

MISSION

We inspire learning, advance knowledge, and connect communities.

Board of Trustees Regular Meeting

March 18, 2014 4:00 p.m. Argonne Library Public Meeting Room

AGENDA

- I. CALL TO ORDER**
- II. AGENDA APPROVAL [4:00]**
- III. ACTION ITEMS**
 - A. Approval of February 18, 2014, Regular Meeting Minutes [4:00-4:03]
 - B. Approval of February 2014 Payment Vouchers [4:03-4:05]
 - C. Unfinished Business [4:05-4:10]
 1. 2014 Bond Election Update
 - D. New Business [4:10-4:25]
 1. Code of Conduct Policy: Approval recommendation.
- IV. DISCUSSION ITEMS, POSSIBLE ACTION**
 - A. Future Board Meeting Agenda Items [4:25-4:30]
- V. REPORTS**
 - A. Trustees [4:30-4:35]
 - B. Executive Director [4:35-4:40]
 - Administrative
 - Community Activities
 - C. Public Services [4:40-4:45]
 - D. Communication [4:45-4:50]
 - E. Fiscal [4:50-4:55]
 - F. Spotlight – Argonne Library [4:55-5:05]
 - G. Overview – Online Learning [5:05-5:25]
- VI. PUBLIC COMMENT**
- VII. ADJOURNMENT**

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

This meeting location is barrier-free. If you require accommodation to participate in this meeting, please notify Spokane County Library District Administrative Offices (509/893-8200) at least 48 hours prior. 03/18/14

SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: FEBRUARY 18, 2014

CALL TO ORDER

The regular monthly meeting of the Spokane County Library District Board of Trustees was held Tuesday, February 18, 2014, in the public meeting room at Spokane Valley Library, 12004 E. Main Ave., 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
John Craig - Trustee
Mark Johnson - Trustee
Sean Morrow - Trustee
Nancy Ledeboer - Executive Director and Secretary

EXCUSED:

None.

GUEST: Integra Government and Education Account Manager, Carlos Simmons

Also Present: Jane Baker, Communication & Development Officer; Mary Ellen Braks, Library Services Manager; Diane Brown, Librarian; Paul Eichenberg, Chief Human Resources Officer; Priscilla Ice, Chief Information Officer; Michelle Booth, Librarian; Sonia Gustafson, Managing Librarian; Patrick Roewe, Deputy Director, Library Services; Andrea Sharps, Deputy Director, Collection Services; Doug Stumbough, Deputy Director, Library Operations; and Patty Franz, Administrative Assistant.

AGENDA APPROVAL-

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

The motion carried unanimously.

ACTION ITEMS

APPROVAL OF JANUARY 21, 2014, REGULAR MEETING MINUTES

Mr. Hattenburg called for corrections to the January 21 regular meeting minutes. There were no corrections; the minutes stand approved as written.

APPROVAL OF JANUARY 2014 BILL PAYMENT VOUCHERS

Mr. Davis moved and Mr. Johnson seconded approval of bill payment vouchers for January 2014:

Fund

L01	Voucher numbers: 45425 through 45625 and W00158-W00162 totaling	\$ 887,571.77
	Payroll numbers: 01102014PR and 01242014PR totaling	\$ 365,794.82

	Total	\$1,253,366.59
L08	Capital Projects Fund: 9517 Bernardo Wills Architects	\$ 4,944.60
	9518 Bernardo Wills Architects	\$ 6,826.74
	1292014CIP First American Title Insurance Co.	\$ 97,366.69
	Total	\$ 109,138.03

There were no questions.

The motion was unanimously approved.

UNFINISHED BUSINESS

SPRAGUE AVENUE LIBRARY AND PARK PROJECT UPDATE. Mr. Stumbough reported the documents related to purchase of the Spokane Valley property were completed and filed by First American Title, January 31. The property is now officially owned by the District.

NEW BUSINESS

WELCOME INCOMING TRUSTEE. Mr. Hattenburg introduced and welcomed John Craig, appointed to the Board of Trustees for his first five-year term by the Board of County Commissioners, effective Feb. 11. Mr. Hattenburg said he anticipates Mr. Craig will bring to the board the same characteristics he is known for—integrity and a straight-forward approach.

There was no further discussion.

2014 BOND ELECTION COMMUNICATION. Communication & Development Officer Jane Baker presented the District communication plan PowerPoint, developed to inform and educate the Board of Trustees and staff about how and what information, based on PDC guidelines, can be presented to library members/groups about the April 22 bond election. Ms. Baker also distributed copies of the informational brochure designed and written by the Communication Department. Questions posed by Trustees included how to separate the three potential projects funded by the bond; how to emphasize that only voters living in the LCFA will pay increased property taxes for the projects, and if a mailer sent to those taxpayers is allowable/planned. In response, Ms. Baker said we began to provide information about the separate projects at informational open houses last summer. Therefore, we can continue to clarify distinctions, if asked. At this time, a mailer is not planned, yet it would be allowed based on our past practice of mailing information to households. Ms. Baker said she will give the mailer consideration, and also emphasized timing, tone, tenor and factual information as essential in all communications. Recently, Ms. Baker and Mr. Hattenburg were interviewed by reporter Craig Howard, for The Current's March issue cover story. Mr. Hattenburg complimented Ms. Baker on the comprehensiveness and quality of the informational brochure. There was no further discussion.

FACILITY USE FOR POLITICAL PURPOSES POLICY. Mr. Hattenburg moved and Mr. Johnson seconded approval of revisions to the Facility Use for Political Purposes policy. The primary purpose of the update was to revise the RCW number that had been changed, effective January 2012, and add a purpose statement. There was no further discussion.

PARTNERSHIP AND SPONSORSHIP POLICY. Mr. Davis moved and Mr. Hattenburg seconded the addition of a new Partnership and Sponsorship policy. In recognition of the emphasis placed on community engagement as part of the Community Impact Plan and in anticipation of future partnership and sponsorship opportunities, the policy draft established general guidelines for the future. Mr. Roewe briefly provided background of this new policy modeled after Pierce County Library System, Dauphin County Library System (PA), and Akron-Summit County Public Library (OH), noting with approval a complementary procedure will be put in place as well. In response to Mr. Davis' question about the kind of recognition the District has in mind for community partners or sponsors, Mr. Roewe indicated recognition would be commensurate to contribution; e.g., a plaque with name recognition for a 3-D printer; stickers inside book covers to acknowledge book donations, etc. The draft policy was intentionally broad to provide flexibility.

WIDE AREA NETWORK CONTRACT APPROVAL. Mr. Johnson moved and Mr. Hattenburg seconded approval of the wide area network (WAN) contract with Integra Telecom Holdings, Inc., a new provider for the District. Ms. Ice said the new provider allows all 10 District libraries to be on the same network, improves connection speeds at Fairfield and Deer Park and provides upgrades at several other buildings as well. The new contract has a higher cost of about \$1,000 per month because we've purchased more capacity. Ms. Ice said we anticipate our E-Rate filing reimbursement to be based on the increased cost.

In Favor: Tim Hattenburg, Dan Davis, John Craig, Mark Johnson.

Abstentions: Sean Morrow.

Motion passed.

RECIPROCAL USE REVIEW OF LIBERTY LAKE AND SPOKANE PUBLIC LIBRARIES. Mr. Roewe provided a brief history of reciprocal use between SCLD and Spokane Public Library, and SCLD and Liberty Lake Municipal Library. He pointed out the inter-local agreement respective to each partner requires statistics to be reported annually. Mr. Roewe said the average checkout in favor of the District is approximately 2:1. SCLD members borrowed an average of 9 items from SPL, while SPL members borrowed 19 from SCLD. In response to questions posed by Trustees, Mr. Roewe said the disparity could be attributed to the District's more robust collection and longer open hours, yet is not a cause for concern, as it does not drain District resources. Ms. Ledebor drew attention to the data for Airway Heights. While it is a relatively low number compared to Moran Prairie and North Spokane, use by city residents is a significant part of Airway Heights' usage overall. Trustees may recall that the annexation mitigation agreement with the City of Spokane is almost at an end and yet we continue to serve city residents who now reside within the borders of the city. These residents appear to prefer the local Airway Heights Library to the nearest city library, which would be Downtown. In the future we may want to consider this data when negotiating annexation agreements. In the case of Moran Prairie, the annexation agreement recognized that city residents would continue to use Moran Prairie as their community library and the payments will not sunset. Mr. Davis commented the statistics say good things about Moran Prairie, particularly with its proximity to two city libraries.

DISCUSSION ITEMS, POSSIBLE ACTION

FUTURE BOARD MEETING AGENDA ITEMS

Mr. Hattenburg reviewed the list of tentative agenda items for the next two months. The March meeting will be held at Argonne. In response to Mr. Hattenburg's question, the online learning overview scheduled for March will include all virtual learning services offered by the District.

REPORTS

TRUSTEES

Mr. Craig said he was pleased of his appointment and glad to be here. He regularly notices library parking lots are quite full, and while reading reports in preparation for this meeting he was mindful of the importance of his role as Trustee. Trustees welcomed Mr. Craig.

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 reported WLA Library Legislative Day, held January 24 in Olympia, was positive and worthwhile. She reported on the experience in a weekly news report to staff and Trustees in lieu of including a report at this meeting. She also noted we have sponsored a table at the upcoming Spokane Valley Chamber of Commerce meeting to provide information about District library services.

PUBLIC SERVICES

Deputy Directors Patrick Roewe and Doug Stumbough provided a written report prior to the meeting for January 2014, with data for customer use measures, programming and library activities. In response to Mr. Hattenburg's concern about security incidents at Deer Park and Moran Prairie, Mr. Stumbough said the incidents involve repeating individuals. Library staff is asked to document incidents for staff awareness. There was no further discussion.

COMMUNICATION

Communication & Development Officer Jane Baker provided a written report prior to the meeting for January 2014 communication activities. Mr. Hattenburg expressed appreciation to Ms. Baker for her continued efforts toward the upcoming bond election. Mr. Davis commented how Communication Department activities grow larger each month.

FISCAL

Revenue and Expenditure Statement through January 31, 2014.

<u>Fund 001</u>	
Revenues	\$ 10,397,334
Expenditures	\$ 1,224,257
Ending Fund Balance	\$ 859,360
Fund Budget Expended	10.88%

In response to Mr. Hattenburg's question about the status of the SAO audit, Ms. Ledebor said it is not yet final.

SPOTLIGHT SPOKANE VALLEY LIBRARY

Managing Librarian Sonia Gustafson and Librarian Michelle Booth reported on Spokane Valley Library and the community it serves. Librarian Diane Brown was also present to support questions. Spokane Valley Library (SV) ranks as one of the busiest public libraries in Eastern Washington. New single desk service was implemented in November 2013, which has helped provide customer service excellence by allowing staff to engage with members at their point of need. The thematic statement for SV is "Adding Value to Our Lives." In response to Community Impact Plan service goals, Play & Learn Storytime is a large part of developing young learners; at SV it is very well attended. Baby Lapsit has the highest average attendance. The majority of Outreach Storytimes are in Spokane Valley and presented by many staff. Ms. Gustafson pointed out a play castle was received today for the Children's Area. She encouraged Trustees to pass through the area after the meeting to see the castle and magnetic wall. For explore and discover, emphasis was placed on programs to support STEM. Based on interest following a demo by a local expert in the library lobby, a 3-D Printing Club is anticipated to begin soon. Recently, an unprecedented 100 people attended a hosted program with the Heritage Museum, which demonstrated significant community interest. Book a Librarian sessions are popular with families with various electronic devices. Additional sessions are ramping up, such as Lego Build Day (scheduled for December at SV), which has had explosive popularity. In response to demand, Lego Build programs will be held every Monday night all summer long. Librarian Michelle Booth reported on library programs to support job seekers and local businesses. Ms. Booth attends meetings with WorkSource each month. She said we hope to offer more resume classes and make additional career resources available. Librarian Kandy Brandt is now a Spokane Valley Chamber of Commerce Ambassador. We've sponsored a business table this month to network and promote IT Academy courses. SV participates in activities to support local fairs and events, such as the Book Cart Drill Team comprised of staff in Valleyfest and other local parades. Overall, ideas for the future are more partnerships; programming outside of library venues; more DIY programs to include home and yard; financial planning; broadening options for Book a Librarian; taking workshops on the road to service and community organizations, and helping to facilitate City of Spokane Valley unity.

OVERVIEW COMMUNITY IMPACT PLAN

Mr. Hattenburg moved and Mr. Morrow seconded approval of the suggested modifications to objectives of the Community Impact Plan. Deputy Director Patrick Roewe provided an overview supported by a PowerPoint presentation of the Community Impact Plan after a year of implementation. He introduced Library Services Manager Mary Ellen Braks. With a year of the Community Impact Plan (CIP) now complete, staff has been able to assess progress made in pursuit of individual objectives and complementary overarching goals. As demonstrated by the report provided in advance of this meeting, the District exceeded the anticipated numbers for some objectives, while coming close but not quite reaching others, and yet still having to build capacity in order to reach the rest. To a certain extent, such variations are to be anticipated,

considering metrics were established prior to the start of many of the initiatives. Once the initiatives got underway, staff was able to learn how objectives meshed with practical reality. Objectives were written with a certain degree of ambition and a willingness to take risks. Those that are yet to be met provide additional impetus to pursue them with greater focus. Those that have been met—and in some cases were eclipsed—demonstrate that we were perhaps further along in our efforts than initially thought. To that end, staff recommends revisions to several objectives to better align them with the resources and opportunities available. Revisions provided in advance were presented by Mr. Roewe. In response to Mr. Morrow's question about security of loaned devices by the library, Chief Information Officer Priscilla Ice said devices are controlled by District network security and become inoperable and therefore useless off the premises. Mr. Hattenburg said he is impressed by the report appendix of library programs and staff for setting the bar high. Mr. Roewe said programs are filtered for how they fit into goals of the CIP and community interests. Trustees complimented staff for their actions to carry out the CIP. Ms. Ledeboer said our intent was to create an organic plan that would evolve and grow, not sit on a shelf. Mr. Roewe said with Trustees' approval, the document will be updated and posted on the District website.

PUBLIC COMMENT

There were no public comments.

ADJOURNMENT

The meeting adjourned at 5:20 p.m.

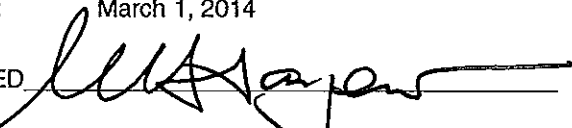
Tim Hattenburg, Chair

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 February 28, 2014 and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$915,764.90 and that we are authorized to authenticate and certify these claims.

DATE: March 1, 2014

SIGNED: 

TITLE: Chief Financial Officer

SIGNED: 

TITLE: Executive Director

VOUCHER NUMBER	DESCRIPTION	VOUCHER AMOUNT
045626	ABM JANITORIAL SERVICES - NW	CUSTODIAL SERVICES \$ 11,751.38
045627	VOID VOUCHER	VOID VOUCHER -
045628	VOID VOUCHER	VOID VOUCHER -
045629	VOID VOUCHER	VOID VOUCHER -
045630	ARC ELECTRIC	BUILDING REPAIR & MAINTENANCE 423.82
045631	AUDIO EDITIONS	LIBRARY MATERIALS 87.94
045632	AVISTA UTILITIES	UTILITIES 8,251.62
045633	BLACKSTONE AUDIO BOOKS	LIBRARY MATERIALS 90.98
045634	CONSOLIDATED ELECTRICAL DIST.	MAINTENANCE SUPPLIES 167.20
045635	CENTURYLINK	TELEPHONE 82.04
045636	CENTURYLINK	TELEPHONE 42.28
045637	CENTURYLINK	TELEPHONE 144.89
045638	CENTURYLINK	TELEPHONE 91.01
045639	CENTURYLINK	TELEPHONE 1,999.20
045640	CITY OF SPOKANE	UTILITIES 257.06
045641	CITY OF AIRWAY HEIGHTS	UTILITIES 130.49
045642	CITY OF CHENEY	UTILITIES 685.01
045643	CITY OF DEER PARK	UTILITIES 67.37
045644	CRAIG BARNETT	LIBRARY MATERIALS 176.20
045645	COSTCO -CAPITAL ONE COMMERCIAL	OFFICE/LIBRARY SUPPLIES 20.94
045646	DELL MARKETING L.P.	OFFICE/LIBRARY SUPPLIES 97.76
045647	DIVCO INCORPORATED	BUILDING REPAIR & MAINTENANCE 1,421.33
045648	EMPIRE DISPOSAL INC.	UTILITIES 18.81
045649	FAST LANE CONSULTING & ED	TRAINING & TRAVEL 6,013.00
045650	FINDAWAY WORLD, LLC	LIBRARY MATERIALS 423.84
045651	ANDREA A. FITZSIMMONS	CUSTODIAL SERVICES 170.00
045652	FRONTIER COMMUNICATION	TELEPHONE 405.00
045653	GALE/CENAGE LEARNING	LIBRARY MATERIALS 473.92
045654	GREENLEAF LANDSCAPING, INC.	SNOW REMOVAL 209.25
045655	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS 8,856.98
045656	INLAND PUBLICATIONS	ADVERTISING 618.00
045657	NORTHWEST BUSINESS PRESS INC	LIBRARY MATERIALS 79.95
045658	MIDWEST TAPE	OFFICE/LIBRARY SUPPLIES 4,156.52

045659	MODERN ELECTRIC WATER COMPANY	UTILITIES	2,414.28
045660	OFFICE OF THE CODE REVISER	LIBRARY MATERIALS	94.57
045661	OVERDRIVE, INC.	LIBRARY MATERIALS	5,925.82
045662	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	884.51
045663	RECORDED BOOKS, LLC	LIBRARY MATERIALS	15,269.43
045664	JANELLE KRUM, CUSTODIAN	REIMBURSE PETTY CASH FUND	90.89
045665	SPOKANE COUNTY LIBRARY DIST	REIMBURSE REVOLVING FUND	512.70
045666	SIMBRO, INC.	BUILDING REPAIR & MAINTENANCE	684.81
045667	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	103.41
045668	U.S. BANK	H S A ACCOUNT EXPENSES	48.00
045669	WASTE MANAGEMENT OF SPOKANE	UTILITIES	1,110.08
045670	WORLD CHAMBER/ COMM DIRECTORY	LIBRARY MATERIALS	114.00
045671	VANTAGEPOINT TRNSFR AGENTS-457	EMPLOYEE CONTRIBUTIONS	6,945.69
045672	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	34,114.13
045673	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	432.35
045674	AVISTA UTILITIES	UTILITIES	424.74
045675	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	49.72
045676	BLACKSTONE AUDIO BOOKS	LIBRARY MATERIALS	37.49
045677	BUDGET-RENT-A-CAR	CAR RENTAL	150.29
045678	CCI SOLUTIONS	OFFICE/LIBRARY SUPPLIES	266.71
045679	CLEAR CHANNEL BROADCASTING INC	ADVERTISING	973.00
045680	CENTURYLINK	TELEPHONE	87.10
045681	CHEVRON U.S.A. INC.	VEHICLE FUEL	35.06
045682	CITY OF MEDICAL LAKE	UTILITIES	156.82
045683	CITY OF SPOKANE VALLEY	UTILITIES	105.00
045684	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	217.06
045685	DEVRIES INFORMATION MGMT	COURIER SERVICE	4,734.00
045686	EARTHWORKS RECYCLING,INC	UTILITIES	227.30
045687	E-LEARN LIBRARIES	TRAINING & TRAVEL	8,000.00
045688	GREATAMERICA FINANCIAL SVCS.	POSTAGE METER LEASE	159.95
045689	GALE/CENAGE LEARNING	LIBRARY MATERIALS	286.90
045690	GAYLORD BROTHERS INC.	OFFICE/LIBRARY SUPPLIES	282.76
045691	GREATER SPOKANE VALLEY CHAMBER	TRAINING & TRAVEL	165.00
045692	GREENLEAF LANDSCAPING, INC.	SNOW REMOVAL	2,470.79
045693	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	8,243.20
045694	INTEGRA	TELEPHONE	2,302.11
045695	INLAND POWER AND LIGHT	UTILITIES	651.37
045696	MIDWEST TAPE	LIBRARY MATERIALS	4,272.59
045697	OCLC, INC.	CATALOGING & AUTHORITY SERVICES	3,000.68
045698	OVERDRIVE, INC.	LIBRARY MATERIALS	10,019.90
045699	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	1,237.85
045700	QWEST CORPORATION	TELEPHONE	2,071.38
045701	RECORDED BOOKS, LLC	LIBRARY MATERIALS	2,006.78
045702	SCHOLASTIC LIBRARY PUBLISHING	LIBRARY MATERIALS	1,579.89
045703	SPOKANE COUNTY UTILITIES	UTILITIES	443.41
045704	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	277.83
045705	VERIZON WIRELESS	TELEPHONE	276.08
045706	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	626.21
045707	WHITWORTH WATER DISTRICT #2	UTILITIES	27.73
045708	ASSOC OF WASHINGTON CITIES	MEDICAL, DENTAL, VISION & LIFE INSURANCE	66,652.49.
045709	SAGE SOFTWARE, INC	SOFTWARE SUPPORT	6,154.06

045710	ABM JANITORIAL SERVICES - NW	CUSTODIAL SERVICES	11,751.38
045711	AMSAN CUSTODIAL SUPPLY	MAINTENANCE SUPPLIES	15.35
045712	AVISTA UTILITIES	UTILITIES	1,735.65
045713	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	39.64
045714	BOOKLIST	LIBRARY MATERIALS	147.50
045715	COUNTER COUNTRY CONSTRUCTION	BUILDING REPAIR & MAINTENANCE	549.04
045716	CONSOLIDATED ELECTRICAL DIST.	MAINTENANCE SUPPLIES	199.96
045717	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	44.69
045718	CENTURYLINK	TELEPHONE	90.51
045719	CENTURYLINK	TELEPHONE	34.73
045720	CENTURYLINK	TELEPHONE	59.85
045721	CENTURYLINK	TELEPHONE	91.01
045722	CENTURYLINK	TELEPHONE	130.63
045723	CENTURYLINK	DATA COMMUNICATIONS - WAN	9,219.04
045724	DELL MARKETING L.P.	OFFICE/LIBRARY SUPPLIES	97.76
045725	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	599.79
045726	DIVCO INCORPORATED	BUILDING REPAIR & MAINTENANCE	4,902.64
045727	SARA EDLIN	LIBRARY PROGRAMS	200.00
045728	GALE/CENAGE LEARNING	LIBRARY MATERIALS	1,155.17
045729	H&H BUSINESS SYSTEMS, INC.	EQUIPMENT REPAIR & MAINTENANCE	68.90
045730	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	8,795.33
045731	INTERIOR DEVELOPMENT EAST LTD	FURNITURE, FIXTURES & EQUIPMENT	916.34
045732	GROUP W MARKETING	OFFICE/LIBRARY SUPPLIES	500.00
045733	MOORE WALLACE	OFFICE/LIBRARY SUPPLIES	127.96
045734	NEW YORK TIMES	LIBRARY MATERIALS	68.80
045735	ROBERT J SAVAGE	ELECTRONIC LIBRARY SERVICES	3,995.00
045736	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	549.01
045737	RECORDED BOOKS, LLC	LIBRARY MATERIALS	48.68
045738	SCHOLASTIC LIBRARY PUBLISHING	LIBRARY MATERIALS	1,470.98
045739	SIRSIDYNIX	D. P. HARDWARE & SOFTWARE	5,108.90
045740	SPOKANE COUNTY TREASURER	UTILITIES	4,700.89
045741	RACHEL TUPPER	LIBRARY PROGRAMS	750.00
045742	UNIQUE MANAGEMENT SERVICES	COLLECTION AGENCY NOTICE & FEES	3,388.20
045743	UPS	FREIGHT	16.96
045744	VIC B. LINDEN & SONS	FURNITURE, FIXTURES & EQUIPMENT	96.74
045745	VANTAGEPOINT TRNSFR AGENTS-457	EMPLOYEE CONTRIBUTIONS	6,932.59
045746	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	32,397.32
045747	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	432.35
045748	AMERICAN LIBRARY ASSOCIATION	DUES & MEMBERSHIPS	625.00
045749	ASSOC. OF WASHINGTON CITIES	DUES & MEMBERSHIPS	5,998.77
045750	AVISTA UTILITIES	UTILITIES	1,343.07
045751	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	67.88
045752	A+ PRINTING, INC	PRINTING	787.80
045753	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	49.98
045754	CENTURYLINK	TELEPHONE	42.28
045755	CENTURYLINK	TELEPHONE	42.06
045756	DIVCO INCORPORATED	BUILDING REPAIR & MAINTENANCE	605.90
045757	EARLY LEARNING PUB LIB PARTNER	OTHER PROFESSIONAL SERVICES	3,106.00
045758	FRONTIER COMMUNICATION	TELEPHONE	107.60
045759	GALE/CENAGE LEARNING	LIBRARY MATERIALS	404.36
045760	GREENLEAF LANDSCAPING, INC.	SNOW REMOVAL	2,644.76

045761	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	7,033.48
045762	INLAND POWER AND LIGHT	UTILITIES	305.10
045763	MATTHEW L. DONEEN	FURNITURE, FIXTURES & EQUIPMENT	1,603.33
045764	MIDWEST TAPE	LIBRARY MATERIALS	12,204.22
045765	OTIS ELEVATOR COMPANY	BUILDING REPAIR & MAINTENANCE	1,141.35
045766	OVERDRIVE, INC.	LIBRARY MATERIALS	10,278.59
045767	THOMAS S SMITH	PARKING LOT LEASE	200.00
045768	THOMAS S SMITH	PARKING LOT LEASE	2,095.21
045769	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	779.25
045770	RECORDED BOOKS, LLC	LIBRARY MATERIALS	340.25
045771	RESEARCH TECHNOLOGY INT CO	OFFICE/LIBRARY SUPPLIES	219.95
045772	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	185.31
045773	STATE AUDITOR'S OFFICE	AUDIT FEES	1,212.20
045774	SUPERINTENDENT OF DOCS	LIBRARY MATERIALS	28.00
045775	TARGET SYSTEM TECHNOLOGY, INC	SOFTWARE SUPPORT	57.50
045776	U.S. BANK CORP. PAYMENT SYSTEM	CHARGE CARD PAYMENT	14,851.36
045777	WASTE MANAGEMENT OF SPOKANE	UTILITIES	1,110.08
045778	WASHINGTON LIBRARY ASSOCIATION	DUES & MEMBERSHIPS	4,455.82
W00164	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	61,506.45
W00165	US BANK	H S A CONTRIBUTIONS	1,697.47
W00166	STATE OF WASHINGTON	MONTHLY EXCISE/SALES TAXES	3,705.16
W00167	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	57,788.77
W00168	US BANK	H S A CONTRIBUTIONS	1,697.47

Total Non-Payroll General Operating Fund **\$ 546,582.78**

PAYROLL VOUCHERS

02102014PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	\$ 181,776.22
02252014PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	<u>170,671.58</u>

Total Payroll General Operating Fund **\$ 352,447.80**

TOTAL GENERAL OPERATING FUND **\$ 899,030.58**

CAPITAL PROJECTS FUND

009519	CENTRAL VALLEY SCHOOL DISTRICT	RENTAL FEES	\$ 4.00
009520	VOID VOUCHER	VOID VOUCHER	-
009521	KOEGEN EDWARDS LLP	LEGAL SERVICES	<u>16,730.32</u>

TOTAL CAPITAL PROJECTS FUND **\$ 16,734.32**

Spokane County Library District
Monthly Credit Card Activity
For the Month of February 2014

<u>Card Category</u>	<u>Amount</u>
General Purchases	\$4,812.05
Maintenance	1,195.03
Travel	6,258.04
Acquisitions	2,020.30
Information Technolgy	565.94
Total Purchases	<u><u>\$14,851.36</u></u>

2014 Bond Election Update

Doug Stumbough presented information on the bond proposal to the Chambers' Government Action Committee on February 4 and a motion was passed to ask the Chamber Board to endorse the bond issues. Rick Lloyd from Citizens for Valley Libraries and I attended the Chamber Board of Director's meeting on February 26. We responded to questions about the proposal and a motion to endorse the bond issue was passed unanimously. There will be information stating the Chamber's endorsement in an upcoming newsletter.

The District hosted an information table at the Chamber breakfast on February 21. Staff shared information about IT Academy and other services that support businesses. Information about the bond issue was available at the table.

Jane Baker presented information about the bond proposal to the Spokane Contractor's Association. The library information was presented along with other government agencies that have potential building projects in the coming year. Response to the library presentation was very positive.

Craig Howard of the Current interviewed Priscilla Ice and other staff about the proposed bond issue. Priscilla provided a historical context for the Spokane Valley Library sharing how many people have used the library over the past 50 years. Generations of Valley residents have memories of using this busy library. The story was published in the March issue, and featured as the cover story of the Current.

I held a conference call with Dick Schober of Piper Jaffray & Co., along with bond counsel Roy Koegen and Debbi Haskins. Mr. Schober shared a possible timeline for selling bonds if the election outcome is positive. He explained the new municipal financial advisor rule that goes into effect this year. I discussed the new rule with Mr. Koegen and if we are successful with the election it is to our benefit to hire an independent financial advisor to review pricing proposed by the bond underwriter. Pending the bond election outcome, Mr. Koegen will seek quotes for financial advisory services and present information to the Board.

The presentation done for service organizations was also presented to the Spokane Valley Friends of the Library. A similar presentation will be done for the Argonne Friends of the Library on March 19.

On Friday, March 7, a mailing of 53,942 postcard invites went to all residents in the proposed Spokane Valley Library Capital Facility Area. The postcard gave a brief overview of the two propositions on the ballot along with the dates and times of the three informational open houses to be held in the latter part of March.

Information on the bond was requested by and provided to the owner of Georgio's Fitness Center, the business located across Herald from the proposed location of the Spokane Valley Library. He was connected with Rick Lloyd and may possibly pay for ads in the April edition of The Current. Georgio was also looking into purchasing an ad in the Valley Voice section of The Spokesman-Review.

Later in March, staff will present information to Sunrise Rotary, Valley Rotary, and in April to the Soroptomists. An invitation with the dates of the three Open House meetings was mailed the first week of March to all households within the proposed Spokane Valley LCFA. This is the same process used

last summer inviting people to the Sprague Property Open House to provide feedback on the proposed site plan.

Open Houses are scheduled from 4-7 pm as follows:

- Argonne Library - March 20
- Greenacres Middle School - March 25 (17409 E. Sprague Ave.)
- Spokane Valley Library – March 26

Recommended Action: This information is for your review and discussion. There is no recommended action at this time.

Code of Conduct

BACKGROUND

The primary revision of this policy was to add overnight parking at District-owned facilities to the list of examples of conduct not allowed on District property. This revision allows the Code of Conduct to support posted signage already in place at District-owned facilities.

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

Recommended Action: Motion to approve Code of Conduct Policy, as revised.

SPOKANE COUNTY LIBRARY DISTRICT

DRAFT

POLICY: Code of Conduct

APPROVAL DATE: 5/18/1995

REVISION DATE: 3/18/2014

PREVIOUS POLICY TITLE: Rules of Customer Conduct

RELATED POLICY

Children's Safety in Libraries

Computer, Wireless Network and Internet Use Policy

STATUTORY REFERENCE: RCW 27.12.290

Purpose:

Defines conduct expectations for community members when using Spokane County Library District facilities.

Background:

Spokane County Library District is supported by the tax paid by District property owners, who expect our facilities to be clean, comfortable and safe places for selecting materials, reading, researching, studying, writing and attending programs and meetings. To this end, the District is responsible for establishing a code of conduct to protect the rights and safety of members, volunteers and staff, and for preserving and protecting the District's materials, equipment, facilities and grounds.

POLICY:

The following actions are examples of conduct not allowed on District property:

- Engaging in any activity in violation of Federal, State, local or other applicable law, or District policies, rules or regulations.
- Failing to comply with a reasonable staff request.
- Being under the influence of alcohol/drugs, and selling, using or possessing alcohol/illegal drugs.
- Using wheeled devices in District buildings, including skateboards, roller skates, bicycles, scooters and shopping carts (except for wheelchairs, mobility scooters, walkers and strollers). Using wheeled devices on District grounds in an unsafe manner or impeding others' access to the facility. Parking/storing bicycles inside buildings.
- Lying down or sleeping in the restrooms or on any floor, couch, table or seat. Blocking aisles, exits or entrances with personal possessions or by sitting or lying down in them. Leaving unattended items.
- Neglecting to provide proper supervision of children or vulnerable adults.
- Bringing pets or animals, other than service animals necessary for disabilities, into buildings, except as authorized by the District's Executive Director.

- Using audible devices without headphones or with headphones set at a volume that disturbs others. Using cell phones and other communication devices in a manner that disturbs others.
- Using restrooms for inappropriate uses, such as bathing, personal grooming, or laundry.
- Use of tobacco products and electronic cigarettes in library facilities. Smoking in a library facility or within 25 feet of a building entrance.
- Entering the library barefoot, without a shirt, with offensive odor or personal hygiene, or being otherwise attired so as to be disruptive to the library environment.
- Verbally or physically threatening or harassing other customers, volunteers or staff, including stalking, staring, lurking, uninvited conversations and offensive touching.
- Indecent exposure and sexual activity.
- Soliciting (such as selling or distributing items); conducting surveys not authorized by the District.
- Stealing, damaging, altering or inappropriately using District property.
- Entering nonpublic areas unaccompanied by an authorized District employee; being in a library without permission of an authorized District employee before or after library operating hours.
- Fighting or challenging to fight; running, pushing, shoving or throwing things.
- Creating disruptive noises, such as loud talking, screaming or banging on computer keyboards.
- Fraudulent use of library cards or library card number for any purpose.
- Parking overnight in District parking lots
- Engaging in any other behavior that could adversely affect the safety and security and well-being of staff and customers using our facilities.

District staff and local law enforcement officers will intervene to stop prohibited activities and behaviors. Failure to comply with the District's established policies, rules and regulations could result in removal from the premises and exclusion from District facilities for a period of one day to one year, or in arrest and prosecution. Violations could also result in the restriction and/or termination of library privileges, including the use of library computers and other equipment.

The District's Executive Director is responsible for ensuring this code is prominently posted in each library, and for establishing administrative procedures necessary to carry out this policy, which shall include the right of appeal for suspensions longer than thirty (30) days.

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

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: Code of Conduct

APPROVAL DATE: 5/18/1995

REVISION DATE: 9/18/2012

PREVIOUS POLICY TITLE: Rules of Customer Conduct

RELATED POLICY

Children's Safety in Libraries

Computer, Wireless Network and Internet Use Policy

STATUTORY REFERENCE: RCW 27.12.290

Purpose:

Defines conduct expectations for community members when using Spokane County Library District facilities.

Background:

Spokane County Library District is supported by the tax paid by District property owners, who expect our facilities to be clean, comfortable and safe places for selecting materials, reading, researching, studying, writing and attending programs and meetings. To this end, the District is responsible for establishing a code of conduct to protect the rights and safety of members, volunteers and staff, and for preserving and protecting the District's materials, equipment, facilities and grounds.

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- Being under the influence of alcohol/drugs, and selling, using or possessing alcohol/illegal drugs.
- Using wheeled devices in District buildings, including skateboards, roller skates, bicycles, scooters and shopping carts (except for wheelchairs, mobility scooters, walkers and strollers). Using wheeled devices on District grounds in an unsafe manner or impeding others' access to the facility. Parking/storing bicycles inside buildings; bicycle racks are provided outside.
- Lying down or sleeping in the restrooms or on any floor, couch, table or seat. Blocking aisles, exits or entrances with personal possessions or by sitting or lying down in them. Leaving unattended items.
- Neglecting to provide proper supervision of children or vulnerable adults.
- Bringing pets or animals, other than service animals necessary for disabilities, into buildings, except as authorized by the District's Executive Director.

- Using audible devices without headphones or with headphones set at a volume that disturbs others. Using cell phones and other communication devices in a manner that disturbs others.
- Using restrooms for inappropriate uses, such as bathing, shampooing, haircuts or laundry.
- Use of tobacco products and electronic cigarette use in library facilities. Smoking within 25 feet of a building entrance.
- Entering the library barefoot, without a shirt, with offensive odor or personal hygiene, or being otherwise attired so as to be disruptive to the library environment.
- Verbally or physically threatening or harassing other customers, volunteers or staff, including stalking, staring, lurking, uninvited conversations and offensive touching.
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- Fighting or challenging to fight, running, pushing, shoving or throwing things.
- Creating disruptive noises, such as loud talking, screaming or banging on computer keyboards.
- Fraudulent use of other customers' library cards or library card number for any purpose.
- Engaging in any other behavior that could adversely affect the safety and security and well-being of staff and customers using our facilities.

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

FUTURE BOARD MEETING TENTATIVE AGENDAS: APRIL- MAY 2014

April 15, 2014: Argonne Library (4:00 p.m.)

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

- Bond Election Update
- Memberships in Organizations Policy
- Library Spotlight – North Spokane Library
- Overview – Affordable Care Act

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

May 20, 2014: Cheney Library (4:00 p.m.)

- Bond Election Recap; next steps
- Personnel Policy
- Public Art in District Facilities Policy
- Financial Forecast
- Library Spotlight – Cheney Library
- Overview – Single Service Desk

SPECIAL MEETINGS AND ACTIVITIES

March 20	Bond Election Informational Open House (Argonne Library, 4-7pm)
March 25	Bond Election Informational Open House (Conklin Library, 4-7pm at Greenacres Middle School, 17409 E. Sprague Ave.)
March 26	Bond Election Informational Open House (SV Library, 4-7pm)
April 11	Hope in Hard Times Opening Reception (NS Library, 7-9pm)
April 26 (Sat)	Second Annual Friends Helping Friends Day (SV Library, 9:00 a.m.-noon)
April 30-May 2	WLA 2014 Conference (Wenatchee Convention Center)
September 26	Staff Training & Development Day (CenterPlace, Spokane Valley)

EXECUTIVE DIRECTOR’S REPORT FEBRUARY 2014

Administration

Business Office, Finance and Facilities (Bill Sargent)

The 2013 financial records have been reviewed. Adjustments were made as needed and the records were finalized and “closed.” This means that no further journal entries or transactions will be charged to 2013, unless an extraordinary item is subsequently uncovered or, if during the course of the next audit, it is deemed necessary to make an adjustment for 2013.

When comparing the actual totals to the budgeted amount, the year-end comparisons follow.

	EOY Actual	Budget	Percent Used	EOY Balance
Revenues	\$ 10,987,229	\$ 11,001,927	99.87%	\$ 14,698
Transfers In	164,000	164,100	100.00%	0
Revenues & Transfers In	\$ 11,151,329	\$ 11,166,027	99.87%	\$ 14,698
Expenses	\$ 10,881,905	\$ 11,651,500	93.39%	\$ 769,595
Revenue Over/(Under) Expenses	\$ 269,421	(\$ 485,473)		\$ 754,897

When reviewing the 2013 data, the most significant end of year budget figure is the \$ 750,000+ improvement in the District’s end of year financial position. The approved budget had shown a probable deficit, where planned expenditures would exceed the budgeted revenues by over \$485,000. Much of the deficit was attributable to the decision to hold over \$ 200,000 available in operational contingencies to support strategic-plan initiatives. However, through the course of the year it was not necessary to use any of these funds.

None of the improvement in the end of year financial position can be attributed to increased revenues, since the actual revenues were \$14,698 less than the budgeted amounts. Property Tax Collections and Interest Revenue both fell short of the budgeted amounts.

It was the decrease in planned expenditures that allowed for the improvement in the end of year financial position. Besides not using the contingency funds, there were also significant savings in supplies (\$73,303), services (\$212,773) and library materials (\$147,294).

When looking at the end 2013 Fund Balance, the 2013 budget had an estimated balance of \$3,177,774. The actual ending balance is now \$ 3,932,671, and of this amount, there is \$ 3,434,699 as unassigned fund balances. There is also a \$424,334 non-spendable fund for prepaid items and another \$58,107 in non-spendable funds to allow for the District’s supply inventory.

Over the next few months, the April 2013 financial forecast presentation will be reviewed and updated. The marked improvement in the District's 2013 financial position will favorably influence the 2014 financial forecast.

Human Resources (Paul Eichenberg)

- One of the requirements for a non-city entity to join the AWC Employee Benefits Trust was agreeing to a special assessment fee for District health and welfare benefits. It is .7% of our annual premium. We were billed \$5,498.77.
- First Aid/CPR training has been scheduled for March 21 and 28 at Moran Prairie. For your information, under WAC 170-295-1100, First Aid and CPR training must be updated as required on the certification card, which also must contain an expiration date. WAC 296-800-150 requires that first-aid trained personnel be available to provide quick and effective first aid, and WAC 296-800-15020 requires first aid supplies appropriate to our occupational setting be readily available as well.
- The Continuing Education grant funds we requested last October in the amount of \$3,000 for the 2013 portion of the Innovative Initiative training has been received. We will apply for another grant in the same amount to support the 2014 portion of the training.
- A Library Page at Spokane Valley was promoted to Public Services Specialist.

Information Technology (Priscilla Ice)

- Signed a contract with Integra Telecom to provide our wide area network for the next five years.
- Replaced a critical piece of hardware in the server rack to speed up data transfers between servers. The wrong part had been supplied by Dell a few years ago. They supplied the correct part free of charge. We installed it.
- We installed a new wireless access point in the Spokane Valley meeting room to ensure a strong signal for the Gadget Menagerie program brought to us by Washington State Library. The access point will remain to provide a stronger signal for other meeting room users.
- Computer update schedules were revised and published. The Desktop Administrator began working Sundays in order to have access to computers during closed hours Sunday morning.
- Worked with contractors and District staff on Presidents' Day to complete the North Spokane single-service desk project.
- Continued to work on the internal timesheet software program used by staff to report their time worked for payroll. The software was upgraded in January, but needed refinements continued into February.
- Completed moving all Public Services group log-ins to a new system. Moves like this sound simple, yet have a surprising number of background complications.
- Continued preparations for our next update to Symphony, the system which handles all of our library records and the catalog.

Collection Services (Andrea Sharps)

- We ordered 1,555 titles and 5,177 copies in February. This is down from last month.
- We processed, added to the system, and sent out to the libraries 5,780 items in February. This is down a little from last month.

- Downloadable lending through OverDrive was down in February from January. A total of 24,148 audiobook, eBook and music items circulated in February. Members placed a total of 7,979 holds, and there were 3,851 unique users with titles checked out.
- Midwest Tape's hoopla, a streaming media service, had its first full month of service in February. A total of 1,206 titles including movies (593), full-length albums (379) and television shows (234) circulated in that period for a combined cost of \$2,274 and an average cost per circulation of \$1.89. A total of 211 new patrons registered in February.
- We loaned 270 items to other libraries and borrowed 443 items from other libraries for 713 total Interlibrary Loan transactions processed in February.
- Youth Collection Development Librarian Sheri Boggs accepted an invitation to join the *Alki* Editorial Committee for a two-year term that will end 2/11/16. *Alki* is the Washington Library Association's journal that is published in an online version only. The committee's first meeting will be a face-to-face one at the 2014 WLA Conference in Wenatchee. Sheri pursued this opportunity as a result of an e-mail forwarded by Nancy Ledeboer from Diane Cowles, *Alki* Editorial Committee Chair. Since *Alki* Editor Joyce Hansen knew Sheri's writing from their time working on *The Silverfish*, the newsletter for students at the University of Washington's Information School, Sheri was not required to submit writing samples.
The District is participating in OverDrive's third *Big Library Read* program from February 17 through March 5, featuring "Keys to the Kitchen: The Essential Reference for Becoming a More Accomplished, Adventurous Cook" by former Food Network star Aida Mollenkamp. For the duration of the program, the eBook title will be simultaneously available for all members with an active library card with no holds and no waitlists. After the program, the title reverts to the normal one copy/one user model. The District owns a copy of this eBook which is available in the OverDrive Read, Kindle, EPUB and PDF formats.

Executive Director Report & Community Activities (Nancy Ledeboer)

In February I served on jury duty for two and a half weeks and have since asked Chief Human Resources Officer Paul Eichenberg to review District personnel policies related to serving on jury duty. Currently, serving on jury duty is treated as paid time and we require staff to turn over the daily fee of \$10 to the District. The juror receives a weekly payment from the court that also includes mileage to and from court. This means that staff must write a check to the District for each day served after they cash the check from the County. Jurors are given the opportunity to donate their mileage and daily fee to the childcare center that serves families going to court. If we allowed staff to keep the daily fee, they could elect to donate funds for this purpose. We could still require proof of jury service for the days not worked. Mr. Eichenberg will make a recommendation to the Board in May that will not require staff to reimburse the District for daily juror fees.

Deputy Director Doug Stumbough gave a presentation on the bond issue to the Valley Chamber Government Action Committee on February 4. The response was very positive and committee members voted to take a recommendation to endorse the library bond issue to the Chamber Board. Rick Lloyd from the Citizens for Valley Libraries and I were invited to address the Spokane Valley Chamber Board of Directors on February 26. The Board voted unanimously to endorse the Spokane Valley Library Capital Facilities Area and bond issue. Doug, Jane Baker and I attended the monthly breakfast meeting of the Spokane Valley Chamber on February 21, along with Sonia Gustafson, Gwendolyn Haley, Mary Ellen Braks, Michelle Booth and Kandy Brandt. The District was one of the featured businesses with a table providing information on library resources that support businesses. Jane also encouraged Chamber

members to join the celebration at Spokane Valley Library on Sunday, March 2, to celebrate Dr. Seuss' birthday.

New Trustee John Craig attended his first Board Meeting in February. Following the meeting he met with Leadership Team members for a day-long orientation to District operations. Mr. Craig spent approximately 30 minutes with each Department Head and was invited to contact staff with any future questions. Chair Hattenburg joined us for lunch as we discussed challenges and opportunities facing the District.

Communication & Development Director Jane Baker and I attended a Strategic Plan Renewal Summit for Central Valley School District held at CenterPlace, Friday, February 7. Over 100 people, including teachers, students, parents and community members, participated in an interactive process to identify strategies for fulfilling the School District's goals to improve student achievement, engage with the community and improve educational systems.

Jane and I met with Greg Johnson of Paine Hamblen to discuss options for forming a foundation. While the District can accept tax deductible donations, a foundation would be able to apply for grants unavailable to governmental entities. In addition, some donors prefer to donate to a non-profit to ensure their contributions do not supplant tax-supported operational funding. There are two options for forming a foundation. The first is to begin a new organization and apply to the Internal Revenue Service for approval. This can take up to a year and the cost of hiring an attorney to assist us could be as high as \$4,000. The other option is to start with an existing non-profit that would expand its purpose and bylaws. This could be done with minimal effort and cost. At least one of the 10 Friends groups has a current 501c3 status. At our upcoming Friends Helping Friends day, we plan to discuss the possibility of forming a Foundation/Friends non-profit.

I met with Spokane Valley Managing Librarian Sonia Gustafson and librarians Kandy Brandt, Michelle Booth and Diane Brown, to discuss how they are developing programs to serve the community. We discussed ideas that have been generated in response to interests identified in the CommunityConnect segment profiles. Many of the segments in Spokane Valley enjoy "Do-It-Yourself" projects. Gardening, decorating and home improvements fit the independent spirit and can-do attitude of many Valley residents. Lots of ideas emerged for working with local partners to offer programs to meet this interest. Staff is also looking for new ways to support local businesses that contribute to the Valley economy. Kandy has become a Valley Chamber Ambassador and she is enjoying this new role which helps her connect with business members.

This month I presented a 30-year service pin to Madeline Cortright in Collection Services.

I attended the Spokane Valley Partners Board meeting. SVP is part of the Greater Spokane Support Network and staff from Spokane Valley Library is now participating in that organization. The Washington Library Association Nominating Committee met by phone to review board member applications. We were able to finalize a slate of officers and ballots will be sent soon. New board members will be announced prior to the upcoming annual conference to be held in Wenatchee, April 30-May 2. The WLA Board was presented with a proposal to hold the 2016 conference in Spokane at the Davenport Hotel. The motion was seconded and approved.

We received a letter of concern from a community member about hiring practices s/he felt created barriers to employment for persons with special needs. I asked our Chief Human Resources Officer Paul Eichenberg to respond to the letter on behalf of the District and Library Trustees. To follow, I called to invite the author of the letter to meet with Paul and me to discuss concerns, and also invited Tammy Brown of Goodwill Industries who will join us. The District currently has several employees who requested accommodations and are successful in their positions. We hope to learn more about Goodwill and the services they provide to assist people in finding employment.

ITEM AND TITLE MONTHLY REPORT
February 2014

	<u>ITEMS</u>				<u>TITLES</u>		
	ADULT	YOUTH	TOTAL		ADULT	YOUTH	TOTAL
Total Materials							
Print	188435	161771	350206		84832	49425	134257
Nonprint	57437	24980	82417		23435	6809	30244
Subtotal	245872	186751	432623		108267	56234	164501
Periodicals	11122	2040	13162		315	41	356
Total	256994	188791	445785		108582	56275	164857

	<u>ITEMS</u>			<u>TITLES</u>		
OverDrive: eBOOKS			20105			17278
Licensed eBOOKS			3365			3365
Audiobooks			15111			12731
Digital music			1707			1707
OverDrive: Total			40288			35081
GRAND TOTAL			486073			199938

Print & Nonprint	(Totals year-to-date)		
ADDITIONS	ADULT	YOUTH	TOTAL
Print	5968	4107	10075
Nonprint	1836	698	2534
TOTAL	7804	4805	12609
DELETIONS			
Print	5475	3591	9066
Nonprint	1056	579	1635
TOTAL	6531	4170	10701

	<u>NET CHANGE</u>		
	<u>YTD</u>		
	ADULT	YOUTH	TOTAL
Print	493	516	1009
Nonprint	780	119	899
Periodicals	-1643	-177	-1820

NOTES: PRINT = Book, Bkbagbag, Largetype, Paperback
NONPRINT = Cassbook, Cassette, CD, Cdbook, CDrom, DVD, Multimedia,
MultCass, MultCD, VHSVideo, Playaway
PERIODICALS = Magazine, Microform, Newspaper, and Pamphlet

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

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

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

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

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

Public Services Report February 2014

In-Library Circulation

In-Library circulation was down when compared to February 2013 (-4.96%), with 160,744 items checked out, 8,390 fewer than last year (169,134). The most significant swings were at Fairfield (+18%) and Otis Orchards (-19%).

Checkout station usage accounted for 51% of in-library transactions, up from 46% last February. Spokane Valley saw 71% of the in-library circulation come through the checkout stations, while usage at Cheney and Deer Park (24%) indicate most members still prefer staff to complete the transaction.

2014 Measures at a Glance

- Door count through the two months of the year (217,263) is statistically unchanged from the same period in 2013 (218,105).
- Programming attendance is up from the first two months of 2013 (+3%), as is the number of programs offered (+2%).
- Total software station bookings are compared to 2013, (+7%).

-Selected Self-Service Activity

	2014			2013			1-year change		
	Month	% of total	Y-T-D	Month	% of total	Y-T-D	Month	% of total	Y-T-D
Total Circulation	214,053		446,277	214,442		446,131	-389		146
Self-Check	82396	44%	172,801	77,335	39%	160,257	5,061	4%	12,544
Digital Collection	25,354	12%	53,940	17,596	8%	38,983	7,758	4%	14,957
Total Holds	49,103		106,768	44,846		93,381	4,257		13,387
By Customer	34,142	70%	74,077	32,712	73%	67,328	1,430	-3%	6,749
Digital Collection	7,979	16%	17,572	5,559	12%	12,382	2,420	4%	5,190
Total Payments	\$22,072.54		\$48,472.86	\$23,410.38		\$47,095.80	-\$1,337.84		\$1,377.06
Online	\$7,819.19	35%	\$18,257.58	\$8,172.88	35%	\$16,463.26	-\$353.69	1%	\$1,794.32

Security Incident Reports

- There were 29 Security Incident reports filed this month, 10 more than last month (19) and four more than February 2013 (24). Airway Heights had the most incidents reported with 10. The most frequently reported incidents related to disruptive behavior (11) and potential problems (7).

Internet Filtering Update

- As per the Computer, Wireless Network, and Internet Use policy, three requests to review blocked websites were received by staff, two more than January. All three sites were determined to be incorrectly categorized, and were reclassified to allow access at all levels.

Support Job Seekers and Local Business (Stacey Goddard)

- We presented the first of several new classes this month, *Applying for Jobs Online: Basics*. Four people attended.
- We had 30 individuals register as new IT Academy users in February. This brings the numbers for 2014 to 91 registered users and 94 class enrollments, and 299 registered users and 223 class enrollments since we began offering IT Academy in November 2013.
- Spokane Valley hosted the fifth in a series of informational sessions designed to provide information on Washington Health Plan Finder, for both individuals and small business owners. 24 people attended. This informational session will be repeated once a month, and will alternate between Spokane Valley and North Spokane. Sessions will run through March 2014.
- We did 61 Book-a-Librarian (BaL) sessions this month throughout the District, down by nearly half from January's 112 sessions. This drop-off in attendance is expected in February, since the high demand for one-on-one during and after the holidays subsides.
- We proctored 28 exams this month throughout the District, up substantially from January's 8.

Connect Communities:

- Requests for ACA Navigator assistance was down in February, with our Navigator staff completing 52 individual appointments (compared to 74 appointments in January). We expected this decline, as we're getting close to the end of open enrollment (March 31). 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.
- In other ACA Navigator news, we received a flurry of requests the last week of February relating to our Navigator service. These requests included:
 - Community-Minded Enterprises (CME), our host agency for the Navigator training, requested our help staffing an upcoming KHQ Connect Center phone bank, where we'd be answering ACA-related questions.
 - CME Executive Director Kathy Thamm asked us to host a Navigator site visit at one of our libraries. Susan Johnson, the Region 10 Director of the US Department of Health & Human Services, will be in the Spokane area the first week of March visiting Navigator sites. Ms. Johnson heard about the work SCLD is doing, and specifically requested a meeting with our Navigator staff to discuss our service model and the types of people we are helping.
 - Kathy Thamm also connected us with Curt Fackler from Better Health Together (BHT), the lead agency in our region for ACA Navigator service and training. Mr. Fackler asked us to participate in a pre-recorded radio interview that BHT was planning to do as part of an ongoing health series. Librarian Aileen Luppert joined him and answered questions about getting Navigator assistance through SCLD. The interview will be broadcast Saturday 3/8 at 9:30am on KEYF – AM 1050.
- Librarians Michael Sierra, Michelle Booth, and Vanessa Strange attended one each of the four WorkSource weekly Biz Buzz meetings in February.
- I attended the monthly SCORE Chapter meeting and after the regular meeting was able to talk with their workshops chair and vice president about bringing their workshop to our libraries. SCORE is running a bit short on presenters right now, yet they are interested in working with us, so we're working to schedule some presentations for September and October.
- I also attended the monthly WorkSource System meeting, where they spotlighted services available for veterans. Mike Fetting from Goodwill Industries talked about their new resource, Supportive Services for Veteran Families (SSVF), which is a housing stability and homeless prevention program. After the meeting I introduced myself, and said we would be delighted to distribute materials about SSVF in all District libraries. I also mentioned our meeting room space as an option for their case workers. He was happy to hear about what we could do for them, and will be sending us the promotional material the first week of March.

Develop Young Learners (Mary Ellen Braks)

- We provided 96 storytimes to 2,852 children and families. Our average attendance per Play and Learn storytime was 30.
- We provided 50 out-of-library storytimes to 684 children and providers at 16 child care facilities.
- Gwendolyn and I provided one STARS training to school-age providers at the Eastern Washington Association for the Education of Young Children (EWAEEYC) Gift of Childhood conference and had an attendance of 30. I also presented a session with the Inland Northwest Early Learning Alliance (INWELA) on the Early Learning Coalition. We had an attendance of 14 at that session.
- I provided a workshop to parents from the West Valley ECEAP program on Love Talk Play and had an attendance of 3. It was a new time for the ECEAP program to offer a workshop for parents, which is why the

attendance was low. We also did a program for the parents and children together on Love Talk Play and had an attendance of 5.

- I have been working on additional interactive discovery stations at Spokane Valley. The alcove with the magnetic wall is finished and we have the magnets. We also now have a castle puppet theater in the picture area complete with puppets.
- The Develop Young Learners team worked on coming up with science activities for the preschoolers during storytime over the summer to fit our Summer Reading program theme of "Fizz, Boom, Read!" We also worked on developing a take home activity sheet for our storytime parents. We will debut this over the summer and plan to have a take home activity sheet available for parents and caregivers on a quarterly basis.
- I have been working on a block program for ages 8 months – 8 years old with ESD 101. This program consists of 5-6 block stations each with a different kind of blocks. The program will be called "Family Construction Zone." We're finishing up the last of the sandwich board signs that have questions for parents and caregivers to ask their children and that also include math and science words to introduce to their children. We hope to have this ready for programs by July 2014.
- Gwendolyn and I met with Priscilla, Drew and De about replacing the Early Learning Stations with tablets. We have picked applications and are working to make sure they are what we want and will work with the tablets.

Connect Communities:

- I attended the Success by Six meeting at KHQ. The meeting consisted of all the organizations that attended giving an update on upcoming programs as well as a short presentation from First Book Spokane.
- I also attended the Inland Northwest Early Learning Alliance Action Team meetings this month. Our focus this month was on how we can work with the Cradle to Career group.
- I attended a work group with Cradle to Career group on an early learning work plan with the INWELA action team. The group focused on Kindergarten Readiness for all children.
- Filming took place for the Love Talk Play Success by Six Spot with Q6. We did most of the filming at Gwendolyn's house. Gwendolyn and her daughter are featured in the spot reading together. I have been working on this spot with Jill Johnson from Community-Minded Enterprises and the INWELA.
- I attended the Leadership Team meeting for INWELA this month. The focus was on WAKids assessment data. Math is the subject area that students across the state are not ready for when entering kindergarten. The discussion at all levels (local and state) is on what we can do to ensure all children are entering kindergarten with the skills they need to be ready to learn.

Explore and Discover (Gwendolyn Haley)

Elementary (K-5) programs:

- Kids' Explore and Discover Club: This month 159 students participated in our Marble RollerCoaster programs. That's a substantial increase over January's attendance of 110. The Spokesman-Review selected our Kids Explore and Discover Clubs as their family event of the month, and the press coverage no doubt helped.
- Lego Build Day—357 kids and their families participated in the Argonne Lego Build Day, more than double the attendance of the first build day. We continue to receive donations of Legos, bringing our grand total to 56 bins.
- School Visits—The Oaks Academy brought two groups of students in for visits this month, for a total of 70 students.
- Primetime—Prime Time Family Reading continued at North Spokane, with an average of 20 participating each week despite significant snowfall that fell on both Monday evenings. This Humanities Washington sponsored program will continue until March 10.

Tween/Teen Programs:

- During the month of February, 64 teens and tweens participated in one of the following programs in the library.
 - Anime—36 teens attended Anime club at Spokane Valley and North Spokane, a slight increase over last month.
 - Tween Clubs—Spokane Valley and North Spokane had 5 and 8 at their clubs this month. The inclement weather no doubt took a toll.
 - 7 teens attended the live TWINE program at Spokane Valley, an increase over January's attendance of 3.
 - 6 teens participated in Deer Park's monthly Game On program.
- Cindy Ulrey interacted with 9 tweens and teens at the Fairfield Community Center, a drop from last month's attendance. Again, the inclement weather no doubt played a roll, as the teens mostly live outside of Fairfield proper.

Adult Programs:

- Local storyteller and professor Sarah Edlin regaled audiences at Spokane Valley with her dramatic portrayal of Sacajawea. 57 people attended in all.

- Book Clubs—87 people attended one of the 8 Book Club programs this month in our libraries.
- Gadget Menagerie—We hosted a training and gadget petting zoo with Washington State Library trainers at the North Spokane and Spokane Valley libraries. While only 9 library members attended, we were able to have 30 staff attend trainings to become more familiar with a range of new tablet devices to become better prepared to help members in Book a Librarian sessions.
- We offered three financial literacy programs this month in partnership with both STCU and Thrivent Financial. 27 members attended the sessions, which covered Organizing Your Finances and Social Security: Strategize to Maximize.
- 24 people attended the WA HealthPlanFinder Public Forum at Spokane Valley.

Connect Communities:

- Librarians Amber Williams and Christie Onzay were interviewed in The Spokesman-Review when the paper featured our Kids Explore and Discover Clubs as their weekly family pick. “Libraries help kids explore science,” The Spokesman-Review, 2/14/2014.
- I met with Social Studies Teacher Gregory Hare at Mountainside Middle School to discuss how his students may participate in our upcoming Hope in Hard Times Exhibit
- The Humanities Washington Spark highlighted two programs that we are participating in, Primetime Family Reading, and The Hope in Hard Times Exhibit.
- Mary Ellen and I attended the Spokane Valley Chamber breakfast to generate some interest in the Dr. Seuss Birthday event.
- We met with Jim Zahand to discuss some STEM programming for the summer that the Zahand Fund will sponsor.
- We met with Sally Chilson from Spokane Public Library to compare notes about programming ideas for the summer.

Virtual Services (Carlie Hoffman)

- Pronunciator, a language learning digital resource, was purchased and made available for staff.
- I met with a representative from Gale to discuss Demographics Now.
- Trials for the EBSCO products Business Source Complete, Hobbies and Crafts, Home Improvement, and Small Engine Repair were activated. I assigned staff to review the products and provide evaluations and recommendations regarding purchasing.
- I scheduled two technology classes for April.

Library Operations Managers (Judy Luck/Gina Rice)

Support Job Seekers and Local Businesses:

- At North Spokane Library we met with a student from SFCC’s Library Tech program, who had requested some time to observe staff at work and to ask a packet of questions concerning public libraries and our system in particular. This is an annual assignment that allows us to assist people who are preparing to join the workforce, hopefully in a library setting. A second SFCC student will shadow us the first week of March.
- Mead School District requested placement of another Work-based Learning student from Mead High School, a young woman who comes in every school day to help with tasks in the circulation area at North Spokane. Over the past few years, SCLD has worked with local schools to give these students an opportunity to get some experience in a real-life work setting, learning how to responsibly handle a job and appropriately interact with co-workers.

Connect Communities:

- In the SCLD email this month, a request came in for a library card renewal from a woman who had moved to Utah. Emailing back that she was no longer in our service area, staff explained that if she still owned property here in Spokane County she was entitled to a card and we could renew. They also suggested that she try out her local library. The lady replied that she still wanted her SCLD library card and would happily pay the annual non-resident fee to remain a member with us. Our members are loyal.

IN-LIBRARY CIRC								
	This Month		This month compared to same month			Year – to – Date		
	2014	2013	1-yr ago	3-yrs ago	5-yrs ago	2014	2013	Diff
AH	5684	5479	3.74%	25.50%	28.98%	12022	11843	1.51%
AR	12800	13216	-3.15%	-11.35%	1.43%	27465	28680	-4.24%
CH	12233	13086	-6.52%	-16.11%	-6.82%	25849	26930	-4.01%
DP	11928	13288	-10.23%	-15.85%	-1.87%	25551	27673	-7.67%
FF	1494	1265	18.10%	20.00%	-18.09%	3092	2526	22.41%
ML	4395	4806	-8.55%	-7.94%	0.00%	8970	9729	-7.80%
MP	14231	15475	-8.04%	-9.06%	-4.62%	30574	32335	-5.45%
NS	45159	48551	-6.99%	-5.09%	6.11%	95280	100479	-5.17%
OT	5547	6864	-19.19%	-16.97%	-21.98%	11525	13819	-16.60%
SV	47273	47104	0.36%	-5.35%	7.11%	98426	98460	-0.03%
TOT	160744	169134	-4.96	-7.41%	2.22%	338754	352474	-3.89%

BREAKOUT BY CHECKOUT METHOD							
	Staff assisted stations		Self-Check stations		Total in-library circulation	Renewals online	Total in-library + online renewals
	Checkouts	Renewals	Checkouts	Renewals			
AH	2917	386	2372	9	5684	737	6421
AR	7744	600	4431	25	12800	2085	14885
CH	8652	671	2891	19	12233	2046	14279
DP	8530	511	2868	19	11928	1766	13694
FF	894	98	499	3	1494	157	1651
ML	1713	217	2446	19	4395	763	5158
MP	7825	669	5726	11	14231	3183	17414
NS	18164	1907	24807	281	45159	8243	53402
OT	3016	180	2339	12	5547	1161	6708
SV	12044	1610	33337	282	47273	7497	54770
TOT*	71499	6849	81716	680	160744	27638	188382

	This Year This Month		Last Year This Month		Difference
	Self-Check Circulation	% of total circulation	Self-Check Circulation	% of total circulation	
AH	2381	41.89%	2255	41.16%	2.25%
AR	4456	34.81%	4871	36.86%	1.67%
CH	2910	23.79%	2875	21.97%	2.81%
DP	2887	24.20%	3312	24.92%	0.51%
FF	502	33.60%	309	24.43%	10.12%
ML	2465	56.09%	2379	49.50%	8.43%
MP	5737	40.31%	5847	37.78%	5.04%
NS	25088	55.55%	26945	55.50%	3.20%
OT	2351	42.38%	2976	43.36%	1.48%
SV	33619	71.12%	25538	54.22%	19.57%
TOTAL	82396	51.26%	77307	45.72%	8.13%

	Books to Go	% of circulation	DVD	% of circulation	New Books	% of circulation
AH	108	1.90%	2425	42.66%	307	5.40%
AR	337	2.63%	3692	28.84%	1167	9.12%
CH	264	2.16%	4205	34.37%	744	6.08%
DP	215	1.80%	4308	36.12%	584	4.90%
FF	54	3.61%	565	37.82%	48	3.21%
ML	74	1.68%	1898	43.19%	200	4.55%
MP	293	2.06%	4072	28.61%	1108	7.79%
NS	793	1.76%	13228	29.29%	2781	6.16%
OT	144	2.60%	1765	31.82%	438	7.90%
SV	794	1.68%	14729	31.16%	3965	8.39%
TOTAL	3076	1.91%	50887	31.66%	11342	7.06%

Holds	Holds filled	% of circulation	% Difference 2013 to 2014	Holds filled	% of circulation	Zsupport holds figures not available for February 2013 This impacts percentage in Totals column only
	February 2013			February 2014		
AH	1154	21.06%	2.78%	1355	23.84%	
AR	2631	19.91%	0.37%	2596	20.28%	
CH	2946	22.51%	0.12%	2769	22.64%	
DP	2527	19.02%	2.56%	2574	21.58%	
FF	332	26.25%	-2.28%	358	23.96%	
ML	964	20.06%	5.72%	1133	25.78%	
MP	3253	21.02%	2.53%	3352	23.55%	
NS	8441	17.39%	2.58%	9016	19.97%	
OT	1700	24.77%	5.45%	1676	30.21%	
SV	9746	20.69%	-1.45%	9096	19.24%	
Zsupport				1241		
Total	33694	19.92%	1.96%	35166	21.88%	

New customer registrations			
	February 2013	February 2014	% Difference
AH	65	69	6.15%
AR	118	118	0.00%
CH	79	86	8.86%
DP	83	69	-16.87%
FF	4	4	0.00%
ML	33	22	-33.33%
MP	125	108	-13.60%
NS	292	307	5.14%
OT	46	38	-17.39%
SV	574	383	-33.28%
TOTAL	1419	1204	-15.15%

February Cash Collection				
Payments received	2013	2014	Difference 2013 to 2014	%change 2013 to 2014
CASH	\$10,397.30	\$10,054.19	-\$343.11	-3.30%
CHECK	\$4,840.20	\$4,199.16	-\$641.04	-13.24%
CREDIT	\$8,172.88	\$7,819.19	-\$353.69	-4.33%
TOTAL	\$23,410.38	\$22,072.54	-\$1,337.84	-5.71%

Library Reports

Airway Heights: Stacy Hartkorn

Develop Young Learners:

- Play and Learn Storytimes averaged 23.5 people per storytime in February, which was an increase compared to January's average (16.2) but a slight decrease compared to February 2013 (25.25).

Explore and Discover:

- Kid's Explore and Discover Club *Marble Roller Coasters* attracted 8 participants, an increase compared to 3 in January, but a decrease compared to 22 in February 2013.
- During their monthly field trip to the Airway Heights Library, Great Northern School District's 5th/6th grade students chose a fiction book by popular YA authors to checkout after their classroom teacher and library staff facilitated a conversation identifying well-known YA authors.
- The Airway Heights Book Club, facilitated by community members, attracted a total of 6 participants.

Support Job Seekers and Local Businesses:

- Staff completed 2 proctoring sessions during the month for one student.
- We have a volunteer who will be with us two days a week in order to complete court ordered community service.

Connect Communities:

- I attended Ready for Kindergarten at Sunset Elementary, speaking to a total of 34 parents about library programs and resources, including our connections with STEM in our Play & Learn Storytimes.
- I attended one Airway Heights Kiwanis meeting where members heard highlights of the Airway Heights Parks and Recreation's *Daddy Daughter Dance & Mother Son Night*, which the Kiwanis Club helped sponsor with a monetary donation.
- The meeting room was utilized a total of 9 times this month compared to 4 times during the same month last year.
- The Snowdon Art Wall featured geometric crayon art created by Ms. Lin Frederick's 2/3 combo class.
- I attended a meeting with Library Supervisors and Community Librarians from Airway Heights, Cheney and Medical Lake libraries to develop a proposal for possible programming ideas which incorporate collaboration between the West Plains libraries for implementing goals of the Community Impact Plan.
- Spokane County Library District's nomination was selected as a finalist for the West Plains Chamber of Commerce's *Best of the West Gala* in the category of *Community Relations*.

Argonne: Pat DavisDevelop Young Learners:

- Storytime attendance averaged 31.5 this year, up from 23.5 last Feb.

Explore and Discover:

- Our Lego program was a huge success. Over eighty people arrived during the first 15 minutes. The program had to be expanded from the meeting room and children's area into the main part of the library, taking over several tables. Ultimately, 357 participated. Children, families and grandparents joined together to create many imaginative items that were on display all month.
- Our Bee Keeping program attracted six.
- *Strategize to Maximize* (Social Security) also attracted six.
- Kids Explore and Discover *Marble Roller Coasters* program attracted nine this year, down from last year's After School Special attendance of fifteen.
- A Cub Scout Pack toured the library.

Support Job Seekers and Local Businesses:

- We proctored 3 exams.

Connect Communities:

- Eighth graders from West Valley School District placed a collection box in our library lobby. They were collecting teddy bears for an Early Childhood Education project. Students from West Valley, Central Valley and Spokane Public School are coordinating together on this project.
- 65 groups or individuals booked our meeting and conference rooms this month.
- We displayed glitter art from Pasadena Elementary 2nd graders.
- Our display case was filled with Lego creations, as were the tops of seven shelving ranges.
- Pat Davis attended the Advisory Committee meeting for the Library and Information Services program at SFCC.
- Two Spokane Public Library staff members toured our work area and gathered information on sorting books to carts instead of sorting shelves. We also demonstrated our Zio Carousels for CD and DVD storage.

Cheney: Catherine Nero LowryDevelop Young Learners:

- Baby Play and Learn attendance increased with an average of 17.75 February 2013, to an average of 24.25.
- Toddler Play and Learn attendance increased significantly with an average attendance of 32.75 compared to 26.75 in February 2013.
- Preschool Play and Learn attendance decreased slightly from February of 2013, with an average attendance of 34.25 compared to 34.75.
- EWU Outreach attendance remained the same from February 2013 to 2014.
- Stacy Hartkorn participated in the Ready for Kindergarten Program held at Salnave Elementary where 40 parents were in attendance.

Explore and Discover:

- We had 13 people in attendance for The Kids Explore and Discover Club *Marble Roller Coasters*. There were serious loop de loop tracks created in this program.
- Our FOL Book Club featuring "Rin Tin Tin: the life and the legend" by Susan Orlean, there were 12 in attendance.

Support Job Seekers and Local Businesses:

- We proctored 3 exams this month.
- During three different interactions, staff assisted a local author with formatting for a book she is preparing to publish.

Connect Communities:

- 28 groups used our meeting room this month, compared to last February's total of 14.
- We had two art displays this month featuring Cheney and Westwood Middle School Art Students from the 7th and 8th grades. Our display case held unique sculptures made from stockings, socks, wire, wood, paint, found materials and hot glue. These pieces were "Emotional Sculptures," where you as the observer had to guess the emotion the pieces represented. On the art wall is a collection of paintings created with oil pastels and glue.
- We participated in the 2nd Annual Cheney Winterfest and interacted with 226 moms, dads, and kids.
- Mary created a Cat in the Hat display for Seussical at SV. She made him look like he was looking in through the window. It had window details including curtains and a pane. She also took time to saw out a face so children could have their pictures taken as Cat. Mary bought clamps to attach her wooden project to a table.

- Vanessa, Ellen, Christie, Stacy, Laura, and I met to discuss and define the idea of collaborative West Plains Programs to be held at AH, ML, CH, designed to encourage community interaction featuring local authors, artists, and musicians.
- Lori visited Cheney Assisted, Cheney Care, and Cheney Sessions providing outreach services by taking the library to them.
- AARP volunteers continue to provide Tax-Aide Thursday evening and Friday afternoon in our meeting room.

Deer Park: Kris Barnes

Develop Young Learners:

- Our average storytime attendance was 46 compared to last year's average of 21.

Support Job Seekers and Local Businesses:

- I attended the Deer Park Chamber of Commerce meeting this month and heard a presentation from Les Denison from the Washington State Lottery Commission regarding disbursement of funds.
- We proctored 3 exams for students this month.
- I attended a meeting of the Deer Park Tourism Committee. I took notes and emailed participants. This month's conversation focused on fundraising efforts.
- We hired two community service volunteers to clean shelves. Unfortunately, however, we have since decided to part ways.
- We have a new volunteer who will be volunteering on a weekly basis.

Explore and Discover:

- Our Kids Explore and Discover Club attendance more than doubled with a total of 37 participants for the *Marble Roller Coasters* program compared to last year's total of 14.
- 13 members gathered at the *Adult Book Club* to discuss the book "Death Comes to Pemberley" by P.D. James.
- Our tween program attracted 8 participants compared to last year's attendance of 13.

Connect Communities:

- 2 fifth grade classes visited us for a book talking presentation regarding realistic and contemporary fiction.
- 4 separate fourth grade classes visited this month to browse our collection.
- AARP volunteers continue to provide Tax-Aide each Friday from 11am to 3pm in our meeting room.
- One of our members stopped by the desk and expressed gratitude about our providing the space for the AARP Tax-Aide volunteers. He was so impressed by the service he received that he told me he will be volunteering for them next year.
- Our meeting room was used by 30 groups this year compared to last year's total of 31. Our room was used by Cub Scouts, Spokane Teachers Credit Union for a budgeting class, and also by one of our members who is the owner of LuLaRoe maxi skirts.
- I visited the new Dollar Tree store here in Deer Park and dropped off some our recycled newspapers for them to use to wrap dishes and glassware purchases.
- One of our regular members stopped by the desk to comment on how glad she was to pay for a recently damaged item. She said that between her family's library cards, she estimates her family has saved at least \$10,000 by checking out materials rather than having to purchase them. She said that little damage fee she paid was nothing compared to the amount of money she believes her family saves by using the library.
- I finished my final exit interview with the University of Washington's Views 2 project. I have been involved in this project for a couple of years and I am pleased that my input and participation was appreciated as well as the fact that participation in this project confirmed what a great job SCLD does of delivering great storytimes as well as our commitment to focus on the five practices of early literacy.

Fairfield: Bev Bergstrom

Develop Young Learners:

- Average attendance at our storytimes was 12, which was slightly over January's average.

Support Job Seekers and Local Businesses:

- Bev proctored one student exam.

Explore and Discover:

- Cindy joined nine teen/tweens at the community center for their monthly Thursday Night Thing. 26 kids attended in January.

Connect Communities:

- The Chamber began selling local coffee (Tom Sawyer Coffee) as a fundraiser. We also registered a new name for ourselves, North Palouse Chamber of Commerce.
- The number of members in Fairfield Care is holding steady at eight. The names change but the flow of materials stays the same.

Medical Lake: Laura Baird

Develop Young Learners:

- Storytime attendance averaged 26, up from 22 in February 2013.
- 35 people attended three outreach Storytimes this month compared to 49 last February.

Support Job Seekers and Local Businesses:

- I attended the West Plains Chamber breakfast with Catherine Nero Lowry. Guest speaker was Larry Krauter, CEO of Spokane International Airport. He talked about the proposed airport developments and air service. Two items of interest were to have one baggage claim area instead of the current two, and direct air service non-stop to Chicago Midway airport has begun. He also announced that the Fairchild Air Show will be reinstated this year.

Explore and Discover:

- Five people attended our *Explore and Discover* program compared to 12 attendees last February.
- I visited Pam Wilcox-Mann, Medical Lake librarian, to drop off *Brainfuse* fliers and talk about this service's name change.

Connect Communities:

- This month's display case highlighted the West Plains Beekeeping Association promoting the upcoming March program they will be presenting to the community.
- 19 people attended the February book discussion group. The group's choice was local author, Jim Roloff's book, "Mending God's Creatures."
- Seven groups used the meeting room this month, the same number as last February.
- A member took up local woodcarver, Buck Walker, on his offer of a free carved vase this month. Mr. Walker donated 18 carvings last year and only five remain to be given away to those interested.

Moran Prairie: Danielle Marcy

Develop Young Learners:

- *Toddler Play and Learn storytime* averaged 43 attendees this month. This is a decrease from last month's average of 54 and last year's 71.
- *Preschool Play and Learn storytime* had an average attendance of 25, a slight increase from 24 last month, but a small decrease from 27 in February 2013.
- *Baby Play and Learn storytime* averaged 19, up from last month's total, but slightly down from last February's 20.

Explore and Discover:

- *The Moran Prairie Book Club* had 11 people on hand this month. We discussed "The Returned" by Jason Mott.
- The Kids Explore and Discover Club had 20 participants for *Marble Roller Coasters*. This is a slight increase over last month's 19 and last February's 15.
- STCU's *Organize Your Finances* had 16 attendees.
- Thrivent's *Social Security: Strategize to Maximize* had 5 attendees.
- *Basic Beekeeping* had 9 attendees.

Connect Communities:

- 49 groups utilized our meeting rooms this month, same as last month.
- Local aspiring artist Jazlin Branting contacted us to display her art in a public venue. The two art pieces are colored pencil portraits. They are on display next to the adult non-fiction.
- Local Cub Scout pack for Moran Prairie Elementary came in with their parents for a tour of the library.
- Sam and Harriet Van Wyck made their annual donation to support the library.

North Spokane: Jason Johnson

Develop Young Learners:

- 754 children and their parents and caregivers attended early learning programs this month. This is a 14% decrease from February 2013.
- Baby Play and Learn Storytime averaged 24 attendees. This is down 13 from last month's average and down 2 from February 2013.

- Family Play and Learn Storytime had an average attendance of 15 this month. This is down 5 from last month's average and down 20 from February 2013's average.
- Preschool Play and Learn Storytime averaged 46 attendees. This is up 2 from last month, but down 7 from February 2013.
- Toddler Play and Learn Storytime attracted an average attendance of 41. This is up from 39 last month and 42 in February 2013.
- Staff performed outreach storytimes for 5 children this month.

Explore and Discover:

- 38 members attended 3 adult programs: 22 for *Sacajawea*, 11 for *North Spokane Book Club*, and 5 for the *Gadget Menagerie*.
- 8 tween/teen members attended *Anime Club*.
- 97 children and their parents attended programs: 37 for *Kids Club Marble Roller Coasters* and 60 for 3 sessions of *Prime Time*.

Support Job Seekers and Local Businesses:

- 2 exams were proctored at the library this month.

Connect Communities:

- 61 groups used meeting rooms this month, a 17% increase from February 2013's total of 52.
- The Mmofra Foundation displayed a collection of black and white photographs by artist Willis E. Bell.

Otis Orchards: Bev Bergstrom

Develop Young Learners:

- Our storytime average attendance (17) jumped 45% from January's average. Our outreach storytimes went from January's numbers, 46 attending 3 sessions to 126 attending 8 sessions this month.

Support Job Seekers and Local Businesses:

- One member uses our computers twice a week to apply for jobs. She's been coming for a month, getting regular help from staff.

Explore and Discover:

- A member gave us a small box of heirloom vegetable seeds that she wanted to share. The staff enjoyed picking their selections and feedback from the community gardeners waiting for spring has been enthusiastic.
- We increased by two our attendance at our *Explore and Discover* program.

Connect Communities:

- Our Innovative Team chose a dog fair to be held during the dog days of summer. I am very excited about the opportunities to partner with our loose-knit community.

Spokane Valley: Sonia Gustafson

Develop Young Learners:

- Baby Play and Learn averaged 35 attendees, up from last February's 22.
- Toddler Play and Learn averaged 57, up from 49 last year.
- Preschool Play and Learn's average was down; 23 from last year's 36.
- Family Play and Learn averaged 13 attendees, down from last year's 29.
- We delivered 30 outreach storytimes to 385 children.

Explore and Discover:

- Kelsey and Cindy gave informational programs and tours to the Oaks Academy 2nd and 4th graders. The students were incredibly polite, and wrote thank-you notes. My favorite: "Dear Mrs. Ulrey (Cindy) Thank you for reading us books. I learned that books have more than two hundred times more awesome information than there are words. Sincerely, Matthew."
- We had 19 attend the *Marble Roller Coasters* program for the Kids Explore and Discover Club.
- We had a very impressive 35 attend the Beyond Books program on Sacajawea.
- The Book Club had a lively discussion with 10 in attendance.
- The public forum/information session on the WA Health Plan Finder was successful, with 24 in attendance.
- The Gadget Menagerie from the WA State Library didn't garner much interest, with only four attending.
- Anime Club continues to have a high attendance, with 28 this month.
- Tween Club had five attend.

Support Job Seekers and Local Businesses:

- We proctored 16 exams.
- Four people attended the class on applying for jobs online.

Connect Communities:

Along with several other SCLD staff, I attended the SV Chamber Breakfast.

Public Use Measures

February 2014

Measure	This year	Last year	YTD	Last YTD	Rolling YTD
	This Month	This Month	This year	Comparison	Comparison
Registered borrowers	118,512	119,616		-1%	
Door count	104,435	108,135	217,623	0%	2%
Circulation	214,053	214,442	446,277	0%	1%
Digital Media Catalog	25,354	17,596	53,940	38%	31%
Programs					
Number	221	221	429	2%	4%
Attendance	4,865	5,010	9,849	3%	6%
Group Visits					
Number	3	1	9	13%	88%
Attendance	76	13	284	120%	302%
Software Station bookings	18,783	17,963	39,082	7%	6%
Meeting room bookings	328	314	631	2%	9%
Holds placed					
By customers	34,142	32,712	74,077	10%	13%
By staff	6,982	6,575	15,119	11%	-2%
Digital Media Catalog	7,979	5,559	17,572	42%	24%
Database use					
Searches	115,254	50,658	238,152	204%	371%
Retrievals	30,012	33,523	114,712	14%	35%
Website use (Remote)					
User sessions	85,954	84,640	191,190	8%	-2%
Page views	180,727	244,940	465,830	-14%	-25%
Catalog	49,240	59,804	109,073	0%	-10%
Database Access	5,111	8,393	12,201	-9%	3%
Interlibrary loans					
Loaned	270	298	564	-11%	12%
Borrowed	443	454	819	-2%	5%

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 February 2014

Traditional Media

SCLD in the news:

- Feb 2 – Spokesman: Literary Calendar: Airway Heights Book Club
- Feb 3 – 14 – Clear Channel Radio run: events and resources at the Library*
- Feb 5 – Deer Park Tribune: Storytimes
- Feb 5 – Deer Park Tribune: Free tax assistance available at DP Library
- Feb 6 – Spokesman: Family calendar: T.W.I.N.E., Kids Explore and Discover Club (SV)
- Feb 6 – Cheney Free Press: What's Happening on the West Plains
- Feb 7 – Spokesman: Kids and Family: Kids Explore and Discover Club (NS)
- Feb 7 – Spokesman: What's happening: Sacagawea Tells Her Story
- Feb 7 – Spokesman: Kids and Family: Kids Explore and Discover Club (AR & ML)
- Feb 7 – Spokane Valley News Herald: SCLD streaming services
- Feb 8 – Spokesman: Sacagawea Tells Her Story
- Feb 9 – Spokesman: Literary calendar: North Spokane Library Book Club
- Feb 12 – Deer Park Tribune: Storytimes
- Feb 13 – Spokesman: Library to celebrate 60s, 70s music (outside event)
- Feb 13 – Cheney Free Press: What's Happening on the West Plains
- Feb 13 – Cheney Free Press: Libraries closed Presidents' Day
- Feb 14 – Spokesman-Review: Libraries help kids explore science
- Feb 16 – Spokesman: Literary calendar: Spokane Valley Book Club
- Feb 19 – Deer Park Tribune: Storytimes
- Feb 20 – Spokesman: STCU workshop at Moran Prairie Library
- Feb 20 – Cheney Free Press: Book club meets Feb. 25
- Feb 20 – Cheney Free Press: What's Happening on the West Plains
- Feb 21 – KXLY.com: Spokane County Libraries and AARP offering free tax services
- Feb 21 – Spokane Valley News Herald: Trail, Balfour could receive funding
- Feb 22 – Spokesman: Calendar: Spokane Valley Tween Club
- Feb 23 – Spokesman: Week ahead in business: Applying for jobs online (NS)
- Feb 23 – Spokesman: Literary calendar: Deer Park Library Book Club
- Feb 26 – Deer Park Tribune: Storytimes
- Feb 26 – KXLY.com: Library to throw a birthday party for Dr. Seuss
- Feb 27 – Spokesman: Family calendar: Spokane Valley Tween Club
- Feb 28 – Spokesman: Kids and family: Dr. Seuss Birthday Party
- Feb 28 – Spokesman: Kids and family: Lego Build Day at the Library (AH, FF)
- Feb 28 – Spokesman: Kids and family: Kids Explore & Discover Club

Estimated media value: \$1800

Approximate media value for SCLD in the news

*Not included in estimate

Press Releases

Feb 10 – SCLD Holiday Closure

E-Marketing (Website, Social Media, Email)

- Social Media:
 - Facebook: # of fans: 1985
 - Twitter: # followers: 741
 - Pinterest: # followers: 768
- Email: 63,347 sent on Feb 13
 - Open rate 28.1%
 - Clicked 4.2%
 - Top clicks:
 - Dr. Seuss: 1021
 - Backyard Bounty: 458
 - Feb From the Director: 312
 - Unsubscribed 230

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

- Feb 1 – Edit Outreach Storytime letters
- Feb 1 – 2014 Bond information web pages
- Feb 1 – Pace Character Traits signs
- Feb 4 – Airway Heights book club digital signage
- Feb 11 – Airway Heights Friends meeting digital signage
- Feb 12 – 2014 Bond information brochure
- Feb 18 – STARS classes flyer
- Feb 19 – Sacagawea – Sara Edlin Marlowe
- Feb 19 – 2014 Bond information half sheet, web carousel image, digital signage
- Feb 21 – Hope in Hard Times reception invites
- Feb 22 – Cheney Winterfest digital sign
- Feb 23 – 2014 Bond information mailer
- Feb 25 – STCU Workshops digital sign
- Feb 26 – Gadget Menagerie promotional materials
- Feb 28 – Admin conference room art
- Feb 28 – HelpNow and JobNow launch
- Feb 28 – Friends of the Airway Heights Library meeting digital sign
- Feb 28 – Friends of the North Spokane Library Book sale
- Feb 28 – Selling Stuff Online class

- Feb 28 – Grass of a Different Color- Bluegrass concert at Deer Park
- Feb 28 – Hike the Day Away session at North Spokane & Spokane Valley
- Feb 28 – Friends of the Deer Park Library meeting signage
- Feb 28 – Deer Park Book Club
- Feb 28 – Moran Prairie Book Club
- Feb 28 – North Spokane Book Club
- Feb 28 – Spokane Valley Book Club

Reprints of previously created work & order fulfillment

- Feb 1 – Lego flyer reprint
- Feb 1 – Sacagawea flyer reprint
- Feb 1 – Volunteer program documents edit & reformat
- Feb 3 – Exam proctoring form edits & reformat
- Feb 3 – Pre-print SCLD address labels
- Feb 5 – Flash Drives 20 to Spokane Valley
- Feb 7 – 90 minutes computer sign for Airway Heights
- Feb 7 – Airway Heights print station sign
- Feb 13 – Flash Drives 10 to Airway Heights
- Feb 14 – Flash Drives 20 to Cheney
- Feb 18 – Flash Drives 50 to North Spokane
- Feb 24 – Cory Lux Memorial Bookplate
- Feb 24 – Reprint Read Away Fines form
- Feb 28 – Make checks payable to... sign for Deer Park

Community Involvement

- Feb 14 – Interview on bond issue with The Current
- Feb 21 – Valley Chamber table sponsor – promoting Dr. Seuss, Hoopla, bond information,
- Feb 29 – Friends of the Spokane Valley Library meeting

Current & Upcoming Projects

- Mar 20 – Open House/Informational Meeting on Bond at Argonne 4pm-7pm
- Mar 25 – Open House/Informational Meeting on Bond at Greenacres Middle School 4pm-7pm
- Mar 26 – Open House/Informational Meeting on Bond at Spokane Valley 4pm-7pm
- Mar 27 – Spokane Valley Chamber Business Fair, Mirabeau Hotel
- Apr 11 – Hope in Hard Times Opening Reception
- Apr 13 – 19 – Food for Fines
- Apr 26 – Friends Helping Friends

Spokane County Library District		3/5/2014 15:54
Balance Sheet		
February 28, 2014		
ASSETS		
CASH		\$ 2,446,951
ACCOUNTS RECEIVABLE -- NET OF ALLOWANCE FOR DOUBTFUL ACCOUNTS		4,186
TAXES RECEIVABLE		10,375,741
INVENTORY		58,107
PREPAID EXPENSES		54,165
TOTAL ASSETS		\$ 12,939,150
LIABILITIES		
CURRENT LIABILITIES		\$ 265,192
DEFERRED REVENUES		351,976
TOTAL LIABILITIES		\$ 617,168
FUND BALANCES		
NONSPENDABLE FUNDS -- PREPAID ITEMS		\$ 424,334
NONSPENDABLE FUNDS -- INVENTORY		52,893
NONSPENDABLE -- RETAIL MERCHANDISE INVENTORY		5,214
ASSIGNED FOR PUBLIC LIBRARY DIRECTORS MEETING		-
ASSIGNED FOR FACILITY MAINTENANCE PLAN		-
ASSIGNED FOR TECHNOLOGY PLAN		-
ASSIGNED FOR FF&E PLAN		-
ASSIGNED FOR LIBRARY MATERIALS PLAN		-
ASSIGNED FOR CONTINGENCY RESERVES		-
ASSIGNED FOR DEER PARK LIBRARY PROGRAM		6,144
ASSIGNED FOR DIANE ZAHAND MEMORIAL FUND		8,126
ASSIGNED FOR DISTRICT WELLNESS PLAN		1,262
RETAINED EARNINGS - CURRENT YEAR		8,389,311
UNASSIGNED FUND BALANCES		3,434,698
TOTAL FUND BALANCES		\$ 12,321,982
TOTAL LIABILITIES & FUND BALANCES		\$ 12,939,150
CASH BALANCE OF CAPITAL PROJECTS FUND		\$ 1,007,753

**Spokane County Library District
Summary of Revenues & Expenses
For the Two Months Ended February 28, 2014**

3/5/2014 15:54

	Y-T-D Actual	Annual Budget	Percent Used	Balance Remaining
REVENUES				
PROPERTY TAXES	\$ 10,356,541	\$ 10,359,702	99.97%	\$3,161
CITIES, SERVICES & FEES	107,674	661,465	16.28%	553,791
MISCELLANEOUS	15,728	211,527	7.44%	195,799
INTEREST REVENUES	3,425	24,000	14.27%	20,575
TOTAL REVENUES	\$ 10,483,369	\$ 11,256,694	93.13%	\$ 773,325
TRANSFERS IN	\$ -	\$ -	0.00%	\$ -
TOTAL REVENUES & TRANSFERS IN	\$ 10,483,369	\$ 11,256,694	93.13%	\$ 773,325
EXPENSES				
SALARIES	\$ 960,652	\$ 5,918,610	16.23%	\$ 4,957,958
FRINGE BENEFITS	276,822	1,667,103	16.60%	1,390,281
SUPPLIES	30,667	494,965	6.20%	464,298
SERVICES	462,551	1,677,388	27.58%	1,214,837
CAPITAL EXPENDITURES	-	40,000	0.00%	40,000
LIBRARY MATERIALS	363,366	1,417,046	25.64%	1,053,680
INTEREST EXPENSE	-	500	0.00%	500
OPERATIONAL CONTINGENCIES	-	40,000	0.00%	40,000
TOTAL EXPENSES	\$ 2,094,058	\$ 11,255,612	18.60%	\$ 9,161,554
TRANSFERS OUT	\$ -	\$ -	0.00%	\$ -
TOTAL EXPENSES & TRANSFERS OUT	\$ 2,094,058	\$ 11,255,612	18.60%	\$ 9,161,554
Net Excess of Revenues Over/(Under) Expenses	\$ 8,389,311	\$ 1,082	775,352.24%	\$ (8,388,229)

Spokane County Library District		3/12/2014 13:15
Balance Sheet -- Final (With End of Year Adjustments)		
December 31, 2013		
ASSETS		
CASH		\$ 4,125,143
ACCOUNTS RECEIVABLE -- NET OF ALLOWANCE FOR DOUBTFUL ACCOUNTS		18,735
TAXES RECEIVABLE		415,367
INVENTORY		58,107
PREPAID EXPENSES		424,334
TOTAL ASSETS		\$ 5,041,686
CURRENT LIABILITIES		
CURRENT LIABILITIES		\$ 693,648
DEFERRED REVENUES		415,367
TOTAL LIABILITIES		\$ 1,109,015
FUND BALANCES		
NONSPENDABLE FUNDS -- PREPAID ITEMS		\$ 424,334
NONSPENDABLE FUNDS -- INVENTORY		52,893
NONSPENDABLE -- RETAIL MERCHANDISE INVENTORY		5,214
ASSIGNED FOR DEER PARK LIBRARY PROGRAM		6,144
ASSIGNED FOR DIANE ZAHAND MEMORIAL FUND		8,126
ASSIGNED FOR DISTRICT WELLNESS PLAN		1,262
RETAINED EARNINGS - CURRENT YEAR		269,424
UNASSIGNED FUND BALANCES		3,165,275
TOTAL FUND BALANCES		\$ 3,932,671
TOTAL LIABILITIES & FUND BALANCES		\$ 5,041,686

Spokane County Library District
Summary of Revenues & Expenses - Final (With End of Year Adjustments)
For the Twelve Months Ended December 31, 2013

3/12/2014 13:15

	Y-T-D Actual	Annual Budget	Percent Used	Balance Remaining
REVENUES				
PROPERTY TAXES	\$ 10,032,612	\$ 10,058,400	99.74%	\$25,788
CITIES, SERVICES & FEES	690,109	690,000	100.02%	(109)
MISCELLANEOUS	240,153	217,527	110.40%	(22,626)
INTEREST REVENUES	24,354	36,000	67.65%	11,646
TOTAL REVENUES	\$ 10,987,229	\$ 11,001,927	99.87%	\$ 14,698
TRANSFERS IN	\$ 164,100	\$ 164,100	100.00%	\$ -
TOTAL REVENUES & TRANSFERS IN	\$ 11,151,329	\$ 11,166,027	99.87%	\$ 14,698
EXPENSES				
SALARIES	\$ 5,712,182	\$ 5,742,800	99.47%	\$ 30,618
FRINGE BENEFITS	1,656,471	1,683,400	98.40%	26,929
SUPPLIES	476,822	550,125	86.68%	73,303
SERVICES	1,506,727	1,719,500	87.63%	212,773
CAPITAL EXPENDITURES	55,689	62,500	89.10%	6,811
LIBRARY MATERIALS	1,474,006	1,621,300	90.92%	147,294
INTEREST EXPENSE	10	500	1.95%	490
OPERATIONAL CONTINGENCIES	-	271,375	0.00%	271,375
TOTAL EXPENSES	\$ 10,881,905	\$ 11,651,500	93.39%	\$ 769,595
TRANSFERS OUT	\$ -	\$ -	0.00%	\$ -
TOTAL EXPENSES & TRANSFERS OUT	\$ 10,881,905	\$ 11,651,500	93.39%	\$ 769,595
Net Excess of Revenues Over/(Under) Expenses	\$ 269,424	\$ (485,473)	-55.50%	\$ (754,897)

Spokane County Library District
 Comparison of 2007 through 2013 Actual Revenues & Expenses & 2014 Budget
 Date Prepared: March 10, 2014

	2007	2008	2009	2010	2011	2012	2013	2014
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Budget
Total Property Tax Collections	\$ 8,551,025	\$ 9,007,710	\$ 9,335,265	\$ 9,591,481	\$ 10,613,122	\$ 10,348,154	\$ 10,032,612	\$ 10,359,702
Total Contract Cities, Services & Fees	\$ 398,129	\$ 437,080	\$ 461,380	\$ 481,605	\$ 554,604	\$ 761,124	\$ 690,109	\$ 661,465
Total Miscellaneous	\$ 123,275	\$ 150,006	\$ 200,809	\$ 208,928	\$ 191,302	\$ 201,661	\$ 240,152	\$ 211,527
Interest Earnings	\$ 95,284	\$ 51,532	\$ 29,220	\$ 32,462	\$ 32,004	\$ 35,231	\$ 24,354	\$ 24,000
Total Transfers In	\$ 92,710	\$ 253,190	\$ 65,000	\$ 133,261	\$ -	\$ -	\$ 164,100	\$ -
Total Revenues & Transfers In	\$ 9,260,423	\$ 9,899,519	\$ 10,091,673	\$ 10,447,738	\$ 11,391,031	\$ 11,346,170	\$ 11,151,327	\$ 11,256,694
Total Salaries & Wages	\$ 4,503,536	\$ 4,764,403	\$ 5,087,566	\$ 5,063,691	\$ 5,288,811	\$ 5,559,946	\$ 5,712,181	\$ 5,918,610
Total Fringe Benefits	\$ 1,079,284	\$ 1,237,705	\$ 1,304,232	\$ 1,287,009	\$ 1,493,266	\$ 1,591,833	\$ 1,656,472	\$ 1,667,103
Total Supplies	\$ 157,597	\$ 162,729	\$ 179,805	\$ 170,629	\$ 577,413	\$ 483,599	\$ 476,822	\$ 494,965
Total Services	\$ 1,098,034	\$ 1,387,362	\$ 1,413,325	\$ 1,503,552	\$ 1,455,715	\$ 1,456,415	\$ 1,506,728	\$ 1,677,388
Total Capital Expenditures	\$ 212,163	\$ 328,533	\$ 213,907	\$ 337,807	\$ 69,060	\$ 59,719	\$ 55,688	\$ 40,000
Total Library Materials	\$ 1,123,045	\$ 1,284,943	\$ 1,342,366	\$ 1,386,787	\$ 1,463,241	\$ 1,536,774	\$ 1,474,006	\$ 1,417,046
Short-Term Interest Expense	\$ 48,403	\$ 3,966	\$ 253	\$ 355	\$ 160	\$ 105	\$ 10	\$ 500
Operational Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000
Transfer Out -- Capital Reserve	\$ -	\$ -	\$ -	\$ -	\$ 406,655	\$ 920,891	\$ -	\$ -
Total Expenses & Transfers Out	\$ 8,222,062	\$ 9,169,640	\$ 9,541,453	\$ 9,749,830	\$ 10,734,320	\$ 11,609,282	\$ 10,881,907	\$ 11,255,612
Excess of Revenues Over/(Under) Expenses.	\$ 1,038,360	\$ 729,878	\$ 550,221	\$ 697,908	\$ 636,711	\$ (263,112)	\$ 269,420	\$ 1,082

Spotlight Argonne Library

Library Supervisor Pat Davis and Community Librarian Kelsey Hudson will share highlights of Argonne Library and the community it serves.

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

OVERVIEW ONLINE LEARNING

Virtual Services Manager Carlie Hoffman and librarians Diane Brown and Cindy Ulrey will provide an overview of District online learning.

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