

**MISSION**

We inspire learning, advance knowledge, and connect communities.

**Board of Trustees Regular Meeting**

August 19, 2014 4:00 p.m. Fairfield Library Public Meeting Room

**AGENDA**

- I. **CALL TO ORDER**
- II. **AGENDA APPROVAL** [4:00]
- III. **ACTION ITEMS**
  - A. Approval of July 15, 2014, Regular Meeting Minutes [4:00-4:03]
  - B. Approval of July 2014 Payment Vouchers [4:03-4:05]
  - C. Unfinished Business [4:05-4:10]
    1. Libraries Transforming Communities Project Update
  - D. New Business [4:10-4:30]
    1. 2014 Budget Mid-Year Review (Resolution 14-04): Approval Recommendation.
- IV. **DISCUSSION ITEMS, POSSIBLE ACTION** [4:30-4:35]
  - A. Future Board Meeting Agenda Items
- V. **REPORTS**
  - A. Trustees [4:35-4:40]
  - B. Executive Director [4:40-4:45]
    - Administrative
    - Community Activities
  - C. Public Services [4:45-4:50]
  - D. Communication [4:50-4:55]
  - E. Fiscal [4:55-5:00]
  - F. Spotlight – Fairfield Library [5:00-5:10]
  - G. Overview – Department of Retirement Systems: Washington State [5:10-5:30]
- VI. **PUBLIC COMMENT**
- VII. **ADJOURNMENT**

[Estimated meeting length: One hour and 30 minutes, plus public comment.]

***This meeting location is barrier-free. If you require accommodation to participate in this meeting, please notify Spokane County Library District Administrative Offices (509/893-8200) at least 48 hours prior. 08/19/14***

**SPOKANE COUNTY LIBRARY DISTRICT**  
**BOARD OF TRUSTEES MEETING MINUTES: JULY 15, 2014**

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**CALL TO ORDER**

The regular monthly meeting of the Spokane County Library District Board of Trustees was held Tuesday, July 15, 2014, in the public meeting room at Cheney Library, 610 First St., Cheney, WA. Chair Tim Hattenburg called the meeting to order at 4:00 p.m. and welcomed those in attendance.

**PRESENT:**

Tim Hattenburg - 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; De Griffith, Desktop Administrator; Gwendolyn Haley, Library Services Manager; Kelsey Hudson, Librarian; Catherine Nero Lowry, Library Supervisor; Aileen Luppert, Librarian; Vanessa Strange, Librarian; Ellen Peters, Librarian; Patrick Roewe, Deputy Director, Library Services; Bill Sargent, Chief Financial Officer; Andrea Sharps, Deputy Director, Collection Services; Doug Stumbough, Deputy Director, Library Operations; Amber Williams, Librarian; and Patty Franz, Administrative Assistant.

**AGENDA APPROVAL**

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

The motion carried unanimously.

**ACTION ITEMS**

**APPROVAL OF MAY 27, 2014, REGULAR MEETING MINUTES**

Mr. Hattenburg called for corrections to the May 27 regular meeting minutes. There were no corrections; the minutes stand approved as written.

**APPROVAL OF MAY AND JUNE 2014 BILL PAYMENT VOUCHERS**

Mr. Hattenburg moved and Mr. Johnson seconded approval of bill payment vouchers for May and June 2014.

Fund (May)

L01	Voucher numbers: 46087 through 46268 and W00179-W00183 totaling	\$ 575,899.29
	Payroll numbers: 05092014PR and 05232014PR totaling	\$ 347,156.47
	Total	\$ 923,055.76

<u>Fund</u> (June)		
L01	Voucher numbers: 46269 through 46420 and W00184-W00189 totaling	\$ 464,693.79
	Payroll numbers: 06102014PR and 06252014PR totaling	\$ 349,632.09
	Total	\$ 814,325.88
L08	Capital Projects Fund: Spokane Valley Election	\$ 99,330.09
	Total	\$ 99,330.09

There were no questions.

The motion was unanimously approved.

#### UNFINISHED BUSINESS

NONE.

#### NEW BUSINESS

LIBRARIES TRANSFORMING COMMUNITIES AND ASPIRATION EXERCISE. Deputy Director Patrick Roewe, Librarian Aileen Luppert, and Librarian Amber Williams, led Trustees through the Libraries Transforming Communities Aspirations exercise, a tool developed by the Harwood Institute as part of its approach to turning outward, which emphasizes changing the orientation of institutions and individuals from internal/institutional to external/community-facing. Use of this exercise among groups is ultimately intended to be a catalyst for community change. Mr. Roewe said this tool will be used at Staff Training & Development Day, September 26, and noted staff librarians will conduct most of the community outreach. Mr. Roewe offered assistance from District staff to lead this exercise at community group meetings for which Trustees are members or otherwise affiliated/involved. Ms. Ledeboer pointed out the District's first focus group will be Spokane Valley, yet the exercise will help facilitate conversations and connections with all community groups and partners. Mr. Roewe noted staff at Spokane Public Library has been invited to participate in training for librarians later this month. There was no further discussion.

FINANCIAL FORECAST 2015-2017. Chief Financial Officer Bill Sargent provided a financial forecast presentation about the District supported by PowerPoint and handouts, which included detailed information and examples for tax anticipation notes (TANs), property tax levy rates and levy lift election models, financial forecasts with defined assumptions for 2014 and beyond, and 2015-2017 forecasted cash flow based on growth in assessed valuation and new construction.

Mr. Sargent also provided several scenarios of possible factors that could affect District budgets in the future, which included changes in minimum wage, PERS retirement plan contributions, increases in healthcare benefits costs, as well as coverage for employees working 30 hours per week in 2015. In response to Trustee Johnson's question about lines of credit v. TANS, Ms. Ledeboer said it would be interesting to learn if other libraries in the region have experience with lines of credit. In response to Trustee Craig about how potential costs of building a new library would have affected the budget, Ms. Ledeboer said

there would have been initial costs to build library collections, yet only a slight increase in staffing costs to operate a second building in Spokane Valley. Members have already become familiar with using self-check, with staff otherwise deployed effectively in new roles. There was no further discussion.

PERSONNEL POLICY UPDATE. Mr. Hattenburg moved and Ms. Thompson seconded approval of revisions to Personnel Policy section 5.1, presented by Chief Human Resources Officer Paul Eichenberg. Effective June 12, 2014, the Washington State Legislature passed Substitute Senate Bill 5173, which provides two unpaid holidays a year for public employees for reasons of faith and conscience, or an organized activity conducted under the auspices of a religious denomination, church, or religious organization, unless granting such leave creates undue hardship for the employer. Mr. Eichenberg said upon Board approval a request form will be made available to District staff, with approval granted by supervisors on case-by-case basis. In response to Trustee Craig, Mr. Eichenberg provided as “reasons of faith and conscience,” volunteer interests, Easter, Kwanzaa, and other activities as examples approved by supervisors, assuming sufficient notice and staffing for libraries. There were no further questions.

The motion was unanimously approved.

RECOGNITION OF RETIRING TRUSTEE DANIEL J. DAVIS (RESOLUTION 14-03).

RESOLUTION NO. 14-03

A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, RECOGNIZING RETIRING TRUSTEE DANIEL J. DAVIS’ SERVICE TO SPOKANE COUNTY LIBRARY DISTRICT AND ITS RESIDENTS.

Mr. Hattenburg read the resolution aloud for those in attendance.

In Favor: Tim Hattenburg, John Craig, Mark Johnson, and Kristin Thompson.

Motion passed.

Following the vote, Trustees expressed appreciation for Mr. Davis’ viewpoint and expertise brought to the board during his term, and in summary described him as a scholar and gentleman. A framed original of the resolution will be prepared and sent to Mr. Davis.

APPOINTMENT OF VICE CHAIR. Mr. Craig motioned the nomination of Mr. Johnson to serve as vice chair for the remainder of the 2014 calendar year and Ms. Thompson seconded the motion. There were no questions or public comments.

The motions were unanimously approved.

**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. To consolidate travel, Ms. Ledebor said arrangements can be made for anyone wishing to carpool to Fairfield Library in August.

The GSI Annual Meeting is September 3; Trustees Hattenburg and Thompson, and Executive Director Ledeboer and other SCLD representatives will attend. Mr. Hattenburg pointed out the board's annual half-day retreat will be held at Moran Prairie Library, Saturday, September 20, and Staff Training and Development Day, for which Trustees are invited to attend, is scheduled for Friday, September 26, at CenterPlace. Mr. Hattenburg, Ms. Ledeboer and Ms. Baker are scheduled to meet with Board of County Commissioners, July 22, at 9:00 a.m., to provide an update on Library District goals.

## REPORTS

### TRUSTEES

There were no 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 noted meeting materials for this month included reports for May and June. Leadership Team reviewed the Annexation of Cities and Towns to the Library District Policy, with no revisions recommended. Ms. Ledeboer noted she recently attended Open Government Training for updates in laws in regard to compliance, for which Trustees will be provided some of the same content at its fall retreat. Regarding Friends of the Library, one Friends group agreed to amend its bylaws; therefore, an inter-local agreement between Friends of Spokane County Library District Foundation and SCLD will be on the meeting agenda for board approval this fall. In response to Chair Hattenburg, Mr. Sargent replied repair work is going well at Spokane Valley Library following damage to the exterior of the building from an auto accident.

### PUBLIC SERVICES

Deputy Directors Patrick Roewe and Doug Stumbough provided written reports prior to the meeting for May and June 2014, with data for customer use measures, programming and library activities. In response to Chair Hattenburg, Mr. Stumbough said library circulation is down in terms of physical items, with SCLD now in sync with the national average. Trustee Craig commended Librarian Rachel Edmondson for initiating a program introducing parents to various preschool and child care providers. Ms. Ledeboer indicated that we plan to repeat this program and hold it earlier so that parents have more time to consider options before making a decision about where to place preschool children.

### COMMUNICATION

Communication & Development Officer Jane Baker provided written reports prior to the meeting for May and June 2014 communication activities and was available to field questions. There was no further discussion.

### FISCAL

Revenue and Expenditure Statement through May 31, 2014.

Fund 001

Revenues

\$ 5,202,195

Expenditures	\$	3,878,583
Ending Fund Balance	\$	5,448,756
Fund Budget Expended		34.45%

Revenue and Expenditure Statement through June 30, 2014.

<u>Fund 001</u>		
Revenues	\$	6,189,906
Expenditures	\$	5,627,152
Ending Fund Balance	\$	4,703,659
Fund Budget Expended		50.01%

Mr. Sargent pointed out two new categories on financial monthly reports added as a result of cash basis conversion: other revenues and other expenditures. There was no further discussion.

### **SPOTLIGHT CHENEY LIBRARY**

Library Supervisor Catherine Nero Lowry and Community Librarian Vanessa Strange reported on Cheney Library, its history and the community it serves. The library was built in 1988, and celebrated 25 years of operation last year. Ms. Lowry motioned to the reading area adjacent to the meeting room, furnished nicely with comfortable furniture, work tables, and Wi-Fi. Artwork is displayed in the children's area, a large, bright and cheerful space.

Ms. Lowry visually showed a Venn diagram to demonstrate interaction of the four segments of the Community Impact Plan (CIP). Ms. Lowry and Ms. Strange have been working together toward program goals for 10 months.

Last year there were 4,374 participants in Baby, Toddler, and Preschool Play & Learn Storytimes, with intent to Develop Young Learners. Love, Talk Play sessions as well as the train table are also popular. Ms. Lowry anecdotally shared how interesting it is to see families transition as children grow and evolve by attending these programs.

For Explore and Discover, 152 participants were building with Legos throughout the day. Other programs include Book Club, Backyard Bounty, STCU Financial programs, and Hope in Hard Times. Ms. Strange described Seize the Dia, an event with piñatas and stories in Spanish and English to celebrate Dia Day, held April 30, and celebrated all over the world to recognize the importance of literacy for all children. Not only was this a great collaboration with EWU Chicano Student Club, each participating child was able to take home a book.

Meeting rooms are available for free, which is a great way to Support Job Seekers and Local Businesses. Cheney Library is a West Plains Chamber member, offers exam proctoring to students, and Book a Librarian appointments.

Ms. Lowry said Cheney staff has a lot of fun with the fourth CIP goal, Connect Communities. They participate in Winterfest and Mayfest, Turnbull Floods, Flowers and Feathers Festival, and Rodeo Days. Cheney Library was also one of four locations visited by the DSHS Mobile

Community Services Office. And Friends of Cheney Library sold over \$2,600 items at its book sale in 10 hours over two days.

Ms. Strange shared CommunityConnect demographic data for Cheney with trustees. Based on that data, there is high potential to increase partnerships, community involvement, offer more relevant programs, and attract more library members.

Ms. Lowry announced coming attractions of more Summer Reading programs, Fall Creativity Series, EWU Neighbor Festival, and the new Adventure Pass, which offers ideas for free or low-cost activities to entice residents to explore and discover Cheney.

In response to Trustee Craig, Ms. Lowry replied staff will provide figures for the percentage of college students as members at the end of the meeting. In response to Trustee Hattenburg, Ms. Lowry said students can get course credit for volunteering at the library. Trustees expressed appreciation for the informative report. There was no further discussion.

## **OVERVIEW STEM and SUMMER READING**

Library Services Manager Gwendolyn Haley, along with librarians Kelsey Hudson and Ellen Peters, provided an overview of programming for STEM and Summer Reading. Ms. Haley opened the presentation, introduced Ms. Hudson and Ms. Peters, and shared that Ms. Williams and Ms. Strange are part of the Explore and Discover team as well.

Science was the theme for Summer Reading this year, with intent to engage students to think toward STEM. Although our state ranks first in STEM jobs, it ranks 49 (out of 50) with able applicants for those jobs, and student enrollment in remedial math at community colleges is high throughout the state. Thus, we have a way to go to prepare students for the workforce. Ms. Haley used Jubilant Hollister-Stier as example of an organization that hires only those with an associate degree in a STEM field.

Ms. Hudson shared youth programming details themed Fizz Boom Read, for which STEM is obviously incorporated. These programs intentionally promote interest and stimulate imagination over memorization. Libraries hosted another Build Day with Legos during the July 4 holiday week, and extended the drop-in program. Special programs are incorporated with weekly programs, such as weekly Lego Club, Late Night @ the Library, Frankentoys and a Pokemon Tournament.

Teen/tween programs are designed to keep participants interested and hands on. Program titles include Volcano Eruptions, Squishy Circuits, Marble Roller Coaster Challenge and Science of Salsa. Tales of the Cryptids with special guest Kelly Milner Halls will also be offered at nine libraries in July. Trustee Hattenburg said hands on is the key when it comes to keeping kids interested.

For adult programming, Ms. Peters reported the literary elements have a science theme. A Bird's Eye View of the Lake Missoula Floods will be presented at Cheney. Librarian Kandy Brandt presented Cybercrime: Mysteries and Suspense novels at libraries this month. Other programs include DNA: Who are you really? for all those genealogists, and the Latin music

band, Milonga, will provide fusion at libraries. And to keep adults interested, programs on beer brewing methods, flower arranging, food preservation, dance, and golf will be offered. These wonderful offerings would not be possible without the support of community partnerships. Trustee Hattenburg said summer programming is another great example of building community.

**PUBLIC COMMENT**

There were no public comments.

**ADJOURNMENT**

The meeting adjourned at 6:03 p.m.

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Tim Hattenburg, Chair

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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 July 31, 2014 and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$934,442.46 and that we are authorized to authenticate and certify these claims.

DATE: August 1, 2014

SIGNED: 

SIGNED: 

TITLE: CHIEF FINANCIAL OFFICER

TITLE: Executive Director

VOUCHER NUMBER	DESCRIPTION	VOUCHER AMOUNT
046421	APPLE COMPUTER, INC. D. P. HARDWARE & SOFTWARE	\$ 4,978.46
046422	AVISTA UTILITIES UTILITIES	3,392.76
046423	BAKER AND TAYLOR INC. LIBRARY MATERIALS	186.70
046424	ROWAN & LITTLEFIELD PUBL GROUP LIBRARY MATERIALS	228.49
046425	CALL REALTY, INC. MANAGEMENT FEES	510.00
046426	CENTER POINT LARGE PRINT LIBRARY MATERIALS	44.69
046427	CENTURYLINK TELEPHONE	82.08
046428	CENTURYLINK TELEPHONE	42.08
046429	CENTURYLINK DATA COMMUNICATIONS	144.89
046430	CENTURYLINK TELEPHONE	91.21
046431	CITY OF SPOKANE UTILITIES	730.45
046432	CITY OF SPOKANE VALLEY LIBRARY PROGRAMS	50.00
046433	DEMCO, INC. OFFICE/LIBRARY SUPPLIES	642.63
046434	JUSTIN DICKSON RECRUITING	248.00
046435	FRONTIER COMMUNICATION TELEPHONE	108.71
046436	FRONTIER COMMUNICATION DATA COMMUNICATIONS	405.00
046437	GALE/CENAGE LEARNING LIBRARY MATERIALS	629.56
046438	GREENLEAF LANDSCAPING, INC. GROUNDS MAINTENANCE	172.84
046439	INGRAM DISTRIBUTION GROUP, INC LIBRARY MATERIALS	11,983.86
046440	NORTHWEST BUSINESS PRESS INC LIBRARY MATERIALS	79.95
046441	MIDWEST TAPE LIBRARY MATERIALS	5,272.14
046442	STEPHANIE REGALADE-HERTEL LIBRARY MATERIALS	38.95
046443	OVERDRIVE, INC. LIBRARY MATERIALS	6,158.39
046444	QUILL CORPORATION OFFICE/LIBRARY SUPPLIES	1,840.29
046445	JANELLE KRUM, CUSTODIAN REIMBURSE PETTY CASH FUND	91.39
046446	SPOKANE COUNTY LIBRARY DIST REIMBURSE REVOLVING FUND	426.30
046447	COWLES PUBLISHING CO LIBRARY MATERIALS	78.00
046448	STAPLES ADVANTAGE OFFICE/LIBRARY SUPPLIES	125.55
046449	TECH SMITH SOFTWARE SUPPORT	298.80
046450	RICK THOMPSON LIBRARY PROGRAMS	125.00
046451	U.S. BANK H S A ACCOUNT FEES	81.00
046452	VIC B. LINDEN & SONS BUILDING REPAIR & MAINTENANCE	205.44
046453	WALTER E. NELSON CO. CLEANING & SANITATION SUPPLIES	601.08
046454	WASTE MANAGEMENT OF SPOKANE UTILITIES	1,113.00
046455	WEST COAST CASH REGISTER, INC. EQUIPMENT REPAIR & MAINTENANCE	313.99
046456	VANTAGEPOINT TRNSFR AGENTS-457 EMPLOYEE CONTRIBUTIONS	7,087.68
046457	DEPT OF RETIREMENT SYSTEMS RETIREMENT CONTRIBUTIONS	33,093.92
046458	SPOKANE COUNTY UNITED WAY EMPLOYEE CONTRIBUTIONS	432.35

046459	ABM JANITORIAL SERVICES - NW	CUSTODIAL SERVICES	11,826.38
046460	ALLIED SAFE & VAULT CO, INC.	SECURITY & SAFETY SERVICES	1,284.60
046461	ASSOC OF WASHINGTON CITIES	LIFE INSURANCE	998.20
046462	ASSOC OF WASHINGTON CITIES	MEDICAL, DENTAL, VISION, LIFE INS.	63,736.63
046463	AVISTA UTILITIES	UTILITIES	2,574.85
046464	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	54.25
046465	BLACK BOX NETWORK SERVICES	EQUIPMENT REPAIR & MAINTENANCE	892.95
046466	BUDGET-RENT-A-CAR	CAR RENTAL	111.13
046467	CONSTRUCTION ASSOC OF SPOKANE	BUILDING REPAIR & MAINTENANCE	532.63
046468	CAPITAL COMMUNICATIONS, INC	OFFICE/LIBRARY SUPPLIES	299.47
046469	CONSOLIDATED ELECTRICAL DIST.	MAINTENANCE SUPPLIES	144.76
046470	CENTURYLINK	DATA COMMUNICATIONS	1,999.20
046471	CITY OF AIRWAY HEIGHTS	UTILITIES	506.95
046472	CITY OF CHENEY	UTILITIES	804.69
046473	CITY OF DEER PARK	UTILITIES	142.08
046474	CITY OF MEDICAL LAKE	UTILITIES	156.82
046475	CAPITAL ONE NAT'L ASSOC	OFFICE/LIBRARY SUPPLIES	238.04
046476	DEVRIES INFORMATION MGMT	COURIER SERVICES	4,629.00
046477	EARTHWORKS RECYCLING,INC	UTILITIES	151.58
046478	EMPIRE DISPOSAL INC.	UTILITIES	18.81
046479	FAUCETS 'N STUFF PLUMBING	BUILDING REPAIR & MAINTENANCE	465.17
046480	ANDREA A. FITZSIMMONS	CUSTODIAL SERVICES	170.00
046481	GREATAMERICA FINANCIAL SVCS.	POSTAGE METER LEASE	159.95
046482	GALE/CENAGE LEARNING	LIBRARY MATERIALS	1,320.69
046483	GENERAL FIRE EXTINGUISHER SERV	BUILDING REPAIR & MAINTENANCE	391.12
046484	GREATER SPOKANE VALLEY CHAMBER	TRAINING & TRAVEL	56.00
046485	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	3,033.98
046486	H&H BUSINESS SYSTEMS, INC.	EQUIPMENT REPAIR & MAINTENANCE	1,182.63
046487	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	8,827.54
046488	CECIL LEWIS	LIBRARY PROGRAMS	1,800.00
046489	PERIDOT PUBLISHING LLC	ADVERTISING	297.50
046490	MIDWEST TAPE	LIBRARY MATERIALS	2,404.69
046491	MODERN ELECTRIC WATER COMPANY	UTILITIES	1,725.70
046492	NEW YORK TIMES	LIBRARY MATERIALS	68.80
046493	OVERDRIVE, INC.	LIBRARY MATERIALS	10,330.97
046494	PROQUEST	ELECTRONIC LIBRARY SERVICES	4,082.40
046495	PROVISIO LLC	D. P. HARDWARE & SOFTWARE	3,587.00
046496	QWEST CORPORATION	DATA COMMUNICATIONS	2,071.38
046497	RECORDED BOOKS, LLC	LIBRARY MATERIALS	1,072.95
046498	SPOKANE HARDWARE SUPPLY	MAINTENANCE SUPPLIES	36.77
046499	SPOKANE CO. WATER DISTRICT #3	UTILITIES	14.25
046500	TOWN OF FAIRFIELD	UTILITIES	180.48
046501	UPS	FREIGHT	19.15
046502	VERIZON WIRELESS	TELEPHONE	278.42
046503	SHEREE WEST	RECRUITING	271.04
046504	WHITWORTH WATER DISTRICT #2	UTILITIES	144.06
046505	KIRK ANDERS	LIBRARY PROGRAMS	150.00
046506	AVISTA UTILITIES	UTILITIES	505.77
046507	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	90.14
046508	BRILLIANCE PUBLISHING, INC.	LIBRARY MATERIALS	91.27
046509	CLEAR CHANNEL BROADCASTING INC	ADVERTISING	1,020.00
046510	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	476.94
046511	CENTURYLINK	TELEPHONE	90.38
046512	CENTURYLINK	TELEPHONE	87.13
046513	CENTURYLINK	TELEPHONE	36.98
046514	CHARLES T. WILLIAMS	LIBRARY MATERIALS	64.20

046515	MARCI DAYTON	LIBRARY PROGRAMS	1,332.48
046516	DIVCO INCORPORATED	BUILDING REPAIR & MAINTENANCE	3,027.28
046517	DEPT. OF LABOR & INDUSTRIES	QUARTERLY WORKMAN'S COMP	14,584.90
046518	FAIRWAYS GOLF COURSE PROS	LIBRARY PROGRAMS	240.00
046519	FINDAWAY WORLD, LLC	LIBRARY MATERIALS	203.78
046520	GALE/CENAGE LEARNING	LIBRARY MATERIALS	431.17
046521	GREENLEAF LANDSCAPING, INC.	GROUND MAINTENANCE	638.09
046522	GREY HOUSE PUBLISHING	LIBRARY MATERIALS	249.19
046523	CLAUDIA HAGEN	LIBRARY MATERIALS	12.00
046524	HANGMAN VALLEY GOLF COURSE	LIBRARY PROGRAMS	240.00
046525	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	6,368.38
046526	INTEGRA	DATA COMMUNICATIONS	2,330.39
046527	INTEGRA	DATA COMMUNICATIONS	5,773.88
046528	INLAND POWER AND LIGHT	UTILITIES	690.05
046529	INTERNAT'L PUBLIC MGMT ASSOC.	DUES & MEMBERSHIPS	149.00
046530	MIDWEST TAPE	LIBRARY MATERIALS	3,676.91
046531	MOBIUS SCIENCE CENTER	LIBRARY PROGRAMS	2,400.00
046532	OCLC, INC.	CATALOGING & AUTHORITY SERVICE	3,070.63
046533	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	151.85
046534	OVERDRIVE, INC.	LIBRARY MATERIALS	4,715.37
046535	PAINE, HAMBLEN, LLP	LEGAL SERVICES	2,105.00
046536	PROQUEST	ELECTRONIC LIBRARY SERVICES	13,142.00
046537	SHOWCASES	OFFICE/LIBRARY SUPPLIES	214.08
046538	SIRSIDYNIX	SOFTWARE SUPPORT	5,998.07
046539	SPOKANE COUNTY UTILITIES	UTILITIES	443.41
046540	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	137.82
046541	TEACHING COMPANY	LIBRARY MATERIALS	544.60
046542	UPS	FREIGHT	13.30
046543	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	454.12
046544	ABM JANITORIAL SERVICES - NW	CUSTODIAL SERVICES	487.13
046545	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	378.68
046546	A+ PRINTING, INC	PRINTING	225.82
046547	BRILLIANCE PUBLISHING, INC.	LIBRARY MATERIALS	29.33
046548	BUILDER'S BOOK, INC.	LIBRARY MATERIALS	921.35
046549	CENTURYLINK	TELEPHONE	59.85
046550	CENTURYLINK	TELEPHONE	90.87
046551	CENTURYLINK	TELEPHONE	130.44
046552	CENTURYLINK	DATA COMMUNICATIONS	9,219.04
046553	JOURNAL NEWS PUB., INC. D.B.A.	LIBRARY MATERIALS	24.00
046554	CRAIG BARNETT	LIBRARY MATERIALS	189.20
046555	DEER PARK CHAMBER OF COMMERCE	DUES & MEMBERSHIPS	50.00
046556	DELL MARKETING L.P.	D. P. HARDWARE & SOFTWARE	1,041.29
046557	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	568.25
046558	DEPT OF LABOR & INDUSTRIES	ADMINISTRATIVE FEES	285.00
046559	DINGUS,ZARECOR & ASSOC PLLC	AUDITING SERVICES	1,315.00
046560	STATE OF WASHINGTON	QUARTERLY LEASEHOLD TAXES	290.16
046561	EVANCED SOLUTIONS, LLC	SOFTWARE SUPPORT	1,134.00
046562	FINDAWAY WORLD, LLC	LIBRARY MATERIALS	260.84
046563	GALE/CENAGE LEARNING	LIBRARY MATERIALS	605.46
046564	GREENLEAF LANDSCAPING, INC.	GROUND MAINTENANCE	412.98
046565	KELLY MILNER HALLS	LIBRARY PROGRAMS	3,150.00
046566	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	8,124.08
046567	INLAND POWER AND LIGHT	UTILITIES	275.59
046568	MIDWEST TAPE	LIBRARY MATERIALS	3,882.16
046569	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	255.28
046570	ORBIS CASCADE ALLIANCE	COURIER SERVICES	5,926.00

046571	OVERDRIVE, INC.	LIBRARY MATERIALS	8,673.38
046572	PAPERJACK.com	OFFICE/LIBRARY SUPPLIES	252.16
046573	PERRINE PROPERTIES, LLC	MONTHLY PARKING LOT LEASE	200.00
046574	PRESSWORKS	PRINTING	2,281.61
046575	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	1,090.90
046576	RECORDED BOOKS, LLC	LIBRARY MATERIALS	309.38
046577	RESEARCH TECHNOLOGY INT CO	OFFICE/LIBRARY SUPPLIES	283.45
046578	SAGE SOFTWARE, INC	SOFTWARE SUPPORT	2,991.53
046579	SOFTWARE.HARDWARE.INTEGRATION	SOFTWARE SUPPORT	19,114.23
046580	THERMA-SHIELD	BUILDING REPAIR & MAINTENANCE	4,550.12
046581	UNIQUE MANAGEMENT SERVICES	COLLECTION AGENCY NOTICE & FEE	3,003.44
046582	U.S. BANK CORP. PAYMENT SYSTEM	CHARGE CARD PAYMENT	6,313.82
046583	VANTAGEPOINT TRNSFR AGENTS-457	EMPLOYEE CONTRIBUTIONS	7,070.50
046584	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	33,571.61
046585	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	432.35
046586	AVISTA UTILITIES	UTILITIES	3,997.58
046587	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	86.01
046588	BLACK BOX NETWORK SERVICES	EQUIPMENT REPAIR & MAINTENANCE	160.34
046589	CONSTRUCTION ASSOC OF SPOKANE	BUILDING REPAIR & MAINTENANCE	4,213.21
046590	CAPITAL COMMUNICATIONS, INC	OFFICE/LIBRARY SUPPLIES	36.22
046591	COUNCIL OF STATE GOVERNMENTS	LIBRARY MATERIALS	124.61
046592	FINDAWAY WORLD, LLC	LIBRARY MATERIALS	590.94
046593	ANDREA A. FITZSIMMONS	CUSTODIAL SERVICES	170.00
046594	GALE/CENAGE LEARNING	LIBRARY MATERIALS	708.77
046595	GREATER SPOKANE VALLEY CHAMBER	TRAINING & TRAVEL	84.00
046596	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	7,908.32
046597	KENT ADHESIVE PRODUCTS CO.	OFFICE/LIBRARY SUPPLIES	556.33
046598	MATTHEW L. DONEEN	FURNITURE, FIXTURES & EQUIPMENT	869.60
046599	MIDWEST TAPE	LIBRARY MATERIALS	4,130.59
046600	OVERDRIVE, INC.	LIBRARY MATERIALS	5,856.75
046601	POLICYPAK SOFTWARE	SOFTWARE SUPPORT	3,790.00
046602	PRESSWORKS	PRINTING	434.80
046603	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	232.67
046604	COWLES PUBLISHING CO	LIBRARY MATERIALS	416.00
046605	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	301.63
046606	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	702.55
W00190	US BANK	H S A CONTRIBUTIONS	1,666.22
W00191	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	58,923.76
W00192	STATE OF WASHINGTON	MONTHLY EXCISE/SALES TAXES	932.68
W00193	US BANK	H S A CONTRIBUTIONS	1,666.22
W00194	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	59,699.63

**Total Non-Payroll General Operating Fund** **\$ 580,911.56**

**PAYROLL VOUCHERS**

07102014PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	\$ 175,981.52
07252014PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	<u>177,549.38</u>

**Total Payroll General Operating Fund** **\$ 353,530.90**

**TOTAL GENERAL OPERATING FUND** **\$ 934,442.46**

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

	<u>Card Category</u>	<u>Amount</u>
General Purchases		1,965.25
Maintenance		1,888.77
Travel		1,297.53
Acquisitions		978.02
Information Technology		184.25
Total Purchases		<u><u>\$6,313.82</u></u>

## **Libraries Transforming Communities Public Innovators Cohort Report**

### **Background:**

As part of the Libraries Transforming Communities (LTC) Public Innovators Cohort, we will report our progress as we continue to gather public information regarding aspirations for the communities we serve. Public knowledge gathered through these efforts will be curated and shared with both the community at large and with the organizations, non-profits, and government entities that might be better positioned to act upon those aspirations.

Team members include Ann Apperson (Trustee Emeritus), Nancy Ledeboer (Executive Director), Aileen Luppert (Librarian), Amber Williams (Librarian), and Patrick Roewe (Deputy Director).

### **Aspirations Exercises:**

We conducted two aspirations exercises in July, both for internal audiences:

- SCLD Board of Trustees
- Public Services Supervisors

Generally speaking, common aspirational themes from these exercises included: safe communities, diversity, and human needs.

### **Community Conversations:**

We conducted two community conversations in July, both with community members from the Spokane Valley. The first conversation was attended by two community members, the second by 10. Generally speaking, common aspirational themes from these conversations included: strengthening families.

Another attempt at a community conversation in Spokane Valley, unfortunately, did not draw any attendance.

### **Staff Training:**

Aileen, Amber and Patrick conducted training for all SCLD librarians on the three tools for engaging the public regarding the aspirations for their community: the ask exercise, the aspirations exercise, and the community conversation. Librarians were able to get some hands-on practice with the tools, and have been tasked to start thinking about where, when and how to engage community members in their assigned communities.

We were also joined by three staff also looking to engage in this work from Spokane Public Library. We are looking for opportunities to actively collaborate with them in the future.

### **Next Steps:**

We're hoping to leverage our two successful community conversations by following up with attendees and offering to facilitate conversations with Valley-based other groups with which they are affiliated. We're also building capacity to begin this work in our other communities.

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

## 2014 Budget Mid-Year Review

### Background:

The original 2014 Budget was prepared and approved with both revenues and expenses based on the Modified Accrual Basis of Accounting. In March 2014, the Board of Trustees approved the conversion of the District to the Cash Basis of Accounting. The essential difference between the two accounting methods is how revenues and expenses are recorded. Under Modified Accrual Basis, revenues are earned when available and expenses are recorded when incurred. Under Cash Basis, revenues are recorded when monies are received and expenses are booked when invoices are paid.

Impact to District revenues was minimal. Less than \$7,000 of Federal Grant funds were “earned” in 2013, yet they will be recorded as 2014 revenues, as the funds were received after the first of the year.

Regarding expenses, the change of accounting methods caused a substantial number of transactions, formally attributed to 2013, to be recorded as 2014 expenses, since the payments were paid subsequent to January 1, 2014. By general classification, these expenses were:

Salaries	\$ 259,807.27
Benefits	84,190.08
Supplies	29,431.07
Services	182,274.78
Library Materials	88,209.85
Totals	\$ 640,913.35

The impact of these transactions varies:

- The Salaries expense represents the Pay Period Ending (PPE), 12/31/13, which was paid in early January. This will be offset by the PPE 12/31/14 being expensed and paid in 2015.
- Within benefits there are payroll taxes that will be offset with the recording of the PPE 12/31/14 expenses in January 2015. However, in 2013, employee benefit insurance was obtained through WCIF and its invoices were processed later in the month than with the current provider, AWC. The December 2013 WCIF invoice was paid in 2014, resulting in a 13<sup>th</sup> month for health care benefit premiums.
- A similar situation occurs for “Heat, Light & Power,” with many of the late December 2013 invoices paid in 2014. Payments may be offset when December 2014 bills are paid in January 2015.
- Over \$119,000 of “Services” increase was for software support, including some multiple-year coverage, paid in 2014.
- Library Materials had over \$88,000 in charges for purchases placed in 2013 and paid in 2014.

Another result of the conversion to “Cash Basis” was the termination of prepaid expenses. Prepaid expenses include purchases made one year, with benefit to the District extending into following year(s). At the end of 2013, the District had prepaid expenses that were removed from

District Financial Records with the conversion to Cash Basis; however, the District will receive the agreed-to services.

These prepaid amounts include:

Prepaid Supplies	\$ 813.93
Prepaid Dues & Memberships	212.60
Prepaid Services	243,362.55
Prepaid Library Materials	174,180.05

- A large segment of Prepaid Services was for software support & consulting or for extended maintenance service agreements. Over \$38,000 of these prepaid agreements extend through 2018. Future agreements will either be one-year agreements or a one-year contract with the possibility of four one-year extensions. Eliminating prepaid services countered \$130,000 of late 2013 expenses charged to 2014 for software support and IT-related services.
- Library Materials similarly benefited with the conversion to Cash Basis. While over \$88,000 of late 2013 expenditures were charged to 2014, \$174,000 of prepaid expenditure was eliminated. In essence, the change of accounting methods will make available almost \$86,000 of unencumbered capacity within the existing budget.

The proposed 2014 Mid-Year Budget encompasses adjustments made due to the transition to Cash Basis and other fund adjustments resulting in the following changes:

**General Operating Fund - Revenues**

- Property Taxes and Contract Cities: There is a net decrease of (\$42,221) based upon final assessed levy information from the County Assessor.
- Fines & Charges: There is an estimated decline of (\$10,000) in 2014 receipts. There are two minor adjustments to accommodate Cash Basis. First, there is a projected increase of \$3,000 to account for lost book refunds. Refunds formally recorded as a reduction to the Fines & Charges revenue will now be processed as a separate expense item. PayPal transactions for Online Fines & Charges (web-based) will be processed net of PayPal service charges resulting in a decrease of (\$6,000).
- Leasehold Excise Tax – Based on historical collection rates, an increase of \$8,000 is anticipated.
- Timber Tax – Based on historical collection rates, an increase of \$5,000 is anticipated.
- Purchase Discounts – Decrease of (\$4,000); this cost account is not used under Cash Basis.
- Miscellaneous –Based on revenues to date, an additional \$2,000 is anticipated.
- Grants – Public Services identified an additional \$23,261 in Federal Grants and the potential of another \$13,675 in Private Grants.
- Sales Tax Collected - Required under Cash Basis, sales tax collection accounts for \$3,500.
- Leasehold Excise Tax Collected – Required under Cash Basis, anticipate \$ 1,500.



- Insurance Claims Proceeds – Insurance settlement of \$12,000 for automobile damage to Spokane Valley Library.

### **General Operating Fund - Expenditures**

- Salaries: There is a total decrease of (\$ 30,775). This includes a reduction of (\$ 20,000) from regular salaries due to employees (primarily part-time) using Leave Without Pay (LWOP). The remaining (\$10,775) is a reduction of temporary hours allocated to Communication and Collection Services.
- Employee Benefits: The reduction of salary results in a commensurate reduction in Social Security and Medicare costs, (\$ 1,800). More District employees opted for the High Deductible Health Plans and qualified to receive the Health Savings Account Contribution for an increase of \$2,300; the Health Benefits Administrative Fee was slightly higher than budgeted by \$900. Using Cash Basis, the December 2013 WCIF invoice of \$55,100 was paid in 2014, becoming the 13<sup>th</sup> month of health care premiums paid by the District.
- Supplies: The Cost of Retail Inventory Sold cost account is eliminated under Cash Basis (\$1,100). There is a general reduction in office supplies totaling (\$ 33,700). The Chief Information Officer is delaying the purchase of switch relays, which will decrease the Non--Capitalized Data Processing Equipment by (\$29,600). Employee Awards and Recognition was increased by \$1,000, the same amount reduced from Recruitment.
- Services: Significant changes in Services include:
  - A number of cost accounts are being reduced based on 2014 usage; Legal Services (\$ 10,000); Other Professional Services (\$4,000); Collection Agency (\$10,000); Postage (\$5,000); Mileage (\$4,000); and Board Travel & Training (\$7,000).
  - Advertising & Promotion – An increase of \$ 16,000 equal to a reduction from the Public Relations Budget (\$ 16,000).
  - Accounting & Auditing Services - An increase of \$20,000 will provide for the portion of the 2013 SAO Audit invoiced in 2014, the professional services of Dingus, Zarecor, and the portion of the 2014 SAO Audit to be invoiced this fall.
  - SCLD Foundation Support – An initial \$6,500 is needed to provide support for the establishment of the Friends of SCLD Foundation.
  - Bank & Postal Charges – Under Cash Basis, PayPal service fees (\$6,000) are not expenditures. Online revenues are recorded “net of service charges.”
  - Software Support & Consulting – A net decrease of (\$5,100) includes a reduction in IT (\$ 6,500), and an increase in Public Services of \$ 1,400.
  - Data Communications: WAN – The increase of \$28,420 reflects the new Integra Contract and the overlap with the previous carrier while old circuits are disconnected and new circuits are installed.
  - Telephone -- Based on current year expenditures, \$1,700 for increased usage is needed, along with \$1,400 for 13<sup>th</sup> month telephone invoices arising from the Cash Basis conversion. The net increase is \$3,100.

- Insurance – Due to a successful 2014 competitive rate solicitation on the part of the District’s Insurance Broker, a deduction of (\$12,000) is possible.
- Printing – A total of an additional \$26,275 is requested. Of this amount, \$20,000 is to allow for a District-wide mailing. The balance of the requested funds is to support additional printing requirements.
- Heat, Light & Power - As part of the Cash Basis conversion, there were a number of 13<sup>th</sup> month utility invoices paid in 2014. The additional \$13,000 should be a one-time expense for 2014, excepting the impact of any new utility rate increases.
- Water, Refuse & Sewer – Based on reduced usage and a minimal impact of 2014 rate increases, this cost account is reduced by (\$5,000).
- Repair & Maintenance – DP Equipment –Cash Basis conversion results in a reduction of (\$ 11,700).
- Library Programs - The increase of \$ 23,300 is supported by grant funds.
- Library Programs Zahand Memorial Fund – The additional \$2,000 is for “Squishy Circuits” and “Kava Planks.”
- Library Programs – Federal Grants – The increase of \$16,314 is supported by Federal grants.
- Lost Books Refunds – Under Cash Basis, lost book refunds become an expense.
- Library Materials – Under the Modified Accrual Basis, cost of Use Tax for library materials was charged to library materials. Under Cash Basis, Use Tax will be tracked and expensed separately (\$9,000).
- Electronic Library Services – New business products were added for an increase of \$6,000.
- Other Expenses –Cash Basis requires a number of cost accounts to be established to document specific expenditures. Expenditures paid to the Washington State Department of Revenue are for various taxes the District collects on behalf of the state which include: Sales Tax Paid \$3,500, Use Tax Paid – Library Materials \$ 9,000, Use Taxes Paid Other \$9,500, and Leasehold Excise Tax Paid \$1,500.
- Operational Contingencies: - These funds are reallocated to other cost accounts (\$40,000).

### **Ending Fund Balance**

The 2014 Adopted Budget anticipated an Estimated Ending Fund Balance of \$4,124,768, less the Non-Spendable and Assigned Funds, the Estimated Ending Fund Balance was estimated to be \$3,739,796.

Adjustments in the Mid-Year Ending Fund Balance include:

- Non-Spendable Fund Balances –Prepaid items (\$321,106) and Inventory (\$ 51,535) are eliminated under Cash Basis.
- Assignments for the Irving and Zahand funds are adjusted to their actual End of Year balances for 2013. The assignment for the Wellness program was eliminated since those funds were used in 2013.

The net effect is an increase to the 2014 "Estimated Ending Unassigned Fund Balance" of \$378,780, with an estimated Ending Fund Balance of \$4,118,576.

**Capital Projects Fund**

- There is a \$20,000 increase to the 2014 Capital Projects Fund expenditures to cover the Spokane Valley LCFA Election costs.

**Resolution**

Resolution No. 14--04 includes a summary of the District's General Operating Fund and Capital Projects Fund.

Recommended Action: That Resolution No. 14--04, revising the District's 2014 Final Budget, is approved by the Board of Trustees.

**Spokane County Library District**

**2014 General Operating Fund Budget**

**Mid-Year Review**

**August 2014**

**Supplementary Budget Data**

Spokane County Library District  
 2014 General Operating Fund Budget -- Mid Year Review  
 General Operating Fund (001-861)

	2014 Beginning <u>Budget</u>	MYR <u>Adjustments</u>	<u>Notes</u>	2014 MYR <u>Budget</u>
PROPERTY TAX -- CURRENT YEAR	\$10,359,702	(\$40,490)	R1	\$10,319,212
TOTAL PROPERTY TAX	\$10,359,702	(\$40,490)		\$10,319,212
CONTRACT CITY - AIRWAY H.	\$229,643	(\$1,699)	R2	\$227,944
CONTRACT CITY - SPOKANE	153,122	(32)	R2	153,090
TOTAL CONTRACTED CITIES	\$382,765	(\$1,731)		\$381,034
INTERLIBRARY LOANS	\$200	\$0		\$200
COPYING & PRINTING	6,000	0		6,000
NONRESIDENT FEES	9,900	0		9,900
FINES & CHARGES	150,000	(7,000)	R3	143,000
WEB BASED LIBRARY FEES & CHARGES	78,200	(6,000)	R4	72,200
LOST & DAMAGED	24,100	0		24,100
RENTALS	8,300	0		8,300
RETAIL SALES	2,000	0		2,000
TOTAL SERVICES & FEES	\$278,700	(\$13,000)		\$265,700
TOTAL CONTRACT CITIES, SERVICES & FEES	\$661,465	(\$14,731)		\$646,734
LEASEHOLD EXCISE TAX	\$10,000	\$8,000	R5	\$18,000
TIMBER TAX	9,000	5,000	R6	14,000
EMPLOYEE PROGRAMS -	3,527	0		3,527
PURCHASE DISCOUNTS	4,000	(4,000)	R7	0
GRANTS - GOVERNMENTAL	0	23,261	R8	23,261
GRANT - CORPORATE & PRIVATE	0	13,675	R9	13,675
GRANT - SCLD FOUNDATION	0	0		0
PROCEED FROM SCLD FOUNDATION	0	0		0

WELLNESS GRANTS	0	0		0
MISCELLANEOUS	4,000	2,000	R10	6,000
GIFTS & DONATIONS	18,000	0		18,000
CASHIERS OVER/(SHORT)	0	0		0
SALE OF LIBRARY MATERIALS	26,000	0		26,000
E-RATE REIMBURSEMENT	137,000	0		137,000
<b>TOTAL MISCELLANEOUS REVENUES</b>	<b>\$211,527</b>	<b>\$47,936</b>		<b>\$259,463</b>
<b>OTHER RECEIPTS</b>				
SALES TAX COLLECTED	\$0	\$3,500	R11	\$3,500
LEASEHOLD EXCISE TAX COLLECTED	0	1,500	R11	1,500
INSURANCE CLAIMS PROCEEDS	0	12,000	R12	12,000
<b>TOTAL OTHER RECEIPTS</b>	<b>\$0</b>	<b>\$17,000</b>		<b>\$17,000</b>
<b>TOTAL INTEREST REVENUES</b>	<b>\$24,000</b>	<b>\$0</b>		<b>\$24,000</b>
<b>TOTAL REVENUES</b>	<b>\$11,256,694</b>	<b>\$9,715</b>		<b>\$11,266,409</b>
<b>TRANSFER IN - CAPITAL PROJECTS</b>	<b>\$0</b>	<b>\$0</b>		<b>\$0</b>
<b>TOTAL REVENUES &amp; TRANSFERS IN</b>	<b>\$11,256,694</b>	<b>\$9,715</b>		<b>\$11,266,409</b>
<b>SALARIES: REGULAR HOURS WORKED</b>	<b>\$4,906,070</b>	<b>(\$20,000)</b>	<b>E1</b>	<b>\$4,886,070</b>
<b>SALARIES: TEMPORARY HOURS WORKED</b>	<b>116,583</b>	<b>(10,775)</b>	<b>E2</b>	<b>105,808</b>
<b>SALARIES: PAID TIME OFF</b>	<b>893,457</b>	<b>0</b>		<b>893,457</b>
<b>SALARIES: OVERTIME HOURS WORKED</b>	<b>2,500</b>	<b>0</b>		<b>2,500</b>
<b>TOTAL SALARIES</b>	<b>\$5,918,610</b>	<b>(\$30,775)</b>		<b>\$5,887,835</b>
<b>FICA-SOCIAL SECURITY</b>	<b>\$366,363</b>	<b>(\$1,300)</b>	<b>E3</b>	<b>\$365,063</b>
<b>FICA - MEDICARE</b>	<b>85,820</b>	<b>(500)</b>	<b>E3</b>	<b>85,320</b>
<b>RETIREMENT CONTRIBUTIONS</b>	<b>507,024</b>	<b>0</b>		<b>507,024</b>
<b>UNEMPLOYMENT INSURANCE</b>	<b>4,653</b>	<b>0</b>		<b>4,653</b>
<b>HEALTH SAVINGS ACCOUNT CONTRIBUTIONS</b>	<b>17,078</b>	<b>2,300</b>	<b>E4</b>	<b>19,378</b>
<b>HEALTH BENEFITS ADMINISTRATIVE FEE</b>	<b>5,117</b>	<b>900</b>	<b>E5</b>	<b>6,017</b>
<b>MEDICAL INSURANCE</b>	<b>504,364</b>	<b>50,000</b>	<b>E6</b>	<b>554,364</b>
<b>VISION INSURANCE</b>	<b>27,176</b>	<b>100</b>	<b>E6</b>	<b>27,276</b>
<b>DENTAL INSURANCE</b>	<b>82,794</b>	<b>5,000</b>	<b>E6</b>	<b>87,794</b>

LIFE & DISABILITY INSURANCE	3,611	0		3,611
STATE INDUSTRIAL INSURANCE	37,729	0		37,729
LONG TERM DISABILITY INSURANCE	21,924	0		21,924
EMPLOYEE ASSISTANCE PROGRAM	3,450	0		3,450
TOTAL FRINGE BENEFITS	<u>\$1,667,103</u>	<u>\$56,500</u>		<u>\$1,723,603</u>
CLEANING & SANITATION SUPPLIES	\$18,000	\$0		\$18,000
VEHICLE FUEL	11,000	0		11,000
OTHER SUPPLIES	100	0		100
MAINTENANCE SUPPLIES	3,000	0		3,000
EMPLOYEE AWARDS & RECOGNITION	700	1,000	E7	1,700
SMALL TOOLS	800	0		800
COST OF RETAIL INVENTORY SOLD	1,100	(1,100)	E8	0
NON-CAPITALIZED FURNITURE, FIXTURES & EQUIPMENT	137,825	0		137,825
NON-CAPITALIZED DATA PROCESSING HARDWARE & SOFTWARE	153,000	(29,600)	E9	123,400
OFFICE & LIBRARY SUPPLIES	169,440	(33,700)	E10	135,740
TOTAL SUPPLIES	<u>\$494,965</u>	<u>(\$63,400)</u>		<u>\$431,565</u>
ACCOUNTING & AUDITING SERVICES	\$0	\$20,000	E11	\$20,000
LEGAL SERVICES	15,000	(10,000)	E12	5,000
OTHER PROFESSIONAL SERVICES	26,000	(4,000)	E12	22,000
BAD DEBT EXPENSE	400	(400)	E13	0
SCLD FOUNDATION SUPPORT	0	6,560	E14	6,560
BANK & POSTAL CHARGES	12,000	(6,000)	E15	6,000
SOFTWARE SUPPORT & CONSULTING	255,860	(5,100)	E16	250,760
WEB CATALOG CONTENT SERVICES	13,600	0		13,600
COLLECTION AGENCY & NOTICE FEES	67,600	(10,000)	E17	57,600
DATA COMMUNICATIONS: WAN	159,200	28,420	E18	187,620
DATA COMMUNICATIONS: INTERNET	21,000	0		21,000
TELEPHONE	19,800	3,100	E19	22,900
POSTAGE	21,500	(5,000)	E20	16,500
FREIGHT CHARGES	1,000	0		1,000
COURIER SERVICES	61,000	0		61,000
MILEAGE	20,000	(4,000)	E21	16,000
TRAINING & TRAVEL	113,200	(500)	E22	112,700
BOARD TRAINING & TRAVEL	11,000	(7,000)	E23	4,000
ADVERTISING & PROMOTION	9,500	16,000	E24	25,500

RECRUITMENT	6,000	(1,000)	E25	5,000
RENTALS & LEASES: OTHER	4,700	0		4,700
RENTAL & LEASES: EQUIPMENT	6,500	0		6,500
INSURANCE	75,700	(12,000)	E26	63,700
PUBLIC RELATIONS	25,500	(16,000)	E27	9,500
PRINTING	16,000	26,275	E28	42,275
HEAT, LIGHT & POWER	132,000	13,000	E29	145,000
WATER, REFUSE & SEWER	50,000	(5,000)	E30	45,000
REPAIR & MAINTENANCE: MISCELLANEOUS	4,000	0		4,000
REPAIR & MAINTENANCE: DATA PROCESSING EQUIPMENT	41,700	(11,700)	E31	30,000
REPAIR & MAINTENANCE: VEHICLES	4,000	0		4,000
REPAIR & MAINTENANCE: BUILDINGS	135,000	0		135,000
REPAIR & MAINTENANCE: UPRIVER DRIVE PROPERTY	1,000	0		1,000
GROUNDS MAINTENANCE SERVICES	35,000	0		35,000
SECURITY ALARM MONITORING	11,700	0		11,700
SNOW REMOVAL	24,000	0		24,000
CUSTODIAL SERVICES	164,500	0		164,500
DUES & MEMBERSHIPS	10,200	0		10,200
WELLNESS SERVICES & PROGRAMS	3,200	0		3,200
LIBRARY PROGRAMS	48,808	23,300	E32	72,108
LIBRARY PROGRAM: IRVING FUND	500	0		500
LIBRARY PROGRAM: DIANE ZAHAND MEMORIAL FUND	2,000	2,000	E33	4,000
LIBRARY PROGRAMS - FEDERAL GRANTS	0	16,314	E34	16,314
LIBRARY PROGRAMS - NON-GOVERNMENTAL GRANTS	0	0		0
CATALOGING & AUTHORITY SERVICES	33,700	0		33,700
LOST BOOKS REFUNDS	0	3,000	E35	3,000
BINDING SERVICES	250	0		250
INTERLIBRARY LOAN SERVICES	13,770	0		13,770
<b>TOTAL SERVICES</b>	<b>\$1,677,388</b>	<b>\$60,269</b>		<b>\$1,737,657</b>
CAPITALIZED DATA PROCESSING HARDWARE & SOFTWARE	\$40,000	\$0		\$40,000
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>\$40,000</b>	<b>\$0</b>		<b>\$40,000</b>
LIBRARY MATERIALS	\$1,267,046	(\$9,000)	E36	1,258,046
LIBRARY MATERIALS - ELECTRONIC LIBRARY SERVICES	150,000	6,000	E37	156,000
<b>TOTAL LIBRARY MATERIALS</b>	<b>\$1,417,046</b>	<b>(\$3,000)</b>		<b>\$1,414,046</b>



SHORT TERM INTEREST EXPENSE	\$500	\$0		\$500
OTHER EXPENDITURES				
SALES TAX PAID	\$0	\$3,500	E38	\$3,500
USE TAX PAID - LIBRARY MATERIALS	0	9,000	E38	9,000
USE TAX PAID - OTHER	0	9,500	E38	9,500
LEASEHOLD EXCISE TAX PAID	0	1,500	E38	1,500
TOTAL OTHER EXPENDITURES	\$0	\$23,500		\$23,500
OPERATIONAL CONTINGENCIES	\$40,000	(\$40,000)	E39	0
CONTINGENCY FUNDS IN SUPPORT OF STRATEGIC PLAN	0	0		0
TOTAL EXPENSES	\$11,255,612	\$3,094		\$11,258,706
TRANSFER OUT - CAPITAL PROJECTS FUND	\$0	\$0		\$0
TOTAL EXPENSES & TRANSFERS OUT	11,255,612	3,094		\$11,258,706
REVENUES OVER/(UNDER) TOTAL EXPENSES	\$1,082	\$6,621		\$7,703

**SPOKANE COUNTY LIBRARY DISTRICT  
FOOTNOTES TO 2014 GENERAL OPERATING FUND (L01) BUDGET  
GENERAL OPERATING FUND (001-861)**

<u>NOTE</u>	<u>COST ACCOUNT</u>	<u>EXPLANATION</u>	<u>Increase/ (Decrease)</u>
<b>REVENUES:</b>			
R1	PROPERTY TAX -- CURRENT YEAR	Final 2014 Assessed Levy per County Assessor	\$ (40,490)
R2	CONTRACT CITY - AIRWAY HEIGHTS	Final 2014 A.V. Information per County Assessor	(1,699)
R2	CONTRACT CITY - CITY OF SPOKANE	Final 2014 A.V. Information per County Assessor	(32)
R3	FINES & CHARGES	Recommended Reduction Per Public Services	(10,000)
R3	FINES & CHARGES	Increase to Offset Library Book Refunds Expense - Cash Basis Adjustment	3,000
R4	FINES & CHARGES	On-Line Receipts will be reported Net of PayPal fees -- Cash Basis Adjustment	(6,000)
R5	LEASEHOLD EXCISE TAX	Anticipated Collect Rate Based on Historical Collections	8,000
R6	TIMBER TAX	Anticipated Collect Rate Based on Historical Collections	5,000
R7	PURCHASE DISCOUNTS	Cost Account is not budgeted or used under Cash Basis of Accounting	(4,000)
R8	GRANTS - GOVERNMENTAL	EAOP \$3,947, \$3,000 Fed Grant, State WA RH \$6,175 State WS DL2 - \$7,040.24 & State WA DL1 \$97.82 Reimbursement for '13 Admin Training \$3,000	23,261
R9	GRANTS - CORPORATE & PRIVATE	ALA LTC \$8,000, Humanities Prime \$1,675, HumWA Opp Grant \$1,000, HumWA HIHT \$500 & FF&N \$2,500	13,675
R10	MISCELLANEOUS	Actual Miscellaneous Revenues Received are in Excess of Beginning Budget	2,000
R11	SALES TAX COLLECTED	Cost Account is Needed under Cash Basis of Accounting	3,500
R11	LEASEHOLED EXCISE TAX COLLECTED	Cost Account is Needed under Cash Basis of Accounting	1,500
R12	INSURANCE CLAIMS PROCEEDS	Insurance settlement for automobile damage to Spokane Valley Library	12,000
	TOTAL REVENUES		<u>\$ 9,715</u>
<b>EXPENSES:</b>			
E1	SALARIES: REGULAR HOURS WORKED	Reduction of Salaries due to LWOP of Budgeted Employees	\$ (20,000)
E2	SALARIES: TEMPORARY HOURS	Reduction of Temp. Hours (Communications (\$7,775) (CS \$3,000)	(10,775)
E3	FICA-SOCIAL SECURITY	Reduction of Social Securities & Medicare due to LWOP of Budgeted Employees	(1,300)
E3	FICA - MEDICARE	Reduction of Social Securities & Medicare due to LWOP of Budgeted Employees	(500)
E4	HEALTH SAVINGS ACCOUNT CONTRIBUTIONS	More employees enrolled in HDHP then originally expected.	2,300
E5	HEALTH BENEFITS ADMINISTRATIVE FEE	Final administrative fee was higher then original estimate	900
E6	MEDICAL INSURANCE	Cash Basis Conversion Cost - 13th Month of Benefits will be paid in 2014	50,000
E6	VISION INSURANCE	Cash Basis Conversion Cost - 13th Month of Benefits will be paid in 2014	100
E6	DENTAL INSURANCE	Cash Basis Conversion Cost - 13th Month of Benefits will be paid in 2014	5,000
E7	EMPLOYEE AWARDS & RECOGNITION	Reprogrammed from Recruiting Cost Account	1,000
E8	COST OF RETAIL INVENTORY SOLD	Cost Account Not Used Under Cash Basis of Accounting	(1,100)
E9	NON-CAPITALIZED DATA PROCESSING	Delay in Purchase of Switch Relays	(29,600)
E10	OFFICE & LIBRARY SUPPLIES	General Reduction (PS \$13,400) (CS \$10,000) (BO \$10,300)	(33,700)

**SPOKANE COUNTY LIBRARY DISTRICT  
FOOTNOTES TO 2014 GENERAL OPERATING FUND (LO1) BUDGET  
GENERAL OPERATING FUND (001-861)**

<u>NOTE</u>	<u>COST ACCOUNT</u>	<u>EXPLANATION</u>	<u>Increase/ (Decrease)</u>
E11	ACCOUNTING & AUDITING SERVICES	Adopted Budget did not fund for 2013 & 2014 SAO Audit, or use of Public Accounting Firm to Provide Professional Services in 2014	20,000
E12	LEGAL SERVICES	General Reduction based on 2014 YTD usage	(10,000)
E12	OTHER PROFESSIONAL SERVICES	General Reduction based on 2014 YTD usage	(4,000)
E13	BAD DEBT EXPENSE	Cost Account Not Used Under Cash Basis of Accounting	(400)
E14	SCLD FOUNDATION SUPPORT	Establishes Budget to Support the Creation & Operation of a Foundation	6,560
E15	BANK & POSTAL CHARGES	Elimination of PayPal Fees as Expenses. Under Cash basis, it is processed as a Revenue Reduction	(6,000)
E16	SOFTWARE SUPPORT & IT CONSULTING - IT	IT = Decrease to Revised Estimates of Upcoming Invoice, and elimination of one item	(6,500)
E16	SOFTWARE SUPPORT & IT CONSULTING - PUB SVCS	PS - Addition for Evanced Spaces (one time charge)	1,400
E17	COLLECTION AGENCY & NOTICE FEES	General Reduction based on 2014 YTD usage	(10,000)
E18	DATA COMMUNICATIONS - WAN	Reflects cost of Integra Contract & overlap with old contract while old circuits are disconnected and new circuits are installed	28,420
E19	TELEPHONE	Based on current year expenditures \$1,700 & Cash Basis conversion \$1,400	3,100
E20	POSTAGE	General Reduction based on 2014 YTD usage	(5,000)
E21	MILEAGE	General Reduction based on 2014 YTD usage	(4,000)
E22	TRAINING & TRAVEL	Increase to Communications Budget \$1,500 & General Reduction to Business Office Budget (\$2,000)	(500)
E23	BOARD TRAVEL & TRAINING	General Reduction based on 2014 YTD usage	(7,000)
E24	ADVERTISING & PROMOTION	Reprogrammed from Public Relations	16,000
E25	RECRUITMENT	Reprogrammed to Employee Awards & Recognition	(1,000)
E26	INSURANCE	General Reduction based on 2014 YTD usage	(12,000)
E27	PUBLIC RELATIONS	Reprogrammed to Advertising & Promotion	(16,000)
E28	PRINTING	Reprogrammed from unused temporary hours & funding for additional District-Wide Mailing	26,275
E29	HEAT, LIGHT & POWER	Cash Basis Conversion Cost - 13th Month of H,L&P paid in 2014	13,000
E30	WATER, REFUSE & SEWER	Reduced usage and minimal impact of rate increases	(5,000)
E31	REPAIR & MAINTENANCE - DP EQUIPMENT	Change due to effects of change to Cash Basis	(11,700)
E32	LIBRARY PROGRAMS	Innovation Initiative Module 3 \$6,000 & \$17,000 in gifts & grant funded programs	23,300
E33	LIBRARY PROGRAMS - ZAHAND FUND	Squishy Circuits and Kava Planks	2,000
E34	LIBRARY PROGRAMS - FEDERAL GRANTS	Reflects expended and anticipated future expenditures for Federal Grants programs (less EAOP)	16,314
E35	LOST BOOK REFUNDS	Under Cash Basis Accounting, these refunds will be specifically expensed	3,000

**SPOKANE COUNTY LIBRARY DISTRICT  
 FOOTNOTES TO 2014 GENERAL OPERATING FUND (LO1) BUDGET  
 GENERAL OPERATING FUND (001-861)**

<u>NOTE</u>	<u>COST ACCOUNT</u>	<u>EXPLANATION</u>	<u>Increase/ (Decrease)</u>
E36	LIBRARY MATERIALS	Reduction of Library Materials to offset Use Tax Paid - Library Materials	(9,000)
E37	ELECTRONIC LIBRARY SERVICES	"Business Source Complete" and "Demographics Now"	6,000
E38	SALES TAX PAID	Under Cash Basis, Sales Tax Paid will be specifically expensed	3,500
E38	USE TAX PAID - LIBRARY MATERIALS	Under Cash Basis, Use Tax Paid will be specifically expensed	9,000
E38	USE TAX PAID - OTHER	Under Cash Basis, Use Tax Paid will be specifically expensed	9,500
E38	LEASEHOLD EXCISE TAX PAID	Under Cash Basis Accounting, Leasehold Taxes Paid will be specifically expensed	1,500
E39	OPERATIONAL CONTINGENCIES	Reprograms Contingency to other Cost Accounts	(40,000)
	<b>TOTAL EXPENSES</b>		<u><u>\$ 3,094</u></u>
	<b>TOTAL BALANCE OF ADJUSTMENTS -- REVENUES OVER/(UNDER) EXPENSES</b>		<u><u>\$ 6,621</u></u>

Spokane County Library District  
Mid-Year Review -- Changes to General Fund Balances

	Adopted Budget Estimated Balances Modified Accrual Basis	Mid-Year Changes		Mid-Year Review Estimated Balances Cash Basis
ESTIMATED BEGINNING FUND BALANCE 1/1/14	\$4,124,768	375	B1	\$4,125,143
ESTIMATED ENDING FUND BALANCE 12/31/14	\$4,125,850	6,996	B2	\$4,132,846
(LESS)				
NONSPENDABLE FUNDS -- PREPAID ITEMS	(\$321,106)	\$321,106	B3	\$0
NONSPENDABLE FUNDS -- INVENTORY	(51,535)	51,535	B3	0
ASSIGNED FOR IRVING SPECIAL PROGRAM FUND	(6,092)	(52)	B4	(6,144)
ASSIGNED FOR DIANE ZAHAND MEMORIAL FUND	(6,059)	(2,067)	B5	(8,126)
ASSIGNED FOR DISTRICT WELLNESS PROGRAM	(1,262)	1,262	B6	0
ESTIMATED ENDING UNASSIGNED FUND BALANCE 12/31/14	<u>3,739,796</u>	<u>378,780</u>		<u>\$4,118,576</u>

\* ADJUSTS TO ACUTUAL FUND BALANCE 1/01/14

B-1 Changes Beginning Budget from "Estimated" to Actual under Cash Basis

B-2 Total Mid-Year Changes to Estimated Ending Balance. Revenues over Expenses \$ 6,621 and Adjusting from estimate to actual beginning fund balance \$ 375. Total is \$ 6,996

B-3 Elimination of Non-Spendable Funds which are not used under Cash Basis of accounting

B-4 Adjusts Irving Fund to actual 2013 Ending Balance

B-5 Adjusts Zahand Fund to actual 2013 Ending Balance

B-6 Elimination of assigned Funds - Fund were utilized in 2013

**RESOLUTION NO. 14-04**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, REVISING THE DISTRICT'S FINAL 2014 BUDGET, ADOPTED ON DECEMBER 17, 2013, WITH RESOLUTION NO. 13-11; PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO.**

**SPOKANE COUNTY LIBRARY DISTRICT  
Spokane County, Washington**

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF SPOKANE COUNTY LIBRARY DISTRICT, SPOKANE COUNTY, WASHINGTON, as follows:

WHEREAS, Spokane County Library District, Spokane County, Washington (the "District") is a rural county library district duly organized and existing under and by virtue of the Constitution and the laws of the State of Washington;

WHEREAS, RCW 27.12.210(5) provides the Board of Trustees (the "Board") with exclusive control of the finances of the District;

WHEREAS, the Board adopted a Final 2014 Budget with Resolution No. 13-11 on December 17, 2013;

WHEREAS, estimates of revenues and expenses necessary for District maintenance and operations and fund balance estimates have been updated since the December 17, 2013, budget adoption date;

WHEREAS, the Board has determined it is necessary to revise the District's 2014 budget to reflect these changes;

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

**Section 1:        ADOPTION OF REVISED 2014 BUDGET**

The Board hereby adopts a Revised 2014 Budget, including the General Operating Fund and Capital Projects Fund. A copy of the revised budget is attached hereto as Exhibit A and Exhibit B and incorporated herein by reference. At the conclusion of the budget process, the total District expenditure authority for each fund is established as follows.

General Operating Fund (001-661):	\$ 11,258,706
Capital Projects Fund (008-661):	\$ 240,000

**Section 2:      EFFECTIVE DATE**

This resolution shall be effective immediately upon its adoption and approval.

ADOPTED by the Board of Trustees of Spokane County Library District, Spokane County, Washington, at a regular meeting thereof, held this 19<sup>th</sup> day of August 2014.

SPOKANE COUNTY LIBRARY DISTRICT  
Spokane County, Washington

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Tim Hattenburg, Chair

ATTEST

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Nancy Ledeboer  
Secretary to the Board of Trustees

<b>Exhibit A</b>			
<b>Spokane County Library District</b>			
<b>2014 General Operating Fund Budget -- Mid Year Review</b>			
<b>General Operating Fund (001-861)</b>			
<b>Summary</b>			
<b>REVENUES &amp; TRANSFERS IN:</b>			
TOTAL PROPERTY TAX	\$	10,319,212	
TOTAL CONTRACT CITIES, SERVICES & FEES		646,734	
TOTAL MISCELLANEOUS REVENUES		259,463	
TOTAL OTHER RECEIPTS		17,000	
TOTAL INTEREST REVENUES		24,000	
<b>TOTAL REVENUES</b>			<b>\$ 11,266,409</b>
<b>EXPENSES &amp; TRANSFERS OUT:</b>			
TOTAL SALARIES	\$	5,887,835	
TOTAL FRINGE BENEFITS		1,723,603	
TOTAL SUPPLIES		431,565	
TOTAL SERVICES		1,737,657	
TOTAL CAPITAL EXPENDITURES		40,000	
TOTAL LIBRARY MATERIALS		1,414,046	
SHORT TERM INTEREST EXPENSE		500	
TOTAL OTHER EXPENDITURES		23,500	
OPERATIONAL CONTINGENCIES		-	
<b>TOTAL EXPENSES</b>			<b>\$ 11,258,706</b>
<b>REVENUES OVER/(UNDER) TOTAL EXPENSES</b>			<b>\$ 7,703</b>
<b>ESTIMATED BEGINNING FUND BALANCE JANUARY 1, 2014</b>			<b>\$ 4,125,143</b>
<b>REVENUES OVER/(UNDER) TOTAL EXPENSES</b>			<b>7,703</b>
<b>SUBTOTAL</b>			<b>\$ 4,132,846</b>
<b>LESS:</b>			
ASSIGNED FOR IRVING SPECIAL PROGRAM FUND			(6,144)
ASSIGNED FOR DIANE ZAHAND MEMORIAL FUND			(8,126)
<b>ESTIMATED UNASSIGNED ENDING FUND BALANCE DECEMBER 31, 2014</b>			<b>\$ 4,118,576</b>



**Exhibit B**  
**Spokane County Library District**  
**2014 Budget**  
**Capital Projects Fund (008-661)**  
**Summary**

<b>Revenues</b>		
	Interest Earnings	\$ 10,000
	Transfer in from General Fund	-
	<b>Total Revenues &amp; Transfers In</b>	<b>\$ 10,000</b>
<b>Expenses</b>		
	Election Costs & Other Services - Proposed Spokane Valley LCFA	\$ 240,000
	<b>Total Expenses</b>	<b>\$ 240,000</b>
	Transfer Out to General Operating Fund	\$ -
	<b>Total Transfers Out</b>	<b>\$ -</b>
	<b>Total Expenses &amp; Transfers Out</b>	<b>\$ 240,000</b>
	Excess of Revenues Over (Under) Expenses	<b>\$ (230,000)</b>
	<b>Estimated Beginning Assigned Fund Balance 1/1/14</b>	<b>\$ 1,078,249</b>
	<b>Estimated Ending Assigned Fund Balance 12/31/14</b>	<b>\$ 848,249</b>

**FUTURE BOARD MEETING TENTATIVE AGENDAS: SEPTEMBER/OCTOBER 2014**

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

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

- Libraries Transforming Communities Update
- Review Social Media, Financial Management, and Member Privileges and Responsibilities Policies
- Friends of the Library / SCLD Inter-local Agreement
- Food for Fines 2015
- "Buy it Now" Options Presentation
- Library Spotlight – Medical Lake Library
- Overview – Explore & Discover

Please send requests for agenda additions or changes to the Board Chair or Patty no later than Wednesday, September 3, for inclusion in the preliminary agenda to be sent September 4. Meeting packets will be mailed September 10.

***October 21, 2014: Argonne Library (4:00 p.m.)***

- Collection Development and Personnel Policies
- 2015 Budget – Public Hearing
- District Courier and Janitorial Services Contracts
- Library Spotlight – Otis Orchards
- Overview – Develop Young Learners

***SPECIAL MEETINGS AND ACTIVITIES***

- |                     |  |
|---------------------|--|
| <b>September 3</b>  | GSI Annual Meeting (Spokane Convention Center, 11:30am-1:30pm)   |
| <b>September 26</b> | Staff Training & Development Day (CenterPlace, Spokane Valley)   |
| <b>Sept/Oct TBD</b> | Board Retreat (Moran Prairie Library, 9:00am to noon – doors open at 8:30am)   |
| <b>October 16</b>   | 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 JULY 2014

### Administration

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

Work continues with Dingus, Zarecour & Associates PLLC regarding review of the District's internal controls. Its staff has met with members of the District's Leadership Team, Business Office, Chief Human Resources Officer, and with the staff at Spokane Valley Library who oversees the collection of fines and deals with the collection agency. Additionally, they have reviewed the District's policies and procedures relevant to internal controls. To date, no significant faults regarding the District's internal controls have been identified. The staff at Dingus, Zarecour anticipates that the formal report will be completed by the end of August. A briefing will be scheduled following submission and review of the report.

The last phase of work to repair damage caused by the automobile driven into the northeast corner of the Spokane Valley Library is scheduled for completion during the first week of August. This phase of the project is to restore the exterior wall. This project is slightly more complex, since the accident damage included several square feet of the tile trim. The claims adjuster has authorized the District to proceed with replacing the entire height of tile. This will allow for full restoration of the damaged area instead of patching the area impacted by the automobile.

The 2014 Budget Mid-Year Review is underway and results will be presented to the Board of Trustees at its August 19 meeting.

The 2014 physical inventory of fixed and controlled assets has begun. The annual inventory should be completed and inventory records reconciled by month's end.

#### Human Resources (Paul Eichenberg)

- United Way has engaged in a number of community conversations to ascertain where our community is today, and where it aspires to be in the future. Based on the community input received, United Way has developed a bold vision— a more educated, prosperous, and healthy community by 2020. Consequently, United Way asked Debbie Rhodes, the District's United Way Campaign Coordinator, if SCLD would be willing to take on the role of Pacesetter in the campaign. As a Pacesetter, the District has been challenged to run its annual United Way campaign early, and increase its overall contributions by 15%. In 2014, SCLD staff pledged \$10,901.40. We will run our United Way 2015 Campaign in August instead of December. Pledge forms have been distributed and we are gearing up to meet this challenge.
- The HR Analyst and I attended the Health Care Reform Seminar sponsored by WCIF. In 2015, employer reporting requirements under the Affordable Care Act are going to be time consuming at best. The IRS will match the information from the employer against the information on the employee's tax return to determine if the employee is eligible to receive a tax credit or pay a penalty.

Information Technology (Priscilla Ice)

- Instituted new, more secure, password policies for all staff logging into the network and the ILS.
- Network connections continued. Six of 10 buildings were connected by the end of the month, with one scheduled for August 1.
- Our 70 catalog computers were updated to Windows 7, a mid-cycle software refresh that we hope will enable us to keep computers running an extra year or two. They're almost four-years-old and have been relatively trouble-free.
- Improved remote management tools to make computer updates more efficient and reliable. Computers are updated about once a month.
- Two members of the staff traveled to San Jose, CA, for advanced "bootcamp" training on updates to our Cisco telephone system.

Collection Services (Andrea Sharps)

- We ordered 1,427 titles and 4,907 copies in July. This is down from last month.
- We processed, added to the system, and sent out to the libraries 5,282 items in July. This is up from last month.
- Downloadable lending through OverDrive was up in July from June. A total of 27,375 audiobook, eBook and music items circulated in July. Members placed a total of 9,255 holds, and there were 3,974 unique users with titles checked out.
- Midwest Tape's *hoopla*, a streaming media service, had its sixth full month of service in July. A total of 1,152 titles including movies (678), full-length albums (336) and television shows (138) circulated in that period for a combined cost of \$2,345 and an average cost per circulation of \$2.04. A total of 107 new patrons registered in July.
- We loaned 289 items to other libraries and borrowed 581 items from other libraries for 870 total interlibrary loan transactions processed in July.
- In July, our Interlibrary Loan Clerk received a very nice letter from a man in Halethorpe, MD, thanking us for interlibrary loaning a nonprint item to the Baltimore County Public Library for him to use. He noted that "Baltimore County Public Library staff tells me that AV resources are increasingly kept out of the ILL system since they often aren't returned. I appreciate the Spokane County Library District's willingness to buck this unhappy trend and hope you never have occasion to regret your trust and generosity."
- Youth Collection Development Librarian Sheri Boggs worked with our OverDrive account specialist to create a Kids eReading Room collection and a Teens eReading Room collection. Both sites came live on Thursday, 7/10, and Sheri reported on 7/31 that "in the last week we have had 7 checkouts from the Teens page and 43 from the Kids page."

Executive Director Report & Community Activities (Nancy Ledeboer)

Chair Tim Hattenburg and I attended the Board of County Commissioners meeting on July 22, to update them on the SCLD Community Impact Plan. Communication & Development Director Jane Baker prepared a slide presentation with photographs illustrating the four service priorities and included information about the bond issues. Commissioners responded positively to the programs and services described and asked questions about our plans to go back to voters to request funding to build new libraries.

CFO Bill Sargent and I have been meeting with department heads to review budget adjustment requests in preparation for bringing a mid-year review to the Board for approval. With just over six months of expenditures, we will reallocate funds based upon actual spending patterns. The mid-year revised budget can then serve as a baseline for preparing the 2015 Budget.

I met with Medical Lake Library Supervisor Laura Baird and Community Librarian Christie Onzay. They shared their plans for connecting with the community. They were the first team to implement an Innovation Project. They partnered with the Medical Lake Parks and Recreation to host Love Your Lake earlier this summer. They are excited about future opportunities to partner with the Parks Department, as well as with other community organizations.

Nicole Foskett of Deer Park Library received her ten year service pin and Gwendolyn Haley did so as well. I enjoy meeting with staff on these anniversaries to hear about their careers with the District and to learn more about individual staff members. It is encouraging to see the passion district staff has for the work they do.

We are in the process of planning Staff Day and the annual Leadership Team retreat. We have invited our Libraries Transforming Communities coach, Carlton Sears, to be the keynote at Staff Day. Mr. Sears is a retired library director who is now a coach with the Harwood Institute. He will speak on the importance of turning outward and connecting with community. We are working with Jeff Stafford again this year to facilitate our Leadership Team retreat. This year we will include the entire Innovation Team, which is comprised of librarians and library supervisors. We will continue to work on building teams, empowering leaders and increasing trust.

I attended Public Library Directors' Summer Meeting in Federal Way. This two-day meeting is always packed with information to assist directors. We heard an update on the Early Learning Public Library Partnership and met with its Executive Director, Sam Whiting. Sno-Isle shared its strategic plan and the process used to create a new plan in-house. The Secretary of State provided Open Meeting Law training, as required by state legislation, and WLA Lobbyist Steve Duncan provided a briefing on what to expect from the coming year's session. He encouraged directors to develop relationships with legislators at home this summer, and provided ideas for contacting legislators. I provided an update on the Washington Library Association and asked directors to support the newly-launched mentoring program and Library Ambassador program. State Librarian Rand Simmons provided an update on the State Library.

Communication & Development Director Jane Baker and I have been working on amending bylaws of the Moran Prairie Friends to expand their scope to include all of SCLD. We visited with the Cheney Friends to answer questions about the new Friends Foundation. They were very supportive of the formation of this new non-profit that could support the efforts of individual friends groups while expanding fund-raising efforts to a new level.

I attended the Washington Library Association (WLA) Board Meeting which was held online. We approved the 2014-2015 Budget and discussed initiatives planned for the coming year. The Membership Committee is recruiting Ambassadors from every member library to share information about WLA with new employees and host regional networking events. Marketing and Communication is working on a book as an advocacy tool to illustrate the many ways people use libraries across the state. The

Leadership is For Everyone (LIFE) Interest Group is recruiting mentors for a new mentoring program that will launch soon. WLA is also in the process of forming a foundation to raise funds for scholarships.

Other community meetings I attended include Spokane Valley Partners Marketing Committee and the Leadership Spokane Program Committee. I also attended Meet the Candidates at CenterPlace, hosted by the Spokane Valley Chamber. Gwendolyn Haley and I met with Lynn Kimball and Jamie McIntyre of the Aging and Long Term Care of Eastern Washington. ALTCEW provides a wide range of services to people over 60. Since the district is increasing library programming toward this audience, we wanted to learn more about this agency and explore opportunities to partner in the future. In January, ALTCEW plans to release an online resource to help people find resources and services for people over 60. While many of its programs are centered on helping aging adults live independent lives, there were many other services for caregivers and even some services for people under 60. We identified some areas where the library can help get information out to those who might benefit from its services.

Recommended changes to the Member Privileges and Responsibilities Policy will be brought to the Board in September. Upon review of the Computer Software Control Policy we realized it overlaps with the Personnel Policy. Therefore, we will bring recommendations in October to revise the Personnel Policy and eliminate the separate policy for Computer Software Control.

**ITEM AND TITLE MONTHLY REPORT**  
**July 2014**

	<u>ITEMS</u>				<u>TITLES</u>		
	ADULT	YOUTH	TOTAL		ADULT	YOUTH	TOTAL
<b>Total Materials</b>							
Print	187596	160679	<b>348275</b>		86096	50019	<b>136115</b>
Nonprint	59133	25233	<b>84366</b>		24427	7056	<b>31483</b>
Subtotal	<b>246729</b>	<b>185912</b>	<b>432641</b>		<b>110523</b>	<b>57075</b>	<b>167598</b>
Periodicals	11975	2192	<b>14167</b>		314	39	<b>353</b>
Total	<b>258704</b>	<b>188104</b>	<b>446808</b>		<b>110837</b>	<b>57114</b>	<b>167951</b>

	<u>ITEMS</u>			<u>TITLES</u>		
<b>OverDrive: eBOOKS</b>			<b>22094</b>			<b>18949</b>
Licensed eBOOKS			<b>4022</b>			<b>4022</b>
Audiobooks			<b>16146</b>			<b>16541</b>
Digital music			<b>1707</b>			<b>1707</b>
<b>OverDrive: Total</b>			<b>43969</b>			<b>41219</b>
<b>GRAND TOTAL</b>			<b>490777</b>			<b>209170</b>

<b>Print &amp; Nonprint</b>	(Totals year-to-date)		
<b>ADDITIONS</b>	ADULT	YOUTH	TOTAL
Print	7620	4671	12291
Nonprint	2202	821	3023
<b>TOTAL</b>	<b>9822</b>	<b>5492</b>	<b>15314</b>
<b>DELETIONS</b>			
Print	7966	5247	13213
Nonprint	-274	449	175
<b>TOTAL</b>	<b>7692</b>	<b>5696</b>	<b>13388</b>

	<u>NET CHANGE</u>		
	<u>YTD</u>		
	ADULT	YOUTH	TOTAL
Print	-346	-576	<b>-922</b>
Nonprint	2476	372	<b>2848</b>
Periodicals	-790	-25	<b>-815</b>

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

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

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

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

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

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



## Public Services Report July 2014

### In-Library Circulation

In-Library circulation activities decreased -6.8% compared to the same month last year. For the first seven months of 2014, in-library circulation activity is down compared to the same period in 2013 (-5.64%), with 1,214,681 items circulated through the libraries versus 1,287,237 in 2013 (-72,556). In July, Fairfield posted a double digit increase (+26.5%), while all other libraries experienced drops, the most significant of which was Otis Orchards (-16.5%).

### 2014 Measures at a Glance

- Door count through the first seven months of 2014 (820,895) is essentially flat compared to the same period in 2013 (817,260).
- Programming attendance (45,202) is up slightly (3%) compared to last year (43,441), while the number of programs offered has been almost identical (1,676 in 2014 vs. 1,677 in 2013).
- Total software station bookings are up year-to-date 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
<b>Total Circulation</b>	245,259		1,600,074	252,203		1,625,588	-6,944		-25,514
Self-Check	98,510	45%	636,626	86,590	38%	579,527	11,920	8%	57,099
Digital Collection	28,527	12%	189,469	21,451	9%	138,429	7,076	3%	51,040
<b>Total Holds</b>	52,863		361,856	54,222		343,855	-1,359		18,001
By Customer	33,355	63%	245,490	38,700	71%	252,606	-5,345	-8%	-7,116
Digital Collection	9,255	18%	60,932	6,270	12%	41,475	2,985	6%	19,457
<b>Total Payments</b>	\$23,536.00		\$161,987.34	\$23,337.84		\$163,490.13	\$198.16		-\$1,502.79
Online	\$8,616.66	37%	\$63,339.78	\$8,373.37	36%	\$56,751.49	\$243.29	1%	\$6,588.29

### Security Incident Reports

There were 28 Security Incident reports filed this month, 11 more than last month (17), and 7 less than July 2013 (35). Airway Heights and North Spokane tied for the most incidents reported with six each. The most frequently reported incidents related to potential problems (14) and disruptive behavior (8).

### 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 number when compared to June 2014. Two sites were determined to be correctly categorized and filtered at all levels; we requested that the other site be reclassified to allow access at all levels.

### **Support Job Seekers and Local Business (Stacey Goddard)**

- We had 14 individuals register as new IT Academy users in July, the same as June. During the month, users enrolled in 24 new classes, up from June's enrollment in 15 classes. Part of this increase may be due to the online advertising the Communication & Development Officer was able to run, thanks to money from the State Library to promote IT Academy.
- We did 58 Book-a-Librarian (BaL) sessions this month throughout the District, down from 64 in June.
- We proctored five exams this month throughout the District, down substantially from June's 14 proctoring sessions.

- We were happy to add librarian Brian Vander Veen to the Job Seeker and Local Business Team on July 16. Welcome, Brian!

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 July, Navigator staff completed one individual appointment (compared to five appointments in June).
- Librarians Kandy Brant and Michelle Booth each attended one of the weekly WorkSource Biz Buzz meetings in June.
- Librarian Aileen Luppert, wearing her Navigator hat, helped staff visits from the DSHS Mobile Community Services Office to three of our communities in July. The Mobile CSO brings all the services of a DSHS office to communities who don't have a regular office at all, or places where residents would have trouble getting to the nearest physical location. Since its staff is no longer able to help individuals register for Apple Health, we were happy to provide one of our trained Navigators. This month we hosted visits at Medical Lake, Cheney, and Fairfield. There was also a visit, with Navigator assistance provided by Aileen, at the Airway Heights Community Center. Cheney and Deer Park were the most successful in terms of turnout, but the DSHS staff was happy with each location, and with the great work our Library Supervisors did to get the word out about these visits in their communities. We're working with DSHS to schedule additional visits for late fall.
- Librarian Kandy Brandt answered a speaker request from Spokane Valley Tech, and was happy to present information on business resources to a group of aspiring entrepreneurs. Kandy adapted the content she uses with the GSVCC NxLevel classes, talking with 14 students about the free resources available to them as they work on developing their business plans.

**Develop Young Learners (Mary Ellen Braks)**

- We provided 106 Play and Learn Storytimes to 2,972 children. Our average attendance per Play and Learn was 28, the same at last year.
- We provided 10 Storytimes to 139 children and providers at seven childcare centers.
- Tammy Henry and I attended the Early Achievers Conference, where we had an early learning program, spoke to 40 childcare providers and had a resource table. We talked to many childcare providers about the services we offer such as STARS trainings, outreach Storytimes, and our book bags.
- The Develop Young Learners team has been working on training for staff on Play and Learn Storytimes to deliver in August and September.
- Christie Onzay and Cindy Benson have been working on a parent workshop for November on making flannel stories.

Connect Communities:

- I presented in two webinars for the Build Initiative this month. The Build Initiative focuses on helping states build early learning systems. IMLS is working on a joint project with Build on looping in Museums and Libraries into Early Learning Systems. One presentation was with Diane Hutchins from the WA State Library and the other was with Susan Hildreth from IMLS.
- I presented at the Build Conference in Denver this month in a session called "Looping in Museums and Libraries to Early Care and Education System Building through QRIS." I presented on the types of activities we do to support early learning and who we work with on local and state levels.
- I meet with KSPS for collaboration on a program they are doing at the Spokane Valley Mall in October with Thomas the Tank Engine. We will be providing activities while the families wait in line to meet Thomas the Tank Engine.
- I have been working with INWELA on a STEM grant that Thrive By Five has put out. We submitted a LOI last month and were invited this month to submit a full proposal. The library is the lead agency for this grant. The grant will involve providing STEM kits for teacher and caregivers to checkout, as well as STEM training for teachers, caregivers and parents.
- I met with CME, the Regional Health District and KSPS to discuss the forthcoming series "The Raising of America." There will be a kickoff in September to show the first episode here in town and we are talking about how to keep the momentum going to encourage our community to watch the whole series. The Raising of America focuses on early child health and development. "It explores how a strong start for all our kids leads not only to better individual life course outcomes (learning, earning

and physical and mental health) but also a healthier, safer, better educated, more prosperous, and more equitable America.”

- I met with the Excelerate Success Ready for Kindergarten work group. We are working on the action plan and planning the activities we will be doing over the next year.
- We had our bimonthly INWELA Action Team meeting this month. We have been working on our midyear report for Thrive by Five.

### **Explore and Discover (Gwendolyn Haley)**

#### **Elementary (K-5) programs:**

- Summer Reading programs—4400 children and their families participated in Summer Reading programs at our libraries during July. These programs covered a wide variety of topics: Mobius Science Center’s Science Spectacular, Fizz Boom read, Magic with Cecil Williams, Discovering Dinosaurs with Kelly Milner Halls, The Science of Sound with Noise Guy Charlie Williams, Frankentoys, and building programs with Legos, Keva Planks, and everything construction toy we possess.
- School Visits/Programs:
  - During the summer, we work with Windsor Elementary’s Summer Library Program, and 15 students participated in one of our drop-in science programs.
  - This was the first year we worked with Cheney Middle School’s Summit summer program, and 44 students participated in three different STEM activities, hosted by Christie Onzay.
- Spokane Valley has been dabbling in passive programming, and providing a simple in-library drop-in craft every Sunday; 67 people participated in July.

#### **Tween/Teen Programs:**

- Tween/Teen Summer Reading Programs
  - 314 Teens and Tweens participated in programs this summer, including Tales of the Cryptids with Kelly Milner Halls, Squishy Circuits, Roller Coaster challenges, and the Science of Salsa.
  - TWINE had five participants in July at Spokane Valley.
  - 33 teens attended Anime at Spokane Valley and North Spokane libraries this month.
  - 14 tweens/teens participated in the Fairfield Community Center’s Thursday Night Thing. Cindy Ulrey brought the Keva planks, and they had a blast building with them.

#### **Adult Programs:**

- Summer programs for adults covered a wide range of topics, and 114 members participated. Here are some highlights:
  - 12 people attended a presentation on “A Bird’s Eye View of the Lake Missoula Floods.”
  - 17 people learned about Brewing their own Beer from Orilison Brewery’s resident expert. (Sadly, the final program was cancelled due to the presenter’s family emergency.)
  - 21 members discovered what DNA can tell us about our genealogy.
  - 27 signed up for expert help on their golf swings at local golf courses/clubs.
  - 22 people attended Milonga’s first concert, but due a schedule conflict on the presenter’s part, two programs were rescheduled for later this summer.
- Book Clubs—47 people attended one of the five Book Club programs this month in our libraries.

#### **Connect Communities:**

- We hosted 10 community experts at library programs in July.

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

- I met with a sales representative for Britannica and arranged a trial for the fall.
- A Large Print Newsletter web page was added to the website. A link is available from the Prime Time page.
- Usage of digital resources was up 3% in July from 34,567 to 36,572 uses.
  - GrantStation increased by 400%, LibraryThing for Libraries increased by 68%, and Microsoft IT Academy increased by 60%.
  - DemographicsNow decreased by 69%, HelpNow decreased by 68%, and Ancestry decreased by 65%.

#### **Connect Communities:**

- Community events are now visible on the library location pages. Library Supervisors and Managing Librarians are submitting events happening in their communities to be included on the calendar.
- I added the Cheney Adventure pass innovative idea to the Cheney location page.

**Library Operations Managers (Judy Luck/Gina Rice)**

<b>IN-LIBRARY CIRC</b>								
	<b>This Month</b>		<b>This month compared to</b>			<b>Year – to – Date</b>		
	<b>2014</b>	<b>2013</b>	<b>1-yr ago</b>	<b>3-yrs ago</b>	<b>5-yrs ago</b>	<b>2014</b>	<b>2013</b>	<b>Diff</b>
AH	6796	6811	-0.22%	24.45%	34.39%	43787	44601	-1.83%
AR	15063	16937	-11.06%	-3.19%	0.84%	97532	105482	-7.54%
CH	14360	14563	-1.39%	-6.14%	-1.87%	92633	94629	-2.11%
DP	13352	13646	-2.15%	-6.04%	-0.28%	91088	94480	-3.59%
FF	1766	1396	26.50%	30.52%	-3.86%	10291	9031	13.95%
ML	5028	5109	-1.59%	-2.26%	4.01%	32379	34577	-6.36%
MP	16861	19091	-11.68%	0.80%	-8.47%	108454	121579	-10.80%
NS	51684	57640	-10.33%	-4.55%	-1.03%	338940	366985	-7.64%
OT	6204	7436	-16.57%	-15.29%	-21.17%	39571	48796	-18.91%
SV	56184	58196	-3.46%	0.82%	1.31%	359603	366703	-1.94%
TOT	187298	200825	-6.74%	5.17%	-0.72%	1214681	1287237	-5.64%

**BREAKOUT BY CHECKOUT METHOD**

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

	Staff assisted stations		Self-Check stations		Total in-library circulation	Renewals online	Total in-library + online renewals
	Checkouts	Renewals	Checkouts	Renewals			
AH	3537	390	2847	22	6796	657	7453
AR	8930	657	5450	26	15063	2128	17191
CH	9952	649	3723	36	14360	2040	16400
DP	9385	695	3242	30	13352	1858	15210
FF	876	174	712	4	1766	107	1873
ML	1928	208	2858	34	5028	603	5631
MP	9044	658	7132	27	16861	3047	19908
NS	20069	2256	28908	451	51684	9534	61218
OT	3433	248	2495	28	6204	1041	7245
SV	13674	2025	40198	287	56184	8090	64274
TOT*	80828	7960	97565	945	187298	29105	216403

	<b>This Year This Month</b>		<b>Last Year This Month</b>		<b>Difference</b>
	<b>Self-Check Circulation</b>	<b>% of total circulation</b>	<b>Self-Check Circulation</b>	<b>% of total circulation</b>	
AH	2869	42.22%	2517	36.95%	5.26%
AR	5476	36.35%	6411	37.85%	-1.50%
CH	3759	26.18%	3671	25.21%	0.97%
DP	3272	24.51%	3767	27.61%	-3.10%
FF	716	40.54%	475	34.03%	6.52%
ML	2892	57.52%	2491	48.76%	8.76%
MP	7159	42.46%	7559	39.59%	2.86%
NS	29359	56.80%	31552	54.74%	2.07%
OT	2523	40.67%	3040	40.88%	-0.21%
SV	40485	72.06%	31726	54.52%	17.54%
<b>TOTAL</b>	<b>98510</b>	<b>52.60%</b>	<b>93209</b>	<b>46.41%</b>	<b>6.18%</b>

	Books to Go	% of circulation	DVD	% of circulation	New Books	% of circulation
AH	106	1.56%	3047	60.25%	319	4.69%
AR	371	2.46%	4253	28.47%	1150	7.63%
CH	253	1.76%	4296	29.36%	765	5.33%
DP	309	2.31%	4826	36.04%	576	4.31%
FF	75	4.25%	563	30.65%	67	3.79%
ML	99	1.97%	1960	40.55%	223	4.44%
MP	335	1.99%	4464	24.23%	1064	6.31%
NS	906	1.75%	14283	27.35%	2815	5.45%
OT	140	2.26%	1838	23.35%	407	6.56%
SV	888	1.58%	16808	30.31%	3688	6.56%
TOTAL	3482	1.86%	56338	29.86%	11074	5.91%

Holds	Holds filled July-14	% of circulation	Holds filled July -13	% of circulation	% Difference 2013 to 2014	Note: Zsupport holds added in 2013. Total reflects all holds including those filled in Support Services.
AH	1095	16.11%	1451	21.30%	-5.19%	
AR	2774	18.42%	3275	19.34%	-0.92%	
CH	2705	18.84%	3238	22.23%	-3.40%	
DP	2299	17.22%	2943	21.57%	-4.35%	
FF	398	22.54%	372	26.65%	-4.11%	
ML	1057	21.02%	1197	23.43%	-2.41%	
MP	3601	21.36%	3922	20.54%	0.81%	
NS	8977	17.37%	10928	18.96%	-1.59%	
OT	1582	25.50%	1919	25.81%	-0.31%	
SV	9503	16.91%	10859	18.66%	-1.75%	
Zsupport	1165		249			
Total	35156	18.77%	40353	20.09%	-1.32%	

New customer registrations			
	July 2014	July 2013	% Difference
AH	92	64	43.75%
AR	127	148	-14.19%
CH	163	152	7.24%
DP	91	71	28.17%
FF	7	13	-46.15%
ML	45	46	-2.17%
MP	155	147	5.44%
NS	372	444	-16.22%
OT	61	40	52.50%
SV	472	547	-13.71%
TOTAL	1585	1672	-5.20%

July Cash Collection: Symphony-Workflows				
Payments received	2013	2014	Difference 2013 to 2014	%change 2013 to 2014
CASH	10955.76	10488.39	-467.37	-4.27%
CHECK	3340.76	2689.1	-651.66	-19.51%
CREDIT	8373.37	8616.66	243.29	2.91%
TOTAL	22669.89	21794.15	-875.74	-3.86%

Connect Communities:

- Public Services staff took a call from an Idaho resident, who had found a set of keys in the North Fork of the Coeur d’Alene River. She called us because there was an SCLD card on the key ring and she thought one of our members might have dropped it into the water while rafting and was now searching for the lost keys. We asked her to read us the card number and said we would track down the member and have them contact her. Staff who called the owner of the keys said he was thrilled and we had “made his week.” He said he was rafting down the river when a current shoved him into a tree, ripping his shorts and apparently flipping his keys into the water. Later he realized they were gone and had even put an ad on Craigslist in an effort to get them back. Good thing he is a library user—and fortunate the keys were recovered by a concerned community member, who was willing to go the extra mile and even mail the keys back to the owner.

**Library Reports**

**Airway Heights: Stacy Hartkorn**

Develop Young Learners:

- Attendance for Play & Learn averaged 25.2 per Storytime, a slight decrease compared to the previous month (June: 26.75), yet a small increase compared to the same month the previous year (July 2013: 22.67).

Explore and Discover:

- The Airway Heights Book Club featured SCLD Librarian, Kandy Brandt, who presented *Cybercrime: Mysteries and Suspense*. This Adult Summer Reading program drew an audience of five participants.
- Our six programs for Children’s Summer Reading drew an average audience of 43.2 people per program, which reflects a continued decrease in audience size compare to 2013’s average attendance of approximately 55 people per program.
- The final two Tween Summer Reading programs (*Tales of the Cryptids* and *Squishy Circuits*) attracted an audience of eight at each program, a small decrease compared to 2013’s average audience size of 10.
- Adult Summer Reading program *Brew Your Own Beer* had one participant who enthusiastically utilized the unique opportunity to have an individual question and answer session with Orlison Brewing Company’s Brewmaster Bernie Duenwald.

Support Job Seekers and Local Businesses:

- Staff assisted two members with utilizing WinWay resume software, guided another member in the navigation of an online job application, and showed another member how to access SCLD’s *Job Now* Digital Library resource.

Connect Communities:

- Ellen Peters and Debra Park helped me facilitate Airway Height’s Innovation project *Let’s Move: Airway Heights* in conjunction with Airway Heights Parks and Recreation Department. The event attracted a combined audience of 30 people. Events included a Health Fair facilitated by Airway Heights Parks and Recreation, a Zumba class lead by an Oz Fitness instructor (with nearly a dozen people in attendance), an hour of Field Day games for children on the lawn behind the library, and a healthy cooking demonstration lead by Terry Perry from Food Sense, which drew an audience of 16. Overall, participants were enthusiastic and feedback was positive from the Airway Heights Parks and

Recreation Department. I am hopeful this event will continue as an annual partnership between SCLD and Airway Heights Parks and Recreation Department based on the success of this year's program.

- I attended two Airway Heights Kiwanis meetings with featured guest speakers: Inland Northwest Baby (a local diaper bank) and Big Brothers Big Sisters of the Inland Northwest. Serendipitously, a new community connection was formed between SCLD and Big Brothers Big Sisters. I was able to help connect Big Brother Big Sister with SCLD's Communication Department, with the intention of having SCLD's children's events promoted via Big Brother Big Sister as activities for Big/Little matches to participate in within the Spokane area.
- I met with Sunset Elementary Librarian, Beth Toulou, to discuss the potential for the Airway Heights Library to host some of the activities for Sunset's Back to School Link Night in August.
- Student artwork selected as "award winners" from Sunset Elementary are currently on display for the remainder of the summer on the Sunset Art Wall in the library.
- The meeting room was reserved seven times compared to only 4 times in July 2013.

**Argonne: Pat Davis**

Develop Young Learners:

- Play and Learn Storytime attendance averaged 34.4 in July compared to 26.3 last July.

Explore and Discover:

Our Summer Reading programs were well attended--

- The *Lego Build It* program attracted 85.
- *Fizz Boom Read Magic Show* attracted 88.
- The Teen/Tween program, *Tales of Cryptids*, had an audience of 18.
- The *Mobius Science Spectacular* attendance was 56
- *Frankentoys* attracted 19 participants.
- *Discovering Dinosaurs* had an audience of 87.
- The Teen/Tween program, *Squishy Circuits*, had eight participants.
- *Breaking the Sound Barrier* attracted 51.
- Unfortunately, our adult program, *Cybercrime*, didn't attract any participants.

Regrettably, our final Centered on the Trail, *Six Ways to Get Fit on the Trail* had to be cancelled due to unforeseen circumstances.

Support Job Seekers and Local Businesses:

- A member was most appreciative of District Internet as he completed several online certifications for home health care.
- Kathy, our PSA, helped several drop in members with a variety of Kindle questions.

Connect Communities:

- Meeting and Conference room use was down slightly; 47 this year compared to 53 last year.

**Cheney: Catherine Nero Lowry**

Develop Young Learners:

- Baby Play and Learn attendance increased with an average of 19.5 in July of 2014, from an average of 11.5 in July of 2013.
- Toddler Play and Learn attendance increased with an average attendance of 30.8 in July of 2014, compared to 23.4 in July of 2013.
- Preschool Play and Learn attendance increased from July of 2013, with an average attendance of 17.5 compared to 25.8 in 2014.

Explore and Discover:

- We had two-three groups of 20 children each every Tuesday and Thursday from Camp CASLO from the Wren Pierson Community Center, who would come to hang out in the children's area to read and use the children's computer. Those with cards would check out books. This program continues through the end of summer.
- Our Teen/Tween Summer Reading programs averaged about 12 kids per program.
- Our first Summer Reading programs this month had an average attendance of 89 participants.

Support Job Seekers and Local Businesses:

- We proctored three exams this month.
- We noted four walk-in Book a Librarian (BaL) interactions.

### Connect Communities:

- Cheney Friends of the Library had its biggest day ever in sales during the Rodeo Days Jubilee Book Sale. Ten hours of sales over two days brought in over \$2600.
- Vanessa Strange and I participated in the Jubilee Parade in the SLCD van.
- The Cheney staff received a thank-you comment card from a member with a focus on Douglas: "Doug was very helpful with getting a manual printed. Entire Cheney helps me when needed." Doug also received kudos for his patience with a walk in Book a Librarian. "Way to go Douglas, Thank you!"
- Lori and Scott took our library outreach services to Cheney Sessions Village, Cheney Assisted and Cheney Care facilities this month.
- 16 groups used our meeting room this month, one less than last year's total of 17.
- Stephen Sattler is still our featured artist. We had a collection of his vibrant paintings on our art wall. Stephen Sattler hails from Hillyard and currently residing near the Chapman Lake area. He has shown his work extensively in LA and New York. These pieces are created with acrylic paint and air brushing; they are bright impassioned pieces with a graffiti abstract vibe.

### **Deer Park: Kris Barnes**

#### Develop Young Learners:

- We saw a significant increase in Storytime attendance. Average attendance was 20 compared to last year's average of 11.

#### Support Job Seekers and Local Businesses:

- I attended the Deer Park Chamber of Commerce meeting this month and heard a presentation by Deer Park School District's Superintendent Travis Hanson. Mr. Hanson presented us with an overview regarding the school district's plans for a bond issue in the spring as well as the plans to hire a resource police officer, and a peek at the new evaluation process all teachers must complete each year.

#### Explore and Discover:

- 13 members gathered at the Adult Book Club to discuss the book "Defending Jacob," by author William Landay. Last year's attendance was 16.
- The children's Summer Reading program's average attendance was 64 compared to last year's average attendance of 52.
- Our teen *Cryptids* program attracted 10 participants. One of the participants was an adult who drove from Spokane to attend the program. She commented that she "thoroughly enjoyed the presentation."
- Our tween *Frankentoy*s program attendance of 16 was interrupted by the windstorm (microburst?) that swept through Deer Park knocking down trees and knocking out power. We ended the program early due to limited lighting as well as most of our participants leaving to check on their homes. We lost a total of six trees that day due to the wind storm. All participants were able to complete their Frankentoy creations, however.
- The tween program *Squishy Circuits* attracted 12 participants.
- I met with the Tourism Committee this month, took notes and offered to look into grant opportunities so that Deer Park could investigate the possibility of a giant digital reader board on Hwy. 395. I passed along information that I found to the committee.

### Connect Communities:

- Friends of the Deer Park Library had another three-day book sale and the total amount that they gathered in donations was \$1,001.86.
- Our meeting and conference rooms were used by 8 groups this year compared to last year's total of 7. Our room was used by a variety of groups such as the Deer Park Cheerleader's Booster Club and an attorney who met with a client.
- I carried a banner in the Deer Park Settler's Day Parade with our page Mikayla and five teen volunteers who dressed up as mad scientists in lab coats and safety glasses. We handed out about 1,500 pencils to the parade attendees.
- I set up a booth at the Deer Park Settler's Day event and connected with 141 people who stopped by our booth to say hello, ask a question, and/or pick up a free bookmark. The bookmarks were handmade by one of our members. The bookmarks were plastic canvas depicting a variety of shapes such as a mermaid, cowboy, dog, and rabbit. The bookmarks went like hotcakes. They attracted a lot of attention and a lot of positive comments.
- Deer Park Community Librarian Amber Williams and I attended a Deer Park City Council meeting to present our park revitalization project to the city. The park behind the library is owned by the City of



Deer Park and Amber and I made a formal request to proceed with the project. As we explained to the council, we already have funding, volunteers and park expertise lined up. The next step was to get permission, which we did.

- Paul Knowles from Spokane County Parks department met with Amber Williams, Sheri Boggs, Judy Luck, and Kris Barnes. The Boy Scout volunteer who is organizing the other volunteer groups attended as well. We all walked the trails and took a look at what needs to be done to improve the walking trails. Paul was incredibly helpful and knowledgeable, passing along valuable advice regarding the park clean up and offered to help design signage when we are ready.

### **Fairfield: Kathy Allen**

#### Develop Young Learners:

- Play and Learn Storytime attendance increased with an average of 8 compared to last year's average of 4.2.

#### Support Job Seekers and Local Businesses:

- I introduced the *JobNow* Digital Resource to a member who was looking for direction in finding a new career. She found the information to be very helpful.

#### Explore and Discover:

- Explore and Discover Teen/Tween program *Thursday Night Thing: Keva Planks* had 14 in attendance.
- *SR Build It: Legos* was much smaller than the last Lego program with 11 attending.
- *SR Fizz, Boom, Read Magic Show* attracted 29.
- *SR Mobius Science Spectacular* was well attended with 31.
- *SR Discovering Dinosaurs* had the largest group in attendance with 40.

### **Medical Lake: Laura Baird**

#### Develop Young Learners:

- Storytime attendance averaged 21, down from 23 in July 2013.

#### Support Job Seekers and Local Businesses:

- Staff proctored one exam.

#### Explore and Discover:

- The Teen/Tween *Squishy Circuits* program had 13 attendees and eight attended the Teen/Tween *Tales of the Cryptids- Mysterious Creatures, Fact or Fiction* program.
- The Children/Family *Mobius Science Spectacular* program had 43 attend and 10 attended the Frankentoy program.
- Attendance at the Children/Family *Discovering Dinosaurs* program was 69, and 24 attended the Children/Family *Breaking the Sound Barrier* program.
- 76 people attended the *SR Fizz, Boom, Read* program.
- 62 people attended the *SR Build it: Legos* program.

#### Connect Communities:

- This month's display case featured a collection of pincushions made by two community members.
- Four people attended the DSHS mobile unit promotional event.
- Three quilts suitable for the 4<sup>th</sup> of July are on display this month as is the large Civil War quilt.

### **Moran Prairie: Danielle Marcy**

#### Develop Young Learners:

- *Toddler Play and Learn* Storytime averaged 28 attendees this month. A slight increase from last month's average of 27, yet a decrease from last year's 45.
- *Preschool Play and Learn* Storytime had an average attendance of 19, a significant decrease from 29 last month and a decrease from 38 in June 2013.
- *Baby Play and Learn* Storytime averaged 29, an increase of last month's 26 and a slight increase over last year's 27 in July 2013.

#### Explore and Discover:

- The *Moran Prairie Book Club* had 8 people on hand this month, a slight decrease from last month.
- The Adult Summer Reading program *DNA: Who Are You Really* had five attendees. The *Brew Your Own Beer* attracted a bigger crowd with an attendance of 14.

- We had two Tween/Teen Summer Reading programs *Squishy Circuits* and *Tales of the Cryptids*. These programs continued the trend of an increased attendance with an average of 23 attendees. Last year's program for *Spy Training* had 18 attendees.
- The Children's Summer Reading program's attendance has varied with a high of 184 attendees at *Fizz, Boom, Read Magic Show* to a low of 104 attendees at the *Mobius Science Spectacular*, the *Discovering Dinosaurs* program featuring local author Kelly Milner Halls had an attendance of 163.

Connect Communities:

- We had 44 bookings of the meeting room.
- In the display case we displayed hand-painted art by Patricia Luce.

**North Spokane: Jason Johnson**

Develop Young Learners:

- 682 children and their parents and caregivers attended early learning programs this month. This is a 17% decrease from July 2013.
- Baby Play and Learn Storytime averaged 23 attendees. This is up five from last month's average and down 20 from July 2013.
- Preschool Play and Learn Storytime averaged 37 attendees. This is down 10 from last month and up three from July 2013.
- Toddler Play and Learn Storytime attracted an average attendance of 28. This is down 14 from last month and down 15 from July 2013.
- Staff presented outreach Storytimes to 70 children.

Explore and Discover:

- 23 members attended two adult programs: 12 for *North Spokane Book Club* and 11 for *DNA: Who are you really?*
- 82 tween/teen members attended 4 programs: 14 for *Anime Club*, 32 for *Tales of the Cryptids*, 24 for *Marble Roller Coaster Challenge*, and 12 for *Science of Salsa*.
- 986 children, parents and caregivers attended 11 programs: 108 for three sessions of *Summer LEGO Day*, 364 for two sessions of *Fizz, Boom, Read Magic Show*, 228 for two sessions of *Mobius Science Spectacular*, 195 for two sessions of *Discover Dinosaurs*, and 181 for two sessions of *Breaking the Sound Barrier*.

Connect Communities:

- Local artist, Pamela Martin, is displaying her collage art throughout the library.
- Local artist, Ron Vaughn, is displaying his wood carvings in the display case.
- Friends of North Spokane Library donated \$50 for prizes for *Late Night at the Library*.

**Otis Orchards: Kathy Allen**

Develop Young Learners:

- Play and Learn Storytime average was 22.4, an increase compared to 21 for July of last year.
- One outreach Storytime presented to 8 children at the Doodle Bug Daycare.

Explore and Discover:

- We had one Book a Librarian.
- *SR Build It: Legos* had 45 attending.
- *SR Fizz, Boom, Read Magic Show* attracted the largest group at 77.
- Our Tween/Teen program *SR Tales of the Cryptids*, with only two was not well attended.
- *SR Mobius Science Spectacular* was well attended with 64.
- *SR Discovering Dinosaurs* attendance was 49. The children enjoyed handling the items she brought for display.
- Tween/Teen program *Squishy Circuits* drew an enthusiastic group of 11.
- *SR Breaking the Sound Barrier* was very popular with both children as well as adults with 46 attending.
- *SR Cybercrime: Mysteries & Suspense* was a small group with only six.

Connect Communities:

- One proctored exam.

**Spokane Valley: Sonia Gustafson**

Develop Young Learners:

- Baby Play and Learn Storytime averaged 18 weekly attendees, down from 30 last July.
- Toddle Play and Learn Storytime averaged 33 weekly attendees, down from 36 last July.
- Preschool Play and Learn Storytime averaged 47 every week, up significantly from 36 last July.
- We presented an outreach Storytime to 61 children.

Explore and Discover:

- Summer Reading children's events averaged 113 people per show.
- The weekly Sunday craft continues to be popular at the library, with about 20 participants each week.
- The tween and teen Summer Reading programs have been very successful. We had 18 for *The Science of Salsa*, 54 for *Tales of the Cryptids*, and 17 for marble roller coasters.
- The most successful adult program was the *Science of the Swing* with 15 participants at the Hangman Valley Golf Course.
- Margy, Ruth and Laura went to Orchard Crest Retirement Center to help residents with their digital devices and using Overdrive. It was successful and they're interested in a follow-up visit.
- The all-ages program, *Frankentoys*, attracted 38 participants.

Support Job Seekers and Local Businesses:

- We proctored five exams for five students.
- We had 14 attend a class for Spokane Valley Tech- Business Resources for Entrepreneurs.

Connect Communities:

- Kelsey read stories and connected with the community at a 4<sup>th</sup> of July party at Greenacres Park where 150 people attended.
- We have new art up from Spokane Valley Arts Council artists.
- Ruth took a call from a man in Utah who was looking for attorney listings from a 1999 Spokane directory. She scanned and emailed him the pages and he was so thankful that he asked how he could pay for the service. She told him it was free, but he wondered if we had a Friends group or Foundation that had an online donation option to show his thanks.

**Public Use Measures**

**JULY 2014**

Measure	This year	Last year	YTD	Last YTD	Rolling YTD
	This Month	This Month	This year	Comparison	Comparison
Registered borrowers	118,544	119,966		-1%	
Door count	131,288	131,407	820,895	0%	2%
Circulation	245,259	252,203	1,600,074	-2%	0%
Digital Media Catalog	28,527	21,451	189,469	37%	35%
<b>Programs</b>					
Number	254	279	1,676	-1%	0%
Attendance	8,973	8,453	45,202	3%	7%
<b>Group Visits</b>					
Number	0	1	34	10%	20%
Attendance	0	14	1,132	39%	76%
Software Station bookings	21,926	19,914	146,915	11%	10%
Meeting room bookings	218	232	1,932	-9%	1%
<b>Holds placed</b>					
By customers	33,355	38,700	245,490	-3%	5%
By staff	8,239	7,239	55,434	11%	4%
Digital Media Catalog	9,255	6,270	60,932	47%	44%
<b>Database use</b>					
Searches	107,013	108,164	799,464	33%	89%
Retrievals	32,025	34,492	270,704	-4%	8%
<b>Website use (Remote)</b>					
User sessions	95,577	77,883	671,272	15%	7%
Page views	188,158	177,944	1,456,860	-7%	-17%
Catalog	50,311	57,396	353,320	-13%	-15%
Database Access	3,278	3,098	34,205	-10%	-1%
<b>Interlibrary loans</b>					
Loaned	289	293	2,081	-1%	5%
Borrowed	581	410	3,489	20%	15%

**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 July 2014

### **Traditional Media**

#### SCLD in the news:

- Spring 2014 – League of American Orchestras: Quiet Revolution: Shhhh....Don't look now, but there's an orchestra at a library near you
- Jul 4 – Spokane Valley News Herald: Monthly meeting dates: Spokane County Library Board meeting
- Jul 9 – Deer Park Tribune: Another city park may get upgrade
- Jul 9 – KREM.com – Little Libraries are lasting trend in Spokane
- Jul 10 – Cheney Free Press: Airway Heights, community library hold health fair
- Jul 11 – Spokane Valley News Herald: Monthly meeting dates: Spokane County Library Board meeting
- Jul 11 – Spokane Valley News Herald: Regionally: SCLD streaming services
- Jul 12 – Valley Council wrestles with stricter marijuana regulations
- Jul 13 – The Spokesman Review: Literary Calendar: Spokane Valley Library Book Club
- Jul 17 – Cheney Free Press: What's Happening on the West Plains: various library events including Play and Learn Storytimes, "The Every Day Scientist," "Science of the Swing," "Cybercrime: Mysteries and Suspense," Friends of the Airway Heights Library Book Sale, Let's Move Airway Heights, "Discovering Dinosaurs," Windbreakers Running Club, "Brew Your Own Beer," and "Frankentoys."
- Jul 22 – Spokesman.com: In brief: Library district seeks public input
- Jul 24 – Spokesman.com: Applicants sought for two county positions
- Jul 24 – Cheney Free Press: Letters: Thank you from Cheney Library
- Jul 25 – Spokane Valley News Herald: SCLD streaming services now available on Web
- Jul 27 – Spokesman.com: Literary Calendar: Deer Park Library Book Club

#### **Estimated media value:**

Approximate media value for SCLD in the news: \$950

\*Not included in estimate

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

#### Social Media:

- Facebook: # of fans: 2,121
- Twitter: # of followers: 929
- Pinterest: followers: 947

SCLD blogs were viewed 3,092 times in July, up from 967 times in June.

- Jul 1 – Sweet Without the Heat
- Jul 2 – Ready, Set, Kindergarten!
- Jul 3 – Should You Count Your Calories?
- Jul 8 – Library Hack: eBooks and Audiobooks
- Jul 9 – Best.Massage.Ever.
- Jul 10 – Toaster: Free to a Good Home
- Jul 11 – Libraries Transforming Communities
- Jul 14 – From the Director...
- Jul 15 – Liquid Lit: Booze and Book Pairings
- Jul 16 – Try Tri Again
- Jul 17 – What to do With an English Major
- Jul 22 – Kid-Friendly Greenbluff
- Jul 22 – Are You Our New Trustee?
- Jul 23 – Sci Fi Summer
- Jul 24 – The Search for Rejuvenation
- Jul 24 – Cheney Program Rescheduled
- Jul 28 – Set the Standard
- Jul 29 – Living in a Screen Saver: Learning to Love Hiking With My Dog
- Jul 30 – Mixed Tape: Your Summer Soundtrack
- Jul 31 – Home Sweet Home

Email: 66,884 sent on July 15, 2014

- Open rate: 23.1% (15,384)
- Clicked: 2,875 (4.3% click rate)
- Unsubscribed: 234

Friends of the Library Book Sales

- Cheney – Wed, Jul 9 – sent to 3,959
- Deer Park – Sun, Jul 6 – sent to 3,350

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

- Jul 1 - AH Friends of Library Booksale: 4th of July Sale
- Jul 9 - Adventure Pass
- Jul 9 - July Newsletter
- Jul 11 - FoL\_Booksale\_CH\_July
- Jul 11 - FoL\_Booksales\_DP\_spring through fall
- Jul 15 - AH Book Club\_Sep 2nd
- Jul 15 - FoL\_Meeting\_AH\_Aug12

- Jul 18 - CIP update / progress report
- Jul 18 - Early Achievers Institute
- Jul 19 - Let's Move: Airway Heights\_July19
- Jul 22 - Hours sign at MP
- Jul 22 - Name tent for Board of Trustee meetings
- Jul 23 - Centennial Trail Programs
- Jul 25 - Settlers Parade & Celebration
- Jul 28 - Icon for Google map
- Jul 31 - Large print archive image

### **Reprints of previously created work & order fulfillment**

- Jul 3 - Materials Order - Pencils/Pens for AH
- Jul 15 - Materials Order – Brochures for B/O
- Jul 21 - Materials Order - Pencils/Pens for Admin
- Jul 22 - Materials Order - Flyers for B/O
- Jul 22 - Materials Order - Pencils/Pens for NS
- Jul 22 - Materials Order - Pencils/Pens for FF
- Jul 23 - Materials Order - Thumb Drives for AR
- Jul 29 - Materials Order - Letterhead for B/O
- Jul 29 - Thumb drive request for CH
- Jul 30 - Materials Order – Flyers for AH
- Jul 30 - Materials Order - Pencils/Pens for SV
- Jul 31 - Materials Order - Pencils/Pens for MP

### **Community Involvement**

- Jul 22 – Board of County Commissioners presentation

### **Current & Upcoming Projects**

- Aug 1 - SV Book Club, 9/2014-5/2015
- Aug 1 - Storytime Programs
- Aug 1 - NS Tween Club
- Aug 1 - SV Tween Club
- Aug 1 - Valleyfest Ad
- Aug 4 - New Trustee Collateral Materials
- Aug 4 - New Tags (Templates) for Bookbags
- Aug 4 - Materials Order - Business Cards
- Aug 5 - Create
- Aug 5 - DSHS Mobile CSO Visits



- Aug 8 - Overdrive Kids/Teen eReading Rooms
- Aug 8 - North Spokane Book Club
- Aug 10 - Business Library Cards
- Aug 12 - August Newsletter
- Aug 12 - Materials Order - Business Cards
- Aug 15 - Claudia Hagen – Author
- Aug 16 - Unity in the Community
- Aug 18 - Large Print Fall Booklist
- Aug 18 - College Admission & Testing\_Aug18
- Aug 21 - Sequential Reaction: A History of the American Comic Book\_Sept10
- Aug 22 - We "heart" Deer Park event
- Aug 25 - New business digital resources
- Aug 25 - SCLD-to-go digital signage
- Aug 27 - My Library, My Card info piece
- Aug 27 - Called Again with Jennifer Pharr Davis\_Aug28
- Aug 28 - Fol\_Booksale\_DP\_monthly
- Aug 28 - Spokesman Short Story Series
- Aug 29 - Family Construction Zone Part 1
- Aug 29 - Materials Order – Nameplates for Admin
- Aug 31 - Summer Reading\_adults
- Aug 31 - Summer Reading\_Kids
- Sep 1 - Kids Explore and Discover Club
- Sep 4 - Meet the Authors of "Letters from Brackham Wood"
- Sep 8 - Fol\_Meeting\_NS\_Sep29
- Sep 15 - Flannel board Workshop
- Sep 16 - FoL\_Booksale\_NS\_Oct17
- Sep 16 - September Newsletter
- Sep 18 - SE Spokane County Fair
- Sep 19 - Valleyfest
- Sep 25 - Toddler Book Bag template –update

**Upcoming events:**

Oct 16 – Spokane Is Reading: Swamplandia! by Karen Russell  
 Spokane Valley Event Center - 1pm  
 The Bing Crosby Theatre - 7pm  
 Both events are free admission

Spokane County Library District		
Balance Sheet - (Cash Basis)		
July 31, 2014		
		8/11/2014 13:13
<b>ASSETS</b>		
CASH		\$ 3,876,277.10
<b>TOTAL ASSETS</b>		<b>\$ 3,876,277</b>
CURRENT LIABILITIES		\$ 5,951
<b>TOTAL LIABILITIES</b>		<b>\$ 5,951</b>
<b>FUND BALANCES</b>		
ASSIGNED FOR DEER PARK LIBRARY PROGRAM		\$ 6,144
ASSIGNED FOR DIANE ZAHAND MEMORIAL FUND		8,126
UNASSIGNED FUND BALANCES		3,856,056
<b>TOTAL FUND BALANCES</b>		<b>\$ 3,870,326</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>		<b>\$ 3,876,277</b>
<b>CONSTRUCTION FUND CASH BALANCE -- 7/31/2014</b>		<b>\$ 896,752</b>

**Spokane County Library District  
Summary of Revenues & Expenses - (Cash Basis)  
For the Seven Months Ended July 31, 2014**

8/11/2014 13:15

	<b>Y-T-D Actual</b>	<b>Annual Budget</b>	<b>Percent Used</b>	<b>Balance Remaining</b>
<b>REVENUES</b>				
PROPERTY TAXES	\$ 5,781,625	\$ 10,359,702	55.81%	\$ 4,578,077
CITIES, SERVICES & FEES	356,552	661,465	53.90%	304,913
MISCELLANEOUS	137,957	207,527	66.48%	69,570
OTHER RECEIPTS	6,377	0	0.00%	(6,377)
INTEREST REVENUES	14,125	24,000	58.85%	9,875
<b>TOTAL REVENUES</b>	<b>\$ 6,296,635</b>	<b>\$ 11,252,694</b>	<b>55.96%</b>	<b>\$ 4,956,059</b>
TRANSFERS IN	\$ -	\$ -	0.00%	\$ -
<b>TOTAL REVENUES &amp; TRANSFERS IN</b>	<b>\$ 6,296,635.49</b>	<b>\$ 11,252,694</b>	<b>55.96%</b>	<b>\$ 4,956,059</b>
<b>EXPENSES</b>				
SALARIES	\$ 3,402,334	\$ 5,918,610	57.49%	\$ 2,516,276
FRINGE BENEFITS	1,023,630	1,667,103	61.40%	643,473
SUPPLIES	181,033	495,965	36.50%	314,932
SERVICES	1,042,232	1,676,388	62.17%	634,156
CAPITAL EXPENDITURES	0	40,000	0.00%	40,000
LIBRARY MATERIALS	888,965	1,413,046	62.91%	524,081
OTHER EXPENDITURES	13,134	0	0.00%	(13,134)
INTEREST EXPENSE	0	500	0.00%	500
OPERATIONAL CONTINGENCIES	0	40,000	0.00%	40,000
<b>TOTAL EXPENSES</b>	<b>\$ 6,551,328</b>	<b>\$ 11,251,612</b>	<b>58.23%</b>	<b>\$ 4,700,284</b>
TRANSFERS OUT	\$ -	\$ -	0.00%	\$ -
<b>TOTAL EXPENSES &amp; TRANSFERS OUT</b>	<b>\$ 6,551,328</b>	<b>\$ 11,251,612</b>	<b>58.23%</b>	<b>\$ 4,700,284</b>
<b>Net Excess of Revenues Over/(Under) Expenses</b>	<b>\$ (254,692)</b>	<b>\$ 1,082</b>		<b>\$ 255,774</b>

## **Spotlight Fairfield Library**

Library Supervisor Kathy Allen and Community Librarian Cindy Ulrey will share highlights of Fairfield Library and the community it serves.

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

## **OVERVIEW DEPARTMENT OF RETIREMENT SYSTEMS**

Chief Human Resources Officer Paul Eichenberg will provide an overview of the Department of Retirement Systems for Washington state.

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