

MISSION

We inspire learning, advance knowledge, and connect communities.

Board of Trustees Regular Meeting

January 21, 2014 4:00 p.m. Moran Prairie Library Public Meeting Room

AGENDA

- I. CALL TO ORDER**
- II. AGENDA APPROVAL [4:00]**
- III. ACTION ITEMS**
 - A. Approval of December 17, 2013, Regular Meeting Minutes [4:00-4:03]
 - B. Approval of December 2013 Payment Vouchers [4:03-4:05]
 - C. Unfinished Business [4:05-4:10]
 1. Sprague Avenue Library and Park Project Update - Finalize Property Purchase (Resolution No. 14-01): Approval recommendation.
 - D. New Business [4:10-4:30]
 1. Friends of the Library Recognition (Resolution No. 14-02): Approval recommendation.
 2. WLA Library Legislative Day Key Issues
- 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 – Moran Prairie Library [5:00-5:10]
 - G. Overview - CommunityConnect [5:10-5:30]
- VI. PUBLIC COMMENT**
- VII. ADJOURNMENT**

[Estimated meeting length: One hour and 30 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. 01/21/14

SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: DECEMBER 17, 2013

CALL TO ORDER

The regular monthly meeting of the Spokane County Library District Board of Trustees was held Tuesday, December 17, 2013, in the public meeting room at Argonne Library, 4322 N. Argonne Rd., Spokane, 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
Mark Johnson - Trustee
Sean Morrow - Trustee
Nancy Ledeboer - Executive Director and Secretary

EXCUSED:

None.

GUEST: Linda Thompson

Also Present: Jane Baker, Communication & Development Officer; Paul Eichenberg, Chief Human Resources Officer; Stacey Goddard, Library Services Manager; Gwendolyn Haley, Library Services Manager; Carlie Hoffman, Library Services Manager; Priscilla Ice, Chief Information Officer; Bill Sargent, Chief Financial Officer; Andrea Sharps, Deputy Director, Collection Services; Doug Stumbough, Deputy Director, Library Operations; and Patty Franz, Administrative Assistant.

AGENDA APPROVAL

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

The motion carried unanimously.

ACTION ITEMS

APPROVAL OF NOVEMBER 19, 2013, REGULAR MEETING MINUTES

Mr. Hattenburg called for corrections to the November 19 regular meeting minutes. There were no corrections; the minutes stand approved as written.

APPROVAL OF NOVEMBER 19, 2013, BILL PAYMENT VOUCHERS

Ms. Lloyd moved and Mr. Morrow seconded approval of the November 2013 bill payment vouchers as follows:

Fund

L01	Voucher numbers: 45101 through 45301 and W00148-W00151 totaling	\$ 690,996.67
	Payroll numbers: 11082013PR and 11252013PR totaling	\$ 355,370.65

Total \$1,046,367.32

There were no questions.

The motion was unanimously approved.

UNFINISHED BUSINESS

SPRAGUE AVENUE LIBRARY AND PARK PROJECT UPDATE. Ms. Ledeboer reported the site plan is completed and the City of Spokane Valley is in the process of transferring the title for land the District will own. She also said Spokane Valley Parks and Recreation Director Mike Stone spoke with City Manager Mike Jackson who thinks there may be advantages to hiring the same architect as consultant for aspects of the project and to manage the construction process, while keeping park and library invoices separated. In response to Mr. Morrow's question, Ms. Ledeboer said local expertise is available, noting projects completed at Whitworth University, Ferris High School and others.

AUTHORIZING 2013 PROPERTY TAX LEVY INCREASE FOR COLLECTION IN 2014 (RESOLUTION NO. 13-10, TO AMEND RESOLUTION NO. 13-08). Mr. Hattenburg moved and Mr. Johnson seconded approval of Resolution No. 13-10 amending Resolution No. 13-08, authorizing a 2013 Property Tax Levy increase for collection in 2014.

RESOLUTION NO. 13-10

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, AMENDING RESOLUTION NO. 13-08, AUTHORIZING A 2013 PROPERTY TAX LEVY INCREASE FOR COLLECTION IN 2014; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO.

The resolution authorizes a levy to be collected in 2014 in the amount of \$100,900, which is a percentage increase of one percent (1.0%) from the previous year. Mr. Sargent pointed out that subsequent to the adoption of Resolution 13-08, the Spokane County Assessor's Office staff recalculated all applicable levy rate data to ensure the appropriate levy limitations were in force for 2014. The District was advised if it were to receive the full \$0.50/\$1,000 of assessed valuation, the original resolution would need to be amended as due diligence to identify a specific increase to the levy. This amendment had no effect on the 2014 final budget.

There were no further questions.

The motion was unanimously approved.

ADOPTING A 2014 FINAL BUDGET AND CERTIFYING IT TO THE BOARD OF COUNTY COMMISSIONERS (RESOLUTION 13-11). Mr. Morrow moved and Ms. Lloyd seconded adopting a 2014 Final Budget.

RESOLUTION NO. 13-11

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, ADOPTING A 2014 FINAL BUDGET; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.

Mr. Sargent pointed out the final budget is essentially the same as the approved preliminary budget other than identification of two unknowns. The IRS has since issued its optional standard mileage rate for 2014, which is one half cent lower than 2013 at .56 cents per mile, and L&I announced the average base rate for workers' compensation premiums will increase by 3%, and 3.8% for maintenance staff. Mr. Sargent said these changes as well as ongoing property tax adjustments will be addressed during 2014 Mid-Year Review #1.

There were no questions.

The motion was unanimously approved.

2013 WORK PLAN UPDATE. Ms. Ledebauer clarified the District Work Plan is a narrative about infrastructure to support services and the Community Impact Plan. These activities were all funded by the budget. And although Microsoft IT Academy wasn't anticipated, we were enthusiastically responsive to this great statewide resource. The program kickoff and publicity were well handled, and we were acknowledged by our partnership with WorkSource. Regarding handling of library cards for students, Ms. Haley said in response to Mr. Hattenburg's query, this year's cards will be issued to all new, incoming middle school students in the service area, which gives students immediate access to online services. School principals have been in favor of the program and often request more cards. In response to Ms. Lloyd's question, Ms. Ledebauer said the IT Academy is part of school curriculums, yet if a student isn't able to enroll at school, courses can be taken through the library. In response to Mr. Hattenburg's question about the grounds and snow removal RFP completed this fall, Mr. Sargent said Greenleaf Landscaping is now on the same five-year renewal schedule as other District contracts.

There was no further discussion.

NEW BUSINESS

2014 WORK PLAN. Ms. Ledebauer reviewed the Work Plan for 2014, which is based on 2013. We are gearing up for the bond election communication kickoff. As for other infrastructure, she noted North Spokane and Otis Orchards will implement single-desk service in the new year, as has Spokane Valley, and libraries will test mobile technology to assist members while on the floor. In response to Mr. Hattenburg, Mr. Stumbough said feedback is positive from staff about the service desk consolidation, though we are seeking balance for serving phone calls from the floor, having moved from having five phones to two. Ms. Ledebauer said the District phone system is capable of more than we currently use and we will explore these options. On other topics, Ms. Ledebauer went on to report we will be working closely with Friends groups. The redesigned website can now promote many times more than what it was previously capable. In response to Mr. Morrow, Ms. Sharps provided more information about Hoopla, the recently purchased streaming media service that will allow members to borrow digital video, music, and TV with their library card. Hoopla uses a pay-per-circ model, which means we pay only for the content our members borrow. The checkout periods are seven days for albums and 72 hours for video (movies and TV). The service allows simultaneous access of all titles to members of all ages, with 10 checkouts per month per member. The District is able to establish thresholds based upon the amount of funds allocated for this service.

There were no further questions.

2014 BOARD OF TRUSTEES' OFFICERS ELECTION. Mr. Morrow motioned the nominations of Mr. Hattenburg to serve as chair and Mr. Davis to serve as vice chair for the 2014 calendar year. Ms. Lloyd seconded the motion. Both candidates expressed interest in serving another term in their respective offices. There were no questions or public comments. The elected officers will serve from January 1-December 31, 2014.

The motion was unanimously approved.

RECOGNITION OF RETIRING TRUSTEE MARY E. LLOYD (RESOLUTION 13-12).

RESOLUTION No. 13-12

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, RECOGNIZING RETIRING TRUSTEE MARY E. LLOYD'S SERVICE TO SPOKANE COUNTY LIBRARY DISTRICT AND ITS RESIDENTS.

Mr. Hattenburg read the resolution for Ms. Lloyd and those in attendance to hear.

In Favor: Tim Hattenburg, Daniel Davis, Mark Johnson and Sean Morrow.

Abstentions: Mary E. Lloyd.

Motion passed.

Following the vote, Ms. Lloyd was presented with a framed original of the resolution and gift card. Photos were taken and expressions of thanks and best wishes were given by Trustees.

DISCUSSION ITEMS, POSSIBLE ACTION

FUTURE BOARD MEETING AGENDA ITEMS

Mr. Hattenburg reviewed the list of tentative agenda items for the next two months, noting in January with appointment recommendation approval of Linda Thompson, she will be welcomed as incoming Trustee. Friends of the Library will also be recognized with a resolution, and Trustees will visit upcoming Friends' meetings thereafter. WLA Library Legislative Day is scheduled for Friday, January 24, in Olympia. Mr. Johnson said he may well be able to join the others scheduled to attend—Trustee Sean Morrow, Executive Director Nancy Ledebor, Library Services Manager Stacey Goddard and Librarian Aileen Luppert.

REPORTS

TRUSTEES

Regarding Trustee Lloyd, Mr. Hattenburg said because of her engineering and transportation background, he wasn't surprised by her insights and contributions over the years. He said she continually asked difficult questions, which were integral to the issues. He also thanked Ms. Lloyd for being a great friend. Messrs. Morrow, Johnson and Davis expressed thanks to Mary as well, stating she will be missed.

Ms. Lloyd said her words for the New Year are “maintain enthusiasm.” She expressed gratitude to Trustees and Staff for their phenomenal ongoing support. She praised District growth and innovation, not only in technology but the use of it as well.

EXECUTIVE DIRECTOR

The Executive Director’s written report provided prior to the meeting included information on the Business Office, Finance and Facilities, Collection Services, Human Resources, Information Technology, and Community Activities. Ms. Ledeboer expressed thanks to Staff for filling in to assist in her stead when she wasn’t as ambulatory or able to drive because of a hiking accident. Ms. Ledeboer also reported the big news this month was the IT Academy kickoff for which both Library Services Manager Stacey Goddard and Chief Information Officer Priscilla Ice met deadline requirements; 200 people signed up for classes thus far. In response to Ms. Lloyd’s request, Ms. Ledeboer provided further explanation of the Innovation Initiative. The program is comprised of modules that last four to six weeks, to which each participant is assigned a trend; e.g., tracking developments in STEM, DVD, etc., for which they post updates which are interactive with others in the program. Participants were also asked to complete an innovation survey and to search for innovative ideas. Deputy Director Patrick Roewe will lead an Innovation Team comprised of District staff, which will help us embrace innovation by being a place where staff can submit ideas for review and implementation, thereby leading us to the next step: What will SCLD look like in 2020? The goal is to create an organizational environment that encourages innovation where the entire staff actively participates.

PUBLIC SERVICES

Deputy Directors Patrick Roewe and Doug Stumbough provided a written report prior to the meeting for November 2013, with data for customer use measures, programming and library activities. There were no questions, though Mr. Hattenburg responded favorably to the windows made visible by the updated floor plan and single-service desk configuration implemented at Spokane Valley Library.

COMMUNICATION

Communication & Development Officer Jane Baker provided a written report prior to the meeting for November 2013 communication activities. There were no questions.

FISCAL

Revenue and Expenditure Statement through November 30, 2013.

Fund 001

Revenues	\$ 11,112,345
Expenditures	\$ 9,929,025
Ending Fund Balance	\$ 4,846,888
Fund Budget Expended	85.22%

In response to Ms. Lloyd's question about the audit, Mr. Sargent said it is an ongoing educational process. He noted there is a meeting with auditors this Thursday, December 19, in the Administrative Conference Room, for guidance on GASB procedures relative to the District accounting system.

SPOTLIGHT VIRTUAL LIBRARY SERVICES

Library Services Manager Carlie Hoffman reported on how virtual library services support the Community Impact Plan. Ms. Hoffman is responsible for maintaining the electronic library services budget, reviewing digital resources, renewing and purchasing digital resources and software support for the website, coordinating with staff to create technology classes, website organization and maintenance, and blog editing and posting. Ms. Hoffman reported on services that were added recently, such as Science in Context, HelpNow and JobNow. In some cases new resources replace poorly performing or discontinued services. We also seek out new resources to support service priorities. She visually reviewed changes to enhance the website and make searching easier; she noted the use of Evanced to provide more flexibility with the event calendar. The homepage was simplified and has more graphics for an up-to-date look. Overall, the new design is compatible to work on any size device. The information database and digital downloads pages were combined and now everything is available in the digital library. The "For You" section is segmented to appeal to several different audiences. Each with its own blog, links, tags, and resource page(s). Ms. Hoffman said work is ongoing toward having more local community content specific to each library and specialized catalog pages. In response to Mr. Morrow, Ms. Hoffman said comments, though mostly positive, are moderated, and we are working toward making virtual library tours available. She also noted homework help for teens is the most popular service. Ms. Hoffman expressed thanks to Trustees for her new position, which she considers an extraordinary experience. Mr. Hattenburg expressed thanks to Ms. Hoffman for her efforts and dedication.

OVERVIEW COMMUNICATION

Communication & Development Officer Jane Baker provided an overview of communication for the District. Ms. Baker is responsible for all aspects of District communication and supervises two part-time employees. She explained communication strategy and promotion of library events. District-wide events or those happening at the majority of libraries receive top priority. Anticipated turnout or audience at an event also determines how to promote an event/product/service. Promotion of services falls under District-wide guidelines, as applied to all libraries. Images relayed on the website home page are based on service priorities of the Community Impact Plan (CIP). Ms. Baker described the various communication channels: six different community calendars, digital signage, posters and flyers at libraries, print (The Inlander, The Spokesman-Review, Kids Newspaper, The Current) and/or broadcast advertising (Clear Channel, KCDA 103 FM, Channel 14 via Community Minded Enterprises), and online (our redesigned website is the backbone of the District's online presence, blogs, eNewsletter). For social media, mostly referred to now as "media," the District has Facebook (1,855 fans), Twitter (673, though numbers are dynamic), Pinterest (682 and rapidly growing), and FourSquare (hundreds of check-ins) interactions that direct audiences to our website and helps us connect to communities. Other aspects of directing District communication is through positive media relations. Ms. Baker keeps communication open with the media by sending story and special-event ideas, and interacting on social media. The new CommunityConnect

software will help us target specific community audiences with information about programs and services of greatest interest to individual demographics—even those who are not currently library users. For 2014, the ball is rolling to prepare for the Park/ Library & Bond issue using these various communication strategies. We are currently working on public information materials, which will include flyers, website, public meetings, speaking engagements and more. Our intent is to have materials ready by the end of January. Fund development is a new role for Ms. Baker. She attends Friends of the Library meetings and will develop website content to promote and organize fund raisers to support their work. Trustees expressed appreciation to Ms. Baker for her major efforts to raise awareness of library services.

PUBLIC COMMENT

Ms. Thompson expressed eager anticipation regarding future involvement as Trustee.

ADJOURNMENT

The meeting adjourned at 5:20 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 December 31, 2013 and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$763,195.97 and that we are authorized to authenticate and certify these claims.

DATE: January 1, 2014

SIGNED: 

TITLE: C.F. O.

SIGNED: 

TITLE: Executive Director

VOUCHER NUMBER	VENDOR	DESCRIPTION	VOUCHER AMOUNT
045302	ABM JANITORIAL SERVICES - NW	CUSTODIAL SERVICES	\$ 269.48
045303	ALLIED SAFE & VAULT CO, INC.	SAFETY AND SECURITY SERVICES	230.40
045304	AVISTA UTILITIES	UTILITIES	4,219.86
045305	BLACKSTONE AUDIO BOOKS	LIBRARY MATERIALS	8.00
045306	BLACK BOX NETWORK SERVICES	D.P. HARDWARE AND SOFTWARE	2,837.07
045307	BRILLIANCE AUDIO, INC.	LIBRARY MATERIALS	26.07
045308	BRODART CO.	OFFICE/LIBRARY SUPPLIES	53.01
045309	CENTURYLINK	TELEPHONE	81.84
045310	CENTURYLINK	TELEPHONE	144.89
045311	CITY OF SPOKANE	UTILITIES	238.20
045312	CITY OF CHENEY	UTILITIES	670.11
045313	CITY OF DEER PARK	UTILITIES	66.05
045314	DELL MARKETING L.P.	D.P. HARDWARE AND SOFTWARE	508.04
045315	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	37,298.69
045316	DIVCO INCORPORATED	BUILDING REPAIR & MAINTENANCE	594.01
045317	EMPIRE DISPOSAL INC.	UTILITIES	17.98
045318	ENSLOW PUBLISHERS, INC.	LIBRARY MATERIALS	39.10
045319	FINDAWAY WORLD, LLC	LIBRARY MATERIALS	389.92
045320	FRONTIER COMMUNICATION	TELEPHONE	107.40
045321	FRONTIER COMMUNICATION	TELEPHONE	405.00
045322	GALE/CENAGE LEARNING	LIBRARY MATERIALS	126.46
045323	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	376.64
045324	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	5,309.46
045325	ANDREW JORGENSEN	LIBRARY PROGRAMS	50.00
045326	MIDWEST TAPE	LIBRARY MATERIALS	35,000.00
045327	MODERN ELECTRIC WATER COMPANY	UTILITIES	1,570.93
045328	OVERDRIVE, INC.	LIBRARY MATERIALS	7,181.19
045329	PATRIOT FIRE PROTECTION	BUILDING REPAIR & MAINTENANCE	391.32
045330	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	780.46
045331	RECORDED BOOKS, LLC	LIBRARY MATERIALS	573.13

045332	RISK MGMT ASSOCIATION	LIBRARY MATERIALS	774.90
045333	COWLES PUBLISHING CO	LIBRARY MATERIALS	104.00
045334	SPOKANE CO. WATER DISTRICT #3	UTILITIES	12.25
045335	UPS	FREIGHT	12.69
045336	U.S. BANK	H S A ACCOUNT EXPENSES	51.00
045337	WASTE MANAGEMENT OF SPOKANE	UTILITIES	1,184.46
045338	VANTAGEPOINT TRNSFR AGENTS-457	EMPLOYEE CONTRIBUTIONS	6,190.84
045339	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	32,146.97
045340	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	407.05
045341	ALLIED SAFE & VAULT CO, INC.	SAFETY AND SECURITY SERVICES	189.14
045342	ARTCRAFT PRINTING	PRINTING	293.36
045343	AVISTA UTILITIES	UTILITIES	2,814.06
045344	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	137.12
045345	BUDGET-RENT-A-CAR	CAR RENTAL	460.00
045346	CONSTRUCTION ASSOC OF SPOKANE	BUILDING REPAIR & MAINTENANCE	2,613.15
045347	CLEAR CHANNEL BROADCASTING INC	ADVERTISING	1,372.00
045348	CONSOLIDATED ELECTRICAL DIST.	MAINTENANCE SUPPLIES	135.66
045349	CENTURYLINK	TELEPHONE	90.85
045350	CENTURYLINK	TELEPHONE	1,999.20
045351	CENTURYLINK	TELEPHONE	86.94
045352	CHEVRON U.S.A. INC.	VEHICLE FUEL	23.80
045353	CITY OF AIRWAY HEIGHTS	UTILITIES	130.49
045354	CITY OF MEDICAL LAKE	UTILITIES	156.82
045355	COSTCO -CAPITAL ONE COMMERCIAL	OFFICE/LIBRARY SUPPLIES	195.64
045356	DEVRIES INFORMATION MGMT	COURIER SERVICES	4,176.00
045357	EARTHWORKS RECYCLING,INC	UTILITIES	175.00
045358	FINDAWAY WORLD, LLC	LIBRARY MATERIALS	82.48
045359	ANDREA A. FITZSIMMONS	CUSTODIAL SERVICES	170.00
045360	GALE/CENAGE LEARNING	LIBRARY MATERIALS	911.19
045361	GAYLORD BROTHERS INC.	OFFICE/LIBRARY SUPPLIES	380.83
045362	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	1,814.95
045363	H&H BUSINESS SYSTEMS, INC.	EQUIPMENT REPAIR & MAINTENANCE	169.52
045364	HEARTLAND COMMUNICATIONS GROUP	LIBRARY MATERIALS	90.00
045365	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	12,117.92
045366	LEXMARK INTERNATIONAL, INC.	D.P. HARDWARE AND SOFTWARE	62.00
045367	MEAD HIGH SCHOOL CHOIR	LIBRARY PROGRAMS	50.00
045368	VOID VOUCHER	VOID VOUCHER	-
045369	OVERDRIVE, INC.	LIBRARY MATERIALS	7,738.17
045370	PRESSWORKS	PRINTING	840.25
045371	QWEST CORPORATION	TELEPHONE	2,071.38
045372	PENGUIN RANDOM HOUSE LLC	LIBRARY MATERIALS	32.61
045373	RECORDED BOOKS, LLC	LIBRARY MATERIALS	482.20
045374	RUBENSTEIN'S CONTRACT CARPET	BUILDING REPAIR & MAINTENANCE	4,882.80
045375	SPOKANE COUNTY LIBRARY DIST	REIMBURSE REVOLVING FUND	369.00
045376	SPOKANE COUNTY UTILITIES	UTILITIES	435.49
045377	COWLES PUBLISHING CO	LIBRARY MATERIALS	104.00
045378	UPS	FREIGHT	26.46
045379	WHITWORTH WATER DISTRICT #2	UTILITIES	27.73
045380	MIDWEST TAPE	LIBRARY MATERIALS	5,250.09

045381	ABM JANITORIAL SERVICES - NW	CUSTODIAL SERVICES	11,751.38
045382	AVISTA UTILITIES	UTILITIES	1,528.84
045383	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	234.87
045384	BRODART CO.	OFFICE/LIBRARY SUPPLIES	111.31
045385	CALL REALTY, INC.	BUILDING REPAIR & MAINTENANCE	52.72
045386	CONSOLIDATED ELECTRICAL DIST.	MAINTENANCE SUPPLIES	168.50
045387	CENTURYLINK	TELEPHONE	90.36
045388	CENTURYLINK	TELEPHONE	34.68
045389	CENTURYLINK	TELEPHONE	90.85
045390	CENTURYLINK	TELEPHONE	130.43
045391	CENTURYLINK	TELEPHONE	59.85
045392	CENTURYLINK	TELEPHONE	9,219.04
045393	CHARLES T. WILLIAMS	LIBRARY MATERIALS	74.90
045394	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	704.04
045395	DEVRIES INFORMATION MGMT	COURIER SERVICES	180.00
045396	E-LEARN LIBRARIES	TRAINING AND TRAVEL	12,000.00
045397	KATHRYN L. YOUNGREN	LIBRARY MATERIALS	62.50
045398	GREATAMERICA FINANCIAL SVCS.	EQUIPMENT LEASE	159.95
045399	GALE/CENAGE LEARNING	LIBRARY MATERIALS	174.73
045400	GAYLORD BROTHERS INC.	OFFICE/LIBRARY SUPPLIES	1,027.00
045401	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	388.21
045402	H&H BUSINESS SYSTEMS, INC.	EQUIPMENT REPAIR & MAINTENANCE	1,581.57
045403	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	5,854.26
045404	INTEGRA	TELEPHONE	2,262.45
045405	INLAND POWER AND LIGHT	UTILITIES	948.23
045406	NORTHWEST BUSINESS PRESS INC	LIBRARY MATERIALS	79.95
045407	LEXMARK INTERNATIONAL, INC.	D.P. HARDWARE AND SOFTWARE	969.83
045408	MIDWEST TAPE	LIBRARY MATERIALS	6,050.24
045409	OCLC, INC.	CATALOGING & SUPPORT SERVICES	3,009.91
045410	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	212.62
045411	PAINE, HAMBLIN, LLP	LEGAL SERVICES	460.00
045412	PAPERJACK.com	OFFICE/LIBRARY SUPPLIES	189.12
045413	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	541.34
045414	SPOKANE COUNTY LIBRARY DIST	REIMBURSE REVOLVING FUND	320.60
045415	COWLES PUBLISHING CO	LIBRARY MATERIALS	104.00
045416	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	322.66
045417	STATE AUDITOR'S OFFICE	AUDIT FEES	9,697.60
045418	TANTOR MEDIA	LIBRARY MATERIALS	17.50
045419	UNIQUE MANAGEMENT SERVICES	COLLECTION AGENCY & NOTICE FEES	3,355.97
045420	VERIZON WIRELESS	TELEPHONE	275.91
045421	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	779.59
045422	VANTAGEPOINT TRNSFR AGENTS-457	EMPLOYEE CONTRIBUTIONS	6,188.09
045423	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	31,584.25
045424	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	372.05
W00153	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	57,412.38
W00154	US BANK	H S A CONTRIBUTIONS	1,365.83
W00155	STATE OF WASHINGTON	MONTHLY EXCISE/SALES TAXES	2,279.13
W00156	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	54,638.98
W00157	US BANK	H S A CONTRIBUTIONS	<u>1,365.83</u>

Total Non-Payroll General Operating Fund \$ 424,091.22

PAYROLL VOUCHERS

12102013PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	\$ 172,284.34
12232013PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	<u>166,820.41</u>

Total Payroll General Operating Fund \$ 339,104.75

TOTAL GENERAL OPERATING FUND \$ 763,195.97

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

No Credit Card Payments Were Made in December 2013

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

SPRAGUE AVENUE LIBRARY AND PARK PROJECT UPDATE (RESOLUTION NO. 14-01)

Background:

In 2012, the Board of Trustees entered into an interlocal agreement with the City of Spokane Valley that outlined conditions for purchasing 2.5 acres, a portion of 8.4 acres of property on Sprague Avenue. The purchase of the property closed on October 31, 2012. The agreement stipulated that the City of Spokane Valley and SCLD would conduct a site planning process within one year of the purchase to determine which portion of the property would become District property. In addition, the agreement allowed the District to purchase up to one additional acre.

In November 2013, the Board approved the Final Site Plan and authorized the Executive Director to negotiate the purchase of an additional .32 acres as recommended in the Site Plan. The following resolution, Resolution No. 14-01, authorizes the purchase of the additional land as outlined in the interlocal agreement with the City of Spokane Valley.

The City Attorney has completed a survey of the property and created a parcel that conforms to the 2.82 acres that will be deeded to the District. Upon approval by the Spokane Valley City Council, the deed will be filed with the County.

Under the terms of the agreement, if the District is not able to secure funding by October 31, 2017, the City will purchase the land from the District for the amount paid. The cost of the additional .32 acres is \$95,238.10.

Funds were budgeted in the 2014 Capital Budget for the purchase of the .32 acre.

Recommended Action: Move to approve Resolution 14-01.

Resolution No. 14-01

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, APPROVING A PURCHASE AGREEMENT AND AUTHORIZING THE DIRECTOR TO EXECUTE THE AGREEMENT, AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED 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, the Board of Trustees of the Spokane County Library District (the "Board") is authorized to acquire real property for library purposes; and

WHEREAS, the Board entered into an agreement for the acquisition of real estate located along Sprague Avenue in cooperation with the City of Spokane Valley; and

WHEREAS, the Board agreed to conduct a site development process and approved a Final Site Plan;

WHEREAS, the Site Plan identified an additional .32 acres needed to provide adequate parking for a new library; and

WHEREAS, the Executive Director notified the City of Spokane Valley of our intention to exercise our option to purchase additional land under the terms of the initial purchase agreement;

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

The Executive Director is hereby authorized to approve documents as necessary to complete the acquisition of property in accordance with the terms of the initial purchase agreement on behalf of the District.

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 21st day of January 2014.

SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

Tim Hattenburg, Chair
Board of Trustees

ATTEST

Nancy Ledeboer, Secretary

FRIENDS OF THE LIBRARY RECOGNITION (RESOLUTION No. 14-02)

Background:

There are 10 Friends groups that support SCLD libraries. The Friends raise funds through book sales held throughout the year. Each of the groups operates independently with volunteer members. In the past year, Friends groups have supported their local library in a variety of activities, such as

- Providing refreshments for music programs and Prime Time Family Reading programs.
- Providing supplies for craft programs and summer reading activities.
- Purchasing supplemental furnishings such as computer tables and ottomans.
- Purchasing educational toys and games for Play and Learn.
- Purchasing copies of books to support book clubs.
- Providing additional funds to expand programming opportunities.
- Supporting District-wide programs, such as Spokane is Reading and LEGO Build Day(s).

Through their successful book sales, Friends support the goals of their local library and assist the District in achieving its Mission and goals. Support from volunteers raises public awareness of the vital services offered by the library.

In appreciation for the support provided by the Friends groups, the Board acknowledges the Friends annually through a resolution. It is also customary for the Executive Director and Trustee(s) to attend an upcoming meeting of each Friends group to personally express the District's appreciation for its efforts. In April we will host a "Friends Helping Friends" event to foster collaboration and sharing of best practices with all the Friends.

Following is a report listing Friends of the Library contributions to the District over the past year, as well as the proposed resolution.

Recommended Action: Move to approve Resolution 14-02.

Airway Heights Library

- Conducted ongoing weekend book sales
- Provided funding for the following:
 - Refreshments for:
 - January music program
 - March music program
 - Adult Summer Reading book club discussion day
 - Sunset & Snowdon Elementary Open House
 - Play & Learn activities:
 - Dot art markers and Play Dough
 - 7 play activity sets from Lakeshore learning
 - Framing of donated art print for meeting room
 - Block table for children's area in library
 - Thank you treats for volunteers (chocolate bar and coffee card)
 - 1,000 Library hour magnets
 - Lego Build Days
 - Contributed to Spokane is Reading
 - Supplies and entry fee for Watermelon Race

Argonne Library

- Provided funding for Spokane is Reading
- Provided funds for Lego Build Days
- Provided refreshments for summer reading adult program
- Hosted a library program featuring a local author
- Participated in Millwood Daze with a book giveaway and promoted the library and its fall book sale
- Held a successful fall book sale

Cheney Library

- Purchased books for the Cheney Book Discussion Group
- Held two successful book sales
- Provided funding for Spokane is Reading
- Provided funding for Summer Youth and Adult programming
- Provided funds for the purchase of educational toys for Toddler Play and Learn
- Provided funds for the purchase of educational toys for Baby Play and Learn
- Provided funds for the purchase of 4 ottomans for our Teen and Adult reading areas
- Provided funds for the purchase of a Data Table in our public computer area
- Provided funds for the purchase of Legos for Lego Build Days
- Sponsored the Cheney Library 25th Anniversary Celebration

Deer Park Library

- Provided funding for Spokane is Reading
- Decorated the library for the winter holidays
- Provided funds for alphabet activities for use in toddler storytime
- Purchased games and educational toys for families to use in the library
- Provided funds to pay for craft materials for use during storytime
- Sponsored the library so that we could participate in Pumpkin Lane in Deer Park
- Purchased more farm animals for the farm set in the children's area
- Purchased an IKEA train set for use in the children's area
- Purchased treats for use in adult programs
- Purchased t-shirt transfers for teens who participated in the Settler's Day parade
- Provided funds to pay for craft materials for children's programs
- Provided funds to pay for our summer reading program presenters
- Provided support from the Margaret Irving program fund for adult summer reading programs
- Held six successful book sales throughout the year
- Provided refreshments for our summer reading adult programs
- Provided funds so that the District could purchase Legos for Lego Build Days
- Provided funds for the IKEA art wire in the children's and teen area
- Provided funds to help pay for treats for the SCLD holiday party

Fairfield Library

- Provided refreshments for music program
- Supported Spokane is Reading
- Purchased Legos for Lego Build Days

Medical Lake Library

- Held two successful book sales
- Purchased educational toys for Play and Learn storytimes
- Paid for the Founder's Day Parade entry fee for library staff to participate
- Provided funding for Spokane Is Reading
- Provided funds for the staff holiday party
- Provided funds for Summer Reading programs
- Provided funds for Lego Build Days
- Provided refreshments for adult programs throughout the year
- Paid for memorial plaque and frame for Howard Oliver, library page

Moran Prairie Library

- Supported Spokane Is Reading
- Purchased Legos for Lego Build Days
- Provided funds for holiday staff party

Moran Prairie Library (continued)

- Purchased coffee maker for staff room
- Purchased puppets and stuffed animals to replace those that were worn

North Spokane Library

- Provided funding for Spokane Is Reading
- Held two successful book sales
- Supported adult and youth summer reading programs by providing funding for program materials
- Purchased Legos for District-wide Lego Build Days
- Purchased puppet theater castle for the children's area
- Purchased block table for children's area
- Provided coffee supplies for North Spokane staff
- Provided funds for staff holiday party

Otis Orchards Library

- Donated bail money for Bev to get out of MDA jail
- Purchased posters for circulation area
- Provided refreshments for music concert
- Provided flowers for National Library Week
- Provided funds for SIR
- Purchased ants for ant hill display
- Provided funds to purchase Legos for Lego Build Days
- Purchased poinsettia for circulation area
- Treated staff to breakfast at the Otis Grill
- Purchased holiday decorations

Spokane Valley Library

- Held two successful book sales
- Provided funding for Spokane Is Reading
- Supported the Teen Anime Club through ongoing donations
- Provided funding for Lego Build Days
- Served meals to families attending the Prime Time Family Reading series

Resolution 14-02

**A RESOLUTION OF THE BOARD OF TRUSTEES OF
SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE
COUNTY, WASHINGTON, RECOGNIZING DISTRICT
FRIENDS OF THE LIBRARY SUPPORT.**

**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, Friends of the Library organizations are community-based groups of volunteers who enhance the work of their local library branch, raising public awareness regarding library services and assisting Spokane County Library District in carrying out its Mission;

WHEREAS, Spokane County Library District is fortunate to have Friends of the Library organizations supporting the Airway Heights, Argonne, Cheney, Deer Park, Fairfield, Medical Lake, Moran Prairie, North Spokane, Otis Orchards and Spokane Valley libraries;

WHEREAS, Friends of the Library volunteer their time to raise funds, carry out special projects, and otherwise work to enhance library services;

WHEREAS, the Board of Trustees wants to recognize and thank all Spokane County Library District's Friends of the Library organizations for their service and dedication;

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

Section 1: RECOGNITION AND THANKS

The Board of Trustees hereby recognizes and sincerely thanks the Friends of the Library affiliated with the Airway Heights, Argonne, Cheney, Deer Park, Fairfield, Medical Lake, Moran Prairie, North Spokane, Otis Orchards and Spokane Valley libraries.

Section 2: NOTIFICATION OF RESOLUTION

The Board hereby directs its chair to share this resolution with each District Friends of the Library organization, with a letter of thanks acknowledging their ongoing support.

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 21st day of January, 2014.

SPOKANE COUNTY LIBRARY DISTRICT
Spokane County, Washington

Tim Hattenburg, Chair
Board of Trustees

ATTEST

Nancy Ledeboer, Secretary

WLA LIBRARY LEGISLATIVE DAY

Background:

The Washington Library Association (WLA) hosts a Legislative Day in Olympia each year and invites libraries to send delegates to speak with Legislators. On Friday, January 24, of this year, Trustees Sean Morrow and Mark Johnson will attend, along with Library Services Manager Stacey Goddard, Librarian Aileen Luppert, and Executive Director Nancy Ledebor.

WLA contracts with Steve Duncan to monitor proposed legislation and to inform libraries about potential impacts of such legislation. WLA's Legislative Committee members review bills and provide Mr. Duncan with feedback throughout the session. The WLA Legislative Committee has adopted the following guidelines for evaluating proposed legislation.

General Principles for Bill Rating and Review

Assess and develop appropriate strategies for addressing legislation that may:

- Provide a direct positive economic benefit to libraries
- Result in a negative financial impact on libraries
- Limit patron access to library materials and services
- Compromise patron privacy
- Impose unfunded mandates
- Weaken local control of libraries
- Be more general in nature, yet might either positively or negatively impact library operations (e.g., public records, open public meetings, public works)

Base action decisions in support of or opposition to such legislation on what is best for libraries and library services in Washington State; a minority viewpoint will not drive the Association's position.

Understand that an individual library may choose to take a position different from WLA's, choose not to participate in WLA's legislative activities on a specific issue, and may act on its own to represent a viewpoint different from WLA's.

2014 Legislative Session

Mr. Duncan provided insights on this year's session at a Legislative Committee meeting last month. This is a short session and he does not anticipate many changes to the adopted budget. The supplemental budget is meant to address unanticipated costs for emergency services such as wildfires or to address other budget adjustments. There is always a potential for bills that will impact all municipal governments. In these cases, Mr. Duncan prefers to let the cities and counties take the lead in addressing the issue. He recommends that WLA focus on issues that may have a unique impact on libraries.

For this year's Legislative Day, the committee would like to focus on thanking Legislators for funding IT Academy. Mr. Duncan stressed the importance of bringing local data and stories that demonstrate the economic impact that this new online training resource is having locally. Since the launch of this product in November, SCLD has signed up over 200 people who are interested in taking courses to improve their computer skills. In December we held two open houses and invited our local Legislators to learn first-hand how this product is making a difference for job

seekers. Representative Jeff Holy attended the session in Cheney, and Mike McCliment, aide to Senator Mike Padden, along with Arne Woodard, councilman for the City of Spokane Valley attended the session in Spokane Valley.

IT Academy provides a wide range of classes for those seeking to improve basic computer skills using various Microsoft Office products, as well as for IT Professionals who administer systems. SCLD is promoting these resources to job seekers through its partnership with WorkSource as well as to small businesses through Chambers of Business and other business partners.

Another topic of interest to Legislators is the work being done by public libraries to support local Early Learning Coalitions. There are ten coalitions across the state that bring a variety of agencies together with early learning educators to develop strategies that will help every child start life with a foundation for success in life. SCLD staff has been very active in the Inland Northwest Early Learning Coalition. These coalitions are now represented on the statewide Early Learning Advisory Council (ELAC) which advises the Department of Early Learning.

There may be a renewed interest on behalf of cities like Spokane, Tacoma and Seattle in proposing legislation to allow for municipal library districts. There is no actual sponsor for such a bill at this time and Mr. Duncan advises that Legislators appear to be opposed to creating more special districts. Efforts last year to introduce such a bill were unsuccessful and he does not see a change in the Legislature that would warrant reintroducing a bill at this time.

Mr. Duncan sees this year as an opportunity to tell the story of how busy libraries are in supporting communities as people struggle during hard times. The Legislature provides very little direct support to public libraries and perhaps in future years we can introduce the idea of an exemption on sales tax for library materials. He asked library directors to provide information on the impact this might have on library budgets. This is not something we want to raise this year. However, as we demonstrate the relevancy of libraries and how we are doing more with restricted budgets, we may be able to raise the issue of tax relief in the future.

The State Library has concerns about how it is funded. In this budget, operating funds for the State Library are coming from the Heritage Center fund. Originally the Heritage Center fund was established to raise capital for a new library and archives building that would provide education to the public. The new Secretary of State does not believe there is support for this concept. The State Librarian is concerned the Heritage fund revenue is insufficient to fully fund operations on an ongoing basis. He would like to see the Legislature fund State Library operations from the General Fund.

WLA supports funding for school libraries; however, it is the Washington Library Media Association that advocates on behalf of school libraries.

Recommended Action: Provided as information for Board of Trustees. No further action is needed at this time.

FUTURE BOARD MEETING TENTATIVE AGENDAS: FEBRUARY-MARCH 2014

February 18, 2014: Spokane Valley 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 February regular Board of Trustees' meeting.

- Bond Election Preparation
- Facility Use for Political Purposes Policy
- Sponsorship & Partnership Policy
- Information Technology Contract for Telecommunication Services
- Annual Review of Cross Use with Liberty Lake and Spokane Public Library
- WLA Library Legislative Day Report
- Library Spotlight – Spokane Valley Library
- Overview – Community Impact Plan, Year One

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

March 18, 2014: Argonne Library (4:00 p.m.)

- Bond Election Preparation
- Code of Conduct Policy
- Library Spotlight – Argonne Library
- Overview – Online Learning

SPECIAL MEETINGS AND ACTIVITIES

- January 24** WLA Library Legislative Day (Olympia)
- April 26** Second Annual Friends Helping Friends Day (Spokane Valley Library, 9:00 a.m.)
- April 30-May 2** WLA 2014 Conference (Wenatchee Convention Center)

EXECUTIVE DIRECTOR'S REPORT DECEMBER 2013

Administration

Business Office, Finance and Facilities (Bill Sargent)

- In December, the Executive Director and CFO met with representatives of the State Auditor's Office (SAO) to discuss the District's 2011 and 2012 audit. Specifically, the "Team Inland Northwest" Manager and the Audit Supervisor desired to discuss specific items that they wanted clarified in the 2011 and 2012 financial statements. They presented their list of items to be revised. The SAO auditors were advised that they would receive the revised financial statements by mid-January 2014. The revised statements were forwarded to the SAO office on Wednesday, January 8, 2013. To date, there is no information as to when the audit will be completed.
- Two budget-related resolutions were presented to the Board of Trustees for approval. The first resolution was to authorize a \$100,900 levy increase, which was a 1.0% increase above the District's 2013 levy. When approved, the District's levy rate for 2014 should be at \$0.50/\$1000. The second resolution was the formal adoption of the final 2014 budget. When the resolution was presented to the Board, it was pointed out that the "Final Budget" was identical to the "Preliminary Budget" approved in November.

Human Resources (Paul Eichenberg)

- Our transition to Association of Washington Cities (AWC) for District health and welfare benefits continues. All benefited employees should have received new insurance cards from Group Health and Asuris by January 1. Unfortunately, not all cards were received, which resulted in confusion and required the HR Analyst to assist staff. In at least one instance an employee had received a service that apparently was billed to their previous insurance provider.
- Thirty (30) participants either maintained or lost weight during the holiday wellness challenge, "Eat Right and Pants Won't Fit Tight." The HR Analyst received great feedback and gratitude for SCLD offering/running the program.
- Three long-term Public Services Specialists retired and one voluntarily resigned, and two employees were promoted.

Information Technology (Priscilla Ice)

- eResource Central, our latest addition to the public catalog, was launched December 12. This new feature helps to consolidate digital and physical resources by incorporating Overdrive more fully into the catalog. Improvements are expected in January. As we add more digital resources, many will be incorporated into the catalog the same way.
- We applied SSL certificates to more parts of our website and catalog as a whole. SSL certificates put the padlock on a website. They're becoming more common, but have been around for a long time on sites where credit card payments are made. We have had certificates on parts of our website, including credit card payments made at PayPal, but have decided to do a more comprehensive job.

- IT staff provided support for many Public Services projects including, planning for the change to one service desk at North Spokane, and replacing “circulation” and “reference” logins with a “staff login” for each library to work better with the one service desk concept.
- Provided a more powerful computer to the Managing Librarian at North Spokane to better support the Podium Project and our new video efforts on social media.
- Worked on new databases for the Intranet to capture innovative ideas, improve the communication request form and update the statistics input database to reflect new projects.
- Installed four new servers, which was the planned 2013 upgrade to our server-room equipment.
- Purchased new carts for the mobile laptop labs to better enable frequent software updating. The new carts allow the laptops to be turned on and plugged into the network while they remain in the cart. A program to support the 3D printing class scheduled for January was installed during this project.

Collection Services (Andrea Sharps)

- We ordered 1,287 titles and 5,049 copies in December. This is down from last month.
- We processed, added to the system, and sent out to the libraries 5,672 items in December. This is down from last month.
- Downloadable lending in December was up from November. A total of 23,482 audiobook, eBook and music items circulated in December. Members placed a total of 7,861 holds, and 3,515 unique users checked out content.
- We received and replied to one *Request for Review of Library Materials Form* in December for an adult DVD title.
- We loaned 157 items to other libraries and borrowed 390 items from other libraries for 547 total Interlibrary Loan transactions processed in December.
- In 2013, we loaned a total of 3,233 items to other libraries for an increase of 20% over the 2,698 items loaned in 2012. In 2013, we borrowed a total of 4,913 items from other libraries for an increase of 9% over the 4,511 items borrowed in 2012.
- Hoopla, a pay-per-circulation streaming media service from Midwest Tape, will come live to the District’s members on 1/13/14. We will be offering music, movies and television shows, and members can check out 10 items per month.

Executive Director Report & Community Activities (Nancy Ledeboer)

Staff trained as ACA Navigators assisted 256 individuals in use of the Washington Health Exchange throughout November and December. This effort was led by Aileen Luppert. Kathryn Illback, Julianne Turner, Aaron Miller and Salena Wold served as the Navigators who met with individuals to provide personalized assistance.

Since the IT Academy program launched in November, over 200 people have registered through SCLD to use this online training tool. Representative Jeff Holy attended an informational session at Cheney Library and Spokane Valley City Councilman Arne Woodward attended a session along with Mike McCliment, aide to Senator Padden at the Spokane Valley Library. Library Services Manager Stacey Goddard provided an overview of the registration process and highlights from the curriculum. She also provided information on other resources that SCLD offers to support job seekers, such as resume writing software, testing resources and skill-building tools. All three thanked Stacey for showing resources offered by SCLD that they were not previously aware. We let them know library meeting rooms are available for their use should they want to meet with constituents in the future.

The Valley Chamber's Government Action Committee met at the Liberty Lake Town Hall in December. The guest speaker was from the Washington State Department of Commerce and he described the process for updating Urban Growth Areas in very general terms. Deputy Director Doug Stumbough, Communication & Development Office Jane Baker and I attended the meeting. We hoped to learn more about Spokane County's recent update of the UGA; however, the speaker declined to speak about the plan specifics or objections by the Department of Commerce.

The Washington Library Association (WLA) held Board and Legislative Committee meetings. I attended both meetings by phone. Steven Duncan provided background on what to expect in this year's "short" session. He doesn't anticipate significant issues regarding public libraries, yet encouraged libraries attending Library Legislative Day to focus on telling local stories about how we are meeting increased demand with flat or declining budgets. This will help us in future years to make a case for legislative assistance.

Jane Baker and I were happy to have fair weather as we traveled to Fairfield Library to attend its Friends meeting. Fairfield Friends are a small, dedicated group. Their board members have presented programs at the library in the past year, and while attendance was minimal, it has encouraged other residents to come forward with skills and topics they would like to present. Library Supervisor Bev Bergstrom and Community Librarian Cindy Ulrey were in attendance to share their plans for working with schools and other community partners.

In December we concluded the first half of the Innovation Initiative. Participants provided an evaluation of the course to date and trainers June Garcia and Sandra Nelson are using input to design the next two modules. The first half of the training included opportunities for staff to examine the meaning of "innovation" and to follow trends that have potential impact on libraries. They looked for initiatives in other libraries that might advance our service priorities and envisioned what the future of SCLD would look like in 2020. We will be using this work as the basis for a conversation with staff about how we can prepare now for the future.

I posted information about the upcoming April election and advised staff that they may share information but not advocate for ballot measures. This information has also been posted on SharePoint as reference for all staff as we approach the April election. The Public Disclosure Commission guidelines require that all communication be objective, fair and neutral. No public resources may be used to promote or advocate for approval of the bond issue. At the February Board Meeting, Communication & Development Officer Jane Baker will present an overview of the communication plan to inform the public about the proposed bond measure. Board members, like staff, may not advocate for the bond measure while acting in their official capacities—they may only provide information about what is proposed. As individual citizens, however, expression of personal opinion is allowed.

As part of our normal process of reviewing policies, we reviewed the Volunteer Policy. There are not changes recommended at this time.

I would like to thank the Friends groups that provided funding for the Annual Staff Holiday Party. Librarian Amber Williams took the initiative to organize the potluck-event and staff brought donations for the Toys for Tots drive. Technical Services staff member Elizabeth Peck organized the staff Toys for Tots donations drive.

ITEM AND TITLE MONTHLY REPORT
December 2013

	<u>ITEMS</u>				<u>TITLES</u>		
	ADULT	YOUTH	TOTAL		ADULT	YOUTH	TOTAL
Total Materials							
Print	187942	161255	349197		84193	49213	133406
Nonprint	56657	24861	81518		23101	6729	29830
Subtotal	244599	186116	430715		107294	55942	163236
Periodicals	12765	2217	14982		324	42	366
Total	257364	188333	445697		107618	55984	163602

	<u>ITEMS</u>			<u>TITLES</u>		
OverDrive: eBOOKS			19218			16541
Licensed eBOOKS			3115			3115
Audiobooks			14754			12444
Digital music			1707			1707
OverDrive: Total			38794			33807
GRAND TOTAL			484491			197409

Print & Nonprint	(Totals year-to-date)		
ADDITIONS	ADULT	YOUTH	TOTAL
Print	28845	17200	46045
Nonprint	8433	3164	11597
TOTAL	37278	20364	57642
DELETIONS			
Print	34272	22734	57006
Nonprint	3141	1506	4647
TOTAL	37413	24240	61653

	<u>NET CHANGE</u>		
	<u>YTD</u>		
	ADULT	YOUTH	TOTAL
Print	-5427	-5534	-10961
Nonprint	5292	1658	6950
Periodicals	-3018	-395	-3413

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 December 2013

In-Library Circulation

In-Library circulation activities increased slightly compared to the same month last year (0.5%). For the year, in-library circulation activity ended down slightly compared to 2012 (-0.25%), with 2,171,367 items circulated through the libraries versus 2,176,817 in 2012 (-5450). In December, Fairfield (+23.7%) and Airway Heights (+23.5%) both saw double digit increases, while Otis Orchards (-15%) and Medical Lake (-11%) saw moderate declines.

2013 Measures at a Glance

- Door count for 2013 was up +2% compared to 2012 (1,387,652 vs 1,360,177).
- Programming attendance (69,806) increased +6% over 2012 last year (65,946), while the number of programs offered increased 5% (2,740 in 2013 vs. 2,615 in 2012).
- Total software station bookings were also up +6% in 2013 over 2012.

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	206,667		2,749,618	201,996		2,720,805	4,671		28,813
Self-Check	73252	35%	980,302	67,820	34%	990,486	5,432	2%	-10,184
Digital Collection	23,482	11%	246,606	18,260	9%	191,582	5,222	2%	55,024
Total Holds	42,878		585,820	36,975		535,705	5,903		50,115
By Customer	31,315	73%	433,119	26,828	73%	391,958	4,487	0%	41,161
Digital Collection	7,861	18%	75,722	5,154	14%	64,624	2,707	4%	11,098
Total Payments	\$21,876.52		\$270,332.06	\$19,099.54		\$292,630.41	\$2,776.98		-\$22,298.35
Online	\$7,968.73	36%	\$94,848.71	\$6,441.00	34%	\$94,598.83	\$1,527.73	3%	\$249.88

Security Incident Reports

- There were 16 Security Incident reports filed this month, three less than last month (19) and one more than December 2012 (15). Spokane Valley had the most incidents reported with seven. The most frequently reported incidents related to potential problems (5) and building issues (5).

Internet Filtering Update

- As per the Computer, Wireless Network, and Internet Use policy, two requests to review blocked websites were received by staff, the same number as November 2013. Both sites were determined to be correctly categorized and filtered—one at the enhanced level, one at all levels.

Support Job Seekers and Local Business (Stacey Goddard)

- December was our first full month with IT Academy access, and we had 58 individuals register as new users. Also in December, ITA users enrolled in 50 classes. Our totals for 2013: 224 users and 126 class enrollments.
- Spokane Valley hosted the third in a series of informational sessions on the Washington Health Plan Finder for both individuals and small business owners. 21 people attended. This informational session will be repeated once a month, and alternate between Spokane Valley and North Spokane. Sessions will run through March 2014.
- We did 65 Book-a-Librarian (BaL) sessions this month throughout the District, up markedly from November's 45 sessions. Over a third of these took place in the six days after Christmas, as people discovered they needed help with their new eReaders.
- We proctored 40 exams this month throughout the District, up substantially from November's 18.

Connect Communities:

- Given the December 23 deadline for individuals wanting insurance coverage to begin January 1, this was a busy month for our ACA Navigator staff. Public Services Specialists Aaron Miller, Julianne Turner, Kathryn Illbeck, and Salena Wold, along with Librarian Aileen Luppert, completed 145 individual Navigator appointments. These interactions ranged from questions/issues that could be handled over the telephone, to walking someone through the site registration process, to more in-depth questions requiring research and follow up.
 - Combined with November's statistics, our five Navigators helped enroll 256 individuals through the Healthplanfinder.org site in 2013. To our knowledge, SCLD remains the only library in Washington State (and one of very few in the country) providing this much-needed service.
- Librarians Michael Sierra, Kandy Brandt, and Vanessa Strange attended one each of the three WorkSource weekly Biz Buzz meetings in December. The meetings on 12/24 and 12/31 were canceled by WorkSource due to the holidays.
- We provided two Microsoft IT Academy "open house" demonstrations for our state and local representatives. Jeff Holy, State Representative (6th District) met with us at Cheney, and Spokane Valley City Council member Arne Woodard, and Mike McCliment, Legislative Assistant for State Senator (4th District) Mike Padden, met with us at Spokane Valley for a walk through of IT Academy basics. We also had the opportunity to discuss our other digital resources with them.
- I attended the monthly SCORE Chapter meeting, and restated our interest in working with them to bring their content into our libraries. I'll be working on this with their leadership over the next few months. It may be summer or early fall before we can schedule anything, as SCORE already has its spring workshop schedule locked in.
 - This was a great month to attend the SCORE meeting, as there were also two SNAP representatives in attendance. (In addition to providing assistance with heating bills, SNAP also offers a variety of financial access and planning workshops.) I exchanged business cards with them both, and expressed our desire to work with SNAP in the future, and mentioned we would be happy to be a distribution point for their flyers. Craig Howard, their Community Relations/Outreach Specialist, promised to drop flyers by our Admin offices in early January.

Develop Young Learners (Mary Ellen Braks)

- We provided 94 storytimes to 2,246 children and families. Our average attendance per Play and Learn Storytime was 24. We usually have a lower attendance in December due to the holidays. Our storytime attendance for this December is up slightly from last December.
- We provided 46 out-of-library storytimes to 606 children and providers at 16 child-care facilities.
- We completed the last activity of the Early Achiever Outreach Partnership Grant which was the training on Love Talk Play for the Early Achiever Participants. We had 30 child care providers attend the training from all over Spokane County. All the display units that were ordered with grant money are now in the libraries. The displays include information for parents on the different early learning programs available in Spokane and have hands on interactive activities for children and caregivers to do together. The grant is now complete.
- Our storytime staff was able to participate in the "Let's Move" training for child-care providers. The training was offered for free through the Start Healthy, Start Now Community Momentum Grant that Spokane County was awarded. The training was presented by Kitara Johnson from Community Minded Enterprises.
- We added two new childcares to our outreach storytime schedule this month. We now visit 62 childcare centers on a quarterly basis.

Connect Communities:

- Mary Ellen and Gwendolyn presented training to the King County Library System on Play and Learn Storytimes. King County has a few Play and Learn groups that are facilitated by other agencies but none by their library staff. The youth librarians from King County were excited about adding more play to their storytimes.
- Mary Ellen and Gwendolyn met with Stacy Loudermilk from Spokane Public Schools to talk about STARS trainings for their school age child care providers. We will be doing our Math STARS training for them in January.
- Mary Ellen attended the Inland Northwest Early Learning Alliance Leadership Team meeting this month. State Senator Andy Billig gave an update on what the Washington State Child Care Task Force is working on and other Early Learning initiatives.
- Mary Ellen attended a Start Healthy, Start Now Grant Meeting this month. Our part of the grant was to have storytime staff attend a Movement Training to incorporate more movement into storytime. The second part of the grant for us was to include a link on our website to "Step Up and Go," the website for healthy living and community support in Spokane County. Individuals and families can find healthy recipes, keep track of their fitness goals, and find activities and nutrition events to attend in the area. The link is located on the Resources for Parents and Caregiver's page of the website.

- Mary Ellen attended the West Valley School District Strategic Planning meeting this month. The school district was looking for community members to give their feedback on some areas they are working on for their strategic plan.

Explore and Discover (Gwendolyn Haley)

Elementary (K-5) programs:

- Kids' Explore and Discover Club: Marshmallow Engineering and Architecture featured architects from AIA Spokane at all but one of our programs. The architects spoke briefly about their jobs and careers, then rolled up their sleeves and joined in the fun. 236 kids participated this month, an increase of 90 over November. This program was included on the STEM Spokane event calendar, which may have accounted for the bump. We were very pleased with the collaboration with AIA Spokane.
- Otis Orchards Library had a drop-in craft this month as well, and 26 children made Santa puzzles.
- Spokane Valley staff took a program to Riverwalk Apartments, and 8 children participated in "Shape-Up"—an active movement program.
- Great Northern School's 5th and 6th grade class of 15 students visited Airway Heights Library.

Tween/Teen Programs:

- 32 teens participated in Anime clubs this month, slightly down from November, but with the end of the school term and the holidays, a dip in attendance was fairly predictable.
- TWINE had 7 in attendance in December, more than double the attendance in November. And at least one virtual participant submitted their story via email. You can read it, and others, on the TWINE blog.
- At Fairfield Community Center, Cindy Ulrey interacted with 26 tweens and teens in craft and activity program December.
- 15 Tweens (between the ages of 9-12) participated in a DIY gifts program at the North Spokane Library.
- Only 2 teens participated in the Catching Fire event at the North Spokane Library.
- Deer Park's teen gaming program, *It's Your Move*, drew 14 this month, up from November's attendance of 8.

Adult Programs:

- 40 members attended library sponsored Book Clubs, up from 34 last month.
- *Holiday Harmony* programs featured local choirs from area middle and high schools. 73 members attended at four library locations. While we contacted schools in each community, only 4 schools-- Mead, Liberty, East Valley and Deer Park--accepted our invitation. Perhaps next year we can get more schools to participate.
- 22 members attended the *Enjoying Nature by Horseback* program at the Deer Park Library.

Connect Communities:

- We visited 46 adult facilities in December, the same as the previous month. Residents checked out 1935 items—down from last month's circulation of 2078 items.
- Mary Ellen and I presented a First Tuesday webinar called "Easy Readers Aren't Always Easy" for the Washington State Library.
- I made contact with Jeff Works from Thrivent Financial to schedule financial planning/consumer finance workshops in the spring—in the same vein as our ongoing partnership with STCU.
- Catherine Nero Lowry and I met with a student from EWU to discuss working together with the MEChA student group (Movimiento Estudiantil Chicano de Aztlán) to host a Día de Los Niños/Día Day Los Libros celebration at the Cheney Library in April.

Virtual Services (Carlie Hoffman)

- HelpNow and JobNow, an online tutoring service, was launched to the public and promotions began.
- Livemocha is no longer available to purchase, and the last date we offered this product was December 31, 2013. The Virtual Services team began evaluating language learning digital resources as replacement.

Library Operations Managers (Judy Luck/Gina Rice)

Connect Communities:

- We spoke with Andrea Scalia, a counselor at Mt. Spokane High school, who places Mead School District students in work-based volunteer spots with area businesses, and we have offered our libraries as a possible site in the coming year for a student in need of on-the-job experience. Previously we worked with Shannon Moser on similar projects as she secured work-based experience for students at Mead High School.

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	5765	4668	23.50%	35.36%	95.16%	76998	70605	9.05%
AR	12161	12585	-3.37%	-6.45%	22.17%	177507	175076	1.39%
CH	11845	11659	1.60%	-13.61%	5.66%	162104	177099	-8.47%
DP	11658	11283	3.32%	-4.96%	19.20%	161924	159577	1.47%
FF	1195	966	23.71%	0.08%	-18.32%	17036	14877	14.51%
ML	3954	4422	-10.58%	-11.78%	8.57%	56787	60066	-5.46%
MP	13582	14845	-8.51%	-5.71%	12.02%	199468	198351	0.56%
NS	44886	42714	5.08%	-0.14%	37.99%	623217	615093	1.32%
OT	4849	5715	-15.15%	-20.81%	-14.71%	79779	83174	-4.08%
SV	44461	44747	-0.64%	-3.88%	22.16%	616173	622899	-1.08%
TOT	154356	153604	0.49%	-3.92%	22.76%	2171367	2176817	-0.25%

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	3251	456	2034	24	5765	922	6687
AR	7424	642	4067	28	12161	2104	14265
CH	8386	708	2739	12	11845	1971	13816
DP	8534	651	2461	12	11658	1761	13419
FF	731	79	385	0	1195	171	1366
ML	2014	214	1714	12	3954	634	4588
MP	7453	826	5280	23	13582	2942	16524
NS	19311	2425	22875	275	44886	9148	54034
OT	2794	235	1799	21	4849	1264	6113
SV	12609	2361	29219	272	44461	7671	52132
TOT	72507	8597	72573	679	154356	28588	182944

	This Year This Month		Last Year This Month		Difference
	Self-Check Circulation	% of total circulation	Self-Check Circulation	% of total circulation	
AH	2058	35.70%	1994	42.72%	-7.02%
AR	4095	33.67%	3837	30.49%	3.18%
CH	2751	23.22%	2705	23.20%	0.02%
DP	2473	21.21%	2642	23.42%	-2.20%
FF	385	32.22%	263	27.23%	4.99%
ML	1726	43.65%	2098	47.44%	-3.79%
MP	5303	39.04%	5528	37.24%	1.81%
NS	23150	51.58%	23353	54.67%	-3.10%
OT	1820	37.53%	2470	43.22%	-5.69%
SV	29491	66.33%	23830	53.25%	13.08%
TOTAL	73252	47.46%	68720	44.74%	2.72%

	Books to Go	% of circulation	DVD	% of circulation	New Books	% of circulation
	AH	127	2.20%	2705	46.92%	340
AR	356	2.93%	3809	31.32%	1269	10.43%
CH	298	2.52%	4045	34.15%	861	7.27%
DP	234	2.01%	4492	38.53%	671	5.76%
FF	53	4.44%	421	35.23%	73	6.11%
ML	70	1.77%	1894	47.90%	255	6.45%
MP	317	2.33%	4149	30.55%	1221	8.99%
NS	880	1.96%	14581	32.48%	3138	6.99%
OT	156	3.22%	1859	38.34%	427	8.81%
SV	843	1.90%	14200	31.94%	3945	8.87%
TOTAL	3334	2.16%	52155	33.79%	12200	7.90%

Holds	Holds filled Last Year This Month	% of circulation	Holds filled This Year This Month	% of circulation	% Difference 2012 to 2013	Note: Zsupport holds added in 2013. No data is available for 2012. This impacts the percentage increase on the total only.
AH	1222	26.18%	1367	23.71%	-2.47%	
AR	2311	18.36%	2542	20.90%	2.54%	
CH	2293	19.67%	2462	20.79%	1.12%	
DP	2171	19.24%	2318	19.88%	0.64%	
FF	277	28.67%	360	30.13%	1.45%	
ML	963	21.78%	1063	26.88%	5.11%	
MP	2942	19.82%	3205	23.60%	3.78%	
NS	7447	17.43%	9110	20.30%	2.86%	
OT	1492	26.11%	1564	32.25%	6.15%	
SV	7738	17.29%	8115	18.25%	0.96%	
Zsupport			1070			
Total	28856		33176		21.49%	

New customer registrations			
	Nov 2012	Nov 2013	% Difference
AH	62	48	-22.58%
AR	92	98	6.52%
CH	49	91	85.71%
DP	47	52	10.64%
FF	3	6	100.00%
ML	24	26	8.33%
MP	80	106	32.50%
NS	251	232	-7.57%
OT	30	34	13.33%
SV	336	342	1.79%
TOTAL	974	1035	6.26%

November Cash Collection				
Payments received	2012	2013	2012 to 2013	% Difference
CASH	9164.29	10519.60	\$1,355.31	14.79%
CHECK	3494.25	3388.19	-\$106.06	-3.04%
CREDIT	6441.00	7968.73	\$1,527.73	23.72%
TOTAL	19,099.54	21876.52	\$2,776.98	14.54%

Library Reports

Airway Heights: Stacy Hartkorn

Develop Young Learners:

- Play and Learn Storytime in December 2013 attracted an average audience of 22.4 people per storytime, which is an increase of 5 people per storytime compared to December 2012. Overall, attendance at Play and Learn Storytime in 2013 averaged 27.2 people compared to 16.2 in 2012, which is almost an increase of 68%.

Explore and Discover:

- With 26 in attendance, December's Kids Explore & Discover Club program *Marshmallow Engineering* boasted the highest attendance for our monthly after school club since 2005. Overall, After School Special/Kids Explore and Discover Club averaged about 11 people per event in 2013, which is a slight decrease compared to an average of 13 in 2012. However, attendance for the 2013-2014 school year has started with an upswing, averaging 15 from October through December 2013, which is an increase compared to 2012's average (13).
- During their monthly field trip to the Airway Heights Library, Great Northern School District's 5th / 6th grade students chose a folktale or fable to checkout after their classroom teacher and library staff facilitated a group discussion about this genre.

Support Job Seekers and Local Businesses:

- I attended the December West Plains Chamber of Commerce Membership Luncheon at Ramada Inn at Spokane Airport with Ellen Peters. The event featured local nonprofit groups and a silent dessert auction. Additionally, donations for Toys for Tots were collected and guests GySgt John Evans and GySgt Brent Pulley of the United States Marine Corps shared information about the Toys for Tots organization.

Connect Communities:

- I facilitated two storytime events for a combined audience of 28 during the Airway Heights Winter Festival. Children in attendance were able to choose up to 3 free books which were donated by the Kiwanis Club Book Bank. Books from the Kiwanis book bank were also available for children who attended the free pancake breakfast at the Community Center.
- I attended two Airway Heights Kiwanis meetings where members helped plan the Airway Heights Winter Festival as well as brainstormed fundraising ideas for 2014.
- Snowdon Elementary's 2nd/3rd grade teacher, Ms. Frederick, provided her first monthly student art display for the library featuring paper collage trees. In response to the art display, a member exuberantly expressed his appreciation, proclaiming to staff that he couldn't help but smile whenever he looked at the art display.
- The meeting room was utilized a total of 8 times for non-library related activities compared to only 2 reservations in December 2012.

Argonne: Pat Davis

Develop Young Learners:

- Play and Learn Storytime attendance totaled 115 this December compared to 38 for last December.
- Out of library storytimes included the West Valley Co-op Preschool with 16 in attendance and Wishing Well Daycare with 11 in attendance.
- The addition of our boat shelves filled with Love Talk Play activities has been popular with younger members. We see youngsters using the new items throughout the day.

Explore and Discover:

- The Kids Explore and Discover program, *Marshmallow Engineering* attracted 18, a substantial increase over last year's attendance of five.
- We had 3 Book-a-Librarian appointments, all for members with eReader-related questions.

Support Job Seekers and Local Businesses:

- We proctored 4 exams compared to 1 last December.
- We assisted a member who needed to set up an account online with the Department of Licensing in order to renew a nursing license.

Connect Communities:

- 41 groups and/or individuals used the meeting and conference rooms this December, down slightly from 44 in December 2012.

Cheney: Catherine Nero Lowry

Develop Young Learners:

- Baby Play and Learn attendance increased from an average of 14 in December 2012 to an average of 22.25 in December 2013.
- Toddler Play and Learn was up substantially, with an average attendance of 33 compared to 15.5 in December 2012.
- Preschool Play and Learn attendance increased significantly, with an average attendance of 43 compared to 26.3 in December of 2012.
- We gave an interactive library tour and storytime to ABC Preschool, with 15 in attendance.

Explore and Discover:

- We had 16 people in attendance for The Kids Explore and Discover Club *Marshmallow Engineering* program. The inclusion of a local architect during this class was well received.

Support Job Seekers and Local Businesses:

- Margy and I helped a member navigate resume assistance in our JobNow digital resource. The member was relieved we offered a resume resource for which he did not have to pay.

Connect Communities:

- 19 groups used our meeting room this month compared to last December's total of 18.
- The library once again hosted the annual Cheney tree lighting ceremony. The event had a good turnout, and the biting cold brought many little faces inside to peer through the windows of the children's area as the tree was lit. Hot chocolate, Christmas carols and stories were shared in the library.

Deer Park: Kris Barnes

Develop Young Learners:

- The average storytime attendance was 19 compared to last December's average of 12.
- I conducted a historical fiction book talking session with three 5th grade classes. The students were each assigned a historical fiction novel for which to read and report.
- Our kids Explore and Discover Club *Marshmallow Engineering* program attracted 29 participants compared to last year's *After School Special* attendance of 15.
- Our tween *It's Your Move* program attracted 14 participants.

Support Job Seekers and Local Businesses:

- We proctored 8 exams this month, compared to last December's total of 5.

Explore and Discover:

- 10 members met this month at our *Adult Book Discussion* group to share goodies and discuss their favorite holiday read. Last year's total attendance was 5, so we did experience a 50% increase in participation.
- 22 members attended the *Enjoying Nature by Horseback* program sponsored and presented by the local Northeast chapter of the Back Country Horseman's group.
- 26 members gathered in the library to enjoy the *Holiday Harmony* musical program presented by students from Deer Park Middle School and our local choir director Mr. Huffman.
- We had two Book-a-Librarian opportunities this month. I helped a woman check out an eBook to her iPad and Mandy helped another member with her NOOK. We also spent some time the day after Christmas helping another young man with his brand new Emerson tablet, although none of us were familiar with this device and we were unable to find a user manual online.

Connect Communities:

- 28 groups used our meeting room this month compared to last December's total of 13.
- Hospice of Spokane continues to use our meeting room weekly to provide grief counseling for area residents. The Hospice counselor reports that she has connected with a total of 5 area residents and the attendance varies from 0-3 each week.
- Amber Williams and I attended a lunch meeting with Deer Park School District Superintendent Travis Hanson. Mr. Hanson talked about STEM education, their new teacher evaluation program, and their new software that helps record and track students' progress and carries over year to year so that teachers have access to past accomplishments and challenges.

Fairfield: Bev Bergstrom

Develop Young Learners:

- Average attendance at our *Play and Learn Storytimes* dropped to 50% of December 2012's twelve.
- We set up the *Love, Talk Play* interactive stand for children next to the ELS.

Support Job Seekers and Local Businesses:

- The Hangman Creek Chamber of Commerce met at the Fairfield Care facility and viewed a short clip on Rockford as one town on the Palouse Scenic byway. Fairfield has its own Youtube clip that was produced by Dan Walker. We also learned that two new businesses should open in Fairfield within the next few months.

Explore and Discover:

- Cindy showed 26 teens/tweens at the Fairfield Community Center how to create 3-D snowflakes. This was the highest attendance since October when she began going to this event.

Connect Communities:

- In the process of dropping school cards off at Liberty School, Cindy discovered that the staff had not read the explanatory information that went with the cards last year and she needed to explain what an asset the database cards are for the kids. The teachers got very excited once they understood.
- Cindy attended a town meeting that discussed a study being done by WSU on children in our town. The community was asked for feedback on safety/health issues. Childhood obesity was one topic. The library was listed as an asset because we are at the top of a hill (albeit not a big hill)!
- The Friends held a meeting with Nancy and Jane attending. The adult community-led drop-in craft classes were discussed as fitting well in the CommunityConnect profile for DIYers in this area.
- The Liberty High School choir sang at the community center for 22 members.

Medical Lake: Laura Baird

Develop Young Learners:

- Storytime attendance averaged 22, up from 15 in December 2012.
- I attended the *Let's Move* training held this month.
- The Love Talk Play interactive center has attracted many children since its installation.

Support Job Seekers and Local Businesses:

- I proctored three exams this month.

Explore and Discover:

- 34 people, a record number, attended our *Explore and Discover* program compared to nine attendees last December. Christie Onzay and I believe the huge increase was due to the promotion that the schools have been doing for the monthly program.
- A member provided a free blood pressure clinic in the meeting room for all interested community members. He will do a follow up service in January.

Connect Communities:

- This month's display case held a wonderful collection of Walt Disney toy clay sculptures that a member makes for Zak Designs. He was featured in the December 28th issue of the Spokesman Review in regard to 3-D printing that's being done by the company.
- The Friends book discussion group met for their annual holiday party in the meeting room. They shared goodies with staff after the event.
- A Cub Scout group that uses the meeting room entertained members one evening when they were practicing music for caroling later that night.
- Local author Christel Decker Bresko donated two books to be added to the Medical Lake local author collection.
- Nine groups used the meeting room this month compared to eight last November.

Moran Prairie: Danielle Marcy

Develop Young Learners:

- Toddler Play and Learn storytime averaged 34 attendees this month. This is a decrease from last month's average of 41 and last December's average of 48.
- Preschool Play and Learn storytime had an average attendance of 25, up from 24 last month, and 13 in December 2012.
- Baby Play and Learn storytime averaged 19, the same as last month and slightly down from 20 in December 2012.
- The fire station shelving unit arrived and the Love, Talk, Play display materials were made available.

Support Job Seekers and Local Businesses:

- We proctored 3 exams this month.

Explore and Discover:

- The Moran Prairie Book Club had 12 people on hand this month.
- The Kids Explore and Discover Club had 35 participants for *Marshmallow Engineering*. This is a sizable increase from last December's After School Special's attendance of 11.

Connect Communities:

- 60 groups utilized our meeting rooms this month, up from last month's 48.

North Spokane: Jason Johnson

Develop Young Learners:

- 726 children and their parents and caregivers attended early learning programs this month. This is an 8% increase from December 2012.
- Baby Play and Learn Storytime averaged 28 attendees. This is down 10 from last month's average, but up 12 from December 2012.
- Family Play and Learn Storytime had an average attendance of 19 this month. This is exactly the same as last month's average and up 2 from December 2012's average.
- Preschool Play and Learn Storytime averaged 39 attendees. This is down 11 from last month but up 3 from December, 2012.
- Toddler Play and Learn Storytime attracted an average attendance of 30. This is down from 39 last month and 34 in December 2012.
- Staff performed outreach storytimes for 174 children this month.
- 46 people attended the program *Marshmallow Engineering*.

Explore and Discover:

- 25 members attended 2 adult programs: 15 for *Holiday Harmony Mead HS Jazz Choir* and 10 for *North Spokane Book Club*.
- 27 tween/teen members attended 3 programs this month: 15 for *Tween Club: DIY Gifts*, 10 for *Anime Club*, and 2 for *Catching Fire*.

Support Job Seekers and Local Businesses:

- 3 exams were proctored in the library this month.

Connect Communities:

- December was a busy month for our staff assisting with ACA signup.
- The Friends donated funds for the staff holiday party and to the North Spokane Book Club.

Otis Orchards: Bev Bergstrom

Develop Young Learners:

- We placed our new fire-station stand in the picture book area for young children to do interactive Love, Talk, Play activities. It has gotten a moderate amount of use.
- December attendance at storytime decreased from an average of 13 per session in 2012 to an average of five members.

Support Job Seekers and Local Businesses:

- By moving our two study carrels into a position next to an outlet, we have more than doubled the use of these spaces. One student used a carrel for an entire day while she studied, as the space decreases distractions.
- Two representatives of Habitat for Humanity set up a station within the library to inform and interact with our members. At the end of the day, they felt they'd connected with the community, both informing and receiving positive feedback from future volunteers.
- Our Friends group treated the staff to a holiday breakfast at Otis Grill.

Explore and Discover:

- Kathy organized a craft table for the week before Christmas. Twenty-six children created Santa puzzles and colored them.

Connect Communities:

- An East Valley High School Choral group sang holiday music (with accompanying piano) for ten members in the audience and the listening staff.

Spokane Valley: Sonia Gustafson

Develop Young Learners:

- We installed a Love, Talk, Play discovery station and it's been used quite a bit.
- Baby Lapsit attendance continued to be high, with an average of 31 (2012's December average was only 12).
- Toddler storytime averaged 27 attendees per session, down from last December's average of 34.
- Preschool storytime averaged 23 attendees, up slightly from last December's average of 21.
- Family storytime continues to be smaller, but we're hopeful for continued growth in the new year. The average attendance was 11, down from last year's average of 32.

Explore and Discover:

- The 3D printing demo was a huge success. We set up a table for a local businessman to showcase his 3D printer and answer questions. 125 members stopped by the table to check it out, and 30 signed up to show interest in any future 3D printing programming.
- The Kids Explore and Discover Club drew an attendance of 22.
- Anime stayed strong with 22 as well.
- TWINE had an increased attendance of 7. The website has posted some new writing—it's great to see the virtual activity of the club.

Support Job Seekers and Local Businesses:

- We proctored exams for 8 students in December—half of them came in for multiple exams.

Connect Communities:

- Our display case featured painted pottery from a Spokane Valley Library staff member.
- Our conference room was hopping in December with staff helping members get signed up with the ACA.
- Our meeting and conference rooms were booked and used by 35 separate groups.

Public Use Measures

December 2013

Measure	This year	Last year	YTD	Last YTD	Rolling YTD
	This Month	This Month	This year	Comparison	Comparison
Registered borrowers	118,386	118,737		0%	
Door count	97,781	93,236	1,387,652	2%	2%
Circulation	206,667	201,996	2,749,618	1%	1%
Digital Media Catalog	23,482	18,260	246,606	29%	29%
Programs					
Number	204	209	2,740	5%	5%
Attendance	3,726	3,315	69,806	6%	6%
Group Visits					
Number	3	3	46	130%	130%
Attendance	125	40	1,343	390%	390%
Software Station bookings	17,815	16,413	231,882	6%	6%
Meeting room bookings	261	224	3,653	7%	7%
Holds placed					
By customers	31,315	26,828	433,119	11%	11%
By staff	3,702	4,993	76,979	-3%	-3%
Digital Media Catalog	7,861	5,154	75,722	17%	17%
Database use					
Searches	91,935	15,622	1,114,511	396%	396%
Retrievals	44,080	14,771	446,217	58%	58%
Website use (Remote)					
User sessions	92,139	86,133	1,001,092	-3%	-3%
Page views	210,674	271,824	2,514,549	-23%	-23%
Catalog	52,580	59,915	673,398	-13%	-13%
Database Access	6,040	3,968	61,172	6%	6%
Interlibrary loans					
Loaned	157	199	3,233	20%	20%
Borrowed	390	432	4,913	9%	9%

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 December 2013

Traditional Media

SCLD in the news:

- Dec 1 – Spokesman-Review: Literary Calendar: Poetry Scribes
- Dec 2 – 9 – Clear Channel radio run*
- Dec 4 – Deer Park Tribune: Storytimes
- Dec 5 – Spokesman-Review: Family Calendar: Kids Explore & Discover Club
- Dec 6 – Spokesman-Review: Kids & Family: Kids Explore & Discover Club
- Dec 9 – KREM.com: Local libraries offers Microsoft IT Academy at no cost
- Dec 10 – Facebook/KREM2: SCLD offers Microsoft IT Academy 231 likes/19 shares
- Dec 11 – Spokesman-Review: Spokane County Commissioners: Approval of election
- Dec 11 – Deer Park Tribune: Storytimes
- Dec 13 – Spokesman-Review: Kids & Family: Northside Tween Club
- Dec 13 – Spokesman-Review: Kids & Family: Kids Explore & Discover Club
- Dec 14 – Spokesman-Review: Spokane County Library District plans bond for renovation
- Dec 18 – Deer Park Tribune: Storytimes
- Dec 19 – Spokesman.com: Spokane County libraries post-holiday hours
- Dec 20 – Communities Connect Network: Airway Heights Library
- Dec 27 – Spokesman-Review: Kids & Family: T.W.I.N.E.
- Dec 27 – Spokesman-Review: Kids Explore & Discover Club
- Dec 27 – KXLY.com: Spokane County libraries partner with World Book Night
- Dec 28 – Spokesman-Review: Spokane Valley Calendar: Spokane Novelists Group
- Dec 31 – Spokesman-Review: Health Bulletin: Health Insurance Information Sessions

Estimated media value:

Approximate media value for SCLD in the news \$1250

*Not included in estimate

Press Releases

Dec 5 - IT Academy now available through Spokane County Library District

Dec 30 – Phone interview with Kelsey, an Intern writing an article on IT Academy for Cheney Free Press

E-Marketing (Website, Social Media, Email)

- Social Media:
 - Facebook: # of fans: 1891
 - Twitter: # followers: 691
 - Pinterest: followers: 709

- Email: 62,430 recipients sent on Dec 17
 - Open rate: 18,189
 - Clicked: 2,017
 - Unsubscribed: 301

Marketing Activities (website entries, posters/flyers, digital signage, social media)

- Dec 1 – Friends of the AH Library Meeting
- Dec 1 – Sign for Deer Park Margaret Irving quilt
- Dec 1 – Occupancy signage
- Dec 2 – Lego Build Day
- Dec 5 – Cheney Tree Lighting
- Dec 5 – Catching Fire
- Dec 5 – Digital Download flyer
- Dec 6 – AH Winter Festival
- Dec 6 – Book sale signs
- Dec 7 – 3D printing demo
- Dec 10 – Holiday Harmony/DP
- Dec 11 – NS Book Club
- Dec 15 – Lego newspaper ad & blog
- Dec 16 – Holiday Harmony/FF
- Dec 17 – Board meeting sign update
- Dec 17 – December eNewsletter
- Dec 17 – enjoying Nature by Horseback
- Dec 17 – Tween Club
- Dec 18 – DP Book Club
- Dec 18 – SV Book Club
- Dec 18 – Holiday Harmony/OT
- Dec 19 – Friends of the FF Library meeting
- Dec 20 – HelpNow flyer
- Dec 20 – Recently returned signs
- Dec 30 – Volunteer application
- Dec 31 – Photo release form
- Dec 31 – Book Psychic
- Dec 31 – Lego donations

Reprints of previously created work & order fulfillment

- Dec 1 – Health Plan Flyer reprint
- Dec 4 – Flash drives to Otis Orchards
- Dec 5 – Location labels
- Dec 11 – Easy Reader bookmarks
- Dec 11 – Explore and Discover Club brochures
- Dec 20 – Health Plan Flyer reprint
- Dec 20 – CIP brochures
- Dec 20 – TWINE flyers
- Dec 23 – Flash drives to DP
- Dec 27 – Flash drives to AH

Community Involvement

Dec 13 – Attended GSI Breakfast – topic: Global Businesses

Dec 16 – IT Academy demonstration for Representative Jeff Holy at Cheney Library 2pm

Dec 18 – IT demonstration for Representatives at Spokane Valley Library, 2pm

Dec 19 – Attended Friends of the Fairfield Library meeting

Current & Upcoming Projects

Jan 25 – Friends of the Deer Park Library book sale 9am-4pm

Jan 25 – Friends of the Spokane Valley Library book sale 9am-3pm

Mar 20 – Open House/Informational Meeting on Bond at Argonne 4pm-7pm

Mar 26 – Open House/Informational Meeting on Bond at Spokane Valley 4pm-7pm

TBD – Open House/Informational Meeting on Bond for Conklin property to be held at Greenacres Middle School (tentative)

**Spokane County Library District
Summary of Revenues & Expenses
For the Twelve Months Ended December 31, 2013**

	Y-T-D Actual	Annual Budget	Percent Used	Balance Remaining
REVENUES				
PROPERTY TAXES	\$ 10,097,318	\$ 10,058,400	100.39%	(\$38,918)
CITIES, SERVICES & FEES	690,109	690,000	100.02%	(109)
MISCELLANEOUS	231,205	217,527	106.29%	(13,678)
INTEREST REVENUES	24,354	36,000	67.65%	11,646
TOTAL REVENUES	\$ 11,042,986	\$ 11,001,927	100.37%	\$ (41,059)
TRANSFERS IN	\$ 164,100	\$ 164,100	100.00%	\$ -
TOTAL REVENUES & TRANSFERS IN	\$ 11,207,086	\$ 11,166,027	100.37%	\$ (41,059)
EXPENSES				
SALARIES	\$ 5,712,182	\$ 5,742,800	99.47%	\$ 30,618
FRINGE BENEFITS	1,656,843	1,683,400	98.42%	26,557
SUPPLIES	468,221	550,125	85.11%	81,904
SERVICES	1,483,284	1,719,500	86.26%	236,216
CAPITAL EXPENDITURES	55,689	62,500	89.10%	6,811
LIBRARY MATERIALS	1,481,976	1,621,300	91.41%	139,324
INTEREST EXPENSE	10	500	1.95%	490
OPERATIONAL CONTINGENCIES	-	271,375	0.00%	271,375
TOTAL EXPENSES	\$ 10,858,204	\$ 11,651,500	93.19%	\$ 793,296
TRANSFERS OUT	\$ -	\$ -	0.00%	\$ -
TOTAL EXPENSES & TRANSFERS OUT	\$ 10,858,204	\$ 11,651,500	93.19%	\$ 793,296
Net Excess of Revenues Over/(Under) Expenses	\$ 348,882	\$ (485,473)	-71.86%	\$ (834,355)

Spokane County Library District
Balance Sheet
December 31, 2013

ASSETS

CASH	\$ 3,840,412
ACCOUNTS RECEIVABLE -- NET OF ALLOWANCE FOR DOUBTFUL ACCOUNTS	503
TAXES RECEIVABLE	237,599
INVENTORY	51,544
PREPAID EXPENSES	401,263
TOTAL ASSETS	<u>\$ 4,531,321</u>

LIABILITIES

CURRENT LIABILITIES	\$ 344,299
DEFERRED REVENUES	174,893
TOTAL LIABILITIES	<u>\$ 519,192</u>

FUND BALANCES

NONSPENDABLE FUNDS -- PREPAID ITEMS	\$ 321,106
NONSPENDABLE FUNDS -- INVENTORY	46,322
NONSPENDABLE -- RETAIL MERCHANDISE INVENTORY	5,214
ASSIGNED FOR FACILITY MAINTENANCE PLAN	-
ASSIGNED FOR TECHNOLOGY PLAN	-
ASSIGNED FOR FURNITURE, FIXTURES & EQUIPMENT PLAN	-
ASSIGNED FOR LIBRARY MATERIALS PLAN	-
ASSIGNED FOR DEER PARK LIBRARY PROGRAM	6,093
ASSIGNED FOR DIANE ZAHAND MEMORIAL FUND	6,059
ASSIGNED FOR COMPENSATED ABSENCES	-
ASSIGNED FOR DISTRICT WELLNESS PLAN	1,262
ASSIGNED FOR CONTINGENCY RESERVES	-
RETAINED EARNINGS - CURRENT YEAR	348,882
UNASSIGNED FUND BALANCES	3,277,193
TOTAL FUND BALANCES	<u>\$ 4,012,129</u>

TOTAL LIABILITIES & FUND BALANCES	<u>\$ 4,531,321</u>
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CAPITAL PROJECT FUND BALANCE 12/31/13	<u>\$ 1,136,179</u>
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Spotlight Moran Prairie Library

Library Supervisor Danielle Marcy will share highlights of Moran Prairie Library and the community it serves.

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

OVERVIEW COMMUNITYCONNECT

Deputy Directors Patrick Roewe and Doug Stumbough will provide an overview of CommunityConnect.

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