

MISSION

We inspire learning, advance knowledge, and connect communities.

Board of Trustees Regular Meeting

July 15, 2014 4:00 p.m. Cheney Library Public Meeting Room

AGENDA

- I. CALL TO ORDER**
- II. AGENDA APPROVAL [4:00]**
- III. ACTION ITEMS**
 - A. Approval of May 27, 2014, Regular Meeting Minutes [4:00-4:03]
 - B. Approval of May and June 2014 Payment Vouchers [4:03-4:05]
 - C. Unfinished Business
None.
 - D. New Business [4:05-4:55]
 1. Libraries Transforming Communities Project Report and Aspire Activity
 2. Financial Forecast 2015-2017
 3. Personnel Policy Update: Approval recommendation.
 4. Recognition of Retiring Trustee Daniel Davis: Approval recommendation.
 5. Appointment of Board of Trustees Vice Chair: Motion consideration.
- IV. DISCUSSION ITEMS, POSSIBLE ACTION [4:55-5:00]**
 - A. Future Board Meeting Agenda Items
- V. REPORTS**
 - A. Trustees [5:00-5:05]
 - B. Executive Director [5:05-5:10]
 - Administrative
 - Community Activities
 - C. Public Services [5:10-5:15]
 - D. Communication [5:15-5:20]
 - E. Fiscal [5:20-5:25]
 - F. Spotlight – Cheney Library [5:25-5:35]
 - G. Overview – STEM/Technology and Summer Reading [5:35-5:55]
- VI. PUBLIC COMMENT**
- VII. ADJOURNMENT**

[Estimated meeting length: One hour and 55 minutes, plus public comment.]

This meeting location is barrier-free. If you require accommodation to participate in this meeting, please notify Spokane County Library District Administrative Offices (509/893-8200) at least 48 hours prior. 07/15/14

SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: MAY 27, 2014

CALL TO ORDER

The regular monthly meeting of the Spokane County Library District Board of Trustees was held Tuesday, May 27, 2014, in the public meeting room at Airway Heights Library, 1213 S. Lundstrom St., Airway Heights, WA. Chair Tim Hattenburg called the meeting to order at 3:58 p.m. and welcomed those in attendance.

PRESENT:

Tim Hattenburg - Chair
Daniel Davis - Vice Chair
John Craig - Trustee
Mark Johnson - Trustee
Kristin Thompson - Trustee
Nancy Ledeboer - Executive Director and Secretary

EXCUSED:

None.

Also Present: Jane Baker, Communication & Development Officer; Paul Eichenberg, Chief Human Resources Officer; Stacy Hartkorn, Library Supervisor; Sonia Gustafson, Managing Librarian; Priscilla Ice, Chief Information Officer; Ellen Peters, Librarian; Patrick Roewe, Deputy Director, Library Services; Bill Sargent, Chief Financial Officer; Andrea Sharps, Deputy Director, Collection Services; Gina Rice, Library Operations Manager; Doug Stumbough, Deputy Director, Library Operations; and Patty Franz, Administrative Assistant.

AGENDA APPROVAL

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

The motion carried unanimously.

ACTION ITEMS

APPROVAL OF APRIL 15, 2014, REGULAR MEETING MINUTES

Mr. Hattenburg called for corrections to the April 15 regular meeting minutes. There were no corrections; the minutes stand approved as written.

APPROVAL OF APRIL 2014 BILL PAYMENT VOUCHERS

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

Fund

L01	Voucher numbers: 45934 through 46086 and W00174-W00178 totaling	\$ 554,594.45
	Payroll numbers: 04102014PR and 04252014PR totaling	\$ 355,955.08

	Total	\$ 910,549.453
L08	Capital Projects Fund: Vic Linden and Son - Conklin signage	\$ 1,041.35
	Clear Channel Information Spots	\$ 1,059.20
	CVHS - Room Rental	\$ 16.00
	Total	\$ 2,116.55

There were no questions.

The motion was unanimously approved.

UNFINISHED BUSINESS

2014 BOND ELECTION RECAP. In addition to the detailed report provided in advance of the meeting, Mr. Stumbough visually presented the outcome of the bond election with Spokane Valley precinct maps and vote tallies. Voters approved the formation of the Spokane Valley Capital Facilities Area (SVLCFA). However, funding for the \$22 million for facilities projects did not receive the required 60% voter approval. Twenty-four (24) out of 89 precincts achieved 60% in favor of the bond. The funding proposition potentially could have been carried with an additional 1,500 favorable votes. Feedback suggests more educational information about the building projects could have affected outcome of the election. This topic will be added to the agenda for the Board of Trustees' retreat in September. In 2015, Mr. Hattenburg noted Spokane Valley City Council races will be on the ballot as well, which could result in District cost savings. In response to Mr. Davis's question, Ms. Ledebor said the District has until December 31, 2017, to develop and thereby retain the property it purchased from City of Spokane Valley.

NEW BUSINESS

WELCOME INCOMING TRUSTEE. Mr. Hattenburg introduced and welcomed Kristin Thompson to the Board of Trustees. Board of County Commissioners appointed Ms. Thompson on May 20, 2014, to fulfill the term and vacancy left by Sean Morrow who resigned to accept new employment in the Seattle area. Ms. Thompson's first term will expire December 31, 2017.

There was no further discussion.

PERSONNEL POLICY RECOMMENDATION. Mr. Hattenburg moved and Mr. Johnson seconded approval of revisions to the following Personnel Policy sections presented by Chief Human Resources Officer Paul Eichenberg. Sections 2.14 (Acting Appointment, clarification); 4.9 (Post Termination ACA); 5.1 (Holidays, state mandate); 5.3 (Sick Leave, maximum accrual/ may not be used for injury/illness resulting from outside employment); 5.9 (Court-Related Leave, fees and allowances may be retained by employee); 5.18 (Use of Accrued Leave to Care for Ill Family Members, clarification); and 11.5 (Smoking Policy, E-Cigarettes). For the most part, these recommended changes document, clarify or expand on current practice. Sections 4.9 and 5.1 are reflections of changes in state or federal laws. Discussion ensued about the various policy changes. In response to Trustee Craig's question, Mr. Eichenberg reviewed District handling of unused sick and vacation leave cash out upon employee termination. In response to Trustee Johnson's question, Mr. Eichenberg confirmed District policies are regularly reviewed by legal counsel, and were reviewed in entirety in 2010.

Regarding state and federal law, in response to Trustee Craig, Ms. Ledebor said the District complies with state law as it has a higher standard.

There were no further questions.

The motion was unanimously approved.

FRIENDS HELPING FRIENDS REPORT. Ms. Ledebor reported Friends groups representing eight District libraries attended the Friends Helping Friends event held Saturday, April 26, at Spokane Valley Library. The event provided a venue for Friends groups to share best practices, highlights and accomplishments among themselves, and to discuss future opportunities to take on new roles and increase fund raising. Having received Friends' consideration and approval for establishing a coalition, Communication & Development Officer Jane Baker has since contacted Friends about options to establish a 501(c)(3), which will enable the District to apply for grants, scholarships and more. By amending the Bylaws of an existing 501(c)(3), a new non-profit can be formed with a broader scope of purpose. Mr. Hattenburg pointed out it was helpful for Friends to learn they will be able to maintain their individual autonomy or affiliate with the new non-profit. There was no further discussion.

WLA ANNUAL CONFERENCE REPORT. Six staff summarized personal highlights of the WLA Conference in a report distributed prior to the meeting. Ms. Ledebor who also attended the conference along with Trustees Hattenburg and Craig, said next year a trustee development track will be offered, which will include policy issues for trustees.

DISCUSSION ITEMS, POSSIBLE ACTION

FUTURE BOARD MEETING AGENDA ITEMS

Mr. Hattenburg reviewed the list of tentative agenda items, special meetings and activities scheduled over the next several months. Trustees selected Saturday, September 20, for its annual half-day retreat, to be held at Moran Prairie Library. Mr. Hattenburg pointed out Staff Training and Development Day, for which Trustees are invited to attend, is scheduled for Friday, September 27, at CenterPlace. In response to Mr. Craig's question, Ms. Ledebor said the Board's retreat is open to the public, and in response to Mr. Hattenburg, concurred there will not be a facilitator to lead discussions.

2014 SUMMER MEETING SCHEDULE.

Mr. Hattenburg commenced review and discussion of summer schedules. By consensus, Trustees canceled their June meeting and adjusted agendas accordingly for the July meeting at Cheney Library and August meeting at Fairfield. There was no further discussion.

REPORTS

TRUSTEES

Mr. Hattenburg apprised Trustees about events leading up to Sean Morrow's resignation from the Board to accept a job offer in the Seattle area, which created the need for

Mr. Morrow and his family to leave Spokane. Mr. Morrow asked Mr. Hattenburg to express his thanks to Trustees and staff for their great work, and to relay he had a truly enjoyable experience at SCLD. Thanks and best wishes were expressed to Mr. Morrow as well. There were no other reports.

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 pointed out she represented both SCLD and WLA—as its recently-appointed president—at National Library Legislative Day in Washington, D.C. She noted during her visits several Legislative aides reflected on their positive childhood library experiences and commented how libraries had opened doors to their future.

PUBLIC SERVICES

Deputy Directors Patrick Roewe and Doug Stumbough provided a written report prior to the meeting for April 2014, with data for customer use measures, programming and library activities. In response to Mr. Hattenburg's concern about security incidents, Mr. Roewe said more than a couple involved repeat offenders, which resulted in exclusion from libraries. Discussion ensued regarding handling of incidents and vandalism at the various libraries, as well as how libraries accommodate personal space needs of members. In response to Trustee Craig's question, Mr. Stumbough replied if someone's behavior frightens others, though rare, staff will intervene and can ask the person to leave the premises. There was no further discussion.

COMMUNICATION

Communication & Development Officer Jane Baker provided a written report prior to the meeting for April 2014 communication activities. Ms. Ledeboer said through various communication activities and Media, the bond issue raised District visibility. There was no further discussion.

FISCAL

Revenue and Expenditure Statement through April 30, 2014.

<u>Fund 001</u>	
Revenues	\$ 5,202,195
Expenditures	\$ 3,878,583
Ending Fund Balance	\$ 5,448,756
Fund Budget Expended	34.45%

Mr. Sargent reported the conversion to cash-basis accounting is now complete. Adjustments to the 2014 budget and 2015-2017 financial forecasts will be based on cash-basis figures. There was no further discussion.

SPOTLIGHT AIRWAY HEIGHTS LIBRARY

Library Supervisor Stacy Hartkorn and Community Librarian Ellen Peters reported on Airway Heights Library (AH), its history and the community it serves. Ms. Hartkorn provided history and current data on this busy community library that serves 16,000 people, for what she described as having never a dull moment. Ms. Peters provided a varied list of group meetings, library sponsored events and school art displays held at the library. To develop young learners, Ms. Hartkorn provided Storytime attendance figures, which increased over the last several years. Storytimes are also held quarterly for West Plains ECEAP participants, and the library participates in Cheney School District's Ready for Kindergarten program offered three times per year, where test scores improved by 10%. Explore and discover programming for kids; e.g., Marshmallow Engineering, was a favorite after school program, and upcoming adult programming includes a variety of musical concerts, cybercrime mysteries, brewing beer, perfecting a golf swing and Zentangle. To support local job seekers and businesses, the most prominent library service is access to technology to build and print resumes and conduct job searches. Airway Heights connects with community through business partnerships and collaboration. A photograph was displayed of an event for which books were purchased for Sunset and Snowdon elementary students with Page Ahead grant funds by Beth Toulou of Cheney School District, and Yoke's sponsored light refreshments for participants. Ideas for future programming include more local experts and DIY workshops, outreach to seniors for Book a Librarian or computer skills classes to help set up email or Facebook instruction, and programs to bring the Airway Heights communities together. The thematic statement based on CommunityConnect data is Aspiring to Become a Connected Community. To help publicize library resources and programming, there will be a library card sign up table at Walmart on June 21, and SCLD brochures/flyers will be distributed in utility bills and available at apartment buildings for distribution in welcome packs. On July 19, as part of the Let's Move initiative joined by the City of Airway Heights, the library will host various programs throughout the day. In response to Ms. Thompson's question, Ms. Ledebor explained the creative art form of the Zentangle Method as something anyone can do. In response to Ms. Ledebor, Ms. Hartkorn said the golf program will be promoted by flyers and at the golf courses as well. Trustees expressed appreciation for the informative report. There was no further discussion.

OVERVIEW SINGLE SERVICE DESK

Library Operations Manager Gina Rice and Managing Librarian Sonia Gustafson provided an overview of the single service desk. Ms. Rice first described the previous service desk model designed 25 years ago that supported a more traditional service model. Formerly, reference services and circulation services were done separately and staff didn't routinely share tasks.

Member services have changed over the past 20 years. Internet service has made information readily available, and many periodicals have gone digital or ceased publication. Many resources are now available only in digital formats, and the District has evolved to better serve the needs of members.

In our small and medium-sized community libraries this practice has been routine. Fairfield and Moran Prairie libraries were the first to move to a single service desk model almost 10 years ago. Because of the success of this model, other district community libraries adopted this model.

With adoption of the new Community Impact Plan last year, it became apparent staff could more effectively connect and engage with our community members if they were not tied to a service desk. For example, staff can now sit with members at Internet stations to assist them in learning software to build resumes and conduct job searches. Similarly operations staff offers side by side assistance at self-service stations on the floor. Ms. Gustafson reviewed recent changes at Spokane Valley Library and the process of moving to the single service model, which required staff involvement and gave rise to universal skills training for staff, set up by Librarian Kristy Bateman. Ms. Gustafson noted other libraries across the United States in the process of moving to a single service desk have contacted us for information on universal skills training for staff. Also, a list of Frequently Asked Questions for members was developed in advance of the new floor plan with input from staff, and a discussion board was set up for staff on the staff Intranet. Ms. Rice went on to describe the purchase of modular furniture and mobile shelving for books that can be moved and reconfigured as needed. The open floor plan with multiple self-service stations has been helpful to the 72 percent of members who check out books themselves.

Challenges have been for staff to be easily visible and therefore available to members in person or by telephone when not sitting behind a desk. The benefit is staff will now approach members to ask if help is needed, thereby creating an opportunity to engage with more members, and utilize the skills of all staff. Ms. Rice commented the transition at Spokane Valley has taken six months and gone well.

Questions were asked by Trustees and discussion ensued about the physical operation of the new desk. Ms. Ledebouer pointed out because of the open floor design, the District was able to accommodate the Hope in Hard Times exhibit at North Spokane. Space that used to be occupied by service desks is now more flexible and can be used for various purposes. There was no further discussion.

A 10-minute recess was called at 5:29 p.m.

EXECUTIVE SESSION

Mr. Hattenburg moved and Mr. Davis seconded for the Board to go into executive session at 5:40 p.m. to discuss the Executive Director's annual performance evaluation. The Board returned from executive session at 6:08 p.m. Chair Hattenburg will complete a summary of Ms. Ledebouer's second annual performance evaluation, which will be filed in District personnel files.

PUBLIC COMMENT

There were no public comments.

ADJOURNMENT

The meeting adjourned at 6:09 p.m.

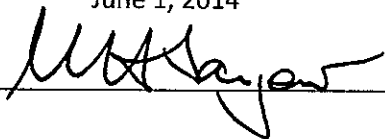
Tim Hattenburg, Chair

Nancy Ledeboer, Secretary of the Board of Trustees

PAYMENT VOUCHER APPROVAL

Pursuant to RCW 42.24.180 and Spokane County Library District Resolution # 94-03, we, the undersigned, do hereby certify that the merchandise and services hereinafter specified have been received as of May 31, 2014 and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$923,055.76 and that we are authorized to authenticate and certify these claims.

DATE: June 1, 2014

SIGNED 

SIGNED 

TITLE: CHIEF FINANCIAL OFFICER

TITLE: Executive Director

VOUCHER NUMBER	DESCRIPTION	VOUCHER AMOUNT
046087	ASSOC OF WASHINGTON CITIES LIFE INSURANCE	\$ 998.20
046088	ASSOC OF WASHINGTON CITIES MEDICAL, DENTAL, VISION & LIFE INS.	64,013.63
046089	AVISTA UTILITIES UTILITIES	3,770.69
046090	BAKER AND TAYLOR INC. LIBRARY MATERIALS	65.53
046091	BANK OF AMERICA SAFE DEPOSIT BOX RENTAL	195.00
046092	BUDGET-RENT-A-CAR CAR RENTAL	104.00
046093	CONSOLIDATED ELECTRICAL DIST. MAINTENANCE SUPPLIES	298.08
046094	CENTER POINT LARGE PRINT LIBRARY MATERIALS	47.29
046095	CENTURYLINK TELEPHONE	82.08
046096	CENTURYLINK TELEPHONE	42.30
046097	CENTURYLINK TELEPHONE	42.08
046098	CENTURYLINK DATA COMMUNICATIONS	144.89
046099	CENTURYLINK TELEPHONE	91.21
046100	CENTURYLINK DATA COMMUNICATIONS	1,999.20
046101	CHEVRON U.S.A. INC. VEHICLE FUEL	71.68
046102	CITY OF SPOKANE UTILITIES	260.76
046103	CITY OF AIRWAY HEIGHTS UTILITIES	150.98
046104	CITY OF CHENEY UTILITIES	671.43
046105	CITY OF DEER PARK UTILITIES	69.94
046106	CRAIG BARNETT LIBRARY MATERIALS	168.80
046107	CITY OF MEDICAL LAKE UTILITIES	156.82
046108	CAPITAL ONE FINANCIAL OFFICE/LIBRARY SUPPLIES	37.17
046109	DELL MARKETING L.P. D.P. HARDWARE & SOFTWARE	533.83
046110	DEVRIES INFORMATION MGMT COURIER SERVICE	4,806.00
046111	DIVCO INCORPORATED BUILDING REPAIR & MAINTENANCE	5,064.15
046112	ENSLOW PUBLISHERS, INC. LIBRARY MATERIALS	33.50
046113	FINDAWAY WORLD, LLC LIBRARY MATERIALS	366.79
046114	ANDREA A. FITZSIMMONS CUSTODIAL SERVICE	170.00

046115	FRONTIER COMMUNICATION	TELEPHONE	108.71
046116	FRONTIER COMMUNICATION	DATA COMMUNICATIONS	405.00
046117	GALE/CENAGE LEARNING	LIBRARY MATERIALS	12,184.01
046118	GREENLEAF LANDSCAPING, INC.	GROUNDS SERVICES	3,068.61
046119	H&H BUSINESS SYSTEMS, INC.	EQUIPMENT REPAIR & MAINTENANCE	1,266.47
046120	LIAN HU	LIBRARY PROGRAMS	300.00
046121	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	26,192.82
046122	INLAND PUBLICATIONS	ADVERTISING	412.00
046123	JAN WAY COMPANY USA, INC.	OFFICE/LIBRARY SUPPLIES	3,375.00
046124	KENT ADHESIVE PRODUCTS CO.	OFFICE/LIBRARY SUPPLIES	527.88
046125	MIDWEST TAPE	LIBRARY MATERIALS	6,692.27
046126	MODERN ELECTRIC WATER COMPANY	UTILITIES	1,865.02
046127	STEPHANIE REGALADE-HERTEL	LIBRARY MATERIALS	194.75
046128	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	121.82
046129	OVERDRIVE, INC.	LIBRARY MATERIALS	16,015.68
046130	PASADENA PARK IRR. DIST. 17	UTILITIES	51.87
046131	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	584.71
046132	PENGUIN RANDOM HOUSE LLC	LIBRARY MATERIALS	114.14
046133	RECORDED BOOKS, LLC	LIBRARY MATERIALS	2,235.21
046134	JANELLE KRUM, CUSTODIAN	REIMBURSE PETTY CASH FUND	198.95
046135	SPOKANE COUNTY LIBRARY DIST	REIMBURSE REVOLVING FUND	238.40
046136	SOFTWARE.HARDWARE.INTEGRATION	D.P. HARDWARE & SOFTWARE	4,248.79
046137	SOLARWINDS, INC.	SOFTWARE SUPPORT	280.00
046138	SPOKANE CO. WATER DISTRICT #3	UTILITIES	12.25
046139	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	116.71
046140	BRIAN A. SMITH	CUSTODIAL SERVICE	350.00
046141	TANTOR MEDIA	LIBRARY MATERIALS	49.78
046142	UNIQUE MANAGEMENT SERVICES	COLLECTION AGENCY NOTICE & FEES	2,609.35
046143	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	527.87
046144	WASTE MANAGEMENT OF SPOKANE	UTILITIES	1,110.08
046145	MELANIE BOERNER	RECRUITING	354.00
046146	TAMMY HENRY	RECRUITING	620.50
046147	VANTAGEPOINT TRNSFR AGENTS-457	EMPLOYEE CONTRIBUTIONS	7,104.84
046148	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	32,511.50
046149	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	432.35
046150	ABM JANITORIAL SERVICES - NW	CUSTODIAL SERVICE	11,969.10
046151	AMERICAN LIBRARY ASSOCIATION	LIBRARY MATERIALS	67.70
046152	AVISTA UTILITIES	UTILITIES	3,572.99
046153	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	97.24
046154	BRODART CO.	FURNITURE, FIXTURES & EQUIPMENT	1,701.00
046155	CAPITAL COMMUNICATIONS, INC	OFFICE/LIBRARY SUPPLIES	827.28
046156	CLEAR CHANNEL BROADCASTING INC	ADVERTISING	1,059.20
046157	CONSOLIDATED ELECTRICAL DIST.	MAINTENANCE SUPPLIES	240.66
046158	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	128.30
046159	CENTURYLINK	TELEPHONE	90.54
046160	CENTURYLINK	TELEPHONE	87.13
046161	CENTURYLINK	TELEPHONE	34.75

046162	CENTURYLINK	TELEPHONE	91.04
046163	CENTURYLINK	TELEPHONE	59.85
046164	CENTURYLINK	TELEPHONE	130.69
046165	CENTURYLINK	DATA COMMUNICATIONS	9,219.04
046166	DELL MARKETING L.P.	D.P. HARDWARE & SOFTWARE	12.71
046167	DINGUS, ZARECOR & ASSOC PLLC	ACCOUNTING & AUDITING SERVICES	1,550.00
046168	DIVCO INCORPORATED	BUILDING REPAIR & MAINTENANCE	1,269.34
046169	EARTHWORKS RECYCLING,INC	UTILITIES	276.20
046170	EBSCO INDUSTRIES, INC.	LIBRARY MATERIALS	8,296.00
046171	EMPIRE DISPOSAL INC.	UTILITIES	18.81
046172	FRANCO POSTALIA	POSTAGE METER LEASE	129.20
046173	GREATAMERICA FINANCIAL SVCS.	POSTAGE METER LEASE	190.01
046174	GALE/CENAGE LEARNING	LIBRARY MATERIALS	130.39
046175	GREENLEAF LANDSCAPING, INC.	GROUNDS SERVICES	1,802.07
046176	H&H BUSINESS SYSTEMS, INC.	EQUIPMENT REPAIR & MAINTENANCE	214.52
046177	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	9,953.85
046178	INLAND PUBLICATIONS	ADVERTISING	618.00
046179	INTEGRA	INTERNET SERVICES	2,294.15
046180	JIM KERSHNER	LIBRARY PROGRAMS	600.00
046181	KELLY LYNCH	LIBRARY PROGRAMS	100.00
046182	MIDWEST TAPE	LIBRARY MATERIALS	3,376.34
046183	MR. B'S CLEAN SWEEP, INC.	GROUNDS SERVICES	247.21
046184	OCLC, INC.	CATALOGING & AUTHORITY SERVICES	2,999.85
046185	OUTSPOKANE	TRAINING & TRAVEL	95.00
046186	PAINE, HAMBLIN, LLP	LEGAL SERVICES	351.20
046187	PARTNERS W/FAMILIES & CHILDREN	TRAINING & TRAVEL	25.00
046188	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	1,446.04
046189	QWEST CORPORATION	DATA COMMUNICATIONS	2,071.38
046190	SPOKANE COUNTY UTILITIES	UTILITIES	443.41
046191	SPOKESMAN REVIEW	ADVERTISING	935.71
046192	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	119.38
046193	TOWN OF FAIRFIELD	UTILITIES	153.80
046194	TUMBLEWEED PRESS INC.	LIBRARY MATERIALS	2,392.00
046195	UPS	FREIGHT	45.86
046196	UPSTART	OFFICE/LIBRARY SUPPLIES	809.54
046197	U.S. BANK	H S A ACCOUNT EXPENSES	81.00
046198	VERIZON WIRELESS	TELEPHONE	277.01
046199	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	736.91
046200	WHITWORTH WATER DISTRICT #2	UTILITIES	31.44
046201	ABM JANITORIAL SERVICES - NW	CUSTODIAL SERVICE	2,304.25
046202	AMERICAN LIBRARY ASSOCIATION	OFFICE/LIBRARY SUPPLIES	249.00
046203	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	475.74
046204	DELL MARKETING L.P.	D.P. HARDWARE & SOFTWARE	508.04
046205	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	629.41
046206	DIVCO INCORPORATED	BUILDING REPAIR & MAINTENANCE	7,434.73
046207	EBSCO INDUSTRIES, INC.	LIBRARY MATERIALS	36,350.27
046208	FRANCO POSTALIA	POSTAGE METER LEASE	129.20

046209	GALE/CENAGE LEARNING	LIBRARY MATERIALS	1,111.22
046210	GREENLEAF LANDSCAPING, INC.	GROUNDS SERVICES	1,116.79
046211	HER INTERACTIVE, INC.	LIBRARY MATERIALS	29.99
046212	MICHAEL HILTZIK	LIBRARY PROGRAMS	600.00
046213	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	7,016.07
046214	INLAND POWER AND LIGHT	UTILITIES	567.16
046215	PERIDOT PUBLISHING LLC	LIBRARY MATERIALS	297.50
046216	MIDWEST TAPE	LIBRARY MATERIALS	4,066.90
046217	MORNINGSTAR, INC.-0051	LIBRARY MATERIALS	3,153.00
046218	NATIONAL BARRICADE OF SPOKANE	MAINTENANCE SUPPLIES	94.79
046219	NEW YORK TIMES	LIBRARY MATERIALS	68.80
046220	OVERDRIVE, INC.	LIBRARY MATERIALS	6,259.12
046221	RECORDED BOOKS, LLC	LIBRARY MATERIALS	745.32
046222	DOUG SLATON	LIBRARY PROGRAMS	200.00
046223	SPOKANE AUDUBON SOCIETY	LIBRARY PROGRAMS	75.00
046224	TANTOR MEDIA	LIBRARY MATERIALS	17.99
046225	UNIQUE MANAGEMENT SERVICES	COLLECTION AGENCY NOTICE & FEES	3,466.32
046226	VANTAGEPOINT TRNSFR AGENTS-457	EMPLOYEE CONTRIBUTIONS	7,103.45
046227	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	32,834.69
046228	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	432.35
046229	ABM JANITORIAL SERVICES - NW	CUSTODIAL SERVICE	2,650.28
046230	ALLIED SAFE & VAULT CO, INC.	SAFETY AND SECURITY SERVICES	69.57
046231	AVISTA UTILITIES	UTILITIES	4,107.58
046232	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	61.52
046233	CALL REALTY, INC.	BUILDING REPAIR & MAINTENANCE	54.35
046234	CONSOLIDATED ELECTRICAL DIST.	MAINTENANCE SUPPLIES	92.61
046235	CENTURYLINK	TELEPHONE	42.30
046236	CENTURYLINK	TELEPHONE	42.08
046237	CENTURYLINK	DATA COMMUNICATIONS	144.89
046238	JOHN CRAIG	TRAVEL REIMBURSEMENT	232.92
046239	DELL MARKETING L.P.	D.P. HARDWARE & SOFTWARE	122.28
046240	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	595.39
046241	DIVCO INCORPORATED	BUILDING REPAIR & MAINTENANCE	605.90
046242	EARTHWORKS RECYCLING,INC	UTILITIES	205.00
046243	EMPIRE GLASS, INC.	BUILDING REPAIR & MAINTENANCE	332.11
046244	FAUCETS 'N STUFF PLUMBING	BUILDING REPAIR & MAINTENANCE	114.13
046245	FRONTIER COMMUNICATION	TELEPHONE	108.71
046246	GALE/CENAGE LEARNING	LIBRARY MATERIALS	452.65
046247	GREATER SPOKANE VALLEY CHAMBER	TRAINING & TRAVEL	75.00
046248	GREENLEAF LANDSCAPING, INC.	GROUNDS SERVICES	932.30
046249	GREY HOUSE PUBLISHING	LIBRARY MATERIALS	237.05
046250	H&H BUSINESS SYSTEMS, INC.	EQUIPMENT REPAIR & MAINTENANCE	1,263.78
046251	TIM HATTENBURG	TRAVEL REIMBURSEMENT	231.24
046252	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	8,268.39
046253	INLAND POWER AND LIGHT	UTILITIES	245.58
046254	MIDWEST TAPE	LIBRARY MATERIALS	3,977.96
046255	OTIS ELEVATOR COMPANY	BUILDING REPAIR & MAINTENANCE	1,141.35

046256	OVERDRIVE, INC.	LIBRARY MATERIALS	9,735.08
046257	PERRINE PROPERTIES, LLC	PARKING LOT LEASE	200.00
046258	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	241.97
046259	DONALD READ	TRAINING & TRAVEL	1,685.63
046260	RECORDED BOOKS, LLC	LIBRARY MATERIALS	736.09
046261	SOFTWARE.HARDWARE.INTEGRATION	D.P. HARDWARE & SOFTWARE	373.77
046262	SPOKANE FLYFISHERS	LIBRARY PROGRAMS	75.00
046263	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	208.92
046264	UPS	FREIGHT	15.44
046265	UPSTART	OFFICE/LIBRARY SUPPLIES	244.63
046266	U.S. BANK CORP. PAYMENT SYSTEM	CHARGE CARD PAYMENT	9,761.77
046267	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	613.90
046268	WASTE MANAGEMENT OF SPOKANE	UTILITIES	1,110.08
W00179	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	58,317.58
W00180	US BANK	H S A CONTRIBUTIONS	1,666.22
W00181	STATE OF WASHINGTON	MONTHLY SALES/EXCISE TAXES	2,272.49
W00182	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	58,823.27
W00183	US BANK	H S A CONTRIBUTIONS	<u>1,666.22</u>

Total Non-Payroll General Operating Fund **\$ 575,899.29**

PAYROLL VOUCHERS

05092014PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	\$ 172,676.13
05232014PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	<u>174,480.34</u>

Total Payroll General Operating Fund **\$ 347,156.47**

TOTAL GENERAL OPERATING FUND **\$ 923,055.76**

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

<u>Card Category</u>	<u>Amount</u>
General Purchases	\$4,648.45
Maintenance	942.09
Travel	2,777.40
Acquisitions	1,276.29
Information Technology	117.54
Total Purchases	<u><u>\$9,761.77</u></u>

PAYMENT VOUCHER APPROVAL

Pursuant to RCW 42.24.180 and Spokane County Library District Resolution # 94-03, we, the undersigned, do hereby certify that the merchandise and services hereinafter specified have been received as of June 30, 2014 and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$913,655.97 and that we are authorized to authenticate and certify these claims.

DATE: July 1, 2014

SIGNED: *[Signature]*

SIGNED: *[Signature]*

TITLE: CHIEF FINANCIAL officer

TITLE: Library Director

VOUCHER NUMBER	DESCRIPTION	VOUCHER AMOUNT
046269	ACCU CUT OFFICE/LIBRARY SUPPLIES	\$ 39.00
046270	ASSOC OF WASHINGTON CITIES LIFE INSURANCE	998.20
046271	ASSOC OF WASHINGTON CITIES MEDICAL, DENTAL, LIFE AND VISION INS.	62,832.80
046272	AVISTA UTILITIES UTILITIES	509.43
046273	BAKER AND TAYLOR INC. LIBRARY MATERIALS	78.17
046274	CONSOLIDATED ELECTRICAL DIST. MAINTENANCE SUPPLIES	20.41
046275	CENTURYLINK TELEPHONE	82.08
046276	CENTURYLINK TELEPHONE	91.21
046277	CENTURYLINK DATA COMMUNICATIONS	1,999.20
046278	CITY OF SPOKANE UTILITIES	260.76
046279	CITY OF AIRWAY HEIGHTS UTILITIES	252.67
046280	CITY OF CHENEY UTILITIES	690.06
046281	CITY OF DEER PARK UTILITIES	112.45
046282	CAPITAL ONE NAT'L ASSOC FURNITURE, FIXTURES & EQUIPMENT	1,130.46
046283	EMPIRE DISPOSAL INC. UTILITIES	18.81
046284	FINDAWAY WORLD, LLC LIBRARY MATERIALS	423.86
046285	ANDREA A. FITZSIMMONS CUSTODIAL SERVICES	170.00
046286	FRONTIER COMMUNICATION DATA COMMUNICATIONS	405.00
046287	GALE/CENAGE LEARNING LIBRARY MATERIALS	679.96
046288	LIAN HU LIBRARY PROGRAMS	50.00
046289	INGRAM DISTRIBUTION GROUP, INC LIBRARY MATERIALS	8,169.54
046290	LEXMARK INTERNATIONAL, INC. D. P. HARDWARE & SOFTWARE	26.56
046291	MATTHEW L. DONEEN FURNITURE, FIXTURES & EQUIPMENT	338.06
046292	MIDWEST TAPE LIBRARY MATERIALS	4,260.09
046293	MODERN ELECTRIC WATER COMPANY UTILITIES	1,738.65
046294	OVERDRIVE, INC. LIBRARY MATERIALS	7,122.60
046295	QUILL CORPORATION OFFICE/LIBRARY SUPPLIES	382.52
046296	QWEST CORPORATION DATA COMMUNICATIONS	2,071.38
046297	RECORDED BOOKS, LLC LIBRARY MATERIALS	1,346.91
046298	JANELLE KRUM, CUSTODIAN REIMBURSE PETTY CASH FUND	93.78
046299	SPOKANE COUNTY LIBRARY DIST REIMBURSE REVOLVING FUND	511.50
046300	DALE SODEN LIBRARY PROGRAMS	100.00
046301	COWLES PUBLISHING CO LIBRARY MATERIALS	104.00
046302	STAPLES ADVANTAGE OFFICE/LIBRARY SUPPLIES	197.92
046303	UNITED WAY WORLDWIDE LIBRARY MATERIALS	403.56

046304	U.S. BANK	H S A ACCOUNT EXPENSES	81.00
046305	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	518.02
046306	WESTERN STATES EQUIPMENT	EQUIPMENT REPAIR & MAINTENANCE	578.54
046307	VANTAGEPOINT TRNSFR AGENTS-457	EMPLOYEE CONTRIBUTIONS	7,069.27
046308	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	33,569.03
046309	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	432.35
046310	ANN APPERSON	TRAVEL REIMBURSEMENT	247.87
046311	AVISTA UTILITIES	UTILITIES	2,319.98
046312	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	72.79
046313	CLEAR CHANNEL BROADCASTING INC	ADVERTISING	1,027.20
046314	CITY OF MEDICAL LAKE	UTILITIES	156.82
046315	CITY OF SPOKANE VALLEY	TRAINING & TRAVEL	263.00
046316	DEVRIES INFORMATION MGMT	COURIER SERVICES	4,752.00
046317	DINGUS,ZARECOR & ASSOC PLLC	AUDITING SERVICES	875.00
046318	EARTHWORKS RECYCLING,INC	UTILITIES	159.60
046319	ELECTRONIC HANDBOOK PUB.	LIBRARY MATERIALS	416.32
046320	ELK SENTINEL	LIBRARY MATERIALS	15.00
046321	FINDAWAY WORLD, LLC	LIBRARY MATERIALS	268.99
046322	GREATAMERICA FINANCIAL SVCS.	EQUIPMENT LEASE	159.95
046323	GALE/CENAGE LEARNING	LIBRARY MATERIALS	221.44
046324	GREENLEAF LANDSCAPING, INC.	GROUNDS SERVICES	2,609.99
046325	GREY HOUSE PUBLISHING	LIBRARY MATERIALS	237.05
046326	HER INTERACTIVE, INC.	LIBRARY MATERIALS	209.90
046327	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	10,244.09
046328	INLAND POWER AND LIGHT	UTILITIES	727.19
046329	LEADERSHIP SPOKANE	TRAINING & TRAVEL	3,000.00
046330	MIDWEST TAPE	LIBRARY MATERIALS	2,938.62
046331	NEW YORK TIMES	LIBRARY MATERIALS	68.80
046332	OCLC, INC.	CATALOGING & AUTHORITY SERVICES	2,975.86
046333	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	145.37
046334	OVERDRIVE, INC.	LIBRARY MATERIALS	8,881.61
046335	POSTMASTER	ANNUAL BOX RENTAL	112.00
046336	RECORDED BOOKS, LLC	LIBRARY MATERIALS	15.10
046337	SNO ISLE LIBRARIES	TRAINING & TRAVEL	174.00
046338	SPOKESMAN REVIEW	ADVERTISING	513.71
046339	COWLES PUBLISHING CO	LIBRARY MATERIALS	104.00
046340	SPOKANE CO. WATER DISTRICT #3	UTILITIES	12.25
046341	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	79.68
046342	UPS	FREIGHT	17.72
046343	VERIZON WIRELESS	TELEPHONE	277.01
046344	WHITWORTH WATER DISTRICT #2	UTILITIES	319.46
046345	ABM JANITORIAL SERVICES - NW	CUSTODIAL SERVICES	14,152.02
046346	ALLIED SAFE & VAULT CO, INC.	SECURITY & SAFETY SERVICES	129.36
046347	AVISTA UTILITIES	UTILITIES	509.22
046348	A+ PRINTING, INC	PRINTING	570.57
046349	JAMIESON ENTERPRISES, LLC	STORAGE LEASE	360.00
046350	CAMTEK INC.	BUILDING REPAIR & MAINTENANCE	834.70
046351	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	523.31
046352	CENTURYLINK	TELEPHONE	90.54
046353	CENTURYLINK	TELEPHONE	87.13
046354	CENTURYLINK	TELEPHONE	39.43
046355	CENTURYLINK	TELEPHONE	130.69
046356	CENTURYLINK	DATA COMMUNICATIONS	9,219.04

046357	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	1,185.02
046358	E-LEARN LIBRARIES	TRAINING & TRAVEL	9,857.15
046359	ERIC HERMAN ENDRES	LIBRARY PROGRAMS	925.00
046360	GALE/CENAGE LEARNING	LIBRARY MATERIALS	1,171.70
046361	GREENLEAF LANDSCAPING, INC.	GROUPS SERVICES	563.74
046362	H&H BUSINESS SYSTEMS, INC.	EQUIPMENT REPAIR & MAINTENANCE	11.36
046363	GONZAGA UNIVERSITY	TRAINING & TRAVEL	533.91
046364	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	6,914.83
046365	INTEGRA	INTERNET	2,273.73
046366	INLAND POWER AND LIGHT	UTILITIES	284.15
046367	BRAD KEELER	LIBRARY PROGRAMS	800.00
046368	ANNA KESTELL	LIBRARY PROGRAMS	173.12
046369	GROUP W MARKETING	ADVERTISING	1,265.00
046370	PERIDOT PUBLISHING LLC	OFFICE/LIBRARY SUPPLIES	297.50
046371	MATTHEW L. DONEEN	FURNITURE, FIXTURES & EQUIPMENT	597.85
046372	MIDWEST TAPE	LIBRARY MATERIALS	5,300.06
046373	PAINE, HAMBLIN, LLP	LEGAL SERVICES	125.60
046374	PAPERJACK.com	OFFICE/LIBRARY SUPPLIES	252.16
046375	LINDA K. PARMAN	LIBRARY PROGRAMS	800.00
046376	POSTMASTER	ANNUAL BOX RENTAL	112.00
046377	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	241.97
046378	RECORDED BOOKS, LLC	LIBRARY MATERIALS	1,490.81
046379	SOFTWARE.HARDWARE.INTEGRATION	D. P. HARDWARE & SOFTWARE	315.34
046380	SPOKANE COUNTY UTILITIES	UTILITIES	443.41
046381	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	356.24
046382	UNIQUE MANAGEMENT SERVICES	COLLECTION AGENCY NOTICE & FEES	2,972.88
046383	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	422.73
046384	SPOKANE COUNTY	LIBRARY PROGRAMS	619.00
046385	VANTAGEPOINT TRNSFR AGENTS-457	EMPLOYEE CONTRIBUTIONS	7,088.29
046386	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	31,665.39
046387	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	432.35
046388	AMSAN CUSTODIAL SUPPLY	CLEANING & SANITATION SUPPLIES	24.39
046389	AVISTA UTILITIES	UTILITIES	277.25
046390	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	34.58
046391	CAPITAL COMMUNICATIONS, INC	OFFICE/LIBRARY SUPPLIES	651.38
046392	CONTRACT DESIGN ASSOCIATES	FURNITURE, FIXTURES & EQUIPMENT	835.18
046393	CENTURYLINK	TELEPHONE	42.30
046394	CENTURYLINK	TELEPHONE	59.85
046395	CENTURYLINK	TELEPHONE	91.04
046396	DOWN TO EARTH SPRINKLER SERV	GROUPS SERVICES	253.28
046397	FINDAWAY WORLD, LLC	LIBRARY MATERIALS	309.74
046398	GALE/CENAGE LEARNING	LIBRARY MATERIALS	3,254.97
046399	GARY L. GODDARD	BUILDING REPAIR & MAINTENANCE	11.96
046400	GLOBAL EQUIPMENT COMPANY	FURNITURE, FIXTURES & EQUIPMENT	1,493.70
046401	GREENLEAF LANDSCAPING, INC.	GROUPS SERVICES	240.73
046402	GREY HOUSE PUBLISHING	LIBRARY MATERIALS	237.05
046403	MICHAEL HILTZIK	LIBRARY PROGRAMS	600.00
046404	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	7,302.76
046405	INLAND PUBLICATIONS	ADVERTISING	515.00
046406	MIDWEST TAPE	LIBRARY MATERIALS	4,047.02
046407	STEPHANIE REGALADE-HERTEL	LIBRARY MATERIALS	77.90
046408	OVERDRIVE, INC.	LIBRARY MATERIALS	14,640.07
046409	PERRINE PROPERTIES, LLC	PARKING LOT LEASE	200.00

046410	MARSHALL E. PETERSON JR.	LIBRARY MATERIALS	150.00
046411	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	847.31
046412	RECORDED BOOKS, LLC	LIBRARY MATERIALS	121.06
046413	RUBENSTEIN'S CONTRACT CARPET	BUILDING REPAIR & MAINTENANCE	34.78
046414	SPOKANE STORYTELLING LEAGUE	LIBRARY PROGRAMS	500.00
046415	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	117.27
046416	TANTOR MEDIA	LIBRARY MATERIALS	9.99
046417	DEER PARK TRIBUNE	LIBRARY MATERIALS	63.00
046418	UPS	FREIGHT	28.77
046419	U.S. BANK CORP. PAYMENT SYSTEM	CHARGE CARD PAYMENT	13,020.16
046420	JAMI OSTBY MARSH	LIBRARY PROGRAMS	1,200.00
W00184	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	62,246.20
W00185	US BANK	H S A CONTRIBUTIONS	1,666.22
W00186	STATE OF WASHINGTON	MONTHLY EXCISE/SALES TAXES	1,085.49
W00188	US BANK	H S A CONTRIBUTIONS	1,666.22
W00189	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	<u>56,019.69</u>

Total Non-Payroll General Operating Fund \$ **464,693.79**

PAYROLL VOUCHERS

06102014PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	\$ 183,480.07
06252014PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	<u>166,152.02</u>

Total Payroll General Operating Fund \$ **349,632.09**

TOTAL GENERAL OPERATING FUND \$ 814,325.88

CAPITAL PROJECTS FUND

009530	SPOKANE COUNTY TREASURER	SPOKANE VALLEY ELECTION	\$ <u>99,330.09</u>
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TOTAL CAPITAL PROJECTS FUND \$ **99,330.09**

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

<u>Card Category</u>		<u>Amount</u>
General Purchases	\$	4,064.63
Maintenance		1,414.32
Travel		3,373.80
Acquisitions		2,529.79
Information Technolgy		1,637.62
Total Purchases	\$	<u>13,020.16</u>

Libraries Transforming Communities Public Innovators Cohort Report

Background:

Spokane County Library District was selected by the American Library Association (ALA) as one of 10 public libraries that will undergo an intensive 18-month, team-based community engagement training program as part of the Libraries Transforming Communities (LTC) Public Innovators Cohort.

The cohort, selected from a field of 86 candidates through a highly competitive peer-reviewed application process, is part of ALA's LTC initiative, a national plan to help librarians strengthen their role as core community leaders and change-agents.

Through in-person training, webinars and coaching — valued at \$50,000 — SCLD will learn new community-engagement techniques and apply them to challenges in all of our communities. The library will receive an \$8,000 cash grant to help cover the cost of new community-engagement work.

In partnership with The Harwood Institute for Public Innovation, Libraries Transforming Communities addresses a critical need within the library field by developing and distributing new tools, resources and support for librarians to engage with their communities in new ways. Libraries Transforming Communities, an initiative of ALA, is made possible through a grant from the Bill & Melinda Gates Foundation.

Libraries Transforming Communities is grounded in The Harwood Institute's approach of "turning outward," which emphasizes changing the orientation of institutions and individuals from internal (institutional) to external (community-facing).

LTC Public Innovators Cohort Training

Team members Ann Apperson (Trustee Emeritus) Nancy Ledebor (Executive Director), Aileen Luppert (Librarian), Patrick Roewe (Deputy Director) and Amber Williams (Librarian) attended an intensive three-day training in Denver, Colorado, May 20-22.

This training served as introduction to and practice in the Harwood Institute's approach and the suite of community engagement tools it has developed. With a critical focus on community aspirations, these tools seek to shift conversation from individual or organization to community in a manner that is based on reality and carries a sense of possibility. These tools also seek to engage community groups and individuals where they are at—library representatives will engage community members in the places they live, work, volunteer, worship, etc. Consequently, common themes will emerge from the variety of conversations held in each community, which will be reported to both the community at large and the organizations, non-profits, and government entities that might be better positioned to act upon those aspirations. For the library, the insights about people's aspirations and where we could get started help us think more strategically about its programs and efforts. These conversations surface insights about ways libraries can be even more relevant moving forward.

Next Steps

As this is an 18-month program, SCLD's participation in both the training and the application of the LTC method will be ongoing. For the team members, coaching/peer-dialog telephone meetings and webinars will be occurring regularly.

In the near future, we will:

- Identify and contact community groups with which to conduct our first community conversations.
- Engage and train SCLD staff to lead and facilitate conversations as we roll out this approach District-wide.
- Plan for that rollout in all ten of District library communities.

In the long-term, we'll be using the insights about our communities' aspirations to inform the next iteration of the Community Impact Plan in 2015.

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

Libraries Transforming Communities: Aspirations Exercise

Background:

As part of the Libraries Transforming Communities (LTC) Public Innovators Cohort training, we've become acquainted with three tools for engaging the public regarding aspirations for their community: The Ask exercise is a one-on-one interview approach that takes about five minutes to complete. In the middle range, the Aspirations exercise is a tool geared toward small group discussions and takes about 30 minutes to complete. The Community Conversation is the final tool that facilitates a more in-depth discussion for a larger community group and takes 90-120 minutes to complete.

The exercises provide a scalable approach to aspiration dialog, from a quick "person on the street" interaction in the Ask exercise, to a more thoughtful guided conversation that probes some of the larger issues surrounding community aspirations.

Public knowledge gathered through these exercises will be curated and shared with both the community at large and with organizations, non-profits, and government entities that might be better positioned to act upon those aspirations.

Why Aspirations?

The Harwood Institute focuses the work on aspirations—rather than approaches such as visioning exercises—because identifying aspirations as the starting point gets:

- A conversation based on reality and a sense of possibility.
- Shifts conversation from the individual or organization to the community.
- Conversation about what people value, where they wish to go, and why.

And conversations focused on aspirations ideally create:

- A sense of shared aspirations that roots our work in something uniquely public.
- The possibility for building public will.
- A set of ideas for which people will go to bat.

Aspirations Exercise

Team members Aileen Luppert (Librarian), Amber Williams (Librarian), and Patrick Roewe (Deputy Director) will lead the Trustees in the Aspirations exercise—the tool best suited to a small group setting with a more compressed timeframe.

The Aspirations tool follows. We're asking each of the Trustees to review the questions on the form to be ready to discuss at their July meeting. There's no need to write down anything in advance, as there will be opportunity to do so as we go through the exercise. We'll spend about 30 minutes going through the exercise in order to better acquaint Trustees with the work SCLD staff will be doing in each of our 10 communities.



ASPIRATIONS

Talk about aspirations and find common ground for working with others:

Take a moment to focus on your community aspirations and to identify next steps you want in creating change. Add your aspirations, challenges, and the new conditions to create in the spaces provided below. Use this on your own and then try it in a group setting—check out the Aspirations Facilitator’s Guide to help in leading an aspirations conversation: ala.org/LTC

ASPIRATIONS

My aspirations for my community are:

CHALLENGES

The challenges we face in reaching these aspirations are:

NEW CONDITIONS

The changes needed in my community to reach our aspirations are:

(continued on the back)





ASPIRATIONS

Create a story for your community. Describe the key insights from the first page as a single word or phrase. Write down that word or phrase in the corresponding sentence below to create your story. Use this story as a reminder of your goals and share it with others.

My community aspirations.

My hope is to live in a community where (aspirations).

However, right now we face (challenges).

In order to get there as a community, we need to
(new conditions, change).

HOW TO MAKE IT WORK

- 1 Post this at work or at home. Remind yourself to refer back to it.
Ask yourself: Am I focused on my aspirations?
- 2 Share this exercise with others to find common ground—with your co-workers, at your place of worship, with friends, your PTA, your board, etc.
Ask: How can our efforts reflect these shared aspirations?
- 3 Use these questions with others to begin finding shared community aspirations. Check out the Aspirations Facilitator’s Guide for instructions on how to lead the conversation at ala.org/LTC

Next Step? Look for another “Turning Outward to Lead Change in Your Community” session in the PLA conference scheduler to add to learn additional community engagement skills, or visit the Libraries Transforming Communities (LTC) website www.ala.org/LTC for initiative updates and access to resources that support the work of librarians as community innovators.



Chief Financial Officer Bill Sargent will provide an update to the 2015-2017 Financial Forecast. Handouts will be provided at the Board of Trustees meeting.

PERSONNEL POLICY REVISIONS

BACKGROUND:

The District's Personnel Policy serves as its personnel manual, covering virtually every aspect of employment. Unlike other Board-adopted policies that are general in nature, for legal reasons the Personnel Policy must be specific in its application and also technical. It is the practice of the District to review portions of the Personnel Policy at least twice a year.

The 2014 Washington State Legislature passed Substitute Senate Bill 5173, which provides "two days per year of unpaid holiday leave for public employees for reasons of faith or conscience, or an organized activity conducted under the auspices of a religious denomination, church, or religious organization" unless granting such leave creates an undue hardship for the employer. This legislation was effective June 12, 2014.

Chief Human Resources Manager Paul Eichenberg recommends revisions to section 5.1, Holidays, to meet the legislative requirement for two days of unpaid holiday leave.

Please note:

Content listed in bold and underlined = added content to policy.

Strikeout = content removed from policy.

5.1 Holidays

Holidays designated by the Board of Trustees, as listed below, will be observed by Spokane County Library District. Consequently, eligible employees will be only compensated for designated holidays on a prorated basis, with eight (8) hours holiday time allowed for a full-time position.

When a holiday falls on a Sunday, it will be observed on the following Monday. Annually, no later than November, a review of upcoming holidays will be conducted to determine whether to close libraries for the holiday on the actual, observed, or both days. Once approved, the holiday schedule will be posted in December for the following calendar year.

When an observed holiday falls on an employee's normal day off, holiday hours, up to the amount allowed for a designated holiday, may be taken by the employee on another day within the pay period in which the holiday falls. Non-exempt employees will work with their supervisor to adjust their schedule so that taking the holiday does not result in overtime.

If the holiday is not taken within the pay period in which it occurs, holiday hours will be converted to vacation leave and accrue, up to the amount allowed for the holiday, and added to the employee's vacation leave accrual after January 1 of the following year.

Accrued holiday hours will be converted to vacation leave only in the year they accrue upon the resignation, layoff, termination or retirement of the employee.

Note: The maximum amount of vacation leave, including converted holiday hours that may be paid out when an employee leaves the District, is 240 hours. It is the employee's responsibility to schedule and use vacation leave in excess of 240 hours, including converted holiday hours, prior to their last day of employment, or risk permanent forfeiture.

~~Religious Holidays: Time off for individual observance of a religious holiday may be granted at the discretion of the supervisor upon request of the employee. Vacation leave or Leave without Pay may be used for this purpose.~~

Designation of Holidays

Holidays designated by the Board of Trustees are:

NEW YEAR'S DAY	January	01
MARTIN LUTHER KING JR DAY	January	Third Monday
PRESIDENTS' DAY	February	Third Monday
MEMORIAL DAY	May	Last Monday
INDEPENDENCE DAY	July	04
LABOR DAY	September	First Monday
VETERANS DAY	November	11
THANKSGIVING DAY	November	Fourth Thursday
DAY AFTER THANKSGIVING	November	Friday after Fourth Thursday
CHRISTMAS EVE DAY	December	24
CHRISTMAS DAY	December	25
PERSONAL HOLIDAY (1)*	Added to vacation accrual effective 04/01/05	

*One personal holiday, eight (8) hours for full-time employees, prorated for part-time employees, is included in the vacation accrual for all eligible employees and may be used in the same manner as vacation leave.

Eligibility

Employees who are scheduled to work less than 20 hours per week and temporary employees employed for less than three (3) months are not eligible for holiday leave.

A holiday occurring during an employee's vacation, sick leave, or other paid leave, is paid as holiday time.

A holiday occurring while an employee is on leave without pay shall not be paid as holiday time.

Unpaid Holidays: Under Washington law all District employees are entitled to two unpaid holidays per calendar year for "a reason of faith or conscience, or an organized activity conducted under the auspices of a religious denomination, church, or religious organization."

Employees seeking to take a day off or partial day off under this law must submit a written request to their supervisor at least two weeks in advance using the form on the HR site of the staff Intranet.

***Note that a request for a day or partial day off under this law will count as a full day toward an employee's yearly allotment of two days.**

Recommended Action: Board motion to approve Personnel Policy revisions to sections 5.1, Holidays.

RECOGNITION OF RETIRING TRUSTEE DANIEL J. DAVIS (RESOLUTION No. 14-03)

Background:

Daniel J. Davis has served nearly one term and five years of community volunteer service as Spokane County Library District Trustee, beginning January 1, 2010. Trustees will honor his contributions to the Board and Library District at the meeting.

Recommended Action: Recommendation to approve Resolution No. 14-03, "Recognizing Retiring Trustee Daniel J. Davis' Service to Spokane County Library District and its Residents."

APPOINTMENT OF BOARD OF TRUSTEES' VICE CHAIR

Background:

The Board of Trustees bylaws specify that officers for the following year be elected at the December regular meeting. Officers elected are Chair and Vice Chair. The Executive Director serves ex-officio as Board Secretary.

Nominations are opened at the meeting and approval of a motion is required for election. Newly-elected officers usually assume their duties January 1 of the following year and serve through December 31.

With the unplanned July 1 retirement of Daniel Davis, who served as vice chair since January 2013, a new officer is needed.

Officer elections require a nomination, motion, second and vote.

Recommended Action: A nomination, motion, second and vote for Vice Chair officer.

FUTURE BOARD MEETING TENTATIVE AGENDAS: AUGUST/SEPTEMBER 2014

August 19, 2014: Fairfield 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 August regular Board of Trustees' meeting.

- Libraries Transforming Communities Update
- Review Computer Software Control and Membership Privileges and Responsibilities Policies
- 2014 Budget Mid-Year Review #1
- Library Spotlight – Fairfield Library
- Overview – Washington State Retirement System

Please send requests for agenda additions or changes to the Board Chair or Patty no later than noon, Tuesday, August 5, for inclusion in the preliminary agenda to be sent August 6. Meeting packets will be mailed August 13.

September 16, 2014: Medical Lake Library (4:00 p.m.)

- Social Media and Financial Management Policies
- Library Spotlight – Medical Lake
- Overview – Explore & Discover

SPECIAL MEETINGS AND ACTIVITIES

- | | |
|---------------------|---|
| September 20 | Board Retreat (Moran Prairie Library, 9:00am to noon – doors open at 8:30am) |
| September 26 | Staff Training & Development Day (CenterPlace, Spokane Valley) |
| October 16 | Spokane is Reading (Spokane Valley Event Center, 10514 E. Sprague, at 1pm, and Bing Crosby Theater, 901 West Sprague, at 7pm) |

EXECUTIVE DIRECTOR'S REPORT MAY 2014

Administration

Business Office, Finance and Facilities (Bill Sargent)

The District 2013 financial statements were completed under cash-basis accounting. Financial statements, accompanying schedules and footnotes were then reviewed by the public accounting firm of Dingus, Zarecor & Associates PLLC. After discussing and resolving the few issues brought forth by CPA Joe Lodge (Dingus, Zarecor), the financial statements were electronically transmitted to the State Auditor's Office.

Work is ongoing with the District's insurance carrier, Berkley North Pacific, and potential contractors for obtaining cost estimates and scheduling work to repair and restore the damage caused by the automobile driven into the northeast corner of Spokane Valley Library. To speed restoration work, the project may be handled as two separate projects. The first project would be to repair the interior damage to the men's restroom and reopen the facility to public use. This project is relatively straight forward and is anticipated to be completed by the end of June. The second phase of the project would be to repair and restore the exterior wall, which could be slightly more complex, since the accident damage included several square feet of the tile trim, which runs from the library's main doors along the north building face and then curves to the east wall. If the appropriate tiles are still available, then the building will be restored to its original appearance. Otherwise, alternative tiles will be used and a design reconfigured to accommodate the different tiles.

In recent years, the District has leased the property due west of Spokane Valley Library (across Perrine) for use as an auxiliary staff parking lot. For many years, there was an abandoned car wash on the property. The owner has since had the facility demolished and removed from the property, and all holes refilled.

Human Resources (Paul Eichenberg)

The 2013 Washington Public Library Annual Statistical Report and 2014 Salary and Wage Survey was completed. Completion of the combined survey is a group/staff effort coordinated and ultimately submitted by the Administrative Assistant.

In 2013, AWC conducted a Dependent Eligibility Verification Audit on all participating employee dependents enrolled in its medical plans. Effective May 1, 2014, AWC began conducting ongoing dependent eligibility verification audits on all dependents of new enrollees in its medical plans.

Our wellness program, Happy Trails, started on May 12, with a whopping 62 staff members registered. The HR Analyst's goal for 70 participants was not met, yet the average number of 52 participants for past programs was surpassed. A Wellness Committee was also formed to meet AWC enrollment requirements. HR Analyst Debbie Rhodes attended the AWC Wellness Networking Forum in Liberty Lake and has made arrangements to meet with AWC's Health Promotion Supervisor, Julie McDonald, to review our wellness obligations.

Information Technology (Priscilla Ice)

- Wide Area Network installation work continues as we expect to change providers in July.
- Made plans to institute a new password management system for SCLD.
- Received official notice of our E-rate funding commitment of \$159,000. All of this revenue will be received in 2015. It goes a long way toward defraying costs of our wide area network and Internet circuit.
- The CIO and IT Operations Assistant, along with the Technical Services Manager, attended the user group meeting for our ILS vendor, SirsiDynix, in Detroit. This year we came back with information to help us pursue some new initiatives. The Integrated Library System (ILS) is the basis for all library-related record keeping: the catalog, materials purchasing, member records, circulation and requests. It is used most heavily by Collection Services and Public Services and, of course, members through use of the online catalog.
- Exchange (our email system) was upgraded to the latest version.
- IT staff assisted with planning for staff moves in the Business Office and Communication Department.
- Microsoft Surface Pro 2 tablets were prepared by IT for use by the Facilities staff, Administrative Assistant and one Deputy Director, as their only computers. These tablets were purchased to replace laptops and to test viability for that use. The Desktop Administrator has been using a Surface Pro as her only computer for about two months.
- Development work continued for enhanced library pages on the District website. Many new features are planned.

Collection Services (Andrea Sharps)

- We ordered 1,802 titles and 6,119 copies in May. This is up from last month.
- We processed, added to the system, and sent out to the libraries 5,272 items in May. This is down from last month.
- Downloadable lending through OverDrive was up in May from April. A total of 25,790 audiobook, eBook and music items circulated in May. Members placed a total of 8,206 holds, and there were 3,794 unique users with titles checked out.
- Midwest Tape's hoopla, a streaming media service, had its fourth full month of service in May. A total of 1,040 titles including movies (571), full-length albums (337) and television shows (132) circulated in that period for a combined cost of \$2,010 and an average cost per circulation of \$1.93. A total of 80 new patrons registered in May.
- Technical Services Manager Sandy Orr attended SirsiDynix's 2014 COSUGI Conference in Detroit from 5/15 – 5/17 and learned that a few of the new BlueCloud (BC) products should have initial releases later this year (BC Cataloging and BC Analytics). They will likely have new and improved features that we may want to use concurrently with WorkFlows (WF). The idea is to eventually migrate from WF to the Cloud, but this will have to wait until complete functionality in the Cloud is achieved.
- We loaned 305 items to other libraries and borrowed 521 items from other libraries for 826 total Interlibrary Loan transactions processed in May.
- With the addition of lending/borrowing nonprint, we are experiencing an increase in our Interlibrary Loan request activity. In May, we loaned 33 nonprint items including 12 books on CD, 11 DVDs and 10 music CDs; we borrowed 91 nonprint items including 9 books on CD, 63 DVDs and 19 music CDs.

- Youth Collection Development Librarian Sheri Boggs selected the opening-day collection of Children's Books-To-Go titles which were ordered, received and distributed to the libraries in May.

Executive Director Report & Community Activities (Nancy Ledeboer)

May was a busy travel month. Several staff and two Trustees attended the annual Washington Library Association (WLA) Conference in Wenatchee, May 1-3. SCLD staff presented a program on our partnership with local health organizations to provide personalized assistance in navigating the Washington Health Exchange. As WLA president, I represented our state at the American Library Association (ALA) Legislative Day in Washington, D.C., May 5-7.

Training for the ALA "Libraries Transforming Communities" initiative was held in Denver, CO, May 19-22. The SCLD team led by Deputy Director Patrick Roewe, includes librarians Amber Williams, Aileen Luppert, and me. Former Trustee Ann Apperson is our community member. The team participated in an intensive three days of training, along with teams from nine other libraries. The training was presented by Harwood Institute coaches. They presented a variety of tools that can be used to gather information that helps staff gain a deeper understanding of the community we serve. This public knowledge can be used to evaluate library services, develop partnerships and facilitate networks of organizations that work together to address community concerns and aspirations. This training will be used to advance our Community Impact Plan and to strengthen community partnerships.

The Innovation Initiative led by Sandra Nelson and June Garcia concluded with an onsite wrap-up meeting on May 28. Ms. Nelson challenged staff to think about how they will take what they learned and apply it to their daily work. She encouraged them to share what they are working on with other staff and engage their co-workers in the projects they are working on as an outcome of this training. As we strive to be relevant to the community and provide responsive services, we must remember to focus on why we are adapting. Providing the reasons for change to staff at all levels is essential if we want to create systemic change. We concluded the day with a preview of the Libraries Transforming Communities (LTC) training. Implementing LTC across the system is the next step in creating a culture of innovation that will position the library as an information hub in all the communities we serve.

On May 12, I attended the Women Helping Woman luncheon. The keynote speaker, Christopher Gardner, talked about overcoming obstacles to achieve goals. He encouraged the audience to stick with "Plan A" and believe in the power of self-determination. He said if Plan B was any good, it would be Plan A. His remarks hit home as we evaluated the bond election and how to move forward.

Other community events I attended included the GSI K-12 Roundtable, a retirement celebration for Linda Finney of Leadership Spokane, the Spokane Valley Partners Board and Marketing committee meetings, the STEM Network Executive Board, the Spokane Valley State of the City, and a WLA Finance Committee Meeting.

ITEM AND TITLE MONTHLY REPORT
May 2014

	<u>ITEMS</u>				<u>TITLES</u>		
	ADULT	YOUTH	TOTAL		ADULT	YOUTH	TOTAL
Total Materials							
Print	187302	161288	348590		85628	49909	135537
Nonprint	58709	25190	83899		24097	6979	31076
Subtotal	246011	186478	432489		109725	56888	166613
Periodicals	11682	2177	13859		315	41	356
Total	257693	188655	446348		110040	56929	166969

	<u>ITEMS</u>			<u>TITLES</u>		
OverDrive: eBOOKS			21319			19301
Licensed eBOOKS			3784			3784
Audiobooks			15693			13166
Digital music			1707			1707
OverDrive: Total			42503			37958
GRAND TOTAL			488851			204927

Print & Nonprint	(Totals year-to-date)		
ADDITIONS	ADULT	YOUTH	TOTAL
Print	13933	9316	23249
Nonprint	4530	1685	6215
TOTAL	18463	11001	29464
DELETIONS			
Print	14573	9283	23856
Nonprint	2478	1356	3834
TOTAL	17051	10639	27690

	<u>NET CHANGE</u>		
	<u>YTD</u>		
	ADULT	YOUTH	TOTAL
Print	-640	33	-607
Nonprint	2052	329	2381
Periodicals	-1083	-40	-1123

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

EXECUTIVE DIRECTOR'S REPORT JUNE 2014

Administration

Business Office, Finance and Facilities (Bill Sargent)

- The initial meeting was held with the public accounting firm of Dingus-Zarecour & Associates PLLC, regarding a review of the District's existent internal control program. When the State Auditor's Office reviews the District's internal controls, all the Auditor's report will state is that the controls either "work" or "don't work," with no particular recommendations being provided to improve the existent controls. This review will provide exact recommendations for implementing new controls, or improving upon the current controls. Joe Lodge, CPA (Dingus-Zarecour), will be ending this project. It is anticipated the review will be completed within 30 to 60 days, with the auditors working on a "part time/as available" basis.
- The first phase of the work to repair and restore the damage caused by the automobile driven into the northeast corner of the Spokane Valley Library has been completed. This project was to repair the interior damage to the men's restroom and reopen the facility to public use. This project was relatively straightforward and completed by the end of June. The second phase of the project would be repair and restore the exterior wall. The claims' adjuster has recently authorized the District to proceed with replacing the entire height of tile. This will allow for the full restoration of the damaged area instead of patching and repairing the area that was accidentally impacted by the automobile.
- The project to reallocate space between the Business Office and Communication Department has been completed.

Human Resources (Paul Eichenberg)

- In order to keep health insurance cost down, the Association of Washington Cities (AWC) has begun auditing the insured dependents of employees hired after June 1, 2014. The purpose of the audit is to ensure listed dependents meet the eligibility requirements for health insurance coverage under the Affordable Care Act.
- Having a Wellness Program with active employee participation is a requirement for SCLD's participation in the AWC Employee Benefit Trust. Our most recent Wellness Program, "Happy Trails" wrapped up at the end of June. We had 61 employees actively participate in this program to log a cumulative total of 27,082.39 health "miles," from May 12 through June 22. To keep the momentum going, HR Analyst Debbie Rhodes continues to post updates for staff about the AWC Employee Health Website. This site also contains an AWC Health Questionnaire. One of the requirements for SCLD to be eligible for a 2% premium discount in 2016, is for 50% of our insured staff to complete the Health Questionnaire by the end of 2014. In 2015, AWC will announce the employers eligible for the 2% premium discount.

Information Technology (Priscilla Ice)

- Installation of the new wide area network circuits continued. Fairfield, Argonne and Spokane Valley circuits were in use by the end of the month. Connections will continue through July with the possibility that one or two might not be complete until August.

- Staff prepared for password changes July 1. Staff will be required to change their passwords annually from July 1 forward. Passwords can be changed more often if desired. We're requiring complex passwords with regular changes to improve network security.
- The new community pages were completed and launched on the public website. The biggest changes are the inclusion of library and community events on each library page.
- We completed an upgrade to our service agreement with SirsiDynix to "Platinum Premier." This gives us a number of services we could purchase separately, yet are a better deal when purchased together. More training resources, access to consulting assistance and catalog maintenance services are among the new features we'll be using.

Collection Services (Andrea Sharps)

- We ordered 1,657 titles and 5,968 copies in June. This is down from last month.
- We processed, added to the system, and sent out to the libraries 4,761 items in June. This is down from last month.
- There is a net increase, **year-to-date**, in the print/nonprint collection of 1,965 items. This total results from a decrease of 627 print items and an increase of 2,592 nonprint items.
- Downloadable lending through OverDrive was up in June from May. A total of 25,926 audiobook, eBook and music items circulated in June. Members placed a total of 8,406 holds, and there were 3,885 unique users with titles checked out.
- Midwest Tape's hoopla, a streaming media service, had its fifth full month of service in June. A total of 1,104 titles including movies (586), full-length albums (346) and television shows (172) circulated in that period for a combined cost of \$2,126 and an average cost per circulation of \$1.93. A total of 107 new patrons registered in June.
- The Gluten Intolerance Group of Spokane delivered a box of donations which Adult Collection Development Librarian Debra Park evaluated and added 15 books to our collection. Older titles not added were returned to the group for distribution at their summer picnic.
- We loaned 292 items to other libraries and borrowed 534 items from other libraries for 826 total interlibrary loan transactions processed in June.
- With the addition of lending/borrowing nonprint, we are experiencing an increase in our interlibrary loan request activity. In June, we loaned 36 nonprint items including 15 books on CD, 14 DVDs and 7 music CDs; we borrowed 93 nonprint items including 2 books on CD, 79 DVDs and 12 music CDs. We will no longer track nonprint lending/borrowing statistics as we have enough data on how this change has increased the workflow (130-140 requests per month).
- We received one *Request for Review of Library Materials Form* in June. I sent the written response and informed the member that we were removing the item in question from the collection due to its overall poor production quality.
- Youth Collection Development Librarian Sheri Boggs has been working with our OverDrive account specialist to create a Kids eReading Room site and a Teen eReading Room site. Both are tentatively scheduled to come live on Thursday, 7/10, once we have had time to review and request any changes to the design.

Executive Director Report & Community Activities (Nancy Ledeboer)

The month of June was compressed as I took a vacation to Peru at the start of the month. Deputy Directors Patrick Roewe, Doug Stumbough, and Andrea Sharps shared the role of "person in charge" in my absence.

Staff reviewed the policy on Annexation of Cities and Towns to the Library District. The policy follows current state laws and outlines the process that a city or town would follow to initiate the process of annexation to the District. There were no recommended changes at this time.

Meetings with the Friends of Spokane Valley and Cheney libraries were cancelled. Jane Baker and I will continue to attend Friends meetings and share information about the new 501(c)(3) that we are in the process of forming. Our goal is to assure each individual Friends group that they can continue raising funds through book sales and that the new organization will not change their current operations. Ideally the new organization will support all of the Friends groups and promote book sales and other outreach activities undertaken by each library Friends group.

Librarian Vanessa Strange, Library Supervisor Catherine Nero-Lowry, and I met to discuss their activities in Cheney. They were both active in the successful Mayfest weekend, which brought attention to Cheney downtown businesses. This is part of an ongoing effort to partner with community businesses and organizations. Summer Reading is off to a great start and Vanessa and Catherine are already thinking about partnerships that will support fall programming.

I attended the annual retreat of Washington Library Association (WLA) to discuss goals for the coming year. Managing Librarian Sonia Gustafson and Librarian Aileen Luppert also attended as they have agreed to serve on the 2015 Conference Committee as a prelude to co-chairing the 2016 Conference Committee. The Davenport Hotel has been selected as the site for the 2016 conference in Spokane. WLA is looking for ways to engage members beyond attending conferences. Current goals include having an Ambassador at every library to recruit new members and host informal networking "Meet Ups," recruitment of mentors who will be assigned to members seeking a formal mentor, create tiered membership levels for vendors, increase institutional and retiree members, establish a foundation, and publish a book that tells the story of libraries across Washington to be used with our advocacy efforts. There was also discussion about the organizational structure, with ideas to re-energize the organization.

The Executive Board of the Early Learning Public Library Partnership (ELPLP) coordinated the agenda for the upcoming July meeting. ELPLP membership meets twice a year in conjunction with the Public Library Directors' meeting. At this summer's meeting held in July, we will discuss renewing the contract with THRIVE and reviewing results of a survey sent to all libraries in Washington to measure early learning activities. There will also be an update on the VIEWS project and a new Library Services and Technology Act (LSTA) proposal to engage all libraries in preparing children for kindergarten.

I attended Open Government training provided by the State Auditor's Office. The presenter reviewed changes in the laws related to open meetings and public records. We will incorporate this new information into training for Trustees, in accordance with recent legislation.

The Libraries Transforming Communities (LTC) team met to discuss how we will engage staff as we begin holding community conversations. We met with Sally Pritchard to learn about the process used by United Way, and participated in our first coaching call. We plan to incorporate the practices presented at the LTC training into the upcoming leadership and Board retreats and at Staff Day. To be successful we need to engage staff and involve them in hosting community conversations and gathering information from the public. We plan to keep the Board informed of progress over the course of the LTC program.

I attended the American Library Association (ALA) Annual Conference in Las Vegas. This was a quick weekend, which included exploring the exhibits and attending select programs. It was nice to connect

with library staff I have worked with in other states. I always come away from the annual conference invigorated and re-energized. A major theme of this year's conference is transforming libraries. The Harwood Institute trainers offered several sessions and I felt fortunate that SCLD was selected to participate in this intensive 18-month program. The Harwood Institute practices can be used by libraries of any size and the sessions offered at ALA provided insights into how to use the practices. However, I felt we benefitted from the three-day intensive and the ongoing coaching, as well as the interaction with other libraries in our cohort.

ITEM AND TITLE MONTHLY REPORT
June 2014

	<u>ITEMS</u>				<u>TITLES</u>		
	ADULT	YOUTH	TOTAL		ADULT	YOUTH	TOTAL
Total Materials							
Print	187336	161234	348570		85790	49991	135781
Nonprint	58869	25241	84110		24233	7020	31253
Subtotal	246205	186475	432680		110023	57011	167034
Periodicals	11793	2183	13976		316	40	356
Total	257998	188658	446656		110339	57051	167390

	<u>ITEMS</u>			<u>TITLES</u>		
OverDrive: eBOOKS			21747			18669
Licensed eBOOKS			3932			3932
Audiobooks			15913			13344
Digital music			1707			1707
OverDrive: Total			43299			37652
GRAND TOTAL			489955			205042

Print & Nonprint	(Totals year-to-date)		
ADDITIONS	ADULT	YOUTH	TOTAL
Print	4959	3150	8109
Nonprint	1415	509	1924
TOTAL	6374	3659	10033
DELETIONS			
Print	5565	3171	8736
Nonprint	-797	129	-668
TOTAL	4768	3300	8068

	<u>NET CHANGE</u>		
	<u>YTD</u>		
	ADULT	YOUTH	TOTAL
Print	-606	-21	-627
Nonprint	2212	380	2592
Periodicals	-972	-34	-1006

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 May 2014

In-Library Circulation

In-Library circulation activities decreased -9.33% compared to the same month last year. So this year, circulation activity remains down compared to last (-5.17% through May), with 849,744 items circulated through the libraries versus 896,080 in 2013 (-46,336). Fairfield (+17%) was the only library to experience an increase over May 2013, while Otis Orchards (-31%) and Moran Prairie (-19%) usages were down significantly.

Self-checkout accounted for 52% of in-library circulation, up 7.45% from last May. Spokane Valley (71%), Medical Lake (58%) and North Spokane (58%) members preferred the self-service option, while only 26% of Cheney and Deer Park members use the stations.

2014 Measures at a Glance

- Door count through the first five months of the year (569,410) is virtually level with the same period in 2013 (566,720).
- Programming attendance (27,661) is down slightly (-2%) compared to last year (28,251), as is the number of programs offered (1148 in 2014 vs. 1161 in 2013, -2%).
- Total software station bookings remain up for the year when compared to 2013, +11%.

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	213,713		1,124,413	224,438		1,136,102	-10,725		-11,689
Self-Check	82,851	44%	442,257	78,324	38%	405,983	4,527	6%	36,274
Digital Collection	26,860	13%	133,912	19,523	9%	96,575	7,337	4%	37,337
Total Holds	49,802		260,753	50,147		241,929	-345		18,824
By Customer	31,304	63%	178,133	34,352	69%	176,955	-3,048	-6%	1,178
Digital Collection	8,206	16%	43,271	5,598	11%	29,103	2,608	5%	14,168
Total Payments	\$23,525.59		\$114,428.87	\$23,337.84		\$116,814.45	\$187.75		-\$2,385.58
Online	\$9,157.52	39%	\$45,345.53	\$8,466.35	36%	\$40,237.44	\$691.17	3%	\$5,108.09

Security Incident Reports

There were 34 Security Incident reports filed this month, 8 more than last month (26) and 14 more than May 2013 (20). Spokane Valley had the most incidents reported with 11. The most frequently reported incidents were related to potential problems (10) and Code of Conduct violations (7).

Internet Filtering Update

As per the Computer, Wireless Network, and Internet Use policy, three requests to review websites being blocked were received by staff, two less than April 2014. One site was determined to be correctly categorized and filtered. Requests to have the remaining two sites reclassified were sent to the filter vendor.

Support Job Seekers and Local Business (Stacey Goddard)

- We had 23 individuals register as new IT Academy users in May, down from April's 24. During the month, users enrolled in 20 new classes, also down from April's enrollment in 25 classes.
- We did 57 Book-a-Librarian (BaL) sessions this month throughout the district, down from April's 70 sessions.
- We proctored 15 exams this month throughout the district, down by more than half from the 31 in April.

- We offered a series of four programs on Bitcoin currency, by local expert Doug Slaton. Unfortunately, combined attendance for this series was just 4. This included zero attendance at Spokane Valley, where Mr. Slaton had previously offered a well-attended informational meeting on the same subject. The entire series was a learning experience, but we'll be working with Mr. Slaton on a different topic for fall, and will choose program times more strategically for the upcoming series.

Connect Communities:

- Although the next open enrollment period doesn't begin until November, individuals are able to enroll in Apple Health (Medicaid) year round. Other events such as marriage or the birth/adoption of a child also allow people to enroll outside of the open-enrollment period. In May, Navigator staff completed 6 individual appointments (compared to 18 appointments in April).
- Librarians Kandy Brant, Michelle Booth, and I each attended one of the weekly WorkSource weekly Biz Buzz meetings in May.
- Michael Sierra and I represented SCLD at the 14th annual Caregiver Conference, where we staffed a table and interacted with 45 attendees, answering questions about library services. This conference, put on by Frontier Behavioral Health's Elder Services, targets unpaid caregivers who are taking care of family members, friends, or neighbors.
- Also at the Caregiver Conference, I presented a 30-minute overview of library services to the 140 attendees. Since this audience has little or no time to visit one of our physical locations, I focused on digital resources that can support their needs.
- Mid-month, we learned of a grant opportunity, Smart Investing @ Your Library, which helps libraries bring unbiased investor and financial information to communities. I had several phone and in-person meetings with Kerri Rodkey from SNAP, who agreed to co-write the grant application with us. We had a busy couple of weeks as we worked toward the June 5 deadline.
- On a staffing note, May 31 was Michael Sierra's last day of work before retiring after eight years with the District. We wish Michael the best!

Develop Young Learners (Mary Ellen Braks)

- We provided 104 Play and Learn storytimes to 2,814 children and families. Our average attendance per Play and Learn storytime was 27.
- We provided 49 out-of-library storytimes to 876 children and providers at 24 child care facilities.
- Mary Ellen and Gwendolyn presented one STARS training this month at the Moran Prairie Library called "Let's Explore Nature." This was new curriculum for us and was well received by the participants. We had 12 child care providers attend.
- Mary Ellen presented an Every Child Ready to Read and Early Literacy program to the Cheney MOPS group. 11 moms attended the program.
- One of our Develop Young Learner librarians, Rachel Edmondson, has been working on a Child Care Fair. The Child Care Fair was held this month at the North Spokane Library and had an attendance of 10. We had five child cares attend and had information available for parents as well as Early Achievers and Start Healthy, Start Now. The general consensus was that it was a good event but holding it earlier in the year would be better as most people have picked out their child care or preschool by then. We'll keep that in mind for next time. The woman who attended from the Start Healthy, Start Now grant was very excited about the program and would like to work with us more for the next one we plan. It was a perfect opportunity to work with one of our partners in another area.
- The Develop Young Learners team has continued to work on handouts for parents who attend Storytime for science activities to do with their children. We are creating seven handouts, one for each week of the Summer Reading program, to go with our Fizz, Boom, Read theme.
- Mary Ellen held a storytime training for three of our new Public Services Specialists this month.
- Mary Ellen hired a new full-time librarian, Tammy Henry, for the Develop Young Learners team; she begins June 16.

Connect Communities:

- Mary Ellen and Jill Johnson, Community-Minded Enterprises (CME) and Inland Northwest Early Learning Alliance (INWELA), travelled to Pend Oreille County and Ferry County to the Newport Library and Republic Library respectively, to talk about Love Talk Play. The visits went well and both libraries were excited about the Love Talk Play materials. Mary Ellen talked about how SCLD has incorporated Love Talk Play into storytimes and how we connect with parents in addition to some of the programming we have done related to Love Talk Play. This connection was made as part of the grant from Thrive by Five that INWELA has been working on.

- The INWELA Leadership team was this month and featured Dr. Chris Blodgett, director of the Area Health Education Center of Eastern Washington at Washington State University. He talked about trauma and some of the research that has been going on here in Spokane. While the numbers are sobering about how many children experience trauma, the good news is that there is training available for child care providers and teachers on how to identify trauma and work with the children and families.
- Christie Onzay, Kristy Bateman and Mary Ellen meet with the West Valley Outdoor Learning to work on the program they will be doing for us this summer.
- Mary Ellen is continuing to meet with the work group from Cradle to Career and INWELA on getting all children ready for kindergarten in Spokane County. We are now working on an action plan. Mary Ellen presented an Early Learning talk to the MOPs group in Cheney. Most were library users already, yet a few were new to town and excited to hear about our storytimes.

Explore and Discover (Gwendolyn Haley)

Elementary (K-5) programs:

- Lego Build Day—103 kids and their families participated in the Deer Park Lego Build Day.
- School Visits/Programs—98 students from Central Valley Elementary Schools participated in one of 3 Pete the Cat parties for the Title I programs.
- 7 Cub Scouts visited Spokane Valley Library for a tour and 24 made a special Mother's Day craft at the Otis Orchards Library.

Tween/Teen Programs:

- During the month of May, 61 teens and tweens participated in one of the following programs in the library.
 - Anime—33 teens attended Anime club at Spokane Valley and North Spokane, a slight increase over last month's attendance of 27.
 - Tween Clubs—Spokane Valley and North Spokane had a combined total of 9 at their clubs this month.
 - 2 teens attended the live TWINE program at Spokane Valley, a decrease from April's attendance of 3.
 - 4 teens participated in Deer Park's monthly Game On program.
- Cindy Ulrey interacted with 13 tweens and teens at the Fairfield Community Center.

Adult Programs:

- The Hope in Hard Times Exhibit continued to attract interest at the North Spokane Library. 249 people attended programs this month. Here are some highlights:
 - 69 people attended the Folk Jazz and Blues programs presented by Brad Keeler and Linda Parman.
 - 50 people attended one of Jim Kershner's 2 presentations on Spokane during the Great Depression.
 - 34 people attended storytelling programs.
 - 3 groups requested tours, including a Special Education class from Mead High School, Moran Vista Senior Living and the Semper Fidelis Homeschool group.
 - 60 people attended the one of the other HIHT programs, either one on preserves or thrift store shopping and remaking.
- Book Clubs—87 people attended one of the 9 book club programs this month in our libraries.
- We offered 4 financial literacy programs this month, in partnership with STCU and Thrivent Financial. 21 members attended the sessions, which covered Organizing Your Finances (STCU), and Social Security Planning (Thrivent).
- 32 members attended one of 4 technology classes this month. These classes focused on online selling through eBay, Craigslist and Amazon.

Connect Communities:

- The Digital Bookmobile visited both CenterPlace in Spokane Valley and also North Spokane Library with 98 visitors.
- Library staff interacted with 418 students at 7 different schools this month through classroom visits or school group tours and other events to promote the library.
- We hosted 25 community experts at library programs in May.

Virtual Services (Carlie Hoffman)

- Usage of digital resources was up 2% in May from 33,871 to 34,577 uses.
 - Opposing Viewpoints Reference Center increased by 977%, CultureGrams increased by 406%, Business Source Complete increased by 60%, and DemographicsNow increased by 52%.
 - GrantStation decreased by 77%, Tumblebookcloud Jr. and Morningstar decreased by 63%, and Home Improvement Reference Center decreased by 62%.

Connect Communities:

- Spokanebusiness.org, a collaborative website featuring digital business resources available through Spokane Public Library and SCLD, was made available to the public. This website was created to enable a one-stop place for business owners to access resources easily, as well as to provide a better teaching and learning experience for library staff and business class attendees.

Library Operations Managers (Judy Luck/Gina Rice)

Explore and Discover:

- This month we communicated with a member who spends part of the year in Eagle River, Alaska, and owns property in Elk. She was interested in renewing her library card to work on genealogy. We let her know that she would actually have to be present in one of our libraries to use Ancestry.com. She said she paid for that database herself but was interested in what else we had to offer. Later we got a call from her to say that she found our Heritage database really helpful and appreciated our service.
- The traveling Overdrive truck made a stop in the parking lot at North Spokane and techs spent the afternoon assisting members who boarded to get more information and help with this popular service.

Support Job Seekers and Local Businesses:

- Mead School District does a special program each year that connects 8th graders to a business or organization they might be interested in as a career path. This month a Northwood Middle School student asked to spend the day at the North Spokane Library. Moving recently from Seattle, Alaina and her family are brand-new to the area and thought of the library first when the assignment came up. She spent the day helping out and job shadowing staff, and now Alaina and her mother both have new library cards.

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
<u>AH</u>	6368	6396	-0.44%	24.74%	58.29%	30733	30730	0.01%
<u>AR</u>	12996	14185	-8.38%	-7.99%	4.00%	68678	73709	-6.83%
<u>CH</u>	12019	12452	-3.48%	-20.92%	-3.64%	64998	65952	-1.45%
<u>DP</u>	12277	12896	-4.80%	-15.43%	2.14%	64567	67570	-4.44%
<u>FF</u>	1282	1088	17.83%	8.19%	-22.40%	7460	6245	19.46%
<u>ML</u>	4026	4638	-13.20%	-8.54%	6.71%	22531	24425	-7.75%
<u>MP</u>	13498	16587	-18.62%	-16.44%	-10.96%	75616	84193	-10.19%
<u>NS</u>	44534	50061	-11.04%	-6.82%	8.29%	236508	255825	-7.55%
<u>OT</u>	4742	6921	-31.48%	-29.40%	-27.93%	28132	34002	-17.26%
<u>SV</u>	47146	50012	-5.73%	-4.33%	7.03%	250118	253055	-1.16%
<u>TOT</u>	158888	175236	-9.33%	-8.93	3.61%	849744	896080	-5.17%

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	3361	355	2627	25	6368	790	7158
AR	7787	636	4543	30	12996	2128	15124
CH	8214	663	3113	29	12019	1912	13931
DP	8551	573	3135	18	12277	2152	14429
FF	811	61	409	1	1282	79	1361
ML	1500	210	2302	14	4026	606	4632
MP	7594	664	5210	30	13498	2840	16338
NS	17093	1781	25240	420	44534	8090	52624
OT	2448	141	2144	9	4742	1082	5824
SV	11884	1710	33280	272	47146	7972	55118
TOT*	69243	6794	82003	848	158888	27651	186539

	This Year This Month		Last Year This Month		Difference
	Self-Check Circulation	% of total circulation	Self-Check Circulation	% of total circulation	
AH	2652	41.65%	2537	39.67%	1.98%
AR	4573	35.19%	4473	31.53%	3.65%
CH	3142	26.14%	2455	19.72%	6.43%
DP	3153	25.68%	3422	26.54%	-0.85%
FF	410	31.98%	328	30.15%	1.83%
ML	2316	57.53%	2212	47.69%	9.83%
MP	5240	38.82%	6470	39.01%	-0.19%
NS	25660	57.62%	27460	54.85%	2.77%
OT	2153	45.40%	3068	44.33%	1.07%
SV	33552	71.17%	25899	51.79%	19.38%
TOTAL	82851	52.14%	78324	44.70%	7.45%

	Books to Go	% of circulation	DVD	% of circulation	New Books	% of circulation
AH	78	1.22%	2905	45.62%	302	4.74%
AR	309	2.38%	3796	29.21%	1110	8.54%
CH	253	2.11%	4040	33.61%	758	6.31%
DP	218	1.78%	4831	39.35%	567	4.62%
FF	48	3.74%	437	34.09%	56	4.37%
ML	52	1.29%	1819	45.18%	191	4.74%
MP	208	1.54%	3738	27.69%	1040	7.70%
NS	845	1.90%	13125	29.47%	2636	5.92%
OT	93	1.96%	1675	35.32%	377	7.95%
SV	743	1.58%	14963	31.74%	3693	7.83%
TOTAL	2847	1.79%	51329	32.31%	10730	6.75%

Holds	Holds filled May-14	% of circulation	Holds filled May -13	% of circulation	% Difference 2013 to 2014	Note: Zsupport holds added in 2013. Total reflects all holds including those filled in Support Services.
AH	1147	18.01%	1434	22.42%	-4.41%	
AR	2379	18.31%	3065	21.61%	-3.30%	
CH	2674	22.25%	2743	22.03%	0.22%	
DP	2287	18.63%	2760	21.40%	-2.77%	
FF	403	31.44%	257	23.62%	7.81%	
ML	890	22.11%	1038	22.38%	-0.27%	
MP	3212	23.80%	3742	22.56%	1.24%	
NS	8694	19.52%	9641	19.26%	0.26%	
OT	1457	30.73%	1913	27.64%	3.08%	
SV	8956	19.00%	9705	19.41%	-0.41%	
Zsupport	1197		261			
Total	33296	20.96%	36559	20.86%	0.09%	

New customer registrations			
	May 2014	May 2013	% Difference
AH	50	89	-43.82%
AR	139	105	32.38%
CH	83	118	-29.66%
DP	54	57	-5.26%
FF	5	9	-44.44%
ML	31	27	14.81%
MP	166	102	62.75%
NS	289	383	-24.54%
OT	22	37	-40.54%
SV	385	459	-16.12%
TOTAL	1224	1386	-11.69%

May Cash Collection				
Payments received	2013	2014	Difference 2013 to 2014	%change 2013 to 2014
CASH	10201.1	10489.27	288.17	2.82%
CHECK	4670.39	3878.8	-791.59	-16.95%
CREDIT	8466.35	9157.52	691.17	8.16%
TOTAL	23337.84	23525.59	187.75	0.80%

Library Reports

Airway Heights: Stacy Hartkorn

Develop Young Learners:

- Attendance for Play & Learn Storytime showed a decrease in May, with an average attendance of 29 people compared to 37.75 in April.

Explore and Discover:

- The Airway Heights Book Club, facilitated by Airway Heights' community members, attracted a total of 3 participants for their selection *A Town Like Alice* by Nevile Shute.
- The Hope in Hard Times program *Tell Me A Story* had an all-ages audience of 14.
- The Hope in Hard Times concert *Jazz and Blues: Songs that Helped Americans through the Hard Times* attracted a small audience of only 5 during Memorial Day weekend.

Connect Communities:

- Ellen Peters and I met with Sunset Elementary Librarian, Beth Toulou, to coordinate a field trip schedule for students in grades Kindergarten – 2nd Grade from Sunset Elementary to learn about Summer Reading and tour the library.
- I attended two Airway Heights Kiwanis Club meetings where members discussed plans for upcoming fundraisers.
- I worked with the Communication Department to arrange for Summer Reading brochures to be distributed at the West Plains Chamber booth at the Fairchild Air Force Base *Sky Fest* event.
- I met with Alex from the Airway Heights Parks and Recreation Department to continue our collaborative planning for the *Let's Move: Airway Heights* event scheduled for July 19.
- The meeting room was utilized a total of two times this month, a significant decrease compared to 13 bookings in May of 2013.

Argonne: Pat Davis

Develop Young Learners:

- Play and Learn Storytime weekly attendance averaged 41.75 in May compared to 27 last year.
- The two Millwood ECEAP Outreach storytimes had attendances of 41 and 32.
- The Outreach storytime visit to Loving Heart Preschool had an audience of 14 and Pre-K had an audience of 13.

Explore and Discover:

- Hope in Hard Times - Jim Kershner's talk on *Spokane in the Great Depression* drew 18.
- Hope in Hard Times – Spokane Storytellers League program *Tell Me A Story* attracted 9.
- Hope in Hard Times – *Songs that Helped Americans through the Hard Times* had an audience of 10.
- Two people registered for the Thrivent Financial *Social Security: Strategize to Maximize*; however, no one attended.
- Three first grade classes from Pasadena Elementary toured the library and enjoyed a story. We received a large banner of thank-you notes from the students.

Support Job Seekers and Local Businesses:

- We proctored one test.
- We provided one Book a Librarian session as well as quick help for several eReader users.

Connect Communities:

- A staff member of Green Gables Childcare contacted us to ask for decorating ideas for a room being converted to a library. We made a few suggestions and she thanked us by saying she was very excited to do this for the children.
- Sixty-four groups or individuals used our meeting and conference rooms this month.

Cheney: Catherine Nero Lowry

Develop Young Learners:

- Baby Play and Learn attendance decreased with an average of 12.6 for May 2014, from an average of 14.4 in May 2013.
- Toddler Play and Learn attendance increased with an average attendance of 48.5 in May 2014, compared to 40.2 in May 2013.
- Preschool Play and Learn attendance decreased significantly from May 2013, with an average attendance of 37.8 compared to 27.2 in 2014.
- We provided EWU Childcare Center with 4 outreach story times, with an average of 29.5 in attendance, an increase from an average of 19.6 in 2013.

Explore and Discover:

- We had two 2nd grade tours from Windsor Elementary; a combined 85 children attended the two classes.
- Cheney Library Book Club met to discuss the featured book, *Sarah's Key*, by Tatiana de Rosnay. There were 13 in attendance.
- We offered two Hope and Hard Times programs this month: *Folk Jazz and Blues* performance had 15 in attendance, and *Tell Me a Story* storytellers had 8 in attendance.

Support Job Seekers and Local Businesses:

- We proctored 2 exams this month.
- We noted 1 walk in Book a Librarian.

Connect Communities:

- We participated in the 2nd annual Mayfest event and connected with over 157 individuals during this event.
- We participated in the Turnbull annual Floods, Flowers, and Feathers Festival. We interacted with over 201 people we had everyone from toddlers to septuagenarians making bookmarks.
- 26 groups used our meeting room this month; the same as last year's total.
- Stephen Sattler is still our featured artist. Our art wall features a collection of his vibrant paintings. He hails from Hillyard, though currently resides near Chapman Lake. He has shown his work extensively in LA and New York. These bright impassioned pieces are created with acrylic paint and air brushed for a graffiti abstract vibe.
- The Friends of the Cheney Library held an impromptu book sale May 17th working in conjunction with and being a major sponsor of Mayfest 2014. This was our first sale since the introduction of the blast email service. Jeri Morgan mentioned she heard some of the sale attendees say that they learned about the sale from an email that was received. They also received a few of the flyers for a free book that was handed out at the Feed Cheney dinner.
- We had 11 in attendance for an early Learning Workshop, our Cheney's Mom's Group, the Early Literacy and Program's talk.
- The West Plains Community Orchestra gave its final performance for the year to 49 people in attendance. It was wonderful. They are always looking for new members, if anyone is interested.

Deer Park: Kris Barnes

Develop Young Learners:

- Our average storytime attendance was 22, compared to last year's average of 14.
- I presented two separate storytimes to the Deer Park Early Childhood Education and Parenting classes.

Support Job Seekers and Local Businesses:

- I attended the Deer Park Chamber of Commerce meeting this month and heard a presentation from Deer Park Community Service Director Roger Kreiger and Street Supervisor Brian Ramsden regarding Deer Park's plans to resurface city streets.
- We proctored 5 exams for students this month, compared to last year's total of 2.
- Library Assistant Tiosha sat down with one of our members and walked them through how to sign up and register for a couple of classes on IT Academy.

Explore and Discover:

- Nine members gathered at the *Adult Book Club* to discuss the book "Unbroken" by Laura Hillenbrand, compared to last year's total of 10.
- Our tween program, *It's Your Move*, attracted 4 participants.

Connect Communities:

- Three fifth grade classes visited us for a mystery book talking presentation. They checked out quite a few items and I was pleased we had so many for them to choose from.

- Four Arcadia Elementary classes visited this month to browse our collection.
- Our meeting room was used by 29 groups this year compared to last year's total of 18. Our room was used by a variety of groups such as the Republican Liberty Caucus, a local attorney, a scrapbooking group, and the Deer Park School District who offered a series of parenting classes.
- Public Services Associate Mandy and 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.

Fairfield: Kathy Allen

Develop Young Learners:

- Play and learn Storytime attendance averaged 7, down from an average of 12.25 in 2013.

Explore and Discover:

- Bev handled one Book A Librarian session.
- Cindy's program in the community center during the Thursday Night Thing was attended by 13 teen/tweens.
- The *Preserve Your Produce* program had an attendance of 5.

Connect Communities:

- Cindy Ulrey took over the chamber secretary position until Bev's replacement is in position. Maintaining this community connection has led to successful collaborations and will be helpful when the library hosts its community connect program.
- The Friends hosted a small goodbye-party for Bev, which included great food and storytelling about past library events.
- Cindy, Bev and a Friend set up a table at the Liberty Elementary and Junior High Science Fair. One hundred twenty-five (125) children enjoyed making paper helicopters and chatting about the library.

Medical Lake: Laura Baird

Develop Young Learners:

- Storytime attendance averaged 28, up from 25 in May 2013.
- Staff presented Storytime to 17 children at Cela's Creative Learning Center and 11 at Eastlake Childcare Center.
- A mom and her three children brought in a rubber Boa snake to show and tell about during the Play and Learn part of Storytime one week.
- The following week a grandma of one of our Storytime attendees brought in a Greenwing Macaw and a Congo African Grey for the children to see and learn about.

Support Job Seekers and Local Businesses:

- Staff proctored one exam and two Book a Librarian sessions.

Explore and Discover:

- Eighteen people attended Joyce Callaway's historical talk, *Medical Lake through the ages*.
- The *Love Your Lake* program attracted 80 people of all ages.
- Eighteen people discussed the book *Half-broke Horses* at the Medical Lake Book Club.

Connect Communities:

- This month's display case featured *Hope in Hard Times* memorabilia on loan by the Spokane Valley Historical Society.
- Artwork from Cheney Winterfest participants is on display in the Teen area until the end of the month.
- Six groups used the meeting room this month, down from seven last May.

Moran Prairie: Danielle Marcy

Develop Young Learners:

- Toddler Play and Learn storytime averaged 34 attendees this month. This is a decrease from last month's average of 43 and last year's 62.
- Preschool Play and Learn storytime had an average attendance of 23, a decrease from 25 last month and 34 in May 2013.
- Baby Play and Learn storytime averaged 28, a slight increase last month's 26 and an increase over last year's 20 in May 2013.

Explore and Discover:

- The Moran Prairie Book Club had 9 people on hand this month. We discussed *Orange is the New Black* by Piper Kerman. The group also chose the next year's book club selections.

- *Thrivent's Social Security: Strategize to Maximize* had 5 attendees, an increase from last month's attendance of 3.
- The *No Small Change: Bitcoin for Beginners* attracted only 1 attendee. The comment from the attendee was that her husband had sent her since he was at work during the time of the program. We have learned that programming targeting working professionals should be in the evening or held on weekends.
- The display case was used in support of the *Hope in Hard Times*. The items on display are on loan from the Valley Heritage Museum.
- On the weekend of May 4, the library had a passive activity of folding origami Yodas to celebrate Star Wars Day ("May the Fourth Be With You").

Connect Communities:

- The Friends voted to change their bylaws to allow for the formation of the Library Foundation. They are working with Jane Baker to get the bylaws changed.
- The Friends paid for a storytime chair.
- The Tax Aide volunteers for the Moran Prairie location shared that they filed a total of 542 electronic returns, 12 state returns and 18 paper returns this year.
- We had 42 meeting room reservations and 29 walk in/non-reserved use of the meeting rooms.

North Spokane: Jason Johnson

Develop Young Learners:

- 672 children and their parents and caregivers attended Early Learning programs this month. This is a 26% decrease from May 2013.
- Baby Play and Learn Storytime averaged 21 attendees. This is the same as last month's average and down 26 from May 2013.
- Family Play and Learn Storytime had an average attendance of 13 this month. This is up 2 from last month's average and down 14 from May 2013's average.
- Preschool Play and Learn Storytime averaged 41 attendees. This is down 13 from last month and down 15 from May 2013.
- Toddler Play and Learn Storytime attracted an average attendance of 32. This is down 5 from last month and up 1 from May, 2013.
- 10 members attended a special One-Stop Childcare Fair to learn about local childcares and preschools.
- 75 1st graders and their teachers toured the library and learned about Summer Reading.

Explore and Discover:

- 97 members attended 9 adult programs: 5 for *Treasure Hunting 101: Finding Good Stuff Cheap*, 10 for *Advanced Amazon and Craigslist*, 10 for the *North Spokane Book Club*, 8 for *Dry Fly Distillery*, 7 for *Advanced EBay*, 32 for *Spokane in the Great Depression*, 8 for *Moran Vista Senior Living Tour*, 9 for *Is It New? Make Cheap Stuff Good* and 9 for *Organizing Your Finances*.
- 27 tween/teen members attended 3 programs: 9 for *Anime Club*, 7 for *Tween Summer Bucket List*, and 11 for *Hope in Hard Times Tour*.
- A homeschool family of 8 toured the *Hope in Hard Times Exhibit*.

Support Job Seekers and Local Businesses:

- 3 members attended *No Small Change: Bitcoin for Beginners*.

Connect Communities:

- 59 members stopped by the OverDrive Digital Bookmobile.
- 17 members of a Colbert's Women's group listened to a presentation on SCLD and digital downloads.
- Librarian Kristy Bateman participated in the Senior Presentations at Mount Spokane High School.

Librarian Rachel Edmondson promoted Summer Reading to a 3rd grade class of 24 students at Evergreen Elementary.

Otis Orchards: Kathy Allen

Develop Young Learners:

- The average attendance for Play and Learn Storytime was 15.75 up from May 2013 average of 12.25.

Explore and Discover:

- Seventeen members attended our *Folk, Jazz and Blues: Songs that helped Americans through the Hard Times* program.
- During the week prior to Mother's Day, we offered a refrigerator heart magnet craft for children. Twenty four children participated.
- The *Hope in Hard Times* program, *Preserve Your Produce*, had an attendance of 11.

- 8 members attended the *Adult Book Club* with a lively discussion of the book of “Silver Linings Playbook” by Matthew Quick.
- 20 special-needs students from Otis Orchards Elementary School toured the library and learned about our services.
- A member made the comment that we have excellent genealogy resources.

Support Job Seekers and Local Businesses:

- When a member recently came in to use our Internet stations, she commented on how impressed she was with the Business and Career Digital resources. Her brother used the resources to find a job in the Spokane area.

Connect Communities:

- The Friends funded breakfast at the Otis Grill as a going away party for Bev.
- On loan from the Spokane Valley Heritage Museum, this month’s display case featured historical articles and artifacts from Otis Orchards’ past.

Spokane Valley: Sonia Gustafson

Develop Young Learners:

- Baby Lapsit averaged 25, down from last May’s 30.
- Toddler Storytime averaged 31, down from 37 last May.
- Preschool Storytime averaged 30, down from last May’s 43.
- Family Storytime is steadily getting bigger, averaging 16, which is almost the same as last May’s 17.
- We provided storytimes outside of the building to 24 classes (339 children).

Explore and Discover:

- T.W.I.N.E. had a total attendance of two.
- We presented a Pete the Cat party to Title 1 students at South Pines Elementary (48), Progress Elementary (34) and University Elementary (16).
- The four *Hope In Hard Times* programs had good attendance. 22 attended the music program, 3 attended the storytelling program, 18 attended the produce preservation program, and 14 attended the “Make cheap stuff good” program.
- 7 people attended STCU’s *Organize Your Finances*” program.
- We had two successful technology classes in May. Selling your stuff online: Amazon on Craigslist brought 22 attendees.
- Selling your stuff online: Ebay had 9 attendees. That was new PSS Danielle’s first time teaching a class and I got this comment about her: “Danielle does a top shelf job and I would encourage anyone to attend her training classes.”

Support Job Seekers and Local Businesses:

- While we thought there’d be interest in another program on Bitcoin (after the outside presenter did his own program months earlier), no one attended the library program.
- We proctored 9 exams.

Connect Communities:

- 31 people stopped by our table at the Healthy Families Fair at North Pines Middle.
- 7 Cub Scouts came to the library for a tour.

Public Use Measures

May 2014

Measure	This year	Last year	YTD	Last YTD	Rolling YTD
	This Month	This Month	This year	Comparison	Comparison
Registered borrowers	118,042	119,192		-1%	
Door count	108,871	112,059	569,410	0%	2%
Circulation	213,713	224,438	1,124,413	-1%	1%
Digital Media Catalog	26,830	19,523	133,912	39%	35%
Programs					
Number	238	256	1,148	-2%	2%
Attendance	5,444	6,227	27,661	-3%	4%
Group Visits					
Number	5	10	24	4%	31%
Attendance	269	325	760	39%	106%
Software Station bookings	20,601	18,711	104,007	11%	9%
Meeting room bookings	250	320	1,444	-10%	3%
Holds placed					
By customers	31,304	34,352	178,133	1%	10%
By staff	8,278	8,184	39,349	10%	0%
Digital Media Catalog	8,206	5,598	43,271	49%	37%
Database use					
Searches	90,917	105,760	568,896	49%	155%
Retrievals	19,345	41,795	199,549	-8%	14%
Website use (Remote)					
User sessions	92,070	83,123	480,664	11%	2%
Page views	182,533	209,473	1,048,329	-12%	-24%
Catalog	45,905	56,518	256,328	-13%	-15%
Database Access	4,278	4,743	27,180	-9%	3%
Interlibrary loans					
Loaned	305	291	1,500	-1%	8%
Borrowed	521	430	2,374	11%	7%

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.*

Public Services Report June 2014

In-Library Circulation

In-Library circulation activities decreased -6.67% compared to the same month last year. To date this year, circulation activity remains down compared to last (-5.43% through June), with 1,027,383 items circulated through the libraries versus 1,086,412 in 2013 (-59,029). Every library experienced a decrease compared to June 2013, with Otis Orchards (-29%) and Fairfield (-23%) down most significantly.

Self-checkout accounted for 53% of in-library circulation, up 8% from last May. Spokane Valley (72%), North Spokane (58%), and Medical Lake (57%) members preferred the self-service option, while only 28% of Cheney and 23% of Deer Park members make use of the stations.

2014 Measures at a Glance

- Door count through the first five months of the year (689,607) is slightly ahead of the same period in 2013 (685,853).
- Programming attendance (36,229) is up slightly (3%) compared to last year (35,079), as is the number of programs offered (1,422 in 2014 vs. 1,402 in 2013, +1%).
- Total software station bookings remain up for the year when compared to 2013, +11%.
- It is interesting to note that holds placed by staff is up 11% YTD, while holds placed by members is down -1%. The conventional wisdom is that members continue to favor placing their own holds online, but these numbers seem to indicate a shift from that conventional wisdom.

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	230,402		1,354,815	237,283		1,373,385	-6,881		--18,570
Self-Check	93,859	41%	536,116	86,954	37%	486,812	6,905	4%	49,304
Digital Collection	27,030	12%	160,942	20,403	9%	116,978	6,627	3%	43,964
Total Holds	50,254		311,007	49,717		291,646	537		19,361
By Customer	34,002	68%	212,135	36,951	74%	213,906	-2,949	-6%	-1,771
Digital Collection	8,406	17%	51,677	6,102	12%	35,205	2,304	5%	16,472
Total Payments	\$24,022.47		\$138,451.34	\$22,527.08		\$140,152.29	\$1495.39		-\$1,700.95
Online	\$9,377.59	39%	\$54,723.12	\$8,140.68	35%	\$48,378.12	\$1236.91	4%	\$6,345.00

Security Incident Reports

There were 17 Security Incident reports filed this month, 17 fewer than last month (34) and 1 less than June 2013 (18). North Spokane had the most incidents reported with 6. The most frequently reported incidents related to potential problems (10) and Code of Conduct violations (6).

Internet Filtering Update

As per the Computer, Wireless Network, and Internet Use policy, three requests to review blocked websites were received by staff, the same as May 2014. Two sites were determined to be correctly categorized and filtered. A request to have the remaining site reclassified was sent to the filter vendor.

Support Job Seekers and Local Business (Stacey Goddard)

- We had 14 individuals register as new IT Academy users in June, down from 23 in May. During the month, users enrolled in 15 new classes, also down from May's enrollment in 20 classes.

- We did 64 Book-a-Librarian (BaL) sessions this month throughout the District, up from May's 57 sessions.
- We proctored 14 exams this month throughout the District, down one from May's 15 proctoring sessions.

Connect Communities:

- In June, Navigator staff completed 5 individual appointments (compared to 6 appointments in May). Although the next open enrollment period doesn't begin until November, individuals are able to enroll in Apple Health (Medicaid) year round. Other events such as marriage and/or the birth/adoption of a child also allow people to enroll outside of the open enrollment period.
- Librarians Kandy Brant and Michelle Booth each attended one of the weekly WorkSource Biz Buzz meetings in May.
- Librarians Aileen Luppert and Kandy Brandt presented our quarterly Business Resources Overview to the Spokane Valley Chamber of Commerce's NxLevel entrepreneur training class. There were ten in attendance.
- Kerri Rodkey (from SNAP) and I submitted our application for the Smart Investing @ Your Library grant. We will know if we've been selected in late November.
- Near the end of the month, Kerri contacted me about working with SNAP on another grant application. PRIME grant (Program for Investment in Microenterpreneurs), would provide technology assistance for disadvantaged entrepreneurs. The deadline for this application is July 14.

Develop Young Learners (Mary Ellen Braks)

- We provided 97 Play and Learn storytimes to 2,869 children and their caregivers. Our average attendance per Play and Learn Storytime was 30, slightly higher than last month.
- We provided 55 outreach storytimes to 711 children and providers at 20 child care centers.
- Gwendolyn and I presented one STARS training this month at the North Spokane Library called "Flannel Stories for Early Literacy." We had 36 child care providers attend. We also presented a STARS workshop for school age providers at the YWCA called "Fun Summer Reads." We had 14 providers attend that workshop.
- The "Early Learning at Home" handouts were finished and are being handed out during the 7 weeks of programming. Each week features a different science concept for early learning and activities for parents and caregivers to do at home with the children.
- Our new librarian, Tammy Henry, started this month. We're very glad to have her with us and her training is going well.
- We now have three new PSAs trained to provide storytimes. I had the pleasure of watching all three do their debut Storytime this month. They all did a very good job and their enthusiasm for working with the children and their families really came through.

Connect Communities:

- I was invited to attend a meeting at ALA with IMLS (Institute of Museum and Library Services) and BUILD. BUILD is an organization that builds early learning systems. Build is working with ALA and IMLS to bring libraries and museums into the early learning systems across the county. I was asked to participate in the meeting because of my work with other early learning organizations, both locally and state-wide. It was a great meeting and interesting to see how other states are involving libraries in early learning. I was also invited to be on a panel at the National Build Conference next month in Denver on this same topic.
- The Inland Northwest Early Learning Alliance (INWELA) has submitted a Letter of Interest (LOI) for a Thrive STEM grant. SCLD is taking the lead on this grant. We should hear next week if we are invited to submit a full proposal.
- I presented a Love, Talk, Play workshop for 6 staff for the Stevens County Library System, with Jill Johnson from Community-Minded Enterprises.
- Gwendolyn and I met with Ellen Terry from Humanities Washington for a meeting about the Prime Time Family Reading programs. We will be able to do two programs in the fall; one at North Spokane and one at Spokane Valley.
- I was included in INWELA's meeting with Thrive by Five here in Spokane about our Community Momentum Grant. Thrive has been very pleased with our work here in Spokane. Thrive has been meeting with all the coalitions in the state to get feedback on what the coalitions need.

- I have been meeting with the Excelerate Success Ready for Kindergarten work group. We met with the principal from Sunset Elementary School (Cheney School District) this month to get a sense of what the school might need or find useful as we work on plans to help families with young children get ready for school. Sunset Elementary is one of three schools the group will be working with over the next year. The other two schools are in District 81.
- I attended the Start Healthy, Start Now Community Momentum grant meeting. The kickoff for the 85210 campaign (8 hours of sleep, eat 5 fruits and vegetables, limit recreational screen time to no more than 2 hours, get 1 hour of physical activity, and 0 drink sugary drinks) was earlier in the month. We have a link to the community site for the 85210 health initiative on the district website. This website allows people to track their activity and healthy eating and gives suggestions for activities and recipes. The grant is nearing the end and a lot of the goals based around healthy eating and cooking and movement and working with child care providers have been met.
- I attended a meeting at Gonzaga University on the Young Child Expo and Conference: Spokane 2015. We are in the planning stages now and had the opportunity to have organizers from New York visit to help us start planning and narrow down the focus of the conference.
- Christie Onzay did a presentation on Love, Talk, Play and library services for a Dads' group. This group was very excited to hear about our Lego programs.
- Cindy Ulrey, Christie Onzay and Kristy Bateman staffed a table at the Engaging Fatherhood Conference this month.
- Kelsey Hudson attended the West Valley ECEAP Fair and made new connections with the families and ECEAP teachers in the area.

Explore and Discover (Gwendolyn Haley)

Elementary (K-5) programs:

- Lego Build Day—134 children and their families participated in the Moran Prairie Lego Build Day.
- School Visits/Programs:
 - We helped 104 students celebrate their AR reading achievements with a book talking program at Bowdich Elementary.
 - 49 students and their families participated in a *Pete the Cat* program for Opportunity Elementary Title I program.
 - We provided another booktalking program for students at South Pines Middle School.
 - We provided a program for Windsor Elementary's Summer Library for 25 students.
- School age Summer Programs:
 - Eric Herman and the Thunder Puppies started summer programs with a bang, as 351 children and their families danced, flapped, and twisted the day away at CenterPlace.
 - 1213 children and families attended our weekly Fizz Boom Read library programs in June.
- Spokane Valley has been dabbling in passive programming, and providing a simple in-library drop-in craft every Sunday. 79 people participated in June.

Tween/Teen Programs:

- During the month of June, 47 teens and tweens participated in one of the following programs in the library.
 - Anime—32 teens attended Anime Club at Spokane Valley and North Spokane, a slight decrease from last month's attendance of 33.
 - 8 teens attended the live TWINE program at Spokane Valley, an increase from May's attendance of 2.
 - Cindy Ulrey interacted with 7 tweens and teens at the Fairfield Community Center.
- Tween/Teen Summer Reading Programs
 - 290 students in 4th grade or higher participated in the hands-on volcano program in June.

Adult Programs:

- The Hope in Hard Times Exhibit continued to attract interest at the North Spokane Library. 196 people attended programs this month. Here are some highlights:
 - 32 people attended author Michael Hiltzik's presentations.
 - 42 people had treasures appraised at the Spokane Valley Library *Van Gogh in the Garage?* Program.
 - 33 people attended Professor Dale Soden's film discussion.
 - 27 people learned about making basic jams and jellies.
- Book Clubs—65 people attended one of the eight book club programs this month in our libraries.

- 11 members attended one of two technology classes on Online Security this month.

Connect Communities:

- We hosted 11 community experts at library programs in June.
- SCLD had a booth in this year's Rainbow Festival, which takes place in Riverfront Park directly after the Pride Parade. This was our first year participating, and we interacted with 217 individuals. We had craft activities for the kids, and talked about SCLD services and programming to interested individuals.

Virtual Services (Carlie Hoffman)

- The Virtual Services team completed trials for two resources: Rosen Financial Literacy and Biblioboard.
- I updated the Connect and For You web pages.
- I coordinated with staff to present two technology classes on online security.
- Use of digital resources was down 0.03% in June from 34,577 to 34,567 uses.
 - Ancestry increased by 99%, NoveList K-8 increased by 68%, TumbleBookCloud increased by 53%, and Morningstar increased by 47%.
 - Opposing Viewpoints in Context decreased by 90%, GrantStation decreased by 86%, and Science in Context decreased by 54%.

Library Operations Managers (Judy Luck/Gina Rice)

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
<u>AH</u>	6258	7060	-11.36%	14.20%	21.96%	36991	37790	-2.11%
<u>AR</u>	13791	14836	-7.04%	-14.41%	0.28%	82469	88545	-6.86%
<u>CH</u>	13275	14114	-5.94%	-22.04%	-6.78%	78273	80066	-2.24%
<u>DP</u>	13169	13264	-0.72%	-11.51%	-2.68%	77736	80834	-3.83%
<u>FF</u>	1065	1390	-23.38%	-12.63%	-44.44%	8525	7635	11.66%
<u>ML</u>	4820	5043	-4.42%	-12.14%	7.35%	27351	29468	-7.18%
<u>MP</u>	15977	18295	-12.67%	-7.05%	-9.99%	91593	102488	-10.63%
<u>NS</u>	50748	53520	-5.18%	-7.78%	1.65%	287256	309345	-7.14%
<u>OT</u>	5235	7358	-28.85%	-31.77%	-24.43%	33367	41360	-19.33%
<u>SV</u>	53301	55452	-3.88%	-4.55%	1.45%	303419	308507	-1.65%
<u>TOT</u>	177639	190332	-6.67%	-9.34%	-1.42%	1027383	1086412	-5.43%

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	3283	379	2578	18	6258	739	6997
AR	8009	477	5271	34	13791	1775	15566
CH	9114	476	3659	26	13275	1781	15056
DP	9466	662	3019	22	13169	1951	15120
FF	681	60	318	6	1065	166	1231
ML	1894	174	2740	12	4820	529	5349
MP	8932	570	6457	18	15977	2582	18559
NS	19736	1792	28868	352	50748	7923	58671
OT	2836	157	2211	31	5235	898	6133
SV	13353	1729	37921	298	53301	7046	60347
TOT*	77304	6476	93042	817	177639	25390	203029

	This Year This Month		Last Year This Month		Difference
	Self-Check Circulation	% of total circulation	Self-Check Circulation	% of total circulation	
AH	2596	41.48%	2537	35.93%	5.55%
AR	5305	38.47%	5303	35.74%	2.72%
CH	3685	27.76%	3317	23.50%	4.26%
DP	3041	23.09%	3804	28.68%	-5.59%
FF	324	30.42%	516	37.12%	-6.70%
ML	2752	57.10%	2462	48.82%	8.28%
MP	6475	40.53%	7671	41.93%	-1.40%
NS	29220	57.58%	29033	54.25%	3.33%
OT	2242	42.83%	3045	41.38%	1.44%
SV	38219	71.70%	29266	52.78%	18.93%
TOTAL	93859	52.84%	86954	45.69%	7.15%

	Books to Go	% of circulation	DVD	% of circulation	New Books	% of circulation
AH	97	1.55%	2843	45.43%	343	5.48%
AR	328	2.38%	3805	27.59%	1140	8.27%
CH	234	1.76%	4056	30.55%	737	5.55%
DP	214	1.63%	5046	38.32%	661	5.02%
FF	47	4.41%	392	36.81%	49	4.60%
ML	70	1.45%	1974	40.95%	237	4.92%
MP	273	1.71%	4176	26.14%	1087	6.80%
NS	843	1.66%	13974	27.54%	2783	5.48%
OT	119	2.27%	1674	31.98%	364	6.95%
SV	761	1.43%	15599	29.27%	3762	7.06%
TOTAL	2986	1.68%	53539	30.14%	11163	6.28%

Holds	Holds filled June-14	% of circulation	Holds filled June -13	% of circulation	% Difference 2013 to 2014	Note: Zsupport holds added in 2013. Total reflects all holds including those filled in Support Services.
AH	1071	17.11%	1445	20.47%	-3.35%	
AR	2234	16.20%	2776	18.71%	-2.51%	
CH	2508	18.89%	2781	19.70%	-0.81%	
DP	2521	19.14%	2407	18.15%	1.00%	
FF	335	31.46%	341	24.53%	6.92%	
ML	1079	22.39%	1091	21.63%	0.75%	
MP	3437	21.51%	3882	21.22%	0.29%	
NS	8801	17.34%	9950	18.59%	-1.25%	
OT	1351	25.81%	2008	27.29%	-1.48%	
SV	9183	17.23%	9415	16.98%	0.25%	
Zsupport	1243		1179			
Total	37275	19.01%	33763	19.58%	-0.58%	

New customer registrations			
	May 2014	May 2013	% Difference
AH	79	92	-14.13%
AR	162	159	1.89%
CH	119	145	-17.93%
DP	73	105	-30.48%
FF	4	13	-69.23%
ML	55	42	30.95%
MP	168	165	1.82%
NS	376	443	-15.12%
OT	52	45	15.56%
SV	523	672	-22.17%
TOTAL	1611	1881	-14.35%

June Cash Collection				
Payments received	2013	2014	Difference 2013 to 2014	%change 2013 to 2014
CASH	\$9,906.41	\$10,779.46	873.05	8.81%
CHECK	4479.99	3865.42	-614.57	-13.72%
CREDIT	8140.68	9377.59	1,236.91	15.19%
TOTAL	\$22,527.08	\$24,022.47	1,495.39	6.64%

Library Reports

Airway Heights: Stacy Hartkorn

Develop Young Learners:

- Attendance for Play & Learn attendance averaged 26.75 people per Storytime, slightly lower compared to the previous month's average of 29.

Explore and Discover:

- The Airway Heights Book Club, facilitated by Airway Heights community members, attracted a total of seven participants for their selection *A Tree Grows in Brooklyn* by Betty Smith.
- Our first Kid's Summer Reading program, *The Everyday Scientist*, with West Valley Outdoor Learning Center attracted a crowd of 32 people, which is significantly lower than our first Summer Reading program of 2013 (80 people) and also lower compared to the 2013 average of approximately 55 people.
- Our first Tween Summer Reading program, *Volcano Eruptions*, drew a crowd of 21 people, which is an increase compared to 2013's average attendance of 10 people per Tween/Teen program.

Connect Communities:

- Over 250 students in grades kindergarten through 3rd grade from Sunset Elementary took a walking field trip to the library during the month of June to learn more about Summer Reading and tour the library.
- Ellen Peters and I hosted an information table at the Airway Heights Walmart to help promote Summer Reading and our upcoming *Let's Move: Airway Heights* event. We were able to speak to over 100 people about the Airway Heights Library and programming over the course of two and half hours. We selected this location based on the CommunityConnect data, which demonstrated a significant potential for new library members in this geographic area of Airway Heights.
- I attended an Airway Heights Friends of the Library meeting where Friends approved funding for several purchases, and also learned about upcoming Summer Reading events. The Friends also shared positive feedback about April's *Friends Helping Friends* event.
- I attended two Airway Heights Kiwanis meetings, each of which featured a guest speaker I helped to arrange. Our first monthly meeting featured a guest speaker from *Our Kids Our Campaign*, and our second monthly meeting featured Terry Perry from WSU's Extension Program Food Sense.
- I submitted information about upcoming Summer Reading programming to the West Plains Chamber of Commerce calendar for Airway Heights and Cheney.
- I met with Alex from the Airway Heights Parks and Recreation Department to continue our collaborative planning for the *Let's Move: Airway Heights* event scheduled for July 19.
- The meeting room was reserved a total of eight times compared to only three times in June of 2013. This included a new group called *AH Yarners*, a Knitting and Crochet Club.

Argonne: Pat Davis

Develop Young Learners:

- Play and Learn Storytime attendance averaged 37 per week, up from 23.75 last June.

Explore and Discover:

- Our teen/tween program, *Volcano Eruptions*, attracted 26 participants
- Our first Centered on the Trail program, *Boating Safety 101*, attracted six.
- The second Centered on the Trail program, *Spoke's on You*, a bike repair clinic attracted 15.
- Our first Summer Reading program, *Everyday Scientist*, had 53 participants.

Support Job Seekers and Local Businesses:

- We assisted one member who needed to set up an online account with Access WA to renew a license for home health care.

Connect Communities:

- Four staff members walked and Stacey Goddard drove the van for the West Valley SCOPE Parade in Millwood.
- Woodland Ridge Book Club requested someone to attend its annual book selection meeting and provide guidance. Kandy Brandt attended and presented information on selection and books.
- 76 attended Seth Woodard Elementary Title 1 Night—the library participated to promote Summer Reading and library services.
- 42 groups or individuals used our meeting and conference rooms in June compared to 60 last June.

Cheney: Catherine Nero Lowry

Develop Young Learners:

- Baby Play and Learn attendance increased significantly with an average of 26 in June 2014 compared to an average of 17.75 in June 2013.
- Toddler Play and Learn attendance increased with an average attendance of 45 in June 2014 compared to 31.25 in June 2013.
- Preschool Play and Learn attendance increased with an average attendance of 34 in June 2014 compared to 30 in 2013.
- We provided the Giggling Guest center with five outreach story times with an average of 18.2 in attendance, an increase from an average of 11.8 in 2013.

Explore and Discover:

- We had a 2nd grade tour from Windsor Elementary with an attendance of 25 children.
- Our first Teen/Tween Summer Reading program *Volcano Eruptions* had 18 in attendance.
- Our first Summer Reading program, *Everyday Scientist*, had 96 in attendance.
- We offered Basic Food Preservation & Jams and Jellies from the Hope and Hard Times programs this month; attendance was four.

Support Job Seekers and Local Businesses:

- We proctored three exams this month.
- We provided three walk-in Book-a-Librarian interactions.

Connect Communities:

- 29 groups used our meeting room this month, the same as last June's total.
- On our art wall we had a collection of vibrant paintings created by Stephen Sattler, who continues to be our featured artist this month.

Deer Park: Kris Barnes

Develop Young Learners:

- We saw a significant increase in Storytime attendance. Our average Storytime attendance was 37 compared to last June's average of 13.

Support Job Seekers and Local Businesses:

- I attended the Deer Park Chamber of Commerce meeting this month and heard a presentation by Hibu representative Jeannie McLaughlin. Hibu is a company that specializes in setting up social media accounts and websites for businesses.
- We proctored 4 exams for 3 students this month compared to last year's total of 2 exams for 1 student.

Explore and Discover:

- 13 members gathered at the adult Book Club to share a book they read on patriotism and the history of the United States. Last June's attendance was 9.
- Mandy and I promoted *Fizz, Boom, Read* Summer Reading to 843 students. Some of the students visited the library and some of the presentations were delivered at the schools. Arcadia Elementary once again invited me to its "field day" celebration, which I have attended for several years. I talk about Summer Reading, present a story, and then get to watch and provide assistance, if necessary, when the children are allowed to choose a free book purchased by the Deer Park Parent-Teacher Organization.
- Our first two Summer Reading programs attracted 167 participants. This month's average attendance was 87 compared to last June's attendance of 55.
- The *Hope in Hard Times Keeler Music: Jazz and Blues* program was attended by 14 appreciative members. The program surveys indicated overall that everyone enjoyed the music. I also opened up the door between the meeting room and the library so that the library members could also enjoy the program as they were browsing and surfing the web.

Connect Communities:

- Friends of the Deer Park library had their first book sale for the summer season this month.
- Our meeting room was used by 12 groups this year compared to last June's total of seven. Our room was used by a variety of groups such as a local scrapbook group and a political group.
- I visited the Deer Park Dollar Tree store to drop off newspapers for recycling. The manager indicated they are willing to take any and all newspapers that we can bring to them.
- I met with a local church volunteer group at its breakfast meeting to discuss our plans to revitalize the park area behind the library. The group was very enthusiastic and offered to assist if scheduling permits.

- The Department of Social and Health Services parked its mobile office van in our parking lot to assist community members in filling out paperwork and answer questions regarding social and health services. They were able to connect with five members. The mobile office was also interested in any other Deer Park locations to provide service in the future. I took them on a tour of Deer Park and introduced them to a couple of agencies that they might connect with in the future.
- One of our staff who happens to be an excellent photographer has her photos on display entitled "Wander of Flowers." Christina's photographs depict flora and fauna from all over the world.

Fairfield: Kathy Allen

Develop Young Learners:

- The average attendance for *Play and Learn Storytime* was three, down from last June's average of four.

Explore and Discover:

- *Hope in Hard Times: Tell me a story* unfortunately had 0 in attendance.
- *Summer Reading: The Everyday Scientist* also had 0 in attendance due to conflicting community activities. In an effort to encourage future attendance, I made an announcement to the children who attend the Summer Lunch Program at the Community Center.
- A member who utilizes the ILL service expressed her appreciation for the effort and time we put into finding the books she requested.

Connect Communities:

- Three staff, the District van, and seven children participated in the Flag Day Grand Parade.

Medical Lake: Laura Baird

Develop Young Learners:

- Storytime attendance averaged 21, down from 25 in June 2013.
- A mom and children brought in a bearded dragon for the Storytime for children to see and touch.

Support Job Seekers and Local Businesses:

- Christie Onzay and I presented an overview to the Medical Lake Kiwanis of the four service priorities and talked about the digital resources the District provides. Three members of the group had library cards and the remaining five applied for cards.
- Ellen Peters and I attended the West Plains Chamber of Commerce breakfast and hosted an information table to talk about upcoming programs.

Explore and Discover:

- 14 people attended the *Cybercrime: mysteries and suspense* program that Kandy Brandt presented.
- 14 people attended the *HIHT: Folk, Jazz, and Blues Songs that helped Americans through the hard times* program.
- Four people attended the *HIHT: Spread the love, toast toppers* program.
- The Teen/Tween *Volcano eruptions* program had 14 attendees and the children/family *Everyday Scientist* program had 68 attend.

Connect Communities:

- This month's display case featured *Hope in Hard Times* memorabilia on loan by the Spokane Valley Historical Society.
- A 150-year-old quilt on display in the adult area was loaned by a member whose grandmother made it.
- Three quilts suitable for the 4th of July made by local quilters were also on display this month.
- Six groups used the meeting room this month, up from three last June.

Moran Prairie: Danielle Marcy

Develop Young Learners:

- Toddler Play and Learn Storytime averaged 27 attendees this month. This continues to be a trend of a steady decrease from last month's average of 34 and last June's 74.
- Preschool Play and Learn Storytime had an average attendance of 29, an increase from 23 last month and a decrease from 51 in June 2013.
- Baby Play and Learn Storytime averaged 26, a slight decrease of last month's 28 and an increase over last June's 20.

Explore and Discover:

- The *Moran Prairie Book Club* had nine people on hand this month, the same as last month. We discussed *People of the Book* by Geraldine Brooks.
- *Let There Be Legos* had 134 for attendance. We displayed the Lego creations in our display case for the month of June.
- Three Mullan Road Elementary Kindergarten classes came to the library for a tour, Summer Reading promotion and library cards; 108 attended, including teachers and parent chaperones.
- The *Hope in Hard Times: Tell Me A Story* had only three attendees.
- The *Hope in Hard Times: Jazz, Folk, and Blues* also a low attendance with only seven.
- The Adult Summer Reading program *Cybercrime: Mysteries and Suspense* did not attract any attendance.
- The Tween/Teen Summer Reading program *Volcano Eruptions* had 27 attendees, an increase over last year's Tween/Teen 8 attendees to *Make It At The Library*.
- The Children's Summer Reading program, *Everyday Scientist*, had an attendance of 98.

Connect Communities:

- A portion of the Moran Prairie Friends donation for Summer Reading was used to provide treats for the *Cybercrime: Mysteries and Suspense* program.
- The Moran Prairie Friends reported a successful book sale.
- We had three staff members and one volunteer mark and hand out pens at the Spangle Parade.
- We had 68 bookings of the meeting room.

North Spokane: Jason Johnson

Develop Young Learners:

- 759 children and their parents and caregivers attended early learning programs this month. This is a 12% decrease from June 2013.
- Baby Play and Learn Storytime averaged 18 attendees. This is the down three from last month's average, and down 14 from June 2013.
- Family Play and Learn Storytime had an average attendance of 20 this month. This is up 7 from last month's average, but down 7 from June 2013's average.
- Preschool Play and Learn Storytime averaged 47 attendees. This is up six from last month but down one from June 2013.
- Toddler Play and Learn Storytime attracted an average attendance of 42. This is up 10 from last month and up three from June 2013.
- Staff presented outreach storytimes to 183 children.

Explore and Discover:

- 174 members attended 6 adult programs: 19 for *HIHT: Films of the Depression*, 16 for *Book Club*, 10 for *HIHT Spread the Love: Toast Toppers*, 98 for *Devries Shred Day*, six for *Online Security for Beginners*, and 25 for *HIHT: Solutions for the Great Depression*.
- 82 tween/teen members attended two programs: eight for *Anime Club* and 74 *Volcano Eruptions*.
- 387 children, parents and caregivers attended four programs: 206 for two sessions of *Everyday Science*, 118 for *Build It: Straws, BLocks, Planks and More*, and *Summer Lego Club*.

Connect Communities:

- Librarians promoted Summer Reading to 129 3rd graders from Evergreen and Brentwood elementary schools.

Otis Orchards: Kathy Allen

Develop Young Learners:

- The average attendance for *Play and Learn* Storytime was 25.25, up from last June's attendance of 20.8.
- 94 attended the East Valley ECEAP Resource Fair.
- An Outreach Storytime was presented to the Little Explorers Daycare, with 10 in attendance.

Explore and Discover:

- Five members attended *Hope in Hard Times: Tell me a story*, presented by Kay Yates & Vaughn Overler from the Spokane Storytelling League.
- *Summer Reading: Volcano Eruptions* had 24 attend.
- Five members visited the Mobile Community Service Office.

- Eight attended the *Adult Book Club* to discuss *The President's Club* by Nancy Gibbs.
- *Summer Reading: Everyday Scientists* had 74 attend.

Connect Communities:

- We have a school tutor who uses our facility to tutor a young member at least weekly. During the school year, it is almost daily. While the child is being tutored, the mother and her other children are reading in our children's area. Other times, the younger children are on the early learning computer.

Spokane Valley: Sonia Gustafson

Develop Young Learners:

- Baby Play and Learn averaged 23 attendees, compared to last June's 32.
- Toddler Play and Learn averaged 35—last June averaged 45.
- Preschool Play and Learn averaged 40, compared to last June's 46.
- Family Play and Learn had an average of 19, up from last June's average of 11.
- We reached 393 children at outreach storytimes.

Explore and Discover:

- We presented a *Pete the Cat* program to 49 children and their families from University Elementary's Title 1 program.
- We had 26 teens attend the Anime Club, compared to 32 at June's program last year.
- Cindy and Ruth book talked at Bowditch Middle School to the 104 middle school students in CVSD who excelled in Accelerated Reader this year.
- TWINE attracted 8 teens—a high number for this group!
- Annette started a program doing a drop-in craft every Sunday. So far, they've had about 20-30 members participate each week. Annette, Danielle, Morgan, Stefani, and Bev will rotate coordination of the project.
- The Hope in Hard Times programs were well attended. *Spread the Love: Toast Toppers: 13, Van Gogh in the Garage?: 42, Everyday Escapes: Films of the Great Depression: 14, Author Michael Hiltzik: Solutions for Hard Times: 7.*
- Our weekly summer Lego Club brought in 24 each Monday night.
- Summer Reading starting off with a bang with the WVOLC science presentation for K-5th, and 50 teens and tweens making volcanoes.

Support Job Seekers and Local Businesses:

- We proctored 7 exams.
- Kandy, Mark Pond (business librarian from SPL), and Aileen presented a class to the NxLevel Entrepreneur class through the SV Chamber of Commerce.

Connect Communities:

- We promoted Summer Reading to 320 students at University Elementary.
- Kelsey book talked and gave a library presentation to a 4th grade class at South Pines Elementary.
- Kandy, Michelle, and I ate lunch at Dave's Bar and Grill to help support the Chamber's first "Munch Mob" event.

Public Use Measures

JUNE 2014

Measure	This year	Last year	YTD	Last YTD	Rolling YTD
	This Month	This Month	This year	Comparison	Comparison
Registered borrowers	118,476	119,824		-1%	
Door count	120,197	119,133	689,607	1%	3%
Circulation	230,402	237,283	1,354,815	-1%	1%
Digital Media Catalog	27,030	20,403	160,942	38%	35%
Programs					
Number	274	238	1,422	1%	3%
Attendance	8,568	6,810	36,229	3%	8%
Group Visits					
Number	10	7	34	13%	25%
Attendance	372	254	1,132	41%	80%
Software Station bookings	20,982	18,806	124,989	11%	10%
Meeting room bookings	270	277	1,714	-9%	3%
Holds placed					
By customers	34,002	36,951	212,135	-1%	8%
By staff	7,846	6,664	47,195	11%	2%
Digital Media Catalog	8,406	6,102	51,677	47%	39%
Database use					
Searches	108,828	110,753	690,668	40%	117%
Retrievals	28,145	30,129	237,056	-4%	13%
Website use (Remote)					
User sessions	95,031	76,715	575,695	13%	5%
Page views	220,373	194,214	1,268,702	-9%	-20%
Catalog	46,681	55,825	303,009	-13%	-16%
Database Access	3,747	4,987	30,927	-11%	-1%
Interlibrary loans					
Loaned	292	284	1,792	-1%	9%
Borrowed	534	357	2,908	17%	12%

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 May 2014

Traditional Media

SCLD in the news:

- May 1 – The Current: Library bond defeated
- May 1 – Cheney Free Press: What's Happening on the West Plains: Storytimes
- May 4 – Spokesman: Home Calendar: Preserve Your Produce
- May 4 – Spokesman: Literary Calendar: Airway Heights Library Book Club
- May 5 – 16 – Clear Channel Radio Ads: Hope in Hard Times*
- May 7 – Deer Park Tribune: Storytimes
- May 7 – Deer Park Tribune: Fun Run Donation
- May 7 – Deer Park Gazette: Food for Fines
- May 8 – Cheney Free Press: ML book club meeting
- May 8 – Cheney Free Press: 'Love Your Lake' at Medical Lake Waterfront
- May 8 – Journal of Business: People: Washington Health Benefit Exchange
- May 9 – Spokesman: Event hooks families on the lure of the lake
- May 9 – Spokane Valley News Herald: SCLD streaming services
- May 9 – Spokesman: What's happening: Spokane in the Great Depression
- May 11 – Spokesman: Home Calendar: Preserve Your Produce
- May 11 – Spokesman: Literary Calendar: North Spokane Library Book Club, Hope in Hard Times (Tell Me a Story), Friends of the Cheney Library Book Sale, Friends of the Moran Prairie Library Book Sale
- May 16 – Spokesman: Letters: Thanks for library support
- May 16 – Spokesman: Kids and family: Spokane Valley Tween Club
- May 18 – Spokesman: Literary calendar: Hope in Hard Times (Tell Me a Story), Spokane Valley Library Book Club, Digital Bookmobile National Tour, Moran Prairie Library Book Club
- May 14 – Deer Park Tribune: Storytimes
- May 15 – Cheney Free Press: Cheney Library book sale
- May 15 – Cheney Free Press: What's Happening on the West Plains
- May 16 – Spokane Valley News Herald: Digital Bookmobile coming
- May 18 – Spokesman: Home Calendar: Preserve Your Produce
- May 18 – Spokesman: Literary calendar: Spokane Valley Library Book Club, Hope in Hard Times (Tell Me a Story), Digital Bookmobile National Tour, Moran Prairie Library Book Club
- May 19 – Inlander Blog: Spokane Is Reading program announces this year's book
- May 21 – Deer Park Tribune: Storytimes
- May 21 – KXLY.com: Spokane is Reading Swamplandia! this summer
- May 22 – Spokesman: Family calendar: Spokane Valley Tween Club
- May 22 – Cheney Free Press: Cheney book club meeting

- May 22 – Cheney Free Press: SCLD Memorial Day closures
- May 22 – Cheney Free Press: What’s Happening on the West Plains
- May 23 – Spokane Valley News Herald: SCLD streaming services
- May 25 – Spokesman: Literary calendar: Deer Park Library Book Club, Home in Hard Times (Tell Me a Story)
- May 25 – Spokesman: Literary calendar: Deer Park Library Book Club
- May 28 – Deer Park Tribune: Storytimes
- May 29 – Spokesman: County libraries get grant for innovation, partnerships
- May 29 – Topix: County libraries get grant for innovation, partnerships
- May 29 – Clear Channel Radio: 30 minute public affairs program about Summer Reading
- May 29 – Cheney Free Press: What’s Happening on the West Plains
- May 30 – Spokane Valley News Herald: SCLD Streaming Services

Estimated media value:

Approximate media value for SCLD in the news: \$2,550

*Not included in estimate

Press Releases

May 6 – Spokane County Library District hosts Digital Bookmobile during National Tour

E-Marketing (Website, Social Media, Email)

- Social Media:
 - Facebook: # of fans: 2069
 - Twitter: # followers: 851
 - Pinterest: followers: 871
- Email: 65,457 sent on May 15, 2014
 - Open rate 21.2%
 - Clicked 3.2% 2,056
 - Unsubscribed 148
- Friends of the Library Book Sales
 - Moran Prairie – sent 4,492 on Saturday, May 10
 - Cheney – sent 3,893 on Saturday, May 10

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

- May 3 – May the 4th be with you event at Moran Prairie
- May 6 – Airway Heights Book Club
- May 7 – City Hall at the Mall

- May 7 – Medical Lake History Program
- May 9 – Love your Lake
- May 10 – Childcare Fair
- May 13 – Community events calendar image
- May 13 – May eNewsletter
- May 14 – Airway Heights Book Club
- May 14 – Addition of SCLD info to Eagle Ridge residents website
- May 16 – Cheney Mayfest
- May 16 – Teen Volunteers
- May 17 – Lilac Parade
- May 17 – Friends of the Cheney Library book sale
- May 17 – Friends of the Moran Prairie Library book sale
- May 19 – Overdrive Bookmobile visit
- May 21 – Kids Books-to-go
- May 21 - Windsor 2nd grade school tour
- May 22 – Bitcoin Programs
- May 25 – Technology classes
- May 29 – Otis Orchards Book Club
- May 30 – All library book clubs – flyers
- May 30 – Festival at Turnbull trade table
- May 30 – Friends of the Spokane Valley Library book sale
- May 30 – Pasadena Park Elementary visit
- May 31 – Airway Heights Book Club
- May 31 – North Spokane Tween Club
- May 31 – Spokane Valley Tween Club
- May 31 – Thrivent Financial Literacy Series

Reprints of previously created work & order fulfillment

- May 1 – Liberty Science Fair Trade Show
- May 2 – Pencils/Pens for Medical Lake event
- May 6 - Flash drives for Spokane Valley
- May 8 – Hope in Hard Times brochures
- May 9 – Pencils/Pens for Library Service Managers
- May 12 – Early Readers bookmarks
- May 13 – Flash drives for Otis Orchards
- May 14 – Otis Orchards parade supplies
- May 15 – Healthy Families Community Resource Fair
- May 15 – Flash drives for Spokane Valley
- May 19 – Caregiver Conference
- May 21 – Pencils/pens/Summer Reading brochures
- May 21 – Pencils/pens for Argonne

- May 23 – Bookmarks & pencils for Public Services
- May 28 – Pencils/Pens for North Spokane
- May 28 – West Plains Community Orchestra
- May 29 – Pencils/pens for Airway Heights
- May 30 – Early Reader bookmarks to Spokane Valley

Community Involvement

- May 6 – Spokane Valley Chamber of Commerce Government Action Committee
- May 8 – City of Spokane Valley State of the City address

Current & Upcoming Projects

June - August – Summer Reading

Communication Report June 2014

Traditional Media

SCLD in the news:

- Jun 1 – Spokesman: Literary Calendar: AH Book Club; Hope in Hard Times
- Jun 4 – Deer Park Tribune: Storytimes
- Jun 4 – Spokesman: Canning specialist talks jams, jellies
- Jun 5 – Spokesman: Accuracy watch: Grant giver incorrect
- Jun 6 – Spokesman: What’s happening: Van Gogh in the Garage
- Jun 6 – Spokane Valley News Herald: SCLD streaming services
- Jun 6 – Spokesman: Stage listings: Songs that helped Americans through the Hard Times
- Jun 8 – Inlander.com: Waived fines, reading logs for adults and other summer library programs
- Jun 11 – Deer Park Tribune: Storytimes
- Jun 12 – Cheney Free Press: What’s Happening on the West Plains
- Jun 13 – Spokane Valley News Herald: Library District welcomes new board member
- Jun 15 – Spokesman: Literary Calendar: SV Book Club; Hope in Hard Times
- Jun 18 – Deer Park Tribune: DSHS van to visit Deer Park
- Jun 18 – KXLY.com: County libraries offer free shred day Saturday
- Jun 20 – Spokane Valley News Herald: SCLD streaming services
- Jun 20 – Spokesman: Kids and family: Volcano Eruptions; The Everyday Scientist
- Jun 20 – Spokane Valley News Herald: Shred day at library
- Jun 21 – Spokesman: Calendar: Community Shred Day; Hope in Hard Times; The Everyday Scientist; Boating Safety 101: Volcano Eruptions; Otis Orchards Book Club; Author Michael Hiltzik: Solutions for Hard Times
- Jun 22 – Spokesman: Literary Calendar: Hope in Hard Times; DP Book Club; MP Book Club; OT Book Club; Author Michael Hiltzik: Solutions for Hard Times
- Jun 25 – Deer Park Tribune: Mr. Science (Cover/headline photo of kids summer reading program)
- Jun 25 – Deer Park Tribune: Storytimes
- Jun 26 – Spokesman: Family calendar: The Everyday Scientist; Spoke’s on You;
- Jun 27 – Spokane Valley News Herald: SCLD streaming services
- Jun 29 – Spokesman: Literary Calendar: Michael Hiltzik: Solutions for Hard Times;

Estimated media value:

Approximate media value for SCLD in the news \$1500

*Not included in estimate

Press Releases

- Jun 5 – Free shred day at North Spokane and Spokane Valley Libraries
- Jun 10 – County Library District Welcomes New Board Member

E-Marketing (Website, Social Media, Email)

Social Media:

- Facebook: # of fans: 2,103
- Twitter: # of followers: 899
- Pinterest: followers: 921

We launched new blogs on June 18. There were 896 views on the blogs from June 18-30, up from 71 blog views from June 1-17.

Email: 66,042 sent on June 18, 2014

- Open rate: 22.7% (14,925)
- Clicked: 2,815 (4.3% click rate)
- Unsubscribed: 182

Friends of the Library Book Sales

- Spokane Valley – Sun, Jun 1 – sent to 11,549
- Deer Park – Sun, Jun 1 – sent to 3,445

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

- Jun 1 – Early Learning at Home templates
- Jun 2 – Library meet up at No-Li
- Jun 3 – Sunset Elementary Class Visits
- Jun 4 – Blog writer bios
- Jun 4 – ECEAP Family Resource Fair
- Jun 4 – West Plains Chamber booth
- Jun 5 – Engaging Fatherhood Conference
- Jun 6 – Large Print Summer Booklist
- Jun 8 – It's Ok to Play! At Moran Prairie
- Jun 13 – eNewsletter for June
- Jun 13 – Rainbow Festival
- Jun 20 – ML Founders Day
- Jun 21 – Free Shred Day
- Jun 30 – Hope in Hard Times

Reprints of previously created work & order fulfillment

- Jun 1 – MorningStar promo materials
- Jun 4 – Pens/Pencils for Medical Lake
- Jun 6 – Book Club flyers for Moran Prairie

- Jun 6 – Pens/Pencils for Argonne
- Jun 6 – Internet station signs for Cheney
- Jun 8 – Bookmarks for Moran Prairie/ Public Service
- Jun 9 – “All Returns” replacement sign for Medical Lake
- Jun 9 – Pens/Pencils for Medical Lake
- Jun 12 – Thumb drives for Medical Lake
- Jun 19 – Thumb drives for Airway Heights
- Jun 20 – Summer Reading Flyers for Spokane Valley
- Jun 27 – Thumb drives for Spokane Valley
- Jun 28 – Pens/Pencils for Deer Park
- Jun 30 – Pens/Pencils for Deer Park
- Jun 30 – Thumb drives for Deer Park

Community Involvement

- Jun 3 – The Big Read: Grant Management webinar

Current & Upcoming Projects

- Aug 8, 9, 10 – Friends of the Library (DP) Book Sale
- Aug 9 – Friends of the Library (NS) Fiction Book Sale
- Sep 5, 6, 7 – Friends of the Library (DP) Book Sale
- Sep 13 – Friends of the Library (AR) Book Sale
- Oct 3, 4, 5 – Friends of the Library (DP) Book Sale
- Oct 16 – Spokane is Reading
- Oct 17 & 18 – Friends of the Library (NS) Book Sale



**Spokane County Library District
Balance Sheet - (Cash Basis)
May 31, 2014**

6/9/2014 15:40

ASSETS

CASH	\$ 5,409,772
TOTAL ASSETS	<u>\$ 5,409,772</u>

CURRENT LIABILITIES	\$ 7,767
TOTAL LIABILITIES	<u>\$ 7,767</u>

FUND BALANCES

ASSIGNED FOR DEER PARK LIBRARY PROGRAM	\$ 6,144
ASSIGNED FOR DIANE ZAHAND MEMORIAL FUND	8,126
UNASSIGNED FUND BALANCES	<u>5,387,734</u>
TOTAL FUND BALANCES	<u>\$ 5,402,005</u>

TOTAL LIABILITIES & FUND BALANCES	<u>\$ 5,409,772</u>
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CONSTRUCTION FUND CASH BALANCE -- 5/31/2014	<u>\$ 994,927</u>
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Spokane County Library District
Summary of Revenues & Expenses - (Cash Basis)
For the Five Months Ended May 31, 2014

6/9/2014 15:40

	Y-T-D		Annual		Percent		Balance
	Actual		Budget		Used		Remaining
REVENUES							
PROPERTY TAXES	\$ 5,647,590	\$	10,359,702		54.51%	\$	4,712,112
CITIES, SERVICES & FEES	\$ 308,910		661,465		46.70%		352,555
MISCELLANEOUS	\$ 115,819		207,527		55.81%		91,708
OTHER RECEIPTS	\$ 1,509		-		0.00%		(1,509)
INTEREST REVENUES	\$ 8,423		24,000		35.10%		15,577
TOTAL REVENUES	\$ 6,082,251	\$	11,252,694		54.05%	\$	5,170,443
TRANSFERS IN	\$ -	\$	-		0.00%	\$	-
TOTAL REVENUES & TRANSFERS IN	\$ 6,082,251	\$	11,252,694		54.05%	\$	5,170,443
EXPENSES							
SALARIES	\$ 2,432,867	\$	5,918,610		41.11%	\$	3,485,743
FRINGE BENEFITS	\$ 718,438		1,667,103		43.09%		948,665
SUPPLIES	\$ 130,864		494,965		26.44%		364,101
SERVICES	\$ 843,078		1,677,388		50.26%		834,310
CAPITAL EXPENDITURES	\$ -		40,000		0.00%		40,000
LIBRARY MATERIALS	\$ 659,667		1,413,046		46.68%		753,379
OTHER EXPENDITURES	\$ 9,860		-		0.00%		(9,860)
INTEREST EXPENSE	\$ 3		500		0.67%		497
OPERATIONAL CONTINGENCIES	\$ -		40,000		0.00%		40,000
TOTAL EXPENSES	\$ 4,794,777	\$	11,251,612		42.61%	\$	6,456,835
TRANSFERS OUT	\$ -	\$	-		0.00%	\$	-
TOTAL EXPENSES & TRANSFERS OUT	\$ 4,794,777	\$	11,251,612		42.61%	\$	6,456,835
Net Excess of Revenues Over/(Under) Expenses	\$ 1,287,475	\$	1,082			\$	(1,286,393)

Chief Financial Officer Bill Sargent will provide the following financial reports for June 2014 at the Board of Trustees meeting:

Spokane County Library District
Balance Sheet - (Cash Basis)
June 30, 2014

and

Summary of Revenues & Expenses - (Cash Basis)
For six months ended June 30, 2014

Spotlight Cheney Library

Library Supervisor Catherine Nero Lowry and Community Librarian Vanessa Strange will share highlights of Cheney Library and the community it serves.

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

OVERVIEW STEM AND SUMMER READING

Library Services Manager Gwendolyn Haley and librarians Ellen Peters and Kelsey Hudson will provide an overview of how District staff serves programming to support STEM and Summer Reading.

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