taxes and license fees, canopy, security system and SCLD decal. In response to a Trustee's question, Mr. Sargent said the new truck will have a five-year, 100,000 mile warranty.

There were no other questions.

The motion was unanimously approved.

DISCUSSION ITEMS, POSSIBLE ACTION

FUTURE BOARD MEETING AGENDA ITEMS

Mr. Hattenburg reviewed the list of agenda items for future meetings. Mr. Sargent will provide a financial forecast at the next regular meeting, held April 16 at Airway Heights. The agenda will also include an update on Sprague Avenue property development, a presentation on National Volunteer Week by HR Assistant Debbie Rhodes, and Consultant Jeff Stafford will attend to facilitate the executive session. A performance review matrix prepared by Dr. Stafford was distributed to Trustees in advance of the next meeting for consideration of the review of a public employee.

Regarding the Sprague Avenue library and park plan, a public meeting for interaction and feedback is scheduled for Monday, April 22, at Spokane Valley Library for which Ms. Ledeboer asked Trustees to RSVP to Patty Franz. Two additional public meetings are planned for May 20 and September 12; information forthcoming.

Mr. Hattenburg noted he and Ms. Lloyd will attend the OLA/WLA Conference in Vancouver, WA, April 24-26, along with Ms. Ledebouer and five other staff. Trustees were invited to attend the annual Our Kids: Our Business kickoff luncheon April 10 at Spokane Convention Center. Ms. Ledebouer noted the District purchased a table in support of the library's role to develop young learners. Overcoming child abuse is critical to achieving the goal of preparing young children to learn.

REPORTS

TRUSTEES – In response to Ms. Lloyd's question about the upcoming Sprague Avenue library and park project special meetings, Ms. Ledebouer said City of Spokane Valley will host meeting announcements on its website and the District's site will provide a link. The District website will host a page with information about the project and, ultimately, design information, photos, and a place for comments; details to be determined.

Ms. Lloyd queried the status of Books for Dessert, a book group designed for developmentally disabled adults. Mr. Stumbough said he made contact with a retired teacher who may have interest in leading the group.

Mr. Hattenburg reported that he and Ms. Ledebouer were invited to attend the Board of County Commissioners' meeting this morning to accept a donation check presented to SCLD by Gerriann Armstrong on behalf of the Autism Society of Washington Spokane Chapter. Ms. Armstrong relayed how she and her son always felt supported and welcomed when attending library programs. The donation will be used to purchase materials on autism spectrum disorders. Subsequent to introductions and a brief conversation with BOCC Chair Shelly O'Quinn, Mr. Hattenburg and Ms. Ledebouer will meet with her Thursday, April 11, to provide more information about District plans for a new Spokane Valley Library.

EXECUTIVE DIRECTOR

The Executive Director's written report provided prior to the meeting included information on the Business Office, Finance and Facilities; Collection Services; Human Resources; Information Technology; and Community Activities. Ms. Ledebouer additionally reported that she and IT Manager Priscilla Ice had a conversation with CEO Marc Futterman of CommunityConnect in Encino, CA. CommunityConnect is a software-as-a-service application that uses data and maps to understand library members, neighborhoods, service areas and community conditions that impact library service strategies. In response to Ms. Lloyd's question about the product having measurable outcomes, Ms. Ledebouer noted both King and Pierce counties developed effective outreach and marketing strategies from this data. Confidentiality agreements are in place to prohibit data sharing.

Ms. Ledebouer noted that she and Mr. Roewe met with representatives from the City of Cheney and Eastern Washington University to discuss possibilities for library services in Cheney. This is part of an effort to keep our partners informed as the Board discusses options to replace or remodel library facilities.

PUBLIC SERVICES

In advance of the meeting, Public Services managers Patrick Roewe and Doug Stumbough provided a written report for February 2013 Public Services. Mr. Hattenburg commented favorably about the new reporting format that corresponds with the District's four service priorities. Ms. Lloyd commented about the success of programming selections, noting the strong attendance. There were no other questions or comments.

COMMUNICATION

Communication Manager Jane Baker was available for questions regarding her February report submitted prior to the meeting. On behalf of all Trustees, Mr. Hattenburg reiterated his appreciation for contacts made by Ms. Baker. Ms. Ledebouer noted that soon Trustees will see Food for Fines announcements, scheduled for April 14-20.

There were no additional questions.

FISCAL

Revenue and Expenditure Statement through February 28, 2013.

Fund 001

Revenues	\$ 10,239,029
Expenditures	\$ 2,001,334
Ending Fund Balance	\$ 11,901,263
Fund Budget Expended	16.96%

In preparation for the fall Board retreat, additional financial information will be provided each month. Mr. Sargent said he will provide a financial forecast in April followed in May by an outline of options for a bond issue to fund capital improvements.

OTIS ORCHARDS LIBRARY SPOTLIGHT

Library Supervisor Bev Bergstrom reported on Otis Orchards Library and the community it serves. She tailored her comments to correspond to the four service priorities of the strategic plan: develop young learners, support job seekers and local businesses, explore and discover, and connect communities. Otis Orchards has no community parks, yet the library has a huge lawn where it has held music concerts. She hopes to explore opportunities for outdoor activities as plans for the new Sprague Avenue library and park project evolve. This summer the library will have an ant hill at the checkout desk for members' exploration and discovery. Plans are also underway to reestablish a community garden. Librarian Sonia Gustafson made contact with the school principal who is excited about the project; a solid plan will be established before project kickoff. The Otis community hasn't a newsletter, thus Ms. Bergstrom plans to use the digital display signage as a means of sharing community information. Ms. Bergstrom went for her annual visit to East Valley High School to judge senior projects. She met a student interested in becoming a librarian and advised her to take technology courses needed by librarians. Students from Spokane Falls Community College Library Tech Program visit Otis to observe; they too are excited about libraries of the future. In response to Mr. Morrow's question about placement of the digital display signage, Ms.

Ledeboer said the District hasn't yet seriously considered placing it outdoors due to installation costs.

Mr. Hattenburg shared an anecdote about Otis Orchards from today's Spokesman-Review 100 Years Ago Today feature by Jim Kershner.

Trustees expressed appreciation to Ms. Bergstrom for her informative report.

SCLD WEBSITE FEATURES OVERVIEW

Communication Manager Jane Baker and Carlie Hoffman reviewed the prototype of the website redesign and its features. Ms. Baker noted the four service priorities will be incorporated to the design and staff time reallocated for blog writing and other website enhancements. The setup of HTML5 improvements has delayed completion, yet will ultimately be efficient. Ms. Baker demonstrated how a responsive website can resize itself for different user devices.

Regarding enhancements, Ms. Hoffman said the goal was to eliminate the need for multiple clicks by the user; thus drop downs and menu options were added. Subjects are now found in multiple places to make searches easier. Each library will have a home landing page with specific information and event calendar for each community. Ultimately, interactive elements will be offered such as online registration for events, meeting room reservations and the means for community members to interact on specific topics; e.g., local living. Libraries will partner with community experts and organizations such as WorkSource to provide programs. In response to a Trustee's question, discussion ensued about the handling and location of the About link. Ms. Hoffman indicated there will be a review period in which staff and the public provide feedback prior to going live with the new website.

Trustees expressed appreciation to Ms. Baker and Ms. Hoffman for their development and appeal of the new website design.

PUBLIC COMMENT

There was no additional public comment.

ADJOURNMENT

The meeting adjourned at 5:09 p.m.

Tim Hattenburg, Chair

Nancy Ledeboer, Secretary of the Board of Trustees

PAYMENT VOUCHER APPROVAL

Pursuant to RCW 42.24.180 and Spokane County Library District Resolution # 94-03, we, the undersigned, do hereby certify that the merchandise and services hereinafter specified have been received as of March 31, 2013 and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$889,036.11 and that we are authorized to authenticate and certify these claims.

DATE: April 1, 2013

SIGNED *[Signature]*

TITLE: *Business Manager*

SIGNED *[Signature]*

TITLE: *Executive Director*

VOUCHER NUMBER	DESCRIPTION	VOUCHER AMOUNT
043761	AUDIOGO LIBRARY MATERIALS	\$ 34.23
043762	AVISTA UTILITIES UTILITIES	3,781.51
043763	BLACKSTONE AUDIO BOOKS LIBRARY MATERIALS	146.84
043764	BLACK BOX NETWORK SERVICES D.P. HARDWARE & SOFTWARE	4,264.95
043765	BRILLIANCE AUDIO, INC. LIBRARY MATERIALS	215.13
043766	CDW GOVERNMENT, INC. SOFTWARE SUPPORT/MAINTENANCE	3,119.69
043767	CONSOLIDATED ELECTRICAL DIST. MAINTENANCE SUPPLIES	187.18
043768	CENTURYLINK TELEPHONE	41.87
043769	CENTURYLINK TELEPHONE	41.65
043770	CITY OF SPOKANE VALLEY STAFF DAY DEPOSIT	1,000.00
043771	DASHER PRINTING SERVICES, INC PRINTING	2,755.58
043772	DELL MARKETING L.P. OFFICE/LIBRARY SUPPLIES	391.35
043773	DEMCO, INC. OFFICE/LIBRARY SUPPLIES	963.30
043774	INGRAM DISTRIBUTION GROUP, INC LIBRARY MATERIALS	4,744.46
043775	INSTANT SIGN FACTORY PRINTING	1,062.00
043776	IT1 SOURCE SOFTWARE SUPPORT	8,036.74
043777	JIM GILL, INC. LIBRARY PROGRAMS	5,919.69
043778	MARK JOHNSON TRAVEL REIMBURSEMENT	227.26
043779	MIKE MCCARTNEY, STORYTELLER LIBRARY PROGRAMS	1,000.00
043780	MIDWEST TAPE LIBRARY MATERIALS	2,731.04
043781	OFFICE DEPOT OFFICE/LIBRARY SUPPLIES	184.32
043782	OTIS ELEVATOR COMPANY BUILDING REPAIR & MAINTENANCE	1,840.21
043783	OVERDRIVE, INC. LIBRARY MATERIALS	10,881.36
043784	QUILL CORPORATION OFFICE/LIBRARY SUPPLIES	370.21
043785	RANDOM HOUSE, INC. LIBRARY MATERIALS	32.61
043786	RECORDED BOOKS, LLC LIBRARY MATERIALS	237.22
043787	SIRSIDYNIX WEB CATALOG CONTENT SERVICES	2,200.20
043788	SPOKANE COUNTY TREASURER UTILITIES	4,639.45
043789	U.S. BANK CORP. PAYMENT SYSTEM CHARGE CARD PAYMENT	15,986.41

043790	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	629.66
043791	WASTE MANAGEMENT OF SPOKANE	UTILITIES	1,140.54
043792	WEST PLAINS CHAM. OF COMMERCE	MEMBERSHIP DUES	285.00
043793	WASHINGTON LIBRARY ASSOCIATION	MEMBERSHIP DUES	4,568.68
043794	AUDIOGO	LIBRARY MATERIALS	247.14
043795	AVISTA UTILITIES	UTILITIES	4,525.62
043796	BAKER AND TAYLOR ENTERTAINMENT	LIBRARY MATERIALS	62.90
043797	BLACKSTONE AUDIO BOOKS	LIBRARY MATERIALS	185.25
043798	BRILLIANCE AUDIO, INC.	LIBRARY MATERIALS	401.58
043799	BUDGET-RENT-A-CAR	CAR RENTAL	289.73
043800	CENTURYLINK	TELEPHONE	80.02
043801	CENTURYLINK	TELEPHONE	144.89
043802	CHEVRON U.S.A. INC.	VEHICLE FUEL	197.65
043803	CITY OF SPOKANE	UTILITIES	238.20
043804	CITY OF AIRWAY HEIGHTS	UTILITIES	130.49
043805	CITY OF CHENEY	UTILITIES	670.56
043806	CITY OF DEER PARK	UTILITIES	66.05
043807	DIVCO INCORPORATED	BUILDING REPAIR & MAINTENANCE	309.80
043808	DEPARTMENT OF LABOR & IND.	BUILDING REPAIR & MAINTENANCE	21.50
043809	EMPIRE DISPOSAL INC.	UTILITIES	17.90
043810	FINDAWAY WORLD, LLC	LIBRARY MATERIALS	269.95
043811	ANDREA A. FITZSIMMONS	CUSTODIAL SERVICES	170.00
043812	FRONTIER COMMUNICATION	TELEPHONE	89.00
043813	FRONTIER COMMUNICATION	TELEPHONE	405.00
043814	GALE GROUP, INC.	LIBRARY MATERIALS	1,340.18
043815	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	10,054.28
043816	NORTHWEST BUSINESS PRESS INC	LIBRARY MATERIALS	159.90
043817	KENT ADHESIVE PRODUCTS CO.	OFFICE/LIBRARY SUPPLIES	395.91
043818	MIDWEST TAPE	LIBRARY MATERIALS	4,260.58
043819	MODERN ELECTRIC WATER COMPANY	UTILITIES	1,856.02
043820	OTIS ELEVATOR COMPANY	BUILDING REPAIR & MAINTENANCE	739.16
043821	OVERDRIVE, INC.	LIBRARY MATERIALS	4,867.81
043822	PARAGON MOTOR CLUB	VEHICLE REPAIR & MAINTENANCE	389.85
043823	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	934.07
043824	RANDOM HOUSE, INC.	LIBRARY MATERIALS	113.32
043825	RECORDED BOOKS, LLC	LIBRARY MATERIALS	2,856.19
043826	SPOKANE CO. WATER DISTRICT #3	UTILITIES	12.25
043827	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	370.09
043828	TANTOR MEDIA	LIBRARY MATERIALS	132.48
043829	TOWN OF FAIRFIELD	UTILITIES	149.78
043830	ULVERSCROFT LARGE PRINT BOOKS	LIBRARY MATERIALS	47.22
043831	U.S. BANK	H S A EMPLOYER EXPENSES	60.00
043832	WORKMAN PUBLISHING CO.	LIBRARY MATERIALS	41.40
043833	VANTAGEPOINT TRNSFR AGENTS-457	EMPLOYEE CONTRIBUTIONS	6,156.72
043834	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	24,908.56
043835	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	407.05
043836	ABM JANITORIAL SERVICES - NW	CUSTODIAL SERVICES	11,409.09

043837	AUDIOGO	LIBRARY MATERIALS	122.20
043838	AVISTA UTILITIES	UTILITIES	412.75
043839	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	25.92
043840	BLACKSTONE AUDIO BOOKS	LIBRARY MATERIALS	182.00
043841	BRILLIANCE AUDIO, INC.	LIBRARY MATERIALS	706.94
043842	WASHINGTON COUNTIES INS FUND	MEDICAL, DENTAL, VISION & LIFE INS.	78,390.63
043843	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	26.85
043844	CENTURYLINK	TELEPHONE	24.71
043845	CENTURYLINK	TELEPHONE	88.91
043846	CENTURYLINK	TELEPHONE	592.01
043847	CENTURYLINK	TELEPHONE	1,332.80
043848	CENTURYLINK	TELEPHONE	85.00
043849	CENTURYLINK	TELEPHONE	124.02
043850	COMIC BOOK SHOP	LIBRARY MATERIALS	154.01
043851	CITY OF MEDICAL LAKE	UTILITIES	248.46
043852	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	963.25
043853	DEVRIES INFORMATION MGMT	COURIER SERVICES	4,068.00
043854	FAUCETS 'N STUFF PLUMBING	BUILDING REPAIR & MAINTENANCE	222.78
043855	GREATAMERICA FINANCIAL SVCS.	POSTAGE METER LEASE	159.95
043856	GALE GROUP, INC.	LIBRARY MATERIALS	274.80
043857	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	537.67
043858	H&H BUSINESS SYSTEMS, INC.	EQUIPMENT REPAIR & MAINTENANCE	1,734.55
043859	HAGEL & COMPANY	SOFTWARE SUPPORT	195.00
043860	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	9,902.83
043861	INLAND POWER AND LIGHT	UTILITIES	516.75
043862	IRON MEMORIES - HOT LINE GUIDE	LIBRARY MATERIALS	18.00
043863	DANI LEE McGOWAN	LIBRARY PROGRAMS	200.00
043864	MATTHEW L. DONEEN	FURNITURE, FIXTURES & EQUIPMENT	521.76
043865	MIDWEST TAPE	LIBRARY MATERIALS	5,679.29
043866	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	255.01
043867	OVERDRIVE, INC.	LIBRARY MATERIALS	4,144.24
043868	THOMAS S SMITH	PROPERTY TAXES ON LEASED LOT	1,679.55
043869	THOMAS S SMITH	PARKING LOT LEASE	200.00
043870	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	933.54
043871	QWEST CORPORATION	TELEPHONE	2,071.38
043872	RANDOM HOUSE, INC.	LIBRARY MATERIALS	21.74
043873	RAPID LEARNING INSTITUTE	TRAINING & TRAVEL	8,256.00
043874	RECORDED BOOKS, LLC	LIBRARY MATERIALS	166.16
043875	SPOKANE COUNTY UTILITIES	UTILITIES	464.61
043876	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	286.85
043877	SUPERINTENDENT OF DOCS	LIBRARY MATERIALS	28.00
043878	TANTOR MEDIA	LIBRARY MATERIALS	12.49
043879	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	479.71
043880	WHITWORTH WATER DISTRICT #2	UTILITIES	31.44
043881	ABM JANITORIAL SERVICES - NW	CUSTODIAL SERVICES	65.00
043882	ASSOC. OF WASHINGTON CITIES	MEMBERSHIP DUES	500.00
043883	AUDIOGO	LIBRARY MATERIALS	44.83

043884	AVISTA UTILITIES	UTILITIES	1,340.71
043885	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	64.36
043886	BLACKSTONE AUDIO BOOKS	LIBRARY MATERIALS	128.70
043887	BRILLIANCE AUDIO, INC.	LIBRARY MATERIALS	117.87
043888	CALL REALTY, INC.	PROPERTY MAINTENANCE FEES	524.77
043889	CDW GOVERNMENT, INC.	SOFTWARE SUPPORT/MAINTENANCE	18,479.00
043890	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	469.14
043891	CENTURYLINK	TELEPHONE	88.43
043892	CENTURYLINK	TELEPHONE	34.32
043893	CENTURYLINK	TELEPHONE	59.85
043894	CENTURYLINK	TELEPHONE	88.91
043895	CENTURYLINK	TELEPHONE	127.52
043896	CENTURYLINK	TELEPHONE	9,219.04
043897	CENTURYLINK	TELEPHONE	9,219.04
043898	COBRA BEC, Inc	BUILDING REPAIR & MAINTENANCE	429.37
043899	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	1,220.88
043900	EARTHWORKS RECYCLING, INC	UTILITIES	177.80
043901	FAUCETS 'N STUFF PLUMBING	BUILDING REPAIR & MAINTENANCE	30.44
043902	GALE GROUP, INC.	LIBRARY MATERIALS	1,019.61
043903	GAYLORD BROTHERS INC.	OFFICE/LIBRARY SUPPLIES	669.83
043904	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	292.95
043905	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	12,038.26
043906	INLAND POWER AND LIGHT	UTILITIES	283.13
043907	NEW YORK TIMES	LIBRARY MATERIALS	65.60
043908	OCLC, INC.	CATALOGING & SUPPORT SERVICES	4,133.26
043909	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	186.21
043910	PAINE, HAMBLEN, LLP	LEGAL SERVICES	164.50
043911	PAPERJACK.com	OFFICE/LIBRARY SUPPLIES	252.16
043912	PRESSWORKS	PRINTING	2,524.02
043913	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	714.28
043914	RECORDED BOOKS, LLC	LIBRARY MATERIALS	278.96
043915	BRIAN A. SMITH	CUSTODIAL SERVICES	350.00
043916	UPS	FREIGHT	30.74
043917	VERIZON WIRELESS	TELEPHONE	129.50
043918	VERIZON WIRELESS	TELEPHONE	133.62
043919	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	272.90
043920	VANTAGEPOINT TRNSFR AGENTS-457	EMPLOYEE CONTRIBUTIONS	6,249.82
043921	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	27,076.29
043922	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	407.05
043923	ABM JANITORIAL SERVICES - NW	CUSTODIAL SERVICES	236.43
043924	AVISTA UTILITIES	UTILITIES	769.17
043925	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	321.27
043926	BLACKSTONE AUDIO BOOKS	LIBRARY MATERIALS	250.22
043927	BRILLIANCE AUDIO, INC.	LIBRARY MATERIALS	374.25
043928	CONSOLIDATED ELECTRICAL DIST.	MAINTENANCE SUPPLIES	11.12
043929	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	73.49
043930	CENTURYLINK	TELEPHONE	2,351.61

043931	CENTURYLINK	TELEPHONE	1,900.00
043932	CENTURYLINK	TELEPHONE	41.87
043933	CENTURYLINK	TELEPHONE	41.65
043934	CITY OF AIRWAY HEIGHTS	LAND LEASE	10.00
043935	DELL MARKETING L.P.	OFFICE/LIBRARY SUPPLIES	48.88
043936	FAUCETS 'N STUFF PLUMBING	BUILDING REPAIR & MAINTENANCE	384.25
043937	FRONTIER COMMUNICATION	TELEPHONE	101.32
043938	GALE GROUP, INC.	LIBRARY MATERIALS	559.11
043939	GREATER SPOKANE INCORPORATED	MEMBERSHIP DUES	425.00
043940	GREATER SPOKANE VALLEY CHAMBER	TRAINING & TRAVEL	50.00
043941	GREENLEAF LANDSCAPING, INC.	GROUPS MAINTENANCE	471.50
043942	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	7,147.99
043943	WEST PLAINS BEEKEEPERS ASSOC	LIBRARY PROGRAMS	375.00
043944	KENT ADHESIVE PRODUCTS CO.	OFFICE/LIBRARY SUPPLIES	395.91
043945	JEFF McMURTERY	LIBRARY PROGRAMS	2,500.00
043946	MIDWEST TAPE	LIBRARY MATERIALS	10,034.45
043947	OPTO INTERNATIONAL, INC	FURNITURE, FIXTURES & EQUIPMENT	5,747.00
043948	OVERDRIVE, INC.	LIBRARY MATERIALS	10,219.59
043949	RANDOM HOUSE, INC.	LIBRARY MATERIALS	547.04
043950	RECORDED BOOKS, LLC	LIBRARY MATERIALS	286.97
043951	RESEARCH TECHNOLOGY INT CO	OFFICE/LIBRARY SUPPLIES	249.95
043952	SPOKANE COUNTY LIBRARY DIST	REIMBURSE REVOLVING FUND	553.11
043953	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	166.93
043954	TANTOR MEDIA	LIBRARY MATERIALS	35.99
043955	UNIQUE MANAGEMENT SERVICES	COLLECTION AGENCY FEES & NOTICES	4,194.67
043956	UPS	FREIGHT	22.95
043957	U.S. BANK CORP. PAYMENT SYSTEM	CHARGE CARD PAYMENT	10,814.74
043958	CRJW ENTERPRISES INC.	BUILDING REPAIR & MAINTENANCE	108.70
043959	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	518.41
043960	WASTE MANAGEMENT OF SPOKANE	UTILITIES	1,140.54
W00106	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	50,869.45
W00107	US BANK	H S A CONTRIBUTIONS	1,374.58
W00108	STATE OF WASHINGTON	MONTHLY EXCISE/SALES TAXES	996.68
W00109	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	56,145.70
W00110	US BANK	H S A CONTRIBUTIONS	<u>1,374.58</u>

Total Non-Payroll General Operating Fund \$ **564,332.78**

PAYROLL VOUCHERS

03082013PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL	\$ 155,982.79
03252013PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL	<u>168,720.54</u>

Total Payroll General Operating Fund \$ **324,703.33**

TOTAL GENERAL OPERATING FUND \$ 889,036.11

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

<u>Card Category</u>	<u>Amount</u>
General Purchases	\$11,618.99
Maintenance	1,738.74
Travel	9,513.45
Acquisitions	3,081.79
Information Technolgy	848.18
Total Purchases	<u><u>\$26,801.15</u></u>

SPRAGUE AVENUE LIBRARY AND PARK PROJECT UPDATE

BACKGROUND:

SCLD and the City of Spokane Valley entered into an agreement with Bernardo Wills Architects PC to develop a site plan for the property that was jointly purchased with the City of Spokane Valley. The scope of the project includes meeting with a Steering Committee monthly. The Steering Committee includes Nancy Ledeboer and Doug Stumbough to represent the District, Mike Stone and Steve Worley to represent the City, and Linda Thompson, Mindy Rowe and Denise Sutton to represent the community.

The site plan will determine the best location and configuration for a 30,000 sq. ft. library to maximize the relationship between the library building and park amenities. Park amenities may include a plaza, walking paths, skate park, picnic areas, and/or other features.

Public participation is essential to create a successful community gathering place. Three public meetings have been scheduled. The first meeting will engage members of the public in a visioning process to generate ideas, rank priorities and provide input on how various features work together. The second public meeting will reveal at least two alternative site plans to gather feedback. Additional public input will come through a website. A meeting will be held in September to present the public with a final draft plan. The following dates have been identified for public meetings.

Monday, April 22, 6 p.m. @ Spokane Valley Library – Public Design Input

Monday, May 20, 6 p.m. @ Spokane Valley Library – Review of Alternative Plans

Thursday, September 12, 4 p.m. @ Sprague Avenue Property – Walkabout Site Plan

The goal is to present the Library Board of Trustees and City Council with a final master site plan no later than November 2013. Based upon the final plan, the City will transfer title of 2½ acres for the future library to the Library District.

The contract for site planning services is for \$76,000 to be shared equally by the City and District. In addition, there may be reimbursable costs for printing and graphic boards estimated at \$2,300. The scope of services excludes a boundary and topographic survey and creation of the website. These can be added later, if needed. If additional public meetings are needed, the fee would be adjusted and shared equally by the City and District.

Recommended Action: This item is for discussion and no formal action is required.

National Volunteer Week

National Volunteer Week, April 21-27, celebrates ordinary people doing extraordinary things to improve communities across the nation. This one week celebrates the enormous contributions volunteers make every day that affect the lives of all of us in ways big and small.

The theme—**Celebrating People in Action**—honors individuals who take action and solve significant problems in their communities. Since our nation's founding, volunteers have been the source of action and change. Two hundred and 35 years later, their energy continues to move our country forward.

Each year, Spokane County Library District honors those individuals who have contributed their time and talent to improving the operational efficiency of the District and in doing so have added to the positive experience of our members when they use our facilities and services.

Each library or department is responsible for the recruitment, selection, training, and evaluation of its volunteers. The Human Resources Department maintains volunteer applications, background checks, evaluations, letters of resignation, and most importantly, hours of volunteer service.

Volunteers range from high school students fulfilling senior project or honors society requirements, people fulfilling community service requirements, wanting job experience or needing to complete an internship, to those individuals who truly love the library and want to be a part of the services offered to their communities.

Volunteer assignments/tasks are based on the strengths and abilities of the volunteer and the needs of the library. Volunteers may process discarded books, clean/wash book covers, shelve items, arrange book displays, inspect audio/visual items, or engage in special projects such as magazine purging, making flannel board stories, or assisting in Summer Reading preparation. In 2012, volunteers donated a total of 2,348 hours to the District!

Over the years a number of our volunteers have moved up to bigger and better (aka paid) positions with the District. Most recently, a volunteer at Otis Orchards was hired as Page for Medical Lake.

Recommended Action: This item is for discussion and no formal action is required.

Confidentiality of Library Records Policy (NEW TITLE AND REVISED)

Background:

It has been District policy to maintain the confidentiality of records regarding use of library materials. State law regarding public records affirms the right to privacy when using library materials.

“Any library record, the primary purpose of which is to maintain control of library materials, or to gain access to information, that discloses or could be used to disclose the identity of a library user is exempt from disclosure under this chapter.” (RCW 42.56.310)

The District policy has been to maintain privacy of records pertaining to registration records, circulation records, financial records and computer bookings. The District will use information to conduct library business. However, information will not be released to a third party unless given permission by the person, or as required by law.

The policy has been revised to acknowledge that the District works with third party vendors who may require our library members to register with their service. For example, to borrow a kindle eBook from the library, the member must also register with Amazon. In these cases, the library policy no longer is in effect. To the extent possible the District requests that vendors maintain the privacy of our members.

The District uses email addresses to notify members about library services. An eNewsletter is sent to members providing emails. Members may request to be removed from future newsletter distribution. Emails may be used to send out surveys, invitations or to conduct library business. In the future this may extend to sharing news about Friends of the Library or other organizations that are dedicated to supporting the library. The District will not sell or provide emails to a third party for non-library related business.

For comparison, the revised policy with new policy format follows, and for reference, the current existing policy is also provided.

Recommended Action: Motion to approve the revised Confidentiality of Library Records Policy.

POLICY: Confidentiality of Library Records

APPROVAL DATE: 1/08/1976

REVISION DATE: 6/21/2011

PREVIOUS POLICY TITLE: Confidentiality of Customer Information and Customer Privacy

RELATED POLICY

Computer, Wireless Network and Internet Use Policy

Meeting Room Policy

STATUTORY REFERENCE: RCW 42.56.050, 42.56.310

Purpose:

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

Background:

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

POLICY:

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

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

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

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

The District reserves the right to use personal information provided by members for the purpose of conducting periodic surveys or providing information regarding library programs and services. This may also include information regarding library partners such as the Friends of the Library or other groups

whose sole purpose is to support the library. The District will not sell or provide access to personal information to other groups unless required by law.

The 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: CONFIDENTIALITY OF CUSTOMER INFORMATION AND CUSTOMER PRIVACY

It is the policy of Spokane County Library District that any library record, the primary purpose of which is to maintain control of library materials, or to gain access to information, which discloses or could be used to disclose the identity of a library user, is considered private, consistent with RCW 42.56.050, Invasion of Privacy, and is exempt from public inspection and copying consistent with RCW 42.56.310, Library Records. It is also the District's policy that library facilities are public places in which library users have no expectation of privacy beyond the content of library records.

For purposes of this policy, such library records include but are not limited to registration records, circulation records, materials request lists, financial information, and computer booking records. Public inspection and copying also includes any requests, oral or written, for information contained in these records.

Without permission of the library user, the District will not release exempt library records to any individual, organization, or to any agency of federal, state, or local government except pursuant to a valid court order under applicable state or federal law. The District will make reasonable efforts in its routine service provision to avoid making information available that might inadvertently link use of specific library materials and resources to an individual.

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

ADOPTED BY THE SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES: JANUARY 8, 1976
LATEST REVIEW AND REVISION: JUNE 21,

FUTURE BOARD MEETING TENTATIVE AGENDAS: MAY-JUNE 2013

May 21, 2013: Medical Lake 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 May 2013 regular Board of Trustees' meeting.

- Access to Library Services and Personnel Policies
- Bond Issues Options
- OLA/WLA Conference Report
- Library Spotlight – Medical Lake
- Overview Recycling / Policy

Please send requests for agenda additions or changes to the Board Chair or Patty no later than noon, Monday, May 6, for inclusion in the preliminary agenda sent Wednesday, May 8. The meeting packet will be mailed Wednesday, May 15.

June 18, 2013: Argonne Library (4:00 p.m.)

- BWA Architects Preliminary Costs Presentation on Sprague Avenue Library (tentative)
- Disposal of Surplus Property and Control of Capital Assets Policies
- Library Fundraising Discussion
- Health and Benefits Options (pending AWC approval)
- Library Spotlight – Fairfield
- Overview Develop Young Learners/PLA 5 Fundamentals

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.

SPECIAL MEETINGS AND ACTIVITIES

April 10	Our Kids: Our Business Annual Luncheon (Spokane Convention Center)
April 22	Sprague Avenue Library and Park Project - Public Design Input (SV Library)
April 24-26	2013 WLA/OLA Conference (Vancouver, WA)
May 20	Sprague Avenue Library and Park Project Public Meeting (SV Library)
September 12	Sprague Avenue Library and Park Project Public Meeting (SV Library)
September 14	Board Retreat (Saturday, location TBD)
September 27	Staff Day (CenterPlace, Spokane Valley)
October 10	Spokane is Reading (two readings; times and locations TBD)

Executive Director Report March 2013

Administration

Business Office, Finance and Facilities (Bill Sargent)

Mid-Year Review #1 for the 2013 General Operating and Capital Projects funds has been completed and was presented to the Board of Trustees at its March meeting for review and approval.

A financial-oriented presentation is being created that will be given to the Management Team (4/10) and Board of Trustees (4/16). The scope of the presentation will include:

- Tax Anticipation Notes (TANs)
- Property tax levies and levy-lid lift elections
- Financial Forecasting 2014 through 2022

Human Resources (Paul Eichenberg)

Beginning in 2014, large employers (50 full-time employees and full-time equivalents) will be subject to the Employer Shared Responsibility provisions (IR Code section 4980H) of the Affordable Care Act (ACA). Large employers will need to offer affordable health coverage that provides minimum value to full-time employees or pay a new Shared Responsibility penalty to the IRS. As part of the Shared Responsibility provision, employers must determine the full-time status of their employees as defined by the ACA. In order to do this, employers must track each employee's monthly service hours (hours worked and all paid leaves) to determine their full-time status (i.e., 30 hours per week or 130 hours per month) or part-time status; report each employee's full-time status to the IRS and keep as part of their tax records the status of each employee. We have begun the process for tracking current employees to determine their status for 2014. Beginning in April, we will track new employees as well.

The HR Assistant attended a Board of Trustees' meeting as a cross training exercise for taking meeting minutes and also attended a webinar, Taking Effective Meeting Minutes.

The annual Public Library Data Service Statistical Report for 2012 was completed by the Administrative Assistant.

Information Technology (Priscilla Ice)

- Three staff members attended the annual conference for users of our library system software

- A large amount of member and circulation data was prepared to be sent to Civic Technologies for use with the new CommunityConnect service we've purchased
- The last remote file server was moved to the server room in IT
- The mail archive software was moved to its own server and the software updated
- We asked Century-Link to do a traffic study to get numbers of calls coming into our phone system
- Began to look at alternatives to building the new website in-house in order to speed up development
- Additional improvements were made to the new catalog
 - ProQuest databases may be searched in the catalog from outside the library if members log in
 - Public notes, which display donation information are now visible in the catalog
 - We made it easier to search for large-type books in response to a member comment

Collection Services (Andrea Sharps)

- We ordered 2,091 titles and 6,570 copies in March. This is up from last month.
- We processed, added to the system, and sent out to the branches 6,887 items in March. This is up from last month.
- Downloadable lending in March was up from February. A total of 19,211 audiobook, eBook and music items circulated in March. Members placed a total of 5,681 holds.
- The OverDrive READ interface came live on the morning of 4/13. We decided to add the 'Recommend to Library' or RTL feature which allows members to view titles in OverDrive's catalog of offerings and recommend they be added to the District's digital collection. Members 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. Members immediately began submitting requests for digital content using the RTL feature. Selectors receive the member suggestions in carts each Thursday in order to be included in the Friday orders.
- The Autism Society of WA—Spokane Chapter donated \$250 for the purchase of autism materials. April is National Autism Awareness month, and the group delivered flyers and photographs for a display at AR.
- We loaned 322 items to other libraries and borrowed 471 items from other libraries for 793 total ILL transactions processed in March.

- The Technical Services Coordinator attended the 2013 COSUGI Conference in Salt Lake City 3/13-3/16 going early to participate in the pre-conference on RDA, the new cataloging standard which is the successor to AACR2.

Executive Director Report & Community Activities (Nancy Ledeboer)

Doug Stumbough and I met with Mike Stone and Steve Worley from City of Spokane Valley along with Gary Bernardo, Dell Hatch and Bill LaRue to review the scope of work for developing a site plan and to set dates for public meetings. The City is taking the lead to request bids for doing a site survey of the property. If quotes are high, the survey may be added to the BWA scope of work. The City PIO will work with Jane Baker to mail out invitations to participate in the first public meeting. Invites will go out to neighbors around the property and the current Spokane Valley Library as well as to specific groups and organizations. The first Steering Committee meeting was scheduled for April 18. We agreed to invite three community members to join the committee; those members are Linda Thompson, Denise Sutton and Mindy Rowe.

Activity in Olympia has been somewhat quiet since the WLA Legislative Day visits. Patty Reyes from Fort Vancouver Library System has kept library directors in the state informed as the WLA lobbyist monitoring legislative issues and the state budget. State Librarian, Rand Simmons, indicates the State Library budget has been approved and funding for the IT Academy is in the budget so far. I receive weekly updates from Susan Yang as part of our Early Learning Public Library Partnership membership. Ms. Yang reports on legislative activities that may impact early childhood education funding as well as bringing grants and other funding opportunities in this area to attention.

Human Resources Manager Paul Eichenberg shared preliminary comparisons of benefit coverage from three different organizations that work with public entities. Based upon preliminary findings, Mr. Eichenberg will focus on a more detailed comparison of Association of Washington Cities (AWC) and Washington Counties Insurance Fund (WCIF). To be eligible to join AWC, the District would have to be sponsored by a city that belongs to AWC. I spoke with City Manager Mike Jackson to inquire whether City of Spokane Valley would act as our sponsor. Mr. Jackson thought the City Council would approve such a resolution. We will present the Board with a detailed benefits and cost comparison if a decision is made to move to AWC.

I continue to attend the Greater Spokane, Inc. K-12 Education Committee. GSI is advocating for full funding for education with an emphasis that funding should not have strings attached. In March, I was able to provide a brief overview of the four service areas that SCLD will emphasize in order to increase its community impact. I attended an information meeting at Valley Hospital to learn about its efforts to provide quality health care to the community. Leadership Spokane's theme for March was Human Needs; various organizations serving vulnerable residents in our community were highlighted.

In addition to joining the Executive Women's International Spokane Chapter, I recently joined the board of Spokane Valley Partners. This local non-profit's mission is to improve the quality of life for those in need by advocating self-reliance through partnerships and education, while providing basic life necessities. I attended an orientation for volunteers willing to serve on United Way Investment Teams. Community volunteers evaluate requests for funding and make recommendations to the committee that makes funding allocations to United Way's local partner agencies.

Human Resources Manager Paul Eichenberg arranged for a two-day workshop for new supervisors. The workshop was presented by consultant trainer Don Read. Mr. Read has been providing similar training to SCLD for several years. I attended the workshop along with other managers/supervisors who have been hired in the past year. It was helpful to learn the shared language and concepts that our managers/supervisors use as the basis for responding to conflict and providing leadership. I was pleased to see the training emphasized that everyone can be a leader. We are now exploring training opportunities that will support the implementation of strategic service initiatives.

In preparation for looking at funding new service initiatives, I have contacted several library directors in Spokane to learn about their foundations and fund-raising efforts. I will present a report on findings to the Board this summer.

**ITEM AND TITLE MONTHLY REPORT
MARCH 2013**

	ITEMS			TITLES		
	ADULT	YOUTH	TOTAL	ADULT	YOUTH	TOTAL
Total Materials						
Print	193862	165371	359233	86536	50589	137125
Nonprint	52325	23973	76298	21128	6255	27383
Subtotal	246187	189344	435531	107664	56844	164508
Periodicals	14291	2367	16658	341	47	388
Total	260478	191711	452189	108005	56891	164896

	ITEMS			TITLES		
OverDrive: eBOOKS			14144			12319
Licensed eBOOKS			1731			1731
Audiobooks			12779			10834
Digital music			1594			1594
OverDrive: Total			30248			26478
GRAND TOTAL			482437			191374

Print & Nonprint	(Totals year-to-date)		
ADDITIONS	ADULT	YOUTH	TOTAL
Print	7394	3539	10933
Nonprint	1685	613	2298
TOTAL	9079	4152	13231
DELETIONS			
Print	6901	4957	11858
Nonprint	725	-157	568
TOTAL	7626	4800	12426
NET CHANGE YTD			
	ADULT	YOUTH	TOTAL
Print	493	-1418	-925
Nonprint	960	770	1730
Periodicals	-1492	-245	-1737

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 March 2013

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

In-Library Circulation

Circulation at the libraries in March saw a decline from the same month in 2012 (-8%) as does the 2013 Y-T-D (-3%). These are the most substantive declines in in-library circulation we've seen in recent history. Through the first two months of the year, 547,891 items have checked out of the libraries, 17,797 fewer than the same period last year (565,688). Airway Heights (+7%) experienced the most significant increase, while Cheney was down -14%.

Usage of the self-checkout stations accounted for 45% of all circulation in the libraries, up ~.5% from last March. Slightly more than half of in-library circulation at North Spokane (56%), and Spokane Valley (54%) came through the self-checkout stations, while most members at Cheney (24%) and Deer Park (25%) show a preference for staff-assisted checkout.

2013 Measures at a Glance

- Door count through the first two months of the year (336,567) is down slightly from the same period in 2012 (345,296; -3%).
- Programming attendance (16,422) is up 9% compared to last year (14,750), with the number of offerings up slightly (7%).
- Total software station bookings up for the third month in a row when compared to 2012, (+1%).

-Selected Self-Service Activity

	2013			2012			1-year change		
	Month	% of total	Y-T-D	Month	% of total	Y-T-D	Month	% of total	Y-T-D
Total Circulation	234,545		691,090	252,902		700,140	-18,357		-9,050
Self-Check	83,669	36%	243,926	90,116	36%	252,902	-6,447	0%	-8,976
Digital Collection	19,211	8%	58,194	16,178	7%	47,240	3,033	2%	10,954
Total Holds	51,127		144,508	50,434		145,660	693		-1,152
By Customer	38,550	75%	105,878	37,366	74%	107,717	1,184	1%	-1,839
Digital Collection	5,681	11%	18,063	5,530	11%	17,293	151	0%	770
Total Payments	\$22,754.82		\$69,850.62	\$25,888.89		\$80,638.76	-\$3,134.07		-\$10,788.14
Online	\$8,082.33	36%	\$24,545.59	\$7,992.23	31%	\$26,201.53	\$90.10	5%	-\$1,655.94

Security Incident Reports

There were 23 Security Incident reports filed in this month, two less than last month (25) and three more than March 2012 (20). Medical Lake had the most incidents reported with six. The most frequently reported incidents were related to disruptive

behavior (9), followed by at-risk persons (7). Police were called twice this month. Once at Spokane Valley for an assault related to a domestic dispute that resulted in someone being taken into police custody, and once at Airway Heights for a six-year-old in the library alone at closing who had been reported missing.

Internet Filtering Update

As per the revised Computer, Wireless Network, and Internet Use policy, five requests to review blocked websites received by staff, one less when compared to February 2013 (6). One site was determined to be correctly categorized and filtered at all levels; we requested that one be reclassified to allow access at all levels; three sites were awaiting final review as of the close of the month. All decisions were made within 72 hours of the initial request.

Adult Services (Stacey Goddard)

Support Job Seekers and Local Businesses:

- Librarian Kandy Brandt, Virtual Services Manager Carlie Hoffman, and Communications Manager Jane Baker, represented SCLD at the Spokane Valley Chamber of Commerce Business Show.
- March saw the first series of classes presented by WorkSource in our libraries. Instructor Jack Kaplan offered a three-day *Job Seeker Workshop series*. Combined attendance for the three sessions was 28. Mr. Kaplan was pleased with the turnout, and has already committed to repeating the series in May.
- Our six computer classes had a combined attendance of 25, an average of 4.2. This is down from last March, when 29 attended the five classes offered (an average of 5.8).
- We proctored 19 tests for members throughout the District in March, up from last month's 17.

Explore and Discover:

- A programming highlight at all of our libraries was the *Get Your Green on with the Celtic Nots* music series. Combined attendance for the 10 performances was 381.
- March's entry in the *Explore a Bygone Era* series focused on Eastern Washington Archives. 34 people were in attendance.
- Fairfield's *Drop-in Craft Class* had 3 people in attendance.
- This month's *Backyard Bounty: Bee Informed* series had a combined attendance of 50 for the five programs offered.
- Our three *Beyond Books: Irish History and Genealogy* programs had a combined attendance of 11.
- Book discussion attendance averaged 8.75, up from last month's average of 8.
- We did 21 Book-a-Librarian sessions this month throughout the District, the same number as last month.

Connect Communities:

- We visited 48 facilities in March, the same number as last month. Residents checked out 1794 items—up from last month's circulation of 1750 items.
- Librarians Kristy Bateman and Vanessa Strange attended the monthly WorkSource meeting, where the focus was local entrepreneurial resources. At the meeting, Kristy and Vanessa announced that the Jobseeker Workshop Series we were hosting at Spokane Valley Library at the end of March had filled its 16 slots of pre-registrants.

Youth Services (Gwendolyn Haley/Mary Ellen Braks)

Develop Young Learners:

- Visited 17 childcares and provided 53 storytimes to 745 children.
- Provided 110 Play and Learn Storytimes for 3,631 children and families.
- 480 children and their families attended the Jim Gill Concert held at CenterPlace in Spokane Valley. It was great to see families interacting, playing and learning together with Jim and his music. This program encompassed all of the Love Talk Play elements.

Support Job Seekers and Local Businesses:

- We provided a STARS/Merit training for early learning teachers, librarians and child care providers featuring Jim Gill, a children's musician whose background is in child development. The two training sessions brought in 129 people from Washington and Idaho.

Explore and Discover:

- 253 children attended the three Mobius Science Saturday programs this month.
- 104 children attended the 10 After School Specials this month and learned about rockets and propulsion. We found that the first days of nice weather dropped attendance down at the North Spokane Library—we only had 3 this month. We usually have 30. A dip at our larger branches has a big impact on our District average.
- 22 Teens participated in two Duct Tape Craft programs in the West Plains, and 26 Tweens played around with making duct tape creations at North Spokane this month.
- Anime clubs at Spokane Valley and North Spokane drew the usual crowds, 31 and 19 respectively. 12 Teens participated in Deer Park's gaming program, but only 1 attended at North Spokane. We are discontinuing the North Spokane program as a result.
- The Teen Writers of the Inland Northwest had 2 in March.

Connect Communities:

- Mary Ellen attended and presented two Love, Talk, Play programs with two teen parent groups this month. She has also been working with Thrive by Five through the Inland Northwest Early Learning Alliance (INWELA) on a Teen Parent Family Engagement meeting that will be held in April, for which the teen parents from these groups will be attending.
- Mary Ellen and Gwendolyn met with Ellen Terry from Humanities Washington to discuss the Prime Time Family Reading Program. We will be offering the program in October and November. Training for the program takes place in June. This is a six-week program designed to work with families that are non-library users to model the benefit of reading aloud together and using the library. Mary Ellen also met with Title One Reading teachers from Opportunity Elementary in the Central Valley School District to help us to identify families that are non-library users to participate in the program.
- Mary Ellen attended two action team meetings and the leadership team meeting for the INWELA.
- Mary Ellen attended the first meeting of the Start Healthy, Start Now Coalition meeting. Spokane Regional Health District is the recipient of a Community Transformation Grant for Small Communities. The intervention population is children, their families, licensed child care staff and early

childhood educators, and the families of child care staff and early childhood educators in a six-county region. The Spokane County Library District will be incorporating the Let's Move preschool program into our Play and Learn storytimes. The Let's Move program lines up nicely with the nutritional and physical learning activities we already do in our Play and Learn storytimes. We will also distribute health promotion resources promoting the 85,210 healthy steps for good health to our members as part of the community education of this grant.

- Gwendolyn and Mary Ellen met with Tory Rouse from Spokane Public Schools to discuss the possibility of offering bilingual storytimes in our libraries.
- Mary Ellen attended the West Valley School District Community Engagement Strategic Planning meeting. Goals were set for the school district for the 2013-2014 school year.
- Mary Ellen and Gwendolyn attended a meeting with JoMarie Francis from Child Care Aware and Lisa Conely from Kaleidoscope Play & Learn to talk about becoming a Kaleidoscope Play & Learn affiliate.

Virtual Services (Carlie Hoffman)

Support Job Seekers and Local Businesses:

- I met with Mark Pond, Spokane Public Library Business Librarian, to discuss working together to provide business resources through a web portal.
 - I met with the Gale Cengage sales representative to discuss possible ways to join SCLD and Spokane Public Library resources
 - SCLD purchased ed2go, a service that offers free, online courses. Currently staff has access to become familiar with the product, with launch to the public planned for May.
 - I received demo software for Business Plan Pro to review for possible inclusion on software stations and/or mobile lab laptops.
 - I attended the Spokane Valley Chamber of Commerce Business Show
- Explore and Discover:
- I posted INCOL workshop information to the INCOL website and distributed information to library-related discussion lists and calendars.
 - I began trials for three science databases as possible replacements for Access Science and requested feedback from staff.
 - I attended a two-part workshop, Integrating iPads and Tablet Computers into Library Services.
 - I attended parts one and two of a three-part workshop, Evaluate & Improve your Website in 10 Steps.
 - I met with the World Book sales representative for a training session on the resource.

Connect Communities:

- I revised the library's OverDrive help page to correspond with the information OverDrive requires from members.
- I maintained communication with Ven and Jane regarding the new website project.

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	6107	6729	-9.24%	30.52%	32.01%	18165	17043	6.58%
AR	15286	16744	-8.71%	-4.59%	22.60%	45446	45667	-0.48%
CH	13249	17004	-22.08%	-19.34%	1.56%	40804	47618	-14.31%
DP	13953	15238	-8.43%	-3.77%	2.60%	42326	44056	-3.93%
FF	1312	1490	-11.95%	-19.26%	-24.90%	3889	4308	-9.73%
ML	4939	5620	-12.12%	-12.72%	16.95%	14854	14743	0.75%
MP	17659	17911	-1.41%	-5.17%	27.13%	51102	50628	0.94%
NS	53383	56608	-5.70%	1.91%	17.28%	156812	157365	-0.35%
OT	6703	7403	-9.46%	-19.40%	2.29%	20934	20832	0.49%
SV	52276	56892	-8.11%	-2.25%	10.69%	153185	163430	-6.27%
TOT	185241	201639	-8.13%	-3.37%	13.72%	547891	565688	-3.15%

BREAKOUT BY CHECKOUT METHOD

This table highlights how members are choosing to checkout and/or renew items at each library

	Staff assisted stations		Self-Check stations		Total in-library circulation	Renewals online	Total in-library + online renewals
	Checkouts	Renewals	Checkouts	Renewals			
AH	3417	323	2344	23	6107	785	6892
AR	9583	531	5144	28	15286	1985	17271
CH	9402	605	3217	25	13249	2248	15497
DP	9486	849	3599	19	13953	1636	15589
FF	800	51	458	3	1312	226	1538
ML	2352	157	2407	23	4939	558	5497
MP	10247	738	6643	31	17659	3124	20783
NS	21426	2250	29411	296	53383	9415	62798
OT	3564	210	2887	42	6703	1422	8125
SV	23278	1929	26841	228	52276	7955	60231
TOT*	93872	7700	82951	718	185241	29354	214595

*includes 374 items checked out from Collection Services (ZSupport)

New Members	March 2011	March 2012	March 2013	Difference 2011 to 2012	Difference 2012 to 2013
-------------	------------	------------	------------	-------------------------	-------------------------

SELF-CHECK					
	This Year This Month		Last Year This Month		
	Self-Check Circulation	% of total circulation	Self-Check Circulation	% of total circulation	Difference
AH	2367	38.76%	2439	36.25%	2.51%
AR	5172	33.83%	5613	33.52%	0.31%
CH	3242	24.47%	4039	23.75%	0.72%
DP	3618	25.93%	4432	29.09%	-3.16%
FF	461	35.14%	329	22.08%	13.06%
ML	2430	49.20%	2834	50.43%	-1.23%
MP	6674	37.79%	6429	35.89%	1.90%
NS	29707	55.65%	31027	54.81%	0.84%
OT	2929	43.70%	3498	47.25%	-3.55%
SV	27069	51.78%	29476	51.81%	-0.03%
TOT	83669	45.17%	90116	44.69%	0.48%

Holds Filled	March 2012	% of circulation	March 2013	% of circulation	Difference 2012 to 2013
AH	1646	24.46%	1491	24.41%	-0.05%
AR	2954	17.64%	2907	19.02%	1.38%
CH	3549	20.87%	2807	21.19%	0.31%
DP	2809	18.43%	2559	18.34%	-0.09%
FF	302	20.27%	318	24.24%	3.97%
ML	1206	21.46%	1012	20.49%	-0.97%
MP	3606	20.13%	3980	22.54%	2.41%
NS	10305	18.20%	10294	19.28%	1.08%
OT	1866	25.21%	1878	28.02%	2.81%
SV	9747	17.13%	10131	19.38%	2.25%
ZSupport*			1226		0.00%
TOTAL	38221	18.96%	38603	20.84%	1.88%

	Books to Go	% of circulation	DVD	% of circulation	New Books	% of circulation
AH	74	1.21%	2603	42.62%	386	6.32%
AR	358	2.34%	4537	29.68%	1216	7.95%
CH	249	1.88%	4120	31.10%	837	6.32%
DP	209	1.50%	4799	34.39%	708	5.07%
FF	58	4.42%	361	27.52%	89	6.78%
ML	80	1.62%	1796	36.36%	311	6.30%
MP	274	1.55%	4976	28.18%	1172	6.64%
NS	911	1.71%	14055	26.33%	3439	6.44%
OT	156	2.33%	1897	28.30%	507	7.56%
SV	883	1.69%	14227	27.22%	3879	7.42%
TOTAL	3252	1.76%	53371	28.81%	12544	6.77%

Note: Zsupport indicates holds filled from Collection Services, as a new item is added to the collection. No data is available for 2012. This impacts the percentage increase on the total only.

AH	56	65	64	16.07%	-1.54%
AR	148	139	124	-6.08%	-10.79%
CH	115	113	93	-1.74%	-17.70%
DP	105	72	69	-31.43%	-4.17%
FF	6	4	9	-33.33%	125.00%
ML	27	45	22	66.67%	-51.11%
MP	148	133	130	-10.14%	-2.26%
NS	381	382	286	0.26%	-25.13%
OT	38	34	43	-10.53%	26.47%
SV	459	475	461	3.49%	-2.95%
TOTAL	1483	1462	1301	-1.42%	-11.01%

Customer Payments:

Payments were noticeably lower this month compared to March in previous years. Factors that may have contributed to this drop include elimination of the processing fee in October 2012, the 3% drop in circulation year-to-date, and publicity the last two weeks of the month for our Food for Fines promotion coming up April 14 – 20. We had a number of members who chose to postpone clearing their accounts until Food for Fines week. It will be interesting to report next month on how many members participate in the promotion.

	March 2012	March 2013	Difference	% change
CASH	\$12,677.06	\$9,887.30	-\$2,789.76	-22.01%
CHECK	\$5,219.60	\$4,785.19	-\$434.41	-8.32%
CREDIT	\$7,992.23	\$8,082.33	\$90.10	1.13%
TOTAL	\$25,888.89	\$22,754.82	-\$3,134.07	-12.11%

Service Improvements:

Since the release of the new Enterprise catalog, our members have had the opportunity to directly pre-register online for a card. This temporary registration lets members place three holds from home or on our computer catalogs in the library, prior to coming up to a service desk to complete their registration.

Library Reports

Airway Heights: Stacy Hartkorn

Develop Young Learners:

- Attendance at Play & Learn Storytime averaged 25.5 people per event for March 2013, which is more than double the March 2012's average attendance of 11.8 people.

Support Job Seekers and Local Businesses:

- Staff assisted two members with converting their resumes into a PDF format so they could be uploaded as part of an electronic job application.
- Staff assisted three members with accessing information about the electronic exam for a Food Workers Card, which was being required by two of their employers in order to maintain their current employment.

Explore and Discover:

- The *Get Your Green on with the Celtic Nots* music program attracted 35 people, which is comparable to the average attendance of 31.25 people at 2012's music programs.
- The After School Special was attended by 8 people, which is a decrease compared to February's unusually high attendance of 22, and is also a decrease compared to 2012's average attendance of 13 people per event.
- A group of 14 people from Great Northern's 5th/6th grade classroom visited the Airway Heights Library. Instruction was provided on how to use the catalog and World Books database.

Connect Communities:

- I attended several Airway Heights Kiwanis meetings and helped to assemble the Spring Quarter Hygiene Kits which are distributed to local middle school students identified as high need (kits contain personal care items, including soap, toothpaste and shampoo).

Argonne: Mary Kay Anderson

Develop Young Learners:

- Two regular Storytime attendees made a point of telling us how much they enjoyed the Jim Gill concert at CenterPlace.
- Storytime attendance has stayed high this month; both Kathy and I noticed increased participation during the Play part of the hour. Many are staying for half an hour or more.

Support Job Seekers and Local Businesses:

- We gave instructions to two members on the Testing Database; both were preparing for career moves: military service and law enforcement.
- We assisted a member with an online application, in particular how to upload a cover letter and resume to an online site.
- Mary Kay attended the orientation session at WorkSource.
- Earlier in the month, we showed a member how to use Reference USA and some days later she told us how helpful it is in searching for employment contacts.

Explore and Discover:

- 58 people attended the Reactions in Action program and staff reported that many families spent time before and after the program looking for materials in the library and more than a dozen new cards were issued.
- 13 people attended the *Backyard Bounty: Bee Informed workshop*.

- Fifth and sixth grade students from Faith Baptist school made their annual trip to the library for materials for a research project.
- Seven children participated in the *Out of This World* After School Special.
- 22 people came to the *Get Your Green on with the Celtic Nots* concert the last Saturday of the month.

Cheney: Pat Davis

Develop Young Learners:

- Preschool Play and Learn attendance averaged 40.5 this month compared to 35.6 last year.
- Toddler Play and Learn attendance increased to an average of 41.75 compared to 26.5 last year.
- Baby Play and Learn attendance averaged 15.75 this year compared to 18.6 last year.

Support Job Seekers and Local Businesses:

- I attended the advisory committee meeting for the SFCC LIS program. While there were no changes to the current program curriculum, we heard about a possible future Bachelor of Applied Science program that may be developed.
- We assisted 4 members with resumes.

Explore and Discover:

- *Get Your Green on with the Celtic Nots* attracted 47 including families with children.
- Seven attended *Backyard Bounty: Bee Informed*.
- The Tween program, *It's a Sticky Situation – Duct Tape Design* attracted 10 and Christie Onzay did a second program for the Cheney Park and Rec group which brought another 12 participants.
- Our After School Special, *Out of this World*, attracted 13 compared to 19 last year.
- Four people attended the Email Basics class compared to 1 last March.

Connect Communities:

- I attended the West Plains Chamber breakfast. I spoke with a couple of the displayers and informed them of the availability of our meeting rooms for training sessions and/or informational community meetings.
- We have been invited to participate at the first Mayfest. It is being organized by the businessman who put together Winterfest.
- AARP Tax-Aide volunteers handled 101 tax return preparations.

Deer Park: Kris Barnes

Develop Young Learners:

- Storytime attendance was a total of 256 compared to last year's monthly attendance of 442.
- After School Special attendance was 13 compared to last year's attendance of 37.
- *It's Your Move* teen program attracted 12 participants.
- Mobius program *Reactions in Action* was well attended with 42 attendees.

Support Job Seekers and Local Businesses:

- I attended the second meeting of the Deer Park Tourism committee this month. The tourism group will continue to meet monthly with a goal to attract representatives from all of Deer Park so that they can consolidate efforts

regarding publicity, insurance and funding. The tourism committee meets monthly with the goal of encouraging tourism and involvement from the community.

Explore and Discover:

- Adult Book Club attendance was 9 compared to last year's attendance of 8.
- The *Get Your Green on with the Celtic Nots* musical program attracted 54 participants on St. Patrick's Day. The attendees who filled out evaluation forms all expressed appreciation for the program and all were in agreement that a repeat performance would be appreciated.

Connect Communities:

- We attended the Senior Day Fair at Deer Park Eagles this year. The attendance was 225 attendees compared to last year's attendance of 132. I was invited to give a short presentation and spoke about book-a-librarian service, open hours and Overdrive. Mandy and I also staffed a booth and fielded questions regarding our services.
- I attended the Deer Park Chamber of Commerce meeting this month. We heard a presentation from Fire District #4 regarding the hire of its new fire chief as well as an overview of the 2013/2014 budget.

Fairfield: Bev Bergstrom

Develop Young Learners:

- Attendance at Storytimes this month was the same as last March, averaging 11 members.
- Ruth spent a morning at Liberty Elementary reading to its K-2nd grade classes. This was part of a community/celebrity read program in which the school asked us to participate.

Explore and Discover:

- Bev set up a promotional table at the Freeman Elementary Science Fair. We love to show kids the tools for imaginative science projects. Every year we have done this, we receive positive comments for being there.
- Brenda taught a knitting class for our first community drop-in craft class. She had three students with varying degrees of skill.

Connect Communities:

- A Fairfield town clerk asked for input on a grant proposal she is writing. This proposal will provide funds to support children's programming for the town. She would like this project to incorporate reading at the library.
- The Hangman Creek Chamber met at Liberty Elementary to discuss the upcoming blood drive, among other agenda items.

Medical Lake: Laura Baird

Develop Young Learners:

- Storytime attendance averaged 27, up from 26 in March 2012.
- Eight children attended our After School Special, down from 13 last March.

Support Job Seekers and Local Businesses:

- I proctored one exam for a student this month.
- Staff assisted three members who were working on resumes and job applications.

Explore and Discover:

- The book discussion group held its monthly event in the meeting room.
- Two people attended *Beyond books: Irish History and Genealogy*.

- 12 people attended *Backyard Bounty: Bee Informed*.
- 27 people of all ages attended *Get Your Green on with the Celtic Nots*.

Connect Communities:

- Friends of Medical Lake library elected a new president and planned their upcoming two-day book sale in April.
- Volunteers from Care N Share, the local thrift store, purchased several discarded books for their outreach program.
- The Medical Lake High School drama class is using the meeting room twice a week to practice for their upcoming play, *The Importance of being Earnest*.

Moran Prairie: Jason Johnson

Develop Young Learners:

- Toddler Play and Learn Storytime averaged 71 attendees, the same as last month, but a large increase from 47 in March 2012.
- Preschool Play and Learn Storytime had an average attendance of 27, identical to last month's average and slightly higher than March 2012's average of 23.
- Baby Play and Learn Storytime saw a slight increase in average attendance from last month with an average of 22, compared to 20 in February. This is the exact average of March 2012.

Explore and Discover:

- This month's After School Special: *Out of this World* attracted 12 attendees, down from 15 last month, but up from 11 in March 2012.
- We installed new shelving for the New Books, DVDs and CDs that move these popular collections closer to the front of the building for more people to explore and make them easier to access.
- *Get Your Green on with the Celtic Nots* attracted 63 people to their concert. This continues the trend of high attendance for music programs at Moran Prairie.
- *Backyard Bounty: Bee Informed* brought in 4 participants.
- MP Book Club had 6 attendees to discuss Ernest Hemingway's *Moveable Feast*.

North Spokane: Patrick Roewe

Develop Young Learners:

- 975 children and their parents and caregivers will attend an early learning program this month.

Support Job Seekers and Local Businesses:

- Circulation of test preparation books at North Spokane increased modestly (10%) when compared to March 2012.

Explore and Discover:

- 60 members attended the *Get Your Green On with the Celtic Nots* performance of Irish music.
- 153 members attended the *Reactions in Action* presentation by Mobius Science Center.
- 26 teens and tweens participated in the *It's a Sticky Situation – Duct Tape Design* program.

Connect Communities:

- 64 groups used the North Spokane meeting rooms this month, up 52% from March 2012 (42).
- I attended weekly Rotary meetings.

- The North Spokane Friends met to plan their April book sale.

Otis Orchards: Bev Bergstrom

Develop Young Learners:

- We celebrated Dr. Seuss' birthday with coloring page handouts. One young man's birthday is on the same day and he enjoyed sharing it with Dr. Seuss.
- Average attendance at our storytimes was 16, 45% less than last March's 29.

Support Job Seekers and Local Businesses:

- We encouraged our volunteer as he continued applying for page positions. We are now delighted for him as Medical Lake's newest page.
- Bev attended a WorkSource orientation so that she can better promote the organization.
- Bev helped judge East Valley High School seniors' graduating project. Four students made presentations on their lives and chosen careers. One student is enthusiastically aiming for a library career.

Explore and Discover:

- *Get Your Green on with the Celtic Nots* had a happy crowd of 21. Audience participation in the songs and a dance or two was delightful to watch.
- Our attendance at our After School Special dropped from 14 to 11.

Connect Communities:

- Bev was "arrested" by the Muscular Dystrophy Association as a fundraiser to raise bail money. While she didn't quite make the \$2,000 goal, she did well and appreciated all who supported the cause. She met other jailbirds from Spokane Valley's CenterPlace and the YMCA.

Spokane Valley: Doug Stumbough

Develop Young Learners:

- Baby Play and Learn averaged 26, up from last March's 23.
- Toddler Play and Learn had 47 attendees on average, up slightly from 44 last year.
- Preschool Play and Learn was also up, averaging 53 compared to 43 in March 2012.
- Family Play and Learn averaged 32, which is up from 28 last March.

Support Job Seekers and Local Businesses:

- Our partnership with WorkSource Spokane continues to grow as 11 job hunters attended the first *Job Seeker* workshop series offered in our meeting room. The presenter commented on how smoothly working with us went and that he was looking forward to the next series, scheduled for May.
- Kandy, Carlie and Jane greeted several hundred visitors to the SCLD booth at the Spokane Valley Chamber Business Show, sharing information about the resources we offer.

Explore and Discover:

- This month, 9 book club members attended the discussion of Mayflower by Nathaniel Philbrick
- Our After School Special, *Out of This World*, brought in 30 interested participants.
- The Teen Anime Club drew in 31 for a viewing and discussion of *Full Metal Alchemist*.

Connect Communities:

- The second program in the *Explore A Bygone Era* series, *Digital Archiving*, presented in partnership with the Spokane Valley Heritage Museum, attracted 34 interested members.
- Tours and special storytimes were provided for classes from Progress Elementary, the Oaks Academy, & Ponderosa Care-a-Lot.
- Michele and Jane listened to Sherriff Ozzie Knezovich at this month's Greater Spokane Valley Chamber of Commerce breakfast, and I attended four meetings of the Spokane Valley Sunrise Rotary.

Public Use Measures

March 2013

Measure	This year	Last year	YTD	Last YTD	Rolling YTD
	This Month	This Month	This year	Comparison	Comparison
Registered borrowers	119,528	118,364		1%	
Door count	118,462	122,758	336,567	-3%	-2%
Circulation	234,545	248,082	691,090	-1%	1%
Digital Media Catalog	19,211	16,178	58,194	23%	42%
Programs					
Number	251	227	670	7%	11%
Attendance	6,915	5,515	16,422	9%	14%
Group Visits					
Number	3	3	11	83%	-26%
Attendance	47	20	176	252%	-36%
Software Station bookings	18,953	19,415	55,462	1%	-4%
Meeting room bookings	331	338	947	-6%	-4%
Holds placed					
By customers	38,550	37,366	105,878	-2%	0%
By staff	6,896	7,538	20,567	0%	-3%
Digital Media Catalog	5,681	5,530	18,063	4%	30%
Database use					
Searches	84,927	21,817	162,193	199%	37%
Retrievals	33,766	30,821	134,242	88%	34%
Website use (Remote)					
User sessions	112,317	91,282	321,785	24%	14%
Page views	464,960	299,493	1,183,444	44%	27%
Catalog	71,788	66,276	208,915	5%	20%
Database Access	7,537	6,834	21,669	8%	-24%
Interlibrary loans					
Loaned	322	253	955	27%	-8%
Borrowed	471	448	1,310	16%	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.*

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

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

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

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

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

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

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

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

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

Searches: Number of database searches.

Retrievals: Number of search result documents retrieved.

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

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

Page views: Number of times each page is accessed.

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

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

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

Communication Report March 2013

Traditional Media

- SCLD in the news:
 - Mar 2 – Khq-TV: Morning show interview with Jim Gill
 - Mar 6 – Deer Park Tribune: Story times & Reactions in Action
 - Mar 7 – Spokesman Review: Story times
 - Mar 13 – Deer Park Tribune: Story times
 - Mar 20 – Deer Park Tribune: Irish Melody Maker (front page photo of Celtic Nots performance at Deer Park Library)
 - Mar 20 – Deer Park Tribune: Story times
 - Mar 21 – Spokesman-Review: Story times
 - Mar 21 – Cheney Free Press: Cheney book club discusses Egyptian queen
 - Mar 27 – Deer Park Tribune: Story times
 - Mar 29 – Spokane Valley News Herald: Free tax help

Estimated media value: \$800

Approximate media value for SCLD in the news

Press Releases

March 19 – Dr. Doyle and Mr. Holmes: The Cultural Staying Power of Sherlock Holmes

E-Marketing (Website, Social Media, Email)

- Social Media:
 - Facebook: # of fans: 1620
 - Twitter: # followers: 394

- Pinterest: followers: 396
- Website updates:
 - Moran Prairie, North Spokane, and Spokane Valley Summer Book Club info added (3/4)
 - Backyard Bounty updated and homepage feature added (3/6)
 - Job Seeker homepage feature added (3/7)
 - Local author to be at Book Club news item added (3/8)
 - Beyond Books: The Cultural Staying Power of Sherlock Holmes (3/19)
 - Food for Fines (3/27)
 - Money Smart Week (3/27)

Community Involvement

March 1 – Attended MarCom presentation by the City of Spokane Communication Manager discussing promoting programs.

March 8 – Attended Greater Spokane Incorporated State of the County address by Shelley O’Quinn

March 10 – Baby Fair 2013 Co-sponsors with Storytime booth. Distributed approximately 2000 flyers and Emergent Readers bookmarks.

March 15 – Attended Spokane Valley Chamber of Commerce meeting with presentation by Sheriff Ozzie Knezovich on crime in Spokane County.

March 27 – Booth at Spokane Valley Chamber of Commerce Business Fair at Mirabeau Park Hotel

March 28 & 29 – Supervisory Training

Current & Upcoming Projects

April 14 – 20: Food for Fines/National Library Week

April 21-27: Money Smart Week

April 22 – Library/Park Planning Session at Spokane Valley Library

SPOKANE COUNTY LIBRARY DISTRICT
GENERAL OPERATING FUND
INCOME STATEMENT - "FINAL"
AS OF MARCH 31, 2013
[PERCENT OF YEAR = 25.0%]

REVENUES:	ACTUAL	BUDGET	PERCENT
PROPERTY TAX	\$ 10,117,370	\$ 10,058,400	100.59%
CONTRACTED CITIES, SERVICES & FEES	121,835	701,200	17.38%
MISCELLANEOUS REVENUES	18,120	208,600	8.69%
INTEREST EARNINGS	4,966	36,000	13.79%
TRANSFERS IN	-	164,100	0.00%
TOTAL REVENUES	\$ 10,262,291	\$ 11,168,300	91.89%
EXPENSES:			
SALARIES	\$ 1,403,407	\$ 5,742,800	24.44%
FRINGE BENEFITS	394,916	1,683,400	23.46%
SUPPLIES	70,080	576,600	12.15%
SERVICES	526,657	1,633,900	32.23%
CAPITAL EXPENDITURES	-	70,000	0.00%
LIBRARY MATERIALS	417,806	1,704,300	24.51%
INTEREST EXPENSE	3	500	0.60%
OPERATIONAL CONTINGENCIES	-	240,000	0.00%
TRANSFER OUT TO CAPITAL PROJECT FUND	-	-	0.00%
TOTAL EXPENSES	\$ 2,812,869	\$ 11,651,500	24.14%
TOTAL REVENUES OVER (UNDER) EXPENDITUR	\$ 7,449,422	\$ (483,200)	
CHANGES TO GENERAL FUND BALANCE:			
EXCESS OF REVENUES OVER (UNDER) EXPENDI	\$ 7,449,422	\$ (483,200)	
ACTUAL BEGINNING FUND BALANCE - JANUARY	3,663,568	3,663,568	
ENDING FUND BALANCE - 3/31/13 & ESTIMATE	\$ 11,112,990	\$ 3,180,368	

SPOKANE COUNTY LIBRARY DISTRICT
GENERAL OPERATING FUND
BALANCE SHEET - "FINAL"
AS OF MARCH 31, 2013

ASSETS:	
CASH	\$ 2,075,999
ACCOUNTS RECEIVABLE	491
TAXES RECEIVABLE	9,516,628
DUE FROM OTHER GOVERNMENTS	-
INVENTORY	51,544
PREPAID EXPENSES	72,274
TOTAL ASSETS	\$ 11,716,936
LIABILITIES:	
ACCOUNTS PAYABLE	\$ 277,356
INTEREST PAYABLE	-
TAX ANTICIPATION NOTES	-
DEFERRED REVENUE	326,590
TOTAL LIABILITIES	\$ 603,946
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 DIANE ZAHAND MEMORIAL FUND	6,059
UNASSIGNED FUND	10,726,936
ENDING FUND BALANCE MARCH 31, 2013	\$ 11,112,990
TOTAL LIABILITIES AND GENERAL FUND BALANCE:	\$ 11,716,936
FUND BALANCE CAPITAL PROJECTS FUND - MARCH 31, 2013	\$ 1,325,085

Spotlight Airway Heights Library

Library Supervisor Stacy Hartkorn will share highlights about Airway Heights Library and the community it serves.

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

Overview Financial Forecast

Business Manager Bill Sargent will provide a financial forecast.

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

REVIEW THE PERFORMANCE OF A PUBLIC EMPLOYEE

BACKGROUND:

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

The Board adopted two documents to guide the Executive Director during the first year in the position. A transition plan outlined goals to get to know the service area, the District, Board and Washington library community. There was also a performance evaluation form based upon the Executive Director position description. This form was used to provide mid-year feedback.

Dr. Jeff Stafford has been engaged to facilitate the annual review process. He reviewed the goals and performance measures from both documents and developed an evaluation tool to assist the Board. There are six areas that will be measured annually along with additional topics relevant to each particular year. Each topic has been assigned a prioritized value. Priorities may change from year to year depending upon internal and external circumstances.

As part of the review, Dr. Stafford surveyed the Management Team. This information will be shared with the Board during Executive Session discussion at the meeting. Trustees will discuss each of the areas of responsibility to arrive at a consensus score. There will also be an opportunity to discuss the goals for 2013-14.

Recommended Action: This item is for discussion with no formal action required. To take formal action the board must reconvene in open meeting.