

**MISSION**

We inspire learning, advance knowledge, and connect communities.

**Board of Trustees Regular Meeting and Retreat**

August 18, 2015 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 June 16, 2015, Regular Meeting Minutes [4:00-4:03]
  - B. Approval of June and July 2015 Payment Vouchers [4:03-4:05]
  - C. Unfinished Business [4:05-4:15]
    - 1. Libraries Transforming Communities Project Update
    - 2. Bond Election Report
  - D. New Business [4:15-4:30]
    - 1. Purchasing Policy: Approval Recommendation.
    - 2. Financial Management Policy: Approval Recommendation.
    - 3. ALA Annual Conference Report
- IV. DISCUSSION ITEMS, POSSIBLE ACTION [4:30-4:35]**
  - A. Future Board Meeting Agenda Items
- V. REPORTS**
  - A. Trustees [4:30-4:35]
  - B. Executive Director [4:35-4:40]
    - Administrative
    - Community Activities
  - C. Public Services [4:40-4:45]
  - D. Communication [4:45-4:50]
  - E. Fiscal [4:50-4:55]
  - F. Spotlight Medical Lake Library [4:55-5:05]
  - G. Overview – Develop Young Learners [5:05-5:25]
- VI. PUBLIC COMMENT**
- VII. ADJOURNMENT**
  - Break (Catered pizza and soft drinks.)**
  - RETREAT – AGENDA FOLLOWS [6:00-8:00]**

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

08/18/15

**MISSION**

We inspire learning, advance knowledge, and connect communities.

**Board of Trustees Special Meeting/Retreat**

August 18, 2015, 6:00–8:00 p.m.

Medical Lake Library Public Meeting Room  
321 S. Herb St.  
Medical Lake, WA 99022

**Note:**

*In compliance with Open Public Meetings Act requirements for special meetings (RCW 42.30.080), discussion will be limited to the items on the published agenda. No final action will be taken and no public comment will be allowed.*

**A G E N D A**

- 6:00 2015 FINANCIAL UPDATE AND 2016 BUDGET DIRECTION**  
*(Chief Financial Officer Rick Knorr; Executive Director Nancy Ledeboer)*
- 6:15 LIBRARY FACILITIES MASTER PLAN UPDATE**  
*(Executive Director Nancy Ledeboer)*
- 6:45 COMMUNITY ENGAGEMENT PLAN PRESENTATION**  
*(Deputy Director Patrick Roewe; Executive Director Nancy Ledeboer)*
- 7:15 DISCUSSION/BOARD DIRECTION TO STAFF**
- 8:00 ADJOURNMENT**

[Estimated combined meetings length: Four hours.]

- ***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 to its starting time.***

**SPOKANE COUNTY LIBRARY DISTRICT**  
**BOARD OF TRUSTEES MEETING MINUTES: JUNE 16, 2015**

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**CALL TO ORDER**

The regular monthly meeting of the Spokane County Library District Board of Trustees was held Tuesday, June 16, 2015, in the public meeting room at Deer Park Library, 208 S. Forest Ave., Deer Park, WA. Chair Mark Johnson called the meeting to order at 4:09 p.m., and welcomed those in attendance.

**PRESENT:**

Mark Johnson - Chair  
John Craig - Trustee  
Kristin Thompson - Trustee  
Sonja Carlson - Trustee  
Nancy Ledeboer - Executive Director and Secretary

**EXCUSED:**

Tim Hattenburg - Vice Chair

Also Present: Jane Baker, Communication & Development Officer; Kris Barnes, Library Supervisor; Sheri Boggs, Youth Collection Development Librarian; Priscilla Ice, Chief Information Officer; Rick Knorr, Chief Financial Officer; Patrick Roewe, Deputy Director, Library Services; Doug Stumbough, Deputy Director, Library Operations; Amber Williams, Librarian; and Patty Franz, Administrative Assistant.

**AGENDA APPROVAL**

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

The motion carried unanimously.

**ACTION ITEMS**

**APPROVAL OF MAY 26, 2015, REGULAR MEETING MINUTES**

Mr. Johnson called for corrections to the May 26 regular meeting minutes. There were no corrections; the minutes stand approved as written.

**APPROVAL OF MAY 2015 BILL PAYMENT VOUCHERS**

Mr. Johnson moved and Ms. Thompson seconded approval of the May bill payment vouchers as follows:

Fund

L01	Voucher numbers: 48049 through 48193 and W00240-W00244 totaling	\$ 522,198.76
	Payroll numbers: 05082015PR and 05222015PR totaling	\$ 366,964.68
	Total	\$ 889,163.44

In response to Trustee Craig's question about a payment to Capital One National Association, Chief Financial Officer Rick Knorr responded that the payment was for District supplies purchased at Costco. There were no other questions.

The motion was unanimously approved.

## UNFINISHED BUSINESS

**LIBRARIES TRANSFORMING COMMUNITIES PROJECT UPDATE.** Along with the report provided in advance of the meeting, Mr. Roewe reiterated the transition from the Community Impact Plan (CIP) to Community Engagement Plan (CEP) will soon begin. The CEP is considered an evolution of the CIP, and will be based on knowledge gathered through the Harwood Institute Libraries Transforming Communities work and community conversations. There was no further discussion.

**BOND ELECTION UPDATE.** Ms. Ledeboer reported the Greater Spokane Valley Chamber followed its endorsement of the bond by providing information in its monthly newsletter distribution for how members can actively support the election. The District will have a presence at the next two Chamber events, and the Libraries Change Lives PAC will have a table at the July 17 event as well. Also for July, Ms. Baker arranged a meeting among the Journal of Business Editorial Board, Ms. Ledeboer and herself, and The Current will run a cover story about revitalization of the U-City area, of which the bond election will be included. Ms. Ledeboer reported that as it turns out, the District will support the cost of the bond election in its entirety, as the other primary ballot measures are outside the District. There was no further discussion.

## NEW BUSINESS

**CODE OF CONDUCT POLICY.** Although there were no recommended changes at this time, Mr. Stumbough and Mr. Roewe provided an overview of this important policy established to protect the rights and safety of members, volunteers, and staff. A list of unacceptable behaviors supported by Washington State law is posted in all libraries. Mr. Stumbough reported in most cases, members comply when asked to stop unacceptable behaviors. Occasionally, however, staff will intervene if behaviors escalate and ultimately exclude members from using the library, when necessary, for one day up to a year. Security Incident reports are tracked internally to keep staff apprised and/or determine patterns of unacceptable behaviors. Regarding firearms, Mr. Roewe addressed why it isn't possible to prohibit weapons in the library at this time. Washington is considered an open carry state, which means as long as firearms or other dangerous weapons are carried in compliance with state law, libraries have no legal foundation for prohibiting weapons. Trustee Craig said it makes sense for libraries not to become politically active in lobbying to prohibit weapons in libraries as this has the potential of attracting gun proponents. Ms. Ledeboer said the District follows recommendations from lobbyist Steve Duncan, and noted that several Washington libraries have been challenged for restricted weapons policies. Regarding the bicycle parking ban, Trustee Craig asked if safe bicycle storage arrangements can be made for staff interested in riding to work. Mr. Stumbough responded that staff can store bicycles in staff areas. Ms. Ledeboer noted the public is not allowed to store bicycles in the library, as this presents a safety issue for egress. There was no further discussion.

## DISCUSSION ITEMS, POSSIBLE ACTION

### FUTURE BOARD MEETING AGENDA ITEMS

Mr. Johnson reviewed the list of tentative agenda items for August and September. Medical Lake will be the venue for August 18, where a board retreat will follow the regular meeting from 6-8 p.m. The July meeting is canceled. In response to Trustee Craig, Ms. Ledeboer said the retreat agenda will include discussion of capital facilities, the 2016 budget and Community Engagement Plan.

## REPORTS

### TRUSTEES

There were no reports.

### EXECUTIVE DIRECTOR

The Executive Director's written report provided prior to the meeting included information for the Business Office, Finance and Facilities, Collection Services, Human Resources, Information Technology, and Community Activities. Ms. Ledeboer called attention to the current work of new CFO Rick Knorr, which is to ensure District expenditures are in line with budget. In response to Trustee Craig's query about the film, Import/Export, Youth Collection Development Librarian Sheri Boggs responded that the film was withdrawn from the collection by Deputy Director Andrea Sharps, for reasons based on its graphic images, use and condition of the item, and additional collection development criteria. In the future, library members with interest can request the film through the interlibrary loan process.

### PUBLIC SERVICES

Deputy Directors Patrick Roewe and Doug Stumbough provided a written report prior to the meeting for May 2015, with data for customer use measures, programming, and library activities. There were no questions or further discussion.

### COMMUNICATION

Communication & Development Officer Jane Baker provided a written report prior to the meeting for May 2015 communication activities. Ms. Ledeboer pointed out copies of the recent CIP annual report distributed to Trustees, which highlights accomplishments of the plan's four service areas. Ms. Ledeboer noted District library visits were more than double attendance at the Spokane Arena last year. Ms. Ledeboer also noted Summer Reading programs start tomorrow, and on June 11, an informative article on the bond election was published in The Spokesman-Review Valley Voice. There was no further discussion.

### FISCAL

Revenue and Expenditure Statement through May 31, 2015.

<u>Fund 001</u>	
Revenues	\$ 6,250,891
Expenditures	\$ 4,768,902
Ending Fund Balance	\$ 5,869,191
Fund Budget Expended	52.63%

CFO Rick Knorr noted that the financial report includes the number of months the District has "cash on hand" available to cover expenditures based upon average monthly expenditures year to date. Maintaining the cash on hand allows the District to operate

without borrowing tax anticipation notes. Ms. Ledebor indicated that the sale of the Upriver Drive property is delayed due to the short plat requirements taking longer than anticipated. PERS contributions will increase effective July 1. This increase was included in the 2015 budget.

## **SPOTLIGHT DEER PARK LIBRARY**

Library Supervisor Kris Barnes and Community Librarian Amber Williams reported on the community served by Deer Park Library, as related to the Community Impact Plan service priorities and Libraries Transforming Communities project. Ms. Barnes provided a rundown on Deer Park Library statistics. The library is open 58 hours a week over seven days to serve nearly 6,500 members. To develop young learners, the library hosts weekly toddler and preschool Storytimes, and outreach Storytimes to area ECEAP programs. Interactive discovery stations and iPads are available in the library for check out. The library is a member of the Deer Park Chamber of Commerce as part of its support of local businesses and job seekers; both Ms. Barnes and Ms. Williams attend meetings regularly. Staff also enjoys the opportunity to meet area students by proctoring exams, and responds to questions from members of all ages at the software stations. They help build resumes, use email, make copies and more. Deer Park is one of the four libraries where the SNAP grant-supported classes were held, and where free childcare was made available to participants. Library business cards were delivered to the Chamber for distribution. These cards provide immediate free access to online databases. In celebration of the library's anniversary, local art, and as part of the explore and discover service priority, last November Friends of the Library provided refreshments for an evening filled with photography, face painting, quilts, stained glass, watercolor, and more. Nourish programming was held in the spring and featured local experts. Summer Reading is about to begin, where kids ages 5 and up are excited to travel back in time to the Middle Ages with Knights of Veritas. Ms. Williams noted this fall the Deer Park Kids Explore and Discover Club will transition into STEM Club; Avista will provide Energy Engineering, and Lego Club will be offered weekly if interest holds. Also noteworthy is the monthly adult book club regularly attended by 17 participants and hosted by Ms. Barnes. Deer Park truly shines in its ability to connect communities, the fourth service area. Up to 67 myriad groups use the library meeting rooms each month, and the library participates in the many wonderful recreational and school events. The library participated in Riverside High School's student work program with success, and will do so again next year. Both Riverside and Deer Park middle school students receive student library cards, with presentations about the cards provided to students and educators in January. As previously reported, Friends of Deer Park Library were the recipients of WLA Friends, Foundations, Trustees, and Advocates Distinguished Service Award, for which Bill and Flo Moore traveled to the annual conference held in Marysville to receive the award. Ms. Barnes pointed out the whimsical paper maché elephant displayed in the library was created by stained-glass artist Monte Moore and decorated by his Arcadia Elementary School students. Regarding Libraries Transforming Communities, the library hosted eight community conversations and had attendance at six. The next step is to set up meetings with the Chamber of Commerce to relay what was learned. The common themes were Deer Park residents would like more entertainment options, culture and art. And those with high school degrees would like to be able to pursue higher education and more local employment opportunities. Future projects include more development of the park project. A Seed Library will be offered, and a poetry event is scheduled for fall as part of the library's anniversary event. In response to Ms. Ledebor, Ms. Williams said the park has been named "The Library Park," with a ribbon cutting ceremony in the planning

stages. Ms. Ledebor said the park is a great example of how a project can spark community connections. Trustees expressed appreciation for the informative report.

## **OVERVIEW INTERLIBRARY LOAN AND COLLECTION SERVICES**

Youth Collection Development Librarian Sheri Boggs presented an overview of Interlibrary Loan and Collection Services. Collection Services (CS) is where the physical and digital materials for SCLD's 10 libraries are selected, purchased, cataloged, processed and distributed. CS staff also collaborate with Public Services staff on projects, use grant funds to strengthen parts of the collection, work with IT to deliver the best possible member experiences, meet with vendor reps, contact other library systems to borrow and lend materials, assist staff at all libraries, blog for the district and more. Ms. Boggs described how materials are selected, and visually demonstrated the website's online request form, where members and staff can suggest items for purchase. Member requests account for 35% of our weekly orders. Requests are weighed according to the Collection Development Policy, which is made available to the public on the website. Journal reviews such as Entertainment Weekly and The NY Times Book Review; vendor carts from suppliers Ingram and Midwest Tape (primary music, video, and audiobook vendor), and upcoming events also help drive selections. With the intent to order and receive popular items before they are requested, research of local upcoming events, author visits and concert venue lineups; e.g., Northern Quest, is also necessary. Interlibrary Loan (ILL) is available for requested items that don't fall within district collection guidelines/criteria for purchase. Ms. Boggs reviewed key changes, statistics and trends for ILL, which has become increasingly popular with members. For example, requests for non-print materials increased by 16% since lending/borrowing began for those items in March 2014. Ms. Boggs noted research conducted by ILL Clerk Carol Watkins for this presentation, which shows ILL requests have increased 26% nationally and suggests increases coincided with increases in discovery tools (web searching and Google books), the number of participating libraries, stagnant or reduced collection budgets at some borrowing libraries, and the new cloud-based OCLC WorldShare resource sharing global library collection network. Ms. Boggs provided a sampling of items requested and borrowed through ILL, as well as ILL services provided by staff. In particular, Carol Watkins has relaunched a regional "ILL Group" consisting of ILL personnel at regional library institutions, and also proved instrumental in assisting Trustee Hattenburg in researching his book *Death Ride: A Little Boy's Night of Terror*. In response to Trustee Craig's query about the cost of these services, Ms. Boggs said the District pays for postage to mail items and at times libraries will charge a fee for items. Staff attempt to borrow items from libraries that do not charge fees; however, if a fee is charged, we notify the member prior to borrowing the item as they are responsible for paying fees. Materials can be borrowed for only two weeks to keep items circulating from lender libraries. Ms. Ledebor noted some libraries will renew items. Also in response to Trustee Craig, Ms. Ledebor explained we decide the best option for meeting a member's request via WorldShare, preferred libraries, smaller locales or other global sources. She also noted some items are released in Canada or the UK before the states. Trustees expressed appreciation for the informative report.

## **PUBLIC COMMENT**

There were no public comments.

**ADJOURNMENT**

The meeting adjourned at 5:30 p.m.

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Mark Johnson, Chair

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Nancy Ledeboer, Secretary of the Board of Trustees



**ADJOURNMENT**

The meeting adjourned at 5:30 p.m.

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Mark Johnson, Chair

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Nancy Ledeboer, Secretary of the Board of Trustees

**PAYMENT VOUCHER APPROVAL**

Pursuant to RCW 42.24.180 and Spokane County Library District Resolution # 94-03, we, the undersigned, do hereby certify that the merchandise and services hereinafter specified have been received as of June 30, 2015 and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$869,822.62 and that we are authorized to authenticate and certify these claims.

DATE: July 1, 2015

SIGNED: *[Signature]*

SIGNED: *[Signature]*

TITLE: C.F.O.

TITLE: Executive Director

VOUCHER NUMBER	DESCRIPTION	VOUCHER AMOUNT
048194	ABM JANITORIAL SERVICES - NW	CUSTODIAL SERVICES \$ 11,897.38
048195	AVISTA UTILITIES	UTILITIES 1,156.24
048196	CDW GOVERNMENT, INC.	IT HARDWARE & SOFTWARE 8,369.90
048197	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE 220.40
048198	CENTURYLINK	ANALOG TELEPHONE LINES 82.37
048199	CENTURYLINK	ANALOG TELEPHONE LINES 96.98
048200	CITY OF SPOKANE	WATER & SEWER - MORAN PRAIRIE 578.58
048201	CITY OF AIRWAY HEIGHTS	WATER & SEWER - AIRWAY HEIGHTS 409.72
048202	CITY OF CHENEY	WATER, SEWER, ELEC. - CHENEY 841.53
048203	CITY OF DEER PARK	WATER & SEWER - DEER PARK 120.23
048204	SHERYL DAVEY	LIBRARY PROGRAMS 250.00
048205	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES 125.32
048206	EBSCO INDUSTRIES, INC.	LIBRARY MATERIALS - SUBSCRIPTIONS 12.23
048207	ELK SENTINEL	SUBSCRIPTIONS 15.00
048208	FINDAWAY WORLD, LLC	LIBRARY MATERIALS 1,157.46
048209	GALE/CENAGE LEARNING	LIBRARY MATERIALS 628.99
048210	GREATER SPOKANE VALLEY CHAMBER	DUES AND MEMBERSHIPS 300.00
048211	GREENLEAF LANDSCAPING, INC.	GROUPS MAINTENANCE 395.39
048212	H&H BUSINESS SYSTEMS, INC.	COPIER MAINTENANCE 1,477.96
048213	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS 6,135.97
048214	INLAND NW BUSINESS ALLIANCE	DUES AND MEMBERSHIPS 660.00
048215	KENT ADHESIVE PRODUCTS CO.	OFFICE/LIBRARY SUPPLIES 526.95
048216	BIRGITT L KRAUSE	LIBRARY PROGRAMS 300.00
048217	CATHI ANN LAMOREUX	LIBRARY PROGRAMS 100.00
048218	LEADERSHIP SPOKANE	TRAINING & TRAVEL 3,000.00
048219	PERIDOT PUBLISHING LLC	ADVERTISING 297.50
048220	MELANIE LUEDDERS	LIBRARY PROGRAMS 250.00
048221	MIDWEST TAPE	LIBRARY MATERIALS 2,365.79
048222	JENNIFER R. MORGAN	LIBRARY PROGRAMS 250.00
048223	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES 144.01
048224	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books 13,271.10
048225	PERRINE PROPERTIES, LLC	SV PARKING LOT LEASE 250.00
048226	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES 873.59
048227	RECORDED BOOKS, LLC	LIBRARY MATERIALS 333.14
048228	TRICOR DIRECT, INC.	FIXED ASSET IDENTIFYING LABELS 2,099.45
048229	SHADOWBOX PRESS, LLC	LIBRARY MATERIALS 139.95
048230	SPOKANE CO. WATER DISTRICT #3	UTILITY FEE - HASTINGS PROPERTY 14.25
048231	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES 521.11
048232	TARGET SYSTEM TECHNOLOGY, INC	SOFTWARE SUPPORT 177.00
048233	U.S. BANK	H S A CONTRIBUTIONS 84.00
048234	WASTE MANAGEMENT OF SPOKANE	REFUSE 1,136.28
048235	WESTERN STATES EQUIPMENT	BUILDING REPAIR & MAINTENANCE 612.40

048236	WHIPPLE CONSULTING ENGINEERS,	LAND SURVEY FEES	127.50
048237	SPOKANE CO. TREASURER	AVIGATION FEES, 9220 E UPRIVER	73.00
048238	ST THOMAS MORE	LIBRARY PROGRAMS	100.00
048239	ASSOC OF WASHINGTON CITIES	MEDICAL, DENTAL, VISION & LIFE INS.	698.30
048240	ASSOC OF WASHINGTON CITIES	MEDICAL, DENTAL, VISION & LIFE INS.	64,442.43
048241	AVISTA UTILITIES	UTILITIES	2,621.72
048242	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	149.19
048243	CLASSIC VENTURES LTD	LIBRARY MATERIALS	34.77
048244	B & C TELEPHONE, INC.	EQUIPMENT REPAIR & MAINTENANCE	125.00
048245	CAPITAL COMMUNICATIONS, INC	OFFICE/LIBRARY SUPPLIES	373.50
048246	CDW GOVERNMENT, INC.	IT HARDWARE & SOFTWARE	168.49
048247	CRAIG BARNETT	LIBRARY MATERIALS	140.71
048248	CITY OF MEDICAL LAKE	WATER, SEWER, REFUSE - ML	276.74
048249	CAPITAL ONE NAT'L ASSOC	OFFICE/LIBRARY SUPPLIES	51.28
048250	KATIE CRISE	LIBRARY PROGRAMS	178.25
048251	DEVRIES INFORMATION MGMT	COURIER SERVICE	4,554.00
048252	ELECTRONIC HANDBOOK PUB.	LIBRARY MATERIALS	416.32
048253	EMPIRE DISPOSAL INC.	UTILITIES	18.75
048254	GREATAMERICA FINANCIAL SVCS.	POSTAGE METER LEASE	159.95
048255	GALE/CENAGE LEARNING	LIBRARY MATERIALS	257.27
048256	JANE GREENWOOD	INTERVIEWEE TRAVEL REIMBURSEMENT	760.00
048257	VANTAGEPOINT TRNSFR %M&T BANK	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,884.83
048258	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	11,726.94
048259	THE LARGE PRINT BOOK COMPANY	LIBRARY MATERIALS	17.21
048260	MELISSA LOCKABY	INTERVIEWEE TRAVEL REIMBURSEMENT	1,053.00
048261	MIDWEST TAPE	LIBRARY MATERIALS	5,609.35
048262	MODERN ELECTRIC WATER COMPANY	WATER, ELEC. - SV	1,827.53
048263	NEW YORK TIMES	LIBRARY MATERIALS	54.00
048264	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	7,861.36
048265	PARTNERS W/FAMILIES & CHILDREN	LIBRARY PROGRAMS	25.00
048266	U.S. POSTAL SERVICE	POST OFFICE BOX ANNUAL FEE	114.00
048267	RECORDED BOOKS, LLC	LIBRARY MATERIALS	296.76
048268	SNO ISLE LIBRARIES	TRAINING & TRAVEL - EXEC. DIRECTOR	174.00
048269 - 048277	VOID CHECKS	VOID CHECKS	-
048278	SPOKANE COUNTY UTILITIES	SEWER - AR, NS, SV	517.04
048279	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	156.45
048280	SPOKANE VETERANS FOR PEACE	LIBRARY MATERIALS	40.00
048281	RACHEL TUPPER	LIBRARY PROGRAMS	2,000.00
048282	UPS	FREIGHT	10.24
048283	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	341.06
048284	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	575.60
048285	WHITWORTH WATER DISTRICT #2	WATER - NORTH SPOKANE	368.19
048286	CHERYL ZOBEL	INTERVIEWEE TRAVEL REIMBURSEMENT	369.88
048287	AVISTA UTILITIES	UTILITIES	625.62
048288	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	621.36
048289	CENTURYLINK	ANALOG TELEPHONE LINES	96.28
048290	CENTURYLINK	ANALOG TELEPHONE LINES	92.62
048291	CENTURYLINK	ANALOG TELEPHONE LINES	38.92
048292	CENTURYLINK	ANALOG TELEPHONE LINES	59.85
048293	CENTURYLINK	ANALOG TELEPHONE LINES	96.79
048294	CENTURYLINK	ANALOG TELEPHONE LINES	138.92
048295	NICHOLAS BRADLEY FLATOFF	LIBRARY PROGRAMS	505.00
048296	DELL MARKETING L.P%DELL USA LP	PRINTER SUPPLIES/IT EQUIPMENT	949.98
048297	DINGUS,ZARECOR & ASSOC PLLC	ACCOUNTING & AUDITING	795.00
048298	DIVCO INCORPORATED	ARGONNE OUTSIDE CHILLER REPAIR	16,506.10
048299	EARTHWORKS RECYCLING,INC	RECYCLING	240.10
048300	FED EX OFFICE	PRINTING	299.00
048301	GALE/CENAGE LEARNING	LIBRARY MATERIALS	521.38
048302	GONZAGA UNIVERSITY	LIBRARY PROGRAMS	171.67
048303	CRAIG L. GOODWIN II	LIBRARY PROGRAMS	100.00

048304	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	3,473.36
048305	H&H BUSINESS SYSTEMS, INC.	COPIER MAINTENANCE	193.86
048306	iHEARTMEDIA-SPOKANE	ADVERTISING	1,130.00
048307	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	3,340.09
048308	INTEGRA	BROADBAND AND INTERNET	2,282.97
048309	INLAND POWER AND LIGHT	UTILITIES - AH, DP	784.35
048310	JAN WAY COMPANY USA, INC.	OFFICE/LIBRARY SUPPLIES	4,094.52
048311	KHQ Q6 - SPOKANE	ADVERTISING/PROMOTION	750.00
048312	GROUP W MARKETING	LIBRARY PROGRAMS	2,400.00
048313	JOSHUA LEE MARTIN	LIBRARY PROGRAMS	300.00
048314	MIDWEST TAPE	LIBRARY MATERIALS	3,770.68
048315	MORNINGSTAR, INC.-0051	ELECTRONIC LIBRARY SERVICE	3,153.00
048316	OCLC, INC.	CATALOGING & ILL SUBSCRIPTION SVCS	3,139.39
048317	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	5,707.07
048318	PayneWest INSURANCE	INSURANCE	175.00
048319	POSTMASTER	POST OFFICE BOX ANNUAL FEE	114.00
048320	PRESSWORKS	PRINTING	829.38
048321	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	771.46
048322	RECORDED BOOKS, LLC	LIBRARY MATERIALS	1,882.68
048323	COWLES PUBLISHING CO	SUBSCRIPTIONS	421.96
048324	LESLIE DOQUI SRETENOVIC	LIBRARY PROGRAMS	200.00
048325	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	76.07
048326	RACHEL TUPPER	LIBRARY PROGRAMS	1,000.00
048327	UPS	FREIGHT	14.96
048328	VERIZON WIRELESS	CELL PHONES	207.30
048329	WALT'S MAILING SERVICE	ADVERTISING	10,469.66
048330	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	25.48
048331	BLACKSTONE AUDIO BOOKS	LIBRARY MATERIALS	193.97
048332	CDW GOVERNMENT, INC.	IT HARDWARE & SOFTWARE	1,070.70
048333	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	102.79
048334	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	755.65
048335	MELISSA DILUZIO	LIBRARY PROGRAMS	50.00
048336	EVANCCD SOLUTIONS, LLC	ELECTRONIC LIBRARY SERVICES	1,191.00
048337	GALE/CENAGE LEARNING	LIBRARY MATERIALS	847.23
048338	VANTAGEPOINT TRNSFR %M&T BANK	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,947.24
048339	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	11,121.37
048340	INLAND PUBLICATIONS	LIBRARY PROGRAMS	520.00
048341	INTEGRA	BROADBAND AND INTERNET	15,630.49
048342	INLAND POWER AND LIGHT	UTILITIES - AH, DP	341.31
048343	MULTNOMAH COUNTY LIBRARY	LOST INTERLIBRARY LOAN BOOK	13.00
048344	MIDWEST TAPE	LIBRARY MATERIALS	3,299.23
048345	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	9,595.45
048346	PERRINE PROPERTIES, LLC	SV PARKING LOT LEASE	250.00
048347	PRESSWORKS	PRINTING	2,483.80
048348	RECORDED BOOKS, LLC	LIBRARY MATERIALS	384.50
048349	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	141.28
048350	TANTOR MEDIA	LIBRARY MATERIALS	17.99
048351	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	11,230.09
048352	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	341.06
048353	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	639.24
048354	WHATCOM COUNTY LIBRARY SYSTEM	LOST INTERLIBRARY LOAN BOOK	19.98
W00245	US BANK - HEALTH	H S A CONTRIBUTIONS	2,014.15
W00246	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	58,540.66
W00247	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	32,923.44
W00248	STATE OF WASHINGTON	MONTHLY EXCISE/SALES TAXES	1,149.86
W00249	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	32,974.11
W00250	US BANK - HEALTH	H S A CONTRIBUTIONS	2,014.15
W00251	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	<u>63,777.03</u>

**Total Non-Payroll General Operating Fund**

**\$ 506,574.38**

**PAYROLL VOUCHERS**

06102015PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS	\$ 177,302.49
06252015PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS	<u>185,945.75</u>
	<b>Total Payroll General Operating Fund</b>		\$ 363,248.24
	<b>TOTAL GENERAL OPERATING FUND</b>		<u><u>\$ 869,822.62</u></u>

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Spokane County Library District  
Monthly Credit Card Activity  
For the Month of June, 2015

	<u>Card Category</u>	<u>Amount</u>
General Purchases		\$ 6,790.36
Maintenance		1,356.25
Travel		621.40
Acquisitions		2,075.23
Information Technolgy		380.85
Outreach		6.00
Total Purchases		<u>\$ 11,230.09</u>

**PAYMENT VOUCHER APPROVAL**

Pursuant to RCW 42.24.180 and Spokane County Library District Resolution # 94-03, we, the undersigned, do hereby certify that the merchandise and services hereinafter specified have been received as of July 31, 2015 and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$928,205.08 and that we are authorized to authenticate and certify these claims.

DATE: August 1, 2015

SIGNED: *Rick Knorr*

SIGNED: *Nancy Kuebel*

TITLE: *Rick Knorr, CFO*

TITLE: *Executive Director*

VOUCHER NUMBER	DESCRIPTION	VOUCHER AMOUNT
048355	ABM JANITORIAL SERVICES - NW	CUSTODIAL SERVICES \$ 2,276.45
048356	AVISTA UTILITIES	UTILITIES 4,140.51
048357	BAKER AND TAYLOR INC.	LIBRARY MATERIALS 34.85
048358	BLACKSTONE AUDIO BOOKS	LIBRARY MATERIALS 179.95
048359	BRILLIANCE PUBLISHING, INC.	LIBRARY MATERIALS 8.47
048360	BRODART CO.	OFFICE/LIBRARY SUPPLIES 1,086.58
048361	CENTURYLINK	ANALOG TELEPHONE LINES 82.37
048362	CENTURYLINK	ANALOG TELEPHONE LINES 44.89
048363	CENTURYLINK	ANALOG TELEPHONE LINES 44.65
048364	CENTURYLINK	ANALOG TELEPHONE LINES 96.96
048365	DELL MARKETING L.P%DELL USA LP	PRINTER SUPPLIES/IT EQUIPMENT 1,780.40
048366	DIVCO INCORPORATED	BUILDING REPAIR & MAINT - HVAC 891.88
048367	FRONTIER COMMUNICATION	TELEPHONE & BROADBAND - FF 116.79
048368	GALE/CENAGE LEARNING	LIBRARY MATERIALS 698.39
048369	GENERAL FIRE EXTINGUISHER SERV	ANNUAL FIRE EXTINGUISHER INSPECTIONS 431.04
048370	H&H BUSINESS SYSTEMS, INC.	COPIER MAINTENANCE 1,293.97
048371	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS 8,767.92
048372	KENT ADHESIVE PRODUCTS CO.	OFFICE/LIBRARY SUPPLIES 632.15
048373	KING COUNTY LIBRARY SYSTEM	INTERLIBRARY LOAN FEES 22.00
048374	MIDWEST TAPE	LIBRARY MATERIALS 3,658.91
048375	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books 15,340.88
048376	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES 837.88
048377	RECORDED BOOKS, LLC	LIBRARY MATERIALS 430.46
048378	SPOKANE NEIGHBORHOOD ACTION PLAN	LIBRARY PROGRAMS 900.00
048379	COWLES PUBLISHING CO	SUBSCRIPTIONS 78.00
048380	SPOKANE CO. WATER DISTRICT #3	UTILITY FEE - HASTINGS PROPERTY 14.25
048381	UNIQUE MANAGEMENT SERVICES	COLLECTION AGENCY & NOTICE FEES 2,727.06
048382	UPS	FREIGHT 11.36
048383	WALT'S MAILING SERVICE	BOND INFORMATION MAILING 1,831.42
048384	ALLIED SAFE & VAULT CO, INC.	SAFETY & SECURITY SERVICES 1,284.60
048385	AVISTA UTILITIES	UTILITIES 2,824.44
048386	BIBLIOTHECA ITG	ANNUAL SOFTWARE SUPPORT 2,389.56
048387	BLACKSTONE AUDIO BOOKS	LIBRARY MATERIALS 50.00
048388	BRILLIANCE PUBLISHING, INC.	LIBRARY MATERIALS 26.08
048389	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE 209.70
048390	CENTER POINT LARGE PRINT	LIBRARY MATERIALS 79.48
048391	CITY OF SPOKANE	WATER & SEWER - MORAN PRAIRIE 738.30
048392	CITY OF AIRWAY HEIGHTS	WATER & SEWER - AIRWAY HEIGHTS 620.04

048393	CITY OF CHENEY	WATER, SEWER, ELEC. - CHENEY	908.24
048394	CITY OF DEER PARK	WATER & SEWER - DEER PARK	147.28
048395	DEER PARK CHAMBER OF COMMERCE	MEMBERSHIP DUES	50.00
048396	DEVRIES INFORMATION MGMT	COURIER SERVICE	4,770.00
048397	EMPIRE DISPOSAL INC.	UTILITIES	18.75
048398	FINDAWAY WORLD, LLC	LIBRARY MATERIALS	1,328.65
048399	GREATAMERICA FINANCIAL SVCS.	POSTAGE METER LEASE	159.95
048400	GALE/CENAGE LEARNING	LIBRARY MATERIALS	167.83
048401	TIMOTHY RICHARD GREENUP	LIBRARY PROGRAMS	50.00
048402	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	1,211.04
048403	VANTAGEPOINT TRNSFR %M&T BANK	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,945.99
048404	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	2,291.11
048405	KRON	LIBRARY PROGRAMS	2,400.00
048406	KATHRYN LEBO	LIBRARY PROGRAMS	50.00
048407	MICRO AGE	IT HARDWARE & SOFTWARE	209.79
048408	MIDWEST TAPE	LIBRARY MATERIALS	900.92
048409	MODERN ELECTRIC WATER COMPANY	WATER, ELEC. - SV	2,009.00
048410	NEW YORK TIMES	LIBRARY MATERIALS	45.00
048411	ORBIS CASCADE ALLIANCE	COURIER SERVICE	5,926.00
048412	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	11,059.86
048413	PAPERJACK.com	OFFICE/LIBRARY SUPPLIES	239.92
048414	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	3,488.10
048415	RECORDED BOOKS, LLC	LIBRARY MATERIALS	336.51
048416	MARY SHAVER	LIBRARY PROGRAMS	4,204.43
048417	SHARMA KAY SHIELDS MILLS	LIBRARY PROGRAMS	50.00
048418	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	63.82
048419	TARGET SYSTEM TECHNOLOGY, INC	SOFTWARE SUPPORT	29.50
048420	U.S. BANK	H S A CONTRIBUTIONS	87.00
048421	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	330.06
048422	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	600.43
048423	WASTE MANAGEMENT OF SPOKANE	REFUSE	1,139.03
048424	MADLINE RAE WEAVER	LIBRARY PROGRAMS	300.00
048425	ELLEN WELCKER	LIBRARY PROGRAMS	50.00
048426	WHIPPLE CONSULTING ENGINEERS,	LAND SURVEY FEES	2,197.50
048427	ABM JANITORIAL SERVICES - NW	CUSTODIAL SERVICES	13,278.37
048428	ASSOC OF WASHINGTON CITIES	MEDICAL, DENTAL, VISION & LIFE INS.	698.30
048429	ASSOC OF WASHINGTON CITIES	MEDICAL, DENTAL, VISION & LIFE INS.	63,397.55
048430	AVISTA UTILITIES	UTILITIES	732.62
048431	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	51.08
048432	BLACKSTONE AUDIO BOOKS	LIBRARY MATERIALS	22.67
048433	JAMIESON ENTERPRISES, LLC	PARKING SPACE LEASE	360.00
048434	BRILLIANCE PUBLISHING, INC.	LIBRARY MATERIALS	60.61
048435	CENTURYLINK	ANALOG TELEPHONE LINES	96.21
048436	CENTURYLINK	ANALOG TELEPHONE LINES	92.60
048437	CENTURYLINK	ANALOG TELEPHONE LINES	38.90
048438	CITY OF MEDICAL LAKE	WATER, SEWER, REFUSE - ML	318.86
048439	DELL MARKETING L.P.%DELL USA LP	PRINTER SUPPLIES/IT EQUIPMENT	308.34
048440	DEBORAH DICKERSON	LIBRARY PROGRAMS	650.00
048441	ELM USA, INC.	OFFICE/LIBRARY SUPPLIES	198.95
048442	FINDAWAY WORLD, LLC	LIBRARY MATERIALS	97.81
048443	GALE/CENAGE LEARNING	LIBRARY MATERIALS	80.81
048444	GOBER SON AND SON	BUILDING REPAIR & MAINTENANCE	379.36
048445	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	2,689.39
048446	GREY HOUSE PUBLISHING	LIBRARY MATERIALS	237.05
048447	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	14,143.07
048448	COREY JENKINS	LIBRARY PROGRAMS	3,300.00



048449	PERIDOT PUBLISHING LLC	ADVERTISING	297.50
048450	MIDWEST TAPE	LIBRARY MATERIALS	7,039.84
048451	NORLIFT	CART CASTERS - N. SPOKANE	24.61
048452	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	456.96
048453	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	259.94
048454	QUALITY MASONRY RESTORATION	BUILDING REPAIR & MAINTENANCE	1,956.60
048455	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	434.21
048456	RECORDED BOOKS, LLC	LIBRARY MATERIALS	1,316.10
048457	SIRSIDYNIX	SOFTWARE SUPPORT & WEB CONTENT	3,000.12
048458	SPOKANE COUNTY UTILITIES	SEWER - AR, NS, SV	517.04
048459	COWLES PUBLISHING CO	SUBSCRIPTIONS	208.00
048460	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	118.22
048461	INTERLINE BRANDS, INC.	BUILDING REPAIR & MAINTENANCE	63.33
048462	TOWN OF FAIRFIELD	UTILITIES	161.80
048463	CRJW ENTPR INC./VALLEY GLASS	BUILDING REPAIR & MAINTENANCE-SV	2,337.05
048464	VALUE LINE PUB., INC.	LIBRARY MATERIALS	2,850.00
048465	VERIZON WIRELESS	CELL PHONES	207.30
048466	VIC B. LINDEN & SONS	BUILDING REPAIR & MAINTENANCE	1,041.35
048467	WASHINGTON FINANCE OFFICERS A	CONFERENCE REGISTRATION - KNORR	525.00
048468	WHITWORTH WATER DISTRICT #2	WATER - NORTH SPOKANE	192.79
048469	WEST VALLEY SCHOOL DISTRICT	LIBRARY PROGRAMS	1,200.00
048470	MEALS ON WHEELS SPOKANE	LIBRARY PROGRAMS	50.00
048471	AMERICAN LIBRARY ASSOCIATION	DUES AND MEMBERSHIPS	121.50
048472	B & C TELEPHONE, INC.	EQUIPMENT REPAIR & MAINTENANCE	945.46
048473	BRILLIANCE PUBLISHING, INC.	LIBRARY MATERIALS	9.12
048474	CONSOLIDATED ELECTRICAL DIST.	BUILDING REPAIR & MAINTENANCE	24.13
048475	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	501.70
048476	CENTURYLINK	ANALOG TELEPHONE LINES	59.85
048477	CENTURYLINK	ANALOG TELEPHONE LINES	96.73
048478	CENTURYLINK	ANALOG TELEPHONE LINES	141.69
048479	HIP OF SPOKANE COUNTY	LIBRARY PROGRAMS	4,500.00
048480	DELL MARKETING L.P./DELL USA LP	PRINTER SUPPLIES/IT EQUIPMENT	122.28
048481	EARTHWORKS RECYCLING, INC	RECYCLING	111.50
048482	FREE PRESS PUBLISHING, INC	LIBRARY MATERIALS	24.00
048483	GALE/CENAGE LEARNING	LIBRARY MATERIALS	53.89
048484	GOOD BUDDIES CABINETS, INC.	FURNITURE, FIXTURES & EQUIPMENT	298.93
048485	GREENLEAF LANDSCAPING, INC.	GROUNDS MAINTENANCE	623.95
048486	H&H BUSINESS SYSTEMS, INC.	COPIER MAINTENANCE	78.27
048487	KIMBERLY MARIE HARSHBERGER	GRAPHICS DESIGN FOR PUB. RELATIONS	125.00
048488	VANTAGEPOINT TRNSFR %M&T BANK	ICMA EMPLOYEE 457 CONTRIBUTIONS	4,946.30
048489	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	6,910.78
048490	INTEGRA	BROADBAND AND INTERNET	15,630.49
048491	INTEGRA	BROADBAND AND INTERNET	2,273.81
048492	INLAND POWER AND LIGHT	UTILITIES - AH, DP	864.37
048493	INTERNAT'L PUBLIC MGMT ASSOC.	OFFICE/LIBRARY SUPPLIES	149.00
048494	MIDWEST TAPE	LIBRARY MATERIALS	3,658.16
048495	MOBIUS SCIENCE CENTER	LIBRARY PROGRAMS	3,000.00
048496	OCLC, INC.	CATALOGING & ILL SUBSCRIPTION SVCS	3,136.14
048497	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	9,281.63
048498	PROQUEST	ELECTRONIC LIBRARY SERVICES	6,414.00
048499	RECORDED BOOKS, LLC	LIBRARY MATERIALS	202.93
048500	JOCELYN REDEL	RECRUITING	265.00
048501	SAGE SOFTWARE, INC	ANNUAL SOFTWARE SUPPORT - MAS100	3,211.80
048502	SPOKANE COUNTY LIBRARY DIST	REIMBURSE REVOLVING FUND	1,163.26
048503	SOUTHEAST SPK COUNTY FAIR	LIBRARY PROGRAMS	50.00
048504	SOFTWARE.HARDWARE.INTEGRATION	IT HARDWARE & SOFTWARE	194.58

048505	COWLES PUBLISHING CO	SUBSCRIPTIONS	208.00
048506	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	91.04
048507	UNIQUE MANAGEMENT SERVICES	COLLECTION AGENCY & NOTICE FEES	3,015.42
048508	UPS	FREIGHT	13.33
048509	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	330.06
048510	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	617.41
048511	AVISTA UTILITIES	UTILITIES	4,364.36
048512	BLACKSTONE AUDIO BOOKS	LIBRARY MATERIALS	179.95
048513	CAPITAL COMMUNICATIONS, INC	OFFICE/LIBRARY SUPPLIES	204.64
048514	CENTURYLINK	ANALOG TELEPHONE LINES	85.71
048515	CENTURYLINK	ANALOG TELEPHONE LINES	45.86
048516	CENTURYLINK	ANALOG TELEPHONE LINES	45.62
048517	CENTURYLINK	ANALOG TELEPHONE LINES	99.04
048518	CRAIG BARNETT	LIBRARY MATERIALS	129.44
048519	DEPT OF LABOR & INDUSTRIES	COMMUNITY RIGHT TO KNOW ASSESSMENT	287.50
048520	DIVCO INCORPORATED	BUILDING REPAIR & MAINT - HVAC	2,682.27
048521	DEPT. OF LABOR & INDUSTRIES	QUARTERLY WORKMAN'S COMP.	13,589.92
048522	EBSCO INDUSTRIES, INC.	LIBRARY MATERIALS - SUBSCRIPTIONS	24.66
048523	ERIC HERMAN ENDRES	LIBRARY PROGRAMS	4,200.00
048524	FRONTIER COMMUNICATION	TELEPHONE & BROADBAND - FF	117.41
048525	GALE/CENAGE LEARNING	LIBRARY MATERIALS	1,272.02
048526	HEIDI D HOBLIN	LIBRARY PROGRAMS	250.00
048527	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	8,572.22
048528	INLAND POWER AND LIGHT	UTILITIES - AH, DP	409.90
048529	MIDWEST TAPE	LIBRARY MATERIALS	3,422.86
048530	OFFICE DEPOT	OFFICE/LIBRARY SUPPLIES	198.09
048531	OVERDRIVE, INC.	LIBRARY MATERIALS e-Books	16,629.41
048532	PERRINE PROPERTIES, LLC	SV PARKING LOT LEASE	250.00
048533	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	955.26
048534	ELIZABETH RUBASKY ROEWE	LIBRARY PROGRAMS	875.00
048535	SPOKANE CO. WATER DISTRICT #3	UTILITY FEE - HASTINGS PROPERTY	14.25
048536	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	101.74
048537	TAUNI STRAWN	LIBRARY PROGRAMS	250.00
048538	TANTOR MEDIA	LIBRARY MATERIALS	23.99
048539	UPS	FREIGHT	12.97
048540	U.S. BANK CORP. PAYMENT SYSTEM	CREDIT CARD PAYMENT	14,570.63
W00252	US BANK - HEALTH	H S A CONTRIBUTIONS	1,882.90
W00253	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	58,337.66
W00254	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	32,675.68
W00255	STATE OF WASHINGTON	MONTHLY EXCISE/SALES TAXES	1,196.02
W00256	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	58,391.27
W00257	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	39,332.66
W00258	US BANK - HEALTH	H S A CONTRIBUTIONS	1,882.90

**Total Non-Payroll General Operating Fund** \$ 574,967.98

**PAYROLL VOUCHERS**

07102015PR SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS	\$ 178,195.43
07242015PR SPOKANE COUNTY LIBRARY DISTRICT	NET PAYROLL CHECKS	<u>175,041.67</u>

**Total Payroll General Operating Fund** \$ 353,237.10

**TOTAL GENERAL OPERATING FUND** \$ 928,205.08

Spokane County Library District  
Monthly Credit Card Activity  
For the Month of July, 2015

<u>Card Category</u>	<u>Amount</u>
General Purchases	\$ 6,695.46
Maintenance	934.78
Travel	3,024.99
Acquisitions	2,710.90
Information Technolgy	1,137.35
Outreach	67.15
Total Purchases	<u>\$ 14,570.63</u>

### **Libraries Transforming Communities Public Innovators Cohort Report – June & July 2015**

#### **Background:**

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

Team members include Trustee Emeritus Ann Apperson, Executive Director Nancy Ledebor, Librarians Aileen Luppert, Amber Williams, Kelsey Hudson, Cindy Ulrey and Brian Vander Veen, Managing Librarians Kristy Bateman, Sonia Gustafson, and Jason Johnson, and Deputy Director Patrick Roewe.

#### **LTC Public Innovator Cohort In-person Work Space:**

Nancy, Amber, Aileen and Patrick attended the final Libraries Transforming Communities Public Innovator Cohort In-person Work Space at the American Library Association conference in San Francisco at the end of June as part of our ongoing participation in the cohort. Topics in this all-day session included updates on where each team was with their Taking Effective Civic Action plans, and open space opportunities for the cohort to share ideas and best practices for any areas in which a team may be struggling. We also spent time discussing how our libraries are changing as teams apply Turning Outward to everyday work, covering the following topics: Partnerships; Strategy; Communication (including putting a public stake in the ground); Raising Resources (including levies + recruiting staff and board); Internal Performance Management; Internal Alignment and Culture (including organizational restructuring). This was our last opportunity to come together as a cohort prior to the completion of the project. It was a good opportunity to learn from each other, and a good reminder that we're helping ALA establish a community engagement program that could be of good use for libraries nationwide.

#### **Community Narratives:**

In June, the librarians were each assigned to a community team, and developed community-specific narratives based on the notes from our conversations that cumulatively capture the aspiration, issues, and concerns for each community we serve. Those narratives were revised in July, and will be included in the strategic planning process.

#### **Taking Effective Community Action:**

Implementation of the *TECA* (Taking Effective Community Action) plan continues. As detailed in the last update, this plan seeks to provide intergenerational interaction opportunities by training teens to visit adult care facilities and provide instruction in using digital devices to access information and library resources, and is in response to the public knowledge we gathered through conversations in Spokane Valley. We've encountered some initial challenges in identifying partners and confirming participation, but in July partnered with WorkSource in an internship program and have started working with our intern to help plan curriculum and pilot the project before a potential fall rollout.

#### **Community Engagement Plan:**

As stated in the previous update, we're using the public knowledge gathered through our LTC work as a foundation for the District's own Community Engagement Plan for 2016-2018. This plan, an evolution of the current Community Impact Plan, will be based on the internally developed model we are currently refining. More information will be provided as the process continues, and the Board of Trustees will have several opportunities to provide input, starting with their August retreat.

**Next Steps:**

Continued implementation of the *TECA*; soliciting feedback and making revisions to the Community Engagement Plan. Note that this LTC update will switch gears and transition to a CEP update starting in August.

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

**2015 Bond Election Report**

Deputy Director Library Operations Doug Stumbough will present the results of the August bond election.

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

## **PURCHASING**

### **BACKGROUND:**

Substantive changes to the Purchasing Policy include:

1. Some of the notations for dollar amounts were replaced with a reference that will update as dollar limits change. However, specific limits were left on page one, in the general policy #1, because the basic \$5,000/\$50,000/over \$50,000, three-tier system is the core of the policy.
2. In line with our current practice, Executive Director and designees were added to those who can sign contracts. Generally, anyone with budget authority can sign contracts and vendor or performer agreements. We also removed clauses about the use of purchase orders, as they are more procedural in nature, plus the use and value of purchase orders is diminishing, being replaced by service contracts and agreements or the auditor certification step and budget limitations.
3. Credit card limits were increased to \$100,000 to match what we currently have authorized per our US Bank profile.

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

\*Bold = new content.

\*Double Strikethrough = content removed.

Recommended Action: Board motion to approve the Purchasing Policy as revised.

SPOKANE COUNTY LIBRARY DISTRICT

DRAFT

**POLICY: Purchasing**

Approval Date: July 15, 1982

Revision Date: August 18, 2015 ~~September 17, 2013~~

RELATED POLICIES:

None

STATUTORY REFERENCES: RCW 27.12.210; RCW 39.80; RCW 43.09.2855

**Purpose**

When procuring goods and services, Spokane County Library District desires to solicit competition to the fullest possible extent. The objective of competition is to promote confidence in the integrity and cost-effectiveness of the District's procurements while maximizing economic benefits. Toward this end, the purchasing method for most goods and services shall be based on a triad of cost, quality, and availability.

**General Policy**

1. Purchase Methods

Determination of the appropriate purchase method shall be based on the total cost of an individual item or group of identical items before sales tax, trade-in allowance and freight charges, not the aggregate cost of multiple, different items that might be purchased at the same time. The purchase thresholds identified below are taken from the Washington State Department of Enterprise Services, *The Washington Purchasing Manual* (rev 10/27/11). As the Department of Enterprise Services revises this manual, the District purchasing thresholds will be automatically revised to reflect new state guidelines.

a. Direct Buy

Purchases under \$5,000 (excluding sales tax and freight) may be completed without soliciting competition. The decision not to compete may be made based upon the purchaser's experience and knowledge of the market to provide the required quality at the lowest cost.

b. Request for Quote

Purchases from \$5,000 up to \$50,000 (before sales tax and freight charges) shall be competitively solicited and documented. All quotations received will be in writing, with the appropriate documentation being retained in accordance with the State of Washington "General Records Retention Schedule."

c. Competitive Sealed Bidding

A formal, competitive process "Invitation for Bids" (IFB) or "Request for Proposals" (RFP) shall be used for purchases of more than \$50,000.

If the Board of Trustees determines it is in the best interest of the District, any or all quotations or bids may be rejected, new quotations or bids may be called for, or the District may enter into direct negotiations with a vendor to obtain the most favorable purchase terms.



2. Environmentally Preferable Purchasing (EPP) activities (Buying Green)

Within Washington State, the EPP mandate is articulated in laws, executive orders and statewide plans, which require state agencies to purchase recycled-content and energy-saving products. It also provides flexibility for the Office of State Procurement (OSP) to award state contracts based on environmental considerations. It establishes that factors beyond price, including past performance and life cycle costing, are to be used in determining the responsible bidder. Significant opportunities exist for cost savings and improved environmental performance by purchasing remanufactured toner cartridges, greener office paper and office products, and reusing office supplies and furniture. While the District is not required to follow the mandates of the State's EPP programs, the District's intent is to follow the spirit of the program whenever economically feasible. Accordingly, when procuring office supplies, cleaning supplies or other EPP appropriate material strong consideration will be made in the selection of recycled, or refurbished materials, even though the item's price is not lower than a similar, but not-recycled, item.

3. Special Types of Purchases

a. Architectural and engineering services

Procurement of architectural and engineering services shall follow the requirements of RCW 39.80.

b. Public works projects

Public works projects **shall follow the requirements of RCW 39.** ~~as defined and governed by the Revised Code of Washington, the competitive sealed bid threshold shall be \$49,000.~~ Administration of such projects shall comply with the state's prevailing wage laws and regulations and provisions of the Davis-Bacon Act, if **applicable.** ~~federally funded.~~

c. Real estate

Real estate purchases shall be privately negotiated and then approved by the Board of Trustees.

d. Commercial services

Contracts for commercial services (such as maintenance and interlibrary courier) may be renewed for up to four years beyond the initial one-year term before new price quotations or bids are solicited.

4. Purchases Exempt from Competition

a. Goods and services that meet an emergency requirement

b. Purchases clearly and legitimately limited to a single source of supply

c. Utilities

d. Postage & postal services

e. Insurance

f. Original equipment manufacturer repair services

g. Professional licenses and memberships

h. Library materials

i. Miscellaneous fees

j. Conferences and seminars

k. Repair or replacement of rental equipment

l. Personal services

m. Legal & promotional advertising

n. Printing

- o. Purchases through State of Washington or political subdivision purchasing contracts or from established governmental price schedules that offer favorable pricing terms

5. Purchase Contracts

Contracts for the purchase of goods and services or for public works projects in excess of **the competitive sealed bidding limits \$49,000** shall be awarded by the Board of Trustees at a regular or special meeting and executed by the Executive Director on behalf of the Board. All other formal written purchase contracts for which funds have been budgeted shall be approved and executed by the Executive Director **or his/her designee**.

~~For purposes of this policy, purchase orders are not considered purchase contracts and may be executed by the District's Chief Financial Officer.~~

6. ~~Credit cards Purchasing and Vendor Payment Processing~~

a. ~~Purchase Orders~~

~~Purchases will normally be made through a purchase order system. All invoices shall be processed in a timely manner, with discounts for prompt payment being utilized when appropriate.~~

b. ~~Credit Cards~~

As permitted by RCW 43.09.2855, the District may contract to establish a credit card account with a credit limit not to exceed **\$100,000 \$50,000**. All credit invoices shall be paid in their entirety to avoid incurring finance charges.

7. Grants

For all grants, either federal, state or privately funded, the District shall insure that the related purchase activity will be in accordance with the applicable rules, regulations and any other terms and conditions contained within the grant award.

The Executive Director is responsible for establishing administrative procedures necessary to carry out this policy and will respond to appeals of District staff action and/or decision in the application of this policy and any related procedures. Any appeal of Executive Director' action and/or decision may be made in writing to the Board of Trustees.

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

SPOKANE COUNTY LIBRARY DISTRICT

Current/Existing Policy

**POLICY: Purchasing**

Approval Date: July 15, 1982

Revision Date: September 17, 2013

RELATED POLICIES:

None

STATUTORY REFERENCES: RCW 27.12.210; RCW 39.80; RCW 43.09.2855

**Purpose**

When procuring goods and services, Spokane County Library District desires to solicit competition to the fullest possible extent. The objective of competition is to promote confidence in the integrity and cost-effectiveness of the District's procurements while maximizing economic benefits. Toward this end, the purchasing method for most goods and services shall be based on a triad of cost, quality, and availability.

**General Policy**

1. Purchase Methods

Determination of the appropriate purchase method shall be based on the total cost of an individual item or group of identical items before sales tax, trade-in allowance and freight charges, not the aggregate cost of multiple, different items that might be purchased at the same time. The purchase thresholds identified below are taken from the Washington State Department of Enterprise Services, *The Washington Purchasing Manual* (rev 10/27/11). As the Department of Enterprise Services revises this manual, the District purchasing thresholds will be automatically revised to reflect new state guidelines.

a. Direct Buy

Purchases under \$5,000 (excluding sales tax and freight) may be completed without soliciting competition. The decision not to compete may be made based upon the purchaser's experience and knowledge of the market to provide the required quality at the lowest cost.

b. Request for Quote

Purchases from \$5,000 up to \$50,000 (before sales tax and freight charges) shall be competitively solicited and documented. All quotations received will be in writing, with the appropriate documentation being retained in accordance with the State of Washington "General Records Retention Schedule."

c. Competitive Sealed Bidding

A formal, competitive process "Invitation for Bids" (IFB) or "Request for Proposals" (RFP) shall be used for purchases of more than \$50,000.

If the Board of Trustees determines it is in the best interest of the District, any or all quotations or bids may be rejected, new quotations or bids may be called for, or the District may enter into direct negotiations with a vendor to obtain the most favorable purchase terms.

2. Environmentally Preferable Purchasing (EPP) activities (Buying Green)

Within Washington State, the EPP mandate is articulated in laws, executive orders and statewide plans, which require state agencies to purchase recycled-content and energy-saving products. It also provides flexibility for the Office of State Procurement (OSP) to award state contracts based on environmental considerations. It establishes that factors beyond price, including past performance and life cycle costing, are to be used in determining the responsible bidder. Significant opportunities exist for cost savings and improved environmental performance by purchasing remanufactured toner cartridges, greener office paper and office products, and reusing office supplies and furniture. While the District is not required to follow the mandates of the State's EPP programs, the District's intent is to follow the spirit of the program whenever economically feasible. Accordingly, when procuring office supplies, cleaning supplies or other EPP appropriate material strong consideration will be made in the selection of recycled or refurbished materials, even though the item's price is not lower than a similar, but not-recycled, item.

3. Special Types of Purchases
  - a. Architectural and engineering services  
Procurement of architectural and engineering services shall follow the requirements of RCW 39.80.
  - b. Public works projects  
For public works projects, as defined and governed by the Revised Code of Washington, the competitive sealed bid threshold shall be \$49,000. Administration of such projects shall comply with the state's prevailing wage laws and regulations and provisions of the Davis-Bacon Act, if federally funded.
  - c. Real estate  
Real estate purchases shall be privately negotiated and then approved by the Board of Trustees.
  - d. Commercial services  
Contracts for commercial services (such as maintenance and interlibrary courier) may be renewed for up to four years beyond the initial one-year term before new price quotations or bids are solicited.
  
4. Purchases Exempt from Competition
  - a. Goods and services that meet an emergency requirement
  - b. Purchases clearly and legitimately limited to a single source of supply
  - c. Utilities
  - d. Postage & postal services
  - e. Insurance
  - f. Original equipment manufacturer repair services
  - g. Professional licenses and memberships
  - h. Library materials
  - i. Miscellaneous fees
  - j. Conferences and seminars
  - k. Repair or replacement of rental equipment
  - l. Personal services
  - m. Legal & promotional advertising
  - n. Printing
  - o. Purchases through State of Washington or political subdivision purchasing contracts or from established governmental price schedules that offer favorable pricing terms

5. Purchase Contracts

Contracts for the purchase of goods and services or for public works projects in excess of \$49,000 shall be awarded by the Board of Trustees at a regular or special meeting and executed by the Executive Director on behalf of the Board. All other formal written purchase contracts for which funds have been budgeted shall be approved and executed by the Executive Director.

For purposes of this policy, purchase orders are not considered purchase contracts and may be executed by the District's Chief Financial Officer.

6. Purchasing and Vendor Payment Processing

a. Purchase Orders

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As permitted by RCW 43.09.2855, the District may contract to establish a credit card account with a credit limit not to exceed \$50,000. All credit invoices shall be paid in their entirety to avoid incurring finance charges.

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

## FINANCIAL MANAGEMENT

### Background

We recommend changing the manner in which the allocation for library materials and programs is calculated. We would like the calculation to read, 14% (or 0.5%) of the total property tax levy, plus amounts received from the contracted cities, which represent funds in lieu of tax revenue. This represents a simplification of this calculation arriving at fundamentally the same result as the previously worded computation. This formula excludes grants and donations, which usually come with specific instructions on how they are to be spent, and other miscellaneous immaterial items.

Additional changes include updates to RCW codes based on their current locations, deletion of obsolete clauses and minor edits.

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

\*Bold = new content.

\*Double Strikethrough = content removed.

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: AUGUST 18, 2015      ~~SEPTEMBER 16, 2014~~

PREVIOUS POLICY TITLE: Fund Balance Management

RELATED POLICY

Purchasing

STATUTORY REFERENCES: RCW 27.12.210 ~~23-320~~ (5) and (10), **84.52.010**, 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.~~

1) 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.]

2) A Resolution establishing a levy limit factor for property taxes as required by State Law (RCW 84.52.010~~4~~), shall be transmitted to the County Assessor. [Note: Necessary only if the Board wants to exceed the property tax limit factor].

3) 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.

4) 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].



5) 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 **capital projects** 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 **revenues from the District's property tax levy, plus revenues from contracted cities.** ~~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 **revenues from the District's property tax levy, plus revenues from contracted cities.** ~~expenses, less those funds allowed for "operational contingencies," all "grants," and "transfers out."~~

The Executive Director is responsible for establishing administrative procedures necessary to carry out this policy and will respond to appeals of District staff action and/or decision in the application of this policy and any related procedures. Any appeal of Executive Director action' and/or decision may be made in writing to the Board of Trustees.

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SPOKANE COUNTY LIBRARY DISTRICT

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- 4) A Resolution certifying any excess levy for general obligation 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.
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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 Executive Director is responsible for establishing administrative procedures necessary to carry out this policy and will respond to appeals of District staff action and/or decision in the application of this policy and any related procedures. Any appeal of Executive Director action' and/or decision may be made in writing to the Board of Trustees.

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

## ALA ANNUAL CONFERENCE REPORT

### Background:

Four staff attended the American Library Association Annual 2015 meeting in San Francisco, CA, at the end of June. Nancy Ledeboer, Aileen Luppert, Patrick Roewe, and Amber Williams attended as part of their ongoing work with the Libraries Transforming Communities (LTC) Public Innovators Cohort training. Travel funds were provided in part from a supplementary stipend made available to the Cohort group from the ALA Public Programs Office. Individual reports on highlights from the meeting follow.

### Aileen Luppert:

The Annual Conference was vastly different from the Mid-Winter conferences I've attended in the past. There were so many more sessions and people that it bordered on overwhelming. In addition to the LTC training, I went to numerous sessions, two speaking events, and reunited with my Career Development Cohort to receive a "certificate of completion" for my work since January. It was a whirlwind couple of days, yet I enjoyed it immensely.

Two of the sessions that stood out were focused on teens. *College Craze: Helping Teens Decode the Process of Going to College* piqued my curiosity after working on job skills with teens this past spring and the successful FASFA classes offered earlier this year. A library in Charlotte took these kinds of programs to a whole other level. Annually they offer over 25 different types of programs to teens and their families transitioning into post-secondary education. These include help with college applications, programs on what to expect as a first-year college student, scholarship tips, and many more. I was particularly interested in a partnership the library made with Kaplan and Princeton Review to offer SAT and ACT strategies and actual practice tests in the library. I can see how many of their programs could work at SCLD, and the Business Team is looking further into them.

The second teen session was *Early Literacy Outreach for Teen Parents*. This session discussed a partnership the public library made with a teen parenting group. Once a month library staff met with teen parents and taught them early literacy skills to work on with their own children. Rather than a typical teacher/student curriculum and setup, the librarians found success with the teen parents by bringing a craft project for the teens to make for their children. The "class" felt more like craft time and the casual setup gave the teens a more comfortable learning environment. I appreciated these librarians' suggestions and insights for how teens often differ from other parents and caregivers. With SCLD's strong early learning priority and experience with teen parents, it wouldn't be difficult to develop a similar program should the opportunity arise.

### Patrick Roewe:

While my primary purpose for attending the ALA Annual meeting was the final Libraries Transforming Communities Public Innovator Cohort In-person Work Space, I had the opportunity to attend several programs of interest, particularly around staff engagement and planning. Highlights included:

*Involvement Equals Commitment: Ways to Engage & Motivate Staff*—The Edmonton Public Library presented on the strategies they have employed that resulted in a highly engaged staff, including how they restructured the form and function of meetings to be responsive to the need; i.e., quick information, training and learning, or more in-depth engagement with an idea. One

idea regarding staff empowerment was their notion of “See it, own it, fix it,” which emphasizes each staff member’s individual responsibility and accountability in working to find solutions to improve the customer experience.

*Library of the Future—Learning with the Participatory Library at Cedar Rapids Public Library*—after a destructive flood necessitated a brand-new library building, an innovative approach to design resulted in a ten-fold increase in attendance and a new prominence for the library in the community. The guiding design principles used are noteworthy: break down walls, retail theory, adaptability, transparency and connectivity, the building is alive and changing, leave room for the unexpected. These principles help position the library—as physical space—to continue to respond to the emerging needs of the community well into the future.

*No Sugarcoating Allowed: Four Honest Perspectives on Change Management*—Skokie Public Library shared how staff throughout the organization needed to step up and help lead through periods of change. They shook up traditional organizational structure and reimagined departments, roles, and services to meet the changing needs of their community. Having gone through a significant realignment for Public Services in the last two years, it was interesting to hear their perspective. It reinforced that communication is key, and that it’s important to meet staff where they are at in order to bring them along in the change.

**Amber Williams:**

As part of the LTC team I attended an all-day training in San Francisco on Friday, June 26th. Then, quite luckily I got to stay and attend the Annual ALA Conference.

ALA’s Annual Conference as a whole was a completely different experience than the Midwinter Conference. I read later that some 24,000 people attended and it felt like more. I attempted to go into some sessions, and despite there being seating for 350 attendees, people lined the walls and were standing in the hall. This wasn’t a real problem though, as there were so many excellent sounding sessions available each day that if one was full there were plenty of other good choices.

The most immediately helpful session was *Raspberry Pi and Beyond: Teching Up Your Teen Program*. We have been discussing the purchase of Raspberry Pi (a very tiny, rather affordable computer) and MaKey MaKey’s (small circuit board that can be used to connect non-computer items, like bananas, to a computer) on my library team and this session helped to inform my suggestion to my supervisor. I voted MaKey MaKey.

Carnegie Library of Pittsburgh shared how they have been using iPads in Storytimes in their session, *All Hands on Tech: Explore, Play and Imagine Interactive Tech Time in Kids’ Library Programming*. With the current number of iPads available in the District, this could be a feasible option for us, yet some of their suggestions were very cost prohibitive.

In *Beacon me Up Scotty: Pushing Information by Proximity*, I learned about iBeacons. Certainly an interesting concept for library use, but I’m not sure I’m fan just yet. Small beacons are placed on walls and they share a data message with smartphones that are within range. You could be browsing in the cookbook section and get a ping letting you know that the library had a cooking class.

In all I attended eleven sessions (including others like *Think Like a Project Manager, Act Like a Library Leader, And Social Justice For All: How Can Librarians And Social Workers Collaborate?*, *Voices Of Youth: Community Partnerships For Video And Advocating For A Library Future*), two author talks and Gloria Steinem's presentation, all over the course of three days. There are lots of libraries doing lots of neat things, but I think SCLD is above the curve in its innovations and especially in our community responsiveness. This was a wonderful experience.

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

**FUTURE BOARD MEETING TENTATIVE AGENDA ITEMS: SEPTEMBER/OCTOBER 2015*****September 15, 2015: Spokane Valley Library (4:00 p.m.)***

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

- Community Engagement Plan Update
- Access to Library Services Policy
- 3D Printing Policy
- Library Spotlight – Spokane Valley Library
- Overview – 3D Printing

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

***October 20, 2015: Argonne Library (4:00 p.m.)***

- Community Engagement Plan Update
- Personnel Policy
- Emergency Closure of Facilities
- 2016 Budget
  - a. Public Hearing on Authorized Revenue Sources
  - b. Organizational Memberships Review
  - c. 2016 Preliminary Budget Presentation
  - d. Board Direction to Staff
- Library Spotlight – North Spokane Library
- Overview – Explore and Discover

**SPECIAL MEETINGS AND ACTIVITIES**

- |                |  |
|----------------|--|
| <b>Sept 17</b> | “Night at the Library” Friends Membership Drive (Argonne Library, 7-9pm) |
| <b>Sept 18</b> | Staff Day (CenterPlace, 8am – 4pm)                                       |
| <b>Sept 23</b> | GSI Annual Meeting/Luncheon (Spokane Convention Center, 11:30am-1:30pm)  |
| <b>Oct 23</b>  | Bedtime Stories (Spokane Club, Registration at 6pm; dinner at 7pm)       |
| <b>Oct 29</b>  | Spokane is Reading (CenterPlace Event Center @ 1pm; Bing Theatre @ 7pm)  |



**EXECUTIVE DIRECTOR'S REPORT JUNE 2015**

Administration

Business Office, Finance and Facilities (Rick Knorr)

The focus this month was to continue expense analysis and develop a mid-year budget report. My goal was to use six months of actual operations to identify anything that might cause us to be over budget. The following is a brief list of key budget lines to note.

**Spokane County Library District  
Mid Year Analysis Report  
Summary of Significant Changes**

	<u>Original Budget</u>	<u>Midyear Analysis Amount</u>	<u>Variance</u>
<b>REVENUES</b>			
PROPERTY TAXES LEVY	10,740,000	10,674,000	(66,000)
CONTRACT CITIES - SPOKANE (West Plains)	149,643	132,500	(17,143)
FRIENDS FOUNDATION DONATIONS	30,000	0	(30,000)
E-RATE REIMBURSEMENTS	120,000	146,000	26,000
<b>EXPENSES</b>			
CONTINGENCY	104,174	0	104,174
ELECTRONIC LIBRARY MATERIALS	160,000	175,000	(15,000)
			<u>2,031</u>

***List of equipment and major projects that may be deferred into 2016 if Upriver property does not sell***

IT Equipment: Switches	75,000
Building Repair: NS Siding	50,000
Building Remodel: Moran Prairie	30,000
Carpet Replacement: AR, SV, NS	50,000
Vehicle: New Maintenance Truck	25,000
	<u>230,000</u>

Revenue shortfall is not expected to exceed the contingency in the adopted budget.

All remaining revenue and expense lines were reviewed, with many lines differing from budget by small amounts, both over and under. Collectively, the net will be close to or a little less than zero.

Not listed as a revenue shortfall is the sale of the Upriver Drive property. Instead, noted in the shaded section, is a list of budgeted equipment and major repairs that can be deferred until the sale of the property. This list is well over the budgeted sale price of \$140,000, thus, not all of these projects will need to wait.

Also worthy of mention is that our overall building repair and maintenance budget was able to absorb the chiller repair cost at Argonne. This was initially expected to be covered by the contingency.

For the facilities report, we did masonry repairs to one exterior wall at North Spokane and received quotes for additional masonry repairs for North Spokane's HVAC protective walls and the Deer Park entryway. We are in the process of evaluating options for these issues. We have also had two assisted entry door units fail at Spokane Valley just weeks apart. With five of the same vintage, we are on notice for potential future repairs/replacements.

Human Resources (Paul Eichenberg)

The Department of Labor (DOL) has submitted proposed rules for overtime eligibility under the Fair Labor Standards Act (FLSA) to the Office of Management and Budget (OMB) as part of the rule-making process. Once the proposed rules are published in the Congressional Register, there will be a comment period. Following the comment period, final rules will be promulgated. Currently, for an employee to be classified as exempt from overtime eligibility, he/she must be paid on a salary basis in an amount not less than \$455.00/week, and meet the duties test for either the professional, administrative, or executive classification. The proposed salary level in the forthcoming regulations is purported to be \$970.00 per week. If adopted, we will review exempt positions, including librarian and library supervisor.

Our latest wellness program, Summer Adventure Pass, started July 1 and will run through August 31. The object of this program is to get staff off their couches and engaged in some of the many activities our community has to offer during the summer months. Staff is being challenged to complete 10 activities that will stimulate their enjoyment of our long summer days and reduce some of the daily stress we all experience. We have 41 employees participating.

Information Technology (Priscilla Ice)

- A new analytical tool from SirsiDynix was installed early in the month. The product, Blue Cloud Analytics, is long overdue, but very welcome nonetheless. The data extraction went very smoothly. Staff who will use it will receive about five hours of online, instructor-led training at the end of July. This product allows us to look at data such as collection use and circulation transaction numbers in a new way. Once training has occurred, our statistics collection and reporting methods will receive a thorough review with the intent to streamline our procedures and present the data in new ways.
- After 6 months of use, I met with Mary Ellen Braks and Gwendolyn Haley to evaluate the Early Literacy iPad project. We think they're being underutilized and are looking for ways to make them more useful to our members.
- In the server room, we continue to refine the use of our new storage area network equipment. We returned a back-up appliance which we determined did not meet our needs after several months of testing. We are testing an alternative method. If it provides a reliable off-site backup, it will meet most of our needs and has the added advantage of also being cheaper.
- The Systems Administrator has taken on more of the direct support for accounting and HR software. She worked with the vendor in June to update EmpowerTime, the timesheet program we use.
- Staff are required to update their network password every 12 months. Group login passwords are updated July 1. We prepared staff for the first anniversary of this new security measure throughout June so that the July 1 switch would be as smooth as possible.
- We upgraded about 20 computers with new wide screen monitors. This screen shape and size is considered to be the most efficient for most users. Most screens were updated a couple of years ago.
- We posted new instruction pages to help staff adjust to Office 2013. We heard about very few problems.

- I notified CommunityConnect (Civic Technologies) that we would not be renewing our service contract. We will stop updating the database as of July 1.
- Members are now able to reset their library account password themselves. We plan to turn on a more secure way of managing these passwords July 20, so it will be important for members to be able to easily create new passwords.
- The department continues to work through training materials online using a variety of instructor-led live training, recorded instructor-led sessions and self-paced lessons. We find these tools can provide high level training for a much lower cost than traveling to a one-week boot camp training session in another city.

#### Collection Services (Andrea Sharps)

- We ordered 1,458 titles and 5,685 copies in June. This is down from last month.
- With 50% of the year done, total library materials expended stands at 49.84%.
- We processed, added to the system, and sent out to the libraries 5,921 items in June. This is up from last month.
- Downloadable lending through OverDrive was up in June from May. A total of 30,635 audiobook, eBook and music items circulated in June. Members placed a total of 9,956 holds, and there were 4,544 unique users with titles checked out.
- On 6/15, we added eBooks and comics/graphic novels to the District's *hoopla* platform with a soft launch. This gave members access to 6,500 eBook titles and 500 comics/graphic novels. New content is added on a regular basis. As with the other *hoopla* formats, there is unlimited simultaneous access to the eBooks and comics/graphic novels with no waiting lists or holds. The eBooks and comics/graphic novels check out for 21 days.
- Midwest Tape's *hoopla*, a streaming media service, saw a modest decrease in circulation in June over May. A total of 1,256 titles including audiobooks (245), comics/graphic novels (42), eBooks (52), movies (429), full-length albums (378) and television shows (110) circulated in June for a combined cost of \$2,469 and an average cost per circulation of \$1.97. A total of 50 new patrons registered in the month.
- We loaned 379 items to other libraries and borrowed 565 items from other libraries for 944 total interlibrary loan transactions processed in June.
- Adult Collection Development Librarian Debra Park's last day with the District was 6/2. Cheryl Zobel from Boise (ID) Public Library was selected as our new ACDL and starts August 3.

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

Communication & Development Director Jane Baker graduated with the Leadership Spokane Class of 2015. I attended her graduation ceremony at the Fox Theater. During her year in the program, Jane learned about businesses and services in the greater Spokane region and had the opportunity to get to know a diverse group of future leaders. The Class of 2015 celebrated its graduation with enthusiasm.

In June we said goodbye to Sonia Gustafson, Managing Librarian at Spokane Valley. Sonia has been a leader at SCLD, contributing to the Community Impact Plan, serving as conference co-coordinator for the 2016 WLA Conference, and building new partnerships within the Spokane Valley Library service area. She started her new position as Lake Stevens Managing Librarian for the Sno-Isle Library System. We wish her well and look forward to hearing about her new adventure.

We also said goodbye to Debra Park who ably served the District as Adult Collection Development Librarian. Her replacement will join SCLD in August. Graphic Designer Kim Harshberger is moving on to work from home so she can spend more time with family. Her position has been advertised and we hope to find someone as creative and talented to fill the position.

Katja Zelljadt, Director of Challenge Grants with the National Endowment for the Humanities, toured Idaho to hear from libraries and museums that have never received funding from the NEH. An invitation was graciously extended to several Spokane area libraries and museums to join the conversation held in Coeur d'Alene. Ms. Zelljadt is new to the NEH and hopes to diversify opportunities to apply for challenge grants in the future. As she noted, previous grants were large and only large institutions have applied. She would like to see opportunities expanded to serve a wider range of institutions. The conversation centered on the challenges that libraries and museums face and how NEH might be able to support new initiatives in the future.

In preparation for the Early Learning Public Library Partnership meeting that will take place in July, I worked with the incoming chair and the Steering Committee to prepare materials for the meeting. I spoke with ELPLP Director Dan Torres who works with libraries and early learning coalitions about our accomplishments and plans for the coming year. I also spoke with Sam Whiting, the THRIVE Executive Director, about renewing the contract between THRIVE and ELPLP. The contract renewal will be voted on by members at the July meeting.

The Washington Library Association Finance Committee met in preparation for the WLA Planning Retreat on June 19. We worked to reduce expenditures in order to balance the budget. There is still work to do to sustain the organization with the current membership levels. The retreat provided an opportunity to discuss the proposed reorganization and to identify next steps to bring this to a vote of the members. As past-president I serve in an advisory capacity and do not have a vote on the Board. I will continue as Legislative Chair for the coming year. WLA Lobbyist Steve Duncan has kept us informed of proceedings throughout the two extended sessions. He will be reporting to the Library Directors at their meeting in July.

I visited with Pamela Mogen, Director of the Liberty Lake Library. Their budget is not keeping pace with the growth of the community and expectations for increased library services. We talked about opportunities to work together in the future.

Other community meetings attended included the Spokane Valley Partners Marketing Committee and Board meetings. The EWI Scholarship Committee met to debrief and make recommendations for next year's committee. I met with Hailey Landrus to discuss what is involved in serving as the committee chair, as she is interested in serving as chair next year.

The final in-person meeting of the Libraries Transforming Communities teams was held in conjunction with the American Library Association's Annual Conference in San Francisco at the end of June. The SCLD team participated in a daylong session. One of the most valuable aspects of participating in this grant-sponsored program has been learning how other libraries implement the Harwood practices. From small, medium and large, the Harwood tools can be used by any size library to engage the community. I feel especially fortunate to be in a library that is not encumbered by bureaucracy so that we have been able to adapt the Harwood practice and implement it across the system. The principles of turning outward with intentionality to partner with the community in working toward a shared vision will enhance our next phase of strategic planning for 2016-2018.

Transforming library services was the theme that carried through the programs I attended. The Madison Library in Wisconsin shared how its new building was designed to host art events and become a gathering place for the community. They support art and creating with artists-in-residence and regular “library after hours” events featuring local artists. The Pikes Peak Library transformed an office building with 112,000 sq. ft. into a central library. The new library includes room to create, read, dream and learn. The Baltimore County Library established “everywhere standards for service” that will be supplemented by “centers of excellence” in which each community library develops a strong emphasis on a service that is unique to its community. Denver Public Library is using principles from IDEO on design, thinking to bring innovation and agility to a new organizational structure that encourages people to work across departments and divisions. These were just a few of the ways that libraries are “reinventing” themselves to remain relevant in a changing world.

While in the Bay Area I took two days of vacation to explore and visit family. My “urban trek” relied on public transportation to take me from the Oakland airport to the East Bay, North Bay, around the city and back to the airport. While I enjoyed visiting the places I lived as a young adult, I returned home with a greater appreciation for living in Spokane.

ITEM AND TITLE MONTHLY REPORT  
June 2015

	<u>ITEMS</u>				<u>TITLES</u>		
	ADULT	YOUTH	TOTAL		ADULT	YOUTH	TOTAL
<b>Total Materials</b>							
Print	184026	157827	<b>341853</b>		87756	50917	<b>138673</b>
Nonprint	62314	24919	<b>87233</b>		25723	7263	<b>32986</b>
Subtotal	<b>246340</b>	<b>182746</b>	<b>429086</b>		<b>113479</b>	<b>58180</b>	<b>171659</b>
Periodicals	11190	1891	<b>13081</b>		309	38	<b>347</b>
Total	<b>257530</b>	<b>184637</b>	<b>442167</b>		<b>113788</b>	<b>58218</b>	<b>172006</b>

	<u>ITEMS</u>			<u>TITLES</u>		
<b>OverDrive: eBOOKS</b>			<b>26392</b>			<b>22764</b>
Licensed eBOOKS			<b>5813</b>			<b>5813</b>
Audiobooks			<b>18835</b>			<b>15643</b>
Digital music			<b>1708</b>			<b>1708</b>
<b>OverDrive: Total</b>			<b>52748</b>			<b>45928</b>
<b>GRAND TOTAL</b>			<b>494915</b>			<b>217934</b>

<b>Print &amp; Nonprint</b>	(Totals year-to-date)		
<b>ADDITIONS</b>	ADULT	YOUTH	TOTAL
Print	14256	9428	23684
Nonprint	5200	1465	6665
<b>TOTAL</b>	<b>19456</b>	<b>10893</b>	<b>30349</b>
<b>DELETIONS</b>			
Print	15554	10988	26542
Nonprint	3337	1881	5218
<b>TOTAL</b>	<b>18891</b>	<b>12869</b>	<b>31760</b>

	<u>NET CHANGE</u>		
	<u>YTD</u>		
	ADULT	YOUTH	TOTAL
Print	-1298	-1560	<b>-2858</b>
Nonprint	1863	-416	<b>1447</b>
Periodicals	-481	-94	<b>-575</b>

NONPRINT = Cassbook, Cassette, CD, Cdbook, CDrom, DVD, Multimedia,  
MultCass, MultCD, VHSVideo, Playaway  
PERIODICALS = Magazine, Microform, Newspaper, and Pamphlet

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

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

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

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

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



**EXECUTIVE DIRECTOR'S REPORT JULY 2015**

Administration

Business Office, Finance and Facilities (Rick Knorr)

Department managers and I met to discuss nearly all line item expenditures, identifying and briefly notating variances from the original budget. The following table lists those areas with significant variances from the 2015 original budget.

**Recap of significant variances of budget versus mid year forecasted results  
For the Seven Months Ended July 31, 2015**

	Original Budget	Forecasted Year End Amount	Variance
<b>REVENUES</b>			
Property Tax Levy	10,740,000	10,674,000	(66,000)
Contracted Cities	149,643	132,500	(17,143)
Remove: Sale of the Upriver House	140,000	-	(140,000)
Remove: Grants - Under development	50,000	-	(50,000)
Remove: Donations - Friends Foundation	30,000	-	(30,000)
All Other			25,885
Total Revenues	11,876,830	11,599,572	(277,258)
<b>EXPENSES</b>			
Salaries & Benefits	7,829,544	7,748,579	(80,965)
Repair & Maintenance - Buildings	151,500	126,500	(25,000)
IT Hardware & Software	190,000	140,000	(50,000)
Furniture, Fixtures and Equipment	173,000	108,000	(65,000)
Remove: Library Programs - Under develo	50,000	-	(50,000)
Remove: Contingency	104,174	-	(104,174)
All Other			(33,935)
Total Expenses	11,876,830	11,467,756	(409,074)
Forecasted Excess of Revenues			131,816

Overall, even with less tax revenues and without the sale of the Upriver Drive house, we are on pace to end the year with a modest surplus, if major repairs or new equipment items are deferred until the sale of the house, as we discussed in June. Also, as of July 31, there are a couple of personnel vacancies that have not been filled. This forecast is based on those positions remaining unfilled through the end of this year.

July was a fairly quiet month for facilities; however, it will pick up again when we begin the maintenance projects deferred pending outcome of the bond issue. These projects, however, are not contingent on the sale of the Upriver Drive house.



Human Resources (Paul Eichenberg)

The Department of Labor (DOL) has submitted proposed rules for overtime eligibility under the Fair Labor Standards Act (FLSA) designed to increase the number of workers eligible for overtime. The proposed rules have been published in the Congressional Register, and we are now in the midst of the 60-day comment period. Following the comment period, the DOL will have 180 days to promulgate and publish the final rules which will go into effect 120 days thereafter, on or about July 1, 2016.

Information Technology (Priscilla Ice)

This is the last monthly report I will write, as I am retiring August 31.

- The new backup plan mentioned last month has proved itself, so it was installed in the communication equipment rack at the Argonne building. This gives us a good off-site backup and ends over 30 years of storing the backup at the bank across the parking lot from the Spokane Valley Library.
- The Network and Systems Administrator began working his way through the virtual servers to update them to the latest version of the operating system and to optimize use of the Storage Area Network (SAN).
- The Systems Administrator began work on new Microsoft tools (System Center) which will help us manage our systems more efficiently. The learning curve and set-up are complex, so this project will be ongoing for a few months.
- We have taken on more direct responsibility for accounting and HR software. This month, the Systems Administrator worked on archiving old time sheet data to ensure we'd have future access. We're required to keep this kind of data for many years.
- Group login passwords were updated as planned on July 1.
- As planned we enabled more secure password requirements for members and staff using the catalog to check their account or place holds and for staff logging into the system.
- The Data and Web Services Administrator attended several hours of remote instructor-led training on more advanced uses of our ILS. This training is part of the support we pay for every year.
- As reported last month, five District staff members received five hours of training on our new data analysis tool, BlueCloud Analytics.
- We continued preparations for a change in our credit card payment processing service. This will probably be ready to go in August. The new system is offered through our ILS vendor, SirsiDynix. We expect it to be a little less prone to errors and simpler to administer.
- The Systems Administrator set up a Minecraft server for public services programming. This came as a result of an Innovation Team suggestion. The Desktop Administrator sits on this committee and the suggestion also came from IT staff.
- The Data and Web Services Administrator began his participation on the Strategic Planning Team.
- We verified and updated the E911 information kept with the phone company and updated building equipment maps to add locations for all of the telephones.

Collection Services (Andrea Sharps)

- We ordered 1,962 titles and 6,692 copies in July. This is up from last month.
- With 58.33% of the year done, total library materials expended stands at 57.2%.
- We processed, added to the system, and sent out to the libraries 5,419 items in July. This is down a little from last month.

- Downloadable lending through OverDrive was up in July from June. A total of 34,407 audiobook and eBook items circulated in July. Members placed a total of 11,328 holds, and there were 4,755 unique users with titles checked out.
- Midwest Tape's *hoopla*, a streaming media service, saw a decrease in circulation in July over June. A total of 999 titles including audiobooks (189), comics/graphic novels (63), eBooks (52), movies (349), full-length albums (279) and television shows (67) circulated in July for a combined cost of \$1,954 and an average cost per circulation of \$1.95. A total of 104 new patrons registered in the month, and there were 388 active users recorded.
- We loaned 366 items to other libraries and borrowed 467 items from other libraries for 833 total interlibrary loan transactions processed in July.

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

During July I met with staff from several libraries to hear about their plans for the coming year. Pat Davis and Kelsey Hudson have been meeting with local Millwood businesses interested in developing a stronger business center. Staff at North Spokane, Jason Johnson, Kristy Bateman, Brian Vander Veen and Rachel Edmondson, are working toward programming for fall that will feature local musicians. During their Community Conversations, they heard people would like more to do in North Spokane. Tammy Henry and Kathy Allen have scheduled follow up programs for people interested in saving seeds from their gardens and returning them to Otis Orchards Library. They have several local partners who shared seeds and helped launch the seed library this past spring. They are hoping people will return seeds to support next year's effort. Several other libraries have expressed interest in offering seeds.

The Public Library Directors held their summer meeting in Federal Way, July 9 & 10. Topics included a presentation on how the KCLS staff enforces their Code of Conduct. Seattle Public Library shared information on its "service learning" opportunities for teens. The Washington Library Association lobbyist, Steve Duncan, provided a wrap up of the legislative session—even though it was not officially over until the following day. There were table discussions on varied topics of interest.

The Greater Spokane Valley Chamber's Government Action Committee featured Senator Mike Padden who provided his insights on the legislative session. It was a long and contentious year resulting in a budget that increased funding for education and provided new taxes to support transportation projects.

In preparation for the primary election, two open houses were held to share information and answer questions about the proposed Spokane Valley Library Capital Facility Area funding request. Staff also were present to answer questions during KHQ's Connect Center session on July 15. The Library hosted an information table at the Greater Valley Chamber's Business Connections lunch July 17, the same day ballots were mailed. Votes were tallied August 4, with the library bond issue receiving 57% approval, which was shy of the supermajority required.

Friends of the Spokane County Library District held a meeting to plan for an upcoming membership drive event to raise awareness about the Friends and invite new members to join. Several local authors agreed to read from their works at the event scheduled at Argonne Library, the evening of September 17.

As past-president, my role on the Washington Library Association board is advisory. I participated in the Finance Committee Meeting in preparation for the WLA Board Meeting on July 21, and attended the online Conference Committee Meeting to review program proposals for the upcoming 2016 conference,

held at the Davenport Hotel next April. The Board held its July meeting and approved the budget for the 2015-16 fiscal year.

**ITEM AND TITLE MONTHLY REPORT**  
**July 2015**

	<u>ITEMS</u>				<u>TITLES</u>		
	ADULT	YOUTH	TOTAL		ADULT	YOUTH	TOTAL
<b>Total Materials</b>							
Print	183934	157542	<b>341476</b>	88040	50924	<b>138964</b>	
Nonprint	62775	24918	<b>87693</b>	25924	7296	<b>33220</b>	
Subtotal	<b>246709</b>	<b>182460</b>	<b>429169</b>	<b>113964</b>	<b>58220</b>	<b>172184</b>	
Periodicals	11485	1916	<b>13401</b>	312	38	<b>350</b>	
Total	<b>258194</b>	<b>184376</b>	<b>442570</b>	<b>114276</b>	<b>58258</b>	<b>172534</b>	

	<u>ITEMS</u>			<u>TITLES</u>		
<b>OverDrive: eBOOKS</b>			<b>26767</b>			<b>23052</b>
Licensed eBOOKS			<b>5999</b>			<b>5999</b>
Audiobooks			<b>19116</b>			<b>15860</b>
Digital music			<b>1708</b>			<b>1708</b>
<b>OverDrive: Total</b>			<b>53590</b>			<b>466119</b>
<b>GRAND TOTAL</b>			<b>496160</b>			<b>219153</b>

<b>Print &amp; Nonprint</b>	(Totals year-to-date)		
<b>ADDITIONS</b>	ADULT	YOUTH	TOTAL
Print	16989	11020	23684
Nonprint	6089	1670	6665
<b>TOTAL</b>	23078	12690	30349
<b>DELETIONS</b>			
Print	18379	12865	31244
Nonprint	3765	2087	5852
<b>TOTAL</b>	22144	14952	37096

	<u>NET CHANGE</u> <u>YTD</u>		
	ADULT	YOUTH	TOTAL
Print	-1390	-1845	<b>-3235</b>
Nonprint	2324	-417	<b>1907</b>
Periodicals	-186	-69	<b>-255</b>

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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 June 2015

### Customer Use Analysis

#### In-Library Circulation

Circulation at the libraries in June was down from the same month in 2014 (-7%). Most libraries experienced decreases compared to June 2014, with Argonne (-11%), Spokane Valley (-8%), and North Spokane (-8%) seeing the most significant changes. Fairfield proved the exception this month as the only library with an increase over last June (+10%).

Use of the Self-checkout stations accounted for 45% of all circulation in the libraries. More than half of in-library circulation at North Spokane (57%), and Spokane Valley (69%) came through the self-checkout stations, while members at Cheney (25%) and Deer Park (23%) show a preference for staff-assisted checkout.

#### 2015 Measures at a Glance

- Door count through the first half of 2015 (674,123) was down slightly (-2%) compared to 2014 (689,607).
- Programming attendance (40,909) is up (13%) compared to same period in 2014 (36,229), and the number of programs offered has increased by 24% (1,759 in 2015 vs. 1,422 in 2014).
- Internet station bookings were down slightly (-1%) through June of 2015 compared to 2014.

#### -Selected Self-Service Activity

	2015			2014			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>	227,276		1,313,610	130,402		1,354,815	96,874		-41,205
Self-Check	73,150	37%		83,204	80%		-10,054	-43%	0
Digital Collection	31,891	14%	189,139	27,030	21%	160,942	4,861	-7%	28,197
<b>Total Holds</b>	50,288		294,913	52,268		311,007	-1,980		-16,094
By Customer	30,753	61%	195,463	34,002	65%	212,135	-3,249	-4%	-16,672
Digital Collection	9,956	20%	56,254	8,406	16%	51,677	1,550	4%	4,577
<b>Total Payments</b>	\$21,428.13		\$132,854.67	\$24,022.47		\$140,870.86	-\$2,594.34		-\$8,016.19
Online	\$9,322.24	44%	\$ 55,940.77	\$9,377.59	39%	\$ 56,949.92	-\$55.35	4%	-\$1,009.15

#### Security Incident Reports

There were 32 Security Incident reports filed this month, 3 more than last month (29), and 15 more than June 2014 (17). North Spokane had the most incidents reported with 12. The most frequently reported incidents related to general Code of Conduct violations (23).

#### Internet Filtering Update

Seven requests to review blocked websites were received by staff this month. Five were received in May 2015. Similar to the last two months, five were the result of software errors on the part of our vendor in which site categories that the District had not selected for blocking were unintentionally blocked (gaming), but access was restored by the time we were made aware of the issue. Of the remaining two sites, we requested that one be reclassified to allow access at all levels and the other was determined to be accurately filtered at all the enhanced level.

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

- Programming and other updates for the Access IT Grant (the SNAP grant mentioned in previous reports) in June included:
  - A Customer Relationship Management class we hosted at Deer Park Library, which had three in attendance. We also offered a Word/Publisher Basics class at Deer Park, but no one attended.
  - We offered four Basics Classes (File Management, Email, Word/Publisher, and Excel) at Medical Lake Library. The classes had a combined total of eleven.
  - We also hosted a Customer Relationship Management class at Medical Lake, which had two participants.
  - We hosted a Wave Accounting Class series at North Spokane Library. The first three (of five) sessions had a combined attendance of seven.
  - I met with Cameryn Flynn and Kevin Dunning at SNAP on June 18, to discuss what's been working well with the Access IT classes and what we might want to change if they secure funding for the next year. I wrote a letter of support for their grant application, and we'll find out mid-September if they are awarded the grant.
- Also on June 18, I proctored our first MOS (Microsoft Office Specialist) exam for a community member. Although the individual did not pass the exam, he was grateful we offer the service, and plans to retake the exam after he does more studying.
  - In other MOS proctoring news, we've had three additional queries from individuals regarding the service. Kristy Bateman and I have set up a brief training overview for the Librarian and PSS staff we've identified as proctors, so that everyone is comfortable with the proctoring process.
- We had 13 individuals register as new IT Academy users in June, up from 11 in May. During the month, users enrolled in 39 new classes, also up from 35 in May.
- We did 46 Book-a-Librarian (BaL) sessions this month throughout the district, down from May's 51 sessions.
- We proctored 23 exams this month throughout the district, up one from May's 22 proctoring sessions.

### Connect Communities:

- SCLD Navigator staff completed one individual appointment where they helped individuals enroll in Apple Health (Medicaid). This is down from three appointments in May. These lower numbers will be the norm until October (when the next open enrollment period begins).
- Sheree and Brian attended one each of the bi-monthly BizBuzz meetings at WorkSource.
- Sheree had the opportunity to act as note-taker for a community conversation at Spokane Valley.
- Sheree attended two Millwood Better for Business meetings.
- Brian attended the monthly SCORE meeting.
- Sheree and Brian presented an overview of our business resources to ten employees at Skills'Kin.
- I attended the monthly WorkSource system meeting, where they featured two speakers. The first was from the Department of Social and Health Services, and gave an overview of a new child support program called the Alternative Solutions Program. The second speaker was from the Department of Vocational Rehabilitation, and gave an overview of their services and how to connect individuals with them.
- Sheree did a presentation for 22 Spokane Valley Tech Entrepreneurship students, where she demonstrated using Reference USA, Business Source Complete, and ProQuest to conduct business research.
- Brian and Carlie met with the Spokane Valley Tech computer science students, who presented the technology class content they developed for us. Their subject was intermediate Word for Business.
- SCLD was well-represented at the June Greater Spokane Valley Chamber of Commerce Business Connections breakfast meeting. In addition to Sheree, Diane, and me, Jane and Clarissa, as well as Doug, Patrick, and Priscilla were all in attendance.
- In addition to the Business Connections meeting, Sheree also attended the monthly GSVCC Ambassador meeting, and participated in one ribbon-cutting event during the month.
- Sheree and Aileen met with the principal of Barker High School, Kamiel Youseph, to discuss additional partnership opportunities for the coming school year.
- Sheree attended the Greater Valley Support Network monthly meeting, and participated in the Mentorship committee discussion.

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

- We provided 110 Storytimes to 3,270 children, parents and caregivers. Our average attendance per storytime was 30 which was a little higher than last month. We provided 50 Storytimes to 658 children and caregivers at 19 child care centers.
- We had a STARS training this month called “Flannel Stories” at the North Spokane Library. We had 38 attend.
- Our Early Learning at Home handouts are available in the Storytimes for our preschool Play and Learn families. These include activities for families to do at home to support early learning during the summer. There is a new one each week during our Summer Reading programming.

### Connect Communities:

- Work continues on the STEM grant. We are to the point of fine tuning our STEM units and have started to plan training for child care providers and preschool teachers.
- I attended one INWELA meeting this month. We are reevaluating the goals of the early learning alliance to make sure the goals are still meeting the needs of the community.
- I attended the state-wide Early Learning Coalition meeting. The STEM grantees also met during this meeting. It was a great opportunity to find out what the other grantees are working on and how it is going. I picked up quite a few helpful hints as we move forward with our STEM grant.
- I attended the Excelerate Success Ready for Kindergarten meeting this month. We didn't have many attend but we talked about working with all the school districts in Spokane County to align kindergarten registration to all start in the same month.

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

#### School Aged Programs (Grades K-12)

- We continued to provide School Visits/Programs until school ended on June 12 (for most of the county). Library staff gave tours, provided Storytimes or programs, or visited 409 students and families at the following schools:
  - Sunset Elementary School.
  - Pines Elementary School.
  - North Pines Middle School.
  - Little Learner (School Age Care).
  - University Elementary School.
- We started our first ever summer session of Prime Time Family Reading, working with Betz and Salnave Elementary. Eight (8) families attended the first night, and we are off to a good start.
- Summer Meals began at North Spokane (on the 22<sup>nd</sup>) and Spokane Valley Libraries (on the 15<sup>th</sup>). 292 meals were provided to children under the age of 18 in June. Meals are sponsored by Spokane Public Schools and East Valley School District. Amber Williams has done a tremendous job of coordinating all of the details for both sites. She and Kelsey Hudson are providing the oversight for both meal programs, and doing a terrific job of navigating all the little snags that happen with a brand-new program.
- We began weekly visits to the Mead Boys and Girls Club summer program. We saw 40 students on the first visit. They were excited to browse and select books to read.
- Three (3) United Way VISTA volunteers started at Airway Heights, Argonne, and North Spokane Library this month. We are still finalizing their schedules as some of the off-site locations have changed their plans and we are flexing with where and how they will be working with the libraries.
- By the end of June, 1514 children, tweens and teens had participated in our Summer Programs “Every Hero Has a Story.” Here are some highlights:
  - For the first time, we tried a special kick-off program, a Cardboard Drive-In Movie. 133 kids and their families came to either St. Thomas More or Broadway Elementary, created a cardboard car, and watched a movie. Despite the initial hiccups of losing our initial site in North Spokane, the events went really well and the families had a great time. The PTO at Broadway Elementary co-sponsored and sold refreshments.
  - The Knights of Veritas canceled its first 2 days of programming because of injury, yet they made it to the remaining week, and rescheduled the six programs canceled in August. Our resourceful and creative staff were able to substitute a craft program and many of the families stayed to enjoy. 640 children attended week one.
  - Mary Shaver's Marionettes show was well-attended, with 417 in the first 2 days.

- 63 Teens and Tweens attended programs in June.
  - Spokane Valley held its last Anime group, with six in attendance.
  - Thanks to the great Spokesman-Review article, 13 attended the Costuming and Cosplay program at North Spokane.
  - 26 tweens and teens participated in the Comic Book Crafts program at North Spokane, and 7 attended the Supersized Games program at Otis Orchards.

Adult Programs:

- Book Clubs: 51 members participated in one of six book clubs this month (Medical Lake's and Cheney's club do not meet in the summer). 17 members participated in a discussion of "*The Hotel at the Corner of Bitter and Sweet*" in Deer Park this month.
- SNAP presented 4 programs (two each at Deer Park and Argonne libraries) on various topics, with a total attendance of nine. These programs are part of a community partnership that Stacey Goddard established.
- We had two Shred Days with DeVries, and 198 people took advantage of the opportunity to do a little spring cleaning.
- Our Nourish series continued this month with 261 people participating in a variety of programs. The series continues into June. Here are a few highlights:
  - 71 attended local author and photographer Craig Goodwin's presentation "Inland Northwest Outdoors" at Argonne Library, and 44 at North Spokane Library.
  - 23 attended Coffee and Chocolate Pairings
  - 17 members attended the Tea Time program.
  - Tai Chi drew in 21 members, while 25 members tried yoga at one of two programs.
  - Local Chef Josh Martin's Cooking Locally drew in 36 to attend the two programs.

Programs launching next month:

- Adult Explore and Discover Summer Programs will start in August. "Escape the Ordinary" is the theme. Vanessa Strange did a great job of pulling together some really great programs for August and September.

**Virtual Services (Carlie Hoffman)**

- On July 20, new password parameters for member passwords will go into effect that will allow members to have longer passwords and use non-alphanumeric characters. I worked with Communication to promote these changes to members. I also worked with Ven and Gina to implement a new password reset feature in the catalog in preparation for the new parameters. It was also decided to change the wording from PIN to password to better reflect how this feature is used. Members are encouraged to verify their passwords in advance of the new parameters going into effect.
- A team was formed to evaluate Statista.
- I met with sales representatives from EBSCO to discuss products under consideration for purchase.
- Use of digital resources decreased 2.6% in June from 40,324 to 39,268 uses.
  - The 5 digital resources with the largest increase in use were: DemographicsNow up 124%, Business Source Complete up 58%, ReferenceUSA up 49%, NoveList up 23%, and Small Engine Repair Reference Center up 16%.
  - The 5 digital resources with the largest decrease in use were: WorldBook down 84%, Opposing Viewpoints in Context down 73%, CultureGrams down 67%, JobNow down 56%, and HelpNow down 50%.

Connect Communities:

- I am currently in the process of updating INCOL member lists based on new membership.



Library Operations (Gina Rice)

IN-LIBRARY CIRC								
	This Month		This month compared to same month			Year – to – Date		
	2015	2014	1-yr ago	3-yrs ago	5-yrs ago	2015	2014	Diff
AH	6081	6258	-2.83%	-0.54%	19.85%	34937	36991	-5.55%
AR	12335	13791	-10.56%	-20.50%	-20.82%	74988	82469	-9.07%
CH	12354	13275	-6.94%	-25.88%	-23.58%	72847	78273	-6.93%
DP	12515	13169	-4.97%	-6.67%	-7.23%	74970	77736	-3.56%
FF	1168	1065	9.67%	-6.93%	-25.75%	7636	8525	-10.43%
ML	4490	4820	-6.85%	-13.35%	-18.87%	24851	27351	-9.14%
MP	15445	15977	-3.33%	-12.36%	-17.81%	87796	91593	-4.15%
NS	46781	50748	-7.82%	-15.69%	-15.42%	265383	287256	-7.61%
OT	5097	5235	-2.64%	-32.61%	-36.85%	30589	33367	-8.33%
SV	48843	53301	-8.36%	-11.33%	-13.53%	282582	303419	-6.87%
<b>TOI</b>	<b>165109</b>	<b>177639</b>	<b>-7.05%</b>	<b>-14.85%</b>	<b>-15.79%</b>	<b>956579</b>	<b>1026980</b>	<b>-6.86%</b>

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	3848	494	1738	1	6081	783	6864
AR	7180	459	4669	27	12335	2384	14719
CH	8590	659	3073	32	12354	2128	14482
DP	8774	868	2847	26	12515	2329	14844
FF	531	136	500	1	1168	93	1261
ML	2269	264	1943	14	4490	787	5277
MP	8012	758	6646	29	15445	2926	18371
NS	18410	1844	26202	325	46781	9211	55992
OT	2534	290	2232	41	5097	1207	6304
SV	13002	2191	33354	296	48843	7967	56810
<b>TOT*</b>	<b>73150</b>	<b>7963</b>	<b>83204</b>	<b>792</b>	<b>165109</b>	<b>29815</b>	<b>194924</b>

	This Year This Month		Last Year This Month		
	Checkout Station Circulation	% of total circulation	Checkout Station Circulation	% of total circulation	Difference
AH	1739	28.60%	2596	41.48%	-12.89%
AR	4696	38.07%	5305	38.47%	-0.40%
CH	3105	25.13%	3685	27.76%	-2.63%
DP	2873	22.96%	3041	23.09%	-0.14%
FF	501	42.89%	324	30.42%	12.47%
ML	1957	43.59%	2752	57.10%	-13.51%
MP	6675	43.22%	6475	40.53%	2.69%
NS	26527	56.70%	29220	57.58%	-0.87%
OT	2273	44.59%	2242	42.83%	1.77%
SV	33650	68.89%	38219	71.70%	-2.81%
TOTAL	73749	44.67%	93859	52.84%	-8.17%

Holds	Holds filled	% of circulation	Holds filled	% of circulation	% Difference 2014 to 2015
	JUNE-15		JUNE - 14		
AH	1263	20.77%	1071	17.11%	3.66%
AR	2514	20.38%	2234	16.20%	4.18%
CH	2741	22.19%	2508	18.89%	3.29%
DP	2276	18.19%	2521	19.14%	-0.96%
FF	328	28.08%	335	31.46%	-3.37%
ML	842	18.75%	1079	22.39%	-3.63%
MP	3261	21.11%	3437	21.51%	-0.40%
NS	8377	17.91%	8801	17.34%	0.56%
OT	1414	27.74%	1351	25.81%	1.93%
SV	9425	19.30%	9183	17.23%	2.07%
Zsupport	343		1243		
Total	32784	19.86%	33763	19.01%	0.85%

June Cash Collection				
Payments received			Difference 2014 to 2015	%change 2014 to 2015
	2014	2015		
CASH	\$10,779.46	\$8,950.08	-1,829.38	-16.97%
CHECK	3865.42	3155.81	-709.61	-18.36%
CREDIT	9377.59	9322.24	-55.35	-0.59%
TOTAL	\$24,022.47	\$21,428.13	-2,594.34	-10.80%

This month's Library Operation's focus highlights our non-print collection.

Our non-print collection is popular with our members. The DVD's in particular have a high turnover rate. Everything checks out and it is our most frequently browsed collection.

The table below displays yearly circulation for physical non-print items in 2014. It does not include our digital collections accessed with Overdrive and Hoopla.

As demonstrated by the figures listed, within the Adult collection, DVD's are the most popular items in our non-print collection, followed by Music CD's. These item are extremely popular with a quick turnover rate.

We still have a number of members checking out our audio-book collection in CD and MP3 format, with a tiny percentage still checking out the small collection of Books on Cassette we have in our storage collections.

Our PlayAway collection takes a close 2<sup>nd</sup> in our Juvenile and Teen circulation figures.

The breakouts labeled Total CD's combines the various musical genres into one total representing all of the Music CD's in the collection. Within that collection, the Popular CD genre has the highest circulation, with the Country CD genre following.

2014								
	All	% of total SCLD circulation	ADULT	% of Adult item circulation	JUVENILE	% of Juvenile item circulation	Teen	% of Teen item circulation
<b>Total circulation 2014</b>	2348116		1344927		895892		105986	
<b>Non-Print Item types</b>								
<b>CDBOOK</b>	40956	1.74%	21298	1.58%	14547	1.62%	5108	4.82%
<b>CASSBOOK</b>	259	0.01%	256	0.02%	3	0.00%		0.00%
<b>MP3CDBOOK</b>	3725	0.16%	3591	0.27%	34	0.00%	100	0.09%
<b>PLAYAWAY</b>	13388	0.57%		0.00%	9846	1.10%	3542	3.34%
<b>MULTIMEDIA</b>	1888	0.08%	1820	0.14%	68	0.01%		
<b>DVD</b>	637214	27.14%	418260	31.10%	218914	24.44%		
<b>Total CDs</b>	125864	5.36%	111896	8.32%	13960	1.56%		
<b>Non-genre CD</b>	14502	0.62%	536	0.04%	13960	1.56%		
<b>CHRISTIAN</b>	9370	0.40%	9370	0.70%				
<b>CLASSICAL</b>	3430	0.15%	3430	0.26%				
<b>COUNTRY</b>	15367	0.65%	15367	1.14%				
<b>FOLK</b>	3473	0.15%	3471	0.26%				
<b>HOLIDAYM</b>	2475	0.11%	2475	0.18%				
<b>JAZZ</b>	3147	0.13%	3147	0.23%				
<b>POPULAR</b>	66189	2.82%	66189	4.92%				
<b>SOUNDTRACK</b>	7911	0.34%	7911	0.59%				
<b>ROM</b>	1964	0.08%	185	0.01%	1779	0.20%		
<b>MULTCD</b>	83	0.00%	7	0.00%	76	0.01%		

## Library Reports

### Airway Heights: Stacy Hartkorn

#### Develop Young Learners:

- Play & Learn averaged 26 people in June, the highest monthly average attendance in 2015 to date, but comparable to attendance the same month last year (26.75 in June 2014).

#### Explore and Discover:

- The Airway Heights Book Club selected Abby Cooper, *Psychic Eye* by Victoria Laurie for its June book selection and 6 people were in attendance.
- Our first Children's program of Summer Reading, *Knights of Veritas* attracted an audience of 45 participants. This is a small increase compared to 2014 average attendance of 38.75 people for Children's Summer Reading.

#### Support Job Seekers and Local Businesses:

- Corinne Wilson (Airway Heights Community Librarian) and I attended the June West Plains Chamber breakfast, a *Summer Events Kickoff* which featured information about events and activities throughout the West Plains this summer. We were able to distribute Summer Reading program information to members in attendance.

#### Connect Communities:

- Students from Sunset Elementary School's Kindergarten through third grades participated in walking field trips to the library to learn about upcoming Summer Reading programming; approximately 246 students and teachers visited the library during these field trips.
- Corinne hosted an information table at the Airway Heights Second Harvest Distribution site and connected with 60 people about library services, including upcoming Summer Reading programs.
- Corinne and I hosted an information table and offered children's activities before an Airway Heights Summer Movie in Sunset Park, connecting with a total of 20 people. We also helped Kiwanis serve popcorn and bottle watered (sponsored by the Airway Heights Kiwanis Club).
- Corinne and I visited several local apartment complexes and business in the Airway Heights area, providing them with information about SCLD and upcoming Summer Reading programming.
- I attended an Airway Heights Kiwanis meeting, which focused primarily on planning our annual Airway Heights Community Yard Sale.
- Sunset Elementary School provided art for a library display. The exhibit features classroom award winners which were entrants in their school-wide art show.
- The display case featured a collection of geodes, which were provided by a local library member.
- There were a total of 12 Spaces reservations for the Airway Heights meeting room in June, compared to 8 times the same month last year.

### Argonne: Pat Davis

#### Develop Young Learners:

- 249 children and their parents and caregivers attended Storytimes this month compared to 148 last year. Toddler Play and Learn attendance averaged 32.2 and Preschool Play and Learn averaged 23.25.
- Our Outreach Storytime at Wishing Well Daycare had 14 participants.

#### Explore and Discover:

- Our first Summer Reading program, *Knights of Veritas* attracted 33. Road conditions on Argonne may have been a factor since we received some telephone inquiries asking if construction was still hindering traffic.
- Our final Nourish program, *Exploring Inland Northwest Outdoors*, attracted 71 attendees, a large turnout for this type of programming here.
- The Snap Financial program, *Navigating Your Credit World*, had three participants.
- Two people attended The Snap program, *Give Yourself a Raise*.

#### Support Job Seekers and Local Businesses:

- We proctored three exams.
- We provided five Book a Librarian appointments, helping members with basic computer skills, ebook readers and email set up.

### Connect Communities:

- We participated in the Millwood/West Valley SCOPE parade. Stacy Loberg, Cindy Garcia and Kelsey Hudson distributed pencils while Stacey Goddard drove the van and Nancy Ledeboer and Pat Davis carried the banner. After the parade, Kelsey provided an activity for kids in the park and promoted library services at the SCOPE Fair.
- Kelsey and I attended the Millwood Better for Business meeting at the Millwood Masonic Temple. The group is moving forward with plans to incorporate.
- Sixty-one groups or individuals booked our conference and meeting rooms this month.
- Danielle Weekes, a Vista Volunteer through United Way's Excelerate Success began working with the West Valley meal program in the mornings and returning to Argonne in the afternoon to interact with children in the library. Danielle can be found reading to children, assisting them in finding the right book to check out and helping with the computer.

### **Cheney: Catherine Nero Lowry**

#### Develop Young Learners:

- Baby Play and Learn attendance decreased from an average of 26 in June of 2014 to an average of 19 in June of 2015.
- Toddler Play and Learn attendance increased from an average attendance of 45.5 in June of 2014 to 48.75 in June of 2015.
- Preschool Play and Learn attendance decreased in June, with an average attendance of 23.25 compared to 30.25 in 2014.
- We provided the Giggling Guest Center with outreach Storytimes with an average of 18.2 in attendance in 2014, which decreased to an average of 16.5 in 2015.

#### Explore and Discover:

- We had a tour from Windsor Elementary Summer Library Program, with attendance of 19 children.
- We held our first Cheney Prime Time Family Reading programs in June. We had 28 in attendance on 6/18 and 22 in attendance on 6/25.
- Our Summer Reading program Knights of Veritas had 84 in attendance.
- Our Lego Club had 15 in attendance.

#### Support Job Seekers and Local Businesses:

- We proctored 7 exams this month.
- We noted five walk-in and one scheduled Book a Librarian interactions for a total of six BaLs in June. One of our BaL members was so happy with her interaction with Lori Shotwell that she asked if she could pay for all the help she had received.
- Vanessa Strange and I attended the Cheney City Council to share with attendees an update on milestones and events from our library this past year, as well as things to come before year end.

### Connect Communities:

- 17 groups used our meeting room this month, a decrease of six from last year.
- Lori took our library outreach services to Cheney Sessions Village, Cheney Assisted and Cheney Care Facilities this month providing our 194 library items for the residents.
- Our display case and art wall show off the artistic talents of Cheney Middle School art students with sculptures and paper art.

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

#### Develop Young Learners:

- Our average Storytime attendance was 22 compared to last year's average of 18.

#### Support Job Seekers and Local Businesses:

- I attended the Deer Park Chamber of Commerce luncheon. The meeting focused on service groups in the greater Deer Park area. The library was recognized as a non-profit service group and I was given the opportunity to promote our Summer Reading programs and upcoming SNAP *Dollar and Sense* programs.
- We proctored four tests for students this month compared to last year's total of three.

#### Explore and Discover:

- 17 members gathered at the Adult Book Club to discuss the book The Hotel on the Corner of Bitter and Sweet by Jamie Ford. Last year's total attendance was 13.

- Summer Reading began with a bang! Our first Summer Reading program; *The Knights of Veritas* cancelled its performance due to illness, yet we were able to come up with some great airplane patterns and activities for the 55 attendees who chose to stay. The second program; *Issun Boshi* puppet show attracted 138 attendees due to the participation of Arcadia Elementary's summer school bringing its students over to enjoy the performance. For such a large group, they did a fantastic job of being respectful and attentive throughout the show.
- Our Nourish program *Coffee and Chocolate* attracted 23 participants.
- The SNAP Dollar and Sense program *Navigating Your Credit* attracted two participants.
- The SNAP Dollar and Sense program *Give Yourself a Raise* attracted two participants.
- Community Librarian Amber Williams and I spoke to students at Deer Park Elementary and Arcadia Elementary schools. Amber and I gave 15 presentations to a total of 847 students. The presentations were geared toward our Summer Reading programs. We were also able to read a few stories and help some of the students pick out a free book provided by the local Parent-Teacher-Student Association.
- Deer Park Friends of the Library sponsored a program featuring local author Lee Pitts, which attracted one participant.

#### Connect Communities:

- Our conference and meeting rooms were used by a total of 37 groups this year, compared to last year's 13. The rooms were used for a variety of reasons such as an essential oils party, tutoring, a lone quilter, and the local Yoke's grocery store using the room to train its staff in first aid.
- The Deer Park Friends of the Library received \$1,609.84 in donations at its June book sale. Treasurer Lyn White said it was an all-time record for the most donations received at one of its book sales.
- Monte Moore, the volunteer art teacher from Deer Park Elementary, approached us to display the "Elephant in the Room" over the summer. He and his students created the sculpture, which signifies the importance of talking, and represents subjects that people don't often talk about. The sculpture is six feet tall, painted purple and blue and has colorful monarch butterfly patterned ears. The elementary school asked us to display it so students would have the opportunity to come in and say hello.

#### **Fairfield: Kathy Allen**

##### Develop Young Learners:

- Family Evening Storytime averaged .8 down from last month's total of 2.75. We had 4 weeks in a row where no one showed up.

##### Explore and Discover:

- *Thursday Night Thing* at the Fairfield Community Center had 11 participants, an increase from last year's attendance of seven.
- *Nourish: Therapeutic Horticulture* had five people attend.
- *Fairfield Flag Day Scavenger Hunt Kick off and Parade* was off to a good start with 35 children making a Red, White and Blue craft. There is currently 196 tickets in the jar for the drawing to be held at the Southeast Spokane County Fair in September.
- The Summer Reading program *Hero Craft* had nine children participate in designing a Hero for the bulletin board. We have 16 unique heroes, including our very own *Library Girl*.
- *Lego Club* was up one participant from last month's total of six, with seven attending this month.
- *Issun Boshi: Little One-Inch Samurai*, the first Summer Reading program, attracted 15. They enjoyed learning a Japanese song.
- We had one member use *Book a Librarian*.

##### Connect Communities:

- Three staff and the District van participated in the Flag Day Parade. We handed out over 350 color-changing pencils.

#### **Medical Lake: Theresa Stephenson**

##### Develop Young Learners:

- Storytime attendance averaged 21 this month, the same as June 2014.

##### Explore and Discover:

- The Nourish series program, *Cooking Locally*, had 15 attendees. The participants appeared to thoroughly enjoy this program.
- The Summer Reading series program, *Knights of Veritas*, attracted 63 participants.

#### Support Job Seekers and Local Businesses:

- The Small Business Support Access IT Grant programs drew varying levels of interest:
  - *File Management* had four attendees.
  - *Email* had one attendee.
  - *Word and Publisher* and *Excel Basics* each had three attendees.
  - *CRM* and had two attendees.

#### Connect Communities:

- Friends of Medical Lake Library approved funding for the Library's new coffee service.
- Our digitizing intern, Alex Fricks, has completed digitizing most of the historical artifacts.
- Medical Lake Founder's Day was held June 20. Library staff members and their families marched in the parade and handed out pencils. The Library booth attracted 192 visitors.

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

##### Develop Young Learners:

- Toddler Play and Learn Storytime averaged 38 attendees this month, a slight increase from last month's average of 35 and last year's 27.
- Preschool Play and Learn Storytime had an average attendance of 22, a decrease from last month's 24 and last year's 29.
- Baby Play and Learn Storytime averaged 37, a decrease from last month's 45, breaking the trend of a steady increase this year. However, this is still an increase over last year's 26.

##### Explore and Discover:

- The Moran Prairie Book Club had eight attendees this month for End of Your Life Book Club by Will Schwalbe.
- 24 attended the *Paper Bag Princess Party*. Many of the participants were boys—we had a dragon to fight at the end of the program. This program was developed to fulfill the volunteer service hours for a young library member's bat mitzvah—she wanted to do a literacy program. She successfully volunteered at the event by reading aloud *The Paper Bag Princess* and led one of the reader's theater activities. Her parents volunteered for the event and donated the use of a plywood dragon for all of the attendees to fight after navigating the thorn maze.
- Local expert Melissa Diluzio piloted two programs on nutrition at the Moran Prairie Library. The *Truth about Sugar* had 26 attendees and *How to be a Label Detective* had 30. Melissa is eager to present at other libraries.
- We had only 13 participate in our monthly craft of origami this month—a sharp decrease from last month's decrease.
- We finished the Nourish series with nine attendees for *Beginning Meditation*.
- Eighty (80) attended our first Summer Reading program, *The Knights of Veritas*, which was a slight decrease from last year's first program with 98 attendees.

##### Connect Communities:

- We had 78 bookings of the meeting room, an increase from last month's 62.
- The local Scripts and Scribes group continues to display its art in the library and display case until the end of July.
- Danielle was inducted as Secretary for the Manito Lions on June 17.
- We attended the Strawberry Festival and spoke to 332 people.

#### **North Spokane: Jason Johnson**

##### Develop Young Learners:

- 874 children and their parents and caregivers attended early learning programs this month. This is a 6% increase from last month.
- Baby Play and Learn Storytime averaged 21 attendees. This is up three from last month's average and from June 2014.
- Preschool Play and Learn Storytime averaged 48 attendees. This is up five from last month and up one from June 2014.
- Toddler Play and Learn Storytime attracted an average attendance of 38. This is up nine from last month and down four from June 2014.
- Family Play and Learn Storytime averaged 15 attendees, down six from last month and five from June 2014.

- Staff provided Storytime for 195 attendees at outreach facilities.

Explore and Discover:

- 661 members of all ages attended Explore and Discover events this month.
  - 178 adult members attended 6 programs: 99 for *Shred Day*, 44 *Nourish: Exploring Inland Northwest Outdoors with Photographer Craig Goodwin*, 15 for *Nourish: Therapeutic Yoga for Pain Relief*, 10 for *Nourish: Therapeutic Yoga for the Office*, 8 for *North Spokane Book Club*, and 2 for *Nourish: Online Couponing*.
- 39 tween/teen members attended two programs: 26 for *Comic Book Crafts* and 13 for *Costuming and Cosplay on a Budget*.
  - 444 children and their families attended 7 programs: 146 for 2 sessions of *Issun Boshi: Little One-Inch Samurai*, 102 for 2 sessions of *Legos (backup SR program)*, 131 for 2 sessions of *Lego Club*, and 65 for *Cardboard Car Drive-In Movie: The Incredibles*.

Support Job Seekers and Local Businesses:

- Staff proctored four exams this month.
- 7 members attended 3 sessions of *Access IT Grant: WAVE Accounting Series*.

Connect Communities:

- Staff presented Summer Reading promotional talks to 383 3<sup>rd</sup> graders at Brentwood, Colbert, Evergreen, Midway, North Star, and Prairie View elementary schools.
- Staff conducted tours for 63 1<sup>st</sup> graders from Colbert Elementary and 85 5<sup>th</sup> graders from Evergreen Elementary.
- Staff interacted with 230 people at Prairie View Elementary's Science Night & Book Fair.

**Otis Orchards: Kathy Allen**

Develop Young Learners:

- Play and Learn Storytime averaged 19, down from last year's average of 25.25.
- We presented one outreach Storytime to the Little Explorers, with 11 children attending.

Support Job Seekers and Local Businesses:

- One exam was proctored.

Explore and Discover:

- A member wanted to tell us how much she appreciated the library and how grateful she was for the library being available to her. She was stocking up on books to help her get through recovery following an operation.
- We had one member use Book a Librarian.
- *Nourish: Tea Time* had 17 attend.
- Summer Reading program *Knights of Veritas*, 47 attended.
- Tween Summer Reading program *Supersized Games* had seven attend.

Connect Communities:

- Meeting room was used six times, down from last year's total of 11.
- *Summer Reading Promotional Events* were presented to 357 Otis Orchards Elementary students, K - 6<sup>th</sup> grade. This was up from last year's total of 94.

**Spokane Valley: Jason Johnson**

Develop Young Learners:

- 904 children and their parents and caregivers attended early learning programs this month. This is a 28% increase from last month.
- Baby Play and Learn Storytime averaged 20 attendees. This is the same as last month and down three from June 2014.
- Preschool Play and Learn Storytime averaged 51 attendees. This is up six from last month and up 11 from June 2014.
- Toddler Play and Learn Storytime attracted an average attendance of 36. This is up four from last month and up one from June 2014.
- Family Play and Learn Storytime averaged 12 attendees, up five from last month and down seven from June 2014.
- Staff provided Storytime for 320 attendees at outreach facilities.



Explore and Discover:

- 686 members of all ages attended Explore and Discover events this month.
- 140 adult members attended 5 programs: 99 for *Shred Day*, 21 for *Nourish: Cooking Locally*, 8 for *Nourish: Online Couponing*, 7 for *Spokane Valley Book Club*, and five for *Broadway Court Estates Book Club*.
- Six tween/teen members attended *Anime Club*.
- 540 children and their families attended 12 programs: 140 for two sessions of *Lego Club*, 119 for two sessions of *Hero Crafts (Backup SR Program)*, 118 for two sessions of *Issun Boshi: Little One-Inch Samurai*, 68 for *Cardboard Drive-In Movie: The Incredibles*, 61 for *University Elementary Title 1 Night*, and 34 for four sessions of *Sunday Craft*.

Support Job Seekers and Local Businesses:

- Staff proctored six exams this month.
- 22 members attended *Spokane Valley Tech Entrepreneurship Class Intro to SCLD Business Resources*.

Connect Communities:

- Staff presented a promotional Summer Reading talk to 300 University Elementary School students.
- Staff conducted five tours for a total of 102 children.

**Public Use Measures**

**JUNE 2015**

Measure	This year	Last year	YTD	Last YTD	Rolling YTD
	This Month	This Month	This year	Comparison	Comparison
Registered borrowers	115,624	118,476		-2%	
Door count	119,435	120,197	674,123	-2%	-3%
Circulation	227,276	230,402	1,313,610	-3%	-3%
Digital Media Catalog	31,891	27,030	189,139	18%	24%
Programs					
Number	307	274	1,759	24%	17%
Attendance	9,935	8,568	40,909	13%	16%
Group Visits					
Number	10	10	30	-12%	-2%
Attendance	273	372	1,008	-11%	-10%
Software Station bookings	20,329	20,982	124,123	-1%	2%
Meeting room bookings	305	270	2,140	16%	4%
Holds placed					
By customers	30,753	34,002	195,463	-8%	-12%
By staff	7,564	7,846	43,196	-8%	5%
Digital Media Catalog	9,956	8,406	56,254	9%	17%
Database use					
Searches	94,858	110,611	594,496	-14%	-9%
Retrievals	18,825	29,768	193,112	-19%	-6%
Website use (Remote)					
User sessions	131,988	95,031	745,308	29%	23%
Page views	254,736	220,373	1,412,221	11%	9%
Catalog	43,973	46,681	268,426	-11%	-13%
Database Access	3,903	3,747	29,343	-5%	0%
Interlibrary loans					
Loaned	379	292	2,029	13%	13%
Borrowed	565	534	3,361	16%	21%

**Public Use Measure Definitions**

**Registered borrowers:** Total number of library cards that have had any type of activity within the last three years. *Data collection method: Actual computer system count.*

**Door count:** Number of times libraries are entered through inside doors; doesn't include entries through outside doors to lobby, restrooms, or meeting rooms. *Data collection method: Actual "machine" count.*

**Circulation:** Number of items checked out and renewed. *Data collection method: Actual computer system count. Digital Media Catalog: Number of downloads from OverDrive. Included in circulation total.*

**Reference inquiries:** Number of customer questions, other than directional. *Data collection method: Monthly sampling hand tally and spreadsheet entry.*

**Programs:** Programs presented by the District. *Data collection method: Hand tally and spreadsheet entry.*

**Group visits:** Visits to a library by groups for reasons other than program attendance. *Data collection method: Hand tally and spreadsheet entry.*

**Software Station bookings:** Number of sessions booked by customers on software stations (Internet, office and educational software applications). *Data collection method: Actual computer system count.*

**Meeting room bookings:** Number of times meeting rooms used by outside groups. *Data collection method: Hand tally and spreadsheet entry.*

**Holds placed:** Requests for specific titles in any format. *Data collection method: Actual computer system count.*

**By customers:** Placed online by customer, whether from library or remotely.

**By staff:** Placed for customers, usually as part of a reference transaction.

**Database use:** Use of online databases licensed by SCLD. *Data collection method: reports from database vendors.*

**Searches:** Number of database searches.

**Retrievals:** Number of search result documents retrieved.

**Web site use:** "Hits" on SCLD website. *Data collection method: Actual computer system count of activity initiated outside the network.*

**User sessions:** Number of times website is accessed by individual IP address.

**Page views:** Number of times each page is accessed.

**Catalog:** Subset of page views; shows the number of times customers enter the catalog through the website.

**Database access:** Subset of page views; shows the number of times customers enter a subscription database from the website.

**Interlibrary loans:** Items borrowed from or loaned to from another library system. *Data collection method: Computer system count.*

## Public Services Report July 2015

### In-Library Circulation

Circulation at the libraries in July was down from the same month in 2014 (-6%). All libraries experienced decreases compared to July 2014, with Fairfield (-26%), Otis Orchards (-12%), and Medical Lake (-11%) seeing the most significant changes.

Use of the Self-checkout stations accounted for 52% of all circulation in the libraries. More than half of in-library circulation at North Spokane (57%), and Spokane Valley (70%) came through the self-checkout stations, while members at Cheney (25%) and Deer Park (26%) show a preference for staff-assisted checkout.

### 2015 Measures at a Glance

- Door count through the first seven months of 2015 (802,918) is down slightly (-2%) compared to 2014 (820,895).
- Programming attendance (49,585) is up (10%) compared to same period in 2014 (45,202), and the number of programs offered has increased by 21% (2,020 in 2015 vs. 1,676 in 2014).
- Internet station bookings are even through July of 2015 when compared to 2014.

### -Selected Self-Service Activity

	2015			2014			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>	246,602		1,560,212	245,259		1,600,074	1,343		-39,862
Self-Check	91,873	44%		98,510	45%		-6,637	-2%	0
Digital Collection	35,404	14%	224,543	28,527	12%	189,469	6,877	3%	35,074
<b>Total Holds</b>	53,269		346,167	52,863		361,856	406		-15,689
By Customer	32,025	60%	227,488	33,355	63%	245,490	-1,330	-3%	-18,002
Digital Collection	11,328	21%	67,582	9,255	18%	60,932	2,073	4%	6,650
<b>Total Payments</b>	\$22,533.33		\$155,388.00	\$21,794.15		\$162,665.01	\$739.18		-\$7,277.01
Online	\$9,474.46	42%	\$65,415.23	\$8,616.66	40%	\$65,566.58	\$857.80	3%	-\$151.35

### Security Incident Reports

There were 45 Security Incident reports filed this month, 13 more than last month (32), and 18 more than July 2014 (27). Spokane Valley had the most incidents reported with 15. The most frequently reported incidents related to potential problems (20), disruptive behavior (13), and general Code of Conduct violations (23).

### Internet Filtering Update

Three requests to review blocked websites were received by staff this month. Seven were received in July 2015. We requested that two be reclassified to allow access, and the other was determined to be accurately filtered at all levels.

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

- Programming and other updates for the Access IT Grant (the SNAP grant mentioned in previous reports) in July included:
  - We hosted a *Social Media & Web Design Class* series at Medical Lake Library. The first three (of five) sessions had a combined attendance of 14.
    - As a side note, originally four of the five classes were scheduled for July, but the instructor was in a car accident on the way out to Medical Lake. He's fine, and the class has been rescheduled for August.
  - We hosted a *Wave Accounting Class* series at North Spokane Library. The last two (of five) sessions had a combined attendance of four.
  - We also hosted a *Social Media & Web Design Class* series at Deer Park Library. The first four (of five) sessions had a combined attendance of 29.
  - Cameryn Flynn, SNAP's Business Development Coordinator, let me know that her department nominated me for one of their Partnership awards. Although I wasn't selected as an award recipient, both SCLD and I were mentioned by name as a valued partner in their Community Builder newsletter.
- I presented a brief training overview (which repeated four times) on proctoring MOS exams for our librarian/PSS staff who have been identified as proctors. A total of 20 staff attended these trainings. During July, we also had four queries about our MOS proctoring services, but no one has scheduled an exam.
- We had 13 individuals register as new IT Academy users in July, the same number as in June. During the month, users enrolled in 55 new classes, up from 39 in June.
- We did 70 Book-a-Librarian (BaL) sessions this month throughout the district, up markedly from June's 46 sessions.
- Aileen, along with one of her CDF cohort members, presented a webinar for WebJunction. The webinar, titled *No Jobseeker Left Behind: Library Services to Meet their Needs*, had 200 participants. Ree and I got to watch it live, and Brian was able to view the archived version.
- We proctored six exams this month throughout the district, down significantly from June's 23 proctoring sessions. July is typically a slow month for proctoring: last July we also did just six sessions.

### Connect Communities:

- SCLD Navigator staff completed one individual appointment where they helped individuals enroll in Apple Health (Medicaid). This is the same number as in June. These lower numbers will be the norm until October (when the next open enrollment period begins).
- Sheree and Brian attended one each of the bi-monthly BizBuzz meetings at WorkSource.
- Brian attended the monthly SCORE meeting.
- Aileen and I worked with the Next Generation Zone to finalize details for an intern placement with us at Spokane Valley Library. The candidate, Anthony Rand, successfully interviewed for the position and began working on July 20. We expect to have him with us through mid-September.
- Sheree and Kelsey worked with Barker High School principal Kamiel Youseph on a grant application that would allow for a partnership opportunity in the fall.
- Ree and Kelsey also worked with Shirene Young of Inland Empire Paper on a needs survey for the Millwood Economic Development Group.
- SCLD was well-represented at the July 17 Greater Spokane Valley Chamber of Commerce Business Connections lunch meeting. In addition to Sheree, Diane, and I, Jane, Clarissa, Rick, and Nancy were all in attendance.
- In addition to the Business Connections meeting, Sheree also attended the monthly GSVCC Ambassador meeting, and participated in one ribbon-cutting event during the month.
- Brian attended the Inland Northwest Business Alliance's Networking Lunch.
- Sheree met with Sharon Jayne of Spokane Valley Partners to discuss SVP's' career wear clothing bank.
- And in staffing news, effective August 3, Aileen Luppert will become the new Managing Librarian at Spokane Valley. Congratulations, Aileen! I'm also happy to announce that Danielle Milton will be joining our team in August.

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

- We provided 112 Storytimes to 3,217 children, parents and caregivers. Our average attendance per Storytime was 29, which was a little lower than last month. We provided 13 Storytimes to 155 children and caregivers at eight child care centers. We usually have fewer centers to go during summer, as the preschools and ECEAPS follow the school year and are not in session.
- We had four early learning programs with a total of 17 attendees this month with the Prime Time Family Reading Program.
- Our Early Learning at Home handouts are available in the Storytimes for our preschool Play and Learn families. These include activities for families to do at home to support early learning during the summer. There is a new one each week during our Summer Reading programming.

### Connect Communities:

- Work continues on the STEM grant. We are to the point of fine-tuning our STEM units and have started to plan training for the child care providers and preschool teachers. We are just about ready to order the materials for the STEM units. We are just waiting for a budget revision approval from Thrive Washington. Our plan is to have the units completed by the end of August. Our second STEM report to Thrive was due this month. We send in a timeline that talks about how the project is going and submit any timeline changes. We had a few tweaks to the timeline this month having to do with changing meeting times to meet summer schedules. We also submit a budget report on how funds are being spent. We're a little behind in spending funds, yet will quickly catch up next month with the ordering of the materials for the STEM units.
- I met with Sandra Szambelan and Stacy Loudermilk from the Early Learning Coalition to talk about who would be the next regional advisor from our coalition to the State Early Learning Advisory Council. There are going to be a lot of changes at the Department of Early Learning this year that many of the regional advisors are staying on the committee another year, but will also mentor a replacement for the following year. My name is being put forward to be the replacement regional advisor to the Early Learning Advisory Council (ELAC).

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

#### School Aged Programs (Grades K-12)

- We concluded our first ever summer session of Prime Time Family Reading, working with Betz and Salnave Elementary. We had eight families consistently attend, and most of them participated in at least four of the six sessions. We had a wonderful celebration on July 23 and passed out the certificates and final gifts from Humanities Washington. The families and teachers from the schools expressed their appreciation for the program.
- Summer Meals continued through the month of July at North Spokane and Spokane Valley libraries. 208 meals were provided at Spokane Valley and 701 at North Spokane to children under the age of 18 in July. Meals are sponsored by Spokane Public Schools and East Valley School District.
- We are continuing weekly visits to the Mead Boys and Girls Club summer program on Wednesday mornings. They have 52 cards affiliated with that site, as well as a number of children and teens who check out on the facility card itself. The club is eager to continue our affiliation in some way during the school year and we are exploring options.
- Three United Way VISTA volunteers continued at Airway Heights, Argonne, and North Spokane libraries this month. The project has morphed over the summer. The AH meal site utilized the volunteer only once a week, so Avery organized a drop-in craft activity on Thursdays, and another outreach activity on Tuesdays. She also worked with us at the Prime Time Family Reading program. Danielle, the Argonne volunteer has been providing literacy activities each week at West Valley High School's meal site. She helps with library activities and has arranged a weekly writing group for teens in the library. Erin, at North Spokane, assists with the summer meal site, the Mead Boys and Girls Club outreach visit, and visited the Riverside meal site program to distribute books from United Way.
- During the month of July, 4480 children, tweens and teens participated in our summer programs, "Every Hero Has a Story." Here are some highlights.
  - Local favorites the Jammin' Jenks drew 1,055 people to their family concerts.
  - West Valley Outdoor Learning center brought their owls and 1,047 people came out to see them.
  - Mobius Science shows were also well attended with 954.
  - Eric Herman's concerts closed out our major summer programs, with 609.

- 303 Teens and Tweens attended programs in June.
  - 64 Teens attended the *How to Draw Comics* programs.
  - 80 Tweens and Teens participated in the *SuperSized Games* programs.
  - 74 tweens and teens participated in the *Comic Book Crafts* program at North Spokane.

Adult Programs:

- Book Clubs: 51 members participated in one of six book clubs this month (neither Medical Lake nor Cheney clubs meet in the summer).
- SNAP presented five programs (Three each at Deer Park and Cheney libraries, and one at Otis Orchards) on various topics with a total attendance of 32. These programs are part of a community partnership that Stacey Goddard established.
- 60 people had a marvelous evening with local poets at Moran Prairie Library for a Poetry Picnic organized by local author and Friend Sharma Shields.
- 22 people participated in STCU's Budgeting 101 workshop at North Spokane.

**Virtual Services (Carlie Hoffman)**

- I spoke with a representative from EBSCO to discuss Library Aware, a platform for marketing library services and products.
- I contacted Gale to set up online staff training on DemographicsNow for this fall.
- I created a Classes & Workshops page on the test website and worked with Ven to add content from the event calendar.
- Use of digital resources increased 8.9% in June, from 39,268 to 42,878 uses.
  - The five digital resources with the largest increase in use were: GrantStation up 200%, JobNow up 118%, Microsoft IT Academy up 41%, CultureGrams up 38%, and Ancestry.com up 27%.
  - The five digital resources with the largest decrease in use were: Business Source Complete, down 58%; HelpNow and Small Engine Repair Reference Center, both down 51%; NovelList K-8, down 49%; WorldBook down 38%; and DemographicsNow and Science in Context, both down 35%.

Connect Communities:

- I updated INCOL membership lists and posted them to the INCOL website.

**Library Operations (Georgina Rice)**

<b>IN-LIBRARY CIRC</b>								
	<b>This Month</b>		<b>This month compared to same month</b>			<b>Year – to – Date</b>		
	<b>2015</b>	<b>2014</b>	<b>1-yr ago</b>	<b>3-yrs ago</b>	<b>5-yrs ago</b>	<b>2015</b>	<b>2014</b>	<b>Diff</b>
AH	6219	6796	-8.49%	0.45%	15.32%	41156	43787	-6.01%
AR	13926	15063	-7.55%	-7.56%	-13.74%	88914	97532	-8.84%
CH	13840	14360	-3.62%	-11.64%	-12.74%	86687	92633	-6.42%
DP	13097	13352	-1.91%	-2.86%	-1.53%	88067	91088	-3.32%
FF	1307	1766	-25.99%	4.23%	-17.38%	8943	10291	-13.10%
ML	4482	5028	-10.86%	-16.41%	-11.19%	29333	32379	-9.41%
MP	16112	16861	-4.44%	-10.94%	-7.82%	103908	108454	-4.19%
NS	50761	51684	-1.79%	-10.13%	-6.37%	316144	338940	-6.73%
OT	5489	6204	-11.52%	-25.94%	-35.04%	36078	39571	-8.83%
SV	52402	56184	-6.73%	-4.91%	-8.86%	334984	359603	-6.85%
<b>TOT</b>	<b>177635</b>	<b>187298</b>	<b>-5.16%</b>	<b>-3.51%</b>	<b>-8.89%</b>	<b>1134214</b>	<b>1214278</b>	<b>-6.59%</b>

<b>BREAKOUT BY CHECKOUT METHOD</b>							
This table highlights how members are choosing to checkout and/or renew items at each library							
	<b>Staff assisted stations</b>		<b>Self-Check stations</b>		<b>Total in-library circulation</b>	<b>Renewals online</b>	<b>Total in-library + online renewals</b>
	<b>Checkouts</b>	<b>Renewals</b>	<b>Checkouts</b>	<b>Renewals</b>			
AH	3922	493	1797	7	6219	785	7004
AR	7591	686	5621	28	13926	2543	16469
CH	9535	817	3440	48	13840	2388	16228
DP	9009	722	3346	20	13097	2083	15180
FF	581	203	517	6	1307	69	1376
ML	2129	245	2075	33	4482	795	5277
MP	8448	621	6998	45	16112	3338	19450
NS	19437	2334	28660	330	50761	10212	60973
OT	2891	219	2348	31	5489	1383	6872
SV	13448	2431	36205	318	52402	8763	61165
<b>TOT</b>	<b>76991</b>	<b>8771</b>	<b>91007</b>	<b>866</b>	<b>177635</b>	<b>32359</b>	<b>209994</b>

	<b>This Year This Month</b>		<b>Last Year This Month</b>		<b>Difference</b>
	<b>Checkout Station Circulation</b>	<b>% of total circulation</b>	<b>Checkout Station Circulation</b>	<b>% of total circulation</b>	
AH	1804	29.01%	2869	42.22%	-13.21%
AR	5649	40.56%	5476	36.35%	4.21%
CH	3488	25.20%	3759	26.18%	-0.97%
DP	3366	25.70%	3272	24.51%	1.19%
FF	523	40.02%	716	40.54%	-0.53%
ML	2108	47.03%	2892	57.52%	-10.49%
MP	7043	43.71%	7159	42.46%	1.25%
NS	28990	57.11%	29359	56.80%	0.31%
OT	2379	43.34%	2523	40.67%	2.67%
SV	36523	69.70%	40485	72.06%	-2.36%
<b>TOTAL</b>	<b>91873</b>	<b>51.72%</b>	<b>98510</b>	<b>52.60%</b>	<b>-0.88%</b>



Holds	Holds filled JUL-15	% of circulation	Holds filled JUL -14	% of circulation	% Difference 2014 to 2015
AH	1229	19.76%	1095	16.11%	3.65%
AR	2932	21.05%	2774	18.42%	2.64%
CH	2882	20.82%	2705	18.84%	1.99%
DP	2405	18.36%	2299	17.22%	1.14%
FF	297	22.72%	398	22.54%	0.19%
ML	866	19.32%	1057	21.02%	-1.70%
MP	3423	21.25%	3601	21.36%	-0.11%
NS	8715	17.17%	8977	17.37%	-0.20%
OT	1290	23.50%	1582	25.50%	-2.00%
SV	9060	17.29%	9503	16.91%	0.38%
Zsupport	321		1165		
Total	33420	18.81%	35156	18.77%	0.04%

July Cash Collection				
Payments received	2014	2015	Difference 2014 to 2015	%change 2014 to 2015
CASH	10488.39	10322.35	-166.04	-1.58%
CHECK	2689.1	2736.52	47.42	1.76%
CREDIT	8616.66	9474.46	857.8	9.96%
TOTAL	21794.15	22533.33	739.18	3.39%

## Library Reports

### Airway Heights: Stacy Hartkorn

#### Develop Young Learners:

- Play & Learn Storytime averaged 23.8 people in July, a decrease from the previous month (June: 26) and the same month last year (July 2014: 31.5).

#### Explore and Discover:

- The Airway Heights Book Club selected The Pearl that Broke Its Shell by Nadia Hashimi for its July book selection; three people attended.
- July Summer Reading children's programming reached a total of 288 participants, or an average attendance of 57.6 people per program, which is a 22% increase compared to an average attendance of 38.75 people for Summer Reading in 2014 at the Airway Heights Library.
- Numbers were low for the Summer Reading Tween programming, totaling eight people for two programs. This is a decrease compared to last year's average attendance of 12.3 for Tween Summer Reading programming.

#### Connect Communities:

- Corrine Wilson (Airway Heights Community Librarian) hosted an information table at a Tenant Appreciation BBQ at the Copper Landing apartment complex. She was able to share information about library services to 48 people. Most attendees were aware of the Airway Heights Library, but were especially interested in learning about Summer Reading programming and digital resources.
- In spite of rainy weather, we were able to connect with 60 people during the second annual *Let's Move: Airway Heights*, which was held at Yoke's in the parking lot. Airway Heights Parks & Recreation hosted a 5K social run, which drew over a dozen participants and Airway Fitness hosted a series of mini fitness demonstrations. WSU Extension provided a smoothie bike demonstration (a bicycle powered blender to create fruit smoothies), and members from the Seventh Day Adventist Church hosted a wellness screening booth. Beet It Up Juice provided a juicing demonstration, and Yoke's offered healthy recipes and food samples inside the store.

- The display case featured a series of LEGO displays created by local tween that depicted different episodes of *Star Wars* movies.
- There were a total of only four Spaces reservations for the Airway Heights meeting room in July, compared to seven times the same month last year.

**Argonne: Pat Davis**

Develop Young Learners:

- Storytime attendance totaled 214 this month compared to 192 last year. Toddler Play and Learn averaged 22.25 weekly attendance and Preschool Play and Learn attendance averaged 25.
- Three Outreach Storytimes were presented at Bright Futures Academy: three babies, 4 toddlers and 11 preschoolers.

Explore and Discover:

Summer programs had lower attendance this year possibly due to road construction. We received a few calls regarding the traffic conditions on Argonne the day before programs.

- The puppet show, *Issun Boshi: Little One Inch Samurai* attracted an audience of 56.
- Seventy-four (74) attended the Jamming Jenks.
- Attendance for Heroic Birds of Prey was 46.
- Super Hero Science presented by Mobius attracted 69.
- Eric Herman and the Invisible Band had an attendance of 42.
- Unfortunately, no one came to our first Tween program, Comic Crafts. We decided to put a table up in the library and leave the materials out. Several tweens and teens have taken the opportunity to create unique bookmarks for themselves.
- Our second Tween program, Supersized Games, had 19 enthusiastic participants.

Support Job Seekers and Local Businesses:

- We decided to implement Jeanne Schrock's suggestion of a Business Desk by the Internet stations. We are using an existing table and have provided a stapler, staple puller, 3-hole punch, paper clips, rubber bands, pens and Whiteout. It is being used heavily by members.
- Six Book a Librarian appointments were provided and covered how to set up email, complete an online application, create a resume, as well as iPad and eBook help.

Connect Communities:

- The Argonne Friends met to plan for Millwood Daze in August and the September book sale. They will have a booth at Millwood Daze and will be giving away books to promote the Book Sale and hopefully recruit some new members. They also took the opportunity to see the furniture purchased for the library with their funds which consist of two high-back lounge chairs, four new tables for the meeting room, and two bean bags chairs for the teen area.
- An open house was held to provide information on the upcoming bond. Several people stopped to have a cookie and hear about the plans for new and remodeled buildings.
- Sixty-four groups or individuals booked our meeting or conference rooms this month, compared to forty-seven last July.

**Cheney: Catherine Nero Lowry**

Develop Young Learners:

- Baby Play and Learn attendance decreased with an average of 20 in July of 2014, compared to an average of 15.8 in July of 2015.
- Toddler Play and Learn attendance decreased with an average attendance of 30.8 in July of 2014 to 25.6 in July of 2015.
- Preschool Play and Learn attendance decreased from July of 2015, with an average attendance of 23.4 compared to 25.8 in 2014.
- We provided the Giggling Guest Center with outreach Storytimes with an average of 18.2 in attendance in 2014, which decreased to an average of 16.5 in 2015.
- We completed the Prime Time Family Reading preschool program in Cheney, with a total attendance of 17 in July.

Explore and Discover:

- We provided Windsor Elementary Summer Library Program, with 23 in attendance.
- We completed our first Cheney Prime Time Family Reading programs in July. We had an average of 27.25 in attendance during the four weeks in July.

- Summer Reading programs:
  - *Jamming Jenks* had 74 in attendance.
  - *Issun Boshi: Little One-Inch Samurai* had 28 in attendance.
  - *Superhero Science Mobius* had 109 in attendance.
  - *Heroic Birds of Prey* had 74 in attendance.
  - *Supersized* games had 1 in attendance.
  - *Comic Crafts* had 15 in attendance.
- Our Lego Club had two in attendance.
- Our SNAP Financial Literacy program Give Yourself a Raise had four in attendance.
- Our SNAP Financial Literacy program Navigating Your Credit had seven in attendance.

Support Job Seekers and Local Businesses:

- We proctored one exam this month.
- We noted three walk-in Book a Librarian interactions and scheduled for a total of four BALs in July.
- Vanessa Strange and I attended the Cheney City Council to share recent milestones and events from our library this past year and things to come during the remainder of this year.
- Douglas assisted a member using Pro-quest and DemographicsNow.
- Douglas assisted a member with a resume, and showed a member how to use the catalog as well as how to use the advanced search options and place holds.

Connect Communities:

- 12 groups used our meeting room this month, a decrease of nine from last year.
- Lori took library outreach services to Cheney Sessions Village, Cheney Assisted and Cheney Care Facilities this month providing 195 library items for the residents.
- Our display case and art wall show the artistic talents of the Cheney Middle School art students' sculptures and paper art.
- The Cheney Friends of the Library annual Rodeo Days book sale raised over \$2,700.
- Vanessa Strange and I participated in the Rodeo Days Parade in the SCLD van.

**Deer Park: Kris Barnes**

Develop Young Learners:

- Our Storytime attendance experienced a slight increase. Our average Storytime average attendance was 23 compared to last year's average of 20.

Support Job Seekers and Local Businesses:

- We proctored one test this month compared to last year's total of zero.

Explore and Discover:

- Fifteen (15) members gathered at the *Adult Book Club* to discuss the book, *One Summer: America, 1927*, by Bill Bryson. Last year's total attendance was 13.
- Summer Reading continued with healthy attendance. Our Summer Reading attendance skyrocketed due to Arcadia elementary school's summer program participation. The average Summer Reading program attendance was 114, compared to last year's average attendance of 55.
- Our tween Summer Reading program, *Supersized Games*, had a mediocre attendance of only five tweens. Amber was invited to take this program directly to the school and so she did. Amber presented this program to the Arcadia Elementary School summer school students and experienced an increase of participation to a total of 31 students.

Connect Communities:

- Our conference and meeting rooms were used by a total of 33 groups, compared to last year's total of eight. The rooms were used for a variety of reasons, such as the Clayton Grange, a Republican Caucus, and an artist who offered a free painting party for children. We were also the site used by followers of the MTG (aka: Magic: the Gathering) card game for a trading card event.
- The Deer Park Friends of the Library received \$1,634 in donations at its July book sale. The July total exceeded June's total which was a record breaking total of \$1,609.
- The Tri-County Association of the Arts approached us about displaying a single piece of art from one of its members each month. We, of course, agreed. The featured artist this month is Jackie Forney. The art is a beautiful enhanced photograph of a horse depicted in the moonlight. This art was the 3<sup>rd</sup> place winner of the People's Choice Award at the Deer Park 2015 Winterfest.

- Community Librarian Amber Williams and I participated in the Settler's Day Parade. Amber and I carried the SCLD banner, while two more library staff accompanied by two community teens handed out 1,750 pencils to parade attendees.

### **Fairfield: Kathy Allen**

#### Develop Young Learners:

- Family Evening Storytime averaged two, which was up from last month's average of .8. However, this is still down from last year's average of eight. There was a much better turnout this month, with only one week without children in attendance.

#### Explore and Discover:

- *Thursday Night Thing* had 16 participate at the Fairfield Community Center, up from last year's 14.
- *Summer Lego Club* meets every Thursday and had an average attendance of four. It was exciting to see 11 teens attend the last Lego Club in July.
- *Jamming Jenks* had the largest attendance for this year's Summer Reading programs with 20.
- The tween/teen program *Supersized Games* attracted seven, many playing Yahtzee for the first time.
- *Heroic Birds of Prey*: 14 enjoyed meeting a live Kestrel and learning about other birds of prey.
- *Superhero Science* amazed 16 with fun science experiments. One of the favorites was learning how to make a test tube become invisible.
- *Eric Herman and the Invisible Band* had no one attend. He graciously sang for me a fun song about liking Elephants. The last two weeks of July we saw some of regular attendees missing because of swimming lessons in Tekoa.
- Tween program, *Comic Crafts*, had six attend.

#### Connect Communities:

- Cindy Ulrey and I attended the Fairfield City Council meeting to present an overview of the library. Topics discussed included available programming, service priorities, challenges and opportunities as well as plans for partnerships and connecting communities.
- The meeting room was used one time this month, up from last year.

### **Medical Lake: Theresa Stephenson**

#### Develop Young Learners:

- Storytime attendance averaged 19 people this July, down from 21 for July 2014 attendees.

#### Explore and Discover:

- *Issun Boshi* had 29 attendees. The participants enjoyed this puppet program thoroughly.
- *Jammin' Jenks* attracted 33 enthusiastic and dancing participants.
- *Supersized Games* attracted only five individuals.
- *Heroic Birds of Prey* attracted 53 participants.
- *Superhero Science* attracted 60 attendees.
- *Comic Crafts* attracted nine participants.
- *Erik Herman and the Invisible Band* enjoyed 36 participants.

#### Support Job Seekers and Local Businesses:

- The Small Business Support Access IT Grant program *Social Media* had nine attendees over two programs.
- *Word and Publisher* had five attendees.

#### Connect Communities:

- The Medical Lake Book Club did not meet at the library this month, but had its annual picnic.
- The Friends of the Medical Lake Library Coffee Service started this month and is a huge success. The Friends are now ordering and attaching a donation box to help defray some of the expense.
- This month's display case featured a collection of dolls and children's book characters. Many positive comments have been received.

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

#### Develop Young Learners:

- *Toddler Play and Learn Storytime* averaged 28 attendees this month, a decrease from last month's average of 38 but the same as last year.
- *Preschool Play and Learn Storytime* had an average attendance of 23, a slight increase from last month's 22 and last year's 19.

- *Baby Play and Learn Storytime* averaged 39, a slight increase from last month's 37 and an increase over last year's 29.

Explore and Discover:

- The Moran Prairie Book Club had 10 attendees this month for Goldfinch by Donna Tartt.
- 60 attended the *Poetry Picnic*. Sharma Shields emceed the event and spoke about the significance that libraries play in the community and promoted the Friends Foundation and the Moran Prairie Friends.
- Our K-5<sup>th</sup> grade Summer Reading programs averaged 101 in attendance. The highest attended program was *Jamming Jenks* with 134, and the lowest attended program was *Superhero Science* with 85. These numbers are significantly lower than last year's programs in which the lowest attended program was 104.
- We had two Tween/Teen programs that varied in attendance. The *Comic Crafts* had seven attend, whereas the *Supersized Games* had higher attendance of 16.
- Eighteen (18) teens from the Martin Luther King Jr. Family Outreach Center came for *Superhero Sandwiches*. The center had contacted Spokane Valley to attend their program; however, with the number of teens the group was bringing it would have filled the program. Kelsey Hudson offered to host a separate program for the center and was able to schedule it at Moran Prairie. The attendees also signed up for library cards and were able to check out items.

Connect Communities:

- We had 61 bookings of the meeting room, a decrease from last month's 78.
- The local Scripts and Scribes group continue to display its art until the end of this month.
- Artist Loretta West displayed her art in the display case.

**North Spokane: Jason Johnson**

Develop Young Learners:

- 909 children and their parents and caregivers attended early learning programs this month. This is a 4% increase from last month.
- *Baby Play and Learn Storytime* averaged 24 attendees. This is the up three from last month's average and up one from July 2014.
- *Preschool Play and Learn Storytime* averaged 46 attendees. This is down two from last month and up six from July 2014.
- *Toddler Play and Learn Storytime* attracted an average attendance of 40. This is up two from last month and up 11 from July 2014.
- Staff provided Storytimes for 64 attendees at outreach facilities.

Explore and Discover:

- 1167 members of all ages attended 17 Explore and Discover events this month.
- 29 adult members attended two programs: 22 for *STCU: Budgeting 101* and seven for *North Spokane Book Club*.
- 65 tween/teen members attended 3 programs: 40 for *How to Draw Comics*, 16 for *Supersized Games*, and nine for *Superhero Sandwiches*.
- 1073 children and their families attended 12 programs: 251 for two sessions of *Heroic Birds of Prey*, 243 for 2 sessions of *Jamming Jenks*, 225 for 2 sessions of *Superhero Science*, 189 for four sessions of *Lego Club*, and 164 for two sessions of *Eric Herman and the Invisible Band*.

Support Job Seekers and Local Businesses:

- Staff proctored two exams this month.
- Four members attended two sessions of *Access IT Grant: WAVE Accounting Series*.

Connect Communities:

- Local artist Susan Rohrback is displaying her paintings in the library.
- Staff served 672 lunches to children this month.

**Otis Orchards: Kathy Allen**

Develop Young Learners:

- *Play and Learn Storytime* averaged 17.4 this month, down from last year's average of 22.4.
- Tammy Henry presented an outreach Storytime to seven children at Doodle Bug.

#### Explore and Discover:

- We had a total of 277 attend the six Summer Reading programs this month.
- *Issun Boshi: Little One-Inch Samurai* had 36 attend to learn a song in Japanese.
- *Jamming Jenks* was well attended with 57.
- *Heroic Birds of Prey* was enjoyed by 68 children who had the opportunity to meet an owl and learned how silent they fly.
- *Superhero Science* had the largest attendance with 71.
- *Eric Herman and the Invisible Band* performed to 35. The children enjoyed his wacky songs and dance contests.
- *SNAP Finance Literacy Navigating Your Credit*: attracted a total of eight for the afternoon program.
- *Comic Crafts*: had 10 Tween/Teens attend.
- We had two *Book a Librarian* appointments for Overdrive help.

#### Connect Communities:

- Tammy Henry and I met with Nancy Ledebor for lunch and discussed the Otis Orchards and Newman Lake communities and ways we will connect with our communities this fall.
- The meeting room was used nine times this month, up from last year's eight.

#### **Spokane Valley: Jason Johnson**

##### Develop Young Learners:

- 831 children and their parents and caregivers attended early learning programs this month. This is an 8% decrease from last month.
- Baby Play and Learn Storytime averaged 21 attendees. This is up one from last month and up three from July 2014.
- Preschool Play and Learn Storytime averaged 40 attendees. This is down 11 from last month and down eight from July 2014.
- Toddler Play and Learn Storytime attracted an average attendance of 40. This is up 4 from last month and up seven from July 2014.
- Staff provided Storytimes for 66 attendees at outreach facilities.

##### Explore and Discover:

- 1,079 members of all ages attended 24 Explore and Discover events this month.
- 16 adult members attended two programs: nine for *Spokane Valley Book Club* and seven for Broadway Court Estates Book Club.
- 77 tween/teen members attended five programs: 24 for *How to Draw Comics*, 18 for *Costuming and Cosplay on a Budget*, 16 for *Comic Crafts*, 10 for *Supersized Games*, and nine for *Superhero Sandwiches*.
- 986 children and their families attended 17 programs: 229 for two sessions of *Heroic Birds of Prey*, 195 for two sessions of *Superhero Science*, 194 for 2 sessions of *Jamming Jenks*, 189 for four sessions of *Lego Club*, 107 for two sessions of *Eric Herman and the Invisible Band*, 45 for four sessions of *Sunday Craft*, and 27 for *Late Night at the Library*.

##### Support Job Seekers and Local Businesses:

- Staff proctored two exams this month.

##### Connect Communities:

- Staff served 208 lunches to children this month.
- The Spokane Valley Art Council is displaying art at the library this month.

**Public Use Measures**

**JULY 2015**

Measure	This year	Last year	YTD	Last YTD	Rolling YTD
	This Month	This Month	This year	Comparison	Comparison
Registered borrowers	115,869	118,544	NA	-2%	NA
Door count	128,795	131,288	802,918	-2%	-3%
Circulation	246,602	245,259	1,560,212	-2%	-3%
Digital Media Catalog	35,404	28,527	224,543	19%	24%
Programs					
Number	261	254	2,020	21%	19%
Attendance	8,676	8,973	49,585	10%	15%
Group Visits					
Number	0	0	30	-12%	0%
Attendance	0	0	1,008	-11%	-10%
Software Station bookings	22,179	21,926	146,302	0%	1%
Meeting room bookings	288	218	2,428	18%	7%
Holds placed					
By customers	32,025	33,355	227,488	-7%	-11%
By staff	7,901	8,239	51,097	-8%	3%
Digital Media Catalog	11,328	9,255	67,582	11%	15%
Database use					
Searches	100,007	107,013	694,503	-13%	-10%
Retrievals	49,973	32,025	243,085	-10%	-1%
Website use (Remote)					
User sessions	131,498	95,577	876,806	31%	24%
Page views	243,734	188,158	1,655,955	14%	11%
Catalog	47,750	50,311	316,176	-11%	-12%
Database Access	3,440	3,278	32,783	-4%	0%
Interlibrary loans					
Loaned	366	289	2,395	15%	15%
Borrowed	467	581	3,828	10%	15%

**Public Use Measure Definitions**

**Registered borrowers:** Total number of library cards that have had any type of activity within the last three years. *Data collection method: Actual computer system count.*

**Door count:** Number of times libraries are entered through inside doors; doesn't include entries through outside doors to lobby, restrooms, or meeting rooms. *Data collection method: Actual "machine" count.*

**Circulation:** Number of items checked out and renewed. *Data collection method: Actual computer system count. Digital Media Catalog: Number of downloads from OverDrive. Included in circulation total.*

**Reference inquiries:** Number of customer questions, other than directional. *Data collection method: Monthly sampling hand tally and spreadsheet entry.*

**Programs:** Programs presented by the District. *Data collection method: Hand tally and spreadsheet entry.*

**Group visits:** Visits to a library by groups for reasons other than program attendance. *Data collection method: Hand tally and spreadsheet entry.*

**Software Station bookings:** Number of sessions booked by customers on software stations (Internet, office and educational software applications). *Data collection method: Actual computer system count.*

**Meeting room bookings:** Number of times meeting rooms used by outside groups. *Data collection method: Hand tally and spreadsheet entry.*

**Holds placed:** Requests for specific titles in any format. *Data collection method: Actual computer system count.*

**By customers:** Placed online by customer, whether from library or remotely.

**By staff:** Placed for customers, usually as part of a reference transaction.

**Database use:** Use of online databases licensed by SCLD. *Data collection method: reports from database vendors.*

**Searches:** Number of database searches.

**Retrievals:** Number of search result documents retrieved.

**Web site use:** "Hits" on SCLD website. *Data collection method: Actual computer system count of activity initiated outside the network.*

**User sessions:** Number of times website is accessed by individual IP address.

**Page views:** Number of times each page is accessed.

**Catalog:** Subset of page views; shows the number of times customers enter the catalog through the website.

**Database access:** Subset of page views; shows the number of times customers enter a subscription database from the website.

**Interlibrary loans:** Items borrowed from or loaned to from another library system. *Data collection method: Computer system count.*

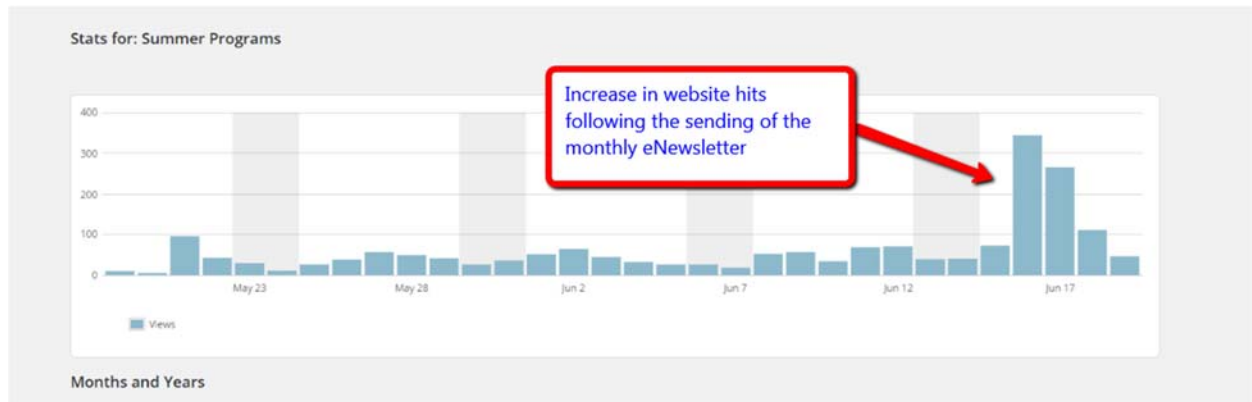


## Communication Report June 2015

### Marketing Activities

- Permission Slips for Summer Late Nights
  - Designed print-on-demand permission slips
- Spokane Valley Friends of the Library Book Sale
  - Social media, website, calendar listing, digital display, eBlast
- Deer Park Friends of the Library Book Sale
  - Social media, website, calendar listing, digital display, eBlast
- Elephant in the Room
  - Made a sign to go along with the sculpture now residing at Deer Park, social media
- Valleyfest Storytime Ad
  - Designed ad for the Valleyfest event guide promoting Storytimes
- Free Shred Day w/ Devries
  - News item, press release, digital displays, social media, eNewsletter
- Large Print Summer Newsletter
  - Wrote and edited the newsletter, sent to the printer for production
- Sunset Elementary Class Visits
  - Social media
- The Current
  - Designed “did you know” ad, edited article written by Gwendolyn, provided photos for Community Impact Plan article
- Meet Author Lee Pitts
  - Flyers, news item, calendar listing, digital displays, social media
- CIP update/Annual report
  - Wrote, edited, and designed the update; sent to the printer, updated annual report on website
- Friends of the North Spokane Library Sidewalk Sale
  - Social media, website, calendar listing, digital display, eBlast
- Paper Bag Princess Party
  - Flyers, digital displays, social media, calendar listing
- Early Learning at Home Summer
  - Designed print-on-demand handouts for parents attending Storytimes
- Venue Change Cardboard Drive-in
  - Social media, sign
- Book Club Flyer update/reorder
  - Edited and updated the book club flyer, sent to printer
- Airway Heights Community Outreach
  - Provided various supplies and promotional materials for outreach at Airway Heights

- Tips for Applicants
  - Updated website
- Summer Youth Programming
  - Inlander ad, Kids Newspaper ad, brochure, carousel on scld.org, social media promoting, social media cover/background images, reading log, permission slip, digital displays, landing page, KHQ online interview, eNewsletter



### **News coverage**

- June 1 – The Current – SV Library to serve as summer meal site; Discover your summer story at the library
- June 10 – Deer Park Tribune – DP Library offers pair of personal finance classes
- June 11 – The Spokesman – Library bond returns, without ‘ballot confusion’
- June 18 – Cheney Free Press – Medical Lake’s historical artifacts to get new home on the web
- June 19 – The Spokesman – Library gets creative with fans of cosplay
- June 25 – The Inlander – Words Sunshine and Stanzas (Poetry Picnic)
- June 25 – Cheney Free Press – Thank you from Friends of the Cheney Library
- June 29 – KXLY-AM – radio interview about the bond election  
<https://soundcloud.com/kxly-news-radio-920/spokane-valley-voters-asked-to-approve-a-library-bond-in-august>

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

#### **Social Media:**

- Facebook: # of fans: 2,432
- Twitter: # of followers: 1,476
- Pinterest: followers: 1,357

#### **Library District Blog:**

Our most viewed blog post last month was *16 Best Audiobooks for Family Road Trips*, garnering 600 views throughout June alone. This post beat out news items *Poetry Picnic at Moran Prairie* (512 views) and *Explore Your Community with a Superhero Scavenger Hunt* (366 views) to reach 1<sup>st</sup> place.

**Blog posts:**

- Jun 2 – Mixtape: Four Metal Bands for Fantasy Fans
- Jun 3 – The Essential Summer Date Guide
- Jun 4 – 16 Best Audiobooks for Family Road Trips
- Jun 5 – Explore Your Community with a Superhero Scavenger Hunt
- Jun 8 – Library Bond Election Open Houses
- Jun 9 – On My Coffee Table: New Books for Kids and Teens
- Jun 10 – Liquid Lit: Summer Reading Edition
- Jun 11 – How to Eat Healthy on Vacation
- Jun 12 – Poetry Picnic at Moran Prairie
- Jun 13 – From the Director...
- Jun 16 – Every Hero Has a Story
- Jun 17 – When the Alarm Goes Off, It's Time to Play
- Jun 18 – The End is Nigh: Four Post-Apocalyptic Novels to Read Now
- Jun 19 – Let's Move Airway Heights
- Jun 20 – Holiday Closure
- Jun 22 – Update Your Library Account Password
- Jun 23 – Hire Me: Tips for Writing Your First Resume
- Jun 24 – Take Me Out to the Ballgame: Kid-Friendly Fun with the Spokane Indians
- Jun 25 – May the Force Be With You: 7 Star Wars Books for Kids
- Jun 30 – You and Me and Him: Q&A with YA Author Kris Dinnison

**eNewsletter email:**

- 73,017 sent on June 16, 2015
- Open rate: 17.3% (12,558)
- Clicked: 1,591 (2.2% click rate)
- Unsubscribed: 164

**Friends of the Library Book Sales:**

- North Spokane – Mon, June 8 – sent to 8,836

**Community Calendars**

Library event information submitted to area community calendar websites, including KREM.com, Inlander.com, Spokane7.com, KPBX.org, KXLY.com, and Fox28.com

Results – Information and descriptions on the following were included in print publications (Spokesman, Cheney Free Press, Spokane Valley News Herald) and on the respective websites:

- Nourish (in general)(3)
  - Therapeutic Yoga
- Heroes at the library (Summer Youth Programming)(3)
  - Knights of Veritas (6)
  - Costuming and Cosplay on a Budget (3)
  - Issun Boshi: Little One-Inch Samurai (2)
  - Supersized Games
  - Heroic Birds of Prey

- Free Shred Day
- Why We Should Save the World's Frozen Water (at Spokane Valley)(2)
- The Truth About Sugar
- How to Be a Label Detective
- Exploring Inland Northwest Outdoors at Argonne Library
- Moran Prairie Poetry Picnic
- Summer Lego Club (4)
- Scleroderma Support Group
- Spokane County Brain Injury Survivors Support Group
- Poetry Picnic

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

- Summer Youth Programming for North Spokane
- Pencils for North Spokane, Deer Park, Airway Heights, and Argonne
- Pens for Deer Park, North Spokane, Moran Prairie, Airway Heights, Medical Lake, and Spokane Valley
- Hours and Locations book marks for supply
- Business cards for Public Services
- District Informational Brochures for Airway Heights
- Bookplate labels for Collection Services

#### **Communication Display Kits provided for community events**

- Prairie View Elementary Family Night
- Millwood SCOPE Parade
- Airway Heights Summer Movie
- Fairfield Flag Day
- Rainbow Festival 2015
- Engaging Fatherhood Conference
- Medical Lake Founders Day
- Valley Chamber Business Connections Breakfast
- Hoopfest with T24
- Strawberry Festival

#### **Current & Upcoming Projects & Event Promotion**

- July
  - Password security change
  - Deer Park Settler's day parade
  - Airway Heights Festival
  - Summer Events for Adults
  - Let's Move Airway Heights 2015
  - Friends of the North Spokane Library Overstock Sidewalk Sale
  - July eNewsletter
  - Deer Park Friends of the Library Book Sale
  - 2015 Summer Short Story Program Ad (in Spokesman)

- Cheney Friends of the Library Book Sale Rodeo Days
- Library bond open houses at AR and SV
- Library bond election in Spokane Valley
- Valley Chamber Business Connections Luncheon
- STCU Workshops
- August
  - Author Event -- Kevin J. Anderson, Building my first lightsaber
  - Fat Quarter Quilters, quilt presentation
  - Seed Library Fall Series
  - Friends of the Library Give Guide
  - Friends of the Library -Library After Hours for Adults
  - Backyard bounty food and gardening series
  - Meet the Author – Cindy Hval
  - Fall Large Print Booklist
  - The Current
- September
  - How to Sell on Etsy
  - Storytime Flyer
  - Argonne Friends of the Library Book Sale
  - SV Random Fandom
  - SV Too Fun Tuesdays
  - Library After Dark – membership drive event for Friends of Spokane County Library District
  - Valleyfest
  - Deer Park FOL Book Sale
- October
  - Tween Club
  - Genealogy digital resources classes
  - Deer Park FOL Book Sale
  - Friends of the NS Library Book Sale
  - Spokane Is Reading

## Communication Report July 2015

### Marketing Activities

- Moran Prairie Poetry Picnic
  - News item, flyers, social media, calendar listings
- Cheney Friends of the Library Book Sale Rodeo Days
  - eBlast, calendar, website listings, social media
- Knights of Veritas-RESCHEDULED
  - Calendar, news item, social media, website
- The Current
  - Edited article written by staff, designed ad promoting adult summer programming
- Let's Move Airway Heights 2015
  - Calendar listing, flyers, news item, digital displays, social media, display kit, resized logo for branded water bottles
- Friends of the North Spokane Library Overstock Sidewalk Sale
  - eBlast, calendar, website listings, social media
- 2015 Summer Short Story Program Ad (in Spokesman)
  - Designed two different ads to run in the Spokesman every other week for two months
- Deer Park Settler's day parade
  - Poster and digital display inviting teens to walk in the parade, social media, display kit
- Deer Park Friends of the Library Book Sale
  - eBlast, calendar, website, social media
- Author Event -- Kevin J. Anderson, Building my first lightsaber
  - Flyers, news item, digital displays, calendar, social media, guest blog post (Talking to myself: an alternative writing method)
- Seed Library Fall Series
  - Flyers, news item, digital displays, calendar, social media
- Friends of the Library Give Guide
  - Designed ad
- Friends of the Library – Night At the Library
  - Designed program and invites – more activity to come in following months
- Backyard bounty food and gardening series
  - Flyers, news item, digital displays, calendar, social media
- Meet the Author – Cindy Hval
  - Flyers, news item, digital displays, calendar, social media

### News coverage

- July 9 – Cheney Free Press – Airway Heights Let's Move looks to help residents get physical
- July 16 – KHQ.com – Spokane Library Bond
- July 16 – Spokane Journal of Business (spokanejournal.com) – Library measure merits a 'yes' vote
- July 17 – Spokane Valley News Herald – Library vote to dominate primary
- July 23 – Spokesman – Hafner led library bond campaign

- July 25 – Spokesman – Pass on legacy of libraries (in letters to the editor)
- July 25 – Spokesman – Library bond a smart vote (in letters to the editor)
- July 31 – Spokane Valley News Herald – Libraries reflect community priorities (in letters to the editor)

### **Press Releases**

- No press releases in July

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

#### **Social Media:**

- Facebook: # of fans: 2,458
- Twitter: # of followers: 1,515
- Pinterest: followers: 1,400

#### **Library District Blog:**

Our most viewed post during the month of July was *Little Free Libraries: Hope for the Future*, garnering 670 views throughout the month. *Recommended for you: 3 YA books to read right now* came in 2<sup>nd</sup> with 296 views.

#### **Blog posts:**

- July 1 – 6 Pantry Essentials for Quick Meals
- July 2 – Creating the Perfect All-American Meal: Natural Red, White, & Blue Recipes
- July 6 – Knights of Veritas Program Rescheduled
- July 7 – Little Free Libraries: Hope for the Future
- July 8 – Binge Read This: The Little Lady Agency Series
- July 9 – Free Books: Accessing the World's Public Domain Literature
- July 10 – From the Director...
- July 13 – Backyard Bounty: Food and Gardening Series
- July 14 – Recommended for you: 3 YA books to read right now
- July 15 – Written in the stars
- July 16 – Beyond books: discover valuable library resources
- July 20 – Meet the Author: Cindy Hval
- July 21 – 5 eBooks for comic and cosplay fans
- July 22 – Essential items for cosplayers and costuming enthusiasts
- July 23 – Why my children study a foreign language
- July 27 – Meet the Author: Kevin J. Anderson
- July 28 – Update Your Library Account Password (reposted)
- July 28 – How to plan a last-minute staycation
- July 29 – Insider tips for writing the perfect cover letter
- July 30 – Talking to myself: an alternative writing method
- July 31 – Bring back seeds to the library

#### **eNewsletter email:**

- 73,781 sent on July 16, 2015
- Open rate: 17.7% (12,976)
- Clicked: 2,451 (3.3% click rate)
- Unsubscribed: 157



### **Friends of the Library Book Sales:**

- Deer Park – Mon, July 6 – sent to 2,167
- Cheney – Mon, July 6 – sent to 4,192
- North Spokane – Sun, July 19 – sent to 8,554
- Deer Park – Sun, July 26 – sent to 2,151

### **Community Calendars**

Library event information submitted to area community calendar websites, including KREM.com, Inlander.com, Spokane7.com, KPBX.org, KXLY.com, and Fox28.com

Results – Information and descriptions on the following were included in print publications (Spokesman, Cheney Free Press, Spokane Valley News Herald) and on the respective websites:

- Heroes at the Library (Summer Youth Programming)
  - Jamming Jenks (8)
  - Issun Boshi: Little One-Inch Samurai (3)
  - Supersized Games (11)
  - Heroic Birds of Prey (8)
  - Comic Crafts (6)
  - How to Draw Comics (5)
  - Late Night at the Library (2)
  - Superhero Sandwiches (3)
  - Superhero Science (6)
  - Eric Herman and the Invisible Band (4)
- Escape the Ordinary (Adult Summer Programming)
  - Pickling Summer Vegetables (2)
  - Fresh Vietnamese Spring Rolls (1)
  - Secrets of Sauerkraut (1)
- Summer Lego Club (17)
- Basic Food Preservation (2)
- SCLD streaming services

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

- Read away fines form for Supply
- Pens for Argonne
- Meet the author: Cindy Hval flyers for North Spokane
- Meet the author: Kevin J Anderson flyers for North Spokane



- Dollars and sense flyers for Airway Heights
- SCLD branded envelopes for Supply
- SCLD logo letterhead for Supply

**Communication Display Kits provided for community events**

- Let's Move Airway Heights 2015
- Valley Chamber Business Connection Lunch
- Excelerate Success Book Giveaway day
- Deer Park Settler's day parade

**Current & Upcoming Projects & Event Promotion**

- August
  - Fall Large Print Booklist
  - Fat Quarter Quilters, quilt presentation
  - The Current
  - Change name of Book a Librarian
  - Storytime Flyer September 2015-June 2016
  - KSPS FitKids Day
  - Airway Heights Summer Movie
  - Argonne Millwood Daze
  - Riverside Elementary Open House
  - We (Heart) Deer Park Event
  - Airway Heights Festival 2015
  - Spokane Valley 3rd Annual Art, Music and Beer Festival, Hopped Up Brewing Co.
  - Hiring Heroes Career Fair
  - Business card orders
  - eNewsletter
- September
  - How to Sell on Etsy
  - Argonne Friends of the Library Book Sale
  - Spokane Valley Random Fandom
  - Spokane Valley Too Fun Tuesdays
  - Night at the Library – membership drive event for Friends of Spokane County Library District
  - Valleyfest
  - Deer Park Friends of the Library Book Sale
  - Southeast Spokane County Community Fair
  - Park Clean up at Deer Park
  - Statista promo
  - The Current
  - Staff Agenda
  - eNewsletter
  - Kids Newspaper
  - Astronomy for Everyone: Size and Scale of the Universe
  - Promote a service: Book a Librarian
  - My Library, My Card/Student Card
- October
  - Tween Club
  - Genealogy digital resources classes
  - Deer Park Friends of the Library Book Sale

- Friends of the North Spokane Library Book Sale
- Spokane Is Reading
- Apple Fest
- eNewsletter
- Kids Newspaper
- Thrive – fall programming (we started work on this at the end of July, and will continue to promote through October)

**Spokane County Library District  
Summary of Revenues & Expenses - (Cash Basis)  
For the Six Months Ended June 30, 2015**

7/22/2015 13:02

	Y-T-D Actual	Annual Budget	Percent Used	Balance Remaining
<b>REVENUES</b>				
PROPERTY TAXES	\$ 5,892,969	\$ 10,740,000	54.87%	\$ 4,847,031
CONTRACT CITIES - AIRWAY HEIGHTS	117,186	234,272	50.02%	117,086
CONTRACT CITIES - SPOKANE	66,287	149,643	44.30%	83,356
FINES & FEES	137,210	282,100	48.64%	144,890
GRANTS & DONATIONS	65,872	147,475	44.67%	81,603
E-RATE REIMBURSEMENTS	67,104	120,000	55.92%	52,896
OTHER	19,003	179,340	10.60%	160,337
INTEREST REVENUES	13,234	24,000	55.14%	10,766
<b>TOTAL REVENUES</b>	<b>\$ 6,378,864</b>	<b>\$ 11,876,830</b>	<b>53.71%</b>	<b>\$ 5,497,966</b>
TRANSFERS IN	-	-	0.00%	-
<b>TOTAL REVENUES &amp; TRANSFERS IN</b>	<b>\$ 6,378,864</b>	<b>\$ 11,876,830</b>	<b>53.71%</b>	<b>\$ 5,497,966</b>
<b>EXPENSES</b>				
SALARIES	\$ 3,001,697	\$ 5,995,339	50.07%	\$ 2,993,642
FRINGE BENEFITS	842,952	1,834,205	45.96%	991,253
SUPPLIES	67,585	167,540	40.34%	99,955
SERVICES	846,634	1,772,818	47.76%	926,184
EQUIPMENT & SOFTWARE	52,438	363,000	14.45%	310,562
LIBRARY MATERIALS	705,845	1,403,229	50.30%	697,384
ELECTRONIC LIBRARY MATERIALS	83,122	160,000	51.95%	76,878
INSURANCE	66,266	66,885	99.07%	619
OTHER EXPENDITURES	6,067	9,640	62.94%	3,573
OPERATIONAL CONTINGENCIES	0	104,174	0.00%	104,174
<b>TOTAL EXPENSES</b>	<b>\$ 5,672,606</b>	<b>\$ 11,876,830</b>	<b>47.76%</b>	<b>\$ 6,204,224</b>
TRANSFERS OUT	-	-	0.00%	-
<b>TOTAL EXPENSES &amp; TRANSFERS OUT</b>	<b>\$ 5,672,606</b>	<b>\$ 11,876,830</b>	<b>47.76%</b>	<b>\$ 6,204,224</b>
<b>Net Excess of Revenues Over/(Under) Expenses</b>	<b>\$ 706,258</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ (706,258)</b>
BEGINNING CASH	4,433,509			
NET FROM ABOVE	706,258			
<b>ENDING CASH</b>	<b>\$ 5,139,766</b>			
<b>Number of months cash on hand</b>	<b>5.2</b>			
Fringe Benefits as Percent of Salaries	28.1%	30.6%		

**Spokane County Library District  
Summary of Revenues & Expenses - (Cash Basis)  
For the Seven Months Ended July 31, 2015**

*Target 58%*

	<b>Y-T-D Actual</b>		<b>Annual Budget</b>		<b>Percent Used</b>		<b>Balance Remaining</b>
<b>REVENUES</b>							
PROPERTY TAXES	\$ 5,977,876	\$	\$ 10,740,000		55.66%	\$	4,762,124
CONTRACT CITIES - AIRWAY HEIGHTS	117,186		234,272		50.02%		117,086
CONTRACT CITIES - SPOKANE	66,287		149,643		44.30%		83,356
FINES & FEES	159,565		282,100		56.56%		122,535
GRANTS & DONATIONS	70,674		147,475		47.92%		76,801
E-RATE REIMBURSEMENTS	67,104		120,000		55.92%		52,896
OTHER	22,087		179,340		12.32%		157,253
INTEREST REVENUES	15,734		24,000		65.56%		8,266
<b>TOTAL REVENUES</b>	<b>\$ 6,496,512</b>	<b>\$</b>	<b>11,876,830</b>		<b>54.70%</b>	<b>\$</b>	<b>5,380,318</b>
TRANSFERS IN	-		-		0.00%		-
<b>TOTAL REVENUES &amp; TRANSFERS IN</b>	<b>\$ 6,496,512</b>	<b>\$</b>	<b>11,876,830</b>		<b>54.70%</b>	<b>\$</b>	<b>5,380,318</b>
<b>EXPENSES</b>							
SALARIES	\$ 3,480,108	\$	\$ 5,995,339		58.05%	\$	2,515,231
FRINGE BENEFITS	984,093		1,834,205		53.65%		850,112
SUPPLIES	80,125		167,540		47.82%		87,415
SERVICES	990,217		1,772,818		55.86%		782,601
EQUIPMENT & SOFTWARE	59,490		363,000		16.39%		303,510
LIBRARY MATERIALS	802,404		1,403,229		57.18%		600,825
ELECTRONIC LIBRARY MATERIALS	89,536		160,000		55.96%		70,464
INSURANCE	65,233		66,885		97.53%		1,652
OTHER EXPENDITURES	6,522		9,640		67.66%		3,118
OPERATIONAL CONTINGENCIES	0		104,174		0.00%		104,174
<b>TOTAL EXPENSES</b>	<b>\$ 6,557,729</b>	<b>\$</b>	<b>11,876,830</b>		<b>55.21%</b>	<b>\$</b>	<b>5,319,102</b>
TRANSFERS OUT	-		-		0.00%		-
<b>TOTAL EXPENSES &amp; TRANSFERS OUT</b>	<b>\$ 6,557,729</b>	<b>\$</b>	<b>11,876,830</b>		<b>55.21%</b>	<b>\$</b>	<b>5,319,102</b>
<b>Net Excess of Revenues Over/(Under) Expenses</b>	<b>\$ (61,216)</b>	<b>\$</b>	<b>-</b>			<b>\$</b>	<b>61,216</b>
BEGINNING CASH	4,396,735						
NET FROM ABOVE	(61,216)						
<b>ENDING CASH</b>	<b>\$ 4,335,519</b>						

**Number of months cash on hand 4.4**

Capital Project Fund Balance	903,577
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## **Spotlight Medical Lake Library**

Library Supervisor Theresa Stephenson 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 Develop Young Learners**

Library Services Manager Mary Ellen Braks and Librarian Christie Onzay will provide an overview of library programming to support one of the four Community Impact Plan goals, Develop Young Learners.

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