

**MISSION**

We inspire learning, advance knowledge, and connect communities.

**Board of Trustees Regular Meeting**

September 16, 2014 4:00 p.m. Medical Lake Library Public Meeting Room

**AGENDA**

- I. CALL TO ORDER**
- II. AGENDA APPROVAL [4:00]**
- III. ACTION ITEMS**
  - A. Approval of August 19, Regular Meeting, and September 4, Special Meeting Minutes [4:00-4:03]
  - B. Approval of August 2014 Payment Vouchers [4:03-4:05]
  - C. Unfinished Business [4:05-4:10]
    1. Libraries Transforming Communities Project Update
  - D. New Business [4:10-4:45]
    1. Welcome Incoming Trustee
    2. The Friends of the Spokane County Library District and the Spokane County Library District Inter-local Agreement: Approval Recommendation.
    3. Friends of the Library Policy: Approval Recommendation.
    4. Financial Management Policy: Approval Recommendation.
    5. Fixed Assets Policy: Approval Recommendation.
    6. Social Media Policy: Approval Recommendation.
    7. Member Privileges and Responsibilities Policies: Approval Recommendation.
    8. Food for Fines 2015: Approval Recommendation.
    9. "Buy it Now" Options Informational Presentation
- IV. DISCUSSION ITEMS, POSSIBLE ACTION [4:45-4:50]**
  - A. Future Board Meeting Agenda Items
- V. REPORTS**
  - A. Trustees [4:50-4:55]
  - B. Executive Director [4:55-5:00]
    - Administrative
    - Community Activities
  - C. Public Services [5:00-5:05]
  - D. Communication [5:05-5:10]
  - E. Fiscal [5:10-5:15]
  - F. Spotlight – Medical Lake Library [5:15-5:25]
  - G. Overview – Explore & Discover [5:25-5:45]
- VI. PUBLIC COMMENT**
- VII. ADJOURNMENT**

[Estimated meeting length: One hour and 45 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. 09/16/14***

**SPOKANE COUNTY LIBRARY DISTRICT**  
**BOARD OF TRUSTEES MEETING MINUTES: AUGUST 19, 2014**

---

**CALL TO ORDER**

The regular monthly meeting of the Spokane County Library District Board of Trustees was held Tuesday, August 19, 2014, in the public meeting room at Fairfield Library, 305 E. Main St., Fairfield, WA. Chair Tim Hattenburg called the meeting to order at 4:06 p.m. and welcomed those in attendance.

**PRESENT:**

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

**EXCUSED:**

None.

Also Present: Kathy Allen, Library Supervisor; Paul Eichenberg, Chief Human Resources Officer; De Griffith, Desktop Administrator; Danielle Milton, Public Services Specialist; Patrick Roewe, Deputy Director, Library Services; Bill Sargent, Chief Financial Officer; Andrea Sharps, Deputy Director, Collection Services; Doug Stumbough, Deputy Director, Library Operations; Cindy Ulrey, Librarian; 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 JULY 15, 2014, REGULAR MEETING MINUTES**

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

**APPROVAL OF JULY 2014 BILL PAYMENT VOUCHERS**

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

Fund

L01	Voucher numbers: 46421 through 46606 and W00190-W00194 totaling	\$ 580,911.56
	Payroll numbers: 07102014PR and 07252014PR totaling	\$ 353,530.90
	Total	\$ 934,442.46

There were no questions.

The motion was unanimously approved.

## UNFINISHED BUSINESS

LIBRARIES TRANSFORMING COMMUNITIES PROJECT UPDATE. In response to Chair Hattenburg's question about community conversations, Mr. Roewe reported meetings with Rotary and other community groups are lining up for fall. Ms. Ledeboer noted this as an exciting time to connect with residents about future aspirations for their communities. There was no further discussion.

## NEW BUSINESS

BUDGET 2014 MID-YEAR REVIEW (RESOLUTION 14-04). Mr. Johnson moved and Mr. Hattenburg seconded revising the District's final 2014 budget.

### 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.

Chief Financial Officer Bill Sargent said Mid-Year Review revisions reflect the recent conversion to cash basis accounting, which marked a significant change from past District practices. In response to Trustee Craig's question, Mr. Sargent said District finances are on track as anticipated, with nothing unusual to signal. Ms. Ledeboer pointed out property taxes are down \$40,000 from the adopted budget. With this in mind, managers were asked to review budgets and reallocate underspent line items to balance the budget. Mr. Sargent noted the current ending fund balance is the actual figure, based upon the actual ending balance for 2013; whereas the adopted budget was based upon a projected ending fund balance.

There were no further questions.

The motion was 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. Mr. Hattenburg pointed out the Board's annual half-day retreat was rescheduled to Tuesday evening, September 30, at Moran Prairie Library, and Staff Training and Development Day, for which Trustees were invited to attend, is scheduled for Friday, September 26, at CenterPlace. In response to Trustee Thompson, Ms. Ledeboer provided an overview of Staff Day, and Mr. Roewe provided background on the keynote speaker, Carlton Sears. Trustees are welcome to join staff for any or all of the day's events.

## 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 before the meeting she heard from Sonia Gustafson, managing librarian of Spokane Valley Library, who reported renovation work on the vehicle damage to the library is finished and well done. Ms. Ledeboer pointed out in her report the complimentary remark from a recipient of the District's Interlibrary Loan program, and suggested an overview be provided to Trustees in 2015. Another notable comment was from a caller to the District who couldn't have been more pleased to have his call answered, and wanted to make a donation to a foundation or Friends of the Library account to express appreciation. Mr. Ledeboer also noted library lobbyist Steve Duncan plans to visit with libraries and legislators in October. Mr. Hattenburg said he was pleased to read about HR Analyst Debbie Rhodes' efforts to build District involvement in the United Way Campaign Pacesetter program, and also reported he and Ms. Ledeboer met with Board of County Commissioners who were impressed with this year's bond issue election results and demonstrated support for us to again seek a bond issue election.

#### PUBLIC SERVICES

Deputy Directors Patrick Roewe and Doug Stumbough provided written reports prior to the meeting for July 2014, with data for customer use measures, programming and library activities. Trustee Craig said he enjoyed the story about the lost keys found in the Coeur d'Alene River, and how because of the member's SCLD library card, were returned to their owner. Ms. Ledeboer pointed out the community Excelerate Success stakeholders, for which Public Services staff join many other key players to help determine how the library can support the various goals of the region to facilitate growth of children from cradle to career. She also noted Airway Heights Library is already planning for its involvement in next year's Let's Move Airway Heights, based upon the success of this year's effort.

#### COMMUNICATION

Communication & Development Officer Jane Baker provided written reports prior to the meeting for July 2014 communication activities. Mr. Hattenburg again noted the tremendous work being done by the Communication Department, led by Ms. Baker. Ms. Ledeboer pointed out a new blog feature offered by Communication, written by staff and guest writers to engage members and raise awareness of upcoming programs and library resources. There was no further discussion.

#### FISCAL

Revenue and Expenditure Statement through July 31, 2014.

<u>Fund 001</u>		
Revenues	\$	6,296,635
Expenditures	\$	6,551,328
Ending Fund Balance	\$	3,876,277
Fund Budget Expended		58.23%

Mr. Sargent had no further additions to his monthly reports. Ms. Ledebouer noted how cash basis accounting provides a better picture of month by month operations. There was no further discussion.

### **SPOTLIGHT FAIRFIELD LIBRARY**

Library Supervisor Kathy Allen and Community Librarian Cindy Ulrey reported on Fairfield Library, its history and the community it serves. Ms. Ulrey opened the presentation and introduced Ms. Allen. Coincidentally, both are new to their current positions and have worked with SCLD for 18 years. Fairfield has a long history of supporting its library. It is the first town to contract with the District, and build its own library. In 1999, the original building was remodeled and gained 650 sq. ft. to become the Fairfield Library serving Southeast Spokane County today. The library is open three days a week for a total of 26 hours a week; DVDs and books-to-go are the most popular items for library members, which are about a third of the local population.

To Develop Young Learners, the first goal and area of focus of the Community Impact Plan, there are weekly Storytimes, and outreach Storytime visits to two preschool classrooms at Freeman Early Learning Center. Interactive Discovery stations include an early literacy station, flannelboard, puzzle table, and Love Talk Play activity bins that feature ever-changing popular activities like pom-pom sorting and pipe cleaner weaving. The second area of focus, Explore and Discover, aims to provide members with resources they need to explore their interests and share knowledge with others. Ms. Ulrey described several programs and events offered thus far this year, with one of the favorites held at Freeman High School where new teen titles were shared with 75+ middle- and high-school students for almost three hours, for the fifth year in a row. The Lego Build Day held in March had 72 builders digging through 20 boxes of Legos to find the perfect pieces for their creations that remained on display in the library, and were proudly pointed out to staff at each member's successive visit. Ms. Ulrey noted Summer Reading attendance has been a bit hit and miss this year; thus, the program schedule was changed to better draw area youth and not conflict with the Community Center's free meal program across the street. Summer road construction surrounding the library has also impacted presenters and attendees getting to and from the library. Even so, there have been some great audiences; the Taiko Drummer performance brought such a large audience it was moved to the back half of the library and entertained everyone in the building. Ms. Ulrey credited the Town of Fairfield's diligence toward promoting library programs via its Facebook page and by word of mouth at community lunches. To support Job Seekers and Local Businesses, the third focus area, exams are proctored and meeting rooms are available for free. Area residents were also able to visit the DSHS Community Services Mobile Office to seek assistance, where staff Navigator Aileen Luppert was also on hand to help residents sign up for health care insurance. Fairfield Library staff is also excited to partner with several area businesses to apply for a Smart Investing grant application with intent to bring financial workshops to the area. In support of the fourth focus area, Connect Communities, Friends of Fairfield Library has an ongoing book sale in the lobby. Friends President Berenice Emehiser, drawing on her years as a science educator, has personally created and makes available science activity kits featuring her favorite experiments. Flag Day is highly celebrated in Fairfield, and staff joins the Parade and festivities. Many other programs support this function, from bringing in experts for programs, to parents talking with one another at Storytimes and family programs; to working with tweens,

teens and adults volunteers at Thursday Night Thing; to serving on the North Palouse Chamber of Commerce. Fairfield staff is enjoying its community events feature on the District website and hopes it will help keep residents in touch with each other and the library.

Ms. Ulrey shared CommunityConnect demographic data for area, which helped identify interests and develop trends for programming and community and business partnerships. Fairfield city proper has just over 600 residents, with fewer than 100 who are under 18 years old. There are two population segments, one that includes everywhere but Rockford, and the other is Rockford. The upcoming Create series is a step toward meeting programming DIY interests of this region.

In response to Ms. Ledeboer, Ms. Ulrey said mostly because of broadband, most community residents do not have effective Internet reception at home. Even so, use of library computers has dropped, likely because of smart phones.

Ms. Ulrey continued by sharing plans for Fairfield Library's innovation project for 2015, which will emphasize and promote local businesses. In response to Trustee Craig's question about the soon to be released Business Only cards, Ms. Ulrey said the cards will work similarly to cards for students and provide quick access to library resources and databases. Ms. Ledeboer suggested keeping the local Fire Department in mind for reading materials, and audio materials for those many commuters, including those riding combines. Trustees expressed appreciation for the informative report. There was no further discussion.

## **OVERVIEW WASHINGTON STATE DEPT. OF RETIREMENT SERVICES**

Chief Human Resources Officer Paul Eichenberg provided an overview of Department of Retirement Services for Washington State. Public Employees Retirement System (PERS) was established by the state Legislature in 1947, with SCLD as a member since January 1, 1959. The Department of Retirement Systems (DRS) was created in 1976 to administer the various retirement systems that existed at the time. Currently, DRS manage eight separate retirement systems, PERS being the largest with 700,000 members statewide at a cost of four billion dollars per year. Mr. Eichenberg supplemented his presentation with a handout distributed to Trustees, with details about separate PERS plans, I, II and III, employee eligibility and numbers of staff enrolled in each plan, one, 110, and 23, respectively, and percentage criteria for retirement plan contributions. PERS plans I and II are defined benefit plans, while PERS III is a combined defined contribution and defined benefit plan. Mr. Eichenberg also reviewed benefit formulas of the plans and how service credit months are calculated and paid out. He noted contribution rates are increasing along with average life spans that need to be funded. Therefore, the Pension Funding Council that establishes employer contribution rates has recommended increased costs to be phased in over time, yet the District has already budgeted for an increase in anticipation of the Legislature's decision. Currently, benefits are available for early retirement before age 65, yet a future mandate could change this. There were two bills in the legislature last year to force employees into a defined contribution plan. In response to Ms. Ledeboer, Mr. Eichenberg said approximately 40 staff are not benefits-eligible. Staff enrolled in PERS II are vested at five years; those in PERS III at 10 years. Survivor benefits are available as well. In response to Trustee Craig, Mr. Eichenberg said few staff forfeits their opportunity for vesting by leaving the District before five years of

employment. However, at this time the state system doesn't require an unvested person to withdraw his/her contributions. Contributions continue to earn interest or can be rolled into another system, or reactivated by re-employment. There was no further discussion.

**PUBLIC COMMENT**

There were no public comments.

**ADJOURNMENT**

The meeting adjourned at 5:21 p.m.

---

Tim Hattenburg, Chair

---

Nancy Ledeboer, Secretary of the Board of Trustees

**SPOKANE COUNTY LIBRARY DISTRICT**  
**BOARD OF TRUSTEES SPECIAL MEETING MINUTES: September 4, 2014**

---

**CALL TO ORDER**

A special meeting of the Spokane County Library District Board of Trustees was held Thursday, September 4, 2014, at the Argonne Library Public Meeting Room, 4322 N. Argonne Road, Spokane, WA, to conduct interviews for the Board of Trustees' position vacancy. The meeting convened at 5:08 p.m. by Chair Tim Hattenburg.

**PRESENT:** Tim Hattenburg                   - Chair  
              Mark Johnson                 - Vice Chair  
              John Craig                    - Trustee  
              Kristin Thompson         - Trustee

Also present: None.

**SPECIAL MEETING – Trustee Applicant Interviews**

Interviews were conducted of the two candidates interested in the position vacancy to replace Daniel Davis and fulfill the remaining months of his first five-year term, ending December 31, 2014.

Following interviews and discussion among Trustees, Mr. Hattenburg moved that Sonja Carlson be recommended to the Board of County Commissioners for appointment to the SCLD Board of Trustees. Ms. Carlson was recommended because of her professional administrative background, conflict resolution experience, awareness of library programs, and dynamic speaking skills. Vice Chair Mark Johnson seconded the motion.

The motion was unanimously approved.

**ADJOURNMENT**

Mr. Hattenburg adjourned the meeting at 6:10 p.m.

---

Tim Hattenburg, Chair

---

Nancy Ledeboer, Secretary of the Board of Trustees



**PAYMENT VOUCHER APPROVAL**

Pursuant to RCW 42.24.180 and Spokane County Library District Resolution # 94-03, we, the undersigned, do hereby certify that the merchandise and services hereinafter specified have been received as of August 30, 2014 and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$868,443.14 and that we are authorized to authenticate and certify these claims.

DATE: September 1, 2014

SIGNED W. H. Sawyer

TITLE: Chief Financial Officer

SIGNED Nancy Sullivan

TITLE: Executive Director

VOUCHER NUMBER	DESCRIPTION	VOUCHER AMOUNT
046607	THE ACTIVE NETWORK, INC. SOFTWARE SUPPORT	\$ 15,285.94
046608	ARC ELECTRIC BUILDING REPAIR & MAINTENANCE	426.23
046609	ASSOC OF WASHINGTON CITIES MEDICAL, DENTAL, VISION AND LIFE II	62,850.74
046610	ASSOC OF WASHINGTON CITIES LIFE INSURANCE	998.20
046611	AVISTA UTILITIES UTILITIES	2,899.51
046612	BUDGET-RENT-A-CAR CAR RENTAL	462.58
046613	CONSOLIDATED ELECTRICAL DIST. BUILDING REPAIR & MAINTENANCE	42.91
046614	CENTURYLINK TELEPHONE	81.82
046615	CENTURYLINK TELEPHONE	42.68
046616	CENTURYLINK TELEPHONE	42.48
046617	CENTURYLINK DATA COMMUNICATIONS	144.89
046618	CENTURYLINK TELEPHONE	92.57
046619	CITY OF SPOKANE UTILITIES	846.88
046620	CITY OF AIRWAY HEIGHTS UTILITIES	468.63
046621	CITY OF CHENEY UTILITIES	844.23
046622	CITY OF DEER PARK UTILITIES	165.25
046623	CITY OF MEDICAL LAKE UTILITIES	156.82
046624	CAPITAL ONE NAT'L ASSOC OFFICE/LIBRARY SUPPLIES	53.74
046625	DEMCO, INC. OFFICE/LIBRARY SUPPLIES	802.44
046626	DIVCO INCORPORATED BUILDING REPAIR & MAINTENANCE	4,073.80
046627	DEER PARK GOLF CLUB LIBRARY PROGRAMS	240.00
046628	EMPIRE DISPOSAL INC. UTILITIES	18.81
046629	FRONTIER COMMUNICATION TELEPHONE	110.07
046630	FRONTIER COMMUNICATION DATA COMMUNICATIONS	405.00
046631	GREATAMERICA FINANCIAL SVCS. POSTAGE METER LEASE	159.95
046632	GALE/CENAGE LEARNING LIBRARY MATERIALS	138.22
046633	GREENLEAF LANDSCAPING, INC. GROUNDS MAINTENANCE	2,971.31
046634	INGRAM DISTRIBUTION GROUP, INC LIBRARY MATERIALS	7,781.01
046635	PERIDOT PUBLISHING LLC LIBRARY MATERIALS	297.50
046636	MIDWEST TAPE LIBRARY MATERIALS	4,778.98
046637	TODD MILNE LIBRARY PROGRAMS	2,400.00
046638	MODERN ELECTRIC WATER COMPANY UTILITIES	2,100.54

046639	OVERDRIVE, INC.	LIBRARY MATERIALS	5,749.74
046640	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	1,065.94
046641	QWEST CORPORATION	DATA COMMUNICATIONS	2,071.38
046642	RECORDED BOOKS, LLC	LIBRARY MATERIALS	90.44
046643	SPOKESMAN REVIEW	ADVERTISING	775.72
046644	SPOKANE CO. WATER DISTRICT #3	UTILITIES	14.25
046645	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	109.68
046646	U.S. BANK	H S A ACCOUNT FEES	81.00
046647	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	603.56
046648	WASTE MANAGEMENT OF SPOKANE	UTILITIES	1,113.00
046649	CHARLIE WILLIAMS	LIBRARY MATERIALS	3,900.00
046650	VANTAGEPOINT TRNSFR AGENTS-457	EMPLOYEE CONTRIBUTIONS	7,134.92
046651	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	34,942.12
046652	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	432.35
046653	A.M. BEST COMPANY, INC.	LIBRARY MATERIALS	186.15
046654	CDW GOVERNMENT, INC.	D.P. HARDWARE & SOFTWARE	173.92
046655	CENTURYLINK	TELEPHONE	92.29
046656	CENTURYLINK	DATA COMMUNICATIONS	1,999.20
046657	CENTURYLINK	TELEPHONE	88.82
046658	DEVRIES INFORMATION MGMT	COURIER SERVICE	4,860.00
046659	DINGUS,ZARECOR & ASSOC PLLC	AUDITING SERVICES	2,730.00
046660	EARTHWORKS RECYCLING,INC	UTILITIES	140.00
046661	FAUCETS 'N STUFF PLUMBING	BUILDING REPAIR & MAINTENANCE	200.55
046662	FINDAWAY WORLD, LLC	LIBRARY MATERIALS	440.15
046663	FRANCOTYP- POSTALIA, INC	POSTAGE METER LEASE	129.20
046664	GAYLORD BROTHERS INC.	OFFICE/LIBRARY SUPPLIES	200.04
046665	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	802.64
046666	H&H BUSINESS SYSTEMS, INC.	EQUIPMENT REPAIR & MAINTENANCE	1,195.81
046667	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	7,575.79
046668	KRUEGER SHEET METAL COMPANY	BUILDING REPAIR & MAINTENANCE	99.94
046669	MIDWEST TAPE	LIBRARY MATERIALS	3,780.98
046670	NEW YORK TIMES	LIBRARY MATERIALS	68.80
046671	OVERDRIVE, INC.	LIBRARY MATERIALS	2,870.88
046672	PAINE, HAMBLN, LLP	LEGAL SERVICES	200.00
046673	PRESSWORKS	PRINTING	264.14
046674	RECORDED BOOKS, LLC	LIBRARY MATERIALS	2,980.17
046675	JANELLE KRUM, CUSTODIAN	REIMBURSE PETTY CASH FUND	34.39
046676	SPOKANE COUNTY LIBRARY DIST	REIMBURSE REVOLVING FUND	296.20
046677	SPOKANE COUNTY UTILITIES	UTILITIES	443.41
046678	VERIZON WIRELESS	TELEPHONE	276.96
046679	WHITWORTH WATER DISTRICT #2	UTILITIES	241.52
046680	ABM JANITORIAL SERVICES - NW	CUSTODIAL SERVICES	11,826.38
046681	A.M. BEST COMPANY, INC.	LIBRARY MATERIALS	372.30
046682	AVISTA UTILITIES	UTILITIES	598.48
046683	BAKER CONSTRUCTION & DEVELOPMT	BUILDING REPAIR & MAINTENANCE	12,154.70
046684	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	15.35
046685	BEST NAME BADGES	OFFICE/LIBRARY SUPPLIES	272.50
046686	BIBLIOTHECA ITG	EQUIPMENT REPAIR & MAINTENANCE	2,093.63
046687	BLACKSTONE AUDIO BOOKS	LIBRARY MATERIALS	12.72
046688	CALL REALTY, INC.	BUILDING REPAIR & MAINTENANCE	73.00

046689	CDW GOVERNMENT, INC.	D.P. HARDWARE & SOFTWARE	173.92
046690	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	554.24
046691	CENTURYLINK	TELEPHONE	37.69
046692	CENTURYLINK	TELEPHONE	92.88
046693	CENTURYLINK	TELEPHONE	59.85
046694	CENTURYLINK	TELEPHONE	133.48
046695	CENTURYLINK	DATA COMMUNICATIONS	9,219.04
046696	FINDAWAY WORLD, LLC	LIBRARY MATERIALS	163.02
046697	GALE/CENAGE LEARNING	LIBRARY MATERIALS	1,012.29
046698	GREENLEAF LANDSCAPING, INC.	GROUPS MAINTENANCE	476.13
046699	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	6,692.55
046700	INTEGRA	INTERNET AND TELEPHONE	2,236.41
046701	INTEGRA	DATA COMMUNICATIONS	12,244.60
046702	INLAND POWER AND LIGHT	UTILITIES	1,320.00
046703	ANNA KESTELL	LIBRARY PROGRAMS	43.46
046704	KXLY 4 HD	ADVERTISING	1,000.00
046705	MIDWEST TAPE	LIBRARY MATERIALS	2,948.64
046706	OCLC, INC.	CATALOGING & AUTHORITY SERVICE	3,136.14
046707	OVERDRIVE, INC.	LIBRARY MATERIALS	12,688.00
046708	PERRINE PROPERTIES, LLC	PARKING LOT LEASE	200.00
046709	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	241.97
046710	RESEARCH TECHNOLOGY INT CO	EQUIPMENT REPAIR & MAINTENANCE	620.00
046711	SOLARWINDS, INC.	SOFTWARE SUPPORT	1,199.00
046712	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	103.14
046713	UPS	FREIGHT	18.02
046714	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	658.19
046715	SPOKANE COUNTY	LIBRARY PROGRAMS	100.00
046716	VANTAGEPOINT TRNSFR AGENTS-457	EMPLOYEE CONTRIBUTIONS	7,067.74
046717	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	33,274.70
046718	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	432.35
046719	APPLE COMPUTER, INC.	D.P. HARDWARE & SOFTWARE	1,200.00
046720	AVISTA UTILITIES	UTILITIES	290.47
046721	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	371.06
046722	CAPITAL COMMUNICATIONS, INC	OFFICE/LIBRARY SUPPLIES	391.84
046723	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	26.71
046724	CENTURYLINK	TELEPHONE	42.57
046725	CENTURYLINK	TELEPHONE	45.26
046726	DASHER PRINTING SERVICES, INC	OFFICE/LIBRARY SUPPLIES	1,997.08
046727	JENNIFER PHARR DAVIS	LIBRARY PROGRAMS	450.00
046728	DELL MARKETING L.P.	D.P. HARDWARE & SOFTWARE	66.92
046729	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	1,246.86
046730	DIVCO INCORPORATED	BUILDING REPAIR & MAINTENANCE	2,050.91
046731	DOWN TO EARTH SPRINKLER SERV	GROUPS MAINTENANCE	78.81
046732	FAUCETS 'N STUFF PLUMBING	BUILDING REPAIR & MAINTENANCE	864.16
046733	GALE/CENAGE LEARNING	LIBRARY MATERIALS	557.43
046734	GREATER SPOKANE VALLEY CHAMBER	TRAVEL AND TRAINING	84.00
046735	HAGEL & COMPANY	SOFTWARE SUPPORT	455.88
046736	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	8,577.79
046737	MIDWEST TAPE	OFFICE/LIBRARY SUPPLIES	1,947.81
046738	STEVE NOKES	LIBRARY PROGRAMS	52.98

046739	OTIS ELEVATOR COMPANY	BUILDING REPAIR & MAINTENANCE	1,141.35
046740	OVERDRIVE, INC.	LIBRARY MATERIALS	7,648.71
046741	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	746.47
046742	RECORDED BOOKS, LLC	LIBRARY MATERIALS	1,178.28
046743	SAFE	LIBRARY PROGRAMS	200.00
046744	SPOKANE COUNTY EXTENSION OFFIC	LIBRARY PROGRAMS	100.00
046745	TANTOR MEDIA	LIBRARY MATERIALS	32.98
046746	UNIQUE MANAGEMENT SERVICES	COLLECTION AGENCY NOTICE & FEE	3,617.05
046747	UPS	FREIGHT	10.82
046748	U.S. BANK CORP. PAYMENT SYSTEM	CHARGE CARD PAYMENT	10,569.89
W00195	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	63,624.00
W00196	US BANK	H S A CONTRIBUTIONS	1,666.22
W00197	STATE OF WASHINGTON	MONTHLY EXCISE/SALES TAXES	1,347.28
W00198	US BANK - HEALTH	H S A CONTRIBUTIONS	1,666.22
W00199	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	<u>59,212.67</u>

**Total Non-Payroll General Operating Fund** **\$ 501,766.77**

**PAYROLL VOUCHERS**

08082014PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	\$ 190,455.13
08252014PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	<u>176,221.24</u>

**Total Payroll General Operating Fund** **\$ 366,676.37**

**TOTAL GENERAL OPERATING FUND** **\$ 868,443.14**

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

<u>Card Category</u>		<u>Amount</u>
General Purchases	\$	4,749.15
Maintenance		854.58
Travel		3,343.89
Acquisitions		668.63
Information Technology		953.64
Total Purchases	\$	<u>10,569.89</u>

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

### **Background:**

As part of the Libraries Transforming Communities (LTC) Public Innovators Cohort training, we will report on our progress as we continue to gather public information regarding the aspirations for the communities we serve. The 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).

### **Community Conversations:**

We conducted one community conversation in August with community members from North Spokane. The conversation was attended by three community members, all young men in their early 20s. Generally speaking, aspirational themes from this conversation included a desire to see North Spokane offer cultural and economic opportunities akin to those offered in downtown Spokane.

We also sent out follow-up communication to community members who had participated in the July conversations offering to conduct conversations with their groups. We are looking to schedule any subsequent conversations in the near future.

### **Staff Engagement:**

Aileen, Amber and Patrick conducted the “Turn Outward” exercise at this month’s librarian meeting. The exercise is a self-assessment tool for both individuals and organizations to examine where along the spectrum from internal (institutional) to external (community-facing) they find themselves, with the ultimate intent being that both the individual and the organization take deliberate steps in turning outward to engage their communities directly.

### **Next Steps:**

In the community, we have one Aspirations exercise lined up for September, and at present have leads on three potential Community Conversations.

Internally, we are preparing to do a Community Conversation with the Trustees and Leadership Team at the Board retreat, September 30. Additionally, we’ll be facilitating conversations with the staff at large at Staff Day, and with such a large group, have mobilized a team of 20 librarians to conduct the 10 conversations that day with 10-15 staff each. These conversations will be the first exposure to the LTC work for many staff members.

Additionally, the librarians have been tasked with connecting with groups in their communities that may be receptive to hosting Community Conversations or Aspirations exercises. Additionally, we’re looking to host two community conversations at each location in the next few months to which we can invite participants.

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

## **WELCOME INCOMING TRUSTEE**

### **Background**

On Thursday, September 4, 2014, Board of Trustees conducted interviews of two candidates to replace Daniel Davis and fulfill the remaining months of his first five-year term. A motion by Mr. Hattenburg to recommend Sonja Carlson for appointment to the Board of Trustees was passed unanimously and forwarded to the Board of County Commissioners. Ms. Carlson was recommended because of her professional administrative background, conflict resolution experience, awareness of library programs, and dynamic speaking skills.

Ms. Carlson was appointed by the Board of County Commissioners to serve on the SCLD Board of Trustees, effective September 9, 2014, and ending December 31, 2014.

Recommended Action: No further action is necessary at this time.

---

## **INTER-LOCAL AGREEMENT BETWEEN THE FRIENDS OF THE SPOKANE COUNTY LIBRARY DISTRICT AND THE SPOKANE COUNTY LIBRARY DISTRICT**

### **Background**

In conjunction with the reorganization of the Friends of the Spokane County Library District, an inter-local agreement between the Friends of the Spokane County Library District (Friends) and the Spokane County Library District (District). This agreement is based on a similar agreement from the Pierce County Rural Library District and its Foundation.

This document states the purpose, outlines the expectations, and defines the relationship between the two entities.

The Inter-local Agreement between the Friends of the Spokane County Library District and the Spokane County Library District follows, with suggested revisions marked by underscore and/or strikethrough.

Recommended Action: Board motion to approve an Inter-local Agreement between the Friends of the Spokane County Library District and the Spokane County Library District .



**DRAFT**

**Interlocal Agreement**  
between  
**The Friends of the Spokane County Library District**  
and the  
**Spokane County Library District**

The following will constitute an operating agreement between the Friends Foundation of Spokane County Library District (Friends) and the Spokane County Library District (The District). It will stand until and unless it is modified by mutual agreement of the Friends executive board and Spokane County Library District ~~administration~~ Board of Trustees. The Friends mission is to raise money and public awareness in the community to support the services and programs of The District. As a non-profit, 501(c)(3) organization, however, it is a legally distinct entity and is not a part of The District.

WHEREAS, pursuant to RCW 27.12.210(5), The District's Board of Trustees is authorized to control the finances of The District; and

WHEREAS, pursuant to RCW 27.12.210(6), The District's Board of Trustees is a is authorized to accept gifts of money or property for The District's purposes; and

WHEREAS, pursuant to RCW 27.12.210(10), the District's Board of Trustees is authorized to all acts necessary for the orderly and efficient management and control of The District; and

WHEREAS, the District's Board of Trustees desires to have a Friends organization as a tax-exempt non-profit corporation organized and operated exclusively to receive and administer property for the benefit of The Library District and to make contributions, grants, gifts, bequests, trusts, and property to The District; and

WHEREAS, the Friends are empowered to provide services to The District related to the solicitation of contributions, grants, gifts, bequests, trusts, and property for the benefit of The District and other fundraising activities; and

WHEREAS, the purpose of the Friends is to support the mission of The District; and

WHEREAS, the Friends desire to provide certain financial services for The District as described in this Memo of Understanding in furtherance of its corporate purpose;

NOW, THEREFORE, in consideration of the mutual exchange of services and the other covenants and agreements hereinafter mentioned, the parties hereto covenant and agree as follows:

**A. THE FRIENDS AGREE TO:**

1. Encourage continuous and special philanthropic support, benefactions, and relationships for the benefit of The District.

2. Establish rules, regulations, and procedures for the necessary management of all affairs of the Friends in consonance with the laws and regulations described in section 501(c)(3) of the Internal Revenue Code as now enacted or hereafter amended or supplemented.
3. Accept, hold, administer, invest, and disperse such funds and properties in accordance with its purpose as established within the Friends Articles of Incorporation and Bylaws.
4. Use all assets and earning of the Friends exclusively for District purposes.
5. Engage in and disperse all parts of its funds for any and all lawful activities permitted by the laws and regulations governing tax exempt charitable corporations at the time of dispersal, and which may be necessary or incidental to the furtherance of the purposes of the Friends.
6. Use reasonable portions of its funds and income to pay the administrative expenses of the Friends.
7. Pursuant to RCW 27.12.300, tender immediately to The District all donation and instruments deemed gifts it may receive for which the donor names The District as the recipient. The District administration has the final say in accepting or declining any and all gifts made to The District.
8. Be responsible for and account for, in its own records, all donations and instruments deemed gifts where the donor names the Friends as the recipient.
9. Maintain its stated purposes of existence as set forth herein and in its Articles and Bylaws during the lifetime of the interlocal agreement.
10. Include a member from The District's administration as a non-voting presence at all Friends' meetings and allow room on the agenda for a District report.
11. Provide such other services and undertake such other activities for the benefit of The District as the Friends and The District shall identify from time to time by written addenda to the interlocal agreement.

**B. THE DISTRICT AGREES TO:**

1. Provide professional staff and services to the Friends, consistent with The District's Board-approved budget, including necessary office space, clerical support, utilities, equipment and furniture, consumable office supplies, telephone service, office equipment including but by not limited to photocopiers and facsimile machines, computer hardware, software, productivity tools, network connectivity, printers, and other computer peripherals, ~~all in partial payment for District services as described herein.~~ The District further agrees to maintain proper accounting records of the costs of such services.
2. Establish the value of the aforementioned services, space, and equipment which The District provides to the Friends, not to exceed the total amount of 15% of the Communication & Development Department's annual operating costs. The District, pursuant to its budgeting and fiscal policies, shall review the costs to assure that the amount of services agreed upon is not exceeded. Such reports and information shall be made available to the Friends.

3. The District agrees to include the Friends in the long-term planning process to ensure that the Friends are aware of the goals and direction of The District.

4. The District agrees to share with the Friends, the District's strategic initiatives at the beginning of each fiscal year and discuss with Friends how their resources and support might help forward these initiatives.

5. The District agrees to supply the Friends with a "wishlist" each year that indicates the anticipated needs for Friends' support.

6. The District agrees to provide public space for Friends membership brochures and promotional materials.

7. The District agrees to provide the Friends with space, surplus books, and surplus library materials for sale in each library with proceeds from the donations going to the Friends.

#### C. ANNUAL EVALUATION AND REVIEW

The Friends and The District shall annually identify the specific services that the Friends will provide and the specific activities that the Friends will undertake for the benefit of The District, which shall be described in addenda to the interlocal agreement signed by the parties. The Friends shall provide The District with a written report annually, which shall confirm that it has fully complied with its obligation to expend its best efforts to seek to accrue gifts, grants, donations, endowments for the benefits of The District, and set forth its progress in furtherance of the identified activities and services, and list its other accomplishments for the preceding year. ~~For the purpose~~ Annually, the Friends will share with The District its revenue and expense statements for the preceding year and its end-of-year balance sheet.

#### D. TERM OF INTERLOCAL AGREEMENT

The initial term of this interlocal agreement shall be one year, but such term shall be automatically extended on each anniversary date hereof for an additional one year period unless either party shall have given written notice to the other, at least 30 days prior to the next anniversary date hereof, of its desire not to extend this interlocal agreement.

#### E. MODIFICATION

No alteration or modification of any terms of this interlocal agreement shall be valid unless made in writing and signed by the parties.

#### F. TERMINATION

Notwithstanding the provisions of Term of interlocal agreement, either party may terminate this agreement effective at the end of any District fiscal year, with or without cause, upon 30 days written notice to the other party.

G. ASSIGNMENT

Neither party may assign or transfer this interlocal agreement.

H. GOVERNING LAW AND DISPUTES

This agreement shall be construed and enforced in accordance with, and the validity and performance hereof shall be governed by the laws of the State of Washington. Venue for all litigation arising out of this agreement shall be Spokane County, Washington.

## **FRIENDS OF THE LIBRARY**

### **Background**

The reorganization of the Friends of the Library groups brings all of the groups under one umbrella organization called the Friends of the Spokane County Library District, and the ten separate groups now become chapters under the larger organization.

The Friends of the Library policy has been updated to reflect the District Board of Trustees recognition of this community organization and its purpose of promoting the District in it's entirety and raising funds to support the District's mission and goals. The updated policy also defines the role of the individual chapters.

For comparison, the suggested draft policy is followed by the current existing policy, with suggested revisions marked by underscore and/or strikethrough.

**Recommended Action:** Board motion to approve a revised Friends of the Library Policy.

SPOKANE COUNTY LIBRARY DISTRICT

**DRAFT**

**POLICY: FRIENDS OF THE LIBRARY**

APPROVAL DATE: JULY 20, 1988

REVISION DATE: SEPTEMBER 16, 2014

**Purpose:** Declares recognition of the Friends Foundation of the Spokane County Library District (Friends) as a non-profit community organization that supports and promotes the Spokane County Library District (District).

**Background:**

The Friends' mission is to raise funds and public awareness in the community to support the services and programs of the District. As a non-profit, 501(c)(3) organization, however, it is a legally distinct entity and is not a part of the District.

**POLICY:**

The District Board of Trustees recognizes and endorses the Friends and its chapters as a non-profit community group whose primary purpose is to support the District's mission and the programs and services offered at District libraries.

The District provides official recognition of the Friends as it meets the following criteria: It is registered as a nonprofit corporation with the Washington Secretary of State and maintains its status in good standing. The Friends has tax-exempt status from the Internal Revenue Service (IRS), and maintains this status in good standing. The District assumes no responsibility or liability for the Friends compliance with IRS regulations, or its ability to maintain its tax-exempt status.

The purpose and goals of the Friends (and its affiliate chapters) are to promote interest in the District in its entirety; support and promote awareness of the District's mission, goals, services, and resources; foster public support for the development of the District and raise funds so it may continue to serve the needs and interests of the community.

Each community library may receive additional support from its respective Friends affiliate chapter. A Friends chapter consists of volunteers who organize to raise funds that supplement the programs and services offered at a community library, raise awareness within that community, and may also support District initiatives. As a Friends chapter, donations made to a chapter are considered tax deductible.

Membership in the Friends is open to all residents of the community, and residents may choose a(n) affiliated chapter(s). General membership meetings are open to the public and shall be held in a location large enough to accommodate the paid membership. Chapter meetings shall also be open to the public and attended by the Library Supervisor and/or Managing Librarian or their delegate.

The District encourages the Friends and its affiliate chapters to sponsor programs and activities and raise funds for library support. Specific activities, including purchases such as library materials, furniture, and equipment, must have prior approval or be done at the request of the District.

The District will support activities of the Friends in accordance with the Inter-local agreement between the organizations. To foster communication and collaboration, the Executive Director, Chair of the Board of Trustees, and Development Director (or their designees) serve as ex-officio members of the Friends Executive Committee. District staff members and/or Trustees shall not hold elected offices with the Friends or its chapters to avoid conflict of interest.

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

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

SPOKANE COUNTY LIBRARY DISTRICT

**CURRENT POLICY**

**POLICY: FRIENDS OF THE LIBRARY**

APPROVAL DATE: JULY 20, 1988

REVISION DATE: ~~AUGUST 20, 2013~~ SEPTEMBER 16, 2014

**Purpose:** Declares recognition of the Friends Foundation of the Spokane County Library District (Friends) as a non-profit community organization that supports and promotes the Spokane County Library District (District).

**Background:**

The Friends' ~~of the Spokane County Library District's~~ mission is to raise ~~money~~ funds and public awareness in the community to support the services and programs of ~~tThe~~ District. As a non-profit, 501(c)(3) organization, however, it is a legally distinct entity and is not a part of ~~tThe~~ District.

**POLICY:**

The District Board of Trustees recognizes and endorses the Friends ~~of the Spokane County Library District~~ and its chapters as a non-profit community group whose primary purpose is to support the District's mission and the programs and services offered at District libraries.

The District provides official recognition of the Friends ~~Foundation~~ as it meets the following criteria: It is registered as a nonprofit corporation with the Washington Secretary of State and maintains its status in good standing. The Friends ~~Foundation~~ has tax-exempt status from the Internal Revenue Service (IRS), and maintains this status in good standing. The District assumes no responsibility or liability for the Friends ~~Foundation~~ compliance with IRS regulations, or its ability to maintain its ~~with our~~ without tax-exempt status.

The purpose and goals of the Friends (and its affiliate chapters) ~~group will be~~ are to promote interest in the ~~Library District~~ in its entirety; support and promote awareness of the District's mission, goals, services, and resources; foster public support for the development of the District and raise funds so it may continue to serve the needs and interests of the community.

Each ~~individual~~ community library may receive additional support from its respective ~~chapter of Friends~~ Friends affiliate chapter. A Friends chapter consists of volunteers who organize to raise funds that supplement the programs and services offered at a community library, raise awareness within that community, and may also support District initiatives. As a Friends chapter, donations made to a chapter are considered tax deductible. ~~or a library chapter may choose to provide support for the District overall.~~

Membership in the Friends is open to all residents of the community, and residents may choose a(n) affiliated chapter(s). General membership meetings are open to the public and shall be held in a location large enough to accommodate the paid membership.



Chapter meetings shall also be open to the public and attended by the Library Supervisor, and/or Managing Librarian or their delegate. ~~These meetings shall take place at the library.~~

The District encourages the Friends and its affiliate chapters to sponsor programs and activities and raise funds for library support. Specific activities, including purchases such as library materials, furniture, and equipment, must have prior approval or be done at the request of the District.

The District will support activities of the Friends in accordance with the Inter-local agreement between the organizations. ~~The~~ To foster communication and collaboration, the Executive Director, Chair of the Board of Trustees, and Development Director (or their designees) serve as ex-officio members of the Friends Executive Committee. District staff members and/or Trustees shall not ~~serve as~~ hold elected offices ~~on a~~ with the Friends group or its chapters to avoid conflict of interest.

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

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

## **FINANCIAL MANAGEMENT**

### **Background**

The Financial Management policy outlines the significant actions that must be taken by the Board of Trustees to adopt an annual budget. It also provides guidance regarding how the annual budget shall be developed and implemented. The policy has been revised to reflect the District's conversion to Cash Basis accounting. Accordingly, all terminology related to the Modified Accrual Basis of accounting has been deleted from the policy.

The Tax Anticipation Notes (TANS) and Inter-Fund Loans are two fiscal funding tools that have been retained in the policy to facilitate their use in the event of future adverse economic events.

For comparison, the suggested draft policy is followed by the current existing policy, with suggested revisions marked by underscore and/or strikethrough.

**Recommended Action:** Board motion to approve a revised Financial Management Policy.

SPOKANE COUNTY LIBRARY DISTRICT

**DRAFT**

**POLICY: FINANCIAL MANAGEMENT**

APPROVAL DATE: NOVEMBER 21, 2000

REVISION DATE: SEPTEMBER 16, 2014

PREVIOUS POLICY TITLE: Fund Balance Management

RELATED POLICY

Purchasing

STATUTORY REFERENCES: RCW 27.23.320 (5) and (10), 84.52.020, 84.55.120, 27.12.050, 84.55.020

**Purpose:**

The Spokane County Library District Board of Trustees, pursuant to RCW 27.12.210 has exclusive control of its finances and may conduct acts necessary for the orderly and efficient management and control of the library.

The District will comply with all statutory budget, property tax and financial reporting requirements and due dates established by both Washington State and Spokane County.

**Required Board of Trustee Actions**

October

The Board of Trustees conducts a public hearing on Library District revenue sources as required by State Law (RCW 84.55.120).

November

The Board of Trustees reviews and adopts:

- 1) Memberships in Organizations, per District Policy.
- 2) A Resolution authorizing property tax levy increases as required by State Law (RCW 84.55.120), shall be transmitted to the County Assessor. [Note: This is necessary for any increase in total property taxes levied, even if within the IPD limit factor.]
- 3) A Resolution establishing a levy limit factor for property taxes as required by State Law (RCW 84.52.0101), shall be transmitted to the County Assessor. [Note: Necessary only if the Board wants to exceed the property tax limit factor].
- 4) A Resolution certifying any excess levy for G.O. bond redemption as required by State Law (RCW 84.52.056), shall be transmitted to the Clerk of the Board of County Commissioners and Spokane County Assessor.
- 5) A Resolution adopting a preliminary budget as required by State Law (RCW 27.12.050), shall be transmitted to the Clerk of the Board of County Commissioners. [Note: This provides justification for the levies to be requested].

6) A Resolution certifying the estimated property tax levy as required by State Law (RCW 27.12.05 & RCW 84.52.020), shall be transmitted to the Clerk of the Board of County Commissioners and the County Assessor.

December

The Board of Trustees reviews and approves:

- 1) A Resolution adopting the final budget as required by State Law (RCW 27.12.050) shall be transmitted to the Board of County Commissioners.
- 2) A Resolution approving the sale of Tax Anticipation Notes (TANS) for the upcoming budget year, if the projected fund balances are insufficient to provide sufficient cash flow for District operations.

## **Financial Management Requirements**

**The District's General Operating Fund and Capital Projects Fund shall be managed as follows:**

**General Operating Fund** - This fund is used to carry out the District's normal operations and maintenance activities.

### Fund Balance Allocations

Fund balance allocations for Assigned funds shall include, but not be limited to, those required to meet accounting requirements and a contingency reserve.

### Minimum Unassigned Fund Balance

The minimum unassigned fund balance should be at least 15% of the total approved annual expenditures, excluding inter-fund transfers. The unassigned fund balance in excess of the 15% minimum may be used for current-year expenditures or may be transferred to the Capital Projects Fund to meet future capital needs.

### Expenditure Control

The critical budget control figure is the "Total Expenses and Transfers Out." This figure is the District's overall expenditure control and cannot be exceeded without Board of Trustee approval.

**Capital Projects Fund** – This fund is used to accumulate financial resources for potential future capital investments. Consequently, the unassigned fund balance has no minimum balance.

**Inter-Fund Loans** – The Chief Financial Officer is authorized to make short-term (i.e., not to exceed 90 days) inter-fund loans between the General Operating Fund and the Capital Projects Fund. All inter-fund loan activity shall be reported to the Board of Trustees on a monthly basis.

## **Budget Limitations and Restrictions – General Operating fund**

### Employee Compensation

The budget for all compensation-related items (salaries and employee benefits) will be in accordance with the provisions of the District's Personnel Policy.

Library Materials

The annual minimum budget for library materials will be not less than 14% of the District's operating expenses, less those funds allowed for "operational contingencies," all "grants," and "transfers out."

Library Programs

The annual minimum budget for library programs will be not less than 0.5% of the District's operating expenses, less those funds allowed for "operational contingencies," all "grants," and "transfers out."

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

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

SPOKANE COUNTY LIBRARY DISTRICT

**CURRENT POLICY**

POLICY: FINANCIAL MANAGEMENT

APPROVAL DATE: NOVEMBER 21, 2000

REVISION DATE: ~~SEPTEMBER 16, 2013~~ SEPTEMBER 16, 2014

PREVIOUS POLICY TITLE: Fund Balance Management

RELATED POLICY

Purchasing

STATUTORY REFERENCES: RCW 27.23.320 (5) and (10), 84.52.020, 84.55.120, 27.12.050, 84.55.020

Purpose:

The Spokane County Library District Board of Trustees, pursuant to RCW 27.12.210~~(5)~~ and ~~(10)~~ has exclusive control of its finances and may conduct acts necessary for the orderly and efficient management and control of the library.

The District will comply with all statutory budget, property tax and financial reporting requirements and due dates established by both Washington State and Spokane County.

Required Board of Trustee Actions

October

The Board of Trustees conducts a public hearing on Library District revenue sources as required by State Law (RCW 84.55.120).

November

The Board of Trustees reviews and adopts:

- 1) Memberships in organizations, ~~as per the~~ District Policy.
- 2) A Resolution authorizing property tax levy increases as required by State Law (RCW 84.55.120), ~~that is~~ shall be transmitted to the County Assessor. [Note: This is necessary for any increase in total property taxes levied, even if within the IPD limit factor.]
- 3) A Resolution establishing a levy limit factor for property taxes as required by State Law (RCW 84.52.0101), ~~which is~~ shall be transmitted to the County Assessor. [Note: Necessary only if the Board wants to exceed the property tax limit factor].
- 4) A Resolution certifying any excess levy for G.O. bond redemption as required by State Law (RCW 84.52.056), ~~that is~~ shall be transmitted to the Clerk of the Board of County Commissioners and Spokane County Assessor.

5) A Resolution adopting a preliminary budget as required by State Law (RCW 27.12.050), ~~that is~~ shall be transmitted to the Clerk of the Board of County Commissioners. [Note: This provides justification for the levies to be requested].

6) A Resolution certifying the estimated property tax levy as required by State Law (RCW 27.12.05 & RCW 84.52.020), ~~that is~~ shall be transmitted to the Clerk of the Board of County Commissioners and the County Assessor.

December

The Board of Trustees reviews and approves:

1) A Resolution adopting the final budget as required by State Law (RCW 27.12.050) and shall be transmitted ~~to~~ it to the Board of County Commissioners.

2) A Resolution approving the sale of Tax Anticipation Notes (TANS) for the upcoming budget year, if the projected fund balances are insufficient to provide sufficient cash flow for District operations.

## Financial Management Requirements

**The District's General Operating Fund and Capital Projects Fund shall be managed as follows:**

**General Operating Fund** - This fund is used to carry out the District's normal operations and maintenance activities.

### Fund Balance Allocations

Fund balance allocations for ~~Non-Spendable and Assigned funds~~ shall include, but not be limited to, those required to meet accounting requirements, ~~special purpose funds~~, and a contingency reserve.

### Minimum Unassigned Fund Balance

The minimum unassigned fund balance should be ~~a minimum of~~ at least 15% of the total approved annual expenditures, excluding inter-fund transfers. The unassigned fund balance in excess of the 15% minimum may be used for current-year expenditures or may be transferred to the Capital Projects Fund to meet future capital needs.

### Inter-Fund Loans

~~The Business Manager is authorized to make short term (e.g., not to exceed 90 days) inter-fund loans between the General Operating Fund and the Capital Projects Fund. All inter-fund loan activity shall be reported to the Board of Trustees on a monthly basis.~~

### Expenditure Control

The critical budget control figure is the "Total Expenses and Transfers Out." This figure is the District's overall expenditure control and cannot be exceeded without Board of Trustee approval.

**Capital Projects Fund** – This fund is used to accumulate financial resources for potential future capital investments; consequently, the unassigned fund balance has no minimum balance.

**Inter-Fund Loans** -- The ~~Business Manager~~ Chief Financial Officer is authorized to make short-term (e.g., not to exceed 90 days) inter-fund loans between the General Operating Fund and the Capital Projects Fund. All inter-fund loan activity shall be reported to the Board of Trustees on a monthly basis.

### **Budget Limitations and Restrictions – General Operating fund**

#### Employee Compensation

The budget for all compensation related items (salaries and employee benefits) will be in accordance with the ~~provisions~~ provisions of the District's Personnel Policy.

#### Library Materials

The annual minimum budget for library materials will be equal ~~not less than~~ to 14% of the District's operating expenses, less those funds allowed for "operational contingencies," all "grants," and "transfers out."

#### Library Programs

The annual minimum budget for library programs will be not less than 0.5% of the District's operating expenses, less those funds allowed for "operational contingencies," all "grants," and "transfers out."

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

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



## **FIXED ASSETS**

### **Background**

Two policies were combined into the Fixed Asset Policy to address how items are inventoried, tracked and disposed of when they are no longer of use. The process of depreciating capital assets is no longer relevant, and surplus library materials are now turned over to the Friends of the Library as explained below.

The formation of a Friends Foundation of Spokane County Library District (Friends) to conduct fund raising activities to benefit the entire District necessitated a formal agreement with the newly formed non-profit organization. The District has agreed to provide the Friends with surplus library materials. The Friends will manage the sale of these items and in turn donate funds to support the District. This is a practice used by other libraries across the state.

The Disposal of Surplus Property Policy has been revised to be consistent with the Friends Policy and the inter-local agreement between the District and Friends. This led to a review of the related Capital and Controlled Assets Policy. Both policies address how the District manages assets. Under cash basis accounting, the District no longer depreciates capital assets.

For review, the suggested draft policy is followed by the current existing policies, Disposal of Surplus Property and Capital and Controlled Assets, with suggested revisions marked by underscore and/or strikethrough.

**Recommended Action:** Staff recommends the Board motion to approve the Fixed Asset Policy, which replaces the former Disposal of Surplus Property and Capital and Controlled Assets policies. The new policy is consistent with legislation regarding managing assets as well as other District policies.

SPOKANE COUNTY LIBRARY DISTRICT

**DRAFT**

**POLICY: FIXED ASSETS**

APPROVAL DATE: SEPTEMBER 16, 2014

PREVIOUS POLICY TITLES:

Disposal of Surplus Property and  
Capital and Controlled Assets

RELATED POLICIES

Collection Development

Friends of the Library

Purchasing

Gifts

STATUTORY REFERENCES: RCW 27.12.210, RCW 39.33.020 and RCW 39.33.070

**Purpose**

To provide criteria for the identification, inventory, protection and disposition of fixed and controlled assets. A fixed asset includes land and land rights, buildings, furnishing, fixtures and furniture, equipment, machinery, vehicles and tools.

**Identification**

Fixed assets shall include all real property, or personal property with a per-unit cost of \$5,000 or more (including sales tax, accessories, and shipping), with an estimated life of one (1) year or longer. Fixed assets may be purchased by the District or received as a gift. Controlled assets include items with a per-unit cost less than \$5,000 that are tracked for inventory purposes.

Property owned by the District that is no longer needed for the provision of library services shall be deemed surplus. For the purpose of this policy, "Surplus Property" and "Excess Property" are considered synonymous.

Assets acquired by grant funds from other governmental agencies will be identified based on the requirements of the grantor. The Business Office is responsible for meeting all requirements of grantors and bond covenants in regard to the purchase, use and disposition of assets purchased with these funding sources.

**Inventory**

An annual physical inventory will be conducted of all fixed and controlled assets. For the purpose of the inventory, controlled assets include items having a per-unit cost of less than \$5,000 that are susceptible to theft or where there is an administrative determination of a need to monitor and control. All fixed and controlled assets will be assigned an SCLD property tag upon acquisition and listed in the District Assets Inventory.

Controlled inventory items include, but are not limited to, computer CPUs (regardless of cost), computer monitors, printers, cash registers, server room equipment, switches and routers, cellular phones and other mobile devices.

**Protection**

SCLD is responsible for the custody, insurance, maintenance and planning for assets. The department head for the department in which the fixed asset resides is responsible for the maintenance and security of the asset. The Information Technology Department is responsible for the protection of small and attractive assets such as computers, printers, laptops and other electronic equipment. All department heads are responsible for the protection of small and attractive assets that reside in their department, such as digital cameras, camcorders, radios and mobile devices.

**Disposition**

When it is determined that SCLD no longer needs an asset or an asset has been stolen, it will declare those assets to be surplus. Items with a value less than \$5,000 may be removed from the inventory list upon the direction of the department head where the item resides. Items with a value between \$5,000 and \$49,999 may be removed from the inventory list upon authorization of the Executive Director. Items with a value exceeding \$50,000 may only be declared surplus by Resolution of the Board of Trustees, following a public hearing as set forth in RCW 39.33.020.

Library materials that are no longer of use to the District shall be given to the Friends Foundation of the Spokane County Library District (Friends) in accordance with the Interlocal Agreement between the District and the Friends. Proceeds from the sale of library materials shall be used by the Friends to further the mission and goals of the District.

**General Principles for Surplus Items**

The donation of surplus equipment to other local educational, charitable non-profits, social services or to other libraries is encouraged. The Executive Director is authorized to approve such donations on a case-by-case basis.

Only property having more than a nominal monetary value need be formally declared surplus. Property that is obsolete, broken, has no useful purpose, and is of nominal value may be disposed of by the most appropriate and cost effective method with the approval of the responsible department head. Surplus items that can neither be sold nor donated will be turned over for recycling if possible and economically feasible. For those qualified technology items, such as computers, monitors, televisions, tablets and e-readers, the "E-Cycle Washington" program will be utilized.

Items listed on the District Assets Inventory shall be removed from the Inventory and property tags removed prior to disposal.

In disposing of property by trade-in on the purchase of a like item, a contract shall be awarded according to the provisions of the District's Purchasing Policy.

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

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

SPOKANE COUNTY LIBRARY DISTRICT

**CURRENT POLICY**

**POLICY: DISPOSAL OF SURPLUS PROPERTY**

APPROVAL DATE: MARCH 17, 1983

REVISION DATE: JUNE 18, 2013

**RELATED POLICIES:**

Capital and Controlled Assets

Collection Development

STATUTORY REFERENCES: RCW 27.12.210 and RCW 39.33.070

**Purpose**

Defines surplus property as any personal or real property owned by the District that is no longer needed for the provision of library services. For definitional purposes, "Surplus Property" and "Excess Property" are considered synonymous.

**General Policy**

Only property having more than a nominal monetary value need be formally declared surplus. Property that is obsolete, broken, has no useful purpose, and is of nominal value may be disposed of with the approval of the Executive Director or designee.

The Executive Director, or designated manager, is authorized to declare as surplus library materials whose aggregate value is estimated to be less than \$1,000 and all furniture, fixtures, and equipment with a value of less than \$5,000 per item. (Note: By operational practices, surplus library materials will not be centrally collected prior to being surplus. Library materials declared as excess are normally processed at each individual library.)

The Board of Trustees shall formally declare surplus by resolution library materials with an estimated aggregate value of \$1,000 or more and all other types of property with a value of \$5,000 to \$50,000 per item. The resolution shall include a listing of the property and its estimated value.

Property valued at \$50,000 or more per item may be declared surplus only after a public hearing as set forth in Chapter 39.33.020 RCW.

Property having a nominal monetary value shall be disposed of by the most appropriate and cost-effective method. Surplus items that could neither be sold nor donated will be turned over for recycling if possible and economically feasible. For those qualified as technology items, such as computers, monitors, televisions, tablets and e-readers, the "E-Cycle Washington" program will be utilized fully.

The donation of surplus equipment to other local educational, charitable, social services, or to smaller library systems is encouraged. The Executive Director is authorized to approve such donations on a case-by-case basis.

Surplus library materials whose estimated aggregate value is less than \$1,000 and all other surplus property valued at less than \$50,000 per item shall normally be sold by the method that will

most efficiently provide the District with greatest net monetary return. If warranted, based on efficiency and effectiveness, the Executive Director may authorize the disposal of surplus property at a nominal cost (i.e., less than fair market value) to other governmental entities or to private parties.

Surplus library materials whose estimated aggregate value is \$1,000 or more shall be disposed of at a public auction to the person submitting the highest reasonable bid following publication of a notice of the auction in a newspaper with a general circulation in the District. If no reasonable bids are received, they may be sold as specified in paragraph 3 above.

Property valued at \$50,000 or more that has been declared surplus after a public hearing shall be sold by public auction. If no reasonable bids are received, they may be sold as specified in paragraph 3 above.

In disposing of property by trade-in on the purchase of a like item, a contract shall be awarded according to the provisions of the District's Purchasing Policy.

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

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

SPOKANE COUNTY LIBRARY DISTRICT

**CURRENT POLICY**

**POLICY: CAPITAL AND CONTROLLED ASSETS**

APPROVAL DATE: MAY 16, 2000

REVISION DATE: JANUARY 17, 2012

LATEST REVIEW: JUNE 18, 2013

STATUTORY REFERENCE: RCW 27.12.210

**Purpose**

To provide guidelines for declaring certain items purchased or received as donations as "capital assets" or "controlled assets."

**General Policy**

Capital Assets

Capital assets are all real property, or personal property with a per-unit cost of \$5,000 or more (including sales tax, accessories, and shipping) and an estimated life of one (1) year or more. Examples of Capital assets include, but are not limited to, land, buildings, vehicles or information technology equipment costing at least \$5,000 per item. Additionally, as prescribed by the Washington State Budget, Accounting and Reporting System (BARS) manual, the annual expenditures for library materials will be capitalized and reported as Capital Assets on the District's financial statements.

All real property will be classified as a capital asset at the time of acquisition. The value of the property will be reported as "Capital Assets" in the District's financial statements using the aggregate acquisition cost.

All personal property with a per-unit aggregate acquisition cost of \$5,000 or more will be classified as "Capital Assets."

The annual expenditures for the acquisition of library materials will be capitalized and included as "Capital Assets."

For all categories of capital assets, less land and artwork, the items will be subject to depreciation, the recording of accumulated depreciation and being reported in the financial records at "net value."

All information technology-related personal property costing more than \$5,000 will be assigned an SCLD property tag upon acquisition and be added to the District Capital and Controlled Assets Inventory.

Controlled Assets

Controlled assets are those items having a per-unit cost of less than \$5,000 that are desirable to control and inventory due to: (1) their attractiveness, (2) their susceptibility to theft, or (3) an administrative determination of the need for monitoring and control.

Controlled inventory items include, but are not limited to, computer CPUs (regardless of cost); computer monitors; network printers; cash registers; server room equipment such as UPS units, switches and routers; cellular phones and other mobile devices.

The Executive Director may designate additional items as controlled assets as required.

Establishment of Controlled Inventory Items

All controlled inventory items will be assigned an SCLD property tag upon acquisition and be added to the District Capital and Controlled Assets Inventory.

Annual Physical Inventory and Disposal of Capital and Controlled Assets

An annual physical inventory will be conducted for the SCLD tagged capital assets and the controlled inventory items. The results of the inventory will then be reconciled with the inventory records.

All property regulated by this policy will remain in District records until declared surplus, in accordance with the Disposal of Surplus Property Policy.

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

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

## **SOCIAL MEDIA**

### **Background**

As social media has grown and changed, we have changed the way we use it for the library. Not only are we using social media avenues to promote our resources and services, but we are finding that people are using these social media as a resource for quality content which we curate in the same way as our collection, on a smaller scale. Additionally, we are expanding the policy to include our website, which has taken on more social functionality since the latest update. With the blog-based system, we are interacting with members in real time through the commenting features, and creating interesting, relevant content for our members to access.

For comparison, the suggested draft policy is followed by the current existing policy, with suggested revisions marked by underscore and/or strikethrough.

**Recommended Action:** Board motion to approve a revised Social Media Policy.



SPOKANE COUNTY LIBRARY DISTRICT

**DRAFT**

**POLICY: SOCIAL MEDIA**

APPROVAL DATE: NOVEMBER 20, 2012

REVISION DATE: SEPTEMBER 16, 2014

RELATED POLICY:

Code of Conduct

**Purpose:**

Spokane County Library District endorses the use of carefully chosen social media tools as an important enhancement to communication, collaboration and information exchange between District staff, library members and the general public. Social media use by libraries can provide streamlined, cost-effective marketing and outreach, as well as foster a sense of community between the library and its members, and present interesting, relevant content, just as in other library curatorial efforts.

**Definition:**

Social media is defined as any web applications, site or account that facilitates the sharing of ideas, opinions and information about library related subjects and issues, including the District website.

**POLICY:**

Social media tools employed by the District will be selected to enhance or provide more cost-effective means to deliver such library services and functions as:

- Community outreach, marketing and publicity
- Education of the community in the use of library resources
- Readers' advisory services
- Information and reference services
- Book discussion groups
- Reading readiness activities for pre-school children
- Reading incentive programs for children and youth
- Cultural and educational programming
- Advertisement of volunteer opportunities available at the District
- Additional library-related uses that may be explored or expanded upon as deemed reasonable by library administration
- Create a welcoming and inviting online space where library users will find useful and entertaining information
- Catalog search and library account access
- Support and interact with community partners and events
- Share interesting and relevant content

**Public Terms of Use:**

SCLD has no affiliation with any advertisements or other material posted by third party sites or software. SCLD social media sites are for individuals to discuss things related to SCLD, our community and other topics of relevance to SCLD's members.

By choosing to comment on SCLD social media sites, including the SCLD website, individuals agree to these terms:

Comments are moderated by SCLD staff, and SCLD reserves the right to not post or to remove comments that are unlawful or off-topic as determined in its sole discretion, including, but not limited to:

- Plagiarized material
- Off-topic comments
- Commercial material/spam or solicitations
- Duplicate posts from the same individual
- Impersonation of another person or posting of someone's private information
- Profanity, hate, political statements
- Any efforts to intimidate, harass, personally attack or defraud another
- Any disruptive or overly excessive postings
- Posting meant to further illegal activity
- Sexual content or links to sexual content
- Statements that ridicule, malign, disparage or otherwise express bias against any race, religion or any group or individual
- Content that reveals private, personal information without permission
- Copyright violations
- Information that may tend to compromise the safety or security of the public
- Images, executable programs or any non-textual content

Persons who repeatedly violate these terms may be barred from further postings.

All comments are public records, and as such, are subject to public records laws and records retention schedule. Commenters are urged to protect their privacy. Comments should not post personally identifying information, including but not limited to: school, age, phone number, address, library card number.

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

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

SPOKANE COUNTY LIBRARY DISTRICT

**CURRENT POLICY**

**POLICY: SOCIAL MEDIA**

APPROVAL DATE: JUNE 19, 1986

REVISION DATE: SEPTEMBER 16, 2014

RELATED POLICY

Code of Conduct

**Purpose:**

Spokane County Library District endorses the use of carefully chosen social media tools as an important enhancement to communication, collaboration and information exchange between District staff, library members and the general public. Social media use by libraries can provide streamlined, cost-effective marketing and outreach, as well as foster a sense of community between the library and its members, and present interesting, relevant content, just as in other library curatorial efforts.

**Definition:**

Social media is defined as any web applications, site or account that facilitates the sharing of ideas, opinions and information about library related subjects and issues, including the District website.

**POLICY:**

Social media tools employed by the District will be selected to enhance or provide more cost-effective means to deliver such library services and functions as:

- Community outreach, marketing and publicity
- Education of the community in the use of library resources
- Readers' advisory services
- Information and reference services
- Book discussion groups
- Reading readiness activities for pre-school children
- Reading incentive programs for children and youth
- Cultural and educational programming
- Advertisement of volunteer opportunities available at the District
- Additional library-related uses that may be explored or expanded upon as deemed reasonable by library administration
- Create a welcoming and inviting online space where library users will find useful and entertaining information
- Catalog search and library account access
- Support and interact with community partners and events
- Share interesting and relevant content

**Public Terms of Use:**

SCLD has no affiliation with any advertisements or other material posted by third party sites or software. SCLD social media sites are for individuals to discuss things related to SCLD, ~~and~~ our community and other topics of relevance to SCLD's members.

By choosing to comment on SCLD social media sites, including the SCLD website, individuals agree to these terms:

Comments are moderated by SCLD staff, and SCLD reserves the right to not post or to remove comments that are unlawful or off-topic as determined in its sole discretion, including, but not limited to:

- Plagiarized material
- Off-topic comments
- Commercial material/spam or solicitations
- Duplicate posts from the same individual
- Impersonation of another person or posting of someone's private information
- Profanity, hate, political statements
- Any efforts to intimidate, harass, personally attack or defraud another
- Any disruptive or overly excessive postings
- Posting meant to further illegal activity
- Sexual content or links to sexual content
- Statements that ridicule, malign, disparage or otherwise express bias against any race, religion or any group or individual
- Content that reveals private, personal information without permission
- Copyright violations
- Information that may tend to compromise the safety or security of the public
- Images, executable programs or any non-textual content

Persons who repeatedly violate these terms may be barred from further postings.

All comments are public records, and as such, are subject to public records laws and records retention schedule. Commenters are urged to protect their privacy. Comments should not post personally identifying information, including but not limited to: school, age, phone number, address, library card number.

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

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

## **MEMBER PRIVILEGES AND RESPONSIBILITIES**

### **Background**

The primary policy revision was to clarify the limits for photocopier and printer use. In many of our locations, the printer and photocopier are one in the same so addressing them in a single entry and with a similar limit will help to minimize member confusion.

Additionally, references to certain miscellaneous fees and charges that are not tied to specific membership privileges or responsibilities were removed and there were some minor updates to reflect changes in related policies and practices.

For comparison, the suggested draft policy is followed by the current existing policy, with suggested revisions marked by strikethrough.

**Recommended Action:** Board motion to approve revised Member Privileges and Responsibilities Policy.

SPOKANE COUNTY LIBRARY DISTRICT

**DRAFT**

**POLICY: MEMBER PRIVILEGES AND RESPONSIBILITIES**

APPROVAL DATE: JUNE 19, 1986

REVISION DATE: SEPTEMBER 16, 2014

PREVIOUS POLICY TITLE: Eligibility for Library Use

RELATED POLICIES:

Code of Conduct

Fixed Assets

Library Meeting Room Use

STATUTORY REFERENCES: RCW 27.12.180, 27.12.210(1), 27.12.270, and 27.12.280

**Purpose:** To establish criteria for becoming a member and to describe the privileges and responsibilities associated with being a member.

**General Policy:** The Spokane County Library District (SCLD) is a system of libraries serving the diverse needs of area residents of all ages. All libraries are open to the public. Anyone may browse materials, attend library programs, access electronic resources, and otherwise use services while in the library facilities.

I. Eligibility for Membership

Spokane County Library District is a special-purpose district funded primarily through a property tax authorized by state law and collected only in the unincorporated county and annexed cities and towns. Eligibility to borrow materials and access electronic resources remotely is based on this geographic area and inter-local service agreements with other cities and towns, libraries, and library districts. Members 17 years old or younger require parental permission to obtain a library card with full privileges. The following categories of individuals are eligible to register for library cards with provision of current address and proof of identity:

A. District Membership: Persons who reside in unincorporated Spokane County or an annexed or contracting city or town. In addition to those residing in its service area, the following shall be considered as residents and eligible for use of all District services without payment of a non-resident member fee:

- a. Persons residing outside the defined service area but owning property within it.
- b. Active duty military personnel and their dependents that live on a military installation within Spokane County.

B. Reciprocal Membership: Residents of areas covered by inter-local agreements with other libraries, library districts and cities and towns. Such agreements may exclude specific services such as inter-library loan or other services provided through a vendor license agreement that limits use.

C. Non-Resident Membership: Persons residing outside the District's service area that are not covered by an inter-local service agreement. An eligible non-resident may use services for which a library card is required through payment of an annual fee entitling everyone residing at the same street address (i.e., house, apartment, or other type of living unit) to District Member library privileges. The annual fee is governed by Spokane County Library District Board of Trustees Resolution No. 99-12.

## II. Member Privileges

Membership includes, but is not limited to, borrowing books, CDs and DVDS from the District's physical collection, downloading eBooks, audiobooks, and music from the District's digital collection, and accessing electronic databases and online learning tools from outside of the library. Some restrictions apply to the Reciprocal Membership as stated above.

## III. Member Responsibilities

Spokane County Library District has the authority to assess certain fines and fees to member accounts. Accounts owing \$15.00 or more will have borrowing privileges suspended until payment is made.

### Categories of Fines and Fees

#### 1. Overdue Fines

Overdue fines are charged to encourage the return of materials in a timely manner in order to ensure those materials are available for use by other members. Overdue fines are charged at a rate of \$.20 per item per day and have a maximum accrual amount of \$7.00 per item.

#### 2. Lost or Damaged Material Fees

Lost or damaged material fees are assessed so the District can recoup the cost of an item. Accounts with long overdue materials declared lost, or materials determined by District employees to be damaged to the extent that they can no longer be checked out, will be assessed a replacement fee equal to the retail price of the item.

#### 3. Miscellaneous Charges

a.) Photocopying & Printing: Public photocopying and printing is available in each library; members may print up to 80 pages and copy up to 80 pages per week (Sunday through Saturday) free of charge.

b.) NSF Check Fee: If a personal check is rejected due to Non-Sufficient Funds (NSF), an additional service fee of \$25.00 will be assessed to the account.

c.) Interlibrary Loan Fee: Lending libraries outside of SCLD may require a fee for loaning some library materials. Members requesting interlibrary loan materials will be contacted to determine if they are willing to pay the fee in order to borrow the item.

#### 4. Collection Agency Referral Fee

Accounts owing \$25.00 or more will be referred to a collection agency after 45 days. At the point of referral, a \$15.00 fee will be assessed. The Collection Agency is authorized to report accounts that are not cleared to credit reporting agencies.

## IV. Membership Renewal

Annually, members must pay all outstanding fines or fees to renew a library card.

#### V. Administrative Reduction or Discharge of Assessed Fines & Fees

The District may reduce assessed fines and fees, dependent upon certain criteria. Examples of these reductions include, but are not limited to:

##### A. Fines and Fees Waiver or Cancellation

District employees are charged with determining under what circumstances a fine or fee may be waived or cancelled. Circumstances include, but are not limited to, hardship, library error, and special amnesty programs designed to reduce outstanding debt. Guidelines for making such determinations are listed in associated procedures.

##### B. Purge of Long Overdue Fines and Fees

To limit the number and dollar value of outstanding fines and charges maintained within the account database, the District may purge those fines and fees where there is a reasonable probability that the charges will not be collected. Purging may be based on the date of the assessed fine or fee, the dollar value of the fine or fee, or a combination of these two factors.

#### VI. Service Fees

To facilitate the collection of assessed fines and charges, credit and debit cards may be used to pay assessed fines and fees, limited to online payments only. Service fees pertaining to these online transactions will be accepted as a cost of doing business and will be processed as a routine expense item. No commensurate discounts or payment reductions will be extended to those fines and fees paid by cash or check.

#### VII. Limitations to Use

The use of District facilities and/or services may be limited when excessive demands of groups or individuals may curtail services to the general public.

#### VIII. Denial of Service

Use of District facilities and/or services may be denied for due cause. Due cause includes, but is not limited to, failure to return library materials or pay associated charges and violation of the District's Code of Conduct.

#### IX. Procedures

The District's Executive Director is responsible for establishing procedures to carry out this policy.

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



SPOKANE COUNTY LIBRARY DISTRICT

**CURRENT POLICY**

**POLICY: MEMBER PRIVILEGES AND RESPONSIBILITIES**

APPROVAL DATE: JUNE 19, 1986

REVISION DATE: ~~SEPTEMBER 18, 2012~~ SEPTEMBER 16, 2014

PREVIOUS POLICY TITLE: Eligibility for Library Use

RELATED POLICIES:

Code of Conduct

~~Disposal of Surplus Property~~ Fixed Assets

Library Meeting Room Use

STATUTORY REFERENCES: RCW 27.12.180, 27.12.210(1), 27.12.270, and 27.12.280

**Purpose:** To establish criteria for becoming a member and to describe the privileges and responsibilities associated with being a member.

**General Policy:** The Spokane County Library District (SCLD) is a system of libraries serving the diverse needs of area residents of all ages. All libraries are open to the public. Anyone may browse materials, attend library programs, access electronic resources, and otherwise use services while in the library facilities.

I. Eligibility for Membership

Spokane County Library District is a special-purpose district funded primarily through a property tax authorized by state law and collected only in the unincorporated county and annexed cities and towns. Eligibility to borrow materials and access electronic resources remotely is based on this geographic area and inter-local service agreements with other cities and towns, libraries and library districts. Members 17 years old or younger require parental permission to obtain a library card with full privileges. The following categories of individuals are eligible to register for library cards with provision of current address and proof of identity:

A. District Membership: Persons who reside in unincorporated Spokane County or an annexed or contracting city or town. In addition to those residing in its service area, the following shall be considered as residents and eligible for use of all District services without payment of a non-resident member fee:

- a. Persons residing outside the defined service area but owning property within it.
- b. Active duty military personnel and their dependents that live on a military installation within Spokane County.

B. Reciprocal Membership: Residents of areas covered by inter-local agreements with other libraries, library districts and cities and towns. Such agreements may exclude specific services such as inter-library loan or other services provided through a vendor license agreement that limits use.

C. Non-Resident Membership: Persons residing outside the District's service area that are not covered by an inter-local service agreement. An eligible non-resident may use services for which a library card is required through payment of an annual fee entitling everyone residing at the same

street address (i.e., house, apartment, or other type of living unit) to District Member library privileges. The annual fee is governed by Spokane County Library District Board of Trustees Resolution No. 99-12.

## II. Member Privileges

Membership includes, but is not limited to, borrowing books, CDs and DVDS from the District's physical collection, downloading eBooks, audiobooks and music from the District's digital collection, and accessing electronic databases and online learning tools from outside of the library. Some restrictions apply to the Reciprocal Membership as stated above.

## III. Member Responsibilities

Spokane County Library District has the authority to assess certain fines and fees to member accounts. Accounts owing \$15.00 or more will have borrowing privileges suspended until payment is made.

### Categories of Fines and Fees

#### 1. Overdue Fines

Overdue fines are charged to encourage the return of materials in a timely manner **in order** to ensure those materials are available for use by other members. Overdue fines are charged at a rate of \$.20 per item per day and have a maximum accrual amount of \$7.00.

#### 2. Lost or Damaged Material Fees

Lost or damaged material fees are assessed so the District can recoup the cost of an item. Accounts with long overdue materials declared lost, or materials determined by District employees to be damaged to the extent that they can no longer be checked out, will be assessed a replacement fee equal to the purchase price of the item.

#### 3. Miscellaneous Charges

~~a.) Surplus Materials and Property: In accordance with Disposal of Surplus Property Policy, library materials and other property declared surplus may be sold. Prices for surplus items will be posted where sales occur.~~

~~b.) Cloth book bags, t-shirts or other retail items: The District may offer items for sale to members. Items will be priced close to actual cost. The intent is not to make a profit but rather to offer members items that may enhance their library experience. Associated sales tax will be charged and may vary depending on the location of the library.~~

~~c.) Meeting Room Condition: A \$25.00 minimum cleaning/maintenance fee will be charged if the room is not left in satisfactory condition~~

~~d.) Photocopying: Public photocopying machines are available in each library; the first 10 photocopies per day are free, each additional copy is \$.10 per page.~~

~~e.) Printing: Public printing is available in each library; members may print up to 80 pages per week (Sunday through Saturday) free of charge.~~

**a.) Photocopying & Printing: Public photocopying and printing is available in each library; members may print up to 80 pages and copy up to 80 pages per week (Sunday through Saturday) free of charge.**

~~b.) NSF Check Fee: If a personal check is rejected due to Non-Sufficient Funds (NSF), an additional service fee of \$25.00 will be assessed to the account.~~

gc.) Interlibrary Loan Fee: Lending libraries outside of SCLD may require a fee for loaning some library materials. Members requesting interlibrary loan materials will be contacted to determine if they are willing to pay the fee to borrow the item.

#### 4. Collection Agency Referral Fee

Accounts owing \$25.00 or more will be referred to a collection agency after 45 days. At the point of referral, a \$15.00 fee will be assessed. The Collection Agency is authorized to report accounts that are not cleared to credit reporting agencies.

#### IV. Membership Renewal

Annually, members must pay all outstanding fines or fees to renew a library card.

#### V. Administrative Reduction or Discharge of Assessed Fines & Fees

The District may reduce assessed fines and fees, dependent upon certain criteria. Examples of these reductions include, but are not limited to:

##### A. Fines and Fees Waiver or Cancellation

District employees are charged with determining under what circumstances a fine or fee may be waived or cancelled. Circumstances include, but are not limited to, hardship, library error, and special amnesty programs designed to reduce outstanding debt. Guidelines for making such determinations are listed in associated procedures.

##### B. Purge of Long Overdue Fines and Fees

To limit the number and dollar value of outstanding fines and charges maintained within the account database, the District may purge those fines and fees where there is a reasonable probability that the charges will not be collected. Purging may be based on the date of the assessed fine or fee, the dollar value of the fine or fee, or a combination of these two factors.

#### VI. ~~Bank~~ **Service** Fees

To facilitate the collection of assessed fines and charges, credit and debit cards may be used to pay assessed fines and fees, limited to online payments only. ~~The bank transaction~~ **Service fees** will be accepted as a cost of doing business and will be processed as a routine expense item. No commensurate discounts or payment reductions will be extended to those fines and fees paid by cash or check.

#### VII. Limitations to Use

The use of District facilities and/or services may be limited when excessive demands of groups or individuals may curtail services to the general public.

#### VIII. Denial of Service

Use of District facilities and/or services may be denied for due cause. Due cause includes, but is not limited to, failure to return library materials or pay associated charges, and violations of the District's Code of Conduct.

#### IX. Procedures

The District's Executive Director is responsible for establishing procedures to carry out this policy.

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

## **NATIONAL LIBRARY WEEK FOOD FOR FINES AMNESTY PROGRAM**

**BACKGROUND:**

Deputy Directors Patrick Roewe and Doug Stumbough will report on the 2014 Food for Fines drive, as well as provide planning details for the 2015 Food for Fines drive that will coincide with National Library Week, April 12-18, 2015.

Recommended Action: Board motion to to implement the National Library Week Food for Fines amnesty program for 2015.

## **BUY IT NOW**

**BACKGROUND:**

Chief Information Officer Priscilla Ice will present Buy It Now options available through SirsiDynix and Overdrive through our the Enterprise and Overdrive catalogs.

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

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

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

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

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

Please send requests for agenda additions or changes to the Board Chair or Patty no later than Tuesday, October 7, for inclusion in the preliminary agenda to be sent October 8. Meeting packets will be mailed October 15.

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

- Libraries Transforming Communities Update
- 2015 Budget (continued)
- Review Computer, Wireless Network and Internet Use Policy
- Library Spotlight – Deer Park Library
- Overview – Supporting Businesses and Job Seekers

***SPECIAL MEETINGS AND ACTIVITIES***

- |                     |  |
|---------------------|--|
| <b>September 17</b> | Raising of America (Optional; Lincoln Center, 1316 N. Lincoln, 7pm)  |
| <b>September 26</b> | Staff Training & Development Day (Optional; CenterPlace, Spokane Valley, 8am)  |
| <b>September 30</b> | Board Retreat (Moran Prairie Library, 4-7:30pm)  |
| <b>October 16</b>   | Spokane is Reading (Optional; Spokane Valley Event Center, 10514 E. Sprague at 1pm, and Bing Crosby Theater, 901 West Sprague, at 7pm) |

## EXECUTIVE DIRECTOR'S REPORT AUGUST 2014

### Administration

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

The accountant from Dingus, Zarecor & Associates PLLC has completed the field work to review the District's internal control program. To date, no significant faults regarding the District's internal controls have been identified. The revised date for the formal report to be completed is early September. A briefing will be scheduled following submission and review of the report.

Repairs to the northeast corner of Spokane Valley Library were completed during the first week of August. The District's insurance carrier (Berkley Insurance Company) has already provided an \$11,155 payment for these repairs. The insurance carrier is now dealing with the automobile owner's insurance provider for full restitution of Spokane Valley Library repair costs. This will include repaying Berkley the \$11,155, and reimbursing the District the \$1,000 deductible.

The 2014 Budget Mid-Year Review project was completed and presented to the Board of Trustees at its regular meeting, August 19.

The 2014 initial physical inventory of fixed and controlled assets has been completed. Of the 1,247 items comprising the inventory, all but 32 have been located. The next phase of this project is to locate these 32 items and update the inventory records as needed. The annual inventory should be completed, along with the inventory records being reconciled, by the end of September.

#### Human Resources (Paul Eichenberg)

The special "Pacesetter" United Way campaign we ran in August brought in a total of \$8802.19 in cash and pledges for 2015. Though we did not meet the Pacesetter goal of a 15% increase in pledges over 2014, twelve (12) of the twenty-five current contributors increased their contributions by 15%, ten (10) increased their contributions by 10%, eleven (11) individuals chose to maintain their current contributions and six declined contributions toward 2015, likely because of pending employment changes.

Effective July 1, 2014, the Open Government Training Act (ESB 5964) requires many public officials and all agency records officers to receive training. They include members of city councils, boards of county commissioners, school boards, fire district boards, state boards and commissions, and other public agency boards, councils and commissions subject to the OPMA. The Act is designed to foster open government by making open government education a recognized obligation of public service. The Act is also designed to reduce liability by educating agency officials and staff on the laws that govern them, in order to achieve greater compliance with those laws. Thus, the Act is a risk management requirement for public agencies. The Act provides for open public meetings and records trainings.

Members of a governing body of a public agency subject to the OPMA must receive **open** public meetings training (OPMA training concerning RCW 42.30 no later than 90 days after they take their oath of office or assume their duties. They can take the training before they are sworn in or assume their duties of office. They must also receive "refresher" training at intervals of no more than four years, as

long as they are a member of a governing body. This training will be included as part of the Board of Trustees' Retreat, September 30. SCLD Board of Trustee members are not considered "elected" officials; therefore, are not required to receive training on the Public Records Act.

#### Information Technology (Priscilla Ice)

- Upgraded the Enterprise catalog to the latest release. Members can now see their Overdrive checkouts and holds on the My Account page.
- Cheney and Medical Lake libraries were connected to the new network with much improved broadband capacity.
- Twenty (20) iPads were prepared for their fall launch in the libraries. They are designed for in-library use by three to eight-year-olds along with their parents.
- Plans were finalized for major maintenance of our Symphony database. We'll be moving it to a new server on a new database platform in late September. Almost all of the improvements are behind the scenes. Members will see a new option in the catalog to "Show Only Available" items. The migration will cause a small disruption in service for a few days.
- IT Staff met with Public Services and Facilities staff to coordinate rearrangement plans at Medical Lake and Cheney.

#### Collection Services (Andrea Sharps)

- We ordered 1,681 titles and 5,590 copies in August. This is up from last month.
- We processed, added to the system, and sent out to the libraries 4,931 items in August. This is down a little from last month.
- Downloadable lending through OverDrive was up in August from July. A total of 28,354 audiobook, eBook and music items circulated in August. Members placed a total of 8,945 holds, and there were 4,048 unique users with titles checked out.
- Midwest Tape's hoopla, a streaming media service, had its seventh full month of service in August. A total of 1,044 titles including movies (621), full-length albums (328) and television shows (95) circulated in that period for a combined cost of \$2,144 and an average cost per circulation of \$2.05. A total of 81 new patrons registered in August.
- We loaned 271 items to other libraries and borrowed 530 items from other libraries for 801 total interlibrary loan transactions processed in August.
- We received two *Request for Review of Library Materials* forms in August. I sent a written response to one as per District policy, but the other did not receive a written response as the person who submitted it was a City of Spokane resident.
- There is another Spokane anthology coming out in September which we will want to purchase for the local collection. It is called *Lilac City Fairy Tales* and benefits INK Art Space. Youth Collection Development Librarian Sheri Boggs has a short story in it along with Jess Walter, Sharma Shields, Kris Dinnison and Kelly Milner Halls.

#### Executive Director Report & Community Activities (Nancy Ledeboer)

The Valley Chamber Government Action Committee met to discuss legislative priorities for the coming session. One of the members suggested if the Chamber was to endorse a request for a community project, the library should be considered. Following the meeting, I looked into whether libraries are



eligible for state capital funding grants. Libraries are eligible; however, funds have not often been granted. State capital funds are allocated based upon having strong support from local legislators.

In learned in a meeting I had with Senator Mike Padden that capital funds are not allocated by different type of projects. The funds may go to parks, trails, schools or other community projects. Since the Valley Chamber is already asking the state to provide funding for Spokane Valley Tech and the Appleway Trail, he did not believe there would be support for a library. He offered suggestions for a future bond election to help achieve the required 60% approval.

As we explore options for an upcoming election, I met with Spokane Valley Mayor Dean Grafos. The Mayor was very supportive earlier this year when the issue went before voters. He encouraged the District to go back soon and take advantage of the momentum we built in the 2014 election. He offered his continued support for a successful bond election next year.

Chair Hattenburg and I met with council members Ed Pace, Rod Higgins, and Chuck Hafner, to discuss options for a future bond election. All three expressed their support for the library bond issue and offered suggestions on how to engage voters in 2015. We plan to meet with other elected officials as well as business leaders in the next few weeks.

I attended a reception at the McKinstry Innovation Center for Washington STEM, where representatives from STEM networks across the state gathered for a two-day workshop. The reception was a chance to meet people who are working to develop local STEM initiatives. The Washington STEM supports these efforts and is currently providing grants to assist local efforts.

We received calls from several vendors of RFID technology and self-service check out systems. Vendors demonstrating products to the Spokane Public Library inquired about our interest. An article in The Spokesman-Review announced that the SPL Board of Trustees approved a contract with Envisionware to purchase an RFID system. While we are happy to meet with vendors to learn of advancements in technology, we are currently satisfied with our barcode inventory control and open source self-check system.

The Libraries Transforming Communities team participated in a coaching call with Carlton Sears. We heard how other libraries in our cohort are progressing with hosting conversations and gathering public knowledge. Our staff shared what we are learning from the three community conversations that we hosted. It has been helpful to learn how others are using the tools and hear that we are not alone in finding summer a difficult time to engage the community. This webinar this month focused on using "innovation spaces" to share what team members are learning and to discuss ways to apply the information.

In my role as Washington Library Association (WLA) President, I have been contacting board members to check in on their committees and progress toward goals. I met with Membership Chair Kelly Evans at her workplace, the Riverpoint Campus Library, where I was also able to enjoy a tour. The Riverview Campus Library supports EWU, WSU, and UW programs, and serves the School of Business in downtown Spokane. Susan Lee is coordinating the Interest Groups and is preparing a recommendation on how to restructure WLA so that it is easier for members to connect and get involved with WLA. I sent out a recruitment call for the Continuing Education Committee, which is in need of new members. WLA has also been approached by the Oregon Library Association to explore opportunities to work together to develop leadership training opportunities.

As part of my community involvement I attended the Spokane Valley Partners Board Meeting. The STEM Network Board did not meet in August.

I enjoyed visiting with Gayle Gemmill in Collection Services as she celebrated five years with the District, and Maureen Young who celebrated 15 years of service in the Business Office.

**ITEM AND TITLE MONTHLY REPORT**  
**August 2014**

	<u>ITEMS</u>				<u>TITLES</u>		
	ADULT	YOUTH	TOTAL		ADULT	YOUTH	TOTAL
<b>Total Materials</b>							
Print	187028	160170	<b>347198</b>		86256	50109	<b>136365</b>
Nonprint	59400	25312	<b>84712</b>		24580	7097	<b>31677</b>
Subtotal	<b>246428</b>	<b>185482</b>	<b>431910</b>		<b>110836</b>	<b>57206</b>	<b>168042</b>
Periodicals	12135	2208	<b>14343</b>		316	39	<b>355</b>
Total	<b>258563</b>	<b>187690</b>	<b>446253</b>		<b>111152</b>	<b>57245</b>	<b>168397</b>

	<u>ITEMS</u>			<u>TITLES</u>		
<b>OverDrive: eBOOKS</b>			<b>22657</b>			<b>19426</b>
Licensed eBOOKS			<b>4183</b>			<b>4183</b>
Audiobooks			<b>16369</b>			<b>13713</b>
Digital music			<b>1708</b>			<b>1708</b>
<b>OverDrive: Total</b>			<b>44917</b>			<b>39030</b>
<b>GRAND TOTAL</b>			<b>491170</b>			<b>207427</b>

<b>Print &amp; Nonprint</b>	(Totals year-to-date)		
<b>ADDITIONS</b>	ADULT	YOUTH	TOTAL
Print	10029	6167	16196
Nonprint	2914	1134	4048
<b>TOTAL</b>	<b>12943</b>	<b>7301</b>	<b>20244</b>
<b>DELETIONS</b>			
Print	10943	7252	18195
Nonprint	171	683	854
<b>TOTAL</b>	<b>11114</b>	<b>7935</b>	<b>19049</b>

	<u>NET CHANGE</u>		
	<u>YTD</u>		
	ADULT	YOUTH	TOTAL
Print	-914	-1085	<b>-1999</b>
Nonprint	2743	451	<b>3194</b>
Periodicals	-630	-9	<b>-639</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

**ITEM AND TITLE MONTHLY REPORT  
AUGUST 2014**

	<u>ITEMS</u>			<u>TITLES</u>		
	ADULT	YOUTH	TOTAL	ADULT	YOUTH	TOTAL
<b>Total Materials</b>						
Print	187028	160170	<b>347198</b>	86256	50109	<b>136365</b>
Nonprint	59400	25312	<b>84712</b>	24580	7097	<b>31677</b>
Subtotal	<b>246428</b>	<b>185482</b>	<b>431910</b>	<b>110836</b>	<b>57206</b>	<b>168042</b>
Periodicals	12135	2208	<b>14343</b>	316	39	<b>355</b>
Total	<b>258563</b>	<b>187690</b>	<b>446253</b>	<b>111152</b>	<b>57245</b>	<b>168397</b>

	<u>ITEMS</u>			<u>TITLES</u>		
<b>OverDrive: eBOOKS</b>			<b>22657</b>			<b>19426</b>
Licensed eBOOKS			<b>4183</b>			<b>4183</b>
Audiobooks			<b>16369</b>			<b>13713</b>
Digital music			<b>1708</b>			<b>1708</b>
<b>OverDrive: Total</b>			<b>44917</b>			<b>39030</b>
<b>GRAND TOTAL</b>			<b>491170</b>			<b>207427</b>

<b>Print &amp; Nonprint</b>	(Totals year-to-date)		
<b>ADDITIONS</b>	ADULT	YOUTH	TOTAL
Print	10029	6167	16196
Nonprint	2914	1134	4048
<b>TOTAL</b>	<b>12943</b>	<b>7301</b>	<b>20244</b>
<b>DELETIONS</b>			
Print	10943	7252	18195
Nonprint	171	683	854
<b>TOTAL</b>	<b>11114</b>	<b>7935</b>	<b>19049</b>

	<u>NET CHANGE YTD</u>		
	ADULT	YOUTH	TOTAL
Print	-914	-1085	<b>-1999</b>
Nonprint	2743	451	<b>3194</b>
Periodicals	-630	-9	<b>-639</b>

**NOTES:** PRINT = Book, Bkbag, 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 August 2014

### In-Library Circulation

In-Library circulation activities decreased -11.73% compared to the same month last year. For the first eight months of 2014, in-library circulation activity is down compared to the same period in 2013 (-6.44%), with 1,387,643 items circulated through the libraries versus 1,483,191 in 2013 (-95,548). In August, all libraries experienced drops, the most significant of which was Fairfield (-35.25%), although month-long street construction likely had a substantial impact.

### 2014 Measures at a Glance

- Door count through the first eight months of 2014 (941,717) is essentially flat compared to the same period in 2013 (945,957).
- Programming attendance (51,342) is up (4%) compared to last year (49,476), while the number of programs offered has been almost identical (1,881 in 2014 vs. 1,894 in 2013).
- Total software station bookings are up year-to-date when compared to 2013 (+10%).

### 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>	230,700		1,830,774	247,672		1,873,260	-16,972		-42,486
Self-Check	90,757	45%	725,383	91,274	40%	670,801	-517	5%	54,582
Digital Collection	29,398	13%	218,876	22,283	9%	160,712	7,115	4%	58,164
<b>Total Holds</b>	51,846		411,688	53,543		395,385	-1,697		16,303
By Customer	33,075	64%	278,565	37,796	71%	290,402	-4,721	-7%	-11,837
Digital Collection	8,945	17%	69,877	6,676	12%	48,151	2,269	5%	21,726
<b>Total Payments</b>	\$22,120.61		\$184,107.95	\$22,590.48		\$186,080.61	-\$469.87		-\$1,972.66
Online	\$9,370.57	42%	\$72,710.35	\$8,112.82	36%	\$64,864.31	\$1,257.75	6%	\$7,846.04

### Security Incident Reports

There were 20 Security Incident reports filed this month, eight fewer than last month (28), and eight fewer than August 2013 (28). North Spokane had the most incidents reported with eight. The most frequently reported incidents related to potential problems (7) and disruptive behavior (5).

### Internet Filtering Update

As per the Computer, Wireless Network, and Internet Use policy, two requests to review blocked websites were received by staff, one fewer than July 2014. We requested that one site be reclassified to allow access at all levels.

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

- We had 11 individuals register as new IT Academy users in August, three less than July. During the month, users enrolled in 18 new classes, down from July's enrollment in 24 classes.
- We did 83 Book-a-Librarian (BaL) sessions this month throughout the District, up substantially from 58 in July.
- We proctored seven exams this month throughout the District, up slightly from July's five proctoring sessions.

### 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 August, Navigator staff completed one individual appointment (same as July).

- Librarians Kandy Brant attended the August Greater Spokane Valley Chamber of Commerce Ambassadors meeting.
- Librarian Michelle Booth attended the August GSVCoC Business Connections Lunch.
- Michelle and Kandy also attended one of the weekly WorkSource Biz Buzz meetings this month.
- Librarian Brian Vander Veen attended a WorkSource Orientation meeting as well as the August SCORE meeting.
- Brian also met with Tate White, assistant director of the MBA program at Whitworth regarding the Inland Northwest Business Plan Competition, an annual competition in which participants compete for cash prizes by submitting and pitching their business plans. There's a component of the competition in which the participants pitch their ideas at a mock trade show attended by members of the community, and there was some discussion of having representatives from SCLD attend in that capacity.

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

- We provided 97 Play and Learn Storytimes to 2,714 children. Our average attendance per Play and Learn was 28, the same as last year during August.
- We provided 25 outreach Storytimes to 310 children and providers at eight childcare centers.
- We held the first of two Play and Learn trainings for our Storytime staff this month. The second training is in September for our staff who couldn't make it to the first training. This training was a refresher that talked about expectations for the Play and Learn portion of Storytime and a sharing of ideas of activities for parents and children that support school readiness.
- We had one Early Learning STARS Workshop this month for child care providers, teachers and parents. The workshop, "I See Me: Multicultural Stories," had an attendance of 30.
- Gwendolyn and I attended the Starting Strong Conference in Kennewick this month. This is a state wide gathering of professionals who work with early learning and early elementary-age children. We came back with many ideas of how to enhance our work with early learning and early school age children. We incorporated some of these ideas into our Storytime training with staff this month.

### Connect Communities:

- I have been working on the *Excelerate Success* workgroup, Ready for Kindergarten. I've been asked to attend a conference in San Diego in October to meet with other groups doing similar work around the country.
- We had staff attend Unity in the Community this month. Instead of being in the Early Learning corridor of the event, we set up our booth in the education area. That way, we were able to meet not only with those interested in early learning but all aspects of education. We were able to talk about more of our resources for our members. Staff made connections with 383 people that day.

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

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

- Summer Reading programs—1,595 children and their families participated in Summer Reading programs at our libraries during August. Here's the breakdown:
  - 152 hobbits, elves, and dwarves took a *Journey to Middle Earth* at our Hobbit programs.
  - 110 contestants attempted to "Catch 'em all" at our Pokémon Tournaments. These have been so popular, we are looking into doing them more regularly at some of our libraries.
  - 97 children in grades 3-5 participated in our *Late Night at the Library* programs.
  - *Spokane Taiko Drums* brought in 804 participants during the last week of programs, and Charlie Williams, the Noise Guy, had 131 at his last two programs.
  - Summer Lego Club continued to draw a crowd throughout the summer evenings, with 245.
- School Visits/Programs:
  - During the summer, we work with Windsor Elementary School's Summer Library Program, and 21 students participated in one of our drop-in science programs in August.
- Spokane Valley has been dabbling in passive programming on Sundays, and now Moran Prairie has started to as well. 122 people tried out a simple in-library drop-in craft in August.



### Tween/Teen Programs:

- Tween/Teen Summer Reading Programs
  - 107 Teens and Tweens participated in programs in August.
    - 29 teens attended *Anime Club* at Spokane Valley and North Spokane libraries this month.
    - 5 teen writers plied their craft at T.W.I.N.E.
    - 47 Tweens tried out *Squishy Circuits*.
    - 11 tweens/teens participated in the Fairfield Community Center's *Thursday Night Thing*.
    - 15 Teens and their parents attended a SAT/ACT prep workshop at North Spokane Library with Bob Alexander, a nationally recognized SAT and ACT test preparation expert, and college admissions coach Dr. Sharon Alexander.

### Adult Programs:

- Summer programs for adults covered a wide range of topics, and 114 members participated. Here are some highlights:
  - 37 learned the *Secrets of Sauerkraut* from food preservation expert Anna Kestell.
  - 20 people improved their golf game with golf pros at Deer Park's local course.
  - 109 members attended one of Milonga's performances at libraries this month.
  - 25 members at Moran Prairie heard from Appalachian Trail record Holder and author Jennifer Pharr Davis.
  - 19 members learned about flower arranging with local garden expert Steve Nokes.
- Book Clubs: 41 people attended one of the five Book Club programs this month in our libraries.

### Connect Communities:

- We hosted 4 community experts at library programs in August.

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

- The Technology Class team met to choose dates and class offerings through December.
- I worked with Ven to add images and left align the events on the library location pages.
- Usage of digital resources was up 3% in August from 36,572 to 37,714 uses.
  - NoveList K-8 increased by 68%, Ancestry increased by 53%, and Science in Context increased by 47%.
  - GrantStation decreased by 60%, World Book decreased by 54%, and Washington State Legal Forms and Microsoft IT Academy both decreased by 25%.

### Connect Communities:

- I met with a gentleman working on the City of Spokane Valley app to discuss featuring the Valley libraries within the app.
- I wrote a grant proposing to bring employment and digital skills training to rural residents of Spokane County. We will be notified in late September if we are awarded the funds.

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

**IN-LIBRARY CIRC**

	This Month		This month compared to			Year – to – Date		
	2014	2013	1-yr ago	3-yrs ago	5-yrs ago	2014	2013	Diff
AH	6040	6214	-2.80%	9.66%	15.64%	49827	50815	-1.94%
AR	13353	15146	-11.84%	-21.83%	-9.86%	110885	120628	-8.08%
CH	13696	15366	-10.87%	-17.84%	-10.53%	106329	109995	-3.33%
DP	12307	14524	-15.26%	-17.19%	-2.11%	103395	109004	-5.15%
FF	1271	1963	-35.25%	-12.04%	-26.83%	11562	10994	5.17%
ML	4329	4481	-3.39%	-26.10%	-16.12%	36708	39058	-6.02%
MP	16206	17780	-8.85%	-5.60%	-11.01%	124660	139359	-10.55%
NS	48902	56318	-13.17%	-10.22%	-3.60%	387842	423303	-8.38%
OT	4967	7129	-30.33%	-34.54%	-34.41%	44538	55925	-20.36%
SV	51891	57033	-9.02%	-9.68%	-3.09%	411494	423736	-2.89%
TOT	172962	195954	-11.73%	-12.69%	-6.44%	1387643	1483191	-6.44%

**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	3297	393	2335	15	6040	619	6659
AR	7633	603	5085	32	13353	1981	15334
CH	9376	750	3555	15	13696	2156	15852
DP	8720	600	2956	31	12307	1884	14191
FF	573	68	618	12	1271	147	1418
ML	1656	221	2427	25	4329	606	4935
MP	9118	502	6560	26	16206	3051	19257
NS	19276	2031	27149	446	48902	8705	57607
OT	2416	214	2318	19	4967	997	5964
SV	12848	1910	36782	351	51891	7877	59768
TOT*	74913	7292	89785	972	172962	28023	200985

	This Year This Month		Last Year This Month		Difference
	Self-Check Circulation	% of total circulation	Self-Check Circulation	% of total circulation	
AH	2350	38.91%	2379	38.28%	0.62%
AR	5117	38.32%	5731	37.84%	0.48%
CH	3570	26.07%	3838	24.98%	1.09%
DP	2987	24.27%	3730	25.68%	-1.41%
FF	630	49.57%	799	40.70%	8.86%
ML	2452	56.64%	2017	45.01%	11.63%
MP	6586	40.64%	7587	42.67%	-2.03%
NS	27595	56.43%	30951	54.96%	1.47%
OT	2337	47.05%	3097	43.44%	3.61%
SV	37133	71.56%	31145	54.61%	16.95%
TOTAL	90757	52.47%	91274	46.58%	5.89%

	Books to Go	% of circulation	DVD	% of circulation	New Books	% of circulation
AH	127	2.10%	2735	45.28%	271	4.49%
AR	383	2.87%	3716	27.83%	1126	8.43%
CH	243	1.77%	4128	30.14%	732	5.34%
DP	233	1.89%	4947	40.20%	599	4.87%
FF	33	2.60%	441	34.70%	78	6.14%
ML	77	1.78%	1664	38.44%	257	5.94%
MP	338	2.09%	4449	27.45%	1059	6.53%
NS	983	2.01%	14360	29.36%	2767	5.66%
OT	126	2.54%	1437	28.93%	386	7.77%
SV	873	1.68%	15977	30.79%	3766	7.26%
TOTAL	3416	1.98%	53854	31.14%	11041	6.38%

Holds	Holds filled Aug-14	% of circulation	Holds filled Aug -13	% of circulation	% Difference 2013 to 2014	Note: Zsupport holds added in 2013. Total reflects all holds including those filled in Support Services.
AH	1049	17.37%	1518	24.43%	-7.06%	
AR	2831	21.20%	2805	18.52%	2.68%	
CH	3058	22.33%	3098	20.16%	2.17%	
DP	2211	17.97%	2818	19.40%	-1.44%	
FF	369	29.03%	403	20.53%	8.50%	
ML	915	21.14%	1039	23.19%	-2.05%	
MP	3445	21.26%	3912	22.00%	-0.74%	
NS	8898	18.20%	10511	18.66%	-0.47%	
OT	1298	26.13%	1947	27.31%	-1.18%	
SV	9600	18.50%	10089	17.69%	0.81%	
Zsupport	1172		241			
Total	33915		39312	19.61%	-0.45%	

New customer registrations			
	August 2014	August 2013	% Difference
AH	78	87	-10.34%
AR	130	143	-9.09%
CH	130	126	3.17%
DP	81	64	26.56%
FF	3	8	-62.50%
ML	41	47	-12.77%
MP	126	126	0.00%
NS	348	402	-13.43%
OT	56	52	7.69%
SV	484	497	-2.62%
TOTAL	1477	1552	-4.83%

August Cash Collection: Symphony-Workflows				
Payments received	2013	2014	Difference 2013 to 2014	%change 2013 to 2014
CASH	10429.51	9530.98	-898.53	-8.62%
CHECK	4048.15	3219.06	-829.09	-20.48%
CREDIT	8112.82	9370.57	1257.75	15.50%
TOTAL	22590.48	22120.61	-469.87	-2.08%

## Library Reports

### Airway Heights: Stacy Hartkorn

#### Develop Young Learners:

- Attendance for Play & Learn Storytime averaged 30 people, an increase compared to the previous month (July: 25.2) and compared to the same month last year (26.6).

#### Explore and Discover:

- Our final Summer Reading program, *Spokane Taiko Drummers* attracted an audience of 30.
- Overall, average attendance at Children's Summer Reading was noticeably lower in 2014 (38.8) compared to 2013 (55.2). However, attendance at Tween Summer Reading was slightly higher in 2014 (12.3) compared to 2013 (10). I am unsure whether or not the slightly earlier time (10am instead of 10:30am) was a possible contributing factor to the lower attendance numbers for Children's Summer Reading.
- The Summer Reading concert *Milonga* attracted an audience of 10, which is low compared to an overall average attendance of 23.9 people at previous music programs at the Airway Heights Library.

#### Connect Communities:

- I hosted an SCLD information booth at the annual Airway Heights Festival along with AH Library Page, Ericka. A total of 107 people stopped by to learn more about digital library resources and upcoming programming. Children also participated in bookmark decorating along with several Play & Learn activities.
- For the first time, Airway Heights Library helped to host activities for the Sunset Elementary's Open House Family Link Night. Students and their families started their night at the elementary school touring classrooms and visiting information booths in the school gym. They then walked to the library where Sunset staff helped facilitate a free school supply giveaway in the library meeting room, and also served a free frozen yogurt treat outside on the lawn behind the library. At the conclusion of the event, Sunset staff commented on the success of the collaboration and expressed interest in moving the information booths to the library lawn next year (instead of inside the Sunset gym). A line of between 10-20 people queued outside the meeting room for free school supplies beginning 15 minutes before the start of the event and the line lasted for over 30 minutes (until school supplies ran out). Attendance is estimated at approximately 150 people, which kept library staff especially busy signing up students, families and teachers with new library card accounts.
- I attended two Airway Heights Kiwanis meetings, which focused primarily on organizing events for the Airway Heights Festival (Watermelon Races, Talent Show, and Beer Garden). Members also assembled a total of 24 Hygiene Kits to be distributed to students in need at Cheney Middle School (example of items include toothpaste/brush, soap, shampoo, deodorant, etc.).
- I attended an Airway Heights Friends of the Library meeting, which included information presented by Nancy Ledebor and Jane Baker about the current process being undertaken to create a Friends Foundation and how these changes might impact individual Friends chapters.
- During her monthly visit to the Airway Heights Library, Community Librarian Ellen Peters visited several local apartment complexes to drop off information brochures, Storytime flyers and programming brochures to be included in welcome kits for new residents. Ellen received an enthusiastic welcome from several apartment complex managers, who made a point to tell her they are not only including SCLD brochures in welcome packets, but also verbally promoting our resources (especially free Internet) to new residents. This targeted promotion is a direct result of CommunityConnect data, which showed a significant potential for library member growth in the

- geographic area where several large apartment complexes are located.
- The meeting room was reserved a total of 13 times, more than double last year's total of 6 bookings during the same month.

**Argonne: Pat Davis**

Develop Young Learners:

- Play and learn Storytime attendance was up, averaging 33.25 this year compared to 24.25 last August.
- Storytimes at Loving Hearts Daycare were presented to 16 Preschool, 14 PreK and 12 Toddlers for a total of 42 compared to 21 last year.

Explore and Discover:

- Summer Reading *Spokane Taiko Drums* attracted 103.
- The adult Summer Reading *Milonga* program had an audience of 5.
- The adult Summer Reading *Artful Flower Arrangements* attracted 11.
- We had three Book a Librarian appointments as well as assisting several drop ins with eBook questions.

Support Job Seekers and Local Businesses:

- We assisted two members who had never filed an online application before.
- Another member stopped in to say she had gotten a job after a long job search using our Internet.

Connect Communities:

- Meeting and conference room bookings were down slightly from 59 last year to 49 this year.
- Friends of the Argonne Library participated at Millwood Daze. They handed out free books to promote their upcoming book sale and kids made bookmarks. They had a great turnout and promoted library services as well as their sale.

**Cheney: Catherine Nero Lowry**

Develop Young Learners:

- Baby Play and Learn attendance increased with an average of 22 in August 2014 from an average of 10.4 in August 2013.
- Toddler Play and Learn attendance increased with an average attendance of 38.25 in August 2014, compared to 34.5 in August of 2013.
- Preschool Play and Learn attendance increased from August of 2013, with an average attendance of 29 compared to 37 in 2014.

Explore and Discover:

- We had two-three groups of 20 children each every Tuesday and Thursday from Camp CASLO at the Wren Pierson Community Center, hang out in the children's area to read, use the children's computer and check out books.
- For the Summer Reading program *Breaking the Sound Barrier*, we had 54 in attendance.
- The Summer Reading musical program *Milonga*, attracted 23 participants.
- The Summer Reading musical program *Spokane Taiko Drummers* could be heard in the parking lot. We had 77 participants.
- The Summer Reading Explore and Discover program with Windsor Elementary had 21 participants.

Support Job Seekers and Local Businesses:

- We noted 4 walk-in digital device Book a Librarian interactions.

Connect Communities:

- Lori and Regina took our library outreach services to Cheney Sessions Village, Cheney Assisted and Cheney Care facilities this month.
- We provided a Cheney youth an opportunity to fulfill her Junior Honors Community five hours of volunteering requirements.
- Lori took our outreach Storytime services to EWU providing services to over 30 children.
- 18 groups used our meeting room this month.
- Stephen Sattler's 3D sculpted art was featured in our display case this month.
- On our art wall we have displayed a series of Paper Sculptures from the Westwood Middle School 7<sup>th</sup> and 8<sup>th</sup> grade artists.
- I attended the Cheney Merchants Associations EWU pregame gathering sponsored by the West Plains Chamber of Commerce and local merchants. I connected with a local Kiwanis member about creating a tie-in with the Cheney JR Rodeo and the library. He is also a beekeeper and wanted to know if we could display their honey for sale in our library. I told him we couldn't display for sale but that we could offer our

display case for them to share information behind beekeeping and their contact info and now the West Plains Beekeepers are booked for our display case for the month of October.

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

#### Develop Young Learners:

- We saw a slight increase in Storytime attendance. Our average Storytime attendance was 19 compared to last August's average of 16.

#### Support Job Seekers and Local Businesses:

- We scheduled two Accuplacer exams for students this month, but due to our connection speed students were unable to complete the exam. We referred the students to North Spokane and we heard that one student drove to Spokane Valley to complete the exam.

#### Explore and Discover:

- Ten (10) members gathered at the *Book Club* to discuss architectural books and a biography about Frank Lloyd Wright. Last August's attendance was 8.
- The children's Summer Reading program's average attendance was 43, compared to last August's average attendance of 20.
- The Summer Reading program *Secrets of Sauerkraut* attracted 12 participants.
- The Summer Reading programs *Science of the Swing* and *Milonga* each attracted 20 participants.
- Kandy Brandt's adult Summer Reading presentation of *Cybercrime* attracted 2 participants.

#### Connect Communities:

- Friends of the Deer Park Library had another three-day book sale. \$870.85 was the total amount of donations gathered.
- Our meeting and conference rooms were used by 20 groups this year compared to last year's total of 16, including groups such as the Girl Scouts, Career Path Counseling, and a local scrapbooking group.
- Librarian Amber Williams and I attended the *We "Heart" Deer Park* event at the Arcadia Elementary School, coordinated by area churches to coincide with the school district's Meet the Teacher night. We connected with and/or handed out pencils, brochures and bookmarks to 334 attendees.
- A library member who none of us recognized came to the front desk and said she just wanted to thank us for all the help that she has received here and donated \$100.00 to the library. Staff's attempt to thank her was dismissed; she said she just wanted to contribute to the library.

### **Fairfield: Kathy Allen**

#### Develop Young Learners:

- Play and Learn Storytime attendance decreased with an average of 1.75 compared to last August's average of 5.75. Surely the road construction that closed Main Street for the month of August did not help member's ability to access the library.

#### Explore and Discover:

- The *Milonga* Summer Reading program had an attendance of two.
- The *Squishy Circuits* Summer Reading program attracted a group of 16.
- The *Spokane Taiko Drummers* Summer Reading program was fun, loud and well attended with 30. The program was moved into the library common area to accommodate the large crowd.
- Explore and Discover Teen/Tween program *Thursday Night Thing* remains consistent with 11 in attendance.

#### Connect Communities:

- *DSHS Mobile Community Service Office* provided service to two people.
- Gwendolyn and Jane did a pre-recorded public radio interview that was recently aired. A member who heard the interview came in excited about getting a library card. She had no idea that so much was available with a library card. She commented on how enthusiastic Gwendolyn and Jane were about all that is happening at the library.
- The Fairfield Friends of the Library held a welcome meeting for me. They served tea along with a lovely table of fruits and vegetables from their gardens with crackers and cheese. Doug and Jane joined us. Jane answered questions and provided information about the developing Friends Foundation. The meeting closed with an enthusiastic Friends group eager to commit to the Friends Foundation.

## **Medical Lake: Laura Baird**

### Develop Young Learners:

- Storytime attendance averaged 22, up from 21 in August 2013.
- I presented outreach Storytimes to 21 children at Cela's Creative Learning Center and to nine children at the Eastlake Childcare Center, down from 22 and 17 respectively.

### Support Job Seekers and Local Businesses:

- A member who used library resources over several months to research how to start a small business building fanciful birdhouses told staff that he has a shop built and hired five part-time people to work for him. He credits his success in opening his new business to the assistance he received at the library.

### Explore and Discover:

- The final Summer Reading program, *Spokane Taiko Drummers*, entertained 44 children and adults.
- Three people attended the Summer Reading program, *Milonga*, and eight people enjoyed the *Flower Arranging* program.
- Staff did three Book a Librarian appointments this month.

### Connect Communities:

- Two groups, a Girl Scout leaders group and Stage West, used the meeting room this month, down from four in August 2013 .
- Christie Onzay and I contacted the newly hired Medical Lake School District Superintendent to set up a meeting to discuss ongoing and future collaboration with the schools. We will be meeting with him in October.
- Christie and I also contacted the City Administrator of Medical Lake to set up a date for our annual presentation to the City Council. We are scheduled for October 4.
- A member who is involved with the Medical Lake High School Tennis-a-thon contacted the library about discarded books she wanted to give participants in this annual event. I put her in touch with the Friends of the Library who graciously donated money for the purchase of new books. This event has been going on for 17 years and proceeds from the event go to the Food Bank, Outreach, and the school tennis team.
- Quilts are on display this month in the Adult area.

## **Moran Prairie: Danielle Marcy**

### Develop Young Learners:

- Toddler Play and Learn Storytime averaged 26 attendees this month—a decrease from last month's average of 28 and last year's 59.
- Preschool Play and Learn Storytime had an average attendance of 18—down from 19 last month and a decrease from 37 in August 2013.
- Baby Play and Learn Storytime averaged 26, a decrease of last month's 29 and a slight increase over last year's 25 in August 2013.

### Explore and Discover:

- The *Moran Prairie Book Club* had 5 people attend this month. We discussed *Unbroken—a World War II story of survival, resilience, and redemption* by Laura Hillenbrand.
- The Summer Reading program *Milonga* had 23 attendees.
- 25 attended the program featuring Jennifer Pharr Davis, author and overall record holder for hiking the Appalachian Trail in 46 days.
- We had two family Summer Reading programs: *Frankentoys* had 37 attendees and *Spokane Taiko Drummers* had 82. Last year's program for *Jenk's Family concert* had 37 attendees.
- *Breaking the Sound Barrier*, the last Children's Summer Reading program, attendance had 77.
- We are participating in a weekly self-directed craft program on Sundays. Although participation has been low—an average of 4—we expect this number to increase as families get back to the school routine and utilize the library more heavily on Sundays.

### Connect Communities:

- We had 67 bookings of the meeting room, an increase from last month's 44.
- The Friends donated \$200 for Spokane Is Reading and also approved an amendment to their bylaws and articles to allow the formation of the Friends Foundation.
- A local youth group, The Activity Day Girls, came for a tour. They had 9 in their group.

## **North Spokane: Jason Johnson**

### Develop Young Learners:

- 667 children and their parents and caregivers attended early learning programs this month. This is a 2% decrease from July.
- Baby Play and Learn Storytime averaged 18 attendees. This is the down 5 from last month's average and down 21 from August 2013.
- Preschool Play and Learn Storytime averaged 44 attendees. This is up 7 from last month and up 1 from August 2013.
- Toddler Play and Learn Storytime attracted an average attendance of 32. This is up 4 from last month and up 1 from August 2013.

### Explore and Discover:

- 8 members attended the North Spokane Book Club.
- 53 tween/teen members attended 3 programs: 19 for *Anime Club*, 19 for Summer Reading: *Squishy Circuits*, and 15 for *Set The Standard*.
- 538 children, parents and caregivers attended 9 programs: 145 for two sessions of Summer Reading: *Spokane Taiko Drummers*, 54 for *Late Night @ The Library*, and 196 for four sessions of Summer *Lego Club*, 81 for *Journey to Middle Earth*, and 52 for *Pokémon*.

### Support Job Seekers and Local Businesses:

- Librarian Brian Vander Veen met with Tate White to discuss Whitworth University's upcoming Business Plan Competition.
- One (1) exam was proctored this month.

### Connect Communities:

- Local artist Pamela Martin continued to display her collage art throughout the library.
- Jason and Brian held a Community Conversation with 3 attendees.

## **Otis Orchards: Kathy Allen**

### Develop Young Learners:

- Play and Learn Storytime attendance of 19.25 was an increase compared to last August's average of 14.2.

### Explore and Discover:

- Summer Reading: *Frankentoys* encouraged 19 children to create new toys from discarded parts and pieces.
- Summer Reading: *Spokane Taiko Drummers* entertained our largest group with a total of 46 in attendance.
- Summer Reading: *Secrets of Sauerkraut* was one of the most successful programs we have hosted for adults with 25 attending. Those attending were engaged, asked questions and were eager to try out the information they obtained from the program.
- Summer Reading: *Milonga* had 11 in attendance. Those members that did not attend the program but were in the library while the music was playing commented on how they enjoyed the nice music.

### Connect Communities:

- One exam was proctored.

## **Spokane Valley: Sonia Gustafson**

### Develop Young Learners:

- Baby Lapsit averaged 20, compared to last August's 36.
- Toddler Storytime averaged 32, down from last year's August average of 37.
- Preschool Storytime's average was way up compared to last August- 48 this year and 34 last year.
- Family Storytime stayed just about the same—an average of 9 this August (10 last August).
- Mary Ellen and Gwendolyn presented a STARS class (*I See Me*) to 30 teachers.

### Explore and Discover:

- Our weekly Sunday craft activity continues to do well, with an average of 19 participating this month.
- *Late Night at The Library* went very well, with 43 attending.
- The *Journey to Middle Earth* party was a huge hit, with a total of 71 attending. We had two people share their family photos from the party on our Facebook page. The giant dragon that Cindy and Kelsey created for the party has been put up in the library—he's now "guarding" the treasures of the children's section.



Support Job Seekers and Local Businesses:

- We proctored 5 exams.
- I'm working with an intern from the NextGen Work Zone (a partnership with WorkSource). She'll be working with me on special projects, including identifying and labeling local history content. She'll be with us for 200 work hours.

Connect Communities:

- Michelle, Aileen and I attended the SV Chamber Luncheon and Car Show at the Fairgrounds. Council member Ed Pace talked with us about the Libraries Transforming Communities initiative and how happy he was to have participated in one of our community conversations.
- Nancy attended the Spokane Valley Friends meeting and answered questions about the Foundation.

Public Use Measures

AUGUST 2014

Measure	This year	Last year	YTD	Last YTD	Rolling YTD
	This Month	This Month	This year	Comparison	Comparison
Registered borrowers	118,536	117,548		1%	
Door count	120,822	128,697	941,717	0%	1%
Circulation	230,700	247,672	1,830,774	-2%	-1%
Digital Media Catalog	29,398	22,283	218,867	36%	35%
<b>Programs</b>					
Number	205	207	1,881	-1%	-1%
Attendance	6,140	5,781	51,342	4%	5%
<b>Group Visits</b>					
Number	1	1	35	9%	17%
Attendance	9	17	1,141	37%	72%
Software Station bookings	21,844	20,998	168,759	10%	10%
Meeting room bookings	243	281	2,300	-4%	2%
<b>Holds placed</b>					
By customers	33,075	37,796	278,565	-4%	3%
By staff	7,812	7,058	63,246	11%	4%
Digital Media Catalog	8,945	6,676	69,877	45%	45%
<b>Database use</b>					
Searches	103,323	106,861	902,787	27%	67%
Retrievals	28,404	35,802	299,108	-6%	5%
<b>Website use (Remote)</b>					
User sessions	95,453	79,126	766,725	15%	10%
Page views	204,597	187,284	1,661,457	-5%	-14%
Catalog	49,962	56,792	403,282	-13%	-13%
Database Access	3,560	3,466	37,765	-9%	-1%
<b>Interlibrary loans</b>					
Loaned	271	249	2,352	0%	5%
Borrowed	530	423	4,019	21%	17%

**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 August 2014

### **Traditional Media**

#### SCLD in the news:

- Aug 3 – MarketPad: Spokane County Library District online listing
- Aug 8 – Spokane Valley News Herald: Regionally: SCLD streaming services
- Aug 8 – Usplaces.com: Spokane County Library District
- Aug 10 – Spokesman.com: Literary Calendar: Cybercrime: Mysteries and Suspense at Deer Park Library
- Aug 10 – Spokesman.com: Literary Calendar: North Spokane Library Book Club
- Aug 17 – Spokesman.com: Literary Calendar: Spokane Valley Library Book Club
- Aug 22 – Spokesman.com: Shadle branch library will have Sunday hours (SCLD was mentioned as already having Sunday hours at 5 of our libraries)
- Aug 25 – Spokesman.com: Literary Calendar: Deer Park Library Book Club
- Aug 25 – Spokesman.com: Literary Calendar: Moran Prairie Library Book Club
- Aug 29 – Spokane Valley News Herald: SCLD streaming services
- Aug 31 – Spokesman.com: Literary Calendar: Author Claudia Hagen

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

Approximate media value for SCLD in the news: \$350

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

#### **Social Media:**

- Facebook: # of fans: 2,141
- Twitter: # of followers: 960
- Pinterest: followers: 972

SCLD blogs were viewed 3,564 times in August, up from 3,092 times in July. One of our posts: “Don’t Be That Guy (in the workplace),” went viral, garnering 1,614 views.

#### **Blog posts:**

- Aug 4 – Tales From The [Record-Breaking] Trail
- Aug 4 – There’s An App For That (News item)
- Aug 5 – Quite a Character: Fictional Guys I’d Date
- Aug 6 – Don’t Be That Guy (In the Workplace)
- Aug 7 – A Conversation with Jennifer Pharr Davis
- Aug 11 – Blam! Zap! Ka-Pow! (News item)
- Aug 11 – From the Director...

- Aug 12 – How (Not) to Go Camping With Kids
- Aug 13 – Salsa & Soup: Recipe Fiesta
- Aug 14 – Genius of Dogs
- Aug 15 – Up, Up, and Away! (News item)
- Aug 19 – Stunt Memoir: Hammock Edition
- Aug 20 – Food Education (Q&A with Stacy Whitman of School Bites)
- Aug 21 – The No-Excuses Guide to Entertaining
- Aug 25 – Labor Day Holiday Closure (News item)
- Aug 26 – The Freedom of Open Source
- Aug 27 – First Love: A Personal History With the American Comic Book
- Aug 28 – I Love/Hate Social Media
- Aug 29 – Technology Class: Finding Jobs Online (News item)

**eNewsletter:**

Email: 67,683 sent on August 14, 2014

- Open rate: 19.3% (13,030)
- Clicked: 1,734 (2.6% click rate)
- Unsubscribed: 181

Friends of the Library Book Sales

- Deer Park – Sun, Aug 3 – sent to 3,324

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

- Aug 1 – Valleyfest Ad
- Aug 1 – New Tags (Templates) for Bookbags
- Aug 4 – New Trustee Collateral Materials
- Aug 5 – DSHS Mobile CSO Visits
- Aug 12 – August Newsletter
- Aug 13 – AH FoL Booksale: AH Festival
- Aug 15 – SCLD ad in the Inlander's Give Guide
- Aug 16 – Unity in the Community
- Aug 18 – College Admission & Testing\_Aug18
- Aug 19 – MP Friends Meeting
- Aug 20 – NS Tween Club
- Aug 20 – SV Tween Club
- Aug 23 – Millwood Daze
- Aug 25 – Cheney innovation project adventure pass flyer change and additional flyer
- Aug 25 – Spokesman Short Story Series
- Aug 25 – We "heart" Deer Park event
- Aug 27 – Called Again with Jennifer Pharr Davis
- Aug 28 – AH Sunset Open House
- Aug 28 – Closure calendar image

- Aug 31 – Summer Reading\_adults
- Aug 31 – Summer Reading\_Kids

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

- Aug 4 – Materials Order – Business Cards (x2)
- Aug 5 – Materials Order – CIP Brochures for DP
- Aug 5 – Materials Order – Pencils/Pens
- Aug 6 – Materials Order – CIP Brochures for OT
- Aug 6 – Materials Order – CIP Brochures for FF
- Aug 8 – Materials Order – Bookmarks
- Aug 11 – Materials Order – CIP Brochures for MP
- Aug 11 – Materials Order – CIP Brochures for ML
- Aug 18 – Materials Order – Thumb Drives for DP
- Aug 26 – Materials Order – Thumb Drives for SV

### **Community Involvement**

- Aug 26 – Attended the Friends of the Moran Prairie Library meeting
- Aug 28 – Attended the Friends of the Fairfield Library meeting

### **Current & Upcoming Projects**

- Sep 1 – CIP Storytime Survey
- Sep 1 – Materials Order – Signs
- Sep 2 – Argonne FoL Booksale
- Sep 3 – Technology classes - September
- Sep 3 – Family Construction Zone Part 1
- Sep 4 – Large Print Fall Booklist
- Sep 4 – Meet the Authors of "Letters from Brackham Wood"
- Sep 8 – Feed Medical Lake
- Sep 8 – Create
- Sep 10 – Ad for the Current
- Sep 10 – Sequential Reaction: A History of the American Comic Book\_Sept10
- Sep 12 – Boomers and Beyond Conference
- Sep 12 – Help Now/ Job Now flyers
- Sep 15 – Ethics Programs
- Sep 16 – September Newsletter
- Sep 16 – FoL\_Booksale\_NS\_Oct17
- Sep 18 – SE Spokane County Fair
- Sep 19 – Valleyfest
- Sep 19 – Technology classes – October

- Sep 19 – Funday Monday
- Sep 19 – Fol\_Booksale\_DP\_monthly
- Sep 24 – SV Friends book sale
- Sep 25 – Toddler Book Bag template -update
- Sep 27 – Prescription Drug Take Back Event
- Sep 28 – Disc retrieval sign for SV
- Sep 29 – Access to Library Services Poster
- Sep 29 – Early Learning Tablets
- Sep 29 – STCU Workshops
- Sep 30 – CIP Job Seeker/Career Survey
- Sep 30 – Value Your Home: Winterizing 101
- Oct 1 – Hours & Locations bookmarks
- Oct 1 – Post-it notes for date due
- Oct 5 – Flannel board Workshop
- Oct 7 – SLCD/LTC More Info Cards
- Oct 9 – Technology classes – November
- Oct 10 – Ad for the Current
- Oct 10 – Storytime Survey
- Oct 14 – October Newsletter
- Oct 15 – SCLD Youtube Channel
- Oct 19 – Fol\_Meeting\_NS\_Oct27
- Oct 20 – ML Book Discussion Group for November 2014
- Oct 31 – Go Local website

**Upcoming events:**

- Spokane Is Reading – Thursday, October 16
  - 1pm Spokane Valley Event Center, 10514 East Sprague
  - 7pm The Bing, 901 West Sprague

Spokane County Library District		
Balance Sheet - (Cash Basis)		
August 31, 2014		
		9/8/2014 11:31
<b>ASSETS</b>		
CASH		\$ 3,151,911
<b>TOTAL ASSETS</b>		<b>\$ 3,151,911</b>
CURRENT LIABILITIES		\$ 10,843
<b>TOTAL LIABILITIES</b>		<b>\$ 10,843</b>
<b>FUND BALANCES</b>		
ASSIGNED FOR DEER PARK LIBRARY PROGRAM		\$ 6,144
ASSIGNED FOR DIANE ZAHAND MEMORIAL FUND		8,126
UNASSIGNED FUND BALANCES		3,126,798
<b>TOTAL FUND BALANCES</b>		<b>\$ 3,141,069</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>		<b>\$ 3,151,911</b>
<b>CONSTRUCTION FUND CASH BALANCE -- 8/31/2014</b>		<b>\$ 897,319</b>



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

9/8/2014 11:33

	<b>Y-T-D Actual</b>	<b>Annual Budget</b>	<b>Percent Used</b>	<b>Balance Remaining</b>
<b>REVENUES</b>				
PROPERTY TAXES	\$ 5,827,939	\$ 10,319,212	56.48%	\$ 4,491,273
CITIES, SERVICES & FEES	435,933	646,734	67.41%	210,801
MISCELLANEOUS	145,828	259,463	56.20%	113,635
OTHER RECEIPTS	14,041	17,000	82.59%	2,959
INTEREST REVENUES	16,280	24,000	67.83%	7,720
<b>TOTAL REVENUES</b>	<b>\$ 6,440,021</b>	<b>\$ 11,266,409</b>	<b>57.16%</b>	<b>\$ 4,826,388</b>
TRANSFERS IN	\$ -	\$ -	0.00%	\$ -
<b>TOTAL REVENUES &amp; TRANSFERS IN</b>	<b>\$ 6,440,021.04</b>	<b>\$ 11,266,409</b>	<b>57.16%</b>	<b>\$ 4,826,388</b>
<b>EXPENSES</b>				
SALARIES	\$ 3,902,724	\$ 5,887,835	66.28%	\$ 1,985,111
FRINGE BENEFITS	1,162,688	1,723,603	67.46%	560,915
SUPPLIES	194,581	431,565	45.09%	236,984
SERVICES	1,179,093	1,737,657	67.86%	558,564
CAPITAL EXPENDITURES	0	40,000	0.00%	40,000
LIBRARY MATERIALS	970,872	1,414,046	68.66%	443,174
OTHER EXPENDITURES	14,444	23,500	61.46%	9,056
INTEREST EXPENSE	0	500	0.00%	500
OPERATIONAL CONTINGENCIES	0	0	0.00%	0
<b>TOTAL EXPENSES</b>	<b>\$ 7,424,402</b>	<b>\$ 11,258,706</b>	<b>65.94%</b>	<b>\$ 3,834,304</b>
TRANSFERS OUT	\$ -	\$ -	0.00%	\$ -
<b>TOTAL EXPENSES &amp; TRANSFERS OUT</b>	<b>\$ 7,424,402</b>	<b>\$ 11,258,706</b>	<b>65.94%</b>	<b>\$ 3,834,304</b>
<b>Net Excess of Revenues Over/(Under) Expenses</b>	<b>\$ (984,381)</b>	<b>\$ 7,703</b>		<b>\$ 992,084</b>

## **Spotlight Medical Lake Library**

Library Supervisor Laura Baird and Community Librarian Christie Onzay will share highlights of Medical Lake Library and the community it serves.

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

## **OVERVIEW EXPLORE & DISCOVER**

Library Services Manager Gwendolyn Haley will provide an overview of library programming to support one of the four Community Impact Plan goals, Explore & Discover.

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