

MISSION

We inspire learning, advance knowledge, and connect communities.

Board of Trustees Regular Meeting

June 18, 2013 4:00 p.m. Argonne Library Public Meeting Room

AGENDA

- I. **CALL TO ORDER**
- II. **AGENDA APPROVAL** [4:00]
- III. **ACTION ITEMS**
 - A. Approval of May 21, 2013, Regular Meeting Minutes [4:00-4:03]
 - B. Approval of May 2013 Payment Vouchers [4:03-4:05]
 - C. Unfinished Business
 1. Sprague Avenue Library and Park Project Update; Presentation by BWA Architects [4:05-4:35]
 - D. New Business [4:35-5:00]
 1. Disposal of Surplus Property Policy: Approval recommendation
 2. Capital and Controlled Assets Policy: Approval recommendation
 3. Health and Benefits Options
 4. Library Fundraising Report and Discussion
- IV. **DISCUSSION ITEMS, POSSIBLE ACTION**
 - A. Future Board Meeting Agenda Items [5:00-5:05]
- V. **REPORTS**
 - A. Trustees [5:05-5:10]
 - B. Executive Director [5:10-5:15]
 - Administrative
 - Community Activities
 - C. Public Services [5:15-5:20]
 - D. Communication [5:20-5:25]
 - E. Fiscal [5:25-5:30]
 - F. Spotlight Argonne Library [5:30-5:40]
 - G. Overview Develop Young Learners/PLA 5 Fundamentals [5:40-6:00]
- VI. **PUBLIC COMMENT**
- VII. **ADJOURNMENT**

[Estimated meeting length: Two hours, plus public comment]

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

SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING MINUTES: MAY 21, 2013

CALL TO ORDER

The regular monthly meeting of the Spokane County Library District Board of Trustees was held Tuesday, May 21, 2013, in the public meeting room at Medical Lake Library, 321 E. Herb St., Medical Lake, WA. Chair Tim Hattenburg called the meeting to order at 3:55 p.m. and welcomed those in attendance.

PRESENT:

Tim Hattenburg - Chair
Daniel Davis - Vice Chair
Mary E. Lloyd - Trustee
Mark Johnson - Trustee
Sean Morrow - Trustee
Nancy Ledeboer - Director and Secretary

EXCUSED:

None.

GUEST:

Also Present: Jane Baker, Communication Manager; Laura Baird, Medical Lake Library Supervisor; Robin Vickerman-Smith, Circulation Clerk; Paul Eichenberg, Human Resources Manager; Debra Park, Adult Collection Development Librarian; Patrick Roewe, Public Services Manager; Bill Sargent, Business Manager; Doug Stumbough, Public Services Manager; and Patty Franz, Administrative Assistant.

AGENDA APPROVAL

Ms. Lloyd moved and Mr. Morrow seconded to approve the agenda.

The motion carried unanimously.

ACTION ITEMS

APPROVAL OF APRIL 16, 2013, REGULAR MEETING MINUTES

Mr. Hattenburg called for corrections to the April 16 regular meeting minutes. There were no corrections; the minutes stand approved as written.

APPROVAL OF APRIL 2013 BILL PAYMENT VOUCHERS

Mr. Hattenburg moved and Ms. Lloyd seconded approval of the April 2013 bill payment vouchers as follows:

Fund

L01	Voucher numbers: 43961 through 44127 and W00111-W00115 totaling	\$ 514,431.71
	Payroll numbers: 04102013PR and 04252013PR totaling	\$ 339,628.43
	Total	\$ 854,060.14

There were no other questions.

The motion was unanimously approved.

UNFINISHED BUSINESS

SPRAGUE AVENUE LIBRARY AND PARK PROJECT UPDATE. Mr. Stumbough provided an update on the Sprague Avenue Library and Park Project. Approximately 60 people attended the second community meeting held yesterday evening at Spokane Valley Library, where three potential designs were presented for the Balfour Park expansion. Participants were asked to complete a survey to indicate their preferences for each design. Through June 7, City of Spokane Valley will accept public input on the three designs through its website, for which the Library District will provide an access link through its website. Additionally, Spokane Valley Library will host display boards with design and project information at its facility. The public walk-through at the project site scheduled for September 12 will be to scale, with key features outlined and marked throughout the location. Ms. Lloyd suggested that results of the previously conducted traffic study be emphasized at the next community meeting. To apprise and gain feedback from Trustees about the library/park project, Bernardo Wills Architects (BWA) will attend the next Board of Trustees' meeting scheduled for June 18 at Argonne Library.

NEW BUSINESS

ACCESS TO LIBRARY SERVICES POLICY. Mr. Morrow moved and Mr. Hattenburg seconded that the Access to Library Services Policy be revised as written. Ms. Ledeboer said the revised policy acknowledges our commitment to access, as District libraries are open to everyone. In response to Mr. Davis' query, included with the policy is a grievance procedure, to which Mr. Eichenberg confirmed is required by the ADA. The grievance procedure will be visibly posted at each library; the policy with grievance procedure link will be posted on the District website.

There was no further discussion.

The motion was unanimously approved.

PERSONNEL POLICY. Mr. Hattenburg moved and Ms. Lloyd seconded that revisions to Personnel Policy Sections 4.7 (Other Benefits), 8.1 (Notice of Resignation), and the addition of 10.03 (Valuing and Managing Diversity), be approved as presented. Ms. Ledeboer said tuition reimbursement was expanded to cover part-time employees enrolled in a library school and no longer limits attendance at the University of Washington program. However, the District will reimburse only the lowest-cost tuition between UW and any other program. Notice of Resignation was revised to disallow use of vacation time on the last day of employment. Valuing and Managing Diversity was an appropriate addition to Personnel Policy and will no longer stand as a separate District policy. In response to Mr. Morrow's question, HR Manager Paul Eichenberg clarified language for a terminating Personnel Action Form (PAF). There were no further comments.

The motion was unanimously approved.

BOND ISSUES OPTIONS. Mr. Sargent distributed three documents, one with tax-rate scenarios for bond issues options and two additional documents with financial data

demonstrating cash-flow projections with TANs, transfer in and levy lift election in 2017, and with Spokane Valley LCFA land reimbursement from properties. Review and discussion ensued, with further discussion and decisions scheduled as part of a Board of Trustees' Retreat agenda for Saturday, September 14. Ms. Ledeboer will prepare District voting patterns for presentation at a future meeting. Regarding future revenue and expense projections, Mr. Sargent said the current CPI-W rate is tracking at 1%; the current budget was based on 2-2.5%.

WLA OLA CONFERENCE REPORT. Ms. Ledeboer noted the combined forces of WLA and OLA allowed for more conference programming for participants. Staff was able to bring valuable programming ideas back to work. Several interesting programs on filtering reaffirmed the outcome of Board decisions made in 2012 regarding District policy. In response to Ms. Lloyd's question, Mr. Roewe said he provided clarification to staff about District operations, as we rely on technology to block sites and do not individually assess which sites or material is blocked. Ms. Ledeboer noted staff is continually encouraged to assess and ask questions about District procedure as we move forward. Regarding holds material and member privacy, Mr. Roewe said the private pick-up option is rarely requested, yet District procedures will be reviewed to ensure all staff is informed of this option. There was no further discussion.

DISCUSSION ITEMS, POSSIBLE ACTION

BOARD OF TRUSTEES' SUMMER MEETING SCHEDULE

After brief discussion, there was consensus to cancel the July 16, 2013, regular meeting. Tentatively scheduled action items for July will move to the August 20 agenda; Deer Park Library will be the meeting venue.

FUTURE BOARD MEETING AGENDA ITEMS

Mr. Hattenburg reviewed the list of tentative agenda items distributed prior to the meeting. For June, future health and benefits options for the District will be presented, along with fundraising ideas presented by Ms. Ledeboer. Regarding cancellation of Staff Training and Development Day, Mr. Davis asked about the impact on staff. Ms. Ledeboer responded that staff anniversary service pins will be presented monthly, and conversations with staff about a variety of topics will be scheduled more frequently to continue open dialogue. Training for librarians and library service managers is being planned for fall.

REPORTS

TRUSTEES – Mr. Hattenburg attended the first gathering of all Friends of District libraries, held last Saturday, May 18, at Children's Home Society. He enjoyed the opportunity to meet Friends from six of 10 libraries, and expressed gratitude for all Friends contributions to the District. Ms. Ledeboer commented the gathering was aptly entitled Friends Helping Friends; Seeds for Our Future, as support and advocacy from Friends is needed now and in the future. Ms. Ledeboer noted she also learned from the four staff who presented at the meeting their strategies to achieve goals related to the four service priorities of the Community Impact Plan.

EXECUTIVE DIRECTOR

The Executive Director's written report provided prior to the meeting included information on the Business Office, Finance and Facilities; Collection Services; Human Resources; Information Technology; and Community Activities. Ms. Ledeboer additionally reported that she volunteered to travel to attend National Library Legislative Day in Washington, DC. One of the many presentations by the American Library Association included results of a Pew Research Center report on family reading habits and view of libraries. Bill and Melinda Gates Foundation will continue the study to learn more about those who responded that they rarely, if ever, use a library. Ms. Ledeboer had an appointment with Cathy McMorris Rodgers and for 10 minutes shared what we're doing in Spokane to support job seekers and early education. She also asked for her support in Congress to approve legislation that would allow libraries to apply for funding available for workforce development and early education, and invited her to visit one of our libraries this summer.

PUBLIC SERVICES

Public Services managers Patrick Roewe and Doug Stumbough provided a written report prior to the meeting with April 2013 customer use measures, programming and library activities related to Community Impact Plan strategies and goals. There were no questions or comments.

COMMUNICATION

Communication Manager Jane Baker provided a written report for April 2013 communication activities prior to the meeting. Ms. Ledeboer noted the great media coverage received for Summer Reading and Spokane Valley library planning.

FISCAL

Revenue and Expenditure Statement through April 30, 2013.

Fund 001

Revenues	\$ 10,295,942
Expenditures	\$ 3,690,619
Ending Fund Balance	\$ 10,268,891
Fund Budget Expended	31.68%

Business Manager Bill Sargent reported in preparation for the 2011-2012 audit, 2012 District financial statements were successfully transferred to the state. He anticipates receipt of audited statements by February to prepare for spring bond ratings and potential levy lift. Mr. Sargent announced to Trustees his plans for retirement from the District in the coming year. By this time next year, 2013 financial statements will be finished and he expects to leave once financials are complete. It is anticipated to have his successor in place by June or July of next year. There were no further questions.

SPOTLIGHT

Library Supervisor Laura Baird, with audiovisual technical assistance provided by Robin Vickerman-Smith, reported on Medical Lake Library and its four service priorities. Ms. Baird distributed an outline to support her presentation. To develop young learners,

Ms. Baird said Storytime has strong attendance demonstrated by 26 participants each month. She anecdotally emphasized the value of this program when last month at the onset of Storytime, library evacuation was necessary for a potential gas leak. In lieu of cancelling, staff retrieved a blanket and held Storytime on the lawn. As an added bonus, firemen talked with kids about their work and photos were taken. The floor plan is part of the Play and Learn educational games format; adults and children can interact at the same level. Ms. Baird provides two outreach programs for children. Currently, there are several interactive stations for children, including a bin of puppets. Medical Lake Friends have been generous in supporting early learning interactive learning stations. In support of job seekers, Ms. Baird said this is the most challenging of service priorities in Medical Lake, though the city works hard to draw new business and overcome its bedroom community image. Ongoing use of the Internet at the library for job searches is routine. Staff has trained library members to use a computer, sell items on Craigslist, and research small business development to start a business. The library supports member success by posting business flyers on its bulletin board. Test proctoring has climbed from zero to two on a consistent basis, with hopes to increase the number as time goes on. Explore and discover holds much promise, as adults express interest in music programs; Celtic Nots brought record high attendance, and adults attended the teen cupcake program to learn about the business of cake decorating. Five community members reached out to share their expertise on wood carving, electricity, quilting, Spanish and leatherworking. The connect communities service priority is a natural at Medical Lake because of its strong community ties. There is a strong Friends and book discussion group; The Historical Society partners with the library to house photos formerly held at City Hall, and Ms. Baird regularly attends the West Plains Chamber of Commerce breakfast meetings. Deep Creek Hutterite School of 30 students visits twice per month. It has also been a joy to have Haven Home residents visit the library. Meeting room usage for myriad groups and purposes has quadrupled since fees were dropped. Ms. Baird concluded her presentation by sharing about the Tree of Knowledge, a beautiful wall art dedication started 20 years ago as a Friends fundraising project. Most of the gold leaves were purchased in memory and engraved for \$50 each. To this day it remains a most inspirational and functional method to raise money for Friends. Friends purchased a memory leaf as tribute to former page Howard Oliver who recently passed away. Ms. Baird noted this has been a tremendous support to staff, as it enables them to honor their coworker.

Trustees commented about the beauty of the Tree of Knowledge.

OVERVIEW:

Business Manager Bill Sargent provided an overview of Waste Management and recycling at the District. By PowerPoint with copies that followed by email, he presented data for solid and hazardous waste removal for 10 libraries, current recycling practices, and summary of results of a Waste Reduction Assessment Program (WRAP), offered for free by Spokane Regional Waste System. In addition to handling waste in a sustainable manner, the District is looking into its purchasing practices. Mr. Sargent shared comparative prices for use of recycled paper. In 2012, 2,400 reams of paper were used at District libraries. Incremental costs for converting to recycled paper would range from \$1,488 to \$12,168 per year. It is yet to be determined if recycled paper is suitable for District copiers and printers.

The annual Waste Management Service costs for 2012 were \$15,656.94. The annual cost of recycling for the District in 2012 was \$2,200. Ms. Ledeboer pointed out the dedication of staff, as staff helps out at smaller libraries to recycle items themselves. She indicated that Mr. Sargent's thorough report demonstrates the District's commitment to sustainable practices; thus, she does not recommend adopting a policy at this time.

PUBLIC COMMENT

There were no public comments.

ADJOURNMENT

The meeting adjourned at 5:35 p.m.

Tim Hattenburg, Chair

Nancy Ledeboer, Secretary of the Board of Trustees

PAYMENT VOUCHER APPROVAL

Pursuant to RCW 42.24.180 and Spokane County Library District Resolution # 94-03, we, the undersigned, do hereby certify that the merchandise and services hereinafter specified have been received as of May 31, 2013 and that payment vouchers listed on this and the following pages are approved for payment in the total amount of \$956,728.20 and that we are authorized to authenticate and certify these claims.

DATE: June 1, 2013

SIGNED: *[Signature]*

TITLE: Business Manager

SIGNED: *[Signature]*

TITLE: Executive Director

VOUCHER NUMBER	DESCRIPTION	VOUCHER AMOUNT
044128	ABM JANITORIAL SERVICES - NW	\$ 1,736.00
044129	AUDIOGO	190.08
044130	AVISTA UTILITIES	3,621.37
044131	BAKER AND TAYLOR INC.	19.37
044132	BRILLIANCE AUDIO, INC.	262.92
044133	CDW GOVERNMENT, INC.	1,561.56
044134	CENTURYLINK	79.90
044135	CENTURYLINK	41.61
044136	CENTURYLINK	144.89
044137	DIVCO INCORPORATED	7,154.60
044138	ANDREA A. FITZSIMMONS	170.00
044139	FRONTIER COMMUNICATION	101.22
044140	FRONTIER COMMUNICATION	405.00
044141	GALE GROUP, INC.	11,593.52
044142	GREATER SPOKANE VALLEY CHAMBER	50.00
044143	INGRAM DISTRIBUTION GROUP, INC	4,733.21
044144	PERIDOT PUBLISHING LLC	178.64
044145	MIDWEST TAPE	4,568.04
044146	OVERDRIVE, INC.	6,629.75
044147	RANDOM HOUSE, INC.	154.90
044148	RECORDED BOOKS, LLC	840.60
044149	SPOKANE COUNTY LIBRARY DIST	934.66
044150	TANTOR MEDIA	150.57
044151	TUMBLEWEED PRESS INC.	2,194.50
044152	UPS	12.75
044153	UPSTART	315.88
044154	U.S. BANK CORP. PAYMENT SYSTEM	12,252.98
044155	CRJW ENTERPRISES INC.	81.53
044156	WASTE MANAGEMENT OF SPOKANE	1,191.39
044157	VANTAGEPOINT TRNSFR AGENTS-457	6,252.91
044158	DEPT OF RETIREMENT SYSTEMS	27,514.02
044159	SPOKANE COUNTY UNITED WAY	407.05

044160	AMERICAN LIBRARY ASSOCIATION	OFFICE/LIBRARY SUPPLIES	156.00
044161	APS, INC.	OFFICE/LIBRARY SUPPLIES	329.31
044162	AUDIOGO	LIBRARY MATERIALS	171.15
044163	AVISTA UTILITIES	UTILITIES	2,816.88
044164	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	87.38
044165	BRILLIANCE AUDIO, INC.	LIBRARY MATERIALS	191.17
044166	BUDGET-RENT-A-CAR	CAR RENTAL	243.62
044167	VOID VOUCHER	VOID VOUCHER	-
044168	CONSOLIDATED ELECTRICAL DIST.	MAINTENANCE SUPPLIES	3.05
044169	CENTURYLINK	TELEPHONE	20.84
044170	CENTURYLINK	TELEPHONE	88.82
044171	CENTURYLINK	TELEPHONE	592.01
044172	CENTURYLINK	TELEPHONE	2,229.44
044173	CHEVRON U.S.A. INC.	VEHICLE FUEL	98.53
044174	CITY OF SPOKANE	UTILITIES	261.48
044175	CITY OF AIRWAY HEIGHTS	UTILITIES	153.30
044176	CITY OF CHENEY	UTILITIES	676.11
044177	CITY OF DEER PARK	UTILITIES	67.33
044178	COLE INFORMATION	LIBRARY MATERIALS	2,065.40
044179	COMIC BOOK SHOP	LIBRARY MATERIALS	198.37
044180	CITY OF MEDICAL LAKE	UTILITIES	248.46
044181	COSTCO -CAPITAL ONE COMMERCIAL	OFFICE/LIBRARY SUPPLIES	76.08
044182	COUNCIL OF STATE GOVERNMENTS	LIBRARY MATERIALS	311.51
044183	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	681.61
044184	DESIGNER DECAL	ADVERTISING	4,000.65
044185	DEVRIES INFORMATION MGMT	COURIER SERVICE	4,770.00
044186	EMPIRE DISPOSAL INC.	UTILITIES	17.73
044187	GREATAMERICA FINANCIAL SVCS.	POSTAGE METER LEASE	197.15
044188	GALE GROUP, INC.	LIBRARY MATERIALS	857.77
044189	GREENLEAF LANDSCAPING, INC.	GROUNDS SERVICES	751.11
044190	TIM HATTENBURG	TRAVEL REIMBURSEMENT	300.66
044191	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	17,736.54
044192	IT1 SOURCE	D.P. HARDWARE & SOFTWARE	529.92
044193	AMERICAN LIBRARY ASSOCIATION	OFFICE/LIBRARY SUPPLIES	249.00
044194	MIDWEST TAPE	LIBRARY MATERIALS	4,497.46
044195	MODERN ELECTRIC WATER COMPANY	UTILITIES	1,723.05
044196	NORTH BY NORTHWEST	SOFTWARE SUPPORT	3,150.00
044197	STEPHANIE REGALADE-HERTEL	LIBRARY MATERIALS	99.75
044198	OVERDRIVE, INC.	LIBRARY MATERIALS	9,153.01
044199	PASADENA PARK IRR. DIST. 17	UTILITIES	49.56
044200	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	1,203.53
044201	QWEST CORPORATION	TELEPHONE	2,071.38
044202	RANDOM HOUSE, INC.	LIBRARY MATERIALS	57.06
044203	RECORDED BOOKS, LLC	LIBRARY MATERIALS	1,817.02
044204	RUBENSTEIN'S CONTRACT CARPET	BUILDING REPAIR & MAINTENANCE	172.83
044205	SPOKANE COUNTY UTILITIES	UTILITIES	464.61
044206	SPOKANE CO. WATER DISTRICT #3	UTILITIES	12.25
044207	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	554.23
044208	TOWN OF FAIRFIELD	UTILITIES	149.78
044209	ULVERSCROFT LARGE PRINT BOOKS	LIBRARY MATERIALS	47.22

044210	U.S. BANK	H S A ACCOUNT EXPENSES	60.00
044211	WHITWORTH WATER DISTRICT #2	UTILITIES	27.73
044212	WORKMAN PUBLISHING CO.	LIBRARY MATERIALS	43.80
044213	ABM JANITORIAL SERVICES - NW	CUSTODIAL SERVICES	13,638.38
044214	AUDIOGO	LIBRARY MATERIALS	146.61
044215	AVISTA UTILITIES	UTILITIES	487.27
044216	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	36.54
044217	CLASSIC VENTURES LTD	LIBRARY MATERIALS	13.04
044218	BLACK BOX NETWORK SERVICES	D.P. HARDWARE & SOFTWARE	614.11
044219	BRILLIANCE AUDIO, INC.	LIBRARY MATERIALS	47.80
044220	BRODART CO.	OFFICE/LIBRARY SUPPLIES	130.44
044221	CASTAWAY FLY FISHING SHOP	LIBRARY PROGRAMS	500.00
044222	CCI SOLUTIONS	OFFICE/LIBRARY SUPPLIES	254.13
044223	CDW GOVERNMENT, INC.	D.P. HARDWARE & SOFTWARE	1,288.10
044224	CONSOLIDATED ELECTRICAL DIST.	MAINTENANCE SUPPLIES	6.11
044225	CENTURYLINK	TELEPHONE	88.34
044226	CENTURYLINK	TELEPHONE	123.79
044227	CENTURYLINK	TELEPHONE	84.91
044228	CENTURYLINK	TELEPHONE	34.28
044229	CIVITAS PRESS	LIBRARY MATERIALS	49.98
044230	DIVCO INCORPORATED	BUILDING REPAIR & MAINTENANCE	4,807.94
044231	EARTHWORKS RECYCLING,INC	UTILITIES	217.50
044232	GALE/CENAGE LEARNING	LIBRARY MATERIALS	1,031.78
044233	GREENLEAF LANDSCAPING, INC.	GROUNDS SERVICES	3,123.76
044234	GREY HOUSE PUBLISHING	LIBRARY MATERIALS	694.20
044235	H&H BUSINESS SYSTEMS, INC.	EQUIPMENT REPAIR & MAINTENANCE	729.49
044236	HER INTERACTIVE, INC.	LIBRARY MATERIALS	30.00
044237	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	4,679.65
044238	INLAND POWER AND LIGHT	UTILITIES	626.65
044239	MATTHEW L. DONEEN	FURNITURE, FIXTURES & EQUIPMENT	2,195.79
044240	MIDWEST TAPE	LIBRARY MATERIALS	5,540.25
044241	MORNINGSTAR, INC.-0051	LIBRARY MATERIALS	3,003.00
044242	NEW YORK TIMES	LIBRARY MATERIALS	65.60
044243	STEVE NOKES	LIBRARY PROGRAMS	126.14
044244	OTIS ELEVATOR COMPANY	BUILDING REPAIR & MAINTENANCE	796.90
044245	PAINE, HAMBLIN, LLP	LEGAL SERVICES	281.25
044246	PRESSWORKS	PRINTING	145.66
044247	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	278.20
044248	RANDOM HOUSE, INC.	LIBRARY MATERIALS	113.05
044249	RECORDED BOOKS, LLC	LIBRARY MATERIALS	611.45
044250	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	529.14
044251	TARGET SYSTEM TECHNOLOGY	SOFTWARE SUPPORT	55.00
044252	UNIQUE MANAGEMENT SERVICES	COLLECTION AGENCY & NOTICE FEES	4,282.19
044253	VERIZON WIRELESS	TELEPHONE	302.83
044254	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	730.69
044255	WASHINGTON ROLL CALL	LIBRARY MATERIALS	49.90
044256	VOID VOUCHER	VOID VOUCHER	-
044257	WSU EXTENSION-MASTER GARDNERS	LIBRARY PROGRAMS	50.00
044258	WSU EXTENSION-MASTER GARDNERS	LIBRARY PROGRAMS	200.00
044259	VANTAGEPOINT TRNSFR AGENTS-457	EMPLOYEE CONTRIBUTIONS	6,253.60

044260	DEPT OF RETIREMENT SYSTEMS	RETIREMENT CONTRIBUTIONS	27,507.47
044261	SPOKANE COUNTY UNITED WAY	EMPLOYEE CONTRIBUTIONS	407.05
044262	AVISTA UTILITIES	UTILITIES	315.12
044263	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	133.23
044264	BRILLIANCE AUDIO, INC.	LIBRARY MATERIALS	298.78
044265	CALL REALTY, INC.	BUILDING REPAIR & MAINTENANCE	312.08
044266	CENTER POINT LARGE PRINT	LIBRARY MATERIALS	475.74
044267	CENTURYLINK	TELEPHONE	59.85
044268	CENTURYLINK	TELEPHONE	88.82
044269	CENTURYLINK	TELEPHONE	127.39
044270	CENTURYLINK	TELEPHONE	9,219.04
044271	DELL MARKETING L.P.	D.P. HARDWARE & SOFTWARE	480.44
044272	DEMCO, INC.	OFFICE/LIBRARY SUPPLIES	1,004.49
044273	ELECTRONIC HANDBOOK PUB.	LIBRARY MATERIALS	415.24
044274	FRANCO POSTALIA	POSTAGE METER LEASE	129.20
044275	GALE/CENAGE LEARNING	LIBRARY MATERIALS	343.34
044276	GREENLEAF LANDSCAPING, INC.	GROUNDS SERVICES	1,470.99
044277	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	16,513.57
044278	INLAND POWER AND LIGHT	UTILITIES	343.57
044279	MicroBiz LLC	SOFTWARE SUPPORT	847.86
044280	MIDWEST TAPE	LIBRARY MATERIALS	4,798.80
044281	OCLC, INC.	CATALOGING & SUPPORT SERVICES	3,768.31
044282	OVERDRIVE, INC.	LIBRARY MATERIALS	5,838.38
044283	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	290.67
044284	RANDOM HOUSE, INC.	LIBRARY MATERIALS	538.07
044285	RECORDED BOOKS, LLC	LIBRARY MATERIALS	1,736.38
044286	SNO ISLE LIBRARIES	MEETING REGISTRATION	162.00
044287	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	364.93
044288	UPS	FREIGHT	14.78
044289	WASHINGTON COUNTIES INS FUND	MEDICAL, DENTAL, VISION & LIFE INS.	78,104.93
044290	WENDLE MOTORS, INC.	PURCHASE MAINTENANCE VEHICLE	10,847.85
044291	MARCOS CHAPMAN	LOST BOOK REFUND	13.60
044292	RACHEL CHARON	LOST BOOK REFUND	49.00
044293	LOREN DUDLEY	LOST BOOK REFUND	8.00
044294	NEVA HENNING	LOST BOOK REFUND	2.80
044295	JEAN HENZLER	LOST BOOK REFUND	23.00
044296	AMY KELLS	LOST BOOK REFUND	14.50
044297	SHELLY MCLEAN	LOST BOOK REFUND	19.00
044298	SANDRA SHAFFER	LOST BOOK REFUND	10.20
044299	SNO ISLE LIBRARIES	LOST INTERLIBRARY LOAN PAYMENT	37.95
044300	UNIVERSITY OF WYOMING	LOST INTERLIBRARY LOAN PAYMENT	54.95
044301	WEBER COUNTY LIBRARY SYSTEM	LOST INTERLIBRARY LOAN PAYMENT	15.00
044302	AUDIOGO	LIBRARY MATERIALS	14.56
044303	AVISTA UTILITIES	UTILITIES	3,866.95
044304	BAKER AND TAYLOR INC.	LIBRARY MATERIALS	64.61
044305	BRILLIANCE AUDIO, INC.	LIBRARY MATERIALS	188.39
044306	CENTURYLINK	TELEPHONE	1,900.00
044307	CENTURYLINK	TELEPHONE	41.83
044308	CENTURYLINK	TELEPHONE	41.61
044309	EBSCO INDUSTRIES, INC.	LIBRARY MATERIALS	37,188.68

044310	FRONTIER COMMUNICATION	TELEPHONE	101.22
044311	GALE/CENAGE LEARNING	LIBRARY MATERIALS	1,047.96
044312	GREATER SPOKANE VALLEY CHAMBER	MEETING REGISTRATION	50.00
044313	GREENLEAF LANDSCAPING, INC.	GROUNDS SERVICES	237.62
044314	INGRAM DISTRIBUTION GROUP, INC	LIBRARY MATERIALS	9,850.53
044315	MARY E LLOYD	TRAVEL REIMBURSEMENT	44.00
044316	MIDWEST TAPE	LIBRARY MATERIALS	3,237.52
044317	OTIS ELEVATOR COMPANY	BUILDING REPAIR & MAINTENANCE	1,885.60
044318	OVERDRIVE, INC.	LIBRARY MATERIALS	9,592.55
044319	THOMAS S SMITH	PARKING LOT LEASE	200.00
044320	QUILL CORPORATION	OFFICE/LIBRARY SUPPLIES	85.09
044321	RANDOM HOUSE, INC.	LIBRARY MATERIALS	32.61
044322	RECORDED BOOKS, LLC	LIBRARY MATERIALS	288.10
044323	STAPLES ADVANTAGE	OFFICE/LIBRARY SUPPLIES	599.06
044324	TARGET SYSTEM TECHNOLOGY, INC	SOFTWARE SUPPORT	821.77
044325	U.S. BANK CORP. PAYMENT SYSTEM	CHARGE CARD PAYMENT	25,816.60
044326	WALTER E. NELSON CO.	CLEANING & SANITATION SUPPLIES	751.73
044327	WASTE MANAGEMENT OF SPOKANE	UTILITIES	1,102.60
W00117	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	56,970.37
W00118	US BANK	H S A CONTRIBUTIONS	1,405.83
W00119	STATE OF WASHINGTON	MONTHLY EXCISE/SALES TAXES	1,842.53
W00120	ELEC FEDERAL TAX PAYMENT SYS	NET PAYROLL TAXES	57,027.72
W00121	US BANK	H S A CONTRIBUTIONS	1,405.83

Total Non-Payroll General Operating Fund \$ 606,083.35

PAYROLL VOUCHERS

05102013PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	\$ 172,635.85
05242013PR	SPOKANE COUNTY LIBRARY DISTRICT	NET PAY CHECKS	<u>170,851.00</u>

Total Payroll General Operating Fund \$ 343,486.85

TOTAL GENERAL OPERATING FUND \$ 949,570.20

CAPITAL PROJECTS FUND

VOUCHER NUMBER	VENDOR	DESCRIPTION	VOUCHER AMOUNT
009508	BERNARDO WILLS ARCHITECTS, PC	ARCHITECTURAL FEES	\$ 6,954.00
009509	US BANK CORP PAYMENT SYSTEMS	CUSTOMER SURVEY	<u>204.00</u>
TOTAL CAPITAL PROJECTS FUND			<u><u>\$ 7,158.00</u></u>

Spokane County Library District
Monthly Credit Card Activity
For the Month of May 2013

<u>Card Category</u>	<u>Amount</u>
General Purchases	\$9,672.02
Maintenance	2,512.76
Travel	12,447.44
Acquisitions	4,771.13
Information Technolgy	8,870.23
Total Purchases	<u><u>\$38,273.58</u></u>

SPRAGUE AVENUE LIBRARY AND PARK PROJECT UPDATE

BWA Architect Gary Bernardo will provide an overview of the site development planning process for the Sprague Avenue Library and Park project. He will present the three options voted on by the public and take comments and suggestions from the Board.

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

DISPOSAL OF SURPLUS PROPERTY

BACKGROUND:

Other than reformatting, substantive changes include:

1. Authorizes designated managers to declare surplus library materials with an aggregate value of less than \$1,000, and all furniture, fixtures and equipment with a value of less than \$5,000 per item.
2. Specifies that library materials will not be centrally collected for surplus.
3. Directs that surplus items neither sold nor donated will be recycled whenever possible and economically feasible.
4. Mandates participation in the "E-Cycle Washington" program for disposal of all qualified technology items.

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

Recommended Action: Motion to approve Disposal of Surplus Property Policy as revised.

SPOKANE COUNTY LIBRARY DISTRICT

DRAFT

POLICY: Disposal of Surplus Property

APPROVAL DATE: MARCH 17, 1983

REVISION DATE: JUNE 18, 2013

RELATED POLICIES:

Capital and Controlled Assets

Collection Development

STATUTORY REFERENCES: RCW 27.12.210 and RCW 39.33.070

Purpose

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

General Policy

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

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

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

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

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

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

Surplus library materials whose estimated aggregate value is less than \$1,000 and all other surplus property valued at less than \$50,000 per item shall normally be sold by the method that will most efficiently provide the District with greatest net monetary return. If warranted, based on efficiency and effectiveness, the Executive Director may authorize the disposal of surplus property at a nominal cost (i.e., less than fair market value) to other governmental entities or to private parties.

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

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

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

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

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

SPOKANE COUNTY LIBRARY DISTRICT
POLICY: DISPOSAL OF SURPLUS PROPERTY

The Spokane County Library District Board of Trustees has the authority, pursuant to RCW 27.12.210 to declare personal and real property surplus and provide for its disposal, limited only by the provisions of Chapter 39.33 RCW.

1. DEFINITION

Surplus property is any personal or real property owned by the District that is no longer needed for the provision of library services.

2. DECLARING PROPERTY SURPLUS

- a. Only property having more than a nominal monetary value need be formally declared surplus. Property that is obsolete, broken, has no useful purpose, and is of nominal value may be disposed of with the approval of the Executive Director or designee.
- b. The Executive Director is authorized to declare as surplus library materials whose aggregate value is estimated to be less than \$1,000 and all furniture, fixtures, and equipment with a value of less than \$5,000 per item.
- c. The Board of Trustees shall formally declare surplus by resolution library materials with an estimated aggregate value of \$1,000 or more and all other types of property with a value of \$5,000 to \$50,000 per item. The resolution shall include a listing of the property and its estimated value.
- d. Property valued at \$50,000 or more per item may be declared surplus only after a public hearing as set forth in Chapter 39.33.020 RCW.

3. DISPOSAL AND SALE OF SURPLUS PROPERTY

- a. Property having a nominal monetary value shall be disposed of by the most appropriate and cost effective method.
- b. The donation of surplus equipment to other local educational, charitable, social services, or to smaller library systems is encouraged. The Executive Director is authorized to approve such donations on a case-by-case basis.
- c. Surplus library materials whose estimated aggregate value is less than \$1,000 and all other surplus property valued at less than \$50,000 per item shall normally be sold by the method that will most efficiently provide the District with greatest net monetary return. If warranted, based on efficiency and effectiveness, the Executive Director may authorize the disposal of surplus property at a nominal cost (i.e., less than fair market value) to other governmental entities or to private parties.
- d. Surplus library materials whose estimated aggregate value is \$1,000 or more shall be disposed of at a public auction to the person submitting the highest reasonable bid following publication of a notice of the auction in a newspaper with a general circulation in the District. If no reasonable bids are received, they may be sold as specified in (c), above.
- e. Property valued at \$50,000 or more that has been declared surplus after a public hearing shall be sold by public auction. If no reasonable bids are received, they may be sold as specified in (c), above.

4. EXCEPTIONS

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

5. PROCEDURES

The Executive Director is authorized to develop and carry out procedures to implement this Policy.

ADOPTED BY THE SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES: MARCH 17, 1983
LATEST REVIEW AND REVISION: JULY 19, 2011

CAPITAL AND CONTROLLED ASSETS

BACKGROUND:

Other than reformatting, there are no recommended changes to this policy.

For comparison below, the latest standardized District format has been applied to the current, existing policy.

Recommended Action: Motion to approve the current, existing Capital and Controlled Assets Policy.

SPOKANE COUNTY LIBRARY DISTRICT

DRAFT

POLICY: CAPITAL AND CONTROLLED ASSETS

APPROVAL DATE: MAY 16, 2000

REVISION DATE: JANUARY 17, 2012

LATEST REVIEW: JUNE 18, 2013

STATUTORY REFERENCE: RCW 27.12.210

Purpose

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

General Policy

Capital Assets

Capital assets are all real property, or personal property with a per-unit cost of \$5,000 or more (including sales tax, accessories, and shipping) and an estimated life of one (1) year or more. Examples of Capital assets include, but are not limited to, land, buildings, vehicles or information technology equipment costing at least \$5,000 per item.

Additionally, as prescribed by the Washington State Budget, Accounting and Reporting System (BARS) manual, the annual expenditures for library materials will be capitalized and reported as Capital Assets on the District’s financial statements.

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

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

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

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

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

Controlled Assets

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

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

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

Establishment of Controlled Inventory Items

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

Annual Physical Inventory and Disposal of Capital and Controlled Assets

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

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

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

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

SPOKANE COUNTY LIBRARY DISTRICT
POLICY: CAPITAL AND CONTROLLED ASSETS

The Spokane County Library District Board of Trustees has the authority, pursuant to RCW 27.12.210 to declare certain items purchased or received as donations as "capital assets" or "controlled assets."

CAPITAL ASSETS

1. DEFINITION

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

2. ESTABLISHMENT OF CAPITAL ASSETS

- a. All real property will be classified as a capital asset at the time of acquisition. The value of the property will be reported as "Capital Assets" in the District's financial statements using the aggregate acquisition cost.
- b. All personal property with a per-unit aggregate acquisition cost of \$5,000 or more will be classified as "Capital Assets."
- c. The annual expenditures for the acquisition of library materials will be capitalized and included as "Capital Assets."
- d. For all categories of capital assets, less land and artwork, the items will be subject to depreciation, the recording of accumulated depreciation and being reported in the financial records at "net value."
- e. All information technology-related personal property costing more than \$5,000 will be assigned an SCLD property tag upon acquisition and be added to the District Capital and Controlled Assets Inventory.

CONTROLLED ASSETS

1. DEFINITIONS

- a. Controlled assets are those items having a per-unit cost of less than \$5,000 that are desirable to control and inventory due to: (1) their attractiveness, (2) their susceptibility to theft, or (3) an administrative determination of the need for monitoring and control.
- b. Controlled inventory items include, but are not limited to, computer CPUs (regardless of cost); computer monitors; network printers; cash registers; server room equipment such as UPS units, switches and routers; cellular phones and other mobile devices.
- c. The Executive Director may designate additional items as controlled assets as required.

2. ESTABLISHMENT OF CONTROLLED INVENTORY ITEMS

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

ANNUAL PHYSICAL INVENTORY AND DISPOSAL OF CAPITAL AND CONTROLLED ASSETS

1. An annual physical inventory will be conducted for the SCLD tagged capital assets and the controlled inventory items. The results of the inventory will then be reconciled with the inventory records.
2. All property regulated by this policy will remain in District records until declared surplus, in accordance with the Disposal of Surplus Property Policy.

PROCEDURES

The Executive Director is authorized to develop and carry out procedures to implement this policy.

ADOPTED BY THE SPOKANE COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES: May 16, 2000
LATEST REVIEW AND REVISION: January 17, 2012

HEALTH AND BENEFITS OPTIONS

Human Resources Manager Paul Eichenberg will present an overview of the insurance offerings and potential cost savings the anticipated move to AWC will provide.

Recommended Action: Authorize Library Executive Director to execute an agreement to join the Association of Washington Cities, to provide health insurance options for District employees.

LIBRARY FUNDRAISING OPPORTUNITIES REPORT

BACKGROUND:

Currently Spokane County Library District has a passive approach to fundraising. The District accepts gifts from the public that may include monetary donations in memory of a loved one. Occasionally a local business contacts the District to make a donation toward Summer Reading programming or the purchase of materials. Staff submits grant proposals to supplement programs such as Play and Learn, Humanities Washington speakers or most recently, Prime Time Family Reading. The District has been approached by vendors offering the ability to integrate a “buy it now” option in the library catalog so that when library members make a purchase after clicking through this link, the library would receive a percentage of the total purchase transaction. To date, the District has not elected to offer this feature. On a national level there is a slight movement to begin offering advertising on library websites as a revenue enhancement activity.

Spokane County Library District currently has 10 Friends groups raising money to support their individual local libraries. The primary fundraising effort of the Friends groups is book sales. The Friends groups operate a little bit differently depending on the number of volunteers, the volume of books their community donates and the space they can find to store and host sales. We held a Friends Helping Friends day on May 18, in which six of the Friends groups participated. Friends were able to share ideas, talk about best practices and discuss opportunities for working together in the future.

Opportunities include hosting joint book sales in a larger venue, selling books online either in partnership with a third party or perhaps by working together to pool resources, seeking out sponsorships or hosting membership drives to support all the Friends groups. These fundraising efforts would be more successful on a district-wide basis.

Another possibility would be to form a foundation to supplement the fundraising efforts of Friends groups. The major difference between Friends and a foundation is that Friends donate time in managing book sales to raise funds, while a foundation focuses on strategies to raise large amounts of money through sponsorships and private donations from individuals, foundations and corporations. A foundation would have to set up its own 501(c)3.

The most common practice in Washington has been for the library to enter into an agreement with the foundation describing the roles and responsibilities of both parties with regard to fundraising. In this manner the Library can provide professional services such as staff, office space and support in exchange for fundraising efforts of the foundation.

A third option is to combine the efforts of the Friends and expand their efforts to include some of the fundraising efforts of a foundation such as seeking grants, sponsorships, planned giving campaigns or private donations. Attached you will find an article by Peter Pearson who is President of the Friends of the Saint Paul Public Library. This is one of the most successful Friends groups in the country. They are a membership organization hosting fundraising events to support cultural programming at the library and advocating for enhanced library services.

Another option would be to join forces with the Spokane Public Library Foundation. Last year the Board Chair met with the Chair of the SPL Foundation to discuss this possibility. The SPL

Foundation Chair mentioned obstacles that would have to be resolved before such a partnership could be forged.

On a national level three support groups merged to create United for Libraries. This organization is a division of the American Library Association that supports Friends, Foundations and Trustees. Formerly there were three separate groups that merged to strengthen the support they provide to local groups that raise awareness, do fundraising and advocate on behalf of their local libraries. Their website provides tools to use in forming a Friends group or foundation as well as tips for how to increase membership and fundraising efforts.

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

LEAD THE CHANGE has given me new insight into who I am and what I offer to my library's future. LEARN MORE

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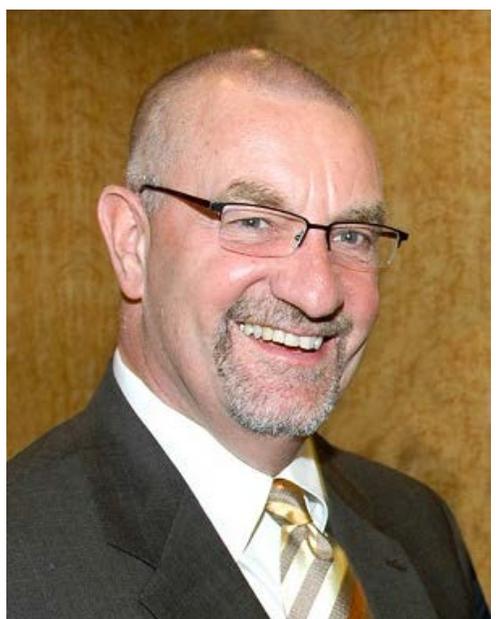
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Library Foundations Raise Money for Libraries... Right? | Advocate's Corner

By Peter Pearson on March 15, 2013 [Leave a Comment](#)

Everywhere you turn in the world of libraries these days, you hear people talking about the need for private fundraising. ALA conferences have multiple concurrent sessions on fundraising, articles dealing with fundraising in library publications abound, and listservs everywhere are dissecting the pros and cons of private fundraising.



Peter Pearson

Twenty-five years ago, no one in the library world talked about fundraising. Or if they did, it was in regard to the latest and greatest book sale by their Friends group. Now we have an entirely new type of organization that has developed in support of libraries: a library foundation. Foundations differ from Friends groups in two significant ways: they are typically staffed by fundraising professionals, and they attempt to raise large amounts of private funding from individuals, foundations, and corporations.

One would think that these organizations would be the answer to a library's financial woes, and would be greeted with open arms by library directors and trustees. And some of them are. But there are an equal number of library foundations which have had a rocky relationship with the library they are created to support.

So where is the disconnect? It may be in several areas. First is the reason for creating a library foundation. Private funding should always serve to enhance a publicly funded institution's programs and services. It is not meant to replace public funding. Yet the great interest in creating library foundations has arisen from the dramatic loss of public funding which many libraries have experienced in recent years. Creating a library foundation to replace public funding is misguided. The day-to-day operating needs of the library will always clash with the interests of private donors if this is the

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motivation for seeking out private funding for your library. If a huge loss in public funding is your primary concern, you may want to create a grassroots advocacy program before you create a library foundation. Getting citizens actively involved in lobbying for your library's operating budget (as opposed to the library staff and director attempting this) can produce remarkable results.

Even when a library foundation is created for the appropriate role of raising private money for enhancements, there can still be problems between a library and its foundation. I can't begin to tell you the number of times I have heard a library director say something to this effect: "We created a library foundation several years ago, but they don't seem to be raising any money for us." Is this really happening a lot? And, if so, why is that the case? There may be a number of things contributing to this sense of disconnection between libraries and their foundations.

One of the most difficult issues with which to deal may be a personality conflict. Let's face it, there are people who just don't get along because of stylistic differences. If these stylistic differences exist between the leadership of the foundation and the leadership of the library, it is unlikely that good communication will exist, resulting in the foundation not being responsive to the library's needs.

But even when good communication exists between the library and the foundation, it may be a number of years before the library reaps the fruits of the foundation's labor. Library foundations are usually staffed by fundraising professionals. Staff cost money. Before the foundation can provide support to the library, it needs to pay its own operating costs. Some professionals believe that it takes at least three years for a newly staffed organization to raise more than it pays in staffing costs. Most libraries that create foundations are looking for a quick return on their money, which may be unrealistic.

The other thing to remember is that a library foundation is its own organization, just like the library is. Organizations need care and feeding. They don't just operate in a vacuum. As a non-profit organization, the library's foundation needs to recruit and orient a continual stream of new board members; it needs to adhere to human resource policies for its staff; it needs to maintain donor information in a database; it needs to adhere to strict accounting policies; it needs to file annually with all local and state regulatory agencies for non-profits; it needs to have regular means of communicating with donors; it needs to have annual audits of its finances; and it needs to have up-to-date gift acceptance and investment policies. None of these activities, which are expected of all non-profit organizations, raises a penny for the library, and yet they are critically important to maintaining the kind of organization to which savvy donors will want to contribute. In short, it takes money to raise money.

What about the library foundation conducting activities which don't give the library a direct cash contribution? The three most common non-fundraising activities conducted by library foundations are: cultural programming, advocacy, and public awareness. What is the potential value of these activities to the library?

Library foundations that are involved in conducting adult cultural programs usually do so for a number of reasons. First, these programs can bring heightened public awareness of the foundation's fundraising efforts. A gathering of people at a program can provide an opportunity to mention a current fund drive that the foundation is conducting. The second reason to offer this kind of activity is to increase the number of people coming to the library. People may attend a program in the library who never enter a library for its print and electronic resources. Once there, they may decide to take advantage of some of the resources and programs they didn't know the library offered. Third, if the foundation has a program with a national literary figure, it can be a fundraiser in and of itself. And finally, (and this is not insignificant) programming gives foundation Board members something to "own." Most of their activities involve raising funds for programs which the library has determined are important for private support. Cultural programming may be an activity over which the foundation has more control, and through which it can feel its own sense of identity.

Political advocacy is an activity in which every library foundation should engage. It may wish to partner with the local Friends groups, or take this on as its own activity when Friends groups are reluctant to participate in grassroots advocacy activities. The thing about foundations that makes them the perfect group to conduct political advocacy is their board composition. Most foundations, if they



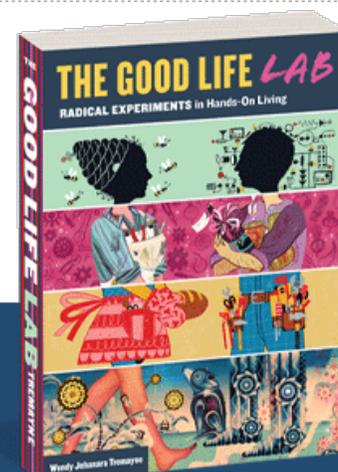
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are successful, have realized that they must recruit the most influential and well connected board members for effective fundraising. These board members are usually civic and business leaders in the community. These are the individuals to whom elected officials listen. If they carry the advocacy message for the library, the elected officials will listen far more closely to the funding requests these individuals make than they will to a plea from a library director. In addition, the foundation, which typically has financial assets at its disposal, can leverage an advocacy request with the promise of private matching dollars. Pairing fundraising with advocacy is a win/win.

Are public awareness activities a worthwhile undertaking for a library foundation? Most library directors whom I know feel that libraries never have adequate budgets for marketing and communication and wish their library had a stronger visible presence in the community. Foundation board members will likely have access to marketing and communications professionals and organizations in the community. They may be influential in getting these organizations to work with the library, potentially offering pro bono services in these areas. The foundation may also have its own marketing and communications staff, who can work side by side with the library's marketing and communications staff to increase the library's visibility in the community. Increased visibility brings increased use, which eventually may bring an increase in public support. Good communications and marketing is also key to any successful fundraising effort.

So a case can be made for library foundations to conduct activities which don't bring direct financial support to the library. The issue is always one of balance. A library foundation that only conducts its own activities and never contributes financially to the library won't have the support of the library director and staff for long. Just as a library foundation which hopes to raise money for library programs and services, but spends too many years getting its house in order and just paying its own operating costs, will also not survive in the long run. An effective and smoothly functioning library foundation can be the best partner your library could imagine. It can be your link to all of the people of influence in the community, it can provide needed financial support for the enhancements you'd like to offer but can't with limited public funds, and it can be your conduit to the policy makers and decision makers who hold the key to public funds for your library. A library foundation is worth creating and it's worth creating well. Get the best big-picture thinkers involved at the start, be clear about the foundation's mission and activities, and build in constant communications between the library and the foundation. Five years from now you'll be wondering how you ever survived without it.

Peter Pearson has been the President of The Friends of the Saint Paul Public Library for the past 21 years. This one organization serves as both a Friends group and a library foundation for the Saint Paul Public Library. Pearson is also the Lead Consultant for Library Strategies, a consulting group of The Friends which provides consulting services to libraries in the areas of fundraising, advocacy, and strategic planning.

You may also like:

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FACT SHEET #16 FOR FRIENDS AND FOUNDATIONS

HOW TO ORGANIZE A FRIENDS FOUNDATION

The primary reason to form a foundation is to create a significant funding source separate and distinct from the regulations and restrictions that apply to any governmental institution. A foundation can establish its own rules, buy equipment or provide services for the library without regard to competitive bidding, committee approvals, etc. The library Friends group and the library Foundation are usually separate groups. The Foundation is usually formed when larger amounts of money are needed than can be raised by the Friends group; these funds can then be invested until they are dispersed.

1. Contact a lawyer to develop documents pertaining to foundations such as articles of incorporation and by-laws (necessary for limited liability) and to obtain federal and state tax-exempt status.
2. Select a steering committee or board of directors that reflect your community and can address the library's needs. Define need and mission statement with this group.
3. It is usually helpful to have lawyers, bankers, public relations and marketing people as well as high profile community and corporate leaders serving on the full board.
4. It is often necessary to hire a director for the Foundation with fund development experience. Dispersal of the funds is normally decided between the Foundation Board, the library director, and the library Board of Trustees.
5. Monies raised are often best looked after and invested by bank trust companies or other money managers. A survey of your community will help you determine where to place your funds.
6. The Foundation should be used to develop and promote a planned giving program. For more information on planned giving, see Fact Sheet #25, "Planned Giving: What You Need to Know."
7. Be sure to involve elected officials, library Trustees and other interested parties in the development of the Foundation.
8. Develop a long-range plan for the Foundation and periodically re-evaluate it with your Foundation Board of directors, the library director, and the library Board of Trustees.
9. Maintain a liaison to the Friends of the Library and to the Trustees to keep open lines of communication.
10. For additional resources for Foundations, visit the ALTAFF Web site, www.ala.org/altaff.
11. For more information about fundraising and events, see *Even More Great Ideas for Libraries and Friends*, available from ALTAFF.

FUTURE BOARD MEETING TENTATIVE AGENDAS: AUGUST-SEPTEMBER 2013

Reminder: The July 16 meeting is canceled.

August 20, 2013: Deer Park Library (4:00 p.m.)

Besides the usual approval of minutes and bill payment vouchers, the following items are tentatively scheduled for action and/or discussion at the August 2013 regular Board of Trustees' meeting.

- Friends of the Library and Gifts Policies
- Library Spotlight – Deer Park
- Overview Support Job Seekers and Local Businesses

Please send requests for agenda additions or changes to the Board Chair or Patty no later than noon, Monday, August 5, for inclusion in the preliminary agenda sent Wednesday, August 7. The meeting packet will be mailed Wednesday, August 14.

September 17, 2013: North Spokane Library (4:00 p.m.)

- Mid-Year Review #2
- Purchasing Policy
- Direction for Bond Election
- Library Spotlight – North Spokane
- Overview Know your Community/Partnerships

SPECIAL MEETINGS AND ACTIVITIES

- | | |
|---------------------|--|
| September 12 | Sprague Avenue Library and Park Project Public Workshop (Project site) |
| September 14 | Board Retreat (Mirabeau Hotel and Conference Center) |
| October 10 | Spokane is Reading (Spokane Convention Center at 1 p.m., and CenterPlace, Spokane Valley, at 7 p.m.) |

EXECUTIVE DIRECTOR'S REPORT FOR MAY 2013

Administration

Business Office, Finance and Facilities (Bill Sargent)

The 2012 Financial Statements were completed for both SCLD and Moran Prairie LCFA, and submitted to the State Auditor's Office (SAO) prior to the required due date of May 31, 2013. In discussions with the local SAO branch, it now appears the audit of the 2011 and 2012 financial statements is tentatively scheduled for October-November 2013.

The results of the latest projected General Obligation Bond and LCFA levy rates were presented to Trustees for their future review and consideration. The levy rates were developed in conjunction with Seattle-Northwest Securities Corporation.

A presentation on waste disposal and recycling was given to the Board of Trustees during the May board meeting. The scope of the presentation included:

- Current waste disposal services and costs
- Current SCLD recycling practices in place and costs
- Results of Waste Reduction Assessment Program
- Potential future initiatives for waste disposal and recycling

Human Resources (Paul Eichenberg)

- The United States Citizenship and Immigration Service (USCIS) has issued a revised I-9 form that we were required to begin using on May 7, 2013. I-9 is a federal form required under the Immigration Reform and Control Act of 1986 that verifies an individual's identity and eligibility to work in the United States. The HR Assistant attended an I-9 Webinar, and has begun auditing our I-9s to ensure they are accurate and complete.
- The Administrative Assistant coordinated the first annual Friends Helping Friends gathering held Saturday, May 18, at Children's Home Society. This was perhaps the first time all the friends groups gathered together to meet and exchange ideas.
- For the past two months, the HR Assistant has served on a United Way Investment Team. This team of volunteers was charged with reviewing proposals and meeting with health and human service program providers in the community requesting continued United Way funding for 2014/15.
- The receptionist is now entering library program information in three (3) Spokane community event calendars; i.e., The Pacific Northwest Inlander, Spokane 7 and Fox 28 KAYU.

Information Technology (Priscilla Ice)

- Our library management software, Symphony, was upgraded to the current release.
- Digital sign installation was completed. Each library has a large flat screen TV showing a slideshow of current events. Spokane Valley has one TV on each floor.

- We began experimenting with the use of tablets as self-service checkout stations. They appear to be a viable and economical way to provide the touch screen interface members are accustomed to using.
- Work continued on development of the new website.
- Public Services staff provided input on how they'd like to see the new software stations set up.
- Preparations were made to install Chrome and Firefox on staff computers, giving staff a choice of Internet browsers for the first time. Software station users will have the same choices when the public computers are replaced later this year.
- In preparation for the switch to a new ISP, Integra has installed a second fiber circuit at Spokane Valley.

Collection Services (Andrea Sharps)

- We ordered 2,190 titles and 8,173 copies in May. This is up from last month.
- We processed, added to the system, and sent out to the libraries 7,118 items in May. This is up from last month.
- Downloadable lending in May was up from April. A total of 19,639 audiobook, eBook and music items circulated in May. Members placed a total of 5,598 holds.
- The LEAP (Library eBook Accessibility Program) feature was implemented on the District's OverDrive website in May. Through a partnership with Bookshare and OverDrive, people with print impairments qualifying for the program have access to over 125,000 eBook titles.
- The District participated in OverDrive's 'Big Library Read' pilot program which allowed library members to simultaneously read the featured eBook—Michael Malone's The Four Corners of the Sky. Unlimited access was offered from 5/15 – 6/1 and was “designed to demonstrate the positive exposure and sales influence library eBook catalogs provide to authors and publishers,” according to an OverDrive press release. Following the pilot program, it is a one copy/one user model.
- We loaned 291 items to other libraries and borrowed 430 items from other libraries for 721 total Interlibrary Loan transactions processed in May.
- We responded to one 'Request for Review of Library Materials Form' in May.
- Adult Collection Development Librarian Debra Park met with Adrian Rogers, a reporter from *The Spokesman-Review*, on 5/28 to discuss the District's digital collections and the challenges of purchasing from some publishers. Ms. Rogers was interested to know trends over the last five years including circulation patterns, holds and collection sizes. The article appeared in the 6/2 issue of *The Spokesman-Review* and was entitled “E-book disharmony: Libraries, publishers struggling to get on same digital page.”

Executive Director Report & Community Activities (Nancy Ledeboer)

In May we held six early morning meetings around the District to talk with staff about the financial forecast and share steps we are taking to reduce expenditures in order to sustain service levels. My goal was to assure staff that being aware of our financial picture allows us to take steps now to increase efficiencies and reallocate resources. We are committed to implementing new services in support of the Community Impact Plan even without new funding. Overall staff has been very receptive and have sent me suggestions to reduce costs and/or increase efficiencies. I continue my visits to meet with Library Supervisors and this month I met with Stacy Hartkorn in Airway Heights. Ms. Hartkorn is looking forward

to a very busy summer in Airway Heights when the children are out of school and summer reading programs kick off.

We held the first Friends Helping Friends day at Children's Home Society on Saturday, May 18. Six of the library Friends groups were represented. They shared information about how they operate their book sales and talked about ways they might work together to increase fundraising efforts and raise awareness for the library. Staff shared information on the four new service priorities and how new initiatives will benefit the community.

The theme for Leadership Spokane in May was "Healthy Community." There were presentations on mental health services and workplace wellness. The Stepping Up website features information to inspire healthy living through nutrition and activity that can be adapted to workplace wellness programs.

I will attend the Washington Library Association Board Retreat on June 7. One of the goals of Leadership Spokane is to encourage everyone to step up and serve the community in some capacity. The WLA Board gives me an opportunity to serve our local community by representing Eastern Washington libraries, as well as serving our profession. Unfortunately, the WLA Board retreat conflicts with the last Leadership Spokane meeting.

Pat Partovi retired from the Spokane Public Library in May. She plans to stay in the area and also hopes to travel in Europe in the fall. Andrew Chansé was selected as the new Library Director; he started in his new position in May. We hope to maintain the working relationship that has developed between SCLD and SPL.

I attended the American Library Association National Legislative Day in Washington, DC, on May 7-8. I met several library colleagues from Nevada and Arizona. There were presentations on the latest Pew study on American Life and the Internet and on the work of the Institute of Museums and Libraries. On Wednesday librarians from across the country waited in long security lines to visit legislators. Washington was represented by John Sheller, WLA Federal Legislative Coordinator, Jennifer Wiseman WLA President, and Rand Simmons, Washington State Librarian.

Jane Baker and I were interviewed by Bob Castle at Clear Channel Radio. We talked about Summer Reading and SCLD's new service priorities. We invited community members to attend the meeting at the Spokane Valley Library to provide input on the proposed library/park project. Over 60 people attended the meeting on Monday, May 20 to review three plans presented by BWA. A survey was posted on the library website to gather additional feedback regarding the three options. The architect team will take all feedback into consideration to develop the final site plan.

I attended several community meetings including the leadership meeting of the Inland NW Early Learning Coalition, the GSI K-12 Roundtable, the Valley Chamber's Transportation Committee meeting and the Spokane Valley Partners Board and Marketing Committee meetings. I have volunteered to serve on the Early Learning Public Library Partnership (ELPLP) Steering Committee. This is a partnership of libraries across Washington working to raise awareness about the role libraries play in supporting young learners. The Partnership works with the Foundation for Early Learning to ensure libraries are represented in

statewide programs to promote early learning. The Partnership meets at the Library Directors' meetings in the summer and winter. The Steering Committee meets monthly by phone to conduct ongoing business. Currently we are working to revise the bylaws in accordance with recommendations from a State Auditor's performance audit. We are also waiting to hear news concerning a proposed merger of Thrive By Five with the Foundation of Early Learning. At this point we don't know how a merger might impact the ELPLP.

**ITEM AND TITLE MONTHLY REPORT
MAY 2013**

	<u>ITEMS</u>				<u>TITLES</u>		
	ADULT	YOUTH	TOTAL		ADULT	YOUTH	TOTAL
Total Materials							
Print	192983	161180	354163		86604	49369	135973
Nonprint	53636	24051	77687		21587	6327	27914
Subtotal	246619	185231	431850		108191	55696	163887
Periodicals	13750	2335	16085		334	44	378
Total	260369	187566	447935		108525	55740	164265

	<u>ITEMS</u>			<u>TITLES</u>		
OverDrive: eBOOKS			15485			13459
Licensed eBOOKS			2146			2146
Audiobooks			13165			11144
Digital music			1628			1628
OverDrive: Total			32424			28377
GRAND TOTAL			480359			192642

Print & Nonprint	(Totals year-to-date)		
ADDITIONS	ADULT	YOUTH	TOTAL
Print	7090	3586	10676
Nonprint	2003	453	2456
TOTAL	9093	4039	13132
DELETIONS			
Print	7476	9195	16671
Nonprint	-268	-395	-663
TOTAL	7208	8800	16008

	<u>NET CHANGE</u>		
	<u>YTD</u>		
	ADULT	YOUTH	TOTAL
Print	-386	-5609	-5995
Nonprint	2271	848	3119
Periodicals	-2033	-277	-2310

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

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

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

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

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

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

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**PUBLIC SERVICES REPORT
MAY 2013**

**Summary (Patrick Roewe/Doug Stumbough)
Customer Use Analysis**

In-Library Circulation

In-Library circulation activities decreased -3.5% compared to the same month last year. So this year, circulation activity remains slightly down compared to last (-1.8% through May), with 906,256 items circulated through the libraries versus 923,009 in 2012 (-16,753). Airway Heights (+2%), Argonne (+1%) and Moran Prairie (+0.4%) all experienced an increase over May 2012, while Fairfield (-21%) and Cheney (-15%) usages were down significantly.

Self-checkout accounted for 44% of in-library circulation, down from last May. North Spokane (55%) and Spokane Valley (52%) members preferred the self-service option, while only 20% of Cheney and 27% of Deer Park members make use of the stations.

2013 Measures at a Glance

- Door count through the first two months of the year (566,720) is down slightly from the same period in 2012 (570,309; -1%).
- Programming attendance (28,251) is up 1% compared to last year (27,512), while the number of programs offered increased 5% (1161 in 2013 vs. 1105 in 2012).
- Total software station bookings are up for the fifth month in a row when compared to 2012, (+3%).

-Selected Self-Service Activity

	2013			2012			1-year change		
	Month	% of total	Y-T-D	Month	% of total	Y-T-D	Month	% of total	Y-T-D
Total Circulation	224,438		1,136,102	227,300		1,148,707	-2,862		-12,605
Self-Check	78,324	35%	399,858	83,737	37%	410,202	-5,413	-2%	-10,344
Digital Collection	19,523	9%	96,575	15,709	7%	77,643	3,814	2%	18,932
Total Holds	48,134		241,929	44,310		234,667	3,824		7,262
By Customer	34,352	71%	176,955	32,065	72%	172,318	2,287	-1%	4,637
Digital Collection	5,598	12%	29,103	5,530	12%	28,086	68	-1%	1,017
Total Payments	\$23,337.84		\$116,814.45	\$25,898.73		\$36,267.65	-\$2,560.89		\$80,546.80
Online	\$8,466.35	36%	\$326,237.44	\$8,936.00	35%	\$41,390.98	-\$469.65	2%	\$284,846.46

Security Incident Reports

There were 20 Security Incident reports filed this month, eight more than last month (12) and seven more than May 2012 (13). North Spokane had the most incidents reported with five. The most frequently reported incidents related to potential problems (7) and disruptive behavior (4).

Internet Filtering Update

As per the revised Computer, Wireless Network, and Internet Use policy, four requests to review websites being blocked were received by staff, one less when compared to April 2013 (5). Two sites were determined to be correctly categorized and filtered at all levels; we requested that one be reclassified to allow access at the basic level; the fourth was correctly filter at the enhanced level. All decisions were made within 72 hours of the initial request.

Adult Services (Stacey Goddard)

Support Job Seekers and Local Businesses:

- WorkSource again presented their three-day *Job Seeker Workshop Series* at Spokane Valley Library. Although exact attendance figures are not available at this time, I estimate the combined attendance for the three sessions to be 29.
- Our seven computer classes had a combined attendance of 24, an average of 3.4 (this includes one class with zero attendance). This is down from last May, when 24 attended the six classes offered (this also includes a class with zero attendance).
- We did 27 Book-a-Librarian sessions this month throughout the District, down from last month's total of 31.
- We proctored 22 tests for members throughout the District in May, up from last month's 16.

Explore and Discover:

- Following up on the success of April's *Money Smart Week*, Spokane Teacher's Credit Union offered another 5 programs for us, with a combined total attendance of 48:
 - *Organize Your Finances*, one session with 9 in attendance.
 - *Budgeting 101*, one session with 7 in attendance.
 - *5 Tools for Managing Your Money*, two sessions with a combined attendance of 10.
 - *Become Debt Free*, one session with 22 in attendance.
- We also offered a make-up class for *Practical Couponing*, for which 3 attended. (This class was not presented by STCU. The presenter was a no-show for one of their April dates, which she rescheduled in May.)
- Our two *Beyond Books: Fly Fishing* programs had a combined attendance of 32.
- Fairfield Library also offered an unrelated drop-in class on fly tying, which 3 people attended.
- May's entry in the *Explore a Bygone Era* series was titled *This Valley was our Homeland*, and featured Frank Sijohn of the Coeur d'Alene Tribe. 57 people attended. I'm working with museum director Jayne Singleton to get more in this series scheduled for fall.
- This month's *Backyard Bounty: Vegetable Gardening 101* program had a combined attendance of 46 at the two sessions offered.
- At Airway Heights' *Backyard Bounty: Raised Beds & Community Gardening* program had 2 in attendance.
- Book discussion attendance averaged 9.25 in May, down from last month's average of 11.5.

Connect Communities:

- We visited 48 facilities in May, the same number as last month. Residents checked out 1797 items—up from last month's circulation of 1789 items.
- Librarian Kristy Bateman attended both the monthly WorkSource meeting and the bi-monthly WorkSource affiliates meeting. Kristy connected with Heidi Peterson, director of Next Generation Zone, about partnering possibilities. We'll be following up with Heidi in the coming months.

Youth Services (Gwendolyn Haley/Mary Ellen Braks)

Develop Young Learners:

- Storytimes—we provided 119 storytimes with 3,575 children and parents in attendance.
- Outreach Storytimes—we provided 41 storytimes in 19 childcares for 750 children.
- Elephant & Piggy Parties—196 children (ages 4-6) and their parents attended *Elephant & Piggy* parties in 6 of our libraries. They played, took pictures, and learned how the library

can help get them ready to read and support them in the early years of reading. We were able to include a special program for the Opportunity Elementary Title I program, and 79 children and their parents participated.

- Early Achievers Grant—we were notified that we were awarded 10 Early Achievers grants from the Washington State Library and the Department of Early Learning. We will be using the grant money to host “Love, Talk, Play” programs at all 10 libraries to raise awareness about the Early Achievers Quality Rating and Improvement system and how parents can use the rating system to identify high quality childcares. We will also provide Love Talk Play workshops for childcare providers and the Early Achievers coaches, and grant STARS credit for those. We are working with Community Minded Enterprises and the Early Achievers program to make this happen.
- Uni Washington State – The Foundation of Early Learning is taking STEM (Science, Technology, Engineering, and Math) outside this summer. The “UNI” is a portable reading room of STEM materials and activities so that parents, children and caregivers will get the chance to learn more about the importance of STEM. We have submitted two dates for the Uni to come to Spokane: August 17th at Unity in the Community and September 21st at Valleyfest. We should know by the end of June which event will have the “UNI.”
- The Start Healthy, Start Now Small Communities grant has begun. The Spokane County Health Department was awarded this grant. Our part in this grant is to incorporate the “Let’s Move, Child Care Model” into our Play and Learn Storytimes. Gwendolyn and Mary Ellen signed up for the Train the Trainer session so that we can incorporate the program into our Storytimes and School Age programming. Training will be next month. Mary Ellen also participated in the free training on trauma-informed care to mitigate the effects of Adverse Childhood Experiences (ACES) this month to see what can be applied in our Play and Learn Storytimes. The second part of this training will be in September.
- North Spokane added its 6th discovery station: a playhouse/puppet theater purchased by the North Spokane Friends group. It has been popular with families and kids of all ages.

Support Job Seekers and Local Businesses:

- STARS Train the Trainer Conference—Mary Ellen and Gwendolyn attended the Trainer Educator Conference, sponsored by Educational Training Partners. The clock hours for this conference allow us to maintain our STARS Trainer certification, and we have set a schedule of STARS training for fall.

Explore and Discover:

- May After School Program— we had 75 in attendance at the May school age programs. Historically, May attendance is lower than other months, although we went up slightly from last month.
- Tween Club—7 attended North Spokane’s Tween Club program. This is down from last month’s slime program (21).
- Teen Programs—77 teens attended programs this month, Anime had 22 and 24 at North Spokane and Spokane Valley respectively. Cheney drew 21 to the Cupcake program.
- School Visits—112 first graders from Shiloh Hills Elementary visited the North Spokane Library for stories and a tour. Staff provided programs at Cheney Mayfest and also for the Mullan Road Elementary 2nd graders—158 children altogether.
- We provided programs for 193 students in their schools this month. Staff book-talked at Freeman High School, visited all the English Language Learner classes in the Mead School District, and the Evergreen Middle School AR celebration.

Connect Communities:

- Mary Ellen and Jill from Community Minded Enterprises did the last teen parent Love, Talk Play event at Spokane Young Lives. The group has shown an interest in more Love Talk Play events which is great as the grant we have from Thrive by Five has been extended for another 18 months.
- Discoveries from the Field Fund – This is a grant program from the Foundation of Early Learning that supports STEM learning for the birth – five crowd and their parents and caregivers. We're working with Catholic Charities and Community Minded Enterprises to submit a letter of inquiry for this project. We will hear if we are invited to submit a full proposal in late June.
- Prime Time Family – Ellen Terry from Humanities Washington came to Spokane to do a presentation for our staff involved in the training in June and the principal and Title One teachers from Opportunity Elementary school which we will be working with in the fall. The school is very excited about the program.
- Mary Ellen attended the statewide Thrive by Five Early Learning Coalition meeting this month in Kennewick. The goal of this meeting was to align what we are currently doing with the new agreement from Thrive by Five and to see how practical it was to combine this meeting with the Infant/Toddler state meeting. This proved to be very efficient and informative and will probably be scheduled this way in the future.

Virtual Services (Carlie Hoffman)

Support Job Seekers and Local Businesses:

- I distributed promotional materials to the WorkSource classes to increase member awareness of ed2go and Tutor.com.

Explore and Discover:

- ed2go was launched to the public with positive initial feedback and usage.
- Science in Context was purchased to replace Access Science.
- Columbia Granger's World of Poetry was cancelled due to low usage by staff and members.

Connect Communities:

- Jane Baker, Ven Kozubenko, and I attended several meetings with NXNW to organize the website content and discuss the project progress.
- The OverDrive LEAP program was added to allow print-impaired members more options for accessing library materials.
- I wrote a training outline to assist in training bloggers and as future reference material.
- I coordinated with Evanced—the online meeting room and event calendar software provider—to create a custom online calendar trial.
- I attended Serving the DIY Patron: Library Instruction at the Point of Need.

Circulation services (Judy Luck/Gina Rice)

IN-LIBRARY CIRC								
	This Month		Compared to same month:			Year – to – Date		
	2013	2012	1-yr ago	3-yrs ago	5-yrs ago	2013	2012	Diff
AH	6396	6297	1.57%	33.75%	43.28%	30945	28803	7.44%
AR	14185	14037	1.05%	9.18%	28.31%	75189	74299	1.20%
CH	12452	15269	-18.45%	-9.71%	3.27%	66577	77979	-14.62%
DP	12896	13165	-2.04%	0.56%	8.32%	68270	69778	-2.16%
FF	1088	1372	-20.70%	-20.00%	-31.40%	6296	6851	-8.10%
ML	4638	4875	-4.86%	-8.56%	39.87%	24611	24560	0.21%
MP	16587	16520	0.41%	3.34%	27.00%	85301	82995	2.78%
NS	50061	51168	-2.16%	5.06%	23.98%	258775	257636	0.44%
OT	6921	7689	-9.99%	-2.42%	10.10%	34414	35051	-1.82%
SV	50012	51186	-2.29%	2.28%	23.75%	255504	265057	-3.60%
TOT	175236	181578	-3.49%	2.77	21.25%	906256	923009	-1.82%

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	3445	414	2516	21	6396	786	7182
AR	9032	680	4449	24	14185	1978	16163
CH	9406	591	2444	11	12452	2178	14630
DP	8781	693	3403	19	12896	1719	14615
FF	724	36	326	2	1088	125	1213
ML	2171	255	2188	24	4638	516	5154
MP	9540	577	6444	26	16587	3552	20139
NS	20213	2388	27155	305	50061	9108	59169
OT	3609	244	3050	18	6921	1507	8428
SV	22170	1943	25633	266	50012	7821	57833
TOT*	89091	7821	77608	716	175236	29290	204526

Self-Checkout					
	This Year This Month		Last Year This Month		
	Self-Check Circulation	% of total circulation	Self-Check Circulation	% of total circulation	Difference
AH	2537	39.67%	2616	41.54%	-1.88%
AR	4473	31.53%	4868	34.68%	-3.15%
CH	2455	19.72%	3415	22.37%	-2.65%
DP	3422	26.54%	3854	29.27%	-2.74%
FF	328	30.15%	436	31.78%	-1.63%
ML	2212	47.69%	2466	50.58%	-2.89%
MP	6470	39.01%	6265	37.92%	1.08%
NS	27460	54.85%	28893	56.47%	-1.61%
OT	3068	44.33%	3432	44.64%	-0.31%
SV	25899	51.79%	27492	53.71%	-1.92%
TOT	78324	44.70%	83737	46.12%	-1.42%

Holds	Holds filled	% of circulation	Holds filled	% of circulation	Difference 2012 to 2013
	May-12		May-13		
AH	1396	22.17%	1434	22.42%	0.25%
AR	2530	18.02%	3065	21.61%	3.58%
CH	3023	19.80%	2743	22.03%	2.23%
DP	2132	16.19%	2760	21.40%	5.21%
FF	350	25.51%	257	23.62%	-1.89%
ML	1041	21.35%	1038	22.38%	1.03%
MP	3382	20.47%	3742	22.56%	2.09%
NS	8247	16.12%	9641	19.26%	3.14%
OT	1882	24.48%	1913	27.64%	3.16%
SV	8462	16.53%	9705	19.41%	2.87%
ZSupport*			261	N/A	
TOTAL	33481		36559	20.86%	2.42%

*Zsupport holds added in 2013. No data is available for 2012. This impacts the percentage increase on the total only.

New Member Registrations			
	May 2013	May 2012	% Difference
AH	89	68	30.88%
AR	105	145	-27.59%
CH	118	122	-3.28%
DP	57	54	5.56%
FF	9	3	200.00%
ML	27	24	12.50%
MP	102	110	-7.27%
NS	383	373	2.68%
OT	37	50	-26.00%
SV	459	372	23.39%
TOTAL	1386	1321	4.92%

	Books to Go	% of circulation	DVD	% of circulation	New Books	% of circulation
AH	61	0.85%	2620	36.48%	339	4.72%
AR	414	2.56%	4112	25.44%	1274	7.88%
CH	299	2.04%	3645	24.91%	736	5.03%
DP	205	1.40%	4754	32.53%	648	4.43%
FF	46	3.79%	297	24.48%	70	5.77%
ML	63	1.22%	1672	32.44%	245	4.75%
MP	315	1.56%	4926	24.46%	1087	5.40%
NS	949	1.60%	13688	23.13%	3291	5.56%
OT	170	2.02%	2022	23.99%	512	6.07%
SV	952	1.64%	14421	24.91%	3721	6.43%
TOTAL	3474	1.70%	52157	25.50%	11923	5.83%

Customer Payments:

May Cash Collection				
	2012	2013	Difference 2012 to 2013	% change 2012 to 2013
CASH	\$11719.88	\$10201.1	-\$1518.78	-12.96%
CHECK	\$5242.85	\$4670.39	-\$572.46	-10.92%
CREDIT	\$8936	\$8466.35	-\$469.65	-5.26%
TOTAL	\$25898.73	\$23337.84	-\$2560.89	-9.89%

- In May we started using a new profile for children's cards with the purpose of allowing greater access for students who come into the library without a parent, but who need services right away. The CHILDONLY profile permits children 17 and under, without ID, to get a card which allows for two check-outs and two holds, as well as Internet access. These accounts block with any overdue item and will not be sent to collections so do not require parental approval upfront. We do send a letter home to alert parents, and then they have the choice of coming into a library with their child and changing the account to a regular full-service library card. So far we've had opportunity to issue several of these cards.
- We've also been working on the new phone notification process, which starts June 4. We've fine-tuned the voice and message which our members will hear when calls start for holds pick-up. Members who use email will still be notified that way. However, instead of print notices members without email addresses will get a call from an automated service, which has been successful with other libraries across the country. We are working with Unique Management, which also handles our print bill notices, and it is a great way to save the District money while providing our members a quicker way to find out about the availability of their holds.

LIBRARY REPORTS

Airway Heights: Stacy Hartkorn

Develop Young Learners:

- Play and Learn Storytime had a noticeable uptick in attendance with an average of 34.2 people per storytime during the month of May, which is more than double the 2012 average of 16.2 and higher than any previous month in 2013.
- Our *Elephant & Piggy Party* attracted a total of 8 attendees.

Support Job Seekers and Local Businesses:

- I proctored 1 exam for a library member during the month of May.

Explore and Discover:

- Great Northern's 5th/6th grade students visited the library for a combined attendance of 17 people. Their classroom teacher expressed interest in wanting to continue monthly visits in the 2013-2014 school year.
- A group of 14 students and teachers from Westwood Middle School's Pathways to Progress visited the library for a tour.
- 45 students and teachers from Sunset Elementary's 1st and 2nd grades visited for a tour and to learn more about Summer Reading.
- The teen duct tape program attracted 5 people, which is comparable to previous teen programming attendance.
- A total of 12 people attended the After School Special event in May; the second highest attendance for 2013 and slightly lower than 2012's average attendance of 13 people per event.

- Although the Backyard Bounty program *Raised Beds & Community Gardening* only attracted 2 participants, both were enthusiastic to learn more information to help them establish their own community garden in the Spokane area.
- Only 1 person attended our drop-in computer class offered in May, which is our lowest attendance to date (2012 averaged 4 people per computer class).

Connect Communities:

- I visited the Airway Heights Community Center Senior Meals program, providing information about library services and programming to a total of 20 people.
- I attended Sunset Elementary's Family Adventure Night, sharing information about Summer Reading and library services to a group of 40 people.
- The display case featured sketch artwork created by a local area teen.

Argonne: Mary Kay Anderson

Develop Young Learners:

- Our average of 25+ at each storytime this month was three better than last year. We also noticed more involvement of adults during the Play and Learn portion.
- We are accustomed to seeing parents talk about common concerns among themselves after storytime, and that contact is also taking place among grandparents who bring children to storytime. Some of the topics are different (keeping up with energy levels), but it is still reaching out to someone else in the trenches. And, they also arrange play dates.

Support Job Seekers and Local Businesses:

- We knew that one member dropped in to use the conference room several times each week to study for an exam. She made a special trip out to tell us she passed and said having this quiet place made all the difference to her.
- Our community bulletin board has more flyers from local businesses these days, a couple of which are updating the information regularly.

Explore and Discover:

- Nine people attended the *Fly Fishing Basics* program, part of the Beyond Books programs offered over the last several months.
- Five children and adults helped decorate our Summer Reading mural at the last After School Special of the year.
- The digital bulletin board was installed and questions regarding Summer Reading Programs started right away.

Cheney: Pat Davis

Develop Young Learners:

- Baby Play and Learn average weekly attendance decreased to 14.4 compared to 18 last year.
- Toddler Play and Learn increased to 40.2 this year compared to 29.2 last year.
- Preschool Play and Learn decreased to 37.8 this year compared to 40.4 last May.
- Our *Elephant & Piggy Party* had an attendance of 20.
- Public Services Clerk Lori provided 5 Storytimes to the EWU Childcare Center.
- I attended the Salnave Elementary Ready for Kindergarten spring classes and presented information about library services and Storytimes to parents. Several parents have come to Storytimes for the first time after attending Ready for Kindergarten.

Support Job Seekers and Local Businesses:

- We proctored 11 exams for college students.

Explore and Discover:

- Classes from Salnave and Windsor Elementary Schools toured the library as part of a community walk for social studies.

- The After School Special - *Mural, Mural on the Wall* attracted 11, the same as last year's attendance.
- Our Tween/Teen program, *Cupcake Design* attracted 21 participants as well as three adults who didn't realize it was a youth program.
- The adult program, *Dr. Doyle and Mr. Holmes*, had an attendance of 10.
- *Budgeting 101* attracted seven participants.

Connect Communities:

- Along with Stacy Hartkorn and Patrick Roewe, I attended the West Plains Chamber breakfast and heard the presentation "*Does a Port District Make Sense for Spokane County*" by Robin Toth, VP of Business Development at GSI.
- We participated in the Cheney Mayfest. PSC Lori and I promoted upcoming library programs and provided a Mother's Day craft for the children.
- The Cheney Friends met to plan their summer book sale. They also made a \$600.00 donation to support summer programming.

Deer Park: Kris Barnes

Develop Young Learners:

- Our *Elephant & Piggy Party* attracted 26 participants.
- Storytime attendance saw a significant decrease in attendance this month. This month's total attendance was 204 compared to last year's attendance of 403.
- I attended Deer Park Arcadia Elementary's field day celebration to talk about our summer reading programs and read stories. The local PTA also provides free books for every student at the school. This year Stevens County Librarian Brooke Golden joined me to observe and field questions regarding the Summer Reading programs offered at the Libraries of Stevens County as well.

Support Job Seekers and Local Businesses:

- I attended a meeting of the Deer Park Tourism committee this month. This month we spent some time discussing a mission statement and what direction this committee will be taking this coming year.
- We proctored two exams for students this month.

Explore and Discover:

- Our Adult Book Club attendance was 10 compared to last year's attendance of 8. It was a reader's choice this month, with each member discussing a fiction or non-fiction suspense thriller.

Connect Communities:

- Our display case featured a colorful array of wind-up toys by a local artist who said that she had been collecting these toys since the 1940s.
- This year marks the 100th year of classes graduating from the Deer Park School District and I was contacted by a committee working to locate and register graduating alumni who wish to meet at the library to coordinate their efforts. I volunteered our bulletin board to publicize this event as well as drop flyers off at other community locations.
- The Glass, Molders, Pottery, Plastics & Allied Workers (GMP) International Union local union 289 donated \$600.00 to SCLD as a thank you for use of our meeting room.
- I attended the Deer Park Chamber of Commerce meeting. We heard a presentation by a local forester in regards to the forestry project that is currently underway at the city owned missile site property. The property is well-used recreationally by hikers, snowshoers, runners and horsemen. The property's trees are being cleared to both help sustain the health of the woods due to bug infestations as well as provide a fire deterrent.

Fairfield: Bev Bergstrom

Develop Young Learners:

- We had an average of 12 children at Storytime, a 33% increase over last month.

Support Job Seekers and Local Businesses:

- Despite the lack of publicity for our Money Management class, we had three attendees.
- Bev has swapped her position as treasurer of the Hangman Creek Chamber of Commerce for the secretarial position (which no one wanted).

Explore and Discover:

- We had no attendees at our After School Special, which is the same as last year.
- Our monthly drop-in craft class was on tying flies. We had three attendees.
- A member commented that he's a slow reader, so being able to download digital materials and re-check items out multiple times has been helpful. He is also taking an Ed2Go class and appreciates the instructor's curriculum and layout.

Connect Communities:

- For the first time, Cindy and Bev attended the town council meeting with Doug. We gave a presentation on the District's priorities and how the Fairfield Library has begun to address them. The council was very supportive of our future plans and the programming we've had in the past for children.
- A Friend of the Library and Bev set up a District display table at the Liberty Elementary Science Fair.

Medical Lake: Laura Baird

Develop Young Learners:

- Storytime attendance averaged 25, up from 22 in May 2012.
- Six people attended the After School Special, up from one last May.
- I presented outreach storytime to groups of 47 both this May and last.
- Two children and one adult attended the first ever *Elephant & Piggy Party*.
- One Wednesday morning the building was evacuated for a suspected gas leak right when storytime had begun. While waiting for the fire department and City to secure the building, Jen set up Storytime in the parking lot and in the middle of her reading, two firefighters came over to talk to the children and have their pictures taken to the delight of parents and children alike. One of the parents said it was the best storytime ever.

Explore and Discover:

- The book discussion group held its monthly event in the meeting room.
- Staff helped a member set up her Kindle Paperwhite device and another person download audiobooks to his phone.

Connect Communities:

- Brian Westmoreland, owner of Authentic Restoration Services, Inc., viewed the historical pictures of the Hallett House in the library and saw the original structure of the house that he plans to restore. He began installing a new roof on the home this week. I contacted the Historical Society to let them know of his offer to remount and digitize the historical pictures in the library.
- Thirty members of the Medical Lake soccer organization called the library one night to see if they could use the meeting room that evening. They planned to hold their awards ceremony at a local park and at the last minute the event was rained out. The room was available and after the event three people got library cards.
- A member who lives in Reardan purchased over 50 children's discarded nonfiction books to supplement the community library there.
- A person from the Food Bank purchased 100 discarded books to be used at its facility.
- The display case is housing several wood-carved vases this month.

Moran Prairie: Jason Johnson

Develop Young Learners:

- Toddler Play and Learn Storytime averaged 62 attendees, up from 53 in May 2012, but down from 75 last month.
- Preschool Play and Learn Storytime had an average attendance of 34, up from 26 in May 2012 and 30 last month.
- Baby Play and Learn Storytime averaged 20, which is pretty steady with last May's average of 21 and last month's average of 19.

Connect Communities:

- The Moran Prairie Book Club had 6 attendees on hand to discuss *The Paris Wife*.
- I attended a Social Media Boot Camp that will help to provide better content through our social media channels.
- This month we had wood carvings in the display case from a library member that really captured the imagination of many members. There were numerous comments and compliments.

North Spokane: Patrick Roewe

Develop Young Learners:

- 912 children and their parents and caregivers will attend an early learning program this month.

Explore and Discover:

- 27 members attended the *Become Debt Free* program presentation by STCU.
- 23 members attended the *Beyond Books: Fly Fishing* presentation.
- 102 school-age members attended the *Elephant & Piggy Party* event.
- 29 teens and tweens participated in the *Anime* and *Tween Club* programs.

Connect Communities:

- 66 groups used the North Spokane meeting rooms this month, up 50% from May 2012 (44).
- I attend weekly Rotary meetings.
- Paintings by local artist Susan Rohrback were displayed in the library.

Otis Orchards: Bev Bergstrom

Develop Young Learners:

- A regular ECEAP class teacher walked her two classes to the library for Storytimes and tours. Most of the children had not been in the building before.
- Attendance at our Storytimes decreased 33% from last May.

Explore and Discover:

- Seven members attended the Money Smart workshop.

Connect Communities:

- Three staff members and a local family participated in the Otis Orchards Community parade. We delightedly showed off the new outreach van wrap.
- A member of the Lilac Festival Committee noticed our lovely lilacs in full bloom and asked if she could pick a fresh bouquet to put on the *Welcome* table at the event being held at the Davenport. We were happy to oblige.

Spokane Valley: Doug Stumbough

Develop Young Learners:

- Baby Play and Learn averaged 30, significantly up from last May (17).
- Toddler Play and Learn had 37 attendees on average, down slightly from 42 last year.
- Preschool Play and Learn was also down slightly, averaging 43 compared to 38 in May 2012.

- Family Play and Learn drew an average of 17, which is down from 24 last May.

Support Job Seekers and Local Businesses:

- Cindy Ulrey attended the Greater Spokane Valley Chamber of Commerce breakfast, which celebrated NxLevel Entrepreneurial Training, a 13-week program for adults who have started a business or are thinking about opening a business, which includes a session at the Spokane Valley Library learning about business resources.
- WorkSource presented another round of Job Seeker classes, with an average attendance of 10 completing the three-session series.

Explore and Discover:

- This month, 12 members attended the discussion of *The End of Life Book Club* by Will Schwalbe.
- The Teen Anime Club drew in 24 this month for a viewing and discussion of the next installment in the *Fruits Basket* series.
- 29 members of the community came for *Vegetable Gardening 101*, part of the *Backyard Bounty* series presented by the WSU Extension's Master Gardeners.

Connect Communities:

- The final program in the *Explore a Bygone Era* series, *This Valley Was Our Homeland*, presented in partnership with the Spokane Valley Heritage Museum, attracted 57 interested members. The series has been very well received, and another is being planned for the fall.

Public Use Measures

May 2013

Measure	This year	Last year	YTD	Last YTD	Rolling YTD
	This Month	This Month	This year	Comparison	Comparison
Registered borrowers	119,192	118,418		1%	
Door count	112,059	113,073	566,720	-1%	-2%
Circulation	224,438	227,300	1,136,102	-1%	0%
Digital Media Catalog	19,523	15,709	96,575	24%	36%
Programs					
Number	251	259	1,161	4%	6%
Attendance	6,136	7,167	28,251	1%	7%
Group Visits					
Number	10	0	23	229%	44%
Attendance	325	0	547	729%	51%
Software Station bookings	18,711	18,310	93,698	3%	-2%
Meeting room bookings	320	288	1,604	-2%	-2%
Holds placed					
By customers	34,352	32,065	176,955	3%	1%
By staff	8,184	6,715	35,871	5%	0%
Digital Media Catalog	5,598	5,530	29,103	4%	20%
Database use					
Searches	104,960	22,932	379,817	292%	122%
Retrievals	33,916	23,151	200,688	67%	50%
Website use (Remote)					
User sessions	83,123	85,023	431,159	0%	7%
Page views	209,473	260,580	1,193,270	-11%	6%
Catalog	56,518	63,740	294,155	-8%	9%
Database Access	4,743	5,697	29,928	-4%	-22%
Interlibrary loans					
Loaned	291	205	1,518	22%	10%
Borrowed	430	314	2,135	17%	6%

Public Use Measure Definitions

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

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

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

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

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

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

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

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

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

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

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

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

Searches: Number of database searches.

Retrievals: Number of search result documents retrieved.

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

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

Page views: Number of times each page is accessed.

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

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

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

Communication Report May 2013

Traditional Media

- SCLD in the news:
 - May 3 – Deer Park Tribune: Storytimes
 - May 8 – Deer Park Tribune: Storytimes
 - May 9 – Cheney Free Press: ML Book Club meets May 13
 - May 9 – Spokesman-Review: Spokane Valley City Council considers farmers market (SCLD mention)
 - May 10 – Spokane Valley News Herald: Open house on park/library conceptual site plan
 - May 15 – Deer Park Tribune: Storytimes
 - May 16 – Spokesman-Review: Storytimes
 - May 15 – KXLY.com: Your adventure awaits...at the library this summer
 - May 18 – Spokesman-Review: Public meeting planned on Balfour Park project
 - May 20 – Examiner.com: Nine great vampire tales available from the Spokane County Library District
 - May 22 – Deer Park Tribune: Storytimes
 - May 23 – Cheney Free Press: SCLD closures (holiday)
 - May 23 – Cheney Free Press: Cheney Book Club May 28
 - May 25 – Spokesman-Review: Balfour Park expansion options laid out
 - May 26 – Spokesman-Review: Home Calendar: Our Urban Forest
 - May 26 – Examiner.com: Six hilarious books available from the Spokane County Library District
 - May 28 – Spokane7.com: Scratch Lab at Spokane Valley Library
 - May 29 – Deer Park Tribune: Storytimes
 - May 31 – Spokane7.com: Make it at the Library

Estimated media value:

Approximate media value for SCLD in the news \$1200

Press Releases

May 2, 2013 – Open House on Park/Library Conceptual Site Plan

E-Marketing (Website, Social Media, Email)

- Social Media:

- Facebook: # of fans: 1680
- Twitter: # followers: 468
- Pinterest: followers: 503

- Email:

May 13 – eNews letter sent to 57,811 recipients. Opened 28,177 times with a total of 5,240 clicks. 266 unsubscribed.

- Website updates:

- May 1 – Promotion of new ed2go
- May 2 – Park/Library Conceptual Plan invite/notice of May 20 meeting
- May 13 – Summer Reading – Youth and Adult
- May 21 – Park-Library page added to website with links to online survey, FAQs, the Community Impact Plan, and inter-local agreement with City of Spokane Valley
- May 21 – Year in Review 2012 (annual report) added to website
- May 23 – Big Library Read added to new items
- May 24 – OverDrive LEAP added to website

Community Involvement

May 3 – Attended Spokane MarCom presentation – Klunt/Hosmer presentation: When projects go wrong

May 10 - Nancy Ledeboer & I recorded a public interest radio interview with Clear Channel radio for later playback on their 6 radio stations. Discussion included Community Impact Plan and

Park/Library Conceptual Site Plan meeting. The program ran on Clear Channel radio stations on Sunday, May 19.

May 16 – Attended Social Media Bootcamp 5.0 (with Jason Johnson) presented by the Spokane Chapter of the Public Relations Society of America.

May 17 – Attended Spokane Valley Chamber of Commerce monthly breakfast. Guest speaker was the owner of Froyo Earth. Also distributed adult Summer Reading schedules.

Current & Upcoming Projects

- Work continues with NXNW (North by Northwest) on new website
- Re-organizing social media team to align with new organizational structure
- Learning new digital signage program and creating content in preparation for staff training in fall

SPOKANE COUNTY LIBRARY DISTRICT
GENERAL OPERATING FUND
INCOME STATEMENT - "FINAL"
AS OF May 31, 2013
[PERCENT OF YEAR = 41.6%]

SPOKANE COUNTY LIBRARY DISTRICT
GENERAL OPERATING FUND
BALANCE SHEET - "FINAL"
AS OF May 31, 2013

REVENUES:	ACTUAL	BUDGET	PERCENT
PROPERTY TAX	\$ 10,113,637	\$ 10,058,400	100.55%
CONTRACTED CITIES, SERVICES & FEES	324,417	701,200	46.27%
MISCELLANEOUS REVENUES	95,437	208,600	45.75%
INTEREST EARNINGS	8,606	36,000	23.91%
TRANSFERS IN	-	164,100	0.00%
TOTAL REVENUES	\$ 10,542,097	\$ 11,168,300	94.39%
EXPENSES:			
SALARIES	\$ 2,359,686	\$ 5,742,800	41.09%
FRINGE BENEFITS	661,810	1,683,400	39.31%
SUPPLIES	116,863	576,600	20.27%
SERVICES	755,102	1,640,200	46.04%
CAPITAL EXPENDITURES	10,848	70,000	15.50%
LIBRARY MATERIALS	666,817	1,704,300	39.13%
INTEREST EXPENSE	3	500	0.60%
OPERATIONAL CONTINGENCIES	-	233,700	0.00%
TRANSFER OUT TO CAPITAL PROJECT FUND	-	-	0.00%
TOTAL EXPENSES	\$ 4,571,129	\$ 11,651,500	39.23%
TOTAL REVENUES OVER (UNDER) EXPENDITURES	\$ 5,970,968	\$ (483,200)	
CHANGES TO GENERAL FUND BALANCE:			
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	\$ 5,970,968	\$ (483,200)	
ACTUAL BEGINNING FUND BALANCE - 1/1/13	3,663,568	3,663,568	
ENDING FUND BALANCE - 5/31/13 & ESTIMATED BALANCE 5/31/13	\$ 9,634,536	\$ 3,180,368	

ASSETS:	
CASH	\$ 5,067,442
ACCOUNTS RECEIVABLE	563
TAXES RECEIVABLE	4,928,062
DUE FROM OTHER GOVERNMENTS	-
INVENTORY	51,544
PREPAID EXPENSES	126,942
TOTAL ASSETS	\$ 10,174,553
LIABILITIES:	
ACCOUNTS PAYABLE	\$ 286,210
INTEREST PAYABLE	-
TAX ANTICIPATION NOTES	-
DEFERRED REVENUE	253,807
TOTAL LIABILITIES	\$ 540,017
GENERAL FUND BALANCE:	
NONSPENDABLE FUNDS -- PREPAID ITEMS	\$ 321,105
NONSPENDABLE FUNDS -- INVENTORY	51,535
ASSIGNED FOR DISTRICT WELLNESS PROGRAM	1,262
ASSIGNED FOR DEER PARK LIBRARY PROGRAM	6,093
ASSIGNED FOR DIANE ZAHAND MEMORIAL FUND	6,059
UNASSIGNED FUND	9,248,482
ENDING FUND BALANCE May 31, 2013	\$ 9,634,536
TOTAL LIABILITIES AND GENERAL FUND BALANCE:	\$ 10,174,553
FUND BALANCE CAPITAL PROJECTS FUND - May 31, 2013	\$ 1,319,564

OVERVIEW DEVELOP YOUNG LEARNERS/PLA 5 FUNDAMENTALS

Librarians Kristy Bateman and Aileen Luppert will provide an overview of PLA 5 Fundamentals and District programming to develop young learners.

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

Spotlight Argonne Library

Library Supervisor Mary Kay Anderson will share highlights about Argonne Library and the community it serves.

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